



FEDERAL ROAD SAFETY CORPS

STANDARD OPERATING PROCEDURE

ON

YOUTH SAFETY EDUCATION



April 2021

CITATION

This Document shall be cited as
STANDARD OPERATING PROCEDURE

ON

YOUTH SAFETY EDUCATION (YSE)

IN

FEDERAL ROAD SAFETY CORPS

AUTHORIZATION

	OFFICE	SIGNATURE
Prepared by	Training Department	<i>nm S.A</i>
Reviewed by	Management Representative (MR)	<i>abayeb</i>
Approved by	Corps Marshal	<i>[Red Signature]</i>
Edition	0	
Date	April 2021	

ABBREVIATIONS

ACC-	Assistant Corps Commander
ARC-	Assistant Route Commander
BECE-	Basic Education Certificate Examination
CC (YSE)-	Corps Commander (Youth Safety Education)
DCM(TRG)-	Deputy Corps Marshal (Training)
FCT-	Federal Capital Territory
FMoE-	Federal Ministry of Education
FRSC-	Federal Road Safety Commission
JCCE-	Joint Consultative Council on Education
JSCE -	Junior Secondary Certificate Examination
JSS-	Junior Secondary School
NAPPS-	National Association of Proprietors of Private Schools
NCE-	National Council on Education
NECO -	National Examination Council
NERDC-	Nigerian Educational research and Development Council
NGO-	Non Governmental Organisation
NRTR-	National Road Traffic Regulations (2012)
PTA-	Parents- Teachers Association
RAPNEC-	Road Accident Prevention Network
RSE-	Road Safety Education
RTC-	Road Traffic Crashes
SMoE-	States' Ministry of Education
SOP-	Standard Operating Procedure
SRC-	Superintendent Route Commander
SUBEB-	State Universal Basic Education Board
UBE-	Universal Basic Education
UBEC-	Universal Basic Education Commission
YSE-	Youth Safety Education

TABLE OF CONTENTS

Content	Page
Citation	i
Authorization	ii
Abbreviations.....	iii
Table of Contents.....	iv
Introduction	1
Vision and Mission of FRSC	1
Scope of standard operating Procedure (SOP).....	1
Purpose of SOP.....	1
Evolution of Youth Safety Education (YSE).....	2
Approaches to Implementation of YSE.....	2
Curricula Approach.....	2
Co-Curricula Approach.....	3
Approval for Infusion.....	3
Stages of Carrying out the Infusion.....	3
Subjects Containing Road Safety Topics.....	4
Aims /Objectives of Road Safety Education Curriculum.....	4
Structure of Youth Safety Education.....	5
Functions of CC (YSE)	5
Standard Operating Procedure for CC (YSE).....	6
Guideline for Appointment of YSE Desk Officers.....	7
Qualities of YSC Desk Officers.....	8
Functions of Desk Officer YSE.....	8
Standard Operating Procedure for YSE Desk Officer.....	8
YSE Desk Officer in Unit Commands.....	10

FRSC Stakeholders and their roles in Promoting YSE.....	10
Access to YSE reference Materials.....	13
YSE Stakeholders Forum.....	14
Funding of YSE.....	14
Road Safety Tips for Children Books.....	15
Template for presenting Memorandum to JCCE.....	16
Template for preparing weekly report by YSE Desk Officer.....	18
Template for preparing Monthly/Quarterly report by YSE Desk Officer.....	19

INTRODUCTION

1. Road safety has become one of the greatest emerging issues in Nigeria and even globally. This is particularly so due to steady increase in casualties resulting from Road Traffic Crashes since 1970s. Poor attitude towards Road Usage constitutes major factors in Road Traffic crashes and road misuse.

VISION OF FRSC

2. To address the above, the Federal Government of Nigeria established Federal Road Safety Commission (FRSC) in 1988 with the mandate to reduce Road Traffic Accidents and create a safe Motoring environment.

