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Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

# **Less Than Full Time (LTFT) Training Handbook**

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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 and endorses the principles set out in the NHS Employer's guidance document, [Doctors in Flexible Training: Principles underpinning the new arrangements for flexible training](#).
- 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 and eligibility for LTFT training.

## **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 in Wales can be undertaken.

## **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 the HR department in their employing/host organisation.

## **4. Eligibility**

- 4.1 All trainees are eligible to apply for LTFT training, however, depending upon the demand for this and the reasons for wishing to train LTFT, availability, in relation to the capacity of the programme and available resources, may be limited.
- 4.2 All requests for LTFT training will be treated positively by HEIW, Heads of Schools and Training Programme Directors. However, trainees must be aware that the service implications for the Host Organisation and the overall training capacity within a training programme will have to be taken into consideration. This may result in a delay to trainees being able to work LTFT or trainees being unable to work LTFT at all.

- 4.3 Where demand for LTFT exceeds training capacity or resources LTFT requests will be prioritised using the current agreed eligibility categories for LTFT across the UK. The needs of trainees in Category 1 will take priority.
- Category 1 - individual disability or ill health and caring responsibilities either for children or an ill/disabled partner, relative or other dependent
  - Category 2 – unique opportunities, religion commitment or non-medical development.
  - Other well-founded reasons.
- 4.4 Further details of the LTFT categories can be referenced in the most recent version of the Gold Guide.
- 4.5 Trainees appointed to LAT posts may apply for LTFT training and must complete the process in the usual 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 3 ways in which an LTFT trainee may be accommodated within the Wales.

### **5.2 Slot Sharing**

Slot sharing works on the basis that two trainees share one full-time post, three trainees share two posts or four trainees share three posts and 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. Slot sharing should not be confused with job sharing which normally restricts the post holders to work 50% of a full-time post.

HEIW provides the employing organisation with top-up funding for LTFT slot shares to a maximum of 20% of the basic salary.

Due to limits on the amount of 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 trainees 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 may 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, in consultation with the Employing/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 can accommodate this.

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

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

**5.4 *Supernumerary LTFT Placements (Foundation trainees only)***

In order to accommodate unique and specific training requirements for an LTFT trainee who is unable to slot share or work in a reduced hours post for varying reasons.

This arrangement requires specific Educational Approval to ensure the training post meets curriculum and training requirements.

**5.5 *Specialty specific LTFT information***

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

**6. *Applying for LTFT Training – New applications***

6.1 All trainees can apply for LTFT training either at the point of application for entry into training or at any time once they have been accepted into training.

6.2 Before applying trainees are advised to discuss their plans with the relevant LTFT Specialty Advisor/Training Programme Director (TPD) to ascertain the impact this will have upon their future training.

