




UKFP 2024 Applicant Handbook

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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Contents

Introduction	3
UK Foundation Programme	3
UK Foundation Programme Office (UKFPO)	3
Foundation Year 1 (F1)	3
Foundation Year 2 (F2)	3
Foundation schools	4
Application process	8
Stages of the application process	9
Application timeline and key dates	9
Nominations	9
Registration on the Oriel application system	10
Applications (FP/SFP/FPP)	11
Reapplication to the Foundation Programme	11
Specialised Foundation Programmes (SFP) and Foundation Priority Programmes (FPP)	12
Specialised Foundation Programmes (SFP)	12
Foundation Priority Programmes (FPP)	13
Psychiatry Foundation Fellowship (PFF)	14
Pre-allocation based on personal circumstances	14
Linking Applications	15
Processing FP applications	16
Allocation to a foundation school	16
Matching to a foundation programme	16
Withdrawing an application	17
Inter-Foundation School Transfers (IFST)	17
Competition ratios	18
Glossary	18

Introduction

The purpose of this guidance document is to provide information about the national application process to the UK Foundation Programme. This includes information about Specialised Foundation Programmes (SFP) and Priority Programmes (FPP). There is a glossary at the end of this handbook.

UK Foundation Programme

The Foundation Programme is a two-year, work-based training programme which is intended to bridge the gap between medical school and Specialty/General Practice training. The Foundation Programme is part of the continuum of medical education. It ensures that newly qualified doctors develop their clinical and professional skills in the workplace in readiness for Core, Specialty, or General Practice training. The Foundation Programme aims to ensure that all doctors deliver safe and effective patient care and aspire to excellence in their professional development in accordance with General Medical Council (GMC) guidance.

The four UK health departments determine the number of places available each year based on workforce planning across the continuum of postgraduate medical education and training. The national allocation process allocates the highest scoring applicants to available programmes. Two-year training programmes are designed to ensure all foundation doctors undergo a balanced programme, which enables them to meet the competences and outcomes set by the GMC as described in the Foundation Programme (FP) [Curriculum](#).

It is important to note that the NHS is a constantly changing organisation and even after being matched to an individual training programme, there will be situations when placements within that programme may change because of service redesign, working time directive regulations or national directives (UK-wide).

UK Foundation Programme Office (UKFPO)

The UK Foundation Programme Office (UKFPO) manages the application process, publishes guidance on training and promotes the consistent delivery of the programme across the UK. Working with stakeholders, the UKFPO enables the sharing of good practice to help raise the standards of training. The UKFPO is funded by and accountable to the four UK governments.

Foundation Year 1 (F1)

The F1 training year enables medical graduates to begin to take supervised responsibility for patient care and consolidate the skills that they have learned at medical school.

Satisfactory completion of the F1 year will result in the award of a Foundation Year 1 Certificate of Completion (F1CC). Upon satisfactory F1 completion recommendations are submitted to the GMC for trainees to be granted full registration.

Foundation Year 2 (F2)

F2 doctors remain under clinical supervision (as do all doctors in training) but take on increasing responsibility for patient care. F2 doctors begin to make management decisions as part of their progress towards independent practice. F2 doctors further develop their core generic skills and

contribute more to the education and training of the wider healthcare workforce, for example nurses, medical students, and less experienced doctors.

At the end of the training programme F2, doctors will have begun to demonstrate clinical effectiveness, leadership and the decision-making responsibilities that are essential for hospital and general practice/specialty training. Satisfactory completion of F2 will lead to the award of a Foundation Programme Certificate of Completion (FPCC) which indicates that the doctor is ready to enter a Core, Specialty or General Practice training programme.

Foundation schools

Foundation schools are not bricks and mortar institutions. They are a conceptual group of institutions that bring together medical schools, Deaneries, trusts (acute, mental health), primary care, health boards and other organisations such as hospices. They aim to offer training to foundation doctors in a range of different settings and clinical environments.

