

FP/AFP 2016 Applicant's Handbook

June 2015



**IMPORTANT: Educational
Achievements section
updated 02/09/15.**

Updated guidance provided
regarding the Master of Pharmacy
degree and evidence required for
postgraduate masters' degrees.

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 2016. The handbook also explains how to access the online Foundation Programme Application System (FPAS) 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. However, the table of contents provides the page numbers for specific sections if you wish to go straight to a particular subject.

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).

For the FP 2016 application process, the situational judgement test will be referred to as the SJT (selection assessment for FP 2016). The SJT is not a medical school exam. It is an assessment that forms part of the scoring system for selection to FP 2016 which tests the attributes needed to work as a foundation doctor, and which is used as part of the selection process for entry to the Foundation Programme and Academic Foundation Programme.

Cover photo: Photographs taken by Yves Salmon Photography. With thanks to our medical student models who were all previous members of the UKFPO's Medical Students Board.

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Overview of the national application process

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 aims to allocate the highest scoring applicants to all available places.

The national application process for the Foundation Programme and the Academic Foundation Programme commencing in August 2016 (FP and AFP 2016) comprises a number of components:

- UK medical schools and the UKFPO's Eligibility Office nominate applicants who are eligible to apply and provide their Educational Performance Measure (EPM) decile scores
- Applicants register on the Foundation Programme Application System (FPAS) and verify they are a nominated applicant
- Applicants complete the online application form for FP and AFP 2016
- Educational achievements scores are verified by national panels
- Applicants attend the SJT (selection assessment for FP 2016)
- AFP offers are issued according to a strict timetable
- FP allocation to UoAs takes place.

Applications to AFP 2016 will be submitted at the same time as FP 2016 applications and will comprise the standard application form, plus additional information required by AUoAs.

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, 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 in accordance with a nationally agreed timeline.

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.

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.

High level timeline

13 Jul – 12 Aug 2015	Ensure you are eligible to apply. If your medical school is outside the UK, or if you qualified from a UK medical school prior to 3 August 2014, you must register on the Eligibility system and submit documentation by post to the Eligibility Office by 12 noon (BST) on 12 August 2015. See Eligibility information for full guidance.
24 Aug 2015	View available Academic foundation programmes. AFPs in each AUoA are available to view on FPAS.
28 Sept 2015	View indicative programmes. Indicative programmes in each UoA and AUoA are available to view on FPAS. The final programmes will be available to view in February 2016.
From 28 Sept 2015 to 16 October 2015	Register and confirm on FPAS at www.foundationprogramme.nhs.uk. You must register on FPAS and confirm you are a nominated applicant before you can access the application form. Once confirmed, you will be able to see your EPM decile score.
30 September 2015	Deadline for requests for reasonable adjustments to the SJT.
5-16 Oct 2015	Complete the online application form for both the Foundation Programme and Academic Foundation Programme. The application period closes at 12.00 noon (BST) on 16 October 2015. Late applications will not be accepted under any circumstances.
16 October 2015	Deadline for requests for pre-allocation to a particular UoA on the grounds of special circumstances.
19 Oct – 15 Jan 2016	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.
26 Oct 2015	View verified scores for EPM educational achievements. Your verified score for any educational achievements you listed in your application will be available to view on your FPAS account.
4 Dec 2015	1st SJT. If you are registered for the SJT on this date you must attend.
8 Jan 2016	2nd SJT. If you are registered for the SJT on this date you must attend.
20 Jan – 19 Feb 2016	AFP offers. Successful AFP applicants will receive offers during this period. All offers must be accepted or declined on FPAS by the stated deadline.
19 February 2016	Final programmes available to view on FPAS.
3 Mar 2016	FP primary list allocation. You will be notified via email when you can log into your FPAS account to see your SJT and overall application score and, if you are on the primary list, you will be able to see which UoA you have been allocated to.
By 2 Apr 2016 tbc	Applicants on the FP primary list need to select their programme preferences on FPAS. Deadlines and processes for matching you to your specific foundation programme will vary by UoA. Check your allocated UoA's website for further information.
4 Mar – 4 Apr 2016	Your referees will be asked to submit a reference for you as part of pre-employment checks.
5 Apr 2016	FP primary list applicants notified of programme matches. You will need to log into your FPAS account to see which foundation programme you have been matched to by your allocated UoA.
May – Jul 2016	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.
Apr - Jul 2016	Pre-employment checks undertaken.
Jul 2016	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 and you must apply to them directly. The GMC recommends you apply in May 2016 to ensure you are registered before the start of your FP shadowing period.
From Jul 2016	Contracts of employment issued. Your employer will also confirm your salary, pay banding, location and starting rota.
Aug 2016	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 may be late July 2016.

