

Dear GP Trainees

There is a new process for requesting and approving study leave, you need to submit all Study Leave applications to the Patch GP office electronically, via the self-service facilities within the LETB's Intrepid on-line computer system. Please note normal trust/practice process will need to be followed in obtaining approval from the Educational Supervisor and the Rota Manager/Maker.

All study leave applications need to include the numbers of days to be taken and approximate amount of expenses.

Log In

Please click on the following link in order to access your Intrepid account:
<https://www.intrepidv10.co.uk/sev>.

To access your account you firstly need to get a PIN number and Password. To access both of these, you will need to:

1. Click on the '*Forgotten your PIN or Password*' tab on the left hand side
2. In the screen '*Password reminder*' enter your email address that you would like to use for study leave. This should be your nhs.net email.
3. Now click on the tabs 'Send PIN reminder' and 'Send Password' reminder.
4. Automated emails will then be sent to your chosen email address with your PIN number and Password.
5. This chosen email address will become your ID on the Study Leave system.
6. We suggest that you change your password to something memorable and save the link in your favorites. You can change your password from within the My Account area once you have logged on.

Please find attached a user guide for all applicants requesting study leave.

Process

- Before you submit your application online you will need to obtain approval from your Educational Supervisor and Rota Manager using your local Trust procedures.
- Then, as part of the online application you will submit the names of your approvers along with an assurance that you have obtained the necessary approvals.
- Once you have submitted your online application, your Patch GP office will check that the appropriate leave entitlement is available and where appropriate, provide final approval. Once your application has been processed, the Intrepid Study Leave system will send you notification of the outcome via email. **Please note that an approval email constitutes approval of leave days only. Approval of expenses can only be sought following attendance and proof of associated expenses in the form of receipts. Proof of payment, an attendance certificate and any travel receipts are to be uploaded to Intrepid. This needs to be done within 3 months of taking the leave.**
- Please submit an application for all self organized Study Leave regardless of whether you are seeking to recover fees and expenses (scheduled GP teaching i.e. Monthly group work sessions do not require a study leave application). We still need to check

applications from the point of view of time and to maintain accurate records of the total amount of study leave time that you have applied for and taken.

Entitlement

Your Study Leave budget runs from the first Wednesday in August of each year to first Tuesday in August of the following year. Your entitlement is £180.

Study leave days' entitlement is based on the same years as expenses with an entitlement of 30 days calculated on a pro-rata basis for those working LTFT.

For Study Leave eligibility criteria please refer to the Severn Deanery Study Leave policy. <http://www.severn deanery.nhs.uk/about/policies-and-procedures/study-leave-policy/>

Support

If you should have any questions or difficulties please contact your local GP Programme office.

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