

## JUNIOR AND SENIOR COMPRO SYLLABUS

S/N	Module	Outline	Exercise	Hands-on Exercises
1	Public Service Rules	Introduction to Public Service Rules	Overview discussion on the importance of public service rules	Group activity to analyze the objectives of public service rules
		Appointments and Leaving the Service	Review of appointment processes and exit procedures	Role-playing appointment and resignation scenarios
		Prescribed Examination for Confirmation	Compulsory Confirmation/Promotion Examination (COMPRO)	Overview of the COMPRO syllabus and preparation for COMPRO CBT Exams
		Emoluments and Increments	Interactive session on pay structures and increment policies	Simulation of emoluments calculation based on performance
		Performance Management System	Interactive session on performance-based evaluation system.	Case studies on performance management systems
		Reward for Outstanding Service	Discussion on recognition programs and criteria for awards	Create proposals for recognizing outstanding service in groups
		Training and Capacity Development	Continuous Training learning and skill improvement.	Stipulates policies on professional training, workshops, and capacity-building initiatives.
		Free Transport Facilities within Nigeria	Discussion on transport policies and entitlements	Hands-on exercises on accessing and utilizing transport facilities
		Virtual Meetings and Engagements	Virtual engagements and work-from-home arrangements.	Establishes guidelines for conducting online meetings and remote working
		Discipline	Group discussion on disciplinary procedures and implications	Case studies on disciplinary actions and outcomes
		Petitions and Appeals	Review of processes for filing petitions and appeals	Simulation of drafting and submitting a petition
		Leave Policies	Overview of different types of leave and application processes	Role-play scenarios on leave application and approval
		Medical and Dental Procedures	Overview of medical benefits and procedures for officers	Practical demonstration of how to access

				medical services
		Allowances	Detailed discussion on types of allowances and eligibility	Case studies to determine allowance calculations based on different scenarios
		Inventions	Ownership of innovations and awards for creative work.	Details regulations on ownership of innovations and awards for creative work.
		Compensation, Insurance, and Personal Effects	Discussion on compensation packages and insurance policies	Exercises on filing insurance claims and personal effect documentation
		Application of Public Service Rules to Federal Government Parastatals	Review of how rules apply to different parastatals	Group analysis of case studies illustrating rule application
		Nigerian Foreign Service Regulations	Outlines policies for diplomats and officials serving abroad.	Hands-on session on travel, accommodation, and Foreign Service allowances
		Procedures for Amending the Public Service Rules	Defines the process for making amendments based on evolving governance needs	Extensive consultations with stakeholders at the Federal and State levels
2	<b>Financial Regulations</b>	Finance Authorities and Responsibilities of Public Officers	General overview of financial authorities, including definitions, duties, and responsibilities	Candidates should pay attention and take notes during all discussions.
		Revenue Collection and Authorities for Recurrent and Capital Expenditure	Duties of a revenue collector and important documents used by the revenue collector; understanding capital and recurrent expenditure	Candidates will practice active listening and differentiate between recurrent and capital expenditure.
		Standardization, Accounting, and Payment Procedures	Definitions and preparation of vouchers, cheques, and cash	Samples of vouchers and cheques will be shown to the candidates.
		Bank Accounts and Cheques	Outline the authority for opening bank accounts, authorized signatories, payment	Discussion on how all these transactions are carried out by the relevant

