

# Training for New Educational Visits Coordinators



Norfolk County Council

**Enabling safe educational visits that broaden pupils' horizons, raise pupils' aspirations and attainment.**

### Course Outline

Schools are required to appoint and have a trained Educational Visits Coordinator (EVC). This course is for staff new to the EVC role and existing EVC's who have not yet attended training. The course fully complies with all national standards and is accredited by the national Outdoor Education Advisers Panel.

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

- Understand the roles and responsibility of schools and the Local Authority in relation to enabling trips.
- Understand the role of the EVC within the school environment
- Know how to access support, having received practical advice and high quality training
- Be able to follow the Local Authority's approval process
- Have an increased awareness of planning and risk management
- Have an introduction to EVOLVE, the internet based notification/approval system.

### Phase

All Schools

### Audience

Headteachers, Senior Managers & staff appointed as EVC

### Trainer

Graham Lodge

### Date

08/09 December 2021  
Please note: This is a two day course.

### Time

9:30 am – 12:30 pm

### Venue

Online Zoom course

### Cost

£150 per delegate

### Course Ref

EDVIS-1221-T003



For more information and to make a booking email

[educational.visits@norfolk.gov.uk](mailto:educational.visits@norfolk.gov.uk)

Or call **01603 307743 / 01603 303341**



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