



Join BPP

Applicant Guide

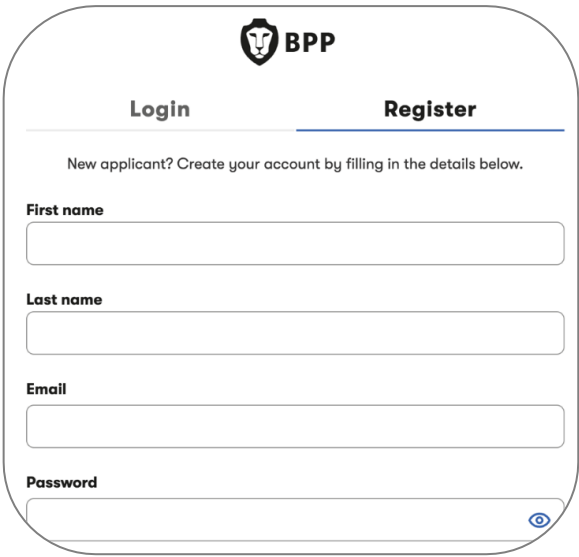


Before starting your application

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.

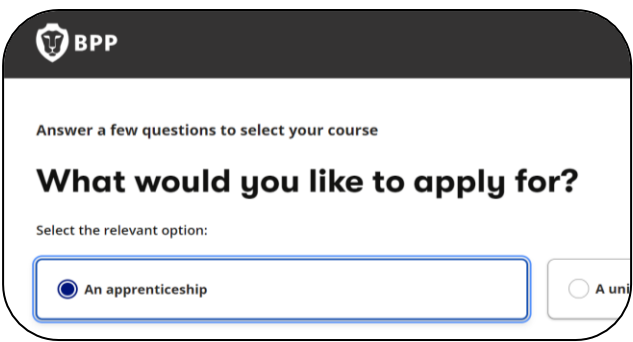
To log in, or if you have don't already have any account, to register, click [here](#).



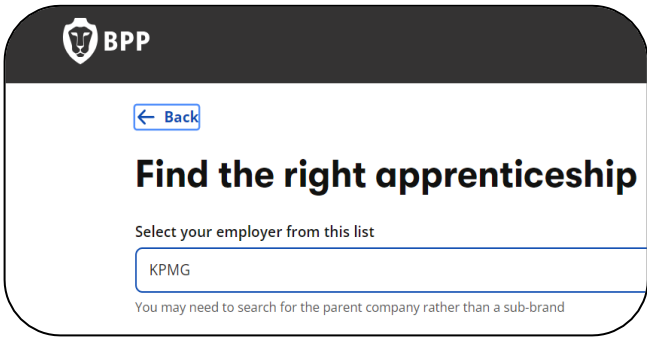
The form is titled 'Login' and 'Register' with the BPP logo at the top. It includes a link for new applicants to create an account. The registration fields are: First name, Last name, Email, and Password (with a toggle for visibility).

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.



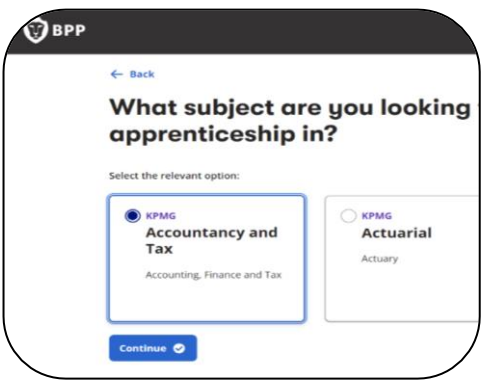
The form asks 'What would you like to apply for?' and provides two options: 'An apprenticeship' (selected) and 'A uni'.



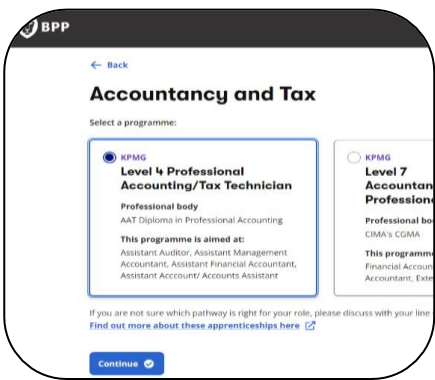
The form asks 'Find the right apprenticeship' and provides a search bar for the employer, with 'KPMG' entered. A note states: 'You may need to search for the parent company rather than a sub-brand'.

