



# **Eligibility Applicant Guidance 2020**



**UK  
Foundation  
Programme  
(UKFP 2020)**



**January 2019**



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# Introduction

This document is for applicants to the national UK Foundation Programme 2020 (UKFP 2020) who: -

1. are studying at or have graduated from a non-UK medical school, or
2. have graduated from a UK medical school on or prior to 5<sup>th</sup> August 2018, or
3. a non-UK/settled worker studying for a UK medical degree at a campus outside of the UK, for example, University of Nicosia, Cyprus (St. George's University London), or Newcastle University Medicine Malaysia.

Applicants in any of these three groups need to submit an eligibility application **BEFORE** the main application round in October 2019 to have their eligibility to apply for UKFP 2020 confirmed. You must complete an eligibility application in June – August 2019. If you are considered eligible, you must also apply to FP (and AFP if you wish) in October 2019.

**UK medical school students who are due to graduate in 2019 and 2020 do not need to submit an application for eligibility through this process.**

Please note that the date of qualification to be provided on the Dean's Statement as confirmation of criterion 1 is the date of qualification, i.e. when the applicant completed and passed their degree, rather than the date of graduation, i.e. when the applicant graduated and received their certificate.

## What is an eligibility application?

An eligibility application consists of an online application form and supporting documentation.

The eligibility application form is completed on Oriel, which is the national online application system for medical training in the UK. Some supporting evidence can be uploaded as part of the online application.

The eligibility application window will open at 09:00 (BST) on **Monday 24<sup>th</sup> June 2019**. The application window will close at **12:00 (BST) on Wednesday 7<sup>th</sup> August 2019**. Late applications will not be considered under any circumstances.

This guide focuses on making an eligibility application. Applicants to the UK Foundation Programme also need to read the [UKFP Applicants' Handbook 2020](#) for further information about applying to the Foundation Programme.

Please note that during the eligibility application window, all communication should be submitted in writing through [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk). Applicants will not be able to contact the team by telephone.

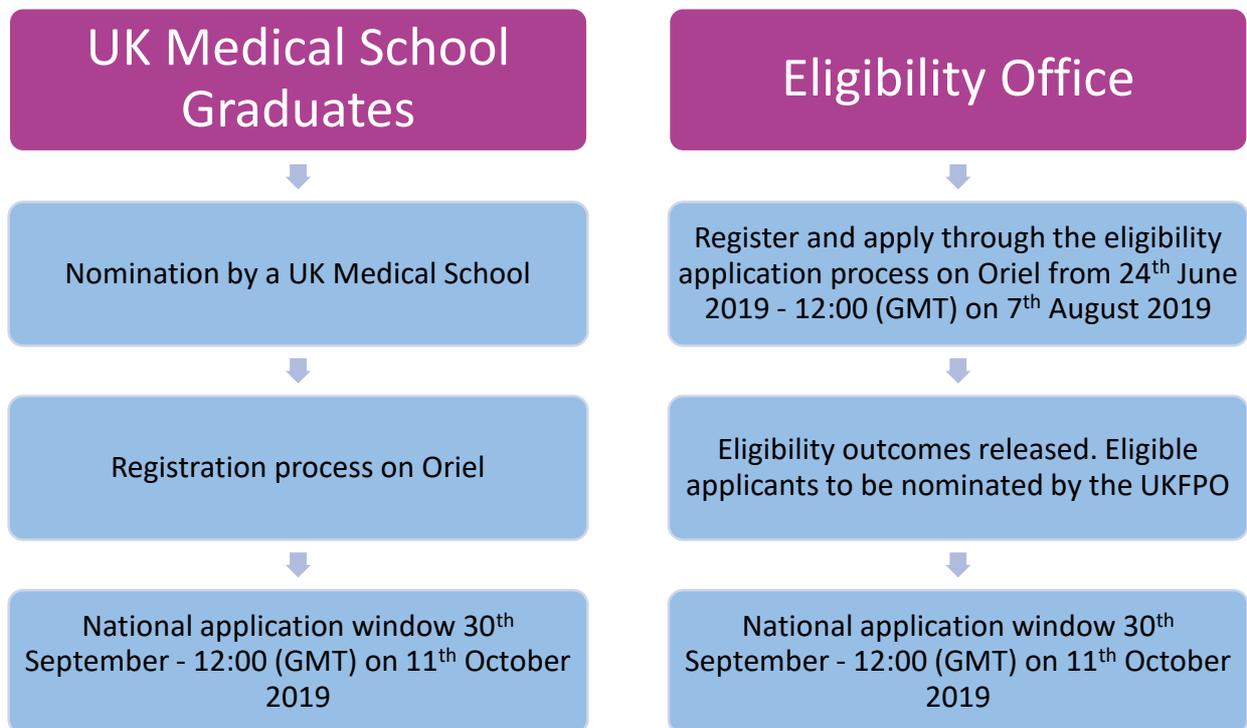
The UKFPO will **not** be able to provide a pre-checking service and will not review the content or supporting evidence provided as part of your application prior to submission.

Applicants who have postgraduate experience of working in a clinical setting are advised to liaise with the General Medical Council (GMC) about their registration status. For example, applicants who have undertaken a 12-month internship may be eligible for full registration with the GMC, rendering them ineligible to apply for foundation training.

It is recommended for applicants to use the GMC's online applicant registration tool, which can be accessed via the link below: -

<https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-registration>

## Do I need to submit an eligibility application?



You **DO NOT** need to submit an eligibility application if: -

- You are a UK medical student expecting to graduate in 2019 or 2020, **OR**
- You graduated from a UK medical school after 5<sup>th</sup> August 2018, **OR**
- You are a UK or settled national studying for a UK medical degree at a campus outside the UK.

Your affiliated UK medical school will arrange for you to be nominated to apply for the UK Foundation Programme 2020. If you are not currently studying at a UK based campus, we would advise you to contact your medical school to ensure that you will be nominated.

You **DO** need to submit an eligibility application if: -

- You are a student or graduate from a non-UK medical school, **OR**
- You graduated from a UK medical school on or prior to 5<sup>th</sup> August 2018, **OR**
- You are a non-UK/settled national studying for a UK medical degree at a campus outside the UK.

You must complete an online eligibility application form, upload the required documentation on Oriel and submit additional information by post to the UK Foundation Programme Office within the application window **24<sup>th</sup> June – 7<sup>th</sup> August 2019**.

