Technical Report

On

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

HELD AT

VGC PORA

Plot H-14, Road 3, Victoria garden city Lekki Ajah Express Way, Lagos

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Submitted to:

**DEPARTMENT OF BUSINSS ADMINISTRATION AND MANAGEMENT, INSTITUTE OF FINANCE AND MANAGEMENT STUDIES
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PREFACE

This technical report is written to situate the standard of experience gain by student in the industrial as awareness of continuity at the tertiary level of learning. The technical indulgence of training has been expressed formally in these report required by the constitution of the industrial training office of polytechnic.

This report is divided into five different parts which each part explains the meaning of siwes, major organization, work actually carried out and experienced gain. Even challenged faced, conclusion and recommendation are also involved.

DEDICATION

I dedicate this report to the Almighty Allah, for granting me the privilege to commence this course. Also to my reliable and respectful loving parent: Mr. & Mrs. Atanda for being there for me. I pray may the Almighty Allah reward you abundantly, Amen.

ACKNOWLEDGEMENT

I wish to express my sincere gratitude to Almighty Allah for spearing my life throughout my first year in Kwara State Polytechnic, Ilorin and for making my vision to come to reality. I also thank him for his goodness, mercy and joy throughout my life.

My greatest debt is to my indispensible parent Mr. and Mrs. Atanda for their moral and financial support throughout the duration of my training may Almighty God reward you abundantly.

My special thanks go to the head department and the entire staff of Business Administration and Management department, Kwara State Polytechnic.

My appreciation also goes to the entire staffs of VGC PORA Lagos

I also acknowledge the effort of my friends and siblings for their financial, moral and spiritual support throughout my academic pursuit. Also to my SIWES supervisor for his great work.

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CHAPTER ONE

1.1   MEANING OF SIWES

SIWES is skill development program designed to prepare students of all institutions for transition from the collage environment to work. Also to promote and encourage the acquisition of skills in industry and commerce with a view of generating a poll of indigenous trained manpower sufficient to meet the needs of the Nigeria economy

It is also described as work experience in a education program in while attending school, while the work experience gives student opportunity to be part of an actual work situation outside the classroom.

1.2   BRIEF HISTORY OF SIWES

The government decrees no 47 of 8th October, 1971 as amended in 1990 highlighted the capacity building resource in industry commerce and government through training and re-training of workers in order to effecting provide the much needed high quality goods and services in a dynamic economy as ours (Jemerigbo 2003) the decree led the establishment of Industrial Training Fund (ITF) in 1973/1974.

The growing concern among our industrialist that graduates of our institution lack adequate practical background studies preparatory for

employment in industries, led to the information of student industrial work experience scheme (SIWES) by ITF 1993/1994

The student industrial work experience scheme (SIWES) is a skill training program designed to expose and prepare student of agriculture, technology, environmental science, medical science and applied science for the industrial work situation which they are likely to meet after graduating.

1.3   AIMS AND OBJECTIVES OF SIWES

1.   The main aim is the exposing of students to work method and technologies in handing equipment and machinery that may not be available in educational institutions.

2.   SIWES provide an avenue for students in institutions of higher learning to acquire industrial skills and experience in their   course   of study especially in engineering.

3.   To strengthen employers involvement in the educational process of preparing students for past graduation work situation.

4.   To make transition from school to the world of Work easier   and   to enhance student contact for later job placement.

5.   To provide student an opportunity to apply their knowledge in actual practice

6.   Provide opportunity for students to apply their knowledge in   real work situation thereby bringing the gain between theory   and practical.

CHAPTER TWO

VGC PORA

The Victoria Garden City Property Owners and Residents Association (VGCPORA) is the official body representing the residents and property owners of Victoria Garden City (VGC) in Lagos, Nigeria. Established to manage and oversee the community's affairs, VGCPORA plays a pivotal role in maintaining the estate's infrastructure, security, and overall well-being.

In recent years, VGCPORA has embraced technology to enhance communication and streamline estate management. The association introduced the VGCPORA app, a comprehensive platform designed to facilitate various services for residents. This app offers features such as visitor management, bill payments, and direct communication with the management office, aiming to provide a secure and efficient experience for all users.

For more detailed information about VGCPORA's history, initiatives, and services, you can visit their official website or contact them directly through the contact information provided on their platform.