Selecting your course

You will now need to select the course you wish to apply for from a number of options, click the KPMG Accountancy and Tax option, click continue, and then select your course, Level 4 Professional Accounting/Tax Technician.



The form asks 'What subject are you looking apprenticeship in?' and provides two options: 'KPMG Accountancy and Tax' (selected) and 'KPMG Actuarial'.



The form asks 'Accountancy and Tax' and provides two options: 'KPMG Level 4 Professional Accounting/Tax Technician' (selected) and 'KPMG Level 7 Accountant Profession'.



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

Level 4 Professional Accounting/Tax Technician
AAT Diploma in Professional Accounting
Select a start date:

☒ **October 2025**
26 months
Starting 13 October 2025

Continue 

Confirm your application
13/10/2025 - 13/12/2027
Level 4 | Professional Accounting/Tax Technician
Professional qualification
AAT Diploma in Professional Accounting
Duration (est.) ⓘ
26 months

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 complete the eligibility checks?

By answering the questions using our step-by-step eligibility checker, we will be able to process your application in line with the funding stream that's relevant to you.

- Do you believe you have the right to work in England?
- Do you believe you have the right to work in other parts of the UK?
- Will you be spending 50% or more of your time working in England?
- What age will you be at the point of starting your apprenticeship?
- What is your residency status?
- Which statement best describes your status?

All the answers you provide to these questions will be specific to your individual circumstances and will enable BPP to process your application correctly. Your answers will not impact your apprenticeship in any way.

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.

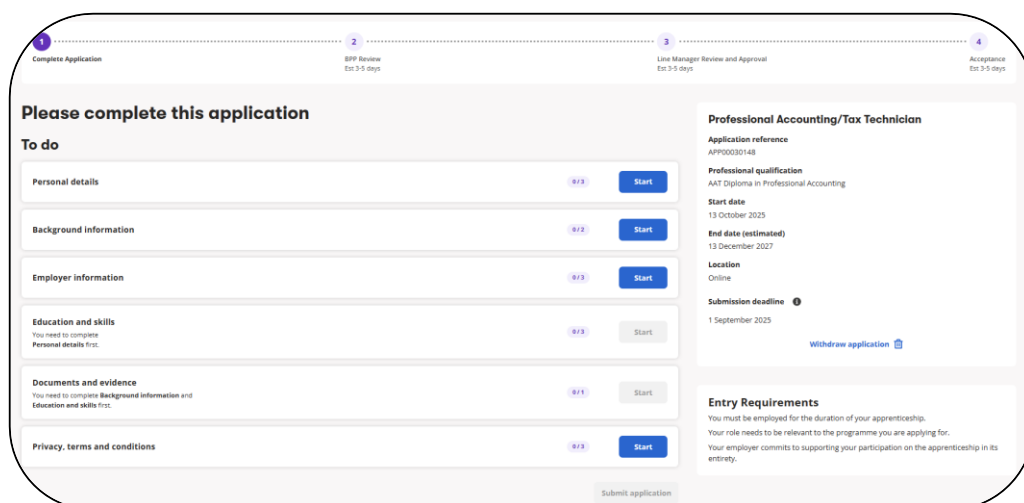
Filling in your application

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.



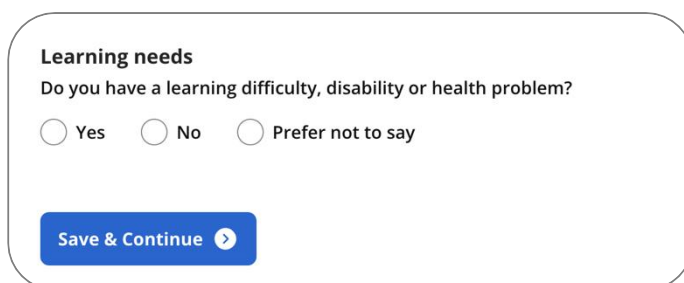
The screenshot shows the BPP application submission interface. At the top, there is a progress bar with four stages: 1. Complete Application, 2. BPP Review (Est 3-5 days), 3. Line Manager Review and Approval (Est 3-5 days), and 4. Acceptance (Est 3-5 days). Below the progress bar, the main heading is "Please complete this application". On the left, there is a "To do" list with six sections: Personal details (0/1, Start), Background information (0/2, Start), Employer information (0/3, Start), Education and skills (0/3, Start), Documents and evidence (0/1, Start), and Privacy, terms and conditions (0/1, Start). On the right, there is a section for "Professional Accounting/Tax Technician" with details: Application reference APP00030148, Professional qualification AAT Diploma in Professional Accounting, Start date 13 October 2025, End date (estimated) 13 December 2027, Location Online, and Submission deadline 1 September 2025. Below this, there is a "Withdraw application" button. At the bottom right, there is a section for "Entry Requirements" with text: "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." At the bottom center, there is a "Submit application" button.