## Timeline / Deadlines

April 2019	Eligibility guidance documents and Dean's statement available on the UKFPO website
24 <sup>th</sup> June 2019 (09:00 BST)	Eligibility application window opens on <a href="#">Oriel</a> .
<b>7<sup>th</sup> August 2019</b>	<b>Deadline for eligibility applications. Late applications will not be considered under any circumstances.</b>
19 <sup>th</sup> August 2018	Eligibility status confirmed to applicants.
	Applicants who need to undergo the UKFPO's national clinical assessment will be given information about payment details.
	<a href="#">Situational Judgement Test (SJT)</a> online booking window will open on Oriel. Applicants will be invited to preference the two SJT sittings available. Applicants will be allocated to sittings on a first-come-first-serve basis.
19 <sup>st</sup> August – 22 <sup>nd</sup> August 2018 (12:00 BST)	First stage of the appeals process: 72-hour window for applicants to correct any errors or provide additional information that was omitted from their initial eligibility application
29 <sup>th</sup> August 2019	Outcomes from the first stage of appeals released to applicants.
29 <sup>th</sup> August – 9 <sup>th</sup> September 2019	Submission window for applicants to appeal the outcome of their application on account of process.
2 <sup>nd</sup> September 2018 -19 <sup>th</sup> September (12:00 BST)	Eligibility applicants to book SJT during booking window on oriel.
6 <sup>th</sup> September 2018 (12:00 BST)	Deadline for applicants to pay the full clinical assessment fee.
16 <sup>th</sup> September 2018	Eligibility second stage appeals outcomes issued to appellants.
18 <sup>th</sup> September 2018	Applicants who are required to undertake the clinical assessment will be sent details of their clinical assessment date and time.
23 <sup>rd</sup> September 2019	Deadline for reasonable adjustment requests for the clinical assessment.
26 <sup>th</sup> September 2018	Deadline for reasonable adjustment requests for SJT.
<b>30<sup>th</sup> September – 11<sup>th</sup> October 2019 (12:00 BST)</b>	<b>National application period: applicants who are eligible for UKFP 2019 must complete the online FP application. Applicant wishing to be considered for AFP should also complete up to two AFP applications.</b>
11 <sup>th</sup> October 2019 (12:00 BST)	Deadline for the submission of applications for pre-allocation on the grounds of special circumstances to the UKFPO). This is a paper-based application and will need to be sent separately to your online FP application by post.
22 <sup>nd</sup> – 25 <sup>th</sup> October 2019	The national clinical assessment will be held on these dates.
7 <sup>th</sup> November 2018	Latest PLAB 1 sitting date to allow sufficient time for PLAB2 and to obtain provisional registration with the GMC.
	Clinical assessment outcomes will be issued to applicants.
6 <sup>th</sup> December 2019 at 10:00 (GMT)	1 <sup>st</sup> SJT date
6 <sup>th</sup> January 2020 at 10:00 (GMT)	2 <sup>nd</sup> SJT date (and contingency date for those with extenuating circumstances which means they are unable to attend their booked date in December)
9 <sup>th</sup> January 2020	Deadline for providing evidence of RTW (applicants wishing to be considered for AFP)
	Deadline for PLAB applicants to provide PLAB1 confirmation.
27 <sup>th</sup> February 2020	Deadline for providing evidence of RTW (applicants for FP only).
March / April 2020	PLAB 2 booking confirmation and associated deadlines will be confirmed in December 2018.

# Eligibility Criteria – Summary



# Eligibility Criteria for UKFP 2020

Eligible applicants must: -

1. Have a valid medical degree recognised by the General Medical Council (GMC) by the start of the UK Foundation Programme 2020.
2. Expect to obtain **provisional registration with a licence to practise** with the GMC by the start of the UK Foundation Programme 2020\*.
3. Obtain provisional registration with a licence to practise with the GMC by the start of the UK Foundation Programme 2020\*.
4. Be a UK national, OR be a final year medical student in the UK OR have the right to work as a doctor in training in the UK which remains valid until the start of the UK Foundation Programme 2020. Your right to work status in the UK must be valid for the duration of the two-year programme. If your visa is due to expire part-way through the programme, you will need to provide evidence of your continued right to work status beyond this point, or there will need to be an option for you to apply for an extension or alternate visa without disrupting your training programme. Applicants who are unable to submit a valid right to work will only be considered if there are insufficient eligible applicants who have the right to work in the UK.
5. Have the written approval of their medical school Dean (or the Dean's nominated representative or the equivalent official to the Dean) to apply for a UK Foundation Programme.
6. Be able to start their UK Foundation Programme placement by August 2020 (exact date to be determined by the employer).
7. Be of good standing and fit to practise medicine safely in accordance with the GMC's [Good Medical Practice \(2013\)](#)<sup>1</sup>.
8. Have demonstrable skills in listening, reading, writing and speaking in English language that enable effective communication in clinical practice with patients and colleagues, as set out in the GMC's [Good Medical Practice \(2013\)](#)<sup>1\*\*</sup>.
9. Have qualified from medical school within two years of the start of the UK Foundation Programme 2020, OR successfully complete the UK Foundation Programme Office's national clinical assessment.
10. Supply all relevant documents as requested.

\* You are not eligible to apply for the UK Foundation Programme if you obtain, or expect to obtain, full registration by the start of the UK Foundation Programme.

\*\* This can be demonstrated by providing a valid academic IELTS certificate with a minimum score of 7.5 in **each** domain (speaking, listening, reading and writing) at **one sitting**, or proof that your primary medical qualification has been undertaken solely in English, that all examinations undertaken were solely in English and that your primary medical qualification has included at least 75% of contact with patients in English. The General Medical Council (GMC) maintains a list of institutions from which they will not accept evidence of English Language proficiency. Confirmation of English language proficiency on a medical school Dean's statement will only be considered if the medical school is not on this list: - [http://www.gmc-uk.org/doctors/registration\\_applications/23567.asp](http://www.gmc-uk.org/doctors/registration_applications/23567.asp)

<sup>1</sup> Please note that whenever General Medical Council documents are referenced, it is possible that revised versions will be produced after the UKFPOs information has been published. Therefore, applicants should always refer to the most up-to-date version of these publications.

## Do I need to sit PLAB in order to obtain provisional registration with the GMC?

Applicants should use the following table to determine whether or not they are required to pass PLAB to acquire registration with the GMC. For example, UK nationals graduating from a non-EEA medical school, will be required to undertake PLAB.

Nationality	Medical School		
	UK	EEA	Non-EEA
UK	No	No	Yes
EEA	No	No	No
Non-EEA	No*	Yes*	Yes*

Please note that **the nationality provided on the application form will be used to determine whether or not you are required to undertake PLAB**. Applicants are reminded to provide evidence of their nationality, i.e. passport.

## How do I submit an eligibility application?

There are two steps to submitting an eligibility application:

**Step 1** – Completing an online eligibility application form

**Step 2** – Uploading supporting evidence on Oriel (the application system)

**IMPORTANT: You must complete both steps between 24<sup>th</sup> June 2019 and 7<sup>th</sup> August 2019. If you do not complete the online application form and provide the supporting evidence required, your eligibility application will be incomplete, and you will not be eligible to apply for UKFP 2020.**

The UKFPO **will not** contact you if the information you have provided is incomplete. Please ensure you check your application and supporting documents thoroughly before you submit your application. You will not be able to upload additional documents once your application has been submitted. It is your responsibility to check the information you are submitting as part of your application and to ensure it meets the requirements specified.

