**LTFT Category 3 Expansion: FAQs for Trainees**

**What is LTFT Category 3 Expansion model?**

This year will allow for trainees in specialities that do not currently offer Category 3 LTFT (Emergency Medicine, Paediatrics and Obstetrics and Gynaecology) and will allow trainees to go LTFT for 4 months at 0.8 WTE only. This offer would be extended to trainees who currently do not work LTFT and could be taken up during a 12-month window from the planned rotation date.

The objective of undertaking this during a 12-month window will allow a staggered approach of trainees going LTFT temporarily to help manage service provision.

Following this the LTFT Category 3 full model will then be implemented, this will allow trainees to undertake a period of LTFT Category 3 at 50%, 60%, 70% or 80% WTE for a longer period of time.

This two year model is being rolled out to all specialties over a two year period.

**When is the application window?**

The application window for all of the specialties included in the expansion will open on 1st April 2021.

In line with Code of Practice timescales, trainees are asked to provide a minimum of three months’ notice (before their desired starting date). Therefore, a trainee wishing to work less than full time (80%) under the Category 3 criteria from August onwards should submit their application by no later than 30th April, unless in exceptional circumstances.

The window of application will then remain open until 31st December 2021.

Applications at other points during the ‘lead in year’ would only be considered in exceptional circumstances (with supporting evidence also potentially requested).

**How much am I expected to work?**

**For the Lead in Year**

This period will allow you to work 80% of the working week for a 4-month period. Daytime working, on call and out of hours will be undertaken on a pro rata basis compared to trainees in the same specialty and grade. Flexibility can be given to WTE at the discretion of the Postgraduate Dean. A LTFT trainee’s programme should contain the same elements as that of a full time trainee, including departmental meetings, audit, research, teaching, etc.

**For Year Two**

From year 2 you can apply to work at either 50%, 60%, 70% or 80% WTE. A LTFT trainee’s programme should contain the same elements as that of a full time trainee, including departmental meetings, audit, research, teaching, etc.

**Can I choose what day I have off?**

In order for providers to effectively manage rotas, it will be for your provider to determine which day off a week you can take.

**Will I get my first window preference in the lead in year?**

HEE YH will endeavour to facilitate a trainee’s preferred date-based window. However, this will be subject to placement availability and rotational impact. If a preferred window cannot be facilitated, a formal discussion will take place with the trainee, with a view to exploring alternative options.

**What happens if I rotate during my 4-month LTFT period?**

Where possible the HEE local office will try to accommodate the trainee’s 4 month LTFT period to ensure it does not span their rotation date.

**Do I have to do on call?**

If the equivalent post has on call duties, trainees will need to do approximately pro-rata the on call to full time trainees. If trainees have already undertaken and met the curriculum requirements for on call/out of hours work within their specialty, then whether or not they are required to do on call will depend on the service needs of the employer. If there are health reasons that would prohibit such work, particularly in the case of suggested patterns of work in an occupational health report, trainees will need to meet with your faculty (TPD, Head of School, AD or Deputy Dean) to agree a bespoke placement.

**How much leave should I get?**

Annual leave and study leave will be calculated on a pro rata basis.

**What about courses?**

As a LTFT trainee, you still have to complete all the courses that a full timer has to do in your allotted time, in order to achieve the required Work Place Based Assessment (WPBA) competencies for the specialty. These are not completed on a pro rata rate.

**Can I take time off in lieu?**

Time recouped in lieu of work outside of contracted hours is normally possible. For example, if a LTFT trainee who works Monday, Tuesday and Wednesday attends a training day on a Friday, they should be able to claim a day in lieu of study leave. It would be important however to seek out local arrangements with your contractual employer on such matters in the first instance.

**Will there be an impact on my wages and pension?**

Yes, whilst undertaking the LTFT period, your salary will drop on a pro rata basis and this will affect your pension similarly.

**I am on a Tier 2 visa, can I train LTFT?**

Yes, though, reducing your hours will mean a pro rata drop in salary. However, this should not impact on your ability to work on a Tier 2 visa. If you are applying for a new visa, you must ensure that your salary meets the minimum requirements. If you already hold a Tier 2 visa, you will not have to comply with new minimum salary regulations. We would encourage you to check with the UK Border Agency and HEE’s Tier2 visa office.

**I am on a Tier 4 visa, can I train LTFT?**

If you are currently on, or are considering applying for, a Tier 4 visa and wish to undertake the LTFT short term offer, you will not be eligible for the Tier 4 visa and will subsequently need to apply for a Tier 2 visa instead.

**Can I remain LTFT after the 4-month period?**

You will need to resume your full time working after the 4 month period. If you wish to train LTFT Category 3 you can reapply in the second year for a longer period of LTFT working.