**Less Than Full Time Training Process**

Trainee must complete the **LTFT1** form to confirm their eligibility



Form emailed to Education Programme Coordinator who will obtain signatures from Education Team Manager and Head of School (discussion may take place with relevant parties at this point to ensure the needs can be met)



EPC will send a confirmation letter to the trainee cc: TPD, VTS admin and lead employer, requesting they submit a completed **LTFT2** form (website link included to obtain form)



Trainee completes appropriate **LTFT2** form depending on whether they are entering practice or hospital placement. This form should be completed for each post and returned at least 2 months prior to the anticipated start date

This form must be signed by:

**LTFT2 Practice Placements**

* Practice Manager
* TPD trainee to obtain
* Head of School (EPC to obtain)

This form should also include a weekly timetable of number of hours that will be worked each day and basis on which the trainee will work ie. Supernumerary

**LTFT2 Hospital Placements**

* Medical Staffing
* Trust Financial Approval trainee to obtain
* TPD or ES
* Head of School (EPC to obtain)

This form will also include a weekly timetable, details of out of hours working and basis on which the trainee will work, as above



EPC will then add the information to the portfolio with new less than full time working % and recalculate the CCT date



Letter sent to the trainee with details of their post and grade, the start date and anticipated end date cc. medical staffing and lead employer and all those that require new CCT date information