### Step 1: Completing an online eligibility application form

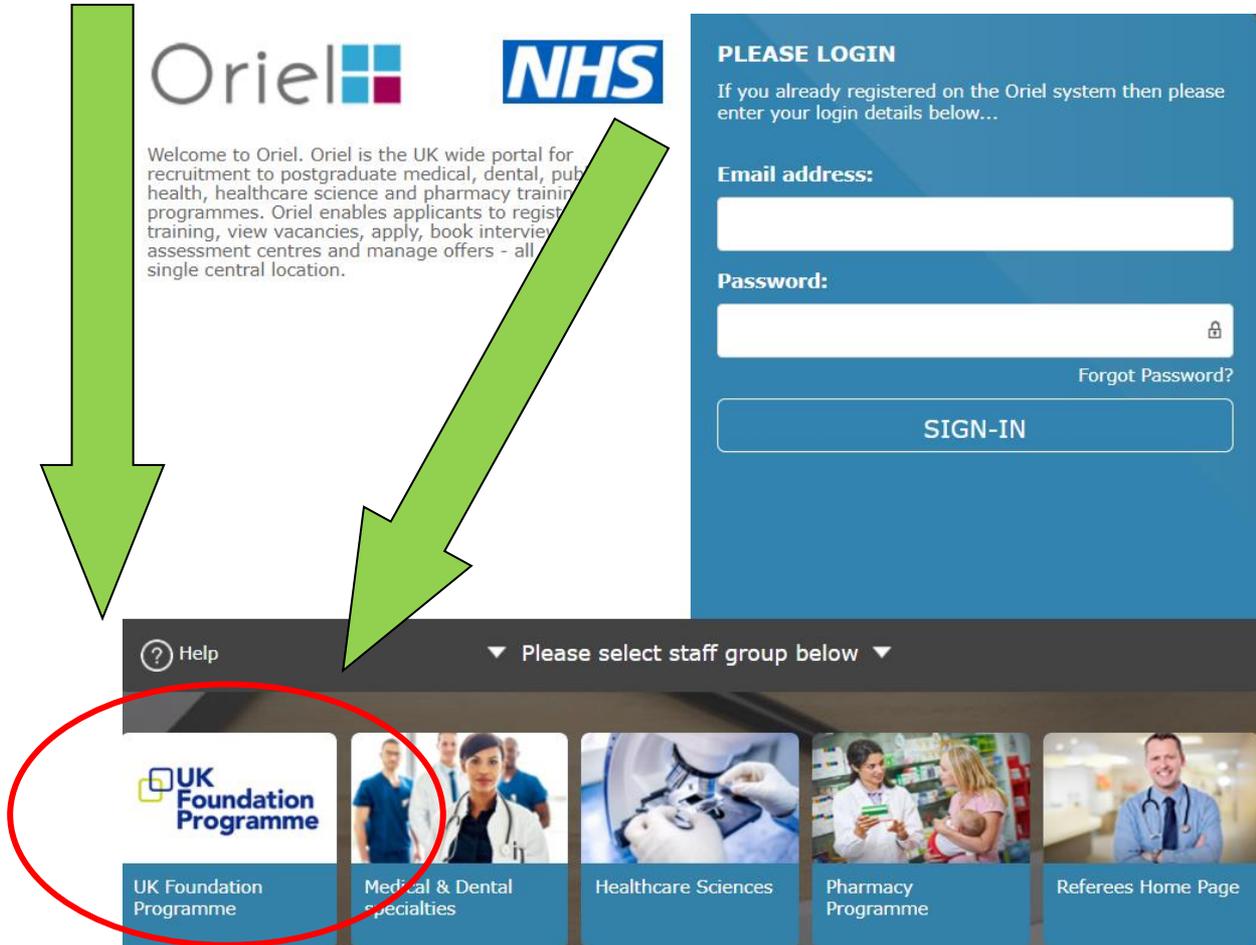
Applicants are invited to complete the eligibility application on Oriel from **09:00 (BST) on Monday 24<sup>th</sup> June 2019**. The application window will close at **12:00 noon (BST) on Wednesday 7<sup>th</sup> August 2019**.

All applicants must apply through the national online application system (Oriel).

The Oriel applicant portal is compatible with Internet Explorer 11, Safari 7+, Google Chrome 30+, Firefox 24+ and Edge. Applicants are advised to use one of these browsers when using the website and preferably the most up to date version of that browser. Please note that the system is **not compatible** with Internet Explorer 7 – 10.

Further information about accessing Oriel is available in the [Frequently Asked Questions \(FAQ\)](#) section on the UKFPO website.

To set up a new account and register, go to [www.oriel.nhs.uk](http://www.oriel.nhs.uk). The image below shows where to select the 'foundation' staff group: -



- If you do not already have an Oriel account, you will need to set up a new account.
- If you already have an Oriel account which is associated with the 'Foundation' staff group, you can use your existing login details. If you are experiencing problems with your previous login details, please register with a new email address.
- If you already have an Oriel account which is associated with the 'Medical and Dental specialties' staff group, you can either amend your staff group or please register with a new email address. Please see appendix 8 for information on how to change your staff group.

### Registration

When you first log in to Oriel, please complete the registration pages before completing the eligibility application. Once the registration pages have been completed, your personal details will automatically appear in any future application forms. The online eligibility application form asks for your personal details, information about your primary medical qualification and about what you have been doing since you completed your medical degree, for example, your clinical experience and employment history. You will also be asked about your English language skills.

### Applicant communications on Oriel

Applicants are advised to check their e-mail and Oriel accounts regularly throughout the application process. You will be prompted via e-mail to check your account for information at relevant times. However, we cannot guarantee delivery and therefore it is important that you check the site on a regular basis and especially at key times in the timeline. E-mails sent via Oriel are also stored in Oriel accounts. Email addresses can be amended through 'Update Contact Details'. **DO NOT USE HOTMAIL** email accounts as they regularly block emails from NHS servers and you may not receive important messages about your application. You are advised to regularly check junk mail folders in case emails are incorrectly filtered as archive / junk / spam.

## Step 2: Uploading supporting documents onto Oriel

**IMPORTANT: You MUST upload your documents before submitting your online application form on Oriel. You will not be able to upload your documents once your application has been submitted. Failure to upload the required documents will result in your eligibility application being deemed ineligible.**

These supporting documents **MUST** be uploaded on Oriel: -

1. Colour page(s) of your passport containing your personal details; including nationality, photograph, date of birth, signature and date of expiry.
2. Valid Dean's statement (please refer to appendix 2).
3. Medical school degree certificate or, if you have already qualified and don't have your certificate, an official letter from your Dean confirming your qualification (please refer to appendix 3). If you have not yet graduated, you should upload a copy of your Dean's statement in this section.
4. Evidence of satisfactory completion of IELTS **must be submitted as part of the eligibility application form** by providing the Test Report Form (TRF) number from your IELTS certificate. There will be a space on the application form on the 'eligibility' tab for you to type the TRF number.
5. Evidence of any name change (if applicable).
6. Evidence of your right to work in the UK.
7. Passport photograph.

