

## Guidance for Locally Delivered Course Claims

Trust educational teams, Heads of Speciality Schools and Training Programme Directors are encouraged to develop high quality, curriculum aligned teaching and training events for trainees in HEE supported training programmes. These events, which may generate a cost pressure to Trusts can now be considered for funding from the study leave budget through the existing processes in place for the management of trainee study leave applications.

Aims:

- To promote the development courses aligned to curriculum to be delivered locally or across provider organisations
- To minimise out of pocket expenses for trainees
- To reduce administration burden on Trusts
- To simplify funding flows to Trusts

Requirements:

- Locally delivered courses should be directly aligned to curricula and appear on the relevant curriculum lists <https://lasepgmdesupport.hee.nhs.uk/support/home?studyleave>
- Courses will be high quality and receive positive learner feedback
- Trusts should collect regular feedback on the quality and curriculum coverage of the event
- Prior to 1<sup>st</sup> April 2018 would normally have resulted in a charge to trainees for attendance
- Some of these courses may previously have been funded from Schools budgets but are more appropriately funded from study leave

Exclusions:

**Locally funded claims cannot include those events already supported by the Education and Training Tariff via the Learning and Development Agreement:**

- Regional Training days (unless they are pan London and then only by exception)
- Administrative support for postgraduate medical education
- Clinical medical education staff
- Local teaching events, which would include weekly teaching and regular timetabled sessions
- Provision of clinical skills and simulation facilities to support the curricula
- Faculty development for educators

Process for approval:

Trusts should seek approval for locally delivered courses where they anticipate costs being submitted to HEE.

- Number of times the course will run per financial year (April to March)
- Approximate number of HEE trainees attending
- Approximate costs per trainee
- A brief description of how the course aligns to the curriculum

Trusts should complete the [Locally Funded Approvals Form](#) and submit to the HET Study Leave team for consideration by the relevant Head of Speciality School and/or Deputy Post Graduate Dean. An approval email will be sent to trusts by way of agreement.

Full details of the costings will then need to be provided on the locally funded tab on your returns once the event has taken place.

To enable us to forward plan likely study leave spending, it would be helpful if trusts could consider what courses they are likely to be running for the academic year and submit early approval forms, preferably by the end of September, which will greatly help HEE with financial planning.

September 2018