

## Approving Aspirational Activities – Guidance for TPDs

- It must be remembered that the overall study budget is finite. As such, both trainees and TPDs are reminded to act sensibly and professionally when requesting/approving funding.
- There must be adherence to local trust process with regards to study leave approval.
- Aspirational activities are activities that will help the trainee complete part of their curriculum.
- Consider if it is possible to achieve similar outcomes from local/regional programmes, has the most cost effective choice been made.
- The activity must have been included in the trainee's PDP.
- Aspirational activities (including exam preparation courses) can only be approved if the trainee has achieved their core curriculum competencies for their stage of training and has obtained an outcome 1 or 6 at their most recent ARCP (or is on track to do so).
- For a trainee who has received an outcome 2 or 3 for exam failure they will be able to apply for examination preparation courses only.
- There is the possibility of 'partial funding' i.e. for the course/conference but not for travel/accommodation
- When funding is approved for an aspirational activity or for a curriculum requirement costing over £600, the Trust must be notified that this has been agreed – this would usually be by sending copy of the signed form to the Medical Education Manager.
- Remember funding should be distributed equitably and effectively.