



Less Than Full Time (LTFT) Training Policy

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LTFT Training Policy

1.0 Introduction

- 1.1 Less Than Full Time (LTFT) training is a scheme whereby eligible trainee doctors and dentists of all grades are able to work on a part time basis when full-time work is impossible or unreasonable rather than having to give up work. **Full time training relates to a standard 40 hour week.**
- 1.2 Through this policy the Wales Deanery aims to manage LTFT training in such a way that it is available to as many eligible trainees as possible and endorses the principles set out in the NHS Employer's guidance document, [Doctors in Flexible Training: Principles underpinning the new arrangements for flexible training.](#)
- 1.3 The purpose of this document is to clarify how the LTFT training scheme works in Wales.
- 1.4 LTFT training provides the same range of experience and education as full-time posts, though it will obviously take longer to fulfil the educational requirements set by the Royal College/Faculty or Committee of Postgraduate Dental Deans or Directors (COPDEND).
- 1.5 The aims of Less Than Full Time (LTFT) training are to:
- Retain within the workforce doctors/dentists who are unable to continue their training on a full-time basis.
 - Promote career development and work/life balance for doctors/dentists in training within the NHS.
 - Ensure continued training in programmes on a time equivalence (pro-rata) basis.
 - Maintain a balance between LTFT training arrangements, the educational requirements of both full and part-time trainees and service need.
- 1.6 As far as possible the Wales Deanery will seek to integrate LTFT training into mainstream full-time training by using slot shares or full-time posts for part-time training where it is possible to do so.

2.0 Scope and definitions

- 2.1 This policy includes trainees in Less Than Full Time training placements across the following: Foundation, Dental Foundation, Core Training, Specialty (including GP and Dental), Run-through and Higher Specialty Training programmes across Wales.
- 2.2 Any trainee wishing to compress their hours or rearrange their shift patterns should do so by contacting their employing organisation to obtain a copy of their Flexible Working Policy.
- 2.3 **Employing Organisation** – Health Board/NHS Trust or Organisation who holds the contract of employment with the trainee.

2.4 **Host Organisation** – Hospital or Practice where the trainee is undertaking a training placement. This organisation may be different from the Employing Organisation.

3.0 Eligibility

3.1 All trainees are eligible to apply for LTFT training. Those wishing to do so must show that training on a full-time basis would not be practical for them for well-founded individual reasons (EC Directive 93/16/EEC).

3.2 There are 2 eligibility categories for LTFT:

Category 1

Those doctors/dentists in training with:

- Disability or ill health (this may include on-going medical procedures such as fertility treatment);
- Responsibility for caring (men and women) for children;
- Responsibility for caring for ill/disabled partner, relative or other dependant.

Category 2

Those doctors/dentists in training with:

- Unique opportunities. Trainee is offered a unique opportunity for their own personal/professional development, and this will affect their ability to train full time. For example, training for national/international sporting events, or short term extraordinary responsibility, for example a national committee;
- Religious commitment. Trainee has a religious commitment which involves training for a particular role which requires a specific amount of time commitment resulting in the need to work less than full time;
- Non-medical development. Trainee is offered non-medical professional development such as management courses, law courses, fine arts courses, which requires a specific time commitment resulting in the need to work less than full time.

3.3 Other well-founded reasons may be considered in consultation with the GMC, but support will be dependent on the capacity of the programme and available resources and compliance with European legislation relating to CCT requirements.

3.4 **Category 1 applicants will take priority over Category 2 applicants. The Wales Deanery will support all eligible Category 1 applicants, subject to available funds and training capacity.**

3.5 Access to Category 2 is dependent upon individual circumstances and the availability of suitable training placements. Where an application is not supported by the Deanery the applicant has a right of appeal, details of which can be found in Section 5.9.

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- 3.6 All requests for LTFT training will be treated positively. However, trainees must be aware that the service implications for the Host Organisation and the overall training capacity within a training programme will have to be taken into consideration. This may result in a delay to trainees being able to work LTFT or trainees being unable to work LTFT at all. To avoid missing valuable educational opportunities trainees are encouraged to be as flexible about their working pattern as is reasonably practicable, which may involve the need to work full-time or flexibly (vary shift patterns) for a limited period. These will require further discussion with the Employing/Host Organisation.
- 3.7 If a trainee does not meet the eligibility criteria, they should be encouraged to discuss alternative work arrangements or career pathways with appropriate educational colleagues, e.g. Training Programme Director (TPD) or College Tutor.

