





UKFP 2024 Guidance on How to Apply to the Foundation Programme

Two-year 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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Introduction

Applications for the two-year Foundation Programme are managed through the Oriel application system (<https://www.oriel.nhs.uk>). Applicants must submit their application through the national FP vacancy on Oriel during the national application window.

This guide 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).

Oriel screenshots are included within this document to help guide applicants with certain sections of the application form on Oriel.

This guidance document should be referred to alongside the other UKFP 2024 guides and supporting information which can be found on the [UKFPO website](#).

- UKFP 2024 Application Timeline
- UKFP 2024 Applicant Handbook
- UKFP 2024 Applicant Guide to the Pre-allocation process (if applicable)
- UKFP 2024 Applicant Guide to Allocation – Preference Informed Allocation

Application form – Part 1

Personal (1 of 8)

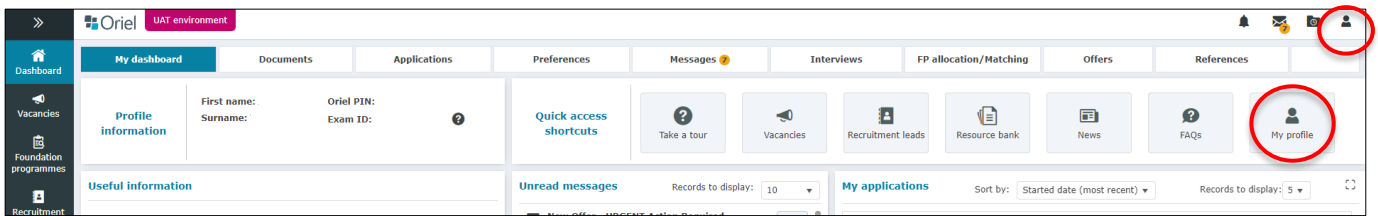
This section will only be used for employment purposes and will not be considered when processing your application for allocation to a foundation school or used during local foundation school selection processes for Specialised Foundation Programmes. If you are allocated to a foundation programme the details in this section will be passed to your employer. The information you will be asked to provide includes:

- Your personal contact details (name, address, email, telephone numbers)
- Date of birth and country of birth
- National Insurance Number - if you do not have this yet, this should be applied for soon. See information online: <https://www.gov.uk/apply-national-insurance-number>.
- An indication of whether you wish to be considered for less than full-time training (LTFT). (Applicants who select “No” at application stage are still able to apply for LTFT training at a later stage once allocated to a foundation school).

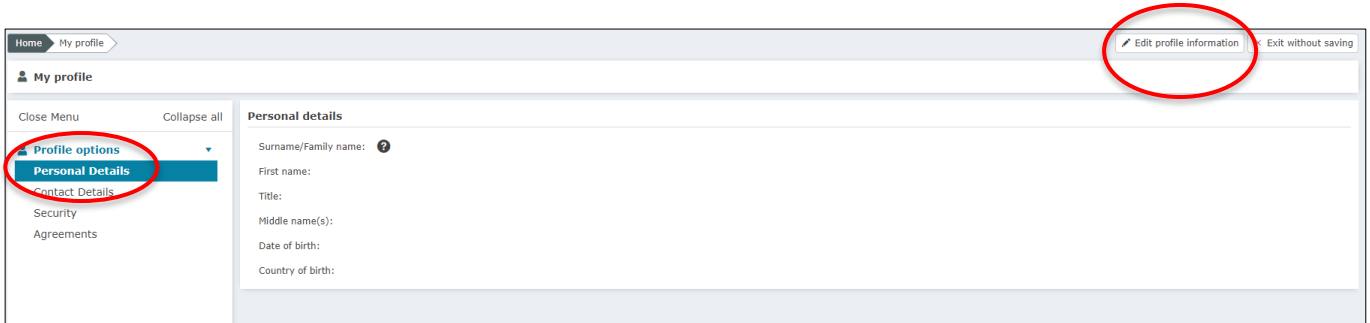
Note, that all applicants (for any specialty/programme) who are registered on Oriel are automatically assigned an exam ID number by the system. However, applicants for the 2024 Foundation Programme are not required to sit an exam or SJT, and therefore this exam ID number will not be used. The number will appear in your profile and dashboard in Oriel but can be ignored.

You can amend your personal details and contact details at any point, including after submission of your application through your dashboard on Oriel.

- To do so, go to “**My Profile**”.



- Select “**Edit profile information**” in the top right corner.



Eligibility (2 of 8)

Professional registration

Eligibility applicants

If you applied through the Eligibility application process, you are required to enter your GMC registration status and provide your GMC reference 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’.
- Applicants must apply for provisional registration by May 2024 at the latest (3 months before the start of the foundation programme).
- Applicants who also require PLAB 1 and 2 are required to have evidenced and passed these by the dates specified in the [eligibility application timeline](#). Applicants who fail to meet any of the deadlines published in the eligibility and application timelines will be withdrawn from the recruitment process. Refer to full guidance on the [Eligibility application web pages](#).

UK applicants

If you are currently a student at a UK medical school (or you are a **UK citizen** at a UK medical school overseas campus) your GMC reference number will be pre-populated in this section. Please check that your GMC reference number is correct. If you think it is incorrect, email the UKFPO at helpdesk@foundationprogramme.nhs.uk

Right to work in the UK

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 at UK medical schools

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.

Eligibility applicants

Non-UK/settled workers are required to provide evidence of their Right to Work in the UK for the duration of the 2-year foundation training programme upon successful allocation to a foundation school. However, evidence of right to work **does not** have to be provided at the point of application on Oriel if the applicant does not yet hold it.

Certificates of Sponsorship (CoS) will be arranged for applicants who need to apply for a visa after allocation to a foundation school has taken place.

- **Top tip:** If you currently have the Right to Work which will expire before the foundation programme starts, please indicate on your Oriel application that you will require sponsorship. A Certificate of Sponsorship (CoS) will then be arranged for you once you have been allocated to a foundation school.
- If your visa is due to expire part-way through the 2-year foundation programme, you will need to provide evidence of your continued Right to Work status beyond this point, or you may need to apply for an extension or alternate visa without disrupting your training programme. Right to Work information and FAQs can be found on the [UKFPO website](#).

Fitness (3 of 8)

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 share the details of this with your allocated Foundation School and employer. You must also provide details of this on your STEP form (see information about the STEP process on the [UKFPO website](#)).

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 (4 of 8)

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.

