

Offers guidance for applicants to the Scientist Training Programme (STP) 2020

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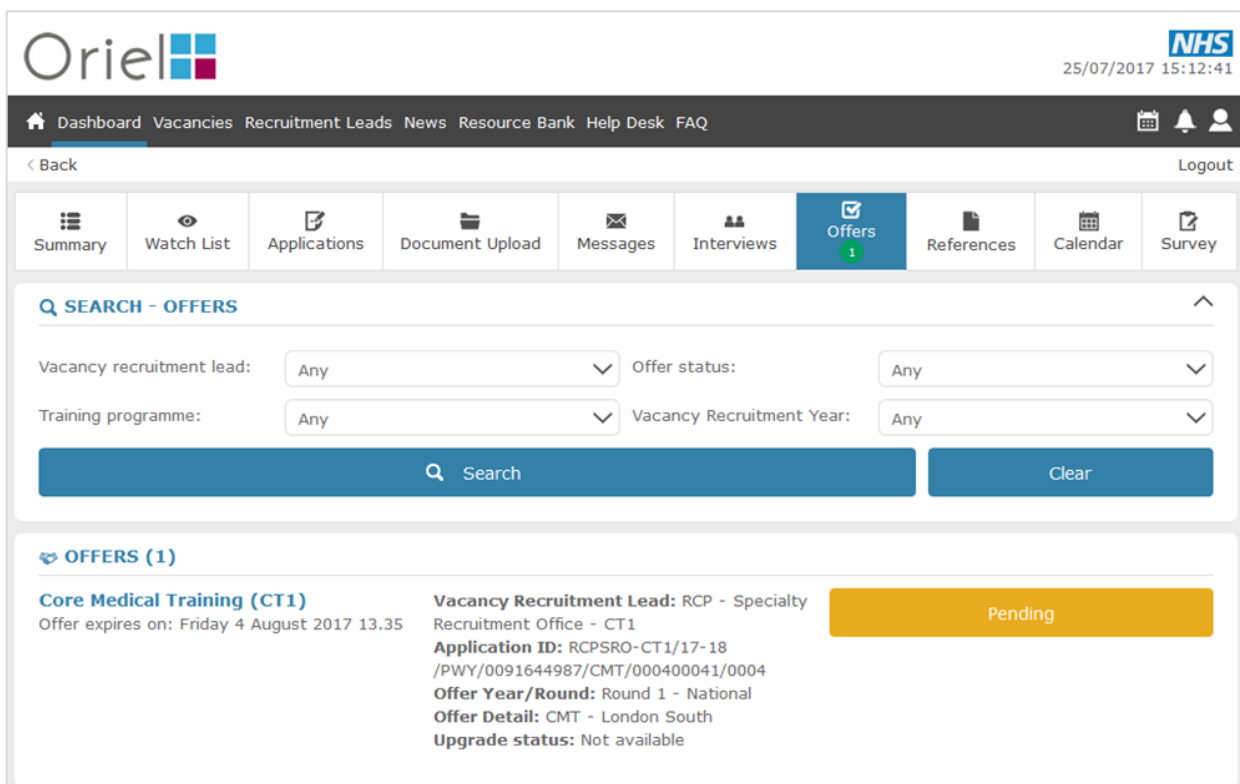
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Offers

The National School of Healthcare Science is responsible for making all allocations of training to the STP. We use a quality-assured process which is shown in further detail in Appendix 1.

All 2020 recruitment allocations are made through Oriel, the online application system. If you are successful in one or more of your applications, any offers made to you will appear within the 'Offers' section of your Oriel account.

Oriel will also help you track the progress of your offer(s) by showing you its latest status. To respond to, update or view your offer, click on the vacancy name. An example of what an offer may look like on Oriel is shown below.



The screenshot displays the Oriel user 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'. A navigation bar contains links for Dashboard, Vacancies, Recruitment Leads, News, Resource Bank, Help Desk, and FAQ. Below this is a secondary navigation bar with icons for Summary, Watch List, Applications, Document Upload, Messages, Interviews, Offers (highlighted with a '1'), References, Calendar, and Survey. A search section titled 'SEARCH - OFFERS' includes 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. Below the search section, there is a section titled 'OFFERS (1)' containing one offer: 'Core Medical Training (CT1)'. The offer details include: 'Offer expires on: Friday 4 August 2017 13.35', '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', and 'Upgrade status: Not available'. A yellow 'Pending' button is located to the right of the offer details.

After you have clicked on the offer, you are able to review the details and options regarding your offer. An example of what an offer summary looks like in Oriel, is shown below.

Oriel TEST SYSTEM **NHS**

Home | Dashboard | Vacancies | Recruitment Leads | News | Resource Bank | Help Desk | FAQ | Log out

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

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.

