



UKFP 2023 Applicant Handbook

Two-year Foundation Programme



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



UKFPO
August 2022



Contents

| | |
|--|----|
| Introduction..... | 3 |
| UK Foundation Programme | 3 |
| UK Foundation Programme Office (UKFPO) | 3 |
| Foundation Year 1 (F1) | 3 |
| Foundation Year 2 (F2) | 3 |
| Application Process Summary of the FP Application Process | 8 |
| Applicant timeline and key dates | 9 |
| Nominations | 9 |
| Applications | 10 |
| Situational Judgement Test (SJT) | 11 |
| Total FP Application Scores | 12 |
| Educational Performance Measure (EPM) Framework..... | 12 |
| Decile score on Oriel..... | 14 |
| Specialised Foundation Programmes (SFP) and Foundation Priority Programmes (FPP) | 15 |
| Specialised Foundation Programmes (SFP) | 15 |
| Foundation Priority Programmes (FPP) | 16 |
| Psychiatry Foundation Fellowship (PFF) | 16 |
| Pre-allocations based on Personal Circumstances | 16 |
| Linking Applications | 17 |
| Processing FP Applications | 17 |
| Matching to a Foundation Programme | 18 |
| Match to Programmes..... | 18 |
| Other Useful Information | 18 |
| Inter-Foundation School Transfers (IFST) | 19 |
| Competition Ratios | 20 |
| Glossary | 21 |

Introduction

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

UK Foundation Programme

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

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

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

UK Foundation Programme Office (UKFPO)

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

Foundation Year 1 (F1)

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

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

Foundation Year 2 (F2)

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

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

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

Foundation Schools

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

[Foundation schools](#) deliver training according to national guidance developed by the UKFPO. There are local variations in some areas.

A geographic distribution of medical and foundation schools can be found in the lists below.