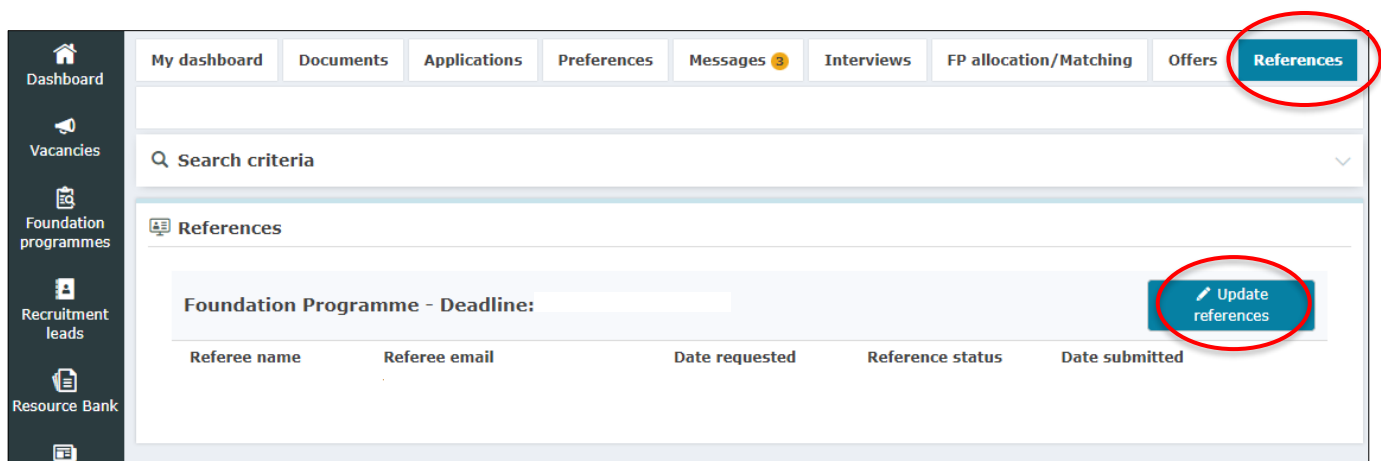
Your referee must be from your medical school. This might be a professor, lecturer, reader, director of clinical studies or a person holding an honorary contract as advised by your medical school. The referee should have ideally known you for one year, or a minimum of six months, and should be aware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

To do so, go to “**References**” in your dashboard menu bar.



References are collected on behalf of employers as part of pre-employment check processes. Offers of employment are subject to satisfactory references. If references are not received by the deadline ([see application timeline on the UKFPO website](#)) your employing organisation will contact you before you start work to arrange for missing reference(s) to be provided.

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 (5 of 8)

Primary medical qualification

You are required 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.

Country of medical school/university

- If you are a student at a non-UK medical school, choose “**Other: please specify**” from the drop-down list (only UK medical schools are listed individually).
- If you are a student at a UK university overseas campus (St. George’s University of London, Cyprus, Newcastle University Medicine Malaysia, or Queen Mary University of London in Malta) you **MUST** select the country from the drop-down list that you studied in

(and not the country that your medical school is affiliated to if these are different, e.g. the UK).

- If you have not yet qualified, you must enter your expected date of qualification.
- 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 (6 of 8)

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.

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 (7 of 8)

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

Foundation priority programmes (8 of 8)

You are required to indicate whether you would also like to apply for a Foundation Priority Programme (FPP). Information about FPP programmes can be found on the [UKFPO website](#).

If you indicate “Yes”, you will need to select the FPP vacancy from the drop-down list. There will only be one FPP vacancy listed for selection. If you select “No”, no further information is required in this section.

Information about the FPP programme preferencing and offers process is available later in this guide.

Personal Eligibility Fitness References Competences Equality Declarations Foundation priority programmes

Foundation priority programmes (8 of 8) Validate

14 Foundation Priority Programmes

Foundation Priority Programmes (FPP) have been introduced to support specific areas of the UK that have historically found it difficult to attract and retain trainees through the foundation and specialty recruitment processes. The main aim is to maximise the opportunity for applicants who wish to be located in less popular areas and therefore improve supply for specialty training and beyond. These programmes also offer a range of incentives.

Further information can be found at the [UKFPO website](#).

* Would you also like to apply for the Foundation Priority Programme (FPP)? ✓ Yes ✗ No

* Please select the Foundation Priority Programme from the drop down list Please select...

Application form – Part 2

SFP Educational achievements (1 of 2)

Specialised Foundation Programme

If you are applying for FP/FPP only, 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 wish to be considered under the Disability Confident Scheme
- indicate whether you require any specific arrangements/adjustments for interview

If you wish to be considered under the Disability Confident Scheme, refer to the guidance on the SFP page of the [UKFPO website](#). All queries about applying to SFP under the scheme must be directed to the foundation school(s)/SUoA(s) that you are applying to.

If you require any specific arrangements/adjustments for an SFP interview, these must be directed to the foundation school(s)/SUoA(s) that you are applying to.

A summary document of the SFP programmes available across the UK can be found on the [UKFPO website](#). It lists the following information for each Specialised Unit of Application (SUoA):

- Type of programmes available
- Date of interviews (if applicable)
- Link to foundation school/SUoA website
- Oriel vacancy number

Educational Achievements

You can enter up to a maximum of 32 achievements in total in this section.

- a maximum of two additional degrees
- a maximum of ten presentations
- a maximum of ten prizes
- a maximum of ten publications

The character limit is 100 when entering details for each achievement (e.g., title). The limit is 50 characters to enter a degree classification, and 200 characters when listing the authors or presenters for presentations and publications. All character limits are clearly stated alongside each field on the form.

The review and scoring of educational achievements is managed locally by individual foundation schools. Applicants must consult individual foundation school websites and contact them directly with any queries they have about SFP selection processes (the UKFPO cannot advise on this).

You are not required to upload any supporting evidence for specialised programmes on Oriel.

If you are invited to an interview, it is likely that you will be expected to provide evidence (either offline or via email to the SUoA) to support any further achievements included on your application.

Please refer to the website of the specialised programme unit of application to find out if this will be used for shortlisting.

SFP white space questions (2 of 2)

You are required to respond to a series of white space questions (free text answers). The question set is the same for all SUoAs across the UK.

Each Specialised Unit of Application (SUoA) will determine its own local process for longlisting, shortlisting and selection/interview. Please check the website of the SUoA(s) you wish to apply to (if any) for guidance on their local requirements **before you complete this part of the application form.**

Some SUoAs require you to only complete some of the white space questions, and some SUoAs do not use any of the white space questions as part of their selection process.

