

Support for organisations arranging off-site visits and activities for young people

## Organisations we can support .....

Academies, Colleges, Community Schools, Charitable Trusts, Early Years settings, Federations, Foundation Schools, Free Schools, School Partnerships, Voluntary Aided Schools, Voluntary Organisations, Youth & Community Groups

## Meeting your requirements.....

You may simply need an on-demand advice service to supplement your existing provision or a bespoke training session to address a particular issue.

Alternatively, you may require a complete off-site visits service that enables you to effectively manage all aspects of the off-site visits process throughout your organisation.

Whether you are a small individual establishment or a large academy trust, we can provide an advice & support package tailored to your requirements.

## EVOLVE

*the market-leading, web-based system supporting all those involved in arranging off-site visits for young people in their care*

There are a number of ways to access EVOLVE:

**Standard**

Basic, single establishment EVOLVE, limited customisation

**Custom**

Fully customisable, single establishment EVOLVE

**Collaboration**

Fully customisable, multiple establishment EVOLVE

**Associate**

Client establishment accounts on *Offsite Education's* own EVOLVE with visit form customisation

We can arrange an EVOLVE demonstration on your premises, advise you about the relative features and practicalities of all the access options and, after you have acquired EVOLVE, provide the expertise to set-up and manage your system and train those using it

## Services we provide.....

1. An audit of existing practice within an establishment to ensure compliance with good practice standards;

2. An on-demand advisory service, via telephone and E-mail, to support establishments with day-to-day queries and longer term issues relating to any aspect of the visit process;

Educational Visits Co-ordinator (EVC) update and consultation events to keep client's EVCs abreast of developments in all aspects of the visit process.

3. A concise, up to date and user-friendly off-site visits and related activities guidance document, written for EVOLVE users and linked to the new OEAP National Guidance, that can easily be adapted to meet the specific requirements of the client;

An establishment off-site visits policy template that links to the guidance document and EVOLVE to provide a robust visit monitoring and audit process;

4. Advice and support to provide a fully functional EVOLVE system that is appropriate to the Client's needs.

Advice on how to make the most of your own EVOLVE or establishment account with another provider;

A comprehensive range of editable documents and forms, based on best-practice, that support visit planning and approval;

5. A comprehensive range of training courses to meet the needs of all stakeholders in the visit process;

See the Options & Fees chart for further information

You can find more information about us and what we do on our website, [www.offsite-education.co.uk](http://www.offsite-education.co.uk)

Why not contact us to arrange a consultation to discuss your requirements and how we can provide a professional, competitively priced service to support safe, high quality, off-site learning experiences for your young people.