



F2 Stand-alone Recruitment 2024 Applicant Handbook



**England
Northern Ireland
Scotland
Wales**



**December
2023**

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Introduction

The UK Foundation Programme Office are looking to recruit doctors who hold or are eligible for full registration with the General Medical Council (GMC) to work in recognised F2 Stand-alone training programmes as part of the UK Foundation Programme. **Applicants who are not currently working as part of the two-year foundation programme** are invited to apply for F2 level posts across the programme in England, Northern Ireland, Scotland, and Wales.

Stand-alone F2 foundation doctors will have the opportunity to gain experience in a series of placements in a variety of specialties/healthcare settings and will be offered the same educational resource and teaching opportunities as F2 foundation doctors on two-year programmes. They will also have access to a Foundation online e-Portfolio.

UK Foundation Programme

The UK Foundation Programme is a two-year work-based training programme intended to bridge the gap between medical school and specialty / general practice training. The UK Foundation Programme is a generic training programme intended to equip doctors with the generic skills and professional capabilities to progress to specialty training.



The foundation programme consists of a balance of placements across different specialties and in different healthcare settings. An example of a typical 2-year foundation programme is as follows: -

Year	Placement 1	Placement 2	Placement 3
F1	General Medicine	General Surgery	Anaesthetics
F2	General Psychiatry	Geriatric Medicine	Trauma & Orthopaedic Surgery

Foundation Year 1

Foundation Year 1 (F1) enables medical graduates to begin to take supervised responsibility for patient care and consolidate the skills that they have learned at medical school.

Foundation Year 2

Foundation Year 2 (F2) doctors remain under clinical supervision (as do all doctors in training)

but take on increasing responsibility for patient care. In particular, they begin to make management decisions as part of their progress towards independent practice. F2 doctors further develop their core generic skills and contribute more to the education and training of the wider healthcare workforce e.g., nurses, medical students, and less experienced doctors. At the end of F2 they will have begun to demonstrate clinical effectiveness, leadership and the decision-making responsibilities that are essential for hospital and general practice specialty training.

Satisfactory completion of F2 will lead to the award of a Foundation Programme Certificate of Completion (FPCC) which indicates that the doctor is ready to enter a Core, Specialty, or General Practice training programme.

UK Foundation Programme Office (UKFPO)

UKFPO Contact Details

Email: helpdesk@foundationprogramme.nhs.uk

Website: www.foundationprogramme.nhs.uk

The UK Foundation Programme Office (UKFPO) manages the recruitment process to foundation training, issues guidance on foundation training and promotes the consistent delivery of the foundation programme across the UK. Working with partners, the UKFPO enables sharing of good practice to help raise the standards of training. It is funded by and is accountable to the four UK health departments.

During the F2 Stand-alone application process, all communication with the UKFPO must be carried out by email. The UKFPO does not have a telephone service. The team will endeavour to provide relevant advice based on the information provided in response to email enquiries.

If the answer to an applicant's query is provided in the published guidance, the team will direct them to the relevant resource to obtain the answer to the enquiry.

- The UKFPO **are not able to provide a pre-checking service of applications** before they are submitted.
- It is the responsibility of each individual applicant to read the guidance thoroughly and to check through the information provided on the application form before submission.
- The UKFPO is a separate body to the General Medical Council (GMC). Applicants should direct **all** registration queries to the GMC. The UKFPO cannot provide applicants with guidance about their registration application.
- The UKFPO team are not specialists in immigration law. Queries regarding immigration and right to work status must be directed to the UK Home Office.

Foundation Schools and locations

The UK is divided into regions for the purposes of providing education and training across the foundation programme. For each region, there is a foundation school, which provides dedicated support to both applicants and foundation doctors. Each foundation school is responsible for overseeing the education and training within the employing organisations in its geography.

There are eighteen foundation schools across the UK. There is one foundation school for each of the devolved nations, i.e., Northern Ireland, Scotland and Wales, and England is divided up into fifteen foundation schools.

The UKFPO is responsible for the national recruitment process, which includes applications, longlisting, interview and offers processes. The local foundation schools assume responsibility for applicants who are due to commence foundation training once offers have been accepted.

Applicants should refer to the [UKFP 2024 Foundation School Geographical Distribution List](#) available on the UKFPO website for information about which areas of the UK each Foundation School covers. A list of foundation school contact details and website addresses can be found on the [UKFPO website](#).

Recruitment Timeline

A timeline which lists all key dates for the entire F2 Stand-alone application process can be found on the [UKFPO website](#). The timeline includes dates for the following:

- Application window
- Longlisting outcomes
- Situational Judgement Test (SJT) dates
- PLAB related deadlines
- Interviews
- Programme preferencing
- Offers

Any updates or changes to advertised dates and deadlines will be posted on the front page of the UKFPO website and the timeline will be updated.