- 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.
- SUoA website links are included in the document “**SFP 2024 Summary by Specialised Unit of Application**” on the [UKFPO website](#).
- A copy of the white space questions can be found in the document “**SFP 2024 White Space Questions**” which can be found on the [UKFPO website](#).

Supporting information

In this section of the application form you will have the option to:

1. Apply to be considered for pre-allocation to a specific foundation school based on personal circumstances
2. Link your application to another applicant's application

Pre-allocation

If you need to be allocated to a particular foundation school due to your personal circumstances such as caring responsibilities, health reasons or for ongoing educational support, and your circumstances meet one of the national criteria, you can apply for pre-allocation to a particular foundation school in this section of the application form.

- Applicants who wish to apply for pre-allocation must first read the [UKFP 2024 Applicant Guide to the Pre-allocation Process](#) **before** completing their application.
- A Word application form for pre-allocation must be completed and uploaded onto Oriel. The application forms for each criterion can be found on the [UKFPO website](#).

The following steps should be followed on Oriel when completing the pre-allocation section on Oriel:

- 1) Select the criterion that you wish to apply under
- 2) Select the foundation school that you wish to be pre-allocated to
- 3) **Upload your completed pre-allocation application form** – your pre-allocation application will not be considered without this. You can only apply for pre-allocation based on **one criterion** – consult the separate guidance on the [UKFPO website](#) to decide which criterion is most appropriate for you.
 - You can attach a maximum of 1 document (10MB)
- 4) **Upload your supporting evidence relevant to the criterion you have selected** (excluding proof of address)
 - You can attach a maximum of 1 document (10MB)
- 5) **Upload your proof of address.** If relevant, upload proof of both your home address and term time address.
 - You can attach a maximum of 1 document (10MB)

➤ **Top tip:** Applicants should note that for each of the upload sections, only 1 x document file can be uploaded, and this must be a maximum of 10MB in size. Therefore, applicants should prepare their documentation by scanning multiple pages and saving these as 1 document file which can then be uploaded. E.g., if your supporting evidence consists of 1 report and 1 letter, these should be combined and uploaded as 1 document.

Example of the pre-allocation section completed on Oriel:

Upload of completed pre-allocation application form

The screenshot shows the 'Pre-Allocation' section of the Oriel application form. It includes several questions and a document upload table. A red circle highlights the first entry in the table, 'A document.docx', which is the pre-allocation application form.

1 Pre-Allocation

If you need to be in a geographical area for specific reasons to undertake your Foundation Programme training, you can apply to be considered for pre-allocation to a specific foundation school on the grounds of personal circumstances. Further information can be found on the [UKFPO website](#). You can only apply for pre-allocation based purely on your current situation.

* Do you have personal circumstances that may require you to remain in a specific geographical area and wish to apply for pre-allocation? Yes No

* Select your criterion.
 You can only apply for pre-allocation based on one criterion – consult the separate guidance on the UKFPO website to decide which criterion is most appropriate for you.
 Criterion 1- Parent or Legal Guardian

* Select the Foundation School that you are requesting to be pre-allocated to.
 London Foundation School

* Upload your completed pre-allocation application form – your pre-allocation application will not be considered without this. You can only apply for pre-allocation based on one criterion – consult the separate guidance on the UKFPO website to decide which criterion is most appropriate for you.
 + Upload a new document
 OR
 + Select document from repository
 You can attach a maximum of 1 documents(s)
You have reached the maximum uploads for this field.

File name	Document type	Uploaded on
A document.docx	Supporting evidence	01/08/2023 09:51:37

Upload of supporting evidence document

Upload your **supporting evidence** relevant to the criterion you have selected (excluding proof of address).




+ Upload a new document

OR

+ Select document from repository

You can attach a maximum of 1 documents(s)

You have reached the maximum uploads for this field.

File name	Document type	Uploaded on	
 test.docx		01/08/2023 11:52:51	 

Upload of supporting evidence document

* Upload your **proof of address**. If relevant, upload proof of both your home address and term-time address.




+ Upload a new document

OR

+ Select document from repository

You can attach a maximum of 1 documents(s)

You have reached the maximum uploads for this field.

File name	Document type	Uploaded on	
 test.docx		01/08/2023 11:52:51	 

Important

- Applicants **must** rank the foundation school they wish to be pre-allocated to as their first preference on Oriel. If the requested Foundation School does not match the first ranked foundation school on Oriel, the pre-allocation application will be rejected.
- Your request for pre-allocation along with the completed application form and required supporting evidence must be submitted as part of your Oriel application by the close of the application window on **04 October 2023 (12 midday BST)**.

Applicants cannot submit additional or missing documentation at a later date.

Applicants must therefore ensure that all supporting evidence required for their pre-allocation application is provided at the time of application.

There will be no opportunity to provide this later or via an appeal process if their application is rejected by the pre-allocation review panel.

Linked Applications

If you wish to be allocated to the same foundation school as another applicant, you can choose to link your FP application to the other individual's application on Oriel.

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.

- You can only link to **one** other applicant
- The rank of the **lower** ranking applicant will be used to allocate both linked applicants to a foundation school (and in some cases to group as well, if used by the foundation school).

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 information” 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 in the same order of preference. If you do not both do this, the link will be broken.

The result of your link may be that either:

- You will be allocated to a foundation school/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:

- you have both ranked the foundation schools/UoAs in the same order of preference
- there are two places available in a foundation school/UoA at the point that the allocation algorithm attempts to place you and your linked partner in the same foundation school/UoA. Refer to the guidance and the flowcharts in the [UKFP 2024 Applicant Guide to Allocation-Preference Informed Allocation guide](#).

The link will be broken if:

- either you or the other applicant has been pre-allocated to a particular foundation school/UoA.
- either you or the other applicant has accepted an SFP or FPP offer.
- one or both of you has not preferred the foundation schools/UoAs in the same order as each other.
- there aren't two places available in any foundation school/UoA at the point that the allocation algorithm attempts to place the linked applicants in the same foundation school/UoA. Refer to the guidance and the flowcharts in in the [UKFP 2024 Applicant Guide to Allocation-Preference Informed Allocation guide](#).

Linked applicants can amend their foundation school/UoA preferences by the deadline specified in the [UKFP 2024 Application Timeline](#). However, both applicants must preference 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. You are advised to check foundation school websites for details of their local policies on linked applications.

You can choose to break the link by changing your foundation school/UoA preferences to a different order to the applicant with whom you have linked your application after you submit your application (and by the preferencing deadline specified in the [UKFP 2024 Application Timeline](#)).

However, it is important to note that this does not guarantee that you and the other applicant will be allocated to different foundation schools because there is still a possibility that the allocation algorithm could place you in the same foundation school.

