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## Educational Visits Administrators Training

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Date	Time	Venue	Course Code	Event Ref.
11/05/2011	09:30 - 13:00	Norwich Professional Development Centre	ECVA8	G

**Course Context/Audience:**

For all school staff involved with the administration of Educational Visits. This is not Educational Visits Coordinator (EVC) training but is training for support/administrative staff who assist the EVC.

**Objectives:**

Following this course you will:

- understand your roles and responsibility within the context of Educational Visits
- understand the role of the EVC within the school environment
- know how to access support, having received practical advice and high quality training
- be able to follow the Local Authority's approval process
- Be introduced to Evolve (Internet Based Notification/Approval System) to use within your own school

**Course Leader/s:** Graham Lodge

**Phase:** All schools

**Fee: £90.00 LA Schools**  
**£100.00 Academies and External Clients**

**Closing Date:** 08/05/2011

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website [www.liftshare.com](http://www.liftshare.com) which is very useful for both routine and one off journeys.

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**How to book:**

To apply for a place on this activity please visit our website at: <http://www.cpd.norfolk.gov.uk/sdms/>

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