



FP/AFP 2017 Applicants' Handbook

June 2016

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Introduction

Applying for your first job as a doctor can seem like a daunting task. The UK Foundation Programme Office (UKFPO) has designed this handbook to answer all your questions about the national application process for both the Foundation Programme and the Academic Foundation Programme commencing in August 2017. The handbook also explains how to access the online application system (Oriel) and what information you need to provide to support your application. A representative from our medical student board has helped us put this guide together to ensure all the important points are covered. Further information is available at www.foundationprogramme.nhs.uk.

The sections of this handbook are set out to follow the stages of the national application process in chronological order as far as possible.

The handbook often refers to a Unit of Application (UoA). A Unit of Application consists of one or more foundation schools that are grouped together for the purposes of processing applications. When considering Academic Foundation Programme applications, the foundation school groupings may be different and these are referred to as Academic Units of Application (AUoA).

The Situational Judgement Test (SJT) is a test for employment and not a medical school exam. It is used as part of the selection process for entry to the Foundation Programme and Academic Foundation Programme to test the attributes needed to work as a foundation doctor.

This handbook refers on a number of occasions to medical schools and their role. The UKFPO will act as a medical school for all those applying through the UKFPO Eligibility Office.

Please note that the online application system is referred to throughout the document as Oriel.

Overview of the National Application Process

The Foundation Programme is a two-year, work-based training programme which bridges the gap between medical school and specialty/general practice training. The four UK health departments determine the number of Foundation Programme places available each year based on workforce planning across the continuum of postgraduate medical education and training. The national application process allocates the highest scoring applicants to all available places.

The national application process for the Foundation Programme and the Academic Foundation Programme commencing in August 2017 (FP and AFP 2017) comprises a number of components:-

- UK medical schools and the UKFPO's Eligibility Office (acting as the medical school for eligibility office applicants) nominate applicants who are eligible to apply and provide their Educational Performance Measure (EPM) decile scores on the Oriel system.
- Applicants register on Oriel and verify they are a nominated applicant
- Applicants complete the online application form for FP 2017 and if they wish, the online applications forms for AFP 2017
- Educational achievements scores are verified by national panels
- Applicants take the SJT
- AFP offers are issued
- FP allocation to UoAs takes place

Applications to AFP and FP 2017 will need to be submitted during the same application window. Applications for AFP will be made separately through Oriel to a maximum of two AUoAs, and will comprise the standard application form, plus additional information required by AUoAs. Applications will be able to start both AFP and FP applications concurrently, however the system will only allow applicants to submit AFP applications following the submission of their FP application.

Successful AFP applicants will receive offers from AUoAs in advance of the allocation for FP places. Successful AFP applicants who accept an offer are not included in the FP allocation. Unsuccessful AFP applicants, or those who decline all offers, will be included automatically in the FP allocation. If an applicant accepts an AFP and then decides to decline the offer, the applicant will be withdrawn from the entire process.

If, at the end of the AFP offers period, there are more eligible FP applicants than places, the 'n' top scoring applicants will be allocated first (where 'n' equals the total number of FP places available across the UK). Any applicants who have not been allocated at this stage will be placed automatically on a reserve list. Applicants on the reserve list will be allocated to UoAs on pre-determined dates when vacancies arise due to other applicants withdrawing from the process for personal reasons or because they do not pass final examinations. The highest scoring applicants remaining on the reserve list will be allocated in each batch.

The national application process is complete once all applicants have been allocated to a UoA, or when all available places have been filled.

Local Processes

The local processes undertaken by AUoAs and UoAs do not comprise part of the national application process but are aligned with the national process and are carried out in accordance with a nationally agreed framework and timeline.

Foundation Programme (FP)

Following allocation to a UoA, the relevant foundation school will undertake local processes to match its allocated FP applicants to individual foundation programmes. UoAs may allocate a local score to their allocated applicants for the purposes of matching to programmes. UoAs will also assist employing organisations in completing pre-employment checks, which may include a structured interview. Some UoA's will have a two-stage matching process which will include matching to groups first and then programmes, or matching to Trusts and then programmes.

Academic Foundation Programme (AFP)

Once AFP applications have been submitted, each AUoA will assess the applications it receives according to its own short-listing criteria and will invite short-listed applicants to attend a local interview. The structure of AFP interviews is determined locally by each AUoA and each AUoA will determine how short-listing and interviews are to be scored. The highest scoring AFP applicants at each AUoA will receive offers using a matching process.

High Level Timeline

11 July – 10 August 2016	Ensure you are eligible to apply (See Eligibility information for full guidance). If your medical school is outside the UK, or if you qualified from a UK medical school prior to 02 August 2015, you must register on the Eligibility system and submit documentation by post to the Eligibility Office by 12 noon (BST) on 10 August 2016.
22 August 2016	View available Academic foundation programmes. AFPs in each AUoA are available to view on Oriel.
16 September 2016	View indicative programmes (final programmes will be available in February 2017). Indicative programmes in each UoA are available to view on Oriel.
26 – 30 September 2016	Register on Oriel. You will be sent an email containing a link to a URL. You must then follow the instructions to change password and then register on Oriel. You will only be able to register if you have been nominated by your medical school/UKFPO.
28 September 2016	Deadline for requests for reasonable adjustments to the SJT.
03 – 14 October 2016	Complete the online application form for both the Foundation Programme and if required the Academic Foundation Programme. The application period closes at 12.00 noon (BST) on 14 October 2016. Late applications will not be accepted under any circumstances.
14 October 2016	Deadline for requests for pre-allocation to a particular UoA on the grounds of special circumstances.
17 October 2016 – 13 January 2017	AFP local short-listing and interviews. Deadlines and processes for short-listing and interviews will vary by AUoA. Each AUoA will communicate with the applicants who apply to it.
24 October 2016	View verified scores for EPM educational achievements. Your verified score for any educational achievements listed in your application will be available to view on your Oriel account.
02 December 2016	1st SJT Date (If you are registered for the SJT on this date you must attend).
09 January 2017	2nd SJT Date (If you are registered for the SJT on this date you must attend).
17 February 2017	Final programmes available to view on Oriel.
18 January – 15 February 2017	AFP offers. Successful AFP applicants will receive offers during this period. All offers must be accepted or declined on Oriel by the stated deadline.
09 March 2017	FP primary list allocation. Your SJT and overall application score will be on your Oriel account. If you are allocated to a foundation school as part of the initial allocation process, i.e. to the primary list, you will also be able to see which UoA you have been allocated to. Allocated UoA will provide details via email on how to rank their programmes together with the timeline.
By 01 April 2017	FP primary list applicants need to select their programme preferences on Oriel. Deadlines and processes for matching your specific foundation programmes will vary by UoA. Check your allocated UoA's website for further information.
March – April 2017	Referees will be asked to provide references as part of pre-employment checks.
06 April 2017	FP primary list applicants notified of programme matches. You will need to log into your Oriel account to see which foundation programme you have been matched to by your allocated UoA.
April – July 2017	Pre-employment checks undertaken.
May – July 2017	FP reserve list batch allocations. The highest scoring applicants on the FP reserve list will be allocated to any vacancies that have arisen since the last allocation.

June 2017	You must have provisional GMC registration with a licence to practise before your employer will issue a contract of employment. Registering with the GMC is a different process from applying to the Foundation Programme. You must apply to the GMC directly. The GMC recommends you apply in May 2016 to ensure you are registered before the start of your FP shadowing period.
From July 2017	Contracts of employment issued. Your employer will also confirm your salary, pay banding, location and starting rota.
July/August 2017	Foundation Programme starts. Newly appointed F1 doctors are required to attend a period of shadowing the F1 doctor they are taking over from before the start of the Foundation Programme. Your foundation school or employer will contact you with the details of local arrangements and your required start date which is likely to be late July 2017.

Before You Apply

Are you eligible to apply for FP/AFP 2017?

If you qualified or are expecting to qualify from a UK medical school between 02 August 2015 and 01 August 2017, you meet the eligibility criteria for applying to FP/AFP 2017 and will be nominated by your medical school.

If your graduating medical school is outside of the UK, or if you qualified from a UK medical school prior to 02 August 2015, you must complete an online Eligibility application form and submit the required documentation by post to the UKFPO's Eligibility Office between 11 July 2016 and 12 noon (BST) on 10 August 2016. Using the information you provide, the Eligibility Office will assess your eligibility to apply for FP/AFP 2017. If the information you provide shows you are eligible to apply, the Eligibility Office will nominate you and act as your medical school for all further national processes.

More information about the eligibility checking process is available on the UKFPO website: - www.foundationprogramme.nhs.uk.

Military students are required to sit the SJT selection assessment for FP 2017 along with all other applicants but are not required to go through the national application process. For more information on the process you must follow, please contact the Defence Postgraduate Medical Deanery.

Accessing the online application system (Oriel)

From 26 September 2016, Oriel is available for registration.

