PMETB approval of Flexible Training (also know as Less Than Full Time, Ad Personam, Supernumary or Part-time Training) for the Specialist or General Practitioner Register.

1. From 1 December 2007 the following PMETB requirements regarding flexible training apply.

2. Any applications made for approval of flexible training from 1 August 2006 up to and including 30 November 2007 will be processed under the existing approval requirements (see paragraph 1).

3. Special guidance applies to those flexible training programmes/posts which took place between 30 September 2005 and 31 July 2006 ONLY – please see paragraphs 12 and 13 below.

4. The new approval process for flexible training described below (see paragraph 6) replaces all previous guidance in relation to flexible programmes and posts. The requirement to complete Form B or Form B (GP) for every new flexible training placement/slot/course is discontinued from 1 December 2007.

5. The approval requirements apply to all training of any kind that can contribute to a Certificate of Completion of Training (CCT) programme. In order to contribute to a CCT, training has to have prospective PMETB approval.

Approval of flexible training from 1 December 2007 onwards

6. Deaneries, in conjunction with Royal Colleges/Faculties, will take responsibility for ensuring that all flexible training of any kind is undertaken in prospectively approved posts and programmes and that it meets the statutory requirements of the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003.

7. The Deanery, in conjunction with specialty advice and agreement, will incorporate all training in their approval applications to PMETB (detailed in paragraph 9). Therefore PMETB will not require a separate set of individual approval applications for flexible training if this is within the approved maximum capacity of the specialty training programme. It is up to the deanery and trainee, in conjunction with
the relevant Royal College or Faculty, to plan and record the agreed training programme.

8. If new training opportunities in excess of the approved maximum training capacity arise for any form of training then the Deanery must apply for additional PMETB approval detailed in paragraph 9.

9. Specifically, the Deanery will send an updated Form A (signed off by the Training Programme Director and Dean and clearly stating the original PMETB approval reference code) to PMETB, together with a covering letter from the Dean outlining the reasons for their request to increase the maximum training capacity. This letter should contain confirmation that there is specialty support for this increase (i.e. from the relevant Royal College/Faculty) and that the programmes/posts will be subject to the same quality management systems and processes in place within the deanery. A Form B will not be necessary.

10. Whatever the approval status of the post or programme, individual Colleges/Faculties may have their own processes for ensuring that flexible training meets the required standards. All flexible trainees should contact their College/Faculty for more information. The College/Faculty have to set the amended CCT date and will require prospective evidence of flexible training in order to recommend the award of the CCT to PMETB.

11. PMETB remains the only body that can approve such training and cannot delegate this authority, but PMETB rests responsibility for quality management at the deanery level, in conjunction with Colleges/Faculties. Through the PMETB Quality Framework activity, including visits to deaneries and through the annual reports submitted by deaneries to PMETB, PMETB will test and verify that flexible training meets the requirements laid down in the Order.

Approval of flexible training 30 September 2005 to 31 July 2006

12. Where a trainee has formal documentary recognition of the flexible (of any kind) training by the deanery and the relevant Royal College or Faculty (directly or via a representative), PMETB will accept that recognition and consider the training approved. This approval will not require further documentation to be sent to PMETB or acknowledgement by PMETB. This training CAN therefore contribute to a CCT.

13. Any existing training that occurred before PMETB assumed its statutory responsibilities (30 September 2005) and had previous College or Faculty approval is recognised and deemed approved by PMETB.
Approval of flexible training 1 August 2006 to 30 November 2007

14. Legally, PMETB is unable to grant retrospective approval of training, PMETB published guidance in April 2006 and again in November 2006 outlining the requirements for approval of flexible training (as detailed in paragraph 15). All deaneries, trainees and Colleges are expected to have followed those requirements up to 30th November 2007.

15. These requirements are that applications come from the deanery with a covering letter of support from the deanery, and should comprise a completed PMETB Form B or Form B (GP) which can be found here on the PMETB website: [http://www.pmetb.org.uk/index.php?id=704](http://www.pmetb.org.uk/index.php?id=704). The completed form must be accompanied by a description of learning objectives of the flexible training, a timetable and the trainee’s CV. Applications should be received prospectively.

16. Therefore, if any flexible training took place between 1 August 2006 and 30 November 2007 which did not have prospective PMETB approval, then this training CANNOT contribute to a CCT.

17. Instead, trainees may apply to have this training counted towards a Certificate confirming Eligibility for Specialist Registration (CESR) or Certificate confirming Eligibility for General Practice Registration (CEGPR). Further information on this may be found here on the PMETB website: [http://www.pmetb.org.uk/index.php?id=317](http://www.pmetb.org.uk/index.php?id=317).

If you have any queries or concerns please direct these to quality.assurance@pmetb.org.uk.