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Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

## **Less than Full Time (LTFT) Policy.**

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## 1. Introduction

- 1.1 Less Than Full Time (LTFT) training is a scheme whereby trainee doctors and dentists of all grades can work on a part time basis.
- 1.2 All trainees can request to train on a less than full time basis. HEIW along with our Heads of Schools and Training Programme Directors are committed to managing LTFT training in such a way that it is available to as many trainees as possible.
- 1.3 This handbook should be read in conjunction with the relevant sections of the most recent version of the [Gold Guide](#) which details the UK agreed purpose, reasons and applying for LTFT training.
- 1.4 Trainees and trainers should be aware that the details outlined in this handbook are currently in draft to accommodate the recent changes to the [Gold Guide](#), related to categories of LTFT as well as the huge increase in demand for LTFT training. HEIW anticipate further changes by August 2023 whereby the whole system will have moved to an online application system. This will be in conjunction with application windows which we will pilot in February 2023. Thank you for your patience whilst these changes take place.

## 2. Purpose

- 2.1 The purpose of this Handbook is to expand upon the principles set out in the most recent version of the [Gold Guide](#) and provide trainees with details of how LTFT training works in Wales

## 3. Scope

- 3.1 This Handbook provides guidance to all trainees who are considering training or are training on an LTFT basis.
- 3.2 Any trainee wishing to continue to work full-time but compress their working days or rearrange their shift patterns should do so by contacting their employing organisation (NWSSP in the majority of cases) and the HR department in their host organisation.

## 4. Eligibility

- 4.1 All trainees have the statutory right to apply for LTFT and employment legislation does not set a priority order around eligibility. The [Gold Guide](#) no longer categorises eligibility, the only requirement to train LTFT being a well-founded individual reason. New applications will be assigned one or more of the following broad categories:
  - Trainees with a disability or ill health
  - Trainees with caring responsibilities
  - Welfare and wellbeing
  - Unique opportunities
  - Religious commitment
  - Non-medical developmentFlexibility in their training programme (by moving to less than full time training enables development of a broader career portfolio).

- 4.2 All requests for LTFT training will be treated positively by HEIW, Heads of Schools and Training Programme Directors and we will accommodate wherever possible. Trainees should be aware of the service implications for Host Organisations, the overall training capacity within a training programme, and funding available for slot shares which are

taken into consideration prior to agreement of their post. This may result in a delay to trainees being able to work LTFT or a change back to previous working arrangements.

- 4.3 Where demand for LTFT exceeds training capacity or resource, LTFT requests will be prioritised according to the provisions of the Equality Act relating to protected characteristics.
- 4.4 All well founded reasons will be considered.
- 4.5 Trainees appointed to LAT posts may apply for LTFT training and must complete the process in the same way. However, a placement may not be available immediately. There is no entitlement to an extension of the fixed term period of training on a pro rata basis.

## 5. LTFT placements in Wales

- 5.1 There are 2 ways in which LTFT trainees are accommodated in HEIW training programmes; Slot sharing and reduced hours in a full time post.

### 5.2 **Slot Sharing\***

Some examples of slot shares include:

- two trainees share one full-time post e.g. (2 x 0.6)\*\*
- three trainees share two posts e.g. (3 x 0.6), (3 x 0.7)\*, OR (2 x 0.6 + 0.8)
- four trainees share three posts (4 x 0.7)

\*HEIW provides the host organisation with top-up funding for LTFT slot shares to a maximum of 20% of the basic salary. This funding is prospectively agreed with the Director of Secondary Care, prior to post approval.

The trainees in these posts would manage any out-of-hours arrangements for the whole time equivalent (WTE) post(s) between them. In these instances, slot sharing trainees may work varying %WTE.

Host organisations require all days of the week to be covered on call. Flexibility will be required by trainees working LTFT around days of work to accommodate service need. This will vary between specialties and trainees should discuss this prior to their application, so expectation around out of hours working is transparent.

Slot sharing should not be confused with job sharing which normally restricts the post holders to work 50% of a full-time post.

Due to limits on the funding available to support LTFT training, there may not be sufficient funds for a trainee to slot share. Where this occurs, alternative options will be explored with the trainee concerned and if applicable the trainee will be placed on a waiting list maintained by HEIW.

