**Future Leaders Programme**

**Guidance Notes on Application to Extend Leadership and Management Fellowship**

Leadership and management trainees are required to obtain formal approval from the Postgraduate Dean (PGD) to extend leadership and management fellowship posts. Extension of a leadership and management fellowship post is only available to those trainees who are currently occupying a leadership and management fellowship post. Extensions must have the support of various individuals, as listed below.

# Application Process

* 1. The Guidance Notes and Application Form to extend a leadership and management fellowship can be obtained from the PGMDE website at: - http://www.yorksandhumberdeanery.nhs.uk/policies/
	2. Trainees must complete Sections A and B of the application form and forward it together with the supporting documentation detailed in Section B to: Mrs Sarah Kaufmann, Deputy Postgraduate Dean, Health Education England (Yorkshire & the Humber), Willow Terrace Road, University of Leeds, Leeds, LS2 9JT (Sarah.Kaufmann@hee.nhs.uk)
	3. Leadership and management trainees **must** submit with their application: -

# Letter to Postgraduate Dean outlining their personal reason(s) for wanting an extension

# Letter in support of extension from Supervisor of Leadership and Management Project

# Letter in support of extension from Head of School of parent specialty

# Letter from a budget holder within employing organisation (for posts which are Trust-led projects funded by Trust only) confirming funding is available for duration of the extension

Please note that a letter from a budget holder within your employing organisation is not needed if the post is a Deanery/School funded post. If you are in doubt as to whether your post is a Trust funded and led post or a Deanery/School funded and led post, please seek clarification from your Project Supervisor.

* 1. Trainees will be notified in writing of the outcome of their application.
	2. If a trainee is successful in being awarded an extension to their Leadership and Management Fellowship post, there is no need for a further application to extend the out of programme experience. Approved applications will trigger the need within PGMDE to communicate the outcome widely as required.