

2014/15

Training for new Educational Visits Co-ordinators

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

It is a requirement for all schools to have appointed a trained 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.

Course objectives:

- 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.

Dates:	09/12/2014
Time:	9:30am – 4:30pm
Venue:	Norwich Professional Development Centre
Date:	20/01/2015
Time:	9:30am – 4:30pm
Venue:	West Norfolk Professional Development Centre
Course ref:	ECVC4
Cost:	£165

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