

Our ref: SR/eb/
Your ref:

**North West Office
Training Programme Management**
3 Piccadilly Place
Manchester
M1 3BN

E: ltft.nw@hee.nhs.uk

Sent via email

06 September 2022

Dear trainee

RE: Less Than Full Time Training (LTFT) Category 3

I am writing to you today to inform you that the window of opportunity to apply for Less Than Full Time Training (LTFT) Category 3 status from February 2023 rotation will be open from Monday 12th September 2022 until Friday 14th October 2022

Under this scheme all trainees will be eligible to train at 50%, 60%, 70% or 80% by requesting Category 3 status, without having a specific reason.

To simplify the process below are several points which will be activated for everyone in the future.

1. LTFT will commence only at rotation points – unless an unexpected reason is identified during a placement for example health, carer, parental leave.
2. Increasing back to fulltime will only be allowed at a rotation change and with notice unless exceptional circumstances apply.
3. The form will ask for the reason as it does now and in the case of health as for confirmation of engagement with health care /OH (duty of care)- this will allow us to monitor the situation.

Each subsequent rotation for a LTFT trainee will be managed as at present.

Here is the [link](#) to the expression of interest form which will need to be completed by you to provide further details of how to progress your Category 3 request.

This should streamline the process and make it more straightforward.

It is essential that all forms associated with this application are submitted as soon as possible to allow for a timely and efficient rotation process to be completed.

If we get a significant increase in the number of LTFT requests going forward it is important to remember that whilst we you cannot be refused LTFT Category 3, the requirements of the organisation will always be considered and there is a possibility it may be deferred.

Please note the open and closing dates of the window for application.

Should you have any questions or queries please do not hesitate to contact me further on the LTFT email address at ltft.nw@hee.nhs.uk

Yours sincerely

Dr Shirley Remington
Deputy Dean