

North West of England Foundation School

Frequently Asked Questions:

Academic Foundation Programme Recruitment

(v1.0)

Contents

	Page
Section 1: Considering AFP Research specialties not offered directly	2
Section 2: AFP Oriel Application Specific FAQ's	3
Section 3: AFP Longlisting, Shortlisting and Scoring Related FAQ's	4
Section 4: AFP Interview and Scoring Related FAQ's	6
Section 5: AFP Offer Related FAQ's	7

North West of England Foundation School

Frequently Asked Questions – Academic Foundation Programme Recruitment

This document highlights a range of key AFP recruitment questions that we often get asked here at the North West of England Foundation School. We advise applicants to read this document thoroughly, as well as reviewing the list of AFP related FAQ's published on the [UK Foundation Programme Office website](#) **before** contacting the foundation school.

Section 1:

Considering AFP Research specialties not offered directly

- i) **I'm interested in a speciality that is not offered directly at my preferred AFP trust. Is there any flexibility to allow the possibility of undertaking a research project in this specialty during my four-month academic placement if I can find a willing academic supervisor?**

Our academic employing trusts will try their best to accommodate personal requests that address peoples research interests. There tends to be some flexibility on the research topic pursued, as long as there is a suitable academic supervisor to support this. Most research placements tend to be focused towards the clinical element within the specific training programme (track) in the first instance, so topic projects will usually be tilted towards these in some way.

For example, a trainee assigned to an Infectious Diseases or Paediatrics related placement declaring an additional interest in neurology, within an Infectious Diseases context this could link to a project on encephalitis research in adults or if it's an academic paediatrics placement, epilepsy in children.

However, we do recommend you speak to each AFP trust you are interested in on an independent basis as there may be some variation with this rule. Some sites may offer differing levels of flexibility to others.

New AFP trainees will have time in their FY1 year to plan their projects with their academic supervisor to ensure they are up and running in time for their FY2 placement.

If applicants require further information, please first off read the supporting documents for each academic training programme uploaded to the foundation school webpage under the [Where to find additional information on our AFP trusts/programmes](#) section.

ii) **Is there any flexibility or degree of choice with my allocation of academic / clinical supervisor?**

Allocation of supervisors is co-ordinated by the employer and not the foundation school. The academic supervisor that AFP trainees are given will likely have consultancy background in the specific linked research speciality present on their allocated academic training programme.

For trusts that do not have a pre-specified specialty shown in the research block and supervisor already linked to it (for example Manchester University - Wythenshawe and Salford Royal which offers all three academic pathways - Research, Leadership or Education) once trainees have chosen their discipline, they are then linked by the employer to the appropriate network and an appropriate supervisor within it.

Supervisor details and contact information can be found in the supporting documents linked within the [Where to find additional information on our AFP trusts/programmes](#) section.

Section 2:

AFP Oriel Application Specific FAQ's

i) **Can I alter my AFP preferences on Oriel after the 11th October 2019 application deadline?**

No. The function to amend preferences past the application deadline only applies to FP applications. The foundation school and UKFPO will not be able to make any amendments on behalf of applicants.

ii) **Do I need to re-enter my Educational Achievements when completing my AFP application on Oriel?**

Yes. This information does not transfer across from the FP application form.

iii) **How do I amend my referee details on Oriel?**

Referee details can be amended prior to the closing date or until the reference has been returned. To amend referee details, applicants must access this information through the FP vacancy. Applicants are not required to provide referee information in the AFP application.

iv) **Do you accept pre-prepared CV's and portfolio's as part of my application?**

No, all elements of your application need to be typed into the structured online form within Oriel and supporting evidence uploaded (if requested).

- v) **Can I enter onto my Oriel AFP application any additional Educational Achievements (Presentations, Publications and Prizes) that have not yet been completed?**

Points will not be awarded to any additional EA's that have been completed after the AFP application deadline on 11th October 2019, so please be aware of this when completing your application.

Section 3:

AFP Longlisting, Shortlisting and Scoring Related FAQ's

- i) **Is my decile score used to identify those who will be invited to interview?**

No, this is not used until the final stage, after the interviews, when the AFP match ranking score is created.

