



# Foundation Recruitment Overview

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

twitter: @UKFPO



Do not leave your application to the last minute!  
Late applications are not accepted under any  
circumstances



Read the [Applicants' Handbook and/or Eligibility Guidance](#) multiple times



Check your Oriel account and registered email  
address for updates regularly



Print/save the timeline and add important dates to  
your diary. You need to be familiar with dates so you  
do not miss important processes.





Are you able to locate the answer yourself in the first instance? UKFPO will refer you to the [guidance](#) as most queries can be answered by reading it!

Step one should be read the guidance and look at the website. Then contact UKFPO team if you are still unsure.



Follow us on Social Media for up-to-date information



Once your application form has been submitted, **it cannot be changed**. Make sure you double check everything.



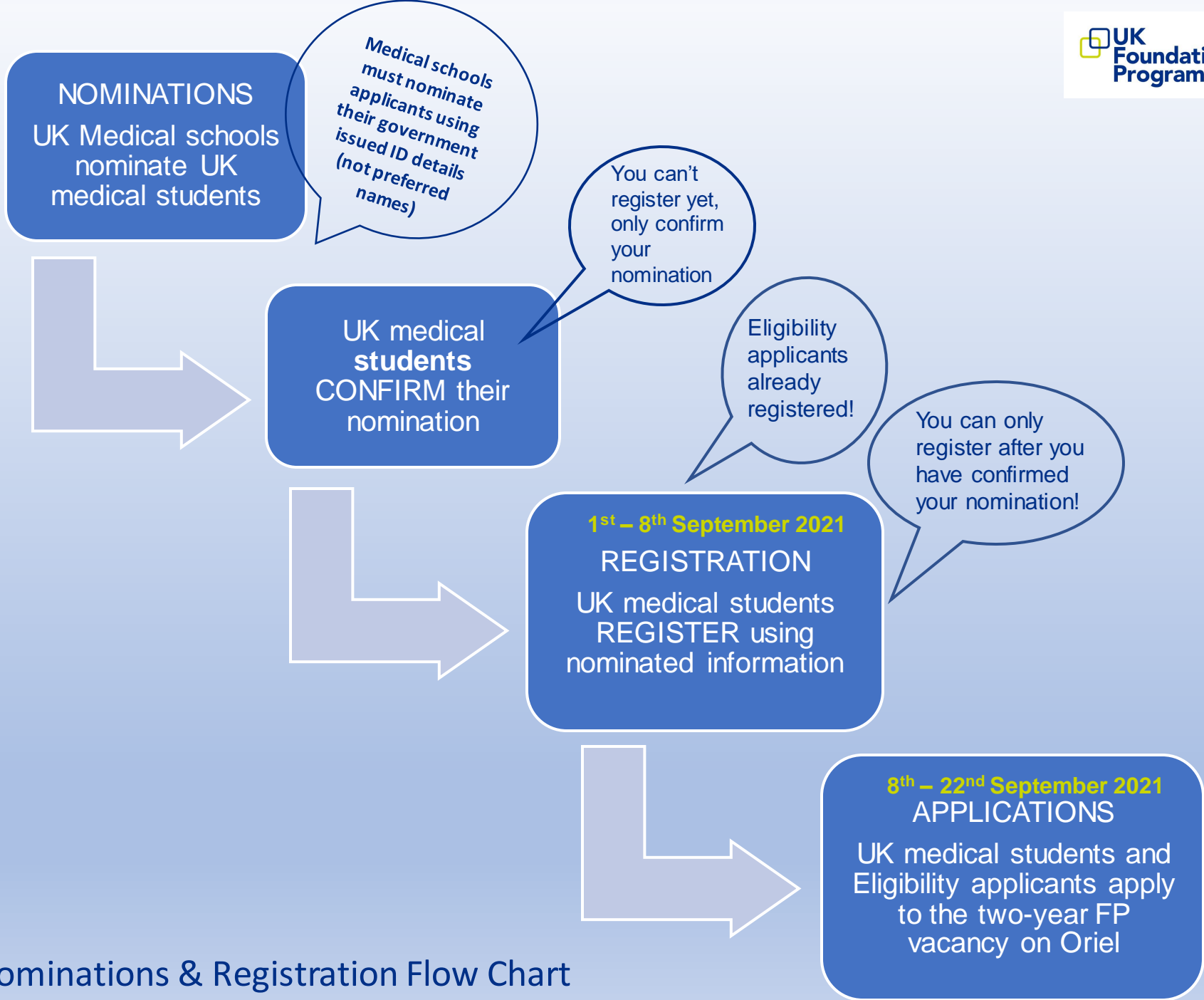
Please do not attempt to rank preferences by using a smartphone device.

