

Deferral and Postponement of training programme start date – Trainee process

Currently deferral of training programme start date is only permitted for statutory reasons (ie sick leave/maternity/paternity/adoption leave and ill health). However, on exceptional occasion a short-term postponement may be of benefit to the trainee and training programme.

Stages of deferral process and postponement process

Deferral

1. Once the offer of a training post to Scotland Deanery has been made and you meet the statutory criteria you should contact the training programme director of the programme you will be joining. TPD details are located here [Training Programme Directors](#) . (for further steps please read point 3 onwards)

Criteria	Explanation	Examples may include:
Sickness/Maternity/Paternity/Adoption	Statutory reasons are supported by the deferral process – These can be up to 12 months (See GG9 3.38-3.40)	Sickness/Maternity/Paternity/Adoption leave

Postponement

2. Once the offer of a training post to Scotland Deanery has been made and you believe you meet the criteria detailed below you should contact the training programme director of the programme you will be joining. TPD details are located here [Training Programme Directors](#)

Criteria	Explanation	Examples may include:
Compassionate	Trainee needs to demonstrate evidence to support a request for postponement on these grounds. Each case will be assessed on an individual basis.	Injury/Illness of close relative/Bereavement of immediate family member
Notice to current employer	Due to various changeover dates within the UK and dates in which offers are issued trainees will need to give notice to their existing programme/employer, typically 3 months. On exceptional occasion this may mean a trainee cannot commence on the first Wed of August or February due to notice	Currently in a post in which an early release cannot be negotiated. We would expect this to be no longer than 3 months.
Visa delays	Due to various circumstances visa's may not be processed in time to allow a trainee to commence on the first Wed in August or February.	When there are delays to the process which are out with the trainee's control i.e., delays at the Home Office. Trainees have a responsibility to ensure they have applied for all necessary visas in advance of commencing their post. A postponement would not be supported if a trainee had not taken the necessary steps to commence the visa application process.

<p>You are the primary carer for someone who is disabled, as defined by the Equality Act 2010</p>	<p>Trainee needs to provide evidence that they have become a primary carer following the closing date to apply for special circumstances under the Medical Training Recruitment process.</p> <p>The trainee also needs to provide evidence of the following nature:</p> <ul style="list-style-type: none"> • Letter on headed paper from a general practitioner or social services professional confirming the role as primary carer. • Care plan on headed paper from a general practitioner or social services professional, dated within the last 6 months. • Alternative Evidence (examples of which can be found here) 	<p>You are the primary carer for someone who is disabled, as defined by the Equality Act 2010</p>
<p>You have a medical condition or disability</p>	<p>Trainee needs to provide evidence that the medical condition or disability has occurred or significantly changed since the closing date to apply for special circumstances under the Medical Training Recruitment process</p> <p>The trainee also needs to provide evidence of the following nature:</p> <ul style="list-style-type: none"> • Report written by the current medical specialist treating your condition or Occupational Health physician. This must be written specifically for the purpose of this request; older medical records will not be accepted. This report should include a description of current medical condition or disability. A Description of ongoing treatment and frequency – What treatment is required? Where is this delivered? How often is the applicant required to attend hospital? 	<p>Physical or mental illness or disability with substantial side effects which may affect training. Each case will be assessed on an individual basis</p>

3. The trainee should discuss the deferral or postponement with the TPD and seek their support.
4. The trainee should complete the deferral/postponement of training programme application ensuring all sections are complete and that the application is counter signed by the TPD.
5. The trainee should return the completed application to the training programme administrator. Administrator details are located here: [Training Programme Administrators](#)
6. The application will be sent to the Postgraduate Dean or Associate Post Graduate Dean to be considered.
7. The trainee will be notified of the decision.

For postponement the Postgraduate Dean or Associate Post Graduate Dean decision is final. This is a discretionary process and while we will do our best to support reasonable requests this will be balanced with the needs of the service and rules around national recruitment. There is no appeal of these decisions. There is no obligation on NES to grant a non-statutory

discretionary postponement to the start of training. If the trainee disagrees with the decision and wishes to make a complaint, the procedure for doing so is available at [Contact us \(scot.nhs.uk\)](https://www.scot.nhs.uk)

For deferral on statutory grounds the Lead Dean or Associate Post Graduate Dean will confirm approval of the deferral, the duration and the expected start date in the training programme following deferral.

