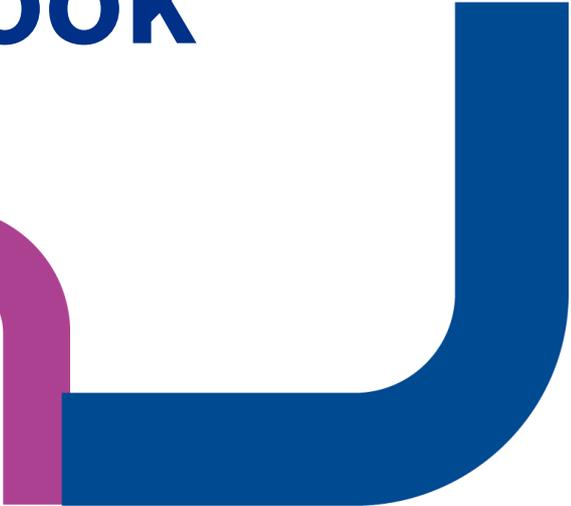




UKFP 2021

Applicants' Handbook

England
Northern Ireland
Scotland
Wales



UK Foundation
Programme



May 2020

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Introduction

The purpose of this handbook is to provide information about the national application process to the UK Foundation Programme. This includes information about academic, psychiatry and priority programmes. The sections of this handbook are set out to follow the stages of the application process in chronological order as far as possible. There is a glossary at the end of this handbook.

When considering Academic Foundation Programme (AFP) applications, foundation schools may operate independently or group together. These groupings are referred to as Academic Units of Application (AUoA).

This handbook refers on several occasions to medical schools and their role. The UKFPO will act as a virtual medical school for all those applying through the UKFPO's Eligibility Office, i.e. overseas graduates.

The online application system is known as Oriol. Applicants are advised that there are likely to be periods of system down-time for routine maintenance and development work to enhance the system. Applicants are encouraged to check their online accounts regularly as the receipt of emails is not always guaranteed.

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 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 all available places.

Applications for foundation training are to a generic programme. Rotations 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 Curriculum.

It is important to note that the NHS is a constantly changing system and even after being matched to an individual 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 UKFPO manages the application process, issues guidance on training and promotes the consistent delivery of the programme across the UK. Working with partners, the UKFPO enables 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

Foundation year 1 (F1) 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 F1 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

Foundation year 2 (F2) doctors remain under clinical supervision (as do all doctors in training) but take on increasing responsibility for patient care. In particular, they 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 e.g. nurses, medical students and less experienced doctors. At the end of 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 the foundation doctor is ready to enter a core, specialty or general practice training programme.

New for 2021

Every year the allocation process to the two-year foundation programme is reviewed and as such key components associated with the process are improved upon based on experience from previous years and feedback from both applicants and stakeholders involved in the process. It is often the case that new developments are also introduced to enhance the overall applicant experience and support wider workforce planning initiatives.

For the 2021 allocation process, applicants are advised to familiarise themselves with a number of key changes that have been outlined below: -

1. National Timeline

The national timeline has been revised in light of COVID-19 to allow sufficient time for applicants to qualify from medical school. The application window has been scheduled for the last two weeks in October and will be open for an extended period to allow for system downtime. Please be advised that as a minimum, the **Oriel system will not be available on 22nd and 23rd October 2020**. Applicants are advised to plan their time accordingly to ensure they complete their applications by the deadline.

2. Academic Decile Scores

Due to changes in university assessment criteria and scheduling in response to the pandemic, medical schools will have until 14th December to confirm applicant decile scores. The decile scores available on Oriel will be subject to change up until this time.

3. Special Circumstances

There is a new online application form for applicants to complete who wish to be considered for pre-allocation to a particular foundation school on the ground of special circumstances. This form then needs to be sent to the UKFPO helpdesk by email within the national application window.

4. Situational Judgement Test (SJT)

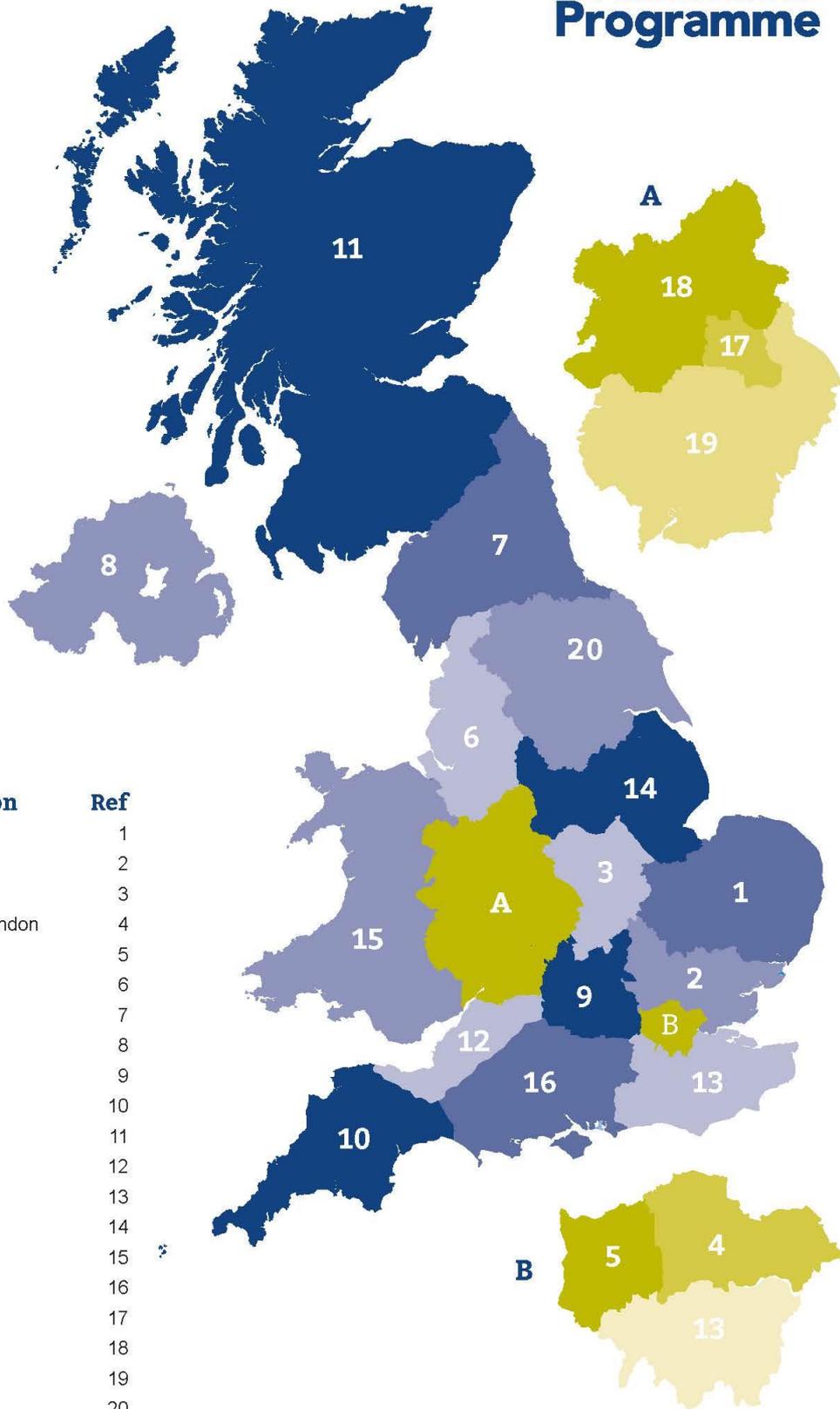
The SJT will be delivered through a digital platform. Applicants will be required to book their test online at a date, time and location of their choosing. There will be a number of invigilated test centres available, including overseas, or applicants will have the option to sit the test remotely using online proctoring. Reasonable adjustments for the SJT will be managed by the UKFPO and not the medical schools. Applicants will have the opportunity to request any reasonable adjustments required to enable them to sit the SJT by completing a separate electronic form.

5. Oriel

The application system has been updated for all foundation training programmes applications.

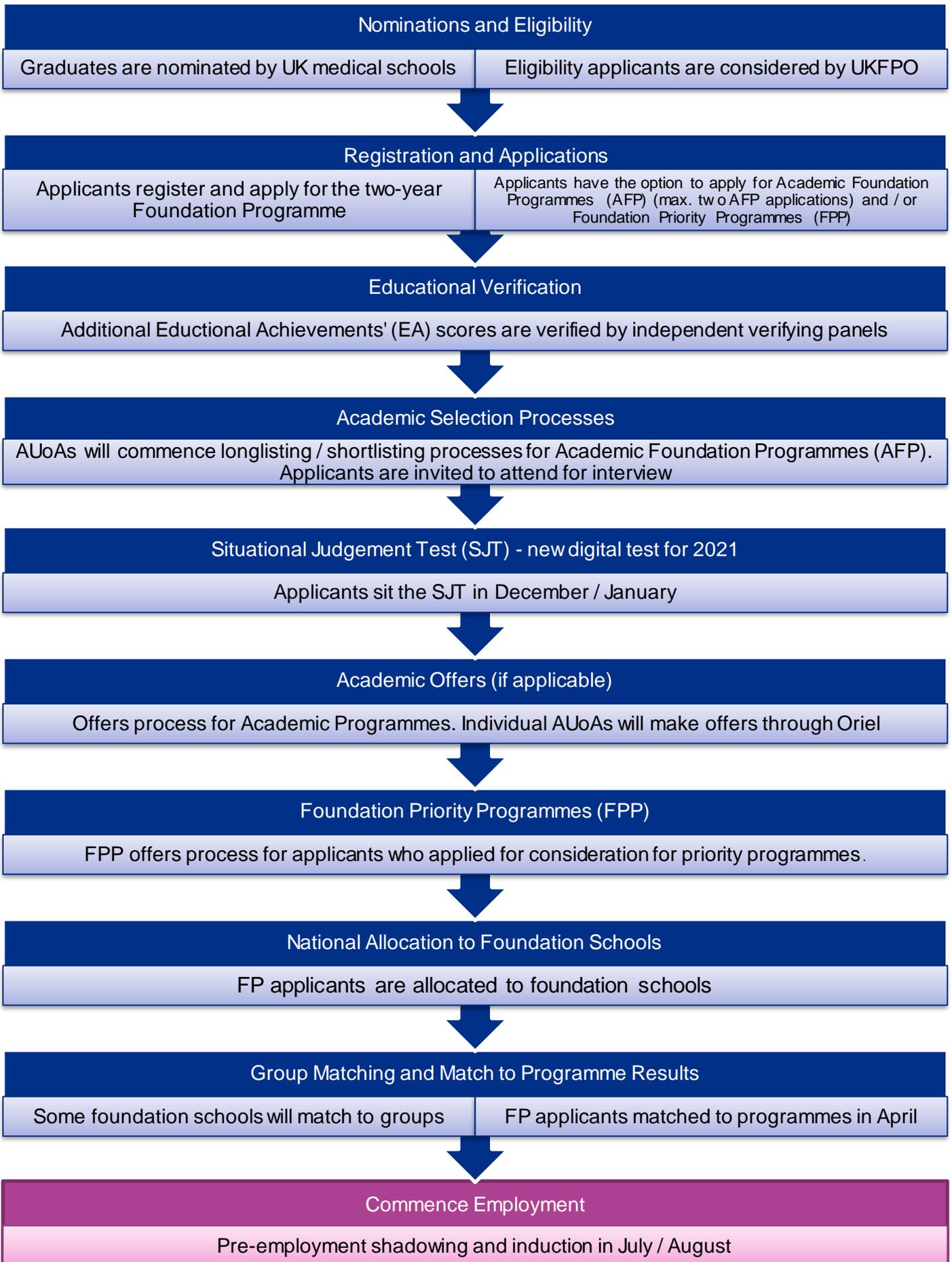
Foundation Schools

Map of Foundation Schools



Unit of Application	Ref
East Anglia	1
EBH	2
LNR	3
North Central & East London	4
North West London	5
North West of England	6
Northern	7
Northern Ireland	8
Oxford	9
Peninsula	10
Scotland	11
Severn	12
South Thames	13
Trent	14
Wales	15
Wessex	16
West Midlands Central	17
West Midlands North	18
West Midlands South	19
Yorkshire and Humber	20

Process Map



High-Level Timeline

20 th July – 2 nd September 2020 at 12:00 noon (BST)	Eligibility applications. If your medical school is outside the UK, or if you qualified from a UK medical school prior to 4 th August 2019, you must register on Oriel and submit an eligibility application and supporting documentation. Please refer to separate guidance available on the UKFPO website.
10 th August 2020	Academic programmes available to view on Oriel.
12 th October 2020	Registration on Oriel opens. Applicants can register at any time during the application window until 12:00 noon (BST) on Wednesday 4 th November 2020. Eligibility Office applicants will have already registered as part of the eligibility application process. All programmes available to view on Oriel.
19 th October – 4 th November 2020 at 12:00 noon (BST)	National application period: complete the online FP application form (including FP preferences, Educational Achievements), AFP application form(s) for specific AUoAs and FPP application form for priority programmes. Late applications will not be considered under any circumstances. Applicants are advised to start their application(s) early to allow sufficient time to complete the necessary sections fully and to gather evidence in support of their application. (Downtime / Oriel system not available on 22nd and 23rd October 2020).
4 th November 2020 at 12:00 noon (GMT)	Special circumstances applications to be submitted via electronic application form and sent to helpdesk@foundationprogramme.nhs.uk (not to your local medical school). Late applications will not be considered under any circumstances.
	Deadline for request for reasonable adjustments to sit the SJT.
4 th November 2020 – 8 th January 2021	Local AFP recruitment process (e.g. long-listing, short-listing and interviews).
12 th November 2020	Verified Educational Achievements (EA) and total Educational Performance Measure (EPM) scores viewable to applicants on Oriel.
12 th – 19 th November 2020 at 12:00 (GMT)	First stage appeals window for applicants to correct any errors or provide additional information in regard to educational achievements.
16 th November 2020	Applicants notified of the outcome of their special circumstances application.
16 th – 23 rd November 2020 at 12:00 (GMT)	First stage appeals window for applicants to correct any errors or provide additional information omitted from their special circumstances application.
9 th – 23 rd November 2020	SJT Online Booking Window. Applicants can book their SJT date, time and location online themselves through http://www.pearsonvue.com/UKFP . Test spaces will be available on a first come first served basis. Applicants are advised to book their test at the earliest opportunity. There will also be the option for applicants to sit the test remotely. Applicants will be able to amend their test booking up to 48 hours prior to the scheduled test date and time, although they should be advised that if they cancel at the last minute, the availability of alternate slots may be limited.
26 th November 2020	Outcomes from the first stage of educational achievements appeals released to applicants.

26 th November – 1 st December 2020 (12:00)	Second stage educational achievements appeals submission period.
30 th November 2020	Outcomes from the first stage of appeals for special circumstances released to applicants.
30 th November – 3 rd December 2020 (12:00)	Second stage special circumstances national appeals submission period.
7 th December 2020	Educational achievements second stage appeals outcomes issued to appellants.
10 th December 2020	Special circumstances second stage appeals outcomes issued to appellants.
7 th – 19 th December 2020	Situational Judgement Test (SJT) – Test Window 1.
18 th – 23 rd January 2021	Situational Judgement Test (SJT) – Test Window 2.
13 th – 15 th January 2021	AFP national offers. Successful AFP applicants will receive offers. All offers must be accepted or declined on Oriel by the stated deadline. Applicants will have 48 hours to respond to offers.
20 th – 22 nd January 2021	Cascade AFP national offers. Successful AFP applicants will receive offers. All offers must be accepted or declined on Oriel by the stated deadline. Applicants will have 48 hours to respond to offers.
27 th – 29 th January 2021	Cascade AFP national offers. Successful AFP applicants will receive offers. All offers must be accepted or declined on Oriel by the stated deadline. Applicants will have 48 hours to respond to offers.
3 rd – 5 th February 2021	Cascade AFP national offers. Successful AFP applicants will receive offers. All offers must be accepted or declined on Oriel by the stated deadline. Applicants will have 48 hours to respond to offers.
8 th – 11 th February 2021	Final 'Mop Up' of AFP offers. Applicants who have not received an offer for AFP at this stage might be contacted offline with an offer.
17 th – 19 th February 2021	FPP Offers – Round 1. Applicants will have 48 hours to respond to offers on Oriel.
18 th February 2021 12:00 noon (GMT)	Deadline for applicants to amend preference choices (FP only). You will have the option to amend the order in which you ranked foundation schools until this deadline. Please note that amending preferences will force links between applications to be broken, even if the final order of preferences is the same. Applicants must choose whether they want to change their preferences or maintain their link to the applicant their initially linked with.
24 th – 26 th February 2021	FPP Offers – Round 2. Applicants will have 48 hours to respond to offers on Oriel.
25 th February 2021	Exceptionally low scoring SJT reviews: applicants who are identified as having an exceptionally low score on their SJT will be invited to attend a face-to-face review of their outcome.
3 rd – 5 th March 2021	FPP Offers – Round 3. Applicants will have 48 hours to respond to offers on Oriel.

11 th March 2021	FP primary list allocation. Applicants informed of allocation to foundation school result. SJT and total application scores available to view on Oriel. Applicants who have been allocated to a foundation school as part of the primary list will be informed of how to rank groups / individual programmes.
11 th March (12:00) – 17 th March 2021 (12:00)	Group Preferencing Window (Two-Stage Process) – deadline at 12:00 noon. Applicants who have been allocated to a foundation school that uses a two-stage matching process will be invited to rank available groups / regions in order of preference on Oriel.
11 th March (12:00) – 30 th March 2021 (12:00)	Programme Preferencing Window (One-Stage Process) – deadline at 12:00 noon. Applicants who have been allocated to a foundation school that uses a one-stage matching process will be invited to rank available programmes in order of preference on Oriel.
From 11 th March 2021	Applicants to complete an online Supporting Trainees Entering Practice (STEP) form to ensure information is shared with the foundation school to ensure sufficient reasonable adjustments are arranged where necessary and appropriate in time for the start of programme to support training.
15 th March – 15 th April 2021	Online references collected. Referees will be asked to provide references as part of the standard pre-employment checks.
16 th March 2021 at 12:00	Deadline for applicants who applied for psychiatry fellowships to opt out of this selection process if they wish to do so having received their allocation to foundation school result.
22 nd March 2021	Group Match Results. Applicants who have been allocated to a foundation school that uses a two-stage matching process will be notified of their group allocation result.
22 nd March (12:00) – 30 th March 2021 (12:00)	Programme Preferencing Window (Stage-Two Process) – deadline at 12:00 noon. Applicants who have been allocated to a foundation school that uses a two-stage matching process will be invited to preference individual programmes.
8 th April 2021	All primary list applicants will be notified of their match to programme results. Applicants will receive an email containing information about which programme they have been matched to by their allocated foundation school.
From April 2021	Reserve list batch allocations. The highest scoring applicants on the reserve list will be allocated to vacancies that have arisen since the last allocation.
From May 2021	Applicants are required to have provisional GMC registration with a licence to practise before employers will issue a contract of employment. Registering with the GMC is a separate process from applying to the foundation programme. Applicants must apply to the GMC directly. The GMC recommend applicants to apply in May 2021 to ensure you are registered before the start of the pre-employment shadowing period.
May – August 2021	Pre-employment checks. Employers will also confirm your location of employment, salary, pay banding (if applicable) and your rota.
July / August 2021	Commencement of the 2021 UK Foundation Programme. Newly appointed F1 doctors are required to attend a period of pre-employment shadowing of the F1 doctor you will be taking over from before the start of the programme. Employers will provide details of local arrangements.

