

## Less Than Full Time Training (LTFT) Checklist for Postgraduate Doctors in Training

This list will help you ensure you have considered all options linked with a LTFT application. Ticking off all the below will help to ensure that your application progresses quickly.

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| I have read the HEE Standard operating procedure on LTFT  |  |
| I have visited the HEEYH website and reviewed the resources available to me   |  |
| I understand that if I hold a Tier 2/Skilled worker visa that is sponsored by HEE, I need to ensure I meet the minimum salary requirements  |  |
| I have had or arranged a meeting with my Training Programme Director to discuss my application before submitting it   |  |
| I acknowledge that some groups, those applying on the grounds of ill-health or complex caring will take priority  |  |
| I appreciate that I may not be guaranteed the rotations that have been planned for me   |  |
| I know I can contact my Flexible Working Champion/Guardian of Safe Working at my Trust to discuss my application further  |  |
| If applicable I have contacted Occupational Health for a meeting/report   |  |
| Unless my circumstances are exceptional, my LTFT start date will be the same day as the next rotation date  |  |
| I know if I go LTFT my CCT date will change and I will progress pro-rata  |  |
| I will give at least 16 weeks' notice of my intentions where possible. Where this is not possible, I have given as much notice as I can. I appreciate that my request will be considered but may not be able to be accommodated |  |