

Wessex Study Leave Funding in Wessex

Frequently Asked Questions

1. I'm a trainee in Wessex, how do I apply for study leave?

You need to apply for your study leave in advance via the online Intrepid Leave Manager system. You need to apply for the time off and for any costs to be approved. You must apply for study leave at least 6 weeks in advance of the event. You cannot apply for study leave retrospectively.

If the event is outside of the UK, or if the costs for the event exceed £750.00, you will need approval from HEE Wessex (Deanery). Please email studyleave.wx@hee.nhs.uk with details of the activity, a breakdown of the costs and confirmation of the approval from your Educational Supervisor/Training Programme Director.

2. I don't have a log-in for intrepid Leave Manager, how do I get one?

You need to contact IMSupport.South@hee.nhs.uk to request a log-in or to reset your password.

3. How many days of study leave am I entitled to?

Foundation Year 1 trainees have an allowance of 15 days per year. This will normally take the form of regular scheduled teaching/training sessions and no external leave will be granted.

All other doctors in training have an allocation of 30 days per year and this includes periods of regular scheduled teaching/training sessions (normally 15-20 days depending on the speciality) and may include external activities and periods of sitting an examination (where it is a requirement of the curriculum).

Study leave days will be prorated for less than full time trainees.

4. How do I reclaim any costs incurred for study leave?

You need to claim any costs incurred from your employing Trust, following their local process, after you have attended the study leave activity. To claim any costs you need to have applied for the study leave via Intrepid Leave Manager and have prior approval for the costs that you are claiming.

Please read the Wessex study leave [travel and subsistence guide](#) for claiming costs.

5. Is there an upper limit to the amount of funding I can apply for?

The new study budget process means that there is no personal budgetary limit on the amount that can be claimed for essential courses that support you achieving the curriculum for your speciality.

Discuss any courses/educational activities that you would like to attend with your ES/TPD and they will be able to advise and support your application if it is appropriate. Please ensure that you have completed all your statutory and mandatory training.

You must always consider attending a local Wessex course and demonstrate clear reasons why you need to attend an activity outside of Wessex.

There are limits to the amount that can be supported for 'aspirational' study leave activities, such as events that take place outside of the UK and postgraduate study.

Events outside of the UK will only be part-funded and HEE Wessex will support the cost of the course/conference **OR** travel/accommodation costs up to a maximum of £1000. You must have approval from your ES/TPD and HEE Wessex to attend any overseas event. Please email studyleave.wx@hee.nhs.uk with details of the activity, a breakdown of the costs and confirmation of the approval from your Educational Supervisor/Training Programme Director.

HEE Wessex are supportive of postgraduate study, such as the postgraduate diploma in Medical Education. Applications for postgraduate study will be considered on an individual basis and must have the support of your Training Programme Director and Head of School. The maximum amount that can be supported is £1000 as a contribution towards course fees and travel.

6. The study leave activity exceeds £750.00, how do I get approval for the costs?

You will need the approval of your Educational Supervisor/Training Programme Director and HEE Wessex to attend an event that exceeds £750.00.

Please email studyleave.wx@hee.nhs.uk with details of the activity, a breakdown of the costs and confirmation of the approval from your Educational Supervisor/Training Programme Director.

You still need to apply for the time off and costs in advance via Intrepid Leave Manager.

7. Can I attend a conference or course outside of the UK?

From August 2019 it has been agreed that trainees can attend one international study leave event during each programme (Foundation, Core Training, run through programmes and higher training).

Up to two events may be considered for longer run through training programmes (e.g. Paediatrics and Obstetrics & Gynaecology) or every three years.

International study leave will only be considered if:

- You have attained your core curriculum competencies and received an ARCP outcome 1.
- It is demonstrated that the event links to your relevant speciality curriculum.
- For conferences, you must be presenting a poster or oral presentation.

