

## Study Leave Policy

### NHS England - East Midlands





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## Notes about this document

This document applies to all postgraduate doctors and learners appointed to NHS England training programmes in the East Midlands.

It does not apply to doctors who are not in formal NHS England postgraduate training programmes. This includes Specialty and Associate Specialist (SAS) doctors, as well as Medical Training Initiative (MTI) doctors: study leave for MTI doctors is the responsibility of their employing Trust, although NHS England provides limited access to postgraduate doctor events to facilitate training: please see our website for [further details about this support](#).

Defence trainees in Foundation and Specialty Training Programmes must apply to their Local Education Provider (e.g., Trust) for study leave time but applications for study leave funding are submitted to the Defence Deanery. Only courses that are required for a defence trainee's job role (e.g., ALS) should be funded by the LEP.

It supersedes all previous versions and is effective from 7 August 2024.

Hard copies are not provided and should be avoided. All amendments will be published online on our [website](#).

## Updates from previous versions

From 2023-01

- HEE moving to NHS England
- Approval chain sequence changes
- Internal/External entitlement now Curricular and Discretionary
- Threshold approvers
- International leave application process

From 2023-02

- Foundation entitlements include allocation for Enhance programmes
- Contacts for Accent Course Manager
- ALS funding
- International leave – leisure activities
- Defence applicants



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## We're here to help

We hope that you find this document clear and informative. It is designed to help all those involved in study leave – postgraduate doctor, dentists, and learners, trainers, Trusts, and GP Practices. We understand that postgraduate doctors, dentists, and learners are busy and have many conflicting demands, so we try to make study leave as straightforward as possible.

We welcome feedback so if you would like to provide some, please email us. Please don't hesitate to contact us in the event of a query – we like to answer your questions!

You can email us on [england.studyleave.em@nhs.net](mailto:england.studyleave.em@nhs.net).

Thank you.

## A note on the move to NHS England

From 1 April 2023, Health Education England (HEE) joined with NHS England and NHS Digital to form the new NHS England. From 1 September 2023, HEE email addresses will transition to the NHS.net domain: for a short time, emails sent to HEE email addresses will be forwarded, but we encourage you to update your address books to avoid future emails being misdirected.



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## The policy

### Introduction

This document sets out the policy for study leave, in line with NHS England's support of funding for all curriculum required activities, for NHS England– East Midlands. This policy applies to everyone appointed to a substantive training programme with NHS England, including all postgraduate doctors, dentists, and learners, as well as those in Public Health training programmes (in this document, collectively referred to as 'postgraduate doctors').

We use an online system called Accent Leave Manager (<https://accent.hicom.co.uk/Portal/Live/Web/>) for postgraduate doctors to request approval for study leave activities. All applications must be submitted in advance using Accent Leave Manager. Retrospective applications are not permitted, and it is therefore not possible to submit a retrospective application on Accent Leave Manager.

In general, each postgraduate doctor will have an annual entitlement of 30 days' study leave which is split into 'Curriculum required' and 'Discretionary' days. The next section, Types of Study Leave, covers the difference between the two. Accent Leave Manager will only allow postgraduate doctors to submit applications which do not exceed their remaining entitlement.

For eligible postgraduate doctors employed by Trusts, the previously available notional budget has been replaced with the provision of funding for the acquisition of curriculum competences. However, consideration may be given by TPDs for non-curriculum activities with the goal of supporting postgraduate doctors to attain additional competences. Access to this budget is subject to the rules on study leave entitlements covered later in this document.

Schools produce a list of activities that are classified as either curriculum required or curricular support for specific grades and programmes. Approval chains are short – in most cases with just one person required (to approve the time off). The East Midlands study leave application process is generally as follows:

- Postgraduate doctor applies on Leave Manager and includes any estimated expenses
- Approval of time off by rota coordinator/JDA/Practice Manager/local equivalent
- Approval of educational suitability by TPD/Head of School (activities **not** on the pre-approved list only)
- Notification of outcome
- After the leave has taken place, postgraduate doctor claims expenses (if relevant) from employer/training Trust/Programme

Applications may not always proceed as you expect. Please refer to [Appendix B](#) for potential reasons for this.

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## Course Manager

We also use a separate booking system for courses run by/through us called **Accent Course Manager** (<https://accent.hicom.co.uk/CourseManager/Live/HEEM/Web/>). This only applies to NHS England-run courses: Royal College courses and local training (among others) will not generally be available through Course Manager. If you have any queries/issues regarding Course Manager, please email the relevant team below.

Area	Contact email address
Secondary Care and Foundation	<a href="mailto:england.futureworkforce@nhs.net">england.futureworkforce@nhs.net</a>
GP and Public health	<a href="mailto:england.pccschools.midlands@nhs.net">england.pccschools.midlands@nhs.net</a>
Dental	<a href="mailto:england.dwd.midlands@nhs.net">england.dwd.midlands@nhs.net</a>

Please be aware that these are currently separate systems; if you book onto a course through Course Manager, you must also request study leave (if required) through Accent Leave Manager (<https://accent.hicom.co.uk/Portal/Live/Web/>).

## Roles in NHS England EM study leave

Although the study leave process is centred around postgraduate learners, support for the process is provided by various stakeholders with different responsibilities. Our website has various pages (linked as appropriate in the below) providing greater resources and guidance.

### Leave Applicants (postgraduate learners)

#### Responsible for:

- Familiarising themselves with the East Midlands study leave policy and any relevant Trust/Practice policies.
- Submitting leave requests within an appropriate timeframe (**6 weeks+**) & including estimated expenses that will cover their needs.
- **Contacting their local Study Leave Coordinator/NHS England** proactively and prospectively if they have any issues doing so or need anything amending.
- Managing their study leave days and budget appropriately and requesting changes proactively through the **appropriate route** as necessary.
- Submitting **expense claims** with the required evidence and information in line with their employer's or programmes process, and in an appropriate timeframe (**within 8 weeks** of completing the activity or, exceptionally, within 8 weeks of the leave request being fully approved; whichever is later).

### Rota Approver (Sequence 50)

#### Responsible for:

- Confirming that a postgraduate doctor can be released from/is not scheduled for the rota on their requested study leave day/s.
- Confirming any cancelled leave requests.
- Doing both within an appropriate timeframe (we suggest **within 7 days** of receipt).