Application Process

All applicants must apply to the national FP vacancy on Oriel through <https://www.oriel.nhs.uk>. Applicants then have the option to apply for AFP and to a maximum of two separate AUoA vacancies. There is also the option to apply for Foundation Priority Programmes (FPP). **Applications for all programmes must be submitted during the national application window.**

The national application process comprises a number of key components: -

Nominations & Decile Scores

Applicants will either be nominated by a UK medical school or by the UKFPO's Eligibility Office (please refer to separate guidance for Eligibility Office applicants). Confirmed decile scores will be available on Oriel in December 2020.

UK graduates who are expecting to be nominated by their medical school are advised to check which alias their medical school will be using on their email address. Applicants need to use the same email address to register on Oriel.

Registration

Applicants must register on Oriel to verify their nomination (Eligibility Office applicants will have already registered as part of the eligibility application process). Applicants can register at any stage from Monday 12th October 2020 until the close of applications. You must use the email address you have been nominated with by your medical school. Details of indicative programmes will be available at this time.

Applications

Applicants must submit an FP application and will then have the option to submit a maximum of two separate AFP applications and an application for priority programmes. Please refer to appendix 1 for further details about the application forms.

The online application forms will be available on Oriel from Monday 19th October 2020. The application period closes at **12:00 noon (GMT) on Wednesday 4th November 2020**. Late applications will not be accepted under any circumstances. The Oriel system will be **unavailable** on 22nd and 23rd of October 2020.

The national application form is divided into 11 sections; 1) personal, 2) eligibility, 3) fitness, 4) references, 5) competences, 6) employment (not applicable – this page will appear blank), 7) evidence, 8) supporting (AFP only – this page will appear blank for FP and FPP), 9) preferences, 10) equality and 11) declarations. Please refer to later sections of this handbook for information about what is included in each of the sections. When applicants select 'submit', the page will change on Oriel to state that the application has been submitted. Applicants will only be able to edit contact details and referee details from this point onwards.

Preferencing Foundation Schools / Programmes

All applicants must rank all 20 foundation schools as part of the online application form for FP. For FP only, you will have the option to amend your preferences and the order in which you have ranked foundation schools following the close of the application window. The deadline for ensuring your preference list is final is 12 noon (GMT) on Thursday 18th February 2021. The preferencing window will close at this time and no further changes can be made. **Links between applications will be broken if either applicant chooses to amend their preferences** (see section about linking applications below).

Applicants will be invited to preference groups / individual programmes once allocations to foundation schools have been finalised on Thursday 11th March 2021.

For AFP and FPP applicants are required to rank individual programmes as part of the application form and there will be no further opportunity to amend these preference choices.

Special Circumstances

Applicants can apply for pre-allocation to a particular foundation school on the grounds of special circumstances. Applicants should refer to the guidance on the UKFPO website for details of specific criteria. Applicants are advised to consider local policies for allocation to groups / programmes.

Linked Applications

Applicants can link their FP application to that of another applicant to ensure you are both allocated to the same UoA, providing you **both** score highly enough to be allocated to the primary list. Applicants can only link to one other applicant. Links will not be considered if either applicant accepts an AFP offer. Applicants cannot link with someone who is applying for special circumstances. If either of the linked pair chooses to amend their preferences, the link will be broken. If you want the link to be maintained you must decide on your final preference choices at the point of application, i.e. you won't be able to amend the order in which you ranked foundation schools once you have submitted your application.

To link applications, one applicant must invite another applicant to link applications. This will only work if one applicant selects 'yes' to the question on the 'declarations' page about whether you want to link your application, and the other applicant has yet to reach this page of the form. If both applicants reach this page at the same time, **one applicant should select 'no' to this question**. The applicant who selects 'no', will receive a request from the other applicant inviting them to link their application, which you can then accept. **The link must be accepted before either applicant submits their application for it be honoured.**

Educational Achievements (EA)

Applicants have the option to upload evidence of additional educational achievements as part of their application. The scores for educational achievements are verified by national independent verifying panels.

Verified EA scores will be available on Oriel from **Monday 12th November 2020** (please refer to appendix 2 for information about how to view your verified EA score). Applicants are advised to check their score at this time and to familiarise themselves with the timeline for appeals if you disagree with the panel outcome.

Situational Judgement Test (SJT)

The Situational Judgement Test (SJT) is a test for employment and not a medical school exam. It forms part of the selection process for entry to foundation training to test the attributes needed to work as a doctor. Military applicants are also required to sit the SJT at the medical school they are graduating from; these applicants are advised to contact the Defence Postgraduate Deanery for further details.

Offers for AFP and FPP

Successful AFP applicants will receive offers from AUoAs in advance of the FP allocation process. Successful applicants for priority programmes will also receive offers through the national process ahead of allocation to foundation schools. Applicants who accept an offer for AFP or FPP will not be included in the FP allocation. Unsuccessful applicants for AFP or FPP, or those who decline offers, will automatically be included in the allocation to FP places. Applicants who initially choose to accept an offer for AFP or FPP and later decide to withdraw, will be withdrawn from the entire process, including FP.

FP Allocations

The national application process is complete once all applicants have been allocated to a UoA. If, at the end of the AFP offers period, there are more eligible FP applicants than places, the 'n' top scoring applicants will be allocated first (where 'n' equals the total number of FP places available across the UK). Any applicants who have not been allocated at this stage will be placed on a reserve list and allocated to UoAs on pre-determined dates when vacancies arise due to other applicants withdrawing from the process. The highest scoring applicants remaining on the reserve list will be allocated in each batch. The relevant foundation school will then undertake local processes to match allocated FP applicants to groups and individual foundation programmes.

Application Scores

Applications will have a maximum score of 100 points, and this will consist of two components: -

- 1) Educational Performance Measure (EPM) – 50 points maximum
- 2) Situational Judgement Test (SJT) – 50 points maximum

Educational Performance Measure (EPM)

The EPM is a measure of clinical and non-clinical skills, knowledge and performance up to the point of application. The EPM comprises two elements: medical school performance in deciles for which 34-43 points are available, and educational achievements, which are worth up to 7 points. A maximum of 50 points is available. For the EPM framework, please see appendix 3.

Medical School Performance (34 to 43 points)

Your medical school performance score will be calculated by your medical school, which will divide your year group into 10 equal groups (deciles) based on performance in a number of assessments.

Each UK medical school has agreed with its students, which assessments will be included in this measure. This element of the EPM is known as the EPM decile score. If you are in the first decile (the top 10% of your year), you will receive a score of 43; if you are in the second decile, your score will be 42; the third decile 41 and so on. Students in the tenth decile will be awarded 34 points. If you are graduating from a UK medical school, these scores will be supplied by your medical school and uploaded onto the Oriel system.

If you are applying through the Eligibility Office, your EPM decile score will be calculated from the medical school ranking information provided on your Dean's Statement. The Eligibility Office will upload your EPM decile score.

Your confirmed EPM decile score will be available on Oriel on Monday 14th December 2020. If the score is not as you expect, contact your UK medical school or the Eligibility Office as soon as possible.

Educational Achievements (up to 7 points)

Applicants have the option to provide evidence of additional education achievements as part of the 'evidence' section of their application form. There are two categories from which applicants can be awarded a maximum of seven points: -

- Additional degrees (maximum 5 points)
- Publications (maximum 2 points; 1 point per publication)

Educational achievements will be machine-marked initially. Oriel will allocate a provisional score based on the information provided. National verifying panels will then confirm educational achievements' scores.

Educational achievements can only be awarded if they have been **completed by Wednesday 4th November 2020**. All educational achievements must have taken place, or in the case of degrees must have been ratified by the examination board, by Wednesday 4th November 2020. Degrees you are currently studying or publications which do not yet have a PubMed ID number, regardless of whether they have been accepted or are in press, **will not count**. It is the responsibility of each applicant to ensure their evidence meets the requirements specified below. The UKFPO will not be able to review evidence on an individual basis prior to the submission of applications.

If any of your supporting evidence is in a different name or includes / excluded middle names to the name on the application, please provide details in the relevant fields provided. You should also provide information if your surname does not match the name you are registered under with the GMC.

Additional Degrees (up to a maximum of 5 points)

Points will be awarded for an **honours degree** obtained in addition to your primary medical qualification.

Applicants must choose one of the options listed in the table below when completing the 'Evidence' section of the application form on Oriol. If an applicant has more than one additional degree, e.g. BSc and PhD, you are advised to choose the one that will give them the most points.

Points	Qualification
0	<ul style="list-style-type: none"> ➤ Primary medical qualification only ➤ 3rd class BMedSci integrated course (e.g. University of Nottingham)
1	<ul style="list-style-type: none"> ➤ 3rd class honours degree ➤ Unclassified honours degree ➤ 2.2 class BMedSci integrated course (e.g. University of Nottingham)
2	<ul style="list-style-type: none"> ➤ 2.2 class honours degree ➤ 2.1 class BMedSci integrated course (e.g. University of Nottingham)
3	<ul style="list-style-type: none"> ➤ 2.1 honours honours degree ➤ 1st class BMedSci integrated course (e.g. University of Nottingham)
4	<ul style="list-style-type: none"> ➤ 1st class honours degree ➤ Postgraduate Master's degree (level 7 only), e.g. MPhil, MSc, MPharm ➤ Bachelor of Dental Surgery (BDS) ➤ Bachelor Veterinary Medicine (B Vet Med)
5	<ul style="list-style-type: none"> ➤ Doctoral degree (PhD, DPhil, etc.)

Applicants **MUST** also upload a copy of the degree certificate to Oriol. Applicants will be able to upload a copy of their degree certificate on the 'declarations' page of the application form. Applicants must ensure that the following information is contained in the uploaded document: -

- The educational institution
- The name of the degree
- The class of degree (where applicable)
- Your name
- The date of the award
- The signature of awarding officer

Applicants will be able to upload **one document only**. This information must match the information declared on the application form.

If your degree certificate does not display the class of the degree, you must provide the original certificate together with an official letter from the Registrar's office that confirms the classification.

If your degree certificate is **not available**, you must provide a confirmation letter. This must be provided on university headed paper and have the signature of the Dean (or a 'senior' authority in the Registrar's office) that confirms the degree has been ratified by the university and states the date (please refer to Appendix 4 for an example of the letter). Points will not be awarded if the required information is not provided.

Additional Information

Honours degrees are any type of undergraduate honours degrees with a classification e.g. BSc, BEng.

Please ensure you choose the correct classification for your degree. If you choose a lower classification from the drop-down list than you actually achieved, your score will NOT be increased by the verification panel, i.e. if your evidence shows you were awarded a 2.1 but you choose a 2.2 from the drop-down list, you will still only be awarded 2 points for a 2.2.

If evidence is uploaded that does not meet the criteria above, the applicant will not receive any points. If evidence is required from an awarding body or Dean, applicants are advised to organise this now. Please do not leave this until the application window opens as there will be no further opportunity to submit supporting evidence after the application deadline outside of the formal appeals process.

Scores for additional degrees will be determined from the information supplied in the 'evidence' section of the application form, not from the 'competences' section, i.e. scores will be awarded for an additional qualification and not your primary medical degree qualification.

Cambridge Degrees

Graduates from Cambridge University are required to provide a copy of their transcript **IN ADDITION** to their degree certificate. This is because the classification of the degree is not included on the degree certificate itself.

Applicants are advised to scan both documents into a combined pdf, to enable them to upload both pieces of evidence as a single document. The guidance below has been provided from Cambridge University Clinical School to recognise the award of undergraduate degrees from Cambridge.

For your application, the degree classification will be recognised as that obtained in the Part II Tripos. The points for degree class in the educational achievement section will be awarded on this basis. All evidence will be verified, and Cambridge degrees will be recognised in accordance with this guidance. For those students who have not done a Part II Tripos, and instead undertaken an additional Part Ia or Part Ib, the degree classification that will be recognised will be the classification of the MVST Part 1b year, and **not** the classification of the second Part 1a or Part 1b year.

Students must upload their degree certificate AND official university transcript (which may be a copy of the online transcript). Students should ensure that the evidence provided states the classification of the part II Tripos, or the MVST Part 1b year, which can be highlighted on the transcript before the evidence is uploaded.

BMedSci

The BMedSci honours degree awarded by the University of Nottingham is integrated during the five-year BMBS and is therefore awarded fewer points.

BMedSci courses that are integrated as part of the five-year medical degree course awarded by any other institutions will also be awarded fewer points.

Supporting Evidence that will NOT be accepted

The following documents will not be accepted even if they are on headed paper and signed by the University Register: -

- Academic transcripts
- Diploma supplements
- Higher Education Achievement Reports (HEAR)
- Postgraduate certificates, such as a PGCE or diploma

Documents in languages other than English

All evidence provided must be in English. If the original document is not in English (including certificates in Latin), you must provide a copy of the original document together with the official translation. If a translation is not provided you will be awarded zero points.

Format of the uploaded documentation / Providing a certificate and a translation

Evidence must be uploaded as one file. If you need to provide two pieces of evidence, for example, an original degree certificate and an official translation, you will need to scan both documents into one file before uploading a single document to Oriel. Applicants must link the uploaded document to their FP application form.

It is very important that you check the documents that you have uploaded to ensure that all the information is visible, you have uploaded the correct documents, and nothing has been cut off.

Master's Degrees

Points for postgraduate master's degrees can only be awarded where the degree represents a further year of study taken in addition to an undergraduate degree (whether as an intercalation or other), and there is a competitive entry requirement of a previous degree or equivalent. If you choose a lesser score as part of the main application, your score will not be upgraded at a later stage following the verification process.

Master's degrees with an undergraduate classification

Typically, master's degrees are awarded a pass / merit / distinction classification. If you are claiming points for an integrated master's degree and your certificate has the undergraduate classification i.e. 1st, 2.1, 2.2 you must upload a copy of your master's degree certificate and a letter from your university confirming that the level of the qualification is aligned with the UK Higher Education Qualification Framework (published by QAA) at level 7 (England, Wales and Northern Ireland) or level 11 (Scotland). All letters must be on university letter headed paper. Failure to upload this evidence may result in your master's degree being awarded points for an undergraduate degree. If you have a first class intercalated master's degree, you should select first class undergraduate to be awarded the four points.

Applicants with MPharm degrees are not required to provide additional evidence confirming the level of the qualification and it is widely recognised that MPharm qualifications are level 7 equivalent classified degrees. Applicants with satisfactory evidence of an MPharm qualification will be awarded 4 points.

Honours MA degrees

Honours MA degrees, including those from some Scottish Universities, are undergraduate degrees and therefore classed as honours degrees, not master's degrees. Honours degrees from Oxford and Cambridge can be converted to master's degrees after a period of time, but these do not require a further year of study and are therefore classed as honours degrees and not master's degrees.

International qualifications

Some international medical schools (e.g. the USA) award an 'MD' or similar as part of their basic medical qualifications. This qualification does not attract any additional points in this section.

Doctor of Philosophy (PhD)

Ph.D. – Points will only be awarded if the entire process has been completed. Therefore, if there is a requirement for minor modifications or changes, these must have been completed and accepted by 12:00 / midday (GMT) on Wednesday 4th November 2020 and you must provide a letter from your university as evidence of this. If the letter you provide states your degree is subject to minor modifications/changes, **you will not be awarded the points.**

Overseas Degrees

Applicants who are seeking to obtain points on their application for additional degree qualifications that have been awarded by overseas institutions / universities, must provide the following information: -

1. Evidence that the overseas qualification is equivalent to an honours degree in the UK.
2. The cumulative Grade Point Average (GPA) score (if applicable).
3. The conversion scale upon which the classification of the degree qualification has been calculated, e.g. 4-point scale, 5-point scale, etc.

Some overseas degree qualifications include the classification on the certificate itself. If your degree has been awarded outside of the UK, you will still need to provide evidence equivalence with the UK system, regardless of whether the classification has been provided on the certificate from the graduating institution overseas. If the overseas graduating institution has provided a letter to confirm the award of your degree qualification, which includes a classification, you will still need to provide additional evidence of equivalence.

Overseas applicants are advised to combine all documents into a single file to upload to the application.

Evidence to be provided

As evidence, applicants will need to upload their degree certificate and their academic transcript together with an official document demonstrating equivalence with UK classifications. This could be done by using a company such as National Academic Recognition Information Centre (NARIC). It is the responsibility of each applicant to locate a suitable company who will provide the necessary evidence.

Applicants may provide evidence of equivalence in the form of a letter from a UK institution. The letter would need to be on headed paper and signed by the Dean or a 'senior' authority from the Registrar's Office and not a postgraduate administrator to be accepted as confirmation of equivalence.

For examples of how to demonstrate equivalence of overseas degree classifications, please refer to appendix 5. Please be mindful that you may need to provide evidence to confirm that your degree is an honours degree as well as confirmation of your GPA depending on the evidence provided by your graduating university, i.e. how detailed the transcript is, as some will include the cumulative GPA and a conversion scale, whereas others don't, in which case the onus will be on the applicant to source suitable evidence of equivalence.

Converting degrees with a Grade Point Average (GPA) score

For applicants who have undertaken an exchange programme of study as part of a degree course or are a graduate from an overseas university where they provide Grade Point Average (GPA) points, the following procedure must be used. Please note that the GPA is **different to weighted average marks**.

Applicants must take the cumulative, i.e. all years, grade point average (GPA) and calculate the equivalent degree level and select the most appropriate. The evidence provided **MUST** show the cumulative (GPA) and specify on what scale the degree was scored, otherwise zero points will be awarded.

The UKFPO ask that all applicants converting degrees with a GPA score use the online calculator through <http://www.foreigncredits.com/Resources/GPA-Calculator> and provide evidence to this effect. Applicants must provide evidence of the calculation from Foreign Credits and not just the final outcome. The Graduate Recruitment Bureau (GRB) also offers some useful resources for applicants who are looking to submit evidence of overseas / GPA degrees with the calculation and evidence to demonstrate equivalence.

Further information can be found on their website at:

<https://www.grb.uk.com/recruiterresearch/international-degree-equivalents>

It is the responsibility of each applicant to obtain the necessary evidence of GPA calculations and to demonstrate equivalence with UK standards.

Publications (up to a maximum of 2 points)

All the information provided in this section must relate to activities undertaken since commencing university education (but not specifically your medical degree). You are advised **not** to enter any publications from your time in school or college or any non-academic publications. There is space on the application form to enter details of up to **two publications**, for which a maximum of two points are available. You do not need to be the first named author on the publication, just one of the named authors. Please note that **collaborators do not qualify for points**. Applicants must be a titled author.

