

Study Leave Process for GP Trainees in Practice Posts

Do not enter exam fees AKT/CSA onto Intrepid. Only request time off. Reimbursement of the **first** sitting of the RCA and AKT should be claimed via SEL e-expenses

Suitability of course should be discussed with ES

Any queries please contact heiw.gptraining@wales.nhs.uk

In a practice post GP Trainees should only enter course fees **do not** enter any travel and subsistence. (If you are not taking time off but wish to claim from your SL budget apply in the normal way but enter '0' days.

Once ES/CS has approved suitability

At least 6 weeks prior to the date of the course an application should be submitted on Intrepid <https://secure.intrepidonline.co.uk/LeaveManager/WAL/>

Your Practice Manager will approve the time off and HEIW will approve any fees.

The Study Leave Entitlement for a 6 month practice post is 30 sessions. 23 sessions of which are reserved for Half Day Release. LTFT trainees do not receive any additional entitlement

ALS is no longer required for recruitment to GP Training nor is it a mandatory requirement in order to achieve a Certificate of Completion of Training. It may be the case that ALS is required for some hospital posts and you should check with the relevant Directorate prior to commencing your post. ALS is an invaluable qualification and requests to undertake an ALS course using study leave entitlement will be supported where possible.

To claim reimbursement once approval has been granted, enter your claim on SEL expenses uploading receipts within 3 months of the date of the course

Attendance at HEIW half day or day release courses is mandatory and is counted as part of your study leave entitlement. During any break in GPST HDR this session should remain as an educational session. It can be used in a self directed manner or for targeted educational activity after agreement with your ES

The Study Leave Budget is £600 per training year. As LTFT training time is longer, the trainee will receive equitable funding to their full time colleagues over the total duration of training.

Further information is available on the Wales Deanery website:

[Study Leave | General Practice \(walesdeanery.org\)](http://walesdeanery.org)

If it is necessary to complete/attend a mandatory course/event on a non-working day (e.g. weekend or rostered day off) then you are entitled to time off in lieu. This must be included within the study leave application and you **must** agree this lieu time with your ES and your Practice Manager at the time of agreeing the study leave. The lieu time should be taken within an agreed reasonable time frame of the event. You must ensure that this does not breach your contract requirements on hours worked or the EWTD.