Unless the Rota Approver is also the postgraduate doctor's Training Programme Director/Head of School (which is rare), they are **not required to assess the educational suitability of an activity**. This will either have been done by the School already (and therefore is 'pre-approved' educationally), or the TPD/HoS will appear after the Rota Approver in the approval chain to review the educational suitability of the application.

**NOTE:** Learners in **Public Health** and **Longitudinal Dental Joint Training** must make rota arrangements outside of Accent Leave Manager as rota approvers are not included in the approval chains.

### Educational Approver (usually TPD) (Sequence 60)

#### Responsible for:

- Assessing the educational and financial suitability of the request for the individual postgraduate doctor, considering the availability of alternative comparable



activities, equity of access for other postgraduate doctors, individual progression, stage of training and career aspirations.

- Doing both within an appropriate timeframe (we suggest **within 7 days** of receipt).

**NOTE:** Educational Approvers (TPDs) do not receive requests for Curriculum Required or Curricular support activities listed in the programmes list; applications will **only** progress to the Educational approver once the application has been approved by the Rota Approver (Sequence 50).

## Study Leave Coordinator / GP Programme Office

### Responsible for:

- Providing information and guidance at Trust/GP Programme inductions/for new starters regarding local study leave process.
- Providing information and guidance on NHS England EM policies and systems as well as local processes.
- Processing of expenses (using local Trust/Lead employer processes).
- Providing information/updates where required to NHS England on Rota Approver changes.
- Act as the first point of contact for Leave Applicants locally.
- For General Practice, Study Leave Coordinators (in this case, GP Programme Managers) will also act as approvers at Sequence 40.

## Processing expenses

Local Study Leave Coordinators / GP Programme Managers are responsible for processing expenses and marking them as authorised (**Passed for Payment**) on Accent.

- Log into Accent Leave Manager and go to All Expenses tab. Search for the expense record using postgraduate doctor details and find the expense record that matches the claim form being processed.
- Check that the leave request is approved (Application Status: Approved). This can be seen on a) the right of the Expense record or b) from the All Expenses page from column with Application Status.

The screenshot displays the 'Expense application summary' section of the Accent Leave Manager. The 'Leave applicant' is 'Study' and the 'Leave type' is 'Study'. The 'Status' is 'Approved', which is highlighted with a red box. The 'Start date' is 16/08/2021 and the 'End date' is 16/08/2021. A 'Link' to the 'Leave application' is provided. Below this, the 'Budget detail' section shows a 'Start date' of 04/08/2021, an 'End date' of 30/04/2022, a 'Budget amount' of £1,000.00, and 'Unlimited' status.

Amount	Expense Authorisation ...	Application Status	Status
Pending		✓ Approved	<input type="radio"/>
Pending		✓ Approved	<input type="radio"/>
Pending		✓ Approved	<input type="radio"/>
Pending		✓ Approved	<input type="radio"/>
Pending		✓ Approved	<input type="radio"/>

If the request has not been approved, please follow the guidance below (“What if the leave request has not been approved but the postgraduate learner submits a claim?”)

**NOTE:** Any expenses processed without the leave being approved **will not be funded by NHS England.**

iii. Each expense record will appear separately in the All Expenses page.

**NOTE:** Different expenses types (e.g., Fees, Subsistence – Accommodation, Travel – Mileage) should be recorded as distinct rows.

iv. On the Expense record check that the amount of the claim doesn’t exceed either the amount approved (Estimated Cost), or the remaining budget (on the right-hand side of the expense record) and is in line with the approved expenses and rates set out in the study leave policy.

v. Complete the following fields

- **Claimed amount** (the actual cost incurred by the postgraduate doctor from the receipts. NHS England will use this for reporting and monitoring purposes)
- **Authorised amount** (the amount being paid to the postgraduate doctor. This should not exceed the Estimated Cost originally by the postgraduate doctor).

vi. Enter today’s date in **Date paid**.

vii. Click **Save**. This will automatically populate **Claimed date** with today’s date; please wait for it to do so.

viii. Record any comments as appropriate.

ix. Click **Save**. Repeat as necessary for any other expense types.

x. For any estimated costs not being claimed by the postgraduate doctor, complete both **Authorised Amount** and **Claim Amount** with 0, and click **Reject**. This will release the funds back to the postgraduate doctor’s budget entitlement.



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## NHS England Study Leave Team (East Midlands)

Our responsibilities include, but are not limited to:

- Policy updates – regular communication with Study Leave Coordinators and Medical Education Managers.
- Provision of study leave funding.
- Provision and maintenance of a study leave recording system.
- Provide information and guidance at School/Programme inductions/for new starters regarding the overall study leave process.
- Support complex/technical queries and provide support/authorisation/ratification for Study Leave Coordinators as appropriate.
- Encourage postgraduate doctors to proactively utilise study leave entitlements throughout the academic year.

NHS England also includes other teams responsible for other aspects of postgraduate doctor training, such as placement details (Programmes Team). You can find contact details for our other teams later in this document, or on the [Getting Support](#) page of our website.

### What don't we do

Although we receive many queries that we can help with, anything we receive relating to the below will be redirected to the appropriate person/team as it is outside of our remit.

- Process study leave expenses – this is done by Study Leave Co-ordinators.
  - We will process expense claims for Public Health learners, and those Academic doctors who are employed by Higher Education Institutes (HEIs).
- Support Course Manager
  - This is a separate service to book **places** on courses, rather than booking study leave. You can book your course places here: <https://accent.hicom.co.uk/CourseManager/Live/HEEM/Web/>
  - You can find more information and support on the dedicated [Course Manager](#) webpage.
- Approve leave requests - this is done by Rota Approvers and Educational Approvers.
- Manage placement information (sites, dates, grades, and specialties) – this is managed by our Programmes Team:
  - For Primary Care: [england.gpprogrammes.em@nhs.net](mailto:england.gpprogrammes.em@nhs.net)
  - For Foundation training: [england.foundationprogrammes.em@nhs.net](mailto:england.foundationprogrammes.em@nhs.net)
  - For all other specialties: [england.specialtyprogrammes.em@nhs.net](mailto:england.specialtyprogrammes.em@nhs.net)
  - If your site and specialty are correct, but you feel that your approvers are not, please contact [england.studyleave.em@nhs.net](mailto:england.studyleave.em@nhs.net).

