

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

20/01/2017

Time

9:30 am – 1:00 pm

Venue

Norwich Professional
Development Centre



For more information and to make a booking

www.educatorsolutions.org.uk or call 01603 307710