

# Recruitment and Allocation FAQs for FP2026

Welcome to the Wales Foundation School (WFS) FAQs generated by the webinars held with Welsh Medical Schools in 2025 and enquires from previous years. Please be mindful that we have tried to ensure clarity for answers where other Foundation Schools differ from the process WFS uses, but these are indicative only, and you should confirm their processes elsewhere.

For any further information, please reach out to the Foundation School on [HEIW.FoundationSchool@wales.nhs.uk](mailto:HEIW.FoundationSchool@wales.nhs.uk) or by telephone on 01773 807670.

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Resources for further information:

- [UKFPO Website – 2 year Foundation Programme](#)
- [Wales Foundation School \(Health Education Improvement Wales\) website](#)

## 1: Timelines and Deadlines

Oriel registration	<p>Nominated applicants will receive an automated email from Oriel to their nominated email address on <b>Tuesday 16<sup>th</sup> September 2025</b> in order to complete their Oriel registration and update any personal details in advance of the application window.</p> <p>Please check junk mail folders in the first instance and contact the Foundation School if you have not received your email by the afternoon.</p>
FP/FPP Application window	<p>Registered applicants will be able to access the FP/FPP application from <b>Wednesday 24<sup>th</sup> September 2025</b> until <b>Wednesday 8<sup>th</sup> October 2025 (12 midday, BST)</b>.</p> <p>Applications can be saved and returned to during the application window, but they must be submitted by the closing deadline in order to be considered.</p> <p>It is advised that applications are submitted well before the deadline. Instances of applicant IT issues resulting in delays to submit the application will not be considered.</p>
Pre-allocation application window	<p>Pre-allocation applications and all supporting evidence must be submitted alongside the FP/FPP application, and prior to the deadline of <b>Wednesday 8<sup>th</sup> October 2025 (12 midday, BST)</b>.</p>
Deadline to update Foundation Priority Programme preferences (if applicable)	<p>To be confirmed – See the <a href="#">UKFPO website</a> for immediate updates <i>Historically this is in early February</i></p>
Deadline to update Foundation School preferences	<p>To be confirmed – See the <a href="#">UKFPO website</a> for immediate updates <i>Historically this is in mid-February</i></p>
Date of allocation to Foundation Priority Programmes (FPPs)	<p>To be confirmed – See the <a href="#">UKFPO website</a> for immediate updates <i>Historically this is in late February</i></p>

Date of allocation to a Foundation School	To be confirmed – See the <a href="#">UKFPO website</a> for immediate updates <i>Historically this is in early March</i>
Deadline to submit Group preferences (where relevant)	To be confirmed – See the <a href="#">UKFPO website</a> for immediate updates <i>Historically this is in mid-March</i>
Date of allocation to a Group (where relevant)	To be confirmed – See the <a href="#">UKFPO website</a> for immediate updates <i>Historically this is in mid/late March</i>
Deadline to submit Programme preferences	To be confirmed – See the <a href="#">UKFPO website</a> for immediate updates <i>Historically this is in late March</i>
Date of allocation to a Programme	To be confirmed – See the <a href="#">UKFPO website</a> for immediate updates <i>Historically this is in early April</i>

**Up to date information can be found [on the UKFPO's website: FP2026](#)**  
[Recruitment timeline](#)

## 2: The FP/FPP application

Accessing the FP/FPP application	The combined FP/FPP application is hosted on the Oriel Recruitment platform, and instructions for accessing it can be found on the <a href="#">UKFPO's website: how to apply on Oriel</a>
Applying with a pre-existing Oriel account	<p>In the first instance, you should inform your medical school that you wish to be nominated with a pre-existing Oriel account (rather than with your medical school email address, as is standard).</p> <p>If you already have an Oriel account and are not sure whether the correct email address has been used to nominate you, please contact the Foundation School to confirm this. We can liaise with the Oriel helpdesk to merge accounts if necessary.</p> <p>You will not be considered eligible if you apply using an account that has not been pre-approved via the Eligibility application route or been nominated by your medical school.</p>
References	<p>You must provide details of one academic referee from your medical school, who has known you for at least 6 months and can comment on your performance across all year of medical school. This is commonly a personal tutor, although your medical school can advise you further on this.</p> <p>Please ensure that your referee is happy to provide your reference prior to submission. References will be requested via an automated email from Oriel after allocation to Foundation School.</p> <p>You can change the details of your referee up until a reference is submitted via the References section on your Oriel dashboard.</p>
Applying for pre-allocation	You should confirm that you are applying for pre-allocation on the Supporting Documents section of the FP/FPP application form.

