

**PSD SCOTLAND National Foundation Training Year  
Recruitment Scheme**

Applicant Handbook for Scotland

Training Year 2027-28

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## Foreword

Welcome to the Applicant Handbook, which supports applications to the Public Services Delivery Scotland (PSD Scotland) Foundation Training Year (FTY) National Recruitment Scheme (NRS).

Please note that on 1 April 2026, NHS Education for Scotland (NES) and NHS National Services Scotland (NSS) joined to form Public Services Delivery Scotland (PSD Scotland), enabling transformation in health, social care, and the wider public sector.

Applicants must apply through Oriel, which is a Great Britain wide recruitment system used for a number of other healthcare professions.

The PSD Scotland FTY recruitment process operates as part of the NRS process in conjunction with National Health Service England (NHSE) and Health Education and Improvement Wales (HEIW).

The communications, content of the handbook and timelines are aligned as much as possible across Great Britain to assist applicants who wish to apply to vacancies in both England/Wales and Scotland and provides a mechanism for all FTY applicants across the UK to receive communications such as SJT scores and post offers at the same time.

Public Services Delivery Scotland have worked alongside pharmacy employers, student pharmacists, trainee pharmacists, training providers, and recruitment specialists to develop a recruitment system which is transparent, fair and robust. The system includes a standardised scoring mechanism for the Situational Judgement Test (SJT) to ensure all applicants are assessed equally.

Don't forget that the **only way to obtain a Foundation training place in Scotland is via the National Recruitment Scheme**; this comprehensive handbook will tell you everything you need to know to make sure you are fully prepared for all aspects of the process.

We encourage you to provide feedback to ensure we continuously improve the experience we offer you.

Good luck with your application!

Gail Craig & Leanne Murphy

Pharmacy Principal Leads, Foundation Training Year, Public Services Delivery Scotland

## Alternative Formats

This resource may be made available, in full or summary form, in alternative formats and

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community languages. Please contact us on 0131 656 3200 or email [altformats@nes.scot.nhs.uk](mailto:altformats@nes.scot.nhs.uk) to discuss how we can best meet your requirements

### 1. Introduction & Background

This guide supports all applicants participating in the PSD Scotland National FTY Recruitment Scheme in Scotland. It includes:

- The processes and timelines of the PSD Scotland recruitment scheme via the applicant recruitment system (Oriel) and the PSD Scotland Training Provider Information (TPI) site from beginning to end. Further information at [2. The Recruitment Process](#) and [3. Before You Apply](#) and [4. Your Oriel Application](#)
- Details of the SJT and numeracy assessment, information on scoring & ranking, and the importance of the visitation period & your choices during preferencing. Further information at [5. Preferencing Foundation Training Programmes](#) and [6. Processing applications and assessment](#)
- Details of the offers process, upgrading, holding, unsuccessful matches, clearing, accepting and withdrawing. Further information at [7. Offers process](#)

### 1.1 Foundation Training Year Overview

Pharmacists registered with the GPhC must complete a four-year master's in pharmacy (MPharm) qualification, followed by 52 weeks of foundation training in the workplace. They must also pass the GPhC common registration assessment and demonstrate all GPhC Initial Education and Training learning outcomes to be eligible for registration.

Individuals who are registered pharmacists outside of the European Economic Area are required to undertake a one-year Overseas Pharmacists' Assessment Programme (OSPAP) qualification followed by 52 weeks of foundation training in the workplace and pass the GPhC common registration assessment to register as a pharmacist in the UK. OSPAP graduates will not be eligible to qualify as independent prescribers on registration and will be required to demonstrate competence against the interim set of GPhC learning outcomes.

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There are two pathways in the Foundation Training Year – GPhC Interim Learning Outcomes to non-prescriber on registration pathway and GPhC Full Learning Outcomes to prescriber on registration pathway. The pathway followed by a trainee pharmacist will depend on whether they graduate with an MPharm aligned to the 2021 GPhC IETP standards, and whether they studied as an undergraduate in the UK. All students graduating on the 2021 learning outcomes will qualify as independent prescribers.

All trainee pharmacists, regardless of their pathway, will follow the PSD Scotland FTY core curriculum during the training year and will get equal access to training programmes. The PSD Scotland FTY core curriculum has been redesigned in line with the IETP standards, to support achievement of learning outcomes and to ensure prescriber readiness beyond FTY.

Most foundation trainee pharmacists sit the GPhC common registration assessment towards the end of their foundation training year. To be eligible to apply to sit the Summer 2028 Common Registration Assessment, trainee pharmacists must have approved foundation trainee pharmacist status and have started training during the Statutory Education Boards (SEB's) Summer 2027 window. To be eligible to apply to sit the Autumn 2028 Common Registration Assessment, trainee pharmacists must have approved foundation trainee pharmacist status and have started training during the Statutory Education Board's (SEB's) Autumn 2027 window.

Applicants for programmes starting in 2027 must submit an application via the Oriel system and sit the NRS assessments which consist of a Situational Judgement Test (SJT) and Numeracy test. Further information on the application process and the assessments can be found later in this handbook.

Applicants who apply to the Scotland AND England and Wales vacancies will need to preference within each vacancy, however, will only be required to sit the SJT and numeracy test ONCE and the score will be used in BOTH applications.

You must apply within the application window if you wish to obtain a training place; there is no other route to foundation training for 2027. If you miss the application window you will not be able to obtain a training place, and late applications will not be accepted under any circumstances.

Further information in relation to the Foundation Training Year can be found on the GPhC website- [Pharmacist foundation training scheme | General Pharmaceutical Council \(pharmacyregulation.org\)](https://www.pharmacyregulation.org/pharmacist-foundation-training-scheme)

## 1.2 Foundation Training Year in Scotland

Applying for the Foundation Training Year programme is an important decision and can seem like a daunting task. There are many factors to consider when thinking about where you would wish to complete your training placement. The [General Pharmaceutical Council \(GPhC\) website](#) provides comprehensive information about Foundation Training and its requirements.

### Role of Public Services Delivery Scotland

Since 2006, Public Services Delivery Scotland (PSD Scotland) has facilitated the organisation, administration, quality management and funding of foundation training year (FTY) placements across all sectors of pharmacy practice. During this time the numbers of FTY trainee pharmacists have increased and all recruited into the FTY programme will receive the same basic salary, some stipulated core terms and conditions and follow the PSD Scotland FTY curriculum. Following accreditation by the GPhC in 2024, **all trainee pharmacists in Scotland must be recruited via the National Recruitment Scheme to the PSD Scotland FTY programme for their training to be recognised by the GPhC.**

### PSD Scotland FTY Programme

The PSD Scotland core offering for FTY is:

- Participation in the GB national recruitment scheme (Oriel)
- Access to Turas Training Portfolio
- A structured and supported curriculum
- Regular virtual peer discussion groups
- Access to learning materials and resources
- An assessment strategy
- Quality management of FTY sites
- Training and ongoing quality management of supervisors
- Health and wellbeing support

## PSD Scotland FTY Curriculum

The learning outcomes of the training programme will be as specified in the General Pharmaceutical Council's (GPhC) IETP Standards and Registration Assessment Framework. The [Standards for the initial education and training of pharmacists January 2021 final v1.4.pdf](#) provides further information.

The PSD Scotland FTY curriculum, along with the workplace training plan provides opportunities to meet the GPhC IETP learning outcomes. These learning outcomes are relevant to the skills and attributes required of pharmacists in both prescribing and non-prescribing roles.

All trainee pharmacists are required to demonstrate competence across 54 of the 55 learning outcomes described in the GPhC IETP standards. Trainee pharmacists following the full learning outcomes to prescriber pathway will be required to demonstrate competence for one additional learning outcome (outcome 37 Prescribe effectively within the relevant systems and frameworks for medicines use).

## PSD Scotland FTY Educational agreement - standard terms and conditions

Each trainee pharmacist in the PSD Scotland Foundation Training Year will:

- be paid an annual salary (52 weeks) of £34,544, equivalent to Point 1 of the Band 5 salary scale, as per the pay and conditions for NHS [Staff covered by the Agenda for Change](#) (salary is subject to annual uplift – this is correct as of April 2026). Trainee pharmacists are however NOT appointed to A4C Band 5, and any T&Cs of A4C do not apply, unless otherwise stated within the employer contract.
- be contracted to 36 hours per week which will be worked as part of the normal opening hours of the training base
- receive 27 days annual leave and 8 days public holidays;
- be allocated one half-day per week (or equivalent) protected time for study.

Public Services Delivery Scotland is working with the General Pharmaceutical Council (GPhC) and Training Providers to ensure that every Trainee Pharmacist funded by NHS Scotland

receives the same high quality training opportunity and support, regardless of the practice setting.

## **Training providers and training sites**

A key component of gaining a place on the scheme is matching with a Training Provider. More information about matching and details of which Training Providers are involved can be found later in this handbook: [5. Preferencing Foundation Training Programmes](#)

Specific information on the Training Providers and the training provision offered will be available via the [PSD Scotland TPI site](#), which goes live within the visitation window.

All training sites are required to be approved as FTY training sites by PSD Scotland prior to the start of the Foundation Training Year. Training sites approval is based on Public Services Delivery Scotland's quality standards criteria being met. The Public Services Delivery Scotland training site approval process aims to ensure that training sites demonstrate that a suitable educational environment exists. We ensure that the necessary facilities and support are in place to provide Trainee Pharmacists with the level of training required. All Training Providers who express an interest to be involved in the Foundation Training Year are required to sign up to the Educational Agreement, which is a declaration stating that the organisation will adhere to the Foundation Training Year requirements.

## **1.3 Benefits of recruiting nationally**

### **Advantages of the National Recruitment Scheme**

The recognised benefits of a National Recruitment Scheme for Foundation Trainee Pharmacists via Oriel include:

- The selection criteria have been developed through a robust research process, including development of a Professional Attributes Framework
- Selection is values based
- Selection methods utilised are evidence based
- Selection is standardised across sectors thereby promoting a more flexible and equitable workforce

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- Pharmacy can be part of shared learning across professions in relation to recruitment
- It is fair and transparent to applicants with high levels of acceptability

## Collaboration with NHS England and HEIW

PSD Scotland continues to work in partnership with NHS England and HEIW to ensure consistency in the recruitment & selection process for applicants to the National Foundation Trainee Pharmacist Recruitment Scheme. England and Wales will be using the same selection methods as Scotland and follow the same recruitment timeline.

The [Oriel recruitment system](#) has been developed to enable all candidates across Scotland to complete one application form for their foundation training. If candidates wish to apply to England or Wales, they must submit an additional application form on Oriel. Once a candidate has completed and submitted their application form, the next step is for them to choose which potential training providers they would like to complete their training with, via a preference list. Applicants can apply to both vacancies on Oriel but will only be assessed once and can only accept one offer.

This Foundation Training Year Recruitment Applicant Handbook is designed to provide the necessary information to support you in making a successful application to Foundation Training Year programmes commencing in July/August 2027. The sections of this handbook are set out to follow the stages of the national application process in chronological order as far as possible. This handbook also explains how to access the online application system (Oriel) and what information you need to provide to support your application. Representatives from the British Pharmaceutical Students' Association (BPSA) as well as employers have helped us put this handbook together to ensure all the important points are covered.

The Oriel Applicant User Guide will be available for Oriel system-specific guidance via the Helpdesk section of the [Oriel](#) system throughout the application window.

**IMPORTANT: The vacancy on Oriel for FTY places in Scotland, is separate from the vacancy for England and Wales. Further information is available via the [England and Wales Foundation Trainee Pharmacist website](#).**

**If you have questions regarding the process in England and Wales, please contact them directly [here](#). This document contains guidance on the process for applying to Scotland only.**

## Applying for a PSD Scotland FTY Scotland vacancy

The [Public Services Delivery Scotland Website](#) is updated regularly with the latest application information; we recommend that you visit this regularly to ensure you stay up to date.

If you are applying for the Scotland vacancy and have a query that cannot be answered by using the information found on our website or through this Applicant Handbook, please contact the FTY Recruitment Team at PSD Scotland [here](#)

## 1.4 Equality and Diversity Considerations

### Importance of diversity and inclusion

A recent equality impact assessment of the NHS England National Recruitment Scheme highlighted that, whilst the process itself helps to reduce bias in recruitment of individuals from diverse ethnicities and backgrounds, training providers could do more to advertise their pro-diversity credentials. Training Providers are encouraged to highlight the diverse and inclusive nature of their workplace to attract a wider pool of applicants. Organisations that actively support the recruitment of applicants with disabilities or display their support for LGBTQ+ applicants are particularly welcomed

### Less than Full-time Training (LTFT)

It is expected that employers will support applicants requesting to work less than full time to complete their foundation training. PSD Scotland defines part-time as working at least 18 hours per week over at least three days a week. in relation to the FTY. Training providers should work with trainee pharmacists to establish whether or not the approved training plan can be adapted to fit part-time working. Those in LTFT training must meet the same requirements in FTY as those in full-time training insofar as attainment of core skills is concerned. However, their training may differ, with the opportunity of being involved with pharmacy activities being limited due to the reduced number of hours worked per week. The

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FTY PSD Scotland curriculum must however be completed, and all learning outcomes achieved.

Following a successful application for LTFT, trainee pharmacists will be provided with an individualised training timeline. This timeline will include altered dates for appraisals, final sign off which will be checked against current GPhC regulations. The PSD Scotland FTY team (nes.ftypharmacy@nhs.scot) can be contacted directly to discuss any LTFT application.

### 1.5 Reforms to the initial education and training of pharmacists and how these affect foundation trainee pharmacist recruitment

The 2025-26 training year marked the culmination of a significant reform programme in the initial education and training of pharmacists, announced by the General Pharmaceutical Council (GPhC) in 2021.

The reform programme in its entirety will not be covered in this guide, however some key elements are summarised below:

- Public Services Delivery Scotland continues to assume responsibility for quality management and overseeing the delivery of the Foundation Training Year (FTY) across all sectors of practice in Scotland.
- From the 2025-26 training year, **The National Foundation Training Year (FTY) Recruitment Scheme becomes the only route for employing a Foundation Trainee Pharmacist**. To recruit a trainee pharmacist for the 2027-28 foundation training year, training providers **must** participate in the FTY recruitment process. Candidates who wish to undertake FTY training in Scotland in 2027-28 **must** apply via this process.
- From 2025, most foundation trainee pharmacists will register as independent prescribers at the end of their training year. There is a requirement for GPhC learning outcomes defined as related to prescribing to be evidenced in the training year, and

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so training providers must ensure that, in accordance with GPhC requirements, the trainee pharmacist will have access to:

- **a Prescribing Learning Environment**
  - **a Designated Supervisor**
  - **a Designated Prescribing Practitioner**
- Under the terms of participation, which can be found within the Training Provider Handbook, Appendix [B], the training provider will confirm that, in accordance with the GPhC requirements for FTY training each FTY trainee pharmacist will have access at commencement of the training year to the above.
  - To support consistent induction and appropriate allocation of staff, training providers should ensure all trainee pharmacists start training within the two specified cohort start dates specified below:

July Cohort – Monday 26th July to Sunday 1<sup>st</sup> August 2027

November Cohort – Monday 1st November to Sunday 7th November 2027

*(November cohort start dates are only to be used for those who are awaiting their MPharm/OSPAP awards and in exceptional circumstances)*

*These dates are based on anticipated GPhC deadlines and may be subject to slight changes when these are confirmed.*

PSD Scotland Pharmacy has been providing regular updates to stakeholders as the reform programme progresses, full details and regular updates can be found at: [Pharmacy educational reforms in Scotland](#)

## 2. The Recruitment Process

### 2.1 Recruitment timeline

The recruitment and selection process consists of six stages:

1. Application
2. Longlisting
3. Visitation & Training Provider Preference Lists

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4. Assessment
5. Matching
6. Offers and Acceptance

Applicants are advised to add the following key dates to their diaries. Further details regarding each step are provided later in this handbook. There are strict deadlines for booking assessment slots and responding to offers of a Foundation Training Year place. It is important to plan around these dates as alternative arrangements will not be possible.