England

London region

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

Midlands and East region

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

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

North region

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

South East region

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

South West region

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

Northern Ireland

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

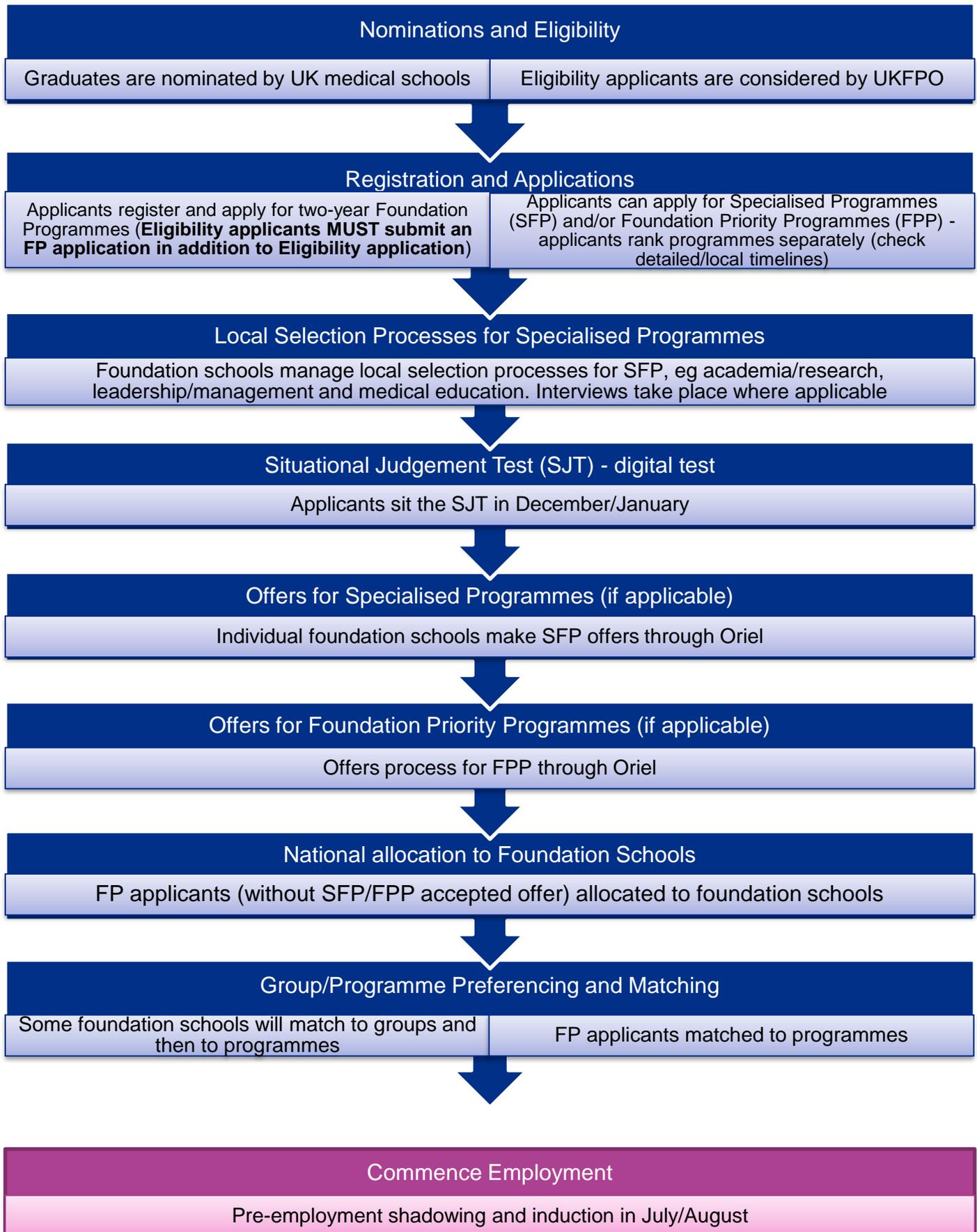
Wales

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

Scotland

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

Application Process



Summary of the FP Application Process

Applications for the two-year Foundation Programme are managed through the Oriel application system (<https://www.oriel.nhs.uk>). Applicants must submit their application through the national FP vacancy on Oriel during the national application window.

Applicant timeline and key dates

A high-level timeline which lists all key dates for the entire application process can be found on the [UKFPO website](#). The timeline includes dates for the eligibility process, the clinical assessment, the SJT and GMC/PLAB deadlines. Applicants should refer to the timeline alongside this guidance document.

Nominations

You must either be nominated by your UK medical school or via the eligibility process (refer to the separate [Eligibility Applicant Guidance 2023](#)).

Applicants who qualified or are expecting to qualify from a UK medical school on or after 3 August 2021 and by 3 August 2023 will be nominated by their medical school.

Your graduating medical school will calculate your decile score. Further information about this is 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 must use the same email address to register on Oriel.**

Registration

UK medical school applicants

Nominated UK applicants will be invited to register and enter personal details into Oriel from **25 August 2022**.

Oriel will be unavailable on Wednesday 31 August (00:00 to 23:59 BST) for scheduled updates. It is possible that the system will also be unavailable on Thursday 1 September to finish these updates. We will confirm on our website home page (<https://foundationprogramme.nhs.uk>) when the system is available again.

Applicants will be able to register and apply right up until the close of the application window on **Tuesday 20 September 2022 (12:00 noon BST)**

- UK medical school nominees **should not** create an account on Oriel before being nominated.
- UK medical school nominees **must only** use the details they have been nominated with.

Non-UK/eligibility process applicants

Applicants graduating from a medical school outside of the UK, or from a UK medical school on or before 2 August 2021, must complete an eligibility application form on Oriel between **6 - 29 July 2022 (12:00 noon BST)**.

Applicants who have not used the system before will need to register on Oriel first.

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

Applications

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

- **Application window opens: Wednesday 7 September 2022 (09:00 BST)**
- **Application window closes: Tuesday 20 September 2022 (12:00 midday BST)**

Late applications will not be accepted under any circumstances.

