

# Fieldwork & Expeditions

**Royal  
Geographical  
Society**  
with IBG

Advancing geography  
and geographical learning

## • Educational Visits Co-ordinator Training • Tuesday 13 March 2018 at RGS-IBG, London

Learning outside the classroom has always been an integral part of a child's education, providing the opportunity to develop key personal and social skills. The EVC's role is to help the school fulfil its Health and Safety obligations for off-site school visits by being involved in the planning and management of all educational visits.

The course covers the key legal and practical procedures required of a school's EVC. It covers the information that establishments need to manage off-site visits. It is a national training course and transferable between employers.

The training programme will include: roles and responsibilities; risk assessment and risk management; competence, leadership, supervision; what the EVC needs to know, and what the EVC needs to do.

The course is accredited by the Outdoor Education Advisers' Panel and training will make use of current government literature relating to school visits. Information regarding this can be found at <http://oeapng.info/>

This course is primarily for Independent and Foundation schools. If you work within a Local Authority school many Outdoor Education Advisers Panel members are providing 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).

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:** Tuesday 13 March 2018

**Timing:** 9.45am to 4.30pm

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

**To Book:** Please complete the attached booking form or you can also book and pay online at—[www.rgs.org/bookonline](http://www.rgs.org/bookonline)

### Contact

Geography Outdoors: the centre for supporting field research, exploration and outdoor learning  
Royal Geographical Society (with IBG)  
1 Kensington Gore  
London SW7 2AR

**T** +44 (0)20 7591 3030

**F** +44 (0)20 7591 3031

**E** [go@rgs.org](mailto:go@rgs.org)

**W** [www.rgs.org/goseminars](http://www.rgs.org/goseminars)

Return completed form by email to [go@rgs.org](mailto:go@rgs.org) or by post to:  
Geography Outdoors: the centre supporting field research, exploration and outdoor learning  
(formerly known as the RGS-IBG Expedition Advisory Centre)  
RGS-IBG 1 Kensington Gore London SW7 2AR

# Educational Visits Co-ordinator Training

Tuesday 13 March 2018 at RGS-IBG, London

## Booking Form

First Name ..... Surname ..... RGS-IBG Member (including

Position ..... School Member): **Y / N**

Organisation ..... Membership No. ....

Address .....

Postcode .....

Telephone (day) .....

Telephone (evening/mobile) .....

Email (**COMPULSORY METHOD OF COMMUNICATION**) .....

### Booking options

Please tick appropriate selections

Date:

**Tuesday 13 March 2018**

Price:

**Standard** £190 (incl. VAT)

**Membership rate** £171 (incl. VAT)

### Payment method

Please tick as appropriate

**Invoice**

Amount .....

Purchase order number .....

**Cheque** (made payable to RGS-IBG)

Amount .....

**Credit / debit card**

Amount .....

Card number:

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Start date:

Expiry date:

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Issue number :

□ □ □ □

Card type: .....

Where did you hear about this course?  
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Have you got any special dietary requirements?  
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If you have a disability and need any assistance,  
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please specify:  
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**Signed**  
.....

**Date**  
.....

Return by email to [go@rgs.org](mailto:go@rgs.org) or by post to:

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Royal Geographical Society (with IBG)  
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**E** [go@rgs.org](mailto:go@rgs.org)

**W** [www.rgs.org/GOseminars](http://www.rgs.org/GOseminars)

**Note** Invoices must be settled in full before the date of the course or your place may be withdrawn. Final confirmation of your booking will be sent out on receipt of payment. All prices include VAT at 20%. **No refunds** on bookings cancelled less than 4 weeks before the course. Payment must still be made if you do not attend the course without cancellation.

## **Educational Visits Co-ordinator Training 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?**



This form can be emailed to [go@rgs.org](mailto:go@rgs.org)

The form can also be posted or faxed to

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RGS-IBG, 1 Kensington Gore, London SW7 2AR

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