

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Contents

ELIGIBILITY AND APPLICATION	5
Q1. When will applications open?	5
Q2. Do I need to put in more than one application if I am willing to train in more than one location?	5
Q3. Where can I find the entry and eligibility requirements?	5
Q4. Where could I get more public health experience?	5
Q5. Am I able to apply to a training programme of my choice?	5
Q6. I have previously held a specialty training number in public health but relinquished/was removed from my post. I wish to return to specialty training. Is this possible?	6
Q7. I currently hold a specialty training number in public health. I wish to transfer programmes; do I need to apply through this recruitment process?	6
Q8. What can be considered as relevant public health experience?	6
Q9. Who can I contact if I am experiencing problems with the application form?	6
Q10. What is the level of competition for public health training placements?	7
Q11. I may not have all my information gathered by the closing date for applications. Can I send in additional information after the closing date?	7
Q12. I am not a doctor. Can I count voluntary work as work experience to count towards my 60 months?	7
Q13. I am not a doctor and I don't work in the NHS. How do I work out if my current post is equivalent to the Agenda for Change Band 6 referred to in the Applicant Guidance?	7
Q14. I am not a doctor and have had a number of part-time jobs at the same time. Can they all count toward my totals for work experience?	8
Q15. I am a doctor. I have not been in clinical practice for the past three and a half years. Can I apply and then complete my foundation competence equivalent experience after application and before August 2018?	8
Q16. I am a doctor. I am in specialty training. Will this count as evidence of foundation competence?	8
Q17. I am a doctor. I applied for specialty training last year but I was unsuccessful. Will my Alternative Certificate still be valid?	8

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

- Q18. I am a doctor but I have not practiced clinically for the past three and a half years. Could I apply through the non-medical route?..... 8
- Q19. I am a doctor. I have practiced as a consultant/GP for several years. Am I eligible to apply? 9
- Q20. I am a doctor. I have not worked at all for the past three and a half years. Can I apply through the non-medical route? 9
- Q21. I am not a doctor. I have not worked for the past three and a half years but worked at a senior level (at or above NHS Agenda for Change Band 6) for several years before that. Am I eligible to apply? 9
- Q22. I am not a doctor. I have worked in an academic post for many years. Will my research work count as relevant experience? 9
- Q23. I am not a doctor. My primary degree was 2.2 but I am taking a Masters degree. Am I eligible?..... 9
- Q24. I am not a doctor. My primary degree was 2.2 but I have a Masters degree. Am I eligible? 10
- Q25. My qualifying degree was completed overseas. I have a Grade Point Average (GPA) score. What should I do? 10
- Q26. Can my qualifying degree count toward my five years general work experience and 24 months Band 6 work?..... 10
- Q27. I have a 2:1 as my primary degree and also a higher degree. Can I count the higher degree towards my 60 months experience? 10
- Q28. I have a qualifying degree. I am currently studying part time for a higher degree. I also have a part time job. What can I claim towards my 36 months general and 24 months Agenda for Change grade 6 population health experience? 10
- Q29. I am not a doctor. I fall short of the 60 months by a short margin but believe my experience to be highly relevant and that I have all the skills required to enter public health training. Will I be eligible? 11
- Q30. I do not fulfil the required total 60 months training for non-medics/24 months Foundation training for medics until the day before specialty training starts in August 2018. If I am offered a training post after selection centre, can I tender my resignation early from my current post and take a long holiday before starting training? 11
- Q31. I am a doctor and I have completed Foundation (or equivalent) but finished before 1 January 2015. I wish to apply through the non-medical route. Does my Foundation competence automatically make me eligible? 11
- Q32. I am a doctor but am not currently on the GMC register. Am I eligible to apply? Could I apply through the non-medical route?..... 11

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q33. I am a qualified dentist. Am I eligible to apply and if so, which training route do I apply through?	12
Q34. I already work for the NHS. Am I entitled to pay protection?.....	12
Q35. The application form does not ask me to list my publications and presentations. Other specialty applications require this. Why do I not list them in my application for public health?	12
Q36. I qualified outside the EU but my degree was taught in English. Do I still need the IELTS Certificate?	12
Q37. Why do I need to demonstrate English language proficiency?	13
Q38. How do I demonstrate English Language proficiency?	13
Q39. My IELTS certificate is just over 24m old. Can I use this?	13
Q40. My IELTS score is higher than 7.5 overall but one of the domains scored less than 7. Am I eligible?	13
Q41. I am not a UK national. Can I still apply?.....	13
Q42. I have applied for an academic clinical fellowship post (ACF). Do I still need to apply to the national recruitment process?	14
Q43. Can I alter my submitted application form after the closing date if I would like to add or change some information?.....	14
Q44. What is tested in the assessment centre?.....	15
Q45. Is there any pre-reading or preparation that is recommended before starting the recruitment process?	15
Q46. How will the assessment centre be run?	15
Q47. What proof of identity is acceptable?	15
Q48. My name on my ID is different to the name on the booking confirmation, what should I do?.....	15
Q49. What should I do if I do not have the appropriate ID?	16
Q50. Where will the assessment centre be held?.....	16
Q51. I have not received an email from Pearson VUE, what should I do?.....	16
Q52. I have received the email from Pearson VUE but I am unable to book a test centre, what should I do?	16
Q53. I have declared a reasonable adjustment on my application form. What else do I need to do?	16
Q54. Will I be allowed to take a bottle of water/sweets/snacks into the test centre?	17

