UKFP 2023 Guidance on How to Apply to the Foundation Programme

For F2 Stand-alone programmes, please refer to the separate guidance for one-year F2 programmes on the UKFP website.

UKFPO
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Contents

The following section provides details of the information applicants are expected to provide as part of the main Foundation Programme (FP) application form on Oriel, which includes the option to apply for Specialised Foundation Programmes (SFPs) and Foundation Priority Programmes (FPPs). Ensure that all the information provided is correct before submitting your application, as once your form has been submitted, it cannot be changed.

Application form – Part 1

Personal

This section will only be used for employment purposes and will not be considered when scoring your application. If you are allocated to a foundation programme, the details in this section will be passed to your employer. The information you will be asked to provide/confirm includes:

 ➢ Your personal contact details (name, address, telephone numbers, and so on)
 ➢ An indication of whether you wish to be considered for less than full-time training.

You will be able to amend your contact details through your dashboard on Oriel.

Eligibility

If you applied through the Eligibility process, you will indicate your GMC registration status and provide your GMC number if you have it. If you already have provisional registration with a licence to practise, you must provide details of the name you are registered under with the GMC. If you do not, choose the option 'I do not currently hold provisional registration'. You have plenty of time to apply for this so do not worry about selecting this option on your application form.

If you are currently a student at a UK medical school (in the UK or at an overseas campus) you will provide your GMC number. The application form will check that the details match with what your medical school has nominated you with. If you don't know your GMC number, ask your medical school.

You must indicate your nationality (country pertaining to your nationality) and answer the relevant questions around your Right to Work in the UK. Non-UK/Ireland nationals will be asked to provide details of their current immigration status (personal status). Non-UK/EEA nationals currently studying at UK medical schools should select 'Tier 4/Student visa' (if appropriate) and the start and end dates provided should be in relation to the Confirmation of Acceptance for Studies (CAS). This part of the form will only be used for employment purposes.

Fitness

You will be asked to state whether you have any unspent and spent convictions, investigations and/or warnings regarding your fitness to practice. If yes, you will later need to give details of these on your STEP form. 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 to your employer and not your foundation school.

If you have any queries on this section please contact the Disclosure and Barring Service (DBS) helpdesk via customerservices@dbs.gov.uk or 03000 200 190, or for Scotland, Disclosure Scotland info@disclosurescotland.co.uk (or if calling outside of the UK, +44 151 676 9390).

The information that you provide in this Declaration Form will be processed in accordance with the **General Data Protection Regulation** 2018. It will be used for determining your eligibility for this position.

References

You must provide details of one academic referee from your medical school. Your referee does not have to be the most senior person in an organisation; it is more important that they are able to comment on your performance. A reference form takes approximately **five minutes** for a referee to complete.

Your referee must be from your medical school. This might be a professor, lecturer, reader, director of clinical studies or a person holding an honorary contract as advised by your medical school. The referee should have ideally known you for one year, or a minimum of six months, and should be aware of your performance during ALL years spent at the medical school.

Make sure that you ask your referee 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. We advise that email addresses are double checked with referees before entry on to Oriel to ensure there are no discrepancies. Referees do not need an Oriel account. They will access the reference request via a link sent to their email and are advised to check their spam folders regularly. References will be collected later on during the allocation process.

You can change your referee's email address on Oriel (even after you submit your application) until the reference period is closed, or until the referee has submitted a reference; whichever comes first.

References are collected on behalf of employers as part of pre-employment check processes and have no bearing on applications to the foundation programme. Offers of employment are subject to satisfactory references. If references are not received by the deadline, your employing organisation will contact you before you start work to arrange for missing reference(s) to be provided. *Bear in mind that you are responsible for ensuring that your reference is provided to your employer before you start work as a foundation doctor. A contract of employment will not be issued until a satisfactory reference has been received.*

Competences

You will be asked to provide details of your primary medical qualification and whether you are a final year medical student. Details of the medical degree and medical school/university must be provided. If you are a student at an overseas medical school, choose "Other: please specify" from the drop-down list (only UK medical schools are listed individually). If you have not yet graduated, you must enter your expected date of qualification; this is the date you expect to graduate.

