



**Join BPP**

# **KPMG Accelerated Applicant Guide**

June 2024

# Before starting your application

## How do I apply for my programme?

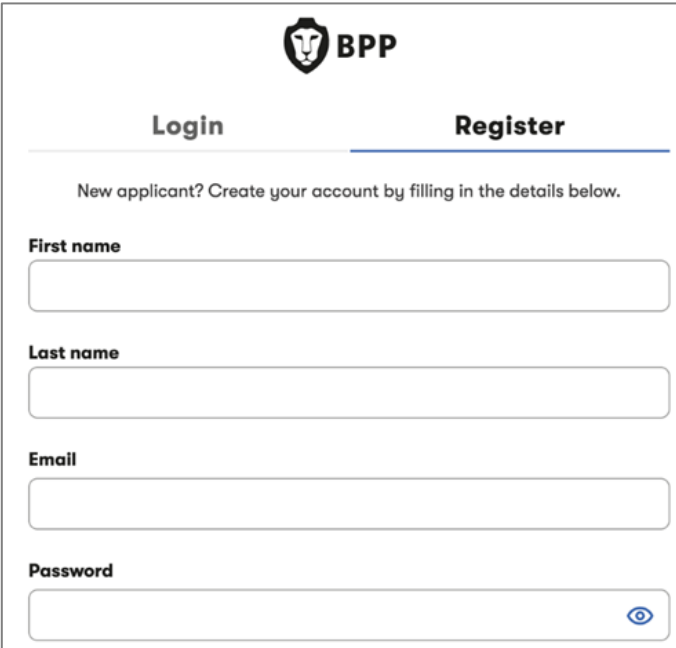
To apply to your KPMG Accelerated Graduate Diploma in Accounting programme, please click the link below:

- <https://hub.bpp.com/applications/product/direct?id=PCV2-794046>

Please note that this is the only way to apply for this course – you cannot apply via the BPP website. When you click on the above link, you will be asked to log in to your BPP account.

## How do I create a BPP account?

If you do not have an existing BPP account, please select “Register” tab on the login page. You will be prompted to provide your name, email address, and password. You will then receive an email with verification link to your inbox. If you already have a BPP account please use the same account details that you used when your BPP account was set up, or that you currently use when accessing the Hub.



The image shows a screenshot of the BPP registration form. At the top, there is the BPP logo (a lion's head) and the text "BPP". Below the logo, there are two tabs: "Login" and "Register". The "Register" tab is selected and highlighted with a blue underline. Below the tabs, there is a message: "New applicant? Create your account by filling in the details below." The form contains four input fields: "First name", "Last name", "Email", and "Password". The "Password" field has a small eye icon to its right, indicating a toggle for visibility. The form is enclosed in a thin black border.

Once you verify your email address, you will be able to login and proceed with application for the programme. You will arrive at a page with an application summary card. Click on “Create Application” to begin! If you do not see the application summary card when you login, just click on the link above. During your application you may notice that the location is listed as 1 Portsoken Street London. This is the headquarters of the GDA programme and is listed on all applications.

**The location of your study will be confirmed via joining instructions closer to your start date.**

## 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

“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.

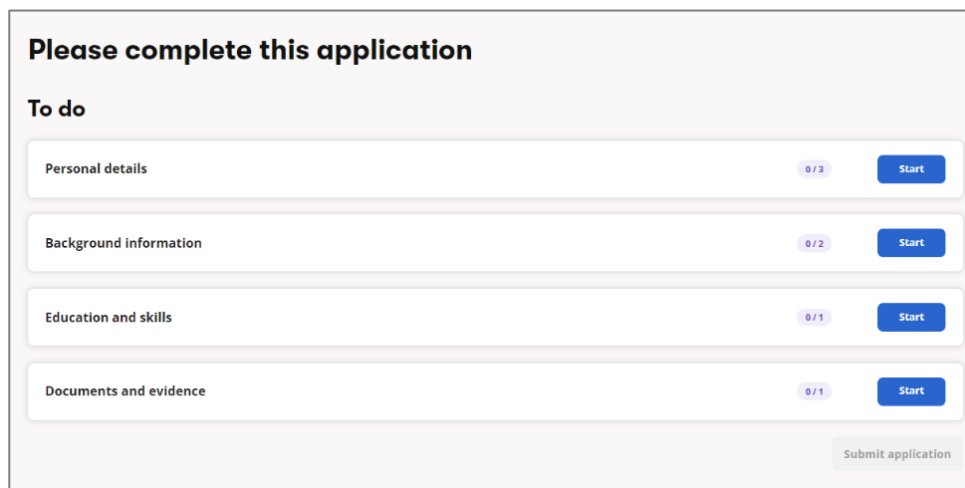
# When filling in your application

## 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 information do I need to provide?

You will need to share your personal details, background information, and educational history. Dependent on your answers, you will be prompted to submit documents and evidence supporting your application.