## Types of Study Leave

Study leave is divided into two parts: Curricular and Discretionary. Please see [Appendix C](#) – current FTE entitlements for allocations for each programme/School. The TPD can request a change to the ratio of Curricular to Discretionary leave, providing this applies to all postgraduate doctors at the same stage of the training programme. This is usually done annually in advance of the start of the academic year.

## Curriculum required

This will include:

- Locally delivered teaching, for example, weekly afternoon teaching and monthly regional teaching and any protected teaching time within job plans. Generally, this leave does not need to be applied for on Leave Manager; however, some Trusts require postgraduate doctors to do so. Postgraduate doctors are advised to check in each Trust as processes could be different around the region.
- Exams mandated by the curriculum.
- Any courses or activities mandated by the curriculum.

Postgraduate doctors should inform their TPD and/or Head of School should they feel that they are not receiving their entitlement of curriculum required study leave.

## Examination Leave


- Examination leave can be given for examinations that are part of the structured training programme and necessary for the acquisition of a CCT.
- Examination leave can only be approved with pay and expenses (not including professional fees) within the United Kingdom.
- Professional examination fees are never reimbursed.
- Subsistence and travelling expenses claims to and from the venue may be payable if set out in the original application and subsequently approved. For examinations in Ireland, second-class rail and the cheaper of flight or ferry will be paid.
- Only examinations that are required for the curriculum are classed as Curricular leave: any exams that are not required are classed as Discretionary leave.

## Discretionary (including Private and International Leave)

Discretionary leave is for events that are not required to obtain curricular competences, but may support the acquisition of curricular competences, as well as extracurricular activities that support your overall development. It also includes Private Study Leave and International Leave.

### Private Leave

Private Study Leave can be taken for up to five days per year and should **only** be for exam preparation immediately prior to the exam. This comes out of the discretionary allocation.



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**NOTE:** Because Private leave is only used for personal exam preparation, expenses **cannot** be added to private leave requests. Requests for activities incurring costs must be submitted as Study leave requests, even when a day of study leave may not be required (see [Study leave on non-working days](#)).

In GP training programmes, the maximum Private study leave entitlement is 2 days preparation for AKT, 1 day for RCA/CSA preparation. Further guidelines on GP Study leave can be found in [Appendix D – Study leave for GP Postgraduate doctors \(general principles\)](#).

## **‘Curriculum Required’, ‘Curricular Support’ and ‘Discretionary’ activities**

You will see from the list of activities [available on our website](#) that all activities suggested by your School/Programme are categorised as ‘Curriculum Required’ and ‘Curricular Support’.

“**Curriculum Required**” activities are those that are either activities that are explicitly required for completion of your curriculum (such as membership exams), or those support learning that is explicitly required for your curriculum that cannot/cannot easily be acquired/evidenced in the normal course of your training programme. As the latter suggests, some activities may not be explicitly mandated by your curriculum, such as NHS England’s Leadership and Management course, but allow evidencing competences that might not otherwise be easy to evidence.

“**Curricular Support**” activities that are not required to achieve curricula competencies but may support curricula competencies. These will come from a learner’s Discretionary entitlement.

“Curriculum Required” and “Curricular Support” activities **only** require the approval of the time off by the Rota Approver – the Educational Approver will not receive these requests.

“**Discretionary**” activities are those that support evidencing or acquiring curriculum-required competences, but that are not themselves necessary: this would include activities like exam revision courses, that may help with passing the exam, but are not **required** to pass the exam. This also includes activities that are not necessarily linked to curriculum required competences but may add value to a doctor’s career and/or to the NHS as a whole.

“Discretionary” activities require the approval of the Rota Approver, followed by the Educational Approver, who will generally be the TPD or Head of School. They are both requested by completing the **Event name** box on Accent. To apply for an activity that is not listed in the drop-down list, applicants should click the toggle that says **My event does not appear in the list above**. You can then give the activity name in the **Event name** box.



**Event details**

Event

My event does not appear in the list above  Yes

**Event name**

Whether activities are defined as Curriculum Required, Curricular Support or Discretionary is determined by the TPD and Head of School, usually on an annual basis, but can be reviewed at any point.

### Advanced Life Support (ALS)

It is recognised that no specific course is required to achieve curriculum capabilities. The required capabilities can be effectively learned through a 'life support' course covering the required areas in sufficient depth. The Resuscitation Council UK's Advanced Life Support (ALS) is such a course that delivers these capabilities and has evidence to support an improvement in patient outcomes. NHSE therefore supports the use of study leave funding to attend ALS courses, where the training programme believes it to be the most effective and efficient way of delivering the capabilities. Trainees are encouraged to undertake the blended delivery 'e-ALS' for first time candidates and recertification for future attendance.

Course fees will usually be reimbursed up to £300, this is the upper limit of what is considered to be a reasonable cost to run an e-ALS course. However, Deans' discretion should be used in individual cases where due to uncontrollable factors the cost is higher, or a two-day course is required. In no circumstances should the trainee be expected to make up any shortfall. In cases where the employer requires certification, but the capabilities have been achieved via other routes or are not required by the curriculum then it is expected that the employer will cover the cost.

### International study leave

Overseas courses/conferences will not be included on the list of pre-approved courses unless attendance is an explicit curriculum requirement. One international conference/meeting, providing all other curriculum requirements are met, will be considered for each trainee for any one programme, which can be defined as Foundation, Core, Higher or otherwise every three years (so as not to disadvantage doctors on a run-through programme).

An overseas conference/meeting where the individual will attend remotely (not in person) will usually not be considered as international study leave. However, the suitability of the specific conference/meeting and remote attendance fee should be discussed between the applicant and their ES/equivalent. The TPD/equivalent should also be consulted to confirm the impact



factor and quality of the specific international leave proposed. Where particularly expensive, approval will usually require the discretion of the local Postgraduate Dean or their representative.

Consideration may be given to funding for international activities if the course/conference is an appropriate aspirational activity in line with a doctor's PDP and has the approval of the TPD or Head of School. For approved international study leave applications, NHS England will consider funding **either the full cost of the course/conference fees or the full cost of economy travel and accommodation**; whichever is the lower amount. For commercial accommodation, in alignment with the agreed maximum rate for study budget claims within the UK, the overnight rate should not exceed £150 per night. Subsistence expenses will not usually be re-imbursed by NHS England.