Applicants must be eligible/eligible with conditions or nominated by the medical school to apply

# Nominations and Registration

Medical Schools must nominate students using the name from their Government ID

- All **UK** graduates from the last two years are nominated by the medical school and will receive an email
- UK graduates should **not** create an account (only use nominated information from medical school)
- Eligibility applicants should have already applied via the Eligibility process and do not need to be 'nominated' (eligibility confirmed via UKFPO)
- UK applicants must confirm their nomination (click the link in your email 'Nominee Confirmation required')
- If UK applicants do not receive the nomination email, they should contact the medical school for assistance
- Military applicants are not required to apply via Oriel (contact Defence Deanery for details)



Nominations & Registration Flow Chart

# Useful Information

- **Applicants must register with the name that matches their government issued ID!!**
  - **If your nomination details are different, change your personal details on your Oriel account to match your ID**
- Applicants for eligibility can register on Oriel at any time (you just won't be able to apply to the FP vacancy yet)
- UK nominees can only register when the specific registration window has been opened, i.e. once they have been nominated
- UK nominees should not create an account on Oriel prior to being nominated
- UK nominees can register and apply during the application window
- Eligibility applicants only need to register once
- Eligibility applicants must use a current passport (it cannot be expired ([Home Office](#)) at the time of application and you cannot update your evidence at a later time i.e. after you update your passport)

# Dates

## Eligibility Application window:

09:00 (BST) 14th July – 4th August 2021 (12:00 midday BST)

## National Application window:

Registration from 1st September 2021

Applications 09:00 (BST) 8th September – 22nd September 2021 (12:00 midday BST)

No late applications considered under any circumstances

All dates / times listed are local UK time (BST/GMT)

# Eligibility Applicants:

## Important Information for PLAB

Date	Action
From 14 <sup>th</sup> July 2021	Applicants should begin booking PLAB 1 seat with GMC after applying on Oriel (use your email confirmation from Oriel that you have submitted your application)
31 <sup>st</sup> August 2021	Applicants must have already requested/booked PLAB 1 seat and send booking confirmation to UKFPO
5 <sup>th</sup> October 2021	Deadline to qualify from medical school
4 <sup>th</sup> November 2021	Latest examination date for PLAB 1
From 16 <sup>th</sup> December 2021	PLAB 1 fails will be withdrawn from the application process (there are no exceptions)
5 <sup>th</sup> April 2022	Applicants must have already requested/booked PLAB 2 seat and send booking confirmation to UKFPO
31 <sup>st</sup> May 2022	Latest examination date for PLAB 2
From June 2022	PLAB 2 fails will be withdrawn from the application process (no exemptions permitted)*
7 <sup>th</sup> July 2022	Latest date to submit application for registration with GMC

\*Exemptions are not permitted. The onus is on the applicants to ensure they meet the deadlines stated. Registration cannot be achieved.\*



# Eligibility Applicants:

## Important Information for Clinical Assessment (CA):

Applicants who qualified from medical school on or before 3<sup>rd</sup> August 2020 must undertake an assessment of their clinical skills in the UK prior to being granted full eligibility.

The primary purpose of this assessment is to determine suitability to start the foundation programme. The assessments will be undertaken by Manchester University NHS Foundation Trust. Candidates will sit a set of 16-station Objective Structured Clinical Examinations (OSCEs) in approximately four hours.

### **DATES for the CA:**

27<sup>th</sup> -29<sup>th</sup> October and 1<sup>st</sup> – 2<sup>nd</sup> November 2021

3<sup>rd</sup> September 2021 – deadline to pay full £850 non-refundable to undertake the CA

Further information on the National Clinical Assessment (NCA/CA) can be found in the Eligibility Guidance.

# Eligibility Applicants: English Language

Applicants are required to provide to proof of English language at the time of application by one of the following methods: -

- Confirmation in the Dean's Statement that your primary medical qualification (including the language of instruction, examinations and at least 75% of clinical contact with patients) has been undertaken solely in English.
  - Your medical school must **not** be on the [General Medical Council's list](#)

If your medical school is listed by the GMC, you will be required to submit a valid IELTS or OET with your application form.


