

# Applying to UKFP 2018

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# Online Application(s)

Are You Ready? Oriel browser support is changing. [More information](#)

Oriel   
12/06/2017 13:33:37



## Welcome

Welcome to Oriel. Oriel is the UK wide portal for recruitment to postgraduate medical, dental, public health, healthcare science and pharmacy training programmes. Oriel enables applicants to register for training, view vacancies, apply, book interviews and assessment centres and manage offers - all within a single central location.

PLEASE NOTE: Applicants looking to apply for F1 and F2 stand-alone programmes need to select the Medical and Dental Specialties staff group icon below and **NOT** the UK Foundation Programme Office staff group / icon. Applicants must register through the Medical and Dental Specialties icon. You will not be able to access F1 and F2 stand-alone vacancies and application forms through the foundation staff group.

## PLEASE LOGIN

If you have already registered on the ORIEL system then please enter your login details below.

Email address:

Password:

[Forgot Password](#)

[Sign-in](#)



## PLEASE SELECT YOUR STAFF GROUP:

UK Foundation Programme



Medical & Dental specialties



Healthcare Sciences



Pharmacy Programme



Referees Home Page



# UKFP 2018 National Process

- Nomination of eligible applicants including provision of decile score
- Applicants register on Oriel and complete online application form
- Verification of Educational Achievements (EA) scores
- AFP offers timetable
- All applicants take the SJT
- Applicants on primary list allocated to UoA
- Low score SJT review
- Batch allocation of applicants on reserve list

# UKFP 2018 Local Processes

- SJT arrangements (medical school)
- AFP (AUoA)
  - Longlisting
  - Shortlisting
  - Interviews
  - Offers
- FP matching to groups/programmes (UoA)
- Pre-employment checks (employers)

# Getting started (from 25 September 2017)

## Register on Oriel

- You must register on Oriel before you can apply
- **Once you have been nominated, you will be sent an email with a URL link to create a password**
- You will be able to log into Oriel using your email address and password
- You will be able to register at this point with information relating to personal details
- Application form will be available from 02 October 2017

# The application form (02-13 October 2017)

- You must complete and submit your application form on Oriel between **Monday 02 October and 12.00 midday UK time on Friday 13 October 2017**
- **Late applications will not be accepted under any circumstances**
- The application form is divided into sections; Personal, Eligibility, Fitness, Referees, Competences, Supporting, Preferences, Equality and Declaration.

## 100 points maximum

### Part 1

- Educational Performance Measure (EPM)
  - 50 points maximum

### Part 2

- SJT (selection assessment for FP 2017)
  - 50 points maximum

# Scoring applications - EPM

## Educational Performance Measure (EPM) - 50 points (max)

### 1. EPM decile score (up to 43 points)

- Calculated by each medical school
- First decile (the top 10% of cohort) = 43 points/Tenth decile = 34 points

You will be able to see your EPM decile score once you have been nominated on Oriel on 25 September 2017

### 2. Educational achievements score (up to 7 points):-

- Additional degree = up to 5 points
- Publications = up to 2 points

You will be able to view your verified educational achievements score on Oriel from **23 October 2017**



## PART A – Additional degree (max. 5 points)

- Additional degrees include Bachelors, Masters and Doctorates, regardless of the subject
- A score is given for one additional degree only
- More points are awarded for better class degrees
- You need to upload a copy of your degree certificate
- A letter from the dean/registrar confirming the pass has been ratified by the exam board is acceptable if your certificate has not been issued
- **No transcripts**

# Educational Achievements (2)

## PART B: Publications (max. 2 points)

- You can claim points for:-
  - Publications (must have a PubMed ID)
  - Can claim up to 2 publications
- Double check you have entered the correct PubMed ID before submitting
- PubMedID number **MUST LINK** directly to publication

# Educational achievements score

- Based on the information you enter on your application form, Oriel will allocate a provisional score
- A panel will verify the provisional score against the information you entered and the evidence you uploaded
- The panel will amend the provisional score if necessary\*
- Panels will comprise medical and foundation school staff
- Panels will not see any other sections of your application form
- Verified scores will be available to view on Oriel from **23 October 2017**

\*Verifiers will only decrease scores, therefore if you choose mistakenly a degree classification that is worth less points your score will NOT be increased

