



# Foundation Training Year (FTY)

## 2024-25 TRAINING COHORT

# **Training Provider Guidance: Pre-employment Checks**

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## Introduction

Recruitment of trainee pharmacists for the 2024-25 FTY training year concluded in December 2023 with the release and acceptance of matching outcomes. This included a 'handover' of candidate files including a copy of application forms, supporting documents, and the candidates' matching outcome email. The handover was carried out via the TPI online recruitment system with Training Providers able to access trainee files via their online account.

As the employer of trainee pharmacists, it is the Training Provider's responsibility to carry out pre-employment checks and to ensure that all checks are satisfactory in accordance with local procedure. Whilst NES HR processes photographic and ID documents as part of the longlisting process, it does not have a remit in carrying out and ensuring pre-employment checks are satisfactory, nor for issuing unconditional offers or contracts of employment.

In order to provide support to Training Providers and to help achieve a consistent training experience for all FTY trainees, this guidance document provides information and advice regarding the completion of pre-employment checks ultimately enabling Training Providers to issue an unconditional offer and contract of employment to trainee(s) commencing with their organisation.

Links to further sources of information are available throughout the document.

## Pre-employment Checks

The following checks should be carried out and fully completed by the Training Provider prior to issuing an unconditional offer and contract of employment. As per any other employee, trainee pharmacists cannot start in post until all checks are fully complete and an unconditional offer of employment has been issued. Preferably, the trainee pharmacist will also have signed and returned the employment contract prior to their first day. It is strongly recommended that Training Providers seek advice from local HR support prior to trainee pharmacists commencing post, to ensure all legal requirements have been met, thus minimising risk to the organisation.

### 1. Verification of Identity

Copies of some forms of ID documents, such as Passport, Driving Licence or Proof of Address, were processed as part of the longlisting process. Copies of these documents can now be found in the TPI site, in the 'View Incoming Trainees' section. If needed for local process, Training Providers are advised to download these documents and retain a copy. As these documents were not sighted in person by a member of our team, it is the responsibility of the Training Providers to check and verify these documents and ask for additional documents if required.

## 2. Right to work in the UK

Similar to verification of identity, as part of the longlisting process, NES HR processed right to work documents for applicants, it is the responsibility of the Training Providers to check applicants' current status and verify their documents prior to trainee pharmacists starting in post.

In all cases, Training Providers should ensure they are following Home Office guidance on right to work checks and employer responsibilities for sponsored workers.

[Employer's Guide to right to work checks](#)  
[Sponsorship: Guidance for Employers](#)

## 3. Qualifications

At the application stage, based on information supplied by candidates on their application form, NES HR checks that candidates are due to complete an MPharm qualification or equivalent by the post commencement date. However, for the majority of candidates, graduation takes place following the conclusion of the recruitment process; the Training Provider must therefore check that trainee pharmacists commencing employment with them, did achieve their qualification.

Recommended practice is that the original degree certificate is sighted, and a copy is obtained and held on file. As detailed in the [PIN Policy: Safer Pre and Post Employment Checks](#), it is not appropriate to assume that the qualification check is satisfied by application to the GPhC:

*"For all posts for which a specific qualification is a requirement, evidence of the necessary qualifications should be verified. Even if relevant statutory regulatory bodies check qualifications as part the registration process, Boards\* must still separately verify an individual's qualifications."*

Furthermore, as detailed below, notification of successful application to the GPhC is unlikely to be provided to trainees until immediately prior to post commencement and, therefore, is not a suitable means of satisfying this pre-employment check.

**\*NB:** whilst the PIN Policy refers to 'Boards' it is expected that all Training Providers participating in the NES funded FTY abide by this principle.

## 4. GPhC Application to participate in the Foundation Training Year

All candidates must successfully apply to the GPhC to enable participation in the Foundation Training Year; applications are submitted to the GPhC in accordance with procedure and timescales stated on the GPhC website. NES issues correspondence directly to trainee pharmacist applicants, including links to further information and how to access the GPhC application form.