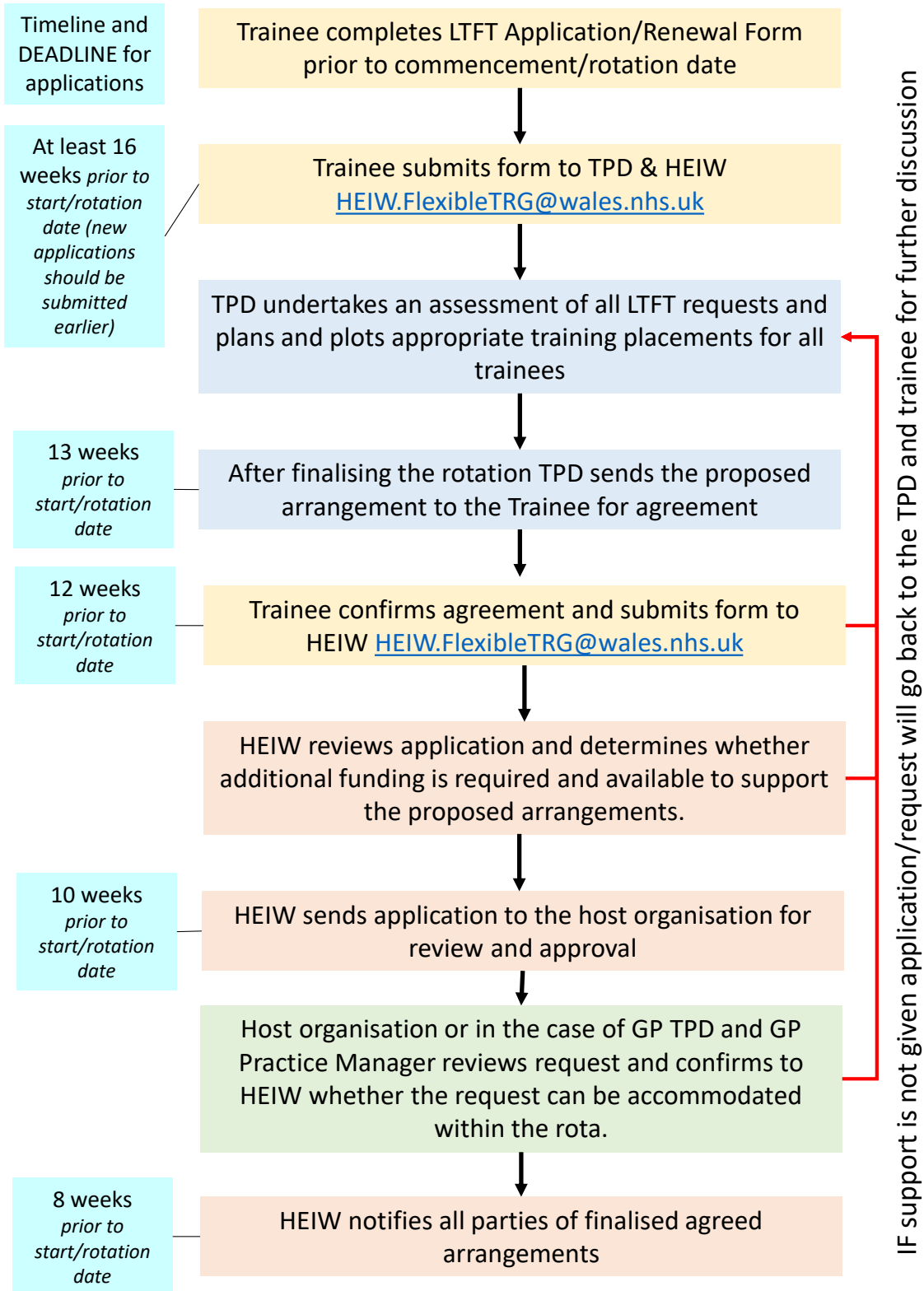
6.3 Figure 1 details the process for applying for LTFT training along with the steps the application takes and associated timelines.

6.4 Time should be allowed for the processing of an LTFT application and trainees cannot expect to be placed immediately. LTFT training cannot always be guaranteed. Trainees submitting new applications should submit their request to their TPD at the earliest opportunity and preferably 6 months prior to the commencement date. Trainees renewing their LTFT request should submit their request at least 16 weeks prior to their rotation date.

6.5 Trainees should download and complete the LTFT Application and Renewal Form from the HEIW Website or Appendix 2.

6.6 Trainees will maintain their current WTE status until all aspects of the LTFT application process have been completed and confirmation received from HEIW. LTFT applications cannot be made retrospectively.

Figure 1. LTFT application and renewal process in Wales



## **7. Renewal of LTFT status**

- 7.1 Trainee are required to renew their LTFT status for each one of the training placements during the course of their Training Programme.
- 7.2 The continuing need for LTFT training, the training needs of the trainee with regards to suitability for continuance of LTFT training and the needs of the department overall must be reviewed for each placement and may require alteration in hours worked.
- 7.3 Each time a trainee rotates it is essential that the trainee notifies the TPD of their preferred requirements for LTFT training as we recognise that needs may change either as a result of personal circumstances or education and training requirements. Trainees should download the LTFT Application and Renewal Form from the HEIW Website or Appendix 2.
- 7.4 For those trainees with multiple placements in a Health Board i.e. Foundation, Core and General Practice trainees information can be submitted for the year long placement however this information needs to be clearly detailed on the LTFT Application and Renewal Form.
- 7.5 Failure to submit this information may result in a placement which cannot meet a trainee's preferences or an assumption that the trainee has returned to full time training.
- 7.6 Figure 1 also details the process for renewing LTFT training along with the steps the application takes and associated timelines.

## **8. Approval for LTFT Training**

- 8.1 In order for LTFT training to proceed there must be agreement that:
  - Appropriate training is possible, and that this will not impact on the training of others within the department.
  - The service needs of the department can be met, this means that a full agreement with the host organisation must be reached to ensure that this arrangement can be accommodated without affecting patient care/rotas, etc.
  - Adequate funding exists.

## **9. Change of circumstances**

- 9.1 Where circumstances change, and the trainee wishes to increase or reduce their %WTE or return to full time training, the trainee should contact the TPD and HEIW to explore the options available.

9.2 All attempts to alter the LTFT training arrangement will be made where appropriate in discussion with the TPD and host organisation. This may not be possible and may not be accommodated in the time frame requested.