4.0 LTFT Training Placements

- 4.1 The training programme for a LTFT trainee should contain the same educational opportunities on a pro-rata basis as that of a full-time trainee. LTFT trainees are normally expected to work pro rata of what the full timers do including evening, night and weekend shifts of their full-time colleagues in the same department. Working patterns may differ between employers and specialties.
- 4.2 Trainees in the Wales Deanery are required to undertake no less than 50% of full-time training. In 2011, following consultation with key stakeholders, the GMC's Postgraduate Board reviewed its requirements and concluded that a minimum time requirement for LTFT training should be re-established for specialty trainees working towards a Certificate of Completion of Training (CCT). The full position statement and further information is available from the [GMC website](#).
- 4.3 In order to minimise the disruption to rotations GP specialty trainees in hospital posts in Wales will usually be expected to work at 50% (sometimes if they are working for less than 6 months and for many in GP placements alternative % Whole Time Equivalent (WTE) can be accommodated).
- 4.4 For Dental Foundation training, LTFT training shall meet the same requirements as full-time training, from which it will differ only in the possibility of limiting participation in dental activities by the number of hours worked per week.
- 4.5 Dental Specialty trainees are normally required to undertake no less than 50% of full-time training. Further information is available in section 6 of the 'Dental Gold Guide. In addition further information is available in the GDC approved curriculum for the relevant dental specialty
- 4.6 It should be noted that all LTFT training placements must be New Deal and European Working Time Regulation compliant and that the time commitment will be proportional to a specific calculation of actual hours of work and reflect working time patterns. The relevant Royal College, where applicable, will require details of the % (WTE) to recalculate the CCT/CST date.

- 4.7 LTFT trainees will reflect the same balance of work as their full time colleagues: Day-time working, on-call and out-of-hours duties will normally be undertaken on a basis pro rata to that worked by full-time trainees in the same grade and specialty, unless either operational circumstances at the employing organisation or the circumstances which justify LTFT training make this inappropriate or impossible, provided that legal and educational requirements are met. If willing, LTFT trainees are permitted to carry out full time on-call as long as the total hours worked per week (plus basic on-call) does not exceed 40 hours; this does not affect trainee CCT/CST dates.
- 4.8 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. The Wales Deanery will therefore approve LTFT training, unless the introduction of LTFT / supernumerary training increases post numbers above the specialty maximum capacity for the Deanery. Trainees should also be aware that they may require approval from their Royal College/Faculty and should discuss this with their Programme Director or Head of School.
- 4.9 There are 3 ways in which an LTFT trainee may be accommodated within the Wales Deanery:

4.9.1 Slot Sharing

In the Wales Deanery slot sharing **must be explored** before any alternative options for LTFT training is considered.

Slot sharing works on the basis that two trainees share one fulltime post, three trainees share two posts or four trainees share three posts and manage any out-of-hours arrangements for the WTE post(s) between them. In these instances slot sharing trainees may work varying % WTE with the majority working 50% or 60%. Slot sharing should not be confused with job sharing which normally restricts the post holders to work 50% of a full-time post.

At present the Wales Deanery funding for slot shares currently provides the Employing organisation with additional funding up to a maximum of 20% WTE dependent upon the % WTE worked by each trainee which can be used to support the LTFT training placement.

Due to limits on the amount of funding available to support LTFT training there may not be sufficient funds for a trainee to slot share and as a result the trainee will be placed on a waiting list and consideration will be given to exploring reduced sessions in a full-time post.

It is recognised that LTFT trainee slot share partners may change during the training programme, depending on the individual training needs and circumstances. Reasonable steps will be undertaken by the Deanery, in consultation with the Employing/Host organisation, to accommodate the needs of the remaining slot share partner, whilst trying to fill the vacant proportion of the training slot. It is also possible that the slot sharers may start/finish at slightly different times if this is necessary to accommodate a slot share arrangement. If there is no scope for the two trainees to commence on the same date i.e. due to rotation dates and trainees returning from maternity leave this brief gap, where the trainees are not concurrently in post, may be feasible if the service can accommodate this.

4.9.2 Reduced Sessions in a Full-Time Post

A trainee occupies an established full-time post but works reduced hours. The Employing and Host organisation will need to provide their approval to support this arrangement (see Section 5.8).

4.9.3 Supernumerary LTFT Placements

As a result of financial constraints most Deaneries/LETBs are now unable to fund supernumerary LTFT training placements. From 1st August 2014 the Wales Deanery will be phasing out supernumerary LTFT training placements with the priority to place more trainees in slot shares.

Historically supernumerary placements were fully funded by the Deanery (excluding out of hours or banding supplements), a new post was created to enable the LTFT trainee to be slotted in and the substantive full time post could be back-filled. This arrangement requires specific Educational Approval to ensure the training post meets curriculum and training requirements.

The Deanery recognises that the geography of Wales may prove challenging to accommodate slot shares but the priority is to spread the access to the limited funds available in order to meet the ongoing demand.

5.0 Application Process

- 5.1 The LTFT Training Process (Appendix 1) summarises the application and approval process for LTFT Training in Wales.
- 5.2 All trainees can apply for LTFT training either at the point of application for entry into specialty training or at any time once they have been accepted into specialty training. As for all other applicants wishing to enter in specialty training, competitive appointment into specialty training is required but must not be affected or influenced by the applicant's wish to be considered for LTFT training.
- 5.3 Before applying trainees are advised to discuss their plans with the relevant LTFT Specialty Advisor/Training Programme Director (TPD) to ascertain the impact this will have upon their future training.
- 5.4 Eligibility Assessment
 - 5.4.1 The trainee will need to download, complete and submit a LTFT Training Application Form (Stage 1) in order to have their eligibility assessed against the criteria. Forms can be downloaded from www.walesdeanery.org and should be returned to flexibletrg@cardiff.ac.uk.
 - 5.4.2 Trainees should aim to submit completed applications at least 4 months prior to the preferred start date to ensure that the process is completed and trainees and

Employing/Host organisations provided with a suitable notice period of the planned change. It is possible that the process will be delayed if the form is submitted later than one month before the proposed start date.

