

# Federal Road Safety Commission



## FRSC EDUCATION POLICY

2015

## CITATION

This document shall be cited as  
**FRSC EDUCATION POLICY, 2015**



<b>Contents</b>	<b>Pages</b>
Title page	i
Citation	ii
Table of Contents	iii-iv
Foreword	v
Preface	vi
<b>PART 1: Approved Courses and Institutions of Study</b>	<b>1</b>
1.1 Mandatory Course	1
1.2 Short Term Duration Courses/Training	1-2
1.3 National Open University of Nigeria (NOUN)	2
2.3 Approved Professional Institutions	2-3
2.4 Long Duration Courses	3
<b>PART 2</b>	
2.0 Qualification for Approval for Further Studies	4-5
<b>PART 3</b>	
3.0 Conditions for Applying For Further Studies	6
3.1 Conditions for Qualification for Further Studies	6
3.2 Entitlements /allowances	6-7
3.3 Sponsorship conditions and comportment	7
3.4 Staff Comportment	7-8
3.5 Partial Sponsorship	8
3.6 Full Sponsorship	8-9
3.7 Mandatory Continuing Professional Education	9
3.8 Part Time Courses	9-10
3.9 Study Leave without pay	10
3.10 Sponsorship of Foreign/Local Courses by Donor Organisations / Government	10
3.11 Technical Assistance	11
<b>PART 4</b>	
4.0 Procedure for Applying for Further Studies	12-13
<b>PART 5</b>	
5.0 Conduct of Staff while on course of study	14

## **PART 6**

6.0	Permission for Professional Courses	15
-----	-------------------------------------	----

## **PART 7**

7.0	Extension and waiting period for Further Studies	16
7.1	Approval for Extension of Study Period	16
7.2	Waiting Period for Approval for Second Further Study	16
7.3	Proximity of Course Institution to Command	16

## **PART 8**

8.0	Bonding	17
8.1	Bonding	17
8.2	Disengagement from Service before Expiration of Bond Period	18

## **PART 9**

9.0	Interpretation of Terms	19
8.1	Interpretation of Terms	19-20
8.2	Miscellaneous	20
•	Further studies application form (Annex 1)	21-22
•	Additional Education Qualification(s) Report Form (Annex 2)	23
•	Bond Form for Further Studies (Annex 3)	24-25
•	List of Approved Courses (Annex 4)	26-27
•	Courses which Nomination are solely through Management prerogative (Annex 5)	28-29
•	FRSC Template for Staff Progress Reports on Course of Study (Annex 6)	30-32

## **FOREWORD**

In a global economy, the most important intangible asset is knowledge. Education is a veritable path to enhanced service delivery and creation of opportunities. These thoughts have been widely canvassed by education and human resource experts. To further sustain growth in skill acquisition, there is the need for training and re-training. As Horace Mann opined ***“The education already given to the people creates the necessity of giving them more”***.

Policies on the other hand, represent the major mechanisms through which governments/organizations identify and address development needs and challenges. The ability to effectively address the needs however depend basically on the quality of policies and the nature of our policy making process.

Education policy can directly affect people engaged in formal human processes. The Federal Road Safety Corps being part of this global thinking in its quest to create more effective personnel has consistently accorded top priority to its education policy. Carefully designed with a flexible curriculum, the 2010 edition though limited in scope in some parts; it indeed provided the basic bastion required to improve upon.

The 2015 Federal Road Safety Corps Education policy therefore evolved to enable all FRSC personnel take opportunity of civil and specialized courses in approved institutions of learning nationwide. The FRSC Academy and Training School have also been empowered in this regard; thus enlarging the sphere of opportunities of choice.

The 2015 edition became imperative in order to further accommodate the reforms taking place in the Corps, which include adaptation of ISO 9001:2008 QMS Standard and greater need for staff development to fast-track attainment of FRSC goal of creating safer motoring environment in Nigeria and thereby positioning the Corps appropriately on the change mantra of the present administration.

**Boboye O. Oyeyemi, MFR, mni, NPoM**  
Corps Marshal

## **PREFACE**

Road Traffic Administration and Safety Management issues are becoming more dynamic, requiring multi-dimensional approaches and skills. To meet the dynamics, practitioners and organizations saddled with the responsibility of safety must acquire skills and competencies that are in-tune with the times.

The 2010 Education Policy has served the education needs of the FRSC within the period of its operation. However, in line with the present realities in Road Traffic Management, the need for change in operational and management strategies has become imperative. The need for new skills and competencies to match the demands of merging trend prompted the production of the 2015 revised edition.

The 2015 edition has captured the Corps' anticipated personnel training needs, including the mandatory six (6) month Basic Officers/Marshals Courses for newly enlisted staff, refresher courses, in-house trainings, further studies, staff development workshops and seminars, etc. It has also captured courses initially not provided for. The edition has also recognised the National Open University of Nigeria.

For smooth implementation of the policy, the document has equally outlined in clear terms, procedures for accessing trainings, desired knowledge transfer, staff entitlements as well as templates for application.

It is therefore hoped that Departments, Field Commands other formations as well as individual members of the Corps will take advantage of the document to develop their capacities for better service delivery towards achieving the Corps' mandate and corporate goals.

