



UKFP 2022 Applicants' Handbook

Two-year programmes



For F2 Stand-alone programmes, please refer to the separate guidance for one-year F2 programmes on the UKFP website.



**UKFPO
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Introduction

The purpose of this handbook is to provide information about the national application process to the UK Foundation Programme. This includes information about local academic, medical education and leadership programmes, psychiatry fellowships, and priority programmes. There is a glossary at the end of this handbook.

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 eligibility.

The application system is known as Oriol. There are likely to be periods of down-time for maintenance and development work to enhance the system. UKFPO endeavour to provide due notice of down-times. You are encouraged to check your online account 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 Foundation Programme (FP) 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

The UK Foundation Programme Office (UKFPO) manages the application process, publishes guidance on training and promotes the consistent delivery of the programme across the UK. Working with 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 (F1)

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 (F2)

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, for example nurses, medical students, and less experienced doctors.

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

New for UKFP 2022

1. National Timeline

The timeline has been revised to allow maximum capacity of booking slots for the Situational Judgement Test (SJT). The national application window has been brought forward from October to September.

2. Combined Application Form

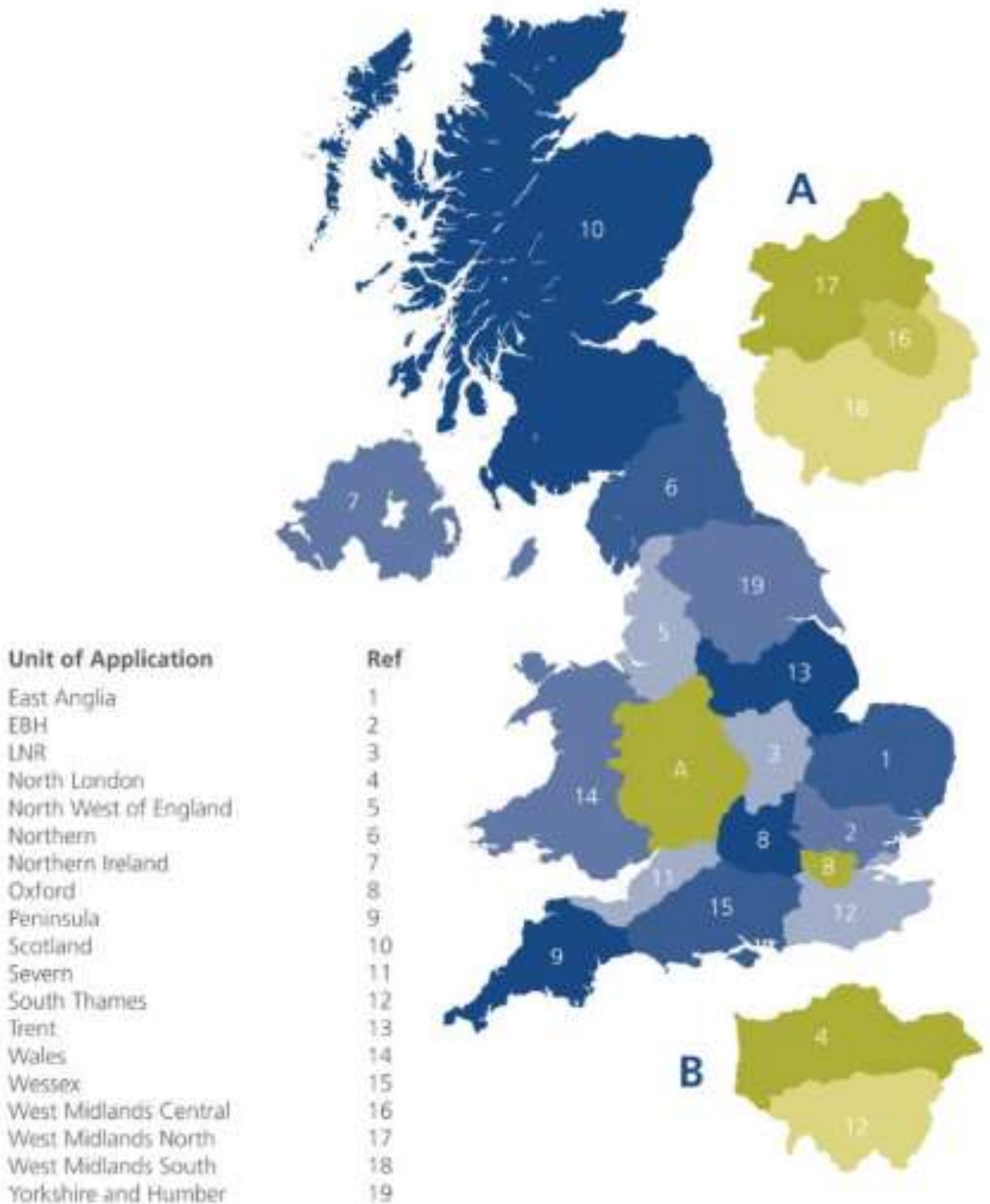
You will only need to submit one application, which will include the option to indicate if you would like to apply for any specialised foundation programmes, such as academic/research, medical education, and teaching and/or leadership and management. Additional questions for specialised programmes will be shown if you select this option. You can also request for your application to be considered for priority programmes. Please refer to specific deadlines for each.

3. Pre-Allocation (see specific section on [page 15](#))

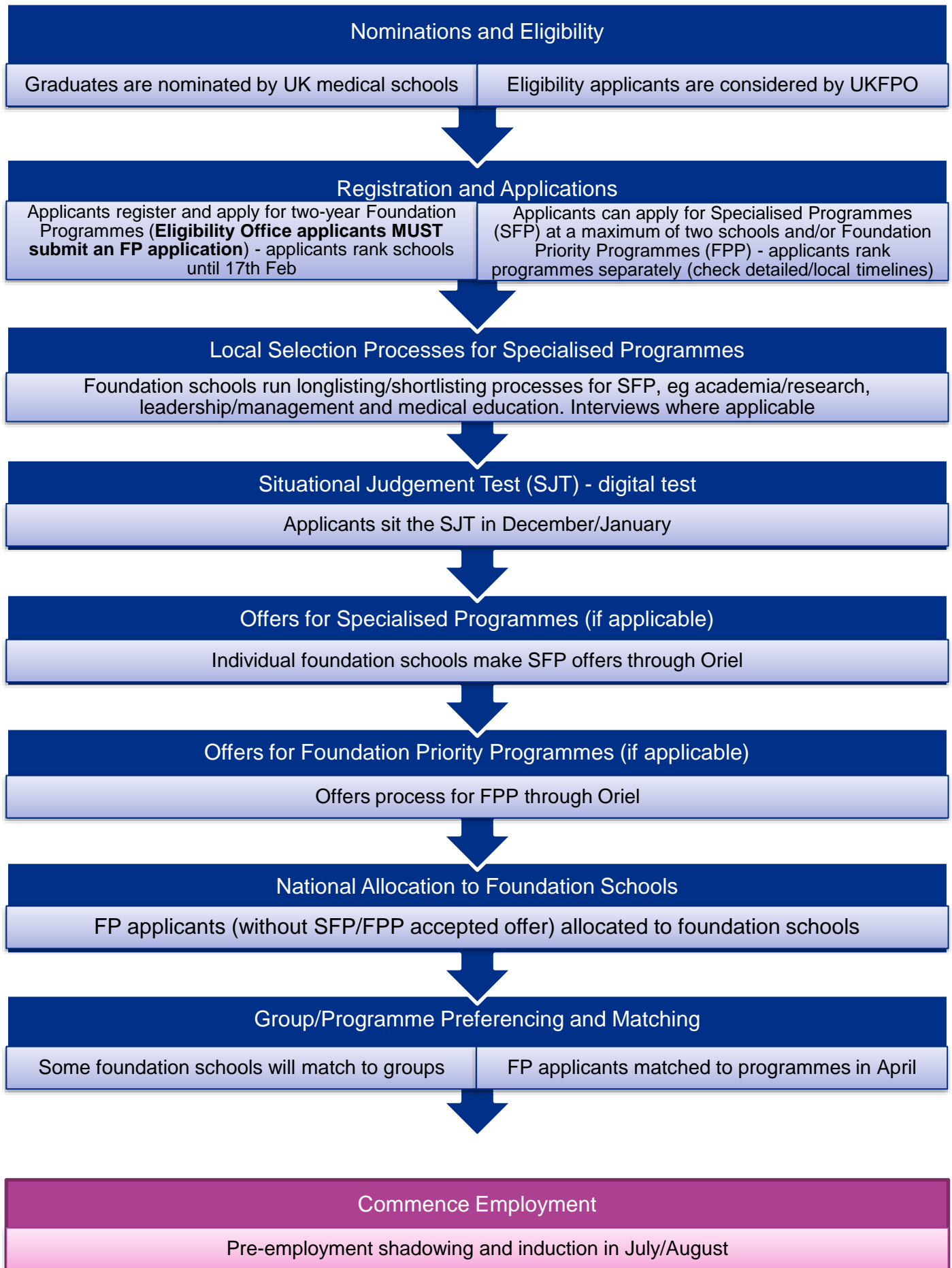
You can apply for pre-allocation based on personal circumstances to a foundation school as part of the main application form on Oriel. The criteria for pre-allocation have been revised to include additional categories. You can choose to apply for pre-allocation to a specific location for parental/guardianship responsibilities, primary/significant caring responsibilities, a medical condition that requires ongoing follow-up, unique circumstances, educational circumstances, or circumstances relating to widening participation.

Foundation Schools

Map of Foundation Schools



Process Map



Summary of the FP Application Process

All applicants must apply for the two-year Foundation programme through the national FP vacancy on Oriel, which can be accessed via <https://www.oriel.nhs.uk>, **during the national application window.**

Nominations & Decile Scores

You must either be nominated by your UK medical school or the UKFPO's Eligibility Office (refer to the separate [Eligibility Applicant Guidance 2022](#)). Applicants who qualified or are expecting to qualify from a UK medical school after 3rd August 2020 and by 3rd August 2022 will be nominated by their medical school.

Your graduating medical school will calculate your decile score (further information available later in this document). UK graduates who are due to be nominated are advised to check the exact email address their medical school will be using for them (for example, some medical schools provide students with more than one email address or 'alias'). You need to use the same email address to register on Oriel.

Registration

Nominated applicants will be invited to register and enter your personal details into Oriel from Wednesday 1st September 2021. You will be able to register and apply right up until the close of the application window at **12:00 noon (BST) on Wednesday 22nd September 2021**. UK medical school nominees should **NOT** create an account on Oriel prior to being nominated. UK medical school nominees must only use the details you have been nominated with.