5.5 Eligibility Confirmation

- 5.5.1 If a trainee is deemed eligible the Deanery will issue an Eligibility Confirmation Letter usually within 10 days of receipt of the application (Stage 1a). This letter does **NOT** constitute approval for the trainee to commence working in an LTFT training post as further approvals (i.e. Funding, Employing/Host Organisation and Educational) are required as part of the process.
- 5.5.2 Where there is uncertainty about a trainee's eligibility further information or supporting documentation may be requested by the LTFT Training Officer. On occasion it may be necessary for trainees to meet with Deanery personnel to discuss their plans further.
- 5.5.3 If the trainee is deemed not eligible, then they have the right to appeal as per Section 5.10 of this policy.
- 5.5.4 Where a trainee is applying to work LTFT due to disability or ill health this information will be passed on to the Professional Support Unit within the Wales Deanery who may contact the trainee to offer additional support. This may include onward referral to employer services, other Deanery services or external providers.

5.6 Development of the LTFT Training Plan

- 5.6.1 When eligibility is confirmed the trainee will be issued with a copy of the LTFT Training Plan Form (Stage 2). It is the trainee's responsibility to meet with the relevant LTFT Specialty Advisor/Training Programme Director to develop this pro-rata Training Plan for consideration by the Employing/Host Organisation and the Deanery.
- 5.6.2 The process of completing the LTFT Training Plan should be initiated at least 3 months before the trainee is due to commence LTFT training or rotate into a different training post.
- 5.6.3 The LTFT Training Plan must be considered and approved by the Employing/Host Organisation for all trainees.
- 5.6.4 The LTFT Training Plan must also be approved by the Wales Deanery before the trainee can start in post. Failure to do so may result in the trainee being paid incorrectly by their employing organisation.
- 5.6.5 Trainees will be notified of their LTFT training start date once their LTFT Training Plan has been approved by the Wales Deanery (Stage 3).

5.7 LTFT Training Placement Funding Approval

- 5.7.1 Slot sharing posts are subject to funding availability and approval is required from the Wales Deanery before these placements can go ahead. LTFT Specialty Advisors/Training Programme Directors are advised to discuss plans for slot sharing arrangements with the Deanery **prior** to the completion of the LTFT Training Plan to avoid delays if funding is not available.
- 5.7.2 Where funding is not available LTFT trainees will be placed on a waiting list. Options for the trainee to work reduced hours in a full-time slot will be explored with current/future employing/host organisations. If this is not agreed trainees may be required to work full time until funding becomes available.
- 5.7.3 Within Wales in any given financial year the LTFT funding available may vary depending upon demand. Because the funding situation can vary, some trainees may start LTFT training immediately, whereas others in a similar situation may have to wait.
- 5.7.4 Where LTFT funding is provided to Employing Organisations from the Deanery, the Employing Organisation is responsible for invoicing the Deanery on a monthly basis for all approved trainees. Invoices should include the Trainees name, Host organisation details, Specialty, Period of the invoice, %WTE, the basic salary grade, Pay point and amount, the banding grade and amount and the employer on costs (NI and Pension). Employing Organisations are responsible for providing the Deanery with the salary details of any new LTFT trainee.

5.8 LTFT Employing/Host Organisation Approval

- 5.8.1 Once an LTFT Training Plan has been developed this will need to be shared with the appropriate Medical Workforce and OD Department of the Employing/Host Organisation for consideration in accordance with its own procedures. A decision will be made which takes into account the impact upon service delivery across the whole of the Host Organisation.
- 5.9.2 Trainees should be aware that in the event the initial Host Organisation approached does not support the request to work LTFT the Deanery may choose to approach an alternative Employing/Host Organisation to try to identify a suitable training placement. This process may result in a delay however trainees will be consulted on this and updated on progress.
- 5.9.3 Employing/Host organisation have a statutory duty to consider applications but they still have the right to refuse if there are business reasons for doing so. These reasons include:
- burden of any additional costs
 - Inability to reorganise work amongst existing staff
 - Inability to recruit additional staff
 - Detrimental impact on quality.

- Detrimental effect on ability to meet customer/patient demand
- Detrimental impact on performance
- Insufficient work during the periods the employee proposes to work
- Planned structural changes.

The above list is not exhaustive.

5.9 Appeals

- 5.9.1 It should be noted that all trainees have a right to request LTFT training, and the Wales Deanery has a duty to consider each application positively. However there is no right to LTFT training in itself.
- 5.9.2 Where an application is deemed ineligible by the Wales Deanery the applicant has a right to appeal.
- 5.9.3 It is recommended that trainees first attempt to resolve any issues informally in discussion with the Deanery. If agreement cannot be reached, trainees should contact the Associate Director for Secondary Care detailing the grounds for the appeal.

