

Health Education England
London & KSS
Stewart House
32 Russell Square
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23rd April 2019

Locally Delivered Courses

There are a number of valuable, curriculum linked educational events supported by the study leave reforms delivered to trainees within Trusts and other providers. For these events to be supported from the study leave budget in the 2019/2020 financial year the following guidance will apply.

Prospective approval for locally delivered events, including simulation will **not** be required if the following criteria are met:

- There is a clear link to curriculum mandated or optional curriculum codes
- The funding is used directly for the development of trainees on HEE supported training programmes.
- Local education providers/Trusts should collate data on all locally delivered activity, including number of trainees per event, data on the uptake of courses (planned attendees and actual attendees), feedback from learners demonstrating the quality of the event and confirmation that the event(s) linked to curriculum attainment. This report should be collated and provided to HEE by 30th April for the previous financial year. The report will be used to identify priorities for funding for subsequent financial years as well as sharing areas of good practice across London.

The locally delivered events funding cannot be used to for the following:

- Regional Training Days (by exception, with prior approval)
- Trust Statutory and Mandatory Training Events
- Local teaching events that do not attract a cost per event to trainees
- Events where funding has already been received through placement Tariff, such as simulation facilities and infrastructure
- Any activities covered by bulk payments, e.g. Foundation/CMT simulation; GP Residentials; Medical Psychotherapy personal therapy.

Trusts should submit claims for reimbursement for locally delivered events on their monthly return, using the relevant code from the course lists. A list of codes for multi-specialty courses (e.g. leadership) will be uploaded to the study leave website.

Please note that aspirational courses will still require preapproval and the allocation of an approval code. A link to a simplified version of the locally-funded approvals form will be circulated shortly.