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q55. I am breastfeeding my baby. Can I start at a different time?.....	17
Q56. I am breastfeeding my baby. Will I be allowed to leave the test centre to breastfeed?	17
Q57. I have asked for a reasonable adjustment. Can I go to any test centre?	17
Q58. I have a disability. What aids may I take into the test centre?	18
Q59. What happens if I need a larger font for computer work?	18
Q60. Will there be a break during the test?	18
Q61. What will happen on the day?	18
Q62. What happens if I have a problem on the day?	18
Q63. What happens if I have an issue at the test centre?.....	18
Q64. Will other people be using the test centre?	18
Q65. I am having difficulties booking a test slot, what should I do?.....	18
THE SELECTION CENTRE PROCESS.....	19
Q66. Where and when will the Selection Centre be held?	19
Q67. What will be tested at the selection centre?.....	19
Q68. I have a requirement for reasonable adjustments to be made available for my attendance at a selection or assessment venue. How do I bring this to your attention and is there anything else I should do?	19
OFFERS	20
Q69. How are training places allocated?.....	20
Q70. If I am successful how will I be offered a post?	20
Q71. I am applying for training in this round but would like to defer my place, if offered, for a year. Is this allowed?	20
Q72. I am a doctor. Will I be allowed to train part time and continue my work in clinical medicine?	20
Q73. I want to train in Public Health and General Practice. Will I be able to accept offers for both specialties?	20
Q74. I understand people can be appointed at ST1 or ST2 level. Is that correct?.....	20
FURTHER INFORMATION	21
Q75. Where can I find out more information on the recruitment process?	21
Q76. Where will posts be advertised?	21

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

ELIGIBILITY AND APPLICATION

Q1. When will applications open?

A: Advertisements will be published ([NHS Jobs](#)) on Thursday 2nd November 2017. Applications will open at 10:00 on Wednesday 8th November and close at 16:00 on Thursday 30th November 2017.

Q2. Do I need to put in more than one application if I am willing to train in more than one location?

A: No. Only one application is required. You will have the opportunity to select your programme preference choices through the Oriel system during the recruitment process. It is important that careful consideration is given to your choices as this will determine the order in which offers are made. You should be aware that restricting your choices might result in no offer being made even, if your final ranking is sufficient to have been offered a training place somewhere (in the event that all your choices are offered to candidates with a higher ranking). Some programmes offer geographically zoned training. These are selected as separate choices as if they were standalone programmes. You should refer to programme web pages for further details.

Q3. Where can I find the entry and eligibility requirements?

A: The 2018 person specification can be found on the [Health Education England Specialty Training website](#). Applicants should be aware that eligibility is checked through a standard process and all ineligible applications are rejected at this stage. Eligibility criteria (including degree grades) are strictly applied. If you are uncertain whether you comply with requirements you may wish to seek early advice. You will be required to prove eligibility by bringing degree certificates, immigration documents etc. to selection centre if you are invited to this stage.

Q4. Where could I get more public health experience?

A: Doctors currently in training may be able to arrange some taster experience in a local programme. Advice should be sought from your own foundation programme director and then from the local programme director for public health. Applicants from other backgrounds might approach a local public health organisation to seek work experience/ secondment/shadowing.

Q5. Am I able to apply to a training programme of my choice?

A: You apply to the programme of your choice and express preferences for alternative choices. If you limit your choice you may not be offered a training slot if your final ranking is not high enough to secure your preferences. You should read the websites of your chosen programme(s) for local details. You should ensure you understand local expectations for relocation/local work travel if you preference programmes at a distance from your current home.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q6. I have previously held a specialty training number in public health but relinquished/was removed from my post. I wish to return to specialty training. Is this possible?

A: Your application will need to be supported by the Training Programme Director and the Postgraduate Dean of your previous programme. You need to declare on your application form that you have been removed from training/relinquished your post and also provide full details of the resignation/release/removal from the training programme to the recruiting organisation by email at the point of application. This should be provided on the *Support for Reapplication to a Specialty Training Programme* form – Exclusion Policy Support Form (available for download from the Oriel resource bank) and approved by both the Head of School/Training Programme Director and Postgraduate Dean in the region where your training was previously undertaken. Please submit the form to publichealthrecruitment.em@hee.nhs.uk at the time of application submission.

