

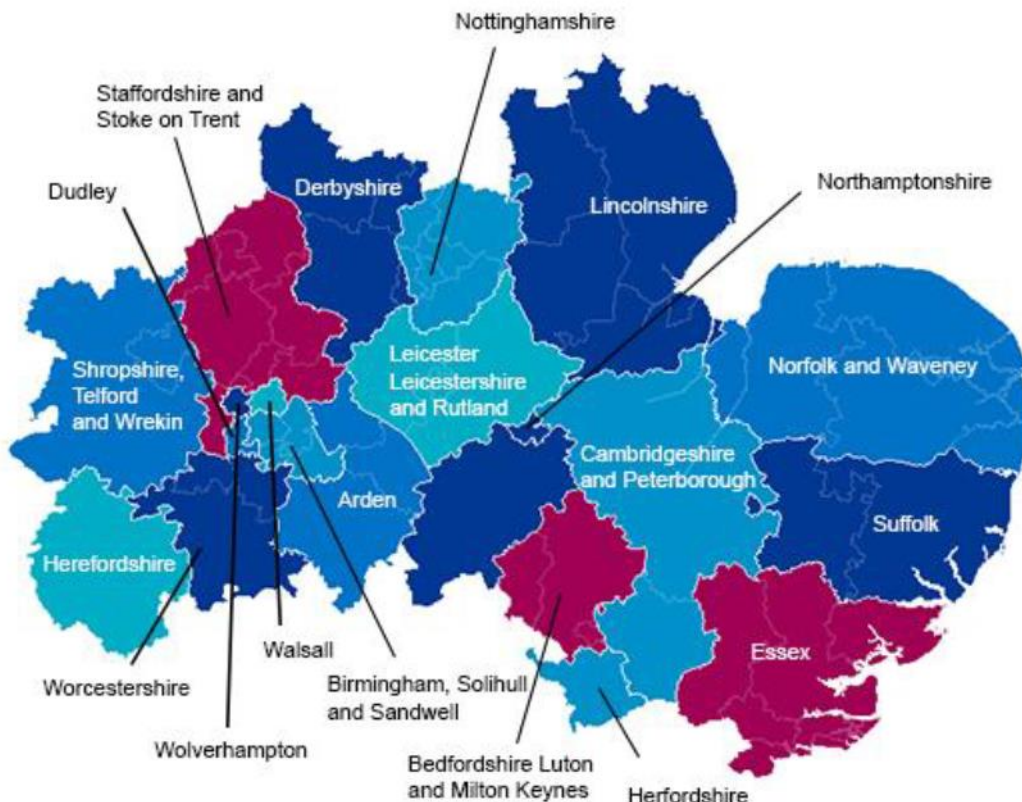
Midlands and East Foundation Schools

Foundation Year 2 Stand-alone Programme 2017

Guidance for Applicants

Recruiting on behalf of the following Foundation Schools:

- [East Anglia](#)
- [LNR \(Leicestershire, Northamptonshire and Rutland\)](#)
- [Trent](#)
- [West Midlands Central](#)
- [West Midlands North](#)
- [West Midlands South](#)



ADVERT/APPLICATION WINDOW

Advertisements will appear on the Oriel recruitment system (<https://www.oriel.nhs.uk/Web/Vacancies>) on Friday 24th February 2017.

Applications will be accepted through Oriel, opening at 12 noon on Friday 10th March 2017 and closing at 12 noon on Friday 24th March 2017. No late applications will be accepted.

APPLICATION FORM

All applications are in an electronic format and are to be completed online through Oriel.

Contact regarding applications will be via direct messaging through Oriel. Applicants are therefore advised to log into their Oriel accounts regularly throughout the recruitment process.

Most recruitment offices will also send applicants an email to a stated email address, however, these emails should not be relied upon. Applicants should ensure that the email account can be accessed at any time and will not be blocked by their employer's IT security system.

Before starting an application, applicants should ensure that they:

- **Read all supporting documentation** - Applicants should ensure that they read all available documentation before commencing an application to understand what is required of them e.g. specific applicant guidance, criteria contained within the person specification, any mandatory documentation that needs to be uploaded to the application form.
- **Gather evidence** - Applicants should ensure that they have gathered all evidence required to complete the application form e.g. dates and titles of qualifications, publications, presentations, research, audit etc. If invited to interview, original evidence of these will all need to be provided.
Please note: Your portfolio of evidence MUST NOT contain patient identifiable data and should only include your own original work.
- **Plan time** - Work out how long it will realistically take to complete the application form, including getting feedback from colleagues.
- **Referees** – Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. Applicants will need to provide details, including up to date email addresses of three referees who have supervised clinical training in the last 2 years.