The Oriel applicant portal is tested for compatibility with Internet Explorer 7+, Chrome, Firefox and Safari. Applicants are advised to use one of those browsers when using the website and where possible the most up to date version of that browser. For any technical difficulties contact the technical helpdesk on support@hicom.co.uk.

1. On 26 September 2016 all nominated applicants will be sent an email with a link to a URL. **If you do not receive an e-mail inviting you to register on this date and you believe you should have been nominated, please contact your medical school.** Eligibility Office applicants are advised to contact the UKFPO. The only way to access the application process for Foundation is via the URL provided in the email.
2. Once you have followed the link to Oriel, you will be required to create a password.
3. Once your password has been created you will be able to log onto the Oriel website using the link and the registration pages will appear **if the email address and password match the original link.**
4. You will need to use your username (email address) and the password you have chosen each time you log in to Oriel from now on. **Make sure you keep your password safe.**
5. At this point you will be able to complete the registration pages in Oriel which contain a sub-set of the complete application form. Any information recorded on these pages will be copied across to the application form(s) when you apply.
6. You are advised to amend your email address at the point of registration at this stage before your university email address is due to expire.
7. From 03 October you will be able to access the application form. At this point you will be able to view your EPM decile score.

*Your educational achievements score will not be added until you have submitted your application and the scores have been verified at the National Verification Day.

Contacting you

Remember to check your email and your Oriel account regularly throughout the application process. We will use your email address to prompt you to check your account for information at relevant times throughout the application process. Emails sent via Oriel are also stored in your Oriel account. If you need to change your email address for any reason, use the "Update Contact Details" option on Oriel.

Please note: We strongly advise that you **DO NOT USE HOTMAIL** email accounts as they regularly block emails from NHS servers. This means you may not get important messages about your application. You are advised to regularly check junk mail folders in case any emails are incorrectly filtered as junk.

Applying for FP and AFP 2017

The online application form will be available from **03 October 2016**. The application period closes at **12 noon (BST) on 14 October 2016**.

IMPORTANT: Late applications will not be accepted under any circumstances.

Whether you are applying for the Foundation Programme (FP) or the Academic Foundation Programme (AFP), you must complete your application form(s) during the same two-week period.

All applicants must apply to FP. You will not be able to submit an AFP application if you have not submitted an application to FP.

You will then have the option to apply to a maximum of two AUoAs. You will be able to start multiple AFP applications but the system will only allow you to submit applications to a maximum of two AUoA vacancies. You will not be able to rescind your application once it has been submitted.

You can withdraw AFP applications only on the system up until the point at which offers have been made. Please note that you will not receive any future offers from the AUoA you have chosen to withdraw from.

The FP application form is divided into 11 sections:-

- Personal
- Eligibility
- Fitness
- References
- Competences
- Employment (not applicable to applicants to the Foundation Programme)
- Evidence
- Supporting (AFP only)
- Preferences
- Equality
- Declarations

Each section is displayed across the top of the screen on the Oriel system. Each section is further explained below.

If you wish to apply for AFP 2017, you will need to apply to each AUoA separately (up to a maximum of two AUoAs). As you have previously registered through the Oriel system, details included on the registration pages will be pre-populated in the application form. You will be required to provide additional information to support your AFP application(s) and to rank the academic programmes available in your order of preference.

To help you choose which AUoAs you wish to apply to, the UKFPO publishes a document which contains helpful information such as how many academic programmes are available in each AUoA, interview dates, whether the AUoA accepts Skype or telephone interviews and a weblink for more information. This document will be available on the UKFPO website at the end of August 2016

When you select 'submit', the page will change on Oriel informing you that you have submitted your application. You will only be able to edit your contact details and referee details from this point onwards.

National FP Application Form

Personal

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

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

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

Name changes

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

Disabilities and Personal Health

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

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

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.

GMC Registration status

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'.

Right to work in the UK

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).

Fitness

You will be asked to provide details of any unspent and spent convictions, investigations and/or warnings into fitness to practice. 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. If you have any queries on this section please contact the Disclosure and Barring Service (DBS) helpdesk via customerservices@db.s.gsi.gov.uk or +44 (0)870 909 0811, or for Scotland, Disclosure Scotland info@disclosurescotland.co.uk or 03000 2000 40 (if calling outside of the UK 0044141 427 2284).

The information that you provide in this Declaration Form will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud in the interest of patient safety.

References

You are required to provide details of two referees: one clinical and one academic. The referees you select do not have to be the most senior people in an organisation; it is more important that they are able to comment on your medical school and clinical performance.

IMPORTANT: References and their content are not taken into account during allocation to UoA or matching you to a foundation programme. They are collected on behalf of employers as part of pre-employment checks and have no bearing on your application. Offers of employment are subject to satisfactory references.

You will need to provide names and contact details of two referees:-

- One referee must be from a practising hospital consultant, GP, Specialty / Associate Specialist (SAS) doctors or any doctor on the Specialty Register, who is able to give an opinion of your clinical skills.

- One referee must be from your medical school. This might be a professor, senior lecturer, lecturer, reader, director of clinical studies or a person holding an honorary medical school contract as advised by your medical school. The referee should be someone who has ideally known you for one year, but for a minimum of six months, and should be aware of your performance during ALL years spent at the medical school.
- If your clinical referee has retired, it must have been within the last 6 months prior to completing your reference for them to be able to provide a reference for you.
- You may use referees from outside the UK as long as the referee is able to comment on your performance.

If you are currently employed as a doctor, or have been employed as a doctor any time during the last six months, one of your referees must come from that employer. Make sure that you ask your referees 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. The use of Hotmail or Gmail accounts is discouraged, as many employing organisations will not accept a reference from these addresses.

We advise that you double check the email address with your referees prior to entering it on your Oriel account to ensure there are no discrepancies. Please note it is important that your referees use the exact email addresses that you enter on Oriel or they will not be able to register and complete your reference. You can change your referee details online (even after you submit your application form) until the reference period is closed, or until the referee has submitted a reference; whichever comes first.

Your referees will be sent an email on 10 March 2017 asking them to register and complete a structured online reference for you by 10 April 2017. Each reference form will take referees approximately five minutes to complete.

The reason that your references must be submitted by 10 April 2017 is that the foundation schools send all of your data (full application form and references) to your employing organisation during April. References received after that date will not be included in the information sent.

If either of your referees fails to submit the online reference by the deadline, then your employing healthcare organisation will contact you before you start work and arrange with you for the missing reference(s) to be provided. Please keep in mind that you are responsible for ensuring that two referees provide references for you before you start work as a foundation doctor.

A contract of employment will not be issued until satisfactory references have been received.

IMPORTANT: The UKFPO cannot accept references by fax, post, or email. They must be submitted via Oriel during the reference period. Thereafter, all queries regarding references should be directed to your allocated foundation school.

Helping your referees

If your referee has forgotten or lost their password, they should go to <https://www.oriel.nhs.uk/web> and click on the "forgotten password" function. They should then receive an email with a link for them to follow to reset their password.

If they are still having trouble, they must send an email to the Oriel technical helpdesk to resolve the issue (support@hicom.co.uk). There is no contact telephone number for the Oriel helpdesk.

Competences

You will provide details of your primary medical degree and any other educational qualifications. You will also indicate if you are a final year medical student.

If you are not a final year medical student, you will be asked to provide details of your post-graduate experience.

Primary medical degree

You must enter details of your medical degree and medical school/university. If you are a student at an EEA medical school, choose this option from the drop-down list (only UK medical schools are listed individually). If you have not yet graduated, you must enter your expected date of qualification; this is the date on which you expect to graduate.

IMPORTANT: You must also list qualifications that can gain points in the 'Educational Achievements' section to be awarded points.

Evidence

Educational Achievements

This section provides all the information you require to complete the educational achievements section of the application form. It is up to you to decide if your achievements meet the criteria.

You may also find it useful to read the [Frequently Asked Questions](#) on the UKFPO website.

In this section of the application form, there are two categories from which you can gain a maximum of seven points:-

- Additional degrees (maximum 5 points)
- Publications (maximum 2 points)

You must complete all of the required information and upload evidence to support your achievement(s), or a score of zero will be allocated. Document upload is only available in support of additional degrees. You will not be required to upload evidence of publications.

Please note that if you include evidence on your form that the verification panel decides does not meet the stated criteria, the provisional score will be revised but will not incur further penalties.

Educational achievements can only be awarded if they have been completed by **14 October 2016**.

Degrees you are currently studying or publications which do not yet have a PubMed ID number, regardless of whether they have been accepted or are in press, will not count for the Foundation Programme.

Oriel will use the information you provide on your application to calculate a provisional score for your 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 your application form.

If there is no evidence uploaded, or the evidence that is submitted does not meet the following requirements, then the provisional score awarded will be revised.

IMPORTANT: All applicants will be notified of their verified score on 24 October 2016.

It is important that you check your score in case any anomalies have occurred.

Appeals will be considered during the specified window for appeals only.