The Policy is therefore presented to all staff of FRSC as guidance on the Corps preferred fields of development and ease of access to approval for further studies. It also serves as a guide to stakeholders wishing to sponsor staff for further studies.

**DCM Ademola KB Lawal**

Deputy Corps Marshal

Training, Standards & Certification Department

## **PART 1**

### **1.0 APPROVED COURSES OF STUDY & INSTITUTIONS**

Courses of study in this part contain programmes tailored to acquaint staff with requisite basic knowledge for minimum performance of their duties. Improvement courses geared at job enhancement and preparatory to promotion are also covered here alongside external institutions where such trainings are undertaken.

The approved courses of study and institutions are subject to review by Management when the need arises. These include short courses covered by FRSC Academy and FRSC Training School which are mandatory for staff to attend.

#### **1.1 MANDATORY COURSES:**

These are Mandatory Training Programmes not exceeding six (6) months. Mandatory courses offered by FRSC Academy and Training School include among others;-

- a. Officers Basic Course (OBC)
- b. Marshals Basic Course (MBC)
- c. Junior Officers Course (JOC)
- d. Intermediate Officers Course (IOC)
- e. Commanding Officers Course (COC)

#### **1.2 SHORT TERM TRAINING PROGRAMMES**

These are Programmes not exceeding six (6) months training for:

- a. Data Information
- b. Road Safety Audit
- c. Crash Investigation
- d. Provost
- e. Intelligence
- f. Arms and Weapon Handling
- g. First Responders
- h. Transport Safety Officers (TSO)
- i. Prosecutors
- j. Driving School Standardization Programme (DSSP)
- k. Continuing Education for professionals
- l. Pre-Retirement Course
- m. Trauma and Casualty Handling Training

**1.2.1** Staff who has put in thirty-four (34) years in service or attained fifty-nine (59) years **of age shall not be qualified for courses listed on 1.2 above but** embark on pre-retirement **training organized by the Corps** in agricultural and other economic activities such as: fishery, poultry, animal husbandry, soap-making, block molding, etc for a period of 2 – 4 weeks.

**1.2.2** Other internal competency development programmes, shall be handled by FRSC Training Institutions (FRSC Academy, Training School and appropriate Departments/Corps offices). However, to boost Career development, staff may be nominated and sponsored for short duration courses not exceeding twelve (12) months in any of the approved universities/institutions offering such similar courses.

### **1.3 NATIONAL OPEN UNIVERSITY OF NIGERIA (NOUN) PROGRAMMES**

The NOUN programmes have been fully integrated into the FRSC Education Policy. Therefore, approval shall be granted to staff seeking further study in NOUN as first choice, except where the approved programme/courses of study are not available in the NOUN curriculum.

### **1.4 APPROVED PROFESSIONAL INSTITUTIONS**

The approved/recognized institutions for short duration courses include:

- a. National Institute for Policy and Strategic Studies (NIPSS)
- b. National Defence College (NDC)
- c. Institute of Security Studies (ISS)
- d. Administrative Staff College of Nigeria (ASCON)
- e. Nigerian Defence Academy (NDA)
- f. Centre for Management Development (CMD)
- g. Public Service Institute (PSI)
- h. National Information and Technology Development Agency (NITDA)
- i. Digital Bridge Institute (DBI)
- j. Nigerian Army School of Supply and Transport
- k. TV College/Nigeria Film Institute
- l. State Security Service (SSS) Training School
- m. Nigeria Institute of Journalism (NIJ)



- n. Police Detective College
- o. Nigerian Institute of Advanced Legal Studies (NI ALS)
- p. Federal Treasury Academy
- q. Nigeria Army School of Military Police,
- r. Nigerian Army School of Infantry (NASI)
- s. Chattered Institute of Logistics & Transport (CILT)
- t. Armed Forces and Command Staff College (AFCSC)
- u. Federal Training Centre (FTC)
- v. Nigeria Institute of Transport Technology
- w. Other relevant institutions as may be approved by Management.

### **1.5 LONG DURATION COURSES**

Long Distance Courses to be undertaken shall lead to the award of any of the following Degrees, Diplomas and Certificates:

- a. Doctor of Philosophy (PhD)
- b. Masters Degree (M.Sc, MA, MPL, LLM)
- c. Post Graduate Diploma (PGD)
- d. Post Graduate Certificate (PGC)
- e. Bachelors Degree (B.Sc, BA, etc)
- f. Higher National Diploma (HND)
- g. National Diploma (ND)
- h. National Certificate in Education (NCE)
- i. Professional Certificates from institutions recognized by Law

## **PART 2**

### **2.0 QUALIFICATION FOR APPROVAL FOR FURTHER STUDIES**

Staff desiring further studies are expected to have acquired some minimum educational requirements and years of service in the Corps to qualify to seek approval to undertake such studies.

**2.1** Any staff applying for Further Studies is expected to acquire background knowledge of the general guideline in the FRSC Education Policy, 2015.

**2.2** Courses to be pursued shall be relevant to the advancement of staff output in their present job schedule or preparatory to taking up a new schedule.

**2.3.** A confirmed officer shall be qualified to pursue further studies on part-time basis in approved courses at an accredited institution of learning after serving for at least 5 years in the Corps.