6.0 Renewal Procedure

- 6.1 Trainees are required to reapply for confirmation of eligibility and approval of their LTFT Training Plan at every change of placement by completing and returning the LTFT Training Plan. Failure to conform to this requirement will result in any Deanery funded support ending on the date of the current approved LTFT Training Plan.
- 6.2 As stated in section 5.7.2 the process of completing the LTFT Training Plan should be initiated at least 3 months before the trainee is due to rotate into their *next* placement if this is not incorporated within the current LTFT Training Plan.

7.0 Additional Guidance

7.1 Agreed Start Date

- 7.1.1 It is very important that trainees remain in regular contact with the Deanery to communicate any information which may impact on the trainee's preferred start date for LTFT training. This includes changes to address, names, employing location, working hours and/or periods of long-term absence, e.g. maternity breaks/serious illness.
- 7.1.2 In order that trainees join the specialty induction programme and educational programme arranged for all new appointees, it is highly desirable that trainees take up their LTFT training post at the same time as full time colleagues whenever possible.

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7.1.3 In order to manage the available funds, it is essential that the trainee informs the Deanery if the anticipated start date needs to be modified. Where there are funding implications, this enables other trainees to benefit in the event that LTFT training is no longer required.

7.2 Study Leave

Study leave funding is provided on a pro rata basis for LTFT trainees, this means the same total funding over the duration of the training programme. LTFT trainees should apply for study leave in the usual way. If a trainee is required to attend a course/training event on a weekday they do not normally work the trainee is entitled to claim back a day in lieu of study leave if they wish to do so.

7.3 Annual Leave

Annual leave and public holidays for LTFT trainees are calculated on a pro-rata basis. Advice should be sought from the employing organisation, usually Medical Workforce Department.

7.4 Period of Grace (where applicable)

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

7.5 Extensions to training following unsatisfactory ARCP outcomes

If training needs have been met and extra time is required to enable trainees to retake exams the extension period should be the same for LTFT trainees and full time trainees. If training needs have not been met the extension period should be pro rata until the needs have been met.

7.6 LTFT training for LAT Doctors

7.6.1. Trainees appointed in open competition to a fixed term training post of 12 months or less (LAT/FTSTA) will be eligible to apply for less than full time training and must complete the process in the usual way.

7.6.2 The duration of the fixed term appointment will NOT be extended to allow a less than full time trainee to complete the whole time equivalent of the post advertised.

7.6.3 Where working less than full time will not allow the trainee to complete three months whole time equivalent in that specialty, that time may not be recognised towards CCT / CESR applications. The trainee should discuss this with the relevant Royal College and / or GMC.

7.7 Changes in Circumstances including %WTE

7.7.1. Where there is a change to the trainee's personal circumstances, e.g. contact address/telephone or maternity leave, the Deanery should be notified as soon as reasonably practicable as it may release LTFT funding which may be required for another trainee. This information can be emailed to flexibletrg@cardiff.ac.uk.

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- 7.7.2 There may be occasions where a trainee may need to change the %WTE. Where this occurs the trainee must inform the Deanery in writing (flexibletrg@cardiff.ac.uk) of the change in circumstances that necessitates this change in %WTE and submit an amended LTFT Training Plan to reflect these new arrangements. As stated within this Policy the LTFT Training Plan should be completed at least 3 months in advance of the required change to ensure that Employing/Host organisations are provided with a suitable notice period of the proposed change.
- 7.7.3 LTFT trainees in Wales who are changing training programme i.e. from Foundation to Specialty or from Core to Higher Training will need to inform the Deanery of this change in circumstance as soon as possible. The trainee will need to work with the new LTFT Specialty Advisor/TPD to develop an LTFT Training Plan.
- 7.8 Moving from LTFT training to full time training
- 7.8.1 This is possible at any stage in training, but will depend upon availability of training capacity and so it may take some time to find an appropriate slot in the programme for a trainee to return to on a full time basis.
- 7.8.2 Trainees wishing to return to full-time training should inform the LTFT Training Officer (Flexibletrg@cardiff.ac.uk), LTFT Specialty Advisor (if applicable), Training Programme Director and Specialty Manager of the date from when they wish to return to full time training as soon as possible.
- 7.8.3 Trainees should provide at least 3 months' notice of this intention. There may be times when trainees can return sooner but this depends upon the availability of suitable placements and is not guaranteed.
- 7.8.4 Any trainee who has requested to return to full time training must submit a new LTFT application to the Deanery to assess their eligibility should they wish to return to LTFT training.
- 7.9 Additional Employment
- 7.9.1 LTFT trainees are not permitted to undertake any regular contracted employment either within or outside the NHS in addition to their LTFT training posts.
- 7.9.2 There may be occasional exceptions to this however these must be discussed and approved by the Deanery before commencing.
- 7.10 Tier 2 Trainees
- 7.10.1 For any Tier 2 trainee wishing to move to LTFT the Deanery will work with the Tier 2 sponsor to review the sponsorship arrangement to ensure that they are in compliance with the Tier 2 sponsor duties and responsibilities.

