

# Join BPP

## Applicant Guide

BPP Holdings Ltd., BPP House, Aldine Place,  
142-144 Uxbridge Road, London W12 8AW



# Before starting your application

## What do I need to prepare before applying?

Applying for your course at BPP couldn't be simpler! All you need is an active account in the BPP Hub. Please make sure you have all relevant entry requirements, qualification certificates, and any supporting evidence for additional needs, ready to submit.

To log in, or if you don't already have any account, to register, click [here](#).

The screenshot shows the BPP registration page. At the top is the BPP logo. Below it are two tabs: 'Login' and 'Register', with 'Register' being the active tab. A message says 'New applicant? Create your account by filling in the details below.' There are four input fields: 'First name', 'Last name', 'Email', and 'Password'. The 'Password' field has an eye icon to toggle visibility.

## How do I start my application?

Log into your BPP Hub account go to Applications click start new application, select an apprenticeship course to apply for then enter KPMG as your employer.

The screenshot shows a screen titled 'Answer a few questions to select your course'. The main heading is 'What would you like to apply for?'. Below it, it says 'Select the relevant option:'. There are two radio button options: 'An apprenticeship' (which is selected) and 'A uni'.

The screenshot shows a screen titled 'Find the right apprenticeship'. At the top left is a 'Back' button. Below it is the heading 'Find the right apprenticeship'. The text says 'Select your employer from this list'. There is a search input field containing 'KPMG'. Below the input field, it says 'You may need to search for the parent company rather than a sub-brand'.

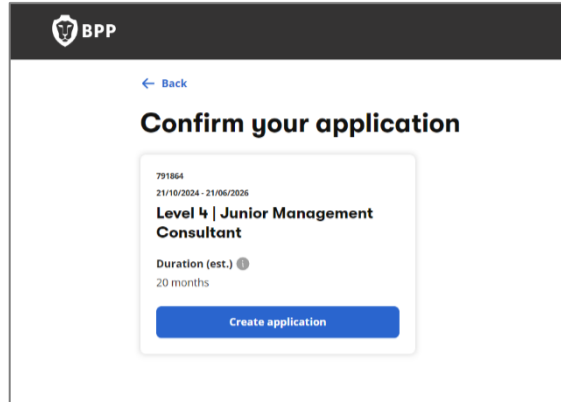
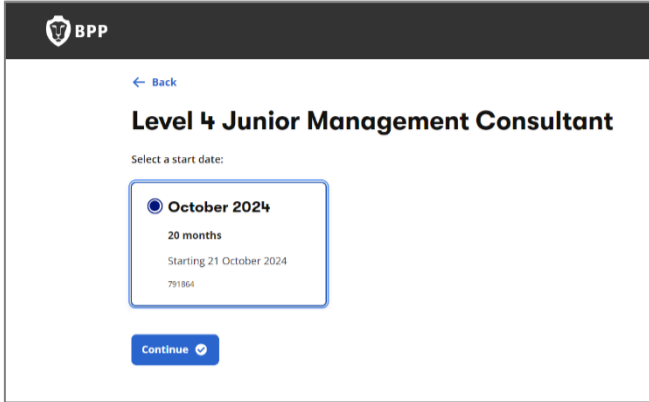
# Selecting your course

You will now need to select the course you wish to apply for from a number of options, click the KPMG Leadership and Management option, click continue, and then select your course, Level 4 Junior management Consultant.

The screenshot shows a screen titled 'What subject are you looking to do an apprenticeship in?'. Below it, it says 'Select the relevant option:'. There are three radio button options: 'KPMG Accountancy and Tax' (Accounting, Finance and Tax), 'KPMG Actuarial' (Actuary), and 'KPMG Leadership and Management' (Business, Leadership and Management, HR, Coaching and Project Management). The 'KPMG Leadership and Management' option is selected. A 'Continue' button is at the bottom.

The screenshot shows a screen titled 'Leadership and Management'. Below it, it says 'Select a programme:'. There are two radio button options: 'KPMG Level 3 Business Administrator' and 'KPMG Level 4 Junior Management Consultant'. The 'KPMG Level 4 Junior Management Consultant' option is selected. Below the options, there is a description of the programme and a 'Continue' button at the bottom.

Your Course will start in February 2025, please select this option and then create application.



## Starting my application

### Can I start an application and return to it at a later date?

Yes – your updates are saved automatically whenever you navigate to the next section, so you can return to your application at any time and pick up where you left off. If you have started an application and wish to return to it, you can do so by clicking [here](#).