MISSION OF FRSC

3. FRSC adopts means to achieve the above vision. These include Education, Engineering, Stakeholders Cooperation, Robust Data Management, Prompt Rescue Services, Improved Vehicle Administration, and Enforcement.

SCOPE OF STANDARD OPERATING PROCEDURE (SOP)

4. This SOP covers staff of FRSC in National Headquarters and Field Commands involved in the implementation of Youth Safety Education (YSE). The SOP also covers other Persons and Organizations specifying their roles in the implementation of Youth Safety Education (YSE) initiative.

PURPOSE OF SOP

5. The purpose of this SOP is to standardize functions, processes and procedures involved in the implementation of YSE in Nigeria with the aim of achieving uniformity, consistency and efficiency while reducing chances of errors, risks and failure.

EVOLUTION OF YOUTH SAFETY EDUCATION (YSE)

6. Youth Safety Education (YSE) was conceived as an initiative to impact good road culture amongst the young pupils. This is done to 'Catch them Young' and lay a foundation so that the pupils imbibe good road behavior at early age before adulthood. YSE serves as one of the programmes initiated by FRSC for educating the public and thus aligns with the mission of FRSC in addressing the menace of Road Traffic Crashes in Nigeria.

APPROACHES TO IMPLEMENTATION OF YSE

7. The Corps adopts two (2) approaches to Youth Safety Education. They are:

- i. Curricula Approach
- ii. Co-Curricula Approach.

The Curricula Approach: This entails structuring the concepts, themes, contents, topics and messages of Road safety Education into School Curriculum. In order to instill in Children Road safety measures, the effective tool is Curriculum and taught by Teachers.

In view of this, FRSC in collaboration with Nigerian Educational Research and Development Council (NERDC) developed a draft curriculum for the teaching of Road safety Education in Basic Schools in Nigeria. The Draft Curriculum was first presented to National Council on Education (NCE) in 2002.

However, it was decided that Youth safety Education be infused into the Curricula of carrier subjects already existing in Primary and Junior Secondary Schools. This is in compliance with a review by Basic Education Committee that limits the number of subjects taken by Pupils at basic education. For this reason, Road Safety Education cannot be taught as a stand-alone examinable subject as initially intended.

Co-Curricula Approach: This entails other programmes and activities focusing on children traffic safety that are **not** of curricula in nature. These include but not limited to the followings:

- a. Engagement with stakeholders through meetings, workshops and sponsorships to promote YSE
- b. Road Safety Clubs in School
- c. Annual Quiz Competition by students.
- d. YSE Stakeholders meeting
- e. Involvement of School Children in Road Safety Drama during FRSC Programme.
- f. Posting of FRSC staff to control traffic for School Children
- g. Use of Child Restraints in vehicles
- h. Design and use of School Bus

APPROVAL FOR INFUSION

8. Upon the approval of National Council on Education (NCE), NERDC in collaboration with FRSC successfully mainstreamed Road Safety Topics into curricula of relevant carrier subjects of Primary and Junior secondary Schools in 2012.
(See presentation made by NERDC to NCE at its 58th Meeting held in Abuja from 27th February to 2nd, March 2012).

STAGES OF CARRYING OUT THE INFUSION:

9. Infusion of Road Safety Education to the curriculum of Basic Schools followed five (5) stages below:
 - (i) Planning and Writing
 - (ii) Critique
 - (iii) Editorial
 - (iv) Presentation to Joint Consultative Committee on Education (JCCE) for scrutiny
 - (v) Final presentation to National Council on Education (NCE) for approval

SUBJECTS CONTAINING ROAD SAFETY TOPICS

10. Subjects infused with Road safety related topics are as follows:

Civic Education (Pry 1-6, JSS1-3)

English Studies, (Pry 1-6, JSS1-3)

Social Studies, (Pry 1-6, JSS1-3)

Basic Science and Technology (Pry 1-6, JSS1-3)

Religion and National Values (Pry 1-6)

Basic Science (JSS1-3)

Basic Technology (JSS1-3).