	Further details of what is required can be found on the <a href="#">UKFPO's website: Oriel supporting information</a>
Linking applications	<p>If two applicants wish to be allocated to the same Foundation School, their applications can be linked, and they will be considered as one (where possible) during the allocation process.</p> <p>Both applicants should confirm that they wish to link applications and specify the Oriel account email address of the person they wish to link with. Once the link request has been sent, both applicants must accept the link for this to be formalised.</p> <p>Both applicants must preference Foundation Schools in the same order for the link to be maintained.</p> <p>Further details of the process can be found on the <a href="#">UKFPO's website: supporting information</a></p>
Foundation Priority Programmes (FPP) application	<p>The FP/FPP application form allows applicants to apply for both the FPP vacancy and the FP vacancy, if interested.</p> <p>If you opt into the FPP vacancy, you will have the opportunity to rank individual FPP posts from across the UK after the submission of your FP/FPP application form. This can be done via the Oriel dashboard under "Preferences".</p> <p>Further details of the process can be found on the <a href="#">UKFPO's website: Foundation Priority programmes</a></p>
Foundation School preferencing	<p>Applicants are required to preference all Foundation Schools prior to submitting the FP/FPP application. However, the preference order can be amended after submission via the Oriel dashboard under "Preferences" up until the deadline (see section 1).</p> <p><b>Applicants are asked not to preference Foundation Schools on a smart phone device and ensure that any changes are committed by the clicking the "save" button.</b></p>

Confirmation and submission of the FP/FPP application	You will receive an email from Oriel confirming your application has been submitted successfully. You can also check on the Oriel dashboard.
Amending applications after submission	<p>The majority of the FP/FPP application cannot be edited once it's been <b>submitted</b>.</p> <p>Your Oriel profile can be updated at any point, and any changes to your personal or contact details will flow through to your application form.</p> <p>Your referee details and Foundation School preferences can be updated via the Oriel dashboard.</p>

More information is available on the [UKFPO Website: How to apply on Oriel](#)

### 3: National Allocation Process

Foundation Priority Programmes (FPP)	<p>Prior to the allocation to Foundation School, the FPP posts will be offered to applicants who have opted into the FPP vacancy and ranked posts.</p> <p>Applicants will receive one offer of a post and can choose to accept it or reject it. If a post is accepted, the applicant is removed from the FP vacancy and will not receive any alternative allocations. If a post is rejected, the applicant will move forward into the FP allocation to Foundation School process.</p> <p>More information on the application process can be found on the UKFPO's website: <a href="#">UKFPO's website: FPP Programme Preferencing Offers</a></p> <p><b>More information on the FPPs offered in Wales can be found on the <a href="#">HEIW website: Programme Information</a></b></p>
Specialised Foundation Programmes (SFPs)	<p>Whilst historically a separate Specialised Foundation Programme (SFP) or Academic Foundation Programme (AFP) recruitment process took place, this is no longer the case across the UK.</p> <p>The individual processes for SFP allocation do vary across the four Nations of the UK, however all require applicants to first be allocated to a Foundation School before specifying that they are interested in undertaking an SFP.</p> <p>The details of this can be found below for Wales, and on the UKFPO's website for other Nations: <a href="#">HEIW website: Specialised Foundation Programmes</a></p>
Pre-allocated Applicants	<p>Applicants who have been centrally approved for pre-allocation will be informed by the UKFPO and will be contacted by their Foundation School shortly afterwards.</p>