It is important that applicants confirm referee email addresses prior to completing the application form. Once offers have been accepted, referees will be contacted by email with details of their referee account. It is therefore important that email addresses provided are correct and for email accounts that are regularly accessed.

- **Key content of application forms** - Applicants MUST ensure that any work submitted or referenced is their own. Any plagiarism in applications will be treated extremely seriously and will result in further action being taken.

Submitted application forms will need to pass an eligibility check before they can be considered for interview. Recruitment teams will ensure that application forms meet the following eligibility criteria in addition to any other specific criteria:

- Immigration status and right to work in the UK

- GMC registration
- English language skills as per the eligibility criteria and as demonstrated by registration with the appropriate regulator
- Any examination/competency/experience requirements in line with the post

By allowing applicants to progress to the interview stage, recruitment offices have not accepted or confirmed that applicants meet eligibility requirements. Applicants may still be withdrawn from the recruitment process at any stage, including after interviews have taken place if the evidence pertaining to an eligibility criterion is found to be unsatisfactory by the recruitment office.

When completing the employment history section of the application form all previous clinical experience should be declared; this includes experience both inside and outside of the UK, in both training and service posts. Applicants should also ensure that they detail any time spent out of work to ensure that there are no unexplained career gaps.

Please note: Recruitment offices will not be able to make any changes to submitted application forms on Oriel. Applicants must therefore ensure that they check the content of their application form prior to submission as there will be no opportunity to correct mistakes at a later date.

EVIDENCE OF MAINTAINING CLINICAL KNOWLEDGE AND SKILLS

If you have not practised continuously as a doctor for the last 12 months, you must provide evidence of maintaining clinical knowledge and skills. This could be in the form of:

- Certificates of courses attended
- Clinical Attachments
- Locum posts
- Assessment by National Clinical Advisory Service or Regulatory Bodies
- Voluntary work in a medical capacity

Please upload the relevant evidence to the declaration page on your application form.

RIGHT TO WORK IN THE UK

UK and EEA nationals and doctors whose immigration status entitles them to work as a doctor in training in the UK are eligible to apply for foundation training. Evidence of immigration status would be a biometric residence card, date stamped passport and/or identity card. All of these documents need to be dated as at or prior to the application closing date.

Please visit <https://www.gov.uk/government/organisations/uk-visas-and-immigration> for more information.

Other non-UK or non-EEA nationals with limited leave to remain in the UK, whose employment will require a Tier 2 visa, are subject to the Resident Labour Market Test (RLMT) and would only be considered for appointment if there were no suitable UK or EEA national (settled status) applicants for the post.

Applicants will be asked to bring their date stamped passport and/or identity card together with proof of their immigration status to interview.

Applicants in the following categories are eligible to be considered for appointment:

- UK or EEA national
- Non-UK or non-EEA national where immigration status allows work without restriction in the UK e.g. those holding Tier 1 status with no restriction against working as a doctor or dentist

in training **or** dependent status with no restriction against working as a doctor or dentist in training.

- Already on Tier 2, applying to continue training with the same sponsor.
- Non-UK or non-EEA national who has graduated from a UK medical school who currently has UK Tier 4 status to work in the Foundation Programme. Applicant can remain on current Tier 4 visa for F2 training.
- Non-UK or non-EEA national who currently has Tier 4 status to complete a Masters or PhD. Applicants must have completed their Masters or completed 1 year of their PhD to be exempt from the RLMT.

- Already on Tier 2 and applying for a changing sponsor. Applicants in this category will require Tier 2 sponsorship and will be subject to the RLMT.
- Non-UK or non-EEA national who has limited leave to remain in the UK, who does not fall into one of the above categories. Applicants in this category will require Tier 2 sponsorship and will be subject to the RLMT.
- Non-UK or non-EEA national who does not currently hold a UK visa status. Applicants in this category will require Tier 2 sponsorship and will be subject to the RLMT.