Q7. I currently hold a specialty training number in public health. I wish to transfer programmes; do I need to apply through this recruitment process?

A: You may be eligible for an inter-deanery transfer (IDT). You should discuss this with your programme director. If you are not eligible, you will need to apply through this national recruitment process and will need to complete the *Support for Reapplication of Specialty Training in a Different Region* form (available for download from the Oriel Resource Bank). Further information on the IDT process can be found on the HEE Specialty Training website

Q8. What can be considered as relevant public health experience?

A: All clinical practice is considered relevant to public health. If you are not from a clinical background (e.g. social work) but are registered with the Health and Care Professions Council (www.hcpc-uk.org/) or the Nursing and Midwifery Council, your job/experience is considered as relevant, provided the post was at the appropriate level/grade specified in the person specification. Applicants not registered with a relevant professional council are required to make a short statement describing how their experience is relevant. Providing sufficient information in this section is essential. Specific advice cannot be given but applicants should show how their experience links with requirements detailed in the person specification, job description and with the aims of public health as a specialty. They should make it clear what experience was gained in which job so that an assessment can be made as to the level the applicant worked at. 'Relevant' should not be considered as linked to a job title *per se* but rather as experience and perspective of population health.

Q9. Who can I contact if I am experiencing problems with the application form?

A: All queries regarding the recruitment process including the online Oriel process must be directed to: publichealthrecruitment.em@hee.nhs.uk

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q10. What is the level of competition for public health training placements?

A: Application into public health specialty training is competitive with, broadly, an average of 500 – 600 eligible applicants annually for 70 – 80 places. Competition ratios vary between programmes. There is no quota defining the proportion of places offered to each of the two groups of applicants.

Q11. I may not have all my information gathered by the closing date for applications. Can I send in additional information after the closing date?

A: No. You are advised to start completing your application early and ensure you have access to any documents need to be uploaded. Late submission of any material will not be accepted. No application or supporting evidence submitted/uploaded after the closing date/time will be accepted. All documentation must be included in the original application, so it is essential that you read the person specification and submit all the evidence you need to prove eligibility to the panel of checkers. We will not come back to you and ask for missing information such as grades of degrees, up to date Foundation Achievement of Competence Document/Foundation Programme Certificate of Competence (FACD/FPCC) forms etc. We only judge eligibility on the evidence provided at the time of submission. Please check your application very carefully before submitting.

Q12. I am not a doctor. Can I count voluntary work as work experience to count towards my 60 months?

A: In order to count towards your 60 months' work experience, work does not have to be salaried but must be contracted. For example, work with a charity such as Voluntary Service Overseas would count if you were contracted to the organisation. Work on a purely voluntary basis without a formal appointment and contract would not count. Volunteering paid for by the applicant though a 'gap year' company or equivalent without a formal appointment process does not count.

Q13. I am not a doctor and I don't work in the NHS. How do I work out if my current post is equivalent to the Agenda for Change Band 6 referred to in the Applicant Guidance?

A: The following website: [Job Evaluation Group - NHS Employers](#) explains the *Agenda for Change* job evaluation process and contains explanations of job content at the different Bands. You should compare your post with the descriptors against Band 6 and use this information to explain why you believe your post to be relevant in the application form. It is your responsibility to make this assessment. The following sources of information may also be useful

NHS employers - national job profiles

NHS careers - pay for managers

NHS careers - pay for health informatics

NHS careers - pay for wider healthcare staff

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q14. I am not a doctor and have had a number of part-time jobs at the same time. Can they all count toward my totals for work experience?

A: Yes but no applicant can work more than 1 WTE (40 hours week) at any stage of their employment history. Any work beyond this level will not be counted. It is your responsibility to make it clear on your application form

Q15. I am a doctor. I have not been in clinical practice for the past three and a half years. Can I apply and then complete my foundation competence equivalent experience after application and before August 2018?

A: No. Foundation competence through submission of an Alternative Certificate must be evidenced by the date of submission of your application.

Q16. I am a doctor. I am in specialty training. Will this count as evidence of foundation competence?

A: Yes, if you are currently in active clinical or clinical/academic practice in a UK educationally approved training post, and hold a National Training Number (NTN) or Deanery Reference Number (DRN), you will be considered as having had your foundation competences assessed on entry to your current post. If this applies to you, please ensure you enter your NTN or DRN on your application form at the appropriate section. However, please note if you relinquish your NTN or DRN between the time of application and commencement you will be required to submit an Alternative Certificate of Foundation Competence for the period out of training.

Q17. I am a doctor. I applied for specialty training last year but I was unsuccessful. Will my Alternative Certificate still be valid?

A: Yes, providing the post that has been assessed as delivering equivalence of foundation competence has been wholly undertaken for a minimum period of 3 months (continuous and whole time equivalent) in the period since January 2015 and by time of application submission.