Preferences

Preferencing Foundation Schools/UoAs

You are required to rank ALL foundation schools in order of preference using a **drag and drop** process. A list of the geographical areas that each foundation school covers can be found in the [UKFP 2024 Applicant Handbook](#).

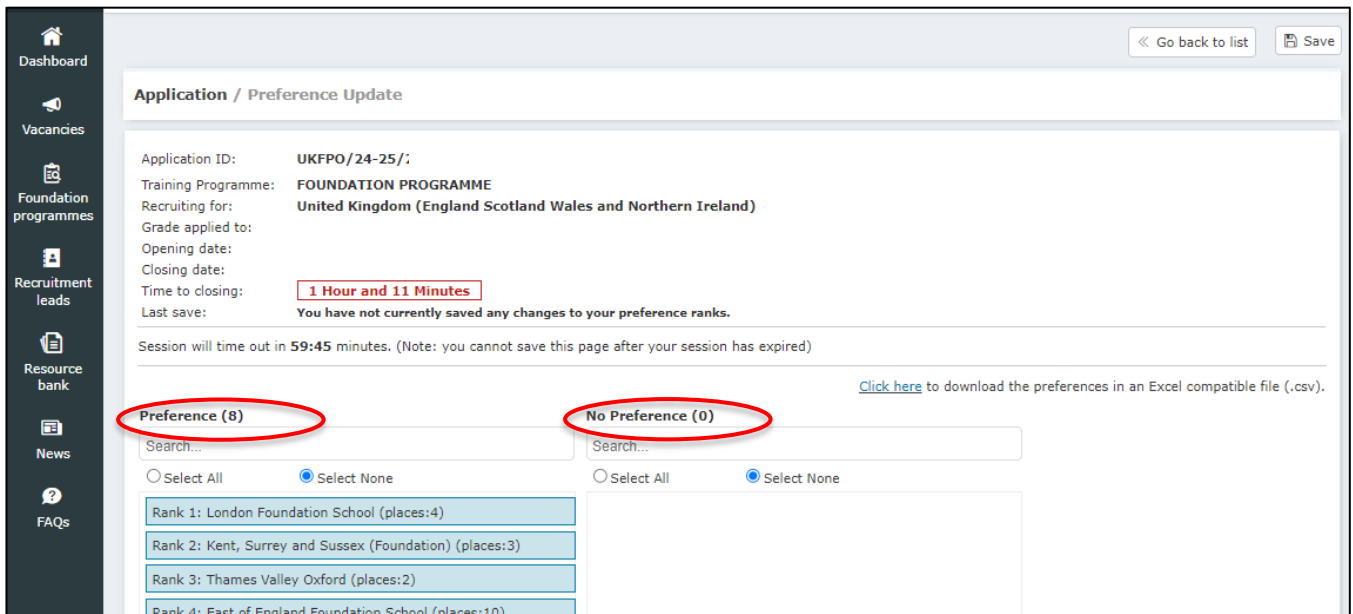
Applicants should refer to local Foundation School/Deanery websites for details of trusts/health boards and other employing organisations in each region.

Drag and drop each of the foundation school's info to the left-hand "Preference" column in your order of choice.

Do not attempt to rank preferences using a smartphone device, as Oriel has not been designed to work on these devices.

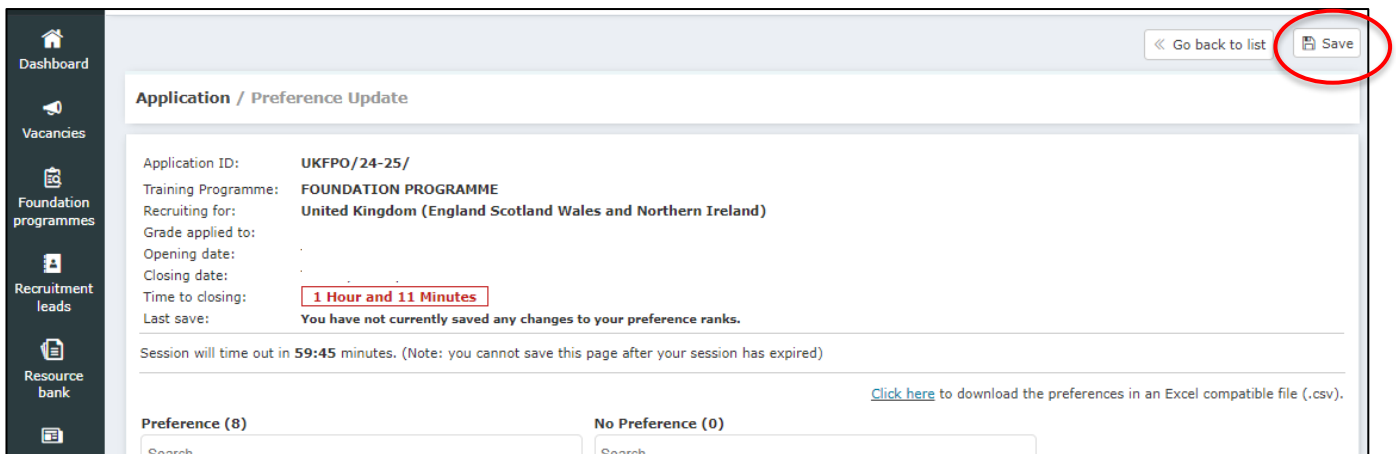
There is no "submit" button for preferences in Oriel. However, you must save your preferences.

Refer to the to the guidance in the [UKFP 2024 Applicant Guide to Allocation-Preference Informed Allocation](#) guide for further information about allocation to a foundation school.



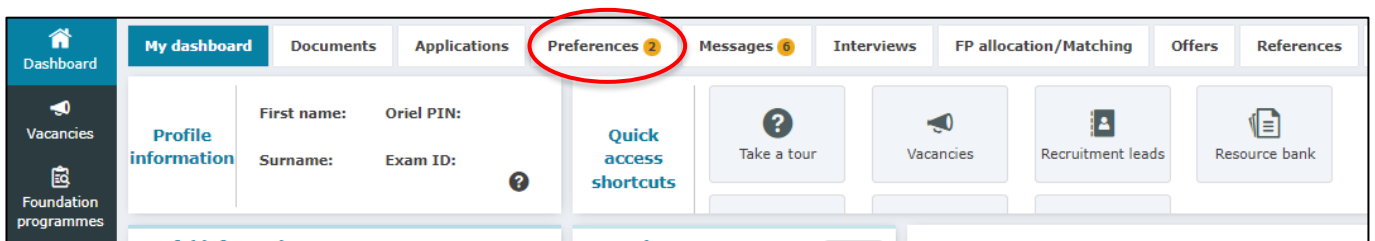
You MUST press the save button every time you wish to save your preferences.
 (The system will not autosave your preferences).