If your primary medical qualification is/was delivered by more than one university, include the start and end dates that cover the entirety of the course.

Equality

This section includes the equal opportunities monitoring information required by the health service to monitor their recruitment practices. This section asks you to provide your age, gender, ethnic origin, religious beliefs and whether you consider yourself to have a disability under the Equality Act 2010.

You may choose to leave the date of birth fields blank. All other fields are mandatory, but you may choose the option "I do not wish to disclose/specify".

There is an optional short section to complete if your top choice foundation school is Northern Ireland.

The information you provide in this section will only be accessed by authorised individuals involved in the application process to ensure that the process adheres to equality and diversity legislation. Anonymised reports will be produced to analyse recruitment practices.

Declarations

This section is a list of declarations that you are required to confirm you have read and understood.

Foundation priority programmes

You will be asked to indicate whether you would also like to apply for a Foundation Priority Programme (FPP). If you indicate "Yes", you will need to select the FPP vacancy from the drop-down list (it will be the only option available). If you select "No", no further information is required in this section.

Screenshot of the application form on Oriel:

Application form – Part 2

If you are applying for FP only, or FP and FPP, select "No" for the first question in this section. The rest of the section will be left blank. It will only be populated if you choose to apply for SFP(s), in which case you will
  ➢ select one or two specialised unit(s) of application (SUoA(s))
  ➢ indicate whether you require any arrangements/adjustments for interview
  ➢ enter details of any educational achievements
  ➢ respond to white space questions

SFP Educational achievements

You can enter a maximum of 32 achievements in this section: a maximum of two additional degrees, ten publications, ten presentations and ten prizes. This is locally managed, so you should consult individual foundation school websites.

You will not be expected to upload any supporting evidence for SFPs. If you are invited to an interview, it is likely that you will be expected to provide evidence to support any further additional achievements included on your application.

Specialised FP white space questions

You will also be asked to respond to a series of white space questions (free text answers). The question set is the same for all SUoAs (though some may not need you to answer all the questions). **Not every SUoA uses white space questions and you are advised to check the specific SUoA website.** If the particular SUoA(s) you have selected does/do not require white space questions, enter 'n/a' in the boxes to complete your application. See the UKFPO website for further details.

Supporting information

You will have the option to
1. Apply to be considered for pre-allocation to a specific foundation school based on personal circumstances
2. Apply for reasonable adjustments when sitting the Situational Judgement Test (SJT)
3. Link your application to another applicant's
4. Indicate if you are happy to have your SJT score shared with your medical school

Pre-allocation

If you wish to apply for pre-allocation, you should follow these steps:

- When you complete your main application form on Oriel, indicate that you wish to apply for pre-allocation by completing the relevant section in the form.

- Complete the relevant Word pre-allocation application form for the criterion that you wish to apply under. There are separate application forms for each of the criterion, and these are available on the UKFPO website under the "key documents" section for 2023.

- **IMPORTANT**: Ensure that you allow plenty of time to arrange for supporting signatories to provide their statement/signature for your application and for any additional evidence to be provided to you (for example, supporting letter or report).

- **IMPORTANT**: If your application is missing evidence and/or supporting signatures it will be rejected by the pre-allocation review panel.

- Upload the completed application form and any supporting evidence/documents to the "supporting information" section of your FP application on Oriel.

- The criteria for being pre-allocated are very specific and you must supply all the required supporting documentation

- You **must** rank the foundation school you wish to be pre-allocated to first in Oriel. Failure to do so will result in your application for pre-allocation not being considered.

- You can only select one criterion to apply under.

- Your request for pre-allocation along with any supporting evidence must be submitted as part of your Oriel application by the close of the application window on **20 September 2022 (12 midday BST).**

For more detailed information on the pre-allocation process and criteria, please refer to the pre-allocation guide on the UKFPO website.

