



Guidance for Study Leave for London and Kent Surrey & Sussex

Mandated and Optional Lists

The study leave lists have been constructed by the relevant Heads of Specialty Schools/Training Programme Directors with oversight and approval of the Post Graduate Deans. Those courses identified as mandatory have been described in curriculum documents by the relevant Royal College or Faculty and should assist educational supervisors to ensure that the trainee is meeting the requirements mandated by the curriculum in the first instance.

The curriculum lists are not intended to be restrictive. They demonstrate possible events and activity that align to the curriculum. The lists are designed to facilitate local sign off by supervisors and Trusts. Where a trainee wishes to undertake career enhancing events that are not on the list then the discretionary approval process should be utilised.

The optional courses are **complementary** to the curriculum, the Head of School or Training Programme Director being of the opinion that attendance at these events is of benefit to the trainee. It is not expected that the lists are exhaustive and there is no expectation that the trainee should complete all the optional events for their given programme. The list should act as a guide for the trainee and educational supervisor to plan and schedule attendance at some of these events across the entire duration of training. Where a trainee has undertaken an event already described on the list and wishes to undertake the same event again, the trainee must seek approval from the Training Programme Director and relevant Head of School in the first instance. Unless specifically outlined in the curriculum, attendance on the same event on more than one occasion for the duration of any given training programme would not normally be supported by study leave. In the event there are appropriate educational grounds to attend an event on more than one occasion, any subsequent applications should be undertaken via the discretionary route.

Life Support Provider Courses

Life support provider courses will be supported by study leave where a **requirement to achieve these skills is demonstrated in the curriculum**. Where re-certification for life support courses is required to maintain curriculum competencies, it is expected that the trainee undertakes a provider “refresher” course (where such a course exists) unless there was a strong compelling reason agreed by the educational supervisor to repeat the provider course in its entirety.

Where a trainee has been recommended with instructor potential and wishes to undertake a life support instructor course, the educational supervisor and trainee should ensure that mandatory curriculum

requirements supported by study leave have been met before approving the trainee to undertake the instructor course.

Where the employer requires a trainee to hold such life support competencies and it is not mandated in the curriculum for the relevant trainee's programme, the employing organisation should make the necessary arrangements to provide such training at no cost to the trainee.

Preparation Courses for Relevant Post Graduate Examinations

HEE will support one exam preparation course for each component part of any given exam sitting. Applications for more than one course per component of any given exam sitting must be justified to be of educational benefit and any additional courses will be subject to discretionary approval by the Training Programme Director and the Head of School. Please be aware that support to attend examinations for travel, accommodation and subsistence will be provided within the agreed limits stated on the website, but exam fees cannot be supported by the study leave budget.

Additional Qualifications, degrees, diplomas and certificates and associated travel

HEE funding of postgraduate diplomas, certificates and degrees (where not identified on course lists) must be rationalised by an established link to the curriculum and a commitment that the qualification will be integral to the doctor's future career. Trainees must make prospective applications for funding in part towards this activity through the established discretionary route, and must not commit themselves until they have confirmation from Head of School of the amount of support allocated to the claim. Funding will not be guaranteed for multiple years and allocation of funding determined by remaining budgets. The study leave budget will not cover travel, hotel or subsistence costs for trainees undertaking non-mandated qualifications.

Travel and Courses outside of the London and Kent, Surrey & Sussex area

Trainees should be encouraged to attend courses and events within the London and South East area in the first instance. Where travel and subsistence are requested for any events outside of London and the South East, the trainee must be able to demonstrate that this course is not already available locally. Reasonable reimbursement can be claimed against study leave. Trainees should confirm the levels of support towards economy travel and accommodation via the up to date FAQs on PSP. Subsistence costs will not be met from HEE budgets.

International Events

Attendance at international events has a defined National process in place since 7th August 2019. The principles supporting a trainee to attend international events are as follows:

Trainees may apply for one international event per stage of training i.e. one in Foundation, one in core and one in higher training. Trainees on run-through programmes or established dual training programmes may apply every three years. Application for support towards international events will continue via the established discretionary route. Trainees presenting original work should be given priority to attend international events should budgetary restrictions become necessary.

Trainees should not expect full financial support for such international activity; with effect from 1 April 2023, for approved international study leave applications, HEE will usually fund a maximum contribution of £1000 or 50% of the combined costs (i.e., conference/course fees, travel, and accommodation); whichever is the lower amount. Any

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financial support towards international activity will be determined by remaining budgets. Trainees should not commit to attending international events until confirmation of funding has been received by the trainee from HEE – this will be provided on receipt of a unique discretionary approval code from the HET Study Leave team.

Leadership and Management Courses

Where leadership and management courses are being explored the trainee should seek to apply for either the LEEP or Edward Jenner programmes in the first instance (where available). Alternative funded courses must be discussed with a trainee's Training Programme Director and Head of School in compliance with the discretionary approval process, and a cap of £1,000, inclusive of all costs, i.e. the course fees and any T&A and/or subsistence costs, will be applied to any courses for which discretionary approval is obtained.

Regional Training Days

Regional training days should not normally incur a cost against the study leave budget. Trainees should apply for the time away from the employing organisation in the usual way. Travel and subsistence can be applied for in accordance with the usual limits. Please also see below note on GP Training Away days.

Trainees in London & KSS managed programmes undertaking training in posts in other regions

Trainees will claim their expenses through their employer and their course attendance should be captured on the HEE return for that deanery. If issues are encountered the study leave teams will work across HEE to resolve so trainees should contact them directly in these rare instances.

Academic trainees

Trainees undertaking clinical lecturer and academic clinical fellow training and who hold a National Training Number (NTN) are able to access the same study leave to support their clinical curricular progression as other trainees and should claim in the same way. For CLs the bursary for academic studies will be managed by the academic institute.

GP Training Away days

Funding from study budgets is limited to appropriate educational costs; for clarity this means that bed and breakfast costs will not be funded from study leave or other HEE budgets.

Claiming study leave expenses from the Employing Organisation

Trainees should adhere to time limits on submitting claims that are in place via the Employing Organisation. Where no such written guidance exists, HEE would expect that trainees submit claims for reimbursement within THREE months of the event.