

Important information to assist with applying to join the Foundation Training Year 2022/23

Applications to join the Foundation Training Year 2022/23 will begin early in 2022. The purpose of this communication is to provide an outline of the application process and make you aware of the information you will need to provide to make a successful application.

The Application Process

The application process for the Foundation Training Year 2022/23 will be in two stages.

Stage 1 requires students to apply to join the 'student register' of the Pharmaceutical Society NI. Once stage 1 is completed, students can then apply for Stage 2.

Stage 2 requires students to apply to NICPLD (Northern Ireland Centre for Pharmacy Learning and Development), to join the Foundation Training Programme. NICPLD is responsible for the delivery, operation and management of the foundation training programme and will be students' main point of contact after Stage 1 is complete and throughout the Foundation Training Year.

How will the application process work?

The two-stage application process involves the following:

Stage 1: In early 2022, students will be invited to apply to join the Pharmaceutical Society NI student register. This will be an online application process. The application will outline all the details needed to successfully complete the

process. However, the following information will be required, and students should make sure they have all the necessary information readily available:

- personal details (name, home address and contact details);
- details of where you are undertaking your MPharm degree course;
- confirmation of identity i.e. solicitor certified copy of birth certificate/marriage certificate, if applicable;
- certified passport style photo;
- solicitor certified copy of your passport identity page;
- any relevant fitness to practise and/or health declarations; and
- the registration fee (£206).

Students should note that confirmation of entry onto the student register and, therefore, confirmation of eligibility to undertake the Foundation Training Year, will be subject to Pharmaceutical Society NI receiving confirmation that you have successfully completed your MPharm degree course.

The Pharmaceutical Society NI will only accept solicitor certified copies of originals. Do not send original documents.

Further information about certification of documents and how to submit evidence that you have successfully been awarded an MPharm degree will be clearly outlined in the online application.

Stage 2: After successfully completing Stage 1, NICPLD will contact eligible students with details of the NICPLD online application process. Please note, if students do not successfully complete Stage 1, they will not be contacted by NICPLD to complete Stage 2.

To successfully complete Stage 2, students will be required to submit details of their planned training arrangements, including:

- anticipated start date;
- details of their training site(s);
- name(s) of educational supervisors(s); and
- employer details.

Students will also be required to make a health declaration relating to any health conditions that may impact on their ability to practise safely and effectively and undertake the Foundation Training Year.

On completion of the online application, NICPLD will contact students' Educational Supervisor(s) and employer(s) directly via email to ask them to confirm information contained in your application and to commit to their role in delivering workplace training within their pharmacy site.

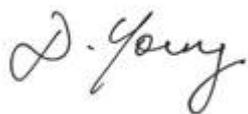
Anticipated timelines for application:

Stage 1: the online application process to join the student register of the Pharmaceutical Society NI will begin in **mid-January 2022** and will be open for 4 weeks.

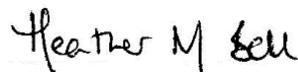
Stage 2: the application process to join NICPLD's Foundation Training Year will begin in early **March 2022** and will be open for 4 weeks.

The link to the Stage 1 online application process, and further details, will be emailed directly to Schools of Pharmacy for onward distribution to fourth year MPharm students in January 2022. At this stage, we recommend that students begin to assemble the necessary information, outlined above, to complete Stage 1 and finalise training arrangements, if not already finalised, to enable completion of Stage 2 of the process

Yours sincerely



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