# Scoring applications - SJT

## **SJT (selection assessment for FP 2017) - 50 points** (maximum)

- Once all SJT answer sheets are completed they will be marked nationally
- The range of marks across all applicants will be translated to a 0-50 point scale, with the scaling method designed to reflect a 50:50 weighting between the SJT and EPM
- Exceptionally low SJT scores will be reviewed.
- It is anticipated that 0.0 – 0.5% of applicants will achieve an exceptionally low SJT score

# Special Circumstances

- If necessary, you can request pre-allocation to a particular UoA on the grounds of special circumstances.
- Requests and supporting evidence must be submitted to your UK medical school
- **Important: you must rank your requested UoA as first choice on Oriel otherwise your special circumstances application will not be considered**
- Pre-allocation is not applicable for AFP applications

# Linked applications

- You may link your application to another applicant's in order for you both to be allocated to the same UoA
- You and the other applicant must link to each other and you must rank the UoAs in the same order of preference
- If you are both on the primary list, you will both be allocated based on the lower of your individual scores
- You cannot “un-link” once your application is submitted
- Some UoAs will not guarantee that linked applicants are in the same area. Check UoA websites for more information on their policies
- The link will be severed if either or both of you accepts an AFP offer or are on the reserve list
- You can't link if you are claiming special circumstances

# UoA Preferences (1)

- All applicants must rank all UoAs in order of preference
- Preferencing is done using a “drop and drag” process
- Important to save on a regular basis
- Last saved preferences are the ones that will be considered when you submit your application
- You will be able to amend your preferences once your application has been submitted until 15 February 2018

# UoA Preferences (2)

- FP preferences must be completed
- You must do this even if you intend to apply for an academic programme
  - If your AFP application is not successful, you will be included in the FP allocation automatically
- You must do this even if you have been approved for pre-allocation to a particular UoA for special circumstances
  - If you are not on the primary list, it may not be possible to honour your pre-allocation



# UoA Preferences (3)

Check the *UKFP 2018 Applicant's Handbook* for competition ratios for FP 2016 and FP 2017

Check UoA/foundation school websites for local policies

View an outline of individual programmes in each UoA on Oriel from 18 September 2017

Linked applicants must rank the UoAs in the same order of preference or the link is broken

For FP 2017 over 94% of applicants were allocated to one of their top 5 choices

# Processing FP applications (1)

## Primary and reserve list

- If, as anticipated, there are more fully eligible applicants than places, applications from individuals who cannot provide evidence of their right to work in UK will not be considered
- If, at the end of the AFP offers period, there are more FP applicants than vacancies, the 'n' highest scoring applicants will be placed on the primary list (where 'n' is the number of FP 2018 vacancies across the UK)
- If there are a number of applicants with the same score at the primary list cut-off, tie breakers will decide which ones are included on the primary list
- If you are not on the primary list you will be included automatically on the reserve list

# Processing FP applications (2)

## Primary List allocation (08 March 2017)

- Applicants who have been approved for pre-allocation to a particular UoA will be allocated first
- Applicants on the primary list will be allocated to UoAs in rank order
- If all the places are filled in your first choice UoA, the system will look at your second choice, and so on down your list of preferences until a space is available
- Linked applicants will be allocated based on the lower rank of the linked pair

# Local matching to programmes

## Primary list applicants

- If you are on the primary list, you will be invited to choose your programme preferences by your allocated UoA by a given deadline, **which is an absolute**
- UoAs each have their own process for matching applicants to programmes; some UoAs may choose to use a two-stage matching process. **This may involve more than one deadline**

## Reserve list applicants

- Reserve list applicants will follow the same process but will only be able to choose programmes available in your allocated UoA

# Preferencing

The preferencing process is the same process for both groups and programmes

All groups / programmes will be listed under “No preference” column. Drag and drop to “Preference” column in order

- If you don't preference a group / programme, the system will allocate you to the group / programme with the most vacancies
- The last preference saved is the one used
- Be very aware of deadlines!

