

WCAT Study Leave Policy

Purpose of study leave

Study leave is granted for postgraduate educational development. This may include approved courses or conferences specifically relating to research, teaching and exam preparation. Exam fees are not covered by study leave funds. Study leave will usually be granted to maintain professional development; however, it is not an entitlement.

Factors to consider when choosing study leave

In considering applications for study leave, the trainee and educational supervisor should take the following factors into account:-

- (i) Whether the course or conference meets the objectives of study leave set out by the educational supervisor and trainee at the aims and objectives meeting at the start of placement.
- (ii) Whether approval of study leave will adversely affect the clinical services provided. It is the trainee's responsibility to ensure that clinical/work commitments are covered locally.***
- (iii) Whether the cost of the study leave falls within the set budgetary limits (£600/training year. This will not be carried over.)
- (iv) Whether the course/conference/facility is available elsewhere at less cost.
- (v) Whether the trainee has taken full advantage of 'in-house' training opportunities

How much is study leave is permitted?

The maximum study leave allowance for WCAT is 30 days per training year. This may include 5 days private leave where necessary but the reasons for this must be clear and approved.

What can be claimed for?

The following can be claimed for from the study leave allowance:-

- (i) Course fees.
- (ii) Travel and accommodation overnight to National and International Meetings.*
- (iii) Travel to exams within the UK.
- (iv) WCAT meetings.

** We would recommend the less costly route, so that you would avoid the need for unnecessary expenditure of your allowance.*

Please note that **exam fees** or **membership to professional bodies cannot** be claimed for.

Procedure for applying for study leave

- You first need to have agreed an Educational Contract with your Educational Supervisor.
- Study Leave Forms (Appendix 1) must be passed to the Consultant/Educational Supervisor for authorisation.
- The completed study leave application form (see Appendix 1) should be forwarded to the Wales Deanery no later than 6 weeks **prior** to the date your study leave is due to commence. This should be sent to the following address or e-mailed to heiw.wcat@wales.nhs.uk (Please note e-mailed copies must still be signed and be scanned in)

Health Education Improvement Wales,
WCAT
Ty Dysgu
Cefn Coed
Nantgarw
CF15 7QQ

- The WCAT Programme Director will approve the suitability of the study leave application and the study leave budget for the trainee looked at to ensure that there are sufficient funds to cover the leave. If there are not enough funds then the trainee may wish to look for external support or self-fund.
- You will receive confirmation of support in writing, you should then submit an expenses claim form (Appendix 2) to the deanery once the study day event has taken place. All receipts must be obtained and attached to claim forms (see Appendix 2). This applies to the course fee as well as hotel bills, tickets etc.
- Claims must be made within **3 months** of the date of the course. Any claims made outside of this process will not be authorised and funded.



Appendix 1

1. This form is for use by WCAT trainees only
2. Applications must be submitted at least **6 weeks** before the start date of the leave.
3. Retrospective applications will not be accepted.
4. On completion please return this to: heiw.wcat@wales.nhs.uk

Name..... E-mail address.....

Mobile phone No..... GMC Number.....

University/Hospital of current post.....

Date commenced post..... Duration of post

Details and Location of course / examination.....

Dates of course / examination.....

Number of study days requested (inclusive of travel time).....

Expected expenses to be claimed:

| | £ |
|---|---|
| Course fee | |
| Accommodation (<i>number of nights involved</i>) | |
| If fee includes accommodation element please state amount | |
| Travelling expenses (please specify mode of transport): | |
| Other expenses (please specify) | |

This application is submitted on the understanding that re-imbusement will only be made within the limits set out in the WCAT study leave policy. ***I the undersigned have read and fully understand the conditions set out above.***

| | | |
|---|--|-------|
| Signature of WCAT Trainee | | Date: |
| Signature of Clinical Director/ Educational Supervisor | | Date: |

Administration Only

Study Leave allowed: Yes / No
WCAT Authorisation Signature.....
Study leave budget database updated: Yes/ No

Amount of funding allowed: £.....
Date.....
Date.....