

RC SYLLABUS FOR PROMOTION EXAMINATION

1. Highway Code Literacy

- Recommended Speed Limits.
- Driving under special conditions
- Requirements for Tourists in Nigeria
- Causes of RTC
- Defensive Driving Techniques
- Services for the Physically Challenged

2. Performance Management System

- Structures of APER
- Job Binder
- Corporate Goals

3. Conflict Resolution in FRSC Operations

- Types of Conflict in FRSC
- Causes of Intra-Organizational or Internal Conflicts
- Causes of Inter-Organizational or External Conflicts
- Steps in Conflict Management and Resolution.

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. Crash Investigation

- What is Road Crash Investigation?
- Purpose of Crash Investigation
- Crash Investigation Elements and Methodology
- Responding to the Scene of a Crash
- Arriving to the Scene of a Crash
- When the Emergency is under Control
- Points to note when Marking a Field Sketch
- Types of Collision Scars
- Collision Reconstruction
- How Vehicles Behave in Collision
- Basic Sequence of Collision
- Contact Area of Damage
- Principal Direction of Force
- Collision Investigation
- Crash Investigation Report Format

8. 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.

9. 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

10. Data collection

- Definition of Data
- Classification of Data
- Data Collection
- Methods of Data Collection
- Factors influencing the Collection of Data
- Sources and Utilization of Data in FRSC

11. FRSC Dress Code

- Dress Code and Description

12. Parade and Drills

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

13. The Road Safety Audit Concept, Procedure and Execution

- What are RSA and RSI
- Definition of RSA
- Road Safety Inspection
- Principles of RSA and RSI
- Importance of RSA and RSI
- RSA/RSI Cost
- Implementation
- Best Practices
- Duties of Design Team Leader and Audit Team Leader
- Responsibilities of Road safety Auditor
- Challenges to Road safety Audit.
- Way Forward

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 Speech
- Qualities of a Good Speaker
- 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 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

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