Before you apply

Are you eligible?

If you qualified or are expecting to qualify from a UK medical school between 3 August 2014 and 2 August 2016, you meet the eligibility criteria for applying to FP/AFP 2016 and will be nominated by your medical school.

If your medical school is outside the UK, or if you qualified from a UK medical school prior to 3 August 2014, you must complete an online Eligibility application form and submit the required documentation by post to the UKFPO's Eligibility Office between 13 July 2015 and 12 noon (BST) on 12 August 2015. Using the information you provide, the Eligibility Office will assess your eligibility to apply for FP/AFP 2016. If the information you provide shows you are eligible to apply, the Eligibility Office will nominate you.

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 2016) 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 Foundation Programme Application System (FPAS)

From 28 September 2015, FPAS is available for registration and enrolment at www.foundationprogramme.nhs.uk. FPAS is optimised for use with Internet Explorer. We advise you do NOT access the system using Safari as some of the functions will not work properly. For any technical difficulties contact the technical helpdesk on support@hicom.co.uk.

1. Register as soon as you can from 28 September 2015.
2. Once you have followed the link to FPAS, click on "Apply to Foundation Programme" on the left-hand menu and follow the instructions.
3. You will be asked to provide an e-mail address as part of the registration process. This will become your username for future logins and MUST be the same email address provided to FPAS in advance by your medical school or the Eligibility Office when they nominated you. Check with your UK medical school or the Eligibility Office if you are unsure what email address to use.
4. You will be emailed a password. To access FPAS you need to enter your username (email address) and the password sent to you. This password is a 'use once' password and as soon as you use it, you will be prompted to enter a new password of your own choosing. If you do not receive your password please check your spam/junk mailbox. If you have still not received it, or misplace it, you will need to contact the technical helpdesk to request a new password (support@hicom.co.uk). The UKFPO cannot provide you with this.
5. You will need to use your username (email address) and the password you have chosen each time you log in to FPAS from now on. **Make sure you keep your password safe.**
6. The next step is to confirm you are a nominated applicant, i.e. that you have been nominated by either a UK medical school or the Eligibility Office. Select the "Nomination Confirmation" option from the right-hand menu.
7. The system will check the personal information you enter against its database of nominated applicants, i.e. the applicants nominated by UK medical schools and the Eligibility Office. If the details you enter match those provided by your UK medical school or the Eligibility Office, you will be able to access the application form from 5 October 2015. The application form will not be available before this date.
8. Once you have confirmed you are a nominated applicant, you will be able to view your EPM decile score*. Select the 'Scores' option from the right-hand menu.

*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.

When confirming you are a nominated applicant, enter your personal details (name, date of birth, medical school name and email address) EXACTLY as you supplied it to your UK medical school or the Eligibility Office. When your medical school or the Eligibility Office nominates you, your data is pre-loaded onto FPAS and when you confirm you are a nominated applicant the system matches the data you enter with the data provided by your medical school or the Eligibility Office. If you do not enter your personal data exactly as it was pre-loaded, the system will not be able to match the information and you may face a delay in accessing the system. If there are any problems setting up your account, don't panic. Just contact the organisation that nominated you and they can help you access your account.

Contacting you

Remember to check your email and your FPAS account regularly throughout the application process. We will use your email address to send you information throughout the entire period. Emails sent via FPAS are also stored in your FPAS account. If you are expecting important information and do not receive an email, remember to also check "My Messages" on your FPAS account. "My Messages" is available on the right-hand menu.

If you need to change your email address for any reason, use the "Update Contact Details" option on the right-hand menu of FPAS.

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.

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 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 the deadline (16 October 2015). 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 score 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 score 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.

Applying to FP and AFP 2016

The online application form will be available from **5 October 2015**. The application period closes at **12 noon (BST) on 16 October 2015**.