Applicants graduating from a medical school outside of the UK, or from a UK medical school on or prior to 3rd August 2020, must complete an online eligibility application form on Oriel (you will need to register if you have not used the system before) between Wednesday 14th July and 12:00 noon (BST) on Wednesday 4th August 2021. The UKFPO will assess your eligibility. If you are deemed eligible, the UKFPO will nominate you. Applicants who apply through eligibility **will not need to register** again in August/September, but **you will need to complete the FP application during the national window.**

Applications

All applicants must submit an FP application. The online application form will be available on Oriel from Wednesday 8th – Wednesday 22nd September 2021. The application period closes at **12:00 noon (BST) on Wednesday 22nd September 2021**. Late applications will not be accepted under any circumstances.

The national application form is divided into sections (including your foundation school preferences and submission confirmation at the end). Please refer to later sections of this handbook for information about what is included in each of the sections ([Appendix 1](#)). Once you have submitted your application, you will only be able to edit contact and referee details.

You must rank all 19 foundation schools as part of the application form. You cannot amend your application once you have submitted it. However, you will have the option to amend 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 **12:00 noon (GMT) on Thursday 17th**

February 2022. **Links between applications will be broken if either applicant chooses to amend their preferences** (see section about [linking applications](#) below).

Military applicants do not need to submit an application via Oriel.

Situational Judgement Test (SJT)

The Situational Judgement Test (SJT) is a computer-based test, delivered in partnership with Work Psychology Group and Pearson VUE. It has been designed to assess some of the essential competences outlined in the national Person Specification and is based around clinical scenarios. The SJT is not a test of medical knowledge and forms part of the application process for entry to foundation training. It tests the attributes needed to work as a doctor. All applicants must sit the SJT during the windows specified. You will have the option to sit the test at a Pearson VUE test centre or from an appropriate location of your choosing using online proctoring. Please book your SJT at the earliest opportunity to secure a booking of your choosing. A separate detailed SJT guide will be available on the UKFPO website.

Test Sitings

All applicants are required to take the SJT. The SJT will be available during two specific test windows, with additional dates set aside for contingency (UKFPO will discuss with relevant applicants if required):

- 1) Monday 6 – Saturday 18 December 2021
- 2) Monday 17 – Saturday 22 January 2022

Booking Your Test

You will be required to log into your Pearson VUE account and use the self-service functionality to book a test at a location, date, and time of your choosing, subject to availability. Applicants with approved reasonable adjustments (see next page) will be able to book their tests from 29th September.

The online booking window will open for all applicants from Monday 4 October until Thursday 7 October 2021 via <http://www.pearsonvue.com/UKFP>. All appointment times will be booked for the local time zone of the test centre, or your local time zone for OnVUE (online proctored) sittings. You will be able to choose the location of the test, which will include the option to sit the test remotely, that is, from home. A range of test locations will be available for applicants to choose from across the UK and the rest of the world. Test spaces will be available on a **first come first served basis**. You are advised to book your test at the earliest opportunity. You will be able to amend your test booking up to 48 hours prior to the scheduled test date and time. Further details will be published on the UKFPO website in a separate SJT guidance document.

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

It is your responsibility to know the time, location and venue of your 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. This could mean that your score will be revised to zero or your application could be withdrawn.

Practice Papers

You can 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](#) and separate SJT guidance document 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. The SJT is not designed to be revised for and the practice papers are available for you to become familiar with the format/style of the test.

Reasonable Adjustments

The UKFPO is aware of the requirements of the Equality Act 2010 (Northern Ireland: Disability Discrimination Act (DDA) 1995) and will make reasonable adjustments to accommodate requests, provided these are made known in advance. 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 test.

Any requests for reasonable adjustments (for example, wheelchair access, extra time, accommodations for nursing mothers) must be submitted as part of the main application form on Oriel, *by no later than the application closing date*. We will request evidence if required by contacting you directly. You are not required to send/upload this evidence with your application. Adjustments cannot be guaranteed if contact is made after the specified deadline and no adjustments can be made on the day of the test.

You must apply for reasonable adjustments as part of the national application form and by the closing date for all applications at 12:00/midday (BST) on Wednesday 22nd September 2021.

It is important to note that the Reasonable Adjustments allowed for the UKFP SJT may differ from those you had for university exams.

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

Evidence for your requested reasonable adjustment(s) via Oriel is not required at the time of application. We will request evidence if required by contacting you directly – you must make sure this evidence is available on request. Further information is available in the SJT reasonable adjustment guidance 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 evidence to helpdesk@foundationprogramme.nhs.uk at the earliest opportunity, and no later than one working day after the SJT sitting you were registered for. The form can be found on the UKFPO website.

Applicants with approved extenuating circumstances will be able to take the SJT on the next available 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/other relevant evidence. If you are well enough to continue the SJT, your test will be marked, and no additional time/adjustments will be permitted.

Claims of extenuating circumstances **cannot be made retrospectively**, that is after completing 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.

SJT Scores

Once all tests have been marked and standardised (formally known as "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 and information about this process will be published on the UKFPO website following confirmation of individual scores.

SJT scores are final (that is, they cannot be appealed) and will not be changed once published under any circumstances.

Exceptionally Low SJT Scores

There may be a small group of applicants who have an exceptionally low SJT score. If you find yourself in this group, you will be invited to attend a virtual review of your score in February 2022. If the outcome of your review is successful, your application will remain in the application process. If you are unsuccessful, or choose not to attend the review, your application will be withdrawn. 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 with an exceptionally low SJT score will be contacted individually. If you are not contacted by UKFPO regarding a low scoring SJT, you do not fall in the group.

Future Delivery of the SJT

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 for a future round, please bear in mind that you will need to complete the appropriate assessment relevant to that application year.

Total FP 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 Educational Performance Measure (EPM) is a measure of clinical and non-clinical skills, knowledge, and performance up to the point of application. The EPM comprises of medical school performance in deciles for which 34-43 points are available, and any additional academic achievements (see next section for details), for which up to 7 points are available. A maximum of 50 points is available. For the EPM framework, please see [Appendix 3](#). Your decile 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. 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, you will receive a score of 42, and so forth. Students in the tenth decile will be awarded 34 points. Your medical school will provide this information either through the nomination process or when completing the Dean's statement for eligibility applicants. If you have queries about your decile score, you should contact your medical school.

Your confirmed decile score will be available on Oriel by Friday 10th December 2021. If the score is not as you expect, contact your UK medical school or the UKFPO as soon as possible.

Situational Judgement Test (SJT) Score

The purpose of the SJT is to target/test key attributes in the national person specification including patient focus, commitment to professionalism, coping with pressure, effective communication and team working.

A maximum of 50 points is available.

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 and ranking. The test items may include:

- 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.
- Speech dilemmas: you will select how you would respond in conversation to difficult situations. These items will revolve around how you interact with patients, with patients' family members and with other professionals.
- Multimedia elements: The digital SJT will include a small number of video-based questions, allowing a more immersive experience.

Military applicants are also required to sit the SJT; military applicants are advised to contact the Defence Postgraduate Deanery for further details.

For further information about the types of questions and the processes and policies regarding bookings and sitting the test, including reasons for dismissal, please refer to separate guidance that will be published on the UKFPO website. More information about the design and development of the EPM and SJT for selection to the Foundation Programme, including the results of the original pilot, is available on the [Improving Selection to the Foundation Programme \(ISFP\) project website](#) (archived, but the information is accurate and relevant).

Additional Application Information – Optional

Additional Educational Achievements

All applicants have the option to provide evidence of additional educational achievements (EAs) obtained in *addition* to your primary medical qualification. There are two categories from which you can be awarded a maximum of seven points: -

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

Points for educational achievements can only be awarded if they have been **completed by Wednesday 3rd November 2021**. All achievements must have taken place, or in the case of degrees, must have been ratified by the examination board, by Wednesday 3rd November 2021. Publications that do not yet have a PubMed ID number, regardless of whether they have been accepted or are in press, **will not count**. The UKFPO will not be able to review evidence on an individual basis prior to the submission of applications.

Important note: Applicants must include any EAs they want to claim points for in their FP application form ('Supporting Information (2)'), even if they do not yet have the supporting evidence. They should claim for the number of points relevant to their publication or additional degree. Applicants are not able to claim for EA points retrospectively (that is, after the FP application window has closed on Wednesday 22nd September 2021). If supporting evidence is available at the time of application, this should be provided in Oriel. If it is not yet available (upload a blank document/write a dummy PUBMED ID in your application), it should be provided during the Stage 1 Appeals process (see separate appeals guidance). No points will be awarded for any EAs where sufficient evidence is not provided by the published deadlines.

If any of your supporting evidence is in a different name to the name on the application, please provide details in the relevant fields in the personal page of the application form. You should also provide information if your surname does not match the name you are registered under with the GMC.

Points will be awarded for an **honours degree** obtained in *addition* to your primary medical qualification. You must choose one of the options listed in the table in [Appendix 3](#) when completing the 'Evidence' section of the application. If you have more than one additional degree, for example a BSc and a PhD, you are advised to choose the one that will give you the most points. You **must** upload a copy of your degree certificate to Oriel (see further information above and in [Appendix 1](#)). The following information must be included: -

- The educational institution
- The name of the degree
- The class of degree (where applicable)
- Your name
- The date of the award (ratification date, not graduation ceremony)
- The signature of the awarding officer

If your degree certificate does not display the classification, you must provide the original certificate as well as an official letter from the Registrar's office that confirms the classification. If your certificate is **not available**, you must provide an official confirmation letter from the Registrar's office. This must be provided on university headed paper and have the signature of the Dean (or a 'senior' authority in the Registrar's office; this excludes administrative staff) to confirm the degree has been ratified and the date (please refer to [Appendix 5](#) for a sample letter).

For publications, the work must have been published regardless of whether it has been accepted or is in press 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**. You do not need to be the first named author on the publication, just *one* of the named authors. You are advised to check the database to ensure the article presented is available and reflects the information stated on your application. You are advised to double check the PMID, particularly that all the numbers are present, before submitting your 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. Please note that **collaborators do not qualify for points**. Applicants must be one of the titled authors. The only evidence of publications that is required to be uploaded to Oriel is the PubMed ID – no further evidence (for example, an uploaded document) is required.

Oriel will use the information you have provided on the application form to calculate a provisional score for educational achievements. The provisional scores calculated by Oriel 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 no evidence is provided, or the evidence that has been submitted does not meet the requirements, the provisional score will be changed (for example, to zero), but this does not negatively impact the rest of your application.

