



**TECHNICAL REPORT ON STUDENT INDUSTRIAL WORK
EXPERIENCE SCHEME (SIWES)**

HELD AT
STARCO INSURANCE
NO 207, HERBERT MACAULAY WAY, EBUTE-META, LAGOS STATE

BY
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CERTIFICATION

This Siwes report is cordially acknowledged and certified by the following dignitaries:

MR. MOHAMMED ADAM NDAGI
(Head of Department)

DEDICATION

This report is dedicated to Almighty Allah for his divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success, I also dedicate this report to my parent Mr. and Mrs. ABDULRASAQ for their support and to my supervisor for the success of this report.

ACKNOWLEDGEMENT

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my Parent Mr. and Mrs. ABDULRASAQ, may God be with you.

My special thanks go to the head of Department Mr. OLOHUNGBEBE F.T and the entire staff of Mass Communication Department, Institute Of Information and Communication Technology, Kwara State Polytechnic for sharing wealth of experience with me in my course of study.

Furthermore, thanks goes to my honorable and diligent supervisor for his advice, guidance and adequate encouragement relish from him which has contribute in no small measure to the success of completion of this report.

Finally, my sincere gratitude also goes to my lovely friends both within and outside the institution,

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CHAPTER ONE

1.1 INTRODUCTION

Siwes is an acronym for student industrial work experience scheme, Siwes is also an effective instrument used for exposing students to the realities of the work environment in Nigeria especially, and the world in general in the various professions so as to achieve the needed technological advancement of the alms of Siwes which are:

- To provide for the student opportunities to be involve in the practical aspect of their respective disciplines. Thus, bringing the gap between the theoretical aspect taught in the class to the real world situations.
- To expose students to latest developments and technological.
- To prepare students for industrial working environment that they are likely to meet after graduation.

1.2 BRIEF HISTORY OF SIWES

The student industrial experience scheme (SIWES) is a skill training programme designed to expose and prepare students of universities, polytechnics, college of technology and others, for the industrial work experience, they are likely to meet after graduation.

The scheme also afford student to the opportunity of familiarizing and exposing themselves to the needed experiences on handy equipment and machineries that are usually not available to their institution.

The industrial training fund (ITF) founded the scheme during its formative year in 1973-1974 as the financial involvement becomes unbearable to the fund, it withdraw from the scheme in 1978, the federal government handed over the scheme in 1979 to both the national board for technical education (NDTE) and the national universities commission (NUC). Later, the federal

government in November 1999 inverts the management and implementation of the siwes programme to ITF and it was effectively taken over by the industrial training fund in July 1995 with the funding being solely borne by the federal government.

1.3 IMPORTANCE AND OBJECTIVES OF SIWES

In the regard to the handbook, the specific importance of the SIWES are:

- To provide an avenue for students in institution of higher learning to acquire industrials skills and experience in their cause of study.
- To prepare for the industrial work experience they undergo after graduation.
- To prepare students with an opportunity to apply for knowledge in real work situation thereby bringing the gap between theory and practice.
- To satisfy accreditation requirement set by NBTE.
- To provide students an opportunity to see the real world of their discipline and consequently bridge the gap between the classroom and real work situation.
- To enable students assess internet suitable for their chosen profession.

CHAPTER TWO

2.1 HISTORY OF STARCO INSURANCE

STACO Insurance Plc provides general insurance products and services to retail and corporate customers in Nigeria. It offers accident insurance products, including fidelity guarantee, professional indemnity, good-in-transit, employer liability, burglary, public liability, and group/personal accident; transportation insurance products, such as motor, marine hull and cargo, and aviation; fire and bond insurance products comprising fire and special perils, all risks, engineering, and bond; and energy and special risks insurance products consisting of oil and gas, and pollution liability. The company also provides customized products comprising personal protection plan and homeowners' insurance. The company was formerly known as Standard Trust Assurance Plc and changed its name to STACO Insurance Plc in October 2006. STACO Insurance Plc was incorporated in 1991 and is based in Lagos, Nigeria.

2.2 ADMINISTRATIVE AND OPERATIONAL STRUCTURE

News and Current Affairs Department: This is responsible for information management, news production and reporting to inform and educate the public.

Engineering Department: Provides uninterrupted technical support services to guaranty steady broadcast and ensure regular maintenance of all operational fertilities including the ICT units.

Marketing Department: provides a formidable, robust and resort oriented media campaign on various products and services in the marketing department into a advertising branding and promotional activities for any commercial items to boost acceptance and patronage in the market. Other supportive department includes:

Administration: for staff welfare and general services.

2.3 DEPARTMENTS OF THE ORGANIZATION

Programme Department: These departments ensure quality content towards fulfilling the statutory duties of the station.

Financial Department: ensure prudent management of available resources, the audit moderate financial regulation based on the principle of transparency and accountability

Marketing Department: this department mainly meant to advertising and promotion of goods and services through the use of news, it also means awareness for the target audience of the product.

News and Current Affairs Department: These departments are mainly meant for full package of a news story. Editing and reporting, there are three different departments under this department namely: reportorial, editorial and current affairs.

Engineering Department: This is one of the major most important departments in the media organization; they are always technical in nature and also in charge of the broadcasting equipment in the studio and the performance area.

Administrative Department: This is also important in media organization; they manage office, supply stocks and place orders, also prepare regular reports on expenses and office budget and also organize a filing system for important and confidential company documents.

2.4 STUDENT PRIMARY ASSIGNMENT

- Reportorial
- Editorial
- Current affairs

Reportorial: is also called correspondents and broadcast news analysis and inform the public about news and events happening internationally and locally, they report the news for newspapers, magazines, websites, television and radio.

Current Affairs: is a genre of broadcast journalism where the emphasis is on details and discussion of news stories that have recently accrued or ongoing at the time of broadcast, the purpose of radio current affairs programmes is to inform the public about issues and events.

Editorial: editing is more important to avoid mistakes, the primary objectives of editing is to make a news story suitable for broadcast as such a popular online journalist Mervin block 'every water needs an editor' so at the better edit and edit better.

CHAPTER THREE

3.1 TECHNICAL TRAINING EXPERIENCE

Week 1: Introduction, definition of communication, difference between communication and noise, factors that affect a presenter.

Week 2: How to make an interview for politics or voting drama radio, political rally ambiance, bathroom ambiance etc, introduction to broadcast, definition of broadcast, features and activities of broadcast, field work and practical.

Week 3: factors of department programme, media marketing and categories of news, field work and practical.

Week 4: words that are not allow to be said in the air, field work and practical, news reporting, studio observation, introduction to editors and reporters, news affair and types of news.

Week 5: how to write a programme, how to broadcast a news and segment use for introduction of a programme.

Week 6: meaning of jingle, national broadcasting commission (NBC), how NBC operates.

Week 7: explanation of communication with the aid of a diagram.

Week 8: assessment and segment discussion of specific previous lesson with gradual disengagement of the student out of the scheme at the administrative department.

CHAPTER FOUR

4.1 CONCLUSION

Siwes was established to provide opportunities for students to be involved in the practical aspect of their respective discipline in the industrial working environment. During the 2 months industrial training, I gained a wide range of experience from the various assignments undertake such as news writing and reporting, news alignment, news commentary and editing process, all the experience gained help me to fulfill the objectives of Siwes.

4.2 RECOMMENDATIONS

Going through some of the experience gained during the programme, I will recommend that there is need for some activities both in the organization where I served and the school.

The time duration for the programme should be extended for more than four months. The organization should create practical knowledge for the students for them to acquire more knowledge from their versatile staffs.