After logging in, you will arrive at the “My Applications” page. Rather than clicking “Start new application”, click on “View application”. You will be brought to your application homepage, where you can pick up where you left off.

### How do I know if I am eligible for a government-funded apprenticeship?

Using our step-by-step eligibility checker, you can verify your eligibility to become a government-funded apprentice by answering a few simple questions. You will also get the chance to check over your answers before submitting, helping you to make sure that everything is accurate before confirming via the checkbox. **If you complete the eligibility steps and you are advised that you are not eligible for government apprenticeship funding, please don't be concerned, you will still be able to join your programme via a different application route.**

Please contact [ukfmexam@kpmg.co.uk](mailto:ukfmexam@kpmg.co.uk) and copy in [kpmg@bpp.com](mailto:kpmg@bpp.com) to let them know, we will come back to you with the next steps.

## Filling in your application

### How do I submit my application?

You can submit your application via the tool, which will guide you smoothly through the process, highlighting the required information at each stage. We have broken down the application into clear sections, making the process easier and more manageable for you.

### What personal details do I need to submit?

You will be prompted to submit your key personal details as the first task of your application. Here, we will confirm your full name, contact details and date of birth. We will also ask for your National Insurance number - if you don't have one yet, you can select the option to provide one at a later stage. Please note that your application cannot be completed without a National Insurance number.

**Your application progress**  
Level 4 Junior Management Consultant

1 ————— 2 ————— 3 ————— 4

Submit application form & upload evidence    BPP Review Est 3-5 days    Line Manager Review and Approval Est 3-5 days    Acceptance Est 3-5 days

---

**Please complete this application**

**To do**

Personal details
0 / 3
Start

Background information
0 / 2
Start

Employer information
0 / 3
Start

Education and skills
0 / 2
Start

Documents and evidence 📎
0 / 1
Start

Privacy, terms and conditions
0 / 3
Start

Submit application

**Programme**  
Level 4 Junior Management Consultant

**Start date** 21/10/2024      **End date (estimated)** 21/06/2026

**Location**  
Online

[Withdraw application](#) 🗑️

**Entry Requirements**

You must be employed for the duration of your apprenticeship.

Your role needs to be relevant to the programme you are applying for.

Your employer commits to supporting your participation on the apprenticeship in its entirety.

## How do I check the progress of my application?

With the new application homepage, you will be able to follow the progress of your application at every step via the timeline feature at the top of the page. You will be prompted to provide any missing information, and after submitting everything, you can track your application as it progresses through our system.

## How do I let BPP know about my additional learning needs?

You can submit your learning needs in a simple, accessible way via your application homepage. We will ask you to highlight the learning need that has the greatest impact on your education, as well as any others that we should know about.

**Learning needs**

Do you have a learning difficulty, disability or health problem?

Yes   
  No   
  Prefer not to say

Save & Continue ➤

When your application is submitted, [learningsupport@bpp.com](mailto:learningsupport@bpp.com) will reach out to discuss any additional requirements you may have. More information can be found [here](#)

## What are my employer and line manager details?

Please refer to your KPMG Offer Zone page to find these.

## Why does BPP ask for my job description?

We ask for your job description to help make sure that you are choosing the best course for your professional needs. Please enter a summary of the main tasks, duties, and activities that you will be carrying out in your job role. Please refer to your KPMG Offer Zone page for guidance on what to input into this section.



## What if I did not complete my previous education in the UK?

When submitting your education history, you can choose the country in which you studied, as well as the subject and grade achieved. This is not limited to the UK, but please note that we may require further evidence to validate your qualification.

### Education and skills

**Education history**  
Please enter your entire education history below.

We're interested in seeing any:

- Academic qualifications where you were awarded a grade E or above
- Any professional qualifications such as certificates and accreditations
- Any education or qualifications which are in progress, for example papers and modules towards a qualification

Please start with your highest level of qualification

Fenwick Academy, United Kingdom <span style="float: right;">Remove   Edit ↗</span>				
Subject	Type of qualification	Examining body	Year completed	Grade (or expected)
Mathematics	GCSE	ACCA	2022	A
English	GCSE	ACCA	2022	A
Biology	GCSE	ACCA	2022	A
Product Design	GCSE	ACCA	2023	A

+ Add another qualification

I confirm I have entered all education history and qualifications above, including courses currently in-progress

1 Education history

2 Knowledge and skills

Skip to

Documents and evidence 3

## What is the self-assessment task?

The self-assessment task asks you to judge your knowledge, skills, and behaviours according to bespoke criteria for your course. Using a scale of 1-4, where 1 means that your knowledge is very limited and 4 means that no further learning is necessary, you can help us understand how best to provide your education.