Reasonable adjustments

See the reasonable adjustments section in the FP2023 Applicant Handbook.

Linked Applications

If you wish to link your application, **both applicants** should select "yes" when asked if you would like to link your application. More information will then appear, along with a box for you to type in the email address of the person with whom you want to link with.

The process of linking works in this way:

1) You must enter the email address of the person you want to link with, ensuring it is the same one they are using for the application process. The person you want to link with will then have the option to accept or decline the link request when they reach the "Supporting" section. You will both receive status notifications.
   - **Both applicants must say "Yes" to the Linked applications question and tick the confirmation check boxes. The applicant who has not sent the link request will be given the option to either accept or reject the link.**

2) For the link to be complete, the other person must accept the link request.

3) The link must be accepted before either **applicant submits their application for it be honoured.**

4) Both of you must rank all the foundation schools <u>in the same order of preference</u>. If you do not both do this, the link will be broken.

5) You must both score highly enough to be on the primary list for the link to work. If either of you are not placed on the primary list, the link will be broken. The score of the lower scoring applicant will be used to allocate both linked applicants to a foundation school and programme group (if used).

The result of your link may be that either:

➢ You will be allocated to a UoA which is lower in your order of preference than would have been the case had you not linked your application; **OR**,

➢ The other individual will be allocated to a school lower in their order of preference than would have been the case if they had not linked their application to yours.

The link will only be honoured if:

➢ all the information required is provided on both of your forms
➢ neither you nor the other individual has been pre-allocated to a particular UoA
➢ you both score highly enough to be on the primary list

➤ you have both ranked the UoAs in the same order of preference
➤ neither you nor the other individual has accepted an SFP or FPP offer; and
➤ there are two places available in a UoA when it is your turn to be allocated based on the lower of both scores.

Linked applicants can amend their preferences. However, both applicants must rank all the foundation schools in the same order of preference. If you do not both do this, the link will be broken.

If a link is broken, it is not possible for the UKFPO to re-establish the link under any circumstances.

Linking only allows for applicants to be in the same foundation school and group (if used), not the same programme, employing organisation or town. Some foundation schools will try to place linked applicants within an hour's commute of each other, others will not. You are advised to check foundation school websites for details of their local policies on linked applications.

SJT score sharing

Indicate "Yes" or "No". This will not affect your application status.

Preferences

You are required to rank ALL foundation schools in order of preference using a drag and drop process. The system will save your preferences every time you press save. There is no "submit" button for preferences in Oriel.

Do not attempt to rank preferences using a smartphone device.

You can amend preference choices from when you submit your application until 12:00 noon (GMT) on Thursday 16 February 2023. You will not be given a reminder that this is the closing date for any changes.

Applicants will be allocated in score order, so the higher the score, the more likely you are to be allocated to a higher preference. You will be invited to preference groups (if applicable) and individual programmes once you have been allocated to a foundation school.

If you choose to apply for specialised (SFP) and/or priority (FPP) programmes, you need to rank individual programmes in your order of preference once you have submitted your main application form. Refer to the high-level timeline on the UKFPO website for deadlines for each of these preferencing windows and ideally preference SFPs and FPPs as soon as possible after submitting your application to make sure you don't forget. For instructions on how to preference programmes see the relevant sections later in this document.

Confirm & submit

Oriel will prevent you from submitting your application form until all the relevant sections have been completed. Once your application form has been submitted, it cannot be changed. Make sure you double check everything. When you're ready, select "I confirm".

You will receive an email from Oriel confirming your application form has been submitted successfully. However, you should check separately through the dashboard on Oriel to confirm that you have submitted your application. You may also wish to take a screen shot of your confirmed submission.

Applicants should not leave the submission of your application 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.

Actions after submission

If you have not applied for SFP and/or FPP, you do not need to do anything else on Oriel once you submit your application form. Refer to the high-level timeline on our website for what happens next.