			processes, overdrafts, and bank reconciliation; payment of salaries of federal officers	authorities.
		Cash Book and Monthly Accounts	Importance of maintaining a cash book and other financial records; posting of vouchers into the cash book; balancing the cash book; bank reconciliation	Discussion on the importance of keeping a cash book and other records, along with showing samples of cash books.
		Adjustments and Imprest	Definition of adjustments, types of adjustment vouchers, and the meaning of imprest; types, authority for issuance, and procedures for operating imprest	Candidates will practice active listening and differentiate between adjustments and imprest.
		Custody of Public Moneys, Stamps, Security Books, and Documents	Use of banks, strong rooms, and reserved safes; retention of security documents and books after use	Candidates will learn to be conscious of how to keep public funds and property safe.
		Receipt and Licence Books	General control of receipts and licence books; printing, transferring, and handling of unused or misprinted receipts and licence books	Candidates should take notes and ask questions during the discussion.
3	<b>ICT Appreciation</b>	Introduction to ICT	Discuss the role of ICT in the workplace	Group activity: Identify ICT tools used in daily tasks
		Computer Basics	Review computer components and operating systems	Hands-on: Set up and configure a new computer
		Software Applications	Explore common software (e.g., Word, Excel, powerpoint)	Hands-on: Create a document and a simple spreadsheet
		Internet and Email Management	Discuss safe browsing and effective email use	Hands-on: Set up an email account and practice sending emails
		Data Management	Understand data storage and organization	Hands-on: Organize files and folders on a computer
		Cybersecurity Basics	Discuss cybersecurity threats and best practices	Exercise: Identify phishing emails and secure passwords

		Basic Troubleshooting Techniques	Learn common troubleshooting steps	Hands-on: Troubleshoot a simulated computer issue
		Effective Use of Collaboration Tools	Review collaboration tools (e.g., Google Workspace, MS Teams)	Hands-on: Collaborate on a shared document or project
		Presentation Skills using ICT	Discuss the importance of effective presentations	Hands-on: Create and deliver a short presentation using PowerPoint
		Digital Literacy and Continuous Learning	Explore the importance of lifelong learning in ICT	Group discussion: Identify resources for continued ICT education
4	<b>Common Law: (Senior COMPRO)</b>	Introduction to Common Law	Group discussion on the concept of common law vs civil law	Case studies illustrating the basic principles of common law
		Law Enforcement & the Role of Paramilitary Officers in a Common Law System	Discussion on the role and duties of paramilitary officers within the common law system	Simulated scenarios on the legal use of force, arrest, and detainment
		Rights of the Accused	Role-playing exercises on how to handle accused persons, respecting their legal rights	Mock arrest and interrogation exercise ensuring proper procedure
		Understanding Evidence and Due Process	Classroom analysis on types of evidence admissible in court	Handling, preserving, and presenting evidence in a controlled simulation
		Law of Self-Defense and Public Order	Group discussion and debates on legal limits of self-defense and maintaining public order	Scenario-based drills on crowd control and self-defense in the line of duty
		Search and Seizure Under Common Law	Case study analysis of recent rulings on search and seizure laws	Practical drills on conducting lawful searches, warrants, and respecting rights
		Civil Liberties and the Constitution	Discussion on balancing civil liberties with law enforcement duties	Interactive scenario on resolving conflicts between civil liberties and security needs
		Criminal	Walk through of	Simulated arrest, trial

