



**A REPORT ON STUDENT INDUSTRIAL WORK  
EXPERIENCE (SIWES) UNDER THE STUDENTS'  
INDUSTRIAL WORK EXPERIENCE SCHEME**

**UNDERTAKEN @**

**ADO-ODO/OTA LOCAL GOVERNMENT  
P.M.B. 1011 OTA, OGUN STATE**

**BY**

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## **PREFACE**

The writing of this SIWES report is manufacture by the school authority that before attaining the certificate of National Diploma (ND) in Business Administration. Each student must undergo the three (3) months SIWES programme.

The SIWES record therefore contains the work done within the three months.

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## **CHAPTER ONE**

### **1.1 INTRODUCTION**

Student Industrial Work Experience (SIWES) is a three months programme setup by the federal government for professional student in Mass Communication and other elected courses which is controlled, in which the headquarter is in Kaduna State in affiliation with Industrial Training Fund (ITF) at Jos.

However, the government introduced the programme in other to assist students to be familiar with the practical aspect of their profession i.e. Mass Communication.

Student Industrial Work Experience (SIWES) is a programme setup by National Board of Technical Board (NABTEB) for its practical improvement of mass communication. The programme is setup during the period of three months which is corresponding with a body known as Industrial Training Fund (ITF).

### **1.2 BRIEF HISTORY OF SIWES**

Prior to the establishment of the scheme, there was growing concern among our industrialists that graduates of our institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus, the employers were of the opinion that theoretical education going on in higher institutions was not responsive to the need of the employers of labour.

It is upon this background that the rationale for initiating and designing the

scheme by the Industrial Training Fund, during its formative years- 1973/1974- was introduced to acquaint students with the skills of handling employers' equipment and machinery.

The ITF solely funded the scheme during its formative years. But as the financial involvement became unbearable to the fund, it withdrew from the scheme in 1978. In 1979, the Federal Government handed the scheme over to both the National University Commission (NUC) and the National Board for Technical Education (NBTE). Later the Federal Government in November 1984, reverted the management and implementation of the SIWES programme to ITF and it was effectively taken over by the Industrial Training Fund in July 1985 with the funding being solely borne by the Federal Government.

### **1.3 AIMS AND OBJECTIVES OF THE PROGRAMME**

The aims and objectives are as follows:

1. To provide wide practical experience of the industrial Student in Various Studies.
2. To give inspiration, commitment and dedication to the student
3. To enlighten the student about various aspect of their course of study
4. To hasten the level of understanding and studying since they had been exposed to practical aspect of their course.

## **CHAPTER TWO**

### **2.1 BRIEF HISTORY OF THE ORGANIZATION**

Ado-Odo/Ota is a veritable industrial Local Government. It has the largest industrial area and the highest number of industries in the state. Therefore, the Local Government generates the highest IGR for Ogun State.

It has an area of 878 km<sup>2</sup> and a population of 526,565 according to the 2006 census. Being primarily agrarian in nature, the Local Government Area produces cash and food crops especially cocoa, kola nut, palm oil, coffee, cassava, timber, maize, and vegetables. Mineral resources include kaolin, silica sand, gypsum, and glass sand.

### **2.2 VARIOUS DEPARTMENTS AND THEIR FUNCTIONS IN THE ORGANIZATION**

- GENERAL SERVICE AND ADMINISTRATION
- FINANCE & SUPPLY
- COMMUNITY & SOCIAL DEVELOPMENT
- PRIMARY HEALTH CARE
- WORKS & HOUSING
- BUDGET, PLANNING, RESEARCH & STATISTICS
- EDUCATION INFORMATION & SPORT
- AGRICULTURE AND NATURAL RESOURCES
- WATER SUPPLY & SANITATION

## **2.4 VISION AND MISSION OF THE ORGANIZATION**

### **VISION STATEMENT**

- Protect the civil rights of all individuals.
- Increase voter education and registration and participation among all votes.
- Fight discrimination in housing, accommodation/services, or employment, education, and other areas.
- Encourage academic, scientific, and artistic excellence among minority students specifically minority & low income students in education.
- Create a criminal justice and judicial system that is fair and equal for all people.

### **MISSION STATEMENT**

“To build and sustain a printing media that promotes stakeholders relationship through professionalism and innovative quality programming”.



## **CHAPTER THREE**

### **3.1 EXPERIENCE ACQUIRED**

My Media Attachment Program at Ado-Odo/Ota Local Government, Ogun State, has been a successful one as I was exposed to many things that concerning my program.

### **3.2 WORK DONE**

- Sectioning of files within department, and distribution of documents.
- Dispatch of files to their various department, searching of files and photocopy
- Acceptance of letters to the inward tables, sampling of document, typing of document.
- Typing and Photocopying and arranging of file in the cabinet.
- Re-arranging, numbering and titling files according to their various section
- Reporting for individuals who paid for National Identification Number (NIN)
- Photocopied letters, document receipts for employees and officers
- Recoding of files, searching and sorting of files.
- Accepting of letter to the inward table.

## **CHAPTER FOUR**

### **4.1 EXECUTIVE SUMMARY**

SIWES means Student Industrial Work Experience. Students are out annually to professional organization relevant to their course of study with the help of the institution based. Coordinator and the scheme take up while students are promoting to ND 2 during the National Diploma programme for science oriented courses studied in university. The scheme was established by the ITF (Industrial Training Fund) to solve the problem of lack of adequate practical skills. During this programme, students are expected to get technical assistance and acquire more experience scheme in their chosen field of study.

## **CHAPTER FIVE**

### **5.1 PROBLEMS ENCOUNTERED DURING THE ATTACHMENT AND SOLUTION**

I didn't face or encounter any difficulty or problem during my attachment except that my place of attachment is far away from my house.

But the general problems that students encounter before and during the attachment are as follow:

- Lack of available industry in the location of some students
- High cost of transport fare from the students resident to the attachment
- Laziness of some students during the attachment

### **SOLUTION**

- Government should increase their investment on establishing companies for science oriented students.
- There should be a certain amount to be paid to the students during the attachment
- There should be monthly check on the students during the attachment

### **5.2 CONCLUSION**

Student Industrial Work Experience (SIWES) is a scheme that improves the technical knowledge of students in the Nigeria institutions. The scheme exposes students to working method and techniques in handling equipment's and machinery that may not

be available in their institutions. It is a good process that every science oriented courses must undergo.

As for me, the SIWES I did at Ado-Odo/Ota Local Government exposed me to the practical aspect of Administrative. It widens my knowledge and skill on the discipline. The scheme equips students properly to face future challenges.

Lastly, big thanks to the Industrial Training Fund (ITF) for the establishment of SIWES which now serves as an opportunity for we students of the Nigeria institution.

### **5.3 RECOMMENDATIONS**

Federal government, as a matter of responsibilities has to contribute immensely to the uplifts of this programme by putting in place a considerable compensation for the students who embarked on this kind of stressful and deadly programme. The federal government has a lot of role to play in building up a brighter future for us in order to maintain the peace and stability of the state.

Secondly, a lot of task also lies on the school authority to orientate and enlighten their students on the expected things they are going to face or encounter pleasantly or in the other hand when they get to their various placements of works before the commencement of the programme.

Thirdly, there should be rigorous inspection and supervision as some students count and envisage this programme as a mere task and they should as well enhance their strength and bestow and hefty mark on it.

Lastly, students need money for their upbringing and sponsorship, so I will urge the federal government to make the allowance more attractive to boost the students' morale.