[Foundation schools](#) deliver training according to national guidance developed by the UKFPO. There are local variations in some areas. A geographic distribution of medical and foundation schools can be found in the lists below

England

London region

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

Midlands and East region

Foundation School(s)	Medical School(s)	Geography
East of England	Norwich Medical School	Cambridge, Colchester, Great Yarmouth, Huntingdon, Ipswich, King's Lynn, Norwich, Peterborough, West Suffolk
	University of Cambridge	

	Anglia Ruskin University	Basildon, Bedford, Chelmsford, Clacton-on-Sea, Harlow, Hertford, Luton, Maldon, North Hertfordshire, Southend, Watford, West Hertfordshire, Westcliff-on-Sea
Leicestershire, Northamptonshire and Rutland (LNR)	University of Leicester	Evington, Kettering, Leicester, Northampton
Trent	University of Nottingham	Boston, Chesterfield, Derby, Grantham, Lincoln, Mansfield, Nottingham, Burton
	Lincoln Medical School	
West Midlands Central	University of Birmingham	Birmingham, Solihull, Sutton Coldfield, West Bromwich
	Aston University	
West Midlands North	Keele University	Dudley, Shrewsbury, Stoke, Telford, Walsall, Wolverhampton,
West Midlands South	The University of Warwick	Coventry, Hereford, Nuneaton, Warwick, Worcester

