

ARC SYLLABUS FOR PROMOTION EXAMINATION

1. Highway Code Literacy

- Road Signs
- Traffic Signals
- Road Markings.
- Speed Limits.
- Driving under special conditions
- Causes of RTC.
- Defensive Driving Techniques

2. Performance Management System

- Structures of APER
- Job Binder
- Corporate Goals

3. Effective Patrol Operations

- Concept of Patrol operations.
- Patrol Procedures.
- Patrol Ethics.

4. Crash Scene Management & Casualty Evacuation

- Casualty Handling.
- Rescue Procedures.
- Rescue Materials and Equipment
- Extrication Techniques.

5. FRSC Education Policy

- Importance of training.
- Guidelines for training programmes in FRSC.
- Types of courses.
- Attainable qualifications.
- Educational sponsorship in FRSC

6. Speed limiting Device

- Types of Speed Limiting Device.
- legal backing for FRSC to enforce Speed Limiter use in Nigeria
- Advantages of Speed Limiting Device
- Recommended of Speed limits

7. ISO 9001:2015 QMS

- The concept of ISO 9001:2015 QMS
- Pre-QMS Era in FRSC
- Journey to ISO Certification
- What does ISO 9001:2015 Cover?
- Benefits of ISO.
- The role of staff in the implementation of ISO 9001:2015.

8. FRSC Regulations on Discipline 2022

- Offences and their Punishments.
- Punishments
- Disciplinary Procedures
- Prompt Investigation of Misconducts
- General Provisions for FDP Investigations
- Right of Appeal
- Retrieval of Property from terminated and dismissed staff
- Prerogative of Mercy
- Summary Investigation Procedure
- FDP Investigation Procedure

9. Data collection

- Definition of Data
- Classification of Data
- Data Collection

10. Courtesies and etiquettes of a paramilitary Officer

- Ethical behaviour in FRSC.
- Work Ethics and Etiquettes in the Work place
- Characteristics of Good Work Ethics

11. Parade and Drills

- Routine Parade
- Ceremonial Parade
- Parade Terminologies
- Directions of Parade
- Types of Drills

12. National Uniform Licensing Scheme (NULS)

- Overview of NULS
- Process and procedure of obtaining FRSC Products
- Process and Procedure for obtaining NDL.
- Process and procedure for Vehicle Registration.

13. Ceremonial Parade

- Forms of Ceremonial Parade

14. Overview of FRSC IT Platforms

- Duty Room Information Management System (DRIMS)
- Post Service Scheme
- Unified Field Operating System Mobile
- Speed Limiting Device Portal
- Annual Performance Evaluation Report System (APERS)
- National Vehicle Identification System (NVIS).
- Road Transport Safety Standardization Scheme (RTSSS).
- Driving School Standardization Programme (DSSP).
- National Crash Reporting Information System (NACRIS).

15. The Art of Public Speaking

- Qualities of a Good Speaker
- Qualities of a Good Speech
- Dos and Don'ts of a Good Speaker
- Types of Speeches
- The Procedure for an Effective Speech Delivery.

16 Minutes Taking

- Definition of Minutes Taking
- Importance of Minute Taking
- Basic Characteristics of Standard of Minutes of Meeting
- The Structure of Minutes of Meeting
- What is Agenda of Meeting?
- Numbering
- Language Use
- Action Sheet

17 Kidnapping and 'One Chance' Syndrome

- Conceptual Clarification
- Types of Kidnapping
- Differences and Similarities between Kidnapping and 'One Chance' Syndrome
- Causes of Kidnapping and 'One Chance' Syndrome
- Effects of Kidnapping and 'One Chance' Syndrome
- Preventive Measures

18 Implication of Bribery and Corruption to an Institution (FRSC) and Staff Career

- Definition of Terms
- What is FRSC known for?
- FRSC Public Perception in the Past
- Current State of the Corps Corrupt Practices
- Consequences of Bribery and Corruption to FRSC and Staff Career