The national application form is divided into sections (including foundation school preferences and submission confirmation at the end). Refer to later sections of this handbook for information about what is included in each of the sections

- 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 the contents of your application once you have submitted it.
- You can amend the order in which you have ranked foundation schools following the close of the application window. The deadline for ensuring your FP preference list is final is **16 February 2023 (12:00 noon GMT)**.
- Links between applications will be broken if either applicant chooses to amend their preferences so that the order no longer matches (further information about linking applications can be found later on in this document).
- Military applicants do not need to submit an application via Oriel because allocation to a foundation training programme will be managed separately (offline) by the Defence Deanery.

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.

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.**
- Evidence (e.g., supporting documentation) for your requested reasonable adjustment(s) 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.
- 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 Tuesday 20 September 2022.
- 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.

Further information can be found in the separate detailed SJT guide which will be available to applicants on the UKFPO website soon.

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) Framework

In November 2020, the UKFPO announced that the Educational Achievement (EA) score would be removed from the Foundation Allocation process from FP2023.

Up until FP2022 the EPM consisted of a maximum score of 43 for the academic decile (the decile score range was 34-43) and up to 7 points for additional Educational Achievements (EA): maximum of 5 points for an additional degree and 2 points for individual publications.

For FP2023 applications onwards, with the removal of EA score, the UKFP application score now consists of two component parts of equal weighting (maximum of 100 points): Educational Performance Measure (EPM) (maximum of 50 points) and Situational Judgement Test (SJT) (maximum of 50 points).

The EPM for FP2023 is now comprised of just the decile score. The decile score range will now be 41-50. The SJT score will then be added to the EPM decile score, to give the total score which will be used for allocation to a foundation programme.

| Component | Number of Points Available |
|--|-----------------------------------|
| Medical school performance (calculated in deciles) | 41 - 50 |
| Situational Judgement Test (SJT) score | Maximum of 50 |
| Maximum number of points available | 100 |

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

If an applicant reapplies the following year, or applies for the first time after graduation, the original EPM decile score will carry forward (that is, any subsequent assessments will not be taken into account).

Medical School performance in deciles (41-50 points)

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

The graduating cohort is defined as all students in their final year at the point of application to the Foundation Programme, including those applying to the Specialised Foundation Programme and Foundation Priority 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 | 50 |
| 2 | 49 |
| 3 | 48 |
| 4 | 47 |
| 5 | 46 |
| 6 | 45 |
| 7 | 44 |
| 8 | 43 |
| 9 | 42 |
| 10 | 41 |

Additional information for UK applicants graduating on or after 3 August 2021

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
 - non-clinical performance
 - all aspects of the curriculum assessed up to the end of the penultimate year at medical school
- Represent the average performance of the applicants over time, rather than being limited to a snapshot
- Include written and practical forms of assessment

Additional information for applicants applying via the eligibility process

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 an applicant's Eligibility application, they are required to submit a Dean's statement.

As part of this statement, the Dean of the graduating medical school is required to confirm a) the size of the year group and b) the applicant's class rank in the year group. The decile rank will then be calculated.

Decile score on Oriel

Decile scores will be uploaded into Oriel and available for applicants to view during the registration and application window. If a medical school has not been able to confirm final decile scores in time for the application window, a holding decile score of 41 will be entered as a temporary score and updated with the confirmed decile score by the deadline of 23 November 2022.

If your decile score is not as you expect please contact your medical school (or the UKFPO if you have applied through the Eligibility process) 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).

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

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

Specialised Foundation Programmes (SFP)

These programmes focus on academic research, medical education, and leadership. The selection process for these programmes is managed locally by the Foundation School/Specialised Unit of Application (SUoA). Queries about SFPs should be directed to the relevant foundation school. For detailed guidance on applying for SFP please see the 'Guidance on How to Apply to the Foundation Programme' on the UKFPO website.

Selection

Each foundation school or cluster of foundation schools ("SUoA") will undertake its own selection process, and this may include a shortlisting process and might include an interview process. You are advised to look at the Foundation Schools' website that you are applying to, to see if they require an interview.

