


# Less Than Full Time (LTFT) Training for London and the South East (LaSE)



**Trainee Applicant Guide**

January 2018

Version 1

---

# Contents

---

<b>Introduction</b>	<b>3</b>
<b>Application Process</b>	<b>4</b>
Notice Periods	4
Flowchart	5
Online Application Form	6
Completing the Application Form & Supporting Documentation	6
<b>Submitting LTFT enquiries</b>	<b>11</b>

---

## Introduction

The purpose of Less than Full Time training (LTFT) is to keep doctors in training where full-time training is not practical for well-founded individual reasons. LTFT trainees must meet the same requirements in specialty and general practice training as full-time trainees. The only difference is the possibility of limiting participation of medical activities due to the number of hours worked per week (Gold Guide 6<sup>th</sup> edition: section 6.60). Essentially, LTFT and full-time trainees follow the same curriculum and will have the same requirements for completion of training.

The purpose of this guide is to make clear the new LTFT application process, including notice periods and supporting documentation required. Please ensure you have read this guide alongside the FAQs before you submit a LTFT application.

---

## Application Process

London and the South East (Lase) processes applications from trainees of all grades and specialties working in London and KSS.

Before applying for LTFT you need to contact the following to discuss your intention to train LTFT:

Type	Contact
GP Trainees	Scheme Director
Foundation Trainees	Please contact your Foundation School Manager
Specialty Trainees	Please contact your Training Programme Director.

Your Scheme Director/Training Programme Director or Foundation School Manager needs to be aware of your request to train LTFT as it may affect rotation planning. This does not mean your rotations will change but the colleagues listed above need to know so they are aware when they are rotation planning.

## Application Process at point of entry to training programme

Should you wish to train LTFT on point of entry to the training programme and are unaware of who your Training Programme Director/Foundation School Manager or Scheme Director, please submit an application and we will make them aware you have applied to train LTFT.

## Notice Periods

If you intend to apply for LTFT training you should begin the process no later than 3 months before the commencement of your post to ensure that all the necessary approvals and funding arrangements are in place before you begin your placement. All category 2 requests must submit their requests with a minimum of 6 months' notice. If insufficient notice your request may be declined as the trust will be able to accommodate the request.

---

## Application Flowchart

Discuss your intention to work LTFT with your Training Programme Director/GP Scheme Director/Foundation School Manager. You should try and do this as early as possible, no later than 3 months before starting your proposed placement. Category 2 applications must give 6 months notice to apply to train LTFT.



Complete and submit LTFT application form available via the PGDME support portal. You should try and submit your application form as early as possible, no later than 3 months before starting your placement.



Your eligibility will be assessed and you will be notified of the outcome. Category 1 LTFT applications will be responded to within 10 working days. Category 2 applications should be responded to within 30 working days.



If:

- **Eligible**, no further action required. We will assume you wish to continue training LTFT at the same WTE until you tell us otherwise. Only submit a new form if wish to change number of sessions or return to full time work.
- **Not Eligible**, should you wish to appeal the decision, you should follow the LTFT Appeals process



Trusts will be notified of your LTFT status via the trust portal informing them of the number of sessions you will be working. Changes in number of sessions will be communicated by the same method.



No further action is required until there is a change in your circumstances for example increase or decrease in number of sessions or you wish to return to full time work.

---

## Eligibility

In order to determine eligibility, trainees must have well-founded reasons demonstrating that it is not practical for them to train on a full time basis. In order to prioritise requests there are two categories under which trainees can apply. The majority of LTFT requests are under category 1.

**Category 1** consists of the following circumstances:

- Disabled or in ill health (this may include those on in-vitro fertility programmes).
- Caring for an ill/disabled child, partner, relative or other dependent.
- Personally caring for a child aged 18 or younger

**Category 2** consists of the following circumstances:

- Unique opportunities for their own personal/professional development, e.g. training for national/internal sporting events.
- Religious commitment – involving training for a particular role which requires a specific time commitment.
- Non-medical professional development such as management courses, law courses, fine arts courses, etc.
- Other well-founded reasons may also be considered by the Postgraduate Dean

## Supporting Documentation

In order to confirm your eligibility to train LTFT you will be requested to provide additional evidence based on the category that you have applied under, please review the table below. The application form will also prompt you for this information.

