

Training for New Educational Visits Co-ordinators

Date	Time	Venue	Reference
25/4/2006	9.15 - 4.15	West Norfolk Professional Development Centre	6SN017
2/5/2006	9.15 - 4.15	Norwich Professional Development Centre	6SN018

It is a legal requirement for all schools to have appointed an Educational Visits Co-ordinator (EVC).

Following this course you will:

- be able to follow the Local Authority's 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 Local Authority support available;
- know the legal context in which educational visits operate;
- have explored how the new computerised approvals process will support EVCs.

Who should attend

Headteacher	<input checked="" type="radio"/>	Head of Dept.	<input type="radio"/>
Deputy Head	<input checked="" 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:

£125.00

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:

Sevil Kanal
Norwich Professional Development Centre
Woodside Road
Norwich
NR7 9QL

Telephone:

01603 433276

Fax:

01603 700236

E-mail:

sevil.kanal@norfolk.gov.uk

Course Leader (s) :

Tom Hanrahan