		Procedure in a Common Law System	criminal procedures from arrest to trial	preparation, and court appearance in a mock trial setup
		Use of Force and Accountability	Analysis of legal cases involving paramilitary force and accountability	Tactical training on the graded use of force and post-incident reporting
		Ethical Conduct in Law Enforcement	Group reflection on ethical issues officers face in the field	Decision-making role-play scenarios focusing on ethical dilemmas in law enforcement
5	<b>Criminal Law: (Senior COMPRO)</b>	Introduction to Criminal Law	Group Discussion: Purpose of Criminal Law	Create a Glossary: Key Legal Terms
		Types of Crimes	Case Study Analysis: Different Crime Categories	Role-Playing: Defining Crimes
		Criminal Procedure	Group Activity: Steps in Criminal Process	Simulation: Mock Trial Preparation
		Defenses in Criminal Law	Group Discussion: Common Defenses	Hands-On: Crafting Defense Arguments
		Sentencing and Punishment	Case Study: Sentencing Guidelines	Workshop: Developing a Sentencing Proposal
		Criminal Justice System	Group Activity: Roles in the Justice System	Role-Playing: Courtroom Roles
		Current Trends in Criminal Law	Research Presentation: Recent Legal Developments	Brainstorming Session: Future Challenges
6	<b>Police Orders and Instructions (Senior)</b>	Road Safety Overview	Review traffic laws and regulations	Simulated traffic stop scenarios
		Traffic Control	Managing intersections and pedestrian crossings	Direct traffic at a mock intersection
		Accident Investigation	Investigating traffic accidents	Hands-on evidence collection and documentation
		DUI Enforcement	Recognizing signs of impaired driving	Conduct mock field sobriety tests
		Emergency Response	Responding to traffic emergencies	Practice setting up a secure perimeter
		Community Engagement	Building trust with the community	Role-playing community outreach scenarios
		Pursuit Driving	Understanding pursuit protocols	Controlled pursuit driving exercises
		Vehicle Inspection	Conducting traffic stops for vehicle checks	Perform vehicle inspections on mock vehicles
		Legal Aspects	Review of legal	Case studies and

			implications of traffic stops	discussion
		Use of Technology	Utilizing traffic management systems	Hands-on training with radar and body cameras
7	<b>Immigration Practical Duties (Senior)</b>	Introduction to Immigration Laws & Policy	Overview of immigration laws, visa types, and roles of immigration officers	Case studies: Review and discuss real immigration cases; Identify correct visa types for different scenarios
		Border Control Operations	Introduction to entry/exit procedures and documentation requirements	Simulate document checks for passengers; Practice stamping and visa endorsement
		Immigration Documentation & Fraud Detection	Review of passports, visas, and other immigration documents	Hands-on document verification, spotting counterfeit documents
		Interview Techniques for Immigration	Understanding questioning techniques to assess the legitimacy of travelers	Mock immigration interviews with role-play scenarios
		Handling Refugees and Asylum Seekers	Procedures and rights for refugees and asylum seekers	Process simulation for refugee/asylum applications; Decision-making based on humanitarian guidelines
		Deportation and Removal Procedures	Legal framework for deportation, removal processes, and detention center protocols	Simulate issuing deportation orders; Handle mock cases of detainees in processing centers
		Investigating Human Trafficking & Smuggling	Identifying signs of human trafficking and smuggling; Collaborating with other agencies	Case review: Identify trafficking or smuggling indicators in suspicious cases
		Crisis Management at Borders	Handling emergencies: health, security threats, or natural disasters at borders	Emergency drill simulation (e.g., pandemic screening, lockdown at a border crossing)
		Use of Technology in Immigration	Introduction to biometric systems, e-passports, and automated border control systems	Hands-on experience with biometric scanners, e-passport readers, and automated gates
		Ethical and	Discussion on ethics,	Group exercise:

		Cultural Considerations in Immigration	cultural sensitivity, and discrimination in immigration practices	Role-play difficult ethical situations in immigration work
8	<b>Prisons Practical Duties(Senior)</b>	Introduction to Correctional Duties	Overview of prison regulations and the role of officers	Facility tour, introduction to control room and basic protocols
		Inmate Supervision & Control	Classroom session on managing inmate behavior	Shadowing officers during inmate roll-call and daily routines
		Communication Skills	Role-playing scenarios for officer-inmate communication	Practice conflict resolution during supervised inmate interactions
		Use of Force & Restraints	Lecture on legal guidelines and use of physical force	Demonstration and practice of handcuffing, restraint techniques
		Emergency Procedures	Review of emergency protocols (fire, riot, lockdown)	Simulated drills: evacuation procedures, handling prison riots
		Search Techniques	Instruction on cell and body searches for contraband	Hands-on practice in conducting inmate searches and cell inspections
		Report Writing & Documentation	Training in documenting incidents, daily reports	Writing sample reports from mock incidents, reviewing actual reports
		Weapon Handling & Safety	Lecture on non-lethal weapons used in prison environments	Practical handling and usage of batons, tasers, and riot gear
		Prisoner Escort & Transportation	Guidelines for inmate transfers, security checks	Escorting practice: from cell to transport vehicle under supervision
		Stress Management & Officer Safety	Stress management techniques and personal safety tips	Practical exercises in situational awareness and teamwork drills
9	<b>Customs Practical Duties(Senior)</b>	Introduction to Customs Duties	Overview of customs duties, tariffs, and import/export regulations.	Role-playing scenarios: Customs declarations review and assessment of duty.
		Customs Procedures & Documentation	Study of customs forms, declarations, invoices, and bills of lading.	Simulating the review and verification of import/export documentation.