AIMS /OBJECTIVES OF ROAD SAFETY EDUCATION CURRICULUM

11. The initiative is aimed at inculcating the consciousness and awareness of Road safety in the younger ones so that as they will live with it as they grow into adulthood. Specifically the Objectives are to:

- i. Inculcate the knowledge and understanding of Road Traffic Situation.
- ii. Develop skills necessary to avert Road Traffic crashes through the knowledge of Causes of Road Traffic Crashes.
- iii. Understand the consequences of Road Traffic Crashes and costs on National Development.
- iv. Focus on attitudinal changes of Road Users.
- v. Appreciate the role of Road Safety Personnel in the society/community.
- vi. Develop positive attitude towards Road usage.

STRUCTURES OF YOUTH SAFETY EDUCATION

12. YSE was created as a Unit in FRSC Headquarters in 2007. However, in 2014, with the commencement of YSE implementation in all the States and FCT the Unit metamorphosed into a Section in Training Department. The section is headed by Corps Commander Youth Safety Education (CC YSE) under the supervision of Deputy Corps Marshal Training (DCM TRG)

YSE DESK OFFICERS. These refer to staff of FRSC the Thirty-six (36) States of the country and FCT as well as those in FRSC Unit Commands who are saddled with responsibility of directly monitoring the implementation of YSE in basic Schools at their locations.

FUNCTIONS OF CC (YSE)

13. The functions of CC (YSE) are as follows:

- (i) Coordinate the submission of inputs for infusion of RSE into Education Curriculum within three months of request.
- (ii) Analyses quarterly report on teaching of Road Safety Education (RSE) in Primary and Junior Secondary schools nationwide on quarterly basis.
- (iii) Represents the Corps in Joint Consultative Council on Education (JCCE) meeting (see sample of memo for presentation to JCCE).
- (iv) Represents the Corps in annual National Council on Education (NCE) meeting.
- (v) Coordinate the organization of Stakeholders forum on Road Safety Education at least once a year.
- (vi) CC YSE organizes annual training for YSE Desk Officers.

STANDARD OPERATING PROCEDURE FOR CC (YSE)

14. The standard Operating Procedure of CC (YSE) is stated below:

- (i) Coordinates the submission of inputs for infusion of RSE into Education Curriculum within three months of request
 - (a) CC YSE receives directives to submit inputs for infusion of Road safety education into educational Curriculum.
 - (b) Convey directives to relevant Departments /Corps Offices.
 - (c) Receives inputs from relevant offices.
 - (d) Prepare a report of compilation of inputs.
 - (e) Submit inputs to committee of FRSC/NERDC on Infusion within a week.
- (ii) Analyses quarterly report on teaching of Road Safety Education (RSE) in Primary and Junior Secondary schools nationwide on quarterly basis.
 - (a) CC YSE receives reports from Desk Officers YSE at the end of the Quarter.
 - (b) Analyses the reports
 - (c) Prepare a draft with recommendations.
 - (d) Implement directives received within a week.
- (iii) Represents the Corps in Quarterly Joint Consultative Council on Education (JCCE) meeting (see sample of memo for presentation to JCCE).
 - (a). CC YSE receives invitation to attend JCCE meeting
 - (b) Prepare memorandum (if any) for submission to the meeting using standard format (see sample as Appendix 1)
 - (c) Send Twenty Five (25) copies of approved memorandum to JCCE Secretariat before the meeting.
 - (d) Present approved Memorandum to the relevant committee of the meeting
 - (e) Prepare a report of the meeting within a week

- (iv) Represents the Corps in annual National Council on Education (NCE) meeting
 - (a). CC YSE receives invitation to attend meeting
 - (b) Prepare inputs if any for presentation.
 - (d) Present approved inputs to the meeting
 - (e) Prepare a report of the meeting within a week
- (v) Coordinate the organization of Stakeholders forum on Road Safety Education at least once a year.
 - (a) CC YSE drafts memo to Commands to attend Stakeholders meeting at least once a year.
 - (b) Prepares reports of Stakeholders meeting within a week
 - (c) Receives directives on the recommendations
 - (d) Implement directives on recommendations
- (vi) CC YSE organizes annual training for YSE Desk Officers
 - (a) CC YSE compiles list of YSE Desk Officers with their training status
 - (b) Draft Memo for annual training.
 - (c) Receive approval for the proposed training
 - (d) Prepare a report of the training within a week.