To gain a point for a publication, the work must have been published and must have a PubMed ID number (PMID). If there is no PMID, the point will not be awarded. **DOI, ISBN or PMCID numbers are not sufficient and will not count**. Please ensure the PMID links directly to the paper where it can be confirmed that you are the author. If you have entered the publication PMID correctly, this will hyperlink to the publication. You can check this by searching the PubMed website. You are advised to check the database to ensure the article presented is available and reflects the information stated on your application.

The PMID number supplied on the application form will automatically take the verifier to the PubMed database. If the PMID does not link directly to the paper, no further searches will be done, and the point(s) will not be awarded. You are advised to double check the PMID, particularly that all the numbers are present before submitting their application form as amendments cannot be made later. If it is considered that you have falsified the PMID number, the UKFPO will advise your university.

If the abstract is published as part of conference proceedings that have a PMID number, but the PMID does not link directly to a paper listing the title and author, which the applicant has recorded in the boxes, the point will not be awarded. If you select you have a publication, the following sections must be completed: -

Authors	Please list all authors in the order they appear in the publication (you must be listed as a titled author for the point to be awarded). Please ensure that if your authorship is under a previous name that you have completed the change of name section (see p.34).
Publication title	State the title as it has been published.
PubMed ID (PMID)	Please insert the PMID. Please note that the PMID number does not include any letters.
Year	Year of publication.
Journal / book title	State the full title of the journal or book.
Volume / page	State both the volume and page numbers. If no volume or page number is available use '1' as the default value.

Educational Achievements (EA) Scores

Verified EA scores will be available to view through Oriel on Monday 12th November 2020. Applicants are advised to check this score in case they wish to challenge to score given as part of an appeal.

Appeals for Educational Achievements Scores

Applicants have the opportunity to provide additional information as part of a stage-one appeal or to challenge the process through the stage two appeals process. Evidence that is provided as part of the appeals process must still demonstrate that achievements have been awarded by the closing date for applications, e.g. degrees that have been ratified and / or publications that have been published after this date will not be accepted.

Situational Judgement Test (SJT)

The Situational Judgement Test is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the national Person Specification and is based around clinical scenarios.

The purpose of the SJT is to target key attributes in the Foundation Programme person specification including patient focus, commitment to professionalism, coping with pressure, effective communication and team working. The SJT presents applicants with a series of work-related situations and asks them questions about how they would respond to these situations. These questions take multiple formats such as multiple choice, rating format and ranking.

All applicants who apply to the Foundation programme are required to sit the Situational Judgement Test. There are no exceptions or exemptions to this requirement. A recruitment year commences in July and spans to the June of the following year. **A maximum of 50 points are available.**

The test items may include:

1. Evolving dilemmas: These will be multi-part questions in which a situation is evolving, which will inform the answers most appropriate as the situation changes.
2. Speech dilemmas: Applicants will select how they would respond in conversation to difficult situations. These items will revolve around how applicants interact with patients, to patients' family members and with other professionals.
3. Multimedia elements: The digital SJT will include a small number of video-based questions, allowing a more immersive experience.

Test Sittings

All applicants for the two-year Foundation Programme (FP) commencing in August 2021, including the Academic Foundation Programme and Foundation Priority Programmes (FPP) are required to take the SJT.

For 2021, the SJT will be delivered through a digital platform. The SJT will be available online during two specific test windows:

7th – 19th December 2020
18th – 23rd January 2021

Booking Your Test

All applicants will be able to book their test date and time online from 9th – 23rd November 2020. The online booking window will open via <http://www.pearsonvue.com/UKFP>. You will be able to choose the location of the test, which will include the option to sit the test remotely, i.e. from home. A range of test locations will be available for applicants to choose from across the UK and overseas.

Test spaces will be available on a **first come first served basis**. Applicants are advised to book their test at the earliest opportunity. Applicants will be able to amend their test booking up to 48 hours prior to the scheduled test date and time.

For a copy of the guidance for applicants around the SJT, please refer to appendix 6.

Military students should also book their test online and do not need to submit an FP application on Oriol to be able to book an SJT slot.

It is the responsibility of the applicant to know the time, location and venue of their SJT, and to ensure you arrive on time. If you arrive more than 30 minutes late or fail to attend, and do not have extenuating circumstances, you will not be allowed to sit the SJT and will be withdrawn from the application process.

The SJT is taken under invigilated conditions. Failure to comply with standard assessment procedures and invigilators' instructions will result in a formal investigation and your actions will be considered by the national Recruitment Delivery Group (RDG). This could mean that your score will be revised to zero and you will be invited to attend an exceptionally low scoring review. This could take the format of a panel interview or a written assessment.

Practice Papers

You can also prepare for the SJT by reading the [job analysis of a Foundation Doctor](#), and [Good Medical Practice 2019](#). For more information, please read the [SJT Frequently Asked Questions](#) on the UKFPO website. There are many commercial courses and books available which offer to prepare you for the SJT; however, the UKFPO does not endorse any of these resources. The UKFPO practice papers are the only official resource that will prepare you to take the test.

Reasonable Adjustments

Reasonable adjustments are the practical arrangements made to provide access to the SJT, to ensure that no applicant is at a disadvantage on the grounds of disability or health, without changing the demands of the assessment.

You must apply for reasonable adjustments as part of the national application process and by the closing date for all applications at 12:00 / midday (GMT) on [Wednesday 4th November 2020](#). **It is important to note that the Reasonable Adjustments allowed for the SJT selection assessment may differ from those you obtain for university exams.**

The UKFPO is aware of the requirements of the Equality Act 2010 and will make reasonable adjustments to accommodate requests provided these are made known in advance. Any requests for reasonable adjustments (e.g. wheelchair access, extra time, nursing mothers) must be submitted using the electronic form available on the UKFPO website, *by no later than the application closing date*. Adjustments cannot be guaranteed if contact is made after the specified deadline and no adjustments can be made on the day of the test.

In some instances, in order to satisfy requests for adjustments, it may be necessary to schedule your exam at a specific time or in a specific location.

Please do not upload your reasonable adjustment requests via Oriol on the main foundation application form. For further information about reasonable adjustments and how to submit a request, please refer the reasonable adjustment guidance which can be found on the UKFPO website.

Extenuating Circumstances

Extenuating circumstances include bereavement, serious short-term illness or accidents, and other such events that are considered: -

- severe and exceptional.
- unforeseen.
- unavoidable.

- occur close to the date of the SJT;
and
- which seriously affect your ability to undertake the SJT on the date for which you are registered.

If you believe that extenuating circumstances seriously affect your ability to take the SJT on the date you are registered for, you must submit an Extenuating Circumstances claim form along with supporting medical evidence at the earliest opportunity, and no later than within one working day of the SJT sitting you were registered for. Applicants with approved extenuating circumstances will be able to take the SJT on the next date as a first-attempt.

By starting the SJT, you are declaring yourself 'fit to sit'. If you are taken severely and suddenly unwell during the SJT, you must alert an invigilator at the time, and subject to their decision, you will be asked to end your test and submit an Extenuating Circumstances claim form with supporting medical evidence. If you are well enough to continue the SJT, your test will be marked, and no extra time will be permitted. Claims of extenuating circumstance cannot be made retrospectively i.e. after taking the SJT, and applicants may only claim extenuating circumstances once.

For more information, refer to the SJT Extenuating Circumstances Guidance document and form available on the UKFPO website.

Identifying Yourself

In line with the Pearson VUE ID policy, from the list below, you are required to present one form of original (no photocopies or digital IDs), valid (unexpired) government issued ID that includes your name, recent recognisable photograph, and signature.

International Travel Passport,
Driver's licence (photo card),
Military ID (including spouse & dependents),
Identification card (national/state/province identity card),
Alien registration card (green card, permanent resident, visa),
Local language ID (not in Roman characters) – *accepted only if issued from the Country you are testing in.*

All forms of acceptable IDs must be issued by the country in which you are testing. If you do not possess qualifying ID issued from the country you are testing in, an international travel passport in roman characters from your country of citizenship is required. If you are European Union candidate testing within the EU zone, you may also provide a valid, unexpired EU identity card as primary ID.

Expired forms of ID are not acceptable, unless accompanied by valid renewal papers. A government issued ID missing a visible signature or one that has an embedded signature must be supplemented with an original, valid ID that has at least a matching name and recent recognisable photo, or a matching name and signature.

The first and last name you used on your application form and thus your Pearson VUE account must match exactly the first and last name on the ID that is presented on the day of your Situational Judgement Test appointment. The national FP 2021 Person Specification requires that applicants demonstrate appropriate professional behaviour (i.e. integrity and honesty).

IMPORTANT: if you are unable to provide suitable ID on the day of the SJT, or the invigilator is in any doubt about the validity of your documentation, you will not be able to sit the test, and this will result in your withdrawal from the application process.

SJT Scores

Once all tests have been marked and test-equated, the scores are translated to a 0-50 scale.

The distribution of the scale is set to reflect the distribution of Educational Performance Measure (EPM) scores. This ensures that when the SJT and EPM scores are combined, they each exert an equal weighting. The equation for translating the SJT scores to the EPM scale depends on the EPM scores in that year.

Exceptionally Low SJT Scores

There may be a small group of applicants who will be withdrawn from the UKFP 2021 national application process because they have an exceptionally low SJT score. If you find yourself in this group, there will be an opportunity for you to attend an exceptionally low scoring review. If the outcome of your review is successful, your application will be reinstated. If you are unsuccessful, or choose not to attend the review, your application will remain withdrawn, but you can still reapply to the foundation programme next year. The outcome will have no effect on future applications. Further details will be published on the UKFPO website prior to the first sitting of the SJT and applicants who are identified as having an exceptionally low SJT score will be contacted individually in February 2021 and invited to attend a review of their SJT outcome.

Further Information

For further information about the types of questions, reasons for dismissal, marking of test papers, scaling of scores, and how the EPM and SJT are weighted the same when the scales are different, please refer to appendix 6. More information about the design and development of the EPM and SJT for selection to the Foundation Programme, including pilot results, is available on the [Improving Selection to the Foundation Programme \(ISFP\) project website](#) (archived).

Future Delivery of the SJT

Applicants are advised that the approach to assessment as part of the application process may be subject to change for future application processes. If you choose to withdraw your application at any stage and to reapply, please bear in mind that you will need to complete the appropriate assessment relevant to that application year.

Pre-allocation based on special circumstances

If you need to be allocated to a particular foundation school due to being the primary carer for a close relative; a parent or; legal guardian for a child or children; or have a medical condition for which ongoing follow-up in a specified location is an absolute requirement, or educational or unique circumstances, then you can apply to the UKFPO for pre-allocation on the grounds of special circumstances.

If you wish to be pre-allocated based on special circumstances, you must submit a separate electronic application form, which is available via the UKFPO website. Your completed application form must be sent by email to helpdesk@foundationprogramme.nhs.uk by the closing date for all applications at 12:00 / midday (GMT) on **Wednesday 4th November 2020**. The criteria for being pre-allocated are very specific and you must supply all of the required supporting documentation as part of your application. Pre-allocations at local level, e.g. to specific groups, will be honoured wherever possible to ensure suitable placements are made.

You must rank the foundation school you wish to be pre-allocated to first. Failure to do so will result in the special circumstances application not being considered.

Every effort will be made to honour approved pre-allocations. However, if you do not rank highly enough to be on the primary list, you will not be included in the initial allocation. If there are no places available at your requested foundation school at the time you are allocated from the reserve list, you will be allocated elsewhere according to the places available, your rank and your stated preferences. For this reason, it is

important that you rank all foundation schools in order of preference on the application form even if you have been approved for pre-allocation on the grounds of special circumstances.

Details of the special circumstances criteria and the process for requesting pre-allocation are available on the UKFPO website.

Specialised Programmes – AFP, FPP and PFF

All applicants have the option to apply for academic and priority programmes once they have submitted an application for FP. For further information, please refer to appendix 7.

Academic Foundation Programmes (AFP) – Offers Process

Academic programmes are recruited to locally by individual Academic Units of Application (AUoAs). Each AUoA determines its own scoring criteria and process for interview. All offers are made at the same time in accordance with the national timeline by each AUoA. Queries in regard to the selection process and offers for AFP should be directed to the relevant foundation school.

Priority Foundation Programmes (FPP) – Offers Process

Foundation schools have the option to identify a number of programmes that are located in typically hard to fill geographies or that include less popular specialties. These posts will be recruited to in advance of the national allocation process with the intention of increasing accessibility for those applicants who preference these posts higher. Incentives will also be available, which include offerings of postgraduate qualifications, mentorship and financial inducements. Applicants are invited to apply through a national vacancy and to preference the priority programmes chosen by each school. Offers will be made using the total FP application score and the meritocratic algorithm. Offers for specific priority programmes will be made in advance of the allocation to foundation school places.

Offers for AFP and FPP

Offers for specialised programmes will be made ahead of national allocation to foundation schools.

Academic offers will be made first, followed by priority programme offers. Applicants who receive offers for AFP and FPP will be informed of their two-year programme and the individual post that they have been allocated to at this time, ahead of national allocation to foundation schools for all other applicants.

Applicants are advised to consider whether they wish to accept any offers made for AFP and FPP carefully. If you decide to accept an earlier offer for AFP, for example, no future offers will be made. If an offer for AFP or FPP is accepted and you later decide to withdraw from the offer, **all other applications will be withdrawn**, including the primary application for FP. Applicants who do not receive offers for AFP and / or FPP, or choose to decline any offers made for these programmes will automatically remain in the allocation process FP.

Psychiatry Foundation Fellowship (PFF) Programmes – Allocation Process

Psychiatry fellowships are recruited to nationally in collaboration with the Royal College of Psychiatrists. Applicants have the option to apply to the Royal College from December 2020 – January 2021 and will be shortlisted against criteria determined by the College. Applicants will be given a score to determine their

overall ranking. Allocations will be made using a meritocratic system. All applicants will receive their match to programme results on Thursday 8th April 2021. Applicants who apply for PFF will have the option to opt out of the selection process for psychiatry once they have received their allocation to foundation school result. The deadline to opt out of the PFF recruitment process is 12:00 (noon) on Tuesday 16th March 2021.

AFP, FPP and PFF Timeline

Date(s)	Programme	Activity
19 th October – 4 th November 2020	All	National Application Window
4 th November 2020 – 8 th January 2021	AFP	Academic long-listing and interviews
December 2020 – January 2021	PFF	Applications to the Royal College for PFF
13 th – 15 th January 2021	AFP	Initial AFP Offers
20 th – 22 nd January 2021	AFP	AFP Offers – Cascade 1
27 th – 29 th January 2021	AFP	AFP Offers – Cascade 2
3 rd – 5 th February 2021	AFP	AFP Offers – Cascade 3
17 th – 19 th February 2021	FPP	FPP Offers 1
24 th – 26 th February 2021	FPP	FPP Offers 2
3 rd – 5 th March 2021	FPP	FPP Offers 3
11 th March 2021	FP	FP Allocation Results
	All	SJT scores available to view on Oriel
16 th March 2021 (12:00)	PFF	Deadline to opt out of PFF selection process
8 th April 2021	All	Match to programme results, including PFF

As far as possible, foundation schools aim to honour programme offers. However, it is important to note that after being matched to an individual programme, placements within that programme may change as a result of service redesign, working time regulations or national directives.

AFP Applications

AFP Selection

Each AUoA will undertake its own short-listing and invite applicants to interview. Some AUoAs will invite applicants to book an available interview online, whereas others will send a specific interview date and time.

Interview dates for each AUoA will be available on the UKFPO website from 10th August 2020. Some AUoAs may accept telephone, Skype or video interviews, whereas others will require you to attend in person. You should check this information before you apply to ensure you are available for interview. Following interviews, each AUoA will allocate a score for each applicant. This AUoA specific score will be added to the decile score to provide an overall ranking score (**academic decile score + AUoA score = AFP match**)

ranking score). Each AUoA will decide locally on the weighting of the AUoA and academic decile score. The highest scoring AFP applicants will receive offers. Further information is available on AUoA websites.

Although the SJT score will not be used to calculate the AFP ranking score, **all AFP offers are subject to a satisfactory SJT score**. An unsatisfactory SJT score means that the application will be withdrawn. Applicants who are withdrawn due to an unsatisfactory SJT score will be notified in February 2021.

AFP Offers

On the 13th January 2021 applicants will be able to login to their Oriel account to see the result of their application(s). If you have been made an offer, you will also receive a confirmation email. The result of the application(s) will be either: -

- An offer of a programme (**no upgrades will be offered for AFP**).
- Notification of allocation to the AUoA's reserve list; or
- Notification that the application has been unsuccessful.

You will not receive an email if you have been placed on the reserve list or if you were unsuccessful at interview. Applicants should refer to their application status online.

You must accept, or decline offers on Oriel within 48 hours. If two offers are received for AFP, the applicant must decide which one to accept. The system will prevent applicants from accepting both offers. Offers will be made between 9am and 10am on 13th January 2021.

If you apply to two AUoAs and accept an offer from one AUoA before the outcome of the second application is revealed, the second application will be withdrawn, and you will not receive an offer. The duration of the offers may be staggered slightly between 9am and 10am, therefore you are advised to check the expiry dates for individual offers, or wait until all offers have been made by 10am before accepting an offer, unless you have received an offer from your preferred AUoA and are completely certain of your decision to accept that offer in advance of the outcome of the second application.

If you decline an offer, you will not be considered later in the process for that AUoA. Failure to accept or decline an offer on Oriel by the deadline will result in the offer expiring and the application being withdrawn. Applicants will not receive a further offer from that AUoA. Applicants who have not accepted an offer during the academic offers process will be included as part of the national FP allocation process.

CASE STUDY: AFP Offers Process

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

On the 13th January 2021, the offer for the West Midlands AUoA became available on the system at 9.00am. The offer for Scotland AUoA was released at 9.15am. The programme offer for West Midlands AUoA will expire at 9.00am on Wednesday 15th January 2021, whereas the programme offer from Scotland AUoA will expire at 9.15am on Wednesday 15th January 2021.

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

Cascade Offers Process for Reserve List Applicants

AUoAs will offer any unfilled places to the next highest scoring applicant(s) on their reserve lists during cascade offer rounds. Depending on the number of applicants and places, AUoAs can run up to three cascade offers once initial offers have been made. Cascade offers will only be made to applicants who

have not previously received an offer from the AUoA, who have not already accepted an offer at another AUoA and have positively ranked a programme where there is a vacancy. If an offer is made via the cascade process, applicants will have 48 hours to accept or decline the offer on Oriel.

The timetable for the cascade process is as shown below. If applicants fail to respond within the deadline, the offer will automatically expire on the system and the offer will be declined.

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

Exactly 48 hours after the deadline, the system will prevent you from accepting or declining an offer. If you have not responded, it will be assumed that the offer has been declined. You will not receive any further offers from that AUoA. You could still receive an offer from a different AUoA if you applied to two AUoAs and have not already received an offer or declined an offer from the second AUoA.

CASE STUDY: How AFP Offers Work

Sinead dreams of an academic medical career in Wales and applies to two AUoAs: Wales and South West. She is invited to interview by both AUoAs. Following the interviews, she is placed on the reserve list by Wales and offered a place by South West on 13th January. She has until 15th January to decide.

