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# UKFP 2023 Applicant Guide to Allocation

Two-year Foundation Programme

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## Introduction

This document provides applicants with information about the foundation school allocation process which takes place in March 2023 and the programme matching process which takes place from April 2023 onwards.

Applicants should refer to the updated high-level applicant timeline on the [UKFPO website](#) for the full list of dates and deadlines which relate to allocation and programme preferencing and matching for each cohort of applicants.

### SJT Scores

Once all tests have been marked and standardised (formally known as “test-equated”), the scores are translated to a 0-50 scale.

The distribution of the scale is set to reflect the distribution of Educational Performance Measure (EPM) scores. This ensures that when the SJT and EPM scores are combined, they each exert an equal weighting. The equation for translating the SJT scores to the EPM scale depends on the EPM scores in that year. SJT scores are final (that is, they cannot be appealed) and will not be changed once published under any circumstances.

### Exceptionally Low SJT Scores

There may be a small group of applicants who have an exceptionally low SJT score. If you find yourself in this group, you will be invited to attend a virtual review of your score in February 2023. If the outcome of your review is successful, your application will remain in the application process. If you are unsuccessful, or choose not to attend the review, your application will be withdrawn. The outcome will have no effect on future applications.

Applicants with an exceptionally low SJT score will be contacted individually. If you are not contacted by UKFPO regarding a low scoring SJT, you do not fall in the group.

## Allocation to a Foundation School

Allocation to the Foundation Programme will take place on **9 March 2023**. All eligible applicants will be allocated to a foundation school on this day.

Applicants will also be able to view their SJT score and their total FP score (EPM decile + SJT = total FP score) on their Oriel account on 9 March 2023.

Applicants will receive a notification email from Oriel (which will be sent to the email address that is registered on their account) with the details of their allocation. Applicants can also view their allocation result directly on Oriel by logging in to their account.

Applicants should check their junk/spam folder within their email account if they cannot find the notification email in their main inbox.

In rank order, each applicant will be allocated to their highest preference foundation school where a training place is available. Please see an example of this allocation process below.

The same meritocratic algorithm will be used to match individual applicants to programme places within the foundation school.

#### **CASE STUDY: How allocation to foundation school works**

William's top five preferences were: Northern, Severn, Peninsula, Wessex and Wales. William scored a total of 70 (EPM + SJT) out of a possible maximum of 100. This placed him 4000<sup>th</sup> in the rank list.

When it was William's turn to be allocated, all the vacancies in Northern, Severn and Peninsula had been filled with higher ranking applicants. A vacancy was still available in Wessex. William was allocated to Wessex as this was his highest preference that still had a place available.

## **Matching to a Foundation Programme**

Applicants will be invited to preference groups/individual programmes once allocated to a foundation school and this will take place from March 2023 onwards.

Applicants will be matched to a programme in cohorts from April 2023 onwards. This process will be managed locally by foundation schools.

Dates and details of the programme preferencing and matching process will be communicated to applicants by the UKFPO and their allocated foundation school and will follow a set timeline.

In rank order, each applicant will be allocated to their highest preference foundation programme. Applicants in the first cohort will be matched to a programme in April 2023.

Further programme matches will take place from May 2023 onwards to ensure that all applicants are matched to a foundation programme within their allocated foundation school.

Applicants should refer to the updated high-level applicant timeline on the [UKFPO website](#) for the dates and deadlines which relate to the programme match for each cohort.

### **Two-stage match using groups (match to group and then match to programme)**

Foundation schools with many programmes may choose to cluster programmes into groups (for example, themed by location). In this instance, applicants will be matched to programmes in two stages: -

- 1) Matched to a group: applicants are required to rank groups in order of preference. You will be matched to a group based on your rank and preferences.

- 2) Matched to a programme: once matched to groups, applicants will be invited to rank the programmes in that group in order of preference. You will be matched to programme in accordance with your rank and preferences.

### One-stage match (match to programme)

If the allocated foundation school does not use groups, applicants will be invited to rank the programmes in order of preference without having to rank groups. Applicants will be matched to programmes based on their rank and preferences.

### Oriel system

The Oriel preferencing page is set to time out after 59 minutes of inactivity.

- Make sure you save your preferences if you leave your computer part-way through preferencing.
- Do not have Oriel open on two browsers/tabs at the same time, as your preferences will not be saved.
- **Applicants are advised not to use smartphone devices to rank groups and programmes.**

If it is not possible to match you to one of your preferred programmes, that is those that have been ranked positively, the system will randomly allocate you to a vacant programme based on the number of places in each group/programme, after others that have expressed a preference have been matched.

