



# F2 Stand-alone Programmes Applicant Handbook 2023



England  
Northern Ireland  
Scotland  
Wales



December  
2022

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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 recognised 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.

Trainees 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 trainees on two-year programmes. They will also have access to the 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)

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 stand-alone application process, all communication with the UKFPO should be carried out by email. The team will not be taking telephone enquiries during this busy time. The UKFPO will endeavour to make informed decisions and provide relevant advice based on the information provided in response written 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). For complex queries regarding registration with the GMC, applicants must contact the GMC directly for support and guidance. The UKFPO cannot provide applicants with guidance about their registration application.
- The UKFPO team are not specialists in immigration law. For detailed queries regarding your immigration and right to work status, please contact the UK Home Office / UK Visa and Immigration directly.

### UKFPO Contact Details

Email: [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk)

Website: [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk)

## Foundation Schools

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 trainees. Each foundation school is responsible for overseeing the education and training within the employing organisations in its geography.

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

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 are advised to visit the website of their allocated foundation school to identify the key points of contact. For foundation school contacts please visit: -

<https://foundationprogramme.nhs.uk/contact-us/foundation-schools/>

## Foundation School Locations

### England

#### London region

Foundation School(s)	Geography
London	Barking, Bethnal Green, Braintree, Bromley, Camberwell, Carshalton, Central and West Middlesex, Charing Cross, Chelsea, Croydon, Ealing, Enfield, Epping, Epsom, Halstead, Hammersmith, Harrow, Harwich, Havering, Homerton, Ilford, Kingston, Lewisham, Leytonstone, Marylebone, Newham, North Middlesex, Plaistow, Redbridge, Richmond, Romford, Tooting, Uxbridge, Westminster, Whipps Cross, Whitechapel Woolwich

#### Midlands and East region

Foundation School(s)	Geography
East Anglia	Cambridge, Colchester, Great Yarmouth, Huntingdon, Ipswich, King's Lynn, Norwich, Peterborough, West Suffolk
Essex, Bedfordshire and Hertfordshire (EBH)	Basildon, Bedford, Chelmsford, Clacton-on-Sea, Harlow, Hertford, Luton, Maldon, North Hertfordshire, Southend, Watford, West Hertfordshire, Westcliff-on-Sea
Leicestershire, Northamptonshire and Rutland (LNR)	Evington, Kettering, Leicester, Northampton
Trent	Boston, Chesterfield, Derby, Grantham, Lincoln, Mansfield, Nottingham, Burton

West Midlands Central	Birmingham, Solihull, Sutton Coldfield, West Bromwich
West Midlands North	Dudley, Shrewsbury, Stoke, Telford, Walsall, Wolverhampton,
West Midlands South	Coventry, Hereford, Nuneaton, Warwick, Worcester

### North region

Foundation School(s)	Geography
Northern	Bishop Auckland, Carlisle, Darlington, Durham, Gateshead, Hartlepool, High Heaton, Middlesbrough, Newcastle, Northallerton, Northumberland, Northumbria, South Tyneside, Stockton-on-Tees, Sunderland, Tees, White Haven
North West of England	Barrow, Bebington, Blackburn, Blackpool, Bolton, Burnley, Bury, Cheshire, Chorley, Congleton, Crewe, Isle of Mann, Lancaster, Liverpool, Macclesfield, Manchester, Oldham, Ormskirk, Prescot, Preston, Rochdale, Runcorn, Salford, Southport, St. Helen's, Stockport, Upton, Warrington, Wigan, Wirral
Yorkshire and Humber	North Yorkshire and East Coast: Bridlington, Grimsby, Hull, Scarborough, Scunthorpe, York
	South Yorkshire: Barnsley, Doncaster, Rotherham, Sheffield
	West Yorkshire: Airedale, Bradford, Dewsbury, Halifax, Harrogate, Huddersfield, Leeds, Pontefract, Wakefield

### South East region

Foundation School(s)	Geography
Kent, Surrey, Sussex (KSS)	Ashford, Brighton, Canterbury, Chichester, Chertsey, Dartford, Eastbourne, Frimley, Gillingham, Guildford, Haywards Heath, Maidstone, Margate, Pembury, Redhill, St. Leonards-on-Sea, Worthing
Oxford	Aylesbury, Amersham, Ascot, Banbury, Berkshire, Buckingham, High Wycombe, Milton Keynes, Oxford, Reading, Slough
Wessex	Basingstoke, Bournemouth, Dorchester, Isle of Wight, Jersey, Poole, Portsmouth, Salisbury, Southampton, Winchester

