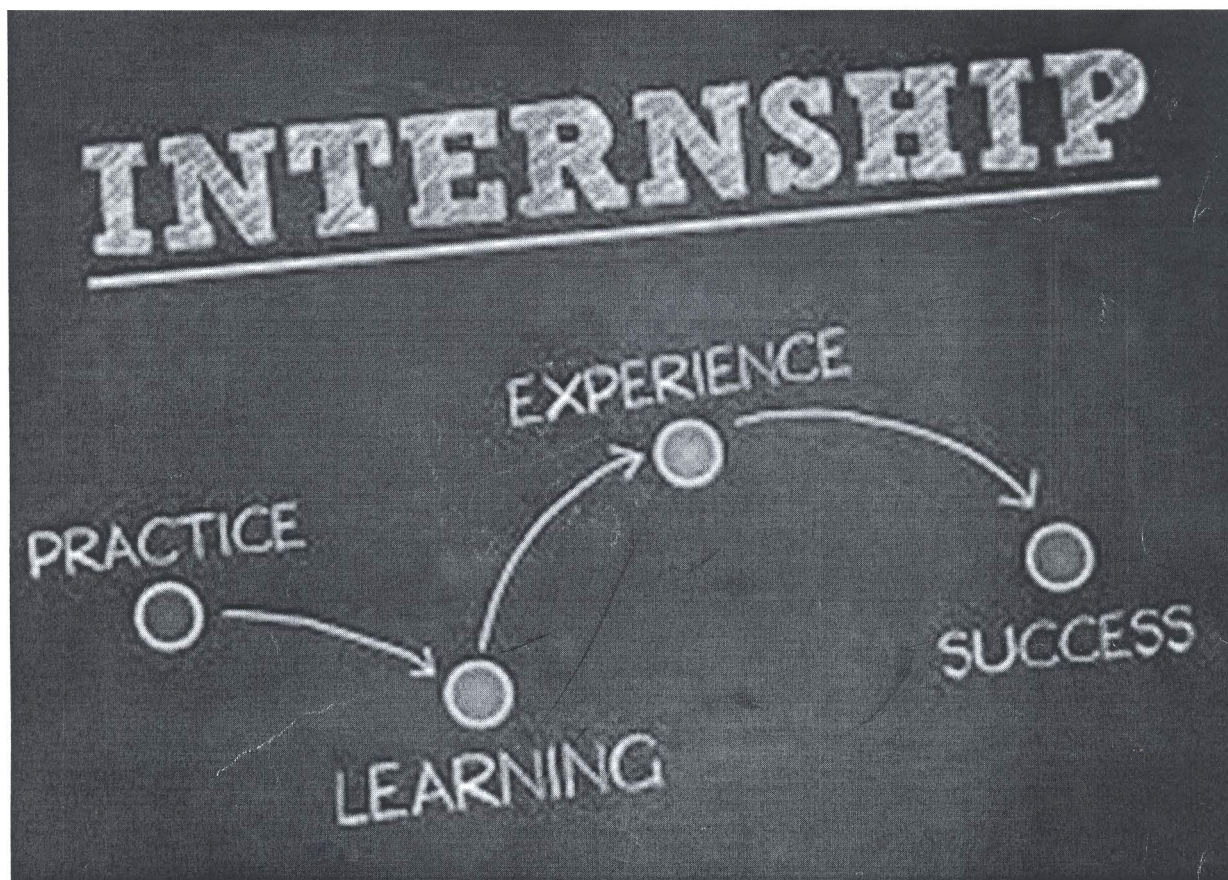


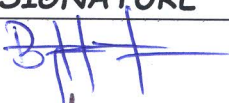
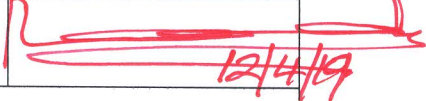
STANDARD OPERATING PROCEDURE

ON

INTERNSHIP



AUTHORIZATION

	OFFICE	SIGNATURE
Prepared by	QMS OFFICE	
Reviewed by	PSO-CM/MR	
Approved by	Corps Marshal	 12/4/19
Edition	0	
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PURPOSE OF THE SOP

To guide all concerned (the Management, Training School/Academy, Commands, and interns) on their responsibilities and specific actions to make internship of new intakes a success at all times. With this SOP, all the processes regarding Internships of new intakes are expected to be carried out correctly and always in the same manner to help ensure quality of outcome.