Foundation Year 2 trainees may wish to consider attending an international conference/event as part of their one career development activity – but this would mean any additional activities to support career development would not be funded. Please read the [Wessex Study Leave Guidance](#) for Foundation Trainees that provides detailed information about study leave for FY2 trainees.

Events outside of the UK will only be part-funded and HEE Wessex will support the cost of the course/conference **OR** travel/accommodation costs up to a maximum of £1000

8. Can I claim for travel expenses associated with attending a study leave event?

Yes, reasonable travel costs can be claimed for an approved study leave activity. Please see the Wessex study leave [travel and subsistence guide](#) for further details.

9. What are the rules for claiming accommodation costs?

Accommodation costs will be reimbursed for activities that run over more than one day and the event location is over 100 miles from your home base. HEE expects that trainees will look for competitively priced accommodation and value for money hotels such as Premier Inns and Travel Lodges.

Trainees can claim the following amounts for overnight accommodation costs:

- For overnight accommodation within London, the overnight rate should not exceed £150 per night.
- For overnight accommodation outside of London, the overnight rate should not exceed £120 per night.

10. I am currently out of programme on a formal OOP (OOPC, OOPR, OOPE). Can I claim study budget?

No, trainees that are on an OOP for Research, Career Break or Experience are not eligible to apply for study leave

Trainees on an OOPT will only be approved and funded where there is clear evidence linking the application to the specific curriculum requirement for the trainee's individual specialty.

11. Can I claim travel costs for travelling to an ARCP from the study leave budget?

No, travel costs incurred when attending your ARCP should be claimed through your normal Trust expenses scheme.

12. I'm in my Period of Grace – am I eligible to apply for study leave?

Trainees in their Period of Grace are not eligible for study leave funding. Once training has been completed any further professional development, skill, or knowledge acquisition during this period of time should be considered as continuous professional development (CPD).

13. A course does not require funding but requires time off. How do I apply for this?

You still need to apply for the time off via Intrepid Leave Manager.

14. Can I apply for study leave after I have attended an event?

No. All study leave (time off and funding) must be requested in advance of the event (ideally at least 6 weeks). Retrospective applications will not be approved or funded.

15. Can I claim exam fees from the study leave budget?

You are not able to claim exam fees from the study leave budget.

16. Can I claim funding for attending exam preparation courses?

The cost of one preparation/revision course per exam can be funded from the study leave budget for Core and Higher trainees. Any additional exam preparation courses for the same exam will not be covered and you will need to fund these yourself. All trainees are expected to attend locally provided courses. External or commercially run courses will only be funded if no local course is offered - it is expected that the least expensive courses will be selected.

Additional courses in the event of exam failure may be supported with approval from your Educational Supervisor who may wish to consider a referral to the Professional Support Unit for additional exam support.

If the course exceeds £750.00 you will require funding approval from HEE Wessex (Deanery)

17. Am I allowed to request private study?

Private study leave for the purpose of home-based revision will normally be taken within six weeks from the date of the exam and normally runs from Monday to Friday. Doctors in training may take up to five days. Only one period of private study leave per exam is allowed

18. I want to apply for study leave and funding to attend a course at the start of my next rotation which will be based at a different NHS trust – how should I apply?

Discuss any courses/educational activities you would like to attend with your current ES/TPD for approval. You can apply for the Study Leave via Intrepid Leave Manager against the new post.

Once you have been on the course, submit your expense claim to the new NHS Trust where you will be working by then.

19. I'm a Foundation Year 1 trainee, can I apply for study leave?

No. For Foundation Year 1 trainees study leave takes the form of regular teaching sessions. Wessex trainees are advised to complete an ALS course in their first year that will be organised by the employing Trust.

20. How much study leave can I apply for in my Foundation Year 2 year?

Foundation Year 2 Trainees have the same allocation of study leave as all other doctors in training – 30 days. 15 days are allocated to regular scheduled teaching.

Please read the [Wessex Study Leave Guidance](#) for Foundation Trainees that provides detailed information about study leave for FY2.