UK Foundation Programme

F2 Stand-alone Recruitment 2024
How To Apply

**England
Northern Ireland
Scotland
Wales**

December 2023

Contents

Introduction

This guidance document provides information about the application form, interview booking, programme preferencing and offers process for F2 stand-alone programmes which are managed via the online Oriel application system.

Applicants should use this guide alongside the [F2 Stand-alone 2024 Applicant Handbook](#) and the [national application timeline](#) when preparing for their application and throughout the recruitment process.

Applications

Online Application System (Oriel)

Applications for the F2 stand-alone programme must be submitted through the [Oriel](#) national online application system. Applicants are advised to start their applications early to allow sufficient time to complete the necessary sections of the application form and to gather evidence in support of their application.

➢ All applicants must first register an account on Oriel before applying to a particular vacancy.

➢ Applicants for the Foundation Programme must register under the '**Foundation**' staff group by selecting the '**UK Foundation Programme' logo icon** on the homepage.

➢ Once registered on Oriel, applicants can apply to the programme by searching for the **"F2 stand-alone**" programme in "vacancies".

Personal information provided on the registration pages will be copied across to each application form.

Oriel guidance

Applicants should refer to the "Oriel Applicant User Guide" which can be downloaded from the resource bank section on Oriel: https://www.oriel.nhs.uk/Web/ResourceBank

If at any point you find yourself getting stuck in a 'loop' or if there appears to be an error on the system, please try to access the site from a different web browser, for example, Google Chrome, or deleting your internet browser history.

For technical queries please contact the technical helpdesk via support@hicom.co.uk.

You are advised not to use mobile or smartphone devices when completing your application form.

Please note: You should never use multiple browsers or browser tabs (including logging on to a computer and your mobile phone at the same time) when accessing Oriel. You should only have one session of Oriel open at any one time and should ensure that you logout completely before closing the browser.

Accessing Oriel

All applicants need to apply to the national vacancy through Oriel which can be accessed via https://www.oriel.nhs.uk.

➢ Applicants must select the Foundation staff group by clicking on the **UK Foundation Programme Office logo** from the landing page on Oriel.

➢ Applicants will <u>not</u> be able to access the application forms for the UK Foundation Programme by selecting the Medical and Dental Specialties staff group.
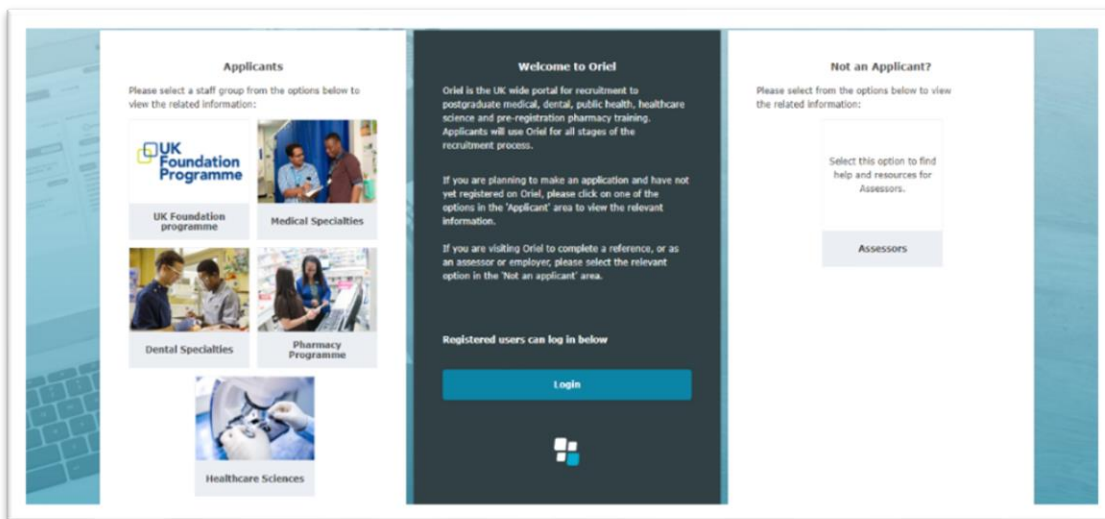
How to change staff group on Oriel

Applicants who have previously registered on the system under the Medical and Dental Specialties staff group can either register again with a different email address or change the staff group associated with your existing account.