It is recognised that LTFT trainee slot share partners will change throughout the course of the training programme and start/finish at different times during a placement depending upon their own circumstances. Reasonable steps will be undertaken by HEIW, and the Host Organisation, to accommodate the needs of the remaining slot share partner, whilst trying to fill the vacant proportion of the training slot. Where it is not possible for the two trainees to commence on the same date i.e. due to rotation dates and trainees returning from maternity leave, a brief gap where the trainees are not concurrently in post may be feasible, if the service is able to accommodate this.

\*\*Slot sharing arrangements do not apply to GPs in practice posts but only apply to them when they are working in secondary care posts.

### **Reduced Sessions in a Full-Time Post**

A trainee occupies an established full-time post but works reduced hours

#### **5.3 Specialty specific LTFT information**

Due to curriculum and programme requirements, there may be certain times during a training programme where restrictions on the %WTE may be in place. Trainees must discuss potential requests with their TPD to support their decision-making process.

#### **6. Applying for LTFT Training – New applications and application windows**

HEIW are currently revising the application process with a view to a sustainable digital solution this will be available on the HEIW website from February 2023. Applicants prior to February 2023 should apply on the old paperwork and timeframes.

All trainees can apply for LTFT training either at the point of application for entry into training or in the following windows if they are a current trainee in Wales. Application will be as follows:

For trainees wishing to commence LTFT between August 2023 and January 2024 applications must be submitted between 1<sup>st</sup> February 2023 and 28<sup>th</sup> February 2023

For trainees wishing to commence LTFT between February 2024 and July 2024 applications must be submitted between 1<sup>st</sup> August 2023 and 31<sup>st</sup> August 2023.

LTFT Commencing	Application Window
Prior to August 2023 (old process)	16 week before your start date or no later than 31 <sup>st</sup> January 2023.
August 2023 – January 2024	1 <sup>st</sup> February – 28 <sup>th</sup> February 2023
February 2024 – July 2024	1 <sup>st</sup> August – 31 <sup>st</sup> August 2023

Trainees wishing to commence LTFT training prior to February 2023 must submit their application at least 16 weeks prior to their proposed start date. Applications will not be accepted after 31<sup>st</sup> January 2023. Trainees should complete their application on the application form which mimics our 'new' online application form.

- 6.1 Prior to application, trainees are required to discuss their plans with their Training Programme Director (TPD) to ascertain the impact this will have upon their future training and how it extends time on the training programme
- 6.2 Details of the process for applying for LTFT training, the steps required, and associated timelines are contained in Appendix 1.
- 6.3 Only trainees demonstrating exceptional circumstances or are applying within a given national recruitment window will be considered outside of these timeframes. Exceptional circumstances include personal significant health issue or significant health issue of someone they care for.