Interview dates for each foundation school will be available on the UKFPO website by the end of August 2022. 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 2023.

SFP Timeline

Refer to the high-level timeline on the UKFPO website for all key SFP dates.

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.

Foundation Priority Programmes (FPP)

Foundation schools have identified programmes that are located in typically hard to fill geographies or that include less popular specialties – all these programmes nonetheless offer great and interesting experiences. These programmes are offered before the national allocation process with the intention of increasing accessibility for those applicants who preference them higher. Incentives are available for many, including offerings of postgraduate qualifications, mentorship, and financial incentives. For detailed guidance on applying for FPP please see the 'Guidance on How to Apply to the Foundation Programme' on the UKFPO website.

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 Timeline

Refer to the high level timeline on the UKFPO website for all key FPP dates.

Psychiatry Foundation Fellowship (PFF)

The Psychiatry Foundation Fellowship is changing from 2023. We anticipate that application to the PFF scheme will take place after allocation to Foundation Programmes and the application process will be separate from the main FP application process.

Details of how to apply will be available shortly on the Royal College of Psychiatrists website <https://www.rcpsych.ac.uk/> and the UKFPO website.

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 in the main application form on Oriel.

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

- Parental/legal guardianship responsibilities (1)
- Primary caring responsibilities for someone who is disabled (2a)
- Significant caring responsibilities (2b)
- A medical condition or disability that requires ongoing follow-up (3)
- Unique circumstances (4)
- Educational circumstances (5a)
- Widening participation circumstances (5b)

Pre-allocation at local level, for example to specific groups, will be honoured wherever possible to ensure suitable placements are made.

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.

Applicants who are not on the primary list are not guaranteed a place at their requested Foundation School and may be allocated elsewhere, depending on which places are available, your rank and 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 on the UKFPO website. You should also 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 the 'Guidance on How to Apply to the Foundation Programme' on the UKFPO website.

Provided the above conditions are met and the steps described in the How to Apply section 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.

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 in the UK. Primary list applicants will be matched to local groups and/or individual programmes.

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.

- It will not be possible for applicants to defer their start date (except for statutory reasons).
- All applicants are expected to commence in post on 2 August 2023 and to attend shadowing/induction in July/August 2023.
- Swaps between foundation schools are **not** permitted and will not be facilitated by the UKFPO under any circumstances.

Matching to a Foundation Programme

Applicants on the primary list will be allocated to a Foundation School on **9 March 2023**.

Further information about the national allocation process will be published at a later date.

Following allocation to a Foundation School, applicants will be required to rank groups/programmes on Oriel. Applicants will be contacted by their allocated Foundation School with details of their local process.

Match to Programmes

All applicants on the primary list will be informed of their match to programme results by email on **13 April 2023**, which will include a pdf attachment of the results. If you have any queries about your programme, you should contact the foundation school directly.

- 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 because 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.

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

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 on the UKFPO website.

Competition Ratios

The table below shows a comparison in first choice preferences and competition ratios for 2021 and 2022 by foundation school at the time of national allocation.