➢ To change the staff group on your existing account, go to the profile area (the small person icon in the top right corner of the screen and expand the 'Account Info' section.

➢ You will then need to click on the 'edit' button which will enable you to select 'Standalone Foundation' from the list of staff groups. When you save this change, you will see the abbreviation 'SAFND' on your profile in 'Account Info'

4
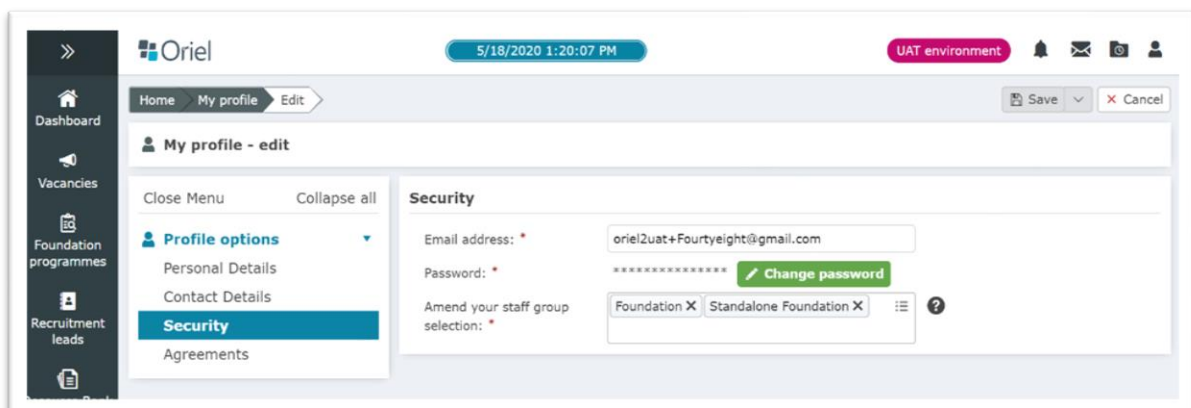
Searching Vacancies on Oriel

- ➢ Click on the UK Foundation Programme logo / staff group.

- ➢ Select 'Vacancies' from the toolbar across the top of the screen.

- ➢ Select **'Standalone Foundation'** from the drop-down menu entitled **"I am applying to"**.

- ➢ You may need to untick 'Foundation' as an option because this will generate search results for the two-year programme for provisionally registered doctors.

- ➢ Vacancies will appear in the results box for you to select. Click the status box to the right of the vacancy listed.

- ➢ Once you have selected the F2 Stand-alone vacancy, you will be directed to the advert information and **once the vacancy is open, you will be able to apply** by accessing the application form through this next screen.

Application Form

The online application form for F2 stand-alone programmes consists of 10 sections.

Application form – Part 1

This section of the form will only be used for employment purposes and <u>will not be considered when longlisting and scoring your application</u>. If you are successful in your application, details in this section will be passed to your employer.

Personal information

The information you will be asked to provide includes: -

- ➢ Your personal contact details, e.g., name, address, telephone numbers, etc.
- ➢ Right to work in the UK
- ➢ Your current immigration status
- ➢ Your nationality

You will be able to amend your contact details through your dashboard on Oriel once your application form has been submitted.

Equality and diversity information

The information you will be asked to provide includes: -

- ➢ Monitoring information

- ➢ Details of any disabilities or health issues you would want your employer to know about for them to make reasonable adjustments for your employment and training.

Employment history

In this section you will be asked to list all medical employment from your current / most recent employment history detailing back to graduation from medical school.

- ➢ **Please note:** Oriel will calculate employment gaps automatically if jobs are not listed consecutively for the last three years. Oriel will generate a flag for any gap. Applicants who have graduated less than 3 years ago (and have not been in employment yet) should explain the "employment gap" by stating that they have been at medical school during that time

Application form – Part 2

Agreements

The information you will be asked to provide includes: -

- ➢ If you are currently a foundation doctor in training in the UK

  - o If you have previously relinquished or been released or removed from a foundation training programme If yes, please complete and upload the [Reapplication to Foundation Training form](#) (2024 version only) to your online application on Oriel. The reapplication form must be signed by the <u>Foundation School Director</u> for the foundation school to which you were previously allocated. The Foundation School Director must support your reapplication to foundation training. The reapplication from can be found on the UKFPO website.

