**Educational Visits Coordinator Training: Course Booking Form**

Venue: Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP

Course **9.00am – 3.30pm Fridays: 22nd Sept. 2023/ 2nd February 2024/ 21st June 2024** *(Please circle date)*

Name: …………………………………………………………………………………….......................................................................

Organisation: ……………………………………………………………………………………………………………………………………………...

Contact Details: Day Tel …………………………………………………... Mobile …………………………………………………………..

Email: ………………………………………………………………………………………………………………………………………………………….

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

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Have you completed EVC 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 if **NOT** in T&WC H&S SLA – Fee £150.00 per participant

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](mailto:EdVisits@telford.gov.uk)

**Educational Visits Coordinator Training: Course Information: *Please keep a copy***

It is a requirement that all Schools and Organisations which are working under the Telford and Wrekin Educational Visits SLA have the minimum of one Educational visits Coordinator (EVC).

The EVC is required to attend and EVC training course every 3 years as a minimum and invited to attend the termly EVC Network Meetings to ensure currency and competence. These courses and Meetings are provided free of charge under the SLA and are led by the T&W Accredited Outdoor Education Advisor.

**EVC Course Content.**

1. Introduction and overview, participant needs and priorities
2. Benefits and barriers to educational visits
3. Legal expectations
4. Planning, leading and evaluating visits and outdoor learning
   1. Event specific planning
   2. Emergency planning
   3. Accident and incident reporting
   4. Monitoring
   5. Record keeping and visit evaluation
5. Next steps for EVCs; planning, training needs, further help and guidance

**EVC Course Trainer**

Jo Barnett, Outdoor Education Service Manager for Telford and Wrekin Council

**Joining Instructions:**

**Course Times and Date**: 9.00am – 3.30pm Fridays **23rd Sept. 2022 / 27th Jan 2023 / 23rd June 2023**

**Venue:** Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP

* Car park options are South Water multi storey (ticket) accessed through Telford Town Centre, or Dark Lane car park (coins only) accessed through the southern edge of the Town Park via Dawley.
* The training room is to the right of the as you go through the main entrance.
* Refreshments will be provided but you will need to bring a packed lunch or there is a vending machine on site and local shops with 5 minute walk.
* A certificate which is valid for 3 years will be issued on the day.

**Any queries please contact Jo Barnett directly ☺**

Tel. 01952 38057 Email [jo.barnett@telford.gov.uk](mailto:jo.barnett@telford.gov.uk)