## 7. Renewal of LTFT status and change of placement

- 7.1 The [Gold Guide](#) states that a trainees' LTFT training plan is subject to an annual review. **From Feb 2023 trainees will not be required to complete a LTFT application renewal form to renew their LTFT status.** We will confirm with trainees in November 2022 their wish to continue in a LTFT post at the same percentage with the same working days. Trainees will be contacted by HEIW periodically to confirm their LTFT status and days of work. By confirming their status, the LTFT % will not change between placements and they **will not be required to complete a renewal form.** Please note, trainees will be asked to preference their preferred days of work but this cannot be guaranteed by the host organisation. Flexibility may be required and host organisations will contact trainees if these preferences cannot be accommodated in the rotating organisation. Trainees who do not complete their confirmation of post will be expected to submit a new application for each placement.
- 7.2 For each rotation there must be agreement that:
- Appropriate training is possible, and this will not impact on the training of others within the department (TPD and rota organiser in host organisation to agree).
  - The service needs of the department can be met. This means that a full agreement with the host organisation must be reached to ensure the proposed LTFT arrangement can be accommodated without affecting patient care/rotas, etc. (Clinical Director or nominated deputy in Host organisation/ practice manager for GP trainees).
  - Adequate funding exists for slot sharing arrangements (HEIW).
- 7.3 To deliver this, the following process will be implemented:
- i. The TPD will confirm with the individual specialty programme manager the rotation and slot shares for the next rotation based on the confirmed number of LTFT's they have in programmes. This will be in line with HEIW programme planning principles.
  - ii. HEIW will confirm whether funding is available to support all required slot sharing arrangements, including those for 'new' LTFT placements.
  - iii. HEIW will inform Host organisations of trainees rotating to them 14 weeks prior to the changeover date. This will be in the form of a specialty specific excel spreadsheet holding a minimum data set to provide the host organisation with the necessary information to make a decision as to whether the service needs can be met. Host organisations will have 10 working days to agree with the specialty specific rotas whether they are able to accommodate the trainees LTFT status including %working and preferred days. They will sign off agreement/ amendment of the specialty specific data set. The timeframe is set out in appendix 1.
  - iv. Once agreed, HEIW will share the finalised placement allocation with the employing organisation (NWSSP) and the host organisation.
  - v. On occasion GP trainees slot share with secondary care trainees within hospital placements, slot shares between primary and secondary care trainees should be maximised wherever possible.
- 7.4 Trainees will be notified of their slot share partners in their 'new' placement by logging onto Intrepid. The HEIW LTFT office will instruct trainees to logon to Intrepid once all host placements have been agreed. Only when the majority of placements are agreed will trainees receive the notification of their next placement and whether their LTFT request is

agreed (see timeline Appendix 1) If a specialty or host organisation requires that a trainee is needed to work alternate days to meet education, training or service requirements this will be highlighted to the trainee. If parties cannot reach agreement, the TPD and NWSSP will be contacted to mediate a solution between them.

- 7.5 It is the trainee's responsibility to contact the TPD, HEIW ([heiw.changingmytrainingprogramme@wales.nhs.uk](mailto:heiw.changingmytrainingprogramme@wales.nhs.uk)), and the LTFT officer with any changes they wish to make to their LTFT status (i.e. WTE%). An application should be done on a new LTFT application form in the same timeline as new applications.
- 7.6 Trainees who wish to change their preferred working days must notify the LTFT Officer at [heiw.flexibletrg@wales.nhs.uk](mailto:heiw.flexibletrg@wales.nhs.uk) and also discuss and agree with their host organisation and slot share partner if applicable.
- 7.7 Trainees will maintain their current WTE or LTFT status until all aspects of the LTFT application or change process have been completed and they have received confirmation from the HEIW administration team. LTFT applications cannot be made retrospectively.

## **8. Requirements for LTFT Placements**

- 8.1 The training programme for LTFT trainees should contain the same educational opportunities as a full-time trainee. LTFT trainees are expected to work pro rata of what the full timers do, including evening, night and weekend shifts of their full-time colleagues in the same department.
- 8.2 Working patterns may differ between host organisations and specialties and may, where applicable, depend on reasonable adjustment recommendations from occupational health. Trainee's preferences of working days cannot be guaranteed by the host organisation. Flexibility may be required and host organisations will contact trainees where preferences cannot be accommodated.
- 8.3 Trainees in Wales are required to undertake no less than 50% of full-time training in line with the [GMC's recommendation](#). Trainees can therefore work 50%, 60%, 70% or 80 % of the WTE and nothing outside of this (working at 65, 75 or 85% are not workable with rota designs).

## **9. Trainee responsibilities**

- 9.1 The trainee is responsible for initiating the request to train LTFT or the change of status.
- 9.2 Trainees should submit their new LTFT application in accordance with the timescales as detailed in Appendix 1 or table in Section 6.
- 9.3 Trainees should contact their TPD at the earliest opportunity to discuss their intention to train LTFT. The TPD will outline to the trainee the placement and the impact training on a LTFT basis will have on the completion of training date. The trainee must submit a formal application to the HEIW on the online application form after Jan 31<sup>st</sup> 2023 or to [heiw.flexibletrg@wales.nhs.uk](mailto:heiw.flexibletrg@wales.nhs.uk) or on the old paperwork prior to this date.
- 9.4 Trainees must complete the form outlined in the new policy email by the given deadline to provide HEIW with the required information to share with the Host Organisation and avoid needing to renew their LTFT status on each change of placement.