- ➢ Do you require any specific arrangements or adjustments under the Equality Act 2010 to enable you to attend and undertake the Situational Judgement Test? (If yes, please upload supporting evidence).

- ➢ Professional registration - You must indicate your GMC registration status

- ➢ Language Skills (evidence of English language proficiency). You will be asked to provide information to evidence that you can demonstrate skills in written and spoken English which allow you to perform your clinical skills safely and to communicate effectively on medical and/or health topics with patients, colleagues and the public.

  - • Was your primary medical qualification taught and examined solely in English, including all of the course, including clinical activities, 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?

    Please check if your Medical School is included on the [list of institutions](#) from which the GMC will not accept evidence of English language proficiency. If your Medical School appears on this list, please select 'No' in response to question 1 and enter evidence of alternative English language proficiency as outlined in the person specification.

  - • Have your language skills been tested through the academic, general or UKVI IELTS (International English Language Testing System) within the timeframe set out in the F2 Stand Alone guidance to achieve the minimum overall score required as per the Person Specification? (A minimum score of 7.5 in each domain and overall is required)

  - • Have your language skills been tested through the Occupational English Language (OET) within the timeframe set out in the F2 Stand Alone guidance to achieve the minimum overall score required as per the Person Specification? (A minimum score of 400 in each domain is required)

  - • Have you been in paid employment as a doctor in the UK NHS for a minimum of 3 months – if yes, please upload completed [consultant testimony form](#) (2024 version only)

➢ Entry qualifications – please provide details of your primary medical qualification (type of qualification, date, name of medical school/university and address, country of medical education)

References

In this section you will be asked to provide the names and contact details of 3 x referees.

➢ References will be sought via Oriel once offers have been accepted (refer to the high-level recruitment timeline for reference submission dates)

➢ Make sure that you ask your referees if they are happy to provide a reference before completing this section and ask that they provide you with an email address that they access regularly. Each form takes approximately **five minutes** to complete.

Applicant's who have accepted an offer in round one, round two or the clearing round will have reference requests sent to their referees by email through Oriel (please refer to the main timeline for these dates).

Fitness to Practice

You will be asked to provide details of any unspent and spent convictions, investigations and / or warnings into fitness to practice.

➢ In this section, the GMC has provided guidance that states that you do not have to declare any road traffic offences where you have accepted the option of paying a fixed penalty notice. All other Fixed Penalty Notices must be declared.

➢ If you have any queries on this section please contact the Disclosure and Barring Service (DBS) helpdesk via customerservices@dbs.gsi.gov.uk or +44 (0)870 909 0811, or for Scotland, Disclosure Scotland info@disclosurescotland.co.uk or 03000 2000 40 (if calling outside of the UK 0044141 427 2284).

Declarations

This section includes several declarations that you are required to confirm you have read and understood. Oriel will prevent you from submitting your application form until all the relevant sections have been completed.

Part 3 - Supporting Information

Evidence

There is an opportunity in this section to provide details of any additional undergraduate and / or postgraduate qualifications you have obtained and information about training courses you have attended.

➢ Competences, experience, clinical knowledge and skills
➢ Additional Undergraduate Degrees and Qualifications
➢ Postgraduate degrees and Qualifications
➢ Immediate Life Support (ILS)
➢ Training course attended

Supporting

You will be able to include any information about achievements outside of medicine and details about any publications or prizes you might have obtained in this section. You are also able to provide information about your practical experiences of audit, research and teaching.

➢ Teaching and audit
➢ Presentations and publications
➢ Supporting information

Preferences

Applicants will be asked to rank available programmes <u>once interviews have been completed</u>. This page of the application form will be left intentionally blank.

➢ Only applicants who are deemed appointable at interview will be required to submit their programme preferences and will be sent an email requesting that they do so.

Application submission

Applicants are advised not to leave the submission of their applications close to the deadline to avoid any last-minute problems with internet connections and / or local computer networks.

Late applications and partially completed applications that have not been submitted will not be accepted under any circumstances.

Applicants will receive an email from Oriel confirming that their application form has been submitted successfully. This will also be displayed on your Oriel dashboard, which you may also wish to take a screen shot of confirming submission.

When applicants select 'submit', the page will change on Oriel to state that the application has been submitted.

➢ **IMPORTANT: Once your application has been submitted, it cannot be changed**.

➢ **IMPORTANT: Applicants will only be able to edit contact details and referee details from this point onwards. No further changes to the application form will be permitted once the application has been submitted**.

