

COUSE TITLE: ROAD MARSHAL ASSISTANTS PROMOTION COURSE (RMA)

TARGET PARTICIPANTS: RMAs THAT ARE DUE FOR PROMOTION

DURATION OF COURSE: TWO (2) WEEKS FOR EACH RANK

COURSE OBJECTIVE: TO BROADEN THE KNOWLEDGE OF THE PARTICIPANTS ON PATROL ACTIVITIES,
GUARD DUTIES, DRILLS AND ORDERLY DUTIES

S/NO	COURSE CODE	COURSE TITLE	COURSE DESCRIPTION	DEPARTMENT	LEARNING OBJECTIVES	DURATION (hour of instruction)	METHOD/MODE OF DELIVERY
1	DLS 301	The FRSC Establishment Act (2007)	• The basic provision of the Act • Functions of FRSC as defined by the Act • Powers of arresting Marshal under the Act • Arrest and custody of the vehicle • Prosecution-immunity and protection under the Act • Limits of the Act	Legal Studies	To acquaint trainees with the statutory powers of FRSC	2 hours	□ Power point Presentation
2	GST 302	FRSC Command Structure	Introduction • FRSC command structure □ FRSC administration and channels of communication	General Studies	To acquaint trainees with the command structure of FRSC	2hours	□ Explanation □ Diagrams
3	PRS 303	Parade and Drills	• Breaking to slow and quick time.	Physical And Regimental	To broaden participants	2hours	□ Explanation □ Practical

			• Saluting to the right, left and front • Forming two ranks from three ranks	Studies	knowledge on foot drills		Demonstration
4	GST 304	FRSC Ethics customs and values	• Definition • Types of ethics, • principles of ethics • Uses of ethics, mess ethics • Dress code, customs and value	General Studies	To acquaint participant with the customs and values of FRSC	2 hours	□ Power point Presentation □ Flip chart
5	DLS 305	FRSC Conditions of Service	Introduction • Appointment and promotion • Salaries and remuneration • Termination and resignation • FRSC scheme of service • Pensions and insurance	Legal Studies	To broaden Participants' knowledge on conditions of service of FRSC	4hours	□ Power point presentation □ Syndicate Presentation
6	DLS 306	FRSC Regulations on Maintenance Discipline	□ Definitions □ Offences □ FDP procedure □ Summary trial □ Punishment and appeals	Legal Studies	To broaden Participants' knowledge on Maintenance of Discipline	4hours	□ Power point presentation □ Mock trials □ Group Discussion
7	PST 307	Highway Code Literacy	Introduction • Pre-road use activities • Road use activities • Post road use activities • Selected general guides for road user etc.	Professionals Studies	To broaden participant knowledge on road ethics and conduct	4 hours	□ Power point presentation Highway code as reference material
8	DLS 308	National Road	Introduction: • Registration of vehicle	Legal Studies	To acquaint	4 hours	□ Power point

		Traffic Regulations (NRTR) 2012	• Licence of vehicle • Special trade license • Establishment and regulations of driving school • Vehicle identification numbers • Learners' permit and driver's license • Speed limit, use of school buses • Special provisions in relation to expressway		participants with the Provisions of National Road Traffic Regulations (NRTR) 2012		□ NRTR 2012 as reference materials
9	PST 309	Patrol Operations Procedure	Introduction • Patrol planning Patrol execution/arrest • Report procedure	Professional Studies	To acquaint participants with adequate knowledge and skills of FRSC Patrol	2hours	• Power point presentation • Operational guidelines □ Practical Demonstration
10	PST 310	FRSC Notice of Offence Sheet	Introduction • Types of offences - • procedure for booking • Penalties • Mode of payment • Default of payment • Legal implication of booking	Professional Studies	To equip participants with skills necessary for determining offences and acquire the skills and accuracy for entries into the booking sheet	4 hours	□ Practical entries • Use of notice of offence
11	PST 311	Defensive Driving Technique	Introduction • Qualities of a Defensive Driver • Important reminders for	Professional Studies	To build up safety consciousness in participants	2 hours	□ Power point presentation □□□□ Relevant resources

			Defensive Drivers Distracted driving habit etc.				materials
12	PST 312	Basic First Aid Techniques and Rescue Operations	Introduction - Anatomy of human body, ABC of First Aid. - Recovery position, Asphyxiation - Artificial respiration - Fainting and coma, shock, burns etc - Heat stroke and heat - Exhaustion - Spurns and fractures, triage	Professional Studies	To broaden participants' knowledge on Basic First Aid theories and its applications	4hours	Power point presentation Display of first aid Box/Kits Practical demonstration
13	PST 313	Operational Documents	Introduction - Radio message form - Revenue receipt, field report form - Offenders register, notice of offence register - Multiple offenders register, fines register - Recovered property - summary etc.	Professional Studies	To make participants familiarize themselves with these forms	2hours	□ Operational documents as reference material
14	GST 314	Fire management	Introduction - Definition of fire - Causes of fire - Automobile fire - - Prevention of fire - Firefighting equipment	General Studies	To acquaint the participants with the knowledge of fire and its prevention	2hours	□ Display of Fire extinguisher and their types □ Practical demonstration on how to use the