	<p>Whilst applicants will be manually matched to the relevant Foundation School, they should ensure that their first preference listed matches the Foundation School they have applied to be pre-allocated to.</p>
Pre-allocated Applicants into Wales	<p>In Wales, pre-allocated applicants are asked to rank three programme regions that would be most suitable based on their personal circumstances. Most applicants are allocated to their first preference, but this will be based on the total number of reserved posts in a region.</p> <p>Following this, they are asked to agree a shortlist of 9 suitable posts with their Foundation Programme Director. These will be randomly selected just prior to the allocation to programme.</p>
Preference Informed Allocation (PIA) process	<p>The PIA process is used for all allocations through the FP/FPP application. This includes FPP post allocation, allocation to Foundation School, allocation to “Group” (if the Foundation School undertakes a two-stage matching process) and allocation to Programme.</p> <p>The details of this process is outlined on the <a href="#">UKFPO’s website: Allocation to a Foundation School</a></p>
Tips for allocation to your first choice Foundation School	<p>The allocation process is transparent and is primarily focused on applicant preferences, so it is suggested that applicants select their preferences based on what they want.</p> <p>As the algorithm consists of two passes; one allocating to as many first choice preferences as possible, and then a second allocating those remaining to their highest available preference, your first choice preference will have the largest impact on your allocation.</p> <p>The UKFPO share “First Preference Ratios” for each of the Foundation Schools on <a href="#">UKFPO’s website: First Preference Ratios</a></p> <p>This allows applicants to identify which Foundation Schools have been under or over subscribed based on applicant’s first preferences in previous years. If an applicant’s first preference is an oversubscribed Foundation School, they may be skipped on the first pass</p>



	and be allocated to a Foundation School from the places remaining at the second pass. If an applicant's first preference is an undersubscribed Foundation School, they will be allocated to that Foundation School.
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**More information is available on the [UKFPO Website: Allocation to Foundation School](#)**

## 4: Wales Allocation to Group Process

Two-Stage match using Groups (Including SFPs)	<p>In Wales, applicants are allocated first to a “Group”, then to a Programme within that “Group”. You can find further information on the “two-stage match” process on <a href="#">the UKFPO’s website: Group &amp; Programme Preferencing</a></p> <p>The Groups used in Wales are the training Health Boards (listed below), and may also include a “Placeholder” group, which is used to manage oversubscription.</p> <p>Wales does not have an “SFP” (Specialised Foundation Programme) group as the SFPs available in Wales are preferenced and allocated alongside the other FP posts after the group match.</p> <p><b>Aneurin Bevan UHB</b> – South East Wales, covers Royal Gwent Hospital, The Grange University Hospital, Nevill Hall Hospital and Ysbyty Ystrad Fawr</p> <p><b>Betsi Cadwaladr UHB</b> – North Wales, covers Ysbyty Gwynedd, Glan Clwyd Hospital and Wrexham Maelor</p> <p><b>Cardiff &amp; Vale UHB</b> – South East Wales, covers University Hospital of Wales and University Hospital Llandough</p> <p><b>Cwm Taf Morgannwg UHB</b> – South Central Wales, covers Royal Glamorgan Hospital, Prince Charles Hospital and Princess of Wales Hospital.</p> <p><b>Hywel Dda UHB</b> – West Wales, covers Prince Philip Hospital, Glangwili General Hospital, Withybush General Hospital and Bronglais General Hospital</p> <p><b>Swansea Bay UHB</b> – South Central Wales, covers Neath Port Talbot Hospital, Morriston Hospital and Singleton Hospital.</p> <p>A map of the training sites in Wales can be found on the <a href="#">HEIW website: current training sites listed on this map</a></p>
Pre-allocated applicants at Group match	Pre-allocated applicants will be manually matched to the agreed group and do not need to take part in the group preferencing process on Oriel.