➢ Oriel technical assistance is available Monday to Friday, 8:00am to 5:00pm (GMT) via email only to support@hicom.co.uk.

Communication with applicants

Applicants are advised to check their e-mail and Oriel accounts regularly throughout the application process. Applicants will be prompted via e-mail to check their account for information at relevant times throughout the process. However, we cannot guarantee delivery and therefore it is important that you check the site on a regular basis and especially at key times in the timeline. E-mails sent via Oriel are also stored in Oriel accounts.

Applicants can amend / change their email address through the "Update Contact Details" option on Oriel.

Application statuses are live in Oriel. At relevant points throughout the process applicants' statuses will be updated, for example, following the process of longlisting and to inform applicants of their interview outcome.

> ➤ **Applicants will need to log into their Oriel account to respond to any offers received during the national offers process.**

> ➤ Applicants are advised to regularly check junk mail folders in case any emails are incorrectly filtered as junk/spam.

> ➤ For general queries, applicants are advised to contact the UKFPO by emailing the helpdesk@foundationprogramme.nhs.uk

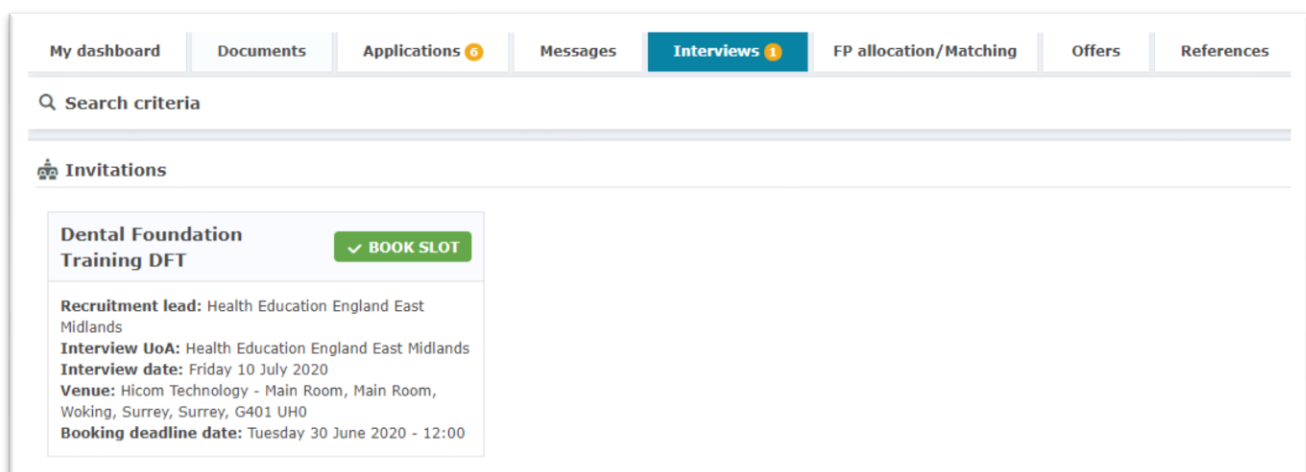# Interviews

Booking an interview on Oriel

Shortlisted applicants will be sent an email inviting them to book an interview on Oriel. Interview dates are available in the F2 Stand-alone Recruitment Timeline document on the UKFPO website.

Any interview invites will be notified in your Oriel account via the 'Alert list', with a count for alerts displayed against the bell icon in the main menu bar.

All interviews will be conducted virtually through Microsoft Teams. Applicants who require reasonable adjustments for their interview should contact the UKFPO team via helpdesk@foundationprogramme.nhs.uk

Interview places will be allocated on a first come first served basis.

> ➤ To view your invites and bookings, click on the 'Interviews' tab in your dashboard. .

My dashboard	Documents	Applications 6	Messages	Interviews 1	FP allocation/Matching	Offers	References

Q Search criteria

🕸 Invitations

Dental Foundation Training DFT   ✓ BOOK SLOT

Recruitment lead: Health Education England East Midlands
Interview UoA: Health Education England East Midlands
Interview date: Friday 10 July 2020
Venue: Hicom Technology - Main Room, Main Room, Woking, Surrey, Surrey, G401 UH0
Booking deadline date: Tuesday 30 June 2020 - 12:00

➢ From the Interview tab on your Dashboard, click the 'Book' button alongside an interview day to make a booking.