! 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 the same application form during the same two-week period. The application form is divided into nine sections: Personal, Qualifications, Clinical Skills, Equal Opportunities, Referees, Educational Achievements, UoA Preferences, Academic Selection and Declarations. Each section is accessed from a list displayed in the right-hand menu on FPAS. Each section is further explained below.

If you indicate that you wish to apply for AFP 2016 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.

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.

You will be asked to provide the following:

- Your personal contact details (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.
- Details of any unspent and spent convictions and investigations into fitness to practise. 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 on customerservices@dbsgsi.gov.uk or +44 (0)870 909 0811.
- Linked application request (if applicable).

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.

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. You cannot link with a military applicant, or someone applying for specialty or other medical training.

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.
2. For the link to be complete, the other person must enter the email address you are using for the application process on their application form.
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.
5. **WARNING:** 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 once you have submitted your application form under any circumstances.

Qualifications

In this section, you will indicate whether you are currently a final year medical student or, if not, indicate your GMC registration status. If you are not a final year medical student, you will also be required to give details of your postgraduate experience.

This part of the form will only be used for employment purposes. If your application is successful, the details in this section 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'.

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.

Post-qualification experience

This section is for those applicants who have already completed medical school and may have had some experience working as a doctor prior to applying for the Foundation Programme. We would expect to see up to your last five years of experience.

Other educational qualifications

This section is for applicants who have completed additional higher qualifications. This section of the form is not scored and has no links to the "Educational Achievements" section.

! IMPORTANT: If you have a qualification that can gain points in the "Educational Achievements" section, you must also list it in that section of the form. If you do not, you will not get any points for it.

Clinical skills

The assessment of your clinical skills is made primarily throughout your time at medical school. By passing your final exams, it is expected that you will be clinically prepared to proceed with foundation training and you are asked to confirm this in this section of the form. It lists the clinical and practical skills that the GMC requires you to have attained by the end of medical school. You are asked to select if you have attained, expect to attain or do not expect to attain each skill listed by July 2016.

This section is not scored, so be honest in your answers. **Selecting that you do not expect to attain a specific skill will not prevent you from securing a foundation training post.** This section of the form will be sent to employers once they have successfully completed pre-employment checks in order to ensure that you receive the training and support you need during your foundation programme. So, please say if you will not have one or more of the skills listed.

Equal Opportunities

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.

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 when allocating you to a UoA or matching you to a particular foundation programme. They are collected on behalf of your employer 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 a practising hospital consultant, GP or associate specialist 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.
- Doctors in training cannot act as referees.

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 you complete this section, and ask that they provide you with an email address that they access regularly. Hotmail or Gmail accounts should not be used by referees if at all possible, 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 FPAS account to ensure there are no discrepancies. Please note it is important that your referees use the exact email addresses that you enter on FPAS or they will not be able to register and complete your reference.

You will be able to see your references once they are submitted by selecting “Returned References” from the right-hand menu of your FPAS account. 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 4 March 2016 asking them to register and complete a structured online reference for you by 4 April 2016. Each reference form will take referees approximately five minutes to complete.

The reason that your references must be submitted by 4 April 2016 is that the foundation schools send all of your data (including the 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.

Helping your referees

If your referee has forgotten or lost their password, they should go to www.foundationprogramme.nhs.uk and click on the "Referee Login" link in the middle of the screen. They should then click on "Retrieve password". From here, they will need to enter their FPAS username (their email address) and a new password will be emailed to them.

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

The reference form

Your referees will be asked to give their assessment of your present knowledge and skills under the headings provided below. Referees will choose either **satisfactory**, **cause for concern** or **unable to comment** in answer to each question. If they choose cause for concern, they will be required to provide an explanation. If they choose satisfactory or unable to comment, no further explanation is required.

Clinical knowledge and skills

- Can show evidence of having achieved the outcomes for qualification set out in [*Tomorrow's Doctors \(2009\)*](#).

Clinical communication skills

- Has demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues.

Personal skills

- Demonstrates an understanding of the importance of the patient as the central focus of care
- Demonstrates an ability to prioritise tasks and information appropriately
- Demonstrates an understanding of the importance of working effectively with others
- Demonstrates initiative and the ability to deal effectively with pressure and/or challenge.

Probity

- Demonstrates appropriate professional behaviour, i.e. integrity, honesty, confidentiality.