Linked Applications at Group match	<p>In Wales, linked applications are considered down to the Group match stage only.</p> <p>This means that applicants can remain linked down to Health Board, and one or both applicants still potentially be allocated to an SFP during the programme allocation.</p> <p>Please note that the link can be broken if it is not possible to place both applicants in the same group at the relevant point in the matching process. This is explained further within the <a href="#">UKFPO's PIA Flowcharts</a></p>
Tips for allocation to your first choice Health Board in Wales	<p>The allocation process is transparent and is primarily focused on applicant preferences, so it is suggested that applicants select their preferences based on what they want.</p> <p>As the algorithm consists of two passes; one allocating to as many first choice preferences as possible, and then a second allocating those remaining to their highest available preference, your first choice preference will have the largest impact on your allocation.</p> <p>The Wales Foundation School share “First Preference Ratios” for each of the Health Boards (i.e. Groups) and the smaller rotation based regions (where applicable) on <a href="#">HEIW website: First Preference Ratios</a></p> <p>This allows applicants to identify which Health Boards or regions have been under or over subscribed based on applicant’s first preferences in previous years. If an applicant’s first preference is an oversubscribed Health Board, they may be skipped on the first pass and be allocated to a Health Board from the places remaining at the second pass. If an applicant’s first preference is an undersubscribed Health Board, they will be allocated to that Health Board.</p>
Ranking the “Placeholder” group	<p>A “placeholder” group may be included where Wales has received an oversubscription of applicants above the number of established Foundation posts we have available. Those allocated to the “placeholder” group will not have their programmes confirmed until after the</p>

	<p>main FP allocation to programmes, and may be allocated to a post anywhere in Wales (based upon vacancies arising or available funding).</p> <p>Applicants do not need to preference the “placeholder” group, but if they do, it should be ranked at the bottom of the preference list.</p>
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**A full list of Programmes available within each Group, as well a more detailed information on the Specialised Foundation Programmes (SFPs), is available on the [HEIW website: Programme Information](#)**

**For information on the allocation of Specialised Foundation Programmes (SFPs) in England, Scotland and Northern Ireland, please see the [UKFPO website: Specialised Foundation Programmes - UK Foundation Programme](#)**

## 5: Wales Allocation to Programmes (including SFPs and LIFT posts)

Programmes available to preference	<p>Applicants will have the opportunity to rank only the programmes listed within the group that they are allocated to. This includes Specialised Foundation Programmes (SFPs), Longitudinal Integrated Foundation Training (LIFT) posts and the standard Foundation Programmes (FPs). These different types of posts are ranked alongside each other and in the order of the individual's preference.</p> <p>It is possible that some programmes will have been removed from the matching process prior to the allocation to Foundation School due to deferrals or for current Foundation doctors requiring additional training. These programmes will show as "0" available. Applicants are still able to preference these posts in case they become available prior to the programme match, however consideration should be given if intending to place these as a first preference.</p>
Summary of Programmes Excel	<p>The HEIW Foundation website contains an excel listing every programme available in Wales. These details should match those listed on Oriel, so please do let us know if you spot any anomalies.</p> <p>Oriel locks for changes shortly before the allocation to Foundation School, and so any late changes after that date are highlighted in <b>red</b> on the excel.</p>
Paired Foundation Programme	<p>Please note that Wales is currently a "paired" Foundation Programme, in that the F1 and F2 placements for each post are defined. In general, this means that a Foundation doctor in Wales will remain in the same geographic area for the duration of their Foundation training.</p> <p>Up until FP2023, Wales was an "unpaired" Foundation Programme, that allocated F1 placements at the point of recruitment and the F2 placements part way through the F1 year. Whilst this is no longer the case, this is occasionally incorrectly referenced by doctors who moved through Foundation a number of years ago.</p>