The course/conference must provide a clearly stated curriculum outcome. **A full program should be provided.** A report recovering the entirety of the leave may be requested after attendance. Any contribution to funding of such leave will need the prior approval of the NHS England local Postgraduate Dean. If further periods of international study leave are required this will be considered on a case-by-case basis by the Postgraduate Dean, and budget allowing. All requests must be submitted via Accent Leave Manager.

As part of the approvals process, requests to attend overseas study courses/conferences will only be considered in very exceptional circumstances. Such circumstances include:

- for the presentation of significant research findings from within an NIHR recognised academic clinical fellowship or clinical lectureship
- for the presentation of research undertaken as part of a clinical training programme
- where the training course is not available in the UK

For international study leave requests where the individual will be presenting, such applications will normally take priority.

If attending an international opportunity is evidenced to be cheaper than a UK alternative/equivalent, then the international opportunity will usually be approved and would not count as the one occurrence above. If service requirements prevent attendance at a UK based educational opportunity, an international alternative/equivalent could be considered.

Should the request be approved, expenses would be supported as though it is a UK-based activity, meaning the following costs can be claimed:

Cost	Details
Course/conference fee	Does not include printing costs, publication costs or abstract submission costs where separate to the conference fees.



Overnight accommodation	In line with NHS Terms & Conditions of Service rates specified in the <a href="#">Expense rates</a> section
Subsistence (food)	In line with NHS Terms & Conditions of Service rates specified in the <a href="#">Expense rates</a> section
Travel (mileage)	From home to and from point of UK exit/entry, in line with NHS Terms & Conditions of Service rates specified in the <a href="#">Expense rates</a> section
Travel (public transport)	From home to and from point of UK exit/entry

As with all expenses claims, receipts must be provided for all expenses (with the exception of non-commercial accommodation and food claims in line with NHS Terms & Conditions of Service).

If an individual wishes to fund a period of international study leave by other means, the ES/equivalent should still ensure the activity aligns to the curriculum or PDP. This must be the case for any period of international study leave irrespective of how it is funded.

Courses that include leisure activities should be scrutinised. Only the educational component may be supported.

A report covering the entirety of the leave may be requested from the doctor in training after attendance. Generally, only one international conference/meeting, providing all other curriculum requirements are met, will be considered for each doctor in training for any one programme, which can be defined as Foundation, Core, Higher or otherwise every three years (so as not to disadvantage doctors on a run-through programme). If further periods of international study leave are required this will be considered on a case-by-case basis by the Postgraduate Dean, and budget allowing.


## Study Leave Entitlements

The study leave year runs from changeover date in August to the changeover date the following August except for programmes with nationally agreed start dates in September, where the leave year is September to September. Unused study leave days cannot be carried forward to the next leave year. This applies regardless of a postgraduate doctor's grade progression dates.

## Leaving/completing training

Entitlement to study leave ends once a postgraduate doctor leaves a training programme, including following successful completion (CCT). Postgraduate doctors are not entitled to





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study leave from NHS England during their Period of Grace: this should be requested and managed in line with the employing Trust's process.

## Parental leave

Postgraduate doctors on parental leave should not be expected to attend study leave activities but will receive a reduced entitlement for this period to cover limited activities (please see Parental Leave in [Appendix C](#)). This can be expanded on request, but doctors returning from parental leave may also want to consider accessing the Supported Return to Training (SuppoRTT) programme for additional support; further information can be found [on our website](#).

## Study leave on non-working days

For study leave taken over weekends, bank holidays and days when you would not otherwise be working you can either take time off in lieu or not declare those as time off in the application process (by entering 0 for study leave days when submitting the leave request).

If you wish to take time in lieu, you must

1. Apply for the original leave date (on weekends/bank holidays/non-working days) prospectively on Accent.
2. Agree arrangements for taking the time off in lieu be discussed with your employer/department **prior** to taking the initial study leave.

Please note that this represents NHS England's support for time off in lieu: **it does not supersede any policy by your employer** regarding time off in lieu.


## Out of programme (OOP)

Postgraduate doctors on Out of Programme Experience (OOPE), Out of Programme Research (OOPR), Out of Programme Pause (OOPP) or Out of Programme Career Break (OOPC) are not entitled to study leave for the period they are out of programme. In exceptional circumstances and

at the discretion of the Postgraduate Dean, study leave funding during other OOP types may be considered for curriculum-based activity.

Applications for individuals on OOPT will only be approved and funded where there is clear evidence linking the application to the specific curriculum requirement. Where uncertain, this will be at the discretion of the 'base' Postgraduate Dean (RO). The postgraduate doctor's base local office will be responsible for approving requests and any resulting funding.

The individual's employer is responsible for re-imbursing costs who may or may not be associated with the base or the host local office. Liaison between relevant local offices should therefore take place to ensure smooth administration. Where an individual chooses to



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take study leave while OOP, that individual would then not be eligible to apply for, and have funded, that same element again upon re-joining their training programme.

## Academic Training

Only applications related to postgraduate clinical training should be made using Accent Leave Manager. Study leave related to academic research that is additional to the acquisition of the relevant GMC approved curricular competencies should not be funded by the Study Leave budget, but through the funding source for the postgraduate doctor's academic research; for example, via the University.

## Accent Leave Manager budgets

From April 2018, as part of the [Enhancing Junior Doctors' Working Lives programme](#), we have moved away from a 'notional individual annual allocation' of study leave funding, with the new system supporting all elements of the delivery of all postgraduate doctors' curriculum on approved secondary care sector training programmes, including all Trust-funded posts, and discretionary courses that add value to the individual and support the wider system.

Our Heads of Schools and Training Programme Directors monitor and evaluate the range of funded educational activities undertaken by postgraduate doctors, to ensure that it is fit for purpose, providing quality and value for money. To support this in the East Midlands, threshold approvers (Head of School) have been set up within the system to monitor and authorise any applications exceeding a total of £1000 in expenses. There is no specific individual budget set for all eligible postgraduate doctors.

