

**Health Education England
(North West Office)**

Postgraduate Medical and Dental Education

Study Leave Guidelines

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| Document Title | Study Leave Guidelines |
| Purpose | A guidance document that gives an overview of the approach taken in HEE North West Office to study leave; provides information on process for TPDs, Heads of School, study leave administrators and trainees. |
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STUDY LEAVE COMMON PRINCIPLES

1. Introduction

- 1.1 This document has been designed to assist primarily Training Programme Directors (TPDs), Educational Supervisors, Clinical Supervisors, Rota Coordinators and Specialty Study Leave Administrators when considering applications for study leave; to ensure the budgets are used effectively to promote learning and to ensure equity of access for trainees working in Greater Manchester, Cumbria & Lancashire and Cheshire & Mersey. However, it will also assist trainees who are applying for study leave, enabling them to be aware of the key principles underlying study leave and how the process works within Health Education England North West Office (HEE NW).
- 1.2 The document provides guidelines that need to be considered when dealing with applications for study leave. It is not envisaged that these guidelines will form a series of written answers to every issue involved in the granting of study leave. The guidelines are based on the common principle that study leave should be taken in the context of the whole specialty programme and decisions are informed by the individual trainee's circumstances and the needs of other trainees on the programme.

2. Application to Trainee Groups

- 2.1 This document outlines the general principles behind the study leave process but there are variations in eligibility/process/application forms across the different training programmes. Therefore:
 - Foundation trainees should check the specific issues relating to the Foundation Programme here: <https://www.nwpgmd.nhs.uk/foundation-policies-and-processes>
 - General practice (GP) trainees should check the specific issues relating to the General Practice Programme here: <https://www.nwpgmd.nhs.uk/gpst-study-leave>
 - Dental trainees should check the specific issues relating to the different dental training programmes here: <https://www.nwpgmd.nhs.uk/dental-study-leave>
 - Psychiatry trainees should use the application form available here: http://www.schoolofpsychiatry.net/?page_id=5071

3. Context

- 3.1 Study leave is not an entitlement but an allowance. However, the GMC's '*Promoting Excellence*' states that 'Doctors in training must be able to take study leave appropriate to their curriculum or training programme, to the maximum time permitted in their terms and conditions of service.' Therefore, all requests for study leave will be considered appropriately by the employer, ensuring that service delivery can be safely maintained.
- 3.2 The GMC has also developed the '*Generic professional capabilities framework*', in close association with the Academy of Medical Royal Colleges. It prioritises themes such as patient safety and quality improvement, identifying outcomes which are generic across all postgraduate medical curricula. To achieve CCT, trainees will be required to demonstrate satisfactory achievement of the generic outcomes defined by the framework. There are 9 domains in the framework, with domain 1 requiring trainees to maintain 'their continuing professional development' and domain 3 requiring trainees to participate 'in continuing professional development to keep their knowledge, skills and capabilities up to date'. Study leave may

facilitate participation in relevant educational activities, enabling trainees to meet these generic outcomes.

- 3.3 Study leave is a key element in preparing and maintaining skills and overall competence but it should not be seen in isolation. It needs to be included within an overall educational programme incorporating clinical supervision, locally arranged teaching, audit, case conferences and journal clubs. Study leave represents the additional component, through which trainees can request time away from programmed activities in the workplace to attend other educational activities. For trainees on the 2002 contract, study leave is defined in '*The Terms and Conditions of Service for Hospital Medical and Dental Staff*', paragraphs 250 – 254. For trainees on the 2016 contract, study leave is defined in the '*Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016*', schedule 9, paragraphs 29 – 39.
- 3.4 These educational activities may involve the payment of course/conference fees, and in that situation the trainee can request a contribution, or in some cases the whole fee. The extent of support will be based primarily on the contribution the educational activity makes to an overall training plan with explicit objectives, but within an overall financial framework to ensure equity between trainees and specialties. This financial allocation is not an entitlement but an allowance carried over only in exceptional circumstances. Please note that exam fees are not eligible for funding from the study leave budget.

