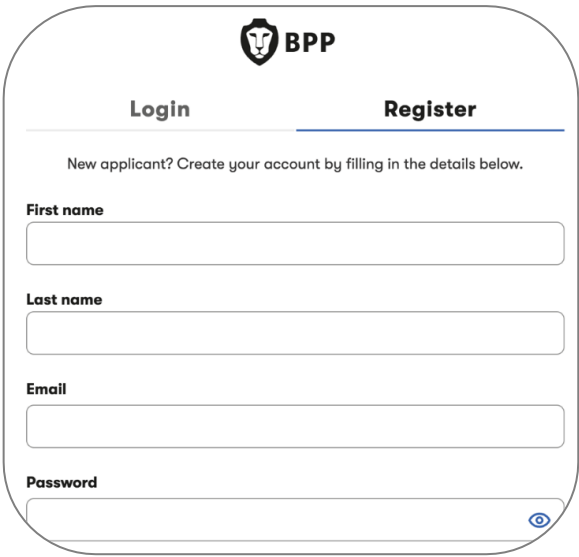# Join BPP

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.
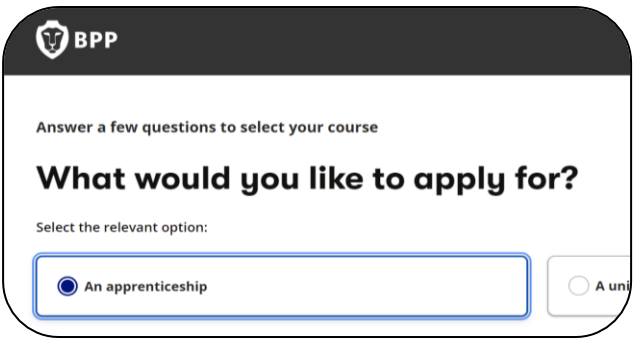
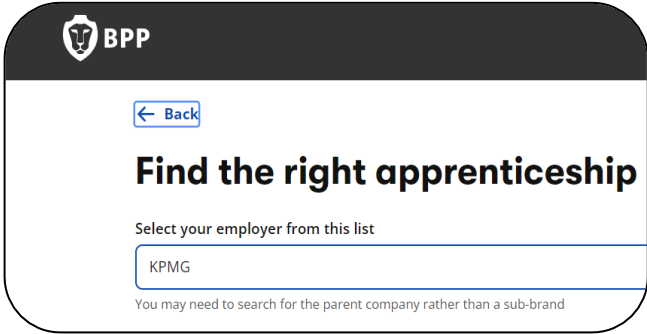To log in, or if you have don't already have any account, to register, click here.

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.
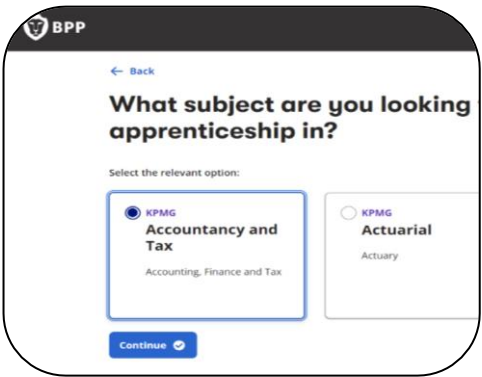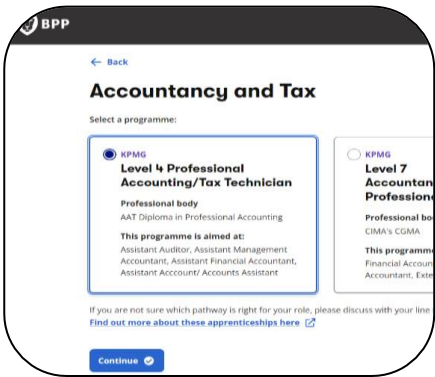

Selecting your course

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.

Your Course will start in October 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 and copy in 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.

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.

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.

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.

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.

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