

# Educational Visits Administrator Training

Helping support off-site visits that broaden pupils' horizons

## Course Outline

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

## By the end of the course participants will:-

- 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.

## Phase

All Schools

## Audience

All Staff (This course is not suitable for EVC's)

## Trainers

Graham Lodge

## Date

10/06/2016

## Time

9:30 am – 1:00 pm

## Venue

Norwich Professional  
Development Centre

## Cost

£90 per delegate

## Course Ref

EDVIS-0616-T001