SFP preferencing and offers

Preferencing

You will need to rank individual SFP programmes after you have submitted your FP application, ideally as soon as possible. You can enter your programme preferences on Oriel for SFP until **14 October 2022 (12:00 midday BST**).

To rank individual programmes in order of preference, return to your dashboard and navigate to the 'Preferences screen', or access your preferences via 'my applications'. You will see several applications – your FP application and your maximum of two SFP applications (and/or an FPP application). Preferencing is managed in the same way for all three types of application.

IMPORTANT: Each Specialised Unit of Application/Foundation School will set a local timeline for their SFP selection process. This may or may not include a shortlisting process and interviews. The process will differ between SUoAs. It is therefore important that you check the local websites for each Foundation School/SUoA and familiarise yourself with the relevant dates and deadlines.

IMPORTANT: Applicants must check SUoA websites to understand their preferencing rules and processes.

Applicants applying for SFP cannot be pre-allocated to a specific region or Foundation School and cannot link their application to another applicant. (There will still be the option to apply for pre-allocation for FP and to link FP applications.)

- You are not required to preference all available programmes. You should only preference programmes you would like to be considered for. Remember that the more programmes you preference, the more chances you have of receiving an offer.

- If you are applying for SFP, an additional set of questions will be displayed as part of the main application form. Applicants should refer to the specific Foundation School/SUoA website to see which educational achievements they will be taking into consideration for their shortlisting processes.

Offers

The first round of SFP offers will be released on **11 January 2023** and applicants will see the result of their application(s) in their Oriel account. If you have been made an offer, you will also receive a confirmation email. The result of the application(s) will be one of the following:

1. An offer of a programme (**no upgrades will be offered**)
2. Oriel notification of allocation to the SUoA's reserve list, or
3. Oriel notification that the application has been unsuccessful.

You will not receive an email if you have been placed on the reserve list or if you were unsuccessful at interview. Applicants should view their application status online (all notifications are available in your Oriel account).

You must accept or decline offers on Oriel <u>within 48 hours</u>. If two offers are received for specialised programmes, you must decide which one to accept. The system will prevent applicants from accepting both offers.

If you apply to two SUoAs and accept an offer from one, the second application will be withdrawn, and you will not receive an offer from the second SUoA.

The duration of the offers may be staggered slightly between 09:00 and 10:00, therefore you should check the expiry dates for individual offers, or wait until all offers have been made, unless you have received an offer from your preferred SUoA and are completely certain of your decision to accept that offer in advance of the outcome of the second application.

If you decline an offer, you will not be considered later in the process for that SUoA. Applicants who have not accepted an offer during the SFP offers process will be included as part of the national FP allocation process.

CASE STUDY: SFP Offers Process

Sarah applied to the West Midlands SUoA vacancy and the Scotland SUoA vacancy on Oriel. Sarah was deemed appointable and ranked highly enough to be offered a programme in both SUoAs.

On 11 January 2023, the offer for the West Midlands SUoA became available on the system at 09:00. The offer for Scotland SUoA was released at 09:15. The programme offer for West Midlands SUoA will expire at 09:00 on Friday 14 January 2023, whereas the programme offer from Scotland SUoA will expire at 09:15 on Friday 14 January 2023.

IMPORTANT: If you accept an offer and subsequently withdraw your application, you will be withdrawn from the entire process, including FP.

Cascade Offers Process for SFP Reserve List Applicants

In addition to the initial round of offers, there are 3 further offer rounds. SUoAs will offer any unfilled places to the next highest scoring applicant(s) on their reserve lists during these offer rounds. Some SUoAs will continue to offer places during all 3 of the cascade offer rounds, but some SUoAs won't, and this will depend on the number of applicants and places available.

Cascade offers will only be made to applicants who have not previously received an offer from the SUoA, who have not already accepted an offer at another SUoA and have positively ranked a programme where there is a vacancy.

