

Fieldwork and Expeditions

**Royal
Geographical
Society**

with IBG

Advancing geography
and geographical learning

● Educational Visits Co-ordinator Up-date Course

Procedures for the Health and Safety of Pupils on Educational Visits are constantly evolving to such an extent that it is desirable for **trained** Educational Visits Co-ordinators to attend an "Update Course". Each course will bring trained EVCs up-to-date with current Health and Safety issues relevant to school visits and give them an opportunity to network with EVCs from other schools to share best practice ideas.

This course run in conjunction with Independent Schools Adventure Activities Association (ISAAA) is primarily for Independent and Foundation schools. If you work within a Local Authority school many Outdoor Education Advisors Panel members are providing "Update courses" for EVCs within their own Local Education Authority Schools. However, if this is not the case you would be most welcome to attend a course at the Royal Geographical Society with IBG.

Topics that will be covered during the "Update Course" will include:

- Issues raised by the EVCs attending the course
- Review of contemporary resources from DCFS, HSE, AALA, and other recent publications
- School policy documents
- Learning outcomes from recent incidents
- New Guidance information
 - eg BS 8848, Ski trips, Swimming
- What the papers say!
- National Governing Bodies

- Risk Assessment
- Inclusion/exclusion of pupils
- Minibuses – and other transport issues
- Manifesto for Learning Outside the Classroom
- Training material for EVCs to use in school
- Outcomes from School Inspections
- Underlying benefits of Educational Visits
- High Quality Outdoor Education
- Scenarios and Solutions

By attending this course delegates will also earn 5 CPD points which can be put towards the yearly requirement of 35 CPD points to attain Chartered Geographer status. A certificate of attendance will be given for all delegates.

Dates

Thursday 9 February 2012 at RGS-IBG, London

Wednesday 28 November 2012 at RGS-IBG, London

Timing

9.45 to 17.00

Venue

Royal Geographical Society (with IBG)
1 Kensington Gore, London SW7 2AR

Cost

£190 (incl VAT) per person. The price includes course notes, lunch and refreshments.

School Members, Fellows and Ordinary Members of the RGS-IBG are entitled to a 10% discount.

To book please complete the booking form attached, and return it with payment to:
Geography Outdoors: the centre supporting field research, exploration and outdoor learning
Royal Geographical Society with IBG, 1 Kensington Gore, London SW7 2AR.

tel: 020 7591 3030 fax: 020 7591 3031

e-mail: go@rgs.org website: www.rgs.org/GOseminars

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Educational Visits Co-ordinator Update

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Booking Form • One-day Update EVC Training Course at the RGS-IBG, London

First Name _____ Surname _____ RGS-IBG Member Y/N _____

Position _____ Membership no.: _____

Organisation _____

Address _____

Postcode _____

Telephone number (day) _____ (evening/mobile) _____

Email address (COMPULSORY METHOD OF COMMUNICATION) _____

Where did you hear about this course? _____

Have you got any special dietary requirements or other needs we should be aware of? _____

I have a disability and would benefit by having the following help available: _____

To help us ensure that this course is relevant to your needs, please complete the details overleaf.

Where did you complete the initial EVC training? _____

When did you complete the initial EVC training? _____

PAYMENT

I will be attending the EVC update course on _____ 2012

I enclose a cheque for Standard price **£190** (incl VAT)/ Membership price £171 (incl VAT) payable to **RGS-IBG**, OR

Please debit my Visa / MasterCard / Eurocard / Switch for £ _____

Card Number Expiry Date

Switch Issue Number

Signed _____ Date _____

Please send me an invoice at the above address

Invoices may be requested but must be settled in full before the date of the course

Confirmation of your booking will be sent out on receipt of payment.

No refunds on bookings cancelled less than 4 weeks before the seminar

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EVC Update- Training for Independent & Foundation Schools • Booking Form Continued

Details of planned out of school activities:

In order to increase the interactive nature, project specific content and overall benefit of the course it is important that we know as much about you and your planned off-site visits as possible. Please answer the following questions in as much details as possible.

Please summarise the range of off-site visits or activities you are involved with:

(include location, duration, age group of participants and purpose of visit)

Do you have any areas of particular concern or where you would like help / advice?

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Return completed form to

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