### South West region

Foundation School(s)	Geography
Peninsula	Barnstaple, Exeter, Hayle, Penzance, Plymouth, South Devon, Torbay, Truro
Severn	Bath, Bristol, Cheltenham, Gloucester, Swindon, Taunton, Weston-Super-Mare, Yeovil

## Northern Ireland

Foundation School(s)	Geography
Northern Ireland	Antrim, Belfast, Coleraine, Craigavon, Downpatrick, Dundonald, Enniskillen, Lisburn, Londonderry, Newry, Omagh

## Wales

Foundation School(s)	Geography
Wales	Abergavenny, Aberystwyth, Bangor, Bodelwyddan, Bridgend, Caerleon, Caerphilly, Cardiff, Carmarthen, Llandaff, Llandough, Llanelli, Llanfrechfa (near Cwmbran), Merthyr Tydfil, Newport, Port Talbot, Swansea, Wrexham, Ynysmaerdy, Nr Llantrisant

## Scotland

Foundation School(s)	Geography
Scotland	East Region: Angus, Dundee, Perth
	North Region: Aberdeen, Elgin, Fort William, Inverness, Lerwick, Oban, Stornoway, Wick
	South East Region: Bonnyrigg, Dunfermline, Edinburgh, Fife, Haddington, Howden, Kirkcaldy, Roxburghshire
	West Region: Airdrie, Alexandria, Ayr, Dumfries, East Kilbride, Glasgow, Greenock, Kilmarnock, Larbert, Paisley, Wishaw

## F2 Stand-alone Programmes

F2 Stand-alone programmes are one-year fixed-term training programmes. Applicants **must hold or expect to hold full registration with the GMC** by the start of the programme in August 2023.

### Two-year programmes compared to F2 Stand-alone programmes?

Two-Year Foundation Programme (FP)	F2 Stand-alone Programmes
Provisional registration with the GMC	Full registration with the GMC
Two-year programme allocations ( F1 and F2)	One-year fixed-term F2 programme
FP Curriculum	FP Curriculum
Clinical and Educational Supervisor	Clinical and Educational Supervisor
Foundation Programme Certificate of Completion (FPCC) upon satisfactory completion of F2	Foundation Programme Certificate of Completion (FPCC) upon satisfactory completion of F2
Access to the online foundation ePortfolio	Access to the online foundation ePortfolio

## Recruitment Timeline

A high-level recruitment timeline which lists all key dates for the entire application process can be found on the [UKFPO website](#).

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

The timeline includes dates for the application process, the Situational Judgement Test (SJT), interviews and offers.

## How to Apply

In addition to this guidance document, applicants should also refer to the [How to apply guidance](#) which includes information about the requirements of the application form, the Oriel online application system and the offers process.

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

### What is the process for recruitment to F2 Stand-alone Programmes?

All applications must be submitted through [www.oriel.nhs.uk](http://www.oriel.nhs.uk) under the 'foundation' staff group.

Two-Year Foundation Programme (FP)	F2 Stand-alone Programmes
Eligibility application in July – August	No eligibility application
Clinical assessment in November (if required)	No clinical assessment
Application form in September	Application form in January
Applicants' preference foundation schools as part of the application form	Applicants' preference available programmes <u>after</u> interview (if successful at interview stage)
No longlisting	Longlisting
Situational Judgement Test (SJT)	Situational Judgement Test (SJT)
No interview	Twenty minutes panel interview
Not applicable	Applicants rank available programmes across the UK
Allocation to a programme between March – May	Offers in May - June
Applicants rank available programmes within their allocated foundation school	Not applicable
Programme commences in July / August	Programme commences in July / August



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

Information will be available on the UKFPO website between January-February which will provide applicants with an overview of the approximate numbers of training programmes that will be available and the regions across the UK that these will be in. Applicants should note that 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.

Applicants are advised to familiarise themselves with the complete guidance document to ensure they meet the requirements of the person specification at the relevant milestones in the application process.

Please refer to the table on page 21 for a summary of when you are required to demonstrate you have met each of the criteria outlined in the person specification.