North region

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

South East region

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

South West region

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

Northern Ireland

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

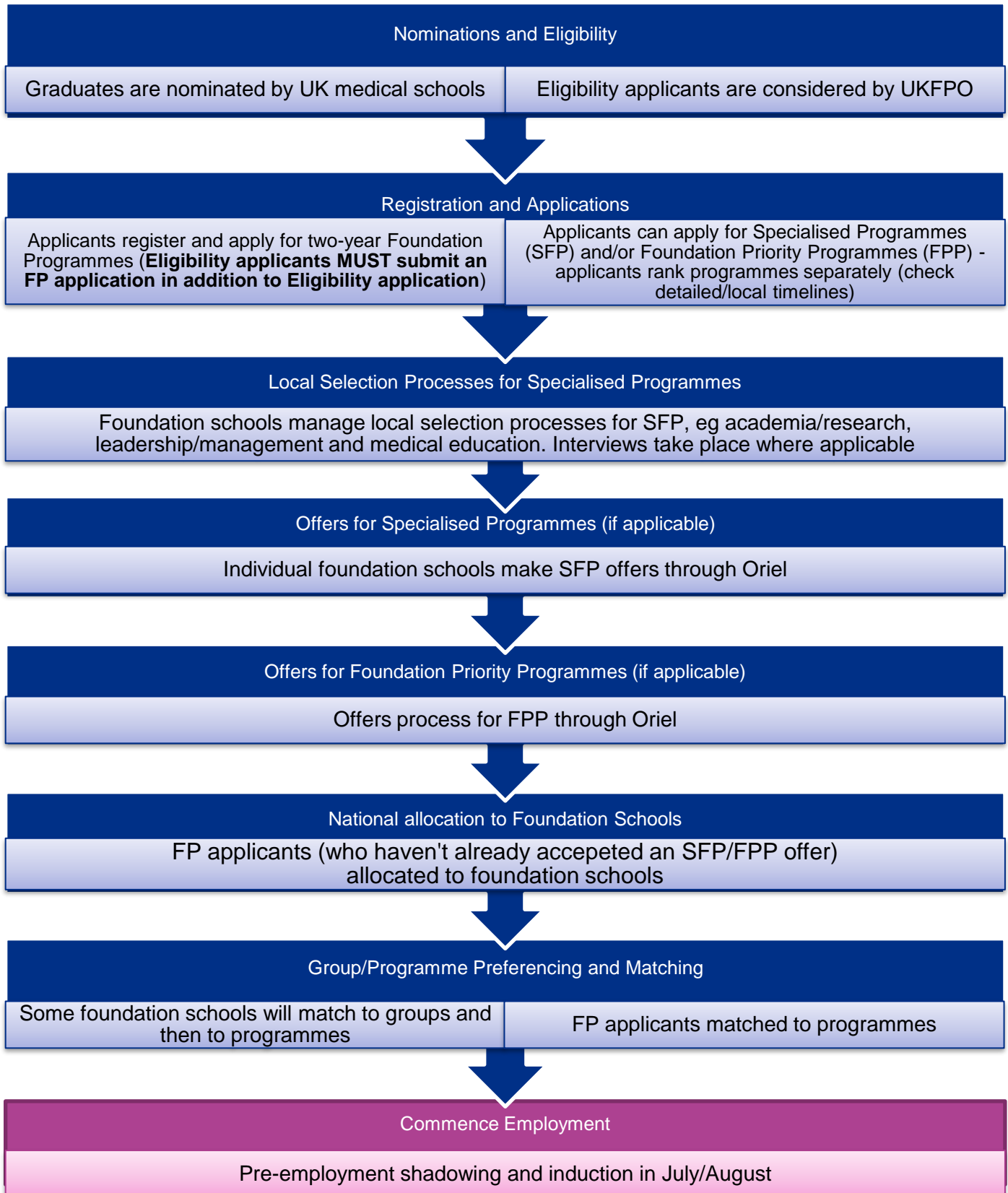
Wales

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

Scotland

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

Application process



Stages of the application process

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.

Application timeline and key dates

A timeline which lists all key dates for the entire application process can be found on the [UKFPO website](#). The timeline includes dates for the following:

- Application window for FP/SFP/FPP
- SFP offer dates
- FPP offer dates
- FP allocation date
- Group and programme preferencing dates (available by early 2024)
- Programme matching dates (available by early 2024)

Applicants should refer to the timeline alongside this guidance document.

Applicants who are required to apply via the eligibility application process should also refer to the separate eligibility application timeline on the [UKFPO website](#) for all relevant dates and deadlines. This timeline includes dates for the following:

- Eligibility application window
- Clinical Assessment dates
- GMC & PLAB deadlines

Nominations

You must either be nominated by your UK medical school or via the eligibility process (refer to the separate [Eligibility guidance](#) on the UKFPO website).

Applicants who qualified or are expecting to qualify from a UK medical school **after 6 August 2022 and by 6 August 2024** will be nominated by their UK medical school.

UK graduates who are due to be nominated are advised to check the exact email address their medical school will be using for them (for example, some medical schools provide students with more than one email address or 'alias'). **You must use that email address to register on Oriel.**

Defence Deanery military cadets

Applicants who are military cadets at a UK medical school do not need to apply via the national application process on Oriel for their training programme. Military cadets are placed into selected foundation programmes which are managed separately by the Defence Postgraduate Medical Deanery (DPMD).

The DPMD manages the placement of these students to foundation schools **outside of the national UKFPO application process**.

If you are a military cadet, you will be notified of this process directly by the DPMD.

Your UK medical school **must not** nominate you to apply via the national application process on Oriel. If you think that you have been accidentally nominated, please notify either your medical school or the UKFPO via helpdesk@foundationprogramme.nhs.uk and your details will be removed from Oriel.

Registration on the Oriel application system

UK medical school applicants

Nominated UK applicants will receive an email on **12 September 2023** which will provide information about how to confirm nomination and register on the Oriel application system .

Applicants should register on Oriel prior to the start of application window which opens on **20 September 2023**.

- Applicants who do not register on Oriel before the application window opens can still register within the application window (20 September – 4 October, 12:00 noon BST). However, this will decrease the amount of time available to the applicant to complete their application.
- UK medical school nominees **must not** create an account on Oriel before being nominated
- UK medical school nominees **must only** use the details they have been nominated with.

Non-UK/eligibility process applicants

Applicants graduating from a medical school outside of the UK, or from a UK medical school **on or prior to 6 August 2022**, are required to apply via the [eligibility application process](#) between 4 - 25 July 2023 (12:00 noon BST).

- Applicants who have applied via the eligibility process and who are deemed eligible will then be nominated on the Oriel system by the UKFPO.
- **IMPORTANT:** Applicants who have applied through the eligibility process **do not need to register** again in September but **will need to complete the main FP application form during the national application window in September**. This is an additional application form that applicants are required to complete AFTER they have received confirmation from the UKFPO that their eligibility application is successful.

