

## Appendix H: Foundation Training Year – Deferral Process

### Foundation Training Year Deferral Process

**Please note that this document applies only to Scotland.  
If you have accepted a post in England or Wales, you should contact your employer.**

#### Deferral Requests

As part of the Foundation Training Year (FTY) Recruitment Scheme, after offers are made and accepted by candidates, there is a formal process to manage deferral requests.

If (once the matching process is complete and an offer accepted) a candidate finds they can no longer start with the Training Provider on one of the agreed start dates for the training year, they can submit a deferral request application to NES Pharmacy Team for consideration.

- Candidates can only make a deferral request of 12 months. **This timeframe cannot be extended.**
- Candidates cannot amend the duration period of the deferral request once the request has been submitted i.e., candidates cannot request a deferral period of 12 months and then reduce this to 3 months if their circumstances have changed.
- Candidates should note that the reason for the deferral request will be disclosed with the Training Provider as part of the process.

#### Eligibility Criteria

Deferral requests will only be approved on statutory grounds such as:

- **Maternity/Paternity/Adoption Leave**
- **Medical condition (ill health)**

Candidates requesting a deferral of their training year must submit a deferral request proforma (Appendix I) to the NES Pharmacy team at [nes.ftypharmacy@nhs.scot](mailto:nes.ftypharmacy@nhs.scot)

Once a NES Pharmacy team member is assigned to support the application process, candidates are required to submit the following documents as evidence/grounds for their deferral request within the allocated timeframe.

**Maternity/Paternity/Adoption** - supporting evidence required:

- A copy of your/your partner's MATB1 form and/or confirmation letter from your/your partner's GP or midwife
- A copy of the matching certificate, or a confirmation letter from the adoption agency
- Any other relevant documents to support your request.

Supporting documents and evidence should be submitted to your NES Pharmacy team member.

**Medical condition (ill health)** - supporting evidence required:

- A report from the current medical specialist treating your condition, dated within the last 6 months, in which they will be required to:
  - Describe the current medical condition
  - Describe the nature of the ongoing treatment and frequency
  - Describe the impact on your health and wellbeing if deferral declined

Supporting documents and evidence should be submitted to your NES Pharmacy team member.

Candidates should note that all evidence they submit will be treated as confidential and will only be shared with staff who require access as part of the deferral process.

Candidates should note, the reason for the deferral request will be shared with the Training Provider with whom the offer was accepted, or any prospective Training Providers the NES Pharmacy Team may be required to contact to make alternative arrangements.

**Deadlines**

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Deferral requests should be submitted ideally **12 weeks (60 business days)** but **no later than 8 weeks (40 business days)** prior to the training commencement date.

**Any deferral requests made after the 8-week deadline will not be considered.**

## Decision Process

A panel comprising of two members will be convened to assess your eligibility against the above criteria and review the evidence you have submitted. Within 10 working days from receipt of your request, **we will inform you of the expected timeline of our decision. Once the panel have made a decision you will receive a subsequent email informing you of the outcome.**

If your application for a deferral is declined, **you will be permitted to appeal the decision** with the Pharmacy Team. Appeals should be submitted **within 10 working days from the moment you receive the outcome email** and will only be considered where additional, new evidence is submitted, or you feel that due process was not adhered to.

Where new evidence is not presented, **the NES Pharmacy Team will inform you within 10 working days that your appeal will not be heard.**

New evidence should be forwarded to the Pharmacy team and will be reviewed by the appeal panel. Within 10 working days from receipt of your new evidence, **we will inform you of the expected timeline of our decision. Once the appeal panel have made a decision you will receive a subsequent email informing you of the outcome.** The decision of the appeal panel will be final.

## Outcomes

### Approval of request

If a candidate has their deferral request approved, the NES Pharmacy Team will then explore options regarding arranging a deferral with the relevant Training Provider with whom the candidate accepted the offer, to understand their ability to support a deferral.

It is important for the candidate to understand that it is ultimately the decision of Training Provider on whether they can accommodate a deferral request.

If the matched Training Provider is unable to accommodate the deferral request, the NES Pharmacy Team will review the applicant's preference list in to identify a

prospective Training Provider who may consider a deferral. Preferences will be contacted in the applicants original ranked order.

The NES Pharmacy Team will liaise with the Training Providers directly. Candidates should **not** personally contact Training Providers.

In the event none of the candidates' preferred Training Providers accept a deferred candidate, a further discussion will take place with the candidate, and the NES Pharmacy Team will explore options with other Training Providers who may accept a deferred candidate in the following year.

Rejection of request

**The deferral request will be rejected if it does not meet any of the following criteria:**

- **Statutory grounds are not met**
- **Insufficient evidence provided**
- **No Training Provider can accommodate the request**

If the request to defer the commencement of the training programme is rejected the applicant will be expected to begin in post on the original date of commencement.

The applicant is entitled to resign from the training programme but may be required to work out a period of notice, depending on the timing of the request.

The applicant would need to reapply in open competition to obtain an FTY post in the next recruiting training year.