FACTORS	CRITERIA		MEANS OF ASSESSMENT	
			Eligibility Checking (Longlisting)	Interview
Qualifications	Essential	The applicant must have achieved a primary medical qualification recognised by the General Medical Council (GMC).	X	
		The applicant must hold or expect to hold full registration and a licence to practise with the GMC by the start of the programme	X	
		Valid ILS certificate or equivalent <sup>1</sup> by the start of the programme.	X	
		The applicant must not be working as part of a two-year foundation programme, i.e. current F1 trainees, or have already successfully completed an F2 year and received a Foundation Programme Certificate of Completion (FPCC) or equivalent or expect to do so by the start of the programme.	X	
		Appropriate right to work as a doctor in training in the UK by the start of the F2 stand-alone programme.	X	
		If the applicant has been removed or resigned from foundation training, the <i>Reapplication to foundation training</i> form signed by the Foundation School Director of the Foundation School where previous training took place is required.	X	
	Desirable	The applicant has attained additional relevant qualifications e.g. ALS, ALERT.	X	
		The applicant has no more than 24 months postgraduate clinical experience in the UK.	X	

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		The applicant will have practised continuously as a doctor for the last 12 months. If not, evidence of maintaining clinical knowledge and skills must be provided.	X	X
		The applicant will have attained relevant additional postgraduate academic qualifications e.g. a degree.	X	

<b>Clinical Knowledge &amp; Skills</b>	<b>Essential</b>	<p>The applicant must be of good standing and fit to practise medicine safely in accordance with GMC's <a href="#">Good Medical Practice (2013)</a> domains:</p> <ul style="list-style-type: none"> <li>• Knowledge, skills and performance</li> <li>• Safety and quality</li> <li>• Communication, partnership and teamwork</li> <li>• Maintaining trust</li> </ul> <p>The applicant must demonstrate an understanding of the outcomes of the Foundation Programme Curriculum (2021).</p> <p>The applicant must be familiar with requirements as set out in <a href="#">Promoting excellence: standards for medical education and training (2016)</a> including the relevant core skills.</p>		X
	<b>Desirable</b>	<p>Clinical employment in the NHS.</p> <p>Clinical experience in any public health service.</p> <p>Evidence of Continuing Professional Development (CPD).</p> <p>Knowledge and experience of UK health systems, practices and values and awareness of current issues in the NHS.</p> <p>Computer literate.</p> <p>Understands the importance and impact of information systems in health care.</p> <p>Participation in clinical audit.</p> <p>Experience of working in teams.</p>	X X    X	X  X X X X X
<b>Language &amp; Communication Skills</b>	<b>Essential</b>	<p>The applicant must have demonstrable skills in listening, reading, writing and speaking in English that enable effective communication about medical topics with patients and colleagues, as set out in the GMC's <a href="#">Good Medical Practice (2014)</a>.</p> <p>Primary medical qualification undertaken solely in English including all examinations undertaken solely in English and that the primary medical qualification included at least 75% of contact with patients in English. NB: See list of institutions from which the GMC will not accept evidence of English language proficiency: <a href="http://www.gmc-uk.org/doctors/registration_applications/23567.asp">http://www.gmc-uk.org/doctors/registration_applications/23567.asp</a></p>	X  X	X
	<b>OR</b>	<p>A valid IELTS certificate with a minimum score of 7.5 in each domain (speaking, listening, reading and writing).</p> <p>IELTS certificate must be dated no more than two years prior to the start of the programme and the above</p>	X	

		scores must be achieved in one sitting.  <b>OR</b> Evidence of completion of OET with a minimum score of 400 in <b>each</b> domain (listening, reading, writing and speaking).  OET Statement of Results must be dated no more than two years prior to the start of the programme and the above scores must be achieved in one sitting  <b>OR</b> A minimum of 3 months paid employment as a doctor in the NHS.	X	
<b>Attributes</b>	<b>Essential</b>	The applicant must demonstrate: <ul style="list-style-type: none"> <li>• an understanding of the importance of the patient as the central focus of care</li> <li>• the ability to prioritise tasks and information appropriately</li> <li>• an understanding of the importance of working effectively with others</li> <li>• the ability to communicate effectively with both colleagues and patients</li> <li>• initiative and the ability to deal effectively with pressure and/or challenge</li> <li>• an understanding of the principles of equality and diversity</li> </ul>		X
<b>Fitness to practise</b>		The applicant must achieve the relevant clearance for criminal record checks at the appropriate level subject to prevailing UK legislation.	X	

<sup>1</sup> Acceptable ILS equivalent certificates:

