

2012/13

Educational Visits Administrator Training



Norfolk Integrated Education Advisory
Services (NIEAS)

Audience: All staff involved with the administration of Educational Visits.

Context: Following this course you will:

- Understand your roles and responsibilities within the context of Educational Visits.
- Understand the role of the EVC within the school environment and be able to provide support/administration to the EVC.
- 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.

Date 25/03/2013 (ECVA8 L)

09:30 – 13:00

Norwich Professional Development Centre

Date 12/06/2013 (ECVA8 M)

09:30 – 13:00

Norwich Professional Development Centre

Norfolk Local Authority Maintained Schools - £92
All other clients (including Academies, Free Schools and
other Local Authority School) - £102

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

For further information please contact:

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