# Referees

- You must provide details of two referees:-
  - one clinical referee
  - one medical school/academic referee
- Once provided by your referees, references are passed to employers as part of pre-employment checks
- References and their content are not used to assess your application, nor are they used in deciding who gets offered an AFP or matching you to an FP programme
- If one or both of your referees does not submit a reference it will not affect your application; outstanding references will be collected later by your employer

# Transfer of Information

- The GMC's *Good Medical Practice (2013)* places an obligation on UK medical schools to ensure graduates meet the outcomes required and to transfer information to those who may need it during their foundation training
- UK medical schools will provide more details about the Transfer Of Information (TOI) process and will request you complete and sign a TOI form
- The national TOI process and forms can be found on the UKFPO website under "*Transfer of Information Processes*"

# Employment Contracts

Your employing healthcare organisation is responsible for all contractual issues including:-

- Pay
  - Banding
  - Rotas
  - Accommodation (if applicable)
  - Shadowing and induction
- 



# Pre-employment checks

- Pre-employment checks include Disclosure & Barring Service (DBS) checks or Protecting Vulnerable Groups (PVG), and occupational health checks
- They may also include a locally conducted, structured interview or local assessment of clinical skills
- These checks are undertaken by the employing healthcare organisation
- Contracts of employment will not be issued until pre-employment checks are successfully completed

# Data security

- Personal data is protected under data protection legislation
- The online recruitment system (Oriel) is secure and has undergone rigorous checks
- Your information is held on a secure database and is only accessible to those that need to process your application
- Your information is passed to your employer by your allocated UoA once you have been matched to a programme
- Your data will be anonymised before it is used for research or evaluation purposes, unless you have given your permission for personalised data to be shared

# Applying to UKFP 2018

## Summary



# Important dates

Latest 20 June 2017

*UKFP 2018 Applicant's Handbook*  
available

21 August 2017

AFP programmes available to view  
on Oriel

25 September 2017

Register on Oriel

Outline of programmes available to  
view on Oriel

**02 – 13 October 2017**

**FP and AFP application period**

**Late applications will not be accepted under any circumstances**

# Important dates (2)

16 Oct 2017 – 12 Jan 2018

AFP local short-listing and interviews

**01 Dec 2017 & 08 Jan 2018**

**National SJT dates**

17 Jan – 14 Feb 2018

AFP offers period

08 Mar 2018

Primary list applicants allocated to UoAs

# Important dates (3)

09 Mar – 04 Apr 2017

Primary list applicants state group/programme preferences (deadlines and methods will vary by UoA)

05 Apr 2017

Primary list applicants matched to programmes

May – Jul 2017

Reserve list batch allocations

# Planning and preparation (1)

## You should:-

- Print and read the FP 2018 national person specification and the *UKFP 2018 Applicant's Handbook* available online at [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk)
- Start collecting the required evidence for your educational achievements (i.e. additional degree and publications)
- Identify a GP, consultant or associate specialist who you can ask to provide a reference about your clinical skills
- Identify a lecturer, senior lecturer, professor or reader at your medical school who you can ask to provide a medical school reference
- Ask your referees to supply an email address they access regularly

# Planning and preparation (2)

- Register on Oriel as soon as the system is available, i.e. from 25 September 2017 when you are sent an email.
- Ensure that you apply to the Foundation Programme ahead of the last day of the application window.

## APPLICATION WINDOW

02 OCTOBER – 13 OCTOBER 2017 AT 12:00 midday (BST)



# Planning and Preparation (3)

- Ensure you submit your application before the last morning of the application period to avoid any last minute problems with your local PC or internet connection that may prevent you submitting it
- Remember: ***LATE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES***
- Note that technical support is available **via e-mail** Monday to Friday, 8.00 am – 5.00 pm (BST). This is particularly important if you are submitting your application from overseas where there may be a significant time difference

# Where to go for more info

Go to [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk)

- For further details on the application process
- For answers to frequently asked questions
- For a list of UoAs and AUoAs with web links
- To sign up for regular e-updates



# Applying to AFP 2018



# AFP Application Process

- Applicants will need to apply to each AUoA (**up to a maximum of two**) separately.
- Each AUoA will determine what information it wishes to receive from its applicants which will consist of educational achievements and white space questions
- Scoring criteria will be determined locally and may vary across the different AUoAs
- **You cannot submit AFP applications until you have submitted an application to FP application**

