

## Guidance for Locally Delivered Courses – 2020/21

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 2020/2021 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 end of year report should be collated and provided to HEE by **30th April 2021** 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.

Trusts should submit claims for reimbursement for locally delivered events on their monthly return, using the relevant code from the course lists on the website. This includes claims for previously bulk-funded courses such as ALS for Foundation trainees and simulation for Foundation and IMT trainees.

Please use the relevant code from the course list when advertising the course, so that trainees are aware which curriculum requirement the course fulfils. Please do not use the generic 0004 codes ('National course related to curriculum').

When claiming for multi-specialty courses (e.g. leadership), please identify the most predominant specialty attending and use the code from this specialty course list. In such cases, please make clear when advertising the course that it is a multi-specialty event.

Please note that courses which are not identified on existing curriculum aligned lists will still require preapproval and the allocation of an approval code. A link to a simplified version of the locally-funded approvals form can be found here:

[https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn\\_5ewMUGcD9DoB1Wyg80Q27Zvl-ZMvucZ3wRBGdNUOVk4VTYyTEE0VTVKSDcyNFJFNDhHNThRvi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyg80Q27Zvl-ZMvucZ3wRBGdNUOVk4VTYyTEE0VTVKSDcyNFJFNDhHNThRvi4u).

Please note that this year there will be a limit of £5 per head on refreshment costs. This is based on the guidelines given in the NHS Terms and Conditions of Service Handbook.

Trusts are able to claim for the predicted number of trainees that will attend. This number should be realistic and based on previous events. Trusts will be responsible for ensuring attendance but will not be penalised where trainees cannot attend due to unforeseen circumstances. However, we would expect trainees to be formally written to where this is the case advising them of the costs involved. The Study Leave team will monitor this on a monthly basis.

As previously agreed, the locally delivered events funding cannot be used 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.