



Join BPP

Applicant Guide

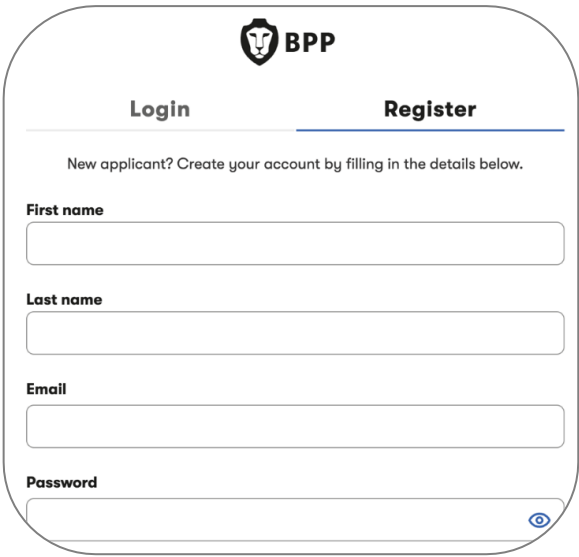


Before starting your application

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.

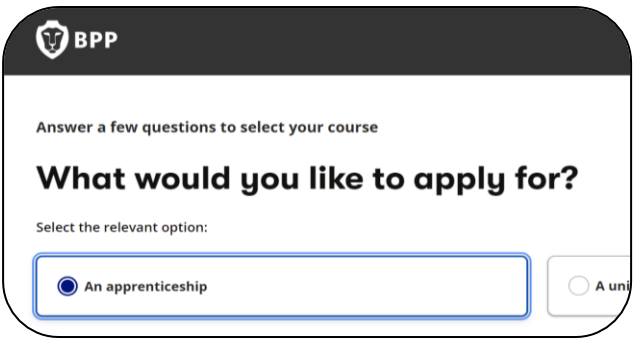
To log in, or if you have don't already have any account, to register, click [here](#).



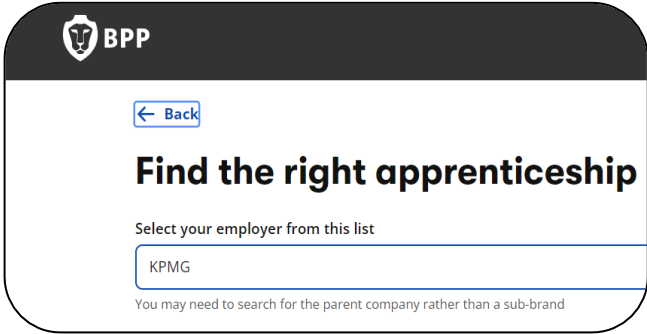
The form is titled 'Login' and 'Register'. It includes a BPP logo at the top. Below the title, it says 'New applicant? Create your account by filling in the details below.' There are four input fields: 'First name', 'Last name', 'Email', and 'Password'. The 'Password' field has a small eye icon to toggle 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.



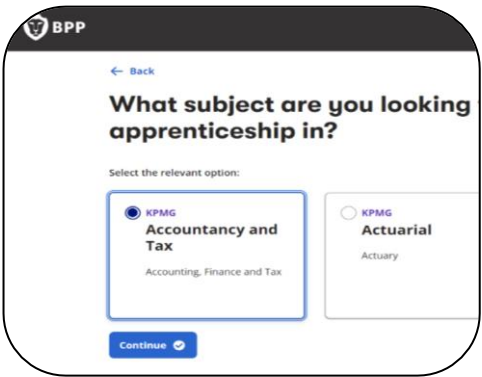
The screen shows the BPP logo and the text 'Answer a few questions to select your course'. The main heading is 'What would you like to apply for?'. Below it, it says 'Select the relevant option:'. There are two radio buttons: 'An apprenticeship' (selected) and 'A uni'.



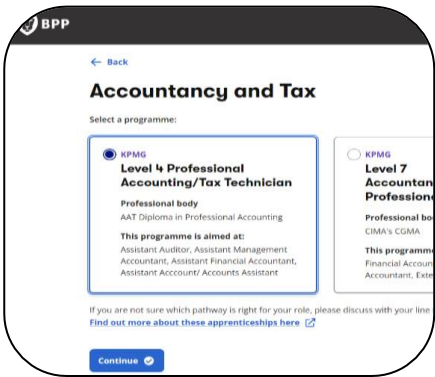
The screen shows the BPP logo and a 'Back' button. The main heading is 'Find the right apprenticeship'. Below it, it says 'Select your employer from this list'. There is a text input field with 'KPMG' entered. Below the field, it says 'You may need to search for the parent company rather than a sub-brand'.

Selecting your course

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



The screen shows the BPP logo and a 'Back' button. The main heading is 'What subject are you looking apprenticeship in?'. Below it, it says 'Select the relevant option:'. There are two radio buttons: 'KPMG Accountancy and Tax' (selected) and 'KPMG Actuarial'. Below the 'Accountancy and Tax' option, it says 'Accounting, Finance and Tax'. There is a 'Continue' button at the bottom.



The screen shows the BPP logo and a 'Back' button. The main heading is 'Accountancy and Tax'. Below it, it says 'Select a programme:'. There are two radio buttons: 'KPMG Level 4 Professional Accounting/Tax Technician' (selected) and 'KPMG Level 7 Accountant Profession'. Below the 'Level 4' option, it says 'Professional body: AAT Diploma in Professional Accounting. This programme is aimed at: Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Assistant Account/ Accounts Assistant'. Below the 'Level 7' option, it says 'Professional body: CIMA's CGMA. This programme is aimed at: Financial Accountant, Assistant Financial Accountant, Assistant Account/ Accounts Assistant'. There is a 'Continue' button at the bottom.



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 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.



1

Complete Application

2

BPP Review
Est 3-5 days

3

Line Manager Review and Approval
Est 3-5 days

4

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

You need to complete Personal details first.

0/3

Start

Documents and evidence

You need to complete Background information and Education and skills first.

0/1

Start

Privacy, terms and conditions

0/3

Start

Submit application

Professional Accounting/Tax Technician

Application reference
APPO0030148

Professional qualification
AAT Diploma in Professional Accounting

Start date
13 October 2025

End date (estimated)
13 December 2027

Location
Online

Submission deadline 1
1 September 2025

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 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.

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.

- 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 upload 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.

GCSE: United Kingdom			
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