

When you enter My Turas, you will see a tile called Training Programme Applications

The screenshot displays the My Turas user interface. At the top left, the text 'TURAS | My Turas' is visible. On the top right, there is a notification bell icon, the text 'Applications', and a circular profile icon containing the letters 'CT'. Below this is a dark navigation bar with links for 'Home', 'Study leave', and 'Personal details'. The main content area begins with a greeting: 'Hi Core, welcome to My Turas'. Two primary action tiles are shown. The first tile, 'Training Programme Applications', is circled in red. It features the title 'Training Programme Applications' in blue, a subtitle 'View or manage applications for OOP and Study Leave.', and an illustration of a person holding up a tablet. The second tile, 'View my personal details', has the title 'View my personal details' in blue, a subtitle 'Access your personal details and edit your name, email address, role and more.', and an illustration of a person at a laptop. Below these is a section titled 'My tools and apps' with a '+ Add applications' link and a 'Sort by A to Z' dropdown menu. This section contains four tiles: 'Learn' with a book icon, 'People' with a head icon, 'Training Management' with a monitor icon, and 'Training Portfolio' with a folder icon.

TURAS | My Turas

Applications CT

Home Study leave Personal details

Hi Core, welcome to My Turas

Training Programme Applications

View or manage applications for OOP and Study Leave.

View my personal details

Access your personal details and edit your name, email address, role and more.

My tools and apps

+ Add applications Sort by A to Z

Learn **People** **Training Management**

Training Portfolio

Within Training Programme Applications, you can access the Study Leave App

The image shows a screenshot of a web interface titled "My Training Programme Applications". The interface has a blue header bar with the title in white. Below the header, there are two white panels with blue text. The left panel is titled "Study leave" and contains the text "Submit, view, and manage your study leave applications." The right panel is titled "Out of Programme (OOP)" and contains the text "Submit, view, and manage your OOP applications." A blue arrow points from the bottom right towards the "Study leave" panel.

My Training Programme Applications

Study leave

Submit, view, and manage your study leave applications.

Out of Programme (OOP)

Submit, view, and manage your OOP applications.

When you click on the study leave tile you will see a summary of your programme and associated budget. If you are an authoriser for more than one programme you can select each from the drop down menu. You will also see a list of study leave applications awaiting your attention.

Home Study Leave ▾

Study Leave Authoriser

Study leave budget

E01 - FY1 ▾ Budget period: 01 April 2022 to 31 March 2023

Pending expenses	Approved expenses	Paid expenses	Total budget	Remaining budget
£1,260.00	£2,285.00	£6,190.24	£0.00	-£8,475.24

Study leave applications

Study leave decisions

Search applications

Search applications by trainee name or registration number...

Show 10 ▾ entries

Name	Days approved	Expenses approved/paid	Actions
Mike Studyleavetraineeuat (9900233)	22.0	£3,045.00	Actions ▾

Showing 1 to 1 of 1 entries

If you click on the actions button beside a study leave application and select trainee details, or on the name of the application, you will be taken to a summary page for that trainee which includes all study leave requests.

Home Study Leave ▾

Study Leave Authoriser

Study leave budget

E01 - FY1 ▾ Budget period: 01 April 2022 to 31 March 2023

Pending expenses £1,260.00	Approved expenses £2,285.00	Paid expenses £6,190.24	Total budget £0.00	Remaining budget -£8,475.24
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Study leave applications Study leave decisions

Search applications

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Mike Studyleavetraineeuat (9900233)	22.0	£3,045.00	Actions ▾

Showing 1 to 1 of 1 entries

At the top of this page you can see a summary of the trainee's study leave expenses and days

Mike Studyleavetraineeuat (9900233) study leave applications

[Go back](#)

Mike Studyleavetraineeuat summary

Programme name E01 - FY1	Grade FY1	CCT date N/A
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Budget period: 01 April 2022 to 31 March 2023

Pending expenses £1,260.00	Approved expenses £2,135.00	Paid expenses £910.00
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Study leave days period: 01 August 2022 to 31 July 2023

Days pending approval 2 days	Days approved 22 days	Days taken 1 day	Days remaining 6 days
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Study leave applications

Search applications

Search applications by activity title, date and more...