## **10. LTFT Placements**

10.1 The training programme for a LTFT trainee should contain the same educational opportunities as that of a full-time trainee. LTFT trainees are normally 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. Working patterns may differ between host organisations and specialties and may, where applicable, depend on reasonable adjustment recommendations from occupational health.

10.2 Trainees in Wales are required to undertake no less than 50% of full-time training in line with the [GMC's recommendation](#).

## **11. Trainee responsibilities**

11.1 The trainee is responsible for initiating the request to train or remain LTFT.

11.2 Trainees must complete the LTFT Application and Renewal Form (Appendix 2) and submit this to HEIW and their TPD.

- For new applications - trainees should submit their request at the earliest opportunity and preferably 6 months prior but no later than 16 weeks prior to the proposed LTFT commencement date.
- For renewals i.e. prior to each rotational placement change - trainees are required to submit their request at least 16 weeks prior to the rotation date.

11.3 Trainees should ensure all information on the Application and Renewal Form is accurate and not in any way misleading. Mitigating circumstances for late applications will be considered.

11.4 Upon receipt of the completed LTFT Application and Renewal Form from the TPD the trainee is required to review the placement arrangements, confirm agreement and submit to HEIW no later than 12 weeks prior to the start/rotation date.

11.5 Whilst best efforts will be made to accommodate LTFT training, Trainees should understand that LTFT training is not an automatic right and its availability is subject to finite resources.

11.6 The trainee should liaise with the rota coordinator and slot share partner, where applicable, to agree rota and working arrangements as soon as their placement is confirmed.



- 11.7 The trainee must tell the College Faculty or for GP their TPD and GP HEIW team of their new arrangements.
- 11.8 The trainee must inform their TPD and HEIW of any changes in circumstances as soon as possible.
- 11.9 Trainees must understand that the process for agreeing LTFT training involves negotiation between all relevant parties ensuring the requirement of the relevant curriculum are met by the agreed pro-rata basis and that services can be delivered and maintained.

## **12. HEIW Responsibilities**

- 12.1 HEIW is committed to promoting LTFT enabling access to LTFT to as many applicants as possible.
- 12.2 HEIW is responsible for ensuring that all LTFT training is undertaken in posts and programmes that have been prospectively approved by the GMC.
- 12.3 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, Finance and HEIW teams). HEIW will work with the TPDs and Employing/Host organisations to confirm arrangements for LTFT placements.
- 12.4 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.

## **13. TPD responsibilities**

- 13.1 TPDs are responsible for promoting a positive culture and approach to LTFT across the specialty.
- 13.2 TPDs are responsible for considering all applications and requirements to train and remain LTFT alongside the request of all other trainees on the programme to determine and identify the most appropriate configuration of people and posts to maximise the training opportunities available and where possible minimise the impact on service delivery.
- 13.3 TPDs are required to return fully completed LTFT Application and Renewal Forms to trainees at least 13 weeks prior to the start/rotation date.

## **14. Host/Employing Organisation responsibilities**

- 14.1 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.

14.2 Host organisations will review requests for LTFT training and confirm to HEIW within 2 weeks of receipt whether the request can be accommodated within the rota.

## **15. LTFT and ARCP requirements**

15.1 As for all trainees, LTFT trainees will need to meet the requirements for progression in training as set out by GMC-approved curricula for training.

15.2 LTFT trainees should have an ARCP not less than annually but may also need an ARCP at points where decisions relating to progression in training are required.

15.3 LTFT trainees will be 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.

15.4 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. However, the option remains open to LTFT trainees to complete the extension on a fixed-term basis if there are sound educational reasons to do so.

## **16. LTFT and Study Leave**

16.1 LTFT trainees have a pro-rata entitlement to the study leave days per year for their specialty.

16.2 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.

## **17. LTFT, Acting Up as a Consultant and the Period of Grace**

17.1 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.

17.2 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.

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

17.4 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.

## **18. Tier 2 VISA Holders**

18.1 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.

18.2 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.

**Frequently Asked Questions**

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

<b>Pros of LTFT</b>	<b>Cons of LTFT</b>
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.
Need to be organised and proactive about organising LTFT training.	Can improve leadership, time management and negotiation skills

**What is my access to holidays?**

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.

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

Organise your new rota.

Contact your College/Faculty and for GP trainees contact [HEIW.GPTraining@wales.nhs.uk](mailto:HEIW.GPTraining@wales.nhs.uk) they should be advised early and they will alter your CCT date.

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

**Will it alter my CCT?**

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 by 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.