| Comparison of Competition Ratios for 2021 and 2022 Unit of Application (UoA) | Number of Programmes | | First Choice Preference | | Competition Ratio | |
|---|----------------------|------|-------------------------|------|-------------------|------|
| | 2021 | 2022 | 2021 | 2022 | 2021 | 2022 |
| East Anglia | 251 | 276 | 121 | 148 | 0.48 | 0.54 |
| Essex, Bedfordshire & Hertfordshire (EBH) | 260 | 278 | 148 | 166 | 0.57 | 0.60 |
| Leicestershire, Northamptonshire & Rutland (LNR) | 158 | 177 | 87 | 100 | 0.55 | 0.56 |
| North London | 562 | 581 | 1409 | 1510 | 2.51 | 2.60 |
| North West of England | 786 | 826 | 810 | 966 | 1.03 | 1.17 |
| Northern | 329 | 331 | 293 | 261 | 0.89 | 0.79 |
| Northern Ireland | 236 | 238 | 185 | 202 | 0.78 | 0.85 |
| Oxford | 215 | 230 | 310 | 325 | 1.44 | 1.41 |
| Peninsula | 184 | 206 | 175 | 169 | 0.95 | 0.82 |
| Scotland | 812 | 913 | 805 | 823 | 0.99 | 0.90 |
| Severn | 261 | 277 | 310 | 364 | 1.19 | 1.31 |
| South Thames | 742 | 837 | 679 | 850 | 0.92 | 1.02 |
| Trent | 296 | 333 | 192 | 179 | 0.65 | 0.54 |
| Wales | 358 | 405 | 214 | 210 | 0.60 | 0.52 |
| Wessex | 290 | 316 | 216 | 226 | 0.74 | 0.72 |
| West Midlands Central | 180 | 195 | 266 | 254 | 1.48 | 1.30 |
| West Midlands North | 222 | 249 | 91 | 100 | 0.41 | 0.40 |
| West Midlands South | 152 | 173 | 87 | 86 | 0.57 | 0.50 |
| Yorkshire and Humber | 550 | 564 | 431 | 466 | 0.78 | 0.83 |

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.

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. |
| Eligibility Office/Eligibility process | Applicants who graduated from a UK medical school more than two years before the start of the programme or applicants graduating from non-UK medical schools are required to apply through the eligibility process before being deemed eligible and nominated by the UKFPO to apply for foundation training. |
| EPM | Educational Performance Measure: this score constitutes 50% of the total application score and is the decile score calculated by the medical school. |
| 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 specialties 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 programmes. Offers will be made ahead of national allocation to foundation schools. |
| FSD | Foundation School Director: the FSD is the head of the foundation school and is accountable to the postgraduate dean. Supported by a foundation school manager (FSM) and appropriate administrative staff, the FSD helps set the strategic direction of the school and is responsible for quality management. |
| FSM | Foundation School Manager: the FSM is responsible for the management of the operational and resource-related activities of the foundation school. The FSM is accountable to the FSD and, with administrative support, the FSM may represent the school in allocation, recruitment and training matters which relate to the foundation programme. |
| GMC | General Medical Council: the independent regulator of doctors in the UK. The GMC sets standards for students and doctors to help protect patients and improve medical education and practice. |
| 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. |

| Acronym/Term Used | Description |
|-------------------|--|
| Oriel | The national online application system for doctors at all levels to apply for training in the UK. |
| PFF | Psychiatry Foundation Fellowship: appointed to in collaboration with the Royal College of Psychiatrists that aim to improve exposure to the specialty for foundation doctors. The scheme ensures that a greater number of foundation doctors are supported in their interest in psychiatry throughout the Foundation programme, maintaining and enhancing their enthusiasm for the specialty. |
| PMQ | Primary Medical Qualification: this relates to the undergraduate medical degree qualification. This is a key requirement for eligibility. Additional points will only be awarded for additional qualifications obtained in addition to the PMQ for those applying for SFP. |
| 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 FP is a two-year programme comprising F1 and F2 rotations. The two-year balanced programme bridges the gap between undergraduate medical education and postgraduate training in readiness for higher specialty training. Applicants will experience a range of specialties across different settings. |
| UKFPO | United Kingdom Foundation Programme Office: the UKFPO team manages the allocation process and sets guidance to ensure continuity of delivery of the programme in line with the curriculum. |
| UoA/SUoA | Units of Application: the term used to refer to one or more foundation schools that are grouped together for the purposes of processing applications. When considering specialised programmes, the foundation school groupings may be different, and these are referred to as Specialised Units of Application (SUoAs). |

Useful Contact Information

UK Foundation Programme Office (UKFPO) Contact Details

General Enquiries: helpdesk@foundationprogramme.nhs.uk

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 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 • 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, pre-allocation | <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 |