8. Responsibilities and Duties of Trainees

- 8.1 Trainees should understand that LTFT training is not an automatic right and its availability is governed by finite resources which may require trainees to be placed in a variety of slot sharing, part time and full time placements throughout the course of the training programme.
- 8.2 When applying for LTFT training, trainees must ensure all information used in support of their application is accurate and is not in any way misleading. The Wales Deanery reserves the right to cross-check all information entered onto LTFT Application Forms.
- 8.3 Trainees should not dictate the terms and conditions of their LTFT training placements to Employing/Host organisation. The process is one of negotiation between all relevant parties. The requirements of the relevant curriculum have to be met on a pro-rata basis.
- 8.4 Trainees are not permitted to carry out any additional employment not covered by Section 7.9.
- 8.5 Trainees must ensure that the LTFT Training Plan is completed in good time before their planned start date. It is the trainee's responsibility to raise concerns about the progress of an application with the relevant parties.
- 8.6 Existing LTFT trainees must ensure that a new LTFT Training Plan is completed for all LTFT placements on a training programme.
- 8.7 Trainees should notify the Wales Deanery (and other relevant parties) when there is a change in circumstances relating to:
 - a) The planned start date
 - b) Their eligibility
 - c) A proposed change to their LTFT training arrangements
 - d) The host organisation they are working at (i.e. rotations)
 - e) Time out of programme (including maternity leave)
 - f) Resignation from the training programme
 - h) Returning to full time training.

9. Responsibilities and Duties of the Wales Deanery

- 9.1 The Wales Deanery will treat all applicants equally, regardless of gender, age, race, disability, religion or belief, sexual orientation.
- 9.2 The Wales Deanery is responsible for ensuring that all medical LTFT training is undertaken in posts and programmes that have been prospectively approved by the GMC.
- 9.3 The Wales Deanery will manage the LTFT training process in such a way that information pertaining to a LTFT trainee flows between all relevant parties. "Relevant parties" includes,

but is not limited to; the trainee, LTFT Specialty Advisors/Training Programme Directors, Medical Workforce Departments, Finance Officers and Sections of the Wales Deanery.

9.4 The Wales Deanery is committed to enabling as many eligible LTFT applicants as possible to train on a LTFT basis. This includes promoting the mainstreaming of LTFT training and ensuring that supernumerary placements are arranged only as a last resort.

9.5 The Wales Deanery will endeavour to adapt its policy as required to reflect changes in national guidelines and/or legislative changes relating to LTFT training or part-time working in general.

10. Responsibilities and Duties of Employing and Host Organisations

Employing and Host Organisations will treat LTFT trainees and full-time trainees equally, and in accordance with established policies and procedures.

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Appendix LTFT Training Process – flow diagram