4. Purpose of Study Leave

- 4.1 The COPMeD Study Leave Guidelines inform HEE NW's approach to study leave and the key principles are outlined below. Study leave should:
- Enhance learning
 - Normally be planned as an integral part of a training programme (which would include work-based and multi-professional learning opportunities)
 - Where offered within a training programme, be accompanied by an expectation that trainees take up these opportunities (a minimum of 70% attendance is commonly required)
 - Be used to provide education and training not otherwise easily acquired in the work place setting
 - For most trainees, include a majority component that is defined as essential for the specialty or programme, with a proportion remaining for tailoring to individual needs; where considered integral to the training programme e.g. Foundation programmes or general practice training, trainees should continue to have access to teaching and training delivered in the work place or department
 - Where study leave is integral to a programme, the extent to which this subsumes part of the annual number of days available for study leave should be made explicit e.g. in the programme literature provided during recruitment and selection
 - Routinely be part of the appraisal dialogue, and outcomes may contribute to assessments
 - Be part of the documentation accumulated by doctors for revalidation
- 4.2 Trainees should note that they must attend the teaching provided for them within their programme and should aim to meet, if not exceed, 70% attendance. Trainees who fail to meet the required attendance for their teaching programme without good cause may be refused other applications for study leave.

5. Planning Study Leave

- 5.1 Each trainee should meet with their educational supervisor early in each placement to discuss the trainee's aspirations and learning needs, together with the formal and informal learning opportunities available in the placement. This discussion should inform the development of an individualised learning plan which should take account of the following:
- The individual aspirations and career aims of the trainee
 - The need to meet national expectations and curricula (e.g. as laid down by the Faculties/Royal Colleges)
 - The needs of the NHS to have a workforce delivering effective clinical care
 - The needs of the clinical department in which the trainee is working
 - The need to acquire those generic skills essential to effective contribution to, and function within, an evolving NHS.
- 5.2 A trainee's study leave programme should be regarded as one component of this planned educational programme. It should be an opportunity for trainees to access education and training not easily acquired in their clinical workplace and includes formal bleep free learning events. It should enable a trainee to attend specialised courses, training and meetings.
- 5.3 It is anticipated that trainees will meet regularly with their clinical or educational supervisors to review progress towards meeting their educational objectives set out in their learning plan. It is therefore acknowledged that the need to apply for study leave to facilitate access to a specific learning opportunity may change during a placement, as not all learning needs may be identified at the initial meeting. TPDs should take a flexible approach that supports individual trainees, whilst ensuring fairness and equity with other trainees on the programme.
- 5.4 Study leave should be taken as near to the workplace as possible for any given learning opportunity.
- 5.5 Trainees are advised that it is helpful to the TPD and specialty study leave administrator if they submit a copy of their learning plan along with their study leave application, although this is not a requirement.

6. Eligibility

- 6.1 All trainees who are engaged in postgraduate training (except foundation year 1) are eligible for study leave and funding for educational activity relevant to their curriculum.
- 6.2 Trainees working Less than Full Time (LTFT) can access study leave and funding on a pro-rata basis, as outlined below.
- 6.3 Trainees undertaking academic training programmes, such as trainees in Academic Clinical Fellow or Academic Clinical Lecturer posts, are eligible for study leave. Such placements are incorporated into a training programme recognized by the GMC. They have a clinical component sufficient for the placement to contribute towards a Certificate of Completion of Training (CCT) on an equal basis to other clinical placements. Study leave is available on the same basis as other trainees on the training programme for the clinical component; funding for study leave relating to the research component is a separate arrangement funded via NIHR bursaries which are managed by the relevant University. TPDs will identify trainees undertaking academic training programmes and distinguish them clearly from trainees undertaking Out of Programme Research (OOPR) placements.

- 6.4 Post-CCT trainees may be eligible for study leave, at the discretion of their TPD. Study leave and funding is only available to enhance the professional capabilities necessary for a trainee's future role as a consultant.
- 6.5 Whilst F1 trainees are not eligible for funding, those in the third placement of their F1 year can access up to 5 days study leave in support of career 'taster' sessions, with the time recouped from their F2 study leave allowance.
- 6.6 Trainees who are absent from work for the following reasons are not generally eligible for study leave:
- maternity/paternity leave
 - sick leave
 - adoption leave
 - compassionate paid/unpaid leave
 - any other paid or unpaid leave i.e. jury service.
- 6.7 However, in exceptional circumstances, study leave may still be possible for some trainees in the above categories. Trainees should seek clarification of the contractual and medical indemnity issues with the relevant Lead Employer and the provider of the course/conference/educational programme which they have applied to attend. This should then be shared with the TPD to inform the decision making process.
- 6.8 Trainees who are Out of Programme, including OOPR, are **not** eligible for funded study leave from HEE NW. Any study leave taken during a period of OOP must be funded by the trainee or the organisation hosting the post.
- 6.9 Study leave is not generally available for NHS initiatives such as audit meetings, CEPOD and clinical governance activities. Nor is it available for ALS, ATLS etc unless required by the curriculum.

