

Less Than Full Time Training (LTFTT) Process

Trainee completes application form & sends to LTFT coordinator with supporting evidence

Associate Post Graduate Dean (APD) reviews application
(Depending on circumstances the Deputy Dean may also need to agree post)

Trainee receives an email from the LTFT Coordinator confirming if application is eligible or not.

The LTFT coordinator contacts the Training Programme Director (TPD) to request possible placement (Form A).

If supernumerary funding is required, the TPD must complete a Form B and subject to the LTFT Deputy Dean lead for approval.

Once approved, trainee receives an approval email requesting them to fill out Form C (for hospital placements only) on the HEE website

If there any changes to a trainee's LTFT status (percentage increase/decrease, maternity or sickness leave and/or resignations) the LTFT coordinator completes Form D and circulates to the relevant individuals to action the change.