Recruitment Activity	Date / Time
Training Provider Information Statements published on TPI Site	08 April 2026
Visitation Period	08 April 2026 to 09 October 2026
Training Provider Information Statements published on Oriel	15 June 2026
Oriel applications open	15 June 2026 (12pm GMT)
Oriel applications close	03 July 2026 (10am GMT)
Reasonable adjustment submission deadline	03 July 2026 (10am GMT)
Candidate Preferencing window opens	29 July 2026 (12pm GMT)
Invitation to SJT/numeracy test centre opens	03 August 2026
Invitation to SJT/numeracy test centre closes	14 August 2026
Training Provider Preferences open (for those submitting a list)	19 August 2026

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SJT/Numeracy test centre held	21 September - 01 October 2026
Training Provider Preferences close	09 October 2026
Candidate Preferencing window closes	22 October 2026 (12pm GMT)
First iteration of offers made	04 November 2026
Offers hold deadline	Late November 2026
Offers upgrade deadline	Late November 2026
Matched Candidate Document Handover to Training Providers	Mid December 2026
Programmes commence	July/August 2027

Please note that all dates are **subject to change**. We recommend frequently checking the [PSD Scotland website](#) for updates.

## 2.2 Applying for Foundation Training in Scotland commencing in 2027

**Applications open at 12:00 GMT (UK local time) on 15 June 2026 and close at 10:00 GMT (UK local time) on 03 July 2026.**

**IMPORTANT: You must apply within the application window if you wish to obtain a FTY training place; late applications will not be accepted under any circumstances. There**

**is no other route to foundation training for 2027. If you miss the application window you will not be able to obtain a training place during 2027.**

- All applications must be submitted via the [Oriel recruitment portal](#) using the nationally agreed application form.
- You can register on the Oriel system before applying. Please note that registering on the recruitment portal is **only the first step**, and a confirmation of this registration will be automatically sent to you.
- After this confirmation, **you must complete and submit the actual application by the deadline.**
- Refer to the additional guidance available via the Resource bank section of the Oriel system: [Oriel](#)
- Communication between the FTY Recruitment Team and you will be primarily via Oriel/email. It is recommended that you opt in for emails and SMS when registering on Oriel and the email address provided should be one you will always have access to.
- You should check your email account and Oriel account a minimum of once every 48 hours once you have submitted your application.
- Failure to do so may result in your missing vital information in relation to your application.
- Please also check spam or junk-mail to ensure correspondence has not been filtered by your provider.
- You will not be required to provide a supporting statement to demonstrate that you meet the person specification as part of your application.

## **Applying for posts in Scotland and England/Wales**

- Applicants wishing to apply for posts in Scotland and England/Wales **must submit TWO applications on Oriel** – these are advertised as two separate vacancies.
- Scotland will use the same selection methods as England and Wales and follow the same recruitment timeline.
- This means that although you will apply for both vacancies, you will only need to sit the assessment once, and your score will be used for both for matching purposes.
- However, you will need to submit two separate preference lists. One for Scotland and one for England & Wales.

- **Given the competitive nature of the recruitment process we would encourage all candidates to consider making an application to both vacancies.**

## 2.3 Training Providers participating in the Scotland Foundation Training Year Recruitment Scheme

Training Providers participating in this year's recruitment process must complete a Training Provider Information Statement (TPIS) detailing their pharmacy programme. This information is available to applicants via the [Public Services Delivery Scotland TPI Site](#).

Applicants should use this information to decide which Training Providers they wish to contact during the visitation period and add to their candidate preference list. For more details on Training Provider participation process please visit the [Public Services Delivery Scotland website](#).

Some trainee pharmacists will not qualify as independent prescribers (for example those who have entered training via the overseas pharmacists' assessment programme (OSPAP)). Employers are committed to accept and support the training needs of applicants from either pathway, and trainee pharmacists will get equal access to training programmes and will all follow the PSD Scotland FTY core curriculum.

A full list of programmes will be available from 15 June 2026 via the Oriel system by selecting the **Pharmacy Programmes** option within the pharmacy staff group.

## 2.4 Reapplication for Previous Applicants

Previous applicants to the National Foundation Training Year (FTY) Recruitment Schemes who wish to reapply can do so through Oriel, provided they meet the eligibility criteria detailed in [Section 3.1 below](#).

It is important to note that a new application is required, including the completion of both the Situational Judgement Test (SJT) and the Numeracy assessment.

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All returning applicants are required to engage in the complete application process to be considered for the Foundation Training National Recruitment Scheme as previous applications and associated assessment scores will not be carried over to the current recruitment round.

### 3. Before You Apply

#### 3.1 Eligibility to apply

Before beginning your application, it is important to determine whether you are eligible to apply. You must meet specific eligibility criteria to be considered for Foundation Training programmes.

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**IMPORTANT:** We strongly advise you to read the [Person Specification](#), [sample Job Description](#) and [Professional Attributes Framework](#) before starting your application.

Applicants who are eligible to apply for the national Foundation Training Year programmes via this recruitment process are as follows:

- All current third year UK MPharm undergraduates
- UK MPharm graduates
- Current Overseas Pharmacists Assessment Programme (OSPAP) students
- OSPAP graduates

The following applicant types are not eligible to apply:

- European Economic Area (EEA) Pharmacist or an EEA Pharmacist requiring adaptation training
- Applicants who have failed their registration assessment and are awaiting a further attempt

Applicants who have previously banked training with the GPhC, please contact the FTY Recruitment Team at PSD Scotland [here](#) for further guidance.

Please note that the duration of all training programmes is 52 weeks.

Pharmacy careers advice and support is available on both the [GPhC website](#) and the [Health Careers website](#).

Further advice can be obtained from the [Pharmacist Support website and enquiry line](#).

## 3.2 Overseas applicants – Eligibility

Some pharmacy graduates will require a work visa to undertake Foundation Training in the UK. It is the graduate's responsibility to follow the government's visa processes correctly.

For visa and immigration guidance please [visit the Home Office website](#). Please be aware that the FTY Recruitment Team **cannot** provide advice regarding immigration queries.

Most candidates to FTY are studying in the UK at the time of application and so are in the UK and subject to an undefined Certificate of Sponsorship, switching from a Tier 4/Student visa. In accordance with regulations at the time of writing, it is our understanding that candidates studying OSPAP PgDip are eligible for Graduate Visa (provided they fulfil all the criteria of eligibility). Our assessment is made with the current Home Office regulations which are subject to change

**IMPORTANT:** Applicants who require a visa **must ensure** they carefully review programme details before preferencing. You **must only preference** programmes that are able to support your required visa route. It is applicant's responsibility to select appropriate programme. Please note that **NOT** all training providers hold a sponsorship licence and the number of Certificates of Sponsorship (CoS) available **may be limited**. Sponsorship is at the employer's discretion and cannot be guaranteed. You **may be required** to start the programme on a Graduate Visa, so please check your visa options carefully before accepting an offer.

For further information regarding right to work arrangements for your FTY please refer to section [5. Preferencing Foundation Training Programmes](#) in this guidance.

## 3.3 Accessing the Oriel System

You can **register** on the Oriel system at any point to familiarise yourself with it before the application window opens (12pm GMT on 15 June 2026).

To access and register [visit Oriel](#) and select the "Pharmacy Programme".

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**Applicants**

Please select a staff group from the options below to view the related information:

- UK Foundation Programme
- Medical and Public Health Specialities
- Dental Specialities
- Pharmacy Programme
- Healthcare Sciences

**Welcome to Oriel**

Oriel is the UK wide portal for recruitment to postgraduate medical, dental, public health, healthcare science and foundation pharmacy training. Applicants will use Oriel for all stages of the recruitment process.

If you are planning to make an application and have not yet registered on Oriel, please click on one of the options in the 'Applicant' area to view the relevant information.

If you are visiting Oriel as an assessor please select the option in the 'Not an applicant' area.

Please note that Oriel is only supported on the following browsers: Chrome, Edge, Safari and Firefox. For further information, please refer to the FAQs.

**IMPORTANT** - this is a new version of Oriel. If you previously had an account on the legacy Oriel system, this will no longer be valid. You **MUST** register for a new account on Oriel.

Registered users can log in below

Login

**Not an Applicant?**

Please select from the options below to view the related information:

- Assessors
- Employers

Upon registering you will be asked to provide your personal details. If you make any errors in creating your account and need to amend your personal details, this can be done by clicking on “**Profile**” once you are logged into Oriel. Ensure you provide your full name as indicated in your passport/main identification (including middle names). Consistency is imperative throughout the recruitment process.

After registering, you can log into your Oriel account using your email address and the password you created. You will be able to navigate around your personal dashboard, which is where you are able to view all messages sent from Oriel and review your application.

**IMPORTANT: You will be asked to enter your email address. This address is the primary means of contact between applicant and the FTY Recruitment Team, so it is imperative that the address you enter is one that you check on a regular basis and is valid until the end of the recruitment process (NB: including outside of term time).** After the offers process is complete Training Providers may send written correspondence to the postal address of their successful applicant, so ensure your postal information is up-to-date and valid until the end of the recruitment process.

From 15 June 2026 (12pm) until 03 July 2026 (10pm), you should complete and submit the NRS application form. **All sections** must be completed and submitted before the deadline (see below for further details on individual sections). After 03 July 2026 (10pm), the only information you can change after submitting your NRS application form will be the order of your preferences and your personal contact details.

**IMPORTANT: Please ensure you have a working internet connection. We recommend submitting your application well before the final deadline. Late submissions will not be permitted.**

Further details on how to complete each section of the application are provided in [section 4.1](#) of this handbook.

We encourage you to register before the application window opens (15 June 2026 – 03 July 2026), for the following reasons:

- To familiarise yourself with the Oriel system.
- The personal section of your application can be completed as part of registration. This will be saved on the system and brought forward into your application saving you time during the application window.

**IMPORTANT:** If you are **locked out of your Oriel account** and are unable to unlock it yourself, please **contact the National Recruitment Office immediately by emailing [nationalrecruitment@nes.scot.nhs.uk](mailto:nationalrecruitment@nes.scot.nhs.uk)** and they will be able to unlock it on your behalf. The National Recruitment Office will aim to do this within 24 hours (excluding weekends and Bank Holidays).

Please note your account only locks after five failed attempts at logging into your account, or five failed attempts at resetting your password.

## 3.4 Viewing Foundation Training programmes on Oriel

From 15 June 2026 you will be able to view the Training Provider Information Statements for all the programmes being recruited to via the Public Services Delivery Scotland Foundation Training Year recruitment scheme. You can see all the Training Provider information on Oriel except for the programme description, which can only be accessed via the [Public Services Delivery Scotland TPI Site](#). We strongly recommend reviewing these early to get an idea of the types of programmes on offer and what you might be interested in applying for.

To view the Training Provider names, select Pharmacy Programmes from the main menu bar within Oriel.

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

Oriel

20/05/2020 14:59:50

Home

Vacancies

Recruitment leads

Pharmacy programmes

Resource bank

News

FAQ

Go to the old Oriel system

Register

Login

Once you have selected Pharmacy Programmes you can use several filters to narrow down the displayed programmes. The filters are as follows:

- Recruiting for\*
- Training Programme\*\*
- Employer Name
- Employer Type (Community, Hospital, Split, Modular and Remote & Rural)
- Skilled Worker Visa
- Speciality (hospital only)
- Location (Sector)
- Region
- Number of placements (always 1 for Scotland vacancy)

\* Please note this filter is to be used to differentiate between training programmes offered in England & Wales and Scotland.

\*\*Ensure this filter is set to 'Foundation Pharmacy' only. Selecting this option will allow you to see only the programmes entered into the national recruitment scheme.

# PSD SCOTLAND National Foundation Training Year Recruitment Scheme

Advanced search

Recruiting for:  Training programme:  Employer name:

Employer type:  Size of organisation (primary care only):  Specialty (hospital only):

Skilled worker visa:  Region:  Location (sector):

No. of placements:

## Pharmacy programmes (8)

Scotland - East - NHS Borders - 037: NHS Borders		<input type="button" value="View full programme details"/>	<input type="button" value="Go to vacancy advert"/>
Training programme:	Foundation Pharmacy		
Employer name:	NHS BORDERS		
Programme title:	NHS Borders		
Location (sector):	Scotland - East		
Employer type:	Hospital		
Specialties:	Acute Trust		
Skilled worker visa:	No		
Number of placements:	1		
Places available:	3		
Scotland - East - NHS Fife - 039: NHS Fife		<input type="button" value="View full programme details"/>	<input type="button" value="Go to vacancy advert"/>
Training programme:	Foundation Pharmacy		
Employer name:	NHS FIFE		
Programme title:	NHS Fife		
Location (sector):	Scotland - East		
Employer type:	Hospital		
Specialties:	Acute Trust		
Skilled worker visa:	No		
Number of placements:	1		
Places available:	6		

By clicking on **View full programme details** within a programme you can view the full programme details as shown on the next page.

**Pharmacy programme details** ✕

---

**NHS Borders**

Training programme	Foundation Pharmacy
Employer name	NHS BORDERS
Programme title	NHS Borders
Programme description	For full details on the programme, please copy and paste the following link into your browser: <a href="https://nes-tpi.azurewebsites.net/TPinfo.html?id=37">https://nes-tpi.azurewebsites.net/TPinfo.html?id=37</a>
Region	Scotland
Location (sector)	Scotland - East
Employer type	Hospital
Specialties	Acute Trust
Skilled worker visa	No
Number of placements	1
Places available	3
Salary	25351
Training provider	NHS Borders
Employer website	<a href="https://twitter.com/nhsb_pharmacy">https://twitter.com/nhsb_pharmacy</a>
Hours per week	37.5

**Placements**

Placement	Setting	Length (months)
1	Hospital	12

## 3.5 Viewing Training Provider Information Statements on the Public Services Delivery Scotland TPI Site

Candidates interested in FTY in Scotland can access Information Statements for Training Providers on the [Public Services Delivery Scotland TPI Site](#).

Employer Type  
Any

Region  
Any

Licensed Skilled Worker Visa Sponsor

Find

Pick a TP

- A & L Porter Ltd
- A G Bannerman Ltd
- Abbey Chemist and High Street Pharmacy
- AC Mackie Ltd (Nancy's Chemist)
- AD Healthcare Ltd (Larbert Pharmacy)
- Alloway Retail Ltd (Oggs Pharmacy, Ayr)
- ALM Healthcare Ltd (Sighthill Pharmacy)
- Baird's Pharmacy (Aberdeen)
- Baird's Pharmacy (Aberdeenshire)
- Barnton Pharmacy and Travel Clinic
- Battlefield Pharmacy
- Blackburn Pharmacy
- Boots UK (Remote & Rural)
- Boots UK Ltd
- Borders Pharmacy (Hawick)
- Browns Pharmacy Healthcare
- Buchanhaven Pharmacy
- Burns Pharmacy
- Burns Pharmacy Ltd
- C A Mackie Ltd (Mackie Pharmacy, Dumbarton)

In the section on the left, you can search for Training Providers by Employer Type, Region, and check if the Training Provider can provide a Certificate of Sponsorship for a Skilled Worker visa. You can also search by a Training Provider's name if this is known to you by using the Find box.

By clicking on a Trainer Provider's name in the Pick a TP list you can view the Training Provider's Information Statement including their contact details and post information. Each Training Provider Information Statement also states if a Training Provider will be submitting a list of preferred candidates.

To clear your search results, please click on the Reset search button.

