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

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

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.

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	Grade	CCT date
E01 - FY1	FY1	N/A

Budget period: 01 April 2022 to 31 March 2023

Pending expenses	Approved expenses	Paid expenses
£1,260.00	£2,135.00	£910.00

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

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

Study leave applications

Search applications

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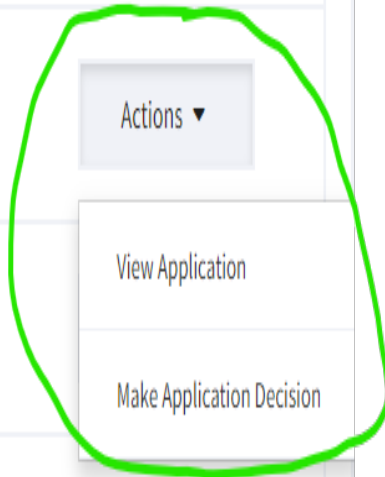
Status

Select status

Show [10] entries

⇕ Activity title	⇕ Start date	⇕ Days	⇕ Expenses requested	⇕ Status	Actions

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.

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 ▼
					View Application
LAS	01/08/2022	1.0	None	Approved with funding	Make Application Decision
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	Start date of leave	End date of leave	Estimated expenses
at Home	03/08/2022	03/08/2022	£0.00

Mike Studyleavetraineeuat summary

View trainee

Programme name	Grade	CCT date
E01 - FY1	FY1	N/A

Budget period: 01 April 2022 to 31 March 2023

Pending expenses	Approved expenses	Paid expenses
£1,260.00	£2,135.00	£910.00

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

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

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 *

- ○ Approved With Funding
- ○ Approved Without Funding
- ○ 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.

Send decision   Close without saving

• 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.

◉ **Approved With Funding**

○ Approved Without Funding

○ 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 leav

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 ▼
Mel Studyleavetraineeuat (6664421)	SL200014	exam test	01/08/2022	3.0	£220.00	Approved with funding	View
Mel Studyleavetraineeuat (6664421)	SL200015	exam test	22/06/2022	1.0	£100.00	Approved with funding	Change Decision / Actions ▼
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	Days approved	Days taken	Days remaining
0 days	10.5 days	4.5 days	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