Sent to all London and KSS Resident Doctors *(with the exception of Dental and London Medicine RDs)*

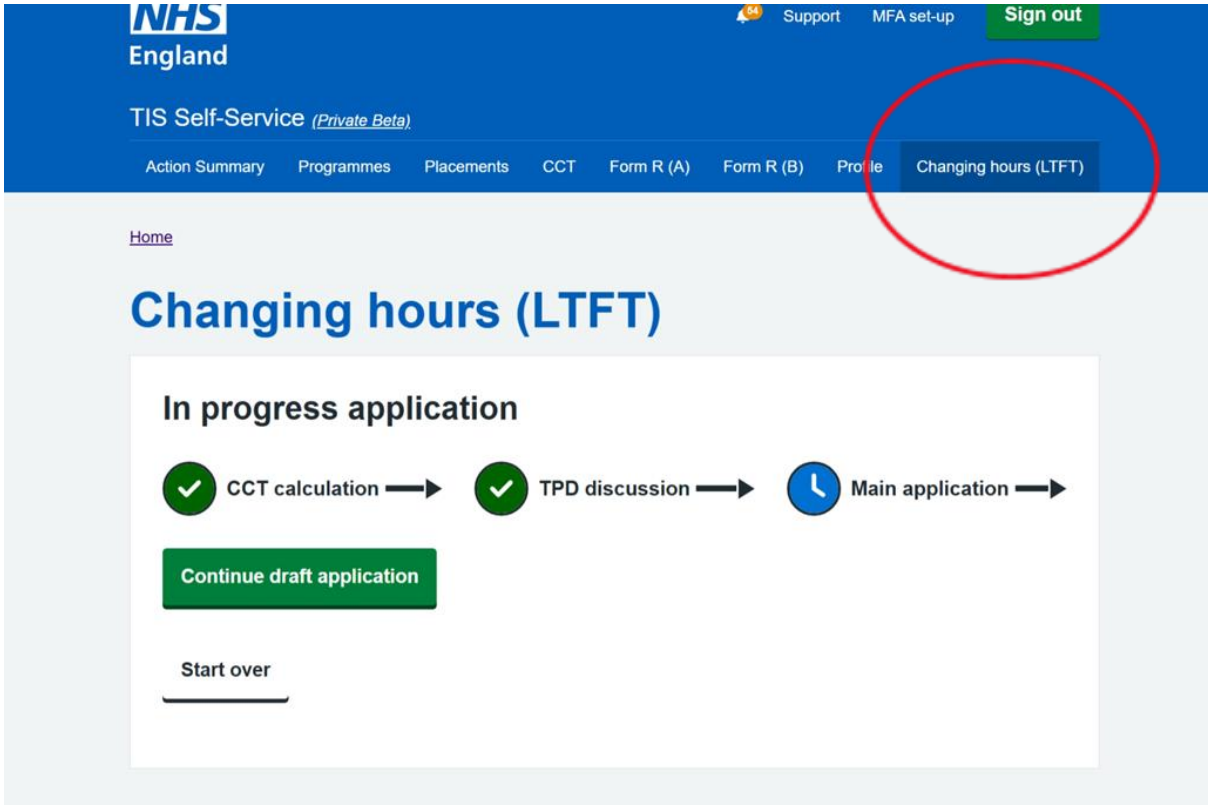
Dear London and KSS Resident Doctors

Following feedback from resident doctors nationally, a simpler LTFT application process via TIS Self Service (TSS) has been developed. This was then piloted in London for Medicine specialties only, over the last year.

We are now in the position to roll this out to all specialties across London and KSS so that all our resident doctors will benefit from the standardisation in applying.

From **Monday 19th October 2026** the LTFT application form can be accessed by clicking on the following link: https://trainee.tis.nhs.uk/

Please do familiarise yourselves with the form, the screenshot below shows you where the form can be found. If you select the *Changing hours (LTFT)* tab on the top right and then follow the process to the main application.



Next steps:

- All *new* applications by London & KSS resident doctors must be made via the TSS application form, from **Monday 19th October 2026**. Any new applications made on the PGMDE Support portal after 19th October 2026 will be closed and resident doctors will be redirected to the TSS LTFT application.

- Any LTFT applications submitted via the PGMDE portal *prior* to the 19th October 2026 will continue to be managed using the PGMDE portal until the application is concluded.
- From 19th October 2026 any changes to *existing* LTFT working, both increases and decreases in WTE, should be made via the TSS LTFT application.
- Updates on the progress of your application will be sent via TSS to the email address recorded on your TSS account, so please ensure that you can access this email address easily. As a reminder, due to accessibility, please ensure that any Medical School email addresses are not used for TSS.
- The LTFT application includes the CCT calculator so you can see your indicative completion dates depending on the WTE you apply for.

Reminders

For standard applications, the notice period is 16 weeks and must be in line with rotation dates. We will also continue to operate application windows, and these together with application criteria, can be found within this document: 2026 London & KSS LTFT Criteria (updated October 2026)

Please can we also remind you that your intention to apply for LTFT training must be discussed with your TPD *before* you submit your application. The LTFT application form on TSS will ask you to confirm you have done this before submitting the application. A notification and copy of your application will be sent to your TPD once submitted.

If you are unsure who your TPD is, please contact your Specialty team by raising a query through the London & KSS PGMDE Support Portal, please use the link below.

Changes to the provision of supporting evidence

In line with the changes to the application process, from Monday 19th October 2026 supporting evidence will now only be required for highly exceptional applications. Supporting evidence should be submitted to your specialty team via the London & KSS PGMDE Support Portal, please use the link below.

If you have any questions or queries relating to LTFT, again, please do continue to reach out to your specialty team via the London & KSS PGMDE Support Portal https://lasepgmdesupport.hee.nhs.uk/support/home.

Best wishes

Health Education Team,
Workforce, Education and Training - London and KSS
NHS England