Applications (FP/SFP/FPP)

All applicants (including those who have applied via the eligibility process) must submit an FP application. The online application form will be available on Oriel during the application window, which opens and closes on the following dates/times:

- **Application window opens: 20 September 2023 (09:00 BST)**
- **Application window closes: 4 October 2023 (12:00 midday BST)**

Late applications will not be accepted under any circumstances.

The national application form is divided into sections (including foundation school preferences and submission confirmation at the end). Refer to the separate "[Guidance On How To Apply](#)" document which will be available in August 2023 for information about what is included in each of the sections.

- **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.

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 must preference all 18 foundation schools as part of the application form.
 - You can amend the order in which you have preferred foundation schools following the close of the application window.
 - The deadline for re-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)**.

Reapplication to the Foundation Programme

Applicants who have previously been in a UK foundation programme and have either **resigned from** or **relinquished** their place on their foundation training programme are likely to need to apply via the Eligibility application process, and are required to complete a reapplication form and email this to helpdesk@foundationprogramme.nhs.uk.

- The reapplication form must be submitted during the Eligibility application window **04 - 25 July 2023 (12:00 midday BST)**.
- The reapplication form must be signed by the Foundation School Director at the foundation school to which you were previously allocated and trained.

- Applicants who did not take up their allocated foundation programme and therefore did not start in post do not need to complete a reapplication form.
- The reapplication form is available on the [UKFPO website](#).

Specialised Foundation Programmes (SFP) and Foundation Priority Programmes (FPP)

As part of the main application form, applicants can apply for a maximum of two Specialised Units of Application (SUoAs) and for the Foundation Priority Programme (FPP).

Specialised Foundation Programmes (SFP)

These programmes focus on academic research, medical education, and leadership. The selection process for these programmes is managed locally by the foundation school/ Specialised Unit of Application (SUoA).

Queries about SFPs should be directed to the relevant [foundation school](#). For detailed guidance on applying for SFP on Oriel please see the "[Guidance On How To Apply](#)" document on the UKFPO website.

SFP Selection Process

Each foundation school or cluster of foundation schools (known as "Specialised Units of Application or SUoA's) will undertake its own selection process, and this may include a shortlisting process and an interview process. You are advised to look at the foundation schools' website that you are applying to, to understand what their selection process involves. Not all foundation schools will use interviews as part of their selection process.

Interview dates for each foundation school will be available on the UKFPO website by the end of August 2023. You should check this information before you apply to ensure you are available for interview, should you be shortlisted.

SFP score/rank

Following the local selection process each foundation school/SUoA will allocate a score and rank to each applicant.

For UKFP 2024 onwards, local SFP selection processes will no longer use EPM/decile scores in the selection process (longlisting, shortlisting or interviews). The score that will be used to rank and match SFP applicants will be determined locally, by the foundation school/SUoA.

The computer generated rank that is generated for applicants for the main Foundation Programme will not be used during the Specialised Foundation Programme (SFP) selection and offer process.

Applicants should refer to individual [foundation school](#) website pages for information about how applicants to their SFP programmes will be scored. The highest scoring applicants will receive SFP offers.

SFP Offers Timeline

Applicants can apply to a maximum of two SUoAs, and therefore successful applicants could receive up to two SFP offers. Refer to the application timeline on the [UKFPO website](#) for all key SFP dates.

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.

Applicants who do not receive an SFP offer or decline the offer(s) they receive, will be automatically included in the main FP allocation process.

Foundation Priority Programmes (FPP)

Foundation schools have identified programmes that are located in typically hard to fill geographies or that include less popular specialties – all these programmes nonetheless offer great and interesting experiences. These programmes are offered before the national allocation process with the intention of increasing accessibility for those applicants who preference them higher.

As part of this process, applicants will have the opportunity to preference individual priority programmes by specific location rather than by foundation schools like in the FP vacancy.