The save button is in the **top right corner** of the screen



Preferencing programmes for SFP and FPP

If you choose to apply for specialised (SFP) and/or priority (FPP) programmes, you will be required to rank individual programmes in your order of preference **after** you have submitted your main FP application form.



Refer to the [application timeline](#) on the UKFPO website for the preferencing deadlines for SFP and FPP and ideally preference programmes for SFP and FPP 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 guide.

Applicants applying for SFP and/or FPP cannot:

- be pre-allocated to a specific region or Foundation School for an SFP/FPP programme (pre-allocation only applies to the main FP programme).
- link their SFP/FPP application to another applicant's FP or SFP/FPP application. (There will still be the option to link FP applications.)

NOTE: Applicants who apply for pre-allocation (for the main FP programme) **can** still apply for SFP (and FPP) programmes if they wish to. However, their pre-allocation will **only** apply to the main FP allocation process. It won't apply to their SFP or FPP applications.

- If an applicant applies and is approved for pre-allocation and is offered, and accepts an SFP (or FPP) offer, their application for FP will automatically be withdrawn, and therefore their application for pre-allocation will be nulled because it is no longer needed.
- If an applicant in this situation declines an SFP (or FPP) offer, or does not receive an offer, their application will automatically move forward into the main FP allocation process, and if they have been approved for pre-allocation to a foundation school this will still take effect.

Confirm & submit

Oriel will prevent you from submitting your application form until all the relevant sections have been completed.

IMPORTANT: Once you have submitted your application you will **NOT** be able to add, amend or remove **ANY** information (except as detailed below) entered against the application once the submission has been completed. This applies to all parts of the application form including the SFP and FPP sections.

You will still be able to amend the following:

- your Oriel personal profile information
- your referee details
- the order of your foundation school/UoA preferences

You can amend the order in which you have preferred foundation schools/UoAs following the close of the application window.

- The deadline for preferencing foundation schools in Oriel and ensuring that your list is in the order of your choice, is **14 February 2024 (12:00 noon GMT)**.

Make sure you double check everything. When you are 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.

Applicants who do not submit their application on Oriel by the national deadline of 4 October 2023 (12:00 midday BST) will not be granted an extension to do so, under any circumstances. (This includes partially completed applications).

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 [application timeline](#) on the UKFPO website future dates that relate to the main FP allocation process.

SFP preferencing and offers

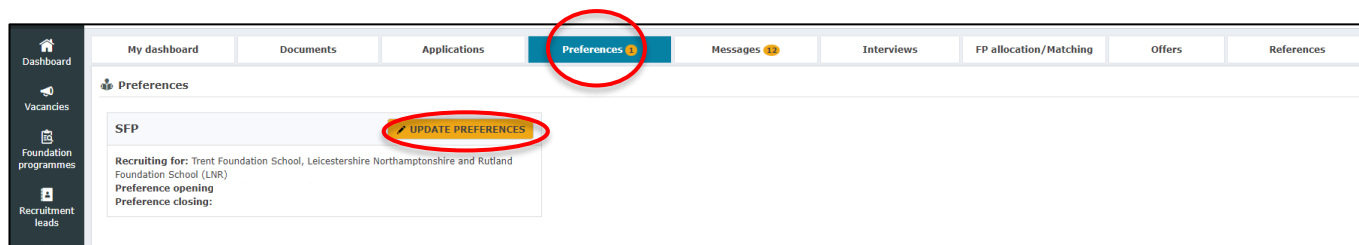
Preferencing SFP programmes

You will need to rank individual SFP programmes **after** you have submitted your FP application, and ideally as soon as possible. You can edit your programme preferences on Oriel for SFP up until **13 October 2023 (12:00 midday BST)**.

To rank individual programmes in order of preference, return to your dashboard and navigate to the ‘Preferences’ tab of your dashboard 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).

Programme preferencing is managed in the same way for all three types of application.

(Note, programme preferencing for the main FP programme does not take place until March 2024 but for SFP and FPP it takes place earlier. Refer to the main [application timeline](#) for all programme preferencing deadlines.)



You are **not** required to preference all available SFP 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.

Application / Preference Update

Application ID: HEEM/24-25
 Training Programme: SPECIALISED FOUNDATION PROGRAMME
 Recruiting for: Leicestershire Northamptonshire and Rutland Foundation School (LNR), Trent Foundation School
 Grade applied to:
 Opening date:
 Closing date:
 Time to closing: **4 Hours and 2 Minutes**
 Last save: Tuesday 15 August 2023 15:02

Session will time out in 59:31 minutes. (Note: you cannot save this page after your session has expired)

[Undo last preference movement](#) [Click here to download the preferences in an Excel compatible file \(.csv\).](#)

Preference (4)
 Search...
 Select All Select None

Rank:1: AL003.1 (places:1)
Rank:2: AT104.1 (places:1)
Rank:3: AL048.1 (places:1)
Rank:4: AT103.1 (places:1)

Not Wanted (2)
 Search...
 Select All Select None

AL043.1 (places:1)
AT101.1 (places:1)

You MUST press the save button every time you wish to save your preferences.
 (The system will not autosave your preferences).

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 and also their preferencing processes.

SFP offers

The first round of SFP offers will be released on **10 January 2024** 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 your application(s) will be one of the following:

- Offer:** Oriel notification of an offer of a programme (**no upgrades will be offered**)
- Unmatched:** Oriel notification that you are unmatched and have not received an offer – you might remain on the SUoA's list of appointable/unmatched applicants (i.e. you may receive an offer in a later round)
- Unsuccessful:** Applicants who are unsuccessful will not receive an Oriel notification/email which confirms this. However, an applicant's Oriel application status should make this clear.

Applicants should view their application status on Oriel via their dashboard. Applicants should contact the SUoA directly with any questions about SFP offers and application status.

- You must accept or decline offers on Oriel within 48 hours. If two offers are received for specialised programmes, you must decide which one to accept. The system will prevent applicants from accepting both offers. Once an offer has been accepted, you will not receive any further 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.
- 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 from an SUoA, you will not receive another offer in a later offer round from that SUoA. However, you could receive an offer from the other SUoA you applied to, if applicable.
- Applicants who have not accepted an offer during the SFP offers process will be automatically included in the national FP allocation process.