If an offer is made, applicants will have 48 hours to accept or decline the offer on Oriel. If applicants fail to respond within the deadline, the offer will automatically expire, the offer will be declined, and you will not receive any further offers from that SUoA. If you accept an offer, you will automatically be **excluded** from the FP allocation.

If you do not receive an offer or decline the offer(s) you receive, you will be included in the FP allocation.

CASE STUDY: How SFP Offers Work

Sinead dreams of an academic medical career in Northern and applies to two SUoAs: Northern and Severn. She is invited to interview by both SUoAs. Following the interviews, she is placed on the reserve list by Northern and offered a place by Severn on 18 January. She has until 20 January to decide.

Sinead is perfectly at liberty to decline the offer from Severn in the hope that enough applicants with higher SFP scores in Northern drop out following the initial offers round for her to be offered a place during the cascade process. But she must remember that if this does not happen, she will be left with no SFP offers, because if she declines the Severn offer, she will not receive another offer from Severn. She would then be included in the FP allocation.

Sinead decides to decline the Severn offer and, luckily for her, receives an offer from Northern during the cascade process. Sinead accepts this offer within 48 hours and is excluded from the FP allocation.

You can withdraw SUoA applications up until the point when offers are made. After this time, you must contact the foundation school to request for your application to be withdrawn.

If you choose to withdraw once you have accepted an offer, you will be withdrawn from the entire process, including FPP and FP. You will need to re-apply the following year and sit the SJT again.

FPP preferencing and offers

Preferencing

- Applicants applying for FPP cannot be pre-allocated to a specific region or Foundation School or link their application to another applicant. (There will still be the option to apply for pre-allocation for FP and to link FP applications).

- You will need to rank individual FFP programmes after you have submitted your FP application.

- To rank individual programmes in order of preference, return to your dashboard and navigate to the 'Preferences screen', or access your preferences via 'my applications'. You will see several applications – your FP application and your FPP application (and/or a maximum of two SFP applications). Preferencing is managed in the same way for all three types of application.

- You will be able to rank and amend your preferences for FPP up until **Thursday 16 February 2023 (12:00 midday GMT).**

- Applicants are **not required to attend an interview** for FPP.

Applicants only need to rank programmes of interest. Remember that the more programmes you preference, the more chances you have of receiving an offer.

Offers

Applicants who score highly enough to be allocated to the primary list for FP will receive offers based on their **total FP application score (EPM + SJT) and preferences for FPP**.

Applicants will have 48 hours to either accept or decline offers for FPP (**no upgrades will be offered**). If you choose to accept an offer for FPP, you will be withdrawn from the main FP allocation process. If you decline, or let an offer expire, you will automatically be included in the allocation process for FP. **If you accept an offer for FPP and later decide to withdraw your application, you will be withdrawn from the entire process, including FP**.

Applicants who are not allocated a FPP place will be included in the national allocation process for FP. Any unfilled FPP places will be included in the national allocation process for FP. The incentives offered as part of FPP may be transferred across for certain programmes, which are later included as part of the FP allocation process. This will depend on the local foundation school and is not a guarantee.

Timeline

Refer to the high-level timeline on the UKFPO website for all FPP key dates.

Allocation to the Foundation Programme and Programme Matching

For detailed guidance on this process refer to the Allocation to Foundation Programme guidance that will be available on the UKFPO website in due course.

How to view your FP application scores on Oriel

Below are instructions on how to check your EPM decile, SJT and FP total scores:

Log in to your Oriel account and go into your Applications. Navigate to your FP application. Select the **Foundation Programme** tab (next to the Summary tab). All your FP scores, when available, will be displayed on this page on the 'Foundation programme scores' tab (only EPM decile score is available in the screenshot below)**:**

The SFP scores for additional educational achievements will not be assigned on the system so you will not be able to see them here.

