

EdVol Training (Wave 2) Secondary

Date	Time	Venue	Reference
12/6/2006	9.30 - 12.00	Norwich Professional Development Centre	6SN099
14/6/2006	9.30 - 12.00	Norwich Professional Development Centre	6SN100
20/6/2006	9.30 - 12.00	Norwich Professional Development Centre	6SN101
28/6/2006	1.30 - 4.00	Norwich Professional Development Centre	6SN102

This course is for trained Educational Visits Co-ordinators ONLY

Objectives

By the end of this course you will be able to:

- set up EdVol to use within your own school
- understand how to enter and amend visits on EdVol
- how to submit applications for approval electronically
- understand how the approvals process works in relation to EdVol.

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: **Trained EVCs ONLY**

Phase

Special
Secondary

Cost:

£100.00

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) :

Hayley New