Verified EA scores will be available to view through Oriel on Monday 11th October 2021. The onus is on applicants to check this score in case they wish to challenge the verified score as part of an appeal. *You must claim for points as part of your original application form to be eligible for appeal.*

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

It is your responsibility to check the evidence you have uploaded. **The UKFPO will not be able to carry out a pre-checking service or contact you to correct your evidence.**

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

As part of the main application form, you will have the option to apply for a maximum of two specialised programmes (SFPs) at particular foundation schools (academic/research, education and teaching, and leadership and management) and for priority programmes (FPPs). For further information, please refer to [Appendix 7](#) and [Appendix 8](#).

SFPs: Recruited to locally, based on local scoring criteria. Queries about SFPs should be directed to the relevant foundation school.

FPPs: 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 FPPs presented by each school. Offers will be made using the total FP application score and the meritocratic algorithm. Offers for specific foundation priority programmes (FPPs) will be made before the allocation to foundation school places.

To indicate that you wish to apply for specialised (SFPs) and/or priority programmes (FPPs), you simply need to select the answer 'yes' when asked this particular question. If you are applying for SFP, an additional set of questions will be displayed as part of the main application form. Applicants are advised to refer to the specific SUoA website that you will be applying to, to see which achievements they will be taking into consideration for their shortlisting processes. The additional question set will be the same for all SFPs. No additional questions will be displayed for FPP. You simply need to indicate that you would like your application to be included in the selection process for FPPs by answering 'yes' to the question when prompted.

If you choose to apply for SFP and/or FPP, you will need to rank individual programmes after you have submitted your FP application. To rank individual programmes in order of preference, return to your dashboard and navigate to the 'Preferences screen', or access your preferences via 'my applications'. You will see a number of applications – your FP application, your maximum of two SFP applications and/or an FPP application. Preferencing is managed in the same way for all three types of application.

You will be able to amend your preferences for SFP for most SUoAs until 12:00/midday (GMT) on Thursday 6th January 2022. **IMPORTANT:** SUoAs can set earlier preferencing deadlines (as your preferences may be needed for shortlisting processes) – applicants must check the relevant deadline for the SUoA/s they have applied for, available on Oriel and SUoAs websites.

You will be able to amend your preferences for FPP until 12:00/midday (GMT) on Thursday 17th February 2022.

Successful applicants will receive offers and individual post details ahead of national allocation to foundation schools for all other applicants. Offers for specialised programmes will be made first, followed by priority programme offers. Applicants who accept an offer for a SFP or FPP will not be included in the FP allocation process. Unsuccessful applicants, or those who decline offers, will be included in the allocation to FP places. Applicants who initially accept an offer for a SFP or FPP, and later decide to withdraw, will be withdrawn from the entire process, including FP (and PFF if applicable).

You are advised to consider whether you wish to accept any offers made carefully. If you decide to accept an earlier offer for a SFP, for example, no future offers will be made. If an offer for a SFP 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, or choose to decline any offers made for these programmes, will automatically remain in the allocation process for FP.

[Pre-allocations based on Personal Circumstances](#)

If you need to be allocated to a particular foundation school due to your personal circumstances such as caring responsibilities, health reasons or for ongoing educational support, you can

apply to the UKFPO for pre-allocation to a particular foundation school on the initial application through Oriel.

If you wish to be pre-allocated, you must complete the relevant section on the application form on Oriel. Your request for pre-allocation along with any supporting evidence must be submitted as part of your Oriel application by 12:00/midday (BST) on **Wednesday 22nd September 2021**. The criteria for being pre-allocated are very specific and you must supply all of the required supporting documentation. Pre-allocations at local level, for example to specific groups, will be honoured wherever possible to ensure suitable placements are made. You can only select one criterion to apply under and you must complete and attach the relevant separate detailed application form, which is a pdf document that needs to be downloaded from the UKFPO website.

You **must** rank the foundation school you wish to be pre-allocated to first in Oriel. Failure to do so will result in your application for pre-allocation 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 to a particular foundation school. Further details of the criteria and the process for requesting pre-allocation are available on the UKFPO website. You are also advised to consider local policies for allocation to groups/programmes.

Linking Applications

You can link your FP application to another applicant, so you are placed in the same foundation school, providing you **both** score highly enough to be allocated to the primary list. You can only link to **one** other applicant.

Links will be broken if either applicant

- accepts an offer for a specialised (SFP) or priority (FPP) programme
- is approved for pre-allocation
- does not rank UoAs in the same order of preference as the other.

To link applications, follow the detailed steps described in [Appendix 1](#). **The link must be accepted before either applicant submits their application for it be honoured.**

Provided the above conditions are met and the steps described in Appendix 1 are followed, the score of the lower scoring applicant will be used to allocate both linked applicants to a UoA and, in some cases, programme group (if used) – applicants should consider local policies at this stage. Links are not used at the programme matching level in any circumstance.

Psychiatry Foundation Fellowship (PFF) Programmes

All applicants have the option to apply for a Psychiatry Foundation Fellowship (PFF). You will be shortlisted against criteria determined by the Royal College and given a score to determine your overall ranking. Allocations will be made using a meritocratic system. All match to programme results will be released on Thursday 7th April 2022. Applicants who apply for PFF will have the option to opt out of the selection process for PFF once they have received their allocation to foundation school result. The deadline to opt out is 12:00 (noon) BST on Monday 28th March 2022. For further information, please refer to [Appendix 9](#).

Processing FP Applications

All applicants remaining in the process for FP, that is, those who have not accepted an offer for a specialised or priority programme, will be given a unique rank based on their total application score, that is, EPM + SJT. In the event of tied scores, the decile score will be used first 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. 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 at the earliest opportunity between April and July.

Application links will be honoured only if both applicants score highly enough to be allocated as part of the primary list. The link will be broken if one applicant is placed on the reserve list.

The national application process is complete once all applicants have been allocated to a foundation school. It will not be possible for applicants to defer their start date (except for statutory reasons). All applicants are expected to commence in post in July/August 2022.

Swaps between foundation schools are **not** permitted and will not be facilitated by the UKFPO under any circumstances.

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 10 March 2022. Applicants will receive an email with their allocation results attached. Allocation results will be released at the earliest opportunity on the date specified.

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.

You will be invited to preference groups/individual programmes once you have been allocated to a particular foundation school in March/April 2022 (see timeline for details). The same meritocratic algorithm will be used to match individual applicants to programme places within the foundation school.

Reserve List Batch Allocations

The UKFPO endeavours to allocate reserve list applicants as soon as vacancies arise. Applicants will be allocated to foundation schools in 'batches' and in rank order, as described above. Notification of allocation dates and allocation results will be sent by email. You are advised to refer to the UKFPO oversubscription guidance (which may be published/updated

nearer the time) for further information. UK graduates are advised to ask pastoral support contacts at their medical school for advice. Applicants will also receive details of the number of applicants on the reserve list and the range of scores. Processes for group/programme matching will be explained to applicants once they have been allocated to foundation school.

Applicants who have been approved for pre-allocation 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 (for example, themed by location). 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 on 10th – 16th March 2022 at 12:00 noon (GMT). You will be matched to a group based on your rank and preferences. Match to group results will be confirmed on **Monday 21st March 2022**.
- 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 be open on Oriel from 21st March until 12:00 noon (BST) on 31st March 2022. You will be matched to programme in accordance with your rank and preferences.

Applicants are advised not to use smartphone devices to rank 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 10th March until 12:00 noon (BST) on 31st March 2022. Applicants will be matched to programmes based on their rank and preferences. The Oriel preferencing page is set to time out after 59 minutes of inactivity. Make sure you save your preferences if you leave your computer part-way through preferencing. Do not have Oriel open on two browsers/tabs at the same time, as your preferences will not be saved.

If it is not possible to match you to one of your preferred programmes, that is 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.

Late preferences cannot be submitted under any circumstances. You are advised to familiarise yourself with local timelines and to allow sufficient time to preference programmes.

Match to Programmes

All applicants on the primary list will be informed of their match to programme results by email on 7 April 2022, which will include a pdf attachment of the results. If you have any queries about your programme, please contact the foundation school directly. Note that you are not

required to confirm acceptance of this match on Oriel (that is, this is not an 'offer' like a specialised or priority foundation programme). Your programme match will be final and your foundation school will be in touch with you regarding next steps in preparation for your employment.

As far as possible, foundation schools aim to honour programme allocations. However, it is important to note that after being matched to a 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 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. All applicants are 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. The medical school will also have an opportunity to review and add to the information provided. Further details about the STEP process can be found on the UKFPO website.

Applicants on the reserve list can only submit the STEP form when they are allocated to a foundation school.

Applicants through the UKFPO's Eligibility Office are required to complete a paper-based STEP form (available on the UKFPO website).

Employment

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. If your reference is not collected within the deadline, your employer will contact you if further information is required.

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 by the UKFPO. You are advised to familiarise yourself with the timelines for appeals. **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. You will be given the opportunity to correct mistakes and/or provide additional information/evidence which you omitted as part of your original application. There will be a specific window for applicants to appeal an outcome following the initial release of application results. Stage one of this process **does not** apply to the Clinical Assessment.
2. You may appeal the outcome of your 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 (**only if points were claimed as part of the FP application**)
- Pre-Allocation (**only if an application for pre-allocation was initially submitted**)
- Approval of reasonable adjustments for the SJT (there is no appeal process for requests submitted outside of the usual limits, that is, late requests considered by the UKFPO)
- Approval of extenuating circumstances for the SJT.

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 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 the 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 personal circumstances change from the point of application and you need to be allocated somewhere else due to your circumstances, you may be eligible to apply for an Inter-Foundation School Transfer (IFST). Please refer to the separate IFST guidance available on the UKFPO website.

High-Level Timeline

Wednesday 14 July – Wednesday 4 August 2021 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 3 rd August 2020, you must register on Oriel and submit an eligibility application and supporting documentation. Please refer to separate guidance available on the UKFPO website.
From Wednesday 1 September 2021	Registration on Oriel. Applicants should register with the nomination email sent by your medical school. Eligibility Office applicants will have already registered as part of the eligibility application process. All programmes available to view on Oriel.
Wednesday 8 – Wednesday 22 September 2021 at 12:00 noon (BST)	National application period: complete the online FP application form (including FP preferences, Educational Achievements, additional questions for SFPs and select if you wish to be considered for FPPs). Late applications will not be considered under any circumstances. You are advised to start your application(s) early to allow sufficient time to complete the necessary sections fully and to gather evidence in support of your application. Eligibility applicants who are confirmed 'eligible' or 'eligible with conditions' must complete the FP application form to remain in the process.
Wednesday 22 September 2021 at 12:00 noon (BST)	Applications for pre-allocation to be submitted as part of the main application form on Oriel. Late applications will not be considered under any circumstances.
	Deadline for requests for reasonable adjustments to sit the SJT to be submitted as part of the main application form on Oriel.
23 September 2021 – 6 January 2022	Local selection process for specialised programmes (e.g., long-listing, short-listing and interviews). Applicants to check local SUoA deadline for programme preferencing.
29 September – 3 October 2021	Situational Judgement Test (SJT): (1) Registration window opens on Pearson VUE (PV) All applicants to create a PV account (booking window not yet open for most applicants) (2) SJT booking window open for applicants with approved Reasonable Adjustments (RAs)
4 – 7 October 2021. Applicants with reasonable adjustments will be able to book their slot from 29 th September.	SJT online booking window for all applicants. Applicants can book their SJT date, time and location online themselves through their PV account. SJT slots will be available on a first come first served basis and there will be enough slots for all applicants. Applicants are advised to book their test at the earliest opportunity.

