

# LTFT Guidance

**Yorkshire and the Humber Deanery**

**Workforce Training and Education, North East and Yorkshire, NHS  
England**

**November 2025**



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| Name of Document                      |               | LTFT Guidance – Yorkshire and the Humber                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                            |
| Category                              |               | Standard Operating Procedure (SOP) - PGDiT management                                                                                                                                                                                                                                                                                                                                                          |                                                                                                            |
| Purpose                               |               | This document is one of a suite of Standard Operating Procedures to support the management of PGDiTs across England. This SOP is aligned to the principles of ‘A Reference Guide for Postgraduate Foundation and Specialty Training in the UK’ (The Gold Guide) and ‘A Reference Guide for Postgraduate Dental Core and Specialty Training’ (The Dental Gold Guide). Please refer to the most recent versions. |                                                                                                            |
| Authorised by                         |               | YH Deanery SOP Delivery Group                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                            |
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|                                       |               |                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                            |
| Version                               | Date          | Author                                                                                                                                                                                                                                                                                                                                                                                                         | Notes<br>Reason for Change, what has changed, etc                                                          |
| 1                                     | March 2025    | Emma James                                                                                                                                                                                                                                                                                                                                                                                                     | New guidance document, operationalising the NHSE SOP at local level.                                       |
| 2                                     | November 2025 | Emma James                                                                                                                                                                                                                                                                                                                                                                                                     | Clarified approval process, added no fault reason under exception, and amended LEP to Employer/Host Trust. |
| 3                                     |               |                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                            |
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## 1. Document Status

This is a controlled document. Whilst this document may be printed, the electronic version posted on the SharePoint site is the controlled copy. Any printed copies of this document are not controlled.

This document is not intended to be interpreted as a policy statement. This is a local guidance document for faculty and staff in the Yorkshire and Humber Deanery to enable consistency of application; it is recognised there may be exceptional circumstances when deviation from this guidance may be required.

## 2. Purpose of the Guidance

Yorkshire and the Humber Deanery supports postgraduate doctors and dentists in training (PGDiTs) who wish to train Less Than Full Time (LTFT).

LTFT training aims to:

- Retain doctors and dentists in the workforce who are unable to continue their training on a full-time basis for a well-founded individual reason.
- Promote career and personal development as well as work/life balance and wellbeing.
- Ensure continued training in programmes on a time equivalence (pro rata) basis.

This document outlines local arrangements for managing LTFT training in Yorkshire and the Humber and aligns with the national [NHSE Standard Operating Procedure \(SOP\) for Less Than Full Time Training](#).

## 3. Scope

This guidance details the overarching approach to LTFT training for Yorkshire and the Humber doctors and dentists in training within Foundation, Specialty, Dentistry, and Primary Care Schools. Note that differences may exist between these directorates in managing LTFT training, so the principles of this guidance should be read alongside any individual directorate procedures.

## 4. Principles of LTFT Application and Training

### 4.1 Eligibility

- 4.1.1 Employees have the legal right to request flexible working, and employment legislation does not prioritise any reasons for such requests. Therefore, all PGDiTs can apply for LTFT training, provided they have a well-founded individual reason.

4.1.2 The Deanery will consider all well-founded reasons. However, support for progressing an application may depend on the training programme's capacity, available resources, and compliance with relevant legislation related to CCT requirements.

4.1.3 Below are some illustrative examples of reasons for requesting LTFT training:

- Disability or ill health, including ongoing medical procedures such as fertility treatment.
- Caring responsibilities, such as for children or an ill/disabled partner, relative, or other dependent.
- Welfare and wellbeing, including work-life balance. There may be reasons not directly related to disability or ill health where PGDiTs could benefit from a reduced working pattern, potentially improving their health and wellbeing (e.g., reducing potential burnout).
- Religious commitment, which may involve training for a particular role and requires a specific time commitment, necessitating less than full-time work.
- Non-medical development. A PGDiT may be offered non-medical professional development opportunities (e.g., management courses, law courses, or fine arts courses) that require a specific time commitment, resulting in the need to work less than full time.
- Training and career development. Options to train less than full time with flexibility that might enable the development of a broad career portfolio.
- Exam or study preparation, where continuing to work full-time would be detrimental to a PGDiTs progression.
- Unique opportunities. A PGDiT may be offered a unique opportunity for personal or professional development, affecting their ability to train full time (e.g., training for national/international sporting events, or a short-term extraordinary responsibility such as membership of a national committee or continuing medical research as a bridge to progression in integrated academic training).

