**Educational Visits Leader Training (Theory): Course Booking Form**

**ONLINE VIA MICROSOFT TEAMS**

**Courses: - 7TH May 25/8th Oct 25/ 4th Feb 26, 6th May 26 (please circle)**

**Time: 2pm – 5pm**

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 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

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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**

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

**Course Dates: Fridays 9am – 3.30pm – 14th Nov 25, 6thh March 2026, 3rdh July 2026 (please circle)**

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

**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

* Their role within visit planning, leadership and evaluation
* Action points to follow up on after the course
* Who to contact for further advice

Visit Leaders should leave the course able to demonstrate basic competence in:

* Simple way-finding
* Group management in a range of typical outdoor settings that must include working by water
* How to document risk-benefit management for a site/visit to satisfy the requirements of their establishment

**Joining instructions:**

* Car park options are South Water multi storey (ticket) of adjacent to the Ice Rink (coins only) accessed through Telford Town Centre, or Dark Lane car park (coins only) accessed through the southern edge of the Town Park via Dawley.
* Please dress ready to go outdoors (whatever the weather) and we will go into woods and on natural paths. Wear footwear that you are comfortable walking in and bring a waterproof jacket with a good hood. The afternoon is an extended practical session and we will spend our time in and around the environs of the Town Park. A small rucksack and drinks bottle would be useful too.
* The training room is to the right of the main entrance of the Visitors Centre
* 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. We do intend to have a picnic lunch.
* An OEAP accredited certificate will be issued on the day.

**Course Tutor:** Alan Braybrooke, Outdoor Education Service Manager for Telford and Wrekin Council.

**Any queries please contact edvisits@telford.gov.uk ☺**

Office: 01952 387378

 