

Study Leave and Expenses

Study Day Planner

Please familiarise yourself with the website:

<https://www.yorksandhumberdeanery.nhs.uk/dentistry/postgraduate-dental-training-programmes/study-day-programmes>

DCT1/JDFCT2, DCT2 and DCT3 all have a mandatory study day programme. The completion of this study day programme is vital to satisfactory completion of your training programme and is mandatory.

Additional Study Leave

Any additional discretionary study days may be agreed locally but must be approved in advance by the relevant Training Programme Director and align to the appropriate DCT curriculum and the individual's PDP.

We do not support or fund external courses for skills that are expected to be delivered in house as part of the programme or as part of mandatory training within the Trust, e.g. basic surgical skills courses in OMFS posts, ILS, Management of Caries in a Paediatric Dentistry post.

Core GDC CPD requirements will NOT be funded by NHSE, as this is an individual requirement.

Applying for Study Leave

DCTs – Must apply for study leave via Accent Leave Manager in advance of the study leave occurring.

Guidance on using ALM is available on the website:
<https://www.yorksandhumberdeanery.nhs.uk/professional-support/policies/study-leave/applicant-user-guide>

For support, please contact england.studyleave.yh@nhs.net

JDFCTs – ALM is not used in Mersey and West Lancashire Teaching Hospitals NHS Trust so you do not need to apply using that system. You must instead just liaise with your primary care and secondary care ES/rota coordinators.

Maxcourse

All mandatory study days will be booked via Maxcourse
<https://www.maxcourse.co.uk/yhpd/guestHome.asp>

In order to view and enrol on a course, you will need to create a Maxcourse account and have your account added to the relevant DCT programme.

You must enrol on the course before the study day takes place.

Full user guide available:

https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/maxcourse_account_creation_enrolment_guide_2025_4.pdf

Enrolling on Maxcourse

Search for the course either by name or date in the course calendar to enrol on it and click Add to Basket

The screenshot displays the Maxcourse interface. At the top, a course titled "Introduction to Training in OMFS (ITOMS) (DCT27AUG2026)" is shown with its availability and subject details. Below this, a "Courses" sidebar on the right contains links for "Course list", "Course calendar", and "Search courses". A "Basket" section at the bottom left shows "2 Courses" and a "View basket" link. Arrows from the text instructions point to the "Add to basket" button, the "Course calendar" link, and the "View basket" link.

Introduction to Training in OMFS (ITOMS) (DCT27AUG2026)

Availability: Places available [Add to basket](#)

Subject: Dental Core Trainee Training

Courses

- [Course list](#)
- [Course calendar](#)
- [Search courses](#)

Basket

► 2 Courses

[View basket](#)

Click View Basket then you will be able to Checkout.

The courses will then be visible in the My Courses section

Course Details on Maxcourse

You will find all of the course details within Maxcourse, including:

- Date and Times
- Venue
- Whether lunch is provided

Additional information	This course is aimed at DCT1 and JDFCT2.
Venue	Novotel Sheffield Centre, Sheffield View details
Date & time	Friday 4 December 2026, 09:00 to 17:00
Lecturer	Joe Vere View details
Target audience	MANDATORY: Dental Core Trainee
Course style	Lecture 
Category	Dental Core Training
Catering	Refreshments and lunch 
- . - . -	

You will also be able to view any course materials or the joining link for virtual courses in the Documents section at the top of the course page

Availability	Fully booked  Add to waiting list
Documents	 Joining Link
Subject	Oral Health

Confirming Attendance

You must register your attendance for all training events using the QR code and PIN provided by the facilitator during the course.

Attendance must be recorded **on the day of the course**.
Retrospective attendance registrations will not be accepted.

Attendance records are used to update Maxcourse and generate CPD certificates. Any queries regarding attendance must be raised to england.dentalsupport.yh@nhs.net within **four weeks** of the course date. After this period, no appeals or amendments will be considered and your attendance status will remain as absent.

Accessing Certificates

Once marked as attended at a course, the Evaluation link will be live in the My Courses section of your Maxcourse account.

Once the Evaluation has been completed, the CPD Certificate can be accessed

Course Management

All courses  

Date	Title	Venue, region	State	
Thu 28 May 2026	FAA Level 2 Award in First Aid for Mental Health (DWD28MAY2026)	Holiday Inn Leeds-Wakefield, M1 J40, Wakefield	Booking cancelled	 Booking
Thu 1 Dec 2022	Working with Integrated Care Systems (CPD03NOV22) - Session 2	The Met Hotel, Leeds	Absent	
Thu 3 Nov 2022	Working with Integrated Care Systems (CPD03NOV22) - Session 1	The Met Hotel, Leeds	Attended	 Evaluation  Certificate

Full user guide available:

https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/accessing_certificates_through_maxcourse_guide_3.pdf

Expenses Process

Expenses incurred for travel to and from study days are claimed via your Employing Trust, not directly through NHSE. The Trust then recharge NHSE.

Claims are reimbursed at the agreed national rates. Claims for anything other than mileage must be accompanied by receipts e.g. parking, train tickets (standard class only), bus tickets.

Most full day, face-to-face study days will include catering so no additional meal expenses can be claimed.

JDFCTs – you will claim via MWL's EASY system:

<https://leademployer.merseywestlancs.nhs.uk/claiming-for-study-leave-expenses-dental-foundation>

Conference Funding and Expenses

Please familiarise yourself with the Dental Study Leave Guidance:

https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/dental_study_leave_guidance_2.pdf

National Conferences

Attendance at national conferences will be supported, if the dentist is presenting or has been awarded a prize. Only one conference per DCT post (one per year for JDFCTs) will be supported. The School will fund the conference fee, travel and accommodation.

For DCTs, applications must be made via Accent Leave Manager with the Associate Dean selected as the approver (not your Training Programme Director who will be the usual approver).

For JDFCTs, leave and expenses must be applied for and approved in advance via email to the Associate Dental Dean. Travel and subsistence related to conferences can be claimed via MWL's EASY system.

Receipts for approved conference fees, along with the approval from the Associate Dental Dean, should be emailed to england.dentalsupport.yh@nhs.net who will arrange reimbursement.

Conference Funding and Expenses Continued

International Conferences

Attendance at international conferences will be supported, if the dentist is presenting or has been awarded a prize. Only one conference will be supported during the whole DCT training programme (DCT1/JDFCT, DCT2 and DCT3), including any posts that have been undertaken in a different region. The School will fund either economy travel and accommodation or the conference fee (whichever of these options is least expensive).

For DCTs, applications must be made via Accent Leave Manager with the Associate Dean selected as the approver (not your Training Programme Director who will be the usual approver).

For JDFCTs, leave and expenses must be applied for and approved in advance via email to the Associate Dental Dean. Travel and subsistence related to conferences can be claimed via MWL's EASY system.

Receipts for approved conference fees, along with the approval from the Associate Dental Dean, should be emailed to england.dentalsupport.yh@nhs.net who will arrange reimbursement.