

UKFP 2020 Administrators' Guide

Process for managing reserve list applicants

Introduction

This process has been devised for in the event that the Foundation Programme is oversubscribed for 2020, i.e. there are more fully eligible applicants than posts available for the programme commencing in August 2020. In this instance, there will be a reserve list of applicants following the primary list allocation.

Approximately 97% of eligible applicants will be allocated to foundation schools on Thursday 12th March 2020, with the remaining applicants being placed on the reserve list. Reserve list applicants will be allocated in batches from April – July 2020, depending on the number of vacancies which arise due to withdrawals (e.g. for medical school failed finals).

We appreciate that this will cause more work for you, and so want to make sure that we provide you with as much information and support as possible from the UKFPO. We recommend that you read this document as well as the Guide for Applicants, which is also available on our website.

Provisional Timeline

The table below provides a provisional timeline for reserve list batch allocation dates. The table also includes details of when each cohort of applicants can expect to receive notification of their individual programmes.

| Date(s) | Activity |
|--------------------------------------|---|
| Wednesday 4 th March 2020 | Applicants offered priority programmes |
| Thursday 12 th March 2020 | Primary list allocation |
| Thursday 9 th April 2020 | Match to programmes for primary list applicants |
| Thursday 14 th May 2020 | First reserve list batch allocation |
| Monday 25 th May 2020 | First reserve list batch to be matched to programmes |
| Thursday 4 th June 2020 | Second reserve list batch allocation |
| Monday 15 th June 2020 | Second reserve list batch to be matched to programmes |
| Thursday 25 th June 2020 | Third reserve list batch allocation |
| Monday 6 th July 2020 | Third reserve list batch to be matched to programmes |

The national allocation date and match to programme date for primary list applicants has been confirmed and will **not** be subject to change.

The dates for reserve list allocations are **provisional** and will be dependent on the number of applicant withdrawals. The UKFPO will endeavour to allocate as many reserve list applicants at the earliest opportunity. If there are enough places available early in the timeline, the requirement for multiple reserve list allocations might not be necessary. However, if the rate of withdrawals is low in the first few months from March – May 2020, and there are only a few places available, reserve list allocations may be postponed to the next reserve list batch allocation date.

It is important to bear in mind that right to work rules and regulations set by the UK Home Office are subject to change. UKFPO processes may need to be adapted part-way through the application year to allow for external dependencies.

Managing Oversubscription



The oversubscription process will once again work in this way: -

- All fully eligible applicants will be ranked in score order. The top scoring applicants will be placed on the primary list to be allocated to foundation schools on Thursday 12th March 2020. The remaining applicants will be placed on the reserve list.
- Those on the primary list will be allocated to foundation schools on Thursday 12th March 2020, using the same allocation algorithm as in previous years (application score first, then preference).
- Reserve list applicants will be allocated in batches on set dates, if vacancies have arisen due to withdrawals. Reserve list applicants will be ranked in score order with the highest scoring applicants allocated in the first batch. The standard algorithm will be run, allocating applicants based first on application score, then preference.
- Vacancies that remain in the system once all reserve list applicants have been allocated will either need to be listed in the programme uploads for inclusion in the F1 stand-alone vacancy or will be release to employers for local appointments to service (LAS) posts.

Please note that the order in which applicants rank foundation schools on their application form does not matter. The applicant's score is the only factor considered when determining whether s/he is on the primary or reserve list.

Inter-foundation school transfers

If an applicant's personal circumstances have changed since the point of application, they have the option to apply for a transfer to a different foundation school through the national process and their application will be considered by the national panel. Further information in regard to the management of IFST applications can be found on the UKFPO website.

Inter-foundation school transfer requests submitted due to exceptional circumstances can be considered at any point in the process. You do not need to wait until all reserve list applicants have been allocated. Please make sure that Oriel is updated with which vacancy has arisen at the original FS and which is no longer available at the receiving foundation school. You will then need to notify the UKFPO to complete the manual match process.

IMPORTANT

For more detailed information on the oversubscription process, please see the **Guide for Applicants**, which accompanies this document. Further information will be available to download from the UKFPO website at www.foundationprogramme.nhs.uk.

Foundation School Checklist

- Let your local employing organisations know that any F1 vacancies that arise will be put back into the Oriel batch allocation list. They cannot advertise the vacancies themselves. If they do, they will not receive the funding for the F1 jobs.
- Determine how you will match reserve list applicants to groups (if applicable) and programmes.
- Details of local matching processes must be published on foundation school websites.
- If you interview applicants, ensure interview panels for both batch allocations are organised and in the diaries of your interviewers well in advance.
- Just before reserve list applicants are notified of the outcome of each batch allocation, provide the nominated representative of your local medical school(s) with the details of their students who remain on the reserve list. This should take place at least one day prior to the scheduled reserve list batch allocation date(s).
- After each allocation, send an email to allocated applicants. An exemplar email is attached in Annex B.
 1. Run any offline local matching process for allocated reserve list applicants to groups (if applicable) and programmes. The UKFPO will run the matching process on the system. You will need to advise the team of any manual matches that need to be made. This needs to be actioned prior to the release date(s) for match to programme results. The UKFPO will release all allocation results for all foundation schools. This is to ensure clarity of expectation and consistency across the applicant cohort. Dates will be confirmed depending on applicant numbers. The UKFPO will liaise with each foundation school individually to ensure appropriate allocations / pre-allocations for special circumstances for reserve list applicants.
 2. As soon as you become aware of any failed finals for your local students, inform the receiving foundation school so they can be withdrawn on Oriel as soon as possible. Likewise, if you receive notification of any failed finals for your allocated applicants, please action the withdrawal(s) on Oriel at the earliest convenience.