11 October 2021	Verified Educational Achievements (EA) and total Educational Performance Measure (EPM) scores viewable to applicants on Oriel.
11 October – 11 November 2021 at 12:00 (GMT)	First stage appeals window for applicants to appeal verified EA score. Please see Appeals guidance on UKFPO website. <i>Note amended deadline for ratification of additional degree/publication is 3 November 2021</i>
25 October 2021	Applicants notified of the outcome of their applications for pre-allocation.
25 October – 1 November at 12:00 (GMT)	First stage appeals window for applicants to appeal the outcome of their pre-allocation. Please see Appeals guidance on UKFPO website.
27 – 29 October and 1-2 November 2021	Clinical Assessment dates (relevant Eligibility Office applicants only)
3 November 2021	Amended deadline for additional degrees to be ratified and publications to be published. <i>Evidence to be submitted as a Stage 1 appeal by 11 November 2021.</i>
11 November 2021	Outcomes from the first stage of appeals for pre-allocation requests released to appellants.
11 – 18 November 2021 at 12:00 (GMT)	Second stage national appeals submission period for applications for pre-allocation.
22 November 2021	Outcomes from the first stage of educational achievements appeals released to appellants.
22 – 25 November 2021 at 12:00 (GMT)	Second stage appeals window for educational achievements.
25 November 2021	Outcomes from the second stage of appeals for pre-allocation requests released to appellants.
2 December 2021	Educational achievements second stage appeals outcomes issued to appellants.
6– 18 December 2021	Situational Judgement Test (SJT) – Test Window 1
Thursday 6 January 2022 at 12:00 noon (GMT)	Deadline for applicants to amend preferences for specialised foundation programmes (SFPs) only . You will have the option to amend the order in which you ranked specialised programmes until this deadline. Applicants to check local SUoA deadline for programme preferencing – may be earlier than 6 January for some SUoAs.
12 – 14 January 2022	Initial offers for SFPs (academic/research, medical education and teaching, and/or leadership and management). Successful 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.

17 – 22 January 2022	SJT – Test Window 2
19 – 21 January 2022	First offers cascade for SFPs. All offers must be accepted or declined on Oriel by the stated deadline. Applicants will have 48 hours to respond to offers.
26 – 28 January 2022	Second offers cascade for SFPs. All offers must be accepted or declined on Oriel by the stated deadline. Applicants will have 48 hours to respond to offers.
2– 4 February 2022	Third offers cascade for SFPs. All offers must be accepted or declined on Oriel by the stated deadline. Applicants will have 48 hours to respond to offers.
7– 9 February 2022	Final 'Mop Up' of offers for SFPs. Applicants who have not received an offer might be contacted offline with an offer.
17 February 2022	Exceptionally low scoring SJT reviews: applicants who are identified as having an exceptionally low score on their SJT will be invited to attend a virtual review of their outcome.
Thursday 17 February 2022 at 12:00 noon (GMT)	Deadline for applicants to amend preferences for FPP. You will have the option to amend the order in which you ranked priority programmes until this deadline.
Thursday 17 February 2022 at 12:00 noon (GMT)	Deadline for applicants to amend FP preference choices. 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 they are initially linked with.
23 – 25 February 2022	Foundation Priority Programme (FPP) Offers – round 1. Applicants will have 48 hours to respond to offers on Oriel.
24 February 2022	Exceptionally low scoring reviews take place
28 February 2022	Exceptionally low scoring SJT outcomes released to applicants
28 February – 2 March 2022	FPP Offers – round 2. Applicants will have 48 hours to respond to offers on Oriel.
2 – 4 March 2022	FPP Offers – round 3. Applicants will have 48 hours to respond to offers on Oriel.
Thursday 10 March 2022	FP primary list allocation. Applicants informed of allocation to foundation school result. SJT and total application scores available to view on Oriel. Primary list will be informed of how to rank groups/individual programmes.

10 – 16 March 2022 at 12:00 noon (GMT)	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.
10 – 31 March 2022 at 12:00 noon (BST) <i>Note change to BST on 27 March 2022</i>	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.
21 March 2022	Group match results released to applicants on Oriel. Applicants who have been allocated to a foundation school that uses a two-stage matching process will be notified of their group allocation result.
21 – 31 March 2022 at 12:00 noon (BST) <i>Note change to BST on 27 March 2022</i>	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.
28 March at 12:00 noon (BST)	Deadline for applicants who applied for Psychiatry Fellowships (PFF) to opt out of this selection process if they wish to do so.
Thursday 7 April 2022	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. This includes matches to PFF programmes for those applicants who applied for PFF.
From 7 April 2022	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.
11 April – 31 May 2022 at 12:00 noon (BST)	Online references collected. Referees will be asked to provide references as part of the standard pre-employment checks.
From April 2022	Reserve list batch allocations*. The highest scoring applicants on the reserve list will be allocated to vacancies that have arisen since the last allocation. <i>*to be scheduled according to the oversubscription strategy for each year, depending on applicant/ withdrawal trend data and external factors.</i>
From May 2022	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 by May 2022 at the latest to ensure you are registered before the start of the pre-employment shadowing period.

May – August 2022	Pre-employment checks. Employers will also confirm your location of employment, salary, pay banding (if applicable) and your rota.
July/August 2022	Commencement of the 2022 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.

All times published are UK local time. The UKFPO will endeavour to release outcomes/communicate with applicants as early as feasible on each stated date.

APPENDICES

APPENDIX 1

FP Application Form

The following section provides details of the information applicants are expected to provide as part of the primary Foundation Programme (FP) application form on Oriel, which includes the option to apply for specialised foundation programmes (SFPs) and Foundation Priority Programmes (FPPs). Please ensure that all of the information provided is correct prior to submitting your application, as once your form has been submitted, it cannot be changed.

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/confirm includes: -

- Your personal contact details, e.g. name, address, telephone numbers, etc.
- Details of any disabilities or health issues your employer should know about in order for them to make reasonable adjustments to your employment and training.
- An indication of whether you wish to be considered for less than full-time training.

You will be able to amend your contact details through your dashboard on Oriel.

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, you must 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 staff member to discuss your training.

All 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.

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 have plenty of time to apply for this so do not worry about selecting this option on your application form.

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 'Student/Student Sponsor (or previously Tier 4 (General)/Tier 4 (Other))' and the start and end dates provided should be in relation to the Confirmation of Acceptance for Studies (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 regarding your fitness to practice. You will later need to give details of these on your STEP form. 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.gov.uk or +44 3000 200 190, or for Scotland, Disclosure Scotland info@disclosurescotland.co.uk or (if calling outside of the UK +44 151 676 9390).

The information that you provide in this Declaration Form will be processed in accordance with the **General Data Protection Regulation** 2018. It will be used for determining your eligibility for this position.

References

You must provide details of one academic referee from your medical school. Your referee does not have to be the most senior person in an organisation; it is more important that they are able to comment on your performance. Each form takes approximately **five minutes** for a referee to complete.

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

Make sure that you ask your referee if they are happy to provide a reference before completing this section and ask that they provide you with an email address that they access regularly. We advise that email addresses are double checked with referees before entry on to Oriel to ensure there are no discrepancies. Referees do not need an Oriel account. They will access the reference request via a link sent to their email and are advised to check their spam folders regularly.

You can change your referee's email address on Oriel (even after you submit your application) until the reference period is closed, or until the referee has submitted a reference; whichever comes first.

References are collected on behalf of employers as part of pre-employment check processes and have no bearing on applications to the foundation 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 to your employer before you start work as a foundation doctor. A contract of employment will not be issued until a satisfactory reference has been received.*

Competences

You will be asked to provide details of your primary medical qualification and whether you are a final year medical student. Details of the medical degree and medical school/university must be provided. If you are a student at an overseas medical school, choose "Other: please specify" 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.

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

Foundation priority programmes

You will be asked to indicate whether you would also like to apply for a Foundation Priority Programme (FPP). If you indicate "Yes", you will need to select the FPP vacancy from the drop-down list (it will be the only option available). If you select "No", no further information is required in this section.

See screenshot of the application form on Oriel on the next page.

Application form – Part 2 (Specialised foundation programme (SFP) applications; not applicable for FPP and FP)

If you are applying for FP only, or FP and FPP, select “No” for the first question in this section. The rest of the section will be left blank. It will only be populated if you choose to apply for specialised foundation programmes, in which case you will be able to

- enter details of any further educational achievements
- respond to white space questions

SFP Educational achievements

If you wish to claim points for the same achievements as included on the ‘Supporting information – Evidence’ page, that is, for FP, you must enter information in this section as well, since it is a separate application and will be considered in its own right.

You can enter a maximum of 32 achievements in total in this section: 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 foundation school, most likely at interview stage. This is locally managed, so you are advised to consult individual foundation school websites. The criteria from the Educational Achievements section of the FP form do not apply to these further achievements in the SFP application (for example, publications may not require a PMID etc).

You will not be expected to upload any supporting evidence for SFPs. If you are invited to an interview, it is likely that you will be expected to provide evidence to support any further additional achievements included on your application.

Specialised FP Whitespace questions

You will also be asked to respond to a series of white space questions (free text answers). **Not every Specialised Programme Unit of Application (SUoA) uses white space questions and you are advised to check the specific SUoA website.** If the particular SUoA(s) you have selected does/do not require white space questions, you will need to put ‘n/a’ in the boxes in order to submit your application. Please see the [UKFPO website](#) for further details.

Supporting information - Evidence

You will have the option to submit details of additional educational achievements. You must complete all of the required fields and upload supporting evidence for an additional degree, if you choose to claim for this. If you do not upload valid supporting evidence, a score of zero will be allocated when your additional achievement claim is verified (see timeline for verification dates). The document upload facility is only available for additional degrees. You do not need to upload additional evidence when claiming points for publications – for these you must provide a valid PMID (further information available on [page 14](#)).