Please contact the technical helpdesk on [support@hicom.co.uk](mailto:support@hicom.co.uk) if you have any technical difficulties making your application

### General Information

The UKFPO will not be able to provide a pre-checking service and will not review the content or supporting evidence provided as part of your application prior to submission. You are advised to check your application thoroughly before submitting it.

**If you apply in error, you can re-register for a new account on Oriel using a different email address. This will enable you to submit a new application.**

**Please inform the UKFPO's Eligibility Office if you choose to submit a new application at the earliest possible convenience and advise the team of which application you wish to be withdrawn. This will help to avoid any confusion when processing multiple applications.**

If you experience any technical issues with the application form, you are advised to open a new browser, clear your internet browser history or delete your cache in the first instance.

Applicants are advised to start their application at the earliest possible convenience and to familiarise themselves with the requirements for providing supporting evidence.

**Please do not upload evidence to Oriel in zip file format.**

The UKFPO reserves the right to remove any applicant from the national application process if new information becomes available which affects their eligibility status. Information supplied by an applicant on the eligibility application form and their resulting eligibility status may be shared with other organisations involved in the application process.

## Eligibility Application Statuses on Oriel

The following section provides an explanation of what each of the eligibility application statuses mean on Oriel. **All applicants will be notified of the outcome of their eligibility application on Monday 19<sup>th</sup> August 2019.**

### Under Review

All applications will be under review from the point of application until Monday 19<sup>th</sup> August 2019 when eligibility application outcomes are released. During this time, the UKFPO's Eligibility Office are processing applications.

### Eligible

You can apply for UKFP 2020. You need to submit a separate application from Monday 30<sup>th</sup> September – Friday 11<sup>th</sup> October 2019. You will also have the option to submit a maximum of two applications for academic programmes (AFP) during this window. You will be required to sit the national Situational Judgement Test (SJT) in the UK on either Friday 6<sup>th</sup> December 2019 or Monday 6<sup>th</sup> January 2020.

### Eligible with conditions

You can apply for UKFP 2020. You need to submit a separate application from Monday 30<sup>th</sup> September – Friday 11<sup>th</sup> October 2019. You will also have the option to submit a maximum of two applications for academic programmes (AFP) during this window. You will be required to sit the national Situational Judgement Test (SJT) in the UK on either Friday 6<sup>th</sup> December 2019 or Monday 6<sup>th</sup> January 2020.

Your eligibility for UKFP 2020 is subject to the conditions presented on your dashboard on Oriel. The conditions associated with your application could be that you are required to pass clinical assessment, you are required to pass PLAB, and / or that you should provide evidence of your right to work in the UK.

If you do not meet the conditions on your application by the deadlines specified, your application will be made ineligible. This will mean that you will either not be able to apply for UKFP 2020 between 30<sup>th</sup> September – 11<sup>th</sup> October, or that your submitted application will be withdrawn.

### Ineligible

You cannot apply for the programme this year. This status does not prevent you from reapplying in future years. If you choose to submit an eligibility application in future, you will be required to provide all the necessary supporting evidence again.

### Eligibility conditions not met

If once you have submitted your application you do not meet the conditions specified, for example, clinical assessment, PLAB and / or right to work, your application status will be amended, and you will no longer be eligible to apply for or be considered for a place on the programme this year. This status does not prevent you from reapplying in future years. If you choose to submit an eligibility application in future, you will be required to provide all the necessary supporting evidence again.

### Withdrawn

Your application has been withdrawn and you will not be able to apply for the programme this year. This status does not prevent you from reapplying in future years. If you choose to submit an eligibility application in future, you will be required to provide all the necessary supporting evidence again.

**Each year, some eligibility applicants are deemed ineligible due to small errors and omissions on their application forms. Reading the guidance below will ensure that you understand fully what information you need to provide. The UKFPO will not contact you if information missing.**

***Please note: the UK Foundation Programme Office (UKFPO) cannot provide individual advice to applicants regarding their eligibility application.***

# What happens next?

## Clinical Assessment

Applicants who qualified from medical school on or before 5<sup>th</sup> August 2018 must also undertake an assessment of their clinical skills in the UK prior to being granted full eligibility.

The primary purpose of this assessment is to determine suitability to start the foundation programme. The assessments will be undertaken by Manchester University NHS Foundation Trust. Candidates will sit a set of 16-station Objective Structured Clinical Examinations (OSCEs) in approximately four hours.

The clinical assessment will be held from 22<sup>nd</sup> – 25<sup>th</sup> October 2019. Please refer to the clinical assessment information in appendix 4 for further information on the national clinical assessment and details of the cost.

## Applications for UKFP 2020 (FP and AFP)

Applicants who are eligible or eligible with conditions can apply to FP / AFP 2020 on Oriel from Monday 30<sup>th</sup> September – Friday 11<sup>th</sup> October 2019 (12:00 BST). Information regarding the application process is available in the UKFP 2020 Applicants' Handbook and the UKFP 2020 Applicants' Presentation, which will be available on the UKFPO website.

## Situational Judgement Test (SJT)

Applicants will be required to sit the Situational Judgement Test (SJT) on Friday 6<sup>th</sup> December 2019 or Monday 6<sup>th</sup> January 2020. Eligibility applicants will be able to book their SJT slot online on Oriel. The deadline to book for the SJT is 12:00 BST on **Thursday 19<sup>th</sup> September 2019**.

If applicable, applicants can apply for reasonable adjustments for the SJT.

### Reasonable Adjustments for SJT

Reasonable adjustments are practical changes to the delivery of the SJT that consider individual characteristics or circumstances that may affect an applicant's ability to take the SJT, without changing the demands of the assessment, for example, a disability, health condition or impairment, or religious observance. Further information regarding the SJT and reasonable adjustments is available in appendix 5 and on the UKFPO website.

## Special Circumstances

Applicants can apply to be pre-allocated to a particular foundation school on the grounds of special circumstances if they meet the criteria. Requests for special circumstances and supporting evidence must be submitted to the UKFPO by post by 12:00 (BST) on Friday 11<sup>th</sup> October 2019. Information regarding special circumstances is available in the UKFP 2020 Applicants' Handbook and the UKFP 2020 Applicants' Presentation.

**Important:** you must rank your requested foundation school as first choice on Oriel otherwise your application for pre-allocation will not be considered. You must also ensure that you choose the correct foundation school for the location you are required to reside in. Please refer to the UKFP 2020 Applicants' Handbook for a map of the UK which shows where the foundation schools are located. If you require any specific advice on the locations, please contact the UKFPO via [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk).