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.



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

When your application is submitted, 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.

our application

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

GCSE, United Kingdom

Remove

Edit

Subject	Examining body	Year completed	Grade (or expected)
Maths	ACCA	2023	A
English	ACCA	2023	A
Biology	ACCA	2023	A
Product Design	ACCA	2023	A

Add another qualification

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

Save & Continue

Functional Skills

2 Education history

3 Self-assessment

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.

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.

- I need additional learning (My knowledge is developing and very limited)
- I need to continue learning (I still need to build on my knowledge to be consistent and/or competent)
- I need practical experience (I know all I need but require further opportunities to embed and apply this in practice)
- 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

Technical knowledge

Option 1 accounting

Knowledge and understanding of the core elements of double entry bookkeeping and accounting standards enable accountants to create and report financial information to the users of accounts...

View details

1

2

3

4

I NEED TO CONTINUE LEARNING

In the workplace, I will be able to:

- Prepare reconciliations.
- Create monthly accounting reports.
- Contribute to accounts preparation.
- Complete audit tests.

Business awareness

Financial information is an outcome of an organisation's activities in the industries and environments in which it operates. In its simplest form, financial information reflects...

View details

1

2

3

4

I NEED TO CONTINUE LEARNING

In the workplace, I will be able to:

- Understand the strategy of the organisation and how their role helps to meet organisational goals.
- Be aware of financial reporting standards.
- Meet the needs of stakeholders.

Functional Skills

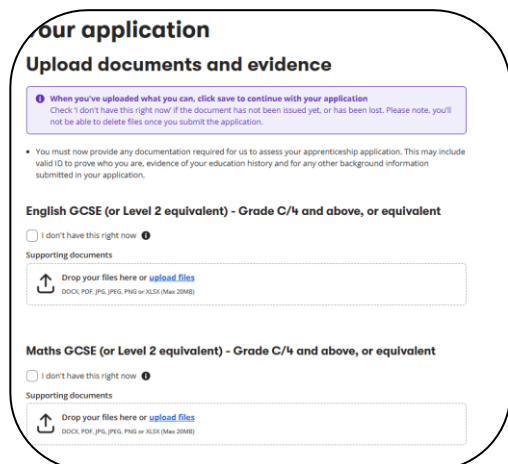
Education history

3 Self-assessment



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 log into your account to upload any additional or missing documents after you have submitted your application.



Your application

Upload documents and evidence

When you've uploaded what you can, click save to continue with your application
Check 'I don't have this right now' if the document has not been issued yet, or has been lost. Please note, you'll not be able to delete files once you submit the application.

- You must now provide any documentation required for us to assess your apprenticeship application. This may include valid ID to prove who you are, evidence of your education history and for any other background information submitted in your application.

English GCSE (or Level 2 equivalent) - Grade C/4 and above, or equivalent

☐ I don't have this right now ⓘ

Supporting documents

Drop your files here or [upload files](#)
DOCX, PDF, JPG, PNG or XLSX (Max 20MB)

Maths GCSE (or Level 2 equivalent) - Grade C/4 and above, or equivalent

☐ I don't have this right now ⓘ

Supporting documents

Drop your files here or [upload files](#)
DOCX, PDF, JPG, PNG or XLSX (Max 20MB)



Education evidence

You 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 the academic transcript.

Subject	Examining body	Year completed	Grade (or expected)
Maths	ACCA	2023	A
English	ACCA	2023	A
Biology	ACCA	2023	A
Product Design	ACCA	2023	A

☐ I don't have this right now ⓘ

Supporting documents

Drop your files here or [upload files](#)
DOCX, PDF, JPG, PNG or XLSX (Max 20MB)

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>

[Save & Continue](#) ⓘ

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