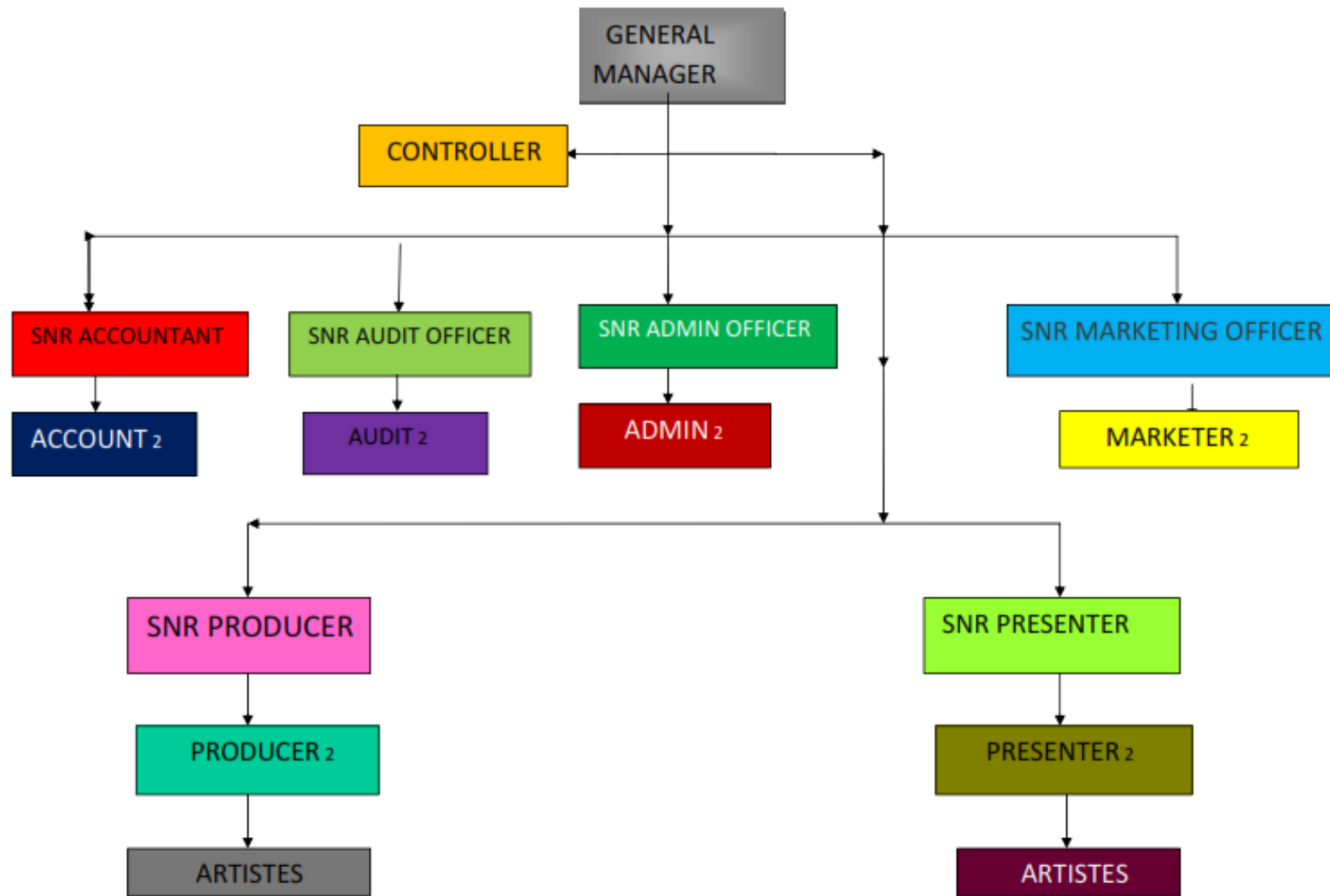## VISION AND MISSION

Mission

To be impartial, credible, proactive broadcast medium in the forefront of Nigeria's national development unity and progress

Vision

To create and maintain a broadcast outfit that will serve as a model in Nigeria and Africa in terms of standards, professionalism and character.

We also strive to create programmes that cut above all age group and attract other groups too

THE ORGANIZATION STRUCTURE AND CHART

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                        GENERAL
                        MANAGER

        CONTROLLER ◄─────────────────────►

   SNR ACCOUNTANT   SNR AUDIT OFFICER   SNR ADMIN OFFICER   SNR MARKETING OFFICER

   ACCOUNT 2        AUDIT 2             ADMIN 2             MARKETER 2

        SNR PRODUCER                              SNR PRESENTER

        PRODUCER 2                                PRESENTER 2

        ARTISTES                                  ARTISTES
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2.3 DIFFERENT DEPARTMENT IN THE ORGANIZATION

❖ Director administration department:- it consist of admin officers, executive officers, clerical, secretarial, cleaners, drivers and security.

❖ Director finance and supplies department:- it consists of reconciliation, salary, main accounts

❖ Director programmes department:- it consist of announcers, production and presentation.

❖ Director news and current affairs department;- their functionality include editorial review, language and current affairs

❖ Director engineering department:- electrical, maintenance, carpentry, refrigerator and air condition, outside broadcast (O.B)

❖ General manager:- corporate affairs

2.4 INTERPERSONAL RELATION WITH THE ORGANIZATION

There was mutual understanding and love among the staff and the student that did their SIWES programme there because they took all the student like their own children, advising and guiding them to do the right thing at the right time.

High level of discipline was displayed among the student, even though the staffs a make sure that every problem encountered by the student are been tackled and solved out by both the student and staff all in the aspect of bringing about unity and peace.