Q18. I am a doctor but I have not practiced clinically for the past three and a half years. Could I apply through the non-medical route?

A: Yes, provided you fulfil the requirements for eligibility for the non-medical route. You will then train through the non-medical route and will be entered on to the United Kingdom Public Health Register at CCT rather than the GMC specialist register. You cannot change your registration status part way through training nor at CCT. As a consultant on the UK PHR you will not be employed under the medical consultant terms and conditions of service. To be eligible for this route you must fulfil the entry requirements for that route.

Your completed medical school training will count as the basic level 36 months required.

You are required to demonstrate a minimum Band 6 level (or equivalent) to a total of 24 months in line with other non-medical applicants, A minimum of three months of this must be within the three and a half years up to August 2018. If you have not

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

worked at an equivalent level to Agenda for Change Band 6 or higher during the past three years, you will not be eligible to apply.

Stating you are a doctor is insufficient evidence. You **must** explain how the work you have done makes you eligible to apply.

Q19. I am a doctor. I have practiced as a consultant/GP for several years. Am I eligible to apply?

A: You will need to submit an Alternative Certificate confirming current foundation competence, signed by a consultant/GP with whom you have worked for a minimum of three months continuous period whole time equivalent (WTE) between January 2015 and application submission. This certificate confirms that your competence in every area of the Foundation curriculum can be evidenced. Competence must be certifiable by the date of submission of your application.

Q20. I am a doctor. I have not worked at all for the past three and a half years. Can I apply through the non-medical route?

A: Yes, but if you are applying through the non-medical route, you must comply with the eligibility criteria for that route which includes working for a minimum of 24 months at Agenda for Change Band 6 (or equivalent) of which at least 3 months WTE must be within the three and a half years up to August 2018.

Q21. I am not a doctor. I have not worked for the past three and a half years but worked at a senior level (at or above NHS Agenda for Change Band 6) for several years before that. Am I eligible to apply?

A: No. The GMC requires doctors to be able to demonstrate and evidence competence at the equivalent level in a specified period before taking up a training post to protect the public and to assure safety. We believe we should apply the same standards to all applicants. Doctors have to be able to demonstrate foundation competence currently within the three and a half years preceding the start date of their intended post.

Q22. I am not a doctor. I have worked in an academic post for many years. Will my research work count as relevant experience?

A: It is not possible to give definitive advice on this. You will be required to show how your academic work is relevant to your public health application. Just working in a Public Health department is not necessarily appropriate experience. It is your responsibility to demonstrate this clearly.

Q23. I am not a doctor. My primary degree was 2.2 but I am taking a Masters degree. Am I eligible?

A: No. You are not eligible if the only degree you have is 2.2, 3 or unclassified. You can only count a Masters degree as your qualifying primary degree if you have completed and certified the Masters degree at the time you apply.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q24. I am not a doctor. My primary degree was 2.2 but I have a Masters degree. Am I eligible?

A: Yes. A Masters degree certified by the time of application can count as your qualifying degree.

Q25. My qualifying degree was completed overseas. I have a Grade Point Average (GPA) score. What should I do?

A: You should convert your degree using the online calculator at <http://www.foreigncredits.com/Resources/GPA-Calculator> and provide evidence to this effect. You must take the cumulative, i.e. all years, GPA, calculate the equivalent degree level and enter it on your application form. If the scale is not a 4- or 5-point scale, or is provided as a percentage, or a grade, then the score must be officially calculated using a company such as NARIC. Other companies are available and it is the responsibility of each applicant to locate a suitable company who will provide the necessary evidence. As evidence, applicants will need to upload their degree certificate and transcript, plus the official document showing its UK classification equivalent.

Q26. Can my qualifying degree count toward my five years general work experience and 24 months Band 6 work?

A: Studying towards your qualifying degree cannot count as part of the five years of employment experience (whether primary degree or higher degree where this is the qualifying degree). If the qualifying degree is taken part time, and part time work continued (e.g. when taken as part of a job), not more than 0.5WTE may count towards the five years. Such work cannot count towards the 24 months public health relevant Agenda for Change Band 6 work.

Q27. I have a 2:1 as my primary degree and also a higher degree. Can I count the higher degree towards my 60 months experience?

A: As you already have a qualifying degree, work undertaken for a higher degree can contribute to the 36 months general work experience but not towards the 24 months population health NHS Agenda for Change Band 6 experience.

Q28. I have a qualifying degree. I am currently studying part time for a higher degree. I also have a part time job. What can I claim towards my 36 months general and 24 months Agenda for Change grade 6 population health experience?

A: You can claim your higher degree studying towards the 36 months general experience but not the 24 months Agenda for Change grade 6 experience. You can claim your part time work towards the 24 months Agenda for Change grade 6 experience if it fulfils the criteria. You must however make it explicit on your application as to how part time your higher degree and work is. If you do not state your higher degree is part time it will be assumed to be full time and none of the work you carry out in that period will count towards the 60 months total.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q29. I am not a doctor. I fall short of the 60 months by a short margin but believe my experience to be highly relevant and that I have all the skills required to enter public health training. Will I be eligible?