# AFP Application Process

- Each application to an AFP is treated separately
- No information from FP application will be carried forward apart your main personal details i.e. name, contact details
- Educational achievement information is different from the FP application. Degrees, publications, presentations and prizes are added by completing the relevant boxes and drop down lists
- Up to six white space questions will require free text answers

# AFP Programme Preferences

- You will need to preference the Academic programmes available in each AUoA you select before you can submit your application
- You do not need to preference all the programmes if there are some you know you will not accept
- However, the fewer programmes you preference, the lower your chance of receiving an AFP offer
- Highest scoring AFP applicants will receive offers first from each AUoA
- If higher scoring applicants decline these offers, they will then be offered to lower scoring applicants during the cascade process

## Local short-listing and interviews

- Each AUoA will:-
  - undertake its own short-listing according to local criteria
  - invite its own short-listed applicants to attend an interview
  - determine its own interview criteria
  - assign a local score to each applicant it interviews

# Processing AFP applications (2)

## AFP offers

- Highest scoring AFP applicants will receive offers first
- If higher scoring applicants decline these offers, they will then be offered to lower scoring applicants
- **Familiarise yourself with the AFP offers timetable**
- All AFP offers are subject to a satisfactory SJT score
- If you accept an AFP offer, you are excluded from the FP allocation
- If you do not secure an AFP post, you will be included in the FP allocation automatically



# Applying to UKFP 2018

The SJT

The   
Foundation  
Programme



# Sitting the SJT (1)

- All applicants to the Foundation Programme and the Academic Foundation Programme commencing in August 2017 are required to sit the SJT in the UK on either:-
  - Friday, 01 December 2017
  - Monday, 08 January 2018
- Defence Deanery applicants are also required to sit the SJT
- Your UK medical school will contact you to let you know which date/s is/are available to you
- **It is your responsibility to know the time and venue of your SJT, and to arrive on time regardless of the mode of transport you use**

# Sitting the SJT (2)

- You must sit the SJT on the date for which you are registered
- The SJT is a measure of meeting the attributes required to be a foundation doctor, as defined in the national FP personal specification
- It is not an assessment of your clinical knowledge and cannot be revised for, although you can prepare for it
- You should be familiar with [Good Medical Practice \(2013\)](#) and the attributes expected of a foundation doctor ([monograph](#))
- You should also practice responding to different question formats using the practice paper and OMR answer sheet available on the UKFPO website

# Sitting the SJT (3)

- You must take the following with you on the day:-
  - Minimum of two HB or 2B pencils, an eraser and a pencil sharpener. A transparent ruler is optional.
  - Current, photographic ID
  - Your SJT booking confirmation (if you applied through the Eligibility Office)
- Your ID will be checked on the day at the SJT venue
- Smart watches are forbidden. Other watches must be placed on the desk to be checked at the SJT venue
- Removal of question papers is strictly forbidden. All paperwork must be returned to invigilators at the end of the test.

# What happens if...

## ...I require adjustments for the SJT?

- You may request reasonable adjustments to the format of the SJT on the grounds of a disability, health condition or impairment, or other (e.g. religious observance)
- Reasonable adjustments for the SJT as a test of employment may be different to reasonable adjustments allowed for university exams. Please refer to the guidance.
- You should contact your UK medical school as soon as possible
- Deadline for submitting the form to request Reasonable Adjustments is **28 September 2017**

# What happens if ....

## ...I can't attend the SJT on the date for which I'm registered?

- If a **severe** and **exceptional** event means you can't sit the SJT, you must submit an Extenuating Circumstances claim with supporting evidence to your UK medical school as soon as possible prior to the test
- If you cannot submit your evidence in advance, you have up to one working day after the date of the SJT to submit it
- If you arrive more than 30 minutes late or fail to turn up, and do not have a valid extenuating circumstances claim, you will be withdrawn from the application process

# More information about the SJT

- The following information is available on the UKFPO website: -
  - Frequently asked questions and answers
  - An introductory video
  - A practice SJT paper
  - A monograph
- Information about the design and development of the EPM and SJT, including evaluations of the pilots and live use of the SJT, is available on the Improving Selection to the Foundation Programme (ISFP) project website:  
[www.isfp.org.uk](http://www.isfp.org.uk)