

## STP Applicant Offers Guidance 2019

### Offers guidance

The National School of Healthcare Science is responsible for making offers/allocations of training and will ensure that the process is managed by appropriately trained staff and quality assurance processes are in place.

In 2019 all recruitment allocations will be made through the online application system.

If you are successful in one or more of your applications, any offers will appear within your 'Offers' section of the online application portal.

To assist with tracking the progress of your offer(s), you will find the latest status reflected within the online application portal.

To respond/update/view your offer, click on the vacancy name to find out more about your offer.

Below is an example of what an offer may look like on the online application system.

The screenshot shows the Oriel application portal interface. At the top left is the Oriel logo, and at the top right is the NHS logo with the date and time 25/07/2017 15:12:41. Below the header is a navigation bar with links: Dashboard, Vacancies, Recruitment Leads, News, Resource Bank, Help Desk, and FAQ. A secondary navigation bar contains icons for Summary, Watch List, Applications, Document Upload, Messages, Interviews, Offers (with a '1' notification), References, Calendar, and Survey. Below this is a search section titled 'SEARCH - OFFERS' with filters for Vacancy recruitment lead, Offer status, Training programme, and Vacancy Recruitment Year, all set to 'Any'. A 'Search' button and a 'Clear' button are present. The main content area shows one offer under the heading 'OFFERS (1)'. The offer is for 'Core Medical Training (CT1)' and is currently 'Pending'. The offer expires on Friday 4 August 2017 13.35. Additional details include: Vacancy Recruitment Lead: RCP - Specialty Recruitment Office - CT1; Application ID: RCPSRO-CT1/17-18 /PWY/0091644987/CMT/000400041/0004; Offer Year/Round: Round 1 - National; Offer Detail: CMT - London South; Upgrade status: Not available.

Click into the offer to review the offer detail you are presented with options regarding your offer.

Offer / Summary



|                          |  |                          |                                |
|--------------------------|--|--------------------------|--------------------------------|
| Application ID:          | HENW/14-15/PWY/50234166/033-1-R1A/00001068/0069    | Application status:      | Offer made                     |
| Recruitment lead:        | Health Education North West                        | Application ranking:     | Unpublished                    |
| Specialty/sub-specialty: | Allergy  | Offer status:            | PENDING                        |
| Year/Round:              | Round 1 - National                                 | Offer detail:            | Health Education Thames Valley |
| Expiry status:           | Offer expires on: Thursday 20 November 2014 14:25  | Offer grade:             | Core Training Year 1           |
| Hold status:             | Hold deadline: Wednesday 19 November 2014 10:00    | Offer region:            | Health Education Thames Valley |
| Upgrade status:          | Upgrade deadline: Wednesday 19 November 2014 11:00 | Offer start date:        | 26/09/2014                     |
| Offer upgrades:          | Not applicable                                     | Offer duration (months): | 12                             |

Offer / Information

Offer / Actions

PENDING OFFER

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 registered for automatic upgrades until 11:00 on Wednesday 19 Nov 2014 and can be held (with or without the automatic upgrades option) until 10:00 on Wednesday 19 Nov 2014.

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.

Accept Offer

Hold Offer

Decline Offer

Offer / Active Applications + Offers In The Same Round

You will be able to accept, reject or hold offers (within the set timeline for the recruitment round). You will have **48 hours from the time of your offer including weekends and bank holidays, to decide whether to accept, reject or hold it.**

Offers not responded to within 48 hours period will be classified as expired. **You can only accept or hold one offer.**

Offers upgrading

You will automatically receive offer upgrades if you accept or hold an offer **and** have opted in for upgrades. This means that should a higher ranked location than the one allocated become available you will be automatically upgraded to this offer with no option to revert to your original offer.

Upgrading will continue until the dates described in the national timetable.

For applicants who have accepted or held a post and opted into upgrades, there will also **now be the opportunity to change upgrade options to allow a post/programme that was originally ranked lower than the offered post to become an upgrade option.**

Applicants who are not prepared to accept an offer of training in a certain region/geographical area should not rank it in their sub-preferences (i.e. it should be added to the not wanted column).

Applicants, who choose this option, will never receive an offer for that particular sub-preference, even if this means that the offer will go to a lower ranked applicant. Sub-preference choices should be made solely on desirability of the associated post for the individual applicant, not the perceived desirability for all applicants. Ranking a less popular sub-preference highly will have no bearing on when an offer will be made.

By ranking a sub-preference, applicants are stating that they would be prepared to undertake a training programme in that area. Applicants should not sub-preference or accept posts if they are unable to commence training in that particular post. If you are made an offer and decline it, you will be withdrawn from the process and will not be made any further offers for that specialism.

**Please note with regards to upgrade\*** - The applicant will have their offer automatically upgraded if a higher ranked sub-preference becomes available. If an applicant has opted into upgrades, no contact will be made with them prior to the upgrade taking place. If an improved sub-preference becomes available the current offer will automatically be upgraded. Applicants are notified of the upgrade by message within their Oriel account. Applicants should not sub-preference posts that they would not want to be upgraded into. After an upgrade has been made, there is no opportunity to revert to the previously accepted post.