Offer / Actions

- Accept Offer
- Hold Offer
- Decline Offer

Offer / Active Applications + Offers In The Same Round

You can accept, reject or hold offers, within the time limits that are set for all applicants. You can accept or hold only one offer. When you receive an offer, you have 48 hours from the time of the offer being sent to you, to decide whether to accept, reject or hold it. The 48 hours includes evenings, weekends and bank holidays. Any offers that are not responded to within 48 hours, will be classed as expired.

Accepting an offer

Once you accept an offer, any other applications you have made will be withdrawn. You will not receive any further offers from any other applications. The only exception is through upgrades.

Upgrading an offer

You have the option of making your offers open to 'upgrades'. If you opt into this, it means that if you have accepted an offer, but subsequently an offer at an employer/location you ranked higher in your original sub-preferences becomes available, you will automatically be upgraded to this offer. You would have already decided your sub-preferences and which ones you will accept as an upgrade, in Oriel.

If you are holding an offer, have opted in to upgrades, and one of your selected upgrades becomes available, you will automatically be upgraded to that option. We will not contact you to ask whether you want the upgrade and you will be notified of the change through Oriel. After the upgrade you will not be able to revert to the offer you originally accepted. Therefore, it is important to make sure that when you are choosing your sub-preferences, you do not include any post you would not accept.

In your upgrade options you may have included a post/specialty you originally ranked lower than the post you have been offered. For example

- you have selected posts in Manchester, Liverpool and Newcastle (in order of sub-preference)
- you are offered Liverpool
- on reflection you decide you would prefer Newcastle
- if you have opted into upgrades, you may include Newcastle as an upgrade option, even though it was the lowest choice in your sub-preferences

Upgrading will continue until the deadline, published on the School's website. It will not continue past the deadline even if a preferred post becomes available at a later date. After the upgrade deadline any vacant posts will be offered to the next eligible applicant, who has chosen the available post as a sub-preference, and who has yet to receive an offer. Applicants who have already accepted a post will not be offered an upgrade.

Holding an offer

You should hold, rather than accept an offer, if you have received an offer in one specialty but you are still waiting to see whether you will get an offer in another specialty. You can hold the offer until the deadline published on the School's website.

If you hold an offer, and have opted into upgrades (see above), the location preference will be automatically upgraded if a higher-ranked preference becomes available. Offers from other

specialisms will still be received if eligible. However, before the holding offers deadline expires, you must confirm that any offer you have on hold is accepted, accepted with upgrades or declined.

Rejecting an offer

If you choose to reject an offer, the offer will be withdrawn and you will receive no further offers for the specialty concerned. You will continue to receive offers from other specialties if eligible or available.

You should not sub-preference or accept a post if you are unable to accept it. If you are not prepared to accept an offer of training in a certain region/geographical area, you must add it to the 'not wanted' column. If you reject an offer for a post you identified in your sub-preferences, you will be withdrawn from the process and will not receive any further offers for that specialty. If you have added a sub-preference (that is, a combination of location/specialty) to the 'not wanted' column you will never receive an offer for it, even if this means it goes to a lower ranked applicant.

Application status change on Oriel

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

- **Offer made** - you have been made an offer and need to respond within 48 hours
- **Interview complete** - you were considered appointable but were not ranked high enough to be made an offer at this stage. You may receive an offer later in the process, if offers made to others fall through for any reason.
- **Interview unsuccessful** - you have not been made an offer

Make sure to check your emails (including the spam folder) regularly after the interviews. You must also check Oriel in case of any delays in emails or emails not being received.

Contracts of employment

All offers of training will be subject to satisfactory employment checks (NHS Employment Standards Checks) which will include

- references
- any fitness to practice issues
- disclosure and barring service checks and occupational health clearances

Any offer of training is conditional and we advise you not to resign from your current employment, until you have received an unconditional offer of training.

Offers are also conditional if you are relying on the anticipated outcome of a degree and are awaiting your final degree results. Any offer is subject to you meeting the requirements of the person specification.

Once an offer of training has been accepted, your details will be sent to the employer who will start their local employment checks. At this point, the School's involvement ends and you are advised to maintain regular contact with the employer, to ensure that all checks will be carried out in time for the start of the programme.

Timetable

These are the important dates relating to STP offers. Applicants will be notified if any changes are made to these dates.

Initial offers released	should be no later than Tuesday 21st May 2020 (this may be subject to change)
Hold offer deadline	Tuesday 28 th May 2020 at 1.00pm
Upgrade offer deadline	Thursday 30 th May 2020 at 4.00pm

Feedback

If you would like feedback on your interview, you can obtain this, free of charge, by emailing us at hcsapplicants@hee.nhs.uk Feedback consists of your total interview score, which will also be released on Oriel at a later date. We will provide a copy of your interview scoresheet upon request.

Feedback requests are processed once the interview outcomes have been released for all specialties. Therefore, you can expect to receive a response to your request within 30 calendar days.

Requests for any additional information will be treated as Subject Access Requests and will be chargeable as per the existing Data Protection Act advice. Visit the Health Education England website for further details.

Appendix 1

Offers process flowchart

