

## **Request for a deferral or postponement to start date of training programme**

### **General Guidance**

#### **Definition of Deferral and Postponement**

<b>Type</b>	<b>Definition</b>
Deferral	When the start of training may be deferred on statutory grounds including maternity, paternity, adoption leave and ill health. The period of deferral would not normally exceed one year. However, in exceptional circumstances and with the Postgraduate Dean's approval, it could be extended to a maximum of two years before the doctor would need to reapply for a training post (GG9 1.15, 3.39). All trainees would be eligible for deferral if they meet the statutory reasons.
Postponement	When the start of training may be postponed due to non-statutory reasons. These requests are not an automatic right and trainees must fit the eligibility criteria and provide supporting evidence. Decisions will also take account of the impact of the postponement on the overall training programme and the service. Consideration will also be given to relevant rules regarding national recruitment.

#### **Duration of Deferral & Postponement**

Statutory deferrals can be requested for up to twelve months in duration. In exceptional circumstances and with the Postgraduate Dean's approval, it could be extended to a maximum of two years.

Subject to necessary approval short term postponements can be granted for a duration felt to be appropriate by the Postgraduate Dean. This will not normally exceed 12 months.

#### **Eligibility for deferral Vs short term postponement**

All trainees are eligible for deferral on statutory grounds. Short term postponement requests are not an automatic right and trainees must fit the eligibility criteria and provide evidence to support their request. A short-term postponement must be supported by the Training Programme Director or Associate Postgraduate Dean for Foundation and must be approved by the Associate Postgraduate Dean for Foundation or Postgraduate Dean.

A similar process and application form will support requests for deferral on statutory grounds and discretionary short-term postponement.

### **What is not eligible for a short-term postponement.**

The postponement process is available to support trainees for extenuating personal circumstances or circumstances beyond their control like Visas/ bereavement/ notice dates etc. Trainees must have a valid reason to request a postponement as detailed in the criteria section of the Trainee Process. Postponement will not generally be approved for any other reason not defined. Trainees must meet the criteria and be supported by the Training Programme Director or Associate Postgraduate Dean for Foundation and must be approved by the Associate Postgraduate Dean for Foundation or Postgraduate Dean

Examples of when a postponement will not be supported include:

- Example 1: Trainee requested a postponement in order to complete a PHD
- Example 2: Trainee requested a postponement in order to complete a post overseas
- Example 3: Outstanding curriculum requirements i.e., exam requirements which do not meet the person specification.

This list is not exhaustive, and each application will be assessed on an individual basis.

### **Who should approve the request of a Postponement?**

The incoming trainee should have had initial discussions with the Training Programme Director (TPD) of the programme or the Associate Postgraduate Dean (APGD) for Foundation. The TPD/ Foundation APGD is the best placed person to confirm whether the programme can run with a short-term gap. Therefore, the short-term postponement request **must be supported by the TPD/ APGD for Foundation.**

In addition, the postponement request should also be supported by the Postgraduate Dean or Associate Post Graduate Dean.

Please note even if the application is supported by the TPD (for core & specialty training), this does not guarantee approval. The application must also be approved by the Postgraduate Dean or Associate Post Graduate Dean to confirm deanery approval.

### **How should the trainee request a short-term postponement or deferral?**

The trainee should complete the deferral/ postponement of training programme start date application as soon as possible i.e., as soon as the offer is made and initial discussion with TPD/ APGD for Foundation has taken place.

Trainees should aim to submit the application 3 months prior to the date they should commence training but ideally no later than 8 weeks before. We require as much notice as possible to allow this to be processed and to give our health board colleagues sufficient notice of the short-term gap to allow them to plan rotas accordingly. In the event of short notice requests the Deanery will assess each request on an individual basis.