## **4.2 Approval**

4.2.1 Approval to train and work LTFT depends on both the training programme's capacity (considering the impact on other doctors and dentists) and the service's ability to accommodate the working pattern. PGDiTs should discuss their ongoing LTFT status with their Training Programme Director (TPD) to ensure it remains viable within their programme, and with medical staffing teams as they rotate through Host Trusts.

- 4.2.2 Deanery/TPD agreement relates to educational support only. Employer/Host Trusts must make a separate decision about the employment aspects of any application including agreeing the placement and any associated out-of-hours work. Both are required before the PGDiT can formally begin their change in percentage.
- 4.2.3 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 the Employer/Host Trust, unless there are exceptional circumstances.
- 4.2.4 Prior to application, the Head of School should discuss with the Deputy Postgraduate Dean proposals to train at less than 50% WTE.

### 4.3 Exceptional Circumstances

- 4.3.1 For the LTFT application process, the Deanery defines exceptional circumstances as a sudden (within 12 weeks of the date of application) change related to health, parental care, or other caring responsibilities that could not be planned for in advance.
- 4.3.2 If requested by the PGDiT, the Deanery will review their application against the exception criteria and make a decision within 5 working days of receiving the application.
- 4.3.3 In some cases, the Deanery may require supporting documentation as follows:

| Circumstance                                                                     | Supporting Documentation                                                                                                                                         |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Disability / ill health.                                                         | Evidence that an appointment with Occupational Health has taken place and adjustments recommended.<br><br>A letter or fit note from a GP/Consultant or hospital. |
| Responsibility for caring for ill/disabled partner, relative or other dependent. | Confirmation from the dependent's GP outlining the nature of the condition.                                                                                      |
| Responsibility for childcare.                                                    | A written explanation as to the sudden change in circumstance and why this could not be planned for in advance.                                                  |

- 4.3.4 If a PGDiT is unhappy with the decision or feels they have been unfairly treated regarding their exceptional circumstances request, they may request a review of the decision by emailing the Deanery LTFT team, stating their case in writing. They must explain why they believe they have been unfairly treated and provide supporting

evidence. The Lead Associate Dean for LTFT will review the decision on behalf of the Postgraduate Dean.

- 4.3.5 The Deanery will deliver the outcome of the review within two weeks of receipt and ensure all relevant parties are aware of the decision. The review process has one stage only, and the outcome decision is final.

## 5. Application Process

### 5.1 Making an application

- 5.1.1 All PGDiTs must speak with their TPD or equivalent to discuss their application for LTFT training.
- 5.1.2 To apply for LTFT training, PGDiTs must complete the relevant LTFT training application form on the [Deanery website](#).
- 5.1.3 Applicants must submit the completed application form and TPD agreement **at least 16 weeks** before the intended start date of LTFT training. Applications that do not provide the required notice and do not meet the exceptional circumstances criteria will only be processed in line with the next rotation date or the next agreed rota cycle within the Employer/Host Trust.
- 5.1.3.1 Where it is not possible for a doctor in training to submit an application within 16 weeks of the rotation start date due to delays with national or local recruitment, every effort will be made to accommodate the placement at the earliest possible opportunity.
- 5.1.3.2 In rare circumstances, an application may be delayed for reasons entirely outside the applicant's control ('no fault' category). In these cases, the Business Manager for LTFT will review the application. If the delay is confirmed to be through no fault of the applicant, the application will be processed separately from the exceptional circumstances process.
- 5.1.4 If a PGDiT wishes to further increase or decrease their whole time equivalent (WTE), they must submit an additional application with at least 16 weeks' notice before the proposed start date.
- 5.1.5 Applicants must provide supporting documentation to show their TPD agreement and, where relevant, justify their case for exceptional circumstances. These documents must be submitted to the Deanery LTFT team at the point of application. Failure to do so will result in a delay in processing the application.

- 5.1.6 Although PGDiTs do not need to reapply for LTFT at the start of each rotation (unless they wish to change their percentage or are changing training programmes), they are expected to consult with each Employer/Host Trust before each placement to ensure they can accommodate the requested work pattern.