The types of incentives offered vary depending on the foundation school. These may include but are not restricted to financial incentives, access to additional mentorship and simulation, exposure to specific specialties and educational supervision, the offering of postgraduate qualifications, training overseas, opportunities for leadership and management, extended training time and free accommodation.

- An overview of the Foundation Priority Programme can be found on the [UKFPO website](#).
- Applicants should refer to individual foundation school websites from August 2023 to view details on incentives and specific programme information.
- For detailed guidance on applying for FPP please see the “[Guidance On How To Apply](#)” document on the UKFPO website. All applicants are required to apply for FP in the first instance.

FPP allocation and computer-generated rank

The FPP application process will be unchanged for 2024 except that instead of applicants receiving a rank based on the total FP score (decile + SJT), a computer-generated rank will now

be used which is a different rank from the one generated for the main Foundation Programme. Offers will be made based on the rank and FPP programme preferences.

The rank that is generated for applicants for the main Foundation Programme will not be used during the Foundation Priority Programme offer process.

FPP Offers Timeline

Successful applicants will receive one FPP offer only. If this offer is rejected, the applicant will not receive any further FPP offers. Refer to the application timeline on the [UKFPO website](#) for all key FPP dates.

Withdrawing an FPP application

If you decide that you no longer want to apply for FPP programmes, you can withdraw your FPP application. The deadline to do so is **14 February 2024 (12:00 midday GMT)**. Refer to the "[Guidance On How To Apply](#)" document on the UKFPO website for Oriel instructions.

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 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.

Applicants who do not receive an FPP offer or decline the offer they receive will be automatically included in the main FP allocation process.

Psychiatry Foundation Fellowship (PFF)

Recruitment to Psychiatry Foundation Fellowships takes place after allocation to foundation schools has taken place. The entire process is managed by the Royal College of Psychiatrists, and the application process is separate to the main FP application process.

Applicants must have applied to the Foundation Programme and be allocated to a foundation school and matched to a programme to be deemed eligible to apply for a PFF.

Information about PFFs can be found on the [Royal College of Psychiatrists website](#) and the application dates for 2024 will be available in due course.

Pre-allocation based on personal circumstances

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 criterion, you can apply to for pre-allocation to a particular foundation school in the main application form on Oriel.

Pre-allocation applications and the required supporting evidence need to be submitted at the same time that the main FP application is submitted on Oriel. Pre-allocation applications cannot be submitted after submission of the main FP application on Oriel or after the application window has closed.

Applicants can apply for pre-allocation to a specific location for the following:

- Parental/legal guardianship responsibilities
- Primary caring responsibilities for someone who is disabled
- Significant caring responsibilities
- A medical condition or disability that requires ongoing follow-up
- Unique circumstances
- Educational circumstances
- Widening participation circumstances

The [UKFP 2024 Applicant Guide to the Pre-allocation Process](#) and the application forms for each criterion can be found on the UKFPO website.

Further guidance about how to submit an application on Oriel can be found in the "[Guidance On How To Apply](#)" document.

Applicants should also consider local foundation school policies for allocation to groups and programmes, as these can vary between foundation schools. Not all foundation schools will honour pre-allocation at group or programme level.

Withdrawing a pre-allocation application

If an applicant's circumstances change after submitting their application and pre-allocation is no longer required, the applicant can request to withdraw their pre-allocation application and be allocated via the main allocation process. Refer to information about the withdrawal process which is in section 5 of the [UKFP 2024 Applicant Guide to the Pre-allocation Process](#).

The withdrawal request form will be available on the UKFPO website at the end of the application process in October 2023.

Linking 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 applicant on Oriel.

Applicants should refer to further guidance in the [UKFP 2024 Applicant Guide to Allocation - Preference Informed Allocation](#) to understand how the allocation process will work for linked applications under the new Preference Informed Allocation system.

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).

To link applications, follow the detailed steps described in the "[Guidance On How To Apply](#)" document on the UKFPO website.

Links will be broken if either applicant:

- accepts an offer for a specialised (SFP) or priority (FPP) programme
- is approved for pre-allocation

- does not rank foundation schools/UoAs in the same order of preference as the other applicant.

