
Training for New Educational Visits Co-ordinators

Date	Time	Venue	Course Code	Event Ref.
01/10/2007	09:15 - 16:15	Norwich Professional Development Centre	ECVA2	B
21/11/2007	09:15 - 16:15	Norwich Professional Development Centre	ECVA2	C

Course Context/Audience:

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

Objectives:

Following this course you will:

- understand the roles and responsibility of the Local Authority in relation to enabling Educational Visits
- understand the role of the EVC within the school environment
- know how to access support, having received practical advice and high quality training
- be able to follow the Local Authority's approval process
- have an increased awareness of planning and risk management

For approvals you will be able to:

- set up Evolve (Internet Based Notification/Approval System) to use within your own school
- understand how to enter and amend visits on Evolve
- know how to submit applications for approval electronically

Course Leader/s: Graham Lodge Educational Visits Adviser

Phase: All schools

Fee: £130.00

How to book:

To apply for a place on this activity please visit our website at:

<http://advisoryservice.norfolk.gov.uk>

or

complete a booking form and return it to:

Louise Reeves

Children's Services

Norfolk Advisory Service

Professional Development Centre

Woodside Road

Norwich, NR7 9QL

Telephone: 01603 433276 Fax: 01603 700236

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a brighter future for Norfolk's young people