Lifelong investment in people:

NHS
Health Education England

Study Leave **Funding** Application Process

Flowchart

Discuss study leave plans with your Educational Supervisor/Training Programme Director (TPD) at the start of your placement

Make sure you confirm the time off required for study leave with the rota coordinator in accordance with local timescale processes

Submit study leave application in line with the local process to ensure the time off has departmental approval and will not affect your agreed work schedule

Your Educational Supervisor will review the application against curriculum requirements and your personal development plan

Your application should be signed off and confirmed by the Educational Supervisor and/or DME* in accordance with timescale processes

Yes – curriculum requirements under £600

Yes – curriculum requirements over £600 and aspirational/overseas activity that incur a cost

No

If your application is not approved, the Educational Supervisor will confirm this in writing and provide reasons for this decision.

***Important info:** Guidance for Foundation trainees can be found here.

Complete the HEE study leave form available on the HEE EoE website: https://heeoe.hee.nhs.uk/Study_Leave

Submit the application with a copy of your PDP to your TPD/PGD for review & sign off. This must be approved **prior to attendance**.

No

If your application is not approved, the TPD/PGD will confirm this in writing and provide reasons for this decision

Yes

Once approved you can undertake your educational course - make sure you keep all receipts

Submit an expense claim to your employing NHS Trust in accordance with timescale processes (within 8 weeks of attending the course) and provide proof of attendance and receipts

Payment will be made to the trainee at the earliest opportunity and in line with Trust's reimbursement processes.

***Important info:** Some Trusts may require additional local sign off stages e.g. Medical Education Manager. If this is the case all stages of local sign off must be completed. The local and HEE (when applicable) application processes must be completed in full before any study leave can be attended/reimbursed.