

# **UKFP 2019 Oversubscription**

## **Guidance for Applicants**

### **Introduction**

This guidance is intended for in the event that the UK Foundation Programme (UKFP) 2019 is oversubscribed, i.e. more applications are received from fully eligible applicants than the number of places available.

As explained in the UKFP / AFP 2019 Applicants' Handbook issued in June 2018, the 'n' top scoring applicants will automatically be placed on the primary list for allocation on Thursday 7<sup>th</sup> March 2019, where 'n' equals the total number of vacancies across the UK. Any remaining applicants will be included on the reserve list. Reserve list applicants will be allocated in batches to vacancies which arise after the initial allocation due to applicants failing final exams or withdrawing for other reasons.

### **Allocation Process**

- Stage 1: Applicants will be ranked in score order. The 'n' top scoring applicants will be placed on the primary list to be allocated to foundation schools on Thursday 7<sup>th</sup> March 2019. Remaining applicants will be placed on the reserve list.
- Stage 2: Those on the primary list will be allocated to foundation schools on Thursday 7<sup>th</sup> March 2019 using the same allocation algorithm as in previous years (application score first, then preference).
- Stage 3: Reserve list applicants will be allocated in batches on set dates to vacancies which arise due to applicants withdrawing. Reserve list applicants will be ranked in score order with the highest scoring applicants allocated in the first batch. Within each batch, the standard algorithm will be run, allocating applicants based first on application score, then preference.

The applicant's score is the only factor considered when determining whether s/he is on the primary or reserve list, and not the order in which the foundation schools have been ranked as part of the application form.

### **Reserve List Allocations**

Reserve list applicants will be ranked in score order and the top scoring applicants will be included in the first batch allocation.

*Example: if there are 25 vacancies, then the 25 applicants with the highest scores on the reserve list will be included in this batch.*

Within each batch, the normal allocation algorithm will be used (application score first, then preference). Each batch will be run in the same way.

Successful applicants in each batch will receive an email to say they have been allocated with details of the foundation schools they have been allocated to. Applicants who remain on the reserve list will receive an email to remind them of the dates of future batch allocations and providing them with the contact details of the person at their medical school who is providing pastoral support for reserve list applicants (UK medical school graduates only).

Foundation schools will contact reserve list applicants allocated to them after each batch to tell them about the local process and timescale for matching them to a specific programme.

Some foundation schools or employing healthcare organisations include an interview as part of their pre-employment checks. This information will be published on each foundation school website before batch allocations begin.

### **Allocating applicants who have the same score**

Whenever there is more than one applicant with the same score at the bottom cut-off point, they will be randomly selected for inclusion in an allocation.

*Example: if there are 10 vacancies to be allocated in batch 1, and 25 reserve list applicants with the same score, the system will randomly select 10 applicants to be allocated. The other 15 will remain on the reserve list.*

This is the only legally defensible way to allocate applicants in this situation without requiring these applicants to undertake further assessment and is in accordance with standard HR practice. Random selection has always been used where there are applicants with the same score competing for the last places in an allocation.

### **Non-UK / EEA Applicants**

All eligible settled workers will be allocated first in accordance with EU Immigration Law. The UKFPO will endeavour to allocate applicants who are subject to Resident Labour Market Tests (RLMT) as soon as places become available due to applicant withdrawals. Applicants will be contacted in due course with dates for reserve list batch allocations.

### **Pre-allocation based on special circumstances**

Applicants approved for pre-allocation to a particular foundation school based on special circumstances can only be guaranteed their pre-allocated foundation school if they are on the primary list.

Pre-allocation will be considered for reserve list applicants within each allocation batch, where possible, provided that the relevant foundation school has available places. If no vacancies are available in the pre-allocated foundation school, applicants with special circumstances will be allocated in the same way as the rest of their batch.

The same rules apply to any applicants who are subject to Resident Labour Market Tests (RLMT) and placed on the reserve list to allow all settled workers to be allocated first. Pre-allocations to particular foundation schools will only be honoured if there are places available.

### **Linked Applications**

Linked applications cannot be honoured for reserve list applicants. The link will be severed where either or both individuals are on the reserve list. Applications are competitive, and it would be unfair to a higher-scoring applicant to risk not getting a place on the UK Foundation Programme because they were linked to a reserve list applicant.