SCOPE OF THE SOP

2. The SOP covers the requirements that will ensure achievement of efficiency, quality output and uniformity of performance in the administration of internship in FRSC. This SOP does not cover the internship observed by students or graduates of the Polytechnics, Universities or Medical Institutions/facilities posted to FRSC for internship

WHAT IS INTERNSHIP IN FRSC

3. An internship is a professional learning experience that offers meaningful practical work experience related to FRSC activities and interests. Internship allows recruits/cadets to apply principles and theory learnt in the training camp in a professional environment. Through internship, recruits/cadets are provided an opportunity for career exploration and development as well as chance to learn skills.

4. Internships are excellent opportunity to connect with and evaluate potential future Officers and Marshals and to gain hands-on professional experience. Every trainee in FRSC is required to perform an internship. The internship is for one month consisting of training, one-on-one instructions, mentoring; practical etc carried out in any of the FRSC formations nationwide, except RSHQ Abuja.

5. A wide range of activities are acceptable, including (but not restricted to) patrol activities, clerical duties, traffic controls, traffic counts, research activities, public education/enlightenment activities, fatigue etc. This is to enhance the interns learning or understanding of what they have learnt in theory in the Academy or Training school.

BENEFITS OF INTERNSHIP

6. The following benefits are derivable from internship:

THE INTERNSHIP LOG BOOK

8. Log book is a document meant to assist the interns to keep record of the internship experience. It documents the Department/Section/Unit in which the trainee has worked, the activities performed and the period of time spent in each location.

The following contents are recorded in FRSC Internship Log Book: Objectives of internship, the role of reports and the use of the Log Book, summary of activities during internship assessments of the supervisors/Commanding Officers.

9. How to use the Log Book is clearly stated in the FRSC Internship Log Book. Therefore, reference should be made to the document for better explanation on it.

DISCIPLINE

10. Interns are bound to follow the rules, regulations and discipline of the camp anywhere they pursue their programmes. The Command where the intern serves should handle offence(s) which punishment attracts Minor Entry as contained in FRSC Regulations on Maintenance of Discipline (2015). Offences that attract Major Entry and above should be referred to the Camp Commandant after internship for action. A detailed report of the infraction should be forwarded to the Camp Commandant for actions.

RESPONSIBILITIES OF THE COMMANDS/OFFICES

11. The following are the responsibilities of the FRSC formations where interns are posted to:

- a. Keep an eye on the interns posted to you.
- b. Provide appropriate professional guidance and instructions to the interns during the internship.
- c. The internship must be a supervised learning experience. Therefore, time must be set for evaluation.
- d. Interns must meet minimal contact hour requirements in line with the FRSC Log book.
- e. Ensure that internship closely matches the relevant activities of the Corps. A request must be forwarded to the Corps Marshal for major departures.

- a. The internship programme in FRSC has been designed to facilitate the exposure of trainees to the world of work within their chosen line of training as it exposes them to the real working environment.
- b. It is an opportunity to reassess their choices of road safety as a profession by clarifying ideas, perceptions and expectation regarding the profession.
- c. Internship helps to correct those wrong views of the work environment as well as the rating of the own individual potential when it comes to strengths and weaknesses regarding the job.
- d. It assists to upgrade interns' knowledge and skills required for the job.
- e. They provide interns with the opportunity to apply what they have learnt in the camps and to receive some further on-the-job training.
- f. It offers an excellent opportunity for starting to build a professional network that can be very instrumental for the future career.
- g. During internship, trainees can compare their theoretical knowledge about a profession.
- h. Interns are motivated and bring increased productivity. They are young, fresh and willing to prove themselves.
- i. A successful intern can be a successful employee who helps the organisation to grow.
- j. Mentoring an intern improves leadership and supervising skills.

