

## Study Leave – Process for Aspirational Courses

An aspirational course is any course which does not appear on the mandatory or optional LaSE study leave lists.

**1) A Trainee wishes to apply for a study leave course. The Trainee checks LASE Study Leave lists on PSP.**

If the course is on the LASE Study Leave lists, then the Trainee follows the process for mandatory or optional courses.

**2) If the course is not on the lists, the Trainee should first discuss with their Educational Supervisor. If agreed as appropriate the Trainee contacts their TPD to request approval. If they do not know who their TPD is, this can be found on Synapse**

**([https://secure.synapse.nhs.uk/pages/group\\_567/14211b504bf39809c9337c3a591e57b8](https://secure.synapse.nhs.uk/pages/group_567/14211b504bf39809c9337c3a591e57b8)).**

**Their request must include the following information:**

- Name of course
- Course location
- Course dates
- Course fees
- Estimated travel/accommodation expenses
- Justification for attending the course, linked to trainees PDP and learning objectives
- Justification for attending a course located outside of London, Kent, Surrey & Sussex.

**3) The TPD then reviews the request:**

The TPD will review the trainee justification and consider if the trainee as attending any other aspirational courses this academic year.

If they decline the request, they respond to the Trainee informing them why it was not approved.

If insufficient or unclear information has been provided, the TPD requests more information from the Trainee before making a decision.

If they approve, they forward to the HoS for approval.

**4) The HoS then reviews the request:**

If they approve, the HoS emails the HETBusinessSupport.lase mailbox (with the above details provided by the Trainee).

If they decline the request, they inform the Trainee and TPD of the reason, and cc in the HETBusinessSupport.lase mailbox. The Study Leave team will then record details of the declined request on the spreadsheet.

- 5) The Study Leave team records this information on the approved courses spreadsheet and assigns an approval number. The Study Leave team then informs the Trainee, Employing Trust (MEM) and TPD via PSP, setting the type to “Study Leave”:

Dear (TPD name),

Many thanks for providing approval for (trainee name) to attend (course name). We can confirm we have noted this for our records and have allocated an approval number of (approval number).

(Trust name) – you will need to provide this number on your monthly return sheet to ensure that you receive the correct funding.

Kind regards,

Study Leave Team

- 6) The Trainee applies via Employing Trust local process for Study Leave (LEO if a London GP trainee). Sign off at Trust level via DME.
- 7) The Trainee attends the course.
- 8) The Trainee claims reimbursement via Trust and Employing Trust pays trainee via payroll.
- 9) The Trust includes this course cost in their monthly return to HEE (including the approval number provided by the Study Leave team) to claim reimbursement.
- 10) Should the trainee rotate ahead of attending the course, they can provide the email and respective approval code to their new trust where this will still be honoured subject to their having obtained the relevant agreement to study leave at the new trust

*The expected turnaround for a response from TPD/HoS is 2 weeks. If you are not receiving a response to your request please email [HETbusinesssupport.lase@hee.nhs.uk](mailto:HETbusinesssupport.lase@hee.nhs.uk)*