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

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

Applicants are advised to consider the impact of accepting an AFP offer on any future offers that may be received for priority programmes. Further offers for other programmes will not be received once an offer has been accepted.

AFP Offers Timeline

Date(s)	Activity
13 th January 2021 between 09:00 and 10:00	AFP initial offers date. AUoAs send emails via Oriel. Applicants have 48 hours to accept or decline the offer
15 th January 2021	Deadline for applicants to accept or decline an offer on Oriel
20 th January 2021 between 9:00 and 10:00	AFP first cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers
22 nd January 2021	Deadline for applicants to accept or decline an offer on Oriel
27 th January 2021 between 9:00 and 10:00	AFP second cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers
29 th January 2021	Deadline for applicants to accept or decline an offer on Oriel
3 rd February 2021 between 9:00 and 10:00	AFP third cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers
5 th February 2021	Deadline for applicants to accept or decline an offer on Oriel
8 th – 11 th February 2021	Final 'mop up' AFP offers to be made offline
17 th – 19 th February 2021	FPP Offers 1
24 th – 26 th February 2021	FPP Offers 2

3 rd – 5 th March 2021	FPP Offers 3
11 th March 2021	Allocation to foundation schools

You will be able to withdraw AFP applications up until the point when offers have been made. After this time, you must contact the AUoA directly to request for your application to be withdrawn. If you choose to withdraw your application once you have already accepted an offer, you will be withdrawn from the entire application process, including FPP and FP. You will then need to re-apply the following year and sit the SJT again.

Psychiatry Foundation Fellowships (PFF)

The programme aims to improve exposure to the specialty and ensure that foundation doctors are supported in their interest in psychiatry throughout the programme, maintaining and enhancing their enthusiasm for the specialty. This is especially important for those who may have limited opportunity to explore their interest via a clinical placement.

The aim of the scheme is to identify medical students who have expressed an interest in psychiatry as a potential career choice and to support them through to application for specialty training. As well as having access to educational opportunities relevant to psychiatry e.g. funded attendance at relevant conferences, on-line learning and psychiatry journals, trainees will also access psychiatric supervision and be able to attend reflective Balint groups. The aim is to introduce a strong emphasis on the psychological aspects of medicine throughout foundation training to enhance the educational opportunities afforded in non-psychiatric rotations for those keen to develop expertise in this area. Fellows may also choose to be linked to College faculties to provide additional mentoring in a potential subspecialty (e.g. child and adolescent, perinatal etc). Psychiatry supervisors will deliver psychiatric supervision which will run on a longitudinal basis throughout the two-year programme.

Applicants with a keen interest in Psychiatry are encouraged to submit a separate application to the Royal College from December 2020 – January 2021.

PFF Selection Process

1. The application form for Psychiatry Fellowships will be available via the Royal College website from December 2020 – January 2021. The panel will be looking to identify applicants suitable to be ambassadors for the specialty. **Please be advised that you must submit an FP application on Oriel before you will be able to apply for PFF.**
2. Applications will be scored by the College in February 2021. The shortlisting criteria has been determined by the College and is available in appendix 8 of this handbook.
3. All applicants will be allocated to foundation schools on Thursday 11th March 2020.
4. Applicants will be asked to rank groups and individual programmes available within the allocation foundation school on Oriel. Applicants only need to rank programmes of interest.
5. Allocations to PFF posts will be based on score and the order in which you choose to rank available PFF posts within your allocated foundation school.

Following the release of allocation to foundation school results, applicants who have applied for PFF will have the option to opt out of the selection process for PFF. Applicants who wish to opt out of the process for PFF, for whatever reason, should email helpdesk@foundationprogramme.nhs.uk by no later than 12:00 (noon) on Tuesday 16th March 2021. Opting out of the selection process for PFF will by no means impact local matching to standard two-year FP programmes.

Applicants cannot apply for pre-allocation to a specific PFF or link their PFF application to another applicant. There will still be the option to apply for pre-allocation for FP and to link FP applications.

PFF Allocations

Applicants who are deemed appointable and who score highly enough will be allocated to a PFF post in accordance with their preference choices will be matched to a PFF post on Thursday 8th April 2021. Allocations will be made on a meritocratic basis.

Foundation Priority Programmes (FPP)

The development of foundation priority programmes (FPP) has 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.

All applicants are required to apply for FP in the first instance.

As part of this process, applicants will have the opportunity to rank individual priority programmes by specific location rather than by foundation schools like in the FP vacancy. These programmes will also offer a range of incentives. The types of incentives offered will 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.

Further details on incentives and specific programme information will be available on individual foundation school websites from August 2020. A further guide will also be made available on the UKFPO website specifically about FPP.

FPP Selection Process

The application form for priority programmes will be available on Oriel via <https://www.oriel.nhs.uk>. **Please be advised that you must submit an FP application before you will be able to apply for FPP.**

Applications must be submitted during the national application window from Monday 19th October 2020 at 09:00 (BST) until 12:00 noon (BST) on Wednesday 4th November 2020.

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

Applicants will be asked to **rank individual programmes** as part of the application form. Applicants only need to rank programmes of interest. Once the application form has been submitted, there will be no further opportunities to amend preference choices for FPP.

Applicants are not required to attend an interview for FPP.

FPP Offers

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

Applicants will have 48 hours to either accept or decline offers for FPP. If you choose to accept an offer for FPP, you will be withdrawn from the main FP allocation process. If you decline, or let an offer expire, you will automatically be included in the allocation process for FP. **If you accept an offer for FPP and later decide to withdraw your application, you will be withdrawn from the entire process, including FP.**

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

Processing FP Applications

Applications to UKFP will be processed for all applicants who remain in the process that have not yet accepted an offer for AFP, PFF or FPP. Applicants will be given a total score comprising of the EPM score plus the SJT score, and all applicants will be ranked in score order. In the event of tied scores, the decile score will first be used to break the ties, then the SJT score and then ties will be broken randomly. The unique ranks will be carried forward for the process of matching to groups and individual programmes.

If there are more eligible applicants than places, the 'n' top ranking applicants will automatically be placed on the **primary list**, where 'n' is the total number of FP places available across the UK. Following the national allocation process, primary list applicants will be matched to local groups and / or individual programmes. Applicants who are not allocated to the primary list will be placed on a **reserve list** and will be allocated in batches on predetermined dates. Swaps between foundation schools are **not** permitted and will not be facilitated by the UKFPO under any circumstances.

Links between applications will be honoured only if both applicants score highly enough to be allocated as part of the primary list, i.e., the link will be broken if one applicant is placed on the reserve list.

Primary List Allocation

In rank order, each applicant will be allocated to their highest preference foundation school where a training place is available. Applicants on the primary list will be allocated to foundation schools on Thursday 11th March 2021. Applicants will receive an email with their allocation results attached. Allocation results will be released at the earliest opportunity on the national allocation date.

CASE STUDY: How allocation to foundation school works

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

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

It will not be possible for applicants to defer their start date. All applicants are expected to commence in post in July / August 2021.

Reserve List Batch Allocations

The UKFPO endeavours to allocate reserve list applicants as soon as vacancies arise. Notification of reserve list batch allocation dates and subsequent allocation results will be sent by email. Applicants are advised to refer to the oversubscription guidance available on the UKFPO website for further information.

UK graduates will be provided with the details of pastoral support contacts at their medical school who can be approached for advice and support. Applicants will also receive details of the number of applicants placed on the reserve list and the range of scores.

Applicants who have been approved for pre-allocation for special circumstances who have been placed on the reserve list, will be allocated to the foundation school requested if places become available, but there will be no guarantee.

Matching to a Foundation Programme

Two-stage match (match to group and match to programme)

Foundation schools with many programmes may choose to cluster programmes into groups. In this instance, applicants will be matched to programmes in two stages: -

- 1) Matched to a group: applicants are required to rank groups in order of preference. The preferencing window will open on Oriel from 12:00 / midday on 11th March until 12:00 / midday on 17th March 2021. Applicants will be matched to groups based on their rank and group preferences on a locally determined date. Match to group results will be confirmed on **Monday 22nd March 2021**.
- 2) Matched to a programme: once matched to groups, applicants will be invited to rank the programmes in that group in order of preference. The preferencing window will open on Oriel from 12:00 / midday on 22nd March until 12:00 / midday on 30th March 2021. Applicants will be matched to individual programmes, again in accordance with their rank and preferences.

Applicants are advised not to use smartphone devices to preference groups and programmes.

One-stage match (match to programme)

If the allocated foundation school does not use groups, applicants will be invited to rank the programmes in order of preference without having to rank groups. The preferencing window will be open on Oriel from 12:00 / midday on 11th March until 12:00 / midday on 30th March 2021. Applicants will be matched to programmes based on their score and preferences.

If it is not possible to match you to one of your preferred programmes, i.e. those that have been ranked positively, the system will randomly allocate you to a vacant programme based on the number of places in each group / programme, after others that have expressed a preference have been matched. You will be allocated randomly if you fail to preference programmes by the deadline. Applicants are advised to save preference choices regularly on Oriel.

Late preferences cannot be submitted under any circumstances. Applicants are advised to familiarise themselves with local timelines and to allow sufficient time to complete this stage in the process.

Match to Programmes

Regardless of whether foundation schools use a two-stage or a one-stage matching process, all applicants will be informed of their match to programme results by email on **Thursday 8th April 2021**, which will include a pdf attachment of the results. If you have any queries about your programme, please contact the foundation school directly.

As far as possible, foundation schools aim to honour programme allocations. However, it is important to note that after being matched to an individual programme, placements within that programme may change as a result of service redesign, working time regulations or national directives.

You will be matched to one foundation school and one programme only. If you withdraw your application, you will be withdrawn from the entire process and you will need to reapply the following year. If you choose to reapply, you will be expected to complete a new application form and sit the SJT again.

Once allocated to a programme, there is no system for swaps between foundation schools or within individual foundation schools.

Supporting Trainees Entering Practice (STEP)

The GMC standards Promoting Excellence, requirement 3.15, places an obligation on UK medical schools to ensure their students meet the outcomes required. All organisations involved in medical education and training are required to ensure there are processes in place to share information about learners between different stages of training: -

***R2.17** Organisations must have a process for sharing information between all relevant organisations whenever they identify safety, wellbeing or fitness to practise concerns about a learner, particularly when a learner is progressing to the next stage of training. "In applying for the Foundation Programme, applicants accept that such a transfer of information will take place."*

The STEP process is intended to ensure that any reasonable adjustments are made in line with the needs of trainees in a timely manner prior to the start of training. Applicants will be required to complete a STEP form online to support the transition from undergraduate medical education to postgraduate training. Students are encouraged and reminded of their responsibility to ensure that their STEP form contains relevant information that may support the delivery of training. Further details about the STEP process and forms can be found on the UKFPO website.

Employment

This section focuses on the roles and responsibilities of your employer once you have been matched to a specific programme.

Pre-Employment Checks

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

Contract of Employment

Formal offers of employment will be made by employing healthcare organisations (hospital, trust or health board). Contracts of employment will only be offered once you have qualified from medical school, attained provisional registration with a licence to practise with the GMC in the UK, and completed the necessary pre-employment checks. Pre-employment checks are unrelated to the STEP form; therefore questions

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

Induction / Shadowing

As a newly appointed foundation doctor, the health service in the UK requires trainees to undertake a period of induction into the NHS and the particular workplace, and shadowing prior to the start of the programme to observe the F1 doctor you will be taking over from. The employer will provide details of the shadowing / induction period. This is likely to be the week(s) preceding the start date of employment. Applicants must arrange registration with the GMC to cover the shadowing / induction period.

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

Appeals

Appeals against national elements of the application process will be managed centrally by the UKFPO. Applicants are advised to familiarise themselves with the timelines for appeals for each of the components of the application process. **Appeals will only be considered where an initial application for FP has been received.** The appeals process against national elements of the application process will be conducted in two stages: -

1. Applicants will be given the opportunity to correct any mistakes and / or provide any additional information which they omitted as part of their original application (s). There will be a specific window for applicants to an appeal an outcome following the initial release of application results. Stage one of this process does not apply to the Clinical Assessment.
2. Applicants may appeal the outcome of their application on the basis that due process has not been followed. Applicants may appeal in relation to how the process has been followed regardless of whether they amended or submitted new information during the first stage of this appeals process.

The UKFPO will consider appeals against outcomes in relation to the following aspects of the national application process: -

- Eligibility Outcomes
- Clinical Assessment (stage two for Eligibility Office applicants only)
- Educational Achievements
- Special Circumstances
- Approval of reasonable adjustments (there is no appeals process for requests submitted outside of the usual limits, i.e. late requests that will be considered by the UKF PO)
- Approval of extenuating circumstances.

Situational Judgement Test (SJT) scores are final and there is no opportunity for applicants to appeal the outcome of the Situational Judgement Test (SJT).

As part of the second stage of the appeals process, applicants have the option to submit an appeal in regard to any of the following: -

- The process not being applied to with appropriate diligence or due care.
- Prejudice, bias or inappropriate diligence in handling applications.
- Faults or unavailability of the UKFPO's application website (Oriel) which are believed to have disadvantaged applications.

Information regarding the national appeals processes will be published on the UKFPO website throughout the year. Appeals against locally managed elements of the application process will be dealt with by the relevant foundation school / organisation.

Allocations to Foundation Schools are final. **Applicants will not be able to appeal their allocation result. National swaps between Foundation Schools are not permitted.**

Local Appeals

Foundation schools will manage, in accordance with local policies, appeals relating to: -

- The process of group / programme matching.

Medical schools will manage, in accordance with local policies, appeals relating to: -

- Awarding of EPM decile points.

Other Useful Information

If you withdraw from the process, you will not be able to apply to the two-year Foundation Programme until the following year. Applicants are advised to 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.

Vacancies that arise after the end of the national application process are normally released for service appointments, for which doctors must have full GMC registration.

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.

Inter-Foundation School Transfers (IFST)

If your circumstances change from the point of application and you need to be allocated somewhere else for reasons pertaining to childcare, care giving or for medical reasons, you may be eligible to apply for an Inter-Foundation School Transfer (IFST). Please refer to the guidance available on the UKFPO website.

F2 Stand-alone Foundation Programmes

F2 stand-alone programmes are recruited to centrally and the process will be managed by the UKFPO. This is a competitive recruitment process, which is designed to offer those who qualify with full registration a route of entry to training in the UK. Applicants are required to attend an interview. Stand-alone programmes are fixed-term for one year.

Current / existing F1 trainees are not eligible to apply for F2 Stand-alone programmes. Trainees who need to transfer between foundation schools for specific reasons are advised to refer to the Inter-Foundation School Transfer (IFST) process, which is available via the UKFPO website.

For more information about stand-alone programmes, please visit <http://www.foundationprogramme.nhs.uk/content/f2-stand-alone>

Useful Contacts / Roles and Responsibilities

UK Foundation Programme Office (UKFPO) Contact Details

St. Chad's Court, 213 Hagley Road, Edgbaston, Birmingham, B16 9RG

General Enquiries: helpdesk@foundationprogramme.nhs.uk

Appeals: Appeals@foundationprogramme.nhs.uk

IFST: IFST@foundationprogramme.nhs.uk

Technical queries: oriel@hicom.co.uk

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

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

Twitter: @UKFPO

The following table provides a breakdown of the key roles and responsibilities of the medical schools (UKFPO for Eligibility Office applicants), UKFPO and the Foundation Schools throughout the process: -

Medical School / UKFPO for Eligibility Office Applicants	UK Foundation Programme Office (UKFPO)	Foundation Schools
<ul style="list-style-type: none"> • For information about your EPM decile score • For nomination queries • For guidance around applications for pre-allocation to a particular foundation school on the grounds of special circumstances 	<ul style="list-style-type: none"> • For advice on how to complete your application form • For queries around Educational Verification (EA) scores • For queries with regards to the Situational Judgement Test (SJT) • National allocation to foundation schools • Advice in regard to Psychiatry Foundation Fellowships (PFF) and Foundation Priority Programmes (FPP) • National appeals, i.e. eligibility, clinical assessment, special circumstances and EA scores 	<ul style="list-style-type: none"> • Academic Foundation Programme (AFP) selection processes • Group Matching • Match to Programme Results • Releasing Information to Employers • ARCP

Communications

You are advised to check your e-mail and Oriel accounts regularly. You will be prompted via e-mail to check your account for information at relevant times throughout the process. Email delivery cannot be guaranteed; therefore, it is important that you check the site on a regular basis and especially at key times in the timeline. E-mails sent via Oriel are also stored in Oriel accounts. You can amend / change your email address online. **Please note** we strongly advise you **DO NOT USE HOTMAIL** email accounts as they regularly block emails from NHS servers. You are advised to regularly check junk mail folders in case any emails are incorrectly filtered as junk / spam.

Application statuses are live on Oriel. At relevant points throughout the process, your status will be updated, for example, following the process of longlisting and to inform applicants of their interview outcome for AFP. You will need to log in to your Oriel account to respond to any offers received during the national offers process for AFP or FPP. Allocation to foundation school and match to programme results for FP will be sent by email from Oriel.

Applicants for AFP are advised to contact the individual AUoA for specific queries relating to programmes and the selection processes involved.

Accessing Oriel (online application system)

Applicants who qualified or are expecting to qualify from a UK medical school after 4th August 2019 and by 4th August 2021 will be nominated by the medical school. Nominated applicants will be invited to register through Oriel from Monday 12th October 2020.

You will be able to register and apply right up until the close of the application window at 12:00 noon (BST) on Wednesday 4th November 2020.

Applicants graduating from a medical school outside of the UK, or from a UK medical school on or prior to 4th August 2019 must complete an online eligibility application form and submit supporting documentation to the UKFPO's Eligibility Office between Monday 20th July and 12:00 (GMT) on Wednesday 2nd September 2020. The UKFPO will assess your eligibility to apply to the programme. If deemed eligible, the UKFPO will nominate you and act as your medical school for further national processes.

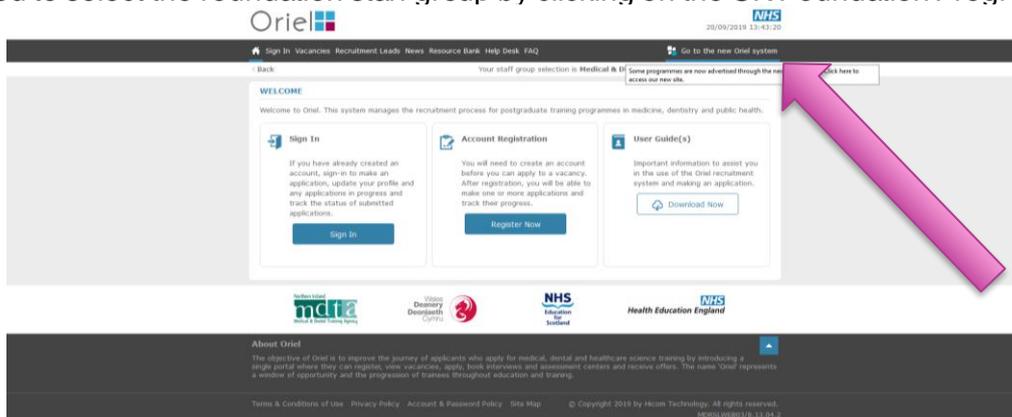
Eligibility Office applicants will be required to register on Oriel prior to completing their eligibility application. Applicants who applied through eligibility between June and August **will not need to register** again in September / October, but you will need to complete the application during the national window.

