

## Training for New Educational Visits Co-ordinators

Date	Time	Venue	Reference
5/10/2005	9.30 - 4.00	Norwich Professional Development Centre	5SN018
or			
10/10/2005	9.30 - 4.00	West Norfolk Professional Development Centre	5SN023

It is a legal requirement for all schools to have appointed an Educational Visits Co-ordinator (EVC).  
Free training is available for **new** EVCs.

Following this course you will:

- be able to follow the LEA approval process and understand the reasons for its introduction
- know what is reasonably expected of the EVC and carry out the EVC role as stated in the guidelines
- know how to access the LEA support available
- know the legal context in which educational visits operate
- have explored how the new computerised approvals process will support EVCs.

There is NO CHARGE for this course - funded from central funds. However, please note that the course is for new EVCs or for those who have not received previous training only. Administrative staff should attend the 'Organising Admin Support for Educational Visits' INSET and previously trained EVCs should attend the EVC Refresher Training sessions.

### Who should attend

Headteacher	<input type="radio"/>	Head of Dept.	<input type="radio"/>
Deputy Head	<input type="radio"/>	Classroom teacher	<input type="radio"/>
SENCO	<input type="radio"/>	Returner	<input type="radio"/>
Subject Leader	<input type="radio"/>	NQT	<input type="radio"/>
Classroom Assistant	<input type="radio"/>	Nursery Nurse	<input type="radio"/>
Supply Teacher	<input type="radio"/>	Pre-school Practitioner	<input type="radio"/>
Governors	<input type="radio"/>		

Other: Educational Visits Co-ordinator

### Phase

All

### Cost:

**£0.00**

Free of charge but cancellation within 5 working days or non-attendance will incur a £10.00 cancellation fee.

### How to book

To apply for a place at this activity please visit our INSET Opportunities website at <http://advisoryservice.norfolk.gov.uk/inset> or complete a booking form and return it to:

Margaret Goddard  
Norwich Professional Development Centre  
Woodside Road  
Norwich  
NR7 9QL

**Telephone:**

01603 433276

**Fax:**

01603 700236

**E-mail:**

[margaret.goddard@norfolk.gov.uk](mailto:margaret.goddard@norfolk.gov.uk)

**Course Leader (s) :**

Tom Hanrahan