7. Study Leave for Overseas Events

- 7.1 Study leave is not generally available for overseas events, which are defined as taking place in any country outside the UK. However, there are circumstances that will be considered flexibly by TPDs. Higher trainees who have the opportunity to present their work in an international forum are advised to discuss this with their TPD at the earliest opportunity. TPDs may also consider supporting European events that provide quality learning opportunities which are better value for money than similar events in the UK. In some smaller specialties it can be difficult to achieve significant critical mass for events within the UK and in such specialties TPDs may consider supporting attendance at European events that are particularly relevant to the specialty.
- 7.2 If study leave is approved for an overseas event, only one funded trip is normally allowed during the whole of a trainee's training. However, TPDs have discretion to support additional applications that are considered particularly relevant to the specialty and the individual trainee's learning needs.
- 7.3 The final decision on support for overseas events rests with the relevant Deputy Dean, on behalf of the Postgraduate Dean.
- 7.4 Study leave for overseas events is not normally available to core trainees.

7.5 Study leave will not be approved to attend exams overseas.

8. Study Leave Allocation

8.1 Study leave is generally limited to 30 days per year for full time trainees and is calculated pro-rata for LTFT trainees. For example, a trainee working LTFT at 60% would have an allowance of 18 days per year.

8.2 When calculating study leave all the days carrying a liability for expenses are counted, including weekends and bank holidays. Time spent travelling to and from the event is also counted.

8.3 Some of the time may be taken up by the days allocated to the specialty's training programme, with different specialties allocating varying periods of time. Trainees are advised to check with their TPD to clarify the number of days these will take from the allowance.

8.4 Trainees do not need to submit applications for leave to attend the specialty's teaching programme. However, TPDs may organise additional specific training events such as a skills workshop, where economies of scale make it more beneficial to organise an event for a number of trainees on the programme. The TPD will arrange funding via HEE NW Office but trainees will still need to apply for study leave.

8.5 Study leave includes but is not restricted to participation in:

- Study (usually but not exclusively on a course or programme)
- Research
- Teaching
- Examining or taking examinations
- Attending specialist clinics
- Attending professional conferences for educational benefit
- Rostered training events.

8.6 Full time trainees may take up to 7 days for private study (for example, revision for exams). The allowance for LTFT trainees is calculated pro-rata.

8.7 Employers may, at their discretion, grant study leave above the general limit outlined above, providing safe service delivery can be maintained and there is clear educational benefit to the trainee.

8.8 The study leave year runs from 1st October to 30th September. The time will be taken from the leave year in which the 1st day of the study leave falls and not from the year in which it was applied for.

8.9 Trainees should be aware that where study leave with pay is granted, they must not undertake any remunerative work.

9. Study Leave Funding

9.1 The study leave budget for the training programme is based on a notional allocation for each post within the programme. Some specialties may top-slice this to support educational activities such as the regional teaching programme. Trainees are advised to check with their TPD to see if this

is the case for their programme . GP and dental trainees should check the relevant webpage as outlined in section 2 to clarify the funding available.

- 9.2 Trainees working LTFT should only have access to the same total amount of funding for the duration of their training programme as full time trainees have for the duration of their training programme. The study leave budget for LTFT trainees needs to be amended and monitored by TPDs accordingly.
- 9.3 Study leave funding is not available for exam fees but travel, accommodation and subsistence can be applied for. For first and second attempts leave with pay and expenses can be applied for. Subsequent attempts are eligible for unpaid leave only. Study leave and expenses are not available to trainees undertaking a duplicate qualification such as a second MRCP. If a training programme provides a day-release or pre-examination course as part of its structured training then additional pre-examination courses will not normally be funded.
- 9.4 The study leave budget year runs from 1st March to 28th/29th February, although the core medical and core surgical programmes consider funding requests on an August to August basis. The funding will be taken from the budget year in which the 1st day of the study leave falls and not from the year in which it was applied for.