CASE STUDY: SFP Offers process

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

On 10 January 2024, the offer for the West Midlands SUoA became available on the Oriol 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 12 January 2024, whereas the programme offer from Scotland SUoA will expire at 09:15 on 12 January 2024.

Offer rounds for applicants who remain unmatched (awaiting offer)

There are four SFP offer rounds in total. SUoAs will offer any unfilled places to the next highest scoring applicant(s) on their lists during these offer rounds. Some SUoAs will continue to offer places during offer rounds, but some SUoAs won't, and this will depend on the number of applicants and places available.

Offers in rounds 2 - 4 will only be made by an SUoA to applicants who have not previously received an offer from that same SUoA.

Applicants may receive an offer in rounds 2 - 4 if they have not accepted an offer in an earlier round, and have positively ranked a programme where there is a vacancy in the SUoA.

If an offer is made, applicants will have 48 hours to accept or decline the offer on Oriol. If applicants fail to respond within the deadline, the offer will automatically expire and the applicant will not receive any further offers from that SUoA.

- If you **accept an offer**, you will automatically be **withdrawn** from the FP allocation process.
- If you **do not receive an offer** or **decline the offer(s) you receive**, you will be **automatically included in the main FP allocation** process.

CASE STUDY: How SFP Offers Work

Sinead applies to two SUoAs: Northern and Severn. Northern is her preferred choice. She is invited to interview by both SUoAs. Following the interviews, she is placed on the unmatched/waiting list by Northern and offered a place by Severn on 18 January. She has 48 hours to decide.

Sinead could choose 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 subsequent offer rounds. 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 in a later offer round. Sinead accepts this offer within 48 hours and is excluded from the FP allocation.

Withdrawing an SFP application

You can withdraw your SFP application(s) on Oriel up until the point when offers are released to applicants (refer to timeline). After this point, if you do not want to be considered for an offer, you must contact the foundation school to request for your application to be withdrawn.

If you choose to withdraw your application once you have accepted an SFP offer, you will be withdrawn from the entire 2024 application process, including FPP and FP.

Applicants who do withdraw after accepting an offer will not be able to re-enter the current application round and will need to re-apply to the Foundation Programme the following year.

FPP preferencing and offers**Preferencing FPP programmes**

You will need to rank individual FPP programmes **after** you have submitted your FP application, and ideally as soon as possible. You can edit your programme preferences on Oriel for FPP up until **14 February 2024 (12:00 midday GMT)**.

To rank individual programmes in order of preference, return to your dashboard and navigate to the 'Preferences' tab of your dashboard or access your preferences via 'my applications'. You will see several applications – your FP application, your FPP application (and/or a maximum of two SFP applications if you applied for these).

The screenshot shows the Oriel dashboard with the 'Preferences' tab selected and circled in red. The dashboard includes a sidebar with 'Dashboard', 'Vacancies', 'Foundation programmes', and 'Recruitment leads'. The main content area shows the 'Preferences' section with two application cards: 'FP' and 'FPP'. The 'FPP' card has an 'UPDATE PREFERENCES' button circled in red. The 'FP' card also has an 'UPDATE UOA PREFERENCES' button. Both cards show 'Recruiting for: United Kingdom (England Scotland Wales and Northern Ireland)' and 'Preference opening: |' and 'Preference closing: |'.

You are **not** required to preference all available FPP programmes. You should only preference programmes you would like to be considered for.

You MUST press the save button every time you wish to save your preferences.
(The system will not autosave your preferences).

Remember that the more programmes you preference, the more chances you have of receiving an offer.

(Note, programme preferencing for the main FP programme does not take place until March 2024 but for FPP it takes place earlier. Refer to the main [application timeline](#) for all programme preferencing deadlines).

Details of the FPP programmes and incentives that are available in each foundation school are available on local foundation school websites (this information is not published in a general UKFPO guide). An overview of the Foundation Priority Programme can be found on the [UKFPO website](#).

FPP Offers

There are three FPP offer rounds in total. Refer to the application timeline on the [UKFPO website](#) for all FPP offer dates.

Applicants are not required to attend an interview /selection process for FPP.

The first round of FPP offers will be released on **21 February 2024** and applicants will see the result of their application in their Oriel account. If you have been made an offer, you will also receive a confirmation email. The result of your application will be one of the following:

1. **Offer:** Oriel notification of an offer of a FPP programme (**no upgrades will be offered**)
2. **Unmatched:** Oriel notification that you are unmatched and have not received an offer
3. **Unsuccessful:** Applicants who do not receive an offer will not receive an Oriel notification/ email which confirms this.

Offers in rounds 2 - 3 will only be made to applicants who have not previously received an offer in round 1 and have positively ranked a programme which remains vacant.

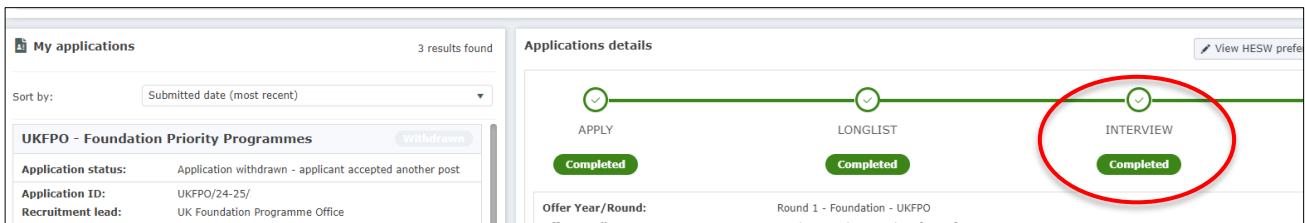
- You must accept or decline offers on Oriel within 48 hours.
- If you do not respond within the deadline, the offer will automatically expire.
- If you **accept an offer**, you will automatically be **withdrawn** from the main FP allocation process.

- If you **do not receive an offer** or **decline the offer you receive**, you will be **automatically included** in the main FP allocation process.

Successful applicants will receive one FPP offer only. If this offer is rejected, the applicant will not receive any further FPP offers.
 (The applicant will then automatically move forward into the main FP allocation process)

Any unfilled FPP places will be included in the national allocation process for FP. The incentives offered as part of FPP may not be transferred across into the FP allocation process. This will depend on the local foundation school and is not guaranteed.

Note: prior to FPP offers taking place, the applicant dashboard for your FPP application will show that you have reached “interview” stage, even though interviews aren’t used for FPP programmes. This is due to the standard way in which the Oriel system processes applications and can be ignored for FPP. After the FPP offers process is complete, applicants who haven’t received an offer will still see that their application is at “interview”. This should also be ignored.