- 9.5 Once the trainee has been notified that their LTFT request has been accommodated, trainees should liaise with the rota coordinator and slot share partner, where applicable, to agree rota and working arrangements.
- 9.6 The trainee must tell the College Faculty/ Training department or for GP, their TPD and GP HEIW team of their new arrangements.
- 9.7 The trainee must inform their TPD and HEIW of any changes in circumstances as soon as possible and complete a **new LTFT application form** in the same timelines as new applicants.
- 9.8 Trainees must understand that the process for agreeing LTFT training involves negotiation between all relevant parties ensuring the requirements of the relevant curricular are met by the agreed pro-rata basis and that services can be delivered and maintained.

## 10. **HEIW Responsibilities**

- 10.1. HEIW is committed to promoting LTFT and enabling access to LTFT to as many applicants as possible.
- 10.2. HEIW is responsible for ensuring that all LTFT training is undertaken in posts and programmes that have been prospectively approved by the GMC.
- 10.3. HEIW will manage the LTFT process in such a way that information pertaining to an LTFT trainee flows between all relevant parties (i.e. the trainee, TPD, Medical Staffing, GP practice manager, Finance and HEIW teams). HEIW will work with the TPDs, NWSSP and Host organisations to confirm arrangements for LTFT placements.
- 10.4. HEIW will receive, consider and review all LTFT appeals where trainees consider that their LTFT request has been unreasonably refused at any stage of the process.

## 11. **TPD responsibilities**

- 11.1. TPDs are responsible for promoting a positive culture and approach to LTFT across the specialty.
- 11.2. TPDs are required to consider all applications and requirements to train and remain LTFT alongside the request of all other trainees on the programme. They are committed to identifying the most appropriate configuration of people and posts to maximise the training opportunities available and where possible minimise the impact on service delivery.
- 11.3. TPDs are required to liaise with the programme manager at the end of the LTFT application window to review and consider all applications and how they can be placed. The programme manager will liaise with the HEIW LTFT officer to look at whether these proposals fit with the allocated budget. Applications after this will be considered if for exceptional circumstances.
- 11.4. Secondary care trainees should use the 3 monthly ES appraisal to feedback on the LTFT educational requirements and training plan and where the trainee is in relation to whole time equivalent training. The ESSR should contain a paragraph outlining that the placement has met the educational needs of the trainee. Any concerns should be fed back to the TPD.  
GP trainees should follow their usual requirements for educational review.

## 12. Host/Employing Organisation responsibilities

- 12.1. Host organisations are expected to treat LTFT trainees no differently from full-time trainees and in accordance with the policies and procedures of the employer.
- 12.2. Host organisations will review requests for LTFT training per specialty en masse and confirm to HEIW within 10 working days of receipt whether the requests can be accommodated. Existing LTFT trainees will be agreed prior to new applicant requests. This information will be sent to the host at the end of the LTFT application window along with the allocated trainee posts to that organisation. (see appendix 1 for timings)

## 13. LTFT and ARCP requirements

- 13.1. All trainees need to meet the requirements for progression in training as set out by GMC-approved curricula for training.
- 13.2. LTFT trainees should have an ARCP at least annually but at intervals of no more than 15 months.\* LTFT trainees may need an ARCP at a critical time point where decisions relating to progression in training are required. i.e move to the next training year.

Example case 1: a trainee starts ST1 at 80%, an annual ARCP would be completed at 12 months and the critical progression ARCP would be at 15 months (completion of 1 year).

Example 2: A trainee starts ST1 at 70 %, the annual ARCP is scheduled for July (11 calendar months into training), the trainee should have an ARCP in July and a Critical Progression ARCP 6 months later at the completion of 1 year of training.

Specialties can decide which ARCP is the detailed and which is light touch i.e the first ARCP would identify targets for completion at the second ARCP, which would agree these have been signed off and move the trainee to ST2. TPDs must inform the programme manager of the change of grade so that the intrepid database is updated.