How to Apply

All applications must be submitted through www.oriel.nhs.uk under the 'Foundation' staff group. Further information about using the Oriel system can be found in the [F2SA How to Apply Guidance](#).

This guidance document should be referred to alongside the other F2 Stand-alone guides and supporting information which can be found on the [UKFPO website](#).

- F2SA 2024 Application timeline
- F2SA 2024 Person Specification
- F2SA 2024 How to Apply Guidance
- F2SA 2024 Consultant Testimony form
- F2SA 2024 Reapplication to Foundation Training form
- F2SA 2024 Disability Confident Scheme information
- F2SA 2024 Situational Judgement Test Guidance (available soon)

The [F2SA 2024 How to Apply Guidance](#) includes information about the requirements of the application form, accessing the Oriel online application system and the preferencing and offers process.

Applicants should refer to this document, the How to Apply Guidance and the application timeline when preparing for their application and throughout the recruitment process.

When can applicants view available F2 stand-alone training programmes?

Information will be available on the UKFPO website between January-February 2024 which will provide applicants with an overview of the approximate numbers of available training programmes and the regions across the UK that these will be in. It is possible that not all regions will have F2 training programmes available for this recruitment round.

Eligibility Criteria

F2 Person Specification

All applications will be longlisted in accordance with the national person specification for F2 programmes. Some of the criteria will also be considered during the interview.

The F2 Person Specification can be found on the [UKFPO website](#).

Applicants should familiarise themselves with the person specification and this guidance

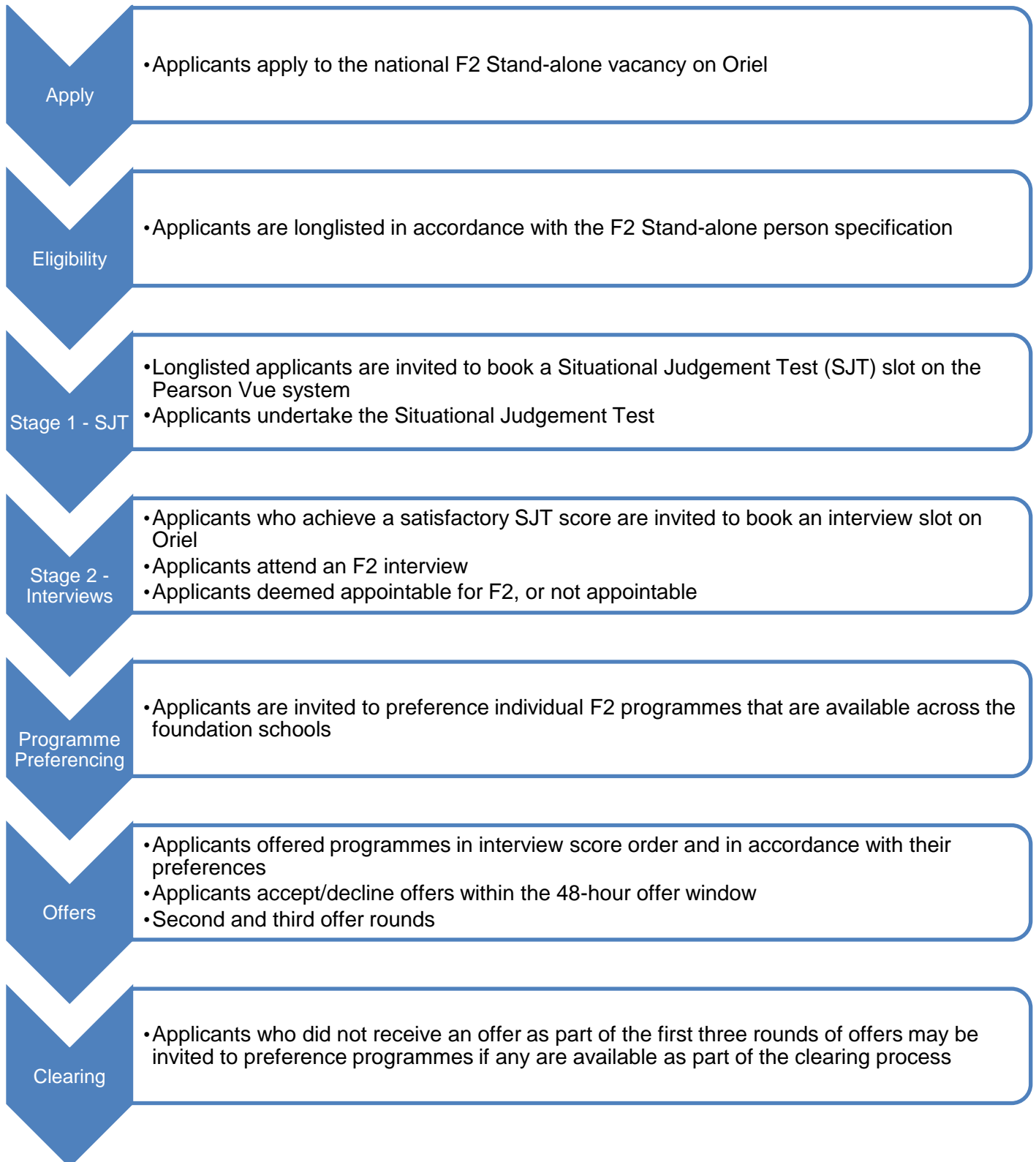
document to ensure they meet the requirements of the F2 person specification at the relevant milestones in the application process.