2.4 Confirmed Marshal Inspectors who wish to pursue courses leading to award of first degree are qualified to apply for permission for further studies on part-time basis after serving for at least five (5) years in the Corps.

2.5 Confirmed RMAs wishing to pursue courses leading to award of National Diploma or NCE are qualified to apply for permission for further studies on part time basis after serving for at least 5 years in the Corps.

2.6 Senior Road Marshal Assistants and above shall be allowed to go for first Degree Programmes on part-time basis after serving for at least 5 years in the Corps.

**2.7** A staff shall not be qualified to pursue any of the approved courses if he has a pending disciplinary case that could lead to termination of appointment or dismissal from service.

**NOTE**

- a) New skills acquired shall be considered for future deployment(s).
- b) The total number of Staff granted approval for further studies, shall not exceed 2% of the total work force in the Corps at any given time. However, the two percent (2%) of staff to be granted approval shall exclude officers of the Rank of SRC and above who intend to pursue post graduate courses on part time basis.
- c) A staff on course may be recalled by the Corps Marshal should the need arise.
- d) A Marshal shall not be considered for conversion if he has not secure approval for further studies leading to his additional qualification in the first instance.

## PART 3

### **3.0 CONDITIONS FOR APPLYING FOR FURTHER STUDIES**

There are some necessary requirements to be met by staff who desires to further his studies while in the employment of the Corps. Spelt out in this part are relief provisions designed to cushion the challenges that beneficiaries face in the course of the training.

#### **3.1 CONDITIONS:**

The conditions for applying for further studies by different cadres are as follows:-

- a. SRMAs and above wishing to apply for further studies on part-time basis must have obtained confirmation of appointment and must have served the Corps for not less than 5 years while confirmed RMAs pursuing ND or NCE courses must have spent five (5) years in the Corps.
- b. All Staff applying for further studies must be free from any disciplinary case(s) that could lead to dismissal or termination of appointment.
- c. Staff shall apply for further studies in approved courses and recognised institutions only (see annex 4).

#### **3.2. ENTITLEMENTS / ALLOWANCES**

Staff proceeding on any course stated in Para 1.4 shall be entitled to the following amount as monthly allowance, provided personal allowance is not embedded in the institutions schedule of payment as is the case with NIPSS, NDC etc. However, when the embedded personal allowance is lower than the amount contained herein, the balance of the monthly allowance shall be paid to the participants.

- |            |   |                    |
|------------|---|--------------------|
| a. DCM     | - | <b>₦100,000.00</b> |
| b. ACM     | - | <b>₦90,000.00</b>  |
| c. CC/DCC  | - | <b>₦70,000.00</b>  |
| d. ACC/CRC | - | <b>₦60,000.00</b>  |
| e. SRC/RC  | - | <b>₦50,000.00</b>  |
| f. DRC/ARC | - | <b>₦40,000.00</b>  |

- g. MIs - ₦30.000.00
- h. RMAs - ₦20.000.00

### **3.3 SPONSORSHIP CONDITIONS AND COMPORTEMNT**

**3.3.1** Staff on full sponsorship shall be released from duty and in addition to the allowance above will be entitled to continuous payments of their emoluments and allowances. Beneficiaries shall also be entitled to promotion during the period of study, subject to compliance with FRSC promotion policy.

### **3.4. STAFF COMPORTEMNT WHILE ON COURSE**

**3.4.1.** Staff on course shall maintain effective communication with the Corps Marshal and Chief Executive at the end of every semester by writing through the HOD Training, Standards and Certification Department during the period of study. Corps Secretary Office and Department of Admin and Human Resources shall be furnished with details of staff that are newly granted permission for part-time or full-time studies quarterly by HOD TSC to guide actions with regards to transfers and postings.

**3.4.2.** Staff on course of study shall render academic reports in addition to item 3.4.1 above every semester/session to the Corps Marshal and Chief Executive through the HOD (TSC). Failure to send report and maintain good academic standing may lead to withdrawal of sponsorship and/or revocation of approval for further studies.

**3.4.3.** All staff on full-time courses or training shall be under Training, Standards and Certification Department until completion of the course of study.

**3.4.4.** Staff on full-time course of study exceeding six (6) months shall be assessed through the Annual Performance Evaluation Report (APER) Form by the Head of Training, Standards and Certification Department, provided that such a staff has not spent up to six (6) months of the assessment year in his last formation before proceeding on the course of study.

**3.4.5.** Staff on full sponsorship who fails the course for which he is being sponsored shall be made to refund the total sum of money expended on the course while those with adverse report against them shall be subjected to appropriate disciplinary proceedings.

**3.4.6** Any staff on part-time course of study or on sponsored course of study who withdraws from course before its completion without justifiable reason(s) shall forfeit any future approval opportunities for further studies in the Corps.

**3.5. PARTIAL SPONSORSHIP**

Staff may enjoy partial sponsorship when in pursuit of higher degrees, including PhD but not exceeding thirty-six (36) calendar months for specialized courses.

**3.5.1** Beneficiaries shall receive a minimum of Five Hundred Thousand Naira (N500, 000.00) only for Post Graduate Diploma (PGD) and Masters Degree programme, while a minimum of One Million Naira (N1, 000,000.00) only for PhD and other specialized courses. The release of the fund shall be strictly based on tuition, books and project (thesis) as contained in the admission letter or certified true copy of fees payable in all cases where the approved fund is not exhausted, after payment for tuition, books and project; the balance shall be regarded as transport allowance to the beneficiary.