- **IELTS:** minimum score of 7.5 in each domain: speaking, listening, reading and writing in one sitting.
- IELTS Academic, General and UKVI all accepted, including proctored. The IELTS indicator will **not be accepted**
- **OET:** minimum score of 400 in each domain: speaking, listening, reading and writing in one sitting.

The IELTS certificate/OET results must have been obtained no earlier than **3<sup>rd</sup> August 2020**. Evidence will not be accepted following the close of the application window.

**The requirements for satisfactory IELTS and OET 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. School examinations such as UK GCSEs or A Level results are not considered satisfactory evidence of English language proficiency. See page 15 in the Eligibility Guidance for further details.

# NEW for 2022

- **Specialised Foundation Programmes (SFP) - the new name for what was known as AFP (Academic Foundation Programmes)**
- **Important!** White Space Questions will appear automatically if you select you wish to apply for SFP on Oriel.
  - ❖ Please note, White Space Questions are not used by every Foundation School/UoA!
  - ❖ Applicants are advised to refer to the specific UoA website that you will be applying to, to see which achievements they will be taking into consideration for their shortlisting processes.
- For preferencing deadlines, please refer to the applicant handbook as late preferencing is not permitted.
- There is now one all-encompassing application form so applicants will only submit one main application form that will include:
  - The option to apply for specialised foundation programmes (SFP) as well as FPP (Foundation Priority Programmes)
  - Pre-Allocation for Personal Circumstances requests (the new name for what was known as Special Circumstances)
  - SJT Reasonable Adjustment requests



-Pre-Allocation  
-SJT RAs

## New for 2022

- Pre-Allocation for Personal Circumstances – no longer referred to as *Special Circumstances*
- Applicants able to apply via the main application form
- Applicants will provide required pre-allocation evidence directly onto Oriel
- The criteria for pre-allocation for UKFP 2022:
  1. Parental/guardian responsibilities
  2. Primary and significant caring responsibilities
  3. Medical condition
  4. Unique circumstances
  5. a) Educational circumstances  
b) Widening participation
- Reasonable Adjustments for the SJT can be requested in the main application form (evidence is not required at the time of application and will be requested if needed)

# Applications

Eligibility Process: Those applicants confirmed Eligible or Eligible with conditions must apply to the National FP vacancy

Reasonable Adjustments for the SJT

Pre-Allocation

Foundation Programme (FP)

National application. Mandatory for all applicants

Specialised Foundation Programme (SFP)

National application. Optional

Foundation Priority Programmes (FPP)

National application. Optional

Psychiatry Foundation Fellowship (PFF) Programmes

National application to the Royal College. Optional

Not on Oriel

Eligibility

Nominations, Registration and Applications

Local Selection Process: Specialised Programmes

Situational Judgement Test (SJT)

Offers for Specialised Programmes

FPP Offers

National Allocation to Foundation Schools

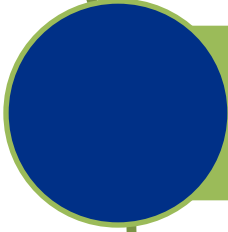
Group Matching and Match to Programme Results (inc PFF)

# National Timeline

# Educational Achievements (Additional Degrees and Publications)



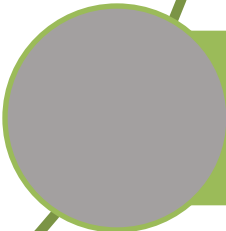
You **MUST** include your additional degree/publications on your initial application to be considered and/or be eligible to submit an appeal!



If you do not include your additional degree/publications on your initial application in the first instance, you **CANNOT** submit an appeal to add later.



Points are determined by an independent panel. UKFPO is not permitted to confirm if you would receive points or not.

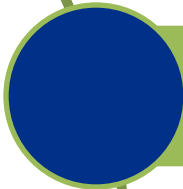


UKFPO is not permitted to review your evidence in advance and/or offer advice to applicants. You must use the guidance provided.

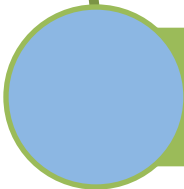
# Educational Achievements (Additional Degrees and Publications)



UKFPO cannot endorse any one independent company for the purposes of verifying or determining equivalence with the UK classification system.



It is the responsibility of each applicant to locate a suitable company and obtain the required evidence of GPA calculations and to demonstrate equivalence with UK standards.



Companies that provide this service include National Academic Recognition Information Centre (NARIC) and Scholaro. The onus is on applicants to locate a suitable company.



