



Offer Exchanges and Enhanced Preferences

A Quick Guide

What is the difference between offer exchanges and enhanced preferences?

Offer exchanges allows applicants who have been made an offer to amend the order of their programme preferences, even when the first choice programme has been offered.

Enhanced preferences allow applicants who have not received an offer to amend their preferences at any time during the recruitment process, up until the upgrade deadline for the recruitment round. Preference options may be briefly unavailable when recruiters are matching and preparing offers; preferencing must be closed to allow the matching to run.

In what circumstances would I use enhanced preferences or offer exchanges?

Whenever there is a need to change the programme/geographical preferences that were stated by the applicant. This could be for any number of reasons, but could include:

- Change in personal circumstances that could not have been foreseen at the time of application
- Partner has been offered a post in another region, with no possibility of getting an upgrade to the same region

When would I use enhanced preferences?

If offers have yet to be released, or you personally have not received an offer, then you can amend your preferences in your application form at any time, up to and including the upgrade deadline for the recruitment round.

Preference options will need to be closed by recruiters, prior to them matching offers, so if the option to amend your preferences is unavailable at any time, this will probably be the reason why.

Amending your preferences for a specialty when you have not been made an offer is completed in the same way as making your initial preferences.

When would I use offer exchanges?

If you have received an offer for a specialty that you have held or accepted, where you would prefer to receive an offer elsewhere.

If you decline a post, you will not receive any further offers for the specialty and will not be eligible for offer exchanges. However, you should not accept a post that you are not prepared to undertake.

How do I use offer exchanges?

You must respond to your offer and opt into upgrades, where available.

Offer / Summary

Application ID:	HEEM/18-19/PWY/0048306947/092-1-RIA/0000005077/0008	Application status:	Offer accepted with upgrades
Recruitment lead:	Health Education England - East Midlands	Application ranking:	Unpublished
Training Programme:	Blood Transfusion	Offer status:	ACCEPTED
Dual Training Programme:		Offer Code:	Post3
Year/Round:	Round 1 - Regional - HEEM	Offer grade:	Specialty Trainee Year 1
Expiry status:	Not applicable	Offer region:	Health Education England - East Midlands
Hold status:	Hold deadline: Wednesday 28 June 2017 01:00	Offer start date:	01/08/2018
Upgrade status:	Upgrade deadline: Thursday 29 June 2017 10:00	Offer duration (months):	24
Offer upgrades:	You have opted IN to upgrades		
Offer description:	Post3		

Offer / Information

YOU HAVE ACCEPTED THIS OFFER

If you opt to accept with upgrades you are agreeing that should one of your higher preference posts become available (possibly through being declined by a higher ranked applicant) you want to be automatically upgraded to this post. Once you have been upgraded it is not possible for your previous offer to be reinstated.

The upgrade deadline for this offer is currently **10:00 on Thursday 29 Jun 2017**.

Please note deadline dates are subject to change.

wish to 'OPT IN' to automatic upgrades

Tick to opt in and save

Offer / Actions

This offer has been accepted. To update your opt in status please update the 'I wish to Opt IN to automatic upgrades' check-box to the left and press save below.

Save Opt In/Out

 Upgrade HEEM preferences

Offer exchanges allows you to re-order the programmes available as an upgrade, by clicking on *Update Preferences*

Application / Upgrade Preferences



Preference Rank	Trng. Prog.	Dual Trng. Prog.	Grade	Region	Offer Code	Description
1	Cardiology		ST3	HEEM	Programme D	
2	Cardiology		ST3	HEEM	Programme C	

Application / Current Offer

Preference Rank	Trng. Prog.	Dual Trng. Prog.	Grade	Region	Offer Code	Description	Application Status
3	Cardiology		ST3	LaSE	Programme A		Offer accepted with upgrades

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Update Preferences

This will allow you to see the post that you have been offered and the other option that you have to choose from. If a lower ranked post is preferred, preference ranks should be changed to reflect this.

Application / Preference Update <

Application ID: **HEEM/18-19/PWY/0081467601/091-1-R1A/0000005002/0003**

Training Programme: **CARDIOLOGY**

Recruiting for: **United Kingdom (England Scotland Wales and Northern Ireland)**

Grade applied to: **ST3**

Last save: **You have not currently saved any changes to your preference ranks.**

 Save
 Cancel

Any preference which is ranked higher to the one which you were offered to will be by default opted in to automatic upgrades.

Session will time out in **57:00** minutes. (Note: you cannot save this page after your session has expired)

Preference (4)	No Preference (1)	Not Wanted (1)
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>
<input type="radio"/> Select All <input checked="" type="radio"/> Select None	<input type="radio"/> Select All <input checked="" type="radio"/> Select None	<input type="radio"/> Select All <input checked="" type="radio"/> Select None
Rank 1: Programme D (places:10)	Programme E (places:10)	Programme B (places:10)
Rank 2: Programme C (places:10)		
Rank 3: Programme A (places:10) OFFER		
Rank 4: Programme F (places:10)		

Once preferences have been re-ordered, it is important to save the changes.

Application / Preference Update

Application ID: HEEM/18-19/PWY/0081467601/091-1-R1A/0000005002/0003

Training Programme: CARDIOLOGY

Recruiting for: United Kingdom (England Scotland Wales and Northern Ireland)

Grade applied to: ST3

Last save: You have not currently saved any changes to your preference ranks.

Ensure changes are saved



Any preference which is ranked higher to the one which you were offered to will be by default opted in to automatic upgrades.

Session will time out in 57:00 minutes. (Note: you cannot save this page after your session has expired)

Preference (4)

Search...

Select All Select None

Rank:1: Programme F (places:10)

Rank 2: Programme E (places:10)

Rank:3: Programme B (places:10)

Rank:4: Programme A (places:10) OFFER

No Preference (0)

Search...

Select All Select None

Preference order has been changed

Not Wanted (2)

Search...

Select All Select None

Programme D (places:10)

Programme C (places:10)