**3.6. FULL SPONSORSHIP**

Selection of staff on full sponsorship shall be the exclusive preserve of Management and shall depend on the relevance of course to the Corps. However such staff must have spent the mandatory waiting period of five (5) years for courses leading to the award of Masters and PhD.

**3.6.1 POST GRADUATE AND MASTERS DEGREES**

A beneficiary of a sponsored course not exceeding eighteen (18) months shall receive an amount for tuition, books and projects as contained in the admission letter of the institution, while the cost for accommodation and transport shall be determined based on location.

**3.6.2** Specialized and professional courses under part 1 of Annexure 5 of this Policy shall be fully sponsored by the Corps. Nomination of staff for these courses shall be the prerogative of the Corps Marshal, hence applications from staff shall not be considered.

**3.7. MANDATORY CONTINUING PROFESSIONAL EDUCATION (MCPE)**

**3.7.1** The Corps may sponsor ONLY professional members with statutory mandate for the yearly Mandatory Continuing Professional Education (MCPE), subject to availability of funds.

**3.7.2** The Corps may also sponsor professionals as in Paragraph 3.7.1 to attend their Associations Annual Conferences once in two (2) years while relevant Heads of Department and Corps Officers shall be sponsored to attend every year subject to availability of funds.

**3.7.3** Sponsorship for the Mandatory Continuing Professional Education (MCPE) and Annual Conferences shall only be for those that have been already inducted as members and not those aspiring to gain membership of the professional associations / bodies.

**3.8. PART-TIME COURSES**

**3.8.1** Approval may be given to staff to engage in part-time studies if the course is relevant to the Corps.

**3.8.2** Staff proceeding on part time studies for courses that will lead to the award of Certificate, National Diploma (ND), National Certificate of Education (NCE), Higher National Diploma (HND), First Degree, Masters Degree and Doctorate Degree (PhD) shall do so exclusively at their own expense.

**3.8.3** Staff on part time studies shall be released early from work about two (2) hours before lecture time, subject to the presentation of the school time table to the Supervising Officer.

**3.8.4** Staff shall be entitled to examination leave during the period of the examination, subject to the submission of examination time table.

**3.9. STUDY LEAVE WITHOUT PAY**

Approval shall be given to any staff whose appointment has been confirmed and has served the Corps for a minimum of five (5) years to proceed on study leave without pay if the course of study is on the approved list of courses recognized by the Corps.

**3.9.1** Staff proceeding on study leave without pay shall do so exclusively at their own expense for courses leading to award of Post Graduate Diploma, Masters Degree and above. The leave duration shall be for the period of course of study.

**3.10. SPONSORSHIP OF FOREIGN/LOCAL COURSES BY DONOR ORGANISATIONS/GOVERNMENT**

**3.10.1** Only staff of the rank of SRC and above shall be considered for these foreign/local courses, except where otherwise dictated by the needs/demands of the job or where offers of full sponsorship for training from multilateral agencies, Federal/State Governments and friendly donor countries specifically request participants of a lower rank such as:

- i. Commonwealth,
- ii. US Agency for International Development (USAID)
- iii. Petroleum Technology Development fund (PTDF)
- iv. Niger Delta Development Commission (NDDC)
- v. Department for International Development (DFID)
- vi. Japan International Cooperation Agency (JICA) etc

**3.10.2** Staff selected/nominated for foreign courses shall be entitled to full sponsorship during the period of study in accordance with the Financial Regulations/Public Service Rules.



### **3.11 TECHNICAL ASSISTANCE**

Offers for technical assistance relating to training programmes shall be accepted by the Corps provided they are relevant. The beneficiary shall be entitled to allowances according to the prevailing rates approved by Government, except where staff enjoys full sponsorship from the sponsors.

## **PART 4**

### **4.0 PROCEDURE FOR APPLYING FOR FURTHER STUDIES**

Steps to be taken and all necessary documentation required by staff seeking further studies are outlined in this part for proper guidance. It is the responsibility of all intending staff to follow the approved line of communication in this regard.

**4.1** Staff applying for part-time course shall first apply for permission to seek for admission in an accredited institution of studies which shall NOT be more than 200km from the staff command.

**4.2** A staff seeking approval for further studies shall fulfill the conditions stated in **2.0** and **3.1**. He must also complete **FORM FRSC/TSC/EDU/01A**, which must be endorsed by his HOD/Corps Officer or Commanding Officer or any officer delegated to do so.

The application for further studies shall be accompanied with photocopies of the following documents;-

- a. Letter of approval to seek for admission
- b. Letter of Appointment
- c. Letter of Confirmation
- d. Letter of last posting
- e. Letter of admission

**4.3.** Applicants from Field Commands shall forward applications through their Commands for necessary screening and onward submission to DCM (TSC) RSHQ, for final screening and approval.

**4.4.** Applicants from RSHQ shall forward their applications to DCM (TSC) through their HODs /Corps Officers.

**4.5.** The application should reach the DCM TSC on or before the last Thursday in the second month of every quarter.

**4.6.** Candidate's application shall be acknowledged by DCM TSC via e-mail.

**4.7.** The Committee on Further Studies shall notify staff on the availability of vacancies for further studies in the first quarter of every year.