		Risk Management in Customs	Identifying high-risk shipments and goods.	Use of risk profiling tools to categorize shipments for inspection.
		Import & Export Control Measures	Overview of import/export restrictions, embargoes, and prohibited goods.	Case studies: Identifying prohibited items and determining the appropriate response.
		Customs Valuation & Tariff Classification	Study of methods for determining customs values and tariff classifications.	Practical exercise: Assigning customs values and classifications to goods based on real-world examples.
		Cargo Inspection Techniques	Techniques for inspecting shipments, containers, and cargo to detect contraband and fraud.	Hands-on cargo inspection using mock containers and scanning equipment.
		Post-Clearance Audits & Investigations	Overview of auditing practices, investigations of fraud, and post-clearance customs activities.	Conducting a simulated audit of a company's customs documentation and investigating anomalies.
		Trade Facilitation & Customs Modernization	Understanding the balance between trade facilitation and customs control.	Simulating modernized customs processes, such as single-window systems and electronic data interchange (EDI).
		Customs Enforcement & Penalties	Enforcement of customs laws and handling violations, penalties, and appeals.	Mock enforcement action: Dealing with a customs violation case, applying penalties, and following the appeals process.
		Practical Final Assessment	Reviewing all concepts covered during the course with a final examination or assessment.	Full-scale simulation of a customs office scenario: Officers manage the clearance of goods, assess risks, inspect shipments, and enforce customs duties.
10	<b>Fire Service Practical Duties (Senior)</b>	Introduction to Fire Service	Overview of roles, equipment, and safety	PPE inspection and donning drill



		Fire Safety Awareness	Fire prevention techniques and safety tips	Inspecting fire extinguishers and smoke alarms
		Firefighting Equipment	Use and maintenance of firefighting tools	Hose handling, nozzle operation, and ladder drill
		Fire Ground Operations	Fire scene management and communication	Simulated fire response with teamwork exercises
		Fire Suppression Techniques	Water-based and chemical fire suppression	Fire attack scenarios using extinguishers and hose streams
		Search and Rescue	Search patterns and rescue strategies	Live search and rescue drill in a smoke-filled environment
		Ventilation and Salvage	Ventilation techniques and building protection	Ventilation drills using fans and cutting tools
		Hazardous Materials Response	Identifying and responding to hazardous materials	Chemical spill response drill with decontamination
		Fire Investigation	Cause determination and evidence preservation	Mock fire investigation and report preparation
		Emergency Medical Response	First aid and basic life support (BLS) training	CPR, wound care, and patient transport drills
11	<b>Agricultural Quarantine Practical Duties (Senior)</b>	Introduction to Agricultural Quarantine	Overview of quarantine laws and regulations	Role-play scenario on border inspection
		Identification of Plant Pests and Diseases	Case studies on pest identification	Inspecting sample plants for signs of pest infestation
		Animal Quarantine Procedures	Reviewing animal health certificates	Handling and inspecting imported livestock
		Import/Export Documentation Review	Cross-checking import/export documents	Hands-on with real import/export permits
		Disinfection and Treatment Techniques	Learning different disinfection methods	Performing fumigation on quarantined items
		Quarantine Station Operations	Managing daily operations in a quarantine station	Setting up and maintaining quarantine facilities
		Emergency Response to Pest/Disease Outbreaks	Simulated outbreak control plan	Coordinating containment and disinfection drills
		Cargo Inspection	Steps for inspecting agricultural cargo	Physical inspection of incoming cargo

