

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 or courses – specific to the school that the trainee’s training programme belongs to. There is an approval cap on the level of support for aspirational events of £1000 and this is subject to available HEE funds.

All applications to consider aspirational funding must be made **prior** to attending the event or course. No retrospective aspirational claims will be processed.

International Courses will be considered for funding via this aspirational process.

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, ensuring they quote the relevant course code on their application.

2) If the course is not on the lists or is international, 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 trainee’s PDP and learning objectives and confirmation that the trainee has not already received funding for an international event during the current period of training (i.e. Foundation or core or higher training programmes, trainees in run through or dual programmes can apply for international events every 3 years as a maximum)
- 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. This step is required to ensure overall requests fit within the available budget.

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 and allocates the approved amount of funding towards the claim.

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/event.

9) The Trainee claims reimbursement via Trust using their approval code and the Employing Trust pays the trainee via payroll. Note that for international events the trainee should submit a claim for the lower amount of cost of the event OR the cost of economy travel and accommodation. Please note that the maximum amount for accommodation will be available on PSP FAQs.

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 and claims being submitted within THREE months of the event.

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