## **PART 5**

### **5.0 CONDUCT OF STAFF WHILE ON COURSE OF STUDY**

Staff undertaking courses of study within FRSC training institutions and in other institutions must comport themselves as ambassadors of the Corps at all times. In addition, they are expected to keep the Corps abreast of their progress during the training.

**5.1** The Following are Equally Expected of Staff on Course of Study:

**5.1.1** Staff on approved further studies is expected to render reports to COMACE through DCM TSC every semester.

**5.1.2** Any staff who fails to render this report after each semester without genuine reason may have his or her approval withdrawn.

**5.1.3** Any misconduct by a staff while on course of study will attract disciplinary action.

### **5.2 PROCEDURE FOR DOCUMENTATION OF ADDITIONAL QUALIFICATION(S)**

**5.2.1** Staff on Completion of approved course of study shall fill the Additional Education Qualification Report Form (Annex 2) which shall be endorsed by the HOD or Commanding Officer.

**5.2.2** The following documents shall be attached:

- a. Certificate/Statement of result of the newly acquired qualification.
- b. Approval for permission to seek admission
- c. Admission letter
- d. Course Approval letter
- e. Appointment letter
- f. Confirmation of appointment letter
- g. Photocopy of completed and endorsed FRSC Education Sponsorship bond form

**5.2.3** Staff who has been granted approval to seek for admission shall forward additional qualification(s) to DCM (TSC) through the appropriate channel of communication.

## **PART 6**

### **6.0 PERMISSION TO PURSUE PROFESSIONAL COURSES**

Professionals in the Corps such as Accountants, Engineers, Medical personnel, Lawyers etc who desire to improve themselves are expected to follow laid down procedure as contained in the FRSC Education Policy 2015 and also subject to the following:

**6.1.1** Only officers from the rank of Route Commander (RC) who intend to acquire professional qualifications for the purpose of advancement shall first seek and obtain permission before registering for such.

**6.1.2** All staff are to note that acquisition of professional qualification(s) shall not be used in lieu of waiting period for promotion to any rank.

## PART 7

### 7.0 EXTENSION & WAITING PERIOD FOR FURTHER STUDIES

Where unforeseen circumstances necessitate an extension in study period beyond the approved calendar, staff shall apply for extension.

### 7.1 APPROVAL FOR EXTENSION OF STUDY PERIOD

**7.1.1** A Staff who is unable to complete the approved course of study within the stipulated duration shall apply through the appropriate channel to Corps Marshal and Chief Executive for extension of study period which shall not exceed one (1) academic year; provided the staff has a genuine reason for such extension.

NOTE: Non-approval for extension renders the additional qualification acquired **UNACCEPTABLE** even if eventually completed outside the stipulated period earlier approved.

### 7.2 WAITING PERIOD FOR APPROVAL FOR SECOND FURTHER STUDY

**7.2.1** Any staff upon completion of any approved course of study shall wait for a minimum of five (5) years before being qualified for another course of study. On completion of Postgraduate Diploma approved by the Corps, the holder may not wait for five (5) years but they must re-apply for approval to proceed for Masters Degree subject to availability of vacancies.

**7.2.2** Road Marshal Assistants upon conversion to Marshal Inspector will be eligible for further course/study after two 2 years.

### 7.3 PROXIMITY OF COURSE INSTITUTION TO COMMAND

No staff shall apply to any higher institution that is more than **200km** from his Command of service if on part-time basis. **This excludes staff on full-time Masters and PhD programmes.** However, a staff, who having obtained approval to seek admission is transferred to a Command outside the **200km** radius may be posted to any other Command within **200km** radius of the institution provided the posting is not punitive.

## PART 8

### **8.0 BONDING**

An agreement with legal force binding on staff seeking further studies that stipulates minimum years of service to be rendered and penalty default.

**8.1** A staff proceeding on approved course of study shall be bonded as indicated below:

<b>S/N</b>	<b>COURSE</b>	<b>PERIOD OF BOND</b>
a	All sponsored courses leading to the award of first degrees and equivalents etc.	3 years
b.	All Specialized courses leading to the award of Masters degrees and above.	2 years
c	All sponsored specialized courses leading to admission into membership/fellowship of the professional institutions, i) National Institute for Policy and Strategic Studies (NIPSS), ii) Nigeria Defence College (NDC), iii) Institute for Security Studies (ISS) iv) Administrative Staff College of Nigeria (ASCON), v) Armed Forces and Command Staff College (AFSCC), vi) Nigeria Institute of Transport Technology (NITT) vii) Nigeria Institute of Advanced Legal Studies (NIALS), viii) Chartered Institute of Logistics & Transport (CILT) ix) Centre for Transport Studies in Nigeria Universities x) Other relevant Institutions	2 Years
d.	All sponsored foreign courses excluding short course of not more than 3 Months.	3 years

The signing and execution of the bond document is regarded as part of the approval procedure for further studies. Where the bond is not signed, it should be regarded as null and void. **(See Annex 3).**

**8.2** Successful applicants shall liaise with the Corps Legal Office to complete the FRSC Education Bond Form in quadruplicate (**4 copies**), one of which shall be submitted to DCM (TSC) before issuance of approval for further studies. (**See annex 3**)

**8.3** **DISENGAGEMENT FROM SERVICE BEFORE EXPIRATION OF BOND PERIOD**

**8.3.1** Any staff who wishes to disengage from the services of the Corps before the expiration of his bond period shall refund 200% of the sponsorship fees paid, while staff on part-time programmes shall pay a sum equivalent to the man-hour lost in the course of such programme on pro-rata basis.



