

# 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

## Audience

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

## Trainer

Graham Lodge

## Venue

Online Teams

## Fee

£65 per delegate

## Course Ref No

EDVIS-OM-0523-T004

**Date** 22/05/23

EDVIS-OM-0623-T002

**Date** 07/06/23

## Time

9.30 - 12.00

## Educational Visits

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