## **Applying for Registration with the General Medical Council (GMC)**

It is strongly recommended for applicants to make an application with the GMC at least three months before the start of the programme in case you need to provide more evidence which can take time to assess, applicants will have three months to submit their application from when you start it online.

For further information on applying for registration with the GMC, please visit [https://www.gmc-uk.org/doctors/registration\\_applications/join\\_the\\_register.asp](https://www.gmc-uk.org/doctors/registration_applications/join_the_register.asp).

Applicants who do not have provisional registration with the GMC at the start of programme will not be able to commence work. It is the responsibility applicants to ensure applications for registration are submitted in time.

## **Appeals**

Applicants have the option to appeal the outcome of their eligibility application. Please refer to the [appeals guidance](#) available on the UKFPO website. The appeals application form will be available on the website during the specified appeals window. If you have any queries regarding appeals, please email [appeals@foundationprogramme.nhs.uk](mailto:appeals@foundationprogramme.nhs.uk).

The UKFP 2020 Applicants' Handbook and the UKFP 2020 Applicants' Presentation will be available on the [UKFPO website](#). The applicant handbook and the presentation will contain information regarding the application process.

## **Useful Information & Additional Resources**

### Links to useful websites

The Foundation Programme Curriculum 2016

<http://www.foundationprogramme.nhs.uk/curriculum/>

Reference Guide 2016

<http://www.foundationprogramme.nhs.uk/pages/curriculum-eportfolio/e-portfolio/reference-guide>

The General Medical Council (GMC)

<http://www.gmc-uk.org/>

UK Home Office – for information on right to work

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Right to Work

[www.ukba.homeoffice.gov.uk/](http://www.ukba.homeoffice.gov.uk/)

Applying for a National Insurance card

<https://www.gov.uk/apply-national-insurance-number>

Public funds guidance

<https://www.gov.uk/government/publications/public-funds--2/public-funds>

NHS Pay

Information about national salary scales can be found on the [NHS Employers](#) website

# APPENDIX 1

## Detailed guidance notes

Please read the instructions below before submitting your documents.

**Application form and documents:** your name and evidence of name change (if applicable)

You must complete all documentation and the online applications using the same name, in the same format each time it is shown. The name you record on your online eligibility application form must match the name on your passport. If the names given on your passport, eligibility application form, medical school degree certificate and Dean's Statement **do not match**, you must upload documentation to Oriel confirming an official name change (for example, a copy of your marriage certificate or divorce decree certificate).

**Passport** (upload evidence on to Oriel)

All applicants must provide clear scanned copies of the page(s) of their passport containing their personal details; including nationality, photograph, date of birth, signature and date of expiry. Please ensure that you scan the information page with your photograph.

**UKFP 2020 Dean's Statement** (upload evidence on to Oriel)

Your medical school Dean (or their nominated representative) must complete and sign the Dean's Statement. If there are any amendments to your Dean's statement, this must be counter signed by the Dean (or their nominated representative). It is your responsibility to ensure your Dean has completed the Dean's Statement correctly.

The date of qualification to be provided on the Dean's Statement is the date when the applicant completed and passed their degree, rather than the date of graduation when they received their degree certificate.

The Dean's Statement and guidance for completion is available via <http://www.foundationprogramme.nhs.uk/content/eligibility-information>

**Medical degree certificate or confirmation of qualification letter** (upload evidence onto Oriel)

***All applicants must provide proof of primary medical qualification: -***

- A copy of your medical degree certificate for your primary medical qualification is required.
- If your degree certificate is not in English, an official English translation must also be provided.
- If your degree certificate has **not yet been issued**, an official letter on headed paper must be provided from your Dean that confirms the date and year when your degree certificate will be issued. A sample confirmation of qualification letter outlining the information required is available in appendix 3.

Failure to comply with these requirements will result in your eligibility application being considered incomplete and marked ineligible.

***If you have not yet qualified from a medical school: -***

You will need to upload a copy of your Dean's statement in the 'degree certificate' section instead.

**IELTS** (provide details on Oriel)

- Applicants who are required to provide proof of satisfactory completion of IELTS will be asked to provide the Test Report Form (TRF) number from a valid IELTS certificate. The UKFPO's Eligibility Office will verify the certificate online using the TRF number to check that a score of 7.5 has been achieved in each domain: speaking, listening, reading and writing. Please note that scores must have been obtained in one sitting.
- An IELTS certificate is not usually required if your Dean confirms in the Dean's Statement that your primary medical qualification (including the language of instruction, examinations and at least 75% of clinical contact with patients) has been undertaken solely in English. However, the UKFPO will not accept English language evidence issued by institutions listed here: [http://www.gmc-uk.org/doctors/registration\\_applications/23567.asp](http://www.gmc-uk.org/doctors/registration_applications/23567.asp). If your medical school is listed by the GMC, you will be required to submit a valid IELTS certificate with your application, even if your Dean's Statement confirms that your primary medical qualification has been undertaken solely in English.
- The IELTS certificate must be dated no earlier than 5<sup>th</sup> August 2018.
- **Please note the requirements for satisfactory IELTS are set at a higher level than the requirements for the GMC.** Applicants with GMC registration will still be required to meet the English language requirement for entry to foundation training.
- Evidence of satisfactory completion of IELTS **must be submitted as part of the eligibility application form** by providing the TRF number. The UKFPO recommends applicants to take their IELTS test as soon as possible and by Wednesday 5<sup>th</sup> June 2019 to allow enough time to be able to submit the IELTS evidence during the eligibility window. Please note that if there is a delay to IELTS results due to quality checks, for example, the window will not be extended.
- Evidence of IELTS will not be accepted following the close of the application window.

**General Medical Council's (GMC) requirements for provisional registration** (if you already have provisional registration, please upload your certificate)

Before you can start work as a foundation doctor, you must have provisional registration with a licence to practise from the GMC. To obtain provisional registration, many applicants qualifying outside the UK are required to pass the Professional Language Assessment Board (PLAB) examinations; PLAB 1 and PLAB 2.

The nationality provided on the application form will be used to determine if you are required to pass PLAB.

Please visit the [GMC website](#) for more information on the requirements for gaining provisional registration. If you have any specific queries in relation to PLAB, please contact the GMC directly.

Applicants are required to hold provisional registration with the GMC in order to work as an F1 doctor, therefore you must follow the GMC requirements for PLAB if you are required to pass PLAB.

Please refer to the GMC website [www.gmc-uk.org](http://www.gmc-uk.org) for guidance about who needs to undertake PLAB.