Applicants should refer to the table on page 20 for a summary of when they are required to demonstrate that they have met each of the criteria outlined in the person specification.

Eligibility criteria – General information

- F2 Stand-alone programmes are one-year fixed-term training programmes.
- Applicants **must already hold, or expect to hold, full registration with the GMC** by the start of the programme in August 2024.
- Applicants who have already successfully completed a UK F2 training programme and have received a Foundation Achievement of Competency Document (FACD) / Foundation Programme Certificate of Completion (FPCC) or equivalent are **not eligible** to apply for F2 stand-alone programmes.
- Applicants who are currently working/employed as part of a UK two-year foundation training programme as either an F1 or F2 doctor are **not eligible** to apply for F2 stand-alone programmes.
- Current F1/F2 doctors in training who wish to move to a different foundation school are advised to consider alternate guidance in relation to options for applying for an Inter-Foundation School Transfer (IFST). Guidance is available on the [UKFPO website](#) and the doctor should discuss their circumstances with their Foundation School Director and Educational Supervisor.
- Foundation Schools and employers are not obliged to approve applications for less than full-time training (LTFT). This is because F2 Stand-alone programmes and the funding associated with these posts are **fixed term for one year**.
- Foundation Schools and employers are not obliged to provide remedial training in the event of unsatisfactory completion of F2 Stand-alone programmes.
- Applicants are expected to demonstrate that they have completed ILS, ALS or equivalent by the start of the F2 programme. Applicants who have not already completed ILS at the time of application should discuss this with their foundation school and employing organisation if they are successful in their application and are appointed to a training programme.
- All applicants must be available to commence in post at the start of the F2 training programme. Employing organisations are not obliged to honour training offers in the event of a delayed start date for any reason and may withdraw your offer.

Application Process



**Rules and regulations around immigration are subject to change by the UK Home Office and UKFPO application processes will be adapted in accordance with the law. This may mean that the criteria or the process involved in acquiring or demonstrating your right to work in the UK may change part way through recruitment and outside pre-existing timelines.*

Longlisting

The UKFPO will carry out a central process of longlisting in accordance with the F2 person specification and eligibility criteria.

Qualification and Professional Registration with the GMC (General Medical Council)

- Applicants are not required to be fully registered with the GMC at the time of application.
- Applicants are expected to be eligible for and must acquire full registration with the GMC in time for the start of the programme in August 2024.
- To obtain full registration, an applicant may be required to undertake the PLAB tests. Please refer to the GMC requirements for applications for registration on the [GMC website](#).

IMPORTANT

Applicants who are required to undertake PLAB must have passed PLAB 1 at the time of application (and by the closing date of the application window in January 2024). Applicants will be required to state in their application that they have passed PLAB 1.

- Applicants who have not passed PLAB part 1 at this time will not have sufficient time to undertake and pass it and also take PLAB part 2 and apply for registration with a licence to practise by the start of the programme.
- **Applicants who have not passed PLAB 1 will be longlisted out of the application process.**
- Further information about registering with the GMC can be found further on in this guide. See page 22, Registration with the General Medical Council.

Primary Medical Qualification (PMQ)

The UKFPO can only accept applications from applicants whose Primary Medical Qualification (PMQ) is accepted by the General Medical Council. A list of overseas medical qualifications the GMC **do not** accept can be found on the [GMC website](#).

If a medical school appears on the list of [overseas medical qualifications the GMC may accept](#), the onus is on the applicant to confirm with the GMC if their PMQ is accepted by the GMC or not.

English Language Proficiency – criteria explained

Applicants are required to submit satisfactory evidence of English language proficiency at the time of application.