Those on Public Health, Dental or GP training programmes receive slightly different financial entitlements; please see [Appendix C](#) – current FTE entitlements. Foundation Year Two (FY2) doctors can apply for two aspirational activities with a study leave budget of up to £400; this must be approved by FTPD or FPC on Leave Manager prior to attendance. Foundation Year One doctors do not receive a financial entitlement. See [Foundation CPD Guidance](#) for more detail; this is available on our [website](#).

## Applying for study leave

Where a course is offered by NHS England/a NHS England East Midlands School (such as Leadership & Management), funding will not generally be approved for the same/similar course delivered by an external provider.

Applications should be consistent with the aims of the postgraduate doctor's personal development plan (PDP), as agreed by their Educational Supervisor. This should be discussed before the leave application is submitted on the system.

All study leave activities for which you want to use Study Leave days or budget must be applied for through Accent Leave Manager prospectively, including any appropriate

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expenses, and should generally be submitted on Accent Leave Manager **at least six weeks** before the period of leave; this includes any application for study leave time only, or if you only wish to claim expenses (**Study leave on non-working days**). **NOTE:** Learners in Public Health and Longitudinal Dental Joint Training must make rota arrangements outside of Accent Leave Manager as rota approvers are not included in the approval chains.

All relevant expenses need to be listed separately in the request (course fee, public travel, mileage, accommodation). Where travel in the morning is not possible to the venue of an event due to an early start time and/or travel arrangement, NHS England will support travel the day before the event (days and expenses).

Submitting leave requests containing knowingly false information may be considered a probity concern; if you are found to have deliberately submitted incorrect leave requests to claim funding, this may be reported to your Head of School and the Revalidation Team. Examples that may be considered include (but are not limited to):

- Leave requests submitted with knowingly incorrect dates, such as where the leave was not requested prospectively per policy.
- Selecting an 'approved' activity when this clearly does not reflect the actual activity attended.
- Submitting Estimated expenses with your initial application, then claiming amounts significantly more than this (mitigating circumstances may exceptionally be considered if you were genuinely unaware of the likely costs)

## How to claim expenses

Claims for reimbursement of expenses must be made to the postgraduate doctor's Employing Trust/Training Trust/GP Programme Office as soon as possible after the leave has taken place, and **within eight weeks** of the leave being completed or the Accent leave request being approved: whichever is later. Claims submitted outside of this timeframe will not be reimbursed unless accompanied by a letter setting out the exceptional circumstance that led to the delay and may be subject to additional review by NHS England.

Claims can only be made against leave that was prospectively submitted using Accent Leave Manager, where the estimated expenses were included on the application, and the leave application has been approved; this applies even when the activity takes place on a non-working day (see **Study leave on non-working days**). Postgraduate doctors are therefore reminded to include costs on their application.

- If you have difficulty submitting a leave request or forget to include costs on your application, contact the **local Study Leave Coordinator** or **NHS England Study Leave Team** as soon as possible to resolve this.

- Retrospective requests for leave requests/expenses to be added will not be accepted unless the [local Study Leave Coordinator](#) or [NHS England Study Leave Team](#) has been contacted ahead of the activity.

Evidence of attendance, such as a certificate of attendance and evidence of approved expenses, such as receipts or bank statements, are mandatory for making a claim. Please note that, in line with NHS Terms & Conditions of Service, receipts are not required for non-commercial accommodation or food. For any expenses paid in a foreign currency, evidence must be provided of the exchange rate applied at the time of payment, such as a bank statement showing the GBP cost.

Postgraduate doctors are responsible for ensuring that they have followed the appropriate GP Programme Office/Lead Employer/Trust process for submitting expenses, as well as for including all necessary information and evidence. Trusts should pay all reasonable expenses approved on Accent Leave Manager, in line with applicable rates, without exceeding the estimated amount submitted and approved on Accent Leave Manager.

## Expense rates

Assuming that the activity is approved for funding, either by being on the School's approved list for the stage of training, or by the TPD/HoS as appropriate, the course/conference fees will be funded as charged (minus any credit card charges, conversion fees, or similar additional inappropriate expenses as detailed in the Expenses section of "What can study leave (time or expenses) not be used for?" later in this document). In addition, the following expenses will also be supported at the relevant rate:

Allowance	Cost
Overnight allowance (commercial – for example B&B/Hotel)	£120.00 £150.00 - (within London)
Overnight allowance (non-commercial – such staying with family or friends)	£25.00
Meals allowance (maximum per 24-hour period)	£20.00
Meals allowance (lunch – more than five hours away from base, including the lunchtime period between 12.00-2.00 pm)	£5.00
Meals allowance (evening meal – more than ten hours away from base and return after 7.00 pm)	£15.00



<b>Mileage</b> (using the 'Reserve Rate' quoted in the NHS Terms and Conditions of Service – Table 7, Section 17 – in line with paragraph 17.19 of the same policy located <a href="#">here</a> )	
All travel payable at a single rate	£0.30 per mile
Parking – please ensure that you opt for the most cost-effective option available (as in long vs short stay).	Funded

<b>Public Transport</b>	
Standard class rates unless it can be demonstrated that a higher class (such as first class) was the cheaper option.	Funded

Rates quoted are those published in the [NHS Terms and Conditions of Service](#), which are updated online from time to time. Accommodation rates have been increased nationally in agreement by NHS England and are as stated above.

**Accurate as of 1 January 2023.**

## What can study leave (time or expenses) not be used for?

- Leave for Mandatory Teaching expected of your employer (statutory and mandatory training), or other employer-related leave.
- Qualifications such as ALS/ATLS/APLS required for clinical practice by your employer **unless they are also an explicit requirement** for your current curriculum.
- Interview Leave, including GP Selection Centre, Specialty Training or Consultant interviews.
- Postgraduate doctors should seek advice from their Trust about applying for Professional Leave in these situations (local arrangements may apply).
- Ceremonies, observerships, or clinical attachments.
- Higher Degrees, including PGCerts, Masters, and PhDs, not required for CCT.
  - When, exceptionally, a higher degree is a mandatory requirement for CCT then Study Leave time and finance can be considered as a contribution to the necessary costs. These should normally be managed by the School through NHS England's School Account Manager rather than claiming discretionary funding; discuss this with your TPD and/or Head of School.