As UKFPO cannot provide a pre-checking service, it is better to include than to exclude.



If your degree has not yet been ratified, please see [Appendix 4](#) of the Applicants' Handbook.





Check your application, especially PUBMED ID Numbers

Educational  
Achievements  
and  
Publications



If there is no PMID, the point will not be awarded. DOI, ISBN or PMCID numbers do not count



Check your verified EA score in case you wish to appeal. *You must claim for points as part of the application to be eligible for an appeal.* (Hence knowing important dates and deadlines!)

Important!



Please refer to the Applicant Handbook and Appeals Guidance for further information.

# Important: Delayed Degrees/Publications and Claiming Points

- Applicants who are intercalating, but their degree ratification is not due until after the closure of the national application window (**but before 3<sup>rd</sup> November 2021**) must follow the same procedure in claiming for points initially on their application.
- The degree must be ratified by **3<sup>rd</sup> November 2021**. Publications must also have been published by this date. There are no exceptions.
- Upon verified EA points being released to applicants on 11<sup>th</sup> October, you will be awarded a score of '0.' This is the expectation and does not negatively impact you.
- You should submit a Stage 1 Appeal in order for the evidence to be reviewed.
- If accepted, you will be awarded the appropriate number of points.

# Important: Delayed Degrees/Publications and Claiming Points

Claim for your additional degree and / or publication on your initial application.

- You cannot claim for points if you do not include on your application initially

Degrees / Publications must be ratified / published by 3rd November 2021

- There are no exceptions to this

Upon verified scores being released, you will receive a score of '0'

- Do not be alarmed, this is the expectation

Read the Appeals guidance when published and submit a Stage 1 appeal for your evidence to be reviewed.

- If accepted, you will be awarded the appropriate number of points.

# Linked Applications

- Both applicants must preference UoAs in the same order
- One applicants wishing to link will receive an email. You must confirm the link in the email for linking to work.
- Links are not possible if applicants choose to accept an offer for SFP or FPP
- Links will be severed if: -
  - Either or both accept an SFP or FPP offer
  - Either or both are placed on reserve list
  - Preferences are changed after the submission of the original application
- Both applicants must be allocated to the primary list
- Applicants are allocated in accordance with the lower rank
- Local policies vary at group/programme level

RTW not  
required at  
the time of  
application

# Right to Work and Visa's

## Sponsorship with HEE:

Sponsorship can be offered by HEE under the Skilled Worker (Health and Care, previously Tier 2) Visa route and is arranged by the Overseas Sponsorship Team. If you are successful following recruitment and selection, you will be contacted regarding sponsorship with HEE. The contact details are as follows:

[Sponsorship@hee.nhs.uk](mailto:Sponsorship@hee.nhs.uk)

## Graduate Route:

The new Graduate Route offered by the Home Office opened on the 1st July 2021. If you are considering applying for this route, then you will not require sponsorship from HEE and will need to apply directly with the [UK Visas and Immigration](#) (UKVI).

Once your application has been approved, you can then provide evidence of this to the UKFPO. More information on the Graduate Route can be found here: [Graduate Immigration Route](#)

## UK / Settled applicants:

UK / Settled applicants must provide a copy of their date stamped passport or biometric residence card as proof of their RTW for the full duration of the programme. This must be uploaded to Oriel when completing their eligibility application.

Applicants with pre settled status must provide evidence of their status once this has been received.

Applicants RTW status must be valid for the full duration of the 2-Year Programme. If the applicants Visa is due to expire part-way through the programme, they will need to provide proof of RTW beyond this point, or there will be an option to apply for an extension or alternate Visa, without disrupting the training programme.

# Preferencing

Applicants are required to rank all 19 foundation schools as part of their application. Rank in order of your preference!

Applicants will be able to amend their preference choices until 17<sup>th</sup> February 2022 at 12:00 (GMT)

Applicants preference groups and/or programmes after national allocation to foundation schools

**Applicants are advised not to use smartphone devices to rank UoAs, groups and programmes.**

# Offers / Allocations

- Applicants who accept an offer for a specialised foundation programme (SFP) or Foundation Priority Programme (FPP) will not be included in the FP allocation process. Unsuccessful applicants, or those who decline offers, will be included in the allocation to FP places.
- For applicants who initially accept an offer for a SFP or FPP, and later decide to withdraw, **all other applications will be withdrawn**, including the primary application for FP.
- If you decide to accept an offer for SFP, no future offers will be made.
- Applicants who do not receive offers, or choose to decline any offers made for these programmes, will automatically remain in the allocation process for FP.