All applicants are required to have demonstrable skills in listening, reading, writing, and speaking in English language that enable effective communication in clinical practice with patients and colleagues, as set out in the GMC's Good Medical Practice (2013)*.

*Please note that it is possible that revised versions of GMC publications will be produced after the UKFPO's guidance has been published. Applicants should always refer to the most recent version of these publications.

There are **four ways** that applicants can provide evidence of English language proficiency.

1) Was your primary medical qualification undertaken solely in English?

The first option is for applicants to use their primary medical qualification if it was taught and examined solely in English. This means that all of the medical degree course, all of the course, including clinical activities, was taught and examined solely in English and at least 75% of any course related clinical interaction, including personal contact with patients, their families and other healthcare professionals, was conducted in English i.e. without any translation support.

The General Medical Council (GMC) maintains a list of institutions from which they will not accept evidence of English language proficiency:

http://www.gmc-uk.org/doctors/registration_applications/23567.asp

The UKFPO will **not accept** your primary medical qualification as evidence of English language proficiency if your medical school appears on this GMC list.

If your medical school appears on this list, you will be required to provide alternative proof of English language proficiency (see options below).

2) Valid IELTS (International English Language Testing System) certificate

This can be demonstrated by providing a valid IELTS certificate with a **minimum score of 7.5 in each domain** (speaking, listening, reading, and writing).

Your scores must have been obtained in **one** sitting.

IELTS certificates must be dated no more than two years prior to the start of the programme and **therefore no earlier than 06 August 2022.**

IMPORTANT

For application to F2 Stand-alone 2024: The UKFPO will accept the following versions of the IELTS test: Academic, General Training, and UKVI.

For entry to F2 Stand-alone 2025 onwards: Prospective applicants for F2 Stand-alone should be aware that the UKFPO will only accept IELTS Academic or UKVI IELTS Academic for applications to F2 Stand-alone 2025 onwards.

Applicants must provide the Test Report Form (TRF) number from a valid IELTS certificate in their application.

Evidence of IELTS will not be accepted after application submission.

Please note the requirements for satisfactory IELTS are set at a higher level than the requirements for the GMC.

Applicants with GMC registration will still be required to meet the English language requirement for entry to foundation training.

The UKFPO recommends applicants to take their IELTS test as soon as possible to allow enough time to submit the IELTS evidence during the application window. Please note that if there is a delay to IELTS results due to quality checks, for example, the window will not be extended.

3) Valid OET (Occupational English Test) results

Evidence of completion of OET with a **minimum score of 400 in each domain** (listening, reading, writing, and speaking).

Your scores must have been obtained in **one** sitting.

Your OET statement of results must be dated no more than two years prior to the start of the programme and **therefore no earlier than 06 August 2022.**

Applicants must share their OET results with the UKFPO. If results are not shared, the UKFPO will be unable to verify the result and the application will be marked ineligible and longlisted out of the application process.

Instructions on how to share results through an OET online account can be found on the [OET website here.](#)

4) Have you worked as a doctor in the NHS? - Consultant Testimony

Applicants who have worked in **the NHS** in paid employment as **a doctor for a minimum of 3 full months** can submit a consultant testimony.

Consultant testimonies will be accepted for work in both general practice and hospital settings.

The 3 full months minimum experience must be evidenced **at the time of application**.

This means that a minimum of 3 months employment in the NHS must be completed **by the end of the application period in January 2024**.

Locum work experience will not be accepted for evidence of English language proficiency. Applicants cannot submit a consultant testimony if it relates to employment which was on a locum basis.

Applicants must provide a consultant testimony using the form template provided on the UKFPO website. The completed form must be uploaded on Oriel as part of the application.

Only the current 2024 version of the consultant testimony form will be accepted.

Reapplication to F2

Applicants who have previously resigned or relinquished a foundation training programme are required to complete a **reapplication form** and upload this form to their online application on Oriel.

The reapplication form must be signed by the Foundation School Director (FSD) for the foundation school to which you were previously allocated, and the Foundation School Director must be supportive of your reapplication for Foundation training. The reapplication form can be found on the UKFPO website.

Only the current 2024 version of the reapplication form will be accepted.

F2 Situational Judgement Test (SJT)

All applicants who meet the longlisting criteria will be required to undertake the F2 Situational Judgement Test (SJT) as part of the recruitment process. The highest scoring applicants will be invited to interview, to further assess clinical competence. The SJT is delivered by Pearson VUE through a digital platform.

Applicants who are successfully longlisted will be sent an email, inviting them to book their SJT.

