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.