**Important dates for the PLAB examination:** -

- To take PLAB 1, you must have qualified from medical school. The latest PLAB 1 examination date that would allow sufficient time to take PLAB 2 and get GMC provisional registration by the start of the programme is 7<sup>th</sup> November 2019; Overseas closing date for booking is 26<sup>th</sup> September 2019. UK bookings must be made by 31<sup>st</sup> October 2019 (subject to availability).
- If you need to undertake PLAB 1 and PLAB 2, your date of qualification from medical school must be no later than Thursday 3<sup>rd</sup> October 2019.

## The evidence required to support your eligibility online application: -

### If you have not yet qualified from medical school: -

- You must either provide evidence that you are not required to take the PLAB examinations (the UKFPO's Eligibility Office will be able to determine this from your passport and medical degree certificate), or a valid Dean's Statement showing that you will qualify from medical school by **Thursday 3<sup>rd</sup> October 2019**. You would not be required to submit upload any further evidence on Oriel.

### If you have already qualified from medical school: -

You must upload evidence related to your GMC registration status by uploading ONE of the following: -

- A copy of the letter from the GMC confirming that you already have provisional registration with a licence to practise.
- Evidence that you are not required to take the PLAB examinations (the UKFPO's Eligibility Office will be able to determine this from your passport and medical degree certificate).
- A copy of the email / letter from the GMC showing that you have successfully passed either PLAB 1 or PLAB 2.
- A copy of the confirmation email / letter from the GMC showing that you have booked a place to take the PLAB 1 examination (no later than 7<sup>th</sup> November 2019).

**IMPORTANT:** You should not assume that there will be places available on the PLAB examination dates; we would advise you to book PLAB as soon as possible. If you have already booked / passed PLAB, please upload the evidence (confirmation emails) on to Oriel.

### *If you are not required to undertake the PLAB examinations to gain provisional registration with the GMC: -*

- You will be required to provide proof of your nationality (passport) and proof of your country of study (medical degree certificate) and a valid Dean's Statement. No additional documentation is required.

Please note that PLAB is a requirement for GMC registration. The GMC sets the requirements for PLAB. **The requirements for PLAB are not determined by the UKFPO.** To commence training as an F1 doctors, all applicants are required to have provisional registration with the GMC and therefore, must comply with the GMC requirements around PLAB.

## Postgraduate Experience

Applicants will be asked to provide details of any postgraduate experience on their application form. Please include details of all future activity, i.e. from the point at which you are applying to the start of the programme (if known). This is so that we can make an accurate assessment of your eligibility and to avoid disappointment when you come to apply for registration with the GMC.

Applicants who have completed an internship are advised to query the level of registration they will be eligible to apply for. Applicants who are eligible to apply for full registration, will not be eligible for entry to the two-year Foundation Programme at F1 level. We would advise applicants in this position to consider applying for an F2 Stand-alone post. Please see [guidance](#) available via the UKFPO website.

The definition of an internship is a period of pre-graduate or post-graduate clinical experience prior to having a licence to practise medicine unsupervised.

For further information about clinical experience and the requirements for registration in the UK, please visit the GMC website via [http://www.gmc-uk.org/doctors/before\\_you\\_apply/imgs.asp#Experience](http://www.gmc-uk.org/doctors/before_you_apply/imgs.asp#Experience).

**Passport photograph** (colour photograph to be uploaded onto Oriel)

You are required to upload a photograph as part of your eligibility application.

This photo must have been taken within the last 12 months and will be used to identify you when you sit the Situational Judgement Test (SJT). Your face must not be obscured in the photo (for example, you should not be wearing sunglasses or any facial covering). Guidance about suitable photographs is available at [www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports)

**Evidence of right to work in the UK** (upload evidence on to Oriel)

- You must have the right to work in the UK as a doctor in training to be considered fully eligible for allocation to foundation training.
- Proof that you have the right to work in the UK must remain valid until at least Wednesday 5<sup>th</sup> August 2020. **Applicants must also ensure that they have sufficient right to work status in the UK for the duration of the training programme.**
- Applicants who provide evidence of their right to work in the UK either at the point of application, or by the 9<sup>th</sup> January 2020 for AFP, or the 27<sup>th</sup> February 2020 for FP, will be allocated in accordance with the **national timelines**.

If you are unable to provide evidence of your right to work at the time of application, you will be required to provide evidence by the deadlines specified: -

AFP Applicants

You have until **9<sup>th</sup> January 2020** to provide evidence of your right to work in the UK if you wish to be considered for academic programmes. If you are not offered an AFP post, or you choose to decline any AFP offers you receive, your FP application will remain in the process and you will have until **27<sup>th</sup> February 2020** to provide your right to work evidence.

FP Applicants

You have until **27<sup>th</sup> February 2020** to provide evidence of your right to work in the UK to be considered as part of the primary allocation to FP.

- If there are vacant places after all eligible UK and settled applicants have been offered posts (for AFP) and matched to programmes (for FP), applicant who do not have the right to work will be considered and sponsorship can be arranged to allow applicants to apply for Tier 2 visas (this is subject to any changes made by the UK Home Office).

Please note that in the event of oversubscription, applicants without the right to work will not be considered.

UKFPO processes are also subject to Immigration Law and any changes to the regulations set by the UK Home Office.

Nationality

**If you have dual nationality / multi citizenship, please ensure that you complete the online Oriel application with information on the most relevant nationality regarding providing evidence of your right to work in the UK and upload the relevant passport / ID card.**

Please note that the nationality provided on your application form will be used to determine whether or not you would be required to undertake the PLAB examinations.

If you need more information about how to obtain the right to work in the UK, please see the UK Border Agency website at [www.ukba.homeoffice.gov.uk/](http://www.ukba.homeoffice.gov.uk/)

Please refer to appendix 6 for the right to work factsheet.

### **Essential information regarding right to work**

For the UK Foundation Programme starting in August 2020, we expect there will be more fully eligible applicants than there are vacancies. If this is the case, applications from individuals who are not able to provide evidence of their right to work in the UK by 9<sup>th</sup> January 2020 (AFP applications only) or 27<sup>th</sup> February 2020 (FP applicants) will not be considered.

If you cannot provide evidence of your right to work in the UK by 9<sup>th</sup> January 2020 (AFP applicants) or 27<sup>th</sup> February 2020 (FP applicants), you may still submit your eligibility documentation. If you are assessed as eligible to apply for UKFP 2020 subject to providing evidence of your right to work, you may go on to submit an FP application when applications open on 30<sup>th</sup> September 2019. However, you should bear in mind that you will be required to sit a Situational Judgement Test (SJT) in the UK.

### [Applicants with refugee status](#)

Please contact [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk) if further guidance is required. You may also find it useful to refer to the eligibility [FAQs](#) on the UKFPO website.

### [Applications submitted in error](#)

If you submit an application in error, there is the option to re-register on Oriol using a different email address. If you decide to complete a new application, please inform the UKFPO's Eligibility Office at the earliest opportunity and advise the team of the application you wish to withdraw.