Other

- Is attendance/timekeeping satisfactory?
- Have they been subject to any disciplinary procedure, formal or otherwise, during the time that you have known them?

Additional comments

The referee is invited to provide other comments.

Referee details

Name, position held, name of employing organisation, contact telephone number, GMC reference number (if applicable) and whether they are providing a clinical or medical school reference.

! IMPORTANT: The UKFPO cannot accept references by fax, post, or email. They must be submitted via FPAS during the reference period.

Educational Achievements

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 our website.

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

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) in each of the categories, or a score of zero will be allocated.

Educational achievements can only be awarded if they have been completed by 16 October 2015. Therefore, 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.

FPAS will use the information you provide on your application to calculate a provisional score for your educational achievements. The provisional scores calculated by FPAS 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 by FPAS will be revised.

! IMPORTANT: All applicants will receive an email on 26 October 2015 informing them their verified score is available to view on FPAS. Even if you believe you have provided all the correct evidence, it is important that you check your score in case any anomalies have occurred. There is a window for an appeal and once the appeals period has closed, no appeals will be considered under any circumstances.

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

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 from a certified translator. 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:</p> <ul style="list-style-type: none"> • .doc • .docx • .pdf • .rtf • .jpg. <p>The maximum size is 2Mb.</p> <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 or Word 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 'previous family name/surname' 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.
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 16 October 2015).

! 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. Do not leave it until the application period opens as you cannot submit evidence after the application deadline.

Additional degree (up to a maximum of five points)

Points awarded in this section are for a degree in addition to your primary medical degree that you either have, or for which you are currently studying. **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 15).

! 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 16 October 2015 at the latest) and you can submit the required evidence. Please see the table below for the evidence required to support this.

Evidence required for an additional degree

To support your degree, you must upload a copy of your degree certificate with the class of degree (where applicable) and your name clearly displayed.

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 award of the degree 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.

Cambridge degrees	<p>The additional 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><i>For the purpose of FPAS 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.</i></p> <p><i>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 for the FPAS application will be the classification of the MVST Part 1b year, and not the classification of the second Part 1a or Part 1b year.</i></p> <p><i>To evidence this, 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.</i></p>
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! IMPORTANT: Your score for additional degrees will be determined from the information supplied in this section of the application form, not from the "Qualifications" section. Therefore, if you have put information relating to additional degrees in the "Qualifications" section, you must repeat it in this section or you will not be awarded the points.

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)

Notes

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 a 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. Master of Pharmacy (MPharm) is considered a post graduate master's degree and will be awarded 4 points. Please refer to point 4 with regards to uploading sufficient evidence if your MPharm degree certificate displays the undergraduate classification.
8. 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 16 October 2015 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.
9. 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.

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 3.6 – 4 should be scored as equivalent to a 1st class degree;

- a GPA of 3 or more but less than 3.6 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.

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. 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 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) | <p>Please insert the PMID. 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 one click takes the verifier to the page where the required information is listed. Any more than this and the evidence will not be considered.</p> <p>Therefore, if your abstract is published as part of conference proceedings that have a PMID number, but the PMID does not link</p> |

directly to a paper listing the title and author which you have recorded in the previous boxes, you will not gain a point for the publication.

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.

Evidence required

Publications	You must upload evidence that confirms the title, author's name, publication title and volume/page numbers.
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! 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.

UoA 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.

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 the table below shows the competition ratios in each UoA for FP 2015. The ratio is calculated by dividing the number of applicants who selected the UoA as their first preference by the number of vacancies available in that UoA. Any percentage over 100% shows over-subscription, i.e. the UoA was selected as first choice by more applicants than there were places available.

