

South West Trainees  
(Peninsula and Severn)

Health Education England –  
working across the South  
West

Raleigh Building  
22A Davy Road  
Plymouth Science Park  
Derriford  
Plymouth  
PL6 8BY



20<sup>th</sup> April 2018

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Dear Colleague

## RE Study Leave

In response to concerns raised through the junior doctor's contract negotiations, Health Education England (HEE) has brought in changes to study leave funding processes with effect from April 2018.

The following principles for study leave have been agreed:

- The previously agreed study leave 'limit' no longer applies. There is not an unlimited budget but the agreement is that funding for study leave should be directly aligned to achieving curriculum outcomes.
- There is recognition that different programmes have different requirements and as a result trainees will, by definition, have access to differing levels of funding.
- Trainees should discuss their progress, aspirations and intentions with their supervisor. This is of particular importance when considering funding applications for discretionary activity that is not directly aligned to curriculum outcomes.
- Financial support for discretionary activity will only be considered if the trainee has met their core curriculum requirements and they can demonstrate how the support required will allow them to fulfil their potential, facilitate career development and meet potential employer requirements.
- A number of programmes have developed locally delivered courses mapped to the curriculum which are funded through the study leave budget. These courses will continue and the expectation is that trainees will continue to access these courses.

The process for applying for study leave remains unchanged and you should continue to apply for both absence to undertake study leave and educational approval at Trust level (or through the Deanery if that is the established process).

There are a number of advantages to this revised system:

- Heads of School and Training Programme Directors will, for the first time, have oversight of all the opportunities that their trainees are accessing through study leave funding
- Study leave funding will be used only for study leave
- The artificial 'limit' is removed to allow curriculum attainment
- There is likely to be an opportunity to develop bespoke local opportunities for trainees where a need is identified

The enclosed Study Leave Guide for Trainees document will provide further details, including frequently asked questions. I also enclose a guide for claiming travel and subsistence for approved Study Leave.

A generic e-mail address for Severn and Peninsula managed programmes has been created so should you have any queries please direct them to the appropriate address below:-

- Peninsula managed programme: [PENStudyLeave.SW@hee.nhs.uk](mailto:PENStudyLeave.SW@hee.nhs.uk)
- Severn managed programme: [SEVStudyLeave.SW@hee.nhs.uk](mailto:SEVStudyLeave.SW@hee.nhs.uk)

Yours sincerely



Neil Squires  
**Business and Operations Manager**



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**Senior Business and Education Manager**

Enclosed.

Nationally agreed 'Accessing centralised study budgets – a guide for trainees'  
Guide to Travel and Subsistence Expenses