

SRC SYLLABUS FOR PROMOTION EXAMINATION

1 Performance Management System

- Structures of APER
- Job Binder
- Corporate Goals

2. Alternative Dispute Resolution

- Why Conflict in Workplace?
- Conflict or Dispute
- What is Alternative Dispute Resolution?
- Instances Requiring ADR in FRSC Day to Day Operation
- Advantages of ADR
- Further Benefits of ADR
- The Administration of ADR Processes
- Application of ADR in FRSC
- The Role of HODs/Corps Officers/Commanding Officers/Legal Officers in Handling ADR in FRSC
- Observation on ADR Use in FRSC
- Report of ADR

3. Education Policy

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

4. FRSC Staff Writing

- Types of writing.
- Characteristics of Service Writing.
- Basic rules and conventions in service writings.
- FRSC Correspondence.
- Files and Documents
- Filing System and security of Document.
- Standard Papers
- Conferences, Meetings and Minutes
- Brief
- Types of brief.
- Minutes Writing

5. Crash Investigation

- What is Road Crash Investigation?
- Purpose of crash investigation.
- Crash investigative elements and methodology.
- Responding to the scene of a crash.
- Arriving at the Scene of a Crash
- When the Emergency is Under Control
- Points to note while making a field sketch.
- Types of collision's road 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.

6. 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.

7. 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

8. Research and Statistical Survey in FRSC

- Research Types
- Research Methods

- Research Processes
- Road Safety Research
- Challenges of Road safety Research
- Types of Survey
- Stages (Components) of Statistical Survey.
- Statistical Survey.
- What is Traffic Survey?
- Types of Traffic Survey
- Places where Survey can be Conducted
- Importance of Traffic Survey
- Drafting a Questionnaire
- Pre-Testing a Questionnaire
- Techniques of Data Collection

9. Regimental Dinner in FRSC

- Official Host
- Guest of Honour
- PMC Greeting
- Mess Dinner Procedures
- Dinner Etiquette
- Introduction by PMC
- Departing the Dining Room
- After the Inner Entertainment
- Tradition
- Dress
- The President and the Vice President
- Traditional Mess Dinner Time
- The Seating Plan
- The Dinner
- Grace
- Service
- Table Manners
- Rules of Order
- Discipline
- Passing the Port.

10. 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

11. Contemporary Development in FRSC

- The FRSC Commission and Corps/Key Responsibilities
- Core Functions of the Corps
- Corps Formations
- Command Hierarchy
- The FRSC Website
- FRSC Commitments
- Legal Instruments
- 7 Es of FRSC Administration/4-Point Approach
- The Nigeria Road safety Strategy (NRSS I and II)
- NDL Regime and Verification Platforms
- DSSP and VNP Reforms Including NIN Linkage
- National Traffic Radio
- Field Operations Monitoring and Control Platform
- Station Offices/Data Reforms
- Driving Proficiency Centre
- ISO Certification Drive
- West African road safety Organization (WARSO)
- Six UN Road safety Conventions and Agreements Acceded to by Nigeria

12 Environmental Hygiene

- What is Environmental Hygiene?
- Importance of Environmental Hygiene
- Health and safety Regulations
- Some Environmental Hazards in the Workplace
- Best Practices for Environmental Hygiene

13. 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