You are required to graduate (and have your degree ratified) by 3 November 2021 to be eligible for additional educational achievement points. If you do not have your degree certificate, please refer to [Appendix 5](#). Publications for which you wish to claim additional educational achievement points must be published by 3 November 2021.

Oriel will use the information you provide in this section to calculate a provisional score for additional educational achievements. The provisional score(s) calculated by Oriel 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 is provided, or the evidence that has been submitted does not meet the requirements, the provisional score will be changed as appropriate. For example, if the panel is unable to verify a publication via the PubMed ID, your provisional score would be changed to zero or if an applicant has claimed for a 1st class degree but the evidence shows 2.1, the score will be changed from 4 to a 3. Applicants will have the opportunity to appeal their verified score and this does not negatively impact the rest of your application. It is your responsibility to check the evidence you have uploaded as **the UKFPO will not be able to carry out a pre-checking service**.

If any of your supporting evidence is in a different name to the name on the application, please provide details in the relevant fields in the personal page of the application form. You should also provide information if your surname does not match the name you are registered under with the GMC.

It is your responsibility to check the evidence you have uploaded, check the verified score released on 11 October 2021 and submit an appeal if you wish to do so. It is not the responsibility of the UKFPO to contact applicants to appeal their score. Instructions on how to view your verified score is available in [Appendix 2](#).

Supporting information - Supporting

You will have the option to

1. Apply to be considered for pre-allocation to a specific foundation school based on personal circumstances (see the [pre-allocations section](#) earlier in this document)
2. Apply for reasonable adjustments when sitting the Situational Judgement Test (SJT) (see the [reasonable adjustments section](#) earlier in this document)
3. Link your application to another applicant's (see below)
4. Indicate whether or not you want your SJT score to be shared with your medical school

Linked Applications

If you wish to link your application, **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 with, ensuring it is the same one they are using for the application process. The person you want to link with will then have the option to accept or decline the link request when they reach the “Supporting” section. The other applicant should ensure they reach the “Supporting” section **after** the first applicant has made the linking request. You will both 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 request will not work.
 - 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 they can then accept.
- 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 foundation school 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 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 for personal reasons.
- 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 SFP or FPP 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.

Linking only allows for applicants to be in the same foundation school and group (if used), not the same programme, employing organisation or town. Some foundation schools will try to place linked applicants within an hour’s commute of each other, others will not. You are advised to check foundation school websites for details of their local policies on linked applications.

Please note that links will be broken if applicants choose to amend their preferences and the order in which they ranked foundation schools 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.**

Preferences

You are required to rank ALL foundation schools in order of preference using a drag and drop process. The system will save your preferences every time you press save. There is no "submit" button for preferences in Oriel.

Please do not attempt to rank preferences 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 17th February 2022. 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 following the close of the national application window at 12:00 noon (BST) on Wednesday 22nd September 2021.

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

If you choose to apply for specialised (SFP) and/or priority (FPP) programmes, you need to rank individual programmes in your order of preference once you have submitted your main application form. Please refer to the timeline for deadlines for each of these preferencing windows and for instructions on how to preference programmes in the relevant appendices later in this document.

Confirm & submit

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.

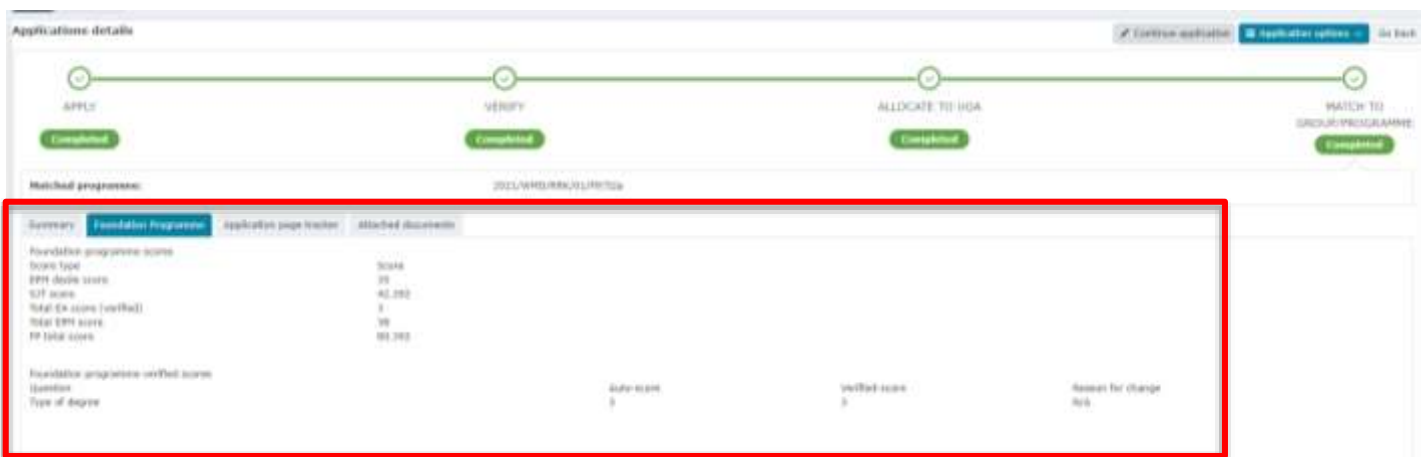
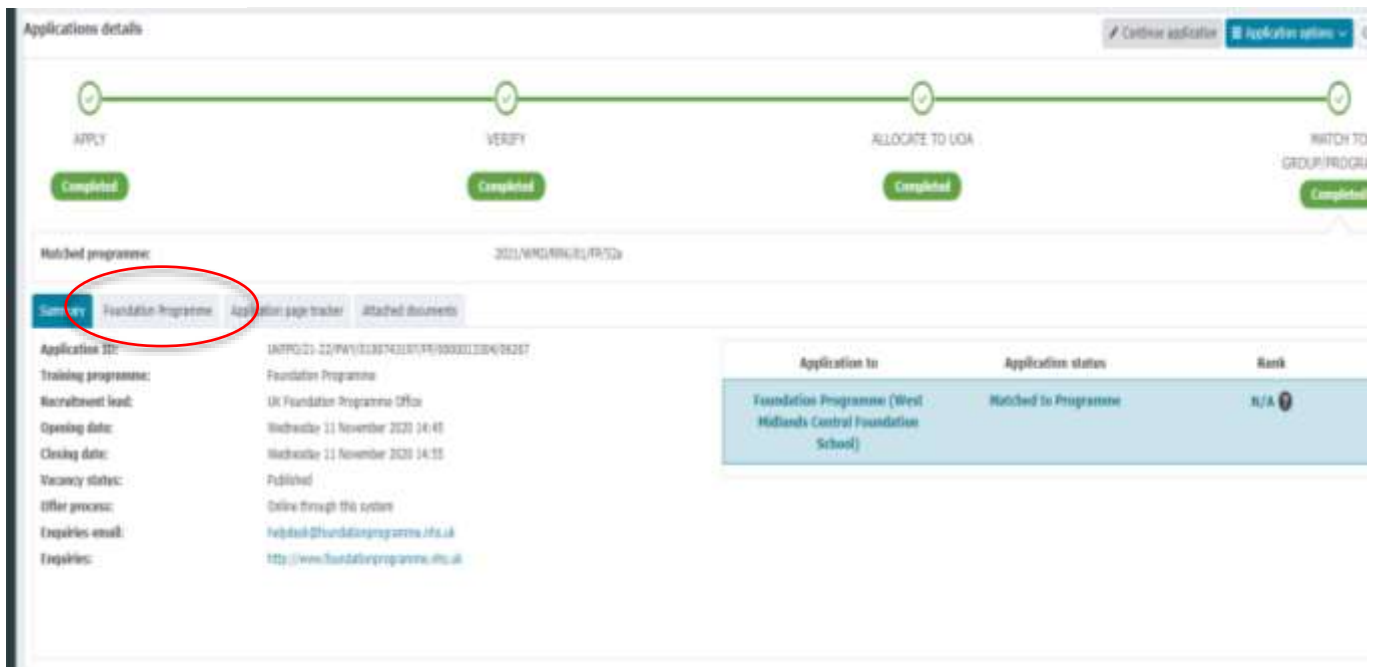
Applicants are advised not to leave the submission of their applications close to the deadline to avoid any last-minute problems with internet connections and / or local computer networks. Late applications and partially completed applications that have not been submitted will not be accepted.

APPENDIX 2

How to view your FP Application Scores on Oriel

Below are instructions on how to check your decile, EA, SJT and Total FP scores:

Log in to your Oriel account and go into your Applications. Navigate to your FP application. Select the **Foundation Programme** tab (next to the Summary tab). All your FP scores, including SJT, will be displayed on this page under the header of **Foundation programme scores:**



Please note the SFP scores for additional educational achievements will not be assigned on the system so you will not be able to see them here.

APPENDIX 3

Educational Performance Measure (EPM) 2022 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 special experience programmes, 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 special experience programmes, 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 3rd August 2020

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 snap-shot
- Include written and practical forms of assessment

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). If you are claiming points for an additional degree, you should select the appropriate option from the table below.

Points Awarded	Qualification
0	Primary medical qualification only 3 rd class BMedSci awarded at University of Nottingham
1	3 rd 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 honours degree 1 st 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.)

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.

Publications (max. 2 points)

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

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

APPENDIX 4

Further Information – Additional Degree Qualifications

Cambridge Degrees

Graduates from Cambridge University are required to provide a copy of your transcript **IN ADDITION** to your degree certificate. This is because the classification of the degree is not included on the degree certificate itself. You are advised to scan both documents into a combined pdf.

The degree classification will be recognised as that obtained in the Part II Tripos. The points for degree class will be awarded on this basis. 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.

You 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 Ib 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 an official translation. If a translation is not provided you will be awarded zero points. UKFPO does not endorse any one company and it is recommended applicants ensure the translation is on official company paper (the translation needs to be easily identified as from a reputable organisation).

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

Evidence must be uploaded as one file. You must link the document to your FP application. 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. If you need to upload a translating, please scan this as one document with your certificate.

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.

Applicants with MPharm degrees are not required to provide additional evidence confirming the level of the qualification as 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.

Doctor of Philosophy (PhD)

Ph.D. – Points will only be awarded if the entire process has been completed. If the evidence provided states your degree is subject to minor modifications/changes, **you will not be awarded the points.**

Overseas Degrees

If you are seeking points for an additional degree that has been awarded by an overseas institution/university, you 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. 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.

It is the responsibility of each applicant to locate a suitable company to provide the necessary evidence. The UKFPO does not endorse any one independent company for the purposes of verifying or determining equivalence with the UK classification system. Examples of companies that provide this service include National Academic Recognition Information Centre (NARIC), Graduate Recruitment Bureau and Scholaro. Other organisations also provide this service.