## **PART 9**

### **9.0 INTERPRETATION OF TERMS**

These are explanatory notes on words and phrases used in this publication.

<b>1</b>	Basic Course	This is an introductory course for newly recruited staff.
<b>2</b>	Bond	This is an agreement between FRSC and Staff proceeding on course of study wherein the staff is obligated to serve the Corps for at least 2 years before leaving the services of the Corps. A breach of this agreement attracts a penalty of refund of 200% of the sponsorship fund in the case of a full time course and pro-rata man-hour lost in the case of part time course.
<b>3</b>	Career Progression Training	Courses designed to help staff in their personal development or teach them new skills or techniques in the discharge of their duties.
<b>4</b>	COMPRO	Confirmation of Appointment exam conducted by the Federal Civil Service and taken by new employees after the 2 years of probation period.
<b>5</b>	Confirmation	A formal written notification to a staff confirming his/her appointment after spending the mandatory period of 2years in service.
<b>6</b>	Entitlement	A financial provision made for staff on further studies in accordance with the FRSC Education Policy.
<b>7</b>	Extension	This is an elongation of the permission granted for further studies due to circumstances usually beyond the staff control. Extension must also be applied for and approved prior to the commencement of any extension.
<b>8</b>	Further Study	This is an approved study for the purpose of acquiring further skills/qualifications.
<b>9</b>	Full-time Course	This is a course where a staff is released from all office duties during the period of course.
<b>10</b>	Full Sponsorship	Assumption of total financial responsibility for a period of instruction or course by the Corps.
<b>11</b>	In-house Training	This is the weekly lecture series conducted in all

		formations for which test of understanding are expected to be conducted at the end of each quarter.
12	Intermediate Officers' Course	Course organized by the Academy, in conjunction with the Citizenship and Leadership Training Centre, for Intermediate officers (CRC and SRC)
13	Junior Officers' Course	Junior Officers course at the Armed Forces Command Staff College (AFCSC) leading to the award of jpsc for RC's and SRC's.
14	Long Duration Course	The period of time of the study exceeding six (6) months.
15	Mandatory Waiting Period	It is 5 years for RMAs pursuing ND,NCE and 5 years for staff pursuing Degrees or PhD.
16	Partial Sponsorship	Assumptions of part of the financial implication of a course of study e.g. Tuition and books only.
17	Part Time Course	Partial excuse of staff from duty to allow flexibility for balancing of studies with other responsibilities at work.
18	Recall	To order staff already granted permission for further study to return to work.
19	Senior Officers' Course	Senior Officers course at the AFCSC leading to the award of psc for CRCs.
20	Short Duration Course	The period of time of study not exceeding six (6) months.
21	Study Leave Without Pay	This is when a staff is approved to go for study leave without payment of salaries throughout the duration of course.
22	Study leave with pay	This is when partial excuse from duty is given to a staff to allow flexibility for balancing of studies with other responsibilities at work with payment of salaries throughout the duration of the course

### **9.1 MISCELLANEOUS**

The FRSC Scheme of Service, Condition of Service and other FRSC Policy documents shall be relevant in the application of this Policy .



**FEDERAL ROAD SAFETY COMMISSION  
NATIONAL HEADQUARTERS, ABUJA**

**APPLICATION FOR FURTHER STUDIES  
(To be completed in Block Letters and in Triplicate)  
PART 1**

**ANNEX 1**

RECENT PASSPORT  
PHOTOGRAPH IN UNIFORM  
(PIN, NAME, RANK AT THE  
BACK OF PASSPORT)

**FRSC/TSC/EDU/OA1**

1. SURNAME.....
- OTHER NAME(S).....Phone No.....
2. EMAIL:.....
3. RANK..... PIN.....
4. DATE OF BIRTH: .....5.DATE OF APPOINTMENT.....
6. DATE OF CONFIRMATION.....
7. PRESENT LOCATION/DEPARTMENT.....
8. STATE OF ORIGIN..... 9 LGA.....
10. LAST POSTING WITH DATE.....
11. ENTRY QUALIFICATION(S) WITH DATE(S).....
12. PRESENT QUALIFICATION(S) WITH DATE(S).....
13. PROPOSED COURSE OF STUDY.....
14. INSTITUTION.....
15. DURATION.....FROM.....TO.....
16. MODE OF STUDY: (i) FULL TIME..... PART TIME: .....
- (ii) STUDY LEAVE:  (a) With Pay  (b) Without Pay
- (c) With full Sponsorship  (d) With Partial Sponsorship
- 17 Have you benefited from study leave before? YES/NO If yes  
WHEN.....MODE OF STUDY.....
18. ATTESTATION: I .....HEREBY CERTIFY THAT ALL  
INFORMATION GIVEN ABOVE IS TRUE AND WITHOUT ANY PREJUDICE, AS ANY  
FALSE INFORMATION BY ME ATTRACTS APPROPRIATE PUNITIVE MEASURE.

