



Humber and North Yorkshire AHP Faculty

INTERNATIONAL RECRUITMENT MANAGERS GUIDE



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Recruitment

HCPC Registration

Often an international recruit will have applied for HCPC registration before applying for a job in the UK. You can view eligibility criteria, documents required and application guidance for international recruits by visiting: [International applications | \(hcpc-uk.org\)](https://www.hcpc-uk.org/international-applications).

As well as certifying professional qualifications, the HCPC will ask for proof of English language proficiency.

Please note that applications are taking longer to review than the normal 15 day period due to the number of applications received by the HCPC. Applicants may also be asked for further information at this point.

English Language

The HCPC state that any English language proficiency certificates must be dated within the previous two years of applying for HCPC registration.

Tests that are accepted by the HCPC:

- IELTS overall score of 7.0 with no section below 6.5 (overall score of 8.0 with no section below 7.5 if applying for Speech and Language Therapist HCPC registration).
- TOEFL minimum score of 100/120 (minimum score of 118/120 if applying for Speech and Language Therapist HCPC registration)
- OET overall score of B with no section below C+ (conversion letter required if using OET)

Candidates are able to declare English as their first language however this will not be accepted for visa applications (to be reviewed in March 2023 for implementation in September 2023). Candidates will also need UK NARIC and current employee reference when declaring English as their first language.

For more information visit: [Certificate of English language proficiency | \(hcpc-uk.org\)](https://www.hcpc-uk.org/certificate-of-english-language-proficiency).



Ethical International Recruitment

Many choose to use an agency to recruit internationally educated AHPs. Please be aware that we cannot actively recruit from a red list country e.g. through an agency. This is to ensure we are recruiting ethically. To view countries on the red list visit: [Code of Practice red and amber list of countries | NHS Employers](#).

All internationally educated AHPs have the option to apply for a job in in the UK independently (with no marketing, incentives, etc.) through NHS jobs. All candidates should be treat equally despite the location of their home country. This is passive recruitment.

For more information visit: [Quick guide: Code of Practice for International Recruitment | NHS Employers](#).

Kerala Project

Kerala is a state in India, links have been made between the Humber and North Yorkshire Integrated Care Partnership and their Health and Social care and Medical schools. They have high academic levels, with the schools over training as many students leave to work in the UK or USA and send money back into the family and the economy.

Commencing in November 2022, partner organisations went to Kerala to recruit including many AHPs. There is currently no agreement between the HCPC and Kerala to automatically issue registration to students completing their course and instead students will have to apply for HCPC registration as an international recruit.

Interviews

The HCPC will confirm the applicants education however the role and responsibilities may differ between countries. This may include protocols, specialties, incident reporting and much more. It is recommended to scope the role and responsibilities the applicant has in their home country.

Be prepared to provide feedback to unsuccessful candidates. This feedback is crucial to the applicant being successful in any subsequent applications.

Communication Following Successful Interview

Keeping in communication with the International recruit is vital after a successful interview. This opportunity will be a big change in their life, uprooting or moving away from family and beginning work in a new country and culture. Not only are they commencing on a new career journey but also a life journey. They will need support professionally, pastorally and emotionally.

Following an successful interview they may only have limited communication between themselves and the organisation's recruitment team. This communication is likely to be exactly the same as that experienced by someone applying from the UK, especially if the applicant has applied directly through NHS jobs. It is therefore important that the international recruit is provided with someone to contact for any questions and queries they may have.

It is important that the specified person is open and honest with the international recruit, especially when "sugar coating" information could impact their personal and working life such as accommodation, travelling with family, cost of living in the area, etc.

Often it can be more beneficial to talk to someone face to face rather than emails, this also allows for a more open conversation. It may be useful to schedule virtual catch-ups with the international recruit throughout the process, please take into account time zone differences.

Relocation Packages

Most organisations will offer a relocation package, please enquire with your recruitment department. This package may be significant in enable the international recruit to move to the UK and could cover items such flights, accommodation and more. Please ensure that this is communicated with the recruit along with any terms and conditions stipulated. Many organisations will collect the monetary value back over a period of time from paychecks while others may require evidence such as receipts. It is often stipulated that monetary value be reimbursed to the organisation if the employee chooses to leave the organisation within a set period of time.

It is vital that the international recruit should be given the opportunity to make an informed decision when deciding whether to accept a relocation package.