## 3.6 Preparing your application

Before you start your application, we strongly recommend you take the following actions:

1. Identify ALL the recruitment deadlines and add dates to your calendar with reminders so you can stay organised and prepare ahead of time

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

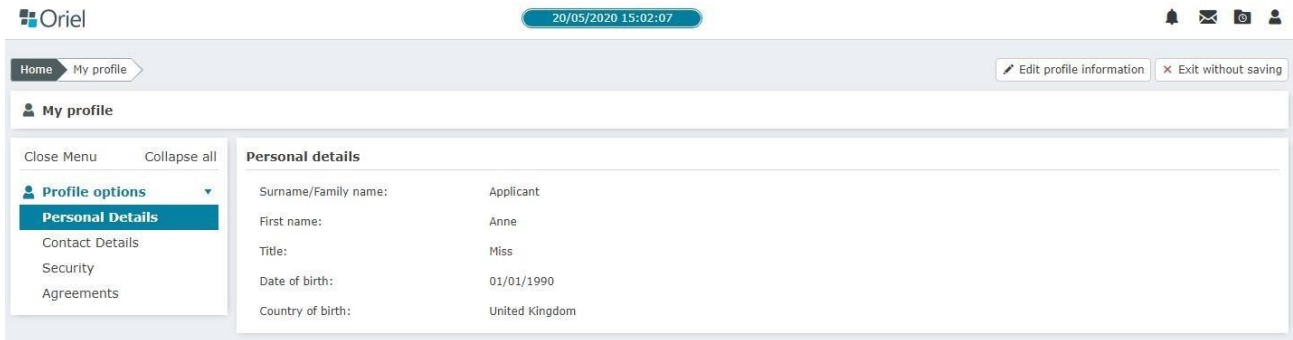
2. Ensure your full name is the same as on your passport/main identification and that provided by your School of Pharmacy (if applicable).
3. Ensure you know your student ID number as you will be asked for this as part of your application if you are a current third year MPharm student.
4. Collate any evidence you may be required to upload as part of your application (e.g. evidence of current status as third year MPharm student, pharmacy degree certificate if you are an MPharm graduate, or OSPAP confirmation/evidence if you are about to undertake an OSPAP qualification).
5. Ensure you have read the person specification, job description and foundation training professional attributes framework
6. If applicable, ensure you are aware of how your visa requirements will affect your application.
7. Ensure your passport is valid (in date) as this will be required as part of the document checking process during your assessment.
8. Start viewing the programmes early. All the programmes available can now be viewed on the [TPI website](#). These will also be available from 15 June 2026 on Oriel.

### 3.7 Contacting you

Remember to check your email and Oriel account every 48 hours once you have applied and throughout the NRS process. We will endeavour to use your email address to prompt you to check your Oriel account for information at relevant times throughout the application process, but **it is crucial that you also log in to Oriel directly** to view messages as email can be wrongly directed into spam or junk folders.

The FTY Recruitment Team is not responsible for applicants missing any important information or deadlines as a result of messages not being checked. If you need to change your email address for any reason, use the **My Profile** option on Oriel. Additionally, please also contact the FTY Recruitment Team by going to the Service Desk [here](#) and submitting a support request to notify the team of your new email address so that we can update our records. We may need to text you during the application process, so it is important to ensure the mobile number you enter as part of your application is active.

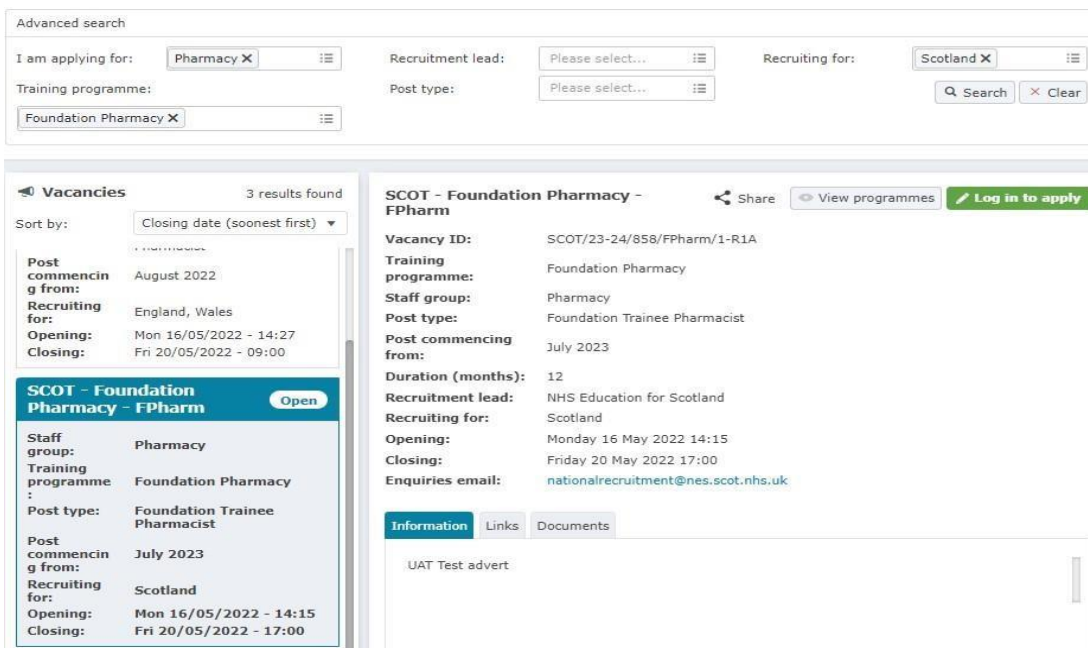
# PSD SCOTLAND National Foundation Training Year Recruitment Scheme



## 4. Your Oriel Application

### 4.1 Completing the application form

**IMPORTANT: Ensure you select 'Foundation Pharmacy' and 'Recruiting for: Scotland' when applying as shown below. Then click on the 'apply' button as shown in the screenshot below.**



Use the 'Training Programme' filter to select 'Foundation Pharmacy'.

The application form is divided into seven sections, all of which you must complete. You will be guided throughout the application and notified where specific sections are not required.

Please see the summary below:



## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

Each section is displayed across the top of the screen on the Oriel system and is further explained below:

- Personal
- Eligibility
- Fitness to practice
- Competences
- Employment
- Equality
- Declarations

The Oriel system will allow you to save and return to your application at any point during the application window (15 June 2026 – 03 July 2026). You do not have to complete and submit your application in one attempt. However, you **MUST** ensure you submit your application before the deadline.

---

**IMPORTANT:** When you select “submit”, the page on Oriel will change to inform you that you have submitted your application. You will also receive an email confirming your successful submission. From this point onwards, you will only be able to edit your contact details and preferences (during the preferencing window).

---

The following headings represent the different sections within the application form and provide you with the information and details you need to complete these sections. **We recommend reading through this section in advance of completing the application form.**

### Personal

This section of the application will be used only for employment and identification purposes. The information you will be asked to provide includes:

- Your personal details (e.g. name, address, telephone numbers\*)
- If you would like to request reasonable adjustments at the assessment centre (please see [section 4.2](#) of this handbook for further information).

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

- The type of applicant you are, which will determine the documentation required as part of your application. Please see [section 3.1](#) of this handbook for the types of applicants who are eligible to apply
- You must declare any personal relationship with a non-executive director, senior officer, or equivalent leader of a healthcare organisation or pharmacy. Where such an organisation has advertised a programme via Oriel, you must **not** rank that organisation as one of your preferences, as this constitutes a perceived conflict of interest. Failure to disclose a relevant relationship will result in automatic disqualification from consideration.

\* Ensure this information is up to date, checked regularly and that your full name matches your passport/main identification documents and is the name provided by your School of Pharmacy (where applicable). For a detailed list of acceptable supporting documentation, please see [appendix D](#). Your application will NOT be progressed without providing accurate supporting documentation.

---

**IMPORTANT: We encourage all applicants who are required to upload documentation to collate it in advance of the application window to save time during this process.**

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### Eligibility

## Professional Registration

This section of the application is where you declare if you hold or have ever held a professional registration with a statutory organisation. A statutory organisation is a professional regulator (e.g. the General Pharmaceutical Council (GPhC) or General Medical Council (GMC)).

This information is not used as part of your application but is passed onto your Training Provider/ Employer if you are successfully appointed.

## Right to work in the UK

In this section, indicate your nationality (country pertaining to your nationality) and answer the relevant questions around your right to work in the UK. You will be asked to provide details of your **current immigration status (personal status)**.

---

**IMPORTANT:** We require you to enter your current immigration status (at the time of application) on your Oriel application form, however, please note at the post-offer stage you will be required to confirm your right to work status as part of the employer's pre-employment checks.

---

### Example: Applicant with no right to work status at application stage

Ali currently has no immigration status in the UK and will be applying for a visa for his OSPAP course after the application window closes. Ali will need to select the option 'no immigration status in the UK' as at the time of application, he currently has no right to work status. If Ali receives a visa subsequently after closure of Oriel applications, he will only be required to provide the right to work evidence as part of his pre-employment checks to his employer.

### Please note:

- You should refer to [UK Visas and Immigration - GOV.UK](#) for up-to-date information regarding the right to work in the UK.
- The FTY Recruitment Team **cannot** provide any immigration advice.
- You should refer to the [EU Settlement Scheme \(settled and pre-settled status\): Overview - GOV.UK](#) for up to date information if applicable.

Not all the programmes included in the recruitment scheme will be available to applicants requiring a **Skilled Worker Visa** (SWV). (Please refer to [section 5.5](#) of this guide for further details).

If you require a SWV for your Foundation Training Year, **you must only preference programmes displaying they can offer SWV** to be offered a place by Training Providers who can provide SWV sponsorship.

If you will be applying via the **Graduate Visa** route, all programmes will be available for you to preference. However, in all cases, and regardless of the route of application, please note that immigration checks will form part of the pre-employment checks. **It is your responsibility** to ensure you have an up-to-date visa status and documentation. If it is found during pre-employment checks that you do not meet the eligibility requirements, **the employer can withdraw their offer**. In these circumstances, your offer of a place within FTY may also be withdrawn.

### Graduate eligibility

If you are an MPharm or OSPAP graduate you must have completed your degree/course successfully and applied to register with the GPhC within 8 years and 4 years respectively of the date you began your degree/course, to be eligible to apply. It is the responsibility of all applicants to ensure they remain within these time limits. If you are at risk of exceeding your permitted timeframe, you must take proactive steps to contact the GPhC for guidance as early as possible if you believe you may require an extension or are unsure about your eligibility. These are explained further on the GPhC website [Criteria for registration as a pharmacist in Great Britain](#)

### Fitness to Practice

In this section of the application, you will be asked to provide details of any unspent and spent convictions, investigations and/or warnings regarding your fitness to practice.

---

**IMPORTANT:** Fitness to Practice information is collected on behalf of Training Providers and host organisation as part of pre-employment checks and will be passed on to relevant Training Providers by the FTY Recruitment Team once a programme offer has been accepted. Fitness to practice information is not reviewed as part of the application process.

---

You will not need to submit any further information relating to Fitness to Practice questions.

Please note if you have declared you have breached the Fitness to Practice conduct, any offer made is conditional. Fitness to Practice is part of pre-employment checks and will be reviewed by your employer before a formal offer of employment is made. Any discussions arising from disclosures made will be conducted exclusively between you and the employing

organisation. Employing organisations retain full discretion to determine whether any such disclosures may impact your ability to commence training at their designated site.

## Competences

In this section you will be asked to provide details of your primary pharmacy qualification, and the date of achievement. If you have not yet completed your primary pharmacy qualification i.e. MPharm degree or equivalent, please enter the date as the anticipated date of achievement.

If you have completed or are currently undertaking an OSPAP qualification you will be asked to enter the name of the institution at which you are undertaking/completed the qualification and date of achievement. If you have not yet completed your OSPAP qualification, please enter the anticipated date of achievement.

## Employment

In this section you will need to enter any pharmacy related employment you have undertaken up to the start date of the programme (July/August 2027). It may be that you have no employment history as of the date you are applying as you are still a student, in which case answer “yes” to ‘I have no employment history’.

You can enter details of both paid and voluntary work. **Do not include details of placements undertaken as part of your MPharm or OSPAP programmes.**

---

**IMPORTANT:** Information relating to your employment history will not be used to assess your application. This information is collected on behalf of Training Providers. Please make sure the dates and duration of posts are accurate, that you give the proper job titles, sector and the employer’s full details. Please do not include any work experience not related to pharmacy practice.

---

If you have employment gaps the system will allow you to enter the reason for the gap and the date which it covers. The reason for having a gap can be simply that you returned to your studies, or that you went travelling. This information will not be used to assess your application.

## Equality

This section includes equal opportunities monitoring information required by the NHS to monitor their recruitment practices. The fields are mandatory, but you may choose the option 'I do not wish to disclose'. This information will not be used to assess your application. Equal opportunities monitoring information is collected on behalf of Training Providers and will be passed on to relevant Training Providers by the FTY Recruitment Team once a programme offer has been accepted. It will also be used to review equality within selection processes.

If successful in matching to a training post, this information will also be transferred from Oriel to your Turas Training Programme Management trainee record for continuity in monitoring.

## Declarations

In this section you will be required to confirm that you have read and understood several declarations. Please note the Oriel will not allow you to submit your application until all sections of the application form and declarations have been completed.

When completing the Application Documentation sub-section, please refer to [Appendix D](#) for details of the supporting evidence to be uploaded to your application. When uploading documents to your application rename them so that the file name indicates what the file contains e.g. Passport instead of uploading them under generic names e.g. image 1.

By entering your details on Oriel you are agreeing to this data being shared with, amongst others, your School of Pharmacy (if applicable) and being used in any evaluation studies related to Foundation Training recruitment and for quality assurance of programmes (including information being shared with relevant third parties if required).

Once your application is accepted, you will receive an email via Oriel confirming it has been submitted successfully. You will be able to view your entire submitted application through your dashboard, but can only amend your personal details, and preferences (during the preferencing window) after submission.

# PSD SCOTLAND National Foundation Training Year Recruitment Scheme

**2 Data protection**

\* Your personal data will be held in secure conditions. If you are successful, the data will be passed to your new employer and training organisation (if relevant). Access will be restricted to those who deal with your application and subsequent employment. The data collected in the equal opportunities monitoring questionnaire is used only for reporting purposes. I consent to the use of my personal data in the ways described above.

\* I give consent for my data that is collected through CRIS, to be shared with Work Psychologist Group, strictly for research purposes only, to help evaluate the recruitment process (at a group level only), and to improve the selection methods for future use (by giving consent, I am agreeing to; the research team contacting me on my email address I have provided regarding evaluation activities, data relating to my performance during my Foundation training being shared and data relating to my GPHC Registration Exams being shared).  Yes  No

\* By submitting your details to the National Recruitment Schemeyou understand that your assessment results may be shared with your School of Pharmacy.

**3 Declarations**

**Important:** The Data Protection Act 2018 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 2018 defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence.

The information that you provide in this Application Form will be processed in accordance with the Data Protection Act 2018. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Once a decision has been made concerning your appointment, the recruiting organisation will not retain this declaration for any longer than is necessary [see further details in 'Guidance notes for Applicants']. This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the employing organisation who are authorised to view it as a necessary part of their work.

**Declaration 1:** I declare that the information I have given in support of my application, including information supplied on this form and any attached appendices, is, to the best of my knowledge and belief true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, particularly on criminal convictions and/or fitness to practise and/or have breached the confidentiality guidance (2009) stipulated by the General Pharmaceutical Council/any other licensing/regulatory body of which I am a member, my application may be disqualified. If I have already been appointed, I understand that I may be dismissed and I may be reported to the General Pharmaceutical Council or any other licensing/regulatory body of which I am a member.

**Declaration 2:** I declare that my answers to the questions on this form, any attached appendices and any other application forms required by individual Deaneries/HS England recruitment offices are my own work and are not copied or reproduced from any other sources. I understand that if any of my answers are discovered not to be original, my application may be disqualified.

**Declaration 3:** I understand that if I am allocated to a training opportunity, any subsequent contract of employment will be subject to satisfactory pre-employment checks and subject to a condition that the information provided on the application form or any related documents is correct. I also understand that pre-employment checks will be carried out to review and confirm the details of my application.

**Declaration 4:** I understand that if recommended for training I will be subject to a Disclosure and Barring Service (DBS) check (previously known as CRB) or the Protection of Vulnerable Groups Scheme (PVG) in Scotland. I am aware that I must inform the National Recruitment Office/Deanery/HS England recruitment office of any new criminal convictions, police investigations or fitness to practise proceedings that arise after the completion of this application form.