Applicants from the Defence Deanery (military) do not need to submit an application via Oriel. The UKFPO will manage SJT bookings for military applicants offline.

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

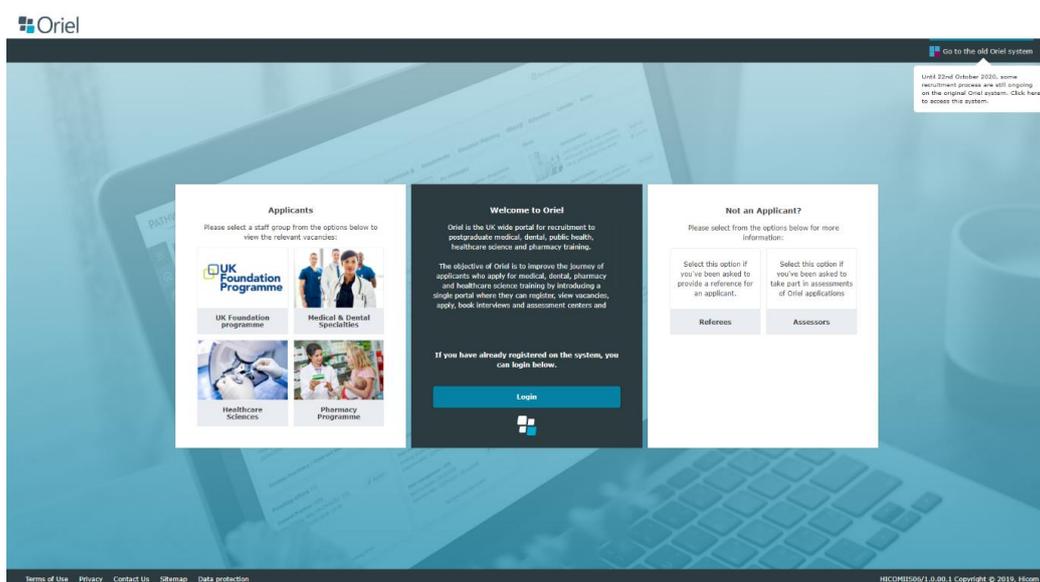


Applicants need to select the foundation staff group by clicking on the UK Foundation Programme logo.



You will then need to navigate through to the new Oriel system by clicking the link in the top right-hand corner as show above.

You will then be presented with the landing page for the new Oriel system. Please select the UK Foundation Programme logo again to navigate through to the relevant pages of the system.



The Oriel applicant portal is compatible with Internet Explorer 11, Safari 7+, Google Chrome 30+, Firefox 24+ and Edge. Applicants are advised to use one of these browsers when using the website and preferably the most up to date version of that browser. Please note that the system is **not compatible** with Internet Explorer 7 – 10.

If you find yourself getting stuck in a 'loop' or if there appears to be an error on the system, please try to access the site from a different web browser, for example, Google Chrome, or delete your cache or internet browser history. For technical queries, please contact the technical helpdesk via oriel@hicom.co.uk. **Please do not open Oriel in multiple browsers as your changes might not be saved.**

Registration (UK medical school nominees only)

- On Monday 12th October 2020, all applicants nominated by a UK medical school will receive an email with a link to a URL. Applicants who do not receive this email are advised to contact their medical school immediately. Nominated applicants will only be able to access the foundation application process by following the URL provided in the registration e-mail. This is not applicable to applicants who applied through eligibility.
- You will be asked to create a password once you have followed the link through to Oriel.
- The username (email address) and password chosen at this time will need to be used when accessing the system for all future activities. Applicants are advised to keep their password safe.

- You will then be able to log on to Oriel to access the registration pages. Please note that the email address and password must match the original link.
- Once you have registered, you will be able to apply to FP, AFP and FPP when the application window opens. You will still be able to register on the system once applications have opened.

You must select the **Foundation** staff group by clicking on the UK Foundation Programme Office logo from the landing page. Applicants will not be able to access the application forms for the UK Foundation Programme by selecting the **Medical and Dental Specialties** staff group.

Applicants who have previously registered on the system under the **Medical and Dental Specialties** staff group will need to register again with a different email address. UK nominees will need to contact their medical school to request for their email address to be amended on the nomination record to allow you to register with the new email address. For further information about how to change your staff group on Oriel, please refer to appendix 9.

APPENDICES

APPENDIX 1

Online Application Forms

The following section provides details of the information applicants are expected to provide as part of the primary FP application and optional AFP and FPP application forms on Oriel.

FP Application Form

Personal

This section of the form will only be used for employment purposes and will not be considered when scoring your application. If your application is successful, the details in this section will be passed to your employer. The information you will be asked to provide includes: -

- Your personal contact details, e.g. name, address, telephone numbers, etc.
- Details of any disabilities or health issues you would want your employer to know about for them to make reasonable adjustments for your employment and training.

Applicants are also encouraged to make use of the STEP process to provide further information to support the transition to training.

Please note that you will be able to amend your contact details through your dashboard on Oriel.

This section includes information about the 'Guaranteed Interview Scheme' for AFP application forms.

Name changes

If you have changed your name by marriage or deed poll since qualifying from, or during, medical school, it is essential that you indicate this on the application form, when asked to provide details of other names. This is particularly important if you have an additional degree certificate or provide evidence for a publication that is in a different name, as you will not be awarded the points if this section has not been completed.

Disabilities and Personal Health

We recommend that you disclose disabilities and personal health issues, such as blood borne virus infections, in the disability declaration on the application form. This information will be held in confidence and only authorised foundation school staff members and the HR department of your employing healthcare organisation will be able to access this information.

If you do not wish to disclose this information on the application form, it is essential that you inform your allocated foundation school, in confidence, as soon as you are allocated, as it may affect which programmes you can be matched to. For example, you may need to avoid exposure-prone procedures. Arrangements will be made for you to meet up with a foundation school staff member to discuss your training.

Applicants are strongly advised to make use of the Supporting Trainees Entering Practice (STEP) process to share information with their allocated foundation school and employer.

Please be advised that you do not need to complete this section if you have nothing to declare.

Eligibility

You will indicate your GMC registration status and provide details of your right to work in the UK, along with your current immigration status. This part of the form will only be used for employment purposes. If your application is successful, the details will be passed to your employer. If you already have provisional registration with a licence to practise, you must provide details of the name you are registered under with the GMC. If you do not, choose the option 'I do not currently hold provisional registration'.

You must indicate your nationality (country pertaining to your nationality) and answer the relevant questions around your right to work in the UK. You will also be asked to provide details of your current immigration status (personal status). Non-UK / EEA nationals currently studying at UK medical schools should select 'Tier 4 (General) / Tier 4 (Other)' and the start and end dates provided should be in relation to the CAS.

Fitness

You will be asked to tick a box to state that you do not have any unspent and spent convictions, investigations and/or warnings into fitness to practice. You will later need to give details of these on your STEP form (previously Tol). 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@db.s.gsi.gov.uk or +44 (0)870 909 0811, or for Scotland, Disclosure Scotland info@disclosurescotland.co.uk or 03000 2000 40 (if calling outside of the UK 0044141 427 2284).

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 application for this position.

References

Applicants must provide details of one academic referee. 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.

Each form takes approximately **five minutes** to complete.

Your referee must be from your medical school. This might be a professor, senior lecturer, lecturer, reader, director of clinical studies or a person holding an honorary medical school contract as advised by your medical school. The referee should be someone who has ideally known you for one year, but for 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 prior to entry on to Oriol to ensure there are no discrepancies. Referees need to use the exact email addresses that you enter on Oriol or they will not be able to register and complete your reference. Applicants can change referee details online, i.e. their email address (even after you submit your application) until the reference period is closed, or until the referee has submitted a reference; whichever comes first.

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

Competences

In this section, applicants are asked to provide details of their primary medical qualification. Applicants are also asked to indicate if you are a final year medical student. Details of the medical degree and medical school / university must be provided. If you are a student at an EEA medical school, choose this option from the drop-down list (only UK medical schools are listed individually). If you have not yet graduated, you must enter your expected date of qualification; this is the date you expect to graduate.

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

There will be an opportunity to provide details of any additional degrees and / or publications under the 'evidence' section.

Employment (not applicable to foundation – page will appear blank)

Applicants are not required to complete this section as part of the application process for foundation.

Evidence

Applicants have the option to submit details of additional educational achievements under this section. Applicants must complete all the required fields and upload evidence to support their achievement(s), or a score of zero will be allocated. The document upload facility is only available in support of additional degrees. Applicants are not required to upload evidence of publications. If you indicate that you have an additional degree, the form will display additional sections where you will be required to enter the subject of qualification, educational institution and year of qualification.

Oriol will use the information you provided on the application to calculate a provisional score for educational achievements. The provisional scores calculated by Oriol will be verified by a national panel consisting of administrative staff from medical schools and foundation schools. The verifiers will not have access to any other part of the application form. If there is no evidence provided, or the evidence that has been submitted does not meet the requirements, the provisional score will be revised.

Please note that if verification panel decides the evidence uploaded does not meet the stated criteria, the provisional score will be revised but will not incur further penalties. It is your responsibility to check the evidence you have uploaded. **The UKFPO will not be able to carry out a pre-checking service.**

If your name is different on the evidence provided in support of additional achievements, you are encouraged to upload evidence of your name change and include details of different names on the 'personal' page of the application.

Supporting (Academic Applications only; not applicable for FPP and FP)

This section of the application form is available for AFP only. AFP application forms may include 'white space' questions in this section.

Preferences

Applicants are required to rank ALL foundation schools in order of preference as part of the application form submission. Applicants will be invited to use a drag and drop process foundation schools into the order you wish to rank them. The system will save your preferences every time you press save. Therefore, the last order that is saved is the one that will be used for offers matching. There is no "submit" button for preferences in Oriel.

Please do not attempt to rank preference by using a smartphone device.

There **will** be an opportunity to amend preference choices from the closing date of applications until 12:00 noon (GMT) on Thursday 18th February 2021. You will not be given a reminder to advise you that this is the closing date for any changes.

Please note that the links between applications will be broken if either applicant chooses to amend their preferences and order in which they ranked foundation schools following the close of the national application window at 12:00 noon (BST) on Wednesday 4th November 2020.

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

Applicants will be asked to rank available programmes they would be willing to accept within the AUoA as part of AFP applications.

Equality

This section includes the equal opportunities monitoring information required by the health service to monitor their recruitment practices.

This section asks you to provide your age, gender, ethnic origin, religious beliefs and whether you consider yourself to have a disability under the Equality Act 2010.

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

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

Declarations

This section includes several declarations that you are required to confirm you have read and understood. The option to submit a request to link your application is also included in this section. Both applicants must agree for their applications to be linked.

Oriel will prevent you from submitting your application form until all the relevant sections have been completed. **Once your application form has been submitted, it cannot be changed.** Make sure you double check everything.

Applicants will receive an email from Oriel confirming that their 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 are advised not to leave the submission of their applications close to the deadline to avoid any last-minute problems with internet connections and / or local computer networks. Late applications and partially completed applications that have not been submitted will not be accepted.

Linked Applications

If two applicants wish to link applications, **one applicant** 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 are trying to link with.

The process of linking works in this way: -

- 1) You must enter the email address of the person you want to link to, ensuring it is the same one they are using for the application process. The person you want to link to will then have the option to accept or decline the link request when they reach the declarations section of their application. You will receive status notifications.

Please note: if both applicants reach this section at the same time, only one applicant should select ‘yes’ to send a request to the other applicant. If both applicants select ‘yes’, the link requests will meet in the middle and neither request will be received. If you have any queries in regard to this process, please contact helpdesk@foundationprogramme.nhs.uk

- 2) For the link to be complete, the other person must accept the link request.
- 3) Both of you must rank all of the foundation schools in the same order of preference. If you do not both do this, the link will be broken.
- 4) You must both score highly enough to be on the primary list for the link to work. If either of you are placed on the reserve list, the link will be broken. It is important to note that the score of the lower scoring applicant will be used to allocate both linked applicants to a UoA and programme group (if used).

The result of your link may be that either: -

- You will be allocated to a UoA which is lower in your order of preference than would have been the case had you not linked your application; **OR**,
- The other individual will be allocated to a foundation school lower in their order of preference than would have been the case if they had not linked their application to yours.

The link will only be honoured if: -

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

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

Please bear in mind that the link only allows for applicants to be in the same UoA and group (if used), not the same programme, employing organisation or town. Some UoAs will try to place linked applicants within an hour's commute of each other, others will not.

Applicants are advised to check the websites for the foundation schools for details of their local policies on linked applications when matching to programmes.

Links will be broken if applicants choose to amend their preferences following the close of the national application window. **If a link is broken, it is not possible for the UKFPO to re-establish the link under any circumstances.**

Academic Application Forms

All applicants have the option to apply to a maximum of two AUoAs once they have submitted their FP application. The UKFPO publishes an AFP Information document which contains helpful information such as how many academic programmes are available in each AUoA, interview dates, whether the AUoA accepts Skype or telephone interviews and a weblink for more information. This document will be available on the UKFPO website at the end of August 2020.

The format of the AFP application form is based on the national FP application form with the inclusion of additional items as part of the 'Evidence' section and the inclusion of the 'Supporting' section. These sections are configured by each AUoA separately, therefore **application forms may vary between AUoAs**. Details of 'white space' questions asked by each AUoA will be available on the UKFPO website.

The 'personal', 'eligibility', 'fitness', 'competences' sections of the application form for AFP will be pre-populated based on the information provided as part of the registration process on Oriel. Applicants will be guided through these pages and will have the opportunity to edit the information if required. The 'employment' section is not applicable for all foundation vacancies. The 'equality' and 'declarations' sections will be the same as the FP application form.

The 'references' section is intentionally blank for AFP. The details provided on your FP application will be provided to your AUoA / employer if you are offered an AFP post. Applicants will be able to edit referee details through their FP application.

If you start two AFP applications and you wish to view or start an application for a different AUoA, you will need to withdraw one of the two applications you initially started. You can only have two applications pending at any one time.

Once you withdraw an application from an AUoA, even if it is prior to submission, you will not be able to re-apply to that particular AUoA.

Evidence

As part of the AFP application form(s), applicants will be able to enter details of any further educational achievements. **If you wish to claim points for the same achievements as included in the FP application form, you must complete this section again** since it is a separate application and will be considered in its own right. You need to include this information as part of their application to each AUoA.

Applicants can enter up to a maximum of 32 achievements in total in this section. Applicants will have the opportunity to include details of up to a maximum of two additional degrees, ten publications, ten presentations and ten prizes. If you select the option to indicate that you have additional achievements, you will be required to provide further information by each AUoA, most likely at interview stage. This is locally managed, so you are advised to consult individual AUoA websites. The criteria from the Educational Achievements section of the FP form do not apply to these further achievements in the academic application (e.g. publications may not require a PMID etc.).

IMPORTANT: applicants will not be expected to upload any supporting evidence as part of their AFP application(s). If you are invited to an interview, it is likely that you will be expected to provide evidence to support any further achievements included on your AFP application.

Supporting

Applicants are required to provide additional information in support of AFP applications under the 'supporting' section. In this section, applicants will be asked for up to six items of information to support their AFP application.

In some instances, AUoAs may use common items. If this is the case, applicants may wish to use the same answer for both of their applications. However, it is important to note that even if exactly the same answers are provided for two AUoAs, the scores awarded by each AUoA may differ. This is because the answers are scored according to individual AUoA criteria, therefore an applicant could be short-listed for one AUoA, but not the other.

The information requested in this section may refer to academic clinical experience to date or may simply ask you to describe why you wish to apply for an AFP. Oriel will display the items of information that are required for each AUoA selected. Applicants will have space for a maximum of 225 words for each item.

Preferences

Applicants are required to rank available academic programmes in order of preference under the 'preferences' section.

Applicants are not required to rank all the available programmes for AFP if you are not prepared to accept offers for some of them. However, you are advised to consider this carefully since not ranking them all may affect your chances of being offered an academic programme. If you choose not to rank a programme, this will indicate that you do not wish to be considered for that programme. For example, if only certain programmes are ranked and these programmes are all offered to and accepted by applicants who scored higher, an offer will not be made. You will only then get a chance to receive an offer for one of the positively ranked programmes if the higher scoring applicants decline their offer.

You can rank posts using a drop and drag process. The system saves the preferences when you press "save". There is no submit button.

You will not be able to amend your preferences for AFP following the deadline for applications.

FPP Application Forms

The FPP application form will include the following pages from the FP application form: personal, eligibility, fitness, references, competences, preferences, equality, and declarations. Applicants will be required to re-enter their referee details as part of this application process.

In the preferences section, applicants will be presented with a list of available programmes to rank in order of preference. This section will include details of all available priority programmes from across the different foundation schools.

Applicants are not required to rank all the available programmes if you are not prepared to accept offers for some of them. However, you are advised to consider this carefully since not ranking them all may affect your chances of being offered a priority programme. If you choose not to rank a programme, this will indicate that you do not wish to be considered for that programme. You can rank posts using a drop and drag process. The system saves the preferences when you press “save”. There is no submit button.

You will not be able to amend your preferences for FPP following the close of the national application window.

The evidence page has been left intentionally blank. The supporting page will also be blank for FPP.

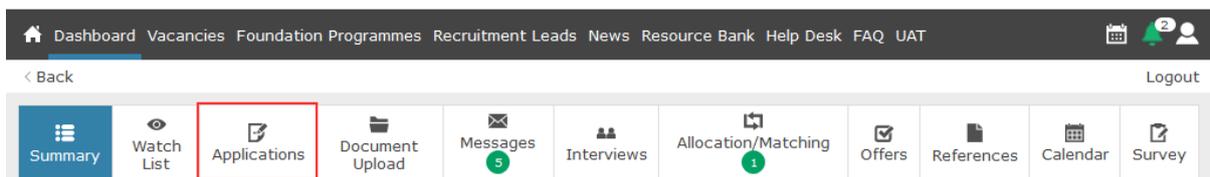
Application scores will be transferred across from the FP application, i.e. your total FP application score (EPM + SJT scores), for ranking purposes for FPP.