CHAPTER THREE

3.1   WORK ACTUALLY CARRIED OUT

Work that actually carried out in my department is control room officer, which is the main work of department and also news talk and almost every staff of the department have different program which they present once twice in a week.

A **Control Room Officer** is responsible for overseeing operations in a control room, typically in industries like transportation, energy, security, or emergency services. Their duties are critical for ensuring smooth operations, safety, and quick response to any incidents. Some common responsibilities include:

1. **Monitoring Systems and Equipment**: They oversee various systems such as surveillance cameras, alarms, communication devices, or machinery to ensure everything is functioning properly.

2. **Incident Management**: In case of emergencies or disruptions, the officer coordinates the response, ensuring that the proper personnel or emergency services are alerted.

3. **Data Logging**: Maintaining accurate logs of activities, incidents, and system statuses to ensure proper documentation.

4. **Communication**: They often act as the central point of communication between different departments or teams, ensuring information flows efficiently.

5. **Troubleshooting**: If technical issues arise, the officer works to diagnose the problem and may initiate repairs or escalate the issue to technical support teams.

6. **Ensuring Safety**: They monitor alarms or safety systems to prevent accidents and ensure that all protocols are followed to mitigate risks.

7. **Report Generation**: At the end of shifts, they might be responsible for compiling and reporting on system performance, incidents, or any other relevant activities.

8. **Coordinating Teams**: In the case of emergencies, the officer might coordinate on-ground teams or other departments to address the issue swiftly.

9. **Compliance and Regulations**: Ensure the operations in the control room meet regulatory standards, and all safety, environmental, and operational guidelines are followed.

Control Room Officers are expected to have strong problem-solving skills, attention to detail, and the ability to handle high-pressure situations effectively.

CHAPTER FOUR

4.1   EXPERIENCED GAINED

I can actually say I gained a lot from my SIWES Programme by having the opportunity to know my capability on the work I have been taught in school.

Continuously monitor various systems such as surveillance cameras, alarms, communication equipment, sensors, or machinery.

Ensure all systems are functioning properly and take quick action if any issues arise.

Respond promptly to emergencies or disruptions (e.g., technical failures, security breaches, accidents).

Coordinate with relevant departments or external services (like emergency teams or security) to resolve incidents.

Serve as the central point of contact for communication between teams, departments, or emergency services.

Relay instructions, updates, and relevant information as needed to ensure smooth operations.

Keep accurate records of activities, incidents, and equipment status.

Document any abnormalities or problems, along with the actions taken to address them.

Ensure that all safety protocols and procedures are being followed to prevent accidents or hazards.

Monitor alarms and safety systems to address any potential threats promptly.

1. **Coordination and Supervision**:

   - In emergencies, coordinate the actions of on-site teams, operators, or emergency responders.

   - Ensure that the right personnel are alerted and directed efficiently to the problem area.

2. **Compliance and Regulatory Adherence**:

   - Ensure that all operations comply with relevant regulations and standards (e.g., safety, environmental, operational).

   - Maintain proper documentation for audits or regulatory checks.

Skills and Qualities:

- **Attention to Detail**: Monitoring systems requires constant attention to detect abnormalities or potential issues early.

- **Quick Decision-Making**: The ability to react fast in high-pressure or emergency situations.

- **Strong Communication Skills**: Being able to effectively communicate with different teams, departments, and external services is crucial.

- **Technical Proficiency**: Depending on the industry, a Control Room Officer may need to be skilled with specialized monitoring equipment or software.

- **Problem-Solving Abilities**: Troubleshooting system failures or responding to unexpected incidents requires good problem-solving skills.

- **Multitasking**: Often, a Control Room Officer must handle several tasks at once, such as managing communication, monitoring systems, and ensuring safety.

- **Energy**: In power plants or control centers where they monitor electrical grids or machinery.

- **Transport and Traffic Control**: Managing traffic signals, surveillance, and emergency response in transportation systems.

- **Security**: Overseeing surveillance systems and coordinating security responses.

- **Emergency Services**: Handling calls and dispatching emergency teams or resources.

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4.2   CHALLENGES FACED

I don't actually faced much challenges in the organization and department, only on control room which I have to get to the office by 8:00am and start working. But most times I normally get late to the office, due to traffic which is compulsory I most face every morning. So I will have to wait for other student to be through with their work before I start my and take it to my supervisor which I knew I will face the penalty on it for bringing it late.

CHAPTER FIVE

CONCLUSION AND RECOMMENDATION

5.1   CONCLUSION

Student Industrial Work Experience Scheme (SIWES) is a good programme for higher institution in the sense that it adds to one's practical knowledge based on your course of study. As for me SIWES as a course has truly exposed me to face in a growing information world that depend on Mass Communication.

5.2   RECOMMENDATION

As a bonafide student of the department of mass communication of Kwara State Polytechnic and who has undergo industrial training. I hereby make the recommendation that the government should continue funding this programme (SIWES) and pay directly to student after the completion of the programme due to the stress inclined to the programme, in order to serve as encouragement to student that want to increase their practical and technical knowledge.