Timeline and DEADLINE for	Trainee completes LTFT Application/Renewal Form
applications	prior to commencement/rotation date
At least 16 weeks prior to start/rotation date (new applications	Trainee submits form to TPD & HEIW
	HEIW.FlexibleTRG@wales.nhs.uk
should be	+
submitted earlier)	TPD undertakes an assessment of all LTFT requests and
	plans and plots appropriate training placements for all
	trainees
13 weeks prior to start/rotation date	After finalising the rotation TPD sends the proposed
	arrangement to the Trainee for agreement
12 weeks	+
prior to start/rotation date	Trainee confirms agreement and submits form to
	HEIW <u>HEIW.FlexibleTRG@wales.nhs.uk</u>
uute	
	► HEIM rovious application and determines whether
	HEIW reviews application and determines whether additional funding is required and available to support
	the proposed arrangements.
10 weeks	
prior to	HEIW sends application to the host organisation for
start/rotation date	review and approval
	Host organisation or in the case of GP TPD and GP
	Practice Manager reviews request and confirms to
	HEIW whether the request can be accommodated
	within the rota.
8 weeks	
prior to	HEIW notifies all parties of finalised agreed
start/rotation	arrangements
date	

IF support is not given application/request will go back to the TPD and trainee for further discussion