

2015

EDUCATIONAL VISITS ADMINISTRATOR TRAINING

Helping support off-site visits that broaden pupils' horizons



This course will develop staff who provide administrative support for Educational Visits Coordinators and help plan visits.

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.

Date: 14/10/2015

Time: 9:30am - 1:00pm

Venue: Norwich Professional Development Centre

Course Code: EDVIS-1015-T001

Cost: £90

For more information and to book visit:

<http://www.s4s.norfolk.gov.uk>

Course Administrator: Amanda Seely

Direct dial: 01603 307743

email: amanda.seely@norfolk.gov.uk

Educational Visits and Journeys - NIEAS