\* GP trainees should follow the guidance as set out by the RCGP in relation to LTFT ARCPs

- 13.3. LTFT trainees are expected to undertake the requirements for assessment as set in their relevant curricula on a pro rata basis and to spread the balance of workplace-based assessments evenly.
- 13.4. For LTFT trainees, should an extension to training be required following the award of an ARCP Outcome 3, this will be calculated pro rata on the equivalent basis of a full-time trainee. If the outcome 3 is for exam failure as with all trainees, a **fixed-term extension** until the next exam sitting will be issued. This date should be entered on the ARCP outcome form.

## 14. LTFT, Study Leave & Educational Development Time

- 14.1. LTFT trainees have a pro-rata entitlement to the number of study leave days per year for their specialty.
- 14.2. LTFT trainees can access the full study leave funding allocation for their specialty per year in line with their peers. The study leave funding allocation is not pro-rata in line with the trainees %WTE.

14.3. LTFT trainees have a pro-rata entitlement to educational development time

**15. LTFT, Acting Up as a Consultant and the Period of Grace (does not apply to GP trainees)**

15.1. As for all trainees, LTFT trainees may apply for a consultant post and can be interviewed up to six months prior to their anticipated CCT date; this is on a fixed-term basis and not pro rata.

15.2. The purpose of the Period of Grace is to provide doctors in training (excluding those in General Practice) time to secure a Consultant or other post following attainment of their CCT.

15.3. The maximum duration of the period of grace is 6 months. This is on a fixed term basis and not pro rata.

15.4. LTFT trainees may apply for a period of acting up as a consultant. For LTFT trainees, the period of acting up will be equivalent, pro rata, to the three months available to full time trainees. This requires completion of HEIW's Acting Up as a Consultant form.

**16. Tier 2 VISA Holders**

16.1. One of the eligibility points for a Tier 2 Visa application is that the salary is paid at or above 'the appropriate rate for the job' as set out by the UK Visa and Immigration ('Immigration Rules Appendix J: codes of practice for skilled work.'). This threshold must be met throughout the duration of the sponsorship in order for the visa to remain valid. For this reason Tier 2 VISA holders should select 80 % on their application form.

16.2. It is the responsibility of the trainee to ensure the LTFT hours of work the trainee is requesting meets this threshold. Any changes in contracted hours and salary must be reported to the trainee's Sponsor as soon as they have been approved.

**17. Locum work**

17.1. LTFT doctors are allowed to complete locums shifts, however they should seek approval from the TPD/HoS\* to complete the locum shifts which are outside of their agreed LTFT working pattern.

This would be the ES in GP trainees

17.2. As detailed in the [COPMED Guidance for Undertaking Additional Work](#) as an LTFT trainee, 'repetitive additional work should lead to a review of the LTFT training schedule'. LTFT for health reasons and burnout/wellbeing is unlikely to support additional working.