Category	Circumstance	Supporting documentation	Expiry Date of eligibility
Category 1	Disability/ill health	<p>A letter from your GP/ Occupational Health Consultant/ Medical Specialist which includes:</p> <ul style="list-style-type: none"> <li>• Nature of disability/health requirements for LTFT Training</li> </ul> <p>It must be on letter-header paper or be from an official email address which can be validated. The letter should be dated within the past 3 months.</p>	Until end of training
	Responsibility for caring for children	<p>You will need to confirm the anticipated or actual date of birth of your youngest child on the online application form. (Please note you do not need to continue to re-apply upon each period of maternity leave, eligibility is automatic until your youngest child is 18 years old).</p>	Until youngest child is 18 years old
	Responsibility for caring for ill/disabled partner, relative or other dependent	<p>A letter from your GP or Medical Specialist involved in the care of your partner/relative/dependent which includes:</p> <ul style="list-style-type: none"> <li>• Level of care anticipated that you will need to provide</li> </ul> <p>It must be on letter-header paper or be from an official email address which can be validated, dated within the last three months.</p>	Until end of training
Category 2	All circumstances	<p>Complete the free text boxes on the online application form detailing the nature of your request. You can attach letters of support and job descriptions to the application form should you wish.</p>	A year from start date of post. Category 2 applications are approved annually and extension is not automatic.

---

## **Applications received without supporting evidence**

Please note we are unable to proceed with LTFT applications without the supporting evidence requested. You will be sent a response informing you we are unable to proceed with your application and your application has been declined. You will need to submit a new application once you have the required application. Should you not submit a new application with the evidence requested above, we will assume you wish to continue training full time.

## **Submitting the Online Application Form**

All LTFT applications are now managed by the PGDME support portal. Please ensure you only submit the application form once you have the requested evidence.

When completing the application form you will need to select if you are submitting a new application or notifying us of a change in your working pattern, or re-applying for renewal under category 2.

## **Submitting a new LTFT application**

If you are submitting an application form for the first time, you should submit the form with at least 3 months' notice. You should ensure you have the required evidence to support your request to train LTFT.

## **Category 1 – New Applications**

The majority of LTFT applications are submitted under category 1. You should apply under the category that is most relevant to you. Should more than one category apply, you only need to submit one application, for example, for childcare, as your eligibility will be granted until your youngest child is 18 years old.

### **Category 1 – Childcare Responsibilities**

To train LTFT under category 1 childcare responsibilities, you will be asked to submit the date of birth of your youngest child/expected date of birth of your youngest child. The form will automatically give an expiry date in 18 years' time. For the majority of trainees this will mean you can continue to train LTFT until your CCT date (plus grace period). You do not need to include a birth certificate with your application. Please note you do not need to re-apply upon each period of maternity leave, you only need to re-apply to renew your eligibility under childcare if your first child is now over 18 years old.

The box below shows the expiry date of your approval when you complete the form.



Select the category you are applying to train LTFT under \* Category 1 - Parental Care ▼

**Category Definitions**

**Category 1** - Disabled or health reasons (this may include those on in-vitro fertility programmes).

**Category 1** - Caring Responsibilities for a family member.

**Category 1** - Personally providing care for a child aged 18 or younger.

**Category 2** - Unique opportunities for your own personal/professional development e.g. training for national/international sporting events.

**Category 2** - Religious Commitment - involving training for a particular role which requires a specific time commitment.

**Category 2** - Non-medical professional development such as management courses, law courses, fine art courses, etc.

**Category 2** - Other.

Expected or actual date of birth of the youngest child \* 23/01/2018

Expected Expiry Date: 23/1/2036

### Category 1 – Disabled or Health Reasons

To train LTFT under category 1 – disabled or health reasons, you will be asked to submit a supporting statement from your GP or Occupational Medicine at your current workplace supporting your request to train LTFT. This is highlighted in the box below, without this evidence your request will be declined.

Select the category you are applying to train LTFT under \* Category 1 - Disabled or health reasons ▼

**Category Definitions**

**Category 1** - Disabled or health reasons (this may include those on in-vitro fertility programmes).

**Category 1** - Caring Responsibilities for a family member.

**Category 1** - Personally providing care for a child aged 18 or younger.

**Category 2** - Unique opportunities for your own personal/professional development e.g. training for national/international sporting events.

**Category 2** - Religious Commitment - involving training for a particular role which requires a specific time commitment.

**Category 2** - Non-medical professional development such as management courses, law courses, fine art courses, etc.

**Category 2** - Other.

**Working Pattern**

When do you wish to commence training LTFT? ⓘ \*

Please tell us the Whole Time Equivalent you wish to work ⓘ \*

**Evidence Upload**

You have selected 'Disability or health reasons', you will need to upload the following evidence: Supporting statement from your GP or Occupational Medicine at your current workforce to train LTFT. Applications will not be processed without this information

If you submit an application without the supporting evidence your request will automatically be declined and you will be asked to submit a new application when you have the supporting evidence.

### Category 1 – Caring Responsibilities

To train LTFT under category 1 – caring responsibilities for a family member, you will be asked to submit a supporting statement from your GP or Occupational Medicine at your current workplace supporting your request to train LTFT. This is highlighted in the box below, without this evidence your request will be declined.

Select the category you are applying to train LTFT under \* Category 1 - Caring Responsibilities for a family ▾

[Category Definitions](#)

**Category 1** - Disabled or health reasons (this may include those on in-vitro fertility programmes).

**Category 1** - Caring Responsibilities for a family member.

**Category 1** - Personally providing care for a child aged 18 or younger.

**Category 2** - Unique opportunities for your own personal/professional development e.g. training for national/international sporting events.