Upgrading of offers Applicants who receive an offer through Oriel will automatically receive an upgrade, should one become available, if they accept or hold the offer and opt in for upgrades. Applicants who opt into upgrades will have the option to state which of their sub-preferences they would like to be considered for an upgrade into. This could include posts that were ranked higher than the offered post, but also those that were originally ranked lower; upgrade options are completely configurable by the applicant. Should an upgrade option become available and the applicant who has opted in for upgrades is next in line to receive the offer, they will be automatically upgraded to this offer with no option to revert to the original offer. Applicants can opt out of upgrades at any point.

Applicants who wish to be considered for upgrades into a particular post/programme should opt into this, even if the post/programme is showing no vacancies. If the post becomes available at a later date, an applicant will not be upgraded into it if they have not opted in, regardless of whether or not it was one of their higher ranked sub-preferences in the original application form. Once an upgrade has been made there will be no opportunity for the applicant to request that their original acceptance be reinstated.

**Upgrading of offers** will not continue beyond the stated upgrade deadline, even if a preferred post becomes available at a later date. After the upgrade deadline, vacant posts will be offered to the next eligible applicant who has sub-preferenced the post and who has yet to receive an offer, not to applicants who have already accepted a post.

## Accepting an offer

The accepted offer preference will be automatically upgraded if you have opted into upgrades and preferred location preferences become available (see offers upgrading above). By accepting an offer, any other applications the applicants has within the offer round will be withdrawn and the applicant will not receive any further offers from any other applications within the round.

## Holding an offer

The held offer location preference will be automatically upgraded if you have opted into upgrades and preferred preferences become available (see offers upgrading above).

Offers from others specialisms can still be received if eligible.

**Before the hold deadline passes, offers must be confirmed as accept, accept with upgrades or decline.**

## Rejecting an offer

If you choose this option will have your offer removed and receive no further offers from this specialism.

You will continue to receive offers from other specialisms if eligible/available. **Please see Appendix 1 for a flowchart detailing the offers process.**

## Status change on Oriel (online application portal)

Around the time of offers, your application status on Oriel will change to either one of the following;

- **Interview unsuccessful** – applicant not been made an offer.
- **Interview complete** (an applicant is appointable but was not ranked high enough to be ranked an offer at this stage of the process. It may be that an applicant's status will change at a later date to "offer made" or it may remain as 'interview complete'. This will depend on whether any offers already made to other applicants are declined/expired from the previous wave of offers and also dependent on an applicant's ranking and choices of sub preferences.
- **Offer made** – applicant has been made an offer and will need to respond as instructed above.

**\*\*Important note: You are advised to not only to check your emails (including spam) on regular basis following the interviews but it is also imperative that you check Oriel on a regular basis too in case of any delays in emails or emails not being received for any reason.**

## Contracts of employment

Any offers of training will be subject to satisfactory employment checks (NHS Employment Standards Checks) which will include references, any fitness to practice issues as well as Disclosure and Barring Services checks and occupational health clearances.

As such, any offer of training is conditional and applicants are advised not to resign from any current employment until an unconditional offer of training has been received from the respective employer. Please note this offer is also conditional for those applicants who stipulated 'anticipated' on their application form against degree and are thus waiting their final degree results. This also includes higher degrees (MSc). Any offer is subject to you meeting the requirements of the person specification.

Once an offer of training has been accepted, all relevant details for you will be sent to the respective employer where the local employment checks will commence and the national recruitment process ends. You are advised to maintain regular contact with their employer to ensure that all checks can be carried out efficiently and effectively.

### **\*Timetable**

\*Initial Offers out - should be no later than Tuesday 21st May 2019 (this may be subject to change)

Hold deadline - 1pm hours Tuesday 28th May 2019

Upgrade deadline - 4pm hours on Thursday 30th May 2019

\*(This is an indicative timetable. Any changes to this, applicants will be notified). Any changes to the offers timetable are likely to be as a result of unforeseen circumstances. **You will be notified in any delays to this timetable due to any unforeseen circumstances beyond our control.**

### **Feedback**

Applicants may wish to receive feedback with regard to their interview. Applicants will be able to obtain this information free of charge by emailing [hcsapplicants@hee.nhs.uk](mailto:hcsapplicants@hee.nhs.uk)

Applicants can expect to receive a response within 30 calendar days but please note feedback requests will not be processed until after the interview outcomes have been released for all specialisms and in some cases this may take the response time over the 30 days.

Feedback will normally consist of total interview score (which will be released on Oriel at a later date). Applicants can, on request be provided with copies of their interview scoresheets by emailing their request to [hcsapplicants@hee.nhs.uk](mailto:hcsapplicants@hee.nhs.uk)

Requests for any additional information will be treated as Subject Access Requests and will be chargeable as per the existing Data Protection Act advice which can be obtained from the Health Education England website.