**Declaration 5:** I have read and understand the Fair Privacy Notice and understand that my Personal and Sensitive Personal Data will be processed in the manner set out in this notice.

**4 Candidate declaration**

If you give any information which you know to be false, or you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

I declare that the information I have given is, to the best of my knowledge or belief, true and complete.

\* I agree to the above declaration

**Confirm and submit (review)**

**1 Application submission**

Before you submit your application, please make sure that you have reviewed all of your responses to ensure that you have provided accurate information.

To review your application in full, you can either click on the print icon above the page tracker, or click here to generate a printed copy of your application.

Pressing the submit button at the bottom of this page will automatically submit your application.

By pressing the submit button, you are confirming that you understand that you will NOT be able to add, amend or remove ANY information entered against the application once the submission has been completed.

Once your application has been submitted, you will be able to view a read-only format of your submitted application from your application summary screen.

You must have completed all the mandatory field within the application, and reviewed and confirmed the below declaration, in order to submit your application.

\* I confirm that I have reviewed the content of my application and, to the best of my knowledge and belief, the information I have given in support of my application, including information supplied on this form and in any attached documents, is true and complete.  I confirm

**Submit Application**

**IMPORTANT:** Ensure that you submit your application well in advance of the application deadline to avoid any last-minute problems (e.g. with your local PC or internet connection) that may prevent you submitting it on time.

**Remember: LATE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

Support is available by contacting the FTY Recruitment Team via the Service desk [here](#). Monday to Friday, 09:00 – 17:00 GMT (UK local time). This is particularly important if you are submitting your application from overseas where there may be a significant time difference.

**IMPORTANT:** Applicants are urged to consider the ramifications of withdrawing their application during the recruitment process, as the recruitment team cannot reinstate withdrawn applications. It is crucial to exercise caution and thoughtful consideration before making any decisions regarding application withdrawal, as the only route to obtain a foundation training place for 2027 is via the National Recruitment Scheme.

## 4.2 Reasonable adjustments

If you wish to request reasonable adjustments for your NRS assessments (for example extra time requirements, adjustments due to visual impairments or ongoing medical conditions), during the recruitment process, you should read the [Appendix E](#) and fill in the 'Request for Adjustment' section on the application form to inform the FTY Recruitment Team of the adjustments you require.

The application form and supporting documentation should be submitted no later than **10:00pm GMT (UK local time) on 3<sup>rd</sup> July 2026.**

**Please note, any approval of reasonable adjustments is only for the application process.** For adjustments required in the workplace, see below.

If you have a change in your situation that has occurred after the application window has closed, please contact us via the [service desk](#) to receive further guidance.

## Requesting reasonable adjustments in the workplace

If you will require reasonable adjustments for your training, it is your responsibility to let the PSD Scotland and your employer know. To support you to do this, the application form asks specific questions around any workplace adjustments required. This information will not be used to determine your appointability through the recruitment process but will help your employer

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

provide the best training environment for you. In all cases, the information you provide will be shared with your confirmed employer at the end of the selection process.

**IMPORTANT:** Please note that employers and/or rotation/placement providers are responsible for considering and making reasonable adjustments within the direct working/training environment. PSD Scotland cannot make or authorise reasonable adjustments on behalf of employers or rotation/placement providers.

The role of PSD Scotland when provided with your information is to:

- Signpost you to suitable resources to help support workplace adjustments and/or
- Share your requirements with employers to help them consider the requested adjustments

Providing this information does not guarantee that adjustments can or will be made. Employers are expected to carefully consider all requests for workplace adjustments, which includes consideration of the reasonableness of the requested adjustments. It is unlikely that adjustments which are not reasonable would be made.

**IMPORTANT:** Employers cannot provide reasonable adjustments for the GPhC common registration assessment. Any adjustments for the assessment must be requested directly through your GPhC application form, following the guidance provided on the GPhC website. It is important to understand the distinction between workplace adjustments and assessment-related adjustments, and to ensure that each type is requested at the correct stage.

**IMPORTANT:** Requesting reasonable adjustments will not negatively impact on your application. These policies are to enable PSD Scotland to provide the appropriate support to those applicants who need it.

## 5. Preferencing Foundation Training Programmes

### 5.1 Training Provider Preference Lists and Information Statements

Successful recruitment into the Foundation Training Year is dependent on matching with a Training Provider. As part of the selection process, applicants are required to submit a Preference List which is a list of Training Providers that they are interested in completing their training with. In Scotland, the Training Providers can also decide whether they wish to submit a list of preferred candidates that they wish to be matched with.

Details of the training places available in each region can be found on Oriel and the [PSD Scotland TPI Site](#). Training Provider Information Statements (TPIS) allow applicants to search for Training Providers according to their preference for sector and/or geographical area.

Training places will be offered under the Training Provider organisation name at programme level and there will also be specific posts offered described as remote & rural. These remote and rural places offer candidates the advantage of being able to preference very specific locations as opposed to the full Training Provider organisation. All programmes will have separate TPIS available to view.

During the visitation period, a key discussion to have with your preferred Training Providers is if they intend to submit a preference list and what their process is for this. It is also important to be aware of the process beyond the conclusion of the PSD Scotland matching and offers process and how they intend to allocate your base training site location. In some cases, for e.g. with the Modular Programme, this may impact the Terms and Conditions of Trainee Pharmacist employment.

#### **For the 2026 recruitment cycle, Training Providers were given two options to utilise a Training Provider preference list:**

- **Option A:** Submit a Training Provider preference list of candidates that they would be willing to employ and work with over the training period.
- If a Training Provider is submitting a preference list, it is important that preferred Training Providers get to know you prior to the submission of their list. It is the responsibility of

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

the candidates to contact Training Providers during the visitation period to improve their chance of being included on a Preference List.

- Candidates should also discuss with Training Providers details of which terms and conditions of employment would apply, as well as having discussions regarding base training site location, including the process that would be followed to allocate to specific geographical locations.
- Training Providers who choose to complete a Preference List will need a candidate's Oriel Pin number. Please remember that you must also provide them with your Oriel pin number during the selection process.

Please note, Training Providers who are submitting a preference list will be required to submit a list of applicants who are being excluded from their list. This will confirm any applicant who approached their organisation during the visitation period and were not progressed further in local recruitment process and/or selection of preferred candidates (i.e. not included on their list).

PSD Scotland will not use this data during the recruitment process, and it will not have any impact on any individual application. PSD Scotland will use this data to create an annual admissions profile of all students who have approached the employer for consideration onto their preference list. This will be analysed by protected characteristics, as defined in the Equality Act 2010, to assist in the overall data analysis to show if the FTY selection process may be disadvantaging any particular group of candidates.

Under this option, matching will take place in ranked candidate order using both candidate and Training Provider preference lists.

➤ **Option B: Do not submit a Training Provider preference list of candidates.**

This means it is possible for the Training Provider to be matched with any appointable candidate who has added the Training Provider to their preference list.

- If a Training Provider is not submitting a preference list, candidates are not required to contact the Training Provider to arrange a visit. However, we would encourage individuals to make contact, find out more about the opportunities available,

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including terms and conditions of employment and base training site locations available.

- Under this option matching will take place in ranked candidate order based only on candidate preference lists.
- All Training Provider Information Statements will clearly indicate if they are submitting a Training Provider preference list for this recruitment cycle.
- Foundation Training Year recruitment is a highly competitive process, and you should take some time to think about how to set yourself apart from other candidates if required for inclusion on any Training Provider preference lists

## 5.2 Candidate Preferencing

Preferencing is the process of choosing and ranking the programmes that you are interested in applying for through the Oriel system.

A large number of places are being recruited, so it is extremely important that you give yourself enough time to review and think about what type of programme you are interested in undertaking.

In previous years, a number of applicants were not offered places because they did not preference enough programmes or only those that were extremely popular. There were also applicants that were made offers against preferences they were not fully happy to undertake. To avoid these preferencing issues, we recommend thinking carefully about the programme content before preferencing. Consider factors such as: Which training locations does the programme offer? Is the commute reasonable/economical? Where would you live during your training? Do you have any caring responsibilities you need to consider? These are just a couple of the factors you should be considering.

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**IMPORTANT:** All Training Provider Information Statements can be accessed on the PSD [Scotland TPI Site](#). You must take care to preference accurately. **ONLY** preference those programmes and locations that you would be happy to train in.

We strongly recommend that you start reviewing programmes before the preferencing window (29 July 2026 – 22 October 2026). You may also wish to undertake some research such as visiting Training Provider websites or attending open days. Links to the websites for all Training Providers offering training programmes as part of the recruitment process will be available as part of the programme information, where provided.

Analysis from previous years showed that hospital places were very competitive, as reflected in the high fill rate. You should therefore preference as widely as possible to maximise your chance of securing a place through the scheme.

It is important to be aware of all locations and training sites available within your preferred Training Provider. You can usually find this information within the TP Information Statements or ask during the visitation period. Many Training Providers also conduct an additional preferencing/matching exercise once you match with them via Oriel to allocate the base training site location. Familiarise yourself with your preferred Training Providers' full process of allocating trainee pharmacists to a base training site location and ensure you are comfortable with adding them to your list with this information.

You should preference as widely as possible, taking into consideration the points above, to maximise your chance of securing a place through the scheme, however **you should only preference places you are willing to accept.**

**Please be advised, following matching PSD Scotland will have no further input into a training providers allocation of your base training location.**

PSD Scotland will only make exceptions to matched outcomes where a trainee pharmacist is eligible to apply for special circumstances, under our Special Circumstances process ([Appendix E](#)) or if a training provider can no longer accommodate a trainee pharmacist and withdraws their offered post after matching has occurred.

**When is the preferencing window and what do I need to do?**

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The preferencing window is open between 29 July 2026 – 22 October 2026. You will be notified via the Oriel system when the preferencing window is open.

The preferencing window is the time period during which you will be asked to preference all the foundation training programmes you are willing to accept.

During this period, you will need to log onto your Oriel account, access the preferencing page of your application and choose the programmes you are willing to accept. Remember that this is the only route to obtaining a foundation training place.

**Please note that there is no limit to the number of Training Providers you put on your list. Recording “no preference” is not an option and that a minimum of one Training Provider must be listed for a candidate to be included in the matching process.** If you choose not to submit a preference list, then it will be assumed that you have decided to withdraw from the recruitment process, and you will not be included in the matching process.

Preference lists are submitted via Oriel. Once you have been notified that preference lists are open, you will be able to go back into your application via your dashboard (Dashboard->Applications). Once you are back in your application you will see the below screen, where you can click on ‘Update SCOT Preferences’.

You will then see a preferencing screen similar to the screenshot below with all the Training Providers taking part in this year’s recruitment process under the ‘Not Wanted’ category by default.

**Not Wanted:** This is the category you should move all of the programmes you are not willing to accept into. You will never be made an offer of a training place unless that Training Provider was included on your preference list.

**Preference:** This is the category you should move all of the programmes you would actively like to be considered for. You will need to rank all of the programmes you move into this category starting with the number 1. This number indicates the order in which you would like the programme to be considered. If you are unable to rank programmes, leave them in the not wanted section.

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You can use the filtering options as shown in the screenshot below to choose the Training Providers you are interested in matching with and move them into the 'Preference' category.

Application / Preference Update

Application ID: SCOT/23-24/863/FPharm/1-R1A/0000011656/00001  
Training Programme: FOUNDATION PHARMACY  
Recruiting for: Scotland  
Grade applied to: FPharm  
Opening date: Thursday 19 May 2022 11:50  
Closing date: Monday 23 May 2022 17:00  
Time to closing: 4 Days, 5 Hours and 6 Minutes  
Last save: You have not currently saved any changes to your preference ranks.

Session will time out in 58:25 minutes. (Note: you cannot save this page after your session has expired)

**Filter options**

Employer name	Employer type	Skilled worker visa	Size of org. (Primary care only)	Specialty (hospital)	Location (Sector)	Number of Placements
<input type="checkbox"/> Select All <input type="checkbox"/> NHS Ayrshire AND ARRAN <input type="checkbox"/> NHS BORDERS <input type="checkbox"/> NHS DUMFRIES AND GALLOWAY <input type="checkbox"/> NHS FIFE	<input type="checkbox"/> Select All <input type="checkbox"/> Hospital <input type="checkbox"/> Remote & Rural	<input type="checkbox"/> Select All <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Select All <input type="checkbox"/> Acute Trust	<input type="checkbox"/> Select All <input type="checkbox"/> Scotland - East <input type="checkbox"/> Scotland - North <input type="checkbox"/> Scotland - West	<input type="checkbox"/> Select All <input type="checkbox"/> 1

[Click here](#) to download the preferences in an Excel compatible file (.csv).

**Preference (0)**  
 Apply Filtering  
Search: ...  
 Select All  Select None

**Not Wanted (8)**  
 Apply Filtering  
Search: ...  
 Select All  Select None

- Scotland - East - NHS Borders - 037 (places:3)
- Scotland - East - NHS Fife - 039 (places:6)
- Scotland - North - NHS Highland - 042 (places:2)
- Scotland - North - NHS Orkney - 045 (places:1)
- Scotland - North - NHS Shetland - 162 (places:1)
- Scotland - West - NHS Ayrshire and Arran - 036 (places:6)
- Scotland - West - NHS Dumfries and Galloway - 038 (places:2)
- Scotland - West - NHS Lanarkshire - 043 (places:6)

**IMPORTANT: The more programmes you preference, the higher the chances are that you will receive an offer.**

Remember, any programme within your 'Preference' category could be offered to you, so you must be sure that you are willing to work with any of the Training Providers that you preference. You must be aware of the different Terms and Conditions pertaining to employment by that organisation and also the different training site locations available for FTY within the organisation. You need to be satisfied that you would be willing to and able to undertake your training in any of the training site locations listed.

# PSD SCOTLAND National Foundation Training Year Recruitment Scheme

Application / Preference Update

Application ID: SCOT/23-24/863/FPharm/1-R1A/0000011656/00001  
Training Programme: FOUNDATION PHARMACY  
Recruiting for: Scotland  
Grade applied to: FPharm  
Opening date: Thursday 19 May 2022 11:50  
Closing date: Monday 23 May 2022 17:00  
Time to closing: 4 Days, 5 Hours and 6 Minutes  
Last save: You have not currently saved any changes to your preference ranks.

Session will time out in 58:25 minutes. (Note: you cannot save this page after your session has expired)

**Filter options**

Employer name	Employer type	Skilled worker visa	Size of org. (Primary care only)	Specialty (hospital)	Location (Sector)	Number of Placements
<input type="checkbox"/> Select All <input type="checkbox"/> NHS Ayrshire and Arran <input type="checkbox"/> NHS Borders <input type="checkbox"/> NHS Dumfries and Galloway <input type="checkbox"/> NHS Fife	<input type="checkbox"/> Select All <input type="checkbox"/> Hospital <input type="checkbox"/> Remote & Rural	<input type="checkbox"/> Select All <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Select All <input type="checkbox"/> Acute Trust	<input type="checkbox"/> Select All <input type="checkbox"/> Scotland - East <input type="checkbox"/> Scotland - North <input type="checkbox"/> Scotland - West	<input type="checkbox"/> Select All <input type="checkbox"/> 1

[Click here](#) to download the preferences in an Excel compatible file (.csv).

**Preference (0)**  
 Apply Filtering  
Search...  
 Select All  Select None

**Not Wanted (8)**  
 Apply Filtering  
Search...  
 Select All  Select None

- Scotland - East - NHS Borders - 037 (places:3)
- Scotland - East - NHS Fife - 039 (places:6)
- Scotland - North - NHS Highland - 042 (places:2)
- Scotland - North - NHS Orkney - 045 (places:1)
- Scotland - North - NHS Shetland - 162 (places:1)
- Scotland - West - NHS Ayrshire and Arran - 036 (places:6)
- Scotland - West - NHS Dumfries and Galloway - 038 (places:2)
- Scotland - West - NHS Lanarkshire - 043 (places:6)

You will have the ability to move programmes in bulk from within the preferencing section of the application. This will be especially useful if you know you are not interested in a certain type of programme. For example, if you are only interested in working in a hospital programme, you could use the filtering tool to show all hospital programmes and then bulk preference them into the 'Preference' category.