The link could also be broken if 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.

Linking applications at group and programme stage

Not all foundation schools allow linking for the match to group/programme and applicants should consider local foundation school policies prior to submission of their linked application. Applicants should contact individual foundation schools directly for further information.

Processing FP applications

Every eligible applicant who remains in the Foundation Programme application process (that is, those who have not accepted an offer for a Specialised Foundation Programme or a Foundation Priority Programme) will be given a computer-generated rank by the Oriel system. The ranking will not be informed by performance at medical school.

The ranks will be generated when the allocation algorithm is run in Oriel. This takes place in March which is after foundation school preferencing has closed and at the point that applicants are allocated to foundation school.

Allocation to a foundation school

Allocation to a foundation school will take place on **7 March 2024**. All eligible applicants will be allocated to a foundation school on this day.

Following allocation, applicants will be invited to preference groups/individual programmes. This will take place from March onwards.

Refer to the separate guidance document [“UKFP 2024 Applicant Guide to Allocation -Preference Informed Allocation”](#) which provides information about how applicants will be allocated to a foundation school.

Matching to a foundation programme

Applicants will be matched to a groups and programmes in cohorts from April onwards. This process will be managed locally by foundation schools and will follow a national timeline which will be published on the [UKFPO website](#) by early 2024.

Refer to the separate guidance document [“UKFP 2024 Applicant Guide to Allocation -Preference Informed Allocation”](#) which provides information about the programme matching process.

Withdrawing an application

Withdrawing an FP application

Applicants are advised to discuss their circumstances with their medical school (or allocated foundation school) before withdrawing their application to ensure that the consequences of doing so are understood.

Applicants who withdraw from the recruitment process are not able to rejoin the current recruitment round, and are required to re-apply for the Foundation Programme the following year.

Applicants should read the declarations stated on the 'declarations' page of the application form carefully to fully understand the implications of withdrawing applications part-way through the process.

Applicants are reminded that **provisionally registered doctors are not permitted to undertake alternate employment as a doctor or work as locums** outside of the recognised Foundation Programme in the UK.

Withdrawing an SFP application

See page 13

Withdrawing an FPP application

See page 14

Inter-Foundation School Transfers (IFST)

If your personal circumstances change from the point of application and you need to be allocated to a different foundation school due to your circumstances, you may be eligible to apply for an Inter-Foundation School Transfer (IFST). Please refer to the separate IFST guidance on the [UKFPO website](#).

Applicants should direct their IFST queries to their allocated foundation school team and Foundation School Director.

Competition ratios

A table which provides competition ratio information will be available to view on the UKFPO website by the start of the application window.

The table will show the comparison in first choice preferences and competition ratios for 2021, 2022 and 2023 by foundation school at the time of national allocation.

Applicants should bear in mind that with the introduction of Preference Informed Allocation for 2024, applicant preferencing behaviour may change. The competition ratios for 2021 – 2023 are based on the previous allocation process.

Glossary

Acronym/Term Used	Description
Eligibility process	Applicants who graduated from a UK medical school more than two years before the start of the programme or applicants graduating from non-UK medical schools are required to apply through the eligibility process before being deemed eligible and nominated by the UKFPO to apply for the foundation programme.
Foundation schools	Foundation schools are the structures through which foundation training is delivered. The responsibilities of the foundation school include managing training programmes and doctors in training and supporting various aspects of the national recruitment process.
FP	Foundation Programme: the foundation programme is a two-year programme comprising F1 and F2 rotations. The two-year balanced programme is intended to bridge the gap between undergraduate medical education and postgraduate training in readiness for higher specialty training. Applicants will experience a range of specialties across different settings.
FPP	Foundation Priority Programmes: individual programmes in regions which have been identified as priorities in terms of workforce planning. Applicants may apply for FPP if they are interested in any of these programmes. Offers will be made ahead of national allocation to foundation schools.
FSD	Foundation School Director: the FSD is the head of the foundation school and is accountable to the postgraduate dean. Supported by a foundation school manager (FSM) and appropriate administrative staff, the FSD helps set the strategic direction of the school and is responsible for quality management.
FSM	Foundation School Manager: the FSM is responsible for the management of the operational and resource-related activities of the foundation school. The FSM is accountable to the FSD and, with administrative support, the FSM may represent the school in allocation, recruitment and training matters which relate to the foundation programme.
GMC	General Medical Council: the independent regulator of doctors in the UK. The GMC sets standards for students and doctors to help protect patients and improve medical education and practice.

