Applying to join the pharmacist pre-registration scheme

Guidance on completing your application

May 2019

To qualify as a pharmacist in Great Britain, you must complete:

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

As a trainee, the pre-registration training placement gives you the opportunity to develop and demonstrate the skills, knowledge and behaviours needed to practice 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 tutor, and must demonstrate over a minimum of 52 weeks that you meet all of the performance standards set out in the pre-registration manual to the level expected of a newly registered pharmacist.

You are responsible for finding your own training placement and tutor and letting us know the arrangements by making a successful application to us through the myGPhC online system before you start training. We will assess this application to make sure that you are eligible to start training and that the arrangements you have made meet our scheme requirements.

If you are studying the Bradford sandwich course or a five-year integrated degree, please contact your university directly for information on how to apply to the pharmacist pre-registration scheme, as the GPhC online application is only for OSPAP and four-year MPharm students.

If you are planning to train part time, you will not be able to apply using the online application. Please contact us for an alternative application form.

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

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1. The application process

To apply to start pre-registration training you will need to:

1. Find out the name and address of the site(s) where your training will take place.
2. Make sure that your intended training sites are approved for the whole of your training period.
3. Ask your employer for a copy of the training plan you will be following during your training.
4. Confirm the name and registration number of your prospective pre-registration tutor(s) so you can include this information with your application. Your tutors will be required to enter into a learning contract with you as part of your application, through their myGPhC account.
5. Print and complete the photograph certification form included with this guidance. You will need to scan this form and upload a copy as part of your online application.
6. 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.
7. Pay an application fee of £142 before submitting your application. The fee covers the processing of your application.

Once we receive your application, we will assess it to make sure that:

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

We will send you a notification via your myGPhC account to let you know that your application is accepted. But we will only let you know if you have been successful or not in joining the scheme when we receive your MPharm or OSPAP result from your university.

If there are any issues with the information you have given us, we will contact you via email. Once these are resolved, we will send you a notification to confirm that your application form is compete and that you will be able to join the scheme if you receive a pass result.

If your application form is accepted and you receive a pass result in your MPharm or OSPAP, we will send you a notification to confirm that your application has been successful. Once you receive this, you can begin your training on the date specified on your application.

If your application form is accepted and you receive a fail result in your MPharm or OSPAP, but 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 tutor or training site.

Once you have made any changes to your training arrangements, submit a change of training details form. We will let you know if your updated arrangements are acceptable and wait for confirmation of your resit results.
Application guidance May 2019

Application deadlines

The earliest date you can start your training is **15 July 2019**. 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 **8 November 2019**. This is because you must complete a certain amount of training before you are eligible to apply to sit the registration assessment.

If you plan to sit the June or September assessment, see the key dates page for the exact deadline to start training for each sitting, and the deadlines to submit your application.

**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 my application? section for more information.

If you do not pass your MPharm or OSPAP first time, we will keep your application open until **8 November 2019**.

If you do not pass your MPharm or OSPAP, submit an application, and receive confirmation from us that your application is successful by this date, you will not be able to join the pre-registration scheme this year. You will have to submit a new application the following 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 pre-registration training, should you decide to apply again within the time limit to meet the criteria for registration as a pharmacist.

**Important:** you must wait for your MPharm/OSPAP results and confirmation from us that your application is successful before starting your training.

2. Your pre-registration training site

**Use our training premises online search** to confirm that the site where you want to train is approved for pre-registration 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 your intended training site is either not approved for pre-registration training or the approval expires before the end of your training.

If you are planning on training at more than one pharmacy, please make sure that you select all sites where you will be spending a block of 13 weeks or more when you complete the application. You do not need to enter the details of any sites where you will spend less than 13 weeks.

If you are planning on carrying out pre-registration training on a part-time basis, please contact us in advance to discuss your arrangements and how you should apply.
3. Your tutor

You will need to enter into a separate learning contract with each of your proposed tutors 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.

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

As set out in our tutor suitability policy, your tutor must have:

- been registered with the GPhC as a pharmacist for at least three years
- been practising in the sector where they intend to tutor for at least three years (for example, they must have practised for three years in a community pharmacy to tutor in a community pharmacy, in secondary care to tutor in a hospital) or have equivalent experience in a sector which parallels the service or main activities within the training environment (for example, working in a research environment such as either industry or academia to tutor in industry)
- no sanctions or conditions on their registration that stop them from being a tutor
- no current fitness to practise issues that stop them from being a tutor

They must comply with all elements of the pre-registration training scheme.

To make sure there is an objective relationship between trainees and tutors, you must not train anywhere that you have a:

- significant financial interest in
- ‘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 tutor 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 tutor pharmacist and we may terminate the trainee’s training placement. See section 2 of the pre-registration manual for more information about training arrangements and your pre-registration tutor.
4. Providing a countersigned photograph

To help us verify your identity, you must submit scanned copies of a correctly countersigned passport photo as part of your online application. Ask the person countersigning your photo to fill in the photograph certification form included with this guidance.

You will need to upload two scans:

- one scan showing the **front** of the photo and the front of the completed form
- one scan showing the **back** of the photo (with the countersigning text) and the completed form

**a) Who can countersign my photo?**

Your photograph must be countersigned and dated by somebody who is listed as an acceptable countersignatory by the [Home Office Passport Service](https://www.gov.uk/government/organisations/home-office-business-arrangements). This should be somebody who:

- has known you for the last two years
- is resident in the UK

If you have studied an OSPAP course, your OSPAP tutor can also countersign your photograph even if they don’t meet the criteria above.

**b) How should my passport photo be certified?**

The person countersigning your photograph should write the following on the back of it:

i.   ‘I certify that this is a true likeness of [your full name]’

ii.  Their signature

iii.  The date

5. Starting your training

You can only start your training if:

- we have assessed and accepted your application to join the pre-registration 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 training 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.

6. What will delay me starting my training?

The start of your training may be delayed if:

- you submit an incomplete application (including the photograph certification form)
- 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 of your training period
- your tutor does not meet our tutor suitability requirements

We recommend that you gather the details about your tutor and training site in good time before you want to apply, to make sure any issues can be resolved without delaying your application.
Photograph certification form

To be completed by the person countersigning your photo

For guidance on who can countersign your photo, see section 6 of the application guidance.

To the certifier:

By countersigning this application, you agree that the GPhC may contact you to verify the information that you have provided and that you are listed on the Home Office Passport Service website as an acceptable countersigner. Please fill in your details below.

Name: 

Occupation: Phone: 

Address: 

Email: 

I declare that I have certified and signed the photograph attached and that I have known ___________________________ (write the applicant’s full name) for ____________________ years and the information I have provided is correct.

Signed: 

Date: 

Staple your correctly certified photograph here.

Have you included the correct text on the back?