Applicants who require a Skilled Worker Visa can use the bulk preferencing tool to identify Training Providers who offer visa sponsorship and then preference their preferred Training Provider.

## 5.2.1 Submitting your preferences.

If you attempt to leave this page without saving the changes made, you will get the following pop-up message, advising that the changes may not be saved. To save your changes please click "Cancel and then click on 'Save'.

Leave site?  
Changes that you made may not be saved.

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You will be able to confirm when your changes were last saved by checking the ‘Last save’ section.

Application ID:	SCOT/23-24/863/FPharm/1-R1A/0000011656/00001
Training Programme:	FOUNDATION PHARMACY
Recruiting for:	Scotland
Grade applied to:	FPharm
Opening date:	Thursday 19 May 2022 11:50
Closing date:	Monday 23 May 2022 17:00
Time to closing:	4 Days, 5 Hours and 0 Minutes
Last save:	Thursday 19 May 2022 12:00

Session will time out in 59:44 minutes. (Note: you cannot save this page after your session has expired)

**IMPORTANT:** There is no submit button for submitting the list, as you can save your choices and amend them up until the preference window closes.

**IMPORTANT:** Enhanced preferencing is **NOT** available when applying for a vacancy in Scotland

### 5.3 Terminology: programmes, places and placements

You will see the words “**programme**”, “**places**” and “**placements**” used in reference to your preferencing.

Please see the table below for an explanation of each:

Term	Description
Programme	The programme is the Foundation Training position that is being offered to you. All programmes are 52 weeks in length.
Places	Places relate to the number of posts available for trainee pharmacists within the Training Provider organisation.  Some programmes can accommodate only a single trainee pharmacist whereas other programmes may have multiple trainee pharmacists undertaking an identical training programme.  Where there is more than 1 place available, it is likely that there will be different base training site locations for each trainee pharmacist, and you should not assume your base training site location.

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Placements	<p>Training programmes may be made up of a single placement of 52 weeks or of smaller constituent parts. Placements represent a constituent part of a programme. They reflect the practice setting you will be undertaking your training in.</p> <p>A placement is a minimum of two months in length.</p> <p>Programmes can have a maximum of three placements within them. Many will only have one e.g. one placement for 52 weeks in community.</p> <p>Placements may be, for example, in the following practice settings:</p> <ul style="list-style-type: none"><li>• Specialist Hospital areas</li><li>• Primary Care</li></ul>
------------	---

### 5.4 Programme information

Every programme being recruited through the recruitment process will be listed in the preferencing section of the application. Programmes will be displayed as preference codes and will be presented in the following way:

- Region/Name of Training Provider/Unique code
- For example: Scotland-West-Pharmacy Name-084

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**IMPORTANT:** If you are not subject to any visa restrictions or are applying via the Graduate Visa route you will be able to preference all of the listed Training Providers, including the Training Providers marked as being able to accommodate a Skilled Worker Visa applicant.

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You will be able to download and export a spreadsheet version of all of the programmes being recruited from the preferencing section of the application.

By clicking on the preference code, you will be able to view the following information about each of the programmes available as part of the recruitment process:

- Training Provider name
- Programme title
- Programme description
- Region
- Employer type

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- Whether that employer is a Licensed Skilled Worker Visa sponsor or not
- Number of placements
- Places available
- Employer website

**IMPORTANT: Programme information is correct at time of publication but can change, you will be notified of any changes in the programme information. This will be communicated to you via Oriel message.**

### 5.5 Skilled Worker visa sponsorship

Applicants who require a sponsor will be able to filter out all the programmes that cannot support their application through the preferencing section and should move them to the “Not Wanted” category. **It is the applicant’s responsibility to ensure they only preference Training Providers who offer sponsorship if they require a Skilled Worker visa.**

**Please note:** If a programme is able to sponsor a Skilled Worker Visa applicant, this will be indicated within their Training Provider Information Statement, available on the [Public Services Delivery Scotland TPI Site](#). Please refer to [Section 3.5](#) of the handbook for further information.

Not all of the programmes available in the recruitment process will be able to accommodate applicants requiring a Skilled Worker Visa. These programmes will be clearly marked to applicants and will not be offered under any circumstances if you do not include them on your list. If you require a SWV for your foundation training, **you must only preference programmes that offer SWV sponsorship.**

**If you are unsure of your visa status, please refer to the [UK Visas & Immigration website](#) for up to-date information. Please make sure you also read section [3.2 Overseas applicants – Eligibility](#) of this handbook.**

## 5.6 TPI Filters

To aid in the process of preferencing programmes there are a number of filters you can apply to refine the programmes displayed. The filters are as follows:

Filter	Options
Region	Scotland – North Scotland – West Scotland – East Scotland – National
Employer Type	Hospital Community Modular Remote & Rural Split
Licensed Skilled Worker Visa Sponsor	Tick box
Training Provider Unique ID	Auto-generated code specific to each Training Provider. Applicants will need this code during preferencing and can search for training providers on TPI using it.

You will also have the ability to search for individual Training Providers by entering their name or unique ID into the ‘Find’ box.

## 6. Processing applications and assessment

### 6.1 Longlisting

The longlisting process takes place after the application window opens (from 15<sup>th</sup> of June 2026 onwards) and is undertaken to check the eligibility of the applicants. As part of the longlisting process, you may be required to provide additional information/documentation to support your application.

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**IMPORTANT:** Please closely monitor your Oriel account regularly and respond promptly to any requests. Failure to respond by specified deadlines may result in your application being withdrawn from the recruitment process.

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### 6.2 Situational Judgement Test (SJT)/Numeracy - Invitation to assessment

All successfully longlisted applicants will be invited to attend an SJT/numeracy assessment centre. These assessments will be taken at a Pearson Professional Assessments test centres or via remote online testing in exceptional circumstances.

Pearson Professional Assessments is a multinational publishing and education company that specialise in facilitating computer-based tests and have a large number of test centres within the United Kingdom and abroad. NHS England currently use their centres for the recruitment of Dental Foundation Trainees and General Practice Trainees.

The invitation to attend an SJT/numeracy assessment will be sent via Oriel and will contain instructions on how to register and book a slot. Please note, this email **is not** confirmation you have a booked an assessment slot. Once you have booked a slot, you will receive an email from Pearson Professional Assessments with the booking details.

Once the invitation is received, applicants will need to register and book an available appointment slot.

To register applicants will need to enter the following:

- First Name\* (middle name is not required)

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- Surname \*
- Oriel pin\*\*
- Exam pin (will be generated on Oriel prior to the booking window)

\*The FTY Recruitment Team will email you these details as you have entered them on your Oriel account, stating exactly how you should enter this information. If you do not follow these instructions the system will not accept your registration.

\*\* Every applicant is assigned an Oriel pin when they submit an application. The FTY Recruitment Team will email this information to all applicants. You can also find your Oriel pin by signing into your Oriel account. **This pin will also be required when you register for training with the GPhC.** Candidates who applied to only the Scotland vacancy on Oriel will be required to omit the zeros at the start of their pin number and then preface their number with SCOT when creating their Pearson Vue account for their details to be recognised by the system. For example, if your Oriel Pin number was 0000071156, then you would omit the zeros at the start, so you are left with 71156. As a Scotland only applicant you would preface your Oriel Pin number with SCOT, entering it on the website as SCOT71156.

### **Booking a Pearson VUE centre when you require reasonable adjustments.**

If you have had additional time to sit the assessment agreed as a reasonable adjustment\* you will have the ability to book your own slot through the Pearson Professional Assessments website. When you register on the website it will recognise that you require additional time and will only allow you to book onto slots that can accommodate your need for additional time.

If you require reasonable adjustments beyond additional time, you will be required to complete a Special Accommodations form via the Pearson Professional Assessments website. The FTY Recruitment Team will provide the relevant link through and email sent via Oriel. During the booking window you will be contacted directly by the Pearson Professional Assessments team to facilitate the arrangement of a suitable test centre.

**IMPORTANT:** All reasonable adjustments must be requested during the application window on Oriel as any adjustments approved will need to be applied to your SJT/numeracy test account prior to you booking a slot at an available test centre.

\*For the full reasonable adjustments process, please see [Appendix E](#).

## 6.2.1 Situational Judgement Test (SJT)/Numeracy Assessment Test Centres

The booking window for the SJT/numeracy assessment is between 3<sup>rd</sup> August 2026 – 14<sup>th</sup> August 2026.

To find the location of your nearest test centre, visit the Pearson VUE Test Centre search option [here](#). Please note all Pearson Professional Assessments VUE test centres are subject to change.

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**IMPORTANT:** You need to arrive at the Pearson Professional Assessments centre to sit your SJT/numeracy assessment 15 minutes before the time you have booked. If you arrive more than 15 minutes late to your appointment, you may be refused admission.

**Expenses:** Whilst we do not reimburse expenses incurred, we do recommend that you book travel and accommodation (if needed) as early as possible if needed.

## 6.3 Methods of assessment

The criteria that you will be assessed against at the assessment stage come directly from the Person Specification and Foundation Training Professional Attributes Framework (available in [Appendix A](#) and [Appendix C](#)). You are encouraged to read both documents thoroughly to aid in your test preparation.

**IMPORTANT:** All applicants are encouraged to prepare thoroughly for the selection process. There are learning packages freely available to applicants, which will provide a deeper understanding of key areas of the Professional Attributes Framework. To access, use the following link: <https://www.cppe.ac.uk/programmes/l?t=Undergrad-G-01&evid=49535>.

## 6.3.1 Numeracy Test

### Overview of Numeracy Test

The numeracy test will be taken directly before the SJT within a Pearson Professional Assessments test centre. The test is designed to test numeracy with less clinical context than the GPhC registration assessment.

The numeracy test is designed to provide assurance of an applicant's ability to carry out basic pharmaceutical calculations. There are ten questions, and the time allowed for the exercise is 20 minutes. These calculations are not provided in a clinical context and are designed to test mathematical ability rather than practice-based knowledge.

Part one of the GPhC registration assessment is based upon the framework outlined in the table below. Some framework domains are more complex in nature and are better suited to developing skills in the final year of MPharm and in Foundation year. Other areas, however, should be developed by the end of the third year of MPharm and were therefore used in the development of the numeracy tests for the National Recruitment Scheme.

GPhC Assessment Framework Calculation Skills	Covered in National Recruitment Numeracy
Doses and dose regimens	Yes
Dosage and unit conversions	Yes
Estimations of kidney function	No
Displacement volumes and values	No
Concentrations (e.g. expressed as w/v, % or 1 in x)	Yes
Dilutions	Yes
Molecular weight	No

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Using provided formulae	Yes
Infusion rates	No
Pharmacokinetics	No
Health economics	No
Quantities to supply	Yes

### For the numeracy assessment note the following:

- You will be required to enter numerical answers only; the addition of units is not required.
- Where an answer is required to a number of decimal places, this will be clearly stated in the question text. Answers requiring a whole number input will **not allow inputting of decimals** and will flag as an input error. Please read the question carefully to avoid confusion.

### Calculators

- You are advised to bring your own calculator on the day of your numeracy test.
- Calculators will also be available on-screen as part of the numeracy test, but the test centres do not provide actual calculators.
- You are responsible for making sure that your calculator works on the day. You may wish to consider bringing a spare as there will be no replacement calculators provided at the test centre (however, the on-screen calculator will be available for use if needed).
- You may not share a calculator with another candidate during the assessment.
- Your calculator will be visually inspected prior to the start of the exam. Other items, such as spare calculators, calculator covers, keystroke cards, instruction manuals, spare batteries, memory aids, stickers or any sticky note attached to your calculator are not permitted in the testing room. These items must be stored in your secure locker outside of the testing room, and test centre staff will permit you to retrieve them if needed.
- Your calculator must remain on your desk in full view throughout your assessment.
- You may not use calculators on smartphones, tablets, smartwatches or equivalent technology.

Please note the following:

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Only the **following models** are permitted by Pearson Professional Assessments:

1. Aurora DT210



6. Casio MX 8B-WE\*/ MX 8B\*



2. Aurora HC133



7. Catiga CD-8185



3. Casio SL-300SV



8. Casio MS-80F



4. Casio HS-8VA



9. Casio SL-460L-W



5. Casio MX-8S-WE\* (also known as MX-8S\*)



10. Lexibook C208



## 6.3.2 Situational Judgement Test (SJT)

### Overview of Situational Judgement Test (SJT)

Situational Judgement Tests (SJTs) are a measurement methodology designed to assess judgement in work-relevant situations. The foundation training SJT has been designed to assess the professional attributes expected of a foundation trainee pharmacist. The scenarios have been written by subject matter experts who work closely with trainee pharmacists. This ensures that the scenarios presented are realistic, fair, and provide an accurate reflection of what trainee pharmacists encounter in their role.

The SJT will be an online test undertaken at a Pearson Professional Assessments test centre, examining five of the attributes from within the foundation training Professional Attributes Framework. It will consist of 52 scenarios to be completed in 104 minutes. When responding to each scenario you will be asked to place yourself in the role of a trainee pharmacist and indicate what you should do in response to the situation presented.

Within the SJT there will be two types of response formats:

- Rank five responses in order of appropriateness in response to the scenario
- Multiple choice, where you will be required to select the three most appropriate actions (out of a total of 8) in response to the scenario

The SJTs directly test the following attributes from the Pharmacist Professional Attributes Framework:

- Person-centred care
- Multi-professional collaboration and leadership
- Professional integrity and ethics
- Problem solving, clinical analysis, and decision making
- Communication and consultation skills

However, as many of the attributes are interlinked, successful SJT performance requires the candidate to utilise other behaviours within the PAF that are not directly tested.

Applicants are advised that a glossary is provided and is accessible throughout the test to check definitions of words or terms marked with an asterisk\*.

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Once applicants have completed the SJT they will be directed to complete a voluntary survey to provide their feedback on the numeracy test and the SJT. Feedback is important and is used to help inform the selection process for future recruitment rounds.

**REMINDER:** All applicants are encouraged to prepare thoroughly for the SJT and numeracy test. A sample paper is available on our website here [FTY applicants | Public Services Delivery Scotland](#)

**IMPORTANT:** Please use only the links provided on the national recruitment and CPPE websites to help you prepare. PSD Scotland does not endorse the use of any other practice materials or questions available through third party websites.

### 6.3.3 Sitting an SJT/numeracy assessment at a Pearson Professional Assessments test centre

To ensure a straightforward assessment experience, please review the following guidelines:

- You will need to arrive 15 minutes before your booked time.
- You will sit the numeracy test at a computer, followed directly by the SJT.
- You may be sat with people who are taking non-PSD Scotland Foundation Training recruitment tests e.g., a driver theory test.
- All tests are sat under exam conditions, Pearson Professional Assessments staff will be there to assist should you have any issues on the day.
- Please note all seats in the test room are near to the test room door, but if you have preference to sit as near as possible to the door, you can request this at the test centre during the check-in and the administrator will seat you accordingly if they are able to do so.
- During check-in, you will be provided with a whiteboard and pen, to take notes / work through calculations during your assessment. The whiteboard must be returned at the end of the test session. Note that the whiteboard is not erasable. If you fill it up, you can request a replacement by returning the original whiteboard.
- No note paper of any kind is permitted.

You can find further guidance on what to expect at a Pearson Professional Assessments [test centre](#) by visiting [Helpful resources for test-takers - Pearson VUE](#). To find out your nearest authorised test centre, use the Pearson VUE Test Centre search option [here](#). Please note all Pearson Professional Assessments [test centres](#) are subject to change. If you need to cancel or change your slot, you need to contact Pearson Professional Assessments [test centre](#) directly.