Foundation schools and the UKFPO's Eligibility Office should continue to identify applicants who withdraw from the process and ensure they are removed from the system and their programme is released at the earliest possible convenience for the next reserve list batch allocation.

Medical School Support Checklist

- You will receive an email from your local foundation school immediately prior to the primary allocation on Thursday 12th March 2020, and before each reserve list batch allocation, which will list the students at your medical school who are/remain on the reserve list. You must not contact the applicant before the allocation date.
- Pre-schedule time after each allocation to contact your local medical students who remain on the reserve list to make sure they understand the next steps in the process and to offer any advice and support. There may be some very upset students.
- Inform your local foundation school of failed finals as soon as the results become available so that they can be withdrawn from the application process, freeing up vacancies for those on the reserve list.

Administrator Timeline

| Date(s) | Activity | Responsibility |
|---------------------------------------|---|--|
| Wednesday 11 th March 2020 | <p><u>Preparation for primary list allocation</u></p> <p>Foundation schools will be sent a list of all primary list applicants that will be allocated to them. The applicant records will be available on Oriel once allocation results have been released on Thursday 12th March 2020.</p> <p>Foundation schools will be sent a list of home students who will be placed on the reserve list on Wednesday 11th March 2020.</p> <p>Foundation schools to contact their local medical schools(s) will details of reserve list applicants.</p> | <p>UKFPO</p> <p>UKFPO</p> <p>Foundation schools</p> |
| Thursday 12 th March 2020 | <p><u>UKFP 2020 national allocation results released</u></p> <p>Oriel will send an automated email to all primary list applicants with details of the foundation school they have been allocated to.</p> <p>SJT and total application scores will be available for applicants to view on Oriel.</p> <p>Reserve list applicants will receive an email to say they can login to their Oriel account to see their SJT and total application scores.</p> <p>Reserve list applicants will be sent a separate email with further information about the reserve list allocation process.</p> <p>Reserve list applicants will be sent an email providing the range of scores for reserve list applicants and details for their medical school support contact (UK medical school graduated only). See Annex A.</p> <p>UKFPO will send a copy of the reserve list email to foundation schools and medical school support contacts, including the reserve list score table.</p> <p>Foundation schools must contact primary list applicants allocated to them and inform them of the local process and timeline for selecting group/programme preferences and matching to groups/programmes.</p> <p>Medical school support contacts and the UKFPO's Eligibility Office should contact their reserve list applicants in early to make sure they have all the support they need.</p> | <p>UKFPO</p> <p>UKFPO UKFPO</p> <p>UKFPO</p> <p>UKFPO</p> <p>UKFPO</p> <p>Foundation schools</p> <p>Medical schools and UKFPO</p> <p>Medical schools and UKFPO</p> |

| | | |
|--|--|---|
| | Foundation schools to publish the range of scores for applicants allocated to them. The lowest score should not include any pre-allocations. | Foundation schools |
| With effect from Thursday 12 th March 2020 | <p><u>Withdraw applicants on Oriel and release posts as soon as known</u></p> <p>To identify all applicants who withdraw from the process, or who are withdrawn due to failing finals, failing PLAB, etc. and ensure they are withdrawn from the system and their programme is released for the batch allocation as soon as possible. Annex C how to withdraw applicants on Oriel.</p> | Foundation schools and UKFPO |
| <p>Prior to First Reserve List Batch Allocation</p> <p>[These steps should be repeated prior to each reserve list batch allocation date]</p> | <p><u>Preparation for first reserve list batch allocation</u></p> <p>Foundation schools to receive list of local students who remain on the reserve list from the UKFPO.</p> <p>Foundation schools to contact their local medical school support contacts with the names of reserve list applicants.</p> <p>Medical school support contacts and the UKFPO's Eligibility Office should contact their reserve list applicants in early to make sure they have all the support they need.</p> | <p>UKFPO</p> <p>Foundation schools</p> <p>Medical schools and UKFPO</p> |
| <p>First Reserve List Batch Allocation</p> <p>[These steps should be repeated on each and following each of the reserve list batch allocation dates]</p> | <p><u>First reserve list batch allocation</u></p> <p>Applicants allocated in this batch will be sent an email to tell them they have been allocated to a foundation school.</p> <p>Foundation schools to view the list of applicants allocated to them on Oriel.</p> <p>Allocated reserve list applicants to be advised of the process for selecting groups / programmes.</p> | <p>UKFPO</p> <p>Foundation schools</p> <p>Foundation schools</p> |

Annex A: UKFPO emails to all reserve list applicants (Thursday 12th March 2020)

Email 1

Dear (first name),

Unfortunately, you did not score highly enough to be allocated to a foundation school at this time but have been placed on the reserve list.