10. Application Process

- 10.1 Foundation, GP and dental trainees should check the specialty webpages listed in section 2 to ensure they are aware of the specific process and application form required for their programme. The link to the application form for psychiatry trainees is also included in section 2.
- 10.2 A flowchart of the process to be followed by hospital specialty trainees is available at Appendix A. This forms the basis for the application process in general practice and dentistry. Study leave for foundation trainees is administered locally by the programme and trainees should approach their Foundation Programme Director to check the local application process.
- 10.3 In summary, hospital specialty trainees should download and complete the application form available in appendix B and complete sections A, B, C and D. They must ensure their application has the approval of their clinical or educational supervisor and their rota coordinator. By signing section D trainees are confirming this is the case. HEE NW reserves the right to audit approval of received applications.
- 10.4 The form should then be emailed to the relevant specialty study leave administrator. Trainees should not email the form directly to their TPD unless expressly told to do so. A list of TPD's and study leave administrators is available on the Study Leave webpage at <https://www.nwpgmd.nhs.uk/study-leave> . Trainees are reminded that it is helpful to the TPD and specialty study leave administrators to receive a copy of their current learning plan along with their study leave application, although this is not a requirement.
- 10.5 The specialty study leave administrator will check the application has been appropriately completed and forward the form to the TPD for consideration. The TPD should consider the application and ensure the educational activity is relevant to the curriculum and will contribute to the trainee's individual learning plan. They will also consider the application in relation to the needs of other trainees on the programme, ensuring fairness and equity with other trainees. If funding is requested, the TPD must also ensure the amount is within the funding envelope allocated to the training programme. If the application is for an overseas event, the TPD will consider the application according to the guidelines outlined in section 7 above.
- 10.6 The TPD completes section E and returns it to the specialty study leave administrator, who forwards it to the HEE NW study leave administrator. Even if the application has not been

approved by the TPD, the form must still be forwarded to HEE NW. If the application is for an overseas trip which has been approved by the TPD, it will be forwarded to the relevant Deputy Dean, who will then confirm the final decision with the HEE NW administrator.

- 10.7 The HEE NW study leave administrator enters all applications on to the study leave database. They will also confirm approval with the trainee and email them an expenses claim form (FS2).
- 10.8 Further guidance for TPDs and specialty study leave administrators is available at appendix C.
- 10.9 If a trainee needs study leave but does not need to claim expenses, and vice versa, an application must still be completed and submitted. Applications do not have to be submitted for leave to attend the specialty's teaching programme.
- 10.10 Trainees should be aware that any study leave applications must be received in the HEE NW study leave email address before the commencement of any leave applied for. They should allow time for the TPD to consider any applications and for processing by the speciality study leave administrator.
- 10.11 Trainees are advised not to pay money in advance of study leave being approved. Any advance payments made, where approval is not granted, will not be reimbursed.

11. Expenses

- 11.1 When a study leave application has been approved, the HEE NW study leave administrator will send a confirmation email to the trainee, together with guidance on the expenses that can be claimed and the claim form (FS2). The claim form must be returned to the HEE NW study leave administrator, together with all relevant receipts, by the deadline stated in the email.
- 11.2 An overview of the expenses that can be claimed is outlined below:
 - **Travel:** Up to a maximum of the cost of a standard class return rail fare from the trainee's base hospital to the venue. Travel expenses must be claimed at the cheapest possible rate. Mileage can be claimed provided it does not exceed the cost of the rail fare. The mileage rate is 23 pence per mile. Air travel will only be funded if it is cheaper than the rail fare or if it is not possible to travel by rail (e.g. Northern Ireland or for approved overseas events).
 - **Course/Conference fee:** the email will confirm the amount applied for and approved.
 - **Accommodation:** £55 per night (bed & breakfast).
 - **Subsistence:** Up to a maximum of £20 per day.
- 11.3 Trainees must take note of the deadline for return of the expenses claim that is stated in the email. This will generally be 3 months from the 1st day of the course or before the end of February, whichever comes first. The February deadline is to comply with financial reporting requirements and it is particularly important trainees comply with this requirement.
- 11.4 Expense claims will be paid via salary at the end of each month. Both Lead Employers operate a cut-off date around the 10th of each month; any claim not processed before this date will be paid in the following month's salary.
- 11.5 As outlined above, study leave applications must be received prior to the commencement of any period of study leave. Retrospective applications for expenses will not be paid. In the event that a trainee applies for funding but not leave, the application must still be received prior to the date that the funding relates to.

- 11.6 Study leave and funding must be used for the purpose for which it was approved. If there are any changes to the approved leave and/or funding, trainees must inform HEE NW immediately. Such changes could include cancellation of courses, changes to dates of courses and changes to fees.

12. Working Time

- 12.1 Trainees are reminded that they need to ensure their rota coordinator is aware they are planning to take study leave as soon as reasonably possible so that rotas can be adjusted to facilitate release, whilst maintaining safe levels of service.
- 12.2 Trainees should be mindful of the potential impact of study leave on their adherence to the European Working Time Regulations. Trainees on the 2016 contract are also reminded that Schedule 9 states that *'Safeguards on hours and rest as set out in Schedule 3 continue to apply during any period of leave'*.