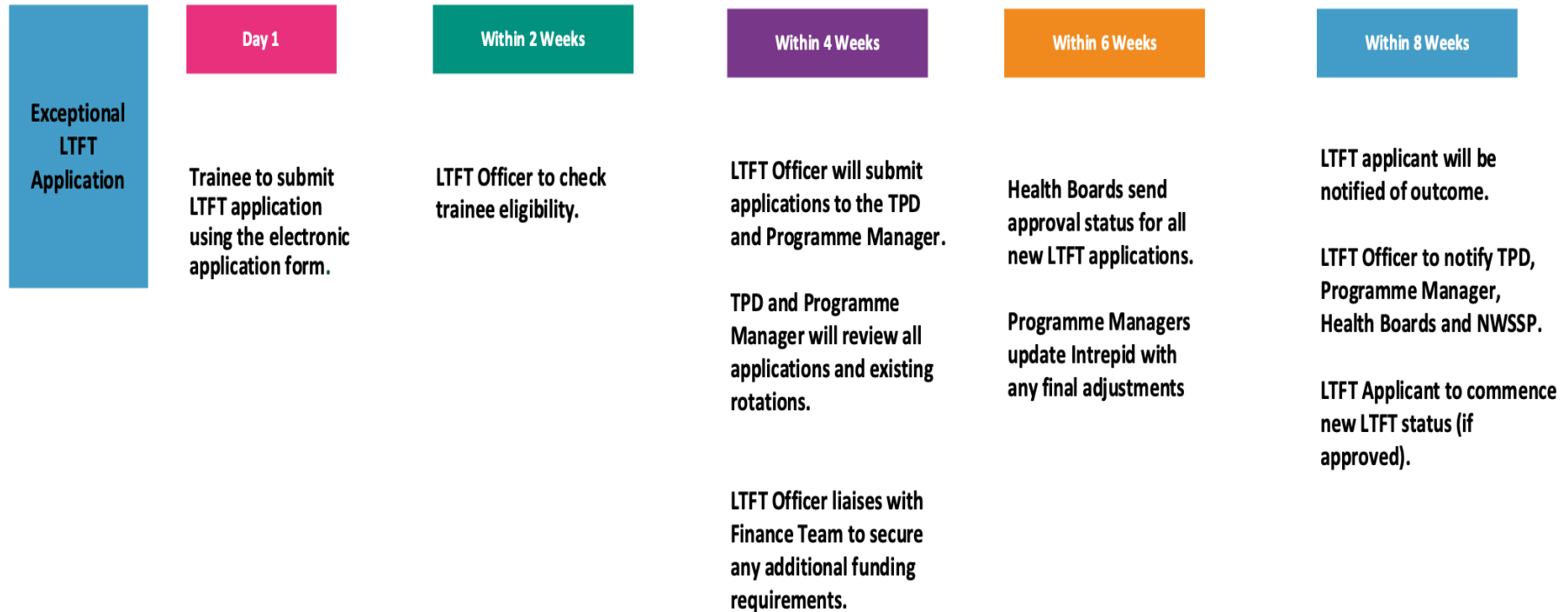
17.3. All additional work that requires a licence to practice including locum shifts must be declared to the Responsible Officer and should be declared on the Form R. This includes any extra periods of duty in the normal place of work beyond contracted hours. This is outlined in The Gold Guide section 3.117.

## APPENDIX 1

### LTFT Application Window for New Applicants

<p>Application window for LTFT commencing Aug 23 – Jan 24</p>	<p>01/02/2023 – 28/02/2023</p> <p>Trainee to submit LTFT application using the electronic application form.</p>	<p>01/03/2023 - 14/04/2023</p> <p>LTFT Officer will submit all new LTFT applications to the TPD and Programme Manager.</p> <p>TPD and Programme Manager will review all applications and plan the rotations</p> <p>Programme Manager to update LTFT Officer with Slot-share and Reduced Hours status for all new applicants.</p>	<p>15/04/2023 - 25/04/2023</p> <p>LTFT Officer liaises with Finance Team to secure any additional funding requirements.</p> <p>Trainees are emailed to notify them that the Intrepid database is being updated with new rotation information.</p> <p>Programme Managers update the Intrepid database with the new rotation information.</p> <p>Health Boards are sent provisional rotation plans and notified of all new LTFT applications.</p>	<p>26/04/2023 - 09/05/2023</p> <p>Health Boards send approval status for all new LTFT applications.</p> <p>Programme Managers update Intrepid with any final adjustments</p>	<p>10/05/2023 - 12/05/2023</p> <p>LTFT Officer to send final confirmation of all new LTFT applications to TPD, Programme Manager, Health Boards and NWSSP.</p> <p>All New LTFT trainees will be sent confirmation of their LTFT status.</p> <p>Programme Managers send out final rotations to all Health Boards and NWSSP.</p> <p>All trainees are emailed to confirm that placement information on Intrepid is now up-to-date.</p>
	<p>01/08/2023 - 31/08/2023</p>	<p>01/09/2023 - 14/10/2023</p>	<p>15/10/2023 - 25/10/2023</p>	<p>26/10/2023 - 07/11/2023</p>	<p>08/11/2023 - 10/11/2023</p>
<p>Application window for LFTF commencing Feb 24 – July 24</p>					

## LTFT Application for Exceptional Applicants



## APPENDIX 3

### Frequently Asked Questions

#### What should I consider when thinking about LTFT training?

Pros of LTFT	Cons of LTFT
Time to do other important things – childcare, pursue development opportunities, look after yourself or others.	Extended length of training.
Opportunities for personal development or pursuing interest outside of medicine.	May miss out on opportunities within placement due to days/hours worked.
Reduced childcare costs.	Reduced pay.
Can be longer placements which allows more time for establishing relationships with staff and patients.	Sometimes takes longer “to get into the swing of things” on a placement.
Can improve leadership, time management and negotiation skills.	Need to be organised and proactive about organising LTFT training.