A: No. Meeting the 60 months requirement by the time of starting the training programme is mandatory, as is meeting the minimum 24 months at Agenda for Change Band 6.

Q30. I do not fulfil the required total 60 months training for non-medics/24 months Foundation training for medics until the day before specialty training starts in August 2018. If I am offered a training post after selection centre, can I tender my resignation early from my current post and take a long holiday before starting training?

A: No. Your eligibility assumes you will complete the full period of work experience/foundation before August 2018. Only contracted periods of leave are allowed. If you finish early, your enrolment with the Faculty of Public Health will be challenged as you will have made yourself ineligible to commence training. You are required to provide evidence at enrolment of fulfilment of eligibility.

Q31. I am a doctor and I have completed Foundation (or equivalent) but finished before 1 January 2015. I wish to apply through the non-medical route. Does my Foundation competence automatically make me eligible?

A: No. Both doctors and those from a different background must demonstrate competence at the 24 months population health relevant Foundation level or higher/Band 6 (or higher or equivalent) within the preceding three and a half years up to August 2018. If you are applying through the non-medical route you must be able to demonstrate current Band 6 experience by having worked at that level for a total of 24 months of which a minimum of three months must be in the previous three and a half years prior to advertised post start date i.e. August 2018. Simply stating you worked as a doctor is insufficient.

You must understand that you cannot change your registration status part way through training nor at CCT and if you were recruited as a non-medic, you will be recommended to the UK PHR on successful completion of training.

Q32. I am a doctor but am not currently on the GMC register. Am I eligible to apply? Could I apply through the non-medical route?

A: You need to be on the GMC register by the start of the training year in August 2018 to be eligible to apply as a doctor and also meet the requirements for evidence of foundation competence. If you cannot fulfil these requirements by the start of training, you can apply as a non-medic BUT you must understand that you cannot change your registration status part way through the application process, through the training programme nor at CCT and will be recommended to the UK PHR on successful completion of training.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q33. I am a qualified dentist. Am I eligible to apply and if so, which training route do I apply through?

A: As a dentist you must apply through the non-medical route. The eligibility criteria for non-medics are applicable i.e. a minimum of 60 months total work experience of which a minimum of 24 months must be at NHS Agenda for Change Band 6, or equivalent, and relevant to public health. If you are a qualified dentist, your undergraduate training will count for the 36 months general experience. You must therefore be able to evidence a total of 24 months further experience post qualification at the appropriate level. Dental Foundation training may count towards this. Without this, you may not be eligible. You **must** describe how your work is relevant to Public Health in the relevant part of the application form. It is insufficient to state that you are a dentist only. If you apply through the medical route, your application will be automatically rejected unless you are dually qualified and also registered with the GMC.

Q34. I already work for the NHS. Am I entitled to pay protection?

A: As each individual's terms and conditions of pay/employment may vary and this is a complex subject, it is impossible to give an answer to this question in these pages. Candidates should investigate what the impact of accepting a training place would mean to them before applying. Further information may be found on the following pages: [NHS employers pay protection](#). Please note the arrangements under the new 2016 contract

Please also speak to the Human Resources (HR) team for the area you wish to work in for further advice on this matter. HR contacts can be found in individual programme descriptions or from the Training Programme Director (TPD). TPD contact information is available on the FPH website pages.

Q35. The application form does not ask me to list my publications and presentations. Other specialty applications require this. Why do I not list them in my application for public health?

A: The application process for public health does not include scored shortlisting. All eligible applicants proceed to the first stage of selection (the written on-line assessment centre). Other specialties use information from an application form to support shortlist scoring and occasionally to drive interview questions – Public Health does not.

Q36. I qualified outside the EU but my degree was taught in English. Do I still need the IELTS Certificate?

A: Yes, for those applicants who qualified outside of the UK, the following is accepted as evidence of English Language Skills:

English Language Testing System (IELTS) results showing a score of at least 7 in each domain (speaking, listening, reading and writing), with an overall score of at least 7.5, to be achieved in a single sitting and within 24 months of the time of application.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q37. **Why do I need to demonstrate English language proficiency?**

A: It is a requirement of the GMC that all doctors are proficient in spoken and written English. Public Health applies rules of equivalence and so we require all applicants to training in public health to meet the same standards.

Q38. **How do I demonstrate English Language proficiency?**

A: Applicants from the EEA (including UK graduates) may submit one of the following pieces of evidence:

1. Evidence that primary medical qualification was taught in English, 75% of qualification must be in English
2. Evidence of employment in an English-speaking country
3. IELTSs with overall score of 7.5 (and each domain at least 7.0)
4. Professional registration in another English-speaking country

International graduates must submit an IELTS certificate showing a score of at least 7 in each domain (speaking, listening, reading and writing), with an overall score of at least 7.5, to be achieved in a single sitting and within 24 months of the time of application.