Rules for Supporting Evidence

These rules apply to the evidence you provide for any of your educational achievements. Specific criteria for each category can be found in the relevant sections. **Please note the UKFPO cannot review evidence on an individual basis before you submit it with your application.** It is your responsibility to read the guidance and ensure your evidence meets the requirements.

Only documents will be reviewed as evidence; **web links will not be considered.**

There is no opportunity to provide additional or updated evidence once your application form has been submitted.

Documents in languages other than English	All evidence provided must be in English. If the original document is not in English (including certificates in Latin), you must provide a copy of the original document together with the official translation. If a translation is not provided you will be awarded zero points.
Format of document	<p>Evidence can be in any of the following formats (maximum size is 2Mb):</p> <ul style="list-style-type: none">• .pdf• .rtf• .jpg <p>Evidence must be uploaded as one file per achievement (which can contain more than one document). If you need to provide two pieces of evidence, e.g. an original degree certificate and an official translation, you will need to scan them into one file before uploading.</p> <p>Please note that documents produced in 'Pages' on an Apple Mac are not compatible. However, documents produced in PDF on a Mac, or uploaded via a Mac but produced on a PC are compatible.</p>
Documents in a different name	If any of your supporting evidence is in a different name to the name on your application, the 'any other surnames used where different from the above' question on your application will be verified so you must ensure you complete this section on your application form. If you have changed your first name/s you must still use this section to provide details of your previous name/s. This section should also be completed if your surname does not match the name you are registered under with the GMC.
Date of achievement	All educational achievements must have taken place, or in the case of degrees must have been ratified by the examination board, by the close of the application process (12 noon BST 14 October 2016).

IMPORTANT: If you do not upload evidence that meets the criteria above you will not receive any points. If you need evidence from an awarding body or your Dean, organise this now.

Please do not leave this until the application window opens as there will be no further opportunity to submit supporting evidence after the application deadline.

Additional Degrees (up to a maximum of five points)

Points awarded in this section are for a degree in addition to your primary medical degree. **Postgraduate certificates (such as a PGCE) or diplomas do not count.**

If you indicate that you have an additional degree, the form will display additional sections where you will be required to enter the **subject of qualification, educational institution** and **year of qualification**. You must choose one of the options listed in the table below. If you have more than one additional degree (e.g. BSc and PhD), you should choose the one that will give you the most points (see the table on page 14).

Evidence required for an additional degree

To support your degree, you must upload a copy of your degree certificate. Please ensure that the following information is contained in the document you upload:-

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

This information must match the information you declare on your application form.

IMPORTANT: You can only be awarded points for a degree if the degree and, if appropriate, the degree classification, has been ratified by the examination board before you submit your application (i.e. by 14 October 2016 at the latest) and you can submit the required evidence as stated.

Degree certificate does not show classification	If your degree certificate does not display the class of the degree, you must provide the original certificate together with an official letter from the Registrar's office that confirms the classification.
No degree certificate available	If no degree certificate is available, e.g. if you have lost it or have not yet graduated, you <u>must provide a degree confirmation letter</u> . This must be printed on university headed paper and have the signature of the Dean (or authorised official in the Registrar's office) that confirms the degree has been ratified by the University and the date. See Appendix 1 for a pro forma of the letter. If you do not provide all the required information as shown in Appendix 1, you will not be awarded the points.
Academic transcript	Academic transcripts only are NOT sufficient evidence to prove a degree has been awarded. If a transcript is uploaded, it MUST be accompanied by a degree certificate or a degree confirmation letter. If an academic transcript only is uploaded, you will not be awarded the points.

Cambridge degrees	<p>The guidance below has been provided from Cambridge University Clinical School to recognise the award of undergraduate degrees from Cambridge University, which are not given an overall degree classification on the degree certificate.</p> <p>For your application, the degree classification will be recognised as that obtained in the Part II Tripos. The points for degree class in the educational achievement section will be awarded on this basis. All evidence will be verified and Cambridge degrees will be recognised in accordance with this guidance. For those students who have not done a Part II Tripos, and instead undertaken an additional Part Ia or Part Ib, the degree classification that will be recognised will be the classification of the MVST Part 1b year, and not the classification of the second Part 1a or Part 1b year.</p> <p>Students must upload their degree certificate AND official University transcript (which may be a copy of the online transcript). Students should ensure that the evidence provided states the classification of the part II Tripos, or the MVST Part 1b year, which can be highlighted on the transcript before the evidence is uploaded.</p>
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Points awarded (maximum = 5)	Degree category
0	<ul style="list-style-type: none"> • Primary Medical Qualification only • 3rd class BMedSci awarded at University of Nottingham
1	<ul style="list-style-type: none"> • 3rd class honours degree • Unclassified honours degree • 2.2 class BMedSci awarded at University of Nottingham
2	<ul style="list-style-type: none"> • 2.2 class honours degree • 2.1 class BMedSci awarded at University of Nottingham
3	<ul style="list-style-type: none"> • 2.1 honours degree • 1st class BMedSci awarded at University of Nottingham
4	<ul style="list-style-type: none"> • Postgraduate Masters degree • 1st class honours degree • Bachelor of Dental Surgery (BDS) • Bachelor Veterinary Medicine (B Vet Med)
5	<ul style="list-style-type: none"> • Doctoral degree (PhD, DPhil, etc.)

Please Note

1. The BMedSci honours degree awarded by the University of Nottingham is integrated during the five-year BMBS and is therefore awarded fewer points.
2. Honours degrees are any type of undergraduate honours degrees with a classification e.g. BSc, BEng.
3. Points for a postgraduate masters' 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.
4. Typically masters' degrees are awarded a pass/merit/distinction classification. If you are claiming points for an integrated master's degree and your certificate has the undergraduate classification i.e. 1st, 2.1, 2.2 you must upload a copy of your master's degree certificate and a letter from your University confirming that the level of the qualification is aligned with the UK Higher Education Qualification Framework (published by QAA) at level 7 (England, Wales and Northern Ireland) or level 11 (Scotland). All letters must be on University letter headed paper. Failure to upload this evidence may result in your master's degree being awarded points for an undergraduate degree.
5. Honours MA degrees, including those from some Scottish Universities, are undergraduate degrees and therefore classed as honours degrees, not masters' degrees.
6. Honours degrees from Oxford and Cambridge can be converted to masters' 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 masters' degrees.
7. Ph. D/M.Phil – Points will only be awarded if the whole process has been completed. Therefore, if there is a requirement for minor modifications or changes, these must have been completed and accepted by 14 October 2016 and you must provide a letter from your university as evidence of this. If the letter you provide states your degree is subject to minor modifications/changes, you will not be awarded the points.
8. Some international medical schools (e.g. the USA) award an 'MD' or similar as part of their basic medical qualifications. This qualification does not attract any additional points in this section.

IMPORTANT: Your score for additional degrees will be determined from the information supplied in this section of the application form, not from the 'Competences' section. If you have put information relating to additional degrees in the 'Competences' section, you must repeat it in this section or you will not be awarded the points.

Converting degrees with a GPA score

If you 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.

You 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 you provide **MUST** show the **cumulative GPA** and **specify on what scale your degree was scored**, otherwise you will be awarded zero points.

For a 4-point scale:-

- a GPA of 3 – 4 should be scored as equivalent to a 1st class degree;
- a GPA of 3 or more but less than 3. is a 2.1;
- a GPA of 2 or more but less than 3 is a 2.2; and
- a GPA of 1 or more but less than 2 is a 3rd class degree.

For a 5-point scale:-

- a GPA of 4.4 – 5 should be scored as equivalent to a 1st class degree;
- a GPA of less than 4.4 but 3.8 or more is a 2.1;
- a GPA of less than 3.8 but 3 or more is a 2.2; and
- a GPA of 2.9 or lower is a 3rd class degree.

The UKFPO ask that all applicants converting degrees with a GPA score to use the online calculator through <http://www.foreigncredits.com/Resources/GPA-Calculator/> and to provide evidence to this effect.

If the scale is not a 4- or 5-point scale, or is provided as a percentage, or a grade, then you must get your score officially calculated using a company such as NARIC*. As evidence, you will need to upload your degree certificate and transcript, plus the official document showing its UK classification equivalent.

IMPORTANT: A transcript alone is not sufficient evidence to be awarded the points.

*Other companies are available and it is your responsibility to locate a suitable company who will provide the necessary evidence.

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

Publications (up to a maximum of 2 points)

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

Please note that collaborators do not qualify for points. You must be a named author to be awarded a point.

In order to gain a point for a publication, your work must have been published and must have a PubMed ID number (PMID). **If there is no PMID, you will not be awarded the point.** DOI, ISBN or PMCID numbers are not sufficient and will not count.

If the PMID number does not link DIRECTLY to the paper where it can be confirmed that you are an author, it will not gain any points. DIRECTLY means that one click should take the verifier to the page where the required information is listed. Any more than this and the evidence will not be considered.

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

Authors Please list all authors in the order they appear in the publication. Your name must be in CAPITALS.

Publication title State the title as it has been published.

PubMed ID/ (PMID) Please insert the PMID

Year Year of publication.

