**Guidance for Training Programme Directors in managing Less Than Full Time (LTFT) Applications**

1. All postgraduate dentists in training (PgDiTs), including dentists on academic training programmes, can apply for LTFT training and it is expected that the number of LTFT PgDiTs will continue to increase over the coming years. Every application must be treated positively.  
   Where a programme is receiving a high number of LTFT applications, it may be necessary to prioritise. Priority should be given to applicants with:

* disability or ill health (this may include those on in vitro fertility programmes)
* responsibility for caring (men and women) for children
* responsibility for caring for ill/disabled partner, relative or other dependant.

1. TPDs must be aware of all LTFT and returning to full-time applications within their programme to ensure swift and appropriate decision-making and rotation planning. PgDiTs are advised that they must discuss with their Training Programme Director prior to making an application and that applications will not be accepted by NHS England without TPD agreement.  
     
   The application form is available on the website: <https://www.yorksandhumberdeanery.nhs.uk/professional-support/policies/ltftt>
2. Regardless of the start date, PgDiTs MUST also allow for 16 weeks’ notice of the date of change – or 12 weeks for new starters wishing to commence LTFT from the programme start date. We are unable to accept any application outside this window unless it meets exceptional circumstances.  
     
   For the purpose of this process, exceptional circumstances are defined as:   
    *A sudden (within the 12 weeks leading up to the date of application) change in circumstance related to health, parental care, or other caring responsibilities that could not be planned for in advance.*

Evidence must be submitted on application.

The below reasons DO NOT count as exceptional. These applications must be submitted with 16 weeks’ notice.

* Long-term health conditions or surgery that could be planned for in advance
* Parental care that could be planned for in advance, i.e. following return from maternity/paternity leave
* Caring responsibilities that could be planned for in advance
* Welfare and wellbeing
* Work-life balance
* Religious commitment
* Non-medical development
* Training and career development
* Exam or study preparation
* Unique opportunities

1. A change in percentage can only commence on already established rotation dates, return to work dates following statutory leave, or the next agreed rota cycle within your Trust, unless there are exceptional circumstances.
2. The UKVI has rules regarding the minimum salary threshold for sponsored doctors and dentists. If a PgDiT holds a skilled-worker visa, it is their responsibility to ensure they meet this threshold prior to making an application to change their working percentage. They must also inform the Deanery Sponsorship Team of their application by emailing [england.sponsorshipsupport.yh@nhs.net](mailto:england.sponsorshipsupport.yh@nhs.net).
3. The Deanery approves the change to the training percentage only. Employment issues such as rotas, out of hours work, pay, and periods of leave must be discussed and agreed with the Trust directly. PgDiTs are advised that they may not be able to have their preferred working pattern accommodated. If a PgDiT is in a rotational training programme, their working pattern may need to change as they rotate into a new placement, depending on what the Host Trust can accommodate. They should initiate these conversations prior to rotating.
4. LTFT PgDiTs will either occupy a full-time post or (in Dental Core and Dental Specialty Training) two LTFT PgDiTs can be put into a slot share, where the funding from one post is utilised for both PgDiTs. PgDiTs that are in a slot share may only be allocated 50% of the on-call commitment, even if their WTE is more than 50%. Similarly, LTFT PgDiTs that are occupying a full-time post may be asked to provide a full contribution to the on-call rota. All discussions around out of hours arrangements should be taken forward with the Host Trust.
5. For NHSE Funded posts in Dental Core and Dental Specialty Training, the full funding amount will be paid to the Trust, regardless of whether the occupant is full time or LTFT. Where a post is occupied by a LTFT PgDiT, it may be necessary for the Trust to use the remaining funding from the post to pay the salary of the PgDiT for their additional training time.
6. Trusts may prefer to have LTFT PgDiTs in a Trust Funded post so they have direct knowledge and management of the PgDiT’s salary.
7. Supernumerary funding is rare and only available on a short-term basis in exceptional circumstances, when there are unavoidable changes in a PgDiT’s circumstances. Requests for supernumerary funding will not normally be supported when there are gaps on the rotation.
8. LTFT PgDiTs will progress at a slower rate and their completion date will be extended pro-rata.

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| Training Time (months) | Time to complete at 50% (months) | Time to complete at 60% (months) | Time to complete at 70% (months) | Time to complete at 80% (months) |
| 12 | 24 | 20 | 17.1 | 15 |
| 24 | 48 | 40 | 34.3 | 30 |
| 36 | 72 | 60 | 51.4 | 45 |
| 48 | 96 | 80 | 68.6 | 60 |
| 60 | 120 | 100 | 85.7 | 75 |

There is a [CCST Date Calculator](https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/completion_date_calculator.xls) that can be used to calculate a PgDiT’s completion date.

For Dental Foundation Training and Dental Core Training particularly, this will mean PgDiTs are out of sync with National Recruitment processes and timelines. This will need to be considered when declaring vacancies for the next training year as posts may need to be held back for current LTFT PgDiTs.

There is no period of grace for Dental Foundation or Dental Core Training programmes so their employment will end on their training completion date. This may also leave your Trust with a gap as there will be no new starter available to fill the post.     
The Trust may wish to recruit any LTFT PgDiTs completing out of sync as a LAS (Locum Appointment for Service) as a way of filling the rota gap and allowing the PgDiT to remain in employment until the end of the academic year.

1. Due to the extended period of training, a LTFT PgDiT’s RCPs may be out-of-sync with their full-time peers, particularly in Dental Foundation Training and Dental Core Training where the posts are only 12 months. Dental Support will help Training Programme Directors identify when a PgDiT is due for RCP.    
     
   Training at 80% in Dental Core Training does not make a PgDiT in eligible to complete RCP at the same time as their full-time peers. It may be possible to request an earlier final RCP in exceptional circumstances, where it is demonstrated they are on track to have all curriculum requirements completed. This request would need to be submitted to the Associate Dental Dean for consideration, taking in to account the time required to arrange an RCP panel.   
   In Dental Specialty Training, discussions regarding progression should be take place at the annual ARCP. LTFT PgDiTs still need an ARCP at least every 15 months, as per the guidance for full time PgDiTs. Any request from the PgDiT to bring forward their CCST date should take place prior to their penultimate ARCP.

There should be no expectation or pressure placed on PgDiTs to have an earlier final RCP or to complete their training programme early.

1. LTFT PgDiTs are asked to be flexible to attend induction days and mandatory study days even if they fall on their non-working days.  
   If attending a study day means that the PgDiT has worked above their contracted hours, they should discuss with their Host Trust/Dental Practice about taking back any additional time in lieu.

**Support**

Each Trust has a LTFT Champion who can assist you so it is worth identifying them.

For queries related to training requirements, RCPs, completion dates etc, please contact the relevant Associate Dental Dean or the Dental Support Team:

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| Dental Foundation Training | [jason.atkinson1@nhs.net](mailto:jason.atkinson1@nhs.net) |
| Dental Core Training | [ghazala.ahmad-mear@nhs.net](mailto:ghazala.ahmad-mear@nhs.net) |
| Dental Specialty Training | [richard.balmer1@nhs.net](mailto:richard.balmer1@nhs.net) |
| Dental Support Team | [england.dentalsupport.yh@nhs.net](mailto:england.dentalsupport.yh@nhs.net) |