Further information on the acceptable forms of evidence can be found on the General Medical Council's website ([gmc-uk.org/language proficiency](http://gmc-uk.org/language%20proficiency))

Q39. **My IELTS certificate is just over 24m old. Can I use this?**

A: No. It is a requirement of Health Education England that, if using IELTS as evidence of English language proficiency, certificates are no more than 24 months old at time of application.

Q40. **My IELTS score is higher than 7.5 overall but one of the domains scored less than 7. Am I eligible?**

A: No. The rules for average and individual minimum scores for IELTS cannot be waived.

Q41. **I am not a UK national. Can I still apply?**

A: Doctors who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals with limited leave to remain in the UK and whose employment will require Tier 2 sponsorship are subject to the resident labour market test and may only be considered if there is no suitable UK/EEA candidate or a candidate with an eligible visa for the post. Evidence of immigration status should normally consist of a date-stamped passport and accompanying letter from the Home Office. Please visit the UK Visas and Immigration website for more information.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q42. I have applied for an academic clinical fellowship post (ACF). Do I still need to apply to the national recruitment process?

A: If you do not already hold a NTN in Public Health then yes you must do this. If you do not, even if you are offered an academic training post, you will not be eligible to take it up. You must pass both the selection and assessment centres.

Q43. Can I alter my submitted application form after the closing date if I would like to add or change some information?

A: The information given by you on the application form is considered to be final. There is absolutely no other opportunity to change/modify/clarify information following the closing date for applications. It is your responsibility to ensure that all information is clear, accurate and sufficient detail to allow eligibility for specialty training to be assessed. The eligibility will be made solely on what you submit and no other information will be accepted.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

THE ASSESSMENT CENTRE PROCESS

Q44. What is tested in the assessment centre?

A: Elements of the person specification are tested at all stages of the recruitment process. Your numerical reasoning and critical thinking skills will be tested through a series of timed tests. You will also take a third test which requires you to read short scenarios and make choices from a list of appropriate action to take. This tests your judgement, professionalism and understanding of public health.

Q45. Is there any pre-reading or preparation that is recommended before starting the recruitment process?

A: You should be familiar with public health concepts and current issues that challenge the specialty. You should be aware of current health policy. You should consider how you can evidence the elements of the person specification through examples of your own experience and work. Should you be invited to attend the Assessment Centre, the invite will include a link to some example test material.

Q46. How will the assessment centre be run?

A: The assessments will be taken online in designated test centres around the country, in Europe and we now also have a small number of test centre seats in Australia, New Zealand, South Africa and North America. Full details will be included in invitations which will be sent to those applicants invited on Thursday 21st December 2017. Applicants will have a choice of locations which can be booked from Tuesday 2nd January 2018. If you require an overseas test centre, you will have been asked to specify which centre on your application form. Applicants will be required to present proof of identity before sitting the test. Applicants will be given time to familiarise themselves with the equipment. Once the test has started, it will be timed.

Q47. What proof of identity is acceptable?

A: Your invitation to assessment tests will explain exactly what proof of identity is acceptable. If there are discrepancies or you are unable to produce the required identification at the Assessment Centre you will be refused entry to the test centre and will be unable to sit the test. Your proof of identity must be in the same name as your application. The following ID will be accepted – passport, photo card driving licence or government issued national ID card (only valid if issued in the same country the test is being taken). Work photo cards will not be accepted. All forms of ID must be current. Expired ID will not be accepted. Please be careful to read the instructions carefully and comply with them.

Q48. My name on my ID is different to the name on the booking confirmation, what should I do?

A: If your name on your ID is different to that on your booking confirmation email publichealthrecruitment.em@hee.nhs.uk as soon as possible. Pearson VUE's ID checks are very strict and you will be refused entry to the test centre if the name does not match.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q49. What should I do if I do not have the appropriate ID?

A: Email publichealthrecruitment.em@hee.nhs.uk as soon as possible in order to arrange an alternative. Alternatives can only be arranged prior to the assessment date and alternatives cannot be made on the day. You may be refused entry if you do not make alternative arrangements in advance.

Q50. Where will the assessment centre be held?

A: Assessment centres will be offered in a variety of locations around the UK. There are also some centres available in Europe in Paris, Frankfurt, Athens, Madrid and Istanbul. We now also have test centres available in Australia (Sydney, Melbourne), New Zealand (Auckland, Wellington), South Africa (Johannesburg) and North America (Boston, MA). If you require an overseas test centre you will be asked to specify this in your initial application form. Full details on how to book your chosen location will be included in the invitations to assessment centre.

Q51. I have not received an email from Pearson VUE, what should I do?