“a”, “b” and “c” Programmes	<p>All posts in Wales are set up in groups of three (e.g. 001a, 001b and 001c), which will rotate through the same 6x 4-month placements across the two years.</p> <p>Each of the “a”, “b” and “c” posts must be considered separately when listing programme preferences and only one of these can be considered the first choice in terms of the algorithm.</p>
Foundation Priority Programmes (FPPs)	<p>Whilst the FPPs in Wales are allocated to in advance (see section 1, 2 and 3 above), any vacant FPPs are included within the FP vacancy and can be preferenced by all applicants allocated to the Hywel Dda UHB group, alongside the standard, LIFT and SFP posts.</p>
Longitudinal Integrated Foundation Training (LIFT) posts	<p>LIFT posts in Wales are included within the FP vacancy. The LIFT posts in each Health Board will be available for preferencing by the applicants allocated to that Health Board group, alongside the standard and SFP posts for that Health Board.</p> <p>These posts may have the LIFT element (a 12-month placement in a separate specialty, that runs alongside the 3x 4-month placements for one day a week) during the F1 or F2 year. This is noted in the “Programme Type” column.</p>
Specialised Foundation Programmes (SFPs)	<p>SFP posts in Wales are included within the FP vacancy. The SFPs in each Health Board will be available for preferencing by the applicants allocated to that Health Board group, alongside the standard and LIFT posts for that Health Board.</p> <p>In Wales, SFPs include a protected day each week that runs alongside the 3x 4-month placements within a training year.</p> <p>There are no further requirements to be met in order to be allocated to an SFP in Wales, aside from being allocated to a badged SFP post. These posts have agreed protected time in order for the Foundation doctor to undertake the SFP element, and SFP opportunities cannot be transferred to other posts.</p>

	<p>If an applicant is allocated to an SFP and does not wish to take this up, they should contact the Foundation School as soon as possible.</p> <p>Further details on the range of SFPs available in Wales can be found on the <a href="#">HEIW website: Foundation Programme Information</a>. This includes details on the level of flexibility around the projects undertaken. The Foundation School can also put individuals in contact with the relevant Foundation Programmes Directors or academic supervisors for any further questions.</p>
Cross-Health Board posts	<p>Whilst the Wales Foundation Programme is paired based on regions, there are a small number of programmes that rotate into a placement within the Velindre University NHS Trust (based in the Cardiff area).</p>
Transport to placements	<p>Ultimately, it is the doctors responsibility to ensure that they are able to attend their allocated placements, even those that are not easily accessible by public transport.</p> <p>The Programmes Excel summary highlights placements that have historically been difficult to attend by public transport alone, however it is advised that individuals make their own enquiries around their commute.</p> <p>Should a Foundation doctor be allocated to a placement they will be unable to attend due to transport issues, they should speak to their local Foundation Programme Director (FPD) in the first instance and <u>as soon as possible</u>. Some local adjustments may be possible; however, it would still be expected that the Foundation doctor attends their allocated placements despite this.</p>
Linked Applications at Programme match	<p>In Wales, linked applications are considered down to the Group match stage only.</p> <p>The link between applicants will automatically be broken as it is not possible to allocate two applicants to the same programme, and no further consideration is made by the Foundation School.</p>

Programme/Placement “Swap Shop”	<p>Wales does not allow applicants or Foundation doctors to swap posts or placements amongst themselves for equity, wellbeing and logistical reasons.</p> <p>If an individual is concerned about their allocation, they should speak to their local Foundation Programme Director (FPD) or the Foundation School in the first instance.</p>
Regional Information Booklets	<p>The HEIW Foundation website contains links to a number of “Regional Information Booklets”, which are provided by the host organisations and aimed at incoming Foundation doctors. <a href="#">HEIW website: Regional Information Booklets</a></p> <p>These provide an overview of the particular Health Board or region, but it is not possible to provide detail around each individual placement nor the likely banding.</p>
First Preference Ratios	<p>The HEIW Foundation website contains a document providing the “competition ratios” of each group (i.e. Health Board) based on the group preferences and of each smaller region (where applicable) based on the programme preferences.</p> <p>The competition ratio figure is calculated by dividing the number of applicants that preferred the group/region first by the total number of posts available. This is used to demonstrate whether a group or region is historically under or oversubscribed.</p> <p>Please note that all applicants are provided with this information, and so this can impact applicant behaviour in future years.</p> <p><i>This information is not currently available for SFPs, but this is in review.</i></p>
Allocation to Programme from the “Placeholder” Group	<p>A small number of applicants may be allocated into a Placeholder Group, instead of a Health Board Group where there are more applicants allocated to Wales Foundation School than posts available.</p> <p>The applicants in this group will undergo a deferred allocation to Programme process up to the end of June, following the PIA process but with available programmes from across Wales.</p>



