

Guidance for Locally Delivered Courses – 2022/23

There are a number of valuable, curriculum linked educational events supported by the study leave reforms delivered to trainees within Trusts and by other providers. For these events to be supported from the study leave budget in the 2022/2023 financial year the following guidance will apply.

Process for courses included on the specialty course lists

Prospective approval for locally delivered events, including simulation, will not be required if the following criteria are met:

- There is a clear link to curriculum mandated or curriculum optional course codes as specified on the specialty course lists
- The funding is used directly for the development of trainees on HEE-supported training programmes.

Course organisers should check the study leave specialty course lists in the first instance to confirm whether the proposed event matches a preapproved code on the course lists. The lists can be found on our study leave website here: <https://lasepgmdesupport.hee.nhs.uk/support/home?studyleave>

If the course matches a preapproved code, prospective approval for funding will not be required. Trusts should submit claims for reimbursement of locally delivered events on their monthly return once the course has taken place using the relevant code from the course list. This includes claims for previously bulk-funded courses such as ALS for Foundation trainees and simulation for Foundation and IMT trainees. Please ensure that the names, GMC numbers and programme details of all attendees are listed.

Please also use the relevant code from the course list when advertising the course, so that trainees are aware which curriculum requirement the course fulfils.

When claiming for multi-specialty courses, please identify the most predominant specialty attending and use the code from this specialty course list. In such cases, please make clear when advertising the course that it is a multi-specialty event.

Process for courses not included on the specialty course lists

If the course does **not** match a code on the existing curriculum aligned list, you should apply for preapproval of funding and the allocation of a unique approval code by the Study Leave Team before the course takes place. Please complete the locally-funded approvals form on our website here: https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1WYq80Q27Zvl-ZMvucZ3wRBGdNUOVk4VTYyTEE0VTVKSDcyNFJFNDhHNThRVi4u.

The Study Leave Team will then forward the request to the relevant Deputy PG Dean for approval of funding. The Study Leave Team will contact you directly with the outcome once received and issue a unique funding approval code if required. The claim can then be added to the Trust's monthly return in the usual way once the course has taken place. Once again, please ensure that the names, GMC numbers and programme details of all attendees are listed.

Process for courses hosted by external providers

Please follow the relevant approval process outlined above to confirm whether the proposed course matches a preapproved code on the course lists or requires a unique code to be issued.

Once a code has been confirmed, please contact the study leave team on studyleave.lase@hee.nhs.uk to request a PO. Courses hosted by external providers are paid via invoice.

Please contact the study leave team if the cost is likely to exceed £10,000 (including VAT) for procurement guidance.

General guidance

Please note that there is a limit of **£5 per head** on all refreshment costs. This is based on the guidelines given in the NHS Terms and Conditions of Service Handbook.

Trusts are able to claim for the predicted number of trainees that will attend. This number should be realistic and based on previous events. Trusts will be responsible for ensuring attendance but will not be penalised where trainees cannot attend due to unforeseen circumstances. However, we would expect trainees to be formally written to where this is the case advising them of the costs involved. The Study Leave team will monitor this on a monthly basis.

Please note that funding from the study leave budget is intended for HEE trainees only. Funding for the attendance of those not on HEE training programmes will only be approved in exceptional cases if these attendees make up no more than 10% of the total number of attendees for a locally-delivered course.

As previously agreed, the locally delivered events funding cannot be used for the following:

- Regional Training Days (by exception, with prior approval – e.g. for pan London/KSS or pan regional events)
- Trust Statutory and Mandatory Training Events
- Local teaching events that do not attract a cost per event to trainees
- Events where funding has already been received through placement Tariff, such as simulation facilities and infrastructure.

Local education providers/Trusts should collate data on all locally delivered activity, including number of trainees per event, data on the uptake of courses (planned attendees and actual attendees), and feedback from learners demonstrating the quality of the event and confirmation that the event(s) linked to curriculum attainment. This end of year report should be collated and provided to HEE by **30th April 2023** for the previous financial year. The report will be used to identify priorities for funding for subsequent financial years as well as sharing areas of good practice across London and KSS.

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