.....  
SIGNATURE

.....  
DATE

**PART II**

**FOR OFFICIAL USE ONLY**

(TO BE COMPLETED AND ENDORSED BY HOD/CORPS OFFICER OR  
COMMANDING OFFICER)

19. SPECIFY ANY PENDING DISCIPLINARY CASE(S).....  
.....

20. RECOMMENDATION: .....  
.....

21. PHOTOCOPIES OF DOCUMENTS ATTACHED:

<b>Documents</b>	<b>Attestation: Tick (✓)</b>
Letter of Appointment	
Confirmation of Appointment	
Copy of Last Posting	
Letter of Admission	
Letter of Approval to seek for admission	

22. **"I, CERTIFY THAT THE ORIGINALS OF THE DOCUMENTS ATTACHED WERE SIGHTED BY ME AND ALL INFORMATION GIVEN IN PART 1 ARE TRUE AND WITHOUT ANY PREJUDICE"**

HOD/CORPS OFFICER OR COMMANDING OFFICER (NAME) .....

RANK..... PIN:.....

APPOINTMENT.....

.....  
*SIGNATURE WITH OFFICIAL STAMP*

.....  
*DATE*



## Federal Road Safety Commission

Training, Standards and Certification Department  
National Headquarters, Abuja.

ANNEX 2

### ADDITIONAL EDUCATION QUALIFICATION(S) REPORT FORM

PIN:-----RANK:-----

SURNAME:-----FIRST NAME-----MIDDLE NAME:-----

PRESENT COMMAND:-----

NAME OF INSTITUTION ATTENDED:-----

-----

COURSE OF STUDY:-----

QUALIFICATION(S) OBTAINED:-----

CLASS OF DEGREE/CERTIFICATE:-----

COURSE DURATION: FROM-----TO:-----

-----

STAFF SIGN/DATE

-----

COMMANDING OFFICER'S SIGN/DATE

**NOTE:** A photocopy of Further Studies Approval Letter and Certificate(s) obtained shall be attached and forward to DCM, (TSC.) Any additional Certificate obtained without formal approval shall not be used for official purpose.



**FEDERAL ROAD SAFETY COMMISSION  
NATIONAL HEADQUARTERS, ABUJA**

**ANNEX 3**

**BOND FORM FOR FURTHER STUDIES**

THIS BOND made this .....day of .....20.....BETWEEN FEDERAL ROAD SAFETY COMMISSION, a corporate body set up by Federal Road Safety Commission (Establishment) Act, 2007 with its head office at Abuja (hereinafter called the "CORPS" of the one part,

AND.....of.....(hereinafter called the "employee" of the other part.

**WHEREAS**

- a. The FRSC operates a Staff Development Programme/Education Policy for its employees.
- b. The employee has applied for further studies (study leave with pay/leave of absence within or outside the country, or other sponsored courses) within the specified period of time as provided in the current Education Policy.

The FRSC has approved the application for a period of ..... Months/Years with effect from ..... to .....at (Name of Institution) .....

2. It is agreed that FRSC shall undertake the payment of allowances/fees as appropriate to the employee in line with the Education Policy/conditions of Service.
3. The Employee covenants with the FRSC shall undertake the payment of allowances/fees as appropriate to the employee in line with the Education Policy/Conditions of Service:
  - a. To be diligent, studious and prompt in all his academic assignments.
  - b. To return to service under the Training, Standards and Certification Department upon completion of the course for further directive.

c. To serve the Corps for a period of ..... calendar years upon completion of studies before disengaging from service of the FRSC .

4. The FRSC may request the Institution to forward confidential academic reports on the conduct of the employee through the HOD (Training, Standards and Certification), to the Corps Marshal and Chief Executive without recourse to the employee.

5. The Corps reserves the right to withdraw/cancel the approval or recall the employee in the event of breach of any of the provisions of this bond.

IN WITNESS WHEREOF the parties hereto have set their hands and seals the day and year first above written.

The Common seal of the within named Federal Road Safety Commission is affixed hereto in the presence of:

.....  
Corps Legal Adviser

.....  
Head of Department  
(Training, Standards & Certification)

Signed, Sealed and Delivered by the within named employee.....

.....  
.....

*(Name, Rank, PIN)*

In the presence of

Name:-----

Address:-----

Signature:-----

Date:-----

**LIST OF APPROVED COURSES****ANNEX 4**

<b>S/N</b>	<b>COURSES</b>
1	Music
2	History
3	Languages
4	Theatre Arts
5	Fine & Applied Arts
6	Accounting
7	Banking & Finance
8	Statistics
9	Mathematics
10	Insurance
11	Law (LLB)
12	Law (BL)
13	Engineering
14	Computer/Info Technology
15	Estate Management
16	Architecture
17	Food Tech; Home Economics/Catering
18	Medical Sciences
19	Paramedical Sciences (Nursing ,Public Health
20	Laboratory Sciences
21	Economics
22	Psychology
23	Sociology
24	Geography
25	Mass Comm./Journalism
26	Library Sciences
27	Public/International Relations
28	Philosophy
29	Business Admin./Sec. Studies
30	Marketing
31	Criminology & Security Studies/Social policy &Admin.
32	Public Administration
33	Management Sciences