- ii) **What score is generally required to obtain an interview as I am worried about the emphasis on additional Educational Achievements and how competitive this may be?**

As seen in previous recruitment processes in 2017, 2018 and 2019 a total application score of approximately 30 points was required to secure an invite to interview. The total application score is a combination of the scores from white space questions 1,2 and 3 and the additional Educational Achievements score.

This approximate threshold is always subject to change each year and may not bear any reflection on the upcoming recruitment process.

An invite to interview is not a guarantee that you will receive an AFP offer after the interview. The North West of England Foundation School will not acknowledge applicant requests for live scoring estimations during the AFP 2020 recruitment process.

- iii) **What are the competition ratios prior to and following the interview?**

The application processes for AFP 2018 and AFP 2019 to the North West of England Foundation School saw an approximate ratio of 2.5:1 of applicants being shortlisted for interview, followed by a further 2.5:1 of interviewees being offered one of our 57 AFP posts.

These ratios are subject to change each year and we will not be in the position to divulge the number of applicants for the AFP 2020 process.

iv) **Can you tell me the exact allocation of points within the marking structure at shortlisting stage i.e. what each level of presentation, degree type scores etc?**

Aside from the shortlisting criteria published on our website, we are not able to divulge any further detail as this information is only shared with those involved with facilitating the local shortlisting process.

However, generally with any assessment process, the more relevant, significant and stronger the item, the higher the score will be.

v) **What method do you use to short list?**

The North West of England Foundation School runs a volunteer led shortlisting event in the November of each recruiting period.

vi) **Do you use horizontal or vertical shortlisting?**

For our local processes in the North West we use horizontal shortlisting.

vii) **I have not received an Invite to Interview. What happens next?**

If you do not receive an interview invite, your application status on Oriel will change to one of the following:

'Shortlist Reserve' meaning that you have been placed on a reserve list for invite to interview.

'Shortlist Unsuccessful' meaning that you have scored below the threshold to be placed on the shortlist reserve.

A 'Shortlist Reserve' Oriel status does not guarantee that you will receive an invite to interview. This is dependent on other applicants invited to interview withdrawing from the recruitment process and where you are ranked within the shortlist reserve list.

The foundation school will not be able to divulge where applicants have individually ranked until the 15th January 2020, when applicant rankings will be released on Oriel.

viii) **I was not invited to interview, therefore can I please request my application score and feedback early?**

Applicants requesting detailed score and feedback from AFP shortlisting will not be able to receive this information until the recruitment process has concluded. If you would like to obtain written feedback please email us at foundation.nw@hee.nhs.uk after Monday 17th February 2020.

Section 4:

AFP Interview and Scoring Related FAQ's

- i) **I see that you do not offer Skype / telephone interviews. Can any exceptions be made as I will not be able to physically attend on the interview date?**

No. Unfortunately if you are unable to attend the interview in person in Manchester, there will be no alternative dates on offer and your AFP application will not be progressed any further in the recruitment process.

- ii) **I have found out that I need to be elsewhere on the morning/afternoon of the interview date. How do I arrange my interview time so I can still attend?**

All interview booking is handled using an online self-service booking system on Oriel. You will be able to book specific time slots at 10:00, 11:00, 12:00, 14:00, 15:00 and 16:00 GMT. Places are limited and capped at each time slot and are filled on a first-come first-served basis, so we recommend that if the interview time is an issue, that this booking is made as soon as possible.

- iii) **How long are the intended interview slots?**

At the interviews there are three interview stations, each allocated 15 minutes each.

(60 minutes total interview time from start to finish, including rotation periods).

- iv) **What interview questions and/or stations do you use?**

Face to face interview stations, rotational. Questions focus on clinical scenarios, interpretation of information and career aspirations.

- v) **Do you use presentations or other methods?**

No presentations will be required at the interviews.

- vi) **How many interviewers are there typically, per panel?**

Two per interview station panel (minimum).