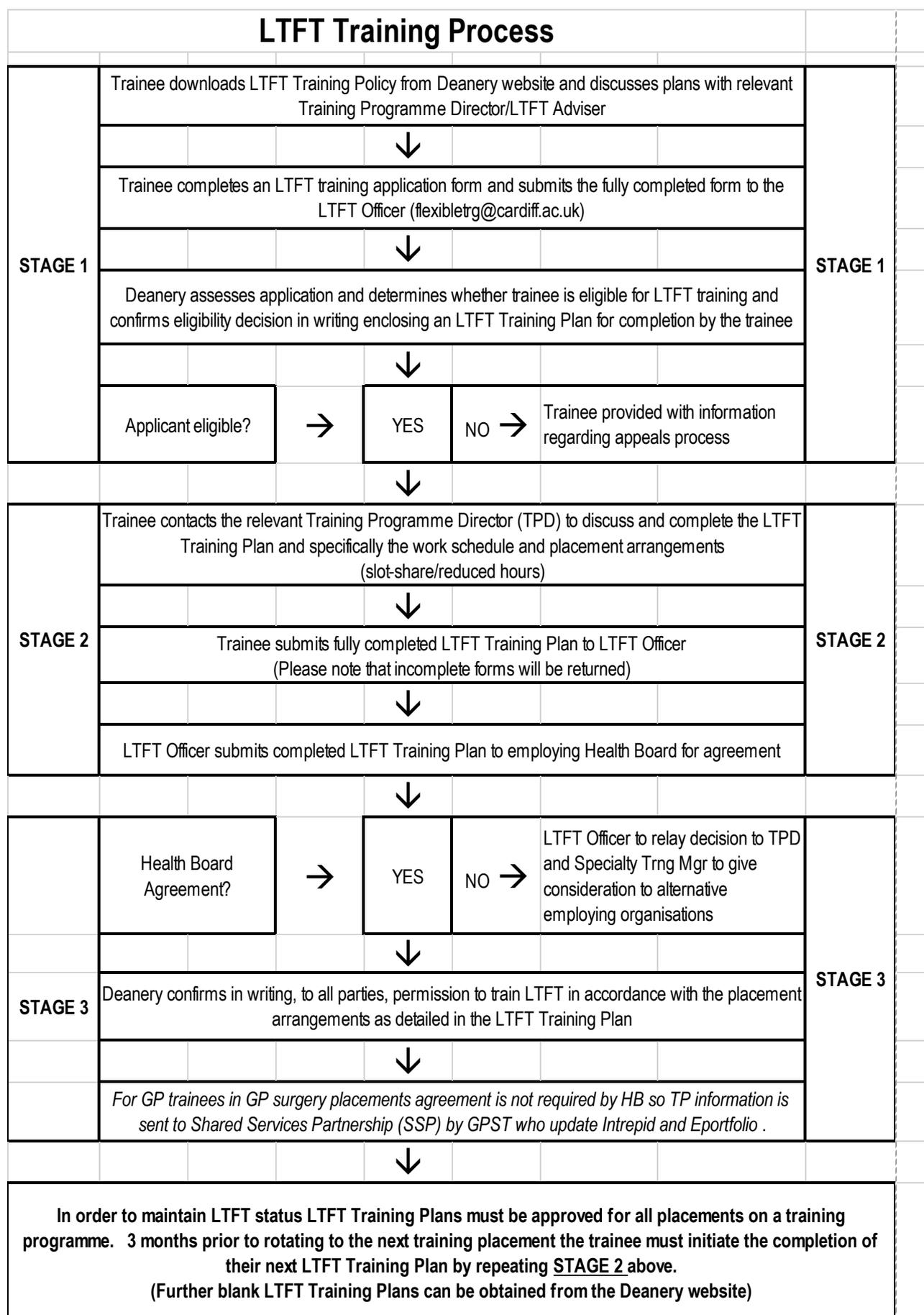
STAGE 1 LTFT Application Form

STAGE 1a LTFT Eligibility Confirmation

STAGE 2 LTFT Training Plan

STAGE 2a Health Board Approval

STAGE 3 LTFT Post Confirmation Letter





LTFT Training in Wales – APPLICATION FORM

Note to the Trainee: You can use this form to make an application to train Less than Full Time (LTFT).

You should ensure you have read the LTFT Training Policy document as this will provide you with details regarding the process.

You should ensure that you submit your application to the Deanery well in advance of the date you wish the request to take effect (at least 4 months prior to the planned start of LTFT training).

You must also ensure that you have discussed this application with your Training Programme Director before submission.

Once you have completed the form, you should immediately forward it to flexibletrg@cardiff.ac.uk (you might want to keep a copy for your own records).

CONFIDENTIAL

PART 1 - APPLICANT DETAILS			
Surname		First Name	
GMC/GDC Number			
Address for Correspondence			
Home Tel. No.		Work Tel. No.	Bleep/Ext.
Mobile No.		E-mail Address	
Current Training Post			
Grade and Year		NTN/VTN	
Specialty		Current Hospital/Practice	
Start date		Anticipated end date	
CCT/CCST Date		Hours of work	
CT/ST Rotation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rotation/Scheme End Date	
GP VTS Scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
DFT/DCT Scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Current salary			
Are you on a Tier 2 visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently working part time?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please give details		
PART 2 - APPLICATION FOR ELIGIBILITY			
Reason for the request:			
Category 1			
<input type="checkbox"/> Responsibility for caring (Men and women) for children.			
<input type="checkbox"/> Responsibility for caring for ill/disabled partner, relative or other dependent.			
<input type="checkbox"/> Disability, ill health or other health reasons receiving treatment			
Category 2			
<input type="checkbox"/> Other (please provide details)			
PART 3 – PROPOSED LTFT TRAINING ARRANGEMENTS			
Please provide details of your preferred LTFT training arrangements. Please note that there is no guarantee that these can necessarily be met.			
LTFT training for Foundation			
LTFT training for Specialty			
LTFT training for General Practice			
LTFT training for Dental Foundation Training (DFT)			
LTFT training for Dental Core (DCT1)			
LTFT training for Dental Specialty			
Anticipated start date (please specify date, not ASAP)		Reason this date was chosen	
Anticipated End Date		Review date (next rotational date)	
Grade at start of LTFT		Specialty at start of LTFT	
Preferred % WTE			
Preferred Area or Health Board/Trust	SE Wales <input type="checkbox"/> SW Wales <input type="checkbox"/> N Wales <input type="checkbox"/>		
Preferred GP/Dental Training Scheme			

PART 4 - DECLARATION

Please note: We would normally expect that applicants train LTFT with another slot-share trainee. Your details (name, specialty, %wte) may also be shared with others slot sharing with you to develop the LTFT Training Plan.

I can confirm that I understand the following:

- I have read and understood the LTFT Training Policy.
- If my application is deemed eligible this does not guarantee that a suitable LTFT training placement will be identified.
- It is my responsibility to contact the Specialty Advisor for LTFT/Training Programme Director/FP Associate Dean to discuss my application and develop an LTFT Training Plan for consideration by my employing Health Board.
- Until a date for working LTFT has been confirmed in writing from the Wales Deanery I will continue with my current training programme and rotate as previously planned and agreed with the Training Programme Director.
- I acknowledge that I may be placed in a variety of slot sharing, part time in full time placements and full time placements throughout the course of my programme.
- My original training post rotation cannot be guaranteed and I agree to participate in a rotation that meets the relevant curriculum requirements.
- My LTFT training start date will depend upon funding, educational and employer approvals.
- I will be required to participate in the annual LTFT training survey.
- It is my duty to inform my medical Royal College of my LTFT start date and % WTE.
- I will be required to undertake all aspects of my training pro rata including out of hours and I cannot decline to work specific nights unless full time trainees also have the same arrangement.
- I will inform the Deanery of any changes to my current situation and future plans i.e. contact details, LTFT training start and end date, future maternity leave, OOP/IDTs etc.
- Should I wish to return back to full-time training earlier than originally planned this request must be submitted in writing to the Deanery. My return to full time training will only take place when a suitable full-time slot can be identified.
- I will not participate in other paid employment while training less than full time unless agreed in advance with the Postgraduate Dean.