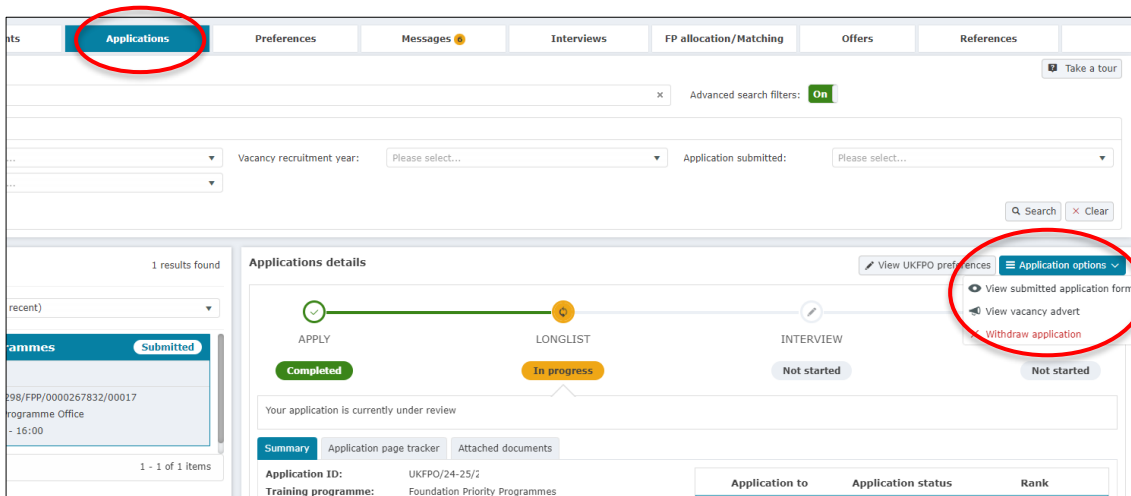


Withdrawing an FPP application

If you decide that you no longer want to apply for FPP programmes, you can withdraw your FPP application in Oriel. The deadline to do so is **14 February 2024 (12:00 midday GMT)**.

If you wish to withdraw your FPP application, go to the “**Applications**” tab in your dashboard, and then select the FPP application. From there, select “**Application Options**” in the top right-hand corner and select “**withdraw application**”.

Withdrawing your FPP application (prior to accepting an offer) will not affect or withdraw your main FP application.



If you choose to withdraw your application once you have accepted an FPP offer, you will be withdrawn from the entire 2024 application process, including FP.

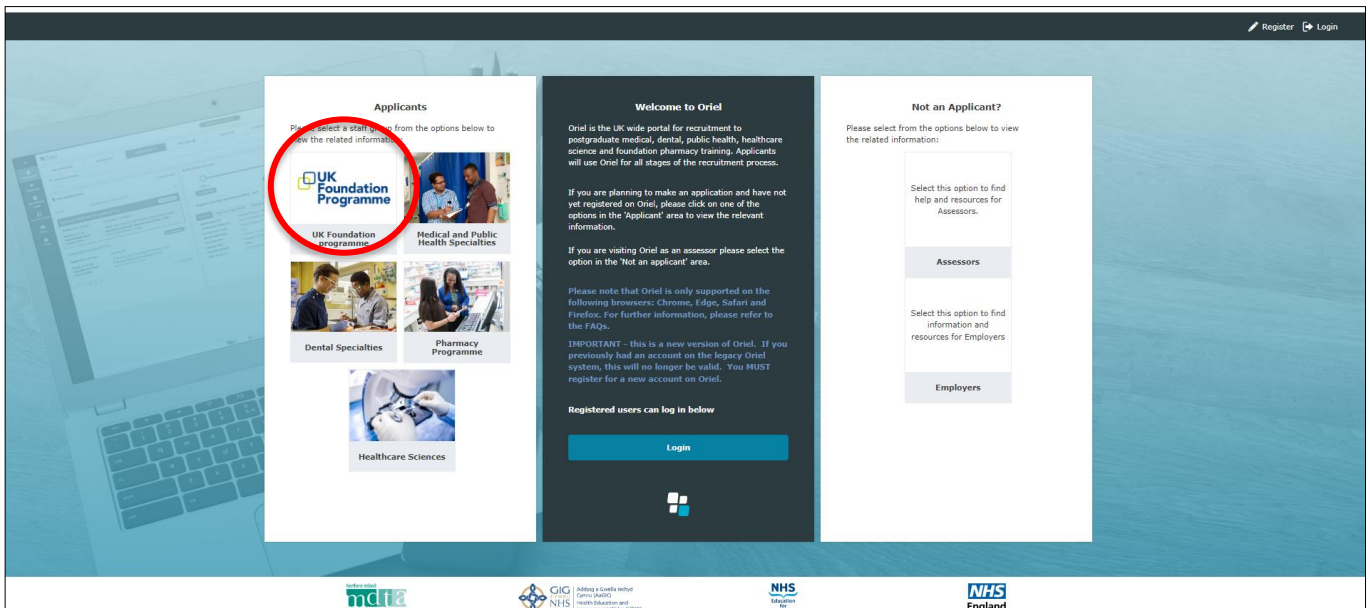
Applicants who do withdraw after accepting an offer, will not be able to re-enter the current application round, and will need to re-apply to the Foundation Programme the following year.

Allocation to a Foundation School and Group / Programme Matching

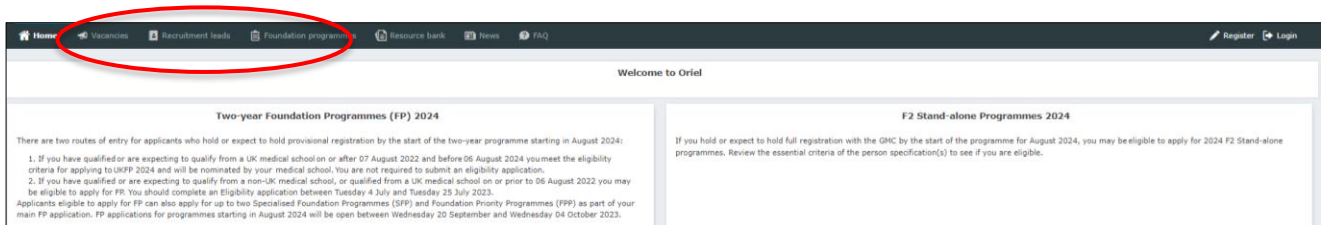
For guidance on this process refer to the separate guidance document [“UKFP 2024 Applicant Guide to Allocation -Preference Informed Allocation”](#) which is available on the UKFPO website.