1. Advanced Cardiac Life Support (ACLS) – valid for 4 years

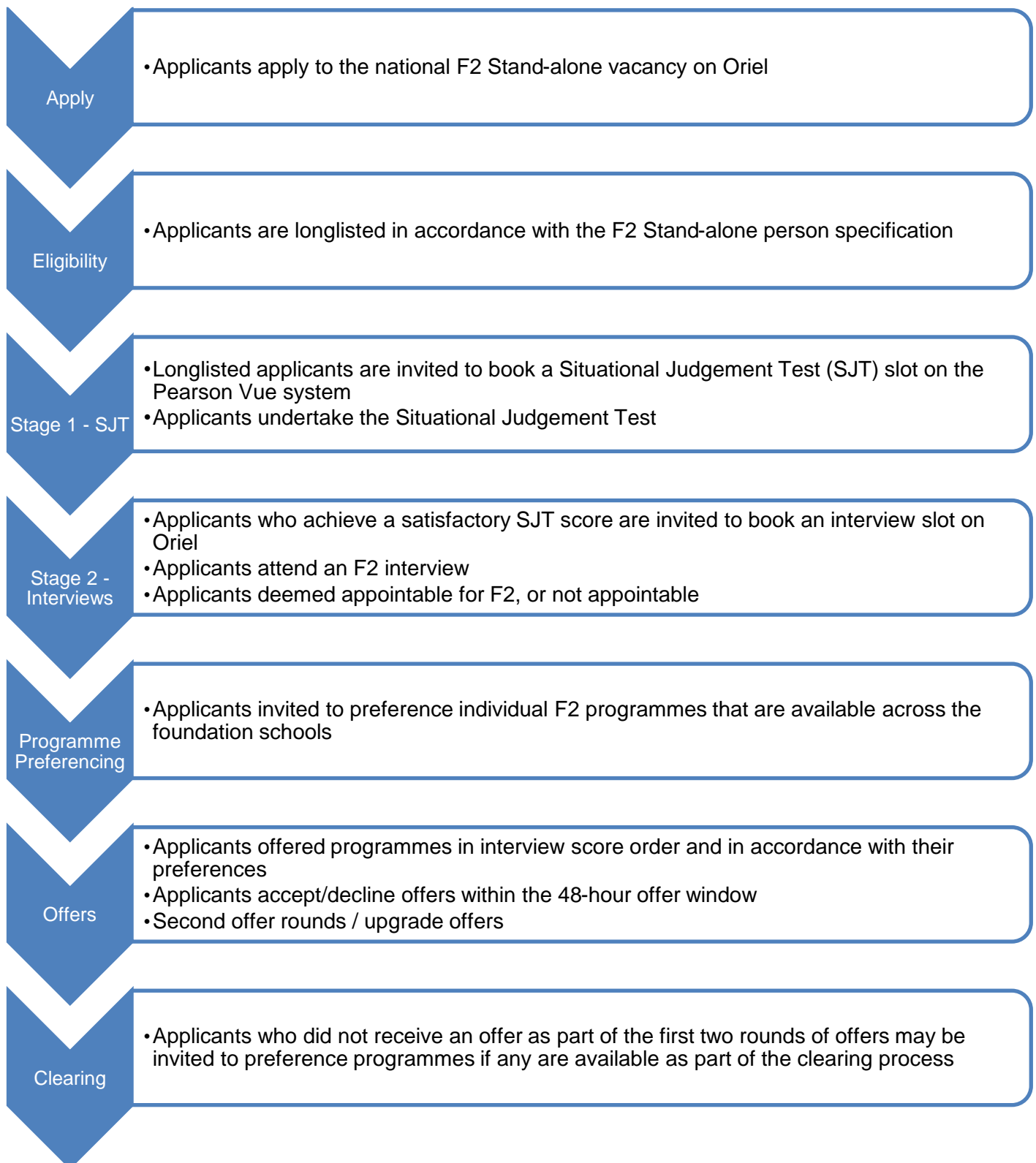
2. Advanced Life Support (ALS) – valid for 4 years.

NB. ILS is valid for 1 year

### Eligibility criteria – General information

- Applicants who are currently working as part of the two-year foundation training programme or have already successfully completed the F2 year and received a Foundation Achievement of Competency Document (FACD) / Foundation Programme Certificate of Completion (FPCC) are **not eligible** to apply for F2 stand-alone posts.
- Current F1 doctors in training are advised to consider alternate guidance in relation to options for applying for an Inter-Foundation School Transfer (IFST) available on the UKFPO website and 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) as F2 Stand-alone posts 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.

# Application Process



*\*Please be advised that the 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 out with 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 acquire full registration with the GMC by the start of the programme in August 2023.
- To obtain full registration, you 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 2023).**

**Applicants will be required to state in their application that they have passed PLAB 1.**

- If you have not passed PLAB part 1 at this time, there will not be sufficient time for you to take PLAB part 2 and to 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 23, Registration with the General Medical Council.