Journal/book title State the full title of the journal or book.

Volume/page State both the volume and page numbers. If no volume or page number is available use '1' as the default value.

IMPORTANT: The PMID number you supplied on your application form will automatically take the verifier to the PubMed database. If the PMID does not link directly to your paper, no further searches will be done and the point(s) will not be awarded. You are advised to double check the PMID you input before submitting your application form as amendments cannot be made later.

If you falsify the PMID number the UKFPO will advise your University.

Supporting (Academic Applications Only)

This section of the application form is available for AFP only.

Preferences

Applications to the Foundation Programme are to a generic programme. Rotations are designed to ensure all foundation doctors undergo a balanced programme which enables them to meet the competences and outcomes set by the GMC as described in the Curriculum.

To provide FP 2017 applicants with as much information as possible, a list of programmes will be available for applicants to view on 26 September 2016 when Oriel opens for registration. Some UoAs will only upload programmes that are typically available at a particular UoA (based on previous years) and will be subject to change. Some UoAs may be able to provide a finalised list at this stage. Where programmes are indicative this will be clearly identified on Oriel.

All UoAs will provide a final list of all FP 2017 programmes viewable on Oriel by 17 February 2017, before the primary list allocations take place, and before applicants are required to rank their programmes.

It is important to note 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 as a result of service redesign, working time directive regulations or national directives (UK-wide).

FP Preferences

Before submitting your application, **you must rank ALL the UoAs in order of preference**. You must do so even if you intend to apply for the Academic Foundation Programme because if your AFP application is not successful you will automatically be included in the FP allocation process.

In order to rank your UoAs, you will use a drag and drop process. The system will be set up to assume you don't have a preference. Each UoA will be presented in a box. You will need to drag and drop the UoA's into the order you wish to rank them. The system will save your preferences every time you press save. Therefore, the last order that is saved is the one that will be used for matching. There is no "submit" button for preferences in Oriel. Please be advised that you will not be able to submit your application if you have not preferenced all UoAs.

You will be allocated to a UoA in score order, so the higher your score the more likely you are to be allocated to a higher preference UoA. This is the same way applicants were allocated last year and Appendix 2 shows the competition ratios in each UoA for FP 2016.

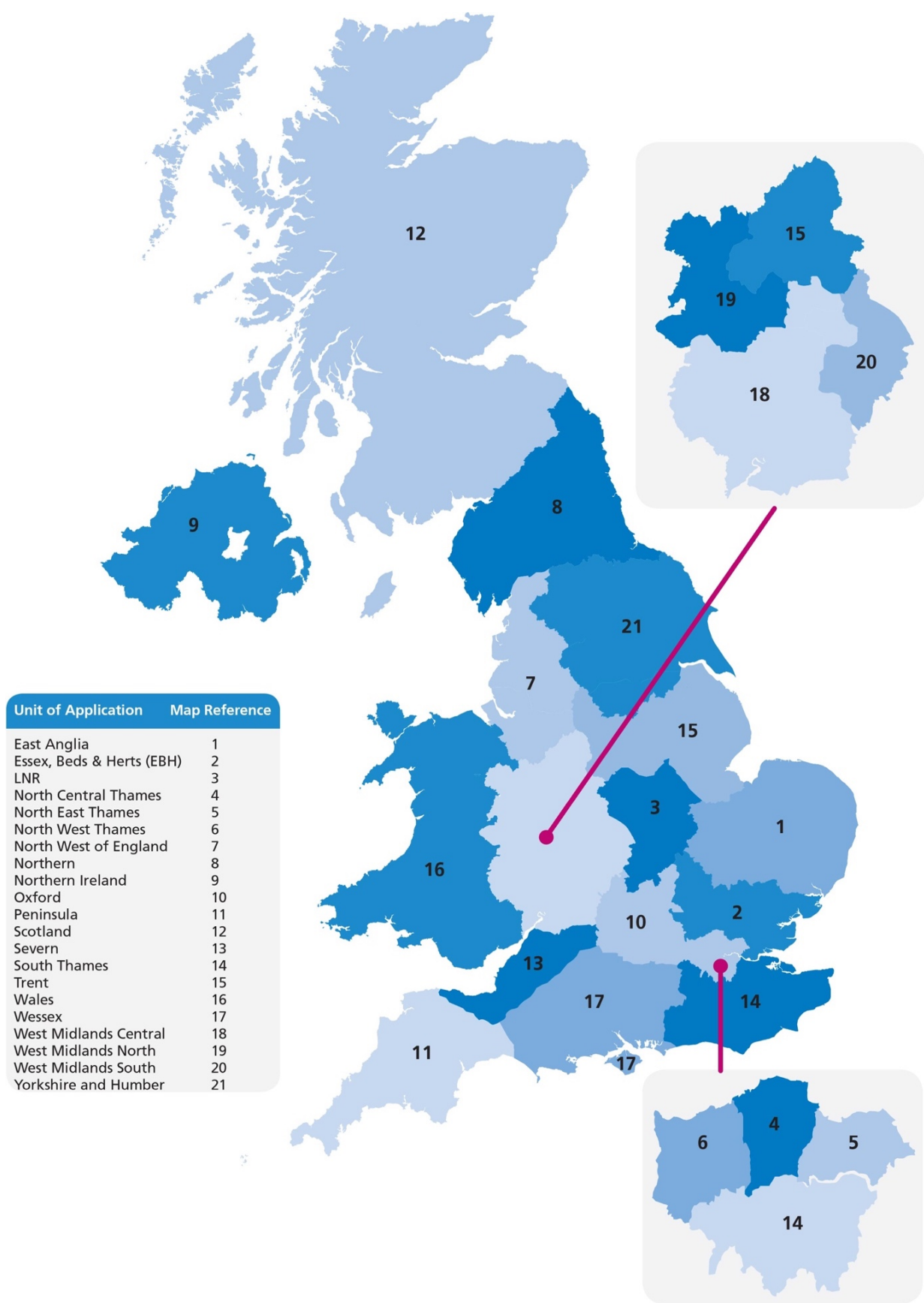
Please note that ratios for last year are not an indication of the popularity of UoAs for this year. Competition will vary, depending on which UoAs other applicants choose to list as their first preference. It is not possible to predict what scores your fellow applicants will achieve or which UoA they are going to choose as their first preference.

You do need to be realistic about your expectations though. If your medical school performance is in a lower decile, it is unlikely that you will be allocated to a very competitive UoA. It is not advisable to assume what score will assure you a place in any particular UoA. It depends entirely on the number of vacancies in each UoA and the order of preference of those applicants who score higher than you.

Do not make your decisions based on these competition ratios alone as you will be allocated to UoA in score order. Choose your order of preference based on the locations you would really like to go to.

IMPORTANT: Your UoA preferences cannot be changed following the close of applications regardless of the circumstances so complete this section carefully. The UKFPO will not be able to amend your preference choices.

Map of UoA Geographical Areas



Equality

This section includes the equal opportunities monitoring information required by the health service to monitor their recruitment practices. This section asks you to provide your age, gender, ethnic origin, religious beliefs and whether you consider yourself to have a disability under the Equality Act 2010. You may choose to leave the date of birth fields blank. All other fields are mandatory, but you may choose the option "I do not wish to disclose".

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

Declarations

This section includes several declarations that you are required to confirm you have read and understood. The option to submit a request for linked applications is also included in this section.

Oriel will prevent you from submitting your application until all sections of the application form have been completed. You will not be able to submit your application until all sections are green.

IMPORTANT: Once your application form has been submitted, it cannot be changed. Make sure you double check everything. We advise you print out a copy of your completed application.

Once your application is accepted, you will receive an email via Oriel confirming it has been submitted successfully. You will be able to access your submitted applications through your dashboard.

IMPORTANT: You should submit your application a few days before the deadline to avoid any last minute problems with your internet connection or your local PC.

Technical assistance is available Monday to Friday, 8.00 am to 5.00 pm (BST) via email only to support@hicom.co.uk. This is of particular relevance if you are submitting your application from overseas where there may be a significant difference between British Summer Time (BST) and local time.

Linked Applications

You can link your FP application to that of another applicant to ensure you will both be allocated to the same UoA, provided you are both on the primary list.

Please note that you can only link to one other person. That person can be a partner, friend, sibling, etc. – any two applicants who want to link can do so. Links will not be considered if either of you accepts an AFP offer. Please note that only two **FP** applications can be linked, i.e. you have to link with each other. You cannot link with a military applicant, or someone applying for specialty or other medical training. You cannot link with someone who is applying for special circumstances.

Keep in mind that the link only allows for you to be in the same UoA and group (if used), not the same programme, employing organisation or town. Some UoAs will try to place linked applicants within an hour's commute of each other, others will not. Check the UoAs' websites for their local policies on linked applications when matching to programmes.

If you and another applicant want to link your applications, you can do so in this section of the form by choosing "yes" when asked if you wish to link your application. More information will then appear, along with a box for you to type in the email address of the applicant with whom you are linking.

