

# STUDY LEAVE GUIDE

## STEP 1

Discuss and get agreement from your Educational Supervisor (your ST3 practice trainer), add to your PDP in eportfolio. Must be relevant to your GP training curriculum. If a Cat 3 course also speak to your Link TPD for agreement. (You should apply with at least 6 weeks' notice of course date).

## STEP 2 (hospital posts)

Discuss and get agreement for study leave from your supervising consultant and your hospital rota coordinator.

## STEP 2 (GP posts)

Discuss and get agreement for study leave from your practice manager.

## STEP 3

Complete Accent online application for leave remembering to **include all anticipated costs when applying**. This will generate an automatic email to admin team

## STEP 4

You will receive a notification email from Accent to confirm decision following request – **this is the final stage in authorisation, study leave is not guaranteed until this step**

## STEP 5

Book course if authorisation received (do not book course until a decision response has been received)

## STEP 6

Claiming expenses after the course. Log into Accent, go to the course and click on the expenses. Enter the amount to be claimed. Add ESR number to comments box, upload receipts (proof of payment, travel tickets) and a certificate of attendance. Click on the claim button. This will generate an automatic email to admin team.

You are able to claim course fees in advance for a Cat 1 course. Please follow the steps above. A certificate of attendance must be uploaded as soon as available. Claims for travel can be submitted after attending the course.

**Claims must be submitted within 3 months of completing the course – claims after this period will not be processed.**

## **STUDY LEAVE GUIDANCE NOTES**

### **What is my study leave allowance for ST1, 2 & 3 years?**

Annual entitlement is 60 sessions (30 days), running from August to July. Pro-rata for LTFT.

How study leave is used differs when in hospital and GP/ITP. Further information can be found below.\*\*\*

Please also look at [Study Leave Guidance - Working across the South West](#) and [The Working Week and The New Junior Doctor Contract \(NJDC\) - Working across the South West](#)

### **What is my study leave budget?**

There is no cap on study leave budget currently. However, points of note to be considered are:

*Is the course related to the GP curriculum?*

*Is there a local course that is suitable either at a lower cost or is provided at no cost?*

### **What do I need to apply for?**

These are examples:

- One day, single curriculum area, knowledge-based update courses with costs attached - (RCGP, Red Whale, NB Medical for example) - only 2 per academic year
- General update courses - 1 per trainee **during training** in either ST2 or 3
- RCGP Exam preparation courses - **NOTE you can only attend the RCGP course – no other provider will be authorised**
- Exam revision leave - maximum of 10 sessions per academic year for AKT or SCA. This **DOES** come out of your study leave allowance
- BGPRT (Bath GP Education & Research Trust) other than those included on the GP teaching timetable (you are a member of BGPRT and can attend any of their courses)
- Courses related to scholarship roles / Meetings related to GPST representative roles
- Leadership courses / Teaching courses
- BLS (if qualification out of date) – note ALS is not allowed
- Adult/Child Safeguarding
- Visits to your ST3 practice during ST1 and ST2

**Professional Leave** GPSTs are also entitled to up to 10 sessions (5 days) professional leave each academic year. Professional leave can be used for attending committee meetings, the PESC or EESC to help trainers and similar activities that are not primarily educational but are of benefit to the medical community.

A full list of approved/non approved courses can be found at [Study Leave Guidance - Working across the South West](#)

Time in lieu will be allowed if the course is undertaken outside of the normal working week, for example a course undertaken on a Saturday would allow the GPST to take time in lieu from their educational time in the working week. For LTFT trainees, attending a course on a non-working day would result in time in lieu being taken from educational time in their normal working times, please liaise with your Rota Coordinator prior to bookings.

### **What don't I need to apply for?**

GP teaching sessions (VTS, DRC, BGPRT)

SCA/AKT Exams – time is automatically granted.

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**\*\*\*Study leave entitlement and how this is calculated during a 12-month GP Practice placement as part of your working week contract – this is pro-rata for those in a 6-month placement.**

As you know, the WTE working week includes 12 hours of education, made up of:

- 4 hours external structured education
- 4 hours practice-based education
- 4 hours independent learning activity

**Study leave is used for all external structured education sessions.** Independent learning time is also timetabled into the working week but study leave is not needed to cover this time.

### **Study Leave Entitlement**

Each academic year (from August), you are entitled to 60 sessions of study leave. The length of each session depends on your working percentage:

- 100% WTE: 4 hours per session
- 80% LTFT: 3.2 hours
- 60% LTFT: 2.4 hours

This entitlement is calculated as follows:

- The academic year contains 52 weeks, minus approximately 6 weeks for annual leave, bank holidays, leaving 44 weeks available for structured education.

- You normally undertake one external structured education session (study leave) each Wednesday, either attending scheduled GP Programme teaching (DRC - Day Release Course) or self-directed educational activity.
- 60 sessions (annual entitlement) minus 44 sessions (weekly external structured education sessions) leaves 16 sessions available for external courses.

These remaining 16 sessions must be applied for via Accent system whether they have finances attached or not, once agreed by your practice and supervisor, and should align with your PDP objectives.

## Structure of the Working Week

There is guidance on how the 12 hours of weekly education should be used, including suggested activities for weeks without scheduled teaching. Exam preparation can be undertaken during your external teaching session when there is no DRC scheduled, or as an independent session, which you would also normally take on a Wednesday.

See: [The Working Week and The New Junior Doctor Contract \(NJDC\) - Working across the South West](#)

## Exam Preparation

You may take up to **10 sessions** of exam preparation time providing you have sufficient study leave within your annual allowance. Please note this is not an additional entitlement—these sessions come from your yearly 60-session total. Careful planning is therefore essential, especially if you are sitting both the AKT and SCA exams within the same academic year.

In summary, you are entitled to one study leave session every Wednesday, regardless of whether formal teaching takes place. When no structured teaching is scheduled, you must organise your own educational activity aligned with your PDP and record a reflective entry on your ePortfolio; this is salaried educational time, so it must be used for appropriate learning activities. For LTFT trainees to be able to attend all DRC sessions as part of your external structured education time it may be that what makes up your total 'education time' varies week by week. For example, a 60% LTFT trainee may use 2 x sessions (4.8 hours) of external structured education one week to attend DRC and then take 2 x sessions (4.8 hours) independent education sessions the following week.