



Study Leave Wales Foundation School Guidance 2020/21

This document is to provide guidance for Foundation trainees, Postgraduate Centres, LHB Human Resources and Foundation School employees on study leave. This includes allowances, what study leave can be used for and the approval process.

Principles of study leave

Study leave should:

- Enhance clinical skills, education and training
- Be planned as far in advance as possible as an integral part of the education and training process.
- Provide education and training not easily acquired in the everyday clinical setting.
- Support the delivery of curriculum outcomes.
- Be equitable across the postgraduate centres and other local education providers.

Eligibility

All Foundation trainees (including less than full time trainees) are eligible for Study Leave and the allocation and use of this is as follows:

Foundation Year 1 (F1)
Up to 2 days for ALS course only
Up to 5 days F1 Careers Tasters
Up to 2 days Study Leave (Unfunded)*
TOTAL – Max 9 days

Foundation Year 1 (F2)
3 days compulsory F2 core curriculum study days
5 days Leadership and Management/Research tasters
5 days generic teaching
8 days general study leave
TOTAL – Max 21 days

* Academic Foundation Year 1 (AF1) – can take up to 5 days of Study Leave per year to support the academic component of their post. This must be agreed by the Foundation Programme Director.

What can I use my study leave for?

You can use you study leave for the following:

- **ALS Training** – The Wales Foundation School requires Foundation Doctors to complete Advanced Life Support (ALS) training during the F1 year.
- **Conferences** (Leave to attend/present at a conference is acceptable.)
- **Careers Tasters**
- **Leadership and Management Tasters**

- **Generic Teaching and F2 study days**

- **Examinations** - Leave to sit examinations necessary for the career advancement of the trainee in his/her chosen specialty is allowable. However, only two such attempts in total or per exam phase per calendar year are permitted. It may be necessary for annual leave to be taken for a third and subsequent attempt.

Note: Examination fees are not reimbursed as part of your study leave budget and time for revision (either private revision or preparation courses for exams) cannot be taken out of the study leave allowance.

Study Leave Budget

A study leave budget is only made available for Academic Foundation Year 1 and Foundation Year 2 trainees.

For F1 academic trainees this is £250 and for Foundation Year 2 trainees this is £480. The Foundation Doctor must apply in advance to use their study leave budget, via their postgraduate centre. This can be used for:

- Conference registration fees
- Training course fees
- Postgraduate Certificate Medical Education

Approval Process

Study leave must be agreed in advance to avoid disruption to services and it must be approved by the Foundation Programme Director (or designated deputy) in the first instance, who will communicate with the educational /clinical supervisor. This will hopefully ensure consistency in the study leave application process across Wales. Authorisation of Study Leave is based on satisfaction of all the following five criteria:

- **Availability** – the trainee can be released from their normal place of work to attend the requested Study Leave.
- **Relevance** – approved Study Leave must be relevant to the trainee's educational needs, appropriate to their experience and supportive to the training programme for which the trainee is enrolled.
- **Eligibility** – that the trainee has sufficient remaining Study Leave days to cover the requested activity.
- **Funding** – that the trainee has sufficient unallocated funding, within the defined limits, to cover the costs of the activity or the trainee has agreed to self-fund and has indicated this on the application form.
- **Learning Agreement/Personal Development Plan** – that an approved learning agreement or equivalent has been submitted to support the requested activity. Hard copies of learning agreements (or PDPs) recorded in TURAS should be provided to the relevant Educational Supervisor.