Instructions on how to use Oriel

When visiting https://www.oriel.nhs.uk all users will be directed to the following page:

Applicants need to select the foundation staff group by clicking on the UK Foundation Programme logo. Here you will be able to see the vacancies published for Foundation, contact details, FAQs and you will be able to log in.

The Oriel application system is compatible with Safari v12+, Google Chrome v77+, Edge and Firefox v68+. Applicants should use one of these browsers when using the website and preferably the most up to date version of that browser. Applicants should only login via one browser at a time (that is, don't have Oriel open in more than one window/tab) and should not use a mobile device. Further information about accessing Oriel is available in the Frequently Asked Questions (FAQ) section on the UKFPO website. The system is **not compatible** with Internet Explorer 7 – 10.

If there appears to be an error on the system, first try to access the site from a different web browser, for example, Google Chrome, or delete your cache or internet browser history. If this does not fix the issue, you can contact the technical helpdesk on **oriel@hicom.co.uk**.

Do not open Oriel in multiple browsers as your changes might not be saved. Do not use a smartphone device.

Registration (UK medical school nominees only)

➢ On Thursday 25 August 2022, all applicants nominated by a UK medical school will receive an email with a link to register on Oriel. Applicants who do not receive this email should contact their medical school immediately. Nominated applicants will only be able to access the foundation application process by following the URL provided in the registration e-mail. This is not applicable to applicants who applied through eligibility.
➢ You will be asked to create a password once you have followed the link to Oriel.

- ➢ The email address and password chosen at this time will need to be used when accessing the system for all future activities (you can update both once you've logged in if needed). You should keep your password safe.
- ➢ You will then be able to log on to Oriel to access the registration pages. The email address and password must match the original link.
- ➢ Once you have registered, you will be able to apply when the application window opens. You will still be able to register on the system once applications have opened.

You must select the **UK Foundation programme** staff group by clicking on the UK Foundation Programme logo from the landing page. You will not be able to access the application form for the UK Foundation Programme by selecting any other staff group (including Medical and Public Health Specialties).

How to amend your staff group

To amend 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 select the 'My Profile' option. Select 'Security' from the left-hand navigation menu, then 'Edit profile information' in the top right corner. Confirm your password. If it isn't already there, select 'Foundation' from the list of staff groups and 'Save'.
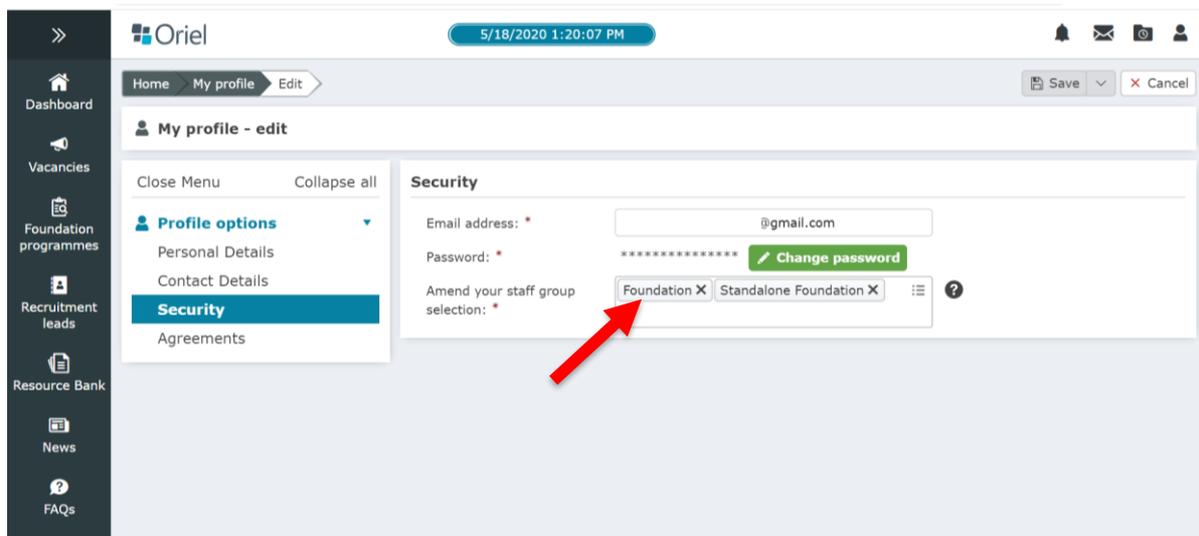
How to search for a vacancy