	<p>The intention is that vacancies arising during the recruitment process will be allocated to those in the “Placeholder” group (including SFPs or LIFT posts), however new posts may be created if there are insufficient vacancies.</p> <p>If there is a need to create new posts as part of this process, this will be determined in June.</p> <p>Please note that every eligible applicant that is allocated to WFS will be offered a programme, however it cannot be guaranteed that those in the “placeholder” group will have the opportunity to preference programmes in all areas of Wales or across a range of specialties, as this will depend on where vacancies arise.</p> <p>Please note that linked applicants will not be considered at this stage as this will be a direct match to programme from the “Placeholder” group.</p>
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**A full list of Programmes available within each Group, as well a more detailed information on the Specialised Foundation Programmes (SFPs), is available on the [HEIW website: Programme Information](#)**

## 6: Onsite Hospital Accommodation in Wales

Subsidised Hospital accommodation	<p>In Wales, incoming F1 doctors are offered rent free, priority access to the single occupancy onsite hospital accommodation within their allocated programme region.</p> <p>This is managed by each hospital and can be arranged shortly after allocation to programme. The relevant contact details will be shared by the Foundation School and can also be accessed through local Postgraduate centres after allocation to programme.</p> <p>Whilst there are no rental payments due for the first 12 months of F1 training, this is considered a “benefit in kind” and so a marginal rate of tax will be due on the deemed benefit of any accommodation that is arranged. This is typically collected via a PAYE tax code adjustment in the July following a tax year that the benefit is received.</p> <p><b>Please note that there is no onsite accommodation available at The Grange University Hospital or University Hospital Llandough.</b></p>
Viewing onsite hospital accommodation	<p>Any arrangements to view the onsite accommodation should be discussed with the local accommodation team in the first instance.</p> <p>You may also find photos of the onsite accommodation within the Regional Information Booklets, hosted on the <a href="#">HEIW website: Foundation Programme Information</a></p>
Couples or Family accommodation	<p>Some hospitals also have limited double occupancy or family accommodation available onsite. This is offered on a first come first served basis across all hospital staff and will incur an additional rental cost over and above the subsidised single occupancy rate.</p> <p>The Foundation School will share details of the hospitals that have couples or family accommodation onsite in the welcome information upon allocation to Foundation School, so that enquires can be made prior to the group preferencing.</p>

Part year tenancies	Requests for partial year tenancies should be discussed with the local accommodation team in the first instance.
Multiple site tenancies	<p>Requests to take up accommodation across more than one hospital (i.e. due to moving placements) should be discussed with the local accommodation team in the first instance.</p> <p>When a programme moves across multiple hospital sites, it's common for the incoming F1 to choose a preferred base and commute from that site when their training site changes.</p>
Taking up accommodation outside of the allocation region	Requests to take up accommodation outside of the hospital(s) of your F1 placements should be discussed with the local accommodation team in the first instance. This may only be offered within the same Health Board, and after prioritising the local incoming F1s.
Funding of private accommodation	<p>If onsite hospital accommodation is not taken up, there is no alternative funding for accommodation provided.</p> <p>Some costs of moving or maintaining multiple homes as a result of taking up a training place can be claimed as expenses under the All-Wales Relocation Policy. Details of this can be found on the <a href="#">HEIW website: Relocation &amp; Reimbursement</a></p>

**Contact details for hospital accommodation can be obtained via email request to [HEIW.FoundationSchool@wales.nhs.uk](mailto:HEIW.FoundationSchool@wales.nhs.uk).**