Acronym/Term Used	Description
Hicom	Hicom are the providers of the national online application system (Oriel). Technical support is available by emailing oriel@hicom.co.uk .
IFST	Inter-Foundation School Transfer: process whereby applicants can apply to move to a different foundation school based on specific criteria. Process is using for both new F1 doctors and existing F1 doctors to move for their F2 year. Separate guidance available on the UKFPO website.
Nomination	UK medical schools nominate students/graduates, thereby confirming their eligibility and suitability for foundation training. Nominated individuals will be able to access the application forms for foundation on the Oriel system.
Oriel	The national online application system for doctors and healthcare professionals at all levels to apply for training in the UK.
PFF	Psychiatry Foundation Fellowship: appointed to in collaboration with the Royal College of Psychiatrists that aim to improve exposure to the specialty for foundation doctors. The scheme ensures that a greater number of foundation doctors are supported in their interest in psychiatry throughout the Foundation programme, maintaining and enhancing their enthusiasm for the specialty.
PMQ	Primary Medical Qualification: this relates to the undergraduate medical degree qualification. This is a key requirement for eligibility.
RTW	Right to Work: all applicants are legally required to possess the Right to Work in the UK in accordance with immigration law.
SFP	Specialised Foundation Programme: Programmes with a specialised component focused on academic work/research, education and teaching or leadership and management. Selection processes for these programmes may involve an interview. The criteria for each foundation school are determined locally and may vary between schools.
STEP	Supporting Trainees Entering Practice: an initiative designed to support the transition from undergraduate medical education to postgraduate training by providing a mechanism for transferring information pertaining to health and performance. The receiving training provider will make adjustments to training based on the information provided to support individuals in the training environment as appropriate.
UKFP	United Kingdom Foundation Programme: the FP is a two-year programme comprising F1 and F2 rotations. The two-year balanced programme bridges the gap between undergraduate medical education and postgraduate training in readiness for higher specialty training. Applicants will experience a range of specialties across different settings.
UKFPO	United Kingdom Foundation Programme Office: the UKFPO team manages the allocation process and sets guidance to ensure continuity of delivery of the programme in line with the curriculum.
UoA/SUoA	Units of Application: the term used to refer to one or more foundation schools that are grouped together for the purposes of processing applications. When considering specialised programmes, the foundation school groupings may be different, and these are referred to as Specialised Units of Application (SUoAs).

Useful Contact Information

UK Foundation Programme Office (UKFPO) Contact Details

General Enquiries: helpdesk@foundationprogramme.nhs.uk

Technical queries: oriel@hicom.co.uk

Website: <https://www.foundationprogramme.nhs.uk>

Facebook: <https://www.facebook.com/UKFPO>

X (previously Twitter): @UKFPO

The following tables list the key responsibilities held by medical schools, the UKFPO and foundation schools in relation to the recruitment process. These lists help applicants understand who to direct their queries to.

Medical School / UKFPO for Eligibility application process applicants	UK Foundation Programme Office (UKFPO)	Foundation Schools
<ul style="list-style-type: none"> •Nomination queries •Guidance around applications for pre-allocation to a foundation school based on personal circumstances •Completion of the STEP form 	<ul style="list-style-type: none"> •How to complete your application form/Oriel queries •National allocation process to foundation schools •National appeal process •Pre-allocation process •Eligibility application process •National guidance and timelines 	<ul style="list-style-type: none"> •Specialised Foundation Programme (SFP) selection processes •Details about Foundation Priority Programmes (FPP) in that school •Group Matching •Match to Programme results •Releasing Information to employers •Employment related queries (also to be sent directly to employer) - including references •Less than full-time training