



Less than full-time training guidance

The aim of less than full-time training is to provide opportunities for doctors in the NHS who are unable to work full-time. Doctors can apply for less than full-time training if they can provide evidence that “training on a full-time basis would not be practicable for well-founded individual reasons”.

The regulations governing less than full-time training are outlined in [A Reference Guide for Postgraduate Specialty Training in the UK](#).

Doctors intending to undertake less than full-time training do not have to declare their intention at appointment committee interviews, since selection in open competition is based on merit alone. If appointed, the doctor must then declare their situation. A full-time trainee can apply for less than full-time training and for a less than full-time trainee to convert to full-time training.

Deaneries will normally have an Associate Dean who is responsible for less-full-time training and who will be able to advise potential and existing less-than-full-time trainees.

The College has no role in deciding a doctor’s eligibility for less than full-time training; this is the decision of the relevant Postgraduate Dean. However, **doctors must have their less-than-full-time training agreed to by the College in advance of beginning their less-than-full-time training**. It must also be ensured that the post is approved by GMC. Training will be calculated by the College on a pro-rata basis (e.g. one year at five sessions = six months whole time equivalent).



The College expects that less than full-time trainees should undertake:

- The minimum percentage for doctors in LTFT training should be not less than 50% of full-time training (as imposed by the GMC as the competent authority referred to within Article 22 of EC Directive 2005/36/EC). In exceptional individual circumstances, Postgraduate Deans have the flexibility to reduce the time requirement for LTFT training to less than 50% of full-time. However, doctors in training should not normally undertake a placement at less than 50% for a period of more than 12 months.
- no trainee should undertake a placement at less than 20% of full-time
- training programmes equivalent to that of a full-time trainee
- on-call work proportional to that of full-time trainees
- regular meetings with their educational supervisor
- Decisions to grant LTFT training should be subject to regular review to ensure appropriate progression during the period. LTFT trainees will be required to continue to engage with the annual appraisal cycle of ARCP to meet statutory revalidation requirements. Expectations around training and competency progression will be pro rata according to the level of less than full-time training.
- rotations between hospitals and spend a similar proportion of time in district general hospitals and teaching hospitals as full-time trainees (where possible).

The educational supervisor of a less-than-full-time trainee should:

- meet regularly with the trainee (at least every six months)
- ensure that the trainee's educational job description takes into account any learning objectives that have already been achieved and identify the further areas of training required, based on the current College curriculum.



Application procedure for approval of less than full-time training by the College

Trainees applying to the College for approval of their less than full-time training must complete the 'Less than full-time training application form' and submit the following documentation:

- evidence of less than full-time training appointment
- up-to-date curriculum vitae
- educational job description identifying training opportunities and rotations that will be undertaken. This should be tailored to the individual trainee and state duration spent within rotations to ensure equivalent training opportunities to full-time trainees, taking into account training that has already been completed
- weekly timetable (if available)
- training or learning plan (if available)

Trainees who are registering with the College at the same time should only submit one CV. However, if the trainee begins less than full-time training six months or more after registering with the College, an up-to-date CV should be provided with the less-than-full-time training application.

If a trainee has already completed less than full-time paperwork for the Deanery then they can submit this to the College for review and the Training Team will let the trainee know if further information is required.

Upon receipt of a completed application, the Training Department will send the application to the less-than-full-time training advisor of the relevant College Specialty Training Committee (CSTC) for assessment. When the CSTC member is satisfied that the less than full-time training application is acceptable, approval will be confirmed to the trainee (and programme director, where applicable) in writing, along with a revised provisional CCT date.



If a trainee's less than full-time training plan deviates in a significant way from that approved by the College (e.g. a significant change to the rotation), the trainee should provide the College with details of the changes in writing.

If a trainee changes the number of sessions they need to inform the Training Department so that their provisional CCT date can be revised accordingly.

The Training Department at the College should be contacted in the first instance regarding any less than full-time training queries:

Training Department

Email: training@rcpath.org

Further information

[Principles underpinning the new arrangements for flexible training](#)

[GMC statement on for doctors in less than full-time \(LTFT\) training who are working towards a certificate of completion of training \(CCT\).](#)

[Less than full-time \(medical careers\)](#)

[The Medical Women's Federation](#)