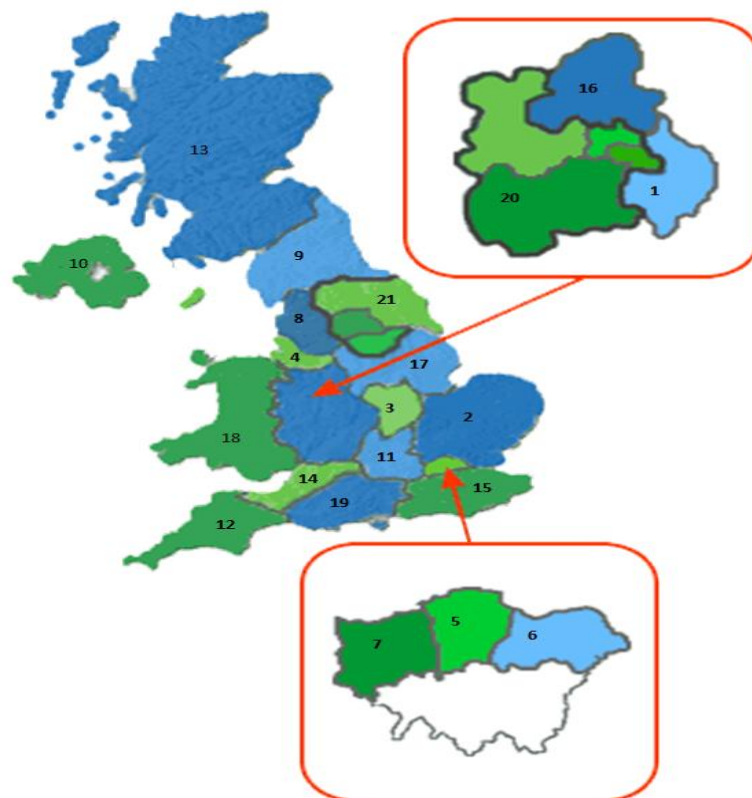
Please note that ratios for last year are not an indication of the popularity of UoAs for this year. Competition will vary, depending on which UoAs other applicants choose to list as their first preference. It is not possible to predict what scores your fellow applicants will achieve or which UoA they 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 a UoA in score order. Choose your order of preference based on the locations you really would like to go to.

Your UoA preferences cannot be changed once you have submitted your application regardless of the circumstances so complete this section carefully!

Map of UoA geographical areas

The map below shows you the geographical areas for each UoA (the reference number in the table shows you the relevant region on the map). Click on the UoA name in the table to take you to the UoA's website for more information.



Competition Ratios for FP 2015

Unit of Application	Map reference	Vacancies	No. choosing UoA as first preference	Competition ratio
East Anglia	2	276	192	69.6%
LNR	3	153	107	69.9%
Mersey*	4	293	365	124.6%
North Central Thames	5	318	500	157.2%
North East Thames	6	319	369	115.7%
North West Thames	7	259	790	305.0%
North Western*	8	501	493	98.4%
Northern	9	392	270	68.9%
Northern Ireland	10	239	259	108.4%
Oxford	11	213	310	145.5%
Peninsula	12	190	123	64.7%
Scotland	13	785	696	88.7%
Severn	14	262	474	180.9%
South Thames	15	799	950	118.9%
Trent	17	304	184	60.5%
Wales	18	317	206	65.0%
Wessex	19	294	206	70.1%
West Midlands Central	20	183	261	142.6%
West Midlands North	16	258	75	29.1%
West Midlands South	1	159	100	62.9%
Yorkshire and Humber	21	572	508	88.8%

*Please note that Mersey and North Western have merged to become one UoA for recruitment to FP 2016. The new UoA is called 'North West of England'.

Programmes

Applications to the Foundation Programme are to a generic programme and 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.

Important! Information on programmes:

To provide FP 2016 applicants with as much information as possible, a list of programmes will be available for applicants to view on 28 September 2015 when FPAS opens for registration and enrolment. 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 indicated on FPAS. All UoAs will provide a final list of all FP 2016 programmes viewable on FPAS by 19 February 2015, 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, on rare occasions placements within that programme may change as a result of service redesign, working time directive regulations or national directives (UK-wide).

Academic selection

In this section of the form you will be asked to indicate whether or not you wish to apply for the Academic Foundation Programme commencing in August 2016 (AFP 2016).

Do you wish to apply for an Academic Foundation Programme?

If you see yourself as a researcher, a healthcare leader or a medical educator, an Academic Foundation Programme (AFP) may be for you.

Academic foundation doctors are required to follow the same curriculum and to meet the same foundation outcomes as other foundation doctors, but must also complete additional academic work within the same two-year period. Therefore, AFP applicants should have excellent clinical skills and a strong record of academic achievement.

There are approximately 450 AFPs offered across the UK each year.

