

Less Than Full Time (LTFT) Training A bite size information sheet for trainers

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HEE encourages;

- ✓ All requests for LTFT training to be considered by trainers positively using a fair and consistent framework.
- ✓ A positive attitude towards LTFT training and LTFT trainees regardless of specialty and reason for applying.
- ✓ Trainers to seek advice from HEE as early on as possible if it is unclear whether a trainee would be eligible to train LTFT (please find standard eligibility criteria in [The Gold Guide](#)).
- ✓ Trainees to plan for LTFT training as early on as possible. Applications should be submitted to HEE no less than 3 months in advance of the planned LTFT start date.
- ✓ Pro rata out of hours/on-call in line with the trainee's reduced working hours.
- ✓ Educational Supervisors/College Tutors to check and confirm the trainee's agreed LTFT timetable will meet their educational needs and curricular requirements.
- ✓ Trainers to check and confirm the LTFT start date, end date, WTE/percentage, and slot arrangements in the relevant boxes on LTFT applications.
- ✓ Trainees to submit a renewal LTFT application;
 - each time they rotate to a new Trust or Practice
 - if altering the WTE percentage they are working at
 - any change in slot arrangement (e.g. changing slot share partner, or changing from slot sharing to LTFT in a full time slot)

Trainees should not:

- ✗ Undertake other paid employment whilst LTFT. This includes **planned** locum shifts.
- ✗ Commence LTFT training without completing a LTFT application form and gaining the required prospective approval in writing from HEE EoE.
- ✗ Expect to work LTFT if it will effect safe service provision. In these instances a workable solution for all parties should be negotiated prior to applying to HEE EoE.