GUIDELINE FOR APPOINTMENT OF YSE DESK OFFICERS BY COMMANDING OFFICERS.

15. The guidelines for appointment of YSE Desk Officers are stated below:

- (i) RANK BRACKET: ARC-SRC

(ii) QUALITIES OF YSE DESK OFFICER:

- Good Communication Skills
- Strong Team Spirit
- Good Analytical Skills
- Good Public Relation.
- Ability to work with little supervision.

FUNCTIONS OF YSE DESK OFFICER

16. The functions of YSE Desk Officers in the field Command are as follows:

- (i) YSE Desk Officer serves as custodian of YSE curricula in the state
- (ii) YSE Desk Officer visits Schools to monitor implementation of YSE.
- (iii) YSE Desk Officer collates Weekly, Monthly and Quarterly reports on YSE Monitoring using approved templates.
- (iv) YSE Desk Officer Performs advocacy visits to Schools
- (v) YSE Desk Officer carries out YSE awareness to Stakeholders and members of Public.
- (vi) YSE Desk Officer generates data of Primary and Junior Secondary Schools using appropriate template.

17. The standard Operating Procedure YSE Desk Officers is stated below:

- (i) YSE Desk Officer serves as custodian of YSE curricula in the State.
 - (a) Ensure access to basic education Curricula produced by NERDC incorporating subject with YSE topics.
 - (b) Confirm availability of curricula in the Schools.
 - (c) Familiarize with Road Safety topics in relevant subjects at primary 1-6 and JSS 1-3
 - (d) Give further clarification and attend to other enquiries on relevant topics on demand.

- (ii) YSE Desk Officer visits Schools weekly to monitor implementation of YSE.
 - (a) Liaises with Schools authority to plan monitoring visitation.
 - (b) Ensure use of weekly template (see copy attached as Appendix 2)
 - (c) Keep weekly records of visits for compiling month/Quarterly reports.
- (iii) YSE Desk Officer collates weekly, monthly and Quarterly reports on YSE monitoring
 - (a) Use approved templates for weekly, monthly and Quarterly reports.(see Appendix2 and 3)
 - (b) Analyze reports diligently before submission to Commanding Officers through ACC Training.
 - (c) Ensure implementation of feedback on reports
 - (d) Keep proper records of relevant files.
- (iv) YSE Desk Officer carries out YSE awareness/advocacy to stakeholders and members of public.
 - (a) Attend events involving relevant stakeholders.
 - (b) Follow up with SMoE to ensure meeting of YSE stakeholders committee.
 - (c) Get feedback from the audience with supervision of ACC Training
 - (d) Send reports within a week.
- (v) YSE Desk Officer generates and maintain database on basic Schools in the State.
 - (a) Liaise with State Ministry of Education (SMoE) to obtain record of Primary and Junior Secondary Schools.
 - (b) Generate, maintain and update a database for same
 - (c) Input relevant information into Monthly, Quarterly report
 - (d) Keep records for easy retrieval.
- (vi) Collaborates with other stakeholders to organize workshops for teachers of YSE subjects
 - (a) Liaise with other Departments/Corps Offices and SMoE list of YSE stakeholders.
 - (b) Liaise with relevant stakeholders involved in Training of teachers of basic Schools (see list of stakeholders and their roles)
- (c) Obtain Training Calendar of the stakeholders.
- (d) Provide input for the Command participation in the Training with the supervision of ACC Training.
- (e) Collate and forward report within a week.