APPENDIX 2

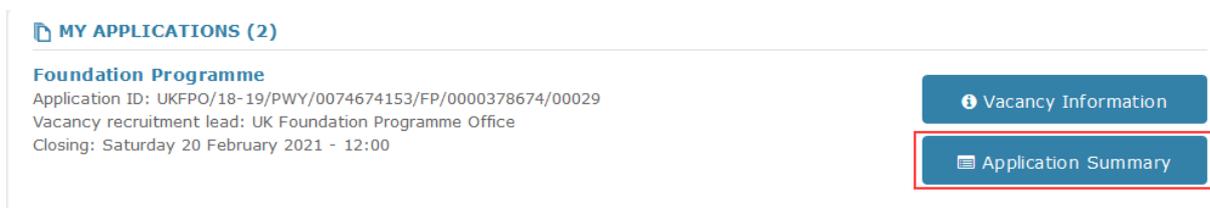
How to view your verified Educational Achievements (EA) Score on Oriel

Below are instructions on how to check your SJT and Total FP score:

If you log in to your oriel account and go into your **Applications** tab on the dashboard:



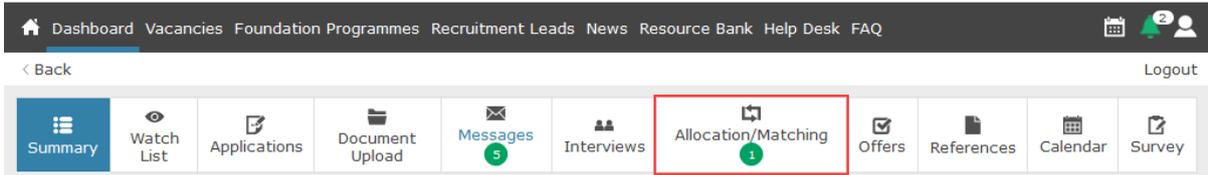
From here, you will need to click on your Application Summary for your Foundation Programme application:



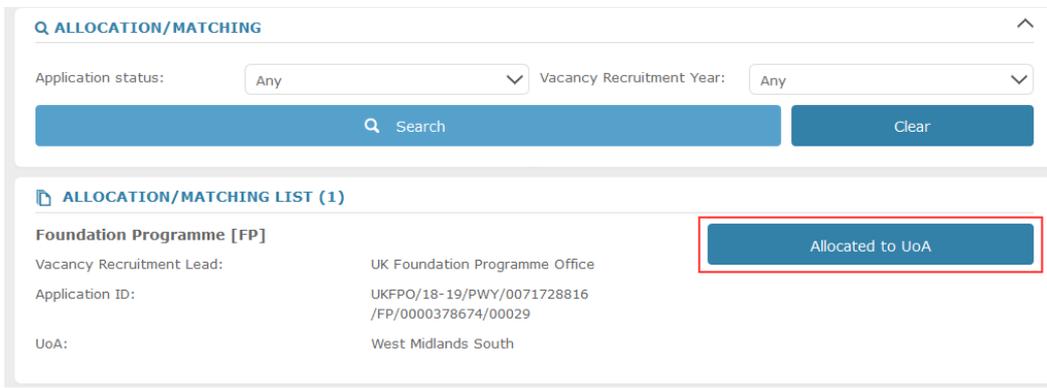
All relevant scores, including SJT, will be displayed on this page under the header of **Foundation Programme Scores**:

FOUNDATION PROGRAMME SCORES	
Score Type	Score
EPM decile score	40
Total EA score (verified)	2
Total EPM score	42
SJT score	34.567
FP total score	76.567

Alternatively, once/if you have been Allocated, from your dashboard you can click on the Allocation/Matching tab:



On this page, if you click on the “Allocated to UoA” text, which will take you to the same Application Summary screen as above:



APPENDIX 3

Educational Performance Measure (EPM) 2021 Framework

The EPM is a measure of clinical and non-clinical skills, knowledge and performance up to the point of application to the Foundation Programme. All applicants to the Foundation Programme, including the Academic Foundation Programme, will be awarded an EPM score.

The EPM is worth a maximum of 50 points and is comprised of three parts: -

EPM Component	Number of Points
Medical school performance (calculated in deciles)	34 – 43
Additional degrees	0 – 5
Publications	0 – 2
Maximum number of points available	50

If an applicant reapplies the following year, or applies for the first time after graduation, the original EPM decile score will carry forward (i.e. any subsequent assessments will not be taken into account). However, the points for additional degrees and publications will be awarded at the time of application.

Points for additional degrees and publications are subject to verification of evidence.

Medical school performance in deciles (34 - 43 points)

Applicants are assessed and ranked on their performance at medical school in relation to the graduating cohort up to the point of application to the Foundation Programme.

The graduating cohort is defined as all students in their final year at the point of application to the Foundation Programme, including those applying to the Academic Foundation Programme, as well as those who have chosen not to apply. Local discretion may be used to determine whether applicants on different entry routes (for example graduate entry and standard entry courses) are treated as a single cohort or separate cohorts for the purpose of ranking.

The N applicants within a cohort will be competition ranked according to their overall score and allocated into deciles according to the following rules:

- Each applicant will have a rank place between 1 (highest scoring) and N (lowest scoring).
- Applicants with the same score will share the same rank place.
- Where x applicants share the same rank place, the next x-1 rank places will remain empty.
- The rank places will be allocated in order (from 1 to N) to ten roughly equal-sized groups, so that each group contains N/10 rank places, rounded to the nearest whole number.

Each applicant is assigned an EPM decile score as follows: -

Decile Rank	Number of Points
1	43
2	42
3	41
4	40
5	39
6	38

7	37
8	36
9	35
10	34

Additional information for UK applicants graduating on or after 4th August 2019

Medical school performance is assessed using a range of assessments. It is up to each medical school to define which assessments will be used and the relative weighting of each, and to communicate these to applicants from their school.

There is no minimum number of assessments to be considered in constructing deciles. However, only assessments which achieve a fair spread of scores, or grades should be included. Pass / fail assessments should not count within the decile score, unless there is a sufficient number of pass/fail assessments that an above-average applicant is likely to fail at least a few. A school may choose whether or not to include Student Selected Components.

In 2011, students, employers and all medical schools agreed that assessments used to calculate EPM decile scores should adhere to the principles below: -

- Be summative (and hence subject to formal controls)
- Cover clinical knowledge, skills and performance
- Cover non-clinical performance
- Cover all aspects of the curriculum assessed up to the end of the penultimate year at medical school
- Represent the average performance of the applicants over time, rather than being limited to a snapshot
- Include written and practical forms of assessment

Additional information for Eligibility Office applicants

Medical school performance will be assessed using a range of assessments. It is up to each medical school to define which assessments will be used and the relative weighting of each. As part of your application to the Eligibility Office, you are required to submit a Dean's statement.

As part of this statement, the Dean of your graduating medical school is required to confirm a) the size of your year group, b) your class rank in your year group, and c) the decile rank in your year group. Please refer to the guidance on www.foundationprogramme.nhs.uk.

Additional Educational Achievements (max. 7 points)**Additional Degrees (max. 5 points)**

Applicants can earn up to 5 points for additional degrees that have been awarded by the time of application to the Foundation Programme (either prior to medical school or an intercalated degree).

Points awarded	Degree Category
0	Primary Medical Qualification only 3rd class BMedSci awarded at University of Nottingham
1	3rd class honours degree Unclassified honours degree 2.2 class BMedSci awarded at University of Nottingham
2	2.2 class honours degree 2.1 class BMedSci awarded at University of Nottingham
3	2.1 honours degree 1st class BMedSci awarded at University of Nottingham
4	1 st class honours degree Postgraduate Master's degree (level 7 only), e.g. MPhil, MSc, MPharm Bachelor of Dental Surgery (BDS) Bachelor Veterinary Medicine (B Vet Med)
5	Doctoral degree (PhD, DPhil, etc.)

Publications (max. 2 points)

Applicants can earn a maximum of 2 points in this category.

Publications	Number of Points
Educational research paper published in a peer-reviewed journal with a PubMed ID number	1 per publication
Maximum number of points available	2

APPENDIX 4

Letter to confirm additional degree with no degree certificate

If you are claiming points for an additional degree in the Educational Achievements section of the application form but do not have a copy of your degree certificate for any reason, you must provide a degree confirmation letter for the points to be awarded. The degree confirmation letter is particularly relevant in circumstances where the degree has not yet been conferred at a degree ceremony. For the degree confirmation letter to be accepted, the relevant examination board **must** have ratified that you have successfully completed your degree course by Wednesday 4th November 2020.

The degree confirmation letter must be printed on university headed paper and be signed by the Dean or authorised official in the Registrar's office.

** You must include ALL the information in the letter below or it will not be accepted as evidence of your degree**

To be written on University headed paper when the applicant has not yet graduated

Date of letter

Dear <<insert name of applicant>>

This letter confirms the examination ratification board meeting held on <<insert date>> has ratified the award of your degree. As you have not yet graduated, please find below the details as required for your Oriel application.

Name of student: <<insert name of applicant>>

Course title and degree: <<insert name of course and degree level>>

Degree classification/pass level: <<insert classification of degree if relevant>>

Date of qualification: <<insert meeting date of examination ratification board>>

Yours sincerely

(Signature and name of dean or authorised official in the Registrar's office)

Date letter is issued

To be written on University headed paper when the applicant has graduated but does not have the degree certificate.

Date of letter

Dear <<insert name of applicant>>

This letter confirms you have been awarded a degree by this University. Please find below the details as required for your Oriel application.

Name of student: <<insert name of applicant>>

Course title and degree: <<insert name of course and degree level>>

Degree classification/pass level: <<insert classification of degree if relevant>>

Date of qualification: <<insert meeting date of examination ratification board>>

Date of graduation: <<insert date of graduation>>

Yours sincerely

(Signature and name of dean or authorised official in the Registrar's office)

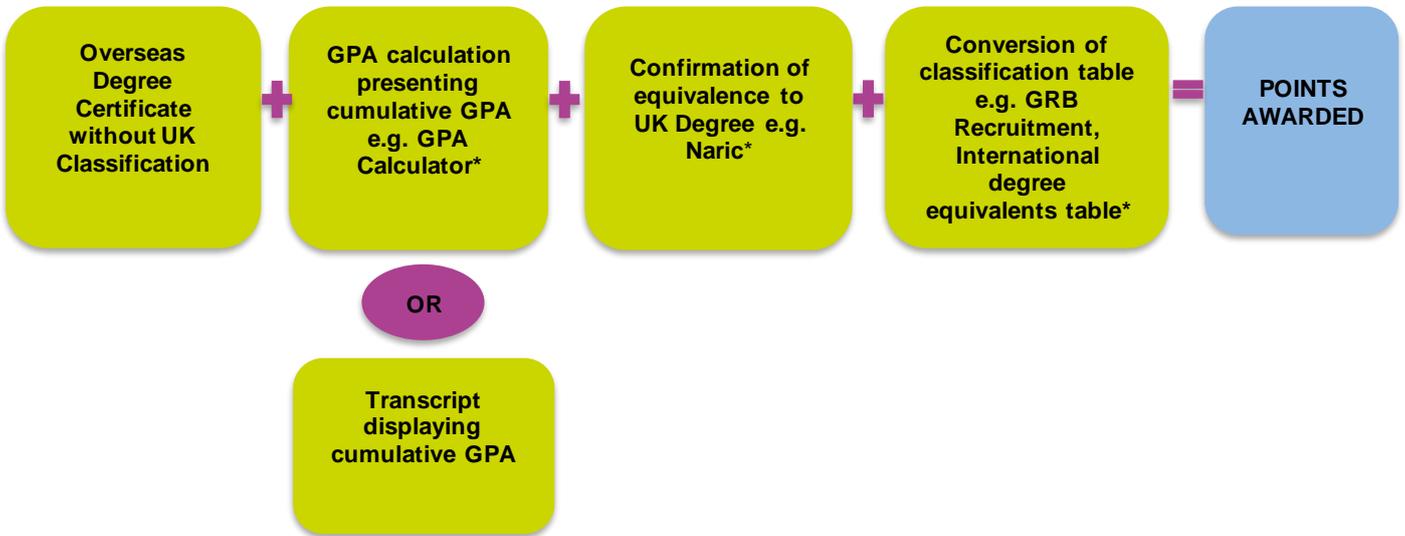
Date letter is issued

APPENDIX 5

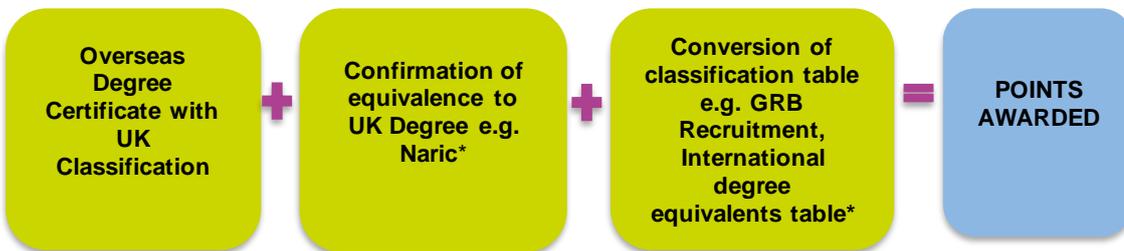
Examples of satisfactorily demonstrating equivalence of overseas degree qualifications and the classification of the degree with the UK grading system

What evidence is required?

Example 1



Example 2



Example 3



* It is the responsibility of each applicant to locate a suitable company who will provide the necessary evidence.

Examples of Evidence

Overseas Degree Certificate

LOGO HERE

EXAMPLE UNIVERSITY
NAME HERE

Your Name Here

having complete the approved course of study and passed the
examinations has this day been admitted by the University of Example
to the Degree of

[TYPE OF DEGREE] IN [MAJOR]

No classification /Non UK Classification here



SIGNATURE HERE

Principal, University of Example

SIGNATURE HERE

* [Vice-Chancellor

DATE HERE

GPA Calculation with Cumulative GPA

10/1/2018

GPA Calculator

35	PSYC 1000	0.5	85	A	4.00
36	PATH 3610	0.5	93	A+	4.00

Cumulative GPA: 3.90

Ontario Grading Scale:

See U.S. Grade Conversion Scale

Grade	Scale	Notes
A+	90 - 100	
A	80 - 89.99	
B	70 - 79.99	
C	60 - 69.99	
D	50 - 59.99	
F	0 - 49.99	R (Remedial standards-used in elementary schools), or F (Failing standards-used in high schools), 49% and below

About Scholaro GPA calculator

This international GPA calculator is intended to help you calculate the **United States Grade Point Average (GPA)** based on grades or points from almost any country in the world. The U.S. GPA is calculated on a 4.0 scale. You can leave your feedback and suggestions in the [GPA Calculator forum](#).

<https://www.scholaro.com/gpa-calculator/>

1/1

Confirmation of Equivalence to UK System



National Recognition Information Centre for the United Kingdom
 SUFFOLK HOUSE, 68-70 SUFFOLK ROAD, CHELTENHAM GL50 2ED. HEAD OF UK NARIC: DR CLOUD BAI-YUN
 Services for individuals: t: +44 (0) 871 330 7033 f: +44 (0) 871 330 7005 www.naric.org.uk
 (Calls cost 11p per minute plus your phone company's access charge)

On behalf of



Department for Education

Statement of comparability

For qualification holder:
 UK NARIC reference:

Qualifications report page 1 of 1

Qualification title:	Bachelor of Science (Psychology)
Country:	Canada
Year:	2010
Awarded by:	University of Example
 Comparison	
UK Framework levels:	RQF Level 6 / SCQF Level 10 / CQFW Level 6
Comparable UK qualifications:	Bachelor degree
 REPORT END	
DATE OF REPORT ISSUE:	

Conversion of Classification Table



International Degree Equivalents

Country	Qualification	Recommended UK Grade Equivalent			Notes
		1st	2:1	2:2	
Canada	Bachelor Honours degree (4 years) / Baccalauréat / Professional Bachelor degree	A-	B	C+	(Letter grade)
Canada	Bachelor Honours degree (4 years) / Baccalauréat / Professional Bachelor degree	3.7	3.1	2.5	(4 point GPA scale)
Canada	Bachelor Honours degree (4 years) / Baccalauréat / Professional Bachelor degree	83%	73%	62%	(Percentage grade)
Canada	Bachelor Honours degree (4 years) / Baccalauréat / Professional Bachelor degree	10	8	6	(12 point scale)
Canada	Bachelor degree (3 years)	A	B+	B	(Letter grade)
Canada	Bachelor degree (3 years)	3.9	3.5	3.1	(4 Point GPA scale)
Canada	Bachelor degree (3 years)	90%	80%	73%	(Percentage)

Official document including classification and equivalence



Foreign Credits, Inc.
www.foreigncredits.com

(224) 521-0170
info@foreigncredits.com

Course-by-Course CREDENTIAL EVALUATION REPORT

Name: Date of Birth: _____
 Evaluation ID: _____ Evaluation Date: _____

U.K. Equivalency: Bachelor of Science
CATS Credits: 501.50
GPA: 3.67
Degree Classification: First Class

Name of Awarding Institution:	This is a example
Country:	This is a example
Admission Requirements:	This is a example
Program:	This is a example

APPENDIX 6

Situational Judgement Test (SJT) – Additional Information

1. Introduction

The Situational Judgement Test is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the Person Specification and is based around clinical scenarios.

The SJT's purpose is to target key attributes in the Foundation Programme person specification including patient focus, commitment to professionalism, coping with pressure, effective communication and team working. The SJT presents applicants with a series of work-related situations and asks them questions about how they would respond to these situations. These questions take multiple formats such as multiple choice, rating questions and ranking. Practice papers will be available on the UKFPO website.

2. Sitting the Situational Judgement Test

All applicants who apply to the Foundation programme are required to sit the Situational Judgement Test. There are no exceptions or exemptions to this requirement. A recruitment year commences in July and spans to the June of the following year.

A successful Situational Judgement Test outcome will be valid for the entirety of the year in which it was undertaken. If you are successful in one year and you chose to re-apply in a subsequent year, you will be required to re-sit the Situational Judgement Test.

3. Structure of the Situational Judgement Test

The length of the paper is 2 hours 20 minutes.

The digital platform allows us to create a modern and engaging test. These items may include:

- 1) Evolving dilemmas: are comprised of up to 3 scenarios which are linked by a common context. Candidates respond to each scenario independently, as with each scenario new information is presented, but each of the scenarios is related to one another (e.g. may relate to the same patient or same colleague). These scenarios are therefore considered to be more representative of real workplace dilemmas, which tend to be multi-faceted.
- 2) Speech dilemmas: Applicants will select how they would respond in conversation to difficult situations. These items will revolve around how applicants interact with patients, to patient's family members and with other professionals.
- 3) Multimedia elements: The digital SJT will include a small number of video-based questions, allowing a more immersive experience

4. Adjustments under the Equality Act 2010

The UKFPO is aware of the requirements of the Equality Act 2010 and will make reasonable adjustments to accommodate requests provided these are made known in advance. If you require any adjustments (e.g. wheelchair access, extra time, nursing mothers) you must inform the UKFPO of any reasonable adjustments requests using the separate electronic form. **Any reasonable adjustments requests must be made via the separate electronic form which will be available on the UKFPO website from 19th October – 4th November 2020 at 12:00 noon (BST). Please do not upload your reasonable adjustment requests via Oriel on the main foundation application form.** Adjustments cannot be guaranteed if contact is made after the specified deadline and no adjustments can be made on the day of the test. **Please ensure you have fully read the reasonable adjustments guidance on the UKFPO website before submitting a request.**

In some instances, in order to satisfy requests for adjustments, it may be necessary to schedule your exam at a specific time or in a specific location.