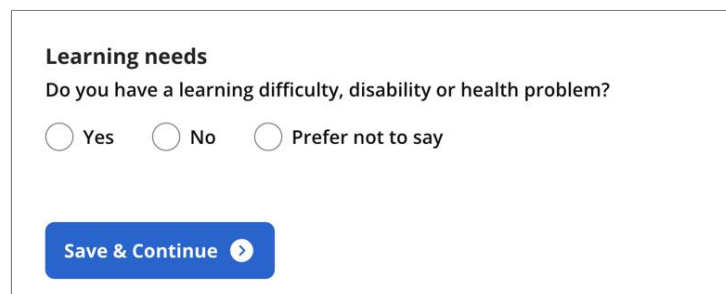
The screenshot shows a progress bar for an application. The title is "Please complete this application". Underneath, there is a section titled "To do" with four items:

- Personal details (0/3) with a "Start" button
- Background information (0/2) with a "Start" button
- Education and skills (0/1) with a "Start" button
- Documents and evidence (0/1) with a "Start" button

At the bottom right of the progress bar, there is a "Submit application" button.

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

You will be prompted to submit any additional learning needs in the background information section of your application. 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.



The screenshot shows a section titled "Learning needs" with the question "Do you have a learning difficulty, disability or health problem?". There are three radio button options: "Yes", "No", and "Prefer not to say". Below the options is a blue "Save & Continue" button with a right-pointing arrow.

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

As part of your programme, you will be sitting exams with ICAEW and so will need to contact them should you need any concessions for your exams. More information and instructions on how to apply can be found [here](#)

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

When submitting your educational 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 we may require further evidence to validate your qualification.

### 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 send any additional documents after you have submitted your application to [KPMGAccelerated@bpp.com](mailto:KPMGAccelerated@bpp.com)

The screenshot shows a web form titled "Upload your documents and evidence" with a back link to "Back to application overview". It contains three main sections, each with a "Document unavailable" checkbox and a "Drag and drop or click to upload file" button.

- Valid identification (passport or driving license)**: Includes instructions to ensure all corners are visible and details are legible, and that the document is valid and within the expiry date.
- Evidence of learning difficulty**: Includes instructions that 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.
- UK first degree with honours, University of Lincoln, United Kingdom...**: Includes instructions that this can be official certificates or summary of results pages, and that if it's a university degree, the degree certificate and academic transcript must be included.

Below the sections is a question: "Is your full name used in this application the same as on all uploaded evidence?" with "Yes" and "No" radio buttons. At the bottom, there is a privacy policy notice: "All the information you send is kept safely and used in accordance with BPP's privacy policy. <https://www.bpp.com/privacy>"

### How can I check if I have 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.

### Can I withdraw my application?

You can withdraw your application by clicking the “Withdraw Application” button in the Programme box on your application homepage. Please be advised that this option is only available until you submit your application. If we need to confirm any further details with you, we’ll be in touch!

### **What will happen after I submit my application?**

After you have submitted your application, you will receive an email from [kpmgaccelerated@cloud.bpp.com](mailto:kpmgaccelerated@cloud.bpp.com). This email will provide you with a link to read the BPP University terms and conditions and give you guidance on how you confirm that you have read and accept these. Until you complete this action, we will not be able to progress your application.

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

After we have received your fully completed application, and the acceptance of our terms and conditions, we’ll aim to reach out to you within 3 working days to confirm your Successful application and this will generate a welcome email to confirm your place and a reminder to submit any outstanding documents.

### **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 need further assistance, you can contact BPP by calling 03300 603 100, or by emailing [KPMGAccelerated@bpp.com](mailto:KPMGAccelerated@bpp.com). During your application stage if you do need to contact us by email, please use the email address you entered into your application, so we are able to access the correct student record.