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- The funding of postgraduate diplomas and degrees must be rationalised by an established link to the curriculum and a commitment that the qualification will be integral to the doctor's future career.
  - It will be necessary for the programme to objectively demonstrate that the acquisition of these competencies is most efficiently achieved by providing resources for the programme's postgraduate doctors to undertake the degree, rather than to achieve the same outcome by providing resources in support of more traditional opportunities in-programme.
  - Meetings to present papers. Postgraduate doctors should be encouraged to present papers at academic and clinical meetings. The decision as to whether associated costs would be considered will depend on whether the meeting concerned is judged by the TPD or Head of School (the educational approver) as relevant to the curriculum and/or an aspirational activity that is beneficial to the postgraduate doctor's development.

## Expenses

Inappropriate costs for study leave, which will not be funded, include:

- Retrospective applications and/or expenses that were not estimated on Leave Manager prior to the activity.
- Examination fees – including START assessment in line with national policy.
- Membership/subscription fees.
- Credit card charges, currency conversion charges, Visas or application fees.
- Conventions.
- Ceremonies.
- Equipment, including books.
- Publication, abstract submission, or printing costs (such as poster printing).
- Car insurance
- Childcare costs (for parental leave guidance contact [england.supporttt.em@nhs.net](mailto:england.supporttt.em@nhs.net))
- Low emission zone charges
- Any costs where evidence of payment cannot be provided (such as receipts or bank statements), except for non-commercial overnight stays and food claims in line with NHS Terms & Conditions of Service.
- Costs that do not relate to the period of study leave.
- Expenses exceeding the specified rates.



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## Queries

Please address any queries to either your local Study Leave Coordinator or to the NHS England Study Leave Team (East Midlands). On our website you can find [contact details for Trust Study Leave Co-ordinators](#). You can also find information and contact details for other NHS England East Midlands teams on the same page.

## Appeals process

In most cases, issues can be resolved by reference to the policy, or with the support of the Study Leave Coordinators in Trusts and the Study Leave Support staff at NHS England, so if you're having issues, we would encourage you to try those routes first.

However, the study leave process provides a mechanism by which postgraduate doctors can appeal against a decision where they have evidence that the process that led to the decision was not followed correctly; or that there appeared to be bias, resulting in unfair treatment; or that new information has been made available that was not known at the time of the original decision and may have influenced the outcome.

Appeals will be triaged by the East Midlands Study Leave Support Officer and Deputy Manager to determine if the request can be managed administratively.

If it cannot, the appeal will be reviewed by the MDFW Senior Manager for NHS England East Midlands, and the Associate Postgraduate Dean for study leave.

Appeals against the decision of the MDFW Senior Manager and/or the Associate Postgraduate Dean will be reviewed by an appropriate panel in line with NHS England's [National Study Leave Appeal Process](#) ('HEE National Study Leave Appeal Process'), which will include the Postgraduate Dean or a delegate, a Head of School (HoS)/Training Programme Director (TPD), postgraduate doctor representative, and a member of NHS England's Workforce, Training, & Education (WT&E) team.

Please complete the [appeal form](#) with the outline of your appeal (the date/s of the leave, the activity, the decision that you are appealing against), and the grounds upon which you are appealing. The process does not support simply disagreeing with the decision made but must be because you have **evidence** that the process was followed incorrectly, that you were unfairly treated due to bias, or that there is new information available that may have influenced the original decision.

You will receive email receipt of your appeal submission: please reply to this email with any evidence you have that the process that led to the decision was not followed correctly, that there appeared to be bias resulting in unfair treatment, or new information that was not known at the time of the original decision that may have influenced the outcome.

## Appendix A – Contacting NHS England East Midlands

**All calls:** 0300 303 3603, then follow the automated instructions for the appropriate team below

### Study leave queries – Medical and Dental Future Workforce

Study leave is managed through Accent Leave Manager, which system allows you to leave to attend events to support your training. The system is self-service, but if you have any queries, the team can help you.

- [england.studyleave.em@nhs.net](mailto:england.studyleave.em@nhs.net) – Study leave/Accent Leave Manager
- [www.eastmidlandsdeanery.nhs.uk/policies/study\\_leave](http://www.eastmidlandsdeanery.nhs.uk/policies/study_leave)
- [england.futureworkforce@nhs.net](mailto:england.futureworkforce@nhs.net) – Accent Course Manager and other School queries

### Recruitment/rotation queries – Programmes Team

You should contact them if you have any queries about your rotation or if you have anything to tell them that affects your rotation, including (but not limited to) parental leave, compassionate leave, or long-term sick leave (lasting more than 14 **calendar** days), or you want to resign from your programme.

- Foundation: [england.foundationprogrammes.em@nhs.net](mailto:england.foundationprogrammes.em@nhs.net)
- General Practice: [england.gpprogrammes.em@nhs.net](mailto:england.gpprogrammes.em@nhs.net)
- Public Health: [england.publichealth.midlands@nhs.net](mailto:england.publichealth.midlands@nhs.net)
- Secondary Care: [england.specialtyprogrammes.em@nhs.net](mailto:england.specialtyprogrammes.em@nhs.net)

### Less Than Full Time (LTFT) training queries – Programmes Team

If you have (for example) child-caring or other caring responsibilities, health concerns or individual developmental opportunities, you may wish to consider working Less Than Full Time. You should also contact them if you want to change your LTFT percentage.

- [england.LTFT.EM@nhs.net](mailto:england.LTFT.EM@nhs.net)
- [www.eastmidlandsdeanery.nhs.uk/policies/ltft](http://www.eastmidlandsdeanery.nhs.uk/policies/ltft)

### Out of Programme (OOP) queries – Programmes Team

If you would like to spend time out of your training programme, whether for clinical training (OOPT), clinical experience (OOPE), research (OOPR) or for a career break (OOPC), you can contact the team to discuss this.

- [england.oop.em@nhs.net](mailto:england.oop.em@nhs.net)
- [www.eastmidlandsdeanery.nhs.uk/policies/oop](http://www.eastmidlandsdeanery.nhs.uk/policies/oop)





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## **ePortfolio/ARCP queries – Assessments & Revalidation Team**

All doctors on GMC-approved training programmes must be assessed at least annually, in line with GMC requirements. The team arranges the ARCP panel meetings, as well as providing support for the various ePortfolio systems.