- vii) **Do I need to bring a portfolio with me to the interview?**

You do not need to bring a portfolio with you to the interview. Any achievements will be captured within the AFP application at shortlisting stage.

viii) **What is the interview scoring criteria? What is your tie breaker system?**

Criteria supports answers made with depth, awareness and relevance to the questions being asked. Tie breaking system (if required) is manually implemented when scoring collated.

ix) **Are the white space questions and additional EA scores from AFP Shortlisting no longer considered after the AFP Interviews?**

Yes, this is correct. The scores obtained at interview are added together to create an AUoA score. This is then combined with the applicant's academic decile score to create the AFP match ranking score. The AFP match ranking score is the score used by Oriel to identify final AFP offers.

Section 5:

AFP Offer Related FAQ's

i) **Is the rota contained within my AFP offer on Oriel the exact order that I will be working it?**

Not necessarily. The HR / postgraduate education team at the employing hospital trust will arrange the order of the rotation for each trainee, once the AFP application process has been completed. Trainees on the same track cannot do all their academic placements at the same time. The foundation school is not involved with this part of the process and any queries related to rotation orders should be directed to the employer Postgraduate Administrator / Foundation Administrator using the contact information [here](#).

ii) **How does the matching process work for AFP offers?**

The matching process is completed using an online algorithm within Oriel. AFP applicants to the North West of England Foundation School will be ranked in AFP match ranking score order (highest to lowest) and matched in score order to their highest AFP preference that is still available.

A unique ranking on Oriel will be generated in order for applicants to be matched successfully to AFP programmes. This is to prevent the system from randomly allocating if the shortlist management scores become tied. Tie breaks are pre-set within Oriel to ensure each applicant is given a unique position.

If an applicant does not rank all of the programme preferences available to them and none of their stated preferences are available when it is their turn to be matched, they will not receive an offer. The Oriel algorithm will then add the next highest scoring applicant to the list of applicants to receive initial AFP offers.

AFP Offers will be made online via Oriel and allocations will be made using the Oriel algorithm and not manually actioned by the foundation school.

iii) **I have received an AFP offer on Oriel. Do I have to accept it?**

Applicants must accept the AFP offer that is given to them or decline the offer. Applicants declining an offer will not be reconsidered during the cascade (reserve) allocation process and their AFP application will be automatically withdrawn on Oriel. The applicant will then be included in the Foundation Programme (FP) allocation process.

If an applicant accepts the AFP offer, but then decides to withdraw from the accepted offer at a later stage, they will also be withdrawn from the national allocation process to FP. This will mean the applicant will be unable to re-apply until the next national recruitment process the following year.

iv) **I have just received my AFP offer but I have been speaking to my friend who has also been allocated to the same trust and we have decided that we'd like to swap our offers. Is this possible?**

Swaps are not permitted under any circumstances by the foundation school, employer or UKFPO. If you do not wish to accept your offer you will need to decline it.

v) **Do I have to complete my four-month academic placement between the dates specified to me by the employer?**

Yes. There is no flexibility to undertake your AFP placement at any other time outside the dates / rotation you have been allocated. Trainees allocated to a track cannot all undertake their AFP placement at the same time.

[Can we help you with anything else?](#)

Further AFP related FAQ's are available on the [UK Foundation Programme Office website](#).

For any other queries relating to the national or local AFP process that are not covered on this document or the UKFPO page, please send an email to foundation.nw@hee.nhs.uk

The North West of England Foundation School wants to ensure that applicants have access to the most up to date and accurate information. As the recruitment period is a very busy time here at the school, any queries that are directed to us for which the answer can be found here, in the FP/AFP Applicants Handbook or the UKFPO website may not be prioritised.

We wish everyone the very best of luck with their AFP applications.

<Please note this information may be updated and re-published on the NWPGMD website without warning >

Document Control	
HEE-NW (NWEFS) – Academic Foundation Recruitment FAQ's	
Version: 1.0	Author: J Shepherd, Programme Support Officer (Foundation), HEE
Effective Date: 10/08/2019	Last Updated: 16/08/2019