13. Appeals

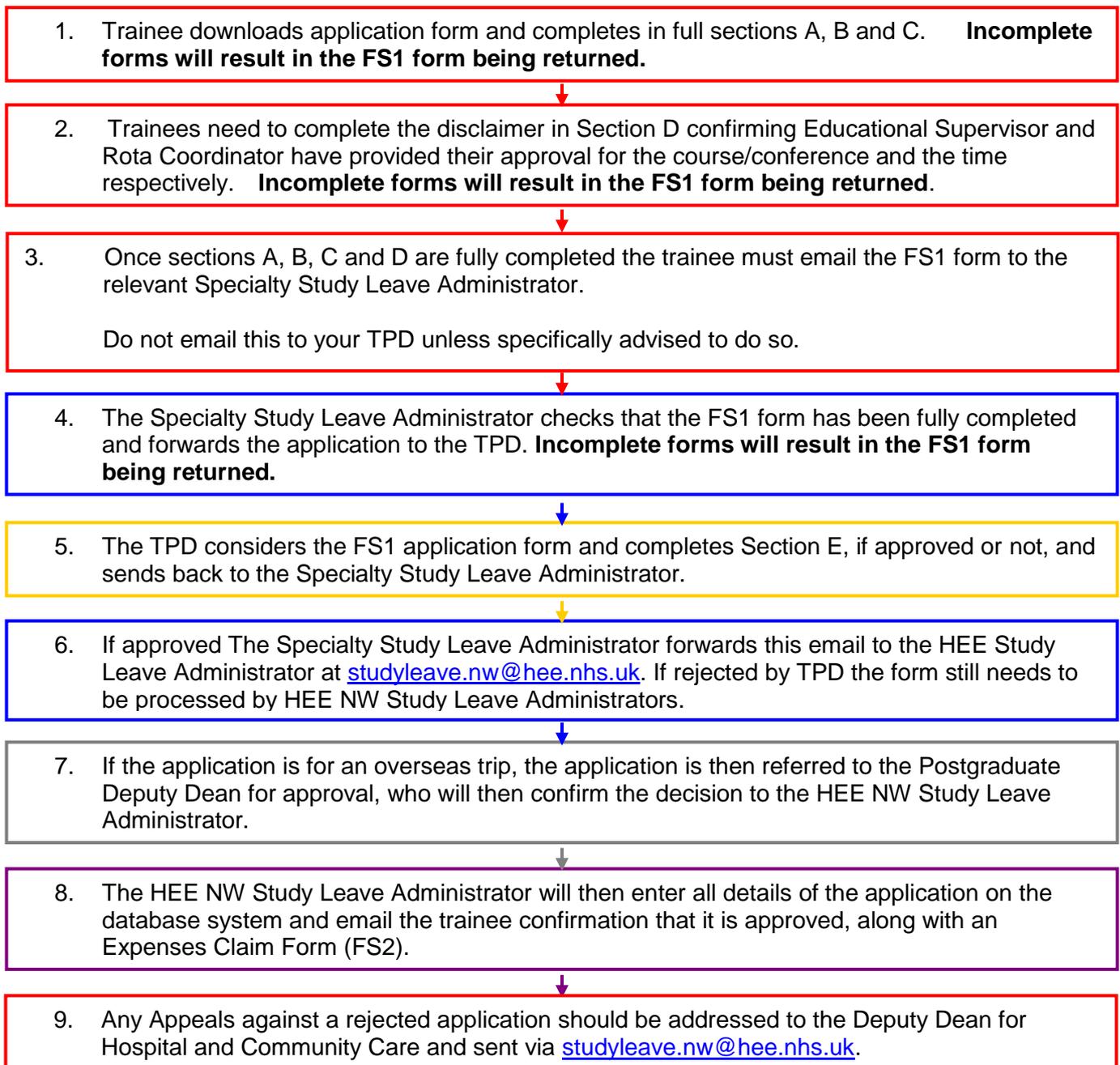
- 13.1 Hospital specialty and GP trainees who wish to appeal against a decision to reject their study leave application should refer to HEE NW's Non ARCP Appeal Process which is accessible here: <https://www.nwpgmd.nhs.uk/policies-procedures> However, the appeal should be directed to the relevant HEE NW study leave email address. Dental and foundation trainees should check the process on the relevant webpage as outlined in section 2 above.

Study Leave Application (FS1) Form Process Flow Chart

It is essential that this process is followed and the Study Leave Application (FS1) form is received in the studyleave.nw@hee.nhs.uk email before the start date of the course applied for. Failure to comply with this will result in your application form and subsequently any expenses requests being rejected.