YSE DESK OFFICERS IN UNIT COMMANDS.

18. YSE Desk Officers in the Unit Commands perform similar functions within the location of their commands. However only weekly and monthly reports are expected to be forwarded to Sector Commands by YSE desk officers in Unit Commands.

FRSC STAKEHOLDERS AND THEIR ROLES IN PROMOTING YSE.

19. Below are some FRSC stakeholders with their roles in promoting the YSE in Basic Schools:

- (i) **JCCE:** (Joint Consultative Council on Education)-Membership includes Federal Ministry of Education (FMoE), States' Ministries of Education (SMoE), FCT Education Secretary, Nigerian Education Research and Development Council (NERDC), Universal Basic Education Commission (UBEC), Examination organs, FRSC, Army Education Corps and numerous other stakeholders. The Council meets twice a year to deliberate on relevant education related issues through memoranda presented to it before making recommendations to National Council on Education (NCE). Memos presented to JCCE by FRSC include :(i) Memo on infusion of YSE into basic Education curriculum. (ii) Memo on standard school Bus as well as (iii) Memo on Road Safety Tips for children cartoon Book.
- (ii) **NCE:** (National Council on Education). This is the highest policy making body on Education. It meets annually to consider memos from JCCE. Upon approval of the memo by NCE its decision becomes operational. Memoranda on school Bus, infusion of YSE into curricula of basic Education as well as that of Road safety Tips for children cartoon Books received the blessing of NCE before implementation.
- (iii) **FMoE** (Federal Ministry of Education) serves as the secretariats of JCCE and NCE. The Honorable minister of Education is the chairperson of NCE while the permanent Secretary is the chairperson of JCCE.
- (iv) **NERDC** (Nigerian Education Research and Development Council). Act as think -tank in education through curriculum Development and Implementation (Basic and secondary Education only) and other approaches. The Council is the only statutory body mandated to produce curriculum for all basic schools in Nigeria. For the above reason, the curricula of all primary and secondary schools are domiciled in NERDC. NERDC is responsible for mainstreaming Road safety topics into some subjects as taught in basic schools.

- (v) **UBEC** (Universal Basic Education Commission) This is a Federal agency statutorily saddled with responsibility of executing Universal Basic Education (UBE); programme established in 1999 by the Federal Government to eradicate illiteracy and ignorance in Nigeria. The mandate of the commission covers a nine (9) year basic education of 6 years - primary school and 3 years - junior secondary school. The commission is therefore relevant to playing an important role in promoting YSE. The Commission can contribute by supporting the states and FCT through finance, equipment, and capacity building for Teachers.
- (vi) **SMoE** (States' Ministries of Education). Located in all state capitals, SMoE and Education Secretary for FCT are responsible for:
- (a) Providing relevant data regarding primary and Junior secondary schools to YSE Desk officers or any authorized FRSC personnel.
 - (b) Providing working tools such as approved curricula for public schools.
 - (c) Chair state YSE stakeholders' forum.
 - (d) Collaborate with FRSC and stakeholders in training of Teachers of YSE infused subjects.
 - (e) Ensure through relevant Departments that Questions on Road Safety topics feature in relevant examinations such as:
- (1) Basic Education Certificate Examination (BECE) - main examination to qualify students for admission into JSS and vocational schools in Nigeria.
 - (2) Junior Secondary Certificate Examination (JSCE) conducted by the state government.
 - (f) SMoE and FCT Education Secretary are responsible for implementing most decisions of NCE in the states and FCT.
- (vii). **SUBEB** (State Universal Basic Education Board) Established by the State Governments to support basic education. This is done in ways similar to UBEC.
- (viii) **NAPPS** (National Association of proprietor of private Schools). This is the apex association of private school owners in Nigeria which promotes delivery of quality education through maintenance of appropriate standards.