		Procedures		at a port
		Quarantine Record Keeping and Reporting	Reviewing record-keeping systems	Inputting and updating quarantine records
		Final Evaluation and Review	Written and oral assessment	Full quarantine inspection simulation with feedback
12	<b>Practical Duties for NAPTIP</b>	Introduction to Human Trafficking Laws & Regulations	Case study discussion on anti-trafficking legislation	Mock review of a trafficking case file under existing laws
		Identification of Trafficking Victims	Group discussion on victim indicators	Role-playing scenarios on victim interviews
		Investigation Techniques in Trafficking Cases	Analysis of previous trafficking cases	Simulated surveillance and intelligence gathering
		International and Local Collaboration	Examining international protocols and frameworks	Hands-on exercise on collaborating with foreign agencies
		Human Trafficking and Child Exploitation	Review case studies of child trafficking	Role-play rescue and rehabilitation scenarios for child victims
		Protection of Victims' Rights	Group discussion on victims' protection programs	Interactive workshop on drafting victim assistance plans
		Prosecution and Legal Process	Case study on successful prosecutions	Mock courtroom simulation of a trafficking trial
		Victim Support and Rehabilitation	Analyze rehabilitation program successes and challenges	Field exercise with a local rehabilitation center
		Public Awareness and Community Engagement	Develop a community outreach plan	Conduct a mock awareness campaign in a local community
		Ethics, Accountability, and Professionalism	Workshop on ethical challenges in trafficking cases	Scenario-based training on ethical decision-making
13	<b>Federal Road Safety Practical Duties(Senior)</b>	<b>Introduction to Road Safety</b>	Overview of FRSC's roles and responsibilities in road safety management	Group discussion on road safety challenges in local regions
		<b>Traffic Law Enforcement</b>	Understanding traffic laws, penalties, and violations	Role-playing traffic stops and enforcement of speed limits, seat belt usage

		<b>Accident Scene Management</b>	Protocols for responding to accidents and securing accident scenes	Simulated accident scenario – managing traffic, securing the area, and basic first aid
		<b>Driver and Vehicle Licensing</b>	Review of driver licensing procedures and vehicle inspection	Hands-on practice with license verification and basic vehicle inspection
		<b>Public Awareness Campaigns</b>	Designing road safety campaigns for different audiences	Develop and present a road safety awareness campaign (posters, pamphlets, social media content)
		<b>Emergency Response Techniques</b>	Basics of first aid, CPR, and managing crash victims	CPR and first aid training session, casualty handling exercises
		<b>Speed Management Techniques</b>	Understanding speed limits, speed enforcement technology	Hands-on usage of speed guns, radar equipment, and mobile patrols for speed enforcement
		<b>Road Safety Data Collection &amp; Reporting</b>	Methods for collecting, analyzing, and reporting road safety data	Practice compiling road accident reports and analyzing crash statistics
		<b>Vehicle Safety Inspections</b>	Key points for conducting vehicle safety checks (brakes, tires, lights, etc.)	Real-time vehicle safety inspections in different traffic scenarios
		<b>Final Assessment &amp; Review</b>	Written and oral assessments of the topics covered	Final simulation exercise – managing a complex traffic situation, enforcing laws, and accident response
14	<b>NSCDC Practical Duties(Senior)</b>	Orientation & Introduction to NSCDC Code of Conduct	Overview of NSCDC roles, duties, and expectations	Role-playing: Practical demonstration of Code of Conduct adherence in different scenarios
		Security Basics & Communication Techniques	Introduction to security protocols and effective communication in security operations	Simulation: Conduct radio communication and reporting during mock patrol
		Patrol Duties & Surveillance	Introduction to foot and vehicular patrol,	Conduct a mock patrol; perform