Join BPP will provide you with a helpful, concise guide to the self-assessment grading, so that you can choose the most applicable option for each learning area. Please note that, if you score yourself a 4, you will be asked to provide additional context as this may exempt you from certain elements of the programme, and your employer can review and challenge any scores with which they disagree. As such, please complete this task honestly and accurately.

### Self Assessment

Please review and rate your knowledge, and confidence to apply it to your practice, using the following grading criteria. This will be used to personalise your programme.

1. I need additional learning (My knowledge is developing and very limited)
2. I need to continue learning (I still need to build on my knowledge to be consistent and/or competent)
3. I need practical experience (I know all I need but require further opportunities to embed and apply this in practice)
4. I require no additional learning (My experience is at a level where I wish to be considered for recognition of prior learning)

Please ensure you provide scores against the role you will be doing when your apprenticeship starts

**Assurance, risk and control**  
Provide a degree of assurance that stakeholders can trust information (financial and non-financial) regarding the organisation, as relevant to their role. In doing so, they will be able to exercise professional...

[View details](#) ▾

1
2
3
4

I NEED TO CONTINUE LEARNING

**In the workplace, I will be able to:**

- Complete audit assignments either internally or externally.
- Perform an analytical review on financial statements.
- Adhere to controls in the workplace.

**Business acumen**  
Demonstrate knowledge of key business objectives and measurements of success.

1
2
3
4

I NEED TO CONTINUE LEARNING



## How do I share my documents and evidence?

You will be asked to provide documents and evidence relevant to your application, these can be uploaded easily within the application portal by following the guidance. If you don't have all relevant documents to hand you can check the 'document unavailable' box and still submit your application **however**, it's important that we receive these as soon as possible or it will delay the approval. You can forward any additional documents after you have submitted your application to [apprenticeshiponboarding@bpp.com](mailto:apprenticeshiponboarding@bpp.com)

← [Back to application overview](#)

### Upload your documents and evidence

- If you're unable to send all your documents now, you can submit them after you apply. But the more you can do now - the better
- If you can't provide all the information needed before your course starts, please phone us on 0330 603 100
- To preview your documents, just wait 20 to 30 seconds for them to be security scanned. You can then refresh the page to preview

**Valid identification (passport or driving license)**  Document unavailable ⓘ

- Ensure that all corners of the document are visible and that details are legible
- The document must be valid and within the expiry date

⬇️ Drag and drop or click to upload file

**Evidence of learning difficulty**  Document unavailable ⓘ

This could be a Statement of Special Educational Needs (SEN), Learning Difficulty Assessment (LDA), or a post-16 assessment report by a registered Educational Psychologist.

⬇️ Drag and drop or click to upload file

**UK first degree with honours, University of Lincoln, United King...**  Document unavailable ⓘ

This can be official certificates or summary of results pages. If this qualification is a university degree, you must include the degree certificate as well as your academic transcript.

Subject	Type of qualification	Examining body	Year completed	Grade (or expected)
Finance	UK first degree with honours		2024	1st (predicted)

⬇️ Drag and drop or click to upload file

Is your full name used in this application the same as on all uploaded evidence?

Yes  No

All the information you send is kept safely and used in accordance with BPP's privacy policy.  
<https://www.bpp.com/privacy>

# When submitting your application

## Can I withdraw my application?

You can withdraw your application by clicking the "withdraw application" button in the programme box, on your application homepage.

## How do I find out when my course will finish?

When submitting your details, your estimated end date will be automatically calculated, although this is subject to change based on your progression.

## How can I check if I've missed any sections?

When you have completed a section, it will move from your "to complete" list to your "completed" list. If you have only partially completed a section, it will stay in your "to complete" list, but you will be shown an "in progress" marker with the number of outstanding screens for that section.

## When will I find out if my application is successful?

On your application homepage, via the timeline feature, you will see estimated timelines for application processing. If we need to confirm any further details with you, we will be in touch!

## What happens after my application is successful?

After your application has been approved, KPMG will keep you up to date on any next steps. You will receive your course joining instructions and welcome email from BPP to your KPMG email address when you start.

## Need Help?

If you require further assistance, you can contact BPP by calling **03300 603 443**, or by emailing [apprenticeshiponboarding@bpp.com](mailto:apprenticeshiponboarding@bpp.com)