

DRC SYLLABUS FOR PROMOTION EXAMINATION

1. Highway Code Literacy

- Road Signs
- Traffic Signals
- Road Markings.
- Recommended Speed Limits.
- Driving under special conditions
- Requirements for Tourists in Nigeria

2. Performance Management System

- Structures of APER
- Job Binder
- Corporate Goals

3. Effective Patrol Operations

- Concept of Patrol operations.
- Patrol Procedures.
- Patrol Devices and Equipment
- Patrol Positioning
- 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. Staff Writing in FRSC

- Types of Writing
- Characteristics of Writing
- Basic Rules and conventions
- FRSC Correspondence
- Files and Documents
- Filing System and Security of Documents

- Standard Papers
- Conference, Meeting and Minutes
- Brief
- Types of Brief

7. **Speed limiting Device**

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

8. **Vehicle Maintenance**

- Daily/Routine Vehicle Safety Checks
- Fire Protection and Protection
- Classes of Fire
- Fire Protection
- Fire Prevention
- Extinguishing Automobile Fire
- Opening a Fire extinguisher

9. **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.

10. **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

11. **Data collection**

- Definition of Data
- Classification of Data

- Data Collection

12. FRSC Mess Ethics

- Mess Membership
- Mess Meetings
- Composition/Duties of Mess Committee
- Dos and Don'ts
- The Mess Elections
- Mess Functions and Activities
- Mess Organization, Funding and Administration
- Use of the Mess by Individual and Organization

13. Parade and Drills

- Routine Parade
- Ceremonial Parade
- Types of Ceremonial Parade
- Types of Drills
- Characteristics of a good Parade Commander

14. 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.

15. 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).

16. The Art of Public Speaking

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

17 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

18 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

19 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