All applicants attending NRS assessments at Pearson Professional Assessments test centres should expect enhanced security checks during test centre check-in. This includes a brief security scan (hand-held wands) conducted by trained test centre staff to maintain exam integrity. All unauthorised electronic devices (including mobile phones and smart watches) must be powered off and stored before entering the testing area. Applicants with approved medical or religious exemptions should ensure this has been agreed in advance.

## 6.4 Pearson Professional Assessments test centres documentation

Please note that ID requirements are set by Pearson Professional Assessments and are mandatory for all applicants sitting any assessment. You will be **refused entry** if you arrive with incorrect evidence.

You will be required to present one form of original (no photocopies), valid (unexpired) government issued ID that includes your name, photograph, and signature.

The first and last name used during registration **must** match exactly the first and last name on the ID that is presented when attending on your test day. Ensure any middle names are correctly matched e.g. middle names that are included on your ID but not initially provided during registration.

**IMPORTANT:** If the name on your passport differs from your current name, bring evidence of the name change, such as an original marriage certificate or other appropriate documentation, along with a copy of said document.

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To view the full ID policy, including any additional allowances to this policy, please visit <http://www.pearsonvue.com/policies/1.pdf>

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If you have any questions or concerns about the required ID, you are required to bring with you to the testing centre please contact [Pearson VUE Customer Service](#).

If your name changes between application submission of your application and the sitting of your numeracy/SJT please contact the FTY Recruitment Team [here](#). Should you also have any queries concerning the format of your name or the validity of your identification documents, please notify the FTY Recruitment Team through the [service desk](#) so that appropriate advice may be offered.

### 6.5 Scoring guidance

You will receive individual feedback about your test centre performance by no later than 30<sup>th</sup> December 2026. This will include:

- Overall score for SJT
- Numeracy test score
- Score breakdown by SJT attributes

This information will be available on your Oriel dashboard. Please click on 'Interview' after receiving an email notification from Oriel advising that you can now log in to view your score. The guidance and screenshots that follow below will show you how to access your scores.

Applications details [View SCOT preferences](#) [Application options](#)

The screenshot displays the 'Applications details' page. At the top, there is a progress bar with five stages: APPLY, LONGLIST, SHORTLIST, INTERVIEW, and OFFER. Each stage has a green checkmark and a 'Completed' button below it. Below the progress bar, the text 'Scotland: 464.00 out of 500.00' is shown, along with a 'View station scores' button. Below this, there are three tabs: 'Summary', 'Application page tracker', and 'Attached documents'. The 'Summary' tab is active, showing application details. To the right of these details is a table with the following data:

Application to	Application status	Rank	Rank out of
Scotland	Offer accepted	1	10

You will see a screen similar to the image below confirming your applicant ranking. Clicking on 'View Station scores' will display a pop-up message with your SJT and Numeracy score.

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Scotland: 464.00 out of 500.00 [View station scores](#)

**Summary** Application page tracker Attached documents

**Application ID:** SCOT/23-24/863/FPharm/1-R1A/0000011656/00001

**Training programme:** Foundation Pharmacy

**Recruitment lead:** NHS Education for Scotland

**Grade applied to:** FPharm

**Opening date:** Thursday 19 May 2022 11:00

**Closing date:** Thursday 19 May 2022 11:50

**Vacancy status:** Interviewing

**Offer process:** Online through this system

Application to	Application status	Rank	Rank out of
Scotland	Offer made	1	10

My applications 3 results found Applications details [Application options](#)

Sort by: Submitted date (most recent)

**SCOT - Foundation Pharmacy - FPharm** **Submitted**

**Application status:** Offer made

**Application ID:** SCOT/23-24/863/FPharm/1-R1A/0000011656/00001

**Recruitment lead:** NHS Education for Scotland

**Closing date:** Thu 19/05/2022 - 11:50

**Interview station scores**

**SJT:** 464

**Numeracy:** 4

[Cancel](#)

**SCOT - Foundation Pharmacy - FPharm** **Submitted**

**Application status:** Applied

**Application ID:** SCOT/23-24/858/FPharm/1-R1A/0000011656/00002

**Recruitment lead:** NHS Education for Scotland

**Closing date:** Fri 20/05/2022 - 10:00

**SCOT - Foundation Pharmacy** **In progress**

**Application ID:** SCOT/23-24/863/FPharm/1-R1A/0000011656/00001

**Training programme:** Foundation Pharmacy

**Recruitment lead:** NHS Education for Scotland

**Grade applied to:** FPharm

**Opening date:** Thursday 19 May 2022 11:00

**Closing date:** Thursday 19 May 2022 11:50

**Vacancy status:** Interviewing

**Offer process:** Online through this system

Application to	Application status	Rank	Rank out of
Scotland	Offer made	1	10

This information will be sent to you via the email address registered on your Oriel account.

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

Minimum thresholds for the Numeracy and SJT help identify applicants needing extra support to achieve the required standard to commence their foundation training year. These thresholds vary annually based on cohort of applicants performance and are determined using an evidence-based standard setting process, including statistical analysis of the questions.

**IMPORTANT:** All applicants, including those who fall below the minimum threshold in either the numeracy test or the SJT, will be eligible to receive an offer of foundation training. Public Services Delivery Scotland via NHS England will provide all Schools of Pharmacy\* (SoPs) with scoring breakdowns for their student cohorts so that targeted support may be offered to applicants where required, before they start their foundation training.

\*Including Scottish Schools of Pharmacy

### 6.5.1 Situational Judgement Test Scoring

The SJT consists of 52 scenarios scored using a pre-determined scoring key agreed with Pharmacy subject matter experts. Your SJT score will be the final score in the pharmacy recruitment process, determining your overall rank. Each year, 8 of the 52 scenarios are new 'pilot' items, that do not contribute to your raw score. As applicants sit multiple SJT papers, SJT scores are equated. This is to ensure that your final SJT score accounts for the differences between papers.

For more information on the SJT scoring methodology visit our recruitment website here: [fty-sjt-scoring-guidance-2024.pdf \(scot..uk\)](https://www.fty-sjt.scoring-guidance-2024.pdf)

### 6.5.2 Numeracy Test Scoring

Your score for the numeracy test is between 1 to 10.

The score you receive for your numeracy test will not be included within your total score but may be used as a tiebreaker (see below). However, as described above, applicants who score below the minimum threshold for the cohort will be highlighted to their SoP for further support if required.

### 6.5.3 Tie-breakers

Your SJT total score will rank you against all applicants within the Oriel system.

In the event of a tied SJT score, various metrics will be used as tie-breakers to ensure each applicant has a unique rank.

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

1. Trial items: each assessment has a number of scenarios that measure the same attributes and are developed following the same process as the scored items being tested. As they are being trialled, they do not contribute to your SJT score but are used as the first tiebreaker in the case of tied SJT scores.
2. SJT attributes: if the score is still equal, the scores received will be differentiated using the attributes measured within the SJT. These will be based upon stakeholder rankings of the importance of each attribute.
3. Numeracy test score: if scores remain tied, your score from the numeracy test will be used.

In the event of a tied score, the following tie-breakers will be used in the order:

- SJT Trial Item Total Score
- Person-Centred Care SJT Score
- Professional Integrity & Ethics SJT Score
- Problem Solving, Clinical Analysis & Decision Making SJT Score
- Multi-Professional Working & Leadership SJT Score
- Numeracy Test Score

## 7. Offers process

Offers will be coordinated through the Oriel system by the FTY Recruitment Team, based on your rank and the order of your Training Provider preferences, as well as the preferences submitted by your preferred Training Provider (where applicable).

You will be notified of offers via your Oriel account. Notifications can be received at any point during the offers window, from early November to early December.

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**IMPORTANT:** During the offers window we strongly recommend monitoring your Oriel and email accounts (including the junk/spam folders) closely to ensure you do not miss notifications of offers.

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## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

You will have **48 hours** (excluding weekends and bank holidays) to accept, decline or hold an offer (see next page). If you do not respond within the 48-hour window, your offer will expire, and your application status will change to 'Offer Expired'.

### **IMPORTANT:**

- **If you decline an offer, you will be removed from the recruitment process.**
- **If you let an offer expire, you will be removed from the recruitment process.**
- **Once removed from the recruitment process you will not be eligible to receive any subsequent offers.**
- **REMEMBER: The NRS is the only route to a foundation training place. If you decline an offer, you may miss out on a training place for 2027.**

## 7.1 Offer responses

Once you have received an offer and signed into your Oriel account you will have the following options as per the screenshot shown below.

The screenshot displays the 'Offer / Summary' page in Oriel. It is divided into several sections:

- Offer / Summary:** A table of key details including Application ID (SCOT/23-24/863/FPharm/1-R1A/0000011656/00001), Recruitment lead (NHS Education for Scotland), Training Programme (Foundation Pharmacy), and Application status (Offer made). It also shows the offer ranking (Ranked 1 out of 1) and the offer status (PENDING).
- Offer / Programme Preference Detail:** A table providing specific details for the 'Scotland - East - NHS Borders - 037' programme, including the employer name (NHS BORDERS), programme title (NHS Borders), location (Scotland - East), and salary (£25,351).
- Offer / Placements:** A table with columns for Placement, Setting, and Length. It shows one placement at a Hospital setting for a duration of 12 months.
- Offer / Information:** A section titled 'PENDING OFFER' with explanatory text: 'You can accept or hold only one offer. Offers that are not accepted, held or declined will automatically expire 48 hours after the date/time the offer was made. This offer can be held until 11:00 on Saturday 30 Sep 2023. Declined and expired offers will be recycled and offered to another applicant. If you have a genuine reason for not responding to the offer within the time limit, you should contact the relevant recruiting organisation.'
- Offer / Actions:** A vertical sidebar on the right containing three buttons: 'Accept Offer' (green), 'Hold Offer' (yellow), and 'Decline Offer' (red).

- **Accept**
  - If you accept an offer this means you AGREE to complete your Foundation Training with this Training Provider, in accordance with any information provided by the Training Provider during the visitation period regarding terms and conditions of employment and the allocation of specific base training site location(s).
  - By accepting a conditional offer on Oriel you are agreeing to enter into a contract of employment with the matched Training Provider.
  - The offer is conditional upon a contract of employment being agreed directly between you and the Training Provider.
  - Once you accept the offer, you will be removed from the offers process unless you choose to opt into upgrades. (see [section 7.2](#))

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

- Accepting an offer which you subsequently decline has significant implications for Training Providers and other applicants who preferenced that post.
- Your School of Pharmacy will be informed if you decline a previously accepted offer without valid reasons, and your options to secure another suitable training place will be severely limited.
- If you have applied to both the England and Wales vacancy and the Scotland vacancy, accepting an offer for one will automatically result in the other offer being rejected by the system. Rejected offers cannot be reinstated under any circumstances.
- **Hold**
  - This option will be available on Oriel to all applicants but can only be used by applicants who have applied to both the National and Scotland vacancy (see [section 7.3](#))
- **Decline**
  - If you decline an offer, you will not be eligible to receive any subsequent offers, so declining an offer is something to consider very carefully.
  - Consider this very carefully when preferencing: **DO NOT preference a programme you would not be willing to accept.**

## 7.2 Upgrading

Upgrading is an optional feature in Oriel that helps you receive the **highest ranked programme** still available to you **after you have received an offer**. If you choose to opt in, the system will automatically move you to a programme you ranked higher on your preference list, should a place become available.

To be considered for an upgrade, **you will first need to either ACCEPT or HOLD your received offer before you can OPT IN for upgrades**. Once an Offer is ACCEPTED or HELD, you will need to tick the **'I wish to OPT IN to automatic upgrades'** box as seen in the screenshot below:

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

Offer / Information

**YOU HAVE ACCEPTED THIS OFFER**

If you opt to accept with upgrades you are agreeing that should one of your higher preference posts become available (possibly through being declined by a higher ranked applicant) you want to be automatically upgraded to this post. Once you have been upgraded it is not possible for your previous offer to be reinstated.

The upgrade deadline for this offer is currently 16:00 on **Monday 19 Apr 2021**.

Please note deadline dates are subject to change.

I wish to 'OPT IN' to automatic upgrades

Offer / Active Applications + Offers In The Same Round

No applications/offers returned

Offer / Actions

This offer has been accepted. To update your opt in status please update the 'I wish to Opt IN to automatic upgrades' check-box to the left and press save below.

Save Opt In/Out

Upgrade PNRO preferences

- If you opt in, and a higher ranked preference becomes available you will be **automatically** upgraded to this offer, if eligible, until the upgrade deadline (end of November).
- You can opt out of the upgrade system at any point during offers process.
- Your status will automatically change to “Offer Accepted” after the upgrade deadline
- If your offer is upgraded, then you cannot revert back to the original offer. The original offer is completely replaced by the upgraded offer.
- Once you have accepted an offer, you can opt in or out of upgrades at any time until the upgrade deadline has passed.
- The programme you accept can be easily identified by the word ‘OFFER’ displayed in RED.
- This programme cannot be moved into the ‘Not wanted’ column.
- Any programme ranked higher than the ‘OFFER’ programme will be considered for upgrades.
- You will never receive an offer that is ranked lower than the ‘OFFER’ programme.

### 7.3 Holding an Offer: For applicants applying to both National and Scotland vacancies only

**Holding an offer is only available for applicants who have applied to both the England and Wales, and the Scotland vacancies.**

If you have applied to both Scotland and England/Wales, you may be offered a place in both vacancies.

- Oriel will allow you to hold ONE offer while you decide which one to accept.
- The hold offer can be accepted or declined at any time up until the hold deadline.
- Only **ONE** offer can be held at any time during the offer window.
- **Trying to hold a second offer will result in the original held offer being rejected.**

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

- Before the hold deadline passes, offers must be confirmed as “Accept”, “Accept with upgrades” or “Decline.”
- **If you choose to hold, you will have two options:**

### 1. Hold without upgrades:

This option is intended for applicants who are satisfied with their first offer and would be prepared to accept it, while still wishing to consider any subsequent offer that may be received from the England/Wales vacancy. In summary, this means:

- The applicant is reserving the offer
- No upgrades by preference will be made
- Offers from England/Wales can still be received
- The held offer can be accepted or rejected at any time up until the hold deadline

### 2. Hold with upgrades:

This option is intended for applicants who have received an offer lower on their preference list and who choose to hold the offer whilst opting in for upgrades, allowing them to remain in consideration for higher ranked programmes through upgrades while also keeping their options open to consider any subsequent offer that may be received from the England/Wales vacancy. In summary, this means:

- The applicant is reserving the offer
- The hold offer preference will be automatically upgraded if higher-ranked preferences become available.
- Offers from England/Wales can still be received.
- Applicants who opt into upgrades will have their offer upgraded without further contact being made with them. Applicants are notified of the upgrade by message within their Oriel account.
- The hold offer can be accepted or rejected at any time until the hold deadline.
- After an upgrade, there is no opportunity to revert to the previously held offer.

**If no action is taken by the hold deadline, the held offer will expire and be deemed declined and will be offered to another applicant.**

**IMPORTANT:** If you have applied to only one Oriel vacancy you **must not hold**; this option is only for those who have **applied to both vacancies**.

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## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

### **Here are some examples of 'Holding an Offer':**

**Example 1:** an applicant has applied to the England/Wales and the Scotland vacancies – Accepting Held Offer

Errol receives an offer from the Scotland vacancy but wants to explore his options before making a final decision. Hoping to receive an offer from the England/Wales vacancy, he places his Scotland offer on hold. A week later, he receives an offer from the England/Wales vacancy and determines that it better aligns with his future plans. Within the 48-hour decision window, he accepts the England/Wales vacancy offer, which results in the automatic declining of his Scotland offer.

**Example 2:** an applicant has applied to the England/Wales and the Scotland vacancies – Inaction on Held Offer

Donna receives an offer from the England/Wales vacancy but hopes to receive an offer from the Scotland vacancy before making her final decision. To keep her options open, she holds the England/Wales offer. However, after waiting for a response from the Scotland vacancy with no forthcoming offer, she forgets to take action before the hold deadline expires. As a result, she receives an email confirming that her held offer has been automatically declined due to inaction. Unfortunately, this means Donna is unable to secure a training programme.