A PLACEMENT SYSTEM

7. The Academy and Training Schools are responsible for recommending posting of trainees to Commands/Formations across Nigeria. This is done at least a week prior to the planned commencement of the internship. A list of interns per Command must be released to Commands with prior approval of the Corps Marshal. The following conditions also apply:

- a. Trainees are posted close to their identified places of residence as indicated in their documentation.
- b. Trades and professions of trainees are considered in posting for internship.
- c. The Command/Office posted to for internship is not responsible for providing housing, feeding or any form of remuneration to the interns.
- d. The intern remains responsible for his or her general well-being and living expenses.

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- f. An intern must obtain approval for passes and other official permissions from the Commanding Officer like other staff.
 - g. Interns should be exposed to all the departments, Sections and Units of the Commands posted to.
 - h. The intern does not displace regular staff, but works under close supervision of existing staff.
 - i. Participation in other activities such as in-house lectures, games, fatigue, parades, durbar, public enlightenment programmes, workshops, seminar etc organised by Commands also play important role in assessment for internship.
 - j. The training Officer of the Command is the direct supervisor of the interns.
 - k. The Command must notify RSHQ (Training) and Commandant about the resumption or otherwise of the interns posted to their formations.
 - l. Note that the duration of internship is one month; interns must therefore be exposed to actual career responsibilities through training and supervision.
 - m. It is the interns' responsibility to present the required forms obtained from camp.
 - n. An intern should not be used for assignment outside official duty of FRSC.
 - o. Explain the job description and expected outcomes with the interns.
 - p. Give orientation to the interns.
 - q. Acquaint the interns with the mission, goals and policies of the Corps (written and unwritten)
 - r. Schedule weekly meetings with the interns to provide a forum for feedback and questions.
 - s. During the internship, the supervisor and intern should meet frequently to discuss progress and expectations.
 - t. An exit interview should be done with the intern's performance and accomplishments.
 - u. No intern should be put on Guard Duty.
 - v. The Commanding Officer should write a formal report that is not more a page on the assessment of the intern and forward to the Commandant of the training camp.

NOTE: NO INTERN SHOULD BE POSTED TO RSHQ, ABUJA.

INTERNS' RESPONSIBILITIES & GUIDELINES

12. The following are the responsibilities of the interns during and after internship:

- a. Keep a daily diary of your experience during the internship period.
- b. An intern must conscientiously fulfil all the responsibilities defined in the internship logbook and the responsibilities expected of a serious intern. Significant lapses in meeting these responsibilities may result in reviewing of employment.
- c. An intern should discuss his or her progress and performance with the supervisor on a daily basis.
- d. An intern should do an assessment of the internship which must be submitted to the camp commandant. This must include the intern's assessment of internship.
- e. Interns are responsible to record in the logbook their participation and field learning; they should keep this book as certificate with themselves.

AFTER INTERNSHIP

ACADEMY AND TRAINING SCHOOL'S RESPONSIBILITIES

13. After the internship, the Commandant shall fulfil the following responsibilities:

- a. Evaluate the internship in line with the set objectives.
- b. Clarify grey areas from supervisors (if any) through phone calls, e-mails, etc.
- c. Evaluate the assessment report of the intern on the internship.
- d. An intern must meet the pre-established deadline for reporting back to the camp and submit all required materials.

14. The intern on the other hand is expected to do the following:

- a. Go through the report of your evaluation of the internship and ask questions where necessary.
- b. Present the Internship Log-book to the Academy/Training School for the review of the evaluation.
- c. The final report should include the intern's description of activities performed, information/data gathered, new knowledge gained and should be able to answer the following questions:

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- i. How well did the course work and other training provided in the camp prepare you for internship?
 - ii. How would you evaluate the success of internship in terms of deeper understanding of road safety issues, new techniques learnt and ways your internship experience could have been improved?