If you indicate that you do wish to apply for an AFP, you will be asked to select which AUoA(s) you wish to apply to. You are able to choose a maximum of two AUoAs. If you apply to two AUoAs, they do not need to be listed in preference order and neither of them will know which other AUoA you applied to. 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 2015.

Once you have selected which AUoA(s) you wish to apply to you will be required to enter details of any further educational achievements you wish to record. These are achievements

above and beyond the ones you have recorded in the “Educational Achievements” section. You can enter up to a maximum of 25 achievements in total in this section.

You will be able to enter details of multiple degrees, publications, presentations and prizes. The criteria from the Educational Achievements section do not apply to these further achievements in your academic application (e.g. publications do not require a PMID etc.)

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.

Having selected the AUoA(s) you wish to apply to and entered details of any additional educational achievements you wish to record, you will need to complete additional sections of the application form specific to the AUoAs you have selected. These additional sections refer to your AFP application(s) only and the content will depend on which AUoA(s) you have selected.

Additional information for AFP applications

Depending on which AUoA(s) you selected, you may be required to upload a copy of your CV and provide up to six items of information to support your AFP application.

If the AUoA(s) you select require a copy of your CV, it may specify what information it requires you to include in your CV. The section where you upload your CV will include any instructions from your selected AUoA(s). Make sure you check these instructions before uploading your CV to ensure it contains the information required. If you have selected to apply to two AUoAs and they both require a copy of your CV, you will need to upload it twice. You may also need to change the content of your CV for each AUoA depending on what they require you to include.

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. FPAS will display the items of information that are required for each AUoA you selected. You will have space to write a maximum of 200 words for each item.

AFP programme preferences

If 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.

For example, if you only rank certain programmes and these programme 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.

However, please do not rank a programme in a specialty you are not interested in or in an area where you would not be willing to work/live. Ranking any programme you are not 100%

prepared to accept could mean you are spoiling another applicant's chance of gaining the programme they really want.

Declarations

This section includes several declarations that you are required to confirm you have read and understood.

Submission

FPAS will prevent you from submitting your application if you have not clicked the 'Complete Section' option in each individual section. When you click the 'Complete Section' option, FPAS checks the information you have entered to ensure that it is complete and valid; if everything is OK, it displays a green tick next to the section on the right-hand menu. You will not be able to submit your application if there is not a green tick next to each section.

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 confirming it has been submitted successfully.

! 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 via e-mail only from Monday to Friday, 8.00 am to 6.30 pm (BST). 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.

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. **SJT (selection assessment for FP 2016) - 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 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 FPAS 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 and they will correct any discrepancies.

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. FPAS 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 13.

Situational Judgement Test (selection assessment for FP 2016)

The SJT is a measure of meeting the attributes required to be a foundation doctor, as defined in the [FP 2016 national person specification](#). The SJT is taken under invigilated conditions, and consists of 70 questions in 2 hours 20 minutes, including 10 pilot questions. The pilot questions will be distributed randomly throughout the test and will only be used for future development of the test; they will not count towards your score. A maximum of 50 points is available.

There are two question formats:

- Rank in order five possible responses
- 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. Below you can see how each type of question is scored.

Ranking questions

- 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).

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

The correct answer is DCEAB, and you would score 20 marks for this answer. 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

- 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).

Once all answer sheets have been marked, the SJT scores are translated to a 0-50 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 3.

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 1 December 2015 (i.e. prior to the date of the first SJT).

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

Sitting the SJT (selection assessment for FP 2016)

The SJT is an invigilated test designed to assess the aptitudes expected of you as a foundation doctor, as set out in the [FP 2016 person specification](#). All applicants to the Foundation Programme and the Academic Foundation Programme 2016 (including applicants to the Defence Deanery) are required to take the SJT in the UK on either:

- Friday 4 December 2015, 2pm
- Friday 8 January 2016, 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.

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. There are two question formats: rank five possible responses in order and choose three responses from eight (see the previous page for more information about each question format and how they are scored).

Note: 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 format 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.

The SJT will be sat 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 2 for more details.

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.

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. It is extremely important to hand in both your answer sheet and the question paper. If you do not hand in your answer sheet, you will 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 2016 person specification](#) requires that applicants demonstrate appropriate professional behaviour (i.e. integrity and honesty) .

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 **30th September 2015**. For full details refer to the [SJT Reasonable Adjustments Guidance](#) document and form available on the UKFPO website.