The Situational Judgement Test (SJT) is a test for employment and forms part of the selection process for entry to foundation training to test the attributes needed to work as a doctor in the UK.

The SJT test will last for **45 minutes** in duration.

Booking your SJT test

- The online booking window will be available to applicants in February on the Pearson VUE website <http://www.pearsonvue.com/UKFP>
- Applicants will be able to book their SJT test via the Pearson VUE website between **08 February 2024 – 14 February 2024**.
- Applicants will be able to choose the location of the test, which will include the option to sit the test remotely (e.g., from home). A range of Pearson VUE test locations will be available for applicants to choose from across the UK and overseas.
- Test dates and times will be available between **06 March 2024 – 12 March 2024**.
- Test spaces will be available on a first come first served basis. Applicants are advised to book their test at the earliest opportunity.
- Applicants will be able to amend their test booking up to 48 hours prior to the scheduled test date and time.

On the day of the test

- It is the responsibility of the applicant to know the time, location, and venue of their SJT and to ensure that they arrive on time.
- You must arrive at the test centre at least 15 minutes before your scheduled appointment time to complete the necessary check-in procedures.
- You are advised to start the OnVUE check in process 30 minutes before your scheduled appointment time.

- It is essential that you arrive on time as applicants who arrive late will NOT be admitted entry. You should note that children are not permitted at any of the test centres.
- If an applicant arrives more than 30 minutes late or fails to attend and does not have extenuating circumstances, they will not be allowed to sit the SJT and will be withdrawn from the application process.

The SJT is taken under invigilated conditions. Failure to comply with standard assessment procedures and invigilators' instructions will result in a formal investigation and the applicant's actions will be considered by the national Recruitment Delivery Group (RDG). This could mean that the applicant's score is revised to zero. This could take the format of a panel interview or a written assessment.

Reasonable Adjustments

The UKFPO is aware of the requirements of the Equality Act 2010 (Northern Ireland: Disability Discrimination Act (DDA) 1995) and will make reasonable adjustments to accommodate requests, provided these are made known in advance. Reasonable adjustments are the practical arrangements made to provide access to the SJT, to ensure that no applicant is at a disadvantage on the grounds of disability or health, without changing the demands of the test.

- Any requests for reasonable adjustments (for example, wheelchair access, extra time, accommodations for nursing mothers) must be **submitted as part of the F2 Stand-alone application form** and by the application closing date in January.
- To corroborate a request, applicants are required to provide independent evidence of their condition and the support or adjustment they require (e.g., an Educational Psychologist report for Dyslexia, correspondence from a medical profession managing your condition).
- This evidence should be uploaded as an additional document to your main application form at the time of submission.
- Adjustments cannot be guaranteed if contact is made after the specified deadline and no adjustments can be made on the day of the test.
- In some cases, to satisfy requests for adjustments, it may be necessary to schedule an SJT test at a specific time or in a specific location.
- Pearson VUE refer to reasonable adjustments as 'accommodations.'

Extenuating Circumstances

Extenuating circumstances include bereavement, serious short-term illness or accidents, and other events that are considered severe and exceptional, unforeseen, unavoidable, or occur close to the date of the SJT and which seriously affect your ability to undertake the SJT on the date for which you are registered.

- If you believe that extenuating circumstances seriously affect your ability to take the SJT on the date you are registered for, you must submit an Extenuating Circumstances Claim Form to the UKFPO (helpdesk@foundationprogramme.nhs.uk) along with supporting medical evidence at the earliest opportunity, and no later than within one working day of the SJT sitting you were registered for.
- Applicants with whose extenuating circumstances are approved by the UKFPO may be able to take the SJT on another date as a first attempt.
- By starting the SJT, you are declaring yourself 'fit to sit'. If you are taken severely and suddenly unwell during the SJT, you must alert an invigilator at the time, and subject to their decision, you will be asked to end your test and submit an Extenuating Circumstances Claim Form to the UKFPO (helpdesk@foundationprogramme.nhs.uk) with supporting medical evidence. If you are well enough to continue the SJT, your test will be marked, and no extra time will be permitted.
- Claims of extenuating circumstance cannot be made retrospectively i.e., after taking the SJT, and applicants may only claim extenuating circumstances once.
- The extenuating circumstances claim form and SJT Extenuating Circumstances Guidance document are available on the [UKFPO website](#).

Identifying Yourself

In line with the [Pearson VUE ID policy](#), from the list below, you are required to present one form of original (no photocopies or digital IDs), valid (unexpired) **government issued ID** that includes your **name, recent recognisable photograph, and signature (where appropriate)**.