Status

Select status

Show entries

Activity title	Start date	Days	Expenses requested	Status	Actions
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Further down the trainee details page you will see a list of all study leave applications from the selected trainee and their current status. You can use the *Status* drop down menu to filter and identify applications pending a approval.

Study leave applications

Search applications

Search applications by activity title, date and more...

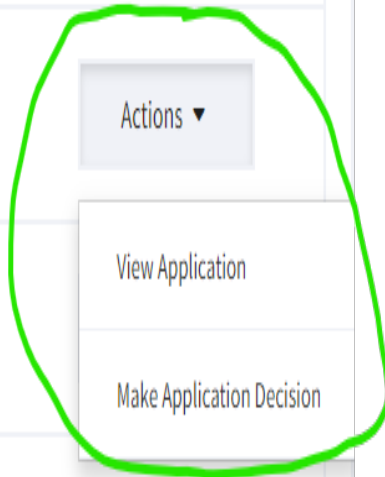
Status
Select status

Show 10 entries

Activity title	Start date	Days	Expenses requested	Status	Actions
23/06/2022 - Example 5	05/09/2022	5.0	None	Approved without funding	Actions
exam	31/08/2022	1.0	£500.00	Approved with funding	Actions
23/06/2022 - Example 4	31/08/2022	3.0	£100.00	Approved with funding	Actions
23/06/2022 - Example 6	29/08/2022	3.0	£1,000.00	Approved with funding	Actions
Taster - add in speciality	15/08/2022	5.0	£200.00	Approved without funding	Actions
Test 22/06/2022	08/08/2022	2.0	£850.00	Approved with funding	Actions
Example (CR)	03/08/2022	2.0	£400.00	Approved without funding	Actions
at Home	03/08/2022	2.0	None	Pending approval	Actions

When you click the action button beside an application awaiting approval you can choose to view the application or make an application decision. If you select *View Application*, you will have a further opportunity to *Make Application Decision* from the application details page.

Example (CR)	03/08/2022	2.0	£400.00	Approved without funding	Actions ▾
at Home	03/08/2022	2.0	None	Pending approval	Actions ▾
LAS	01/08/2022	1.0	None	Approved with funding	Actions ▾
GP Test	27/07/2022	5.0	£235.00	Approved with funding	Actions ▾



If you select *View Application* the full details of the request will open. If you then wish to make an application decision, click the link under *Actions* highlighted on the image opposite

[< Go back](#)

Application summary

Title of study leave activity at Home	Start date of leave 03/08/2022	End date of leave 03/08/2022	Estimated expenses £0.00
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Mike Studyleavetraineeuat summary

[View trainee](#)

Programme name E01 - FY1	Grade FY1	CCT date N/A
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Budget period: 01 April 2022 to 31 March 2023

Pending expenses £1,260.00	Approved expenses £2,135.00	Paid expenses £910.00
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Study leave days period: 01 August 2022 to 31 July 2023

Days pending approval 2 days	Days approved 22 days	Days taken 1 day	Days remaining 6 days
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Study leave application

Application number
SL200003

Date submitted
31/03/2022

Actions

[🕒 Make application decision](#)

When you have selected *Make a Decision*, scroll to the bottom of the page that opens and the decision box shown opposite will be available.

Please be aware than any text entered in the highlighted comments box will be shared with the trainee making the application.

Study leave decision

Required fields are marked with an asterisk *

Study leave application decision *

<input type="radio"/> Approved With Funding
<input type="radio"/> Approved Without Funding
<input type="radio"/> Rejected

Comments about study leave decision
Include any specific information you want to share with the trainee about why you made this decision. If you are changing a decision, please explain why you have made this change.

- If you select to approve the application with funding, details will appear of the funding requested by the trainee. You will be required to enter the monetary value of the funding you are approving in the relevant boxes. If the amount of funding you are approving differs from the amount requested you may wish to use the comments box (highlighted on the previous slide) to provide an explanation to the trainee.

<input checked="" type="radio"/> Approved With Funding
<input type="radio"/> Approved Without Funding
<input type="radio"/> Rejected

Estimated Registration Fee
£0.00

Approved Registration Fee (£)

Estimated Travel
£0.00

Approved Travel (£)

Estimated Accommodation
£0.00

Approved Accommodation (£)

Estimated Subsistence
£0.00

Approved Subsistence (£)

Total approved expenses

Prior to submitting your application decision, you will be offered a tick-box to indicate you will review the application at year end. This may offer the opportunity to approve additional funding if budget allows.

