

# 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)

## **Trainer**

Graham Lodge

## **Date**

15/06/2017

## **Time**

9:30 am – 1:00 pm

## **Venue**

Norwich Professional  
Development Centre

## **Cost**

£90 per delegate

## **Course Ref**

EDVIS-0617-T001



For more information and to make a booking

**[www.educatorsolutions.org.uk](http://www.educatorsolutions.org.uk) or call 01603 307710**