Key to show which steps are to be done by which person

| | | | |
|--|--|---|---|
|  | Trainee - steps 1, 2, 3 & 9 |  | HEE NW Study Leave Administrator - steps 8 |
|  | TPD (Training Programme Director) - step 5 |  | Postgraduate Deputy Dean (where appropriate) - step 7 |
|  | Specialty Study leave Administrator - step 4&6 | | |



Study Leave Expense Claim Form (FS2) Process Flow Chart

It is essential that this process is followed.

The Study Leave Expense Claim (FS2) form, cannot be processed until the course start date as indicated on the Study Leave application (FS1) form.

Expense claim form must be with HEE NW Study Leave administrators within 90 days of the course start date otherwise financial claims will be rejected and Study Leave 'time only' will be processed.

Key to show which steps are to be done by which person

- HEE NW Study leave Administrator 1
- Trainee - steps 2, 3,4 & 6
- Payroll – step 5

2. On approval of the FS1 application form, the HHE NW Study Leave administrator will email details of the approval along with Study Leave Expense Claim (FS2) form to the trainee.



2. The Study Leave Expense Claim form (FS2) can only be processed after the course start date as indicated on the Study Leave application form (FS1) and should then be returned to the HEE NW Study Leave Administrator.



3. **Please note**, if there are no receipts, expenses will not be refunded (with the exception of travel where the cost of a standard 2nd class fare will be refunded.) Additionally all Study Leave expense form claims (FS2), must include trainee signatures. Typed signatures **WILL NOT** be accepted. Either physically sign the form or insert an electronic signature.



5. **Please note**, expense forms need to be with the HEE NW Study Leave administrators within 90 days of the course start date as indicated on the Study Leave Application (FS1) form, or before the last day in February whichever comes first, otherwise the financial claim will be rejected and Study Leave 'time only' will be processed.



5. Any expenses will be refunded on the trainees next possible pay date (this may be a month after the claim due to payroll office processes.)



6. Any Appeals again this process should be addressed to the Deputy Dean for Hospital and Community Care and sent via studyleave.nw@hee.nhs.uk . nwd.studyleave@nw.hee.nhs.uk .

Appendix B

Application form (hospital specialty trainees)

North West Study Leave
FS1 Application Form



Study Leave Reference Number: _____

Version 5.4 - December 2017 This will be completed by HEE NW after your application has been approved.

A PERSONAL DETAILS

| | | | |
|-----------------------|-------|-----------------------|---------------------------|
| Name | _____ | Grade | _____ Please select _____ |
| Speciality | _____ | GMC/GDC Number | _____ |
| Hospital/Practice | _____ | CCT Date | _____ |
| Contact Tel Number | _____ | (if applicable/known) | _____ |
| Contact Email Address | _____ | | |

B LEAVE REQUESTED

Date From _____ to _____

FOR OFFICE USE ONLY

C EXPENSES

Please select Yes or No below to show which expenses you wish to claim

| | | | |
|--|--------|---|-------|
| Type of Travel - RAIL/CAR/AIR | Yes/No | £ | _____ |
| Course/Conference Fee | Yes/No | £ | _____ |
| Subsistence and Accommodation | Yes/No | £ | _____ |
| Number of nights of Accommodation: | Yes/No | £ | _____ |
| Are you receiving a grant from any other source? | Yes/No | £ | _____ |

EXPENSES

T: _____

CF: _____

S: _____

G: _____

ACADEMIC CLINICAL FELLOWS AND CLINICAL LECTURERS ONLY

Please state which Study Leave fund you wish to claim from (from your Standard Study Leave allowance or your Clinical Lecturer/ACF allowance)

Standard Fund / Clinical Lecturer / ACF fund _____

PLEASE STATE EITHER "Standard", "Clinical Lecturer" or "ACF"

Briefly describe the meeting or conference and how this is relevant to your academic training/research:

D COVER OF DUTIES DURING ABSENCE

Locum Required? Yes/No _____ If not, name of doctor providing cover _____

Please tick to confirm the following:

1. I confirm that I have discussed this course with my Educational Supervisor, it is in my educational plan and I have obtained their approval to attend (study leave) Yes

Name of Educational Supervisor _____

2. I confirm that I have discussed this course with my Rota Coordinator, it is in my educational plan and I have obtained their approval for the time off (study leave) Yes

Name of Rota Coordinator _____

Signature of Applicant _____

*This application has been signed and submitted in accordance with and knowledge of the HEE NW guidelines for study leave
HEE reserve the right to request at random evidence of approvals from Educational Supervisor and Rota Coordinators.

WHAT TO DO NEXT...

