

# 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

31/10/2018

### Time

9:30 am – 1:00 pm

### Venue

Norwich Professional  
Development Centre

### Cost

£97 per delegate

### Course Ref

EDVIS-1018-T002



For more information and to make a booking

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