# Offers / Allocations

## Special Foundation Programme (SFP) Offers

Accept/decline offer. If you accept and later decline, you will be withdrawn from all further allocations, including FP.



## Foundation Priority Programme (FPP) Offers

Accept/decline offer. If you accept and later decline, you will be withdrawn from all further allocations, including FP.



## FP Allocation

You are allocated. (nothing to accept/decline)

If you have accepted an SFP/FPP offer, you will not be included in the FP allocation process.



## Group Matching and Match to Programme (inc PFF)

One Stage and Two Stage



# Match to Group/Programme

March – April

- Preferecing; drag and drop to “Preference” column
- No submit button; Hit “Save” button
  - If you see a programme with ‘0’ that means this is no longer available so no reason to include with your preferences
- Last preference saved is the one used
- Local matching process, including management of linked applications
- National release of match to programme results
- Release of allocation, application and reference information to employing organisations

# Primary List / Reserve List



Highest ranked applicants allocated to the primary list

Approved for pre-allocation allocated first

In rank order, each applicant is allocated to their highest preference available

Applicants who are not allocated to the primary list are placed on the reserve list

# Common Queries:

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**-Can I use a *scanned* copy of documents? Or can I use a *photo* of the document to upload?**

We will accept a scan or a photo upload of your documents, as long as they are legible, and all 4 corners are visible.

**-My middle name is not on my Dean's Statement, is that ok?**

UKFPO need to be able to clearly identify you via your passport. If your middle name is not included, as long as UKFPO is able to verify who you are, this is fine.

-If in doubt, be sure to include further evidence of name changes etc.

**Oriel queries?**

-How to preference?

-How to see your EPM?

**[See our FAQs](#)**

**-I have two different results for IELTS/OET.**

UKFPO do not specify which to use. Your results must be in date and achieved in one sitting.

**-Uploading Documents:**

Oriel has a 'document library' in which you can store documents. When submitting your application, you select the documents to attach with your application. If you upload an incorrect document, it will stay in your 'library' as it cannot be deleted, but you can un-link it from your FP application.



References can be updated after submitting your application

REFERENCES ARE REQUESTED ON BEHALF OF EMPLOYERS BY UKFPO IN THE FIRST INSTANCE. IT IS NOT AN ISSUE IF THEY ARE NOT COLLECTED WITHIN THE TIME SPECIFIED



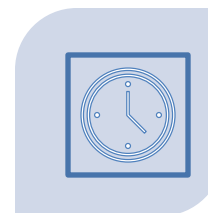
SJT PRACTICE PAPERS –PROVIDED TO FAMILIARISE YOU WITH THE TEST FORMAT (YET TO BE PUBLISHED FOR 2022)



UKFPO WILL RESPOND TO QUERIES WITHIN 5 WORKING DAYS AND DO NOT OFFER A PHONE OR PRE-CHECKING SERVICE



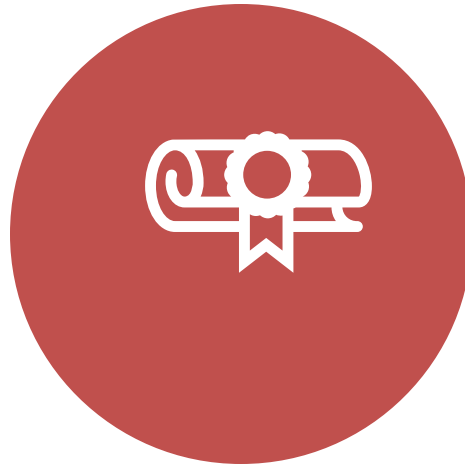
CHECK OUR WEBSITE, SOCIAL MEDIA AND FAQs AS YOU MAY BE ABLE TO ANSWER YOUR QUERY FASTER YOURSELF



PLEASE NOTE THAT ALL TIMES PUBLISHED ARE UK LOCAL TIME. THE UKFPO WILL ENDEAVOUR TO RELEASE OUTCOMES/COMMUNICATE WITH APPLICANTS AS EARLY AS FEASIBLE ON EACH STATED DATE.

# Preparing for Foundation:

[NHS: How to succeed in foundation training](#)



[GMC Resources](#)

[PREPARING FOR THE  
FOUNDATION PROGRAMME](#)

**The End!**

 **UK  
Foundation  
Programme**

Look out for Webinar  
information on our  
website.



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

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