## **5.2 Approving an application**

- 5.2.1 The Deanery team will review the application and supporting documents to ensure all required information is provided.
- 5.2.2 If the TPD is unable to agree the application, they should provide the PGDiT with their rationale and continue discussions to try to find a workable solution.
- 5.2.3 Following confirmation of educational support for the application, the Deanery team will notify the Employer/Host Trust.
- 5.2.3.1 **Applications with more than 12 weeks to start date** – The Deanery team will notify the Employer/Host Trust of the applicant via the training programme rotation.
- 5.2.3.2 **Applications with less than 12 weeks to start date** - The Deanery team will forward the application to the Employer/Host Trust for their consideration at short notice. The Employer/Host Trust will confirm their ability to accommodate the placement including an agreed start date. However, with short notice applications, the TPD is expected to have already begun conversations with the relevant Employer/Host Trust to ensure a viable placement is available.
- 5.2.4 The Deanery team will notify PGDiTs of the outcome of their application, ensuring all relevant parties are included.
- 5.2.4.1 If approved, the PGDiT must engage with the Employer/Host Trust to agree their working days and pattern, including on-call arrangements.
- 5.2.4.2 If the Employer/Host Trust cannot accommodate the placement, the PGDiT has the right to appeal the decision with the Employer/Host Trust. In such situations, the TPD should also explore other options, such as considering other viable placements in the programme rotation, working a different WTE, or changing the proposed start date.

## **5.3 Withdrawing an application**

- 5.3.1 If a PGDiT wishes to withdraw their application for LTFT, they must inform the TPD, Employer/Host Trust, and Deanery team in writing.



## **5.4 Skilled Workers**

- 5.4.1 PGDiTs on a Tier 2 or Skilled Worker visa must comply with the UK Visas and Immigration [LTFT minimum salary requirements](#) and report any changes to their training percentage to the NHSE Overseas Sponsorship Team.
- 5.4.2 The Deanery cannot approve any LTFT requests from sponsored doctors and dentists that do not meet the UKVI minimum salary requirements regardless of the reason for the LTFT request.

## **6. Training Options**

Less than full time training may be undertaken in one of three ways:

### **6.1 Slot Share**

- 6.1.1 Two PGDiTs occupy one full-time post between them. The Employer/Host Trust manages work patterns and on-call arrangements.
- 6.1.2 PGDiTs who work in the same slot on a rotation can work at different percentages. While each may work up to 80% WTE, consideration must be given to the educational capacity within the department and the financial impact.
- 6.1.3 The TPD or Head of School should discuss with the Deputy Postgraduate Dean proposals to slot-share doctors in training at less than 50% WTE.
- 6.1.4 TPDs should explore opportunities for slot-sharing before considering any alternative arrangements.

### **6.2 Part-time in a Full-Time Slot**

- 6.2.1 The PGDiT occupies a full-time post but works reduced hours. As this is an established post, no additional funding is required.
- 6.2.2 The Employer/Host Trust may utilise any surplus funds to backfill service gaps.

### **6.3 Supernumerary**

- 6.3.1 The PGDiT is funded outside of the normal training programme. The Deanery only funds PGDiTs on a supernumerary basis in exceptional circumstances where no alternative options are available.
- 6.3.2 Heads of School should make requests for supernumerary funding to the Directorate Deputy Dean.

## 7. Funding Arrangements

### 7.1 LTFT Funding

- 7.1.1 Funding for PGDiTs training less than full time should follow the current approved LTFT Funding Policy document, effective from 1 April 2023, which applies to postgraduate medical placements eligible for the Department of Health and Social Care (DHSC) education and training tariff.
- 7.1.2 For postgraduate medical placements not eligible for tariff funding, such as GP practice placements, Academic, Public Health, Palliative Medicine placements, and Private, Independent and Voluntary Organisation (PIVO) placements, the individual PGDiT is funded, rather than the placement, and such arrangements will remain in place.

### 7.2 Study Leave Funding

- 7.2.1 PGDiTs training less than full time have equitable access to study leave funding, with their entitlement pro-rata based on their WTE %.

## 8. Equality Impact Assessment (EIA)

English Deans are committed to equality, diversity, and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.

## 9. References

- [BMA Flexible Training Overview](#) (2024)
- [COPDEND Blue Guide 2<sup>nd</sup> Edition](#) (2022)
- [COPMeD Gold Guide 10<sup>th</sup> Edition](#) (2024)
- [COPMeD Principles for Supporting Programme Management of LTFT Doctors in Training](#) (2023)
- [Department of Health and Social Care \(DHSC\) Education & Training Tariff](#) (2024-25)
- [GMC Statement on Less Than Full Time Training](#) (2017)
- [GOV UK Flexible Working](#) (2025)
- [NHS Employers Doctors and Dentists in Training Terms and Conditions England](#) (2016)
- [NHS England Enhancing Junior Doctors Working Lives](#) (2023)
- [NHS England Standard Operating Procedure for Less Than Full Time Training](#) (2024)