A: You will be contacted by Pearson VUE from Thursday 21st December 2017. If you have not received an email by Tuesday 2nd January 2018 check your Junk/Spam folders. If it is not in your Junk/Spam folder please immediately email publichealthrecruitment.em@hee.nhs.uk. Emails from Pearson VUE will be sent from PearsonVUEConfirmation@pearson.com which can be added to the safe senders list.

Q52. I have received the email from Pearson VUE but I am unable to book a test centre, what should I do?

A: Booking will open at 09:00 on Tuesday 2nd January 2018. You will not be able to book a test centre before this date.

Q53. I have declared a reasonable adjustment on my application form. What else do I need to do?

A: We will make all reasonable adjustments required to accommodate specific disabilities at Assessment Centre and Selection Centre. Applicants who require reasonable adjustments due to a disability, health condition, pregnancy, breastfeeding or any other circumstance or protected characteristic, should complete the relevant sections of the application form and complete the form in the Reasonable Adjustment Guidance. We must be informed that you require reasonable adjustments in advance via the application process by providing information on the application form. There will be no opportunity to declare a need for reasonable adjustments after applications close, unless there is a change in your circumstances. Once your application is submitted, the recruitment team will contact individuals to discuss their specific needs. You may be asked to provide evidence to support your request; this can be emailed to publichealthrecruitment.em@hee.nhs.uk. All evidence must be received by Thursday 30th November 2017.

Disabled applicants are able to request consideration for a “guaranteed interview” under the two ticks’ scheme, if they meet the essential eligibility criteria. We must be

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

informed that you are requesting a “guaranteed interview” in advance via the application process by providing information on the application form.

If subsequently appointed to a Public Health training programme, any reasonable adjustments required to undertake the job will be discussed with you by the relevant programme. All successful candidates are subject to an occupational health check by the employing organisation as part of the pre-employment checks.

Q54. Will I be allowed to take a bottle of water/sweets/snacks into the test centre?

A: No. Nothing is allowed in the test centre. Should you require a snack during the test for health reasons this will need to be listed as a reasonable adjustment and detailed in your application form. You will also need to complete the form in the Reasonable Adjustments Guidance. Please note that this includes medication and all forms of liquid/ointments. Water may be available outside the test room. The test time will NOT be stopped if you leave the room to have a drink.

Q55. I am breastfeeding my baby. Can I start at a different time?

A: You must disclose your need for a reasonable adjustment on your application form. You will also need to complete the form in the Reasonable Adjustments Guidance. A member of the recruitment staff will contact you in advance. It may be possible to allow a short break between tests.

Q56. I am breastfeeding my baby. Will I be allowed to leave the test centre to breastfeed?

A: You should discuss your individual circumstances by declaring a requirement for special circumstances on the application form so that a member of the recruitment staff can contact you in advance. You will also need to complete the form in the Reasonable Adjustments Guidance. Due to the test centre environment it is not possible under any circumstances for your partner and baby to stay with you in the test centre, or for them to wait in another room at the test centre. This is not only to prevent disruption, but Pearson VUE cannot allow children to enter an environment that has not been quality checked for this particular reason (such as a separate room).

You will need to leave the test centre to meet up with your baby and then return and complete the check in process again. To accommodate for the break, the test centre will manually stop the exam and when you return, the exam will be resumed from where you left off.

It is standard that you are provided with a 45-minute break to do this.

Q57. I have asked for a reasonable adjustment. Can I go to any test centre?

A: Not all test centres are suitable for reasonable adjustments candidates. Pearson VUE will contact you directly to book your assessment centre slot and will allocate the nearest most appropriate test centre to your chosen location.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

Q58. I have a disability. What aids may I take into the test centre?

A: A number of comfort aids are permitted by the test centres. Please see the document on these pages entitled Comfort Aids for Assessment Centres.

Q59. What happens if I need a larger font for computer work?

A: This should be disclosed on the application form as a reasonable adjustment. You will also need to complete the form in the Reasonable Adjustments Guidance. You will be contacted by the recruitment team to discuss your requirement.

Q60. Will there be a break during the test?

A: There are no scheduled breaks during the assessment centre. However, candidates are allowed to leave the testing room to use the toilet or get a drink but the timer will continue.

Q61. What will happen on the day?

A: You should arrive at the test centre in adequate time prior to the test starting in order to register. Once registered, you will be shown into the testing room where you will be seated at a computer. You will be given time to make adjustments to the screen and chair prior to the exam starting. There will be a brief tutorial to familiarise yourself with the computer and how the software works.

The test is made up of three parts, each with its own time limit. Each part must be completed in the allocated timeframe and will continue to the next part once the time is up. You will not be allowed to move back to a different part of the test once you have moved on and you will not be allowed to carry unused time across from one test to the next.

Once you have completed the test you are free to leave. You will be contacted by the Public Health National Recruitment Office with the outcome on a date to be confirmed.

Q62. What happens if I have a problem on the day?

