

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

15 March 2022

Dear trainee

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

I am writing to you today to inform you that the Less Than Full Time Training (LTFT) Category 3 pilot scheme is coming to an end, it is to be replaced by a permanent LTFT Category 3 which is to commence in August 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, the window of opportunity to apply will be open between Monday 14th March until Monday 18th April.

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. Initial application for LTFT will be in 2 windows mid March to mid April and mid September to mid October. 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 rotations 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 for you provided with further details of how to progress your Category 3 request.

This should streamline the process and make it more straight forward.

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 address on the LTFT email address at ltft.nw@hee.nhs.uk

Yours sincerely



Dr Shirley Remington
Deputy Dean