As evidence, applicants will need to upload their degree certificate and their academic transcript together with an official document demonstrating equivalence with UK classifications. You may also 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, e.g., not a postgraduate administrator, to be accepted. For examples of how to demonstrate equivalence of overseas degree classifications, please refer to [Appendix 6](#). 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, that is, how detailed the transcript is, as some will include the cumulative GPA and a conversion scale, whereas others do not, in which case the onus will be on you as 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 UK 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/recruiter-research/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.

APPENDIX 5

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 FP 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 22 September 2021 (if you're submitting this evidence as part of your FP application) or by 3 November 2021 (see information in the [Additional Educational Achievements](#) section on page 13).

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 one of the letters below (whichever is relevant to your situation) or it will not be accepted as evidence of your degree****

Letter 1: To be written on University headed paper when the applicant has not yet graduated but the board has ratified their degree

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

Letter 2: 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)

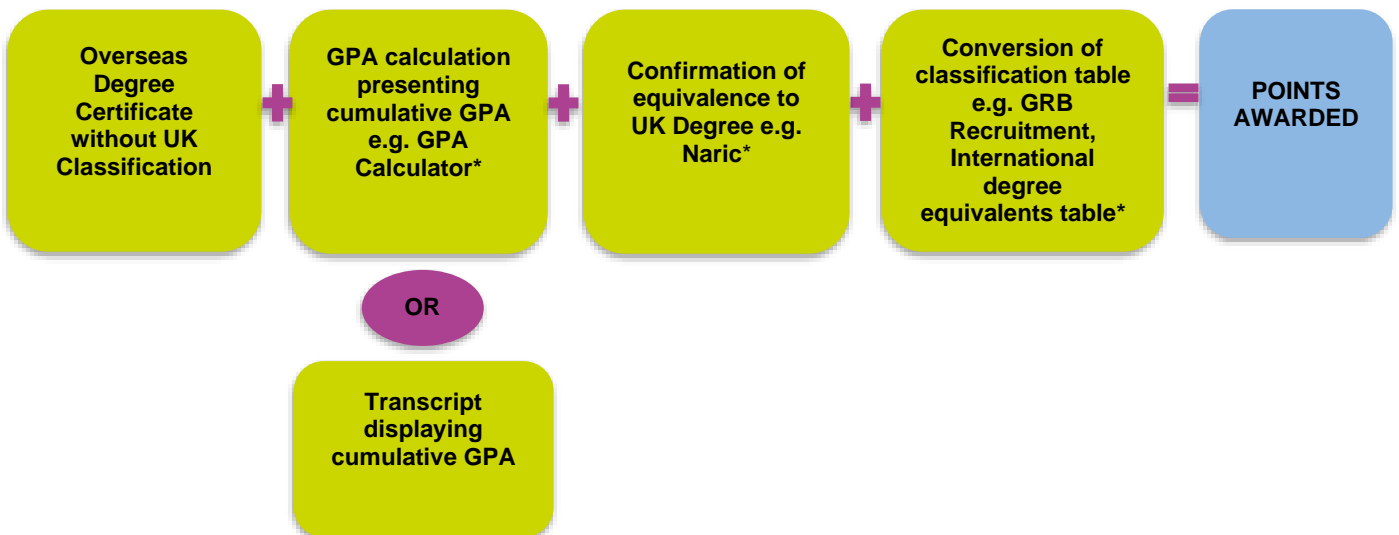
Date letter is issued

APPENDIX 6

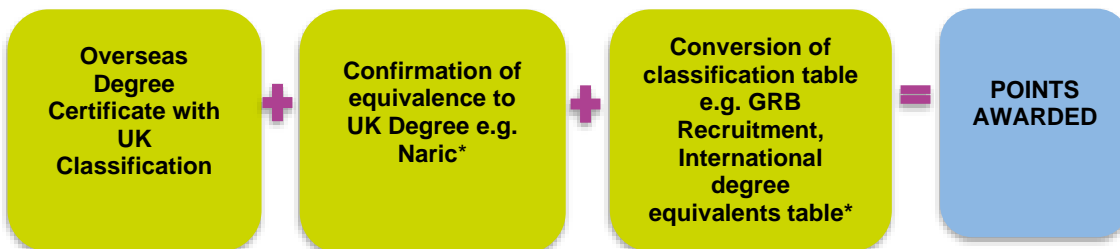
Examples of satisfactorily demonstrating equivalence of overseas degree qualifications and the classification of the degree with the UK grading system

What evidence is required?

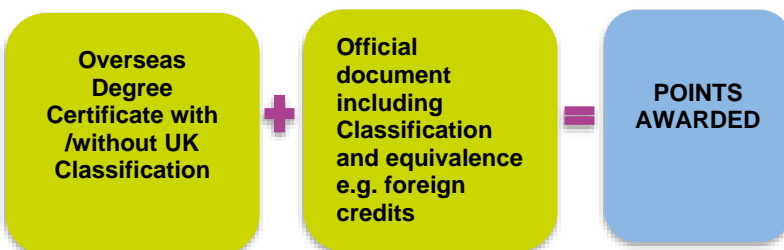
Example 1



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



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, 66-70 SUFFOLK ROAD, CHELTENHAM GL50 2ED. HEAD OF UK NARIC: DR CLOUD BAI-YUN
 Services for individuals: t: +44 (0) 871 330 7033 e: +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)

It is the responsibility of each applicant to obtain the necessary evidence of GPA calculations and to demonstrate equivalence with the UK grading system as the UKFPO is unable to offer individual advice to applicants.

APPENDIX 7

Further Information – Specialised Programmes (SFP)

Preferencing

You will need to rank individual SFP programmes after you have submitted your FP application. To rank individual programmes in order of preference, return to your dashboard and navigate to the 'Preferences screen', or access your preferences via 'my applications'. You will see a number of applications – your FP application and your maximum of two SFP applications (and/or an FPP application). Preferencing is managed in the same way for all three types of application. You will be able to amend your preferences for SFP until 12:00/midday (GMT) on Thursday 6th January 2022. **IMPORTANT:** SUoAs can set earlier preferencing deadlines (as your preferences may be needed for shortlisting processes) – applicants must check the relevant deadline for the SUoA/s they have applied for, available on Oriel and SUoAs websites.

You are not required to preference all available programmes. You should only preference programmes you would like to be considered for. Remember that the more programmes you preference, the more chances you have of receiving an offer. **IMPORTANT:** Applicants must check SUoA websites to understand their preferencing rules and processes.

Selection

Each foundation school or cluster of foundation schools ("SUoA") will undertake its own short-listing and invite applicants to interview. Some foundation schools will invite applicants to book an interview online, whereas others will send a specific interview date and time. You are advised to look at the Foundation Schools' website that you are applying to, to see if they require an interview and/or use white space questions.

Interview dates for each foundation school will be available on the UKFPO website from August 2021. You should check this information before you apply to ensure you are available for interview. This document will be updated regularly so should be referred to for changes to interview date etc.

Following interviews, each foundation school will allocate a score for each applicant. This foundation school specific score will be added to the decile score to provide an overall ranking score (**academic decile score + local score = match ranking score**). Each foundation school will decide locally on the weighting of the foundation school and academic decile score. The highest scoring applicants will receive offers. Further information is available on foundation school websites.

Although the SJT score will not be used to calculate the ranking score, **all 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 2022.

Offers

On 12th January 2022 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 1) an offer of a programme (**no upgrades will be offered**), 2) Oriel notification of allocation to the SUoA's reserve list, or 3) Oriel 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 (all notifications are available in your Oriel account).

You must accept, or decline offers on Oriel within 48 hours. If two offers are received for specialised programmes, the applicant must decide which one to accept. The system will prevent applicants from accepting both offers.

If you apply to two foundation schools and accept an offer from one, 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, unless you have received an offer from your preferred foundation school 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 foundation school. 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: SFP Offers Process

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

On 12th January 2022, the offer for the West Midlands SUoA became available on the system at 9.00am. The offer for Scotland SUoA was released at 9.15am. The programme offer for West Midlands SUoA will expire at 9.00am on Friday 14th January 2021, whereas the programme offer from Scotland SUoA will expire at 9.15am on Friday 14th 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 SFP Reserve List Applicants

Foundation schools 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, SUoAs 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 foundation school, who have not already accepted an offer at another foundation school 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. If applicants fail to respond within the deadline, the offer will automatically expire, the offer will be declined, and you will not receive any further offers from that foundation school. If you accept an offer, you will automatically be **excluded** from the FP allocation. **If you do not receive an offer or decline the offer(s) you receive, you will be included in the FP allocation.**

CASE STUDY: How SFP Offers Work

Sinead dreams of an academic medical career in Northern and applies to two SUoAs: Northern and South West. She is invited to interview by both SUoAs. Following the interviews, she is placed on the reserve list by Northern and offered a place by South West on 12th January. She has until 14th 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 Northern 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 SFP 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 Northern during the cascade process. Sinead accepts this offer within 48 hours and is excluded from the FP allocation.

You are advised to consider the impact of accepting an offer on any future offers. Future offers for other programmes will not be made/received once an offer has been accepted.

Offers Timeline

Date(s)	Activity
12 – 14 January 2022	Initial offers date
14 January 2022	Deadline for applicants to accept or decline an offer on Oriel
19 – 21 January 2022	First cascade offers. Applicants have 48 hours to respond
21 January 2022	Deadline for applicants to accept or decline an offer on Oriel
26 – 28 January 2022	Second cascade offers. Applicants have 48 hours to respond
28 January 2022	Deadline for applicants to accept or decline an offer on Oriel
2 – 4 February 2022	Third cascade offers. Applicants have 48 hours to respond
4 February 2022	Deadline for applicants to accept or decline an offer on Oriel
7 – 9 February 2022	Final 'mop up' offers to be made offline

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

APPENDIX 8

Further Information – Foundation Priority Programmes (FPP)

Foundation priority programmes (FPP) aim 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 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 2022. A detailed guide will also be available on the UKFPO website specifically about FPP.

FPP Preferencing

To apply for priority programmes you must indicate that you wish to be considered for FPP as part of your FP application form, which will be available on Oriel via <https://www.oriel.nhs.uk>.

Applications must be submitted during the national application window from Wednesday 8th – 22nd September 2021.

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.

You will need to rank individual FPP programmes after you have submitted your FP application. To rank individual programmes in order of preference, return to your dashboard and navigate to the 'Preferences screen', or access your preferences via 'my applications'. You will see a number of applications – your FP application and your FPP application (and/or a maximum of two SFP applications). Preferencing is managed in the same way for all three types of application. You will be able to amend your preferences for FPP until 12:00/midday (GMT) on Thursday 17th February 2022.