- International Travel Passport,
- Driver's licence (photo card), or UK provisional driver's licence,
- Military ID (including spouse & dependents),
- Identification card (national/state/province identity card),
- Alien registration card (green card, permanent resident, Visa),
- Local language ID (not in Roman characters) – *accepted only if issued from the country you are testing in.*

All forms of acceptable IDs must be issued by the country in which you are testing.

If you do not possess qualifying ID issued from the country you are testing in, an international travel passport in roman characters from your country of citizenship is required. If you are a European Union national testing within the EU zone, you may also provide a valid, unexpired EU identity card as primary ID.

Expired forms of ID are not acceptable, unless accompanied by valid renewal papers. A government issued ID missing a visible signature (where this is required for this form of ID to be

valid) or one that has an embedded signature must be supplemented with an original, valid ID that has at least a matching name and recent recognisable photo, or a matching name and signature.

The first and last name you used on your Oriel application form and thus your Pearson VUE account **must** match exactly the name on the ID that is presented on the day of your appointment.

Note that it is recognised that names can validly be presented in different sequence according to cultural norms. Please ensure that it is clear between your Pearson VUE account and your ID that you are the same person.

If you have any issues with your ID or if your name does not match your ID, you must contact the UKFPO at least 3 weeks before the appointment in order to change the name on the system or in some cases, grant an exception which will be communicated to the test centre.

Please note, middle names are not part of the ID check and therefore, you do not need to provide ID for any middle names (or have any middle names registered on your Pearson VUE account).

If you are unable to provide suitable ID on the day of the SJT, or the invigilator is in any doubt about the validity of your documentation, you will not be able to sit the test, and this will result in your withdrawal from the application process.

Alternative Identification Documents

If you are unable to present any of the documents listed above or, your first name and last name (middle names are not part of the ID check) on your Pearson VUE profile do not match EXACTLY the ID that you intend to present on the day of your test, you must contact the UKFPO at least 3 weeks before your test date for further advice and instructions on suitable alternatives.

Failure to notify Pearson VUE of any discrepancies will result in you not being permitted entry to sit the test.

Interviews

After completion of the SJT testing window, SJT scores will be used to shortlist applicants. Applicants who have achieved the top SJT scores will be invited to attend an interview as part of the recruitment process.

All interviews will be conducted virtually through Microsoft Teams using video technology. The platform of delivery might be subject to change if there are any technical issues experienced.

Applicants who require reasonable adjustments for their interview should contact the team via helpdesk@foundationprogramme.nhs.uk

Applicants are **not required** to undertake a Clinical Assessment as part of the selection process

to F2 Stand-alone programmes.

Booking an interview

Shortlisted applicants will be emailed and invited to book their interview date and time via the Oriel system. Interview places will be allocated on a first come first served basis.

- Information about how to book an interview slot on Oriel is available in the [How to Apply guidance](#).

Interview Date and Venue

All interviews will be held remotely online using Microsoft Teams. Applicants must arrive / be available online 20 minutes before their booked interview time for registration and identification checking purposes. Applicants will be asked to display their proof of identification on screen. Applicants are advised to factor this in when booking their interview slot.

Interview Format and Panel

- Each interview will be scheduled for a duration of 20 minutes. Applicants will be asked several questions including a clinical scenario.
- Interview panels will consist of at least 2 panel members who are familiar with the curriculum and assessments of the UK Foundation Programme. At least one panel member will be a clinician.
- All applicants should ensure their device is working prior to the interview and is working correctly.
- Applicants who wish to use iOS and MacOS devices must ensure that they have downloaded the Microsoft Teams app.
- On the interview day, please ensure you are available via email in case the panel need to contact you.

Interview Outcomes

Interview outcomes will be released to applicants through Oriel, in accordance with the F2 Stand-alone application timeline. Applicants will be advised if they were deemed appointable or not appointable.

- Offers will be made at a later stage once the programme preferencing window has closed.
- Please refer to the [How to Apply guidance](#) for information about the programme preferencing process.

All applicants will receive a breakdown of their scores for each interview question. There will be no opportunity to appeal the outcome of the interview. Applicants will not be personally advised of their ranking via email.

Programme Preferencing and Offers

Applicants who are deemed appointable at interview will be invited to rank available F2 Stand-alone programme preferences on Oriel. Applicants are not required to rank all programmes – they should only rank programmes they would be happy to accept. Please refer to the [How to Apply guidance](#) for information about how to rank preferences on Oriel.

Offers

Applicants will be given a unique rank based on their interview score. Applicants will receive offers based on a meritocratic algorithm whereby the highest scoring applicant will be matched to their highest programme preference choice available. The system will attempt to match applicants to their highest choice in the first instance and work through the list of preferences in rank order.