You must email your application form to the relevant Study Leave Administrator for your Speciality. You can find a list of administrators on the HEE NW website (under Visit the Study Leave Section of the HEE NW website at www.nwpaand.nhs.uk/studyleave).

E TO BE COMPLETED BY THE TRAINING PROGRAMME DIRECTOR

I regard this course/activity as part of core training Yes/No _____ I support this application Yes/No _____

Level of Funding _____ Please select from drop down list _____ £ _____

Other Comments / If application not approved, please provide reasons:

Signature _____ Date _____

F OVERSEAS APPROVAL BY POSTGRADUATE DEAN OR DEPUTY (IF REQUIRED)

Signature _____ Date _____

DO NOT submit receipts with this application form. Receipts should be submitted with the F82 Claim Form after your application has been approved. CLAIM FORMS SHOULD BE SUBMITTED WITHIN 3 MONTHS OF THE COURSE START DATE. *Travel expenses must be claimed at the cheapest possible rates.

Study Leave is NOT normally available for trainees on Maternity Leave, Long Term Sick Leave or who are Out of Programme.

For OVERSEAS study leave - normally only ONE funded overseas trip is allowed in the WHOLE of your training, and is not normally allowed in the "Core" training years.

Additional advice for TPDs and Specialty Study Leave Administrators

This guidance relates specifically to hospital specialty learning programmes. It provides an overview applicable to dental programmes and general practice but TPDs within general practice should ensure they follow any specific guidance provided by the Head of School. There is a separate process for Foundation trainees and Foundation Programme Directors should consult the guidance available here on the Study Leave website page at <https://www.nwpgmd.nhs.uk/foundation-policies-and-processes>

Context

1. Study leave is not an entitlement but an allowance, enabling trainees to enhance the learning opportunities available to them. It should be set within an overall educational programme. It is expected that trainees will meet with their educational supervisors to plan study leave within the context of their individual learning plan. TPDs should consider applications that have the approval of the trainee's educational supervisor and rota coordinator, and ensure the educational activity is relevant to the curriculum and will contribute to the trainee's individual learning plan. They will also need to consider each individual application in relation to the needs of other trainees on the programme, ensuring fairness and equity with other trainees.
2. With the implementation of managed programmes of employment and education for specialty training the proposed seamless nature and the movement of trainees between sites during their programme means that TPDs need to plan study leave allocation in a managed way across the whole of training. This will be best achieved by the trainee having a study leave budget throughout the period of training.

Planning

3. Specialty trainees should plan their educational programme for each period of training with their educational supervisor at the start of their attachment. A learning plan should be devised taking into account the trainee's previous experience and their career goal.
4. The provision of a learning plan together with a record of study leave taken to date will assist the TPD/Study Leave Administrators when considering the approval of an application for study leave. If a learning plan is not submitted alongside an application for study leave, the TPD/Study Leave Administrator should consider a trainee's experience to date and the level of need (as determined by the college curriculum) when considering applications.
5. TPDs and their Training Committees will work with the Head of School /Associate Dean to identify courses that are 'essential' and 'desirable' for progress within the specialty. Trainees should choose from a portfolio of learning activities, which will be maintained and updated by the STC.
6. Funding for all elements of the courses identified by an educational supervisor as being 'essential' will depend upon adequate funds being available to the trainee from the budget allocated to the programme.

Eligibility

7. The eligibility for study leave is defined in section 6 of the guidance document.

8. When considering applications from post-CCT trainees, TPDs must ensure that the application is to enhance the trainee's professional capabilities in preparation for their future role as a consultant. TPDs have discretion to approve applications from post-CCT trainees but must ensure that any funding approved does not adversely affect the funding available to in-programme trainees. Skills-based clinical courses and overseas events are not generally considered appropriate for post-CCT trainees.

Overseas Events

9. The guidelines for considering requests for overseas events are outlined in section 7 of the guidance document.

Study Leave Allocation

10. As outlined in section 8 of the guidance document, study leave is generally limited to 30 days per year for full time trainees and is calculated pro-rata for LTFT trainees (LTFT). For example, a trainee working LTFT at 60% would have an allowance of 18 days per year.
11. Training programmes can require that a number of days be allocated to the specialty training programme. Generally, not more than 50% of the allowance should be allocated to the specialty training programme. TPDs need to make this clear to trainees when they commence on the training programme.
12. When calculating study leave all the days approved and carrying a liability for expenses are counted, including weekends and Bank Holidays. Time spent travelling to and from the event is also counted.
13. Trainees can request up to a maximum of 7 days leave per year for private study (pro-rata for LTFT trainees)
14. The study leave year runs from 1st October to 30th September. The time will be taken from the leave year in which the 1st day of the study leave falls and not from the year in which it was applied for.

