

Educational Visits Administration 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

Audience
All Staff (This course is not suitable for EVC's)

Trainer
Graham Lodge

Time
9:30-12:00

Venue
Online Teams

Fee
£65 per delegate

Course Ref No
EDVIS-OM-1122-T001
Date 07/11/22

EDVIS-OM-1122-T003
Date 21/11/22

EDVIS-OM-0323-T003
Date 08/03/23

EDVIS-OM-0523-T004
Date 22/05/23

EDVIS-OM-0623-T002
Date 07/06/23

Educational Visits

For more information and to make a booking please visit our [website](#) or email us at educational.visits@norfolk.gov.uk or **call** 01603 303341 (Mon-Tues) | 01603 307584 (Wed-Fri)



Norfolk
County Council