Extenuating circumstances

Extenuating circumstances are considered to be events which are:

- 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.

Such events include bereavement, serious short-term illness or accidents.

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 SJT date as a first-attempt. Your SJT score will not be changed in any circumstance as the result of a claim of extenuating circumstances. 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 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.

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 a

[monograph.](#)

More information about the design and development of the EPM and SJT for selection to the Foundation Programme, including detailed technical reports, is available on the [UKFPO website](#).

Processing AFP applications

AFP Interviews

Each AUoA will undertake its own short-listing and will invite short-listed applicants to attend an interview. Some AUoAs will invite their short-listed applicants to login to FPAS and select an interview slot from those available, 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 24 August 2015. Some AUoAs may accept telephone or video interviews, whereas others will require you to appear in person. The AUoAs' 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 EPM score to provide your overall ranking score for your AFP application. Each AUoA will decide locally on the weighting of the AUoA and EPM score. The highest scoring AFP applicants (AUoA score + EPM 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 3 March 2016 and their AFP application will not progress any further. If you do not receive an email then you have achieved a satisfactory SJT score and your AFP application can progress.

The process and criteria for reviewing exceptionally low SJT scores will be made available by 1 December 2015.

AFP offers

On 20 January 2016, you will receive an email to inform you that your AFP application results are available on FPAS.

You will need to login to your FPAS account and select each AFP application from the right hand menu and then select "Track Application" for each application in turn to see the result of your application.

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 FPAS within two working days of receiving it, i.e. by midday (GMT) on 22 January 2016.

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 so make sure you accept the right one.

Please note that 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 your offer on FPAS by the deadline will result in the offer being withdrawn and you will not receive another offer from the same AUoA.

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.

If you receive an offer made via the cascade process, you will have two working days to accept or decline it on FPAS. The timetable for the cascade process is as shown below (all times given are GMT).

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

20 Jan 2016 at 9:00	AFP initial offers date. AUoAs send emails via FPAS. You have two working days to accept or decline the offer.
22 Jan 2016 by 12:00 noon	Deadline for you to accept or decline the offer on FPAS.
27 Jan 2016 at 9:00	AFP first cascade offers date. AUoAs send emails via FPAS. You have two working days to accept or decline the offer.
29 Jan 2016 by 12:00 noon	Deadline for you to accept or decline the offer on FPAS.
3 Feb 2016 at 9:00	AFP second cascade offers date. AUoAs send emails via FPAS. You have two working days to accept or decline the offer.
5 Feb 2016 by 12:00	Deadline for you to accept or decline the offer on FPAS.
10 Feb 2016 at 9:00	AFP third cascade offers date. AUoAs send emails via FPAS. You have two working days to accept or decline the offer.
12 Feb 2016 by 12:00	Deadline for you to accept or decline the offer on FPAS.
15 – 17 Feb 2016	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.

All times are GMT

! 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.

At exactly midday GMT on each deadline date 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 20 January. She now has until 22 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 two working days 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.

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. Your total application score will be used to allocate you to a UoA.

If there are more eligible applicants than places, the 'n' top scoring applicants will automatically be placed on the primary list, where 'n' is the total number of FP vacancies available across the UK. If there are a number of applicants with the same score at the bottom cut-off point, they will be randomly allocated with some being placed on the primary list and others on the reserve list.

Primary list allocation

Applicants on the primary list will be allocated to UoAs in order of their total score (EPM + SJT), starting with the highest scoring 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. Where applicants have the same score, the system will randomly select the order for allocation of applicants with that score.

Case study: How allocation to UoA works

Conrad's top five UoA preferences were: Wales, 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 score list, as 3,999 other applicants had higher scores than him.

When it was Conrad's turn to be allocated, all the vacancies in Wales, Severn and Peninsula UoAs had been filled with higher scoring applicants. A vacancy was still available in Wessex and so Conrad was allocated to Wessex as this was his highest preference that still had an available place. If Conrad's score 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 3 March 2016. 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 FPAS.

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 29 January 2016 and can be accessed from the right-hand menu on FPAS.

! 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 3 March 2016. 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

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 score 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 score and your preferences.

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 score and your stated preferences.

Whether UoAs are using a two-stage or one-stage matching process, it must be completed by 5 April 2016 when you will be notified via FPAS which programme you have been matched to. Some UoAs may let you know before this date.

