

Edvol Training

Date	Time	Venue	Reference
26/1/2007	9.00 - 12.00	Norwich Professional Development Centre	6SN127
29/1/2007	9.00 - 12.00	Norwich Professional Development Centre	6SN128
29/1/2007	1.00 - 4.00	Norwich Professional Development Centre	6SN129
30/1/2007	1.00 - 4.00	Norwich Professional Development Centre	6SN130

This course is primarily aimed at trained Educational Visits Co-ordinators. Admin staff are also welcome to attend with their EVC if it is felt that the support of an admin colleague would be helpful.

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: EVCs, Admin Staff

Phase

Cost:

£68.00

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:

Joy Lambert
West Norfolk Professional Dev. Centre
Kilham's Way
King's Lynn
PE30 2HU

Telephone:

01553 774023

Fax:

01553 692374

E-mail:

joy.lambert@norfolk.gov.uk

Course Leader (s) : Hayley New



every child matters
a brighter future for Norfolk's young people