Please note: Where immigration status changes part way through a recruitment round, this could change an applicant's right to work status. Any applicants in this position should contact the lead recruiter immediately.

See Annex A for more information for overseas nationals.

FITNESS TO PRACTISE

If you make a Fitness to Practise declaration on your application form, you must email further details to fitnesstopractise.em@hee.nhs.uk by 12 noon on Friday 24th March 2017.

Supporting information should reference 'F2 Stand-alone Recruitment' in the subject and provide the following, as a minimum:

- Applicant full name
- Application ID
- An outline of the events leading to the Fitness to Practise issue
- The date/s of the event/s
- A reflection on the event and the outcome of any investigation/action

Further details on the nature of the declaration may be requested and should be provided prior to the deadline for submission of applications. Failure to provide this detail by the closing date may result in the application being rejected.

APPLICANTS RETURNING TO FOUNDATION TRAINING

Any applicant who has previously resigned or has been removed from foundation training or a one-year stand-alone programme will be required to declare this on their application form and submit a reapplication to foundation training form (please see Appendix 4 of the 'F2 stand-alone recruitment' document on the UK Foundation Programme Office website - <http://www.foundationprogramme.nhs.uk/pages/resource-bank/stand-alone-recruitment>). The purpose of this form is to provide prospective training providers/employers with supporting information around previous employment circumstances either within the foundation programme or to a stand-alone F2 programme. The intention is for the form to provide additional information by way of a support mechanism to individual applicants.

Applicants are required to provide a statement around the circumstances of their previous release or resignation from foundation training or a stand-alone F2 programme in support of their

application. This will allow applicants the opportunity to engage with prospective employers and facilitate open dialogue to enable support mechanisms to be arranged where appropriate or deemed necessary.

The status of the reapplication form is to provide supplementary supporting information relevant to the training and supervision required on the part of individual applicants. The reapplication form should be considered as a supporting document. Decisions around long-listing are at the discretion of the local Foundation School. The decision to appoint to stand-alone F2 programmes is at the discretion of the local Foundation School.

Please submit the completed form to medicalrecruitment.em@hee.nhs.uk by 12 noon on Friday 24th March 2017.

LONGLISTING

Following the deadline for receipt of applications, longlisting will be conducted.

Applicants who fail to meet the criteria assessed at the eligibility checking stage will not progress any further in the recruitment process. Details of the essential and desirable criteria can be found on the person specification at the following link:

<http://www.foundationprogramme.nhs.uk/pages/resource-bank/stand-alone-recruitment>

Invites to interview will be sent out with at least 5 working days notice of the interview date.

PROGRAMME PREFERENCES

Applicants invited to interview will be provided with details of the F2 programmes available within the Midlands and East region (including details of training locations). This will be via Oriel, where applicants will also be asked to rank the available programmes in order of preference. The programme preferences window will open at 10 am on Thursday 20th April 2017 and close on Thursday 27th April 2017 at 10 am.

The preferences made by applicants will be used, along with final selection rank to determine which offer, if any, they receive. The order offers will be made in will be determined solely on the selection score and permissions to work in the UK, not preferences made. An applicant's preferences will only come into play when that applicant is reached in the ranked list and an offer is due.

Applicants should note that vacancies could become available in any of the Midlands and East training locations.

INTERVIEWS

Interviews will take place on Thursday 20th April 2017 at Leicester City Football Club, King Power Stadium, Filbert Way, Leicester, LE2 7FL.

If an applicant is invited for interview and is unable to attend due to unforeseen circumstances or an emergency, it is the applicant's responsibility to email medicalrecruitment.em@hee.nhs.uk. There is no obligation to provide alternative arrangements for applicants in this situation.

The interview format will be standardised for all applicants and will consist of a 20 minute panel interview.

Interview booking will be via Oriel and will open at 12 noon on Monday 3rd April 2017. Interview booking will close at 12 noon on Monday 10th April 2017.

Applicants will be asked to declare on their application form if they have a disability as set out in the Equality Act 2010 and whether they wish to be considered under the Guaranteed Interview Scheme. Further information is available from:

<http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/index.htm>

Recruiters will ensure, where possible, that reasonable adjustments are made at interview to meet the needs of applicants with disabilities. Applicants must ensure that they include this on their application form and enter into an early dialogue with the recruiting organisation. Failure to provide the requested information and documentation to the recruiting organisation by the stated deadline will result in adjustments and/or Guaranteed Interview Scheme status not being met.

