

Study Budget Application Pack

Everything you need to apply for funding for a teaching course

This pack contains the three emails and the evidence checklist you need to claim a Teach the Teacher course on your NHS study budget. Fill in anything in square brackets, delete what does not apply, and send.

It does not guarantee approval. Amounts, eligible categories and deadlines are set by your own deanery and change from year to year. Check your current local policy before you rely on any of this — your Trust or health board medical education department is the fastest answer.

Before you send anything

The detail varies by deanery, but the sequence is the same across the UK.

1. Read your own region's current study budget policy.
2. Get your educational supervisor to agree in writing that the course meets a curriculum need — before you book.
3. Submit the funding application through your local route before you pay.
4. Attend the course and keep the receipt.
5. Submit the expense claim with your receipt and proof of attendance, inside your local deadline.

The one thing that matters most: apply before you book. Retrospective claims are commonly refused outright, and notice periods of around six weeks are typical.

Erudical's live course days run at weekends, so you are not asking your rota for time off — only for the fee. Say so explicitly; it removes the hardest part of the request. In most regions the funding application is still submitted on the study leave form even when you take no leave days — fill it in and note that the course falls on a non-working day.

Evidence checklist

What a claim usually asks for, and when Erudical gives it to you.

What the claim needs	What Erudical provides	When
Course title and provider	Erudical Teach the Teacher Course for Doctors, Erudical Limited	Before you book
Course outline or programme	20-module self-paced syllabus plus the full-day live programme, published on the course page	Before you book
Cost	Published on the course page	Before you book
Dates	Live dates published on the course page and chosen at checkout	Before you book
Accreditation	Accredited by The CPD Certification Service (CPD UK), provider ID 13684. Up to 24 CPD hours in total: 12 for the self-paced course and 6 for the live day, plus 6 for the NMERC 2026 conference place included with every enrolment (accredited separately by CPD England)	Before you book
Curriculum mapping	Wording supplied in this pack (Template 2)	Before you book
Receipt or invoice	Itemised invoice or order confirmation. Erudical Limited is not VAT registered, so there is no VAT line — normal for a small provider, and it does not affect a claim	On purchase
Proof of attendance	Formal certificate of completion	After the course

Everything your supervisor needs in order to approve the spend is available before you book. The certificate comes later, which is normal — that is for the reimbursement claim after the event, not the approval before it.

Template 1 — Email to your educational supervisor

Send this first. Your supervisor's written support is what the budget holder acts on.

Subject: Study budget request — CPD-accredited teaching course, [date]

Dear [Name],

I'd like your support for a study budget application for a teaching course, and I wanted to check it with you before I book anything.

Course: Erudical Teach the Teacher Course for Doctors

Provider: Erudical Limited

Format: Full-day live online course, 09:00 to 17:00, plus a 20-module self-paced course of roughly 12 hours

Date: [chosen date] — a weekend, so I will not need any study leave days or rota cover

Cost: [price]

Accreditation: Accredited by The CPD Certification Service (CPD UK); up to 24 CPD hours in total (12 self-paced + 6 live day + 6 for the NMERC 2026 conference place included with enrolment, accredited separately by CPD England)

I'm requesting it against Generic CiP 6, "Acting as a clinical teacher and clinical supervisor", and GPC Domain 8, Capabilities in education and training. I currently [deliver teaching on X / have had no formal training in teaching methods], and the course covers [lesson planning / small-group teaching / bedside teaching / giving feedback — pick the two most relevant to you]. It includes assessed teaching assignments with written feedback, which I will upload to my portfolio as evidence.

If you're happy to support it, could you confirm by email so I can submit the funding application? I need to apply at least [X] weeks before the date, so I'd be grateful for a reply by [date].

Thanks,

[Name]

[Grade, department]

Template 2 — Justification paragraph for the form

Paste this into the “reason for request” or “how does this meet your curriculum needs” box. Trim to fit the character limit.

This course addresses Generic CiP 6, “Acting as a clinical teacher and clinical supervisor”, and GPC Domain 8 (Capabilities in education and training). I deliver teaching to [medical students / foundation doctors / nursing staff] but have had no formal training in teaching methods, assessment or feedback. The course is accredited by The CPD Certification Service (CPD UK) and provides up to 24 CPD hours in total: 12 for a 20-module self-paced course and 6 for a full-day live course, plus 6 for a place at the NMERC 2026 conference included with enrolment (accredited separately by CPD England). It includes assessed teaching assignments with written feedback, which will be uploaded to my portfolio as evidence against this CiP. The live day falls on a weekend, so no study leave days or rota cover are required. Provider: Erudical Limited. My educational supervisor has confirmed support by email, attached.

Template 3 — Follow-up when nobody replies

Send this if your supervisor has not replied within a week.

Subject: Re: Study budget request — [course], deadline [date]

Dear [Name],

Following up on the message below. The application deadline for this course is [date], and my region requires funding applications at least [X] weeks in advance, so I need to submit by [date] to be eligible.

Could you let me know either way? If it's easier, a one-line reply confirming you support the application is all I need — I'll handle the form.

If it should be going to someone else — [TPD / medical education department / the study leave team] — let me know and I'll redirect it.

Thanks,

[Name]

Need something from us?

If your education or finance team needs an invoice in a particular format, a letter confirming accreditation, or a copy of the programme, get in touch at erudical.com/contact and we'll send it. Course details and dates: erudical.com/medical-online-teach-the-teacher-course/