The process of linking works in this way:-

1. You must enter the email address of the person you want to link to, ensuring it is the same one they are using for the application process. The person you want to link to will then have the option to accept or decline the link request when they reach the declarations section of their application. You will receive status notifications.
2. For the link to be complete, the other person must accept the link request.
3. Both of you must rank all of the UoAs 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 or both of you are on the reserve list, the link will be broken. **Please be advised** that the score of the lower scoring applicant will be used to allocate both linked applicants to a UoA and programme group (if used). The result of your link may be that either:-
 - a. 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**,
 - b. The other individual will be allocated to a foundation school lower in their order of preference than would have been the case if they had not linked their application to yours.

The link will only be honoured if:-

- all the information required is provided on both of your forms;
- neither you nor the other individual has been pre-allocated to a particular UoA on the grounds of special circumstances;

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

IMPORTANT: You cannot un-link your application under any circumstances.

Application Scores

Number of points available

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

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

Educational Performance Measure (EPM)

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

Medical school performance (34 to 43 points)

Your medical school performance score will be calculated by your medical school, which will divide your year group into 10 equal groups (deciles) based on performance in a number of assessments. Each UK medical school has agreed with its students which assessments will be included in this measure. This element of the EPM is known as the EPM decile score. If you are in the first decile (the top 10% of your year), you will receive a score of 43; if you are in the second decile your score will be 42; the third decile 41 and so on. Students in the tenth decile will be awarded 34 points.

If you are graduating from a UK medical school, these scores will be supplied by your medical school and uploaded into the Oriel system.

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

Your EPM decile score will be available on Oriel once you have registered and confirmed you are a nominated applicant. If the score is not as you expect, contact your UK medical school or the Eligibility Office as soon as possible.

Educational achievements (up to seven points)

There are two parts to educational achievements: additional degrees worth up to five points and publications worth up to two points.

Educational achievements will be machine-marked initially. Oriel will allocate a provisional score based on the information you provide in the relevant boxes.

A national verification day will then be held to confirm educational achievements scores as described in the Educational Achievements section on page 11.

Situational Judgement Test (up to 50 points)

The SJT is a measure of meeting the attributes required to be a foundation doctor, as defined in the [FP 2017 National Person Specification](#).

The SJT consists of 70 questions in 2 hours 20 minutes. There are 10 pilot questions distributed throughout the test which will only be used for future development of the test; they will not count towards your score. A maximum of 50.000 points is available.

All applicants to the Foundation Programme and the Academic Foundation Programme 2017 (including applicants to the Defence Deanery) are required to take the SJT in the UK on either:-

- Friday 02 December 2016, 10am
- Monday 09 January 2017, 10am

Your UK medical school or the Eligibility Office will provide details on which date/s is/are available to you and how to book a place once you have been deemed eligible to apply.

The SJT is taken under invigilated conditions. If you fail to comply with standard assessment procedures and invigilators' instructions then your application will be withdrawn from the process. Please see Appendix 6 for more details.

There are two question formats:-

- Rank in order five possible responses (rank actions; rank agreement; rank considerations; rank order)
- Choose three from eight possible responses

The paper will consist of approximately two-thirds ranking questions and one-third multiple choice questions. There is no negative marking, and you should therefore attempt all questions. Please refer to Appendix 3 for details of how each type of question is scored.

You will be presented with scenarios typical of those that doctors in the first year of the Foundation Programme (F1 doctors) may encounter. For each question, you need to consider how an F1 doctor **should** respond to the given scenario and answer accordingly.

The SJT is an assessment of the professional attributes expected of a foundation doctor and not your clinical knowledge/skills. You can prepare for the SJT by reading the [SJT monograph](#), which includes the research evidence for what the SJT is testing and tips around how to approach the SJT; the [job analysis of a Foundation Doctor](#), and [Good Medical Practice 2013](#). There is a practice paper and answer sheet available on the UKFPO website to help you familiarise yourself with the format of the test, the type of questions you will encounter and the look and feel of the question paper and accompanying answer sheet. The practice paper is available both as an online test, and a PDF which you can print off and complete manually. Although the practice paper mimics the SJT in terms of style and timings, the difficulty of these items may differ from those in the actual test.

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 paper is the only official resource that will prepare you to take the test.

Reasonable adjustments

Reasonable adjustments are the practical arrangements made to provide access to the SJT, in order to ensure that no applicant is at a disadvantage on the grounds of disability or health, without changing the demands of the assessment. Applicants may apply for reasonable adjustments to the format of the SJT on the following grounds:-

- A known and long-standing learning disability
- A long term or permanent physical disability, health condition or impairment
- A temporary health condition or impairment, or acute flare-up of a long-term health condition
- Other, e.g. religious observance.

You must apply for reasonable adjustments to your UK medical school or the Eligibility Office by **28 September 2016**. For full details refer to the [SJT Reasonable Adjustments Guidance](#) document and form available on the UKFPO website. It is important to note that the Reasonable Adjustments allowed for the SJT selection assessment may differ from those you obtain for university exams.

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 have seriously affected your ability to take the SJT on the date you are registered for, you must submit an Extenuating Circumstances claim form along with supporting medical evidence at the earliest opportunity, and usually in advance of the SJT. Applicants with approved extenuating circumstances will be able to take the SJT on the next date as a first-attempt. You may only claim extenuating circumstances once.

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 leave the test hall and submit an Extenuating Circumstances claim form with supporting medical evidence. If you are well enough to continue the SJT, your sheet will be marked and no extra time will be permitted. Claims of extenuating circumstance cannot be made retrospectively i.e. after taking the SJT. For more information, refer to the [SJT Extenuating Circumstances Guidance](#) document and form available on the UKFPO website.

IMPORTANT: It is your responsibility to know the time, location and venue of your SJT and ensure you arrive at the venue on time, regardless of the form of transport you use. If you arrive more than 30 minutes late or fail to turn up, and do not have extenuating circumstances, you will not be allowed to sit the SJT and will be withdrawn from the application process.

Processing FP Applications

If you have not accepted an AFP offer, your FP application will automatically be processed. Your FP application will be given a total score comprising your EPM score plus your SJT score.

All applicants will be ranked in score order and given a unique rank in Oriel. In the event of tied scores, the decile score will be used to break the ties. If still tied the SJT score will be used and if there is still a tie, it will be randomly broken. The unique ranks will then be carried forward for the purposes of group matching and match to programme. 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 vacancies available across the UK

Primary List Allocation

Applicants on the primary list will be allocated to UoAs in order of their rank starting with the highest ranking applicant. When it is your turn to be allocated, you will be allocated to your highest preference UoA where a place is available. If your first choice is not available, the system will look at your second choice, and so on down your list of preferences until it finds your highest preference which still has a space available.

Case study: How allocation to UoA works

William's top five UoA preferences were: Northern, Severn, Peninsula, Wessex and Mersey. He scored a total of 70 (EPM+SJT) out of a possible maximum of 100. This placed him 4000th in the rank list, as 3,999 other applicants were ranked higher than him.

When it was William's turn to be allocated, all the vacancies in Northern, Severn and Peninsula UoAs had been filled with higher ranking applicants. A vacancy was still available in Wessex and so William was allocated to Wessex as this was his highest preference that still had an available place. If Conrad's rank had been higher, he would have been more likely to have been allocated to a UoA that was higher on his list of preferences.

If you are on the primary list, you will be allocated to a UoA on **09 March 2017**. You will receive an email to let you know when your allocated UoA and your total application score (EPM + SJT) are available to view on Oriel.

IMPORTANT: Please note that swaps between UoAs are not permitted and will not be facilitated by the UKFPO under any circumstances.

If you have not already completed the online survey, you will be required to complete it before you can access your allocation results. The survey will be available from 27 January 2017 on Oriel.

IMPORTANT: If you do not complete the online survey you won't be able to see what next steps are required of you. It is important that you complete the survey at the earliest possible opportunity to ensure you meet subsequent deadlines.

Reserve List Batch Allocations

Applicants on the reserve list will be allocated in batches on predetermined dates. The number allocated on each date will depend on the number of vacancies that have arisen since the last allocation. You will be notified if you are on the reserve list by email on 09 March 2017. The e-mail will tell you how many applicants are on the reserve list and will illustrate the range of scores. You will also be reminded of the dates for the reserve list batch allocations.

After each reserve list batch allocation, applicants will be contacted by email to confirm whether or not they have been allocated to a UoA. Those who have not been allocated will be given updated information regarding the number of applicants remaining on the reserve list and the range of scores. They will also be given the name of the pastoral contact at their medical school that they can approach for support and advice.

Matching to a Foundation Programme

Following the national allocation process to UoA, local foundation schools manage the process of group/programme matching. As this part of the process is managed locally by each UoA, it is very important to check the website of your allocated UoA to see what process they use for matching you to a particular programme.

Each UoA will decide if it wishes to add a locally determined score to your total application score for the purposes of matching to programmes. Information regarding the scores used for the local matching process should be available on each UoA's website.