### **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.

### **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.

### **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 following national guidance from NHS Employers; [Equitable pay for flexible medical training](#) 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?**

All stakeholders involved in the LTFT process will endeavour to process your application as soon as possible to enable you to start LTFT at your preferred date however this is not always possible and there may be delays in the system for a variety of reasons. Where paperwork remains outstanding assumptions may be made that the trainee has returned to full time training and rotas and salary arranged accordingly which may result in future pay/salary issues that need to be resolved.

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

Your LTFT advisor 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)



## LTFT Training in Wales APPLICATION and RENEWAL Form

It is the trainee's responsibility to ensure that the application form and training plan process is instigated in good time for their requested LTFT start date to allow time for processing. You should ensure you have read the LTFT Trainee Handbook as this will provide you with details regarding the process.

You should ensure that you submit your documentation to HEIW/TPD well in advance of the date you wish the request to take effect (no later than 4 months prior to the planned start of LTFT training or your next placement). Once you have completed the form, you should immediately forward it to [heiw-flexibletrg@wales.nhs.uk](mailto:heiw-flexibletrg@wales.nhs.uk) (you might want to keep a copy for your own records).

Section 1	To be completed in ALL cases	
Surname:		First Name:
GMC/GDC Number:		
Email:		
Training Programme (include specialty and subspecialty where appropriate)		
Grade and Year of Training		
Section 2a	NEW applications only	
Reason for the request		
<input type="checkbox"/> Caring responsibilities for children or ill/disabled partner, relative or other dependant <input type="checkbox"/> Own disability or health reasons <input type="checkbox"/> Career and Personal/Professional Development opportunities <input type="checkbox"/> Religious commitment <input type="checkbox"/> Work life balance <input type="checkbox"/> Other (please provide details)		
Preferred % WTE		
Anticipated start date (please specify date)		
Are you on a Tier 2 visa? <i>Note if yes must be 80% WTE</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Section 2b</b>		<b>RENEWING LTFT trainees only</b>					
To be completed by those trainees renewing their request.  (Note changes to %WTE cannot be guaranteed)		I confirm I wish to maintain my %WTE at  I wish to change my % WTE to					
<b>Section 3</b>		<b>To be completed in ALL cases</b>					
Preferred working days (trainees may need to be flexible to facilitate slot share/rota arrangements and education/teaching requirements)		Monday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Tuesday	AM <input type="checkbox"/>	PM <input type="checkbox"/>
		Wednesday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Thursday	AM <input type="checkbox"/>	PM <input type="checkbox"/>
		Friday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Can you be flexible on these days? YES <input type="checkbox"/> NO <input type="checkbox"/> Please detail		
<b>Trainee now needs to send this completed form to trainee's TPD and HEIW to identify a suitable placement and detail proposed arrangements.</b>							
<b>Section 4 – Placement details</b>				<b>To be completed by the Training Programme Director</b>			
Hospital							
HEIW Post number (if known)				WAL/			
Start date for this placement							
End date for this placement							
Reduced hours in a full time slot			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Agreed % WTE		
Slot share			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Agreed % WTE		
Supernumerary (Foundation only)			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Agreed % WTE		
Start date for slot sharing arrangement							
End date for slot sharing arrangement							
Slot share partner 1 (add more rows if applicable)	Trainee Name						
	GMC/GDC						
	%WTE						
<b>Training Programme Director – I confirm that these arrangements can be delivered within the training programme and meet the educational requirements of this trainee .</b>							
Name							
Signature							
Date							
<b>TPD now needs to send this completed form back to the trainee with details of the proposed allocation and placement</b>							

**Section 5 – Trainee agreement**

**Trainee** – I confirm agreement with these arrangements as detailed by the TPD and confirm I have read and sign up to the terms as detailed in the LTFT Trainee Handbook.

Name	
------	--

Signature	
-----------	--

Date	
------	--

**This completed form should now be submitted to HEIW for approval and discussion with the host organisation.**

**Section 6 – HEIW approval**

**HEIW Representative** – I confirm that the funding arrangements (where applicable) are agreed.

Name	
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Signature	
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Date	
------	--

**Section 7 – Host and Employing Organisation approval**

**Host/Employing Organisation** – I confirm that the Health Board is satisfied with the arrangements and can accommodate the proposed LTFT request for this post.  
(n/a for GP trainees in GP Surgery posts)

Name and job title	
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Signature	
-----------	--

Date	
------	--

**FOR GP SURGERY POSTS ONLY**

**Practice Manager** – I confirm that the Surgery is satisfied with the arrangements for this post.

Name	
------	--

Signature	
-----------	--

Date	
------	--