4.1 Nursing Mothers Policy

In line with the Equality Act 2010, the UKFPO will consider requests from nursing mothers to provide suitable facilities in the Situational Judgement Test centres. If this applies to you then you must submit this information with your application form. The UKFPO will then liaise with Pearson VUE in order to try and honour your request.

It should be noted that children are not permitted at any of the test centres and therefore it is recommended that nursing mothers check the location of the test centre before booking a test to ensure that nearby facilities meet any requirements you may have.

Address details for each Pearson VUE Centre can be found at <https://pearsonvue.com/ukfp>.

4.2 Comfort Aids

Pearson VUE list a number of medicines, medical and mobility devices as comfort aids which do **not** require pre-approval as an accommodation by the UKFPO. Comfort aid items are listed on the Pearson VUE website in the test accommodations section.

The items listed will be allowed in the testing room upon visual inspection by Test Centre staff. Visual inspection will be done by examining the item without directly touching it (or the applicant) and without asking the applicant to remove the item, unless otherwise stated in Pearson VUE's comfort aid list.

All reasonable adjustments requests regarding the Situational Judgement Test (SJT) should be provided using the electronic form available on the UKFPO website by the time of submission. You will have opportunity to provide details of what your specific arrangements / adjustments are.

5. Test Centre Locations

The Situational Judgement Test is delivered globally over two test windows in a large number of Pearson VUE Computer Testing Centres. You can find your nearest Pearson VUE test centre by visiting <https://pearsonvue.com/ukfp>. Please note that capacity at each centre may vary and there may be a requirement to travel to the nearest location with availability if there are no slots at your preferred location.

Applicants who reside in or, are in employment in the UK (including the Channel Islands and the Isle of Man) during the assessment window are expected to attend a UK test centre. If you are outside of the UK during the Situational Judgement Test window, you will have the opportunity to sit the Situational Judgement Test outside of the UK at a test centre nearest to your location, subject to seat availability.

Applicants also have the option to take the test remotely at home or in an office, via the On VUE delivery method.

6. Registering for the Situational Judgement Test

Once the application window has closed, you will receive a message from the UKFPO asking you to register and create a Pearson VUE account using very specific credentials provided in the message. Once the booking window opens, you will then receive an email asking you to book your appointment slot.

Failure to register will result you being unable to sit the Situational Judgement Test and your Foundation programme application will be withdrawn.

It is important to remember that the **registration confirmation is not an invitation to attend the test**; on completion of registration, your account will correctly state you *do not* have any pre-approved exams at this time meaning you will not be able to book an appointment before the booking window opens.

6.2 Signing into a registered Pearson VUE account

Following the successful completion of the registration process, applicants will be able to sign into their Pearson VUE accounts by visiting <https://www.pearsonvue.com/UKFP>

Applicants who are unable to recall their login credentials can retrieve or reset this information by using the *forgot my username / password* links available on the sign-in page.

Applicants who continue to experience difficulties accessing an account registered are advised to direct their queries to the Pearson VUE customer services team.

When contacting customer services, please ensure the following information is provided:

- Your Pearson VUE Application Number (i.e. your 10-digit Oriol PIN)
- Your full name, as registered on the Pearson VUE account
- Your email address, as registered on the Pearson VUE account
- Your postal address, as registered on the Pearson VUE account

7. Invitation to the Situational Judgement Test

All applicants who have been assessed as demonstrating evidence of eligibility as outlined in the UKFPO Applicant Guidance will be invited to sit the Situational Judgement Test. If you are invited, you will be required to book an appointment and undertake the Situational Judgement Test; failure to do so will result in your UKFPO application(s) not progressing further.

7.1 Booking a Test

If you are invited to the Situational Judgement Test, you will be required to log into your Pearson VUE account and use the self-service functionality to book a test at a centre, date and time of your choosing, subject to availability.

If you have had your reasonable adjustments approved, you will be required to complete the test at a Pearson VUE test centre so that your requirements can be met.

When booking your test, it is strongly recommended that you avoid booking from internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported.

If you choose to take your test by remote proctoring, please ensure that you have administrative rights as you may be asked to install software or close down certain software on your device.

When searching for seat availability at test centres by location, Pearson VUE will return a maximum of 30 test centres per location search. To view more test centres, you will need to alter your search criterion.

Important notice: When booking your appointment, you will be asked to select a morning (AM) and afternoon (PM) appointment. Please ensure you correctly select your preferred time and date and you attend your appointment at the correct time. You will receive a confirmation email when booking your test and also a reminder email 1 week before which outlines your appointment time and test requirements.

Important Information on Remote Proctoring

To complete the test by remote proctoring, you will be asked to install software and close background processes on the computer that you are using. It is recommended that you use a personal computer to complete the test. Therefore, it is important that you have administrative rights on the computer that you will be using.

If you choose to take your test by remote proctoring, you must be in a private room and have no interruptions. Any interruptions may result in the test being cancelled. There are also restrictions on the environment. For example, you must have clear desk and walls.

The SJT is taken under strict test conditions and you will not be able to take the test in public places such as universities, public libraries or cafés.

Should you require further guidance, we would advise that you check both your system requirements and your test environment prior to taking the test. UKFPO or Pearson VUE will not be held responsible for any issues. If you are unsure of anything relating to remote proctoring, we would advise that you seek further advice with Pearson VUE in advance of sitting the test.

Full information about remote proctoring can be found [here](#). It is recommended you read all of the Pearson VUE guidance and test your system requirements before booking or taking the test.

The UKFPO have also developed a series of FAQ's which is available on the UKFPO website. This provides further information and it is advised that applicants review this information prior to booking or taking the test.

7.2 Confirmation of Test Booking

Once you have booked your test, you will receive an automated confirmation email to your registered email address. If you do not receive this confirmation, log into your Pearson VUE account to confirm if the booking process was completed in its entirety.

8. Admission Policy

You must arrive at the test centre at least 15 minutes before your scheduled appointment time to complete the necessary check-in procedures. It is essential that you arrive on time as applicants who arrive late will NOT be admitted entry.

You should note that children are not permitted at any of the test centres.

8.1 Identification (ID) Requirements

In line with the Pearson VUE ID policy, from the list below, you are required to present one form of original (no photocopies or digital IDs), valid (unexpired) government issued ID that includes your name, recent recognisable photograph, and signature.

International Travel Passport,
 Driver's licence (photo card),
 Military ID (including spouse & dependents),
 Identification card (national/state/province identity card),
 Alien registration card (green card, permanent resident, visa),
 Local language ID (not in Roman characters) – *accepted only if issued from the Country you are testing in.*

All forms of acceptable IDs must be issued by the country in which you are testing. If you do not possess qualifying ID issued from the country you are testing in, an international travel passport in roman characters from your country of citizenship is required. If you are European Union candidate testing within the EU zone, you may also provide a valid, unexpired EU identity card as primary ID.

Expired forms of ID are not acceptable, unless accompanied by valid renewal papers. A government issued ID missing a visible signature or one that has an embedded signature must be supplemented with an original, valid ID that has at least a matching name and recent recognizable photo, or a matching name and signature.

The first and last name you used on your Oriel application form and thus your Pearson VUE account must match exactly the first and last name on the ID that is presented on the day of your appointment.

If you have any issues with your ID or if your name does not match your ID, you must contact the UKFPO at least 3 weeks before the appointment in order to change the name on the system or in some cases, grant an exception which will be communicated to the test centre.

Please note, middle names are not part of the ID check and therefore, you do not need to provide ID for any middle names.

8.2 Alternative Identification Documents

If you are unable to present any of the documents listed above or, your first name and last name on your Pearson VUE profile does not match EXACTLY the ID that you intend to present on the day of your test, you must contact the UKFPO at least 3 weeks [before your test date] for further advice and instructions on suitable alternatives.

Failure to notify the Pearson VUE of any discrepancies will result in you not being permitted entry to sit the test.

8.3 Personal Belongings

You will not be allowed to take any personal items with you into the testing room. This includes all bags, books or other materials not authorised for the Situational Judgement Test, notes, phones, pagers, watches and wallets.

Lockable storage will be available at the test centre, but we recommend you do not bring any valuable items or large items that will not fit in a standard locker.

8.4 Breaks and Refreshments

You are prohibited from taking food and drink into the test room unless it is part of a *pre-approved* reasonable adjustment. You may leave the test room for water or a comfort break, but no additional time will be allowed in your test. If you wish to leave the room, you must ask the invigilator. Please note that you will not be permitted to eat whilst in the test centre.

If you choose to sit the test by remote proctoring, please note that, in order to ensure that test conditions are adhered to, you will not be permitted to leave the room or move away from your screen at any time during the test.

9. Reschedule Policy

If you wish to reschedule your test, you may do this via your Pearson VUE account for the test in question, within the test booking period.

Candidates who require extra time will be able to reschedule their test online but for all other adjustments, changes to test bookings will need to be managed by Pearson VUE. If you are an applicant with any other pre-approved adjustments and wish to reschedule your test, please contact Pearson VUE.

You may reschedule your appointment up to 48 hours before the scheduled start time, subject to availability. **All bookings should be completed by Friday 4th December 2020.**

10. Cancellation Policy

If you wish to cancel your test, you may do this via your Pearson VUE account for the test in question, within the test booking period. If you are an applicant with a pre-approved adjustment and wish to cancel your test, please contact Pearson VUE.

You must cancel test appointments at least 48 hours before the appointment.

11. Missed Appointment

If you miss your test and wish to schedule another appointment, please contact the UKFPO immediately; you will not be able to re-book online via self-service without first being re-authorised by the UKFPO. You should be aware that test centre availability is likely to be limited at this point and that you may be required to travel beyond your preferred locality. The UKFPO will be unable to accommodate you if you miss an appointment on the final day of the Situational Judgement Test window.

12. Situational Judgement Test Outcomes

All applicants will be notified of their results, and thus their performance/outcome a short time after the conclusion of the testing window. The date by which you can expect your results is disclosed in the UKFPO applicant guidance. The timeline can be found on the UKFPO website.

The results will be published in your Oriel account against your Foundation application. Detailed guidance on how to locate or view these scores is contained in the Oriel Applicant User Handbook.

12.4 *Appealing the Outcome*

All applicants will receive feedback when they are notified of their outcome. The outcome is final and cannot be reviewed, re-marked or disputed. There is no appeals process.

13. Applicant Expenses

Expenses incurred by applicants attending the Situational Judgement Test will *not* be reimbursed by the UKFPO. The Situational Judgement Test is delivered on several consecutive days in a vast number of Pearson VUE test centres and you are able to also complete the test by remote proctoring.

In the unlikely event of a technical error or another issue that prevents the successful delivery of your test, neither Pearson VUE nor UKFPO are responsible for any out of pocket expenses you may incur.

14. Revision Materials

The UKFPO understands that applicants may wish to revise and prepare for the Situational Judgement Test with each other in small groups. However, sharing information about the actual test is unacceptable and is viewed as unprofessional behaviour. The Situational Judgement Test uses many different equated test forms and therefore knowledge of questions in one paper will not necessarily benefit others. We would also remind all applicants that entry to Foundation training is a competitive process. As part of the test, you will be asked to sign a non-disclosure form.

A practice paper will be available from August 2020 via the UKFPO website.

Reasons for Dismissal from the SJT (and subsequent withdrawal from the process)

Invigilated conditions apply at all times during the SJT.

If you fail to comply with standard assessment procedures you will, after receiving a warning from the invigilator, be reported to the UKFPO. Your circumstances will be reviewed by the national Recruitment Delivery Group (RDG) for a decision to be made, which could result in you being given a score of zero, or your application being withdrawn.

Reasons for referral to the UKFPO include any of the following: -

- Giving or receiving help from another applicant during an assessment.
- Using notes, books, any unauthorised notations or other aids.

- Possession or use of photographic, recording or transmission devices (including smart watches, Google Glass and similar devices).
- Writing on any material other than that provided.
- Removal of assessment materials or notations of any kind from the assessment room or making copies of any part of such materials.
- Refusal to comply with time allotments or assessment administration procedures.
- Disruption of the assessment for other applicants.
- Reproduction or disclosure of assessment content in any manner (including unauthorised notations, engaging in discussion of assessment content with anyone other than assessment personnel during or after an assessment).
- Providing and / or disseminating information about the assessment content with a view to assisting current or prospective applicants, whether before or after the assessment.
- Failure to follow an invigilator's instruction.

Marking and Scaling the SJT Score

Once all answer sheets have been marked, the SJT scores are translated to a 0.000 - 50.000-point scale.

There are three stages to calculating your SJT points:

1. Calculating the raw marks achieved on the question paper (the sum total of all the marks i.e. maximum of 20 marks for ranking items and maximum of 12 marks for multiple choice items).
2. Test-equating (this is the process of placing the marks from the different papers on the same scale i.e. taking account of small differences in difficulty of items between papers across all SJT dates).
3. Scaling to a 0 – 50-point scale which has the similar properties to the EPM scale.

The distribution of the scale is set to reflect the distribution of Educational Performance Measure (EPM) scores. This ensures that when the SJT and EPM scores are combined, they each exert an equal weighting. The equation for translating the SJT scores to the EPM scale depends on the EPM scores in that year.

Using this scaling method, the equation for the FP 2020 results was as follows:

$$\text{Scaled SJT Score} = \text{Equated Raw SJT Score} \times 0.13272791 - 78.4451$$

The table below shows the results of the conversion for the 2020 scores.

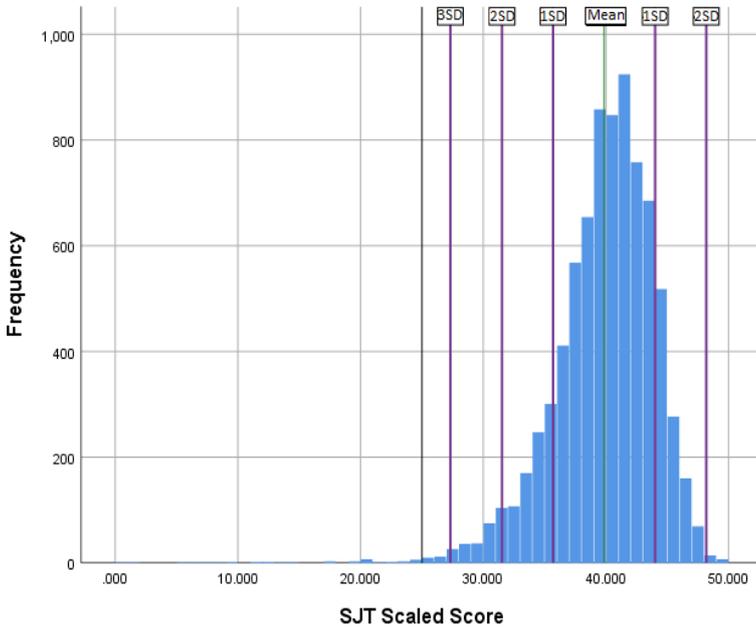
	Mean	Standard Deviation	Minimum	Maximum
Equated Raw SJT Score	891.29	31.38	570.15	966.34
Scaled SJT Score	39.85	4.16	0.00	49.82
EPM Score	41.12	3.81	34.00	50.00

The SJT scores are scaled to match the EPM scale in terms of the mean and standard deviation (spread) of scores. This means that the two scores can be combined into an equally weighted sum.

How the EPM and the SJT are equally weighted when the scales are different

An applicant can score anywhere between 34 and 50 points for the EPM and anywhere between 0.000 and 50.000 points for the SJT. The scores from each of these measures are combined to provide a total score (out of 100) and this is what determines the applicant's ranking.

It is the distribution of scores across this scale which affects the weighting of the two measures, not the scale itself. In fact, the two measures could be on completely different scales and still exert an equal weighting, providing the scores were similarly distributed across the scales. The transformation of the SJT raw scores on to the 0.00-50.00 scale takes into account the distribution of the EPM scores from **that year** to ensure that each measure exerts an equal weighting on the total score for the majority of applicants. The graph below show the distribution of scores for the SJT for FP 2020: -



Whilst the minimum score on the EPM is 34 and the minimum score on the SJT is 0.000, only a very small proportion (approximately 10%) of applicants received a score below 34 on the SJT. This means that for the vast majority of applicants the EPM and SJT each exert an equal weight on the total score. In other words, a high score on the EPM is just as likely to result in a high rank position as a high score on the SJT. However, because it is possible to receive an extremely low score on the SJT which it is not possible to receive on the EPM, those applicants who receive the lowest scores on the SJT are more likely to get a lower rank position than those who receive the lowest EPM score.

The SJT and EPM have equal weighting in the total application score, however as the SJT score is reported to three decimal places; it is the SJT which will often determine your relative position compared to others with similar scores.

The table below shows the percentage of applicants who scored at different levels on the SJT and EPM in 2020. It must be noted that 51 of the 7914 candidates did not have an EPM score and are thus not factored into the percentages in the table below.

Percentage of applicants		SJT Score Range					Total
		0-30	31-35	36-40	41-45	46-50	
Total EPM Score Range	30-35	0.8%	1.9%	3.9%	1.9%	0.2%	8.7%
	36-40	1.1%	5.0%	15.9%	12.5%	0.8%	35.4%
	41-45	0.6%	2.8%	15.3%	19.7%	2.2%	40.6%
	46-50	0.04%	0.5%	4.0%	9.3%	1.6%	15.3%
Total		2.5%	10.2%	39.0%	43.4%	4.8%	100.0%

APPENDIX 7

Specialised Programme Information

Programme	Academic Foundation Programme (AFP)	Psychiatry Foundation Fellowship Programmes (PFF)	Foundation Priority Programmes (FPP)	Foundation Programme (FP)
Application Window	Monday 19 th October – Wednesday 4 th November 2020 (12:00 / noon, GMT)	December 2020 – January 2021	Monday 19 th October – Wednesday 4 th November 2020 (12:00 / noon, GMT)	Monday 19 th October – Wednesday 4 th November 2020 (12:00 / noon, GMT)
Application	Maximum of x2	x1	x1	x1
Additional Documents	White space questions and documents required at interview based on local scoring criteria (see document on UKFPO website / local foundation school websites)	Royal College application form. Please refer to the Royal College website for further information.	None	Additional Educational Achievements (EA)
Preferencing	Rank Programmes (you should rank programmes as part of the application form; minimum / maximum number of programmes to be ranked determined by the foundation schools, therefore this may vary between schools)	Once allocated to a foundation school you will be asked to rank groups / programmes. The order in which you have ranked the PFF posts within your allocated foundation school will be used during the allocation process for PFF	Rank Programmes (you will have the option to rank all posts; you are not required to rank all programmes, and should only positively preference post you wish to be considered for)	Rank Foundation Schools (you must rank all 20 foundation schools in order of preference as part of the application form). You will be asked to rank groups / programmes once you have been allocated to a foundation school
Amend Preferences	No	You can amend the order in which you rank foundation schools until 18 th February 2021. You will not be able to amend programme preferences	No	You can amend the order in which you rank foundation schools until 18 th February 2021. You will not be able to amend programme preferences

Programme	Academic Foundation Programme (AFP)	Psychiatry Foundation Fellowship Programmes (PFF)	Foundation Priority Programmes (FPP)	Foundation Programme (FP)
Linked Applications	No	Not for PFF allocations. You can link your main FP application for allocation to foundation schools	No	Yes
Special Circumstances	No	Not for PFF allocations. You can apply for pre-allocation to a particular foundation school on the grounds of special circumstances, then allocation to a PFF post within that school would be on a meritocratic basis	No	Yes
Situational Judgement Test (SJT)	Yes	Yes	Yes	Yes
Interview	Yes	No	No	No
Offers	Yes (48 hours to respond)	No – allocation	Yes (48 hours to respond)	No – allocation
Allocation	No	Yes	No	Yes
GMC Registration	Provisional	Provisional	Provisional	Provisional
Programme Length	Two years	Two years	Two years	Two years
Location	UK	UK	UK	UK

APPENDIX 8

Additional Information about Psychiatry Fellowship Programmes (PFF)

Introduction

In collaboration with the Royal College of Psychiatrists, we are offering forty (40) Psychiatry Foundation Fellowship (PFF) Programmes across England for 2021. These two-year Fellowships will last for the duration of the Foundation Programme. It will provide an unrivalled opportunity for medical students commencing Foundation training in August 2021. In return, RCPsych and the relevant Foundation School will support you in your interest in mental health during one of the most challenging times of your career.