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 view the vacancies published for the Foundation Programme and view the recruitment lead details for each foundation school.



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.

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 or on multiple devices (e.g. laptop, ipad, smartphone) as your changes might not be saved. Do not use a smartphone device.

Registration on Oriel (UK medical school nominees only)

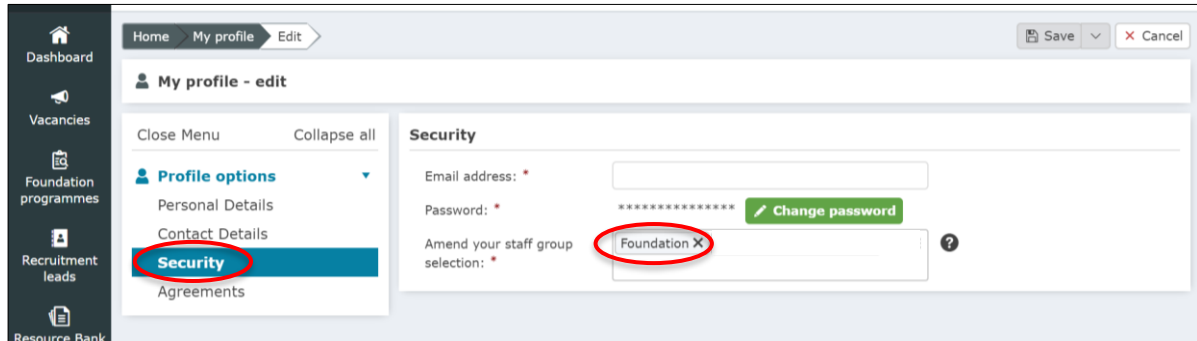
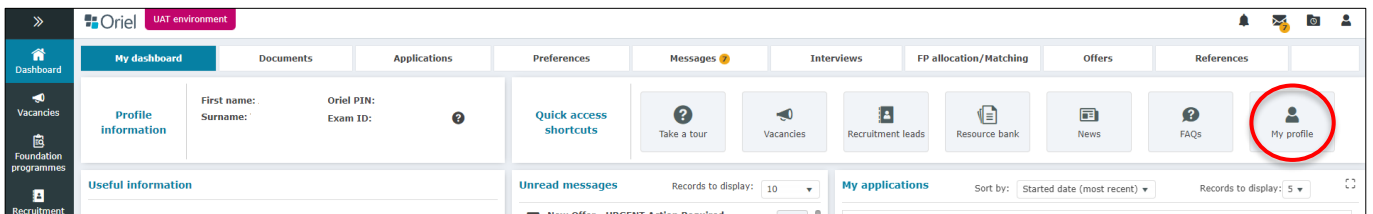
- On **12 September 2023** all applicants nominated by a **UK medical school** will receive an email with a link to register and confirm their nomination on Oriel. Applicants who do not receive this email should contact their medical school immediately.
- Nominated UK applicants will only be able to access the foundation application process by following the URL provided in the registration e-mail. (This is not applicable to applicants who applied through the eligibility application process).
- 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.
- Once you have registered, you will be able to apply when the application window opens on **20 September 2023**. You will still be able to register on the system once the application window has 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

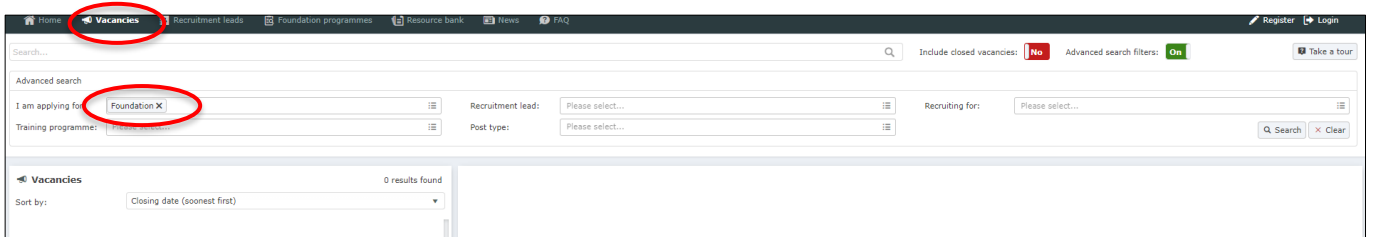
If you accidentally selected the wrong staff group when you registered on the system, you can amend the staff group to show as Foundation on your existing account:

- go to **'My Profile'**
- select **'Security'** from the left-hand navigation menu and edit your staff group selection.
- if it isn't already there, select **'Foundation'** from the list of staff groups and 'Save'.



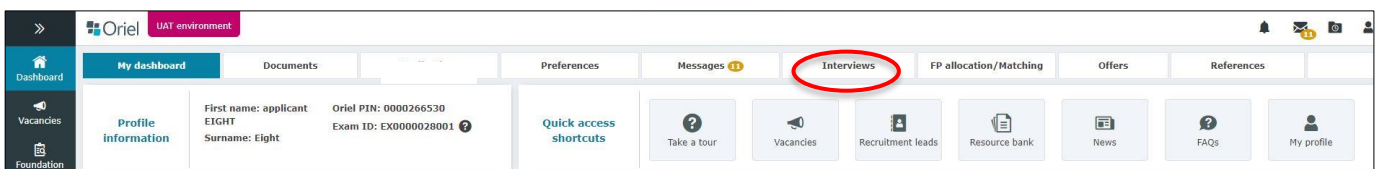
How to search for a vacancy

1. On the Oriel home page, select the UK Foundation Programme logo/staff group.
2. Select 'Vacancies' from the toolbar on the left or top 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 SFP interview slot

If you are shortlisted and invited to book an SFP interview on Oriel, log in and select the 'Interviews' tab from your dashboard.

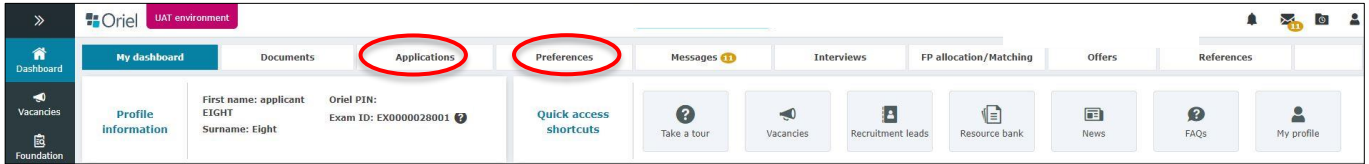


You will see the interview dates and times available to you.

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. Note that this is only possible once the programme preferencing window opens in March.