



**A REPORT ON:**

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

**TRAINING PROGRAMME HELD AT:**

SAHEED OLAYEMI FABRICS

12 SUNMOLA LANE OFF CENTRAL MOSQUES, LAGOS ISLAND

**CARRIED OUT AND COMPILED BY:**

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**DURATION:**

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## **DEDICATION**

I dedicate this report first and foremost to the Almighty Allah, my creator who has given me the strength to go through the period of this training. All glory and honor to him who lives forever and ever. Amen.

## **ACKNOWLEDGMENT**

I would like to genuinely appreciate my parents for their high persistence, non-stop love, moral and financial support towards me. I would also like to appreciate my siblings and also to my supervisor.

Thanks to Almighty Allah for making this possible, I am very grateful.

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## **CHAPTER ONE**

### **1.0 INTRODUCTION**

The student industrial work experience scheme (SIWES) is a skilled training program of various tertiary institutions for all Nigerians because it is an essential part of the course structure in these polytechnics. It is aimed at helping students acquired knowledge and necessary practical experience to compliment their course of study in the institution and prepare them professionally to perform effectively in real work situation or in their cream of study.

### **1.1 BACKGROUND**

The Student Industrial Work Experience Scheme (SIWES) was initiated by the Industrial Training Fund (ITF) in 1973. It is the students, institution of study and the industries. It is funded by the Federal Government of Nigeