

Outdoor Education Service



Educational Visits Leader Training (Theory): Course Booking Form

ONLINE VIA MICROSOFT TEAMS

Courses: Wednesdays 2pm – 5pm, 11th Oct 23 / 7th Feb 24 / 1st May 24 (please circle your date)

Name:

Organisation:

Contact Details: Day Tel Mobile

Email:

Any additional information pertinent to the course e.g. medical/access/preferences.....

.....

Have you completed EVL training before **Yes/No** If yes when

What is your main role in your organisation?

Please provide a summary of your experience relating to leading/managing Educational Visits

Invoice details: Fee £49pp within T&WC SLA/ £88pp for external participants

Signed Head Teacher: Date:

All cancellations of course bookings must be made via email. Unfortunately a phone call cannot be accepted as a means of cancellation. All bookings will remain on our system until written confirmation is received. A charge of 35% will be incurred if a delegate place is cancelled within 5 working days of the course date. The full course fee will be charged for any delegate/s who do not arrive for a course for which a place has been booked and not cancelled. **Please return booking form to: edvisits@telford.gov.uk**



Webpage for guidance, events and resources:

<http://www.telfordeducationservices.co.uk/educational-visits-and-journeys>

Outdoor Education Service



Educational Visits Leader Theory Training Course Information: *Joining Instructions*

Course Dates: 2pm – 5pm Wednesdays 11th Oct 23 / 7th Feb 24 / 1st May 24

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Course Content:

This course is designed to support and inform staff who lead or are learning to lead educational visits. No previous experience is necessary.

The course covers the planning, approval and emergency procedures that Visit Leaders must follow in their setting including

- Benefits and perceived barriers to Visits
- Legal expectations
- Visit planning, leadership and evaluation (including risk assessment)
- Action points to follow up on after the course
- Who to contact for further advice

Course Information:

- Online course via Microsoft Teams.
- An OEAP accredited certificate will be issued on the day.

Course Tutor: Alan Braybrooke, Outdoor Education Service Manager for Telford

Any queries please contact Alan Braybrooke 😊

edvisits@telford.gov.uk _ Office: 01952 387378



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