1. On the Oriel home page, select the UK Foundation Programme logo/staff group.
2. Select 'Vacancies' from the toolbar on the left of the screen.
3. Select 'Foundation' from the drop-down menu called 'I am applying to:' You may need to untick 'Stand Alone Foundation' as an option as this will generate search results for the one-year programme for fully registered doctors.
4. Vacancies will appear in the results box – select the 'Apply' box to the right of the relevant vacancy.
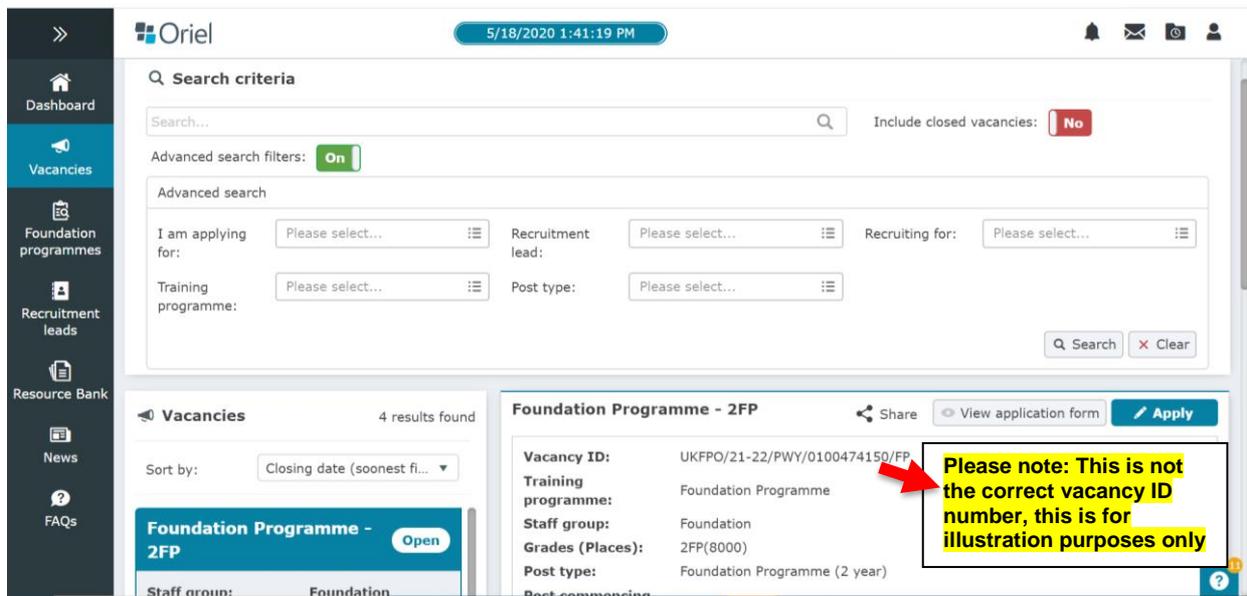
How to book an interview slot

To book an interview slot on Oriel, log in and select the 'Interviews' tab from your dashboard.

You will see the interview dates and times available to you.

Once you have selected the type of interview and the date you wish to attend, you will be able to choose a time.

How to rank programme preferences on Oriel

Once the preferencing window has opened, you will be able to rank all 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.

You need to drag and drop individual programmes into the 'Preference' column in your order of preference. 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 (select the 'click here' link that you can see in the screenshot below).

Glossary

See the FP2023 Applicant Handbook.

Useful Contact Information

See the FP2023 Applicant Handbook.