

Applying to join the foundation training scheme

Guidance on completing your application

May 2023

As set out in our [criteria for registration](#), to qualify as a pharmacist in great Britain, you must complete:

- a UK accredited MPharm degree or OSPAP qualification
- 52 weeks of foundation training in England, Scotland or Wales signed off as satisfactory by your designated supervisor
- the GPhC registration assessment with a pass result

As a trainee, the foundation training placement gives you the opportunity to develop and demonstrate the skills, knowledge and behaviours needed to practise to the standard expected of a pharmacist. It also gives you the opportunity to apply your academic knowledge in real-life situations.

During your placement at a [GPhC approved training site](#), you will work under the guidance and supervision of a [GPhC approved designated supervisor \(DS\)](#), and must demonstrate over a minimum of 52 weeks that you meet all of the interim learning outcomes set out in the [foundation training manual](#) to the level expected of a newly registered pharmacist.

You are responsible for finding your own training placement and designated supervisor. It is your responsibility, even if your place has been allocated you, to also let us know the arrangements by making a successful application to us, via [myGPhC](#), **before** you start training. We will assess this application to ensure that you are eligible to start training and that the arrangements meet our scheme requirements. This will only be successfully completed once all the details have been approved, including your degree result, and we have received payment.

You will make your application through the myGPhC online system, unless you are studying the Bradford sandwich course- please contact your university directly for information on how to apply to the foundation training scheme if you are studying this course.

If you are planning to train part time, you should contact us as soon as possible at prereg@pharmacyregulation.org so that we can confirm that your proposed arrangement meets the scheme requirements and advise if we need any further information from you. We will advise you how to apply using the myGPhC online system.

Please read the rest of this guidance carefully to help make sure that you provide all the information we need, in the correct format.

Applications for the scheme open on 12 June 2023. [Visit our Keys dates page](#) for other important dates and deadlines throughout your training year.

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1. The application process

To apply to start foundation training you will need to:

1. Sign up to myGPhC

Create an account on the [myGPhC online system](#), to create and submit your application. The information you input is saved as you go, so you don't have to complete your application in one session.

2. Confirm your training details

To complete your application, you will need to know the name and address of the site(s) or training programme details where your training will take place. If you applied via a national recruitment scheme, run by HEIW, NES or NHS England, this will be confirmed to you by the scheme.

3. Check your training site or programme is GPhC approved

Make sure that your intended training sites or programmes are approved for the whole of your training period by searching using the postcode of the main site under [training premises](#). See section 5 for more information.

4. Check your training plan

Ask your employer for a copy of the training plan you will be following during your training.

5. Confirm the name and registration number of your prospective foundation designated supervisor(s)

You will need to include details of your designated supervisor(s) in your application. They will be required to enter into a learning contract with you as part of your application, through their myGPhC account. If you are on a joint or multisector programme with more than one designated supervisor (DS) having oversight of your training year, you should include both (or all three) of them when you apply.

6. Check when your degree results are due to be released

We will need confirmation of your MPharm/OSPAP pass result before you can start training, so you should check when this will be available and plan your start date accordingly. Your university will release this information directly to us. We will not be able to approve or recognise any training before we have received confirmation of a pass directly to us from your university.

7. Copy a form of photo ID to upload to your online application

See section 7 for more details about what sorts of ID we accept.

8. Complete your application and request your DS to check it and agree a learning contract

Input all the details about your training into myGPhC and when you are happy that everything is correct, submit this to your DS, so that they can check the details and sign a learning contract with you. You may need to remind them to check their myGPhC account to respond. Once your DS had responded, you can submit your application.

9. Finalise your application after conformation of your pass result

Once we have received your completed application which includes a learning contract signed by you and your DS, you will need to pay an application fee of **£142** to submit your application to us. Once we receive your application, we will assess it to make sure that:

- you are eligible to start training
- your training arrangements are suitable

If we receive and approve your application **before** we receive your pass result, you will receive a confirmation email that your training is approved on the condition that you pass your degree- so you won't be able to start training until we get your result and send you confirmation.

If we receive and approve your application **after** we receive your pass result, we will send you confirmation that will be able to start training on the start date you specified in your application.

If we're not able to approve your application, we will contact you. We may ask you for additional information.

Important: you will not be able to start training until:

1. you have paid the application fee and submitted your application to us
2. we have received confirmation of your pass result from your university
3. we have confirmed to you that your application has been approved, for you to start training on the date in your application.

2. Issues with your MPharm or OSPAP results

If your application form is approved and we receive a fail confirmation from your university, you may need to delay the start of your training. If you will be resitting exams this year, it's likely you will need to change some of the details in your application, such as the start date, or even your designated supervisor or training site.

If there is a delay in your university confirming your results, you may have to delay starting training. Some universities may not send us your results until after the foundation training scheme opens in July. Please bear this in mind when selecting your start date, as you will not be able to start training until after we have received confirmation of your result.

If you do not pass your MPharm or OSPAP first time, your application will stay open until **10 November 2023**, the closing date of the 2023 scheme. If you submit an application and receive confirmation from us that your application is successful by this date, but do not pass your MPharm or OSPAP you will not be able to join the foundation training scheme this year. You will have to submit a new application next year and pay another fee.