## APPENDIX 3

### Letter to confirm degree qualification with no degree certificate

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

\*\* You must include ALL the information in 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 4

### Clinical Assessment 22<sup>nd</sup> – 25<sup>th</sup> October 2019

Based on trends over the last few years, we expect there will be more fully eligible applicants for UKFP 2019 than there are vacancies. The final number of applications will not be known until the close of the application period on 11<sup>th</sup> October 2019. If, at that time, there are more fully eligible applicants than vacancies, we will not consider applications from people who are not able to provide proof of their right to work and remain in the UK by the 9<sup>th</sup> January 2020 (AFP applicants) or 27<sup>th</sup> February 2020 (FP applicants only). Individuals in this category will be placed on the reserve list.

Applicants who are required to undertake a clinical assessment will be required to pay the full cost of £850 by 5<sup>th</sup> September 2019 and this is non-refundable.

If you are required to attend a clinical assessment but you will not be able to provide evidence of your right to work and remain in the UK by 9<sup>th</sup> January 2020 (AFP applicants) or 27<sup>th</sup> February 2020 (FP applicants only), you should consider carefully whether you wish to incur the £850 cost as it is very likely your application will not be considered.

#### The Purpose of the Assessment

The primary purpose of this assessment is to determine fitness to start Foundation Programme (FP) training, for an applicant who has qualified more than two years prior to the programme starting.

#### Description of the Clinical Assessments

The assessments will be undertaken by University Hospital of South Manchester. The team at Manchester has many years of experience of assessment and Objective Structured Clinical Examinations (OSCEs), from theoretical design, through evaluation to the practical provision of information to candidates. All candidates will sit a 16-station OSCE. Each station is 10 minutes long, including 1 minute of preparation time.

All candidates will sit this assessment in one session (approximately four hours). Instructions will be posted outside each station, giving clear guidance about the task to be performed at that station. In line with our current practice, care will be taken to ensure accessibility and to avoid discrimination against candidates with disabilities or those whose first language is not English.

#### Dates and Venue

The assessments will take place on 22<sup>nd</sup> – 25<sup>th</sup> October 2019. Each candidate will be notified of the specific date and time of their assessment on 17<sup>th</sup> September 2019, when they will also be supplied with more detailed information, including directions to the venue.

The assessments take place at Wythenshawe Hospital, part of the Manchester University NHS Foundation Trust. The hospital has excellent facilities for running an OSCE of this size and has many years of experience in this field.

#### Maintaining Test Security

The examinations will differ from day to day but will be based on a similar blueprint. Candidates sitting the examination in the morning or afternoon will be 'quarantined' to ensure they cannot come into contact with each other. Candidates would be unable to use their mobile phones during this period.

## **Simulated Patients**

These will be selected from the Manchester University NHS Foundation Trust's pool of highly experienced simulated patients. All have undergone training in standardisation for OSCEs and will be trained specifically for the roles within these assessments.

## **Educational Impact**

Candidates will be given a written report, analysing their performance on a station-by-station basis. As the stations are explicitly linked to many of the Foundation Programme Curriculum competencies of the F1 year, this will provide useful information for candidates on their strengths and weaknesses as they enter the Foundation Programme. Manchester University NHS Foundation Trust is working closely with their colleagues in the North West Foundation School to ensure that the questions authentically represent the current NHS working environment.

## **Costs**

The cost of this assessment will be £850 per candidate.

## **Reasonable Adjustments**

Reasonable adjustments are practical changes to the delivery of the Clinical Assessment that mitigate the effects of particular applicant characteristics and / or circumstances, for example, a disability, health condition or impairment, or religious observance, on their ability to undertake the assessment, without changing the requirements of the assessment. No adjustment will be made to the standard of the Clinical Assessment or the score achieved by any applicant.

Applicants can apply for reasonable adjustments on the grounds of the following criteria: -

- i. a long-standing learning disability
- ii. long-term or permanent physical disability, health condition or impairment
- iii. temporary health condition or impairment, or acute flare-up of a long-term health condition
- iv. other, for example, religious observance

Please refer to the [reasonable adjustments guidance](#) available on the UKFPO website.

## **What feedback will be provided to attendees on the day of their assessment?**

Candidates will not be told at the time they attend for the OSCEs whether they have passed or failed the assessment. Instead, they will receive the pass / fail results by email on 7<sup>th</sup> November 2019. They will also receive comprehensive and detailed feedback by email on 12<sup>th</sup> November 2019.

## **Appeals**

Information about the appeals procedure will be available on the [UKFPO website](#) before the start date of the assessments. Appeals will only be accepted about the process and not about academic judgement.

## APPENDIX 5

### Situational Judgement Test (SJT) and Educational Performance Measures (EPM)

SJTs are: -

- a test of aptitude
- used extensively as part of selection process to other professions including GP selection
- designed to assess the professional attributes expected of a Foundation doctor
- based on a detailed job analysis of an FY1 doctor
- a selection tool designed to identify those not appointable

SJT questions assess an applicant's judgement by presenting challenging situations that they are likely encounter as FY1. Communication based complaints to the GMC are significantly higher than clinical error complaints and SJT is a way to ensure applicants are prepared to deal with complex ethical scenarios.

The SJT is taken in exam conditions and consists of 70 questions in 2 hours 20 minutes. It contains two question formats: rank five possible responses in order and select the three most appropriate responses. A maximum of 50 points is available.

There is a practice paper and answer sheet available on the UKFPO website to help applicants to familiarise themselves 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 applicants 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. The practice SJT paper is available on the UKFPO website.

#### 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 three elements; medical school performance to date in deciles (replacing previous quartiles), for which 34-43 points are available; additional degrees, which are worth up to 5 points; and publications, for which up to 2 points are available. A maximum of 50 points is available.

Further information regarding EPM is available in the UKFP 2019 Applicants' Handbook and the UKFPO website.

# APPENDIX 6

## Right to work in the UK – Factsheet

Applicants must provide evidence of their right to work in the UK by **9<sup>th</sup> January 2020** (those wishing to be considered for AFP) or **27<sup>th</sup> February 2020** (FP only applicants). The evidence must remain valid until the start of the programme (5<sup>th</sup> August 2020).

The UKFPO's Eligibility Office will need to be assured that your right to work status in the UK will be valid for the full duration of the two-year programme. If your visa is due to expire part-way through the programme, you will need to provide evidence of your continued right to work status beyond this point, or there will need to be an option for you to apply for an extension or alternate visa without disrupting your training programme.

If you already have your right to work evidence, we would recommend that you upload this on to Oriel before submitting your eligibility application.