OFFERS

All offers will be made via Oriel. Please see the offers timeline at the following link:

<http://www.foundationprogramme.nhs.uk/pages/stand-alone-recruitment/F2-stand-alone-programmes>

Applicants receiving training offers through Oriel will have the option to accept, decline or hold (until a set date) the offer made. Applicants will be given 48 hours (excluding weekends but not bank holidays) from release of the offer to decide whether to accept, reject or hold it.

Offers which are not responded to within the 48 hour deadline will expire and will be offered to another applicant.

Applicants intending to decline a training offer are advised to do so as soon as possible to enable the offer to be made to another applicant.

Applicants who do not initially receive an offer may still be offered at a later date, during the process of re-offering declined and expired offers.

FEEDBACK

All applicants will be given feedback after each of the following stages of recruitment:

- Longlisting (if unsuccessful)
- Interview

Where available, the feedback will include the following:

- Score per interview station
- Total interview score
- Maximum interview score available
- Applicant's appointability and the minimum score required for appointability (as appropriate)
- Applicant's individual ranking and the rank needed to obtain a post. Please note, if an applicant does not reach the required threshold for appointability, they will not be given a rank.

All feedback requests should be sent to medicalrecruitment.em@hee.nhs.uk Please mark your email 'F2 Stand-alone Feedback' in the subject header and include your full name and GMC number with your request.

Last reviewed: February 2017

Annex A: Information for Overseas Nationals

If you are subject to immigration control (including limited leave to remain), you will be required to provide evidence of your immigration status as at the closing date.

If you have limited leave to remain, you will be considered for the post as long as your immigration category allows you to take up a training programme and is valid on the closing date of the post to which you are applying.

The Resident Labour Market Test will be applied if you are in a relevant immigration category which does not allow you to take up a training programme, and you need to “switch” your status to the Tier 2 category. For further details please visit:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428196/Tier_2_5_Sponsor_Guidance_v_1_1.pdf

If you need to “switch” your immigration status, you should check the UK Visas and Immigration website to see if you may switch within the UK - <https://www.gov.uk/tier-2-general>

Categories that are not cited in the above guidance will require a “restricted” Certificate of Sponsorship (RCoS) from the sponsor. You will be required to return to your home country to make an application out of country. If you are unsure of the correct route to follow, please gain immigration advice from an authorised advisor/lawyer. We cannot provide advice regarding leave applications. Applications requiring RCoS cannot be guaranteed as they are dependent on the monthly allocation panel and there are a limited number of places available.

All applicants must hold or be eligible to hold full registration with the GMC.

Please note it is the applicant’s responsibility to inform us of any changes to their immigration status during the process.

The tables below set out the main categories of limited leave to remain and eligibility to take up Foundation Year 2 training programmes:

UK/EEA

Category	Status
UK national	Can apply to a training programme
Partner / civil partner or spouse of a UK national on a probationary period	Applicant will be given an initial grant of 5 years – then can apply for Indefinite Leave to Remain if the relationship is considered genuine by UKVI. Can apply to a training programme and be considered
Fiancé(e)s of a UK national	Can apply to a training programme. Will need to meet RLMT and assigned RCoS. Will need to apply outside of UK.
EEA nationals 2 (excluding Croatian nationals)	Can apply to a training programme and be considered
Croatian nationals	Can apply to a training programme, but if appointed (working in the UK for the first 12 months) employer will need to assign a Certificate of Sponsorship, which the trainee can then use to apply for a Purple Registration Certificate. https://www.gov.uk/croatian-national/overview

Partner / civil partner or spouse of an EEA national resident in the UK

Can apply to a training programme and be considered

Swiss nationals

Can apply to a training programme and be considered

Tier 1 Visas

Category

Status

Tier 1 (Post Study Work) no restriction on employment as a doctor or dentist in training – UK graduates only

Can apply to a training programme. Applicant will have to switch to Tier 2 visa once their current leave expires – but will be RLMT exempt – see <https://www.gov.uk/tier-2-general/eligibility>

Tier 1 (Post Study Work) – with endorsement “no employment as a Doctor or Dentist in Training”

Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT see <https://www.gov.uk/tier-2-general/eligibility>

Tier 1 (General) – no restriction on employment as a doctor or dentist in training

