



UKFP 2025 Pre-allocation Application Process

Applicant Webinar 12 September 2024

Introductions

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Pre-allocation

- A supportive process which enables applicants who **need** to live in a certain part of the UK to apply for pre-allocation to that region/foundation school – their circumstances **must** meet one of the nationally agreed criteria
- The applicants' circumstances **must be current.** Applications cannot be based on future/anticipated events
- Applications for pre-allocation must be submitted **during the [national application window](#)** alongside the main FP application form on the Oriel application system
- Applications can only be made under **one** criterion. If you meet two - you are advised to apply under the one you can best evidence in your application.
- National review panels meet to review and agree outcomes for all applications received

What does pre-allocation NOT do

- Does not guarantee allocation to a particular location or hospital/employer. **Allocation is to a foundation school only**
- Does not guarantee a match to a particular programme/rotation
- Does not guarantee that information about reasonable adjustments needed are passed to the right people – this must still be organised via pre-employment checks / [STEP form](#)

Pre-allocation Criteria

- **Criterion 1: Parent or legal guardian** : You are a parent or legal guardian of a child or children under the age of 18, who reside primarily with you or for whom you have significant caring responsibilities.
- **Criterion 2: Significant caring responsibilities**: You have significant caring responsibilities for a family member, partner, or friend. Applicants who have a **primary carer** role should also apply under this criterion.
- **Criterion 3: Health condition or disability**: You have a health condition (physical or mental health) or disability for which treatment and ongoing follow up for the condition in the specified location is an absolute requirement.
- **Criterion 4: Extraordinary Circumstances**
- **Criterion 5(a): Educational circumstances**: You have educational circumstances that require you to be pre-allocated to the specified location.
- **Criterion 5(b): Widening Participation**: You entered medical school through a Widening Participation initiative.

Timeline

Application timeline available [online](#)

September 2024

17 September 2024 (09:00 BST)

Registration opens on the Oriel application system for applicants. Registration emails will be sent to nominated applicants from UK medical schools at 09:00 (BST). Applicants should note that this email may take some time to appear in their inbox.

25 September 2024

The national application window for FP and FPP programmes opens on **25 September and closes 09 October 2024 (12:00 midday BST)**. Applications for the 2-year Foundation Programme and Foundation Priority Programme must be submitted during this window.

Applications for pre-allocation must also be submitted on Oriel between **25 September – 09 October 2024 (12:00 midday BST)**.

October 2024

09 October 2024 (12:00 midday BST) The national application window for FP and FPP closes at 12:00 midday BST on 09 October 2024.

Late applications will not be accepted. Applications can only be submitted on Oriel and through the 2025 FP vacancy. There are no other alternative routes for applications to be submitted. Applicants who do not submit their application on Oriel by the national deadline of 09 October 2024 (12:00 midday BST) will not be granted an extension to do so, under any circumstances. (This includes partially completed applications.)

November 2024

28 November 2024

Pre-allocation application outcomes released to applicants.

Guidance and application forms

Pre-allocation guidance and application forms

The updated **UKFP 2025 Applicant Guide to the Pre-allocation process and new application forms** are available below. All pre-allocation applications must be submitted using the UKFP 2025 application forms, and not on the UKFP 2024 application forms or on forms from other previous recruitment rounds as these will not be accepted.

Applicants who have previously referred to the UKFP 2024 pre-allocation guidance for information about the application process and criterion **must ensure that they now read the 2025 guidance** when completing their application form, and not the 2024 guidance. Applicants should note the information about the 2025 Key Changes below.

[+ Overview](#)

[+ Pre-allocation 2025 Guidance](#)

[+ Pre-allocation 2025 Application Forms](#)

[+ Key Changes for 2025](#)

- Applicant guidance (PDF) and application forms available [online here](#)
- Applicants **MUST** use the 2025 application forms - if forms from a previous recruitment year are used, application will be rejected

Key Changes for 2025

The following changes have been made to the titles of the Pre-allocation criteria for UKFP 2025:

- Criterion 2a “Primary Carer” and Criterion 2b “Significant Carer” have been merged into a single carer criterion, which is now called Criterion 2 “Significant Caring Responsibilities”.
- Criterion 3 “Medical Condition” has been renamed “Health Condition or Disability”.
- Criterion 4 “Unique Circumstances” has been renamed “Extraordinary Circumstances”.