Moving to the UK

Beginning life in the UK

Once the international recruit has arrived in the UK, there are many admin tasks they will need to undertake. This will include:

- Collecting their Biometric Residence Permit. Without this they will not be able to work in the UK as this supplies them with their National Insurance number. They will collect this from their nearest eligible post office, usually located in the nearest city. They will need to collect this within a specified time of moving to the UK, this could be as soon as 10 days. They may need travel and transport advice.
- Registering with a GP.
- Setting up a UK bank account.

This list is only an example and other tasks may be required. It is important that you discuss this with the international recruit as often they will require time away from work during normal working hours (Monday to Friday, 9am-5pm).

Culture Differences

There may be many culture differences between the recruits home country and the UK, and this may be something they are unaware of. There are a few topics you may wish to discuss when starting in their new role, we have listed some below although this is not an exhaustive list.

- Incidents: This may include how to report incidents, when to report incidents, what is classed as an incident, what responsibilities they have in their role, etc.
- Promoting an open and honest culture.
- Whistleblowing: Reporting any harm to patients, etc.
- Their scope of practice
- Safeguarding: Including adult and child safeguarding, contact details, signposting and local guidance in addition to mandatory training.
- Fraud: Personal and professional. Data protection and information governance local rules in addition to mandatory training.
- Legally protected titles: Healthcare regulation: deciding when statutory regulation is appropriate - GOV.UK (www.gov.uk)
- No tolerance policy: Including abuse such as verbal, physical, racial, gender, sexual orientation, etc.

Preceptorship

A preceptorship facilitates a supportive transitional period for new members of staff during which they should be supported by a preceptor to develop their confidence, skills, values and behaviours and to facilitate their journey of life-long learning (**National AHP Preceptorship and Foundation Support | Health Education England (hee.nhs.uk)**)

They should learn and be supported by:

- Trust induction
- Preceptorship policy
- Local welcome presentation: everything they need to know about feeling comfortable and confident in the department/ department staff and structure.
- Fire exit/extinguisher walk round
- Hospital tour
- Hospital Information/shuttle buses/park and ride
- Role expectations
- Documentation/protocols and policies across the organisation.
- Mandatory Training
- Department/ clinic / ward pathways
- Incident reporting/incident trigger list
- Protocols
- Policies
- Escalation process – in and out of hours
- Important phone numbers – fire, security, arrest, HR,
- Shift patterns
- Well being initiatives

Ideally protected learning time should be given in the first week and a support period of a minimum of 2 weeks (supported by preceptor). Pastoral care and support, wellbeing initiatives and reflection should be offered. The preceptorship should be for a minimum of 6 months, with continued support following this.

Preceptorship

The local preceptorship should comply with Trust policies.

Useful websites for national preceptorship

- HCPC Preparation for Practice: [preparation-for-practice.pdf \(hcpc-uk.org\)](https://www.hcpc-uk.org/preparation-for-practice.pdf)
- National AHP Foundation Preceptorship: [National AHP Preceptorship and Foundation Support | Health Education England \(hee.nhs.uk\)](https://www.hee.nhs.uk/national-ahp-preceptorship)

You can access the HNY AHP Local Preceptorship bench marking toolkit on the HNY AHP Faculty FutureNHS platform (filed under retention-preceptorship): [Humber and North Yorkshire AHP Faculty - FutureNHS Collaboration Platform](#).

Networking and Support

Some organisations may provide you the recruit with a “buddy” which may be someone in their department or of a similar profession. This will be their contact to ask any questions they may have. This may or may not be the same person as their preceptor.

There is a private Facebook group for Internationally recruited Allied Health Professionals in Humber and North Yorkshire. Please direct them to search “Humber and North Yorkshire International AHP Support Network” on Facebook or visit www.facebook.com/groups/862800034689923/.

Another resource in the North East and Yorkshire area is [Connect Club :: SYB ICS \(syics.co.uk\)](https://www.syics.co.uk).

They can also join the North East and Yorkshire (NEY) AHP Black, Asian and minority ethnic (BAME) network. To join email: AHP.NEY@hee.nhs.uk.

The international recruit should also be given the contact details of their freedom to speak up guardian and advised when they may need to contact them. You can direct them to watch an animation about freedom to speak up guardians: [Freedom to speak up guardians | Health Education England \(hee.nhs.uk\)](https://www.hee.nhs.uk/freedom-to-speak-up-guardians).

HNY AHP Faculty Contact Details

Email: hyp-tr.hnyahpfaculty@nhs.net

Twitter: [@hnyahpfaculty](https://twitter.com/hnyahpfaculty)

**Website: [Allied Health Professionals
Faculty - Humber and North Yorkshire
Health and Care Partnership](#)**