

Less than full time training

Frequently Asked Questions

Eligibility

Am I eligible to train less than full time?

Reasons for wishing to train Less than Full Time have been nationally agreed upon, and are divided into two categories (outlined below). Applications for LTFT Training can currently be made on the following grounds:

Category 1 – Those doctors in training with:

- disability or ill health
- responsibility for caring (men and women) for children
- responsibility for caring for ill/disabled partner, relative or other dependant.

Category 2 - Those doctors in training with:

- unique opportunities for their own personal/professional development, for example training for national/international sporting events, or short term extraordinary responsibility, for example a national committee
- religious commitment – involving training for a particular religious role which requires a specific amount of time commitment
- non-medical professional development such as management courses, law courses, fine arts courses or diploma in complementary therapies.

Other well-founded reasons may be considered but it would be dependent on the particular situation and the needs of the specialty in which the individual was training.

I would like to apply to as a Category 2 LTFT Trainee. Can this be accessed within Health Education East of England?

Category 1 applicants have priority and HEEoE will support all Category 1 applicants on the grounds of their health, disability or caring responsibilities, subject to available funds and training capacity. Access to Category 2 is dependent on individual circumstances and the availability of suitable training placements. Where an application is refused by HEEoE the applicant has a right of appeal, but, the overall training capacity of a training programme and service commitment will have to be taken into consideration.

Can I appeal against HEEoE's decision not to allow me to access to apply for LTFT Training?

Yes, though it is recommended that you first attempt to resolve any issues informally in

discussion with HEEoE. If agreement cannot be reached you may then wish to utilise the formal appeals process. The Appeals Process can be downloaded from the former Deanery website.

Will my eligibility be reviewed or is it a case of 'once eligible, always eligible'?

Your eligibility for LTFT Training will be reviewed in the event of a request to extend LTFT Training beyond the expiry date of current LTFT Training approval. In addition, we expect trainees to notify HEEoE if they no longer meet the eligibility criteria. If it is determined that you are no longer eligible under the current criteria, you will be notified in writing.

How far in advance should I apply?

Applicants should apply to HEEoE with no less than three months' notice of their LTFT start date. You must receive written confirmation of training approval from the HEEoE before you begin to train LTFT.

Whilst it is helpful to have advance notice if you wish to train LTFT for the first time after returning from maternity leave, and we would encourage you to discuss this with your Programme Director, we advise that you start the formal process once your maternity leave has commenced.

Will I have to reapply for Less than Full Time training for each new post, or can I just extend?

You do not need to go through the full application procedure for every LTFT training post. Once you have started training and have taken steps to secure your next post, you can download the Renewal of Approval form from the former Deanery website, which must be completed for each new post. You should allow at least three months to complete the extension process.

What is the maximum age my children can be to meet the eligibility criteria?

You will be eligible for LTFT Training if you have a child up to and including the age of 16 years old or a disabled child who is under 18 years, and receives disability living allowance.

Funding Arrangements

I am thinking of applying for LTFT Training – will I be able to access a supernumerary placement?

HEEoE may agree to fund a supernumerary placement in exceptional circumstances (such as illness) for a limited period of time only. Supernumerary posts will only be funded for basic salary by HEEoE, with no banding payments. These exceptional circumstances will be the subject of discussion between the Deputy Dean, the Programme Director and the host Trust.

I am going to be slot sharing – what percentage of full time can I work?

Where two trainees share one slot, HEEoE provisionally agree to provide an uplift in funding of up to 20% of basic salary to enable both trainees to work at up to 60% of full time. This is subject to receipt of approved training plans for both trainees.

Pay

Any detailed queries or guidance regarding individual pay should be directed to the employing (or prospective employing) organisation.

How will I be paid in relation to my full-time colleagues?

Your basic salary is determined by your actual hours of work, as initially derived from the rota and confirmed by monitoring. Pay bands have been divided into four-hour segments based on hours of actual work. Pay for each band is based on the lower hours limit.

Please visit the following page for more detailed information:

<http://www.nhsemployers.org/PayAndContracts/MedicalandDentalContracts/JuniorDoctorsDentistsGPReg/Pages/DoctorsInTraining-FlexibleMedicalTraining.aspx>

Can I work part time in another job whilst training less than full time?

Trainees working LTFT are not permitted to engage in any other paid employment while on the LTFT training scheme.

Leave

How much annual leave am I entitled to?

Annual leave for LTFT trainees is calculated on a pro-rata basis, so if you work 60%, your annual leave entitlement will be 60% of that of a full-time trainee.

Am I able to take study leave whilst training Less than Full Time?

LTFT trainees are entitled to periods of study leave with funding pro-rata to their sessional commitments. At the discretion of the local Clinical Tutor, funding in a year may be the same as that allowed for full-time trainees. This will enable LTFT trainees to undertake a necessary course of study, which requires the entire annual funding allowance. However, LTFT trainees should not expect to go on similar courses two years in succession and will not be granted extra 'time out' of sessional commitments.

Do I need to inform HEEoE if I go on maternity leave?

Yes. As well as informing your employer, you must notify HEEoE of your planned maternity leave dates as soon as possible. If there is a change to the initially approved end date of your current LTFT training post, you will need to apply for Renewal of Approval stating the date of your anticipated return to work and new post end date (see relevant section under The Application Process). Long term absences, e.g. maternity leave, impact on funding to your employer so it is important that you keep HEEoE informed.

Other

Can I work at less than 50% of full time?

The GMC Postgraduate Board have issued a position statement determining that trainees will be required to undertake no less than 50% of full-time training.

For the small number of trainees who experience exceptional difficulties, it has been agreed that postgraduate deans should have flexibility to reduce the time requirement further. The absolute minimum would be 20% of full-time training, with an expectation that trainees should not undertake a placement at this level for more than 12 months.

[GMC position statement on less than full-time training](#)

I am in an academic training programme. Can I work LTFT?

Academic training programmes may be appropriate for LTFT trainees, but these should be discussed on an individual basis with the Postgraduate Dean. Under normal circumstances, an academic training placement done at less than full time should be a minimum of 50% of the full-time placement.

[GMC additional position statement on academic training in a LTFT setting](#)

Is Less than Full Time Training available to LATs?

LAT doctors may apply for LTFT training, and must complete the process in the usual way. However identification of a placement may not be immediately available. LAS doctors are not associated with HEEoE and therefore may not apply to work LTFT through HEEoE channels.

I am a Less Than Full Time trainee in my POG. How long am I entitled to?

The period of grace runs for a period of six calendar months from the time of completion of training, and is not modified on a pro-rata basis for LTFT trainees.

Is my LTFT post recognised for training?

Since 1 December 2007, in conjunction with Royal Colleges / Faculties, Deaneries have responsibility for ensuring that all LTFT training of any kind is undertaken in prospectively approved posts and programmes which meet the statutory requirements of the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003 and the requirements of the Foundation Programme Curriculum.

HEEoE will therefore approve LTFT training, unless the introduction of LTFT / supernumerary training increases post numbers above the specialty maximum capacity for HEEoE. Trainees should also be aware that they may require approval from their Royal College, and should discuss this with their Programme Director or Head of School.

Adapted with permission from KSS Deanery's FAQ - <http://kssdeanery.org/about-us/lftf/faqs>

Dr Alys Burns
Deputy Postgraduate Dean

Kayleigh Paske
Less Than Full Time Training Administrator

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