- General Practice: [england.gpassessments.em@nhs.net](mailto:england.gpassessments.em@nhs.net)
- All other specialties: [england.assessments.em@nhs.net](mailto:england.assessments.em@nhs.net)

## **Revalidation queries – Assessments & Revalidation Team**

All fully GMC-registered doctors (usually from F2 onwards) are subject to revalidation. If you have any queries about your revalidation, you should contact the team who will be able to help. You should also return your completed Form R Part Bs to the team.

- [england.revalidation.em@nhs.net](mailto:england.revalidation.em@nhs.net)
- [www.eastmidlandsdeanery.nhs.uk/policies/revalidation](http://www.eastmidlandsdeanery.nhs.uk/policies/revalidation)

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## Appendix B – FAQs

### **The event I want to apply for does not appear on the approved list**

On the application, the postgraduate doctor should select the option which says they want to apply for something which is not on the list. This will ensure that the appropriate educational approver is included in the approval chain.

### **There are not enough days remaining**

Accent Leave Manager will only allow postgraduate doctors to submit applications which do not exceed their remaining entitlement (see [Appendix C](#) – current FTE entitlements for Full Time Equivalent entitlements). The remaining days must be in the correct category (curriculum required/discretionary) for the event. If there are no days remaining in the correct category the application cannot be submitted. If there are not enough days remaining the number of days being applied for will need to be reduced so that they are within the remaining entitlement.

For doctors in Foundation Training Year 2, two applications can be submitted for aspirational activities, including courses and specialty exams. If this applies to you, you must discuss your request with your Educational Supervisor and submit the application through Accent Leave Manager. This will then be approved by your FTPD or Foundation Programme Co-ordinator on their behalf. Please ensure that approval from your FTPD is gained prior to attending the event. Neither foundation school will grant study (taster) leave for exam preparation. See Foundation CPD Guidance for more detail [on our website](#).


### **There is insufficient money available in the budget**

You can check your assigned budget in the My Budget section of your Accent Leave Manager account: eligible postgraduate doctors with no set budget, will see that the budget is set to 'Unlimited' with a '£0' value. Please note that this does not mean that all spend will be approved: only that there is no arbitrary cap.

For Foundation doctors, GP doctors in General Practice placements, as well as dentists and public health learners, your budget for the year will be noted here. For those on the East Midlands Public Health training programmes, there are facilitation funds available through your School that may support additional activities: please speak to your Head of School. For Dental budgetary arrangements please see [Dental study leave principles and guidance](#).

### **Application doesn't yet show as Approved**

Postgraduate doctors and relevant approvers will receive email notifications of the decision made at each stage of the approval process. If a postgraduate doctor is waiting for longer than expected, they should contact the relevant approver; the pending leave approver can be checked by opening the relevant leave request in the Accent Leave Manager section of their account and scrolling down to the Approval Chain section. You can message your



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current approvers directly in Accent if you do not have their email. If this does not resolve the issue, please email [NHS England EM's Study Leave Team](#).

### **Expenses don't yet show as Approved**

Expenses are marked as approved when the claim has been submitted to the postgraduate doctor's employer, training Trust or GP Programme, and have been approved for payment.

### **The applicant is an MTI doctor**

Please refer to our [website](#) for up-to-date guidance.

### **Accent Leave Manager says that "There are no approvers available for this placement, please select different dates or placement"**

This can mean one of two things. Firstly, please check the dates of your leave. Per the Study Leave Policy, all study leave must be applied for **in advance** of the leave taking place. You will not be able to submit a retrospective leave request and will trigger this error: please check and correct the dates of your study leave. If you are attempting to submit a leave request for an activity that has already taken place, please email NHS England EM's Study Leave Team, confirming the following:

- Your name
- Your GMC/GDC/PH number
- The date/s of study leave
- The activity you are applying for
- A breakdown of any expenses you wish to claim
- The venue, course provider, and any other details to be included in your application
- The reason/s why your request was not submitted prospectively.

If the dates are correct and are not retrospective, this usually means that Leave Approvers are not set up for this post. This may be because it is a new post number (Leave Approvers are attached to post numbers). Please contact the [NHS England EM Study Leave Team](#) who can investigate and set up the approvers as appropriate.

### **Post information is not correct/missing on Accent Leave Manager**

Staff at NHS England East Midlands need to update the training record. Please contact the Programmes Team (see [Appendix A – Contacting NHS England East Midlands](#)) who can ensure this is resolved.

### **Exception approver (TPD/Head of School) can't see the leave request.**

There are two possible reasons for this:

#### **The application hasn't been approved by the Rota Approver yet**

The Educational approver (TPD/Head of School) doesn't see leave requests until/unless it's been approved by the Rota Approver (Sequence 50). If your TPD/Head of School can't see your application, it's worth checking that it's been approved by the rota coordinator/etc. first.



## TPD/Head of School approval is only required for ‘Discretionary’ activities

You will see from the list of activities available on our website that all activities suggested by your School/Programme are categorised as ‘Curriculum Required’ or ‘Curricular Support’ activities.

“**Curriculum Required**” activities are those that are either activities that are explicitly required for completion of your curriculum (such as membership exams), or those support learning that is explicitly required for your curriculum that cannot/cannot easily be acquired/evidenced in the normal course of your training programme. As the latter suggests, some activities may not be explicitly mandated by your curriculum, such as NHS England’s Leadership and Management course, but allow evidencing competences that might not otherwise be easy to evidence. These are the activities that appear in the initial **Event** dropdown on Accent Leave Manager.

“**Curricular Support**” activities that are not required to achieve curricula competencies but may support curricula competencies. These will come from a learner's Discretionary entitlement.

“**Curriculum Required**” and “Curricular Support” activities **only** require the approval of the time off by the Rota Approver – the Educational Approver **will not** receive these requests.

“**Discretionary**” activities are those that support evidencing or acquiring curriculum-required competences, but that are not themselves necessary: this would include activities like exam revision courses, that may help with passing the exam, but are not required to pass the exam.

This can also include activities that are not necessarily linked to curriculum required competences but may add value to a doctor’s career and/or to the NHS as a whole.

“Discretionary” activities require the approval of the Rota Approver, followed by the Educational Approver, who will generally be the TPD or Head of School. They are both requested by completing the **Event name** box on Accent.