			• Firefighting technique				fire extinguisher
15	PST 315	Duty Report Writing	Introduction • Documentation of every bit/ situation report • Names of personnel deployed date.	Professional Studies	To broaden participants Knowledge of situation report writing	1hour	□ Power point presentation
16	RSS 316	Computer appreciation	Introduction □ Computer application □ Microsoft windows □ Data processing □ Excel application	Research and Strategic Studies	To further improve participants knowledge on computer efficiency	2 hours	□ Power point Presentation
17	GST 317	Filing System	Introduction • Filing strategies and techniques • Filing systems and classification • Receiving classification, tagging of mails • Movements of files and mails	General Studies	To broaden participants knowledge on filing system	1 hours	□ Power point presentation □□□□ Practical Demonstration.
18	DLS 301	The FRSC Establishment Act (2007)	• The basic provision of the Act • Functions of FRSC as defined by the Act • Powers of arresting Marshal under the Act • Arrest and custody of the vehicle • Prosecution-immunity and protection under the Act • Limits of the Act	Legal Studies	To acquaint trainees with the statutory powers of FRSC	2 hours	□ Power point Presentation

19	GST 318	Use of English	Introduction □ Sentence structure □ Parts of speech □ Tenses and Aspects □ Pronunciation □ Effective listening and writing skill	General Studies	To sharpen participants knowledge and use of English language	2 hours	□ Power point presentation □ Explanation
20	GST 319	Introduction To Intelligence Gathering/ Report	Introduction □ Definition of concept □ Intelligence gathering □ Analysis of information □ Identifying potential threats □ Preventing threats Monitoring Intelligence report	General Studies	To acquaint the participants with the basic principles and strategies for intelligence gathering and reporting	1 hours	□ Power point presentation □ Explanation
21	PRS 320	Quarter guard and quarter duties in FRSC	Introduction: ➤ Aim and objectives ➤ Procedure(s) for mounting quarter guard ➤ Composition of mounting quarter ➤ Occasions for mounting quarter guard ➤ Inspection of quarter guard • Guard duties in FRSC	Physical and Regimental Studies	To teach participants how to mount quarter guard and sentry	2hours	□ Practical demonstration □ Explanation
22	DLS 321	FRSC Educational Policy 2015	Introduction: • Approved courses and institutions for studies • Qualification for approval of further studies	Legal Studies	To know the provisions and opportunities available to	1 hours	□ Power point presentation

			• Pre-conditions for further studies • Relevant courses of studies		trainees		
23	PST 322	Basic vehicle Maintenance	• Preventive maintenance • Routine maintenance vehicle parade • Spare parts /Lubrication	Professional Studies	To inculcate maintenance culture in the participants	1 hour	□ Practical demonstrated
24	PST 323	Causes, effects and prevention of RTC	Introduction Definition of RTC, - types of RTC Factors of RTC, - causes of RTC Prevention of RTC, - effects of RTC □ Crash scene sketch	Professional Studies	To broaden participants knowledge on RTC	2hours	□ Showing RTC films □ Power point presentation
25	GST 324	Current affairs	Introduction: International /Global events Current state of the nation	General Studies	To broaden participants horizon on local and global events	1 hours	□ Discussion
26	GST 325	Quality Management System (QMS)	Introduction • Definition, slogan who is our customer • Why do we need ISO? • Staff roles in customer satisfaction process • Principles of QMS	General Studies	To further broaden participants on the concept of QMS	1 hour	□ Power Point presentation.
27	GST 326	Performance management system (PMS)	Introduction • objectives of appraisal in FRSC • Essential elements of the current appraisal system in FRSC	General Studies	To acquaint participants with the knowledge of PMS	1 hour	□ Power point presentation

			• Levels of performance appraisal methodology in FRSC • FRSC corporate strategic goals				
28	GST 327	Speed Limiting Device	Introduction • What speed limiters Types of speed limiters/operation What legal backing to FRSC to enforce speed limiters □ Maximum speed limit for all categories of vehicle FRSC stake holders collaboration towards checking speeding	General Studies	To broaden participants knowledge on speed limiting devices	1 hour	□ Power point presentation