34	Education
35	Transport and logistics Studies
36	Guidance and Counseling
37	Creative Arts
38.	Environmental Management/Science
39.	Forensic Science
40.	Safety Management
41	Diplomacy and strategic studies
42	Urban and Regional Planning
43	Social Studies
44	Information, and Communication Technology (ICT)
45	Transport Technology
46	Disaster Risk Management
47	English
48	French & International Relations
49	Agricultural Science
50	French
51	Agric. Aquaculture and Fisheries Mgt
51	Peace Studies & Conflict Resolution
52	Community Health
53	Dental Technology
54	Environmental Health
55	Cooperatives Management
56	Entrepreneurship
57	Digital Communications
58	Mobile Communication Technology (Wireless)
59	Call Centre Skills
60	Mobile Phone Repair
61	Purchasing and Supply
62	Procurement and Supply Management
63	Procurement related courses
64	Coaching Courses
65	Sports Management Courses
66	M.LC Law Enforcement & Criminal Justice
67	M.Sc Transport Studies
68	M.Sc Road Safety Management

**ANNEX 5**



**COURSES WHICH NOMINATION ARE SOLELY THROUGH  
MANAGEMENT PREROGATIVE**

S/N	INSTITUTIONS	COURSE	CERTIFICATES	CATEGORIES	DURATION
1	NIPSS, JOS	Strategic Studies	mni	CC & Above	11 Months
2	National Defence College, Post War College	Strategic Management	fdc	CC & Above	11 Months
3	Institute of Security Management	Security Management		DCC & Above	9 Months
4	Armed Force Command & Staff College Jaji	Staff Duties/Geo Political Studies	psc	SRC & Above	6 Months
		Staff duties			12 Months
5	ASCON	Public Administration	PGD PA	SRC-ACC	9 Month
6	Nigerian Institute of Advanced Legal Studies	Legal Studies	PGD LD,MLD	DRC and Above	12 Months, 6 Months
7	NITT Zaria	Transport & Logistic	PGD TL	Officers	12 Months, 18 Months
			MTL		
8	Institute of Security Studies	Security Studies	fss	DCC-CC	9 Months
9	Federal University of Technology Owerri (FUTO)	Transport Mgt Tech. Safety Management	PGD	Officers	12 Months, 18 Months
			MSC, PH.D		

**PART TWO: (APPLICATION FROM INTERESTED OFFICERS TO BE SCREENED BY COMMITTEE FOR SELECTION FOR MANAGEMENT APPROVAL)**

SN	INSTITUTION	COURSE	CERTIFICATES	CATEGORIES	DURATION
10	ABU ZARIA	Law Enforcement & Criminal Justice	MSC	Officers	12 Months
11	ONABISI ONABANJO UNIVERSITY (OOU)	Transport Studies	PGD MSC Ph.D	Officers	12 Months 18 Months 3 Years
12	LAGOS STATE UNIVERSITY (LASU)	Transport Studies	PGD MSc	Officers	12 Months 18 Months
13	LADOKE AKINTOLA UNIVERSITY	Transport Management	PGD TM MTM	Officers	12 Months 18 Months
14	UNIVERSITY OF IBADAN	Peace & Conflict Resolution	PGD MSC Ph.D	Officers	12 Months 18 Months 3 Years
15	UNIVERSITY OF ABUJA	Peace & Conflict Resolution	PGD MSC	Officers	12 Months 18 Months
16	BAYERO UNIVERSITY, KANO	Traffic Engineering	PGD MSC TE	Officers	12 Months 18 Months
17	NIGERIAN LAW SCHOOL	Law	BL	Officers	12 Months
18	LASU, ABU, BUK, UNN, UNIMAID	Law, MIT	LLM, MIT	Officers	12 Months

**ANNEX 6**

**FRSC TEMPLATE FOR STAFF PROGRESS REPORTS ON COURSE OF STUDY**

<b>Name</b>		<b>PIN</b>	<b>Rank</b>	<b>Department/Command.</b>	
<b>Phone Number</b>			<b>Email</b>		
<b>Course of Study</b>					
<b>Commencement Date</b>					
<b>Duration of Course</b>					
<b>Expected Date of Completion</b>					
<b>Institution / School</b>					
<b>Semester /year of study under review</b>					
<b>Semester Report on course elements:-</b>		<b>Level / Semester:</b>	<b>No. of Course elements registered:</b>	<b>No. of Course elements passed:</b>	<b>No. of Course elements failed:</b>
<b>SN</b>	<b>Course Title</b>	<b>Units</b>		<b>Grades attained</b>	
1					
2					

3			
4			
5			
6			
7			
8			
9			
10			
<b>Reason(s) for failure:</b>			
<b>How many study leave days did you take in this semester?</b>			
<b>How many exam leave days did you take in this semester?</b>			
<b>Are you enjoying the course?</b>			
<b>Have you developed new skills?</b>			

Do these new skills help improve how you do your job? If yes, please explain how- Yes  No

If yes, explain how:

If no, explain why:

What other challenges did the course present in the semester?

- 1.
- 2.
- 3.
- 4.

Do you feel you got enough support from the Corps while participating in this course?

Further comments, if any:

.....  
**Staff Signature**

.....  
**Date**