Study Leave Funding

15. The allocation to each programme is based on the number of placements on the programme; the programme does not receive an allocation for any trainees who are out of programme. TPDs may top-slice the allocation to support educational activities such as the specialty training programme (see 19 -25 below). Specific one-off educational events may also be arranged and funded (see 26 – 29 below)
16. Trainees working LTFT should only have access to the same total amount of funding for the duration of their training programme as full time trainees have for the duration of their training programme. The study leave budget for LTFT trainees needs to be amended and monitored by TPDs accordingly.
17. As HEE NW works with a budget that is cash limited, approval may be given to paid leave for study but without provision of expenses or with a grant towards the cost of the course.
18. The study leave budget year runs from 1st March to 28th/29th February, although the core medical and core surgical programmes consider funding requests on an August to August basis. The funding will be taken from the budget year in which the 1st day of the study leave falls and not from the year in which it was applied for.

Top-slicing for Specialty Teaching Programmes

19. This mechanism enables TPDs to top-slice the notional study leave budget available to trainees within a programme to enable them to fund the specialty teaching programme and other events that benefit a number of trainees.
20. All top-slicing requests must be approved by the Deputy Postgraduate Dean for Hospital and Community Care prior to the study leave funding year commencing on 1st March.
21. An account must be set up at the TPD's Trust to house the funds.
22. To access the funds an invoice must be sent to:

Health Education England
Health Education North West – PP3
T73 PAYABLES F485
Phoenix House
Topcliffe Lane
Wakefield
WF3 1WE
23. The invoice must be accompanied by a list of the trainees who are to benefit from the training.
24. All claims for speakers, invoices for room hire etc. must be directed to the TPD's Trust finance department for payment from the programme's account.
25. TPDs are required to provide HEE NW with an annual statement of expenditure for the funding that has been top-sliced and a suggested template is attached at the end of this appendix in point 31. However, it is acknowledged that very small or very large programmes may need to submit a report that better reflects their circumstances. Requests for top-slicing of the next year's allocation will not be approved until the annual report for the previous year's expenditure has been submitted.

Specific Training Provision

26. In addition to the top-slicing mechanism outlined above, a TPD may identify a specific event such as a skills workshop, where economies of scale make it more beneficial to organise it for a number of trainees on the programme. The cost would be divided by the number of trainees and the corresponding amount deducted from their notional study leave allowance. This process is for one-off events where the TPD has not already set up a top-slicing mechanism or where they have exceeded the amount already top-sliced but have identified a further event that would be beneficial to trainees on the programme.
27. To access funding, approval must be sought from the Deputy Postgraduate Dean for Hospital and Community Care prior to the event taking place.
28. An invoice/claim should be addressed to the HEE address given in point 22 above.
29. The invoice must be accompanied by a list of the trainees who have benefited from the event.

Application Process

30. The process is outlined in section 10 of the guidance document and the flowchart is available at appendix A.
31. TPDs have a key role in considering applications and ensuring the educational activity is relevant to the curriculum and will contribute to the trainee's individual learning plan. They must also consider the application in relation to the needs of other trainees on the programme, ensuring fairness and equity with other trainees. If funding is requested, the TPD must also ensure the amount is within the funding envelope allocated to the training programme. If the application is for an overseas event, the TPD will consider the application according to the guidelines outlined in section 7 of the guidance document.
32. An example of a summary of accounts for the use of top-sliced funding is included below:

| | | |
|------------------------------|--|--------------|
| Trust | <i>Name of Trust</i> | |
| Training Programme | <i>Name of Training Programme</i> | |
| TPD | <i>Name of TPD</i> | |
| Funds Allocated | | 5,000 |
| Date of Event | | |
| Details of Event | | Cost |
| 01.01.2017 | Speaker cost for Prof X at Y venue | 250 |
| 01.02.2017 | Refreshments for training day at Y venue | 87 |
| 01.03.2017 | Speaker cost for Prof A at B venue | 260 |
| 01.04.2017 | Room hire & refreshments for regional training event | 1200 |
| 01.05.2017 | Room hire, materials & refreshments for skills workshop at G venue | 550 |
| 01.06.2017 | Refreshments for training day at Y venue | 90 |
| 01.07.2017 | Refreshments for training day at Y venue | 85 |
| 01.09.2017 | Refreshments for training day at Y venue | 87 |
| 01.010.2017 | Refreshments for training day at Y venue | 91 |
| Total Funds Used | | |
| | | 2700 |
| Total Funds Remaining | | |
| | | 2,300 |