Two-stage match

UoAs that have a large number of programmes available may decide to cluster programmes together into groups. If a UoA decides to use programme groups, the process to match you to a particular foundation programme is in two stages.

Stage 1: Match to a programme group

Stage 2: Match to a particular programme

If your allocated UoA is using programme groups, you will first be required to rank the programme groups in order of preference. The UoA will then match you to a programme group based on your rank and your group preferences. Once you have been matched to a programme group, you will be invited to rank the programmes within that group in order of preference. The UoA will then match you to a particular programme, again using your rank and your preferences. If it is not possible to allocate you to one of your stated preferences based on your rank because you have not ranked them all, the system will randomly allocate you to a vacant programme based on the number of vacancies in each group/programme, after others that have expressed a preference are matched.

One-stage match

If your allocated UoA is not using programme groups you will be invited to rank the programmes in order of preference without having to first rank programme groups. The UoA will then match you to a particular programme based on your rank and your stated preferences.

If it is not possible to allocate you to one of your stated preferences based on your rank because you have not preferred them all, the system will randomly allocate you to a vacant programme based on the number of vacancies in each programme, after others that have expressed a preference are matched.

Whether UoAs are using a two-stage or one-stage matching process, the process must be completed by 06 April 2017 when you will be notified via Oriel which programme you have been matched to.

IMPORTANT: Remember to save your preferences as you go along. Failure to save your group/programme preferences by the deadline will result in you being matched to a group/programme with the most vacancies. Late preferences cannot be submitted under any circumstances so ensure you give yourself sufficient time to complete this stage.

A notification with a green tick will inform you that your preferences have been saved. Please be advised that the Oriel system will carry forward your latest entries once the deadline for preferences to be indicated has passed.

Allocation to Programmes

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

IMPORTANT: Successful applicants will be allocated to one unit of application (UoA) only, and then matched to one programme only. Declining your allocated UoA or matched programme will mean you are withdrawing from the application process. There is no system for swaps between UoAs or individual foundation schools.

If you withdraw from the process, you will be unable to apply to the two-year Foundation Programme until the following year. Vacancies that arise after the end of the national application process are normally service posts, for which doctors must have full GMC registration.

Please be advised that provisionally registered doctors cannot work as locums but only as part of the Foundation Programme.

Pre-allocation to a particular UoA based on special circumstances

If you need to be allocated to a particular UoA due to being the primary carer for a close relative; a parent or legal guardian for a child or children for whom you have significant caring responsibilities; or have a medical condition for which on-going follow-up in a specified location is an absolute requirement, then you can apply to your medical school (UKFPO for eligibility applicants) for pre-allocation to a particular UoA on the grounds of special circumstances.

You must rank this UoA first in your list of preferences during your application to the Foundation Programme. Failure to do so will result in your special circumstances application not being considered.

Details of the special circumstances criteria and the process for requesting pre-allocation are available on the UKFPO website under [Key Documents](#).

The criteria for being pre-allocated are very strict and you must supply all the required supporting documentation to your UK medical school or the Eligibility Office by 12.00 noon on the deadline (14 October 2016). There is no opportunity to provide additional documentation at a later date.

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 in your requested UoA 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 UoAs in order of preference on the application form even if you have been approved for pre-allocation on the grounds of special circumstances.

Appeals

Appeals against the national elements of the process will be dealt with nationally by the UKFPO. This includes appeals relating to:-

- Your verified educational achievements outcome
- Prejudice, bias or inappropriate diligence in handling your application(s)
- Faults or unavailability of the UKFPO's application website (Oriol) which you believe disadvantaged your application.

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 organisation.

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

- The process of matching you to a group and/or programme.

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

- Approval of reasonable adjustments
- Awarding of EPM decile points
- Approval of extenuating circumstances

The Lead Invigilator for each SJT venue will manage issues as they occur, for all applicants equally and at the same time. Appeals relating to sitting the SJT locally cannot be directed through the national appeals process.

There is no appeal against the final SJT score.

AFP Application Form(s)

The format of the AFP application form is based on the national FP application form with the inclusion of additional items as part of the 'Evidence' section and the inclusion of the 'Supporting' section. These sections are configured by each AUoA separately, therefore application forms may vary between AUoAs.

The personal, eligibility, fitness and competences sections of the application form for AFP will be pre-populated based on the information provided as part of the registration process on Oriol. You will be guided through these pages and will have the opportunity to edit the information should you wish to do so.

The 'References' section is intentionally blank for AFP. If you are subsequently offered an AFP post, the information included as part of your FP application under this section will be provided to your AUoA/employer. If you wish to edit your referee details, you will need to do so through your FP application. You will be able to amend referee details up until the point at which references have been returned or the deadline for the submission of references has passed.

Evidence

Having selected the AUoA(s) you wish to apply to, you will need to complete a separate application form. As you will have already registered on the Oriel site, your personal details and other core content on the application form will be pre-populated from the registration pages on your dashboard. However, you will be able to edit this information.

As part of the AFP application form(s), you will have the opportunity to enter details of any further educational achievements you wish to record. If you wish to claim the same achievements as in your standard FP form, you must complete this section again since it is a separate application form and will be considered in its own right. You will need to include this information as part of your application to each AUoA separately.

You can enter up to a **maximum of 32 achievements** in total in this section.

You will have the opportunity to include details of up to a maximum of two additional degrees, ten publications, ten presentations and ten prizes. Please note that if you select the option to indicate that you have additional achievements, you will be required to provide further information.

The criteria from the Educational Achievements section of the FP form do not apply to these further achievements in your academic application (e.g. publications do not require a PMID etc.).

Please note that if you are invited to an interview, you will be expected to provide evidence to support any further achievements you have included on your AFP application.

Supporting

In this section you will be asked for up to six items of information to support your AFP application.

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

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

Preferences

If you are applying for an AFP, you will be required to rank the academic programmes available in each of the AUoAs you have selected in order of preference before you can submit your application. You do not have to rank all of the available programmes if you are

not prepared to accept offers for some of them. However, you should consider this carefully since not ranking them all may affect your chances of being offered an academic programme. If you choose not to rank a programme, this will indicate that you do not wish to be considered for that programme.

For example, if you only rank certain programmes and these programmes are all offered to and accepted by applicants who scored higher than you, you will not receive an offer. You will only get a chance to receive an offer for one of your preferred programmes if the higher scoring applicants decline the offer.

Ranking is done using a drop and drag process. You will need to drag the relevant programmes into the section entitled preferences and leave those you don't want to rank. The system saves the preferences when you press "save". There is no submit button.

Equality

This section includes the equal opportunities monitoring information required by the health service to monitor their recruitment practices. This section asks you to provide your age, gender, ethnic origin, religious beliefs and whether you consider yourself to have a disability under the Equality Act 2010. You may choose to leave the date of birth fields blank. All other fields are mandatory, but you may choose the option "I do not wish to disclose".

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

Declarations

This section includes several declarations that you are required to confirm you have read and understood. **The option to link applications is not available for applications to AUoA.**

Oriel will prevent you from submitting your application until all sections of the application form have been completed. **You will also need to have already submitted your FP application.** You will not be able to submit your application until all sections are green.

IMPORTANT: Once your application form has been submitted, it cannot be amended. Make sure you double check everything. We advise you print out a copy of your completed application.

When you select 'submit', the page will change on Oriel informing you that you have submitted your application. You will only be able to edit your contact details and referee details from this point onwards.

Once your application is accepted, you will receive an email via Oriel confirming it has been submitted successfully. You will be able to access your submitted applications through your dashboard.

Processing AFP Applications

AFP Interviews

Each AUoA will undertake its own short-listing and invite short-listed applicants to interview. Some AUoAs will invite their short-listed applicants to login to Oriel and select an available interview slot, whereas others will send a specific interview date and time to each applicant.

The interview period for each AUoA will be available on the [UKFPO website](#) from 22 August 2016. Some AUoAs may accept telephone, Skype or video interviews, whereas others will require you to attend in person. The individual AUoA websites will have more information about interview requirements. You should check this information before you select AUoAs to ensure you are available for interview during the relevant interview period.

Following interviews, each AUoA will allocate a score for each interviewed applicant. This AUoA specific score will be added to your academic decile score to provide your overall ranking score for your AFP application. Each AUoA will decide locally on the weighting of the AUoA and academic decile score. The highest scoring AFP applicants (academic decile score + AUoA score = AFP match ranking score) will receive offers.

Although your SJT score will not be used to calculate your AFP ranking score for the purposes of AFP offers, all AFP offers are subject to a satisfactory SJT score. A satisfactory SJT score means that you are not withdrawn from the national process due to an exceptionally low SJT score. Applicants who are withdrawn due to an exceptionally low SJT score will receive an email to inform them on 09 March 2017 and their AFP application will not progress any further. If you do not receive an email then you have achieved a satisfactory SJT score, which you can see by logging into your Oriel account, and your AFP application can progress.

AFP offers

On 18 January 2017, you can login to your Oriel account to see the result of your application(s). If you have been offered a programme, you will also receive an email via Oriel.

