



# Foundation Training Year (FTY)

## 2025-26 TRAINING COHORT

# Training Provider Guidance: Pre-employment Checks

## Contents

<b>Introduction .....</b>	<b>3</b>
<b>Pre-employment Checks.....</b>	<b>3</b>
1. <i>Verification of Identity .....</i>	<i>3</i>
2. <i>Right to work in the UK.....</i>	<i>3</i>
3. <i>Qualifications.....</i>	<i>4</i>
4. <i>GPhC Application to participate in the Foundation Training Year.....</i>	<i>4</i>
5. <i>PVG Scheme Membership (Disclosure Scotland) .....</i>	<i>5</i>
6. <i>References .....</i>	<i>5</i>
7. <i>Occupational Health Check.....</i>	<i>5</i>
8. <i>Fitness to Practice Checks .....</i>	<i>6</i>
<b>Terms &amp; Conditions .....</b>	<b>6</b>
<i>Start date .....</i>	<i>6</i>
<i>Salary .....</i>	<i>6</i>
<i>Hours .....</i>	<i>6</i>
<i>Annual Leave and Study Days.....</i>	<i>7</i>

## Introduction

Recruitment of trainee pharmacists for the 2025-26 FTY training year concluded in December 2024 with the release and acceptance of matching outcomes.

As the employer of trainee pharmacists, it is the Training Provider's responsibility to carry out pre-employment checks and to ensure that all checks are satisfactory in accordance with local procedure. Whilst NES HR processes photographic and ID documents as part of the longlisting process, it does not have a remit in carrying out and ensuring pre-employment checks are satisfactory, nor for issuing unconditional offers or contracts of employment.

In order to provide support to Training Providers and to help achieve a consistent training experience for all FTY trainee pharmacists, this guidance document provides information and advice regarding the completion of pre-employment checks ultimately enabling Training Providers to issue an unconditional offer and contract of employment to trainee pharmacist(s) commencing with their organisation.

Links to further sources of information are available throughout the document.

## Pre-employment Checks

The following checks should be carried out and fully completed by the Training Provider prior to issuing an unconditional offer and contract of employment. **As per any other employee, trainee pharmacists cannot start in post until all checks are fully complete and an unconditional offer of employment has been issued.** Preferably, the trainee pharmacist will also have signed and returned the employment contract prior to their first day. It is strongly recommended that Training Providers seek advice from local HR support prior to trainee pharmacists commencing post, to ensure all legal requirements have been met, thus minimising risk to the organisation.

### 1. Verification of Identity

Copies of some forms of ID documents, such as Passport, Driving Licence or Proof of Address, were processed as part of the longlisting process. Copies of these documents can now be found in the TPI site, in the 'View Incoming Trainees' section. If needed for local process, Training Providers are advised to download these documents and retain a copy. As these documents were not sighted in person by a member of our team, it is the responsibility of the Training Providers to check and verify these documents and ask for additional documents if required.

### 2. Right to work in the UK

Similar to verification of identity, as part of the longlisting process, NES HR processed right to work documents for applicants, it is the responsibility of the Training Providers to check applicants' current status and verify their documents prior to trainee pharmacists starting in post.

In all cases, Training Providers should ensure they are following Home Office guidance on right to work checks and employer responsibilities for sponsored workers.

[Employer's Guide to right to work checks](#)

[Sponsorship: Guidance for Employers](#)

### 3. Qualifications

At the application stage, based on information supplied by candidates on their application form, NES HR checks that candidates are due to complete an MPharm qualification or equivalent by the post commencement date. However, for the majority of candidates, graduation takes place following the conclusion of the recruitment process; the Training Provider must therefore check that trainee pharmacists commencing employment with them, did achieve their qualification.

Recommended practice is that the original degree certificate is sighted, and a copy is obtained and held on file. As detailed in the [PIN Policy: Safer Pre and Post Employment Checks](#), it is not appropriate to assume that the qualification check is satisfied by trainee pharmacist making an application to the GPhC:

*"For all posts for which a specific qualification is a requirement, evidence of the necessary qualifications should be verified. Even if relevant statutory regulatory bodies check qualifications as part the registration process, Boards\* must still separately verify an individual's qualifications."*

Furthermore, as detailed below, notification of successful application to the GPhC is unlikely to be provided to trainees until immediately prior to post commencement and, therefore, is not a suitable means of satisfying this pre-employment check.

**\*NB:** whilst the PIN Policy refers to 'Boards' it is expected that all Training Providers participating in the NES funded FTY abide by this principle.

### 4. GPhC Application to participate in the Foundation Training Year

All candidates must successfully apply to the GPhC to enable participation in the Foundation Training Year; applications are submitted to the GPhC in accordance with procedure and timescales stated on the GPhC website. The GPhC contacts all NES FTY recruited trainee pharmacists directly to request completion following notification by NES that they are part of the NES FTY programme. NES also issues correspondence directly to trainee pharmacist applicants, including links to further information and how to access the GPhC application form.

