
Training for New Educational Visits Co-ordinators

Date	Time	Venue	Course Code	Event Ref.
08/06/2011	09:30 - 16:30	Norwich Professional Development Centre	ECVA2	X

Course Context/Audience:

It is a legal requirement for all schools to have appointed an Educational Visits Co-ordinator (EVC) which should be a senior member of staff or the role needs to be undertaken as part of a team that includes senior staff. One of the tasks of an EVC is to assess the competency of visit leaders.

Objectives:

Following this course you will:

- understand the roles and responsibility of the Local Authority in relation to enabling 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
- have an increased awareness of planning and risk management
- have an introduction to EVOLVE, the Internet Based Notification/Approval system

Course Leader/s: Graham Lodge

Phase: All schools

Fee: £160.00 LA Schools

£180.00 Academies and External Clients

Closing Date: 05/06/2011

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 which is very useful for both routine and one off journeys.

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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