➢ If you choose to decline the interview, you will be taken to a confirmation screen, where you must confirm that you wish to decline the interview.

➢ Once you have declined an interview, your application is withdrawn from the F2 stand-alone recruitment process, and you will not progress any further. **You will not be able to re-apply for the vacancy once you have declined the interview.**

➢ For full information about how to book an interview slot on Oriel, please refer to the **"Oriel Applicant User Guide"** which can be downloaded from the resource bank section on Oriel: https://www.oriel.nhs.uk/Web/ResourceBank
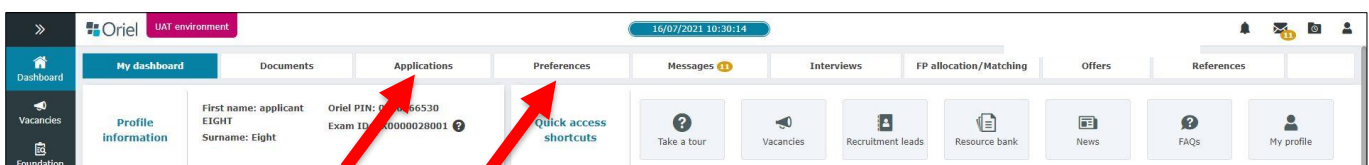
Programme Preferencing

After interview outcomes are released, appointable applicants will be invited to rank the available F2 programmes. Please refer to the F2 Stand-alone Application Timeline for the programme preferencing window dates.

Applicants are strongly advised **not to use mobile phones** to preference programmes on Oriel.

How to rank programme preferences on Oriel

Once the preferencing window has opened, you will be able to rank available programmes in order of preference by clicking on the 'applications' tab from your dashboard on Oriel.

Once you have clicked on the 'Applications' tab, you will be presented with your application form. Click into your application form. You can also update your preferences via the 'Preferences' tab on

your Oriel dashboard.

> ➢ Programmes will appear by default in the "Not wanted" column.

> ➢ Applicants are required to drag and drop individual programmes into the 'Preference' column in order of their chosen preference.

> ➢ It is important to ensure that you save your preferences using the "Save" button in the top right-hand corner of the screen.

> ➢ Applicants will not be considered for any programmes that are left in the "Not wanted" column.

> ➢ If you double click the individual programme, you will be able to view the details. You can also download the preferences in an Excel compatible file to view further information about the programmes.

> ➢ If all of the programmes you have ranked in the 'preference' column are offered to higher scoring applicants, your application will then be included as part of the clearing process.

> ➢ **If you receive an offer for a programme that you do not want and you choose to decline the offer, your application will <u>not</u> be included in the clearing offers process.**

Recruiting for:	United Kingdom (England Scotland Wales and Northern Ireland)
Grade applied to:	
Opening date:	Wednesday 07 September 2022 09:00
Closing date:	Thursday 16 February 2023 12:00
Time to closing:	**Closing date has elapsed**
Last save:	**Monday 13 February 2023 22:05**

Click here to download the preferences in an Excel compatible file (.csv).

Preference (3)

Search...

○ Select All   ● Select None

| Rank 1: 23/FPP/EAN/RAJ00/F1/035 (places:1) |
| Rank 2: 23/FPP/EAN/01/RDE00/40 (places:1) |
| Rank 3: 23/FPP/EAN/RAJ00/F1/036 (places:1) |

Not Wanted (370)

Search...

○ Select All   ● Select None

| 2022FPP-SY166 (places:1) |
| 2022FPP-SY167 (places:1) |
| 2022FPP-SY168 (places:1) |
| 2023/WMD/FPP/01 (places:1) |

Offers

Offers will be made on pre-determined dates through the Oriel system. There will also be a clearing process conducted later in the recruitment timeline.

> ➢ Applicants are advised to familiarise themselves with the offers schedule to avoid missing key deadlines to respond to offers made.

> ➢ It is important to note that the NHS is a constantly changing system and even after offers have been made for a particular programme, there will be situations when placements within that programme may change because of service redesign, working time directive regulations or national directives (UK-wide).

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.

Offers Process

Offers that have been made are displayed within the Offers tab of your Dashboard. To respond/update/view your offer, click on the vacancy name to find out more about your offer.

To Accept or Decline an offer, click on the appropriate button from the Offer/Actions section of the offer summary. You will be taken to a confirmation screen.