## 7: Training Less Than Full Time (LTFT) in Wales

Further information on working Less than Full Time (LTFT)	<p>The LTFT policy can be on the <a href="#">HEIW website: LTFT</a> and any individual queries can be directed to the Wales Foundation School.</p> <p>Requests must be for 50%, 60%, 70%, 80% or 90% of the whole time equivalent (WTE), and requests apply equally to core hours and rotas.</p> <p>Please note that there are specific windows where doctors can apply to work LTFT. “New recruits” can request to work LTFT from their programme allocation date for a window of <b>10 working days</b>. Outside of this, there are application windows during the month of August and February to begin working LTFT from the following February or August respectively.</p>
Applying to work Less than Full Time (LTFT)	<p>There are three processes for requesting to work LTFT (once allocated to a programme);</p> <ul style="list-style-type: none"> <li> <b>Applying as a “New Recruit”</b>  An applicant has a <u>two-week</u> window to request to work LTFT from their training start date. This window opens upon allocation to programme and closes after 10 working days. </li> <li> <b>Applying within a “Window”</b>  Once in training, the LTFT application windows open each August and February for those wishing to change their working time from the following February or August. </li> <li> <b>Applying under “Exceptional Circumstances”</b>  In cases of sudden ill health or caring responsibilities, doctors can request to change their working time formally at any time (although the process can take up to 8 weeks). <i>In these cases it may be that temporary reasonable adjustments are put into place in the interim.</i> </li> <li> <b>Applying to “Increase working hours”</b> </li> </ul>

	<p>Doctors can request to increase their working hours at any time (although the process can take up to 8 weeks).</p> <p>Please note that doctors are only permitted to make one change in their LTFT arrangements per calendar year, unless under exceptional circumstances.</p>
Impact of working LTFT on training and pay	<p>Training LTFT will result in a pro-rata reduction in pay and annual leave entitlement, and will extend the time required to complete Foundation training proportionately.</p> <p>It may also not be possible to accommodate an SFP or LIFT opportunity, depending on the WTE and/or the working days agreed.</p>

**More information on Less than Full Time Training in Wales can be found on the [HEIW website: LTFT](#)**

## 8: Support into Training

Supporting Transition and Entering Practice (STEP) form	<p>A form completed in advance of beginning the Foundation Programme, that is shared initially with the Foundation School but can also be passed onto the relevant Foundation Programme Director (FPD) when relevant.</p> <p>This process is intended to support the transition from medical student to doctor, and allows students to provide their Foundation School with information on their: health and welfare, educational progress, and professional performance. It's a means of allowing early intervention and support for doctors starting their careers.</p> <p>This form should be completed and submitted to your Foundation School either via the electronic portal or the paper version via email.</p>
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**More information on STEP Forms can be found on the [UKFPO's website: Supporting Transition and Entering Practice \(STEP\)](#)**

## 9: Employment queries

NHS Wales Shared Services Partnership (NWSSP)	<p>Whilst the Wales Foundation School are responsible for the delivery of the Foundation Programme (through the host Health Boards), the NWSSP is the 'Single Lead Employer' for all doctors in training in Wales.</p> <p>They are responsible for undertaking pre-employment checks, contracts and pay, expenses, and some HR functions. They are also regularly in contact with both HEIW and the host organisations around shared areas of responsibility.</p> <p>NWSSP's Recruitment helpdesk can be contacted via the information on <a href="#">NWSSP website: recruitment helpdesk</a></p>
Basic Pay	<p>The BMA website summarises the <a href="#">pay scales of resident doctors across England, Wales, Scotland and Northern Ireland</a></p> <p><b>Please note that this information is not kept updated by the Wales Foundation School or NWSSP</b></p>
Pay Banding	<p>A salary supplement is included in some jobs due to the hours worked or working patterns. Not all placements are banded, as this is not a requirement of the Foundation Programme and is organised and funded by host organisations. In particular, LIFT and SFP posts may not be linked to an on-call rota in order to avoid clashes with the protected days.</p> <p>To request information on pay banding, please reach out to the local postgraduate centre after allocation to Foundation School. The contact details will be provided in your welcome information from the Wales Foundation School.</p> <p>Banding for each placement can be subject to change, and so this is only formally confirmed in the contract provided by NWSSP.</p> <p>Further information on pay banding can be found on the <a href="#">BMA website: How pay banding works</a></p>