I confirm that I have discussed my application with the Training Programme Director named below.

Training Programme Director _____

I agree that the information given in this application is accurate to the best of my knowledge and belief and that I have not knowingly provided false information.

Signature		Date		
Print Name				

PART 5 - DEANERY USE ONLY

Date LTFT Training Plan received	
Date HB approval requested	

EQUALITY MONITORING FORM



The Wales Deanery is committed to equal opportunities. In order to monitor how far we are achieving this we need certain information from you at the point at which you apply for an LTFT training post. The information sought on this part of the form will not be used as part of the eligibility assessment process. The information you provide will not be included with your application and will only be used for monitoring purposes. Such use will be subject to the provisions of the Data Protection Act 1998.

1. PERSONAL DETAILS			
Date of birth (dd/mm/yyyy)		Gender – Male <input type="checkbox"/> Female <input type="checkbox"/> Do not wish to disclose <input type="checkbox"/>	
2. ETHNIC ORIGIN			
I would describe myself as:			
White White (English) 11 <input type="checkbox"/> White (Irish) 12 <input type="checkbox"/> White (Scottish) 13 <input type="checkbox"/> Irish Traveller 14 <input type="checkbox"/> White (Welsh) 15 <input type="checkbox"/> Other White 19 <input type="checkbox"/>	Black or Black British Caribbean 21 <input type="checkbox"/> African 22 <input type="checkbox"/> Other Black background 29 <input type="checkbox"/> <hr/> Other Other ethnic background 80 <input type="checkbox"/> Do not wish to specify 98 <input type="checkbox"/>	Asian or Asian British Indian 31 <input type="checkbox"/> Pakistani 32 <input type="checkbox"/> Bangladeshi 33 <input type="checkbox"/> Chinese 34 <input type="checkbox"/> Other Asian background 39 <input type="checkbox"/>	Mixed White and Black Caribbean 41 <input type="checkbox"/> White and Black African 42 <input type="checkbox"/> White and Asian 43 <input type="checkbox"/> Other mixed background 49 <input type="checkbox"/>
3. DISABILITY			
Disability has a broad definition which can include physical and sensory impairments, specific learning difficulties, mental health difficulties and other medical conditions which are likely to have a long term effect on you.			
Do you consider yourself to have a disability, impairment, health or learning difficulties?			
Yes <input type="checkbox"/> No <input type="checkbox"/> I do not want to disclose whether I have a disability <input type="checkbox"/>			
If you have ticked YES your application will be forwarded to the Professional Support Unit of the Deanery who may contact you to offer additional support.			

Wales
Deanery
Deoniaeth
Cymru



Our Ref: LTFT/

[Date]

[Name of Trainee]

Sent via email to: [trainee's email address]

Dear [Trainee]

Re: Application for LTFT Training [Insert Grade/Specialty/Training Scheme]

The Wales Deanery received your request to train on a less than full time basis on [insert date] and we note that you wish to commence working on a part-time basis from [insert date] working at [insert % wte].

Your application has been assessed and I can confirm that it meets the eligibility criteria of the Wales Deanery LTFT Training Policy under [insert relevant category and sub-category only].

Please note that whilst your application meets the required eligibility criteria this does **not** guarantee your right to work flexibly, a suitable placement must be identified for you and funding, employer and educational approval obtained.

In order to proceed with your application you are required to submit an **LTFT Training Plan** which must be completed by all relevant parties before an LTFT training placement can be confirmed.

Once you have submitted a completed **LTFT Training Plan** it will be shared with the employing and host organisation where you are proposing to undertake the LTFT training placement for their approval. Once all of the agreements and, where applicable, financial arrangements are in place you will receive confirmation from the Deanery outlining your start date for LTFT training along with details regarding your LTFT training post.

I am copying this letter to the individuals named below who can assist you in your request to train less than full time in the Wales Deanery.

Your sincerely

Tracy Shellard

Mrs Tracy Shellard

Executive Officer - LTFT Training

cc Training Programme Director
LTFT Specialty Advisor/GP Training Wales
Specialty Training Manager, Wales Deanery

Enc. Blank LTFT Training Plan

Wales Deanery
Cardiff University
1st Floor, Neuadd Meirionnydd
Heath Park
Cardiff CF14 4YS

Tel Ffôn +44 (0)29 20687442
Fax Ffacs + 44 (0)29 20687894
e-mail flexibletrg@cf.ac.uk

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Raddedig
Prifysgol Caerdydd
Neuadd Meirionnydd
Mynydd Bychan
Caerdydd CF14 4YS

www.cardiff.ac.uk/walesdeanery

Postgraduate Dean and Head of School: Professor Derek D Gallen FRCGP FH A MMED FAcadMed FRCP (Edin)
Deputy Postgraduate Dean: Professor Peter Donnelly FRCPsych BA (Open) PGCME ILTM
Pennaeth yr Ysgol a Deon Yr Athro Derek D Gallen FRCGP FHEA MMED FAcadMed FRCP (Edin)
Dirprwy Deon Yr Athro Peter Donnelly FRCPsych BA (Open) PGCME ILTM