Upon successful application, a training number is issued by the GPhC directly to the trainee pharmacist. The trainee pharmacist should be able to provide evidence to Training Providers that the GPhC application has been approved and a training number allocated by requesting evidence of the confirmation e-mail from GPhC. Trainee pharmacists cannot start in post without this training number. Further information is available here:

<https://www.pharmacyregulation.org/education/pharmacist-foundation-training-scheme/training-placement/applying>

With this in mind, it is recommended that Training Providers encourage candidates to submit their application promptly.

Training Providers should gain evidence of the training number being issued and retain a copy on file, this should be checked by employers prior to allowing training to commence.

### **5. PVG Scheme Membership (Disclosure Scotland)**

Foundation Training Year posts are considered to be 'regulated roles' and therefore subject to a PVG check prior to commencing employment with a training organisation, thus helping to uphold the protection of vulnerable groups and also to mitigate any risk to the Training Provider organisation.

You may be aware of the implementation of the Disclosure Scotland Act, effective from 1 April 2025, with a key change being that it will become a criminal offence for an individual to carry out employment in a regulated role where they don't have PVG clearance. As an employer, if you have not done so already, you may wish to seek support from Disclosure Scotland, further details can be found here [Implementing the Disclosure \(Scotland\) Act 2020 - Disclosure Scotland](#)

It is encouraged to review your pre-employment timeline now to ensure all trainees have PVG in place in advance of start date.

### **6. References**

In accordance with the [PIN Policy: Safer Pre and Post Employment Checks](#), at least two references should be taken covering a period of three years. As the majority of candidates will have very recently graduated with minimal work experience, it is anticipated that at least one referee will be a lecturer/tutor from the School of Pharmacy.

Training Providers should ask trainee pharmacist applicants for their referee contact details and seek their permission to take up references. Training Providers should use their standard reference template, however bearing in mind that many organisations might have a policy which only permits the completion of their own template.

### **7. Occupational Health Check**

Please ensure you thoroughly check application forms and make sure the required support is provided during the training year for candidates who have provided additional information under the 'Disability & Special Arrangements' section. It is recommended that a pre-employment health assessment is carried out, thus ensuring good occupational health practice and the opportunity to identify any support or reasonable adjustments which might be required to be made for the trainee pharmacist. Training Providers should follow their local procedure when doing so; this might include providing a copy of the Job Description to an Occupational Health Provider – a sample Job Description for the trainee pharmacist role is available within the Training Provider Handbook.

## 8. Fitness to Practice Checks

Please ensure you thoroughly check application forms for information provided under the Fitness to practise declarations section. This information is gathered during the application process on behalf of training providers. Applicants have also signed a declaration as part of the application process to take on a continuing responsibility to inform employers of any new criminal convictions, police investigations or fitness to practise proceedings that arise in the future. Employers should utilise any information provided through both methods as part of the preemployment check process prior to issuing a contract of employment.

## Terms & Conditions

The terms and conditions detailed below are applicable to all FTY trainee pharmacists. To ensure a consistent training experience for all trainee pharmacists, the following terms and conditions must be included in the contract of employment between the Training Provider organisation and the trainee pharmacist.

All other terms and conditions applicable to the trainee pharmacist's employment are as per the Training Provider's local arrangements and policy. This should be made clear to the trainee pharmacist.

## Start date

The start dates for training posts in the 2025-26 training year are the window of Monday 28th July - Friday 1st August 2025. Having all trainee pharmacists start on the same date enables continuity of service and a consistent training experience for all trainee pharmacists. However, NES is aware not all trainee pharmacists will be able to commence on the above dates, therefore has added an additional cohort starting date to be used for trainee pharmacists with university resits or exceptional circumstances only, which is the window of Monday 3rd November - Friday 7th November 2025.

## Salary

The salary payable to each trainee pharmacist is currently £33,247 per annum. This rate is in accordance with Agenda for Change Band 5, a copy of the salary scale is available [here](#). This is the rate from the 1<sup>st</sup> April 2025. Any corresponding uplift from 1<sup>st</sup> April 2026 will be communicated directly to training providers.

## Hours

Trainee pharmacists should be contracted for 37 hours per week until 1<sup>st</sup> April 2026 when this should be reduced to 36 hours per week due to the agreed reduction in the working week under NHS Circular PCS(AFC)2025/1. These hours will be worked as part of the normal weekly opening hours of the training base. 'Out of Hours' placements are defined as work undertaken between 18:30 and 08:00, all day at weekends and on Public Holidays.

### **Annual Leave and Study Days**

Trainee pharmacists will receive 27 days annual leave and 8 days public holidays. It may be advisable to use an annual leave allowance set in hours rather than working days to assist Training providers in accommodating the change in working hours partway through the training period. Trainee pharmacists should also be allocated one half-day per week (or equivalent) protected time for study time.