**Example 3:** an applicant has applied to the England/Wales and the Scotland vacancies – Held with Upgrades

Nimisha applied to both the England & Wales and Scotland vacancies. She initially received an offer for a programme in England & Wales, but since it was lower on her list of preferences, she chose to hold the offer while opting in for potential upgrades. She was also anticipating an offer from the Scotland vacancy.

After the second round of offers, she still had not received an offer from Scotland, but she did receive an upgraded offer for a programme in England & Wales—one that was ranked 2 places higher than her initial offer. Since this new offer aligned better with her future plans, she decided to opt out of further upgrades after receiving the email notification.

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

After receiving an offer from the Scotland vacancy, she found that the programme didn't match her aspirations. As a result, she accepted the England & Wales programme, and this automatically declined her Scotland offer.

### 7.4 Unsuccessful in being matched.

Being eligible to receive an offer via Oriel does not guarantee that a candidate will receive an offer. There is a limited number of Scottish Government funded PSD Scotland FTY posts available for each training year. We typically have more candidates than funded posts.

Candidates may not be made an offer for the following reasons:

- The number of candidates in the recruitment process is higher than the number of PSD Scotland funded places offered.
- A candidate may not match to a Training Provider if the Training Provider submitted a preference list and the candidate's name does not appear on this list.
- A candidate has been unable to make a successful match due to limited spaces with Training Providers. Some Training Providers are extremely popular with all candidates and have a very small number of places available, making them unavailable early in the matching process.

### 7.5 Clearing

Depending on the number of places remaining at the end of the offer process, a clearing process to match remaining candidates to available places may be undertaken. Public Services Delivery Scotland will contact Training Providers with posts remaining to ask if they would like to take part in the clearing round. Details of participating Training Providers will be shared with unmatched candidates, and their preference lists will be reopened to allow edits before matching taking place. There has not been any clearing round activity in the past three FTY recruitment cycles.

## 7.6 What happens after accepting an offer

After you have accepted an offer, and the upgrade window has passed, your information will be released to the Training Provider whose programme you have accepted. The release of employer information will take place in December 2026.

## 7.7 Contacting Your Training Provider

We advise you to wait for your Training Provider to contact you. December is a very busy period for pharmacy, so they may not contact you immediately. Please be patient and wait for them to contact you as soon as they can. **If they have not contacted you by the beginning of February, please contact them then.**

### Registering with the GPhC

You are also advised to read the [information on the GPhC website](#) on registering as a Trainee Pharmacist. Your application is usually required in June of the year you will start your training.

**Please note that you cannot start your training year until you have registered and been approved to start Foundation Year Training by the GPhC.**

### Visas

If you accepted an offer for a programme which offers Skilled Worker Visa sponsorship and you require skilled worker visa sponsorship, you will need to tell your Training Provider so that sponsorship can be discussed. If you will be using a graduate visa to undertake your training, please inform your Training Provider.

### Pre-Employment Checks

Candidates are asked to make key declarations on their application form relating to honesty and probity. In addition, they are advised that further pre-employment checks are carried out by the Training Provider. Some pre-employment checks, such as PVG and Right to Work checks for trainees requiring visas, depend on the processing timelines of public bodies, in this case Disclosure Scotland and the Home Office. We recommend beginning these checks as early as possible, as there can be unforeseen delays outside of your control.

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

**IMPORTANT:** Offers are subject to Training Provider pre-employment checks such as occupational health, PVG, immigration requirements, and satisfactory references. Pre-employment checks normally start between three and six months before the programme start date. It is your responsibility to ensure you have up-to-date visa status and documentation. Trainee pharmacists cannot start in post until all checks are fully complete and an unconditional offer of employment has been issued

**IMPORTANT:** Accepting an offer through Oriel shows that you are 100% intending to take up that post, and therefore the employer can consider their post to be filled. Accepting an offer and then refusing it has significant implications for both employers and other applicants who preferred that post (see below). Your School of Pharmacy may be informed if you take this action without valid reasons, and you risk your ability to secure a training place for 2026.

Accepting an offer through Oriel does not constitute an offer of employment. It is the responsibility of the Training Provider to confirm specific base training site location to you and to offer you a contract of employment for the 52 weeks of FTY training. Please note that service reconfiguration and pharmacy closures may result in your training place changing.

### 7.8 Withdrawing from an Oriel offer

In previous years, some applicants withdrew after accepting their offer. Whilst there are valid unforeseeable reasons for withdrawing, we advise applicants to think very carefully before doing so.

Withdrawing from a programme once the Oriel offers process is complete carries a number of significant negative ramifications:

- Displays a level of unprofessionalism.
- The programme is no longer available to other applicants who wanted it.
- Potentially means taxpayers money is wasted if the place remains unfilled.
- May negatively impact upon the pharmacy's workforce planning because you have left them without a Trainee Pharmacist.
- May discourage Training Providers from recruiting via Oriel in the future, disadvantaging other students and reducing training capacity overall.

## PSD SCOTLAND National Foundation Training Year Recruitment Scheme

- Puts your training at risk; direct support from NHS Scotland may be limited, and you may be unable to secure any other suitable training post.
- **REMEMBER:** The PSD Scotland National Recruitment Scheme is the only way to obtain a training post. By rejecting a post, you have preferred, you are effectively removing yourself from a training opportunity.

PSD Scotland reserves the right to inform your School of Pharmacy if you renege on an offer without a valid reason.

**Only preference programmes you are willing to undertake, and if you do not wish to accept a programme, decline it before the offers window closes so that it can be offered to another applicant.**

## 7.9 Data Sharing

The information you provide via Oriel will be used for the following purposes:

- Processing your data during the recruitment process
- Processing successful applicant data by Public Services Delivery Scotland, Deaneries, and employing NHS organisations
- Processing matched applicant data by Public Services Delivery Scotland to share with the GPhC for registration purposes and for the GPhC to return information on applicants' eligibility to commence training and registration assessment outcomes.
- Use of recruitment data for evaluation, research and testing purposes, as well as for workforce planning and quality assurance. This may involve sharing your data with other organisations involved in these purposes such as Training Providers, Schools of Pharmacy, etc.

Full details on how your data will be stored and processed can be found by accessing the Oriel privacy policy [here](#).

## 7. What to do if you need to resit your academic exams

In the unfortunate circumstance that you need to resit some or all of your University examinations, options to begin your training year after successful completion of your academic course are still open to you.

## 7.1 If you are resitting some modules

If you need to resit some of your modules but will not need to resit your whole year, **inform your employer as soon as possible** that you will be starting your training in the November window. Your employer should be able to accommodate trainee pharmacists starting in either the July or November window.

## 7.2 If you are resitting the whole year

If you will be required to resit the whole year, you will be unable to begin your training until 2028. In this case the following options will apply:

a. **Defer your training.**

Please refer to the PSD Scotland Deferral process in Appendix F to see if you meet eligibility.

b. **Reapply to the new training year and resit the SJT/Numeracy Assessments**

If you are not eligible for deferral or prefer to select a training place from all those available in the next recruitment cycle, you must resit your **SJT/Numeracy Assessments** to be ranked alongside the new cohort. This option allows you to preference from every place available in that year, based on your new ranking. Remember, **this option is only available** if you register via Oriel and submit your application within the application window and resit your **SJT/Numeracy Assessments**.

## 8. Enquiries

Additional information and guidance documents will be published on the Public Services Delivery Scotland Foundation Training Year website at relevant intervals in the recruitment process.

- Public Services Delivery Scotland website: [Pharmacy Foundation Training Year \(FTY\) – Scotland recruitment](#)
- Training Provider Information Statements: <https://nes-tpi.azurewebsites.net/TPInfo.html>

If you have any queries, please contact the FTY Recruitment Team (Public Services Delivery Scotland) via our helpdesk [here](#).

**Feedback**

If you are dissatisfied with any aspect of the recruitment process or wish to make a complaint, please contact the FTY Recruitment Team [here](#).

**Raising a concern or making a complaint will not negatively affect the outcome of your application.**

## 9. Useful Links

Organisation	Website Link
Public Services Delivery Scotland	<a href="#">FTY applicants   Public Services Delivery Scotland</a>
The General Pharmaceutical Council (GPhC)	<a href="#">General Pharmaceutical Council</a>
Contacting the Pharmacy Recruitment Team	Support Portal <a href="#">Recruitment Query - HR Trainee Services - Jira Service Management</a> <i>Save to your favourites tab!</i>
British Pharmaceutical Students Association (BPSA)	<a href="#">BPSA</a>
Royal Pharmaceutical Society (RPS)	<a href="#">Royal Pharmaceutical Society   RPS</a>
Visas and Immigration Advice	<a href="#">UK Visas and Immigration - GOV.UK</a>
Pharmacist Support	<a href="#">Homepage - Pharmacist Support</a>

## Appendix A: Foundation Training Person Specification (2026 entry)

	Essential Criteria	Desirable Criteria
Eligibility	Meets the requirements for Foundation Training Year set by the General Pharmaceutical Council at intended start date.	
Knowledge	<p>Demonstrates knowledge of the Foundation Training scheme set by the General Pharmaceutical Council.</p> <p>Applies clinical knowledge in the practising environment; draws all knowledge together and builds upon what have learnt to benefit the person receiving care.</p>	<p>Demonstrates knowledge of Pharmacy in Practice*.</p> <p>Demonstrates awareness of roles and functions of the wider pharmacy team.</p>
Experience		<p>Demonstrates experience of direct patient or public contact in a public facing role.</p> <p>Demonstrates prior pharmacy related experience outside of the pharmacy qualification.</p>

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<p>Professional Skills and Attributes</p>	<p>Demonstrates person-centred care*.</p> <p>Demonstrates communication and consultation skills*.</p> <p>Demonstrates problem solving, clinical analysis and decision making*.</p> <p>Demonstrates self-directed learning and motivation*.</p> <p>Demonstrates professional integrity and ethics*.</p>	<p>Demonstrates leadership**.</p> <p>Demonstrates an awareness of quality management and organisation*.</p> <p>Demonstrates resilience and adaptability*.</p>
	<p>Demonstrates an awareness of multiprofessional working*.</p> <p>Effectively uses mathematical skills in pharmaceutical calculations in the context of person-centred care.</p>	

**Notes**

Some of the criteria within this person specification are underpinned by behavioural indicators within the Foundation Training Professional Attributes Framework (PAF). Where this is the case, the criteria are marked with an asterisk\*. The criterion marked with two asterisks\*\* is underpinned by behavioural indicator 5.7 within the PAF. This person specification should be read in conjunction with the PAF to ensure the reader has an understanding of the full extent of the essential and desirable criteria included within it.

## Appendix B: Sample Job Description for Trainee Pharmacist (2027 entry)



<b>Job Holder:</b>	
<b>Job title:</b>	<b>Trainee Pharmacist</b>
<b>Reports to:</b>	Designated Supervisor or Foundation Training Year Manager
<b>Liaises with:</b>	Designated Supervisor, Designated Prescribing Practitioner, Foundation Training Year Manager, Practice Supervisors in the organisation, other Trainee Pharmacists in NHS Scotland.
<b>Base:</b>	
<b>Sample Job Description Revised:</b>	Feb 2024

### 1. Job purpose

The job purpose is to ultimately achieve registration with the General Pharmaceutical Council (The Regulator). The job holder is responsible for the delivery of the agreed standard of pharmaceutical care for the identified patient population, safely, effectively and within the defined limits of responsibility, resources and activity and, in doing so, achieving the IE&T Learning Outcomes specified by the Regulator.

### 2. Job dimensions

This is a fixed term (one year) training post. The job holder is part of a cohort of Trainee Pharmacists undertaking a planned rotational programme involving work and training in all aspects of pharmacy practice, during normal working hours, with participation in weekend and / or public holiday rotas as required. The job holder:

- will be responsible for the effective use of their own time, and the effective use of resources in the course of their studies.
- is responsible for the collection of evidence to support the achievement of the Regulator IE&T Learning outcomes.

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- is responsible, under supervision, for the provision of pharmaceutical care to individual patients.
- will participate in national and local study sessions as part of the training programme.
- will liaise with other Trainee Pharmacists within the organisation, area, and across NHS Scotland.

### 3. Role of the Organisation

The aim of the Pharmacy Service provided by the Organisation is to assure quality of patient care in the provision of treatment with medicines. To this end the objectives are:

- to provide pharmaceutical care to individual patients whenever they present by meeting their particular needs while maximising efficiency in the use of resources.
- to provide medicines through systems of quality control which ensure safe, effective and economic use.

### 4. Result areas

This is a training post with the personal development objectives prescribed by the Regulator and PSD Scotland through the IE&T Learning outcomes listed in the Foundation Training Year Manual.

The job holder:

- is required to undertake continuing professional development to ensure that the personal knowledge base is maintained and improved.
- is expected to achieve competence as specified in the Foundation Training Year in all areas of pharmacy practice and maintain records providing evidence of this training. The Foundation Training Year includes a timetable specifying the time to be spent in each area.
- is required to carry out delegated tasks effectively, according to the Organisation's procedures and standards.
- is required to have a working knowledge of all relevant Organisation procedures, policies and standards, and to apply and maintain them in the area of work, including any specific requirements of a quality management system.

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- has specific Health and Safety responsibilities as defined by the Organisation Health and Safety Handbook to ensure safe working practices and that facilities and equipment are maintained to the appropriate standard, and that optimum use is made of them. The jobholder should ensure that staff are both safety and security conscious.
- will participate in uni- and multi-professional research.
- will gain experience in the routine management of personnel and demonstrate an ability to prioritise workload in liaison with senior staff.

### 5. Systems and Equipment

The job holder will require to use computer equipment in pursuit of the post objectives. The Organisation uses the (Insert computer system) computer system.

**In the hospital setting, the job holder will require to use laminar air flow cabinets and pharmaceutical isolators.**

### 6. Assignment and review of work

The job holder is a member of the professional staff of the Organisation and will work within strategic and policy guidelines established by the Organisation.

The job holder will regularly consult with the relevant practice supervisor / section manager who will assign and delegate tasks.

The development plan for the job holder is described in the Foundation Training Year Manual. The job holder will meet regularly with the designated supervisor to review progress with the training plan and performance appraisal.

### 7. Decisions and Judgements

The job holder works under constant supervision within overall training programme approved by PSD Scotland and individual sectoral and sectional training plans.

### 8. Communications and working relationships

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The job holder will regularly consult with the designated supervisor allocated to support pursuance of the Foundation Training Year.

The job holder will liaise and communicate with the other pharmacy and non-pharmacy staff to ensure that an effective service is provided. The job holder will communicate, either on a one-to-one basis or in a group setting, with identified patients, relatives/carers and associated healthcare staff in order to identify and address pharmaceutical issues. Communication, either verbal or written, will take place with healthcare professionals in all sectors, to ensure continuity of care and resolution of identified pharmaceutical care issues.

The job holder will communicate with other members of the profession to facilitate both service and professional development, to ensure best possible pharmaceutical care for their patients.

The job holder will attend, and participate in, regular peer review and departmental/branch meetings.

The job holder will be required to provide presentations to pharmacy and other staff and participate in the training of staff.

### **9. Physical demands of the job**

The job holder:

- is required to work to fixed time deadlines related to the education and training programmes.
- requires a high level of concentration to dispense and prepare medicines accurately, to meet deadlines, and subject to interruptions.
- provides counselling to patients on medication regimens that requires explanation and reassurance.
- will require to spend a significant amount of the working time standing or walking, and the job requires time spent using a keyboard.

### **10. Most challenging part of the job**

Ensuring that maximum opportunity for professional development is made from the experiences offered. Achieving competence in the skills of a Trainee Pharmacist to the level required for registration with the General Pharmaceutical Council.

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Working effectively as a member of the pharmacy team to promote and develop the service within limited resources, and to effectively prioritise the workload to meet the needs of the customers (patients/other multi-disciplinary professionals/managers).

