

## Important information to assist with applying to join the Foundation Training Year 2024/25

Applications to join the Foundation Training Year 2024/25 will begin on 04 January 2024. 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 2024/25 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 Year (FTY) programme. NICPLD is responsible for the delivery, operation and management of the FTY and will be students' main point of contact after Stage 1 is complete and throughout the 12-month FTY programme.

### *How will the application process work?*

The two-stage application process involves the following:

**Stage 1:** On 04 January 2024, students will be able to apply to join the Pharmaceutical Society NI Student Register by following the process outlined in the correspondence attached here: [Information about Foundation Training Year - Pharmaceutical Society of Northern Ireland \(psni.org.uk\)](https://psni.org.uk/information-about-foundation-training-year). The correspondence outlines all the details needed to successfully complete the process.

The following information will be required and students should have the necessary information readily available during the application process:

- personal details (name, home address and contact details);
- details of where MPharm degree course is being undertaken;
- confirmation of identity i.e. solicitor certified copy of birth certificate/marriage certificate, if applicable;
- certified passport style photo;
- solicitor certified copy of 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 FTY will be subject to Pharmaceutical Society NI receiving confirmation of the student's successful completion of the 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.

After successfully completing Stage 1, The Pharmaceutical Society NI will share details of the Student Register with NICPLD.

**Stage 2:** NICPLD will contact eligible students with details of the NICPLD online application process. Please note, if students do not successfully complete Stage 1, their data will not be transferred by PSNI to NICPLD and 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:

- name and address of placement site(s);
- placement(s) start and end dates;
- name(s), PSNI registration number(s) and email address(es) of Educational Supervisors(s); and
- name(s), PSNI registration number(s) and email address(es) of responsible individual(s) within the employing organisation(s).

Students will also be required to make a health declaration to declare if they have any physical or mental health condition(s) that may either affect their ability to practise safely and effectively within the workplace and undertake the FTY, or, that may entitle them to a reasonable adjustment in the Common Registration Assessment.

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

Further information relating to Stage 2 can be found at <https://www.nicpld.org/courses/fty/>

## Anticipated timelines for application

**Stage 1:** the online application process to join the Student Register of the Pharmaceutical Society NI will begin on 04 January 2024 and will remain open for 4 weeks until 01 February 2024.

**Stage 2:** the application process to join NICPLD's Foundation Training Year will begin on 19 February 2024 and will close at 12 noon on Friday, 11 March 2024. Applications received after the closing date WILL NOT be accepted. Students can anticipate receiving notification of the outcome of their FTY 24/25 programme application by Friday 12 April 2024.

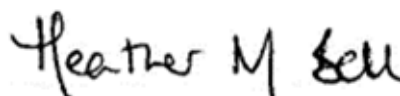
The link to the Stage 1 online application process, and further details, will be emailed directly to Schools of Pharmacy for onward distribution to fourth year MPharm students in January 2024.

We recommend that students begin to assemble the necessary information, as outlined above, to complete Stage 1 and finalise training arrangements to enable completion of Stage 2 of the process at the appropriate time point.

Yours sincerely



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Registrar &  
Director of Regulation  
Pharmaceutical Society NI



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