

Less Than Full-Time Training (LTFT) – A guide for London Foundation School Doctors v1.6

The [Gold Guide](#) (10th edition) states that all Foundation Doctors (FDs) in training (including those in the Specialist Foundation Programme) can apply for LTFT. Below is an illustrative list of reasons that LTFT may be considered which include:

- Disability or ill-health (including fertility treatment)
- Caring responsibilities
- Welfare and well-being (including avoidance of burn-out)
- Unique opportunities (e.g. National sporting team selection)
- Religious commitments
- Non- medical opportunities (e.g. offered a place on a non-medical course which requires a specific time commitment to complete)
- Flexibility for training and career development which may enable the development of a portfolio career

LTFT for Health Reasons

If you are applying to work LTFT for health reasons you should have an Occupational Health (OH) assessment at your employing Trust. This will guide any reasonable adjustments that may be required to ensure that you are optimally supported at work. The Foundation Training Programme Director (F-TPD) at the Trust will be able to arrange this.

Applying for LTFT

Applications for LTFT must be made via the support portal:

<https://lasepgmdsupport.hee.nhs.uk/support/home>

A 16 week notice period is required and changes can only be initiated at the start of a placement (except under exceptional circumstances).

This will enable any programme changes to be accommodated, and to facilitate changes required by your employing Trust e.g. adjusting rotas and pay. By exception, the employing Trust may be able to accommodate changes with a shorter notice period.

Progression and Timeline

The Foundation programme is both time and competency based, with a minimum of 2 years pro rata required to complete Foundation Training (Gold guide).

Timeline and placements will be adjusted pro rata to reflect the % time training. When you apply for LTFT you will be given a recalculated end of training date.

Fraction of working	Length of F1 (months)	Length of F2 (months)
1.0 (i.e. full time)	12	12
0.8	15	15
0.7	17	17
0.6	20	20
0.5	24	24

- As per GMC guidance, the minimum percentage for doctors in LTFT training should be not less than 50% of full-time training.

Posts will remain 4 months so you will rotate at the same time as other FD (i.e. August, December and April). This will enable you to remain in sync with your colleagues and attend local induction sessions.

For example,

Full-time F1 or F2: 12 months (3x 4 month posts)

Equivalent F1 or F2 time working at LTFT 0.8: $12 / 0.8 = 15$ months (3.75 x 4-month posts)

Equivalent F1 or F2 time working at LTFT 0.6: $12 / 0.6 = 20$ months (5 x 4-month posts)

Oversight of your placements will be managed by the Foundation School. Wherever possible you will be allocated to a slot share with another FD who is also working LTFT. Your composition of specialties and site of working are subject to change with the aim of achieving a balanced curriculum.

Your pay and annual leave will be adjusted pro-rata by your employer.

Annual Review of Competency Progression (ARCP)

To fulfil revalidation requirements, you require an ARCP at intervals of no more than 15 months. You will generally have an ARCP at the same time as other FD (usually in June) to ascertain your progress and then a final ARCP, 4-6 weeks before the date of your completion of F1/2. You should be given 8 weeks' notice of the date of the ARCP.

LTFT and Accelerated Training

There is no scope for F1 doctors to undertake accelerated training due to the Medical Act.

In **exceptional** circumstances, F2 Doctors who are working LTFT may be considered for an accelerated timeline. This decision can only be made by an ARCP panel and will be based on the following principles:

- An end of training date can only be changed by an ARCP panel
- The ARCP decision must not be presumed beforehand
- The portfolio must contain no concerns for an ARCP panel to consider an accelerated timeline request.
- The request to consider an accelerated timeline should be made at the penultimate post (ie at the end of FY1) ARCP.

The School will review and ratify all ARCP panel recommendations on an accelerated timeline and will make a recommendation to the Postgraduate Dean.

- When an accelerated end date is determined, any further extensions required will be managed through ARCP developmental outcomes.
- If a FD leaves earlier than the end date, ARCP outcome can be updated to N21 or N22 (resignation).

When an ARCP panel supports a request for an accelerated timeline they will advise the Postgraduate Dean. The final decision regarding an accelerated timeline rests with the Postgraduate Dean. There is no appeals process should a request for accelerated training be turned down by an ARCP panel.

LTFT and Tier 2 Visas

FDs who are on Tier 2 and skilled worker visas are also eligible to apply for LTFT. FDs must consider the minimum salary thresholds for visa requirements and should take this into account when applying for LTFT. Further information can be found at:

<https://lasepgmdsupport.hee.nhs.uk/support/solutions/articles/7000069103-ltft-fortrainees-with-a-tier-2-visa-skilled-worker-sponsorship>

SuppoRTT

If you are returning to work after an absence of 3 months or more you are eligible for additional assistance in planning your return via the NHSE SuppoRTT programme: <https://london.hee.nhs.uk/professional-development/supported-return-training>

This programme can offer funding to enable you to arrange supernumerary cover for the first couple of weeks of your return, attend courses designed to facilitate your

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return which may not be accessible under study leave budgets and access coaching and mentoring.

Each Trust will have a dedicated SuppoRTT Champion who will be able to help you navigate your return to work. The Foundation Training Programme Director (TPD) for your Trust should be able to put you in contact with this person. If you are having difficulty identifying or contacting your Trust SuppoRTT Champion, please contact the Foundation School via the portal

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

Changing LTFT percentage

When you start working LTFT you will stay at that fraction for 12 calendar months unless there are exceptional circumstances. In this case an earlier change can be considered.

You will be advised of the date when you can change LTFT fraction at the time of your application.

Changes to working LTFT fraction require at least 16 weeks' notice. Applications must be made via the portal: <https://lasepgmdesupport.hee.nhs.uk/support/home>. If you are in a slot share and returning to work full-time, there will likely be a change to your subsequent programme composition.

Any change will mandate a further recalculation of your end date.

All requested changes will be offered subject to vacancy.

Your pay and any on call responsibilities will also be re-calculated by your employer to take account of your new working pattern.