Total approved expenses
£0.00

Review at year end

Comments about study leave decision
Include any specific information you want to share with the trainee about why you made this decision. If you are changing a decision, please explain why you have made this change.

[Send decision](#) [Close without saving](#)

If you choose to approve an application without funding, you will be asked to select a reason for your decision from the list provided. If you select *Other*, you may wish to provide further detail of your reason in the comments box.

Study leave application decision *

- Approved With Funding
- Approved Without Funding
- Rejected

Reason *

- Funding Not Requested
- Inappropriate education
- Insufficient WBAs Completed
- Not covered under policy
- Not within budget plan
- Other

Review at year end

Comments about study leave decision

Include any specific information you want to share with the trainee about why you made this decision. If you are changing a decision, please explain why you have made this change.

If you choose to reject an application, you will be asked to select a reason from the list provided. If you select *Other*, you should provide further detail of your reason in the comments box.

Study leave application decision *

- Approved With Funding
- Approved Without Funding
- Rejected

Reason *

- Inappropriate education
- Insufficient WBAs Completed
- Not covered under policy
- Not within budget plan
- Poor value for money
- Similar courses available locally
- Other

Comments about study leave decision

Include any specific information you want to share with the trainee about why you made this decision. If you are changing a decision, please explain why you have made this change.

There may be occasions where you wish to review study leave decisions you have already made. If you return to your main study leave page, showing your programme budget etc., You can change tabs and view study leave decisions.

You can also choose *Actions* which will offer the option to view the application or change your decision.

Study leave applications **Study leave decisions**

Search applications: Search applications by trainee name, registration number, date of leave

Status: Select status

Show 10 entries

Trainee	ID	Activity title	Start date	Days	Expenses requested	Current status	Actions
Mel Studyleavetraineeuat (6664421)	SL200013	GP Test	24/07/2022	5.0	£275.00	Approved without funding	Actions ▾ View Change Decision
Mel Studyleavetraineeuat (6664421)	SL200014	exam test	01/08/2022	3.0	£220.00	Approved with funding	
Mel Studyleavetraineeuat (6664421)	SL200015	exam test	22/06/2022	1.0	£100.00	Approved with funding	
Mel Studyleavetraineeuat (6664421)	SL200016	exam test	01/08/2022	1.0	£50.00	Approved without funding	Actions ▾
Mel Studyleavetraineeuat (6664421)	SL200017	exam test	01/08/2022	0.5	£50.00	Approved with funding	
Mel Studyleavetraineeuat (6664421)	SL200018	23/06/2022 - Example 1	31/08/2022	1.0	£0.00	Approved without funding	Actions ▾
Mel Studyleavetraineeuat (6664421)	SL200019	23/06/2022 - Example 2	01/09/2022	2.0	£275.00	Approved with funding	

- If there is no *Action* button beside a study leave decision and you wish to change the application decision, click on the name of the study leave request and the screen opposite will open. You can then use the link under *Actions* to change the decision.

- This screen can also be accessed from the trainee summary screen show in slide 6.

- Changing an application decision allows you to change your original decision (perhaps from approved without funding to approved with funding). It also allows you to amend the amount of funding you have approved by selecting the *Approved with Funding* decision again and adjusting the amounts detailed.

- In all changes to application decisions the change being made and a reason for the change must be entered in the comments box to ensure the trainee understands the change.

Study leave days period: 01 August 2022 to 31 July 2023

Days pending approval
0 days

Days approved
10.5 days

Days taken
4.5 days

Days remaining
19.5 days

Study leave application

Application number
SL200019

Date submitted
23/06/2022

Trainee details

Name
Mel Studyleavetraineeuat

Email address
melstudyleavetraineeuat@example.com

GMC/GDC number
6664421

Postal address

Actions

 [Change application decision](#)

Feedback

We hope you will find the new study leave application easy to use and will appreciate the ability to view your programme budget information easily. If you experience any technical difficulties with the app, please contact the Turas helpdesk.

The Deanery welcomes any feedback about how we can further improve the study leave application. Should you wish you share your thoughts please email Study.Leave@nes.scot.nhs.uk