Can apply to a training programme. If applicant’s Tier 1 visa is about to expire, they will have to switch to Tier 2 visa or apply for Indefinite Leave to Remain – will need to satisfy RLMT – see <https://www.gov.uk/tier-2-general/eligibility>

Tier 1 (General) – with endorsement “no employment as a Doctor or Dentist in Training”

Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <https://www.gov.uk/tier-2-general/eligibility>

Tier 1 (Entrepreneur) – with endorsement “no employment as a Doctor or Dentist in Training”

Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <https://www.gov.uk/tier-2-general/eligibility>

Tier 1 (Investor) – with endorsement “no employment as a Doctor or Dentist in Training”

Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <https://www.gov.uk/tier-2-general/eligibility>

Tier 1 (Exceptional Talent) with endorsement “no employment as a Doctor or Dentist in Training”

Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <https://www.gov.uk/tier-2-general/eligibility>

Dependant of Tier 1 with endorsement “no employment as a Doctor or Dentist in Training”

Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <https://www.gov.uk/tier-2-general/eligibility>

Tier 2

Category

Status

PBS - Tier 2 (General) - applying from inside the UK

Can apply for training programme. RLMT will need to be satisfied if the applicant changes sponsor or occupation code when applying for new Tier 2 visa
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301513/T2_guidance_04-14.pdf

Dependant of a PBS – Tier 2 (General) – no endorsement about employment as a Doctor or Dentist in training

Can apply to a training programme.
Can retain current visa status as a dependant. However, please be aware that if you wish to be employed under your own immigration status you will be required to meet RLMT and issued a RCoS
Candidates will need to apply outside of the UK.

Dependant of PBS – Tier 2 (General) – with endorsement “no employment as a Doctor or Dentist in Training”

Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <https://www.gov.uk/tier-2-general/eligibility>
Applicant cannot switch visa status in country. Restricted CoS will be required.
Candidate can only apply from outside the UK.

Tier 4/Student Visa

Category

Status

Tier 4 / Student visa holder – graduates of UK medical school

Can apply for a training programme. Applicant can remain on current Tier 4 visa for F2 training.

Dependant of Tier 4 / Student visa holder – no endorsement about employment as a Doctor or Dentist in Training

Can apply for a training programme.
Can retain current visa status as a dependant. However, please be aware that if you wish to be employed under your own immigration status you will be required to meet RLMT and issued a RCoS.
Candidates will be able to apply in the UK
<https://www.gov.uk/tier-2-general/switch-to-this-visa>

Tier 4 (Adult Student) – not a graduate of a UK Medical School but who would have qualified for Tier 1 (PSW)

Can apply for a training programme. Applicant will have to switch to Tier 2 visa – but will be RLMT exempt

Dependant of Tier 4 (Adult Student) – with endorsement – “no employment as a Doctor or Dentist in Training”

Can apply to a training programme.
Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT and Restricted CoS will be required.
<https://www.gov.uk/tier-2-general/eligibility>

Tier 5

Category

Status

PBS – Tier 5 (Government Authorised Exchange) – Medical Training Initiative

Can apply for a training programme. Applicant cannot switch visa status in country.

Will need to satisfy RLMT
Restricted CoS will be required.
Candidate can only apply from outside the UK.

Youth Mobility Scheme

Can apply for a training programme. Applicant cannot switch visa status in country.

Will need to satisfy RLMT
Restricted CoS will be required.
Candidate can only apply from outside the UK.

Other immigration status

Category	Status
Indefinite Leave to Remain/Settled Status	Can apply for a training programme
Dependant of a person with Indefinite Leave to Remain/Settled Status	Can apply for a training programme
British National (Overseas) with Right of Abode	Can apply for a training programme
British National (Overseas) with no Right of Abode	Can apply for a training programme. Applicant cannot switch visa status in country. Will need to satisfy RLMT Restricted CoS will be required. Candidate can only apply from outside the UK.
PLAB/Clinical Attachment/ Business Visa/Visitor	Can apply for a training programme, but cannot be considered until RLMT has been met. Will need to satisfy RLMT Restricted CoS will be required. Candidate can only apply from outside the UK.
Refugee status awarded by UK, and partner/civil partner or spouse	Can apply for a training programme
UK Ancestry visa holder	Can take up a training programme
Dependant of UK Ancestry visa holder	Can take up a training programme