

## A Guide to Study Leave For Drs in Training

### DO YOU:

- Have an NTN?
- Are you employed in a training post at St. George's?

If so, you are entitled to Study Leave funding via HEE and the information on how to claim can be found in this document. If you are a trust doctor, clinical fellow, LAS or Consultant, please contact your service manager for information on study leave.

**How many Study Leave days am I entitled to?** Drs in Training may apply for up to 30 days per annum (LTFT trainees pro-rata). For FY1 - 15 days per annum.

**What is my allowance?** Drs in Training no longer have a set amount of study leave monies allocated to them. In line with HEE's new centralised model for study leave funding (introduced in April 2018) Drs in Training are able to claim for any course/event that is on the [HEE Approved List of Courses](#) for their specialty.

### How do I make a claim for reimbursement?

**Step One:** Book the time off with your service (following the local process)

**Step Two:** Check whether the course is on the [HEE Approved List of Courses](#). If not, please first discuss the course/activity with your Educational Supervisor. If agreed as appropriate you should contact your TPD to request a [HEE Aspirational Course](#) reference number.

**Step Three:** If the course is on the *HEE Approved List of Courses / you have received your HEE Aspirational Course reference number. Please submit your claim for reimbursement via INTREPID. Details overleaf.*

***Note:** We recommend you do not pay any non refundable deposits for courses unless it is on the Approved List of Courses / you have received your HEE Aspirational Course reference number / you are able to fund this activity personally*

## Making an Application for Study Leave

[Click here](#) to review HEE Guidance and Approved List of Courses



Once you have booked the time off and checked your course is on the Approved List of Courses / you have received your Aspirational Course ref. no (see above) go to: **www.intrepidv10.co.uk/LDN**



Log onto Intrepid and click on 'Leave Application'.



Applications for reimbursement must be made **within six weeks** of attending a course/activity. Include costs and attach payment receipts and proof of attendance.

**EXPENSES CANNOT BE REIMBURSED WITHOUT RECEIPTS.**



At the end of each month PGME submits all complete study leave claims to HEE for approval.



Once HEE has authorised reimbursement the PGME Team will submit details to payroll department for payment processing.

**Incomplete claims are the most common cause of delay. A complete claim is usually processed, with payment made to the trainee around 8 weeks after the claim was submitted onto the INTREPID system**

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## Study Leave and INTREPID Support

Your INTREPID login details will be sent to the personal email address provided by HEE. If you wish to change the email address or you have not received a log in or you need support with anything else contact:

**Intrepid.Support@stgeorges.nhs.uk or  
0208 725 2237 (Internal Ext. 2237)  
Education Centre, Perimeter Road, SW17 0QT**

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## FAQ's

- **Can I claim for exam fees?** Exam fees and any associated costs are not funded.
- **Will I be taxed?** No, reimbursement is added after you tax has been calculated.
- **Can I apply for reimbursement for travel and subsistence to an event/educational course?** You can only claim for travel and accommodation costs if you are travelling to an event within the UK. We advise booking your travel and accommodation as early as possible to minimise costs. Business and first class fares will not be reimbursed. If you are travelling overseas, travel, accommodation and subsistence will not be supported in any circumstances. Our Local Study Leave Policy does not offer reimbursement to cover costs for food or travel within London (ZONE 1-6).
- **Can I apply for reimbursement when on maternity leave?** Yes, you can access the study budget but will need to follow the same local process (INTREPID).
- **Will LTFT trainees receive less reimbursement?** No, you are entitled to the same level. Full time and LTFT trainees are able to access the same level of monetary resource.
- **Can I apply for study leave if I am an Out of Programme (OOPT)?** Yes, only if you are in a placement for a full training year you can claim from our trust. However trainees on OOPR, OOPPE or OOPC cannot apply for study leave.
- **When can I find more information?** Most information can be found by visiting <https://lasepgmdsupport.hee.nhs.uk/support/home?studyleave> and looking over the central guidance and FAQs.
- **Who do I contact if I have a question?** If you cannot find the answer you are looking for and your query is relating to the HEE process for study leave, approved course lists or aspirational course reference numbers please email HETbusinesssupport.lase@hee.nhs.uk. If your query is regarding a login to INTREPID, how to enter a claim, chasing payment or the local process at SGH please email Intrepid.Support@stgeorges.nhs.uk or call ext:2237

## FAQ's

- **What is a mandatory or optional course?** Events on the Mandatory (mandated by the curriculum) and Optional (complementary to the curriculum) lists are all pre-approved. Whilst these events are 'preapproved' you should always discuss interest in them with your educational supervisor.
- **What is an Aspirational course?** If an event is not on the mandatory or optional lists it will be classified as 'Aspirational'. For aspirational courses you need to email your TPD with details of the course/activity and if supported, they will contact the Head of School for an 'aspirational' course reference number. Claims entered without a valid aspirational reference will be rejected.
- **Can I attend a course more than once?** Unless specifically outlined in the curriculum, attendance at the same event on more than one occasion (for the duration of any training programme) would not normally be supported by study leave. If you wish to attend a course for a second time you must seek approval from your TPD and relevant HoS in the first instance.
- **What is INTREPID?** INTREPID facilitates reimbursement and provides a record of claims for the trust, if does not give approval for you to attend a course, this approval comes from the HEE course lists or aspirational reference code.
- **How long does it take to get reimbursed?** Usually around 8 weeks from the date of the event/course. To avoid delays you should upload your claim to INTREPID after you have attended an event. We submit a report to HEE and Payroll once a month, if a claim is not complete and submitted on INTREPID by the end of each month it will go onto the followings months return to HEE.
- **Can I claim for exam fees?** No, exam fees, accommodation and travel to the exam are not funded.
- **Can I claim for revision courses?** Yes