- You will be allocated randomly if you fail to preference programmes by the deadline.
- **Late preferences cannot be submitted under any circumstances.**
- You are advised to familiarise yourself with foundation school local timelines and to allow sufficient time to preference programmes.

### Programme match

All applicants will be informed of their match to programme results by email and this will include a pdf attachment of the results. If you have any queries about your programme, you should contact the foundation school directly. Applicants are matched to one programme only.

- You are not required to confirm acceptance of this match on Oriel (that is, this is not an 'offer' like a specialised or priority foundation programme).
- Your programme match will be final and your foundation school will be in touch with you regarding next steps in preparation for your employment.

- As far as possible, foundation schools aim to honour programme allocations. However, it is important to note that after being matched to a programme, placements within that programme may change as a result of service redesign, working time regulations or national directives.
- If you withdraw your application, you will be withdrawn from the entire application process and you will need to reapply to the Foundation Programme the following year. If you choose to reapply, you will be required to complete a new application form. No part of your application or the selection process will be carried over to the next recruitment year.

### Linked applications

- Provided that applicants have followed the process for linking on Oriel (refer to the main 2023 [Applicant Handbook and How to Apply Guide](#)) applicants will be allocated to the same foundation school.
- The score of the lower scoring applicant will be used to allocate both linked applicants to a foundation school and in some cases, programme group (if used by the foundation school).
- Not all foundation schools allow linking for the match to group and applicants should consider local policies at this stage and contact their allocated foundation school for information.

### Other information

- It will not be possible for applicants to defer their foundation programme start date (except for statutory reasons).
- All applicants are expected to commence in post on 2 August 2023 and to attend shadowing/induction in July/August 2023.
- Once allocated to a foundation school and programme, there is **no system for swaps** between foundation schools or within individual foundation schools and programmes. Swaps will not be facilitated by the UKFPO under any circumstances.

## Supporting Trainees Entering Practice (STEP)

The GMC standards [Promoting excellence](#), requirement 3.15, places an obligation on UK medical schools to ensure their students meet the outcomes required.

All organisations involved in medical education and training are required to ensure there are processes in place to share information about learners between different stages of training: *R2.17 “Organisations must have a process for sharing information between all relevant organisations whenever they identify safety, wellbeing or fitness to practise concerns about a learner, particularly when a learner is progressing to the next stage of training”.*

In applying for the Foundation Programme, applicants accept that such a transfer of information will take place.

The STEP process is intended to support applicants and ensure that any reasonable adjustments are made in line with the needs of foundation doctors in a timely manner **before** the start of training.

All applicants are required to complete a STEP form to support the transition from undergraduate medical education to postgraduate training. UK students will be required to complete an online STEP form and medical school teams will communicate directly with students about the process and provide a link to the online form.

Applicants are encouraged and reminded of their responsibility to ensure that their STEP form contains relevant information that may support the delivery of training. UK medical schools will also have an opportunity to review and add to the information provided. Further details about the STEP process can be found on the UKFPO [website](#).

Applicants who applied via the UKFPO's Eligibility process are required to complete a MS Word based STEP form which is available on the UKFPO [website](#).

## Employment

### Unable to take up allocated foundation programme

If anything should happen which would prevent you from commencing training on the expected date (such as illness or final exams failure), it is vital that you let your foundation school and employing Trust know as soon as possible to allow them to fill the vacancy.

### Pre-Employment Checks

Pre-employment checks include Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG), and occupational health checks. Applicants must ensure that their reference is provided, as employers will not be able to offer a contract of employment without it.

If your reference has not been collected on Oriel within the main reference submission window, your employer will contact you about providing this reference offline and will let you know if further information is required.

### Contract of Employment

Formal offers of employment will be made by employing healthcare organisations (hospital, Trust, or health board).

Contracts of employment will only be offered once you have qualified from medical school, attained provisional registration with a licence to practise with the GMC in the UK, and completed the necessary pre-employment checks. For this reason, applicants are strongly encouraged to apply for provisional registration with the GMC as early as possible.

Pre-employment checks are unrelated to the STEP form as the STEP form is not passed to employer HR teams; therefore, questions may be duplicated.

The employing organisation is responsible for all contractual issues such as pay, banding, rotas and accommodation. The employing organisation will confirm your start date.

### **Induction/Shadowing**

As a newly appointed foundation doctor, the health service in the UK requires foundation doctors to undertake a period of induction into the NHS and the workplace and take part in shadowing prior to the start of the programme to observe the F1 doctor they will be taking over from.

The employer will provide details of the shadowing and induction period. This is likely to be the week(s) before the start date of employment.

**Applicants must arrange registration with the GMC to cover the shadowing and induction period.**