LTFT Training Plan

It is the responsibility of the LTFT trainee to arrange completion of the following:

Surname:		First Name:	
GMC/GDC Number:			
Address for Correspondence:			
Telephone No:		Email:	
Training Programme (include specialty and subspecialty where appropriate)			
Grade and Year of Training			
Employing Health Board			
Hospital			
Start date for this training plan only			
End date for this training plan only			
Number of sessions to be worked (full time is equivalent to 10 sessions)			
PROPOSED WEEKLY TIMETABLE			
	AM (please indicate starting and finishing times)	PM (please indicate starting and finishing times)	
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
Proposed out of hours arrangements			
POST ARRANGEMENTS			
Deanery hospital post number for this Plan: (if known)			
Reduced hours in a full time slot	<input type="checkbox"/> Yes <input type="checkbox"/> No	Agreed % WTE	
Supernumerary (if already confirmed by the Deanery)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Agreed % WTE	
Slot share (must be confirmed by the Deanery)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Agreed % WTE	
Start date for slot sharing arrangement			

End date for slot sharing arrangement		
Details of slot sharers:		
Partner 1	Trainee Name	
	GMC/GDC Number	
	%WTE	
Partner 2	Trainee Name	
	GMC/GDC Number	
	%WTE	
Partner 3	Trainee Name	
	GMC/GDC Number	
	%WTE	
Training Programme Director – I confirm agreement and that these arrangements meet the educational requirements of this trainee.		
Name		
Signature		
Date		
Trainee – I confirm agreement with these arrangements.		
Name		
Signature		
Email address		
Date		
Trainees must now send a copy of the completed LTFT Training Plan to the Deanery for action and approval. You will receive confirmation as to whether your LTFT training arrangements have been approved.		

LTFT Officer to arrange completion of the following:

Host/Employing Organisation – I confirm that the Health Board is satisfied with the arrangements for this post.	
Name and job title	
Signature	
Email	
Date	

Deanery Representative – I confirm that this post is fully approved and funding arrangements (where applicable) agreed.	
Name	
Signature	
Date	

LTFT Training Post - Health Board Approval

Email

TO: Relevant named Health Board contact

SUBJECT: LTFT Training Plan – Dr XXXXXXXXX

Please find attached an agreed LTFT training plan for your consideration. We would be grateful if you could forward this on to suitable individuals within your organisation who can confirm this arrangement on behalf of your Health Board ie Clinical Director, Directorate Manager or Workforce colleagues. If the Health Board cannot accommodate the proposed training plan request please indicate your reason by email as soon as possible.

If we do not get an email response within 10 working days we will assume that the Health Board is able to accommodate the proposed training plan request and will notify all parties of this.

Many thanks for your cooperation.

Executive Officer – LTFT Training



Our Ref: LTFT/

Date

CONFIRMATION OF LTFT TRAINING POST

Dear Colleague

Trainee Name:	
GMC No:	
Grade:	
Specialty:	
Hospital:	
Post No:	
LTFT Status & % wte:	LTFT in a full time slot / Slot Sharing / Supernumerary
Slot Share Partner (if applicable):	
Start Date:	
End Date:	

Wales Deanery
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Heath Park
Cardiff CF14 4YS

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Raddedig
Prifysgol Caerdydd
Neuadd Meirionnydd
Mynydd Bychan
Caerdydd CF14 4YS

The attached LTFT Training Plan has been reviewed and approved by the Deanery.

The pay banding will be dependent on the intensity of out of hours working. The trainee must contact the New Deal Officer in Medical HR immediately to agree a compliant work programme. The trainee should ensure that they work pro-rata, the same number of days, evenings, nights and weekend shifts as the full-time trainees. The trainee is entitled to pro rata study leave and this should be applied for using a locally agreed mechanism.

The Deanery should not receive any additional costs as a result of the LTFT arrangements for this post.

OR

Under the slot-share scenario, Dr XXXXX will be working 50% wte and Dr XXXXX will be working 60% wte, giving a total of 1.1 whole time equivalent. The Deanery will meet the additional cost of 0.1 over and above the whole time post already funded within the establishment.

Health Boards should invoice the Deanery on either a monthly or quarterly basis for trainees where a cost has been agreed by the Deanery. Invoices must be raised within three months of the end of each period (month or quarter) and any invoices dated after this time may not be paid.

In accordance with the Wales Deanery LTFT Training Policy the Deanery must be informed of any changes to this Plan or to the trainee's circumstances.

Yours sincerely

Tracy Shellard

Mrs Tracy Shellard
Executive Officer - LTFT

cc LTFT Training Adviser & TPD
New Deal Project Officer
Health Board Medical Personnel
Postgraduate Centre Manager

Health Board Finance Department
Finance, Deanery
Intrepid, Deanery
Specialty Training Manager, Deanery / GP Training
GP Shared Services
Trainee

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