

2012/13

Training for new Educational Visits Co-ordinators



Norfolk Integrated Education Advisory
Services (NIEAS)

Audience: All staff appointed as Educational Visits Co-ordinator (EVC)

Context: It is a 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.

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.

Date: 05/12/2012 09:30 – 16:30 (ECVC4 D)
Norwich Professional Development Centre

Date: 12/03/2013 09:30 – 16:30 (ECVC4 E)
Norwich Professional Development Centre

Date: 02/05/2013 09:30 – 16:30 (ECVC4 F)
Norwich Professional Development Centre

Norfolk Local Authority Maintained Schools - £163
All other clients (including Academies, Free Schools and
other Local Authority School) - £184

Book online at: www.cpd.norfolk.gov.uk/sdms/

For further information please contact:

Adviser

Graham Lodge

☎ 01603307744

✉ graham.lodge@norfolk.gov.uk

Business Support Officer

Amanda Seely

☎ 01603 307743

✉ amanda.seely@norfolk.gov.uk