

## **ADDITIONAL TRAINERS GRANT FUNDING GUIDELINES**

This guidelines document aims to provide clarity concerning the principles and criteria for claiming additional trainers grant payments from the London School of General Practice (LSGP). It outlines the process to be followed and should act as a reference point for all eligible trainers and their practice managers.

### **ELIGIBILITY**

1. To be eligible to receive an additional trainers grant, individual trainers need to have two or more trainees (including Induction and Refreshers) allocated to them simultaneously. It is the remit of PCT successors to pay a trainers grant for the first trainee allocated to the trainer (also known as the primary trainee). Thereafter, the LSGP will pay an additional trainers grant for the period other trainees are overlapping with the primary trainee, subject to available funds.
2. The phrase 'subject to available funds' means that the LSGP will endeavour to pay the second grant to all eligible trainers but timescales to receive payment will vary depending on the availability of funds. It may be necessary to delay payments until funds are replenished between financial years. However, this is not a guaranteed income stream and it is impossible for the GP School to guarantee payment for a second learner in if no funds become available.
3. It has been guaranteed that a second trainer's grant will be paid when there is doubling up with a trainee in difficulty.
4. In recognition of the complexities of the second trainers grant, and the need to minimize additional payments in a time of financial constraint, the following principles will be used:
  - 4.1 Before allocating any trainer a second learner, it is important that placement managers first seek to place learners with fallow trainers;
  - 4.2 Before doubling up is agreed by a particular workshop, the AD will need to explore capacity in surrounding areas. Where doubling up takes place and the workshops or surrounding areas have fallow trainers, the LSGP cannot pay a second trainers grant;
  - 4.3 For part time learners the second trainers grant will be provided on a pro-rata basis;
5. The LSGP pays additional trainers grants retrospectively (subject to available funds) at three month intervals minimum, or after the entire period of overlap - whichever is shorter. Trainers/practice managers are advised to contact the LSGP only after each three month period of overlap has lapsed. Additional trainers grant payments are calculated pro rata and are based on trainees' WTEs.

6. PCT successor bodies will pay [first] trainers grants according to 1.00 WTE irrespective of the actual WTE of the trainee concerned. The LSGP pays the pro rata rate for the duration of the overlap calculated against the trainee with the lowest WTE except where the overlap involves a TiD – in which case a rate according to 1.00 WTE automatically applies.

### **PROCESS TO MAKE A CLAIM**

7. In order to register a claim for payment, trainers/practice managers are required to email [gpschoolfinance@londondeanery.ac.uk](mailto:gpschoolfinance@londondeanery.ac.uk) providing details of the overlap. These should include the following:

- The full names of the trainees overlapping
- The name of the trainer(s) the overlapping trainees are assigned to
- The start dates and end dates of the overlapping trainees
- The WTEs of the trainees
- The name of the primary trainee(s) your PCT successor body is paying a trainers grant for
- The declaration of any months the PCT successor body has also paid for the overlapping trainee

Please note that registered claims for payment are treated on a first come first served basis and the details listed above should be submitted for each claim for payment.

On receipt of the information outlined above, a PO will be raised by the LSGP and sent to you via SBS. Instructions concerning how much to raise an invoice for and where to send your invoice for payment will be issued. **Please do not send invoices to the LSGP.**

8. It should be noted that these guidelines are subject to change and an updated version will be provided when necessary. Each revised guidelines document supersedes its predecessor overriding all pre-existing arrangements - implied or explicit. These guidelines and any subsequent amendments will be applied to new claims for additional trainer's grants covering retrospective periods.

Any queries related to this please discuss with your patch associate director.