The association is responsible for collaborating with FRSC and other stakeholders in promoting teaching of YSE in private schools.

The body also ensures that FRSC participates as resource persons during its meetings and workshops for members and teachers.

(ix) NECO (National Examination Council)

This is an examination body that administers:

- (a) National Common Entrance Examination (NCEE) for pupils in their 6th year of primary school for admission into Federal Unity Colleges.
- (b) Junior Secondary Certificate Exams (JSCE) for students in the 3rd year of their junior secondary education in Federal Unity Colleges, other Federal Secondary schools and all Private secondary schools.

NECO is expected to ensure that questions on Road Safety topics feature in the NCEE and JSCE.

(x). PROPRIETORS OF PRIVATE PRIMARY SCHOOLS AND JSS:

- (a) Provide working tools such as approved curricula for their schools.
- (b) Ensure Teachers of YSE subjects attend relevant training
- (c) Cooperate with YSE Desk Officers and other authorized FRSC Personnel in promoting YSE in their schools.
- (d) Implement relevant decisions of NCE in their schools.

(xi) HEADS OF PRIMARY SCHOOLS AND JSS: To cooperate with FRSC by:

- (a) Facilitating access to school by YSE Desk Officers to visit Schools for YSE activities.
- (b) Ensure the use of approved curriculum by teachers as guide for instruction
- (c) Supplying relevant information to YSE Desk Officers on completion of YSE report formats.
- (d) Ensuring that questions on Road Safety feature in internal examinations.

(xii). TEACHERS OF YSE INFUSED SUBJECTS:

- (a) Use approved curriculum as a mode of instruction.
- (b) Use teaching aids or local examples around the school facilitate presentation.
- (c) Set examination questions to include YSE topics.

(xiii) RAPNEC (Road Accident prevention Network); this is NON-Governmental Organization. (NGO). The NGO has partnered with FRSC to;

- (a) Organize Road safety conference on YSE.
- (b) Organize Train the trainer workshop for Teachers in Basic schools.
- (c) Design, produce and distribute Road Safety Teaching Aids.
- (d) Distribute Road safety Tips Booklets.

ACCESS TO YSE REFERENCE MATERIALS

20. YSE Reference materials can be found in the following places:

- (a) Curriculum for basic education which contained YSE topics can be obtained from NERDC. The curriculum is available in hard copies at NERDC office located at Kaduna/Abuja Road, Sheda -Abuja. Soft copies of the curriculum also available at NERDC website.
- (b) Safety Tips for Children - Cartoon book published by FRSC to promote road safety amongst children in public and private schools. The book is accessible through the proprietors of Schools and FRSC.
- (c) School Bus by FRSC is another initiative FRSC to reduce Road traffic crashes of school children through standard/uniform design of all buses used for school related journeys. All proprietors of primary and secondary schools involved in transportation of school children to and from schools should comply with the specification as provided for in National Road Traffic Regulation (NRTR 2012) and Highway Code. Further information on School bus can also be found by contacting any FRSC office in Nigeria or through e mail: info@frsc.gov.ng.

- (d) Child Restraint Seat for children below 12 months other regulations regarding transportation of minors is another intervention strategy by FRSC to reduce child injuries and fatalities on the road. Materials on this is available in NRTR 2012.

YSE STAKEHOLDERS FORUM.

21. This forum or committee is constituted to meet annually as part of measures to promote awareness of YSE in the states and FCT. The committee membership are;

- (i) Commissioner of Education - Chairman. (Education Secretary for FCT)
- (ii) Sector commander ,FRSC-Member
- (iii) Head of primary and secondary school-members.
- (iv) Proprietors of private schools-members
- (v) Chairman PTA -Members
- (vi) Selected Students-Member
- (vii) Selected students-Members.
- (viii) Desk Officers YSE-Recorder
- (ix) ACC Training (FRSC Sector Command)-Secretary

FUNDING:

22. Funding for YSE is provided by:

- (i) FRSC
- (ii) Federal Government agencies such as FMoE, UBEC, etc
- (iii) State Government and FCT agencies such as SMoE, FCT, Education Secretary, SUBEB etc
- (iv) Local Government
- (v) NGOs- Capacity Building, Road safety Teaching Aids and programme sponsorship.

