

3 Levels of Study Leave Requests

Type	Description	Listed on	Approved by
Curriculum Mandated	Specifically mandated by curriculum to meet ARCP requirements	These courses will appear on the LASE study leave lists and will be marked as mandatory.	These can be approved by Educational Supervisor with discussion with trainee, Sign off at Trust level via DME.
Curriculum Optional	These are courses highly recommended by LASE TPDs and HoS	These courses will appear on the LASE study leave lists and will be marked as recommended.	These can be approved by Educational Supervisor with discussion with trainee In general trainees should be meeting mandatory curriculum requirements before considering optional activities. Sign off at Trust level via DME.
Aspirational	These are courses that the trainee wishes to attend in addition to what is usually required	These courses will not appear on the LASE study leave lists	Trainee must first write to their TPD to request approval to attend any course not on the LASE lists. If approval is given then the trainee will receive an email from LASE and can then apply via Trust for the leave via usual process. In general trainees should have met mandatory curriculum requirements before considering aspirational activity. Funding to trainee arranged via local PGME office following HoS approval.