

Key dates for Foundation Schools

No.	Activity	Date
1.	<p>Health Education England (HEE) to issue each Foundation School with a list of applicants invited to apply for Tier 4 sponsorship. No action required; this is for school/employer information.</p> <p><i>(For info only: the e-mail inviting Doctors to apply for a Tier 4 account will have been sent on the same day; they have from 19th March – 9th April 2019 to register for an account and provide all required documents)</i></p>	19 th March 2019
2.	<p>HEE to issue each Foundation School with the list of applicants who meet the sponsorship requirements and can expect to receive a CAS on 8th May 2019. (This information is required to complete the action outlined below)</p> <p>ACTION: Foundation Schools to verify the accuracy of information for each Tier 4 applicant due to receive a CAS i.e. check information including:</p> <ul style="list-style-type: none"> • incorrect details • Doctors who fail finals; and/or • Doctors who have withdrawn from the Foundation Programme <p>HEE <u>MUST</u> be notified immediately and by no later than <u>*19th April 2019.</u></p> <p><i>*UK medical schools will not have released final exam results by 19th April 2019. Please report failed finals to HEE as soon as they are known.</i></p>	<p>12th April 2019</p> <p>By 19th April 2019*</p> <p>(*And on-going reporting for failed finals or withdrawals as they occur)</p>
3.	<p>HEE to e-mail each Foundation School with the confirmed list of Doctors who were issued with a CAS and will require Tier 4 monitoring with immediate effect.</p> <p><i>(For info only: the doctors will have received their CAS via e-mail on the same day)</i></p>	10 th May 2019
4.	<p>ACTION: All Foundation Schools to monitor Tier 4-sponsored Doctors and submit any change of circumstance or incident via an activity report form to the HEE team. Activity reports must be made within 7 working days of the event/change.</p> <p>Examples of activities to be reported, include:</p> <ul style="list-style-type: none"> • Failed finals • Withdrawal from Foundation Programme • Refusal of Home Office Tier 4 application • Rearranged/delayed start date • Doctor not turning up for the first day of shadowing <p>Please see the Tier 4 Activity Report for details of all circumstances/events to be reported throughout sponsorship.</p>	<p>10th May 2019</p> <p>until</p> <p>expiration of sponsorship</p>
5.	<p>HEE to e-mail Foundation Schools a status update of all Tier 4-sponsored Doctors.</p> <p>ACTION: Foundation Schools to verify the accuracy of information and inform HEE of any anomalies by return.</p>	<p>6th August 2019</p> <p>3rd December 2019</p> <p>8th April 2020</p>