

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

13/10/2016

Time

9:30 am – 1:00 pm

Venue

Norwich Professional
Development Centre

Cost

£90 per delegate

Course Ref

EDVIS-1016-T001