We will keep some information from your application (your personal details and your qualification result) to help assess your eligibility for foundation training, should you decide to apply again within the time limit to meet the **criteria for registration as a pharmacist**.

3. Changing your training arrangements

If you need to make any changes to your training after submitting your application, you will need to **submit a change of foundation training details form**.

4. Application deadlines

The earliest date you can start your training is **10 July 2023**. If you complete any training before this date, it will not count towards your 52-week total.

You **must** start your training on or before **10 November 2023**, the closing date of the 2023 scheme.

Your start date will affect your eligibility for a particular assessment sitting, and the earliest date that you can join the register.

Important: in most cases, if you submit your application by the deadline, you will be able to start training on the date you plan to. But we can't guarantee this as we also need to receive confirmation that you have passed your MPharm or OSPAP, and we may need to investigate information you provide in your application. See the *What will delay me starting my training?* section for more information.

5. Your foundation training location

Use our training premises online search to confirm that the site or training programme you want to train at is approved for foundation training.

If your intended training site is not shown on our website, or the approval expiry date is before you finish training, you should contact your training provider immediately as you will not be able to submit your application to train there. You are responsible for contacting your training provider.

If you are on a multisector, split, or joint training programme (for example, where you spend some time at a GP practice) you should search by postcode of the main community pharmacy or hospital you will be at and select the name of your training programme.

If you are planning on training at more than one pharmacy but have not joined a specific training programme or are having difficulties finding your training programme listed, please contact us via **trainingplan@pharmacyregulation.org**.

6. Your designated supervisor(s)

You will need to enter into a separate learning contract with each of your proposed designated supervisors as part of your online application. They will receive your request to enter into a learning contract through their myGPhC account - so you will need to know their name and registration number to send it to them.

If you are on a multisector, split or joint training programme, such as one where you spend time within a GP practice, we would expect you to have a joint designated supervisor arrangement with a named designated supervisor for each site you will be spending equivalent to 13 weeks or more at.

You may want to let your proposed designated supervisor know when you are completing your application, so they are ready to consider your request.

A designated supervisor must comply with all elements of the foundation training scheme. To find out more about the requirements, **see our designated supervisor suitability policy**.

To make sure there is an objective relationship between trainees and designated supervisors, you must not train anywhere that you have a significant financial interest in or 'significant relationship' with a director, owner or employee.

'Significant relationships' include:

- any family relationships, such as father, mother, aunt, uncle, cousin and so on
- family relationships through marriage or civil partnership
- girlfriend-boyfriend-partner relationships
- people you depend on financially, or to whom you have a financial commitment
- people who depend on you financially, or who have a financial commitment to you

In a public sector placement (for example, at an NHS hospital trust) where there is clearly no commercial interest, we will consider applications from trainees wanting to train at a site where a family member or partner works. However, the training provider is responsible for making sure that training and assessment is managed by someone else, to avoid any conflict of interest. Any operational issues that may arise through this must be managed by the training provider.

Important: The designated supervisor is responsible for approving the competence of their trainee. Any abuse of this responsibility resulting from any family relationship will be a fitness to practise issue for the designated supervisor pharmacist and we may terminate the trainee's training placement. **See section 2 of the foundation training manual** for more information about training arrangements and your foundation designated supervisor.

7. Photo identification

To help us verify your identity, you must supply a form of photo identification which was issued within the last five years. This can either be a university ID card which includes your photo, a valid passport, or an UK/EEA photo driving license.

You will need to upload a photocopy of your identification document to your online application. You do not need to get your ID document certified, but if you don't provide the correct document this may delay your application.

8. Starting your training

You can only start your training if:

- you have submitted your application for foundation training
- we have assessed and accepted your application to join the foundation training scheme and there are no outstanding issues with the information you have provided
- your university has notified us that you have passed your MPharm or OSPAP course
- we have confirmed to you that your application to join the scheme has been successful and that you are eligible to start training

Important: any time you work or are employed as a trainee before the date we confirm that you are eligible to start training will not count towards you meeting the 52-week training requirement.

Once we have confirmed the date that you can start training, you will be able to download a copy of your training record from your myGPhC account. Please print a copy and give it to your employer.

If the details of your training change from those that have been approved and are shown on your training record, you must tell us by **submitting a *Change of foundation details form***. We will assess your new training arrangements to make sure they meet the scheme requirements. If there are any issues with them, we will contact you. If your new arrangements meet the requirements, we will update your training record, and send a copy of it to you via email. This can take up to 28 days.

Any changes you make to your training after submitting your application to us will not be reflected in the training record available in your myGPhC account. We will email an updated copy of your training record if we approve any changes to your training.

9. What will delay me starting my training?

The start of your training may be delayed if:

- you submit an incomplete application
- you start completing an application but do not pay the application fee or submit it
- you do not provide clear copies of suitable ID documents
- your university does not provide your MPharm or OSPAP results promptly
- you need to re-sit your final exams
- your training site is not accredited for all your training period
- your designated supervisor does not meet our **designated supervisor suitability requirements**
- you make a declaration that requires further investigation

We recommend that you gather the details about your designated supervisor and training site in good time before you want to apply, to make sure any issues can be resolved without delaying your application. If the full application process isn't completed on or before **10 November 2023**, you will not be able to join the foundation training scheme this year. You will have to submit a new application in 2024 if you are still eligible to train.