Applicants only need to rank programmes of interest. Remember that the more programmes you preference, the more chances you have of receiving an offer.

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 (**no upgrades will be offered**). 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 and is not a guarantee.

FPP Offers Timeline

Date(s)	Activity
23 – 25 February 2022	First round of FPP offers
25 February 2022	Deadline for applicants to accept or decline an offer on Oriel
28 February – 2 March 2022	Second round of FPP offers
2 March 2022	Deadline for applicants to accept or decline an offer on Oriel
2 – 4 March 2022	Third round of FPP offers
4 March 2022	Deadline for applicants to accept or decline an offer on Oriel

APPENDIX 9

Further Information – Psychiatry Foundation Fellowships (PFF)

Introduction

In collaboration with the Royal College of Psychiatrists, we are offering forty (40) Psychiatry Foundation Fellowship (PFF) Programmes across England for 2022. These two-year Fellowships will last for the duration of the Foundation Programme. It will provide an unrivalled opportunity for trainees commencing in August 2022. 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 commenced in August 2020.

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.

Due to limited capacity, not all foundation doctors 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 as part of the 2022 Foundation Programme.

What are the benefits?

The Psychiatry Foundation Fellowship will improve exposure to psychiatry for foundation doctors. 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 £3,000 over two years, providing access to:

- **International Congress** - Free registration to attend their 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 doctors. 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.** Details will be published on the [UKFPO](#) and [College](#) websites.

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 should only apply for the Psychiatry Foundation Fellowship if their preferred foundation school(s) have PFF posts.**

Applicants will be invited to apply between December 2021 and January 2022 directly to the College, by completing an application form. Details will be published on the [UKFPO](#) and [College](#) websites.

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.

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. There will be the option to opt out of PFF before posts are allocated. However, we ask that applicants consider their application carefully and only apply for a PFF if they are genuinely interested in the Fellowship.

PFF Selection Process

1. Applications submitted on the College website December 2021 – January 2022. **You must submit an FP application on Oriel to be eligible to apply for PFF.**
2. Applications will be scored by the College in February 2022. The panel will be looking to identify applicants suitable to be ambassadors for the specialty.
3. All applicants will be allocated to foundation schools on Thursday 10th March 2022.
4. Applicants will be asked to rank groups and individual programmes available within the allocated foundation school on Oriel. Applicants only need to rank programmes of interest (that is, PFF, which are labelled as such in Oriel).
5. Allocations to PFF posts will be based on Total FP 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 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 Monday 28th March 2022. Opting out of 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.

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 who are deemed appointable and who score highly enough will be allocated to a PFF post in accordance with their preference choices Thursday 7th April 2022. Allocations will be made on a meritocratic basis.

APPENDIX 10

Comparison of Programme Information

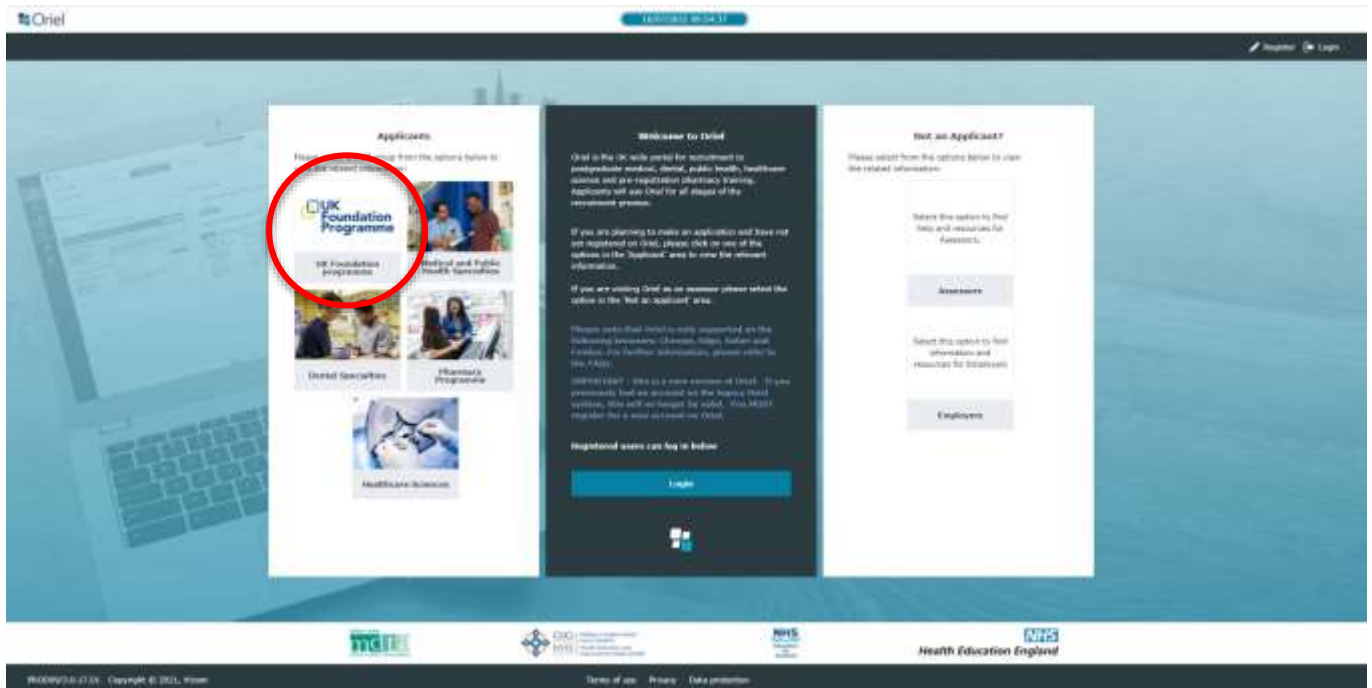
Programme	Specialised Foundation Programmes (SFP)	Foundation Priority Programmes (FPP)	Psychiatry Foundation Fellowship Programmes (PFF)	Foundation Programme (FP)
Application Window	8 th – 22 nd September 2021 (12:00/noon, BST)	8 th – 22 nd September 2021 (12:00/noon, BST)	December 2021 – January 2022	8 th – 22 nd September 2021 (12:00/noon, BST)
Application	Maximum of x2 additional question sets as part of FP application	Indicate desire to be included in selection process on FP application	x1 – separate form via the College website	Main application
Additional Documents	White space questions at application and documents required at interview, based on local scoring criteria (see local foundation school websites)	None	Royal College application form. Please refer to the Royal College website for further information.	Optional: Additional Educational Achievements (EA)
Preferencing	Rank programmes (during the window specified – may be different for different SUoAs; minimum/maximum number of programmes to be ranked determined by the foundation schools, therefore this may vary between schools) IMPORTANT: Check local foundation school websites	Rank programmes (during the window specified; you will have the option to rank all programmes; you are not required to rank all programmes)	Once allocated to a foundation school you will be asked to rank groups/programmes. The order in which you have ranked the PFF programmes within your allocated foundation school will be used for PFF allocations	Rank foundation schools (you must rank all 19 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

Programme	Specialised Foundation Programmes (SFP)	Foundation Priority Programmes (FPP)	Psychiatry Foundation Fellowship Programmes (PFF)	Foundation Programme (FP)
Amend Preferences	Yes – once you have submitted your application and during the preference window for specialised programmes For most SUoAs by 12:00 on 6 th January 2022 Some SUoAs will set an earlier deadline	Yes – once you have submitted your application and during the preference window for priority programmes By 12:00 on 17 th February 2022	You can amend the order in which you rank foundation schools until 17 th February 2022. You will not be able to amend programme preferences once submitted	You can amend the order in which you rank foundation schools until 17 th February 2022. You will not be able to amend programme preferences once submitted
Linked Applications	No	No	Not for PFF allocations. You can link your main FP application for allocation to foundation school	Yes
Pre-allocation based on personal circumstances	No	No	Not for PFF allocations	Yes
Situational Judgement Test (SJT)	Yes	Yes	Yes	Yes
Interview	Possibly depending on local criteria	No	No	No
Offers	Yes (48 hours to respond)	Yes (48 hours to respond)	No – allocation (although can opt out of PFF before programme allocation)	No – allocation
Allocation	No	No	Yes	Yes
GMC Registration	Provisional	Provisional	Provisional	Provisional
Programme Length	Two years	Two years	Two years	Two years

APPENDIX 11

Instructions on how to use Oriel

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



Applicants need to select the foundation staff group by clicking on the UK Foundation Programme logo. Here you will be able to see the vacancies published for Foundation, contact details, FAQs and you will be able to log in.

The Oriel application system is compatible with Safari v12+, Google Chrome v77+ and Firefox v68+. Applicants are advised to use one of these browsers when using the website and preferably the most up to date version of that browser. Applicants are advised to only login via one browser at a time (that is, don't have Oriel open in more than one window/tab). Applicants are advised not to use a mobile device. Further information about accessing Oriel is available in the [Frequently Asked Questions \(FAQ\)](#) section on the UKFPO website. Please note that the system is **not compatible** with Internet Explorer 7 – 10.

If there appears to be an error on the system, please first try to access the site from a different web browser, for example, Google Chrome, or delete your cache or internet browser history. If this does not fix the issue, you can contact the technical helpdesk on oriel@hicom.co.uk.

Please do not open Oriel in multiple browsers as your changes might not be saved. Please do not use a smart phone device.

Registration (UK medical school nominees only)

- On Wednesday 1 September 2021, 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

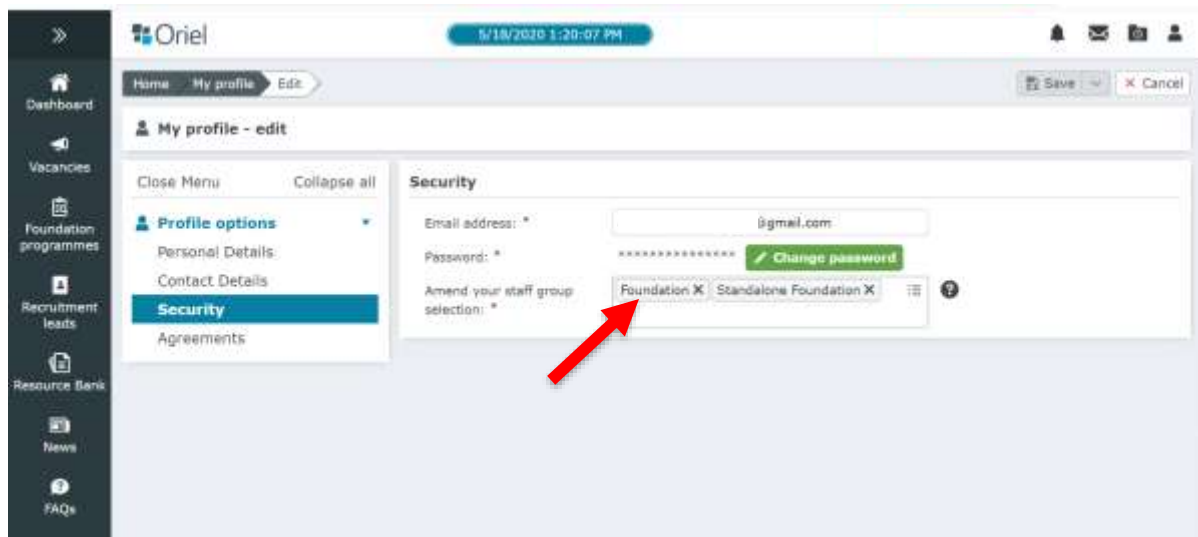
able to access the foundation application process by following the URL provided in the registration e-mail. This is not applicable to applicants who applied through eligibility.