ROAD SAFETY TIPS FOR CHILDREN CARTOON BOOKS IN PRIVATE AND PUBLIC SCHOOLS

23. FRSC developed Safety Tips Books on Road Safety to promote Road safety awareness amongst all Primary and Secondary school Children in Nigeria. National Council on Education (NCE) at its meetings in 2005 and 2006 approved the implementation of the initiative from January 2006.

At its 53rd Meeting held in Calabar (2006), NCE further urged:

- i. State Ministry of Education (SMoE) and Federal Capital Territory (FCT) to monitor schools and ensure they procure Road safety tips for pupils and monitor its usage.
- ii. State Governments and proprietors of Private Schools to install road signs and zebra Crossings near Schools to ensure safety of Pupils.
- iii. SMoE to ensure that Private School Proprietors sponsor their Teachers to Train -the - Trainer Workshops organized by FRSC.
- iv. The Federal Ministry of Education (FMOE) further urged States Ministry of Education (SMoE), and FCT through State Universal Basic Education Board (SUBEB) to ensure its implementation.

TEMPLATE FOR PRESENTING MEMORANDUM TO JCCE

MEMO NO..... (To be provided by JCCE Secretariat)

JOINT CONSULTATIVE COMMITTEE ON EDUCATION (JCCE) REFERENCE COMMITTEE MEETING HOLDING IN-
----- (Town/Location) ; STATE

FROM----- TO-----

THEME:

MEMORANDUM ON:

SUBMITTED TO: (Name of the Reference Committee)

FROM: Federal Road Safety Corps

DATE OF SUBMISSION:

1. PURPOSE OF THE MEMO:

2. BACKGROUND INFORMATION:

3. STATEMENT OF THE PROBLEM:

4. STRATEGIES:

5. IMPLEMENTATION OF THE STRATEGIES

6. ANALYSIS OF THE STRATEGIES

- i. Strengths
- ii. Opportunities
- iii. Threats

7. PRAYER

JCCE is invited to:

- i. Note
- ii. Urge
- iii. Recommend to NCE for approval

CM Signature block

Appendix ii

TEMPLATE FOR YSE DESK OFFICER ON WEEKLY REPORT ON SCHOOL VISIT

COMMAND----- WEEK-----, YEAR-----

S / N	LGA	NAME OF SCHOOL/LO CATION	PRIVATE/ PUBLIC	SCHOOL HEAD PHONE NO	SCHOOL E-MAIL	AVAILABILITY OF CURRICULUM WITH RSE(YES/NO)	NO OF SUBJEC TS WITH CURRIC ULUM	LEVEL OF IMPLEMENTATION (HIGH/AVERAGE/L OW/NIL)	DATE OF VISIT	OBSERV ATION/C HALLEN GES	DESK OFFICE R SIGN

Appendix iii

MONTHLY/ QUARTERLY REPORT TEMPLATE BY YSE DESK OFFICE FOR YSE MONITORING

COMMAND----- MONTH----- QUARTER-----

S/ N	NO OF LGAs COVERED	NO. OF SCH IN THE STATE		NO. OF SCH COVERED		SIGNED VISITORS REGISTER	NO WITH CURRICU LUM	NO WITH RSE IN THE CURRICU LUM	LEVEL OF CONFOR MITY WITH RSE (%)	EFFORT OF SCH TO TEACH RSE	MAJOR CHALL ENGES	INTERACTI ON WITH SCH MGT/TEAC HERS & STUDENTS	OBSERVATIONS:- a. Teachers knowledge of RSE (Trained Yes/No) b. Student satisfaction etc	REMARKS
		PRI	JSS	PRI	JSS									