

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 – specific to the school that the trainee’s training programme belongs to.

1) If a Trainee wishes to apply for a study leave course they must check the 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 specific to their employing trust’s procedure.

2) If the course is not on the lists, the Trainee should first discuss with their Educational Supervisor. If agreed to be 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).

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 then review the Trainee’s application.

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

If insufficient or unclear information has been provided, the TPD will request 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 will email the HETBusinessSupport.lase mailbox (with the above details provided by the Trainee).

If they decline the request, the HoS will inform the Trainee and TPD to provide justification.

- 5) Once HoS approval has been received, the Trainee then fills out a short form on PSP with all the details of their course. This form can be accessed using the link below:
https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_d33=true

- 6) The Study Leave team reviews the information on the form and assigns an approval number to the course.

The Trainee will receive an auto response from PSP once their approval code has been generated.

- 7) The Trainee applies via Employing Trust local process for Study Leave (LEO if a London GP trainee). Sign off at Trust level via DME.

- 8) The Trainee attends the course.

- 9) The Trainee claims reimbursement via Trust using their approval code and the Employing Trust pays the trainee via payroll.

- 10) 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.

- 11) 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