To ensure that the delivery of individualised patient care is safe, effective and efficient.

To effectively adapt the service within a changing NHS.

### 11. Knowledge, Training and experience required to do the job

On appointment, a primary masters degree from a School of Pharmacy accredited by the General Pharmaceutical Council as suitable for registration as a Trainee Pharmacist on completion of the Foundation Training Year.

The job holder will have good communication and team-working skills and be able to work calmly and accurately under pressure.

### 12. Job description agreement

Job holder's signature ..... Date .....

Hospital Senior Officer/Head of Department ..... (Title)

Signature ..... Date .....

Community Manager/Head of Department ..... (Title)

Signature ..... Date .....

## Appendix C: Foundation Training Professional Attributes Framework (PAF)

The Professional Attributes Framework (PAF) was created in consultation with Pharmacy subject matter experts across all sectors of practice, to gather insight into the core attributes held by successful Foundation Trainee Pharmacists and the expectations of trainee pharmacists in their roles.

Applicants are advised that Attributes marked with a ‘\*’ are assessed within the SJT.

### 1. Person-Centred Care \*

- 1.1. Demonstrates empathy and seeks to view situation from the individuals’ perspective
- 1.2. Places the person who is receiving care first, in everything they do; considers each person and the care they receive in a holistic and inclusive way
- 1.3. Respects and is sensitive to a person’s current and longer-term expectations, needs and their wider social circumstances
- 1.4. Shows genuine interest in, and compassion for, the individual; makes them feel valued
- 1.5. Works in partnership with individuals, empowering and guiding every person to make informed and safe choices regarding their personal healthcare outcomes
- 1.6. Effectively manages the expectations of the person accessing care

### 2. Communication and Consultation Skills \*

- 2.1. Adapts approach to communication for the audience and across a variety of contexts, including virtual, written and in-person interactions
- 2.2. Identifies and interprets non-verbal cues from others
- 2.3. Effectively uses non-verbal communication
- 2.4. Recognises potential barriers to communication, considering how to communicate when nonverbal communication is limited

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- 2.5. Seeks confirmation of understanding when communicating, clarifying where necessary
- 2.6. Uses appropriate questioning techniques to elicit accurate and relevant information from individuals
- 2.7. Provides accurate and clear information and advice to people receiving care and colleagues
- 2.8. Instils confidence in others through communication style
- 2.9. Effectively builds rapport; considers the differences of doing this irrespective of the environment; asks open questions and facilitates a two-way dialogue
- 2.10. Breaks down complex information in a way that can be easily understood by others
- 2.11. Actively listens to others; is focussed and attentive to what they have to say
- 2.12. Exhibits suitable levels of confidence and assertiveness when communicating; able to influence appropriately
- 2.13. Ensures that they have the relevant information before communicating
- 2.14. Considers the individual needs of the person when communicating, being mindful of the impact of differing backgrounds and circumstances

### **3. Problem Solving, Clinical Analysis and Decision Making \***

- 3.1. Applies knowledge in the practising environment; draws all knowledge and data available together to consider the most effective approach for improving health outcomes for each individual person receiving care
- 3.2. Demonstrates proactivity and persistence when seeking a solution, whilst also demonstrating awareness of when sufficient information has been obtained
- 3.3. Knows where to find and access evidence-based information, or seeks to find out when uncertain
- 3.4. Undertakes a holistic and evidence-based approach to problem solving and decision making
- 3.5. Weighs up pros and cons of multiple options when problem solving and making decisions
- 3.6. Identifies the most important and relevant pieces of information timely and effectively

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- 3.7. Critically appraises information; applies a questioning approach and seeks to further understand and explore rather than taking things at face value, to support clinical decision making
- 3.8. Undertakes a logical and systematic approach to problem solving; working through an issue or problem to find a solution
- 3.9. Uses mathematical skills in pharmaceutical calculations and interprets the outcomes, in the context of person-centred care
- 3.10. Recognises, considers and manages the risks in decision making, including where there is uncertainty and ambiguity

### **4. Self-directed Learning and Motivation**

- 4.1. Demonstrates curiosity, enthusiasm, commitment, a desire to learn and passion for the profession
- 4.2. Takes ownership for identifying own learning gaps and development needs; records progress and stays up to date
- 4.3. Seeks, and acts upon, advice, support and feedback to assist their own learning and development; develops and draws upon own support network across the team
- 4.4. Undertakes reflective practice; analyses and evaluates how they may have done something differently or what went well, understanding that learning is a continuous process
- 4.5. Demonstrates awareness and acknowledgement of own limitations and boundaries in relation to knowledge and competence
- 4.6. Demonstrates proactivity, initiative and willingness to take on opportunities and learn
- 4.7. Is driven to achieve the highest standards of care
- 4.8. Takes opportunities to be involved in research, audit and quality improvement activities, to support one's own and the wider team's learning, development and practice
- 4.9. Is motivated to ask questions and educate oneself to better understand individual needs and experiences of patients and colleagues from all backgrounds

### **5. Multi-Professional Collaboration and Leadership \***

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- 5.1. Understands, values and respects all roles (including their own) within the immediate and wider team, as well as team members' skill sets and knowledge
- 5.2. Willing and able to facilitate others' learning through sharing own knowledge/experience and/or supporting others when learning; takes a proactive role in sharing expertise around medicine
- 5.3. Builds and maintains meaningful and trusting relationships with team members and other health and social care professionals
- 5.4. Demonstrates an awareness of other team members' workloads and pressures and adapts their interactions accordingly
- 5.5. Works collaboratively; provides assistance, support, supervision and guidance to other members of the team for the benefit of the person receiving care
- 5.6. Provides constructive feedback for both individual development and continuous improvement
- 5.7. Motivates and leads others; acts as a role model and supports others in adversity or in managing challenging situations
- 5.8. Demonstrates willingness and ability to actively learn from others
- 5.9. Demonstrates an awareness of the context, environment and available resources within the team and makes use of these through appropriate delegation to achieve person-centred outcomes
- 5.10. Takes an active role in managing conflict within the team; employs appropriate strategies to support with conflict resolution

### **6. Quality Focussed and Personal Organisation**

- 6.1. Is consistently accurate in their work and undertakes quality assurance processes, demonstrating attention to detail
- 6.2. Keeps accurate and comprehensive records (e.g., notes, labelling) for the purposes of ensuring safe and effective care
- 6.3. Good self-management; organises own time effectively to meet the required standards
- 6.4. Able to prioritise under time pressure; understands the importance of tasks and deadlines

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- 6.5. Considers the best approach to take with their work to ensure the delivery of high-quality care
- 6.6. Uses information technology appropriately to effectively manage and organise work

### **7. Professional Integrity and Ethics \***

- 7.1. Works within the law, ethical guidelines, and regulations, including confidentiality, consent, personal safety, and safeguarding
- 7.2. Takes responsibility for self and is accountable for ones' own decisions, actions, or lack of actions
- 7.3. Demonstrates honesty and trustworthiness
- 7.4. Is open and honest about the mistakes they have made or when things have gone wrong
- 7.5. Is reliable and dependable in carrying out work duties and responsibilities
- 7.6. Recognises and values equality and diversity, treating everyone with courtesy, dignity and respect
- 7.7. Is prepared to challenge poor practice or behaviours, or speak up when errors or oversights or misuse of medicines are observed
- 7.8. Understands own clinical competence and works within this; is prepared to challenge if asked to do something outside of this

### **8. Personal Wellbeing**

- 8.1. Appropriately handles and reflects on difficult situations, setbacks or challenges
- 8.2. Understands own emotions during interactions with others; does not allow emotions to influence decisions
- 8.3. Recognises when and how to seek and access support from relevant people or services to promote personal wellbeing
- 8.4. Has an awareness of own personal wellbeing and what will impact this; understands what is within ones' own control

### **9. Adaptability**

- 9.1. Responds well to long-term change, and is willing to initiate change where appropriate

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- 9.2. Agile; able to adapt to sudden changes in roles, demands or environment
- 9.3. Remains calm, and is able to work effectively, in high pressured or emotionally challenging situations
- 9.4. Works autonomously within the remit of their role
- 9.5. Manages uncertain or ambiguous situations, continuing to progress with necessary tasks

### **10. Commitment to the Pharmacy Profession**

- 10.1. Understands and actively participates in the broader pharmacy landscape, how it is evolving and its position and interaction with the wider healthcare context, including how this aligns with the environmental sustainability and the global citizenship agenda, and the progression of a person's journey through this
- 10.2. Takes responsibility for understanding the differences associated with delivery of care across all pharmaceutical settings; proactively develops skills to work across all areas
- 10.3. Demonstrates an awareness of the business and financial responsibilities within healthcare, understands the cost implications of a decision
- 10.4. Champions the pharmacy profession to others and articulates the value that pharmacists add as part of the wider healthcare team
- 10.5. Engages in broader population health issues and seeks to address health inequalities within the local community, considering the wider implications of this on pharmacy practice.

## Appendix D: Supporting Documentation

### All candidates are required to provide:

- One form of current photographic ID (e.g. passport or driving licence)
- Evidence of your current immigration status (if not from UK/Ireland)
- Evidence of qualification:
  - o Evidence of completed MPharm or OSPAP qualifications OR
  - o Evidence of current status as an MPharm student OR
  - o Evidence of OSPAP eligibility (GPhC letter) and confirmation of acceptance (University acceptance letter)

Copies of these documents must be submitted with your application before the closing date (3<sup>rd</sup> July 2026)

### **Evidence of Immigration status includes:**

- Copy of Passport
- Copy of your online right to work
- Proof of EU Settled/Pre-settled status
- A share code which enables a right to work check to be completed

### **Evidence of Qualification includes:**

#### **Current third year UK MPharm students**

You will be asked to enter the following information:

- School of Pharmacy name (select from a drop-down list).
- Upload evidence of your current status as an MPharm student (document must be dated no older than September 2025 and must confirm you are in a 3<sup>rd</sup> year of the MPharm programme, student ID cards will not be accepted).

### **MPharm graduates:**

Mpharm graduates will be asked to upload a copy of their MPharm certificate to the Oriel system as part of their application.

### **OSPAP students**

OSPAP applicants will be required to upload the following documentation when submitting their application:

- A copy of the GPhC letter confirming their eligibility to apply for an OSPAP programme
- Their School of Pharmacy (SoP) OSPAP acceptance letter

If all documents are not available at the time of application:

- You must still submit your application before the deadline.
- Upload any documentation you currently have available.
- Failure to apply during the application window means you will not be able to obtain a training place.
- The FTY Recruitment Team will contact you after the application window has closed if any further documentation is required.

### **OSPAP graduates**

OSPAP graduates will be required to upload either of the following documentation when submitting their application:

- A copy of their OSPAP Postgraduate Diploma or
- Master's certificate.

## **Appendix E: Reasonable Adjustments for your Assessment**

**Please note, your approval is only for the recruitment application and assessment process. Any adjustments you would require for your training post must be made via the relevant question in the application form and will be discussed and arranged with your future employer. If you are applying to both the England/Wales vacancy and the**

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**Scotland vacancy, you will need to complete the reasonable adjustment section on both application forms.**

Reasonable adjustments are the practical arrangements made to provide access to the SJT and numeracy assessment, ensuring no applicant is at a disadvantage due to disability or health, without changing the demands of the assessment.

**You must apply for reasonable adjustments as part of the national application process and submit any relevant supporting information by the closing date at 10:00 (GMT) on 3<sup>rd</sup> July 2026. It is important to note that the Reasonable Adjustments allowed for the SJT selection assessment may differ from those you obtain for university exams.**

PSD Scotland is aware of the requirements of the Equality Act 2010 and will make reasonable adjustments to accommodate requests provided these are made known in advance. Any requests for reasonable adjustments (e.g. wheelchair access, extra time, nursing mothers) **must be submitted as part of your Oriel Application form**. Adjustments cannot be guaranteed if contact is made after the specified deadline, and no adjustments can be made on the day of the assessments if not previously approved.

As part of your Oriel application form you will be asked to **select the relevant adjustment and upload the supporting evidence to support the request.**

To request the adjustment, you will need to answer “Yes” to the question “Do you have a disability which requires any specific arrangements/adjustments to enable you to attend a computer-based test, interview or assessment, or other selection process?” in the Personal Details section of the application form and select the adjustment(s) you require from the list of options, along with uploading the supporting evidence.

Under certain circumstances, applicants have the right to request adjustments to recruitment processes. The FTY Recruitment Team will consider the requests and accommodate where possible and reasonable.

Requests will be considered if you wish to request reasonable adjustments to a specific recruitment process because you:

1. Have a disability as defined by the Equality Act 2010; and/or
2. Have other extenuating circumstances

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If you wish you apply for reasonable adjustments, you should complete this on your Oriel Application form.

Please note the following regarding Reasonable Adjustments:

- **‘Close access to bathroom’** is not an accommodation. All seats in the test room are not far from the test room door, but if an applicant has a preference to sit as near as possible to the door, they can request it at the test centre during the check-in, and the Administrator will seat them accordingly.
- **‘Bathroom breaks’** as a specific request is not an accommodation. If you are approved for reasonable adjustments the breaks are included in the extra time/pause the clock adjustments you have been allocated.
- **Separate Rooms** are limited across vendor sites so this will only be required in circumstances that demand it for medical reasons (with evidence submitted). The test rooms at our vendor's sites are usually fairly small (on average 12 seats) so this should be acceptable for most who would otherwise request a separate room for privacy.
- **Coloured Screen Overlay** may not be required as the vendor site system provides 10 alternate screen colours via the ‘Colour Scheme’ function to aid applicants who have a specific preference – This is available for candidates to review in advance, in the [Numeracy and SJT Sample Paper](#), located on the vendor's [website](#). If the 'Colour Scheme' functionality is not deemed suitable for a candidate's specific needs, the candidate can request to bring their own coloured overlay to use on the test centre's screen. This will need to be requested as part of your application form.
- You also do not need to request adjustments for anything included in the vendor’s [Comfort Aid List](#)

### Supporting documentation – validity

You must provide valid documentation that confirms your disability and/or extenuating circumstances. To be valid, such documentation must be issued by a recognised authority and within an appropriate time frame.

**For all disabilities except learning disabilities, supporting documentation needs to be issued by a doctor on the GMC specialist register (this includes the GP register) to be considered valid.**

The supporting documentation must:

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1. Confirm your disability
2. Corroborate the rationale supplied for each adjustment requested

For applicants with neurodivergent conditions (including dyslexia, dyspraxia, etc) valid supporting documentation consists of a standard report from an educational psychologist or University Disabilities Unit /Enablement Centre confirming investigation and diagnosis. No other documentation will be accepted.

To be considered valid, the supporting documentation must feature:

- Letterhead/branding
- Date of issue
- Full name of candidate
- Full name, title and qualification of signatory
- Signature of signatory

Please note that screenshots from university student accounts confirming approved adjustments will not be accepted. The FTY Recruitment Team can only accept the documentation listed above. Adjustments approved by universities may differ from those approved by the FTY Recruitment Team.

### Submission Deadline

The deadline for submitting requests and the supporting evidence is the closing date of the application window (**3<sup>rd</sup> July 2026 10:00 GMT**).

Requests for adjustments submitted after this date will be considered only if your circumstances have changed since the closing date of applications and there is sufficient time available before your assessment to accommodate your request.

**If you have any queries regarding Reasonable Adjustments, please contact the recruitment team via the support portal here: [Recruitment Query - HR Trainee Services - Jira Service Management \(atlassian.net\)](#)**

### **Disability and special arrangements during visitation**

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Public Services Delivery Scotland (PSD Scotland) is "Disability Confident", and as such we provide job opportunities for disabled people. PSD Scotland operates a Guaranteed Interview Scheme (GIS), which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview during visitation. Should you wish to discuss this further with a member of the PSD Scotland Recruitment Team, please get in touch via the support portal linked above.

## **Appendix F: Foundation Training Special Circumstances & Deferral process**

The copies of the Special Circumstances and Deferral process and the proformas can be found on [PSD Scotland website](#).