The tables below set out the main categories of limited leave to remain and eligibility to take up a Foundation Programme. Other categories not stated below will be considered on an individual basis, depending on the visa status ([please refer to the UK Home Office guidance for more information](#)):

### UK / Settled Workers

Category	Eligibility Status
UK national	Can apply to a training programme
Partner / civil partner or spouse of a UK national on a probationary period	Applicant will be given an initial grant of 5 years – then can apply for Indefinite Leave to Remain if the relationship is considered genuine by UK Visas and Immigration. Can apply to a training programme and be considered
Settled nationals <sup>1</sup>	Can apply to a training programme and be considered
Partner / civil partner or spouse of a settled resident in the UK	Can apply to a training programme and be considered

### UK / Settled applicants

UK / settled applicants are required to provide a copy of their date stamped passport or biometric residence card as proof of their right to work. This evidence must be uploaded on Oriel when completing an eligibility application. **Please note:** Applicants with dual nationality should upload the most appropriate nationality passport relevant to the right to work in the UK.

### Tier 4

The UKFPO will sponsor applicants for Tier 4 visas only if they are UK Medical School Graduates. For further information on tier 4 visas please refer to the UKFPO website.

**PLEASE NOTE:** This factsheet is guidance only, we would recommend that you contact the Home Office for the most up to date information:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

# APPENDIX 7

## Person Specification

### UK Foundation Programme Commencing August 2020 (UKFP 2020) Person Specification

	ESSENTIAL CRITERIA	DEMONSTRATED BY
Eligibility	Applicants must meet the requirements set out in the UK Foundation Programme 2020 Eligibility Criteria.	Eligibility checking
Qualifications	The applicant must have achieved, or expect to achieve, a primary medical qualification as recognised by the General Medical Council (GMC) by the start of the UK Foundation Programme 2020.	Eligibility checking
Clinical Knowledge & Skills	<p>The applicant must be familiar with and be able to demonstrate an understanding of the major principles of the GMC's <a href="#">Good Medical Practice (2013)</a><sup>1</sup> including:</p> <ul style="list-style-type: none"> <li>• Knowledge, skills and performance</li> <li>• Safety and quality</li> <li>• Communication, partnership and teamwork</li> <li>• Maintaining trust</li> </ul> <p>The applicant must be familiar with requirements as set out in <a href="#">Promoting excellence: standards for medical education and training (2016)</a> including the relevant core skills.</p>	<p>Application<sup>2</sup>/ pre-employment screening</p> <p>Clinical assessment (where appropriate)</p>
Language & Communication Skills	The applicant must demonstrate skills in listening, reading, writing and speaking in English language that enable effective communication about medical topics with patients and colleagues, as set out in the GMC's <a href="#">Good Medical Practice (2013)</a> <sup>1</sup> .	<p>Application<sup>2</sup>/ pre-employment screening</p> <p>Clinical assessment (where appropriate)</p>
Attributes	<p>The applicant must demonstrate:</p> <ul style="list-style-type: none"> <li>• an understanding of the importance of the patient as the central focus of care</li> <li>• the ability to prioritise tasks and information and take appropriate decisions</li> <li>• an understanding of the importance of working effectively with others</li> <li>• the ability to communicate effectively with both colleagues and patients</li> <li>• initiative and the ability to deal effectively with pressure and/or challenge</li> <li>• commitment to learning and continued professional development</li> <li>• self-awareness and insight into the boundaries of their own abilities</li> <li>• an understanding of the principles of equality and diversity.</li> </ul>	<p>Application<sup>2</sup>/pre-employment screening</p> <p>Clinical assessment (where appropriate)</p>

<b>Probity</b>	<p><b>The applicant must demonstrate appropriate professional behaviour, i.e. integrity, honesty, confidentiality as set out in the GMC's <a href="#">Good Medical Practice (2013)</a><sup>1</sup>.</b></p> <p><b>By the start of the programme, the applicant must demonstrate criminal record and barring clearance at the appropriate level and complete all other pre-employment requirements according to current government legislation.</b></p>	Application <sup>2</sup> /pre-employment screening
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1 Please note that whenever General Medical Council documents are referenced, it is possible that revised versions will be produced after the UKFPO's information has been published. Therefore, applicants should always refer to the most up-to-date version of these publications.

2 Please note that the Application includes the Situational Judgement Test (SJT)

# APPENDIX 8

## How to change staff group on Oriel

Applicants who have previously registered on the system under the Medical and Dental Specialties staff group can either register again with a different email address or change the staff group associated with your existing account.

To change the staff group on your existing account, you will need to go to the profile area (the small person icon in the top right corner of the screen and expand the 'Account Info' section. You will then need to click on the 'edit' button which will enable you to select 'Foundation' from the list of staff groups.

When you save this change, you will see the abbreviation 'FND' on your profile in 'Account Info'.

The screenshot shows the Oriel system interface. At the top, there is a navigation bar with links: Dashboard, Vacancies, Foundation Programmes, Recruitment Leads, News, Resource Bank, Help Desk, FAQ, UAT. On the right side of the navigation bar, there are icons for a calendar, a notification bell, and a user profile. Below the navigation bar, there is a 'Back' button on the left and a 'Logout' button on the right. The main content area is titled 'MY PROFILE' and contains several sections: 'Personal Info & Activity', 'Account Info', 'STAFF GROUP SELECTION', 'Service', and 'Security'. The 'Account Info' section is expanded, showing a 'STAFF GROUP SELECTION' field with an 'Edit' button. Below this field, there is a 'Staff group \*' label and a list of options. The option 'FND' is selected and circled in red. At the bottom of the page, there are logos for Northern Ireland mdtA, Wales Deanery Deoniaeth Cymru, NHS Education for Wales, and NHS Health Education England.

## Glossary

AFP	The Academic Foundation Programme is a component of the UK Foundation Programme, providing additional opportunities to develop research, teaching and / or leadership and management skills in addition to the capabilities outlined in the Foundation Programme Curriculum.
CA	Clinical assessment needs to be undertaken by applicants who qualified 2 years or more prior to the start of the UK Foundation Programme.
FP	The Foundation Programme is a two-year, work-based training programme which bridges the gap between medical school qualification and specialty / general practice training.
GMC	The General Medical Council is the UK's independent regulatory organisation and sets the standards for doctors' professional practice in the UK.
IELTS	International English Language Test System.
Nomination	The process by which applicants who have qualified from a UK medical school, less than two years prior to the start of the Foundation Programme can be directly recommended by their medical school to apply for the Foundation Programme. Nominated applicants are not required to apply through the eligibility application process.
Oriel	The national online application system for medical training vacancies. All foundation applications must be completed on Oriel.
PLAB	Professional and Linguistic Assessments Board is the assessment set by the GMC for International Medical Graduates (IMGs) to demonstrate that they have the necessary skills and knowledge to practise medicine in the UK.
SJT	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.
UKFP	United Kingdom Foundation Programme. This refers to the entire programme, including academic foundation programmes.
UKVI	United Kingdom Visas and Immigration.
UoA	A Unit of Application is the organisational grouping of one or more foundation schools for organising recruitment to academic and / or other foundation programmes.
UKFPO	The UK Foundation Programme Office oversees the administrative processes relating to the allocation of applicants to foundation training places each year.