Background

In 2019 the UK Foundation Programme Office and the Royal College of Psychiatrists launched the Psychiatry Foundation Fellowship scheme. Fellows were recruited in their final year of medical school so that they were ready for the scheme to commence as they started their Foundation training. The first cohort of Fellows will be in place from August 2020.

Due to limited capacity, not all Foundation Trainees have the opportunity to access a psychiatry placement in their Foundation Training Programme. This is a crucial time in influencing career choices and ensuring that trainees are given the opportunity to test out potential specialties. The Psychiatry Foundation Fellowships are designed to support medical students interested in a career in psychiatry and mental health, to access support, mentorship and educational opportunities in psychiatry across the two-year Foundation Programme.

The Royal College of Psychiatrists, in collaboration with the UKFPO is delighted to continue this scheme, with additional posts being introduced as part of the 2021 Foundation Programme.

What are the benefits?

The Psychiatry Foundation Fellowship will improve exposure to psychiatry for Foundation Trainees. Trainees will access funded weekly psychiatric supervision and be able to attend reflective Balint groups.

Fellows will also be assigned a Mentor (a Consultant Psychiatrist), who will deliver regular psychiatric supervision which will run on a longitudinal basis throughout the two-years. Mentors will be jointly appointed by the appropriate Foundation School in collaboration with the Royal College of Psychiatrists.

The aim of these opportunities is to introduce a strong emphasis on the psychological aspects of medicine throughout the foundation programme to enhance the educational opportunities afforded in non-psychiatric rotations for those keen to develop expertise in this area.

In addition to this, the College will award benefits worth up to £3000 over two years, providing access to:

- **International Congress** - Free registration to attend our annual International Congress in 2022 and 2023.
- **Psychiatry related activities** - Opportunity to apply for other relevant events and activities with a travel and CPD fund.
- **CPD Online and TrOn (Trainees Online)** – Free access to the Royal College of Psychiatrists' eLearning sites, CPD Online and TrOn.
- **Journal subscriptions** – Print copies of the Royal College of Psychiatrists' journals: BJPsych Bulletin, BJPsych Advances, and The British Journal of Psychiatry.

Programmes

The Psychiatry Foundation Fellowship (PFF) Programme aims to improve exposure to the specialty for foundation trainees. The scheme will ensure 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.

This is especially important for those who may have limited opportunity to explore their interest via a clinical placement. Psychiatry has faced challenge historically in recruiting to Core Training posts. The aim of the scheme is to identify medical students with above average academic ability who have expressed an interest in psychiatry as a potential career choice and to support them through to application for specialty training.

Distribution of Programmes

Psychiatry Foundation Fellowship posts will be available at a number of Foundation Schools. **Posts will not be available in London.**

Applicants from all four nations are invited to apply for the Psychiatry Foundation Fellowships.

How to apply

Once applicants have applied to the Foundation Programme they will then have the opportunity to apply for the Psychiatry Foundation Fellowship. **Applicants will only be able to apply for the Psychiatry Foundation Fellowship if the post is available at their chosen Foundation School.**

Applicants will be invited to apply between December 2020 and January 2021 directly to the College, by completing an application form.

Once applicants have been allocated their Foundation School in March, the UKFPO will identify applicants who were successful in their application to the College and allocate them a Psychiatry Foundation Fellowship.

Application process

Applicants will be invited to complete an application form between December 2020 and January 2021.

The purpose of the application form is to explore the applicants' interest in psychiatry, commitment to the specialty, and understanding of mental health. The shortlisters will be looking to identify applicants suitable to be ambassadors for the specialty and the Royal College of Psychiatrists.

Outcomes

Applicants will be given a score for their application form.

Once applicants have been allocated their Foundation School in March, the UKFPO will identify applicants who were successful in their application to the College and allocate them a Psychiatry Foundation Fellowship.

Applicants will be notified of whether or not they are successful by 8 April.

APPENDIX 9

Instructions on how to use Oriel

How to amend your staff group

Applicants who have previously registered on the system under the Medical and Dental Specialties staff group can either register again with a different email address or change the staff group associated with your existing account.

To change the staff group on your existing account, you will need to go to the profile area (the small person icon in the top right corner of the screen and expand the 'My Profile' section. You will then need to click on the 'edit' button which will enable you to select 'Foundation' from the list of staff groups.

When you save this change, you will see the abbreviation 'FND' on your profile.

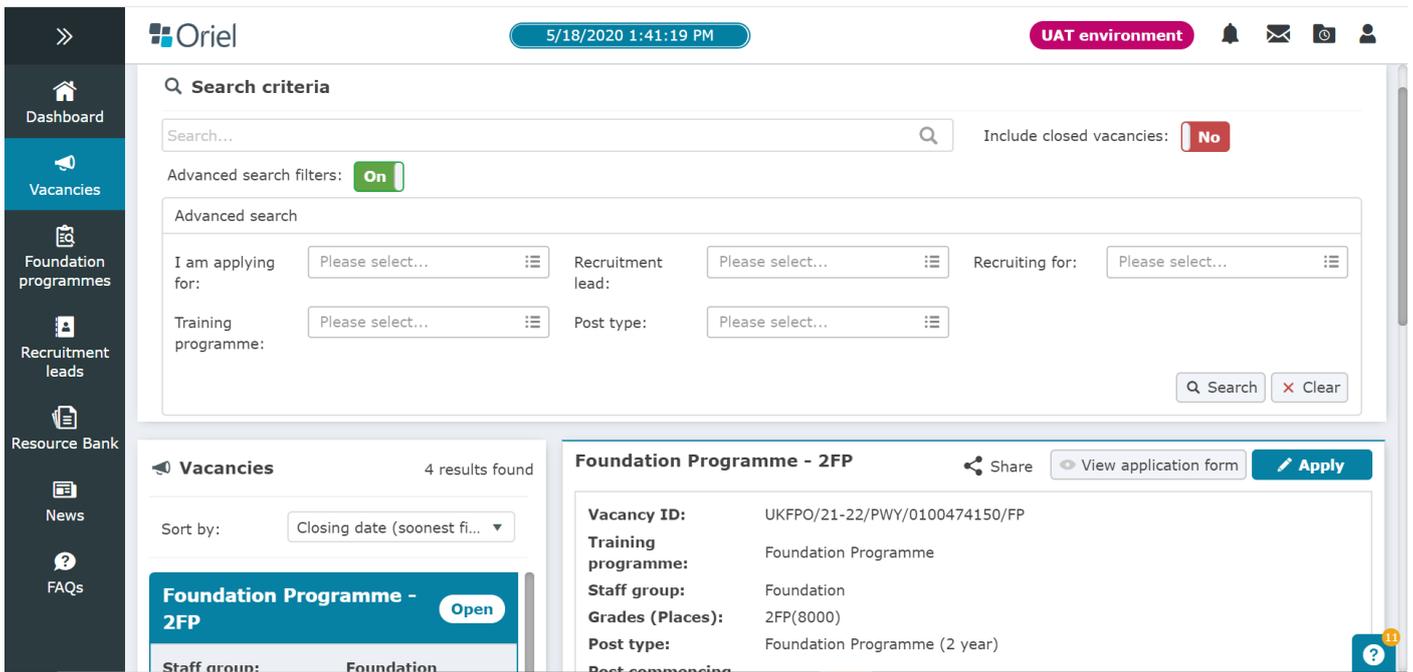
The screenshot shows the Oriel user profile edit page. The browser address bar indicates the URL: `newuat.oriel.nhs.uk/Web/Profile/Edit/eWQrek9zUmw5NDJaNC92MTZxQ1dlaTIHMWJCUU4rNHV5WXExMjd3cllzVT0`. The page title is "Oriel" and the current time is "5/18/2020 1:20:07 PM". The navigation menu includes "Home", "My profile", and "Edit". The "My profile - edit" section is active, and the "Security" section is expanded. The "Security" section contains the following fields:

- Email address: *
- Password: * [Change password](#)
- Amend your staff group selection: * [?](#)

A red arrow points to the "Amend your staff group selection" dropdown menu, which currently shows "Foundation X Standalone Foundation X".

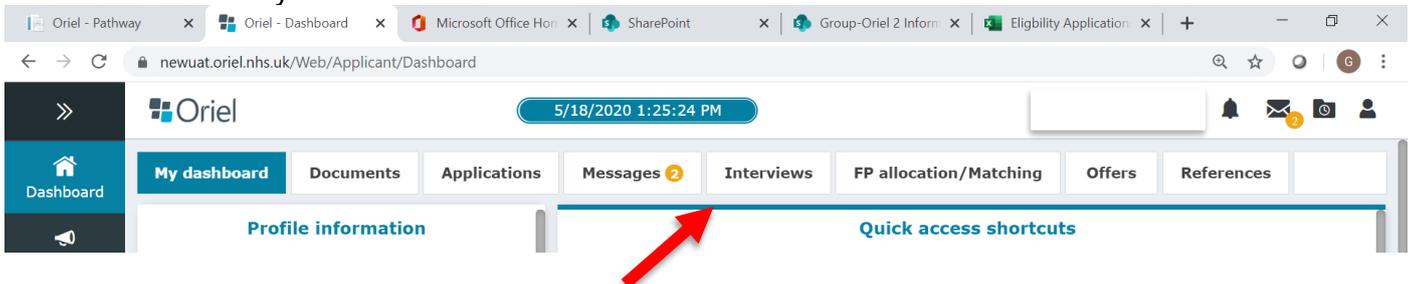
How to search for a vacancy

1. Click on the UK Foundation Programme logo / staff group.
2. Select 'Vacancies' from the toolbar across the top of the screen.
3. Select 'Foundation' from the drop-down menu entitled '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 for you to select. Click the status box to the right of the vacancy listed.



How to book an interview slot

To book an interview slot on Oriel, once you have logged into the system, you will need to select the 'interviews' tab from your dashboard.

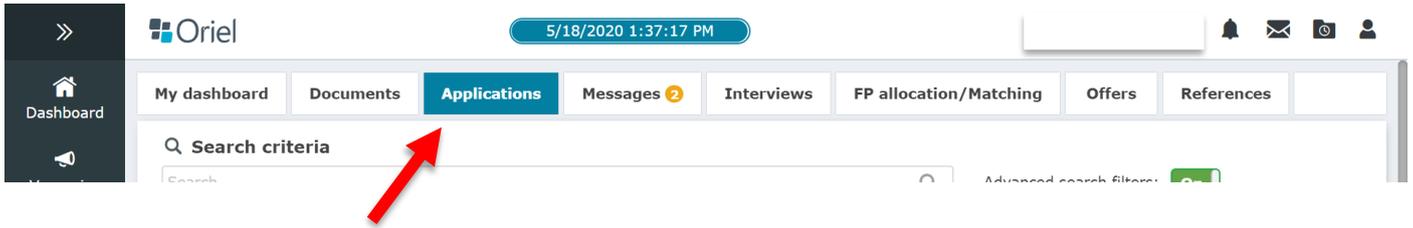


You will be presented with the interview dates and times available to you.

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

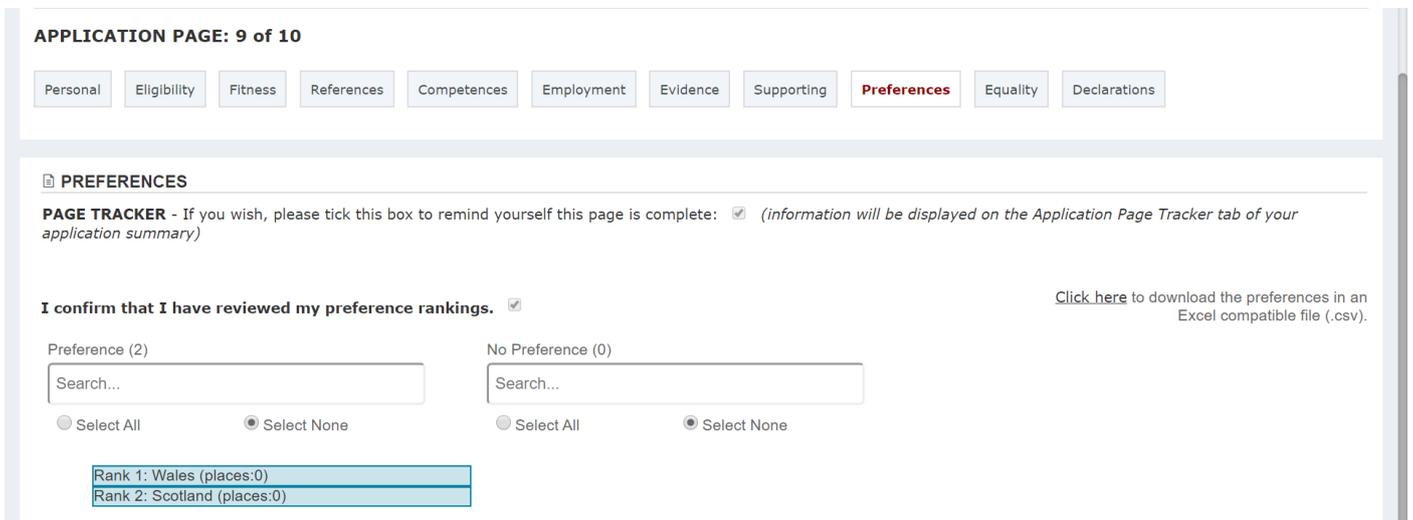
How to rank programme preferences on Oriel

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 will need to navigate to the preferences page of your application form (page 9 of 10). You will then be able to drag and drop individual programmes into one of the three columns and in order of preference. You can also download the preferences in an Excel compatible file.



APPENDIX 10

Competition Ratios

The table below shows a comparison in first choice preferences and competition ratios for 2019 and 2020 by Unit of Application (UoA) at the time of national allocation.

Comparison of Competition Ratios for 2019 and 2020

Unit of Application (UoA)	Number of Programmes		First Choice Preference		Competition Ratio	
	2019	2020	2019	2020	2019	2020
East Anglia	270	257	159	156	0.59	0.61
Essex, Bedfordshire & Hertfordshire (EBH)	294	276	172	171	0.59	0.62
Leicestershire, Northamptonshire & Rutland (LNR)	150	145	120	83	0.80	0.57
North Central and East London	335	330	704	780	2.10	2.36
North West London	230	233	712	692	3.10	2.97
North West of England	784	782	703	824	0.90	1.05
Northern	379	351	397	355	1.05	1.01
Northern Ireland	241	240	227	194	0.94	0.81
Oxford	209	209	123	277	0.59	1.33
Peninsula	188	187	293	126	1.56	0.67
Scotland	788	779	834	756	1.06	0.97
Severn	264	264	454	366	1.72	1.39
South Thames	778	766	716	704	0.92	0.92
Trent	288	271	193	160	0.67	0.59
Wales	328	333	260	249	0.79	0.75
Wessex	293	292	228	223	0.78	0.76
West Midlands Central	180	175	267	285	1.48	1.63
West Midlands North	250	244	181	131	0.72	0.54
West Midlands South	164	162	80	97	0.49	0.60
Yorkshire and Humber	561	559	576	484	1.03	0.87

Figures cited are taken from the number of FP places at the time of the national allocation to foundation schools and the number of applicants remaining in the process, i.e. applicants who accepted an AFP offer earlier in the process are not included.

APPENDIX 11

Glossary

Acronym / Term Used	Description
AFP	Academic Foundation Programme: programmes with a specific academic component focused around research, education and teaching or leadership and management. Selection processes for AFP involve an interview. The criteria for each academic foundation school is determined locally and may vary between schools.
Decile Score	The decile score is calculated by the medical school, which will divide the qualifying year group into 10 equal groups (deciles) based on performance in a number of assessments.
EA	Educational Achievements: applicants are invited to provide supporting evidence of an additional degree and / or up to two publications as part of their FP application. A maximum of 7 points can be awarded for additional educational achievements.
Eligibility Office	Applicants who graduated from a UK medical school more than two years prior to the start of the programme or overseas applicants are required to apply through the eligibility process before being deemed eligible and nominated by the UKFPO to apply for foundation training.
EPM	Educational Performance Measure: this score constitutes 50% of the total application score and is comprised of the decile score calculated by the medical school and any points awarded for additional educational achievements.
Foundation Schools	Foundation schools are the structures through which foundation training is delivered. The responsibilities of the foundation school typically include managing the national application process and arranging the provision of foundation training.
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 specialities across different settings.
FPAS	Foundation Programme Application System: the application system which was used prior to allocation for UKFP 2017. FPAS has now been replaced with Oriel.
FPP	Foundation Priority Programmes: allocation to individual programmes, which have been identified as priorities in terms of workforce planning through foundation and specialty training levels. Applicants may apply for FPP if they are interested in any of these particular programmes. Allocations will take place 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.
Hicom	Hicom are the providers of the national online application system (Oriel). Technical support is available by emailing oriel@hicom.co.uk .

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 at all levels to apply for training in the UK.
PFF	Psychiatry Foundation Fellowship: programmes appointed to in collaboration with the Royal College of Psychiatrists that aim to improve exposure to the specialty for foundation trainees. The scheme will ensure 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. Additional points will only be awarded for additional qualifications obtained in addition to the PMQ.
Primary List	At the initial point of allocation there will be a defined number of places available. The highest scoring applicants will be allocated to places at this time. This is referred to as the primary list. Applicants who are not allocated to the primary list are placed on the reserve list and allocated at a later stage if and when places arise due to applicant withdrawals.
Reserve List	Applicants who are not allocated to the primary list are placed on the reserve list and allocated at a later stage if and when places arise due to applicant withdrawals.
RTW	Right to Work: all applicants are legally required to possess the right to work in the UK in accordance with immigration law.
SJT	Situational Judgement Test: all applicants are required to undertake the SJT as part of the allocation process to meet the requirements of the national person specification. The SJT is an assessment of the professional attributes expected of a foundation doctor. It is not a test of cognitive skills.
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 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.
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	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 Academic Foundation Programme (AFP) applications, the foundation school groupings may be different, and these are referred to as Academic Units of Application (AUoA)