		Techniques	surveillance, and intelligence gathering	surveillance in designated zones using standard procedures
		Crowd Control & Public Safety Management	Theory of managing large gatherings, crowd control techniques, and public safety	Conduct a crowd control drill in a simulated public event scenario
		Conflict Resolution & Negotiation Skills	Basic techniques for resolving conflicts and de-escalating tense situations	Simulate resolving conflicts between civilians in a controlled environment
		Arrest Procedures & Handling Suspects	Proper methods for arrest, handcuffing, and suspect handling according to Nigerian law	Mock arrests and suspect handling with full procedural adherence
		First Aid and Emergency Response	Introduction to basic first aid and emergency response during security operations	Hands-on first aid training (CPR, bandaging) and responding to mock emergencies
		Fire Safety & Control	Fire safety techniques, fire extinguishing, and prevention	Live fire safety drill; use of fire extinguishers in simulated fire incidents
		Weapon Handling and Disarmament Techniques	Safe handling of firearms and basic disarmament techniques	Practical firearm safety drill (with dummy guns) and disarmament exercises
		Report Writing & Case Documentation	Proper methods of report writing and case documentation	Write mock reports for previous exercises; review and correct report samples
15	<b>Elementary Mathematics (Junior)</b>	Introduction to Basic Concepts	Group Discussion: Importance of Math	Create a Math Vocabulary Chart
		Multiplication and Division	Group Activity: Multiplication Tables	Workshop: Real-Life Division Scenarios
		Fractions and Decimals	Case Study: Fraction Applications	Activity: Cooking with Fractions
		Basic Geometry	Group Discussion: Shapes and Angles	Hands-On: Measuring Angles with Protractors
		Introduction to Statistics	Data Collection: Survey Exercise	Workshop: Creating Simple Graphs
		Problem Solving and Critical Thinking	Group Problem-Solving: Real-World Scenarios	Hands-On: Solving Puzzles and Riddles

16	<b>English Language(Junior)</b>	Introduction to English	Overview of English language basics	Group discussion on personal experiences with English
		Vocabulary Building	Identify and learn 20 new words	Create flashcards for new vocabulary
		Grammar Fundamentals	Review of basic grammar rules	Complete grammar exercises from provided worksheets
		Sentence Structure	Learn about simple, compound, and complex sentences	Write sentences using different structures
		Reading Comprehension	Read a short article and summarize it	Discuss the article in pairs
		Writing Skills	Introduction to writing formats (emails, reports)	Draft a professional email
		Listening Skills	Listen to an audio clip and answer questions	Pair up to discuss answers and clarify doubts
		Speaking Skills	Role-play common workplace scenarios	Present a short speech on a chosen topic
		Effective Communication	Discuss barriers to communication	Group activity to overcome communication barriers
		Review and Feedback	Group reflection on what was learned	Provide constructive feedback to each other
17	<b>General Knowledge (Senior &amp; Junior)</b>	Introduction to Nigeria	Group Discussion: Nigeria's Diversity	Create a Map: Major States and Regions
		History of Nigeria	Timeline Activity: Key Historical Events	Hands-On: Research a Historical Figure
		Culture and Traditions	Group Presentation: Ethnic Groups	Activity: Share Personal Cultural Experiences
		Geography of Nigeria	Case Study: Major Landforms and Rivers	Workshop: Mapping Nigeria's Natural Resources
		Economy and Industries	Group Discussion: Major Industries	Hands-On: Analyze a Current Economic Report
		Political Structure	Group Activity: Understanding Government	Role-Playing: Mock Legislative Session
		Current Events and Future Challenges	Research Presentation: Recent Developments	Brainstorming Session: Solutions to Current Issues