! IMPORTANT: Failure to submit your group/programme preferences by the deadline will result in you being randomly matched to a group/programme. Late preferences cannot be submitted under any circumstances so ensure you give yourself sufficient time to complete this stage.

Allocation to programmes

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 are not allocated to your first choice, you cannot begin working in your allocated foundation programme whilst re-applying for the following year.

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.

Appeals

Appeals against the national elements of the process will be dealt with centrally 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 (FPAS) 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 is expected to 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.

Applicants are not permitted to appeal against their SJT score.

Before you start work as a foundation doctor

Pre-employment checks

Pre-employment checks include Disclosure and Barring Service (DBS) 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 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

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 (16 October 2015).

The degree confirmation letter must be printed on University headed paper, include the official stamp of the University and or 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 FPAS 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 - Reasons for dismissal from the SJT (and subsequent withdrawal from the FP application process)

Exam conditions will 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 3: *How are the EPM and the SJT equally weighted when the scales are different?*

An applicant can score anywhere between 34 and 50 points for the EPM and anywhere between 0.00 and 50.00 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 2015.

Figure 1: Distribution of EPM and SJT scores from FP 2015

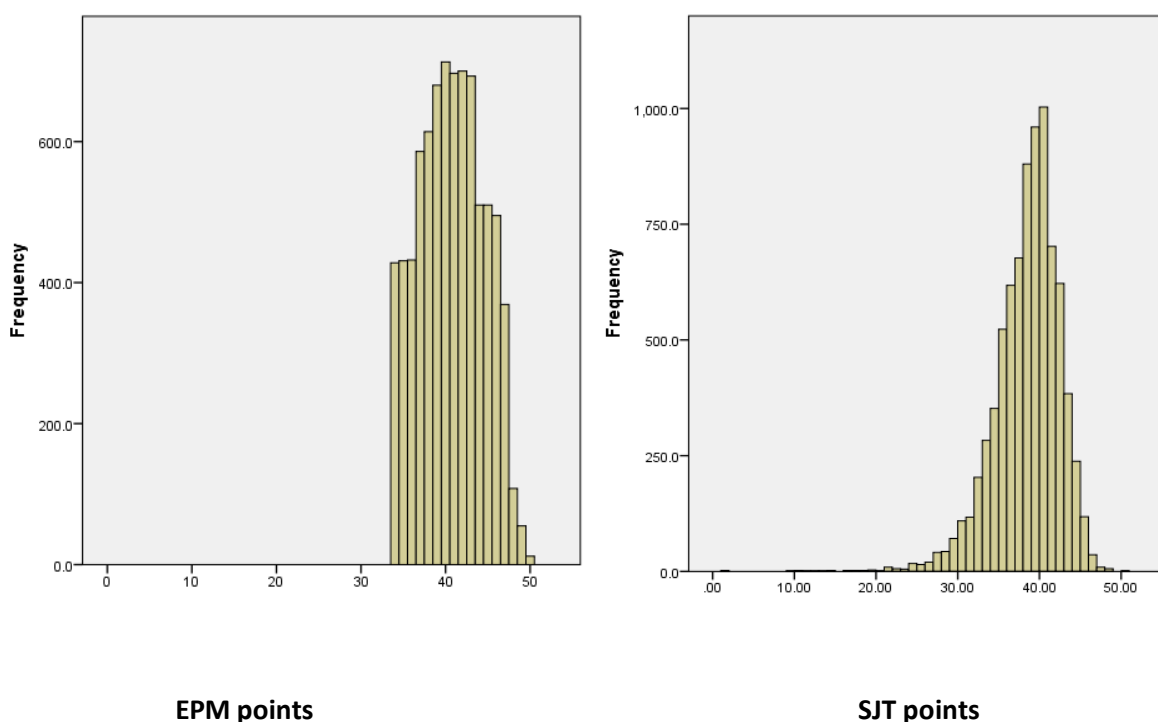


Figure 1 demonstrates that whilst the minimum score on the EPM is 34 and the minimum score on the SJT is 0.00, only a very small proportion (approximately 10%) of applicants received a score below 34 on the SJT. This means that for the vast majority of applicants the EPM and SJT each exert an equal weight 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 that 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).