

# North West of England Foundation School

## Academic Foundation Programme Recruitment:

# After the Interview

(v1.1)

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## North West of England Foundation School

### Academic Foundation Programme Recruitment - After the Interview

Now the interview process has concluded for the current recruitment process, this document details some key details that we believe will be of use to applicants, such as how to submit an interview expenses claim, request application and interview feedback and how to go about appealing a final outcome. We advise applicants to read this document thoroughly **before** contacting the foundation school.

The North West of England Foundation School wants to ensure that applicants have access to the most up to date and accurate information. As the recruitment period is a very busy time here at the school, any queries that are directed to us for which the answer can be found here may not be prioritized.

#### Section 1:

##### [How to submit AFP interview expenses claims](#)

Before applicants consider submitting an expenses claim to HEE, we recommend they download and read carefully the [AFP Interview Expenses Policy](#) before taking any further action.

Expenses claims must be inputted online to the [Selenity Expenses](#) platform within 28 days of the interview event taking place. Claims will be processed by HEE as per the UK Foundation Programme Office expenses policy. Expenses claims will be sent for payment on the condition that applicants are offered and accept a post, are considered appointable but not offered a post or are un-appointable. Applicants who actively decline their offer will not have their expenses claim processed.

[To submit a claim](#), applicants will also be required to [register](#) and create their own Selenity account.

*When submitting a claim please select 'Academic Foundation' and 'Manchester – Trainee Recruitment – Applicant' and not the UK Foundation Programme Office. All claims will not be processed until we are aware of the results in the January/February of the programme start year.*

## Section 2:

### Requesting AFP application feedback

AFP match-ranking scores and AFP applicant rankings will be released via Oriel on the 15th January 2020.

Detailed scoring and feedback from shortlisting and interviews will be provided to applicants (on written request only) once the AFP recruitment process has been completed **nationally**.

If you would like to obtain written feedback please contact us via email **after** Monday 17th February 2020 to [foundation.nw@hee.nhs.uk](mailto:foundation.nw@hee.nhs.uk) , when we will be happy to provide you with this information. This is to ensure that the recruitment process remains fair and equitable to all applicants. Enquiries sent to us before Monday 17th February 2020 will be acknowledged on receipt but will not be formally responded to until after this time.

## Section 3:

### Appealing your AFP application outcome

If you wish to register an appeal regarding the outcome of the AFP recruitment process for 2020, please follow the process detailed in the [UKFPO AUoA AFP Recruitment Appeals Process Guide](#).

*The above document link will be updated to reflect the AFP-2020 process as soon as we are made aware of its publication.*

Document Control	
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