



TRAFFORD &
STOCKPORT
COLLEGE GROUP



HM Revenue
& Customs

HMRC SWAP

ADMIN OFFICER ROLES
(DEBT MANAGEMENT DEPARTMENT)

FINAL SPACES

Want a permanent job at HMRC Manchester? 28K salary and Hybrid working. Our free 7-day course starts on the 5th May to get you through the recruitment process.

Don't miss out on a Civil Service career.
Book your slot now!

**TURN
OVER**
for course
details

NEW SKILLS, NEW OPPORTUNITIES

WHERE AND WHEN...



DELIVERY MODEL

Virtual



DURATION

7 days training
Monday to Friday



Open Day - 4th May
(10am)



TIME

10am - 2.30pm



WHERE

Online delivery

YOU WILL LEARN HOW TO...



Use AI



Star method interview
techniques / (competency
based interview prep



Employability Skills



Mock Interview support



Support with HMRC
application

YOU WILL LEARN HOW TO...

- Were you aged 19+ by the 31st August 2025
- Unemployed and claiming a benefit or employed and earning less than £25,700 per year
- Must be resident in the UK for 3-years or more
- Must be a Greater Manchester resident
- Must be committed to the delivery period



SCAN HERE TO BOOK YOUR PLACE