

## Less than Full Time Training (LTFT)

- Any trainee with a HEE NTN can apply for less than full time training but they must have well founded reasons why it is impractical to train full time. The eligibility criteria, FAQ's and application forms for LTFT are on our [website](#).
- It is the trainee's responsibility to complete the forms fully and obtain the relevant digital ID authorisation in good time. Fully completed forms should be emailed back to [heee.ltft@nhs.net](mailto:heee.ltft@nhs.net)
- LTFT training is approved subject to available funds and training capacity. It is not always possible to be accommodated immediately.
- The decision to train LTFT should be discussed and agreed with the trainees Educational Supervisor, TPD and Practice Manager/Medical Staffing Department.
- Trainees should submit LTFT applications at least 3 months in advance where possible.
- The proposed LTFT timetable must meet the requirements of the curriculum.
- Trainees will be required to undertake no less than 50% of full-time training.
- If a trainee would like to extend their LTFT training plan beyond their originally agreed end date then they must discuss whether or not this can be accommodated with their TPD, ES and Medical Staffing / Practice Manager in the first instance. **As long as they are remaining at the same Trust / Practice, are working at the same percentage, and can be accommodated**, the trainee does not need to complete a renewal form. However, they must send a confirmation email (to [heee.ltft@nhs.net](mailto:heee.ltft@nhs.net)) stating who this has been agreed with (i.e. TPD, ES & Medical Staffing / Practice Manager) and what date they will be extending their current LTFT training plan until.
- If a trainee would like to revert back to full time they must discuss whether or not this can be accommodated with their TPD, ES and Medical Staffing / Practice Manager in the first instance. If this is agreed by the TPD and Medical Staffing / Practice a confirmation email must be sent (to [heee.ltft@nhs.net](mailto:heee.ltft@nhs.net)) from the trainee stating who it has been agreed with and what date they will be commencing 100% from.

**The LTFT application process is completely electronic with 3 stages and accompanying forms.**

**Please note trainees are not eligible to commence LTFT training until they have received written HEE approval for both stage 1 and 2 (and stage 3 if you are renewing).**

### Stage 1 - LTFT Eligibility

This is the initial form all applicants must submit for approval. TPDs and Educational Supervisors are not required to sign this form, but must be aware of the intentions.

### Stage 2 - LTFT Training Plan

Once the stage 1 form is approved the trainee must submit a LTFT training plan (stage 2) to HEE for approval. This plan is a proposal and should be completed in negotiation with the TPD, Educational Supervisor, and Trust / Practice. Please note: If a trainee is slot sharing in a post, the slot share partner's stage 2 form must be submitted for approval at the same time.

### Stage 3 - Renewal Training Plan

If you wish to continue training LTFT when you rotate to a new Trust or Practice, or you would like to change the percentage of LTFT you are working at, then you must submit a LTFT Renewal Training Plan for approval.