



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. It is possible for a full-time trainee to 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 than full-time training and who will be able to advise potential and existing less than full-time trainees.

The College has no role in making a decision about 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 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:

- Normally be a minimum of five sessions per week, as imposed by the GMC as the competent authority referred to within Article 22 of EC Directive 2005/36/EC. In exceptional circumstances, trainees may be allowed to undertake training at less than 50% of full-time. These circumstances should be considered by trainee’s deanery and should have the support of the Postgraduate Dean or their Deputy. A placement at less than 50% of full time should be for a maximum of 12 months and should be subject to regular review. 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
- 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:

1	evidence of less than full-time training appointment
2	up-to-date curriculum vitae
3	educational job description identifying training opportunities and rotations that will be undertaken. This should be tailored to the individual trainee and clearly state duration spent within rotations to ensure equivalent training opportunity to full-time trainees, taking into account training that has already been completed
4	weekly timetable
5	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.

On receipt of a completed application, the Training Department will send the application to the less than full-time training advisor of the relevant Collage 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 to that approved by the College (e.g. changes to the number of sessions or a significant change to the rotation), the trainee should provide the College with details of the changes in writing.

The formula to calculate less than full-time training is shown as follows:

$$\frac{\text{Number of months}}{10} \times \text{number of weekly sessions}$$

(Total number of weekly sessions)

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

Jenny Maginley
Training Manager
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](#)