- Applicants will be given 48-hours to respond to their offer.
- If an applicant misses the deadline to either accept or decline their offer, the offer will expire and will automatically be declined. No further offers will be made.
- If an applicant receives an offer, they will not receive any further offers in subsequent rounds, unless they have opted to receive upgraded offers, which will automatically take effect following acceptance of the initial offer.
- If an applicant declines an offer, they will not receive any further offers and will not be eligible for clearing.

Clearing

It is possible that additional vacancies will arise after the initial offers rounds for F2 stand-alone recruitment have concluded, and these will be put into the clearing process. Appointable applicants who did not receive an offer during the initial offers period may receive an offer through the clearing process.

- Upgrades will **not take place** in clearing. This means that applicants who accept with upgrades in the initial offers period will **not** receive further upgrades in the clearing process.
- Applicants who are included in the clearing process will be invited to rank the F2 stand-alone programme preferences available in the clearing process. Preferences from the

initial preferencing window will **not** be carried forward into the clearing process.

- Applicants can only receive **one** offer in clearing. Applicants who receive an offer in a clearing round will be able to either accept or decline the offer.

Please refer to the [How to Apply guidance](#) for information about the offers process and the clearing process which take place between May and June.

Dates for these can be found in the [national application timeline](#).

Applicant Withdrawals

Applicants must notify the UKFPO of their intention to withdraw from the recruitment process at the earliest convenience. Applicants must email the helpdesk (helpdesk@foundationprogramme.nhs.uk) requesting that their application is withdrawn on Oriel.

Applicants must provide their Oriel PIN number in the email to ensure the correct application is withdrawn.

Complaints

The recruitment and selection process to F2 stand-alone foundation training programmes aims to incorporate methods that are consistent and fair, transparent, and free from discrimination. The UKFPO endeavours to respond to the wishes and aspirations of healthcare professionals accessing our recruitment services. However, it is recognised that on occasion our service may fall short of expectations.

Complaints will be considered in relation to national processes only, i.e. processes that are managed centrally by the UKFPO. For recruitment and selection to F2 stand-alone programmes, the UKFPO is responsible for the application, longlisting, interviews and offers processes.

All complaints should be submitted in writing to the UKFPO by emailing helpdesk@foundationprogramme.nhs.uk.

Complaints regarding changes to programmes, pre-employment and induction activities should be directed to the foundation school and or employing organisation.

When am I required to demonstrate each of the criteria?

Person Specification Criteria	Required By
Primary Medical Qualification	Applicants must have achieved a primary medical qualification recognised by the General Medical Council (GMC) and expect to hold full GMC registration and a licence to practise by August 2024.
GMC Registration and a Licence to Practise	Applicants must hold or expect to obtain full registration with a licence to practise with the GMC by the start of the F2 programme in August 2024. Applicants should be of good standing and fit to practise medicine safely in accordance with the GMC's <i>Good Medical Practice (2013)</i> *.
Pass confirmation of PLAB part 1 (if required)	PLAB 1 must have been passed already at the point of application in January 2024 . Applicants who have not passed it by this point are not eligible to apply.
Pass confirmation of PLAB part 2 (if required)	PLAB 2 needs to have been booked to sit the exam by 31 May 2024 at the latest. It must be passed, and GMC registration obtained in time to begin the F2 programme in August 2024.
English Language Proficiency	Evidence must be submitted at the time of application in January 2024 . IELTSs and OET evidence must be dated no more than two years prior to the start of the programme and therefore no earlier than 06 August 2022 . Refer to pages 10 – 13 for full guidance and acceptable evidence.
ILS/ALS or equivalent	<p>It is desirable for applicants to have valid Immediate Life Support (ILS) or ALS (Advanced Life Support) certification or equivalent, but this is not required at the point of application or interview. It is required at the start of the programme.</p> <p>Applicants who do not have ILS or equivalent at the point at which they accept an offer, should discuss this with the foundation school and/or employing organisation at the earliest opportunity, and an ILS course should be arranged shortly after commencement in post.</p>
Reapplication to Foundation Training (if applicable)	Submitted as part of the application form
Right to work in the	Applicants must either be a UK national, or otherwise be able to

UK	<p>demonstrate they have the right to work as a doctor in training in the UK. Applications from doctors who require Skilled Worker sponsorship are welcome and will be considered alongside all other applications.</p> <p>Applicants who are appointed to a programme and who require sponsorship for a Skilled Worker visa will be sent information about this in May – June, after they have accepted an offer.</p> <p>Please note that the rules and regulations around acquiring the right to work in the UK are subject to change and UKFPO processes may be adapted in accordance with changes to immigration law.</p>
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Useful Links

Do you need to take the Professional and Linguistics Assessment Board tests (PLAB)?