The result of your application will be either:-

- an offer of a programme;
- notification that you are on the AUoA's reserve list; or
- notification that you have not been successful.

If you have received an AFP offer, you must accept or decline the offer on Oriel within 48 hours. If you have received two AFP offers, you must decide which one you wish to accept. The system will prevent you from accepting both offers. Offers will be made between 9am and 10am on 18 January 2017.

If you have applied to two AUoAs and you receive an offer from one of those AUoAs and decide to accept this offer before the outcome of your second application has been revealed, i.e. before 10am, you will be withdrawn from the application process to the second AUoA and will not receive a further offer. We advise you to wait until all offers have been made at 10am before accepting an offer, unless you have received an offer from your preferred AUoA and are completely certain of your decision to accept that particular offer in advance of the outcome of your second application.

If you decline an offer, you will not be placed on the AUoA's reserve list, nor will you be reconsidered for the post later in the process. Failure to accept or decline an offer on Oriel with 48 hours your offer will expire and your application will be withdrawn. You will not receive another offer from the same AUoA. Instead, your application will be considered as part of the national FP application process.

In the event that you are offered a programme in two AUoAs, please note that the duration of offers may be staggered slightly within the course of the hour between 9am and 10am. Please bear in mind the respective expiration dates of each of your offers (please refer to the example below).

Offers Process – 48 hours to accept or decline an offer before it expires

Sarah applied to the West Midlands AUoA vacancy and the Scotland AUoA vacancy on Oriel.

Sarah was deemed appointable and ranked highly enough to be offered a programme in both AUoAs.

On the 18 January 2017, the offer for the West Midlands AUoA became available on the system at 9.00am. The offer for Scotland AUoA was released at 9.15am.

The programme offer for West Midlands AUoA will expire at 9.00am on Wednesday 20 January 2017, whereas the programme offer from Scotland AUoA will expire at 9.15am on Wednesday 20 January 2017.

Please be advised that if you accept an AFP offer and subsequently withdraw, your application will be withdrawn from the entire process, including FP.

Cascade process for AFP reserve list applicants

Following the deadline for accepting or declining initial offers, a cascade process will run whereby AUoAs will offer any unfilled places to the next highest scoring applicant on their reserve lists. Cascade offers will only be made to applicants who have not previously received an offer from the AUoA and who have not already accepted an offer at another AUoA and have preferenced the programme where there is a vacancy.

If you receive an offer made via the cascade process, you will have 48 hours to accept or decline it on Oriel. The timetable for the cascade process is as shown below.

After the third cascade of offers, each AUoA will have three days to offer any remaining unfilled places to applicants still on their reserve list who have not already accepted an offer elsewhere. If you are contacted during this three-day period, you may be offered a programme that you did not rank as one of your preferences and you will have a limited amount of time to accept or decline the offer. It is likely that the AUoA will contact you by phone or email.

Timetable for AFP offers (all times are BST)

18 January 2017 between 09:00 and 10:00	AFP initial offers date. AUoAs send emails via Oriel. You have 48 hours to accept or decline the offer.
20 January 2017	Deadline for you to accept or decline the offer on Oriel.
25 January 2017 between 9:00 and 10:00	AFP first cascade offers date. AUoAs send emails via Oriel. You have two working days to accept or decline the offer.
27 January 2017	Deadline for you to accept or decline the offer on Oriel.
01 February 2017 between 9:00 and 10:00	AFP second cascade offers date. AUoAs send emails via Oriel. You have two working days to accept or decline the offer.
03 February 2017	Deadline for you to accept or decline the offer on Oriel.
08 February 2017 between 9:00 and 10:00	AFP third cascade offers date. AUoAs send emails via Oriel. You have two working days to accept or decline the offer.
10 February 2017	Deadline for you to accept or decline the offer on Oriel.
13 – 15 February 2017	Final offers. If at the end of the cascade process an AUoA has any unfilled places they may approach you directly, via email or telephone, with an offer. You will have a very limited amount of time to accept or decline the offer.

IMPORTANT: It is important to familiarise yourself with the AFP offer dates and deadlines for accepting or declining offers.

MAKE A NOTE OF THE DATES IN YOUR DIARY.

Exactly 48 hours after your offer has been made, the system will prevent you from accepting or declining an offer. If you have not responded by the deadline, it will be assumed that you have declined the offer.

Do not miss your opportunity to undertake an Academic Foundation Programme because you were too late to accept the offer!

If you accept an AFP offer at any stage during the offers process, you will automatically be excluded from the FP allocation.

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

Case study: How AFP offers work

Sinead dreams of pursuing an academic medical career in Wales but decides to apply to two AUoAs: Wales and South West. She does well in short-listing and is invited to attend an interview by both AUoAs. Following the interviews, she is placed on the reserve list by Wales and offered a place by South West on 18 January. She now has until 20 January to make a decision.

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

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

For more information about AFPs and the opportunities available in academic medicine after your foundation years, download the [Rough Guide to the Academic Foundation Programme](#) and [Compendium of Academic Competences](#) or look at the relevant AUoA's website.

Before you start work as a foundation doctor

Pre-employment checks

Pre-employment checks include Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG) checks, occupational health checks and may, in some cases, include an interview. You must ensure that both of your references are provided, as your employer cannot offer you a contract of employment without them.

Your employment contract

Your formal offer of employment will be made by your employing healthcare organisation (hospital, trust or health board). They will offer you a contract only after they have successfully completed pre-employment checks, you have qualified from medical school and you have attained provisional registration with a licence to practise with the GMC in the UK. The pre-employment checks include DBS/PVG checks, references and occupational health checks. Please note, these checks are unrelated to the information provided in the Transfer of Information forms (see below), and questions may be duplicated.

Your employing organisation is responsible for all contractual issues such as pay, banding, rotas and accommodation, and they will also confirm your start date, and shadowing and induction arrangements.

Starting your job

As a newly appointed foundation doctor, the health service in the UK requires you to undertake a period of shadowing/induction prior to the start of the Foundation Programme to shadow the F1 doctor you will be taking over from. This period will also include an induction into the NHS and your particular place of work. Your allocated UoA or employer will provide details of the shadowing/ induction period and when you need to make yourself available. This is likely to be the week(s) preceding your start date.

Please note that you will need to arrange registration with the GMC to cover the shadowing/ induction period.

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

Transfer of Information (TOI)

Tomorrow's Doctors, Paragraph 121, places an obligation on UK medical schools to ensure you meet the outcomes required and to transfer information to those who may need it during your foundation training:

"... medical schools should also make arrangements so that graduates' areas of relative weakness are fed into their Foundation Programme portfolios so they can be reviewed by the educational supervisor. This information should draw on assessments in relation to the outcomes and including graduating transcripts.

“In applying for the Foundation Programme, applicants accept that such a transfer of information will take place.”

Your UK medical school or the Eligibility Office will give you more details about the Transfer of Information (TOI) process. The national process and forms can be found on the UKFPO website under [Transfer of Information process](#).

Appendix 1

Letter to confirm additional degree with no degree certificate

If you are claiming points for an additional degree in the Educational Achievements section of the application form but do not have a copy of your degree certificate for any reason, you must provide a degree confirmation letter for the points to be awarded. The degree confirmation letter is particularly relevant in circumstances where the degree has not yet been conferred at a degree ceremony. For the degree confirmation letter to be accepted, the relevant examination board **must** have ratified that you have successfully completed your degree course by the application closing date (14 October 2016).

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

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

To be written on university headed paper

Date of letter*

Dear <<insert name of applicant>>

This letter confirms that following the recent examination ratification board meeting attended by external examiners, your degree has been awarded. 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)

Official stamp of the university

* Date letter is issued

Appendix 2

Competition Ratios

Unit of Application	Map Reference	Vacancies	No. choosing UoA as first preference	Competition Ratio
East Anglia	1	274	192	70.07%
EBH (new for 2017)				
LNR	3	151	107	70.86%
North Central Thames	4	318	500	157.23%
North East Thames	5	301	369	122.59%
North West Thames	6	256	790	308.59%
North West of England	7	818	493	60.27%
Northern	8	391	270	69.05%
Northern Ireland	9	258	259	100.39%
Oxford	10	219	310	141.55%
Peninsula	11	189	123	65.08%
Scotland	12	790	696	88.10%
Severn	13	263	474	180.23%
South Thames	14	796	950	119.35%
Trent	15	304	184	60.53%
Wales	16	319	206	64.58%
Wessex	17	295	206	69.83%
West Midlands Central	18	186	261	140.32%
West Midlands North	19	254	75	29.53%
West Midlands South	20	162	100	61.73%
Yorkshire and Humber	21	568	508	89.44%

Appendix 3

Situational Judgement Test (SJT) Additional Information

Ranking questions

- There are four different types of instruction for ranking questions:-
 - **Rank Appropriateness of Actions:** 'Rank in order the appropriateness of the following actions in response to this situation (1= Most appropriate; 5= Least appropriate)'
 - **Rank Agreement with Statements:** 'Rank in order the extent to which you agree with the following statements in this situation (1= Most agree with; 5= Least agree with)'
 - **Rank Importance of Considerations:** 'Rank in order the importance of the following considerations in the management of this situation (1= Most important; 5= Least important)'
 - **Rank Order of Actions:** 'Rank the order in which the following tasks should be undertaken (1= Do first; 5= Do last)'
- A maximum of 20 marks is available for each question
- For each of the five response options up to four marks are available
- Marks are awarded for near misses
- Tied responses are not allowed; if you tie two response options, you will receive zero marks for each of the response options you tied
- There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).
- The following example illustrates the scoring for a question with the correct answer DCEAB.