- You will be asked to create a password once you have followed the link through to Oriel.
- The email address and password chosen at this time will need to be used when accessing the system for all future activities (you can update both once you've logged in if needed). 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 when the application window opens. You will still be able to register on the system once applications have opened.

You must select the **UK Foundation programme** staff group by clicking on the UK Foundation Programme logo from the landing page. Applicants will not be able to access the application form for the UK Foundation Programme by selecting any other staff group (including Medical and Public Health Specialties).

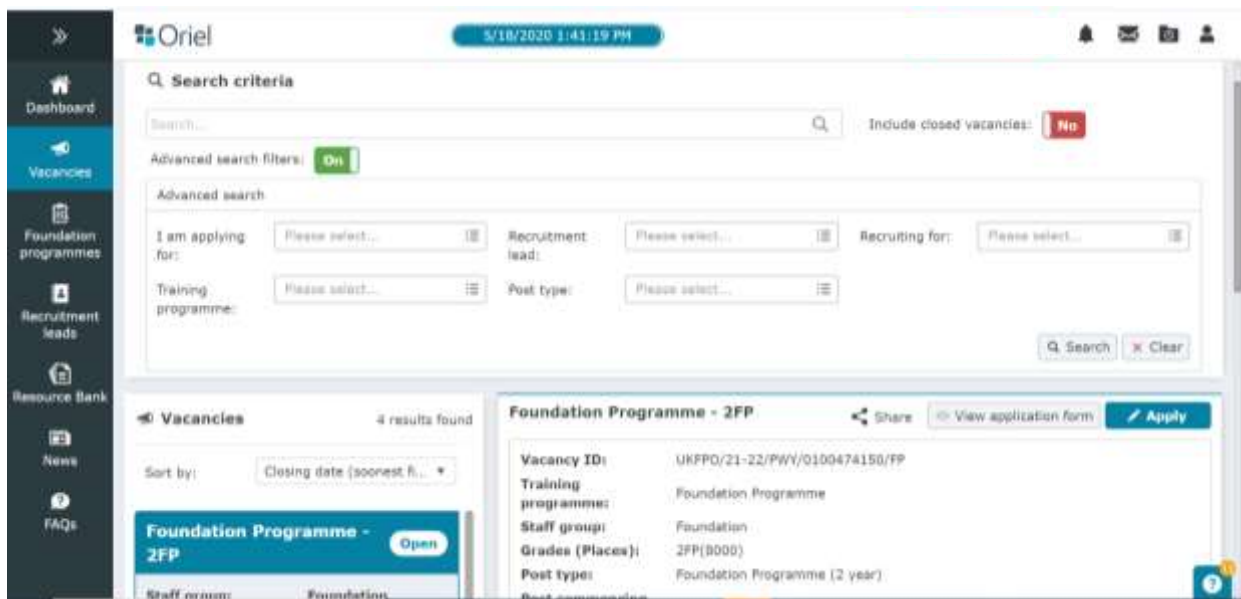
How to amend your staff group

To amend the staff group on your existing account, 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, where you can select 'Foundation' from the list of staff groups. When you save this change, you will see the abbreviation 'FND' on your profile.



How to search for a vacancy

1. Click on the UK Foundation Programme logo/staff group.
2. Select 'Vacancies' from the toolbar on the left 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 'Apply' 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 see the interview dates and times available to you.

Once you have selected the type of interview and the date you wish to attend, you will be able to choose a time 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 can also update your preferences via the 'Preferences' tab on your Oriel dashboard.

You need to drag and drop individual programmes into the 'Preference' column in your order of preference. If you double click the individual programme, you will be able to view the details. You can also download the preferences in an Excel compatible file to view further information about the programmes (select the 'click here' link that you can see in the screenshot below).

Oriel 14/07/2021 08:36:35

Application / Preference Programming

Application ID: URFP0/22-23/1105/FP/0000166539/00028

Training Programme: FOUNDATION PROGRAMME

Recruiting for: United Kingdom (England Scotland Wales and Northern Ireland)

Check applied for: -

Opening date: Friday 28 July 2021 14:00

Closing date: Friday 28 July 2021 15:15

Time to finish: **5 hours and 15 minutes**

Last save: You have not correctly saved any changes to your preference code.

Session will time out in 15/30 minutes. (Note: you cannot save this page after your session has expired)

Filter options

Training programme

- Select All
- Anaesthetics
- Cardiology
- Chemical Pathology
- Emergency Medicine
- Endocrinology and Diabetes Mellitus

Foundation school

- Select All
- UK Foundation School

Trust/Employer

- Select All
- BETTERING GENERAL HOSPITAL NHS FOUNDATION TRUST
- LEICESTERSHIRE PARTNERSHIP NHS TRUST
- NORTHAMPTON GENERAL HOSPITAL NHS TRUST
- UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

[Click here to download the preferences in an Excel compatible file \(.xlsx\)](#)

1/26/2021 08:36:35

Preference (2)

Apply Filtering

Search:

Select All Select None

1001.1: F1; Leicester F2; Rotating (places:1)
1006.3: F1; Leicester F2; Northampton (places:1)

No Preference (0)

Apply Filtering

Apply Filtering

Search:

Select All Select None

1004.1: F1; Northampton F2; Leicester (places:1)
1013.2: F1; Leicester F2; Rotating (places:1)
1019.2: F1; Leicester F2; Rotating (places:1)
1017.2: F1/F2; Leicester (places:1)

APPENDIX 12

Competition Ratios

The table below shows a comparison in first choice preferences and competition ratios for 2020 and 2021 by foundation school at the time of national allocation. You can find further reports on [UKFPO website](#).

Comparison of Competition Ratios for 2020 and 2021

Unit of Application (UoA)	Number of Programmes		First Choice Preference		Competition Ratio	
	2020	2021	2020	2021	2020	2021
East Anglia	257	251	156	121	0.61	0.48
Essex, Bedfordshire & Hertfordshire (EBH)	276	260	171	148	0.62	0.57
Leicestershire, Northamptonshire & Rutland (LNR)	145	158	83	87	0.57	0.55
North Central and East London	330	332	780	744	2.36	2.24
North West London	233	230	692	665	2.97	2.89
North West of England	782	786	824	810	1.05	1.03
Northern	351	329	355	293	1.01	0.89
Northern Ireland	240	236	194	185	0.81	0.78
Oxford	209	215	277	310	1.33	1.44
Peninsula	187	184	126	175	0.67	0.95
Scotland	779	812	756	805	0.97	0.99
Severn	264	261	366	310	1.39	1.19
South Thames	766	742	704	679	0.92	0.92
Trent	271	296	160	192	0.59	0.65
Wales	333	358	249	214	0.75	0.60
Wessex	292	290	223	216	0.76	0.74
West Midlands Central	175	180	285	266	1.63	1.48
West Midlands North	244	222	131	91	0.54	0.41
West Midlands South	162	152	97	87	0.60	0.57
Yorkshire and Humber	559	550	484	431	0.87	0.78

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, that is, applicants who accepted an offer earlier in the process are not included.

APPENDIX 13

Glossary

Acronym/Term Used	Description
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.
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.

Acronym/Term Used	Description
Hicom	Hicom are the providers of the national online application system (Oriel). Technical support is available by emailing oriel@hicom.co.uk .
IFST	Inter-Foundation School Transfer: process whereby applicants can apply to move to a different foundation school than their original allocation based on specific criteria. Process is using for both new F1 doctors and existing F1 doctors to move for their F2 year. Separate guidance available on the UKFPO website.
Nomination	UK medical schools nominate students/graduates, thereby confirming their eligibility and suitability for foundation training. Nominated individuals will be able to access the application forms for foundation on the Oriel system.
Oriel	The national online application system for doctors 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.
SFP	Specialised Foundation Programme: Programmes with a specialised component focused on academic work/research, education and teaching or leadership and management. Selection processes for these programmes may involve an interview. The criteria for each foundation school are determined locally and may vary between schools.
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

Acronym/Term Used	Description
	medical education and postgraduate training in readiness for higher specialty training. Applicants will experience a range of specialities across different settings.
UKFPO	United Kingdom Foundation Programme Office: the UKFPO team manages the allocation process and sets guidance to ensure continuity of delivery of the programme in line with the curriculum.
UoA/SUoA	Units of Application: the term used to refer to one or more foundation schools that are grouped together for the purposes of processing applications. When considering specialised programmes, the foundation school groupings may be different, and these are referred to as Specialised Units of Application (SUoAs).

Useful Contact Information

UK Foundation Programme Office (UKFPO) Contact Details

General Enquiries: helpdesk@foundationprogramme.nhs.uk

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 medical schools (UKFPO for Eligibility Office applicants), the UKFPO and foundation schools:

Medical School / UKFPO for Eligibility Office Applicants	UK Foundation Programme Office (UKFPO)	Foundation Schools
<ul style="list-style-type: none"> Information about your EPM decile score Nomination queries Guidance around applications for pre-allocation to a foundation school based on personal circumstances 	<ul style="list-style-type: none"> How to complete your application form/Oriel queries Additional Educational Achievement (EA) scores Situational Judgement Test (SJT) National allocation to foundation schools Advice about Specialised Foundation Programmes (SFP), Foundation Priority Programmes (FPP) and Psychiatry Foundation Fellowships (PFF) National appeals, that is: eligibility, clinical assessment, special circumstances and EA scores 	<ul style="list-style-type: none"> Specialised Foundation Programme (SFP) selection processes Details about Foundation Priority Programmes (FPP) in that school Group Matching Match to Programme Results Releasing Information to Employers Less than full-time training ARCP