#### Is my annual leave entitlement the same as a Full time trainee??

Annual leave is provided on a pro-rata basis. e.g. those working 60% LTFT would be entitled to 60% of the annual leave allowance. Bank holidays will also be pro-rata.

#### What proportion of on call will I have?

Again, this should be pro rata and requires a proportion of all out of hours shifts to be covered in line with the percentage of whole time worked. This may not always be possible due to service/funding requirements. Host organisations may approach trainees to work a different out of hours percentage.

#### What do I need to do if I am accepted for LTFT training?

Acknowledge the email from the HEIW LTFT officer.

Contact your host organisation and rota coordinator/ new deal officer to organise your new rota.

Contact your College/Faculty and let them know you are working LTFT. For GP trainees contact [HEIW.GPTraining@wales.nhs.uk](mailto:HEIW.GPTraining@wales.nhs.uk)

The contacts above will alter your CCT date accordingly.

Keep in touch with HR and HEIW regarding your start dates (return from maternity leave, etc).

## Will it alter my CCT?

Yes, it will alter the length of your training.

The length of your training will depend on the successful completion of competency based annual reviews. Your expected CCT (certificate of completion) date will be reviewed as you progress through your programme, the following table is a rough guide for how long your training will be extended based on the percentage you are working at.

%WTE	Sessions	6 Months	12 Months	18 Months	24 Months	30 Months	36 Months
50%	5 sessions a week = 6 months per year	12 months	24 months	36 months	48 months	30 months	72 months
60%	6 sessions a week = 7.2 months in each year	10 months	20 months	30 months	40 months	50 months	60 months
70%	7 sessions a week = 8.4 months in a year	8.5 months	17 months	25.5 months	34 months	42.5 months	51 months
80%	8 sessions a week = 9.6 months in each year	7.5 months	15 months	22.5 months	30 months	37.5 months	45 months

## Can I increase my sessions?

This will depend on available funding. It may be that the extra funding will not be immediately available. Trainees need to reapply to return to full time working through the same process and timelines as that for LTFT application.

## Do I still have the same grace period post CCT?

Yes, it remains at six months. This remains at the discretion of the Postgraduate Dean. GP trainees do not have a period of grace.

## What happens if the TPD/Service say no?

There is a right of appeal. Please contact HEIW [HEIW.FlexibleTRG@wales.nhs.uk](mailto:HEIW.FlexibleTRG@wales.nhs.uk) who will advise of the process. HEIW will mediate any discussions between host and trainee if required. Alternative placement will be sought if the host is unable to accommodate the request.

## How do I find out my pay banding?

Pay for LTFT trainees is very hours sensitive and due to the different contract arrangements may well change in each part of a rotation. The method for calculating pay for LTFT trainees can be found in the national guidance from NHS Employers; see [Doctors and dentists in training terms and conditions \(England\) 2016 | NHS Employers](#). Your employing organisation will be able to assist you with pay enquiries. It is vital that you organise your new rota arrangements well in advance of commencing LTFT training.

**What if my paperwork is not submitted by the required deadline or application window?**

For the purpose of equity to all involved in the LTFT process, applications must be submitted in the published LTFT windows. No application will be accepted outside of this window. HEIW along with the TPD and host will only allow exceptional health circumstances outside of the LTFT window OR applicants applying within a given National Recruitment window to a 'new' training programme in Wales

**Where can I go for help and advice?**

Your LTFT advisor within the specialty school should be able to provide help and advice relating to all LTFT issues, alternatively please contact your TPD. The HEIW team can also advise on more complicated issues and can be contacted via [HEIW.FlexibleTRG@wales.nhs.uk](mailto:HEIW.FlexibleTRG@wales.nhs.uk)