Upon successful application, a training record is issued by the GPhC directly to the trainee pharmacist; NES is **not provided** with a copy of the training record. The record will be issued very close to the trainees' start date and in accordance with the timescale detailed in the GPhC application form which can be found here;

<https://www.pharmacyregulation.org/education/pharmacist-foundation-training-scheme/training-placement/applying>

With this in mind, it is recommended that Training Providers encourage candidates to submit their application promptly.

Training Providers should sight the original training record and retain a copy on file, this should be checked by employers prior to allowing training to commence.

### **5. PVG Scheme Membership (Disclosure Scotland)**

Foundation Training Year posts are considered to be ‘regulated work’ and NES therefore continues to recommend that Training Providers carry out a PVG check of all trainee pharmacists commencing employment with their organisation, thus helping to uphold the protection of vulnerable groups and also to mitigate any risk to the Training Provider organisation. Further information regarding PVG and how to apply, is available [here](#).

### **6. References**

In accordance with the [PIN Policy: Safer Pre and Post Employment Checks](#), at least two references should be taken covering a period of three years. As the majority of candidates will have very recently graduated with minimal work experience, it is anticipated that at least one referee will be a lecturer/tutor from the School of Pharmacy.

Training Providers should ask trainee pharmacist applicants for their referee contact details and seek their permission to take up references. Training Providers should use their standard reference template, however bearing in mind that many organisations might have a policy which only permits the completion of their own template.

### **7. Occupational Health Check**

Please ensure you thoroughly check application forms and make sure the required support is provided during the training year for candidates who have provided additional information under the ‘Disability & Special Arrangements’ section. It is recommended that a pre-employment health assessment is carried out, thus ensuring good occupational health practice and the opportunity to identify any support or reasonable adjustments which might be required to be made for the trainee pharmacist. Training Providers should follow their local procedure when doing so; this might include providing a copy of the Job Description to an Occupational Health Provider – a sample Job Description for the trainee pharmacist role is available within the Training Provider Handbook.

### **8. Fitness to Practice Checks**

Please ensure you thoroughly check application forms for information provided under the Fitness to practise declarations section. This information is gathered during the application process on behalf of training providers. Applicants have also signed a declaration as part of the application process to take on a continuing responsibility to inform employers of any new criminal convictions, police investigations or fitness to practise proceedings that arise in the future.

Employers should utilise any information provided through both methods as part of the pre-employment check process prior to issuing a contract of employment.

## **Terms & Conditions**

The terms and conditions detailed below are applicable to all FTY trainee pharmacists. To ensure a consistent training experience for all trainee pharmacists, the following terms and conditions must be included in the contract of employment between the Training Provider organisation and the trainee pharmacist.

All other terms and conditions applicable to the trainee pharmacist's employment are as per the Training Provider's local arrangements and policy. This should be made clear to the trainee pharmacist.

## **Start date**

The start dates for training posts are Monday 29th July - Friday 2nd August 2024. Having all trainee pharmacists start on the same date enables continuity of service and a consistent training experience for all trainee pharmacists. However, NES is aware not all trainee pharmacists will be able to commence on the above dates, therefore has added an additional cohort starting date to be used for trainee pharmacists with university resits or exceptional circumstances only, which is Monday 4th November - Friday 8th November 2024.

## **Salary**

The salary payable to each trainee pharmacist is currently £30,229 per annum. This rate is in accordance with Agenda for Change Band 5, a copy of the salary scale is available [here](#). Any uplift will be communicated directly to training providers.

## **Hours**

Trainee pharmacists should be contracted for 37.5 hours per week. These hours will be worked as part of the normal weekly opening hours of the training base. 'Out of Hours' placements are defined as work undertaken between 18:30 and 08:00, all day at weekends and on Public Holidays.

## **Annual Leave and Study Days**

Trainees will receive 27 days annual leave and 8 days public holidays. Trainees should also be allocated one half-day per week (or equivalent) protected time for study time.