As was expected, there are more fully eligible applicants than Foundation Programme places for UKFP 2020. All applicants were ranked in score order and the top scoring applicants were allocated to the places available as part of the primary list. The remaining applicants have been placed on the reserve list.

As a reserve list applicant, you are one of a group of applicants who will be allocated in batches in score order on set dates to any vacancies which arise.

You will receive a separate email from your medical school which details of the range of scores for applicants on the reserve list and the contact details for the individual nominated by your medical school who is responsible for providing support to reserve list applicants.

Kind regards,

UK Foundation Programme Office

Email 2 (adapted for each medical school)

Dear (first name),

We realise that you may be disappointed and upset that you have been placed on the reserve list and not allocated to a UoA at this time.

In previous years, around 350 applicants withdrew between March and August. We expect that a similar number will withdraw throughout the next six months.

The attached table shows the range of scores achieved by reserve list applicants, along with the number of reserve list applicants who have each score. Once you have checked your FP total score on your FP application through your Oriel account, you can see where you are on this table in relation to the rest of the reserve list.

As a reserve list applicant, you will be contacted on the next batch allocation date and informed whether or not you have been allocated to a foundation school as part of that batch allocation.

We understand that the next few months may be unsettling for you and have produced an information sheet for applicants that can be downloaded here (www.foundationprogramme.nhs.uk) which aims to support you and explain the allocation process in more detail.

In addition, your local medical school has nominated XXXX to be your contact for any questions or concerns. This representative has been asked to contact you to see if you need any further information. However, you can contact them directly at XXX if you have any questions after reading the guidance on the UKFPO website.

Kind regards,

UK Foundation Programme Office

ANNEX B: Exemplar email for matching reserve list applicants to programmes

Dear (applicant name),

Congratulations on being allocated to (insert foundation school name). We are delighted that you will be joining us for your foundation training and are confident that you will find a fantastic range of training opportunities available to you here.

The local process for matching you to a specific programme is as follows:

Rank your programme preferences

(Insert your local process for reserve list applicants to rank available programmes here)

Submit your programme preferences

The deadline for submitting your programme preferences is (insert date and time). If you do not submit your preferences by this deadline you will be allocated randomly to any posts that remain once the matching process has been completed for other applicants.

Outcome of matching to programme

You will be notified of the programme to which you have been matched on (insert date: *this date is foundation school specific but must be ahead of the next batch allocation*).

Once you have been successfully matched to a programme, your application will be forwarded to your employing healthcare organisation for pre-employment checks. Your employer will make local arrangements with you at this stage and may invite you to an interview. Once the pre-employment checks are completed successfully, you will receive an offer of employment.

Please note that if you do not accept the training offer at this foundation school, you must notify us as soon as possible. If you refuse this allocation, you will be withdrawing from the UKFP 2020 application process and you will not be re-allocated to another foundation school. You will not have the option of going back onto the reserve list to be placed into a subsequent batch.

We look forward to welcoming you to the Foundation Programme.

Regards,

Foundation School Manager

ANNEX C: Withdrawing applicants

Withdrawing failed finals

Medical schools will inform their local foundation school which students fail finals. If a foundation school is notified after Thursday 12th March 2020 the students may have been allocated to different foundation schools or accepted AFP offers elsewhere. The home foundation school is unable to withdraw these applicants and must notify the relevant A/UoA or the UKFPO, who will be able to process the withdrawals.

When you receive the list of failed finals you will need to do the following:

- Identify which students have been allocated to your foundation school and which have been allocated elsewhere or have accepted an AFP offer elsewhere.
- Run the '*withdrawals report*' from the left-hand menu in the national FP vacancy for details all withdrawals, both home students and allocated students.
- Notify the allocated foundation schools or accepted AUoAs of which applicants need to be withdrawn for failing finals.
- Withdraw applicants allocated to your foundation school or accepting your AUoA as soon as possible.

Withdrawing for other reasons

If withdrawals are required for any reason other than failed finals, the allocated foundation school or accepted AUoA will most likely initiate the withdrawal. In this instance, the A/UoA simply locates the relevant application and makes the withdrawal.

The UKFPO is able to withdraw Eligibility Office applicants after they have been allocated elsewhere. The allocated foundation school or accepted AUoA will receive an email sent to the generic email account in this instance.

Notification of home students being withdrawn

Whenever an applicant is withdrawn, the home foundation school will receive an auto-email, if the home foundation school is not making the withdrawal. These auto-emails will go to the home foundation schools generic email address as set up on Oriel.