## Timeline for Reserve List Allocations

Date	Activity
Thursday 7 <sup>th</sup> March 2019	<p><b>UKFP 2019 application results are available:</b></p> <ul style="list-style-type: none"> <li>• Primary list applicants receive an email with details of their allocation results. Scores will be available on Oriel.</li> <li>• Reserve list applicants receive an email to say they can login to their Oriel account to see their application score, and they will be given further information about the reserve list allocation process.</li> </ul>
<b>April 2019</b>	<p><b>1<sup>st</sup> batch allocation:</b></p> <ul style="list-style-type: none"> <li>• Applicants allocated in this batch will be sent an email to tell them they have been allocated.</li> <li>• Applicants not allocated will be sent an email to let them know they remain on the reserve list, and they will be given further information about the number remaining on the reserve list.</li> </ul>
<b>Future batch allocations to be confirmed if required</b>	<p><b>2<sup>nd</sup> batch allocation:</b></p> <ul style="list-style-type: none"> <li>• Applicants allocated in this batch will be sent an email to tell them they have been allocated.</li> </ul>

The UKFPO will publish a statement in regard to application numbers shortly after the close of the national application window in October 2018 to confirm the position of the programme, i.e. whether it is oversubscribed or undersubscribed. In the event that the programme is oversubscribed, the UKFPO will endeavour to allocate reserve list applicants at the earliest opportunity as soon as places become available due to applicant withdrawals.

## Frequently Asked Questions (FAQs)

### General

**Will the order I ranked the foundation schools affect whether I am on the primary list or the reserve list?**

No. Only your score will determine whether you are on the reserve list, not your UoA preferences.

**Why aren't applicants graduating from UK medical schools given preferential treatment?**

According to European employment law, all eligible UK and EEA applicants must be treated equally and without prejudice, as must applicants from countries outside the EEA who have a work visa allowing them to work in the UK. Many applicants from outside the UK are excellent students and will score highly. As recruitment is a competitive process, it is likely that some UK medical students will be included on the reserve list.

## **Primary List Applicants**

**Can someone on the reserve list who scores lower than me get into their first choice UoA when I did not?**

Yes, this is a possibility. Reserve list applicants will be allocated to the vacancies that are available at the time of the batch allocation. As a consequence, some reserve list applicants may be allocated to their first choice UoA if vacancies happen to arise there. However, reserve list applicants will have much less choice in which programme they are matched to. They will have to accept the posts that are available, rather than being able to list their preferences from the full range of programmes.

**If I am on the primary list, but do not get my first choice UoA, can I opt to go onto the reserve list and wait for a place to come up?**

No. If you withdraw your application from the UoA where you have been allocated, you will be withdrawn from the national application process. You will not be placed on the reserve list.

**If my application is linked to someone on the reserve list, what happens?**

If your score is high enough to place you on the primary list, but your linked partner's score isn't, your link will be broken. You will be placed on the primary list and your linked partner will go onto the reserve list. You will be allocated to a UoA on Thursday 8<sup>th</sup> March 2018 as an unlinked applicant.

## **Reserve List Applicants**

**If I am on the reserve list and have been allocated in batch 1, but my first choice UoA didn't have any vacancies, can I opt out of batch 1 to see if any vacancies in my first choice UoA come up in batch 2?**

No. If you turn down the allocation to a UoA in batch 1, you are withdrawing from the national application process. You will not have the option of going into a subsequent batch.

**How big will each batch be?**

It is impossible to know the size of each batch until people withdraw and vacancies arise. It is likely that the batch sizes will vary.

**Why have these dates been chosen for the reserve list batch allocations?**

We have analysed the patterns of withdrawal of applicants from previous years, taking into account the results dates for final exams and re-sits at UK medical schools; and PLAB 1 and PLAB 2 testing dates in the UK and abroad. The chosen dates allow for the greatest number of applicants to be allocated as early as possible.

**Why don't you allocate people in smaller batches more often?**

We looked at a number of options for batches. It is more likely that applicants will be allocated to a higher choice UoA when there are a larger number of vacancies available.

**Have applicants on the same score always been randomly allocated when there are a limited number of spaces?**

Yes. This is the only legally defensible way to allocate applicants on the same score unless further assessment is undertaken to break these ties. This is standard HR practice.

**If my partner and I have linked our applications and are both on the reserve list, will the link still be honoured?**

No. If either or both partners are on the reserve list, the link is broken, and you will both be allocated as unlinked applicants.

**Will allocation in a later batch mean that I won't be able to start my foundation programme with the rest of my cohort?**

Every effort will be made to allow you to start in early August 2018. However, there is a possibility that applicants allocated in the June batch will not be able to start their foundation programmes at the same time as their colleagues. This is because the pre-employment checks (such as Disclosing and Barring Service checks) can take up to eight weeks to complete.

**What are the implications for me if I cannot start at the beginning of August 2018?**

The Foundation Programme Reference Guide, which can be found at [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk), will give you more information about "out of phase trainees". You will need to successfully complete 12 months in F1 to be signed off and recommended for full registration with the General Medical Council (GMC).

**If you have a question which has not been answered above, please contact the UKFPO through [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk).**