

2014

Educational Visits Administrator Training

**Norfolk Integrated Education
Advisory Service (NIEAS)**

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.

This training is not suitable for EVC's. For details of EVC training, please see separate full day course.

Dates:	15/10/2014
Time:	9:30am – 1:00pm
Venue:	Norwich Professional Development Centre
Course ref:	ECVA8
Cost:	£90

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