	<b><i>Please note that this information is not kept updated by the Wales Foundation School or NWSSP</i></b>
Financial Support for relocation to take up a training programme	<p>The HEIW Relocation and reimbursement policy covers a number of typical expenses involved in moving to take up your Foundation Programme. Links for information on this can be found on the <a href="#">HEIW website: Relocation &amp; Reimbursement</a></p> <p>The full details of how to make a relocation expenses claim can be found on the NWSSP website: <a href="#">NWSSP website: All Wales Relocation</a></p> <p>Please retain any evidence/receipts for any claims that you intend to make, and please note that expenses can only be claimed from the point of entry into the UK.</p>
Pre-Employment Checks	<p>In the weeks following allocation to programme, the NWSSP team will be in contact with applicants to conduct pre-employment checks via the Trac portal.</p> <p>These checks will cover your ID, Right to work documentation, Disclosure and Barring Service (DBS) certificate, Proof of GMC registration and Occupational Health forms. They do not need to be completed all at once, but it is advised that they are completed as soon as possible.</p>
Requesting a Certificate of Sponsorship (CoS) for a visa application	<p>If an applicant does not have an automatic right to work in the UK, they will need to apply for a work visa with the UK Government. Further information can be found on the <a href="#">UK Government website: Work Visas</a></p> <p>For either a Health and Care Worker visa or a Skilled Worker visa, applicants require a Certificate of Sponsorship (CoS) from their employer. This can be requested from the NWSSP Recruitment team upon allocation to programme.</p> <p>Full details of the CoS process with NWSSP can be found on <a href="#">NWSSP website: Skilled Worker COS</a></p>
Occupational Health (OH) referrals	OH referrals are made to NWSSP by a relevant clinician and carried out by the local Health Board OH team.



	<p>Prior to the start of training, individuals requiring an OH referral may be flagged by their Foundation Programme Director (FPD) through information in the STEP form or may be highlighted in the initial OH form as part of the pre-employment checks.</p> <p>Upon receipt of the Occupational Health review, there will be a tripartite agreement between NWSSP, HEIW and the host organisation as to what suggested adjustments can be reasonably accommodated as part of the training programme.</p>
Annual Leave	<p>The entitlement to annual leave will be outlined within the Terms and Conditions document provided by NWSSP.</p> <p>Annual leave can only be formally booked upon starting training, however it would be prudent to discuss any important leave with your department as soon as possible upon allocation to programme. The relevant team can be contacted via the local postgraduate centre in the first instance.</p>

**More information on the Single Lead Employer can be found on the [NWSSP website: General Information](#)**

## 10. Induction and Shadowing Period

Senior Student Assistantship (SSA)	Whilst Welsh graduates will generally be attending their first placement as part of the SSA from May, it is still expected that they attend the full induction and shadowing period.
Contract and Pay	<p>Foundation doctors are covered by a shadowing contract and pay entitlement with NWSSP for the duration of the mandatory shadowing and induction period. This is four days for UK medical graduates and seven days for International medical graduates.</p> <p>HEIW do not have the funding to provide UK graduates with an extended shadowing period, however it may be possible to arrange an unpaid “clinical attachment” with your allocated Health Board directly, if this is of interest to you. Please discuss this with your Foundation Programme Director (FPD) in the first instance, who will connect you with the hospital workforce team.</p>
Onsite Hospital Accommodation	<p>Accommodation will be arranged for the duration of the relevant shadowing period. This varies in practice across sites in Wales, with some areas being able to offer early access to the onsite hospital accommodation, but most sites providing temporary accommodation during the shadowing period.</p> <p>If there is any additional cost incurred for this temporary accommodation, this can be claimed back via expenses. Further information on this will be provided by your hospital shortly before or during your induction.</p>
Missing a day of induction	If leave is necessary during the shadowing and induction period, this should be raised with the local Foundation Programme Director as soon as possible, so arrangements can be made to make up any missed training (where possible).