A: Please contact the recruitment team as soon as possible to discuss the issue. publichealthrecruitment.em@hee.nhs.uk

Q63. What happens if I have an issue at the test centre?

A: Notify a member of the Assessment Centre staff and they will resolve or report the problem.

Q64. Will other people be using the test centre?

A: Yes. The test centres will be used by individuals sitting the same test as you as well as other tests such as driving theory. There may be some movement of people around you during the tests but this will be in silence.

Q65. I am having difficulties booking a test slot, what should I do?

A: Please contact Pearson VUE in the first instance or publichealthrecruitment.em@hee.nhs.uk in the second instance.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

THE SELECTION CENTRE PROCESS

Q66. **Where and when will the Selection Centre be held?**

A: The event will be held over 3 days which will be Monday 12th February, Tuesday 13th February and Wednesday 14th February 2018. The event will be held at Imago Burleigh Court Hotel, Loughborough, Leicestershire, LE11 3GR. Full venue details are available on the hotels website: www.burleigh-court.co.uk

Q67. **What will be tested at the selection centre?**

A: All elements of the recruitment process test requirements listed in the person specification. All elements of the person specification have been identified as essential requirements for a successful career in public health. Applicants will take a written test assessing analytic and reasoning capabilities and also take part in a group exercise and a series of short interviews. All selection material has been rigorously piloted and fully evaluated. All selectors are specifically trained for their roles and are fully compliant with Equality and Diversity training requirements.

Q68. **I have a requirement for reasonable adjustments to be made available for my attendance at a selection or assessment venue. How do I bring this to your attention and is there anything else I should do?**

A: We will make all reasonable adjustments required to accommodate specific disabilities at Assessment Centre and Selection Centre. Applicants who require reasonable adjustments due to a disability, health condition, pregnancy, breastfeeding or any other circumstance or protected characteristic, should complete the relevant sections of the application form and complete the form in the Reasonable Adjustments Guidance. We must be informed that you require reasonable adjustments in advance via the application process by providing information on the application form. There will be no opportunity to declare a need for reasonable adjustments after applications close, unless there is a change in your circumstances. Once your application is submitted the recruitment team will contact individuals to discuss their specific needs. You may be asked to submit evidence to support your request; this can be emailed to publichealthrecruitment.em@hee.nhs.uk. All evidence must be received by Thursday 30th November 2017.

Disabled applicants are able to request consideration for a “guaranteed interview” under the two ticks’ scheme. We must be informed that you are requesting a “guaranteed interview” in advance via the application process by providing information on the application form. We will ensure that those applicants granted guaranteed interviews are invited to the Selection Centre, provided the eligibility requirements and the minimum required standard at Assessment Centre are met.

If subsequently appointed to a Public Health training programme, any reasonable adjustments required to undertake the job will be discussed with you by the relevant programme. All successful candidates are subject to an occupational health check by the employing organisation as part of the pre-employment checks.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

OFFERS

Q69. How are training places allocated?

A: All applicants are ranked according to their combined assessment and selection centre scores. The applicant ranked highest will be offered their first-choice training placement/programme and so on until all vacant posts are allocated. You should be aware that restricting your choices might result in no offer being made even if your final ranking is sufficient to have been offered a training place somewhere (in the event that all your choices are offered to candidates with a higher ranking). Some programmes offer geographically zoned training.

Q70. If I am successful how will I be offered a post?

A: All correspondence with applicants will be through automated e-mail. First offers will be made by 17:00 on Monday 5th March 2018. Offers are made in meritocratic order according to ranking and programme preferencing.

Q71. I am applying for training in this round but would like to defer my place, if offered, for a year. Is this allowed?

A: Deferring an offer of specialist training is only permissible for statutory reasons – personal ill health, maternity leave

Q72. I am a doctor. Will I be allowed to train part time and continue my work in clinical medicine?

A: No. At the current time Less than Full Time Training is available only to individuals who are unable to work full time. There are clear national criteria for this which is available on HEE local office/Deanery websites.

Q73. I want to train in Public Health and General Practice. Will I be able to accept offers for both specialties?

A: No. You will have to decide what programme you wish to accept. You cannot accept two programmes on the Oriel system.

Q74. I understand people can be appointed at ST1 or ST2 level. Is that correct?

A: If you have applied at ST1 level (we do not advertise at ST2 level) and are successful in receiving an offer it will be for ST1. However, if you already have a Masters in an appropriate subject you may start at ST2 or have a shortened time (i.e. less than 12 months) at ST1.

Public Health Specialty Recruitment 2018

Essential Guidance - Frequently Asked Questions

FURTHER INFORMATION

Q75. Where can I find out more information on the recruitment process?

A: For detailed information on the public health recruitment process and timetable visit the Faculty of Public Health website at www.fph.org.uk

Q76. Where will posts be advertised?

A: Posts are currently advertised on the Oriel system and on NHS Jobs.