

## External Study Leave Request Form

This form must be completed by staff requesting external study leave that has:

- a financial cost
- external sponsorship
- funded by endowment, and/or
- requires overseas study leave.

### Section 1

To be completed by the staff member requesting study leave

<b>Name</b>	<b>Department</b>
<b>Job Title</b>	<b>Work Phone Number</b>
<b>Email address</b>	

Study leave will only be signed off if all corporate mandatory training is up to date.

Corporate Mandatory Training	Date completed
Corporate Induction (completed within three months of start date)	
Fire Awareness* (completed annually )	
Hand Hygiene Training* (completed annually)	
Valuing Diversity Part 1 & 2** (once on employment)	
Safe Information Handling (completed every two years)	
Manual Handling Module A (completed every two years)	

\*mandatory topics are included in Core Skills Training for Nurses and Nursing Assistants.

\*\* Diversity Awareness or Diversity Champions training also accepted. Please enter the most recent date of training.

### Details of training:

<b>Name of training course/activity/study leave funding is being requested for:</b>	<b>Training Organiser</b>
<b>Reasons for this study leave? (Include benefits to you and patient care/customer care)</b>	

How will you apply this learning in the workplace?	
Start date	End date
Total duration of leave, including travel time	Location(s) of training course & supplier

### Funding Request:

(This should include estimates where actual costs cannot be confirmed)

<b>Course/event fees</b>	£
<b>Travel</b> (Please note that all travel arrangements must be made through the Transport Department prior to submitting this form, and details submitted on a separate NCMR form)	£
<b>Subsistence</b>	£
<b>Other</b>	£
<b>NCMR Number</b> (Training costs only)	
<b>NCMR Number</b> (Travel & accommodation costs only)	
<b>Total funding requested</b>	£ 0

### Funding Source:

Training costs will be funded by (please tick appropriate box)

- Department budget   
 Endowment Fund   
 External Sponsorship (further details to be included in section below)

It is important that the Golden Jubilee Foundation and its employees maintain strict ethical standards in the conduct of NHS business and are protected from allegations of conflict of interest, acting improperly or breach of impartiality.

Are you being sponsored? Yes  No

If **yes** to above give details below. Estimated funding **must** be noted irrespective of whether this is in cash or kind, e.g. travel tickets or vouchers.

Funding source/provider name	
Course / events fees	£
Travel	£
Accommodation	£
Subsistence	£
Other	£
<b>Total sponsorship / other funding</b>	<b>£ 0</b>

### Payment of Fee

Do you require the Golden Jubilee Foundation to send payment in advance to confirm booking of course/event?

Yes  No  (if yes, please attach completed booking form)

### Provisional Bookings

If required, a provisional booking can be made by the applicant but this booking cannot be confirmed until full authorisation has been given (**Copy of booking form must be attached**).

Please tick here if you have already registered onto the course.

### Applicant sign-off:

I hereby make application for study leave as details above.  
I note that if required, travel insurance is my own responsibility.

Applicant's Signature	
Date	

## Section 2

To be completed by applicants Line Manager

**By completing this section, you are supporting the applicants funding request.**

Is the applicant's corporate mandatory training up to date? Yes  No

**Please note, if corporate mandatory training is not up to date then additional study leave cannot be granted.**

Is training activity recorded on the staff members PDP? Yes  No

**Please note all training activities should be recorded on staff members PDP.**

Is the application supported? Yes  No

<b>Comments</b>	
<b>Line Managers Signature</b>	<b>Date</b>

**Section 3**  
To be completed by Directorate Accountant

Is the application supported? Yes  No

<b>Comments</b>	
<b>Directorate Accountant Signature</b>	<b>Date</b>

**If application is being funded by endowments the fund holder must complete Section 4.**

**Please ensure you have attached the completed Withdrawal Form if being funded by endowments.**

**Section 4**  
To be completed by the fund holder (required if being funded by an endowment)

<b>Endowment Fund Number</b>	
<b>Endowment Fund Holder Signature</b>	<b>Date</b>

## Section 5

To be completed by Operations Manager or Executive Director

This section requires signing if:

- Exceed line managers budget signing limits
- Require overseas study leave
- External sponsorship.

Is the application supported? Yes  No

Comments	
Name (print)	Signature
Designation	Date

**If the application is for overseas study leave or involves external sponsorship then Section 6 must be completed by the Director of Finance.**

## Section 6

To be completed by Director of Finance

This section requires signing if the request requires overseas study leave or external sponsorship.

Is the application supported? Yes  No

Comments	
Signature	Date

Please note:

- After approval from your Line Manager and Finance, the completed External Study Leave Request Form and NCMR must be sent to the Materials Department.
- The Materials Department will raise a purchase order from the NCMR and book the training.
- The Materials Department will notify the staff member and their line manager that the booking has been made.
- The external provider will invoice the Golden Jubilee Foundation directly.
- If the external provider does not invoice directly, the Materials Department will raise an urgent payment request to enable the external provider to be paid in advance of the training event.
- Regardless of the option taken it is the Materials Department that will confirm booking with the external provider as part of the payment process.