You must ensure that you tick the confirmation check box before you click the confirm button in order to confirm your response.

A green confirmation message box is displayed at the top of the screen when you have successfully submitted your response.

➢ 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.

Upgrade Offers

If you have accepted your offer, you have the option to 'opt in' for upgrade offers. This means that if a higher ranked preference choice becomes available in the second or third round, the offer will be upgraded, i.e. in the event that a higher ranking applicant chooses to decline their offer during the previous round of offers.

If you opt in to upgrades, and an upgrade becomes available, you do not have an option to decline the upgrade. Upgrades automatically replace your initial offer.

If you have opted in to upgrades, you can amend the programme preferences for which you wish to receive upgrade. You will see a link with the text 'Upgrade preferences' within the 'Actions' section of your offer.

Once you click on this link, you'll be presented with a screen displaying the programme preferences you've accepted an offer for, along with all other programme preferences that you have ranked more highly than the one you've received the offer for. From this screen you will be able to either opt in and out of these higher ranked programme or to re-rank your preferences.

Re-ranking upgrade preferences

From within the Offer details, click on the 'Upgrade Preferences' option that is displayed on the right-hand side. Click on the blue button labelled 'Update Preferences'. This will will take you to the 'Preference Update' screen.

You will see that the programme preference for which you have received on offer has the text 'OFFER' displayed alongside it. You **cannot** place this programme preference in the 'Not Wanted' column. You can, however, drag and drop all other programme preferences between the available columns, just as you did when you initially ranked programme preferences earlier in the process. Remember to click 'Save' to store your new order if you make any changes.

To opt out of upgrades, simply move all preferences above your offer to the not wanted column.

You may find it helpful to review the ranks to which you have assigned each preference, or to review the available preferences, in the form of a spreadsheet. To do this, click on the 'Clear here' link displayed above the preference ranking columns.

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. 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.

➢ Applicants will have 48-hours to respond to offers from the time at which the offer was made, after which their offer will expire and will automatically be declined.

➢ Upgrades will not take place in clearing.

➢ Applicants who have accepted or declined offers during the first clearing round will not receive further offers during the next clearing round.

Applicants who do not wish to be considered in the clearing process should notify the UKFPO by the deadline stated in the F2 Stand-alone Recruitment Timeline to allow applicants who still wish to be considered for offers the opportunity to take up a post.

References

The Oriel system will initiate the process of obtaining employment references as part of the necessary pre-employment checks required under the NHS Employment Check Standards.

Applicants are asked to provide contact details for referees as part of the application form. We

advise that email addresses are double checked with referees prior to entry on to Oriel to ensure there are no discrepancies.

➢ Referees need to use the exact email addresses that you enter on Oriel or they will not be able to complete your reference.

➢ Applicants can change referee details online even after application submission, and until the reference period is closed, or until the referee has submitted a reference; whichever comes first.

➢ Refer to the national application timeline for reference submission window dates.

References are collected on behalf of employers as part of the pre-employment checks and have no bearing on applications to the programme. Offers of employment are subject to satisfactory references.

A contract of employment will not be issued until satisfactory references have been received.

If references are not received on Oriel by the deadline, your employing organisation will contact you before you start work to arrange for missing reference(s) to be provided.

Please bear in mind that you are responsible for ensuring that your reference is provided before you start work as a foundation doctor.

Helping referees

➢ If your referee has forgotten or lost their password, they should go to https://www.oriel.nhs.uk/web and click on the "forgotten password" function. They will be emailed a link to follow to reset their password.

➢ If referees are still having trouble, they are advised to contact the Oriel technical helpdesk to resolve the issue via email support@hicom.co.uk. There is no contact telephone number for the Oriel helpdesk.

Notification to Employers

Details of final offers accepted will be communicated with employing organisations at the end of May for those applicants who receive offers during the first two rounds of offers.

Employers will be notified of any offers accepted during the clearing process in mid-June. Refer to the national recruitment timeline for all dates.

Any unfilled places will be released to employers for local recruitment to Locum Appointments to Service (LAS) posts. All service posts will be advised on the NHS Jobs website.

Applicant Withdrawals

Applicants must notify the UKFPO of their decision to withdraw from the recruitment process at the earliest convenience.

Applicants should 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

Please refer to the F2 Stand-alone 2024 Applicant Handbook for information regarding complaints.