Ideal rank	Your rank choice				
	1	2	3	4	5
D	4	3	2	1	0
C	3	4	3	2	1
E	2	3	4	3	2
A	1	2	3	4	3
B	0	1	2	3	4

If you recorded the answer as DCEAB, you would score 20 marks. If, for example, you thought the answer was DABEC, you would score 12 marks, as follows:-

- 4 points for option D as it is in the correct position
- 1 point for option C as the correct position is 2, but you ranked it 5th
- 3 points for option E as the correct position is 3, but you ranked it 4th
- 2 points for option A as the correct position is 4, but you ranked it 2nd
- 2 points for option B as the correct position is 5, but you ranked it 3rd.

Multiple choice questions

- There are two types of multiple choice question:
 - Choose the three most appropriate actions to take in this situation
 - Choose the three most important considerations to take into account in the management of this situation
- A maximum of 12 points is available for each question
- Four points are available for each of the three correct response options
- You must only choose three response options; if you choose more than three, you will score zero for that question
- There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).

Marking and scaling the SJT score

Once all answer sheets have been marked, the SJT scores are translated to a 0.000-50.000 point scale. There are three stages to calculating your SJT points:

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

The SJT scores are scaled to match the EPM scale in terms of the mean and standard deviation (spread) of scores. This means that the two scores can be combined into an equally weighted sum. For further information please see Appendix 6.

As in previous years, applicants with exceptionally low SJT scores will have their applications reviewed, with the possibility that they may be withdrawn from the national application process. Details of the process for reviewing low scoring applications and withdrawing affected applicants will be published as soon as possible, and no later than 28 November 2016 (i.e. prior to the date of the first SJT).

For more information, read the [SJT Frequently Asked Questions](#) on the UKFPO website.

Appendix 4

Sitting the SJT – What to bring with you

You need to bring the following items with you on the day of the SJT:-

- Minimum of two HB or 2B pencils (**other pencil types, including mechanical pencils, do not scan so do not use them**)
- An eraser
- A pencil sharpener
- Current photographic ID
- Your SJT booking confirmation email (if you applied through the Eligibility Office).

You may also wish to bring with you a transparent ruler as an aid for completing the answer sheet.

IMPORTANT: No other materials, including dictionaries and electronic devices, are permitted in the SJT venue. Smart watches are not permitted and must be left with your belongings. If you want to bring a wristwatch you will be required to remove it and place it on the desk before the start of the SJT.

Identifying yourself

Your ID will be checked at the SJT venue. The following are the **only** forms of identification that will be accepted. Whichever you bring, it must be original, current and bear your full name and photograph.

- Passport
- UK driving licence
- National identity card if from an EEA country or Switzerland. Please note that national identity cards from a non-EEA country will not be accepted and applicants will be required to present a valid passport.
- UK university ID card, **only** for applicants taking the SJT at the university they attend

If applicable you should also bring documentation to support a name change.

If you choose to wear a niqab you will be asked to remove the veil to have your identity confirmed. A female-only environment will be provided to ensure privacy. If this identity check has not taken place before the SJT, then you will be asked to remain at the venue until an invigilator is available.

IMPORTANT: If you are unable to provide suitable ID on the day of the SJT, or the invigilator is in any doubt about the validity of your documentation, you will be required to present valid photographic ID to the organiser of your SJT no later than one working day after the date you sat the test. Failure to do so will result in your withdrawal from the application process.

At the end of the test

You must ensure that you comply with the invigilator's instructions at the end of the test. You must stop writing and put down your pencil when the invigilator tells you to at the end of the test. It is extremely important to hand in all paperwork at the end of the test. Failure to do so may mean you receive a score of zero for the SJT.

WARNING: Removal of question papers is strictly forbidden. If you fail to return your question paper, your application will be withdrawn. The national [FP 2017 person specification](#) requires that applicants demonstrate appropriate professional behaviour (i.e. integrity and honesty).

Further information

If you would like to read more about the SJT, visit the [UKFPO website](#) where further information is available, including [frequently asked questions](#), a practice SJT paper and an SJT monograph.

More information about the design and development of the EPM and SJT for selection to the Foundation Programme, including pilot results, is available on the [Improving Selection to the Foundation Programme \(ISFP\) project website](#) (archived).

Appendix 5

Reasons for dismissal from the SJT and subsequent withdrawal from the FP application process

Exam conditions apply at all times during the SJT. If you fail to comply with standard assessment procedures you will, after receiving a warning from the invigilator, be dismissed from the test venue and have your application withdrawn from the national application process, for any of the following:

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

Appendix 6

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

An applicant can score anywhere between 34 and 50 points for the EPM and anywhere between 0.000 and 50.000 points for the SJT. The scores from each of these measures are combined to provide a total score and this is what determines the applicant's ranking. **It is the distribution of scores across this scale which affects the weighting of the two measures, not the scale itself.** In fact, the two measures could be on completely different scales and still exert an equal weighing, providing the scores were similarly distributed across the scales.

The transformation of the SJT raw scores on to the 0.00-50.00 scale takes into account the distribution of the EPM scores from **that year** to ensure that each measure exerts an equal weighting on the total score for the majority of applicants. The graphs below show the distribution of scores for both the EPM and the SJT for FP 2016.

Figure 1: Distribution of EPM and SJT scores from FP 2016

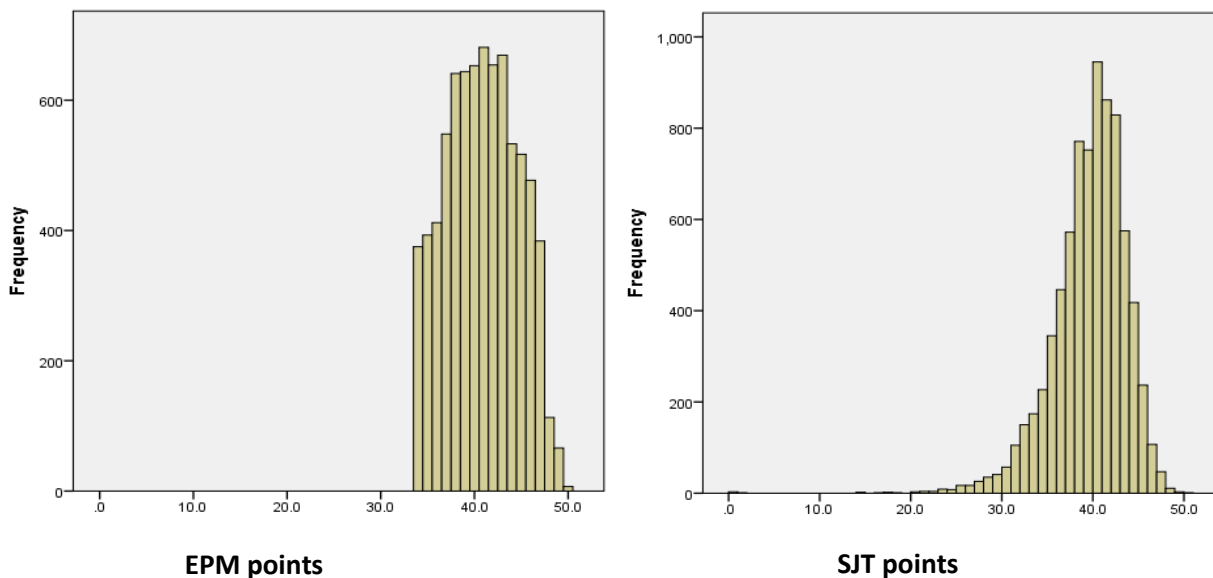


Figure 1 demonstrates that whilst the minimum score on the EPM is 34 and the minimum score on the SJT is 0.000, only a very small proportion (approximately 10%) of applicants received a score below 34 on the SJT. This means that for the vast majority of applicants the EPM and SJT each exert an equal weight on the total score. In other words, **a high score on the EPM is just as likely to result in a high rank position as a high score on the SJT.** However, because it is possible to receive an extremely low score on the SJT which it is not possible to receive on the EPM, those applicants who receive the lowest scores on the SJT are more likely to get a lower rank position than those who receive the lowest EPM score.

More information about the design and development of the EPM and SJT for selection to the Foundation Programme, including technical reports of the SJT pilots and three years' of FP applications, is available on the [Improving Selection to the Foundation Programme \(ISFP\) project website](#) (archived).