Key Changes for 2025

- Character limits have been introduced on the application forms for the applicant statement section and the applicant and supporting signatory answer boxes.
- The requirement for applicants to sign a declaration on their pre-allocation application form has been removed. The declaration that applicants accept when submitting their main FP application on Oriel will apply also to the submission of the pre-allocation application.
- Mandatory fields in the application form are now identified with an asterisk, “*”. **If a field is marked as mandatory and has been left blank, the application is likely to be rejected by the national review panel.**
- The **Widening Participation application form no longer includes an applicant or medical school supporting statement box.** This has been removed because it is not information that is required by the national review panels as part of the review/approval process.
- Proof of address evidence – **see separate slide**

Evidence of proof of address

- Applicants for ALL criterion **must** provide proof of address in their name – this address **must match the one on their application form** – and this **must be in the location/foundation school region** that they need pre-allocating to.
- Proof of address must be submitted with their pre-allocation application at the time of application submission. **See appendix 1 in the applicant guidance for list of acceptable evidence.**

Key changes for 2025

- All evidence used for proof of address (unless otherwise specified, e.g. annual council tax bill) must be **dated/issued within the last 3 months prior to the close of the [application window](#)**.
 - **The 3-month rule also applies to driver's licences.**
 - Applicants will need to use another type of evidence (e.g. bank statement) if their driving licence was issued more than 3 months ago.

The Application/Submission Process

- **Application forms are MS Word documents** – applicants must use these forms and not copy paste parts of the form/photos of the form into a different document.
- Completed pre-allocation application form and supporting evidence must be **uploaded onto Oriel at the same time that the main application for FP is completed.**
- Requested foundation school must be preferenced **first** on Oriel
- An application must all be submitted in one go – **cannot submit missing info/evidence at a later date**, and also cannot do this as part of the appeal process.
- If mandatory information/supporting evidence/proof of address is missing – **the application is likely to be rejected.** There is no second chance to re-submit or to correct errors.

National Review Panels

Applications are reviewed in November by a panel that consists of representatives from the following stakeholder groups:

- Foundation School Directors (FSDs)
- Foundation School Managers (FSMs)
- Foundation year 2 doctors
- Medical Schools / Medical Schools Council
- UK Foundation Programme Office (UKFPO)

Applicants will be notified of their application outcome via email. Eligible applicants whose applications are approved will be pre-allocated on Oriel to the foundation school requested in their application.

How am I matched to a programme and employer ?

- The national application process is for pre-allocation to a **Foundation School only**. If your pre-allocation application is approved, a copy of your application and supporting documents are forwarded to the foundation school requested.
- **Each foundation school has its own local policy** for carrying out the match to Group and Programme/employer. They will contact you directly to explain this policy and to explain the process **which applies to you** for preferencing Groups and Programmes.
- Most applicants (but not all) will need to preference Groups/Programmes on Oriel and will be matched to these via PIA. There will be a **small** number of applicants whose personal circumstances mean that their FS will need to match them to a specific programme, depending on local policy.
- Information is available on foundation school websites which explains their local policy about pre-allocation at Group or Programme level. Some info is also on the [UKFPO website](https://www.ukfpo.nhs.uk)

Pre-allocation and SFP / FPP

Pre-allocation **does NOT apply** to the Foundation Priority Programme, nor does it apply to the **new Specialised Foundation Programme selection process** managed separately by English medical schools/Scotland/Northern Ireland. **It only applies to allocation to the main Foundation Programme.**

- Applicants are permitted to apply for pre-allocation for the main Foundation Programme **and** apply for the Foundation Priority Programme (FPP) **and/or** also apply to England/Scotland/Northern Ireland for one of the ringfenced Specialised Foundation Programmes if they wish to.
- If you apply for SFP via this route, or FPP and **your application is successful**, you will automatically be removed from the main Foundation Programme allocation process and your pre-allocation application will no longer be required.
- If your SFP or FPP application **is not successful**, you will be automatically included in the main Foundation Programme allocation process and if your pre-allocation application was approved, this will still carry forward and you will be pre-allocated to the requested foundation school.

Pre-allocation and Linking to another applicant

Linking only applies to allocation to the main Foundation Programme.

- Applicants are permitted to link their application to another applicant on Oriel **and** apply for pre-allocation.
- However, if an applicant chooses to link their application to another applicant and then has their pre allocation application approved, the link with the other applicant will be broken and will not be honoured on Oriel.
- If a pre-allocation application is unsuccessful, and the applicant has linked their main FP application to another applicant on Oriel, the linking request will remain in place (refer to main guidance about linking on the [UKFPO website](#)).



Your questions answered...