## 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 provide proof that your primary medical qualification has been undertaken solely in English, that all examinations undertaken were solely in English

and that your primary medical qualification has included at least 75% of contact with patients in English.

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](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 2 and 3 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).

- Yours 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 2<sup>nd</sup> August 2021.**
- We will accept results from the general, academic or UKVI IELTS
- Applicants will be asked to 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).

- Yours 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 2<sup>nd</sup> August 2021.**
- 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 2023**.

- 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.

### Immediate Life Support (ILS)

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 allocated foundation school and employing organisation if they are successful in their application and are appointed to a training programme.

### Reapplication to F2

Applicants who have previously resigned or relinquished a foundation training programme will be 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 for the foundation school to which you were previously allocated. The reapplication form can be found on the [UKFPO website](#).

### Prior completion of a UK F2 training programme

Applicants who have already successfully completed a UK F2 training programme (either as part of a two-year foundation programme or a stand-alone F2 programme in the UK) and have received a Foundation Achievement of Competency Document (FACD) or Foundation Programme Certificate of Completion (FPCC) **are not eligible** to apply for F2 stand-alone programmes.



## F2 start date

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.

## Current UK F1 Trainees

If you are currently working in a UK F1 training programme as part of the recognised two-year foundation programme, you are **not eligible to apply for F2 Stand-alone programmes through this process.**

Current F1 doctors in training who wish to move to a different foundation school for the F2 training year are advised to consider the guidance on Inter-Foundation School Transfers (IFST), which provides a process by which doctors can apply to move foundation schools on the grounds of special circumstances. Information can be found on [UKFPO website](#).

## Situational Judgement Test (SJT)

All applicants who meet the longlisting criteria will be required to undertake the 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 on <http://www.pearsonvue.com/UKFP>

- Applicants will be able to book their SJT test via the Pearson VUE website between **Wednesday 15 February and Wednesday 22 February 2023.**
- 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 **Monday 27 February – Friday 03 March 2023.**
- 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 can start the OnVUE check in process up to 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.

## 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 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 approved extenuating circumstances will be able to take the SJT on the next 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 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](mailto: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. Interviews will be held on the following dates:

- **Tuesday 18<sup>th</sup> April 2023**
- **Wednesday 19<sup>th</sup> April 2023**

Applicants will be able to book their date and time slot from Tuesday 28 March until Monday 03 April 2023 (12:00 midday BST). Interview places will be allocated on a first come first served basis.

- For information about how to book an interview slot on Oriel, please refer to 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. Applicants will be advised if they were successful or unsuccessful on this date.

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.

## Offers

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 recruitment 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](mailto: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 endeavour 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 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](mailto: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 <a href="#">General Medical Council (GMC)</a> and expect to hold full GMC registration and a licence to practise by August 2023.
GMC Registration and a Licence to Practise	<p>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 2023.</p> <p>Applicants should be of good standing and fit to practise medicine safely in accordance with the GMC's <i>Good Medical Practice (2013)</i> *.</p>
Pass confirmation of PLAB part 1 (if required)	<p>PLAB 1 must have been passed already at the point of application in <b>January 2023</b>.</p> <p>Applicants who have not passed it by this point are not eligible to apply.</p>
Pass confirmation of PLAB part 2 (if required)	<p>PLAB 2 needs to have been booked to sit the exam by <b>31<sup>st</sup> May 2023</b> at the latest.</p> <p>It must be passed, and GMC registration obtained in time to begin the F2 programme in August 2023.</p>
English Language Proficiency	<p>Evidence must be submitted <b>at the time of application in January 2023</b></p> <p>IELTs and OET evidence must be dated no more than two years prior to the start of the programme and therefore no earlier than <b>2<sup>nd</sup> August 2021</b>.</p> <p>Refer to pages 14 – 16 for full guidance and accepted evidence.</p>
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. The expectation will be for doctors to undertake relevant re-certification courses or be able to demonstrate their ability to perform life support at the appropriate level.</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</p>

	course should be arranged shortly after commencement in post.
Reapplication to Foundation Training (if required)	Submitted as part of the application form
Right to work in the UK	<p>Applicants must either be a UK national, or otherwise be able to demonstrate they have the right to work as a doctor in training in the UK.</p> <p>Applications from doctors who require Skilled Worker sponsorship are welcome and will be considered alongside all other applications.</p> <p><b>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.</b></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>

## 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.