**Category 2** - Religious Commitment - involving training for a particular role which requires a specific time commitment.

**Category 2** - Non-medical professional development such as management courses, law courses, fine art courses, etc.

**Category 2** - Other.

**Working Pattern**

When do you wish to commence training LTFT? ⓘ \*

Please tell us the Whole Time Equivalent you wish to work ⓘ \*

**Evidence Upload**

You have selected 'Caring Responsibilities for a family member', you will need to upload the following evidence: Supporting statement from your GP or Occupational Medicine at your current workforce to train LTFT. Applications will not be processed without this information

If you submit an application without the supporting evidence your request will automatically be declined and you will be asked to submit a new application when you have the supporting evidence. Without the supporting evidence your request will be declined.

### Category 2 LTFT applications

All category 2 requests are at the discretion of the Postgraduate Dean for your sector. The 6<sup>th</sup> edition of the Gold Guide states that category 2 applications are when;

*A trainee is offered a unique opportunity for their own personal/professional development and this will affect their ability to train full time (e.g. training for national/international sporting events or a short-term extraordinary responsibility such as a national committee).*

Category 2 requests will be reviewed against this criterion.

(Please note this guide will be updated if the criteria changes in future Gold Guides. Applications will be reviewed against the current edition when the application form is submitted).

Should you wish to undertake another role alongside your training you should submit an application under category 2. Please note we require a minimum of 6 months' notice of category 2 requests due to the unique nature of their request.

Please note that this is for existing LTFT trainees as well. Should you currently train LTFT under any of the category 1 criterion, and you wish to undertake other work alongside your training you are required to submit a new LTFT application under category 2. This will be reviewed by the Postgraduate Dean for your sector.

Should you wish to train LTFT under category 2, a text box will appear asking for further details to your support your request. We recommend a limit of 500 words. You can also attach job descriptions and letters of support should you wish.

Select the category you are applying to train LTFT under \* Category 2 - Non-medical ▼

**Category Definitions**

**Category 1** - Disabled or health reasons (this may include those on in-vitro fertility programmes).

**Category 1** - Caring Responsibilities for a family member.

**Category 1** - Personally providing care for a child aged 18 or younger.

**Category 2** - Unique opportunities for your own personal/professional development e.g. training for national/international sporting events.

**Category 2** - Religious Commitment - involving training for a particular role which requires a specific time commitment.

**Category 2** - Non-medical professional development such as management courses, law courses, fine art courses, etc.

**Category 2** - Other.

Please provide clear and concise details to support this application in order for us to process your request as quickly as possible. We recommend 500 word limit on your response. \*

How does this request benefit your future career? How does it benefit the wider NHS? How long is the request for? Is it paid or unpaid employment? How do you plan to manage the time commitment between your training and additional role? What was the outcome of your last clinical ARCP?

Please note category 2 requests are approved for a year at a time and re-approval is not automatic. If you are successful, you will be informed of your expiry date and the date when you will need to submit a new application by.

## Notification of Change in Status for LTFT Applications

Should you wish to notify us that you wish to increase or decrease the number of sessions you are working, you will need to complete an application form and select the option to inform us you wish to notify us of a change in your working pattern.

For all category 1 applications, you do not need to provide any supporting evidence if you have previously been approved to train LTFT. Your eligibility is now until your CCT date; you only need to submit a new application should you wish to inform us you are increasing or decreasing the number of sessions. Should you wish to inform us that you will be returning to full time, there will soon be a change in circumstances application form but in the interim please submit an enquiry (details below) to inform us you wish to full time training.

## Category 2 re-applications

Category 2 requests are reviewed annually and approval is granted for a year at a time. Should you wish to train LTFT beyond your approval date you will need to submit an application and state you are renewing your eligibility under category 2. Renewals are not automatically granted and you should provide supporting evidence as to the extension request. Please note category 2 applications are currently considered to be unique short term opportunities which by their nature have a finite time period.

## Confirming LTFT status

Once we receive and assess your application form you will receive an email response to confirm whether you are eligible. You should expect to receive a response within 10 working days for category 1 requests and 30 working days for category 2 requests. If you are not eligible you will need to discuss this further in the first instance with your Head of School/Foundation School Manager/Scheme Director and follow the appeals process.

## Appeals Process

If you wish to appeal the ineligible decision they must do so within 30 days from the date the decision was made. If your request to train LTFT is declined, you will be notified of the appeals process in the outcome letter. The LTFT appeals process will be published shortly on the support portal.

---

## Submitting queries about training LTFT

Application Forms and FAQs are available at our website:

<https://lasepgmdesupport.hee.nhs.uk/support/home#2>

You can submit an enquiry by clicking on any of the FAQs and clicking the following box:

If none of the FAQs have answered your question, please submit an enquiry to the team [by clicking here](#)