### Event details

Event

My event does not appear in the list above  Yes

**Event name**



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Whether activities are defined as Curriculum Required, Curricular Support or Discretionary, is determined by the TPD and Head of School, usually on an annual basis, but can be reviewed at any point.

**I think that [activity] should be on the approved list.**

The approved activity lists are agreed by the TPD/Head of School for the specialty/school; if there is an activity that you feel should be on the approved list of activities, please contact your TPD/Head of School, who will review this and confirm to the study leave team the specialties/grades for whom the activity should be pre-approved.

## Appendix C – current Full Time Equivalent (FTE) entitlements

**NOTE:** Postgraduate doctors who work part-time, or who join or leave/complete the programme/clinical training in the middle of an academic year will have a pro-rata entitlement based on the below. Individual entitlements can be checked in the **My Entitlements** section of an individual's Accent Leave Manager account.

NHS England review these calculations regularly, but if you feel that your entitlement is incorrect, please email [england.studyleave.em@nhs.net](mailto:england.studyleave.em@nhs.net).

Where the budget is listed as N/A, the rules around no set individual budgets applies.

School	Curriculum required Days	Discretionary Days	Budget
<b>Anaesthesia &amp; ICM</b> (except Core)	20	10	N/A
<b>Anaesthesia &amp; ICM:</b> Core Anaesthetics Training	20	10	N/A
<b>Emergency Medicine</b> (includes all ACCS)	15	15	N/A
<b>Primary Care</b> (GP practices only)	20	10	As per programme (£400) During secondary care placements guidance on budget increases can be found <a href="#">here</a> .
<b>Medicine</b> (all except specialties below)	20	10	N/A
<b>Medicine:</b> Acute Internal Medicine	15	15	N/A
<b>Medicine:</b> Allergy	8	22	N/A
<b>Medicine:</b> Cardiology	6	24	N/A
<b>Medicine:</b> Clinical Immunology	10	20	N/A
<b>Medicine:</b> Dermatology	10	15	N/A



School	Curriculum required Days	Discretionary Days	Budget
<b>Medicine:</b> Gastroenterology	15	15	N/A
<b>Medicine:</b> Genito-Urinary Medicine	10	20	N/A
<b>Medicine:</b> Geriatric Medicine	15	15	N/A
<b>Medicine:</b> Internal Medicine Training Stage One	CT1-2: 15 CT3: 10	CT1-2: 15 CT3: 20	N/A
<b>Medicine:</b> Neurology	11	19	N/A
<b>Medicine:</b> Palliative Medicine	15	15	N/A
<b>Medicine:</b> Respiratory	15	15	N/A
<b>Obstetrics and Gynaecology</b>	ST1-5: 15 ST6-8: 5	ST1-5: 15 ST6-8: 25	N/A
<b>Paediatrics</b>	20	10	N/A
<b>Pathology</b> (all except specialties below)	10	20	N/A
<b>Pathology:</b> Combined Infection Training	ST3+4: 15 ST5: 20	ST3+4: 15 ST5: 10	N/A
<b>Pathology:</b> Medical Microbiology / Infectious Diseases	15	15	N/A
<b>Public Health</b>	20	10	£500
<b>Psychiatry</b> (including Core)	20	10	N/A
<b>Radiology</b>	ST1-3: 20	ST1-3: 10	N/A



School	Curriculum required Days	Discretionary Days	Budget
	ST4-6: 15	ST4-6: 15	
<b>Surgery</b> (all except specialties below)	20	10	N/A
<b>Surgery:</b> Core Surgical Training	20	10	N/A
<b>Surgery:</b> OMFS	15	15	N/A
<b>Surgery:</b> Otolaryngology (ENT)	10	20	N/A

## Foundation Postgraduate doctors

Training year	Curriculum required Days	Discretionary Days	Budget	Comments
Foundation Year 1	4	5	£0	Includes up to 5 for taster days – no aspirational requests
Foundation Year 2	7	11	£400	Budget only applies to aspirational requests Also applicable to Academic F2

1.5 days can be taken for Enhance programmes in either FY1 or FY2 (3 days across the Foundation Programme). See [Foundation CPD Guidance](#) for more detail.

## Parental Leave

	Curriculum required Days	Discretionary Days	Comments
Parental Leave (except Foundation)	0	10	Calculated on pro-rata basis
Parental Leave (Foundation)	10	0	Calculated on pro-rata basis



## Dentistry

	Curriculum required Days	Discretionary Days	Budget	Comments
Higher programmes	20	10	£600	Activities that cost more than £600 require sign off from the Deputy Dental Dean or, in their absence, the Dental Dean.
Dental Core Training (DCT)	20	10	£600	Process for applying for a budget increase can be found <a href="#">here</a> .
Dental Foundation Training (DFT)	N/A	N/A	N/A	Foundation Dentists attend a mandatory NHS England study programme, therefore, are not entitled to any additional study leave. Any exception to this can only be at the discretion of the Postgraduate Dental Dean.



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## Appendix D – Study leave for GP Postgraduate doctors (general principles)

This appendix describes specific principles for study leave as they apply to GP Postgraduate doctors. It should be read in conjunction with [NHS England's overview of study leave arrangements](#)

- Doctors in General Practice specialty training should discuss their progress, aspirations, and intentions regularly with their Educational and Clinical Supervisors. This should entail discussions in general terms at every Educational Supervision meeting, with more detailed discussions with their CS at the start and of every placement. These discussions should be reflected in their PDP.
- Attendance at the School's Regional Teaching courses and educational supervision with their GP trainer are **mandatory** (ref GMC Promoting Excellence standard R3.12: Doctors in training must be able to take study leave appropriate to their curriculum or training programme, to the maximum time permitted in their terms and conditions of service).
- At all times (with the sole exception of taking an exam or when so advised by a TPD), the Regional Teaching Course provided by the local School should take precedence over other study leave
- As the best preparation for both AKT and CSA is consulting and reflecting on casework, the School does not encourage the taking of private study leave for exam preparation.
- In general doctors in GP training should be meeting core curriculum requirements before considering discretionary enhancement activity.
- GP Postgraduate doctors who are progressing satisfactorily may wish to develop an interest in a particular specialty and undertake a limited amount of training to that effect, but they should ensure that this does not hinder their progress or detract from their study of the core GP Curriculum.