<http://www.gmc-uk.org/doctors/plab.asp>

How to apply for registration and licencing with the GMC

<http://www.gmc-uk.org/doctors/applications.asp>

e-Learning for Health

<https://www.e-lfh.org.uk/programmes/foundation-programme/>

National Insurance Number (NI)

Your UK National Insurance number is a unique personal number allocated to you that is used to identify you to HM Revenue & Customs and the Department of Work and Pensions. It ensures the Government correctly records any contributions you are entitled to. Your National Insurance contributions go towards the UK social security and the state pension system.

Everyone who works in any capacity in the UK will need to register for a national insurance number. When you arrive in the UK, you can apply for an NI number by calling 0345 600 0643 or by making an appointment at your local Job Centre Plus.

The Foundation Programme Curriculum

To access the online curriculum: <https://foundationprogramme.nhs.uk/curriculum/>

For the pdf version of the curriculum: [UK Foundation Programme Curriculum 2021](#)

Registration with the General Medical Council

The GMC work to protect patient safety and improve medical education and practice across the UK by setting standards for students and doctors. The GMC work with doctors, employers, educators, and patients to achieve and exceed high standards of care and take action when they are not met.

As part of this role, the GMC:

- decide which doctors are qualified to work in the UK
- oversee UK medical education and training
- set the standards doctors need to follow throughout their careers
- where necessary, take action to prevent a doctor from putting the safety of patients, or the public's confidence in doctors, at risk.

To practise medicine in the UK you need to hold registration with a licence to practise. Holding a licence allows you to, for example, prescribe medicine and treat patients.

There are different ways to apply for GMC registration with a licence to practise in the UK. It depends on your nationality, qualification, and experience. This tool will identify the correct application for you and will give you guidance on the steps you need to take.

<https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-registration>

When you know which application is right for you, you'll need to use GMC Online to make your application. The guidance will help to make sure you make the correct application and give the GMC all the information they need. By doing this, they will be able to process your application more efficiently.

Note: applicants should begin their application process with EPIC (Electronic Portfolio of International Credentials) as early as possible and before they begin their GMC application.

Applicants cannot start their online application for registration with the GMC until they have an EPIC reference number (EPIC application does not need to be completed before starting GMC registration application).

If you would like to apply to join the UK medical register you will need to:

- check you are eligible
- complete an application
- pay a fee
- provide the required evidence
- attend an identity check.

The exact requirements are different for every type of registration application. There is specific

guidance depending on your personal circumstances and which type of application you are eligible for. You can find this guidance by using the GMC's [registration application finder](#).

Professional and Linguistics Assessments Board (PLAB)

The Professional and Linguistic Assessments Board test, or the PLAB test, helps the GMC to make sure doctors who qualified abroad have the right knowledge and skills to practise medicine in the UK. There are two parts to the PLAB test.

Do you need to take the PLAB test?

If you graduated from a medical school outside of the UK, European Economic Area (EEA) or Switzerland, you'll probably need to take the PLAB test. The PLAB test will check that you know and can do the same as a doctor starting the second year of their foundation training in the UK.

What does the PLAB test involve?

There are two parts to the test. Part 1 is a written multiple-choice exam, with 180 single best answer questions. Part 2 is a practical objective structured clinical exam, known as an OSCE. You'll need to pass both parts before you can apply for registration with a licence to practise medicine in the UK.

What do you need before you can take PLAB?

Before you can take the PLAB test, you'll need to set up a [GMC Online account](#) and show the GMC that your medical qualification and knowledge of English are acceptable. Once you've done that, you can book your place on part 1 of the PLAB test.

PLAB part 1

PLAB 1 is a written exam made up of 180 multiple choice questions which you must answer within three hours. Each starts with a short scenario followed by a question. You need to choose the right answer out of the five possible answers given. You can sit part 1 in a number of countries, as well as in the UK. Have a look at the available locations and dates when you log in to GMC Online.

- [Find out more about PLAB 1](#)

PLAB part 2

PLAB 2 is an objective structured clinical exam. It's made up of 18 scenarios, each lasting eight minutes and aims to reflect real life settings including a mock consultation or an acute ward. Part 2 tests run throughout the year at the GMC's [clinical assessment centre](#).

- [Find out more about PLAB 2](#)

What happens after you've passed PLAB 1 and PLAB 2?

Once you've passed both parts, you can apply for GMC registration with a licence to practise. Your application must be approved within two years of passing part 2 of the test.

Once the GMC approves your application and you gain registration you can work as a doctor in the UK.