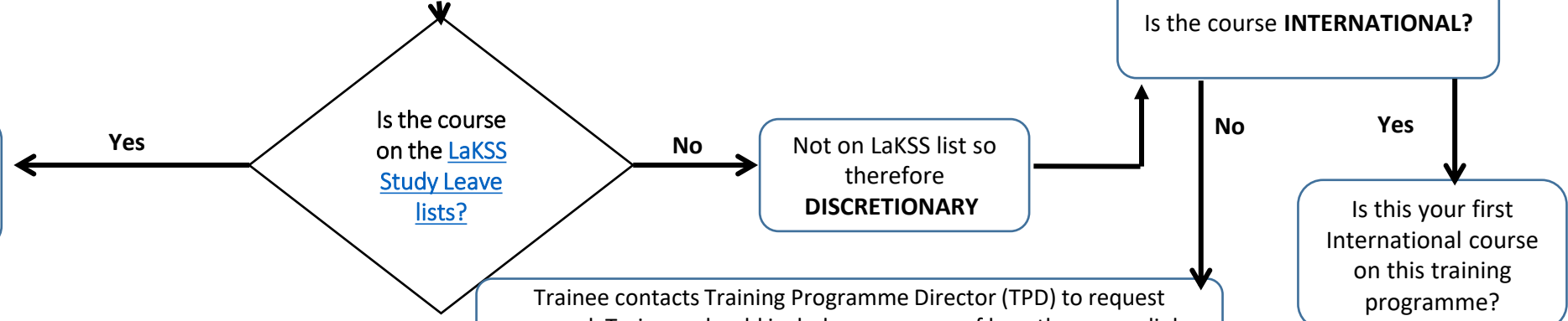


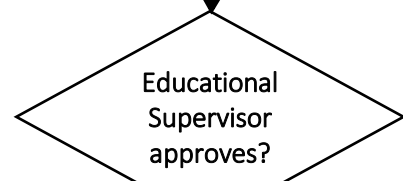
LaKSS STUDY LEAVE PROCESS 2022

Trainee wishes to apply for a study leave course. Trainee checks LaKSS Study Leave List on PSP - <https://lasepgmdsupport.hee.nhs.uk/support/home?studyleave>



On [LaKSS list](#) as **CURRICULUM MANDATED** or **CURRICULUM OPTIONAL**

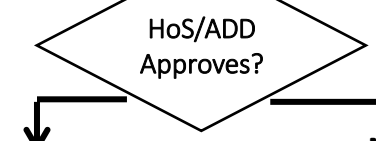
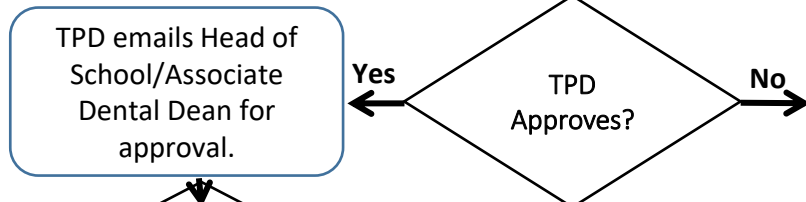
Trainee discusses with Educational Supervisor for approval. Trainees should be meeting mandatory curriculum requirements before considering optional activities.



Educational Supervisor informs trainee of reason why not approved

Not on LaKSS list so therefore **DISCRETIONARY**

Trainee contacts Training Programme Director (TPD) to request approval. Trainees should include a summary of how the course links to curriculum/PDP.



HoS/ADD informs HET Study Leave team of approval.

Trainee completes form via PSP using this link: https://lasepgmdsupport.hee.nhs.uk/support/tickets/new?form_d33=true
 Please use Google Chrome or Mozilla Firefox to access the link.
 Please note for International courses, HEE will fund either the cost of the course/conference fee OR the cost of economy travel and accommodation. The **lower** amount of the course or travel (including accommodation) will be paid.
 HET Study Leave team assigns application an approval number and informs Trainee via email.

Trainee applies via Trust local process for study leave. Sign off at trust level via your Rota Coordinator.

Trainee attends course.

Trainee claims reimbursement via Trust and Trust pay trainees via payroll. Claims should be made within **THREE MONTHS**.

Trust submit monthly returns to HEE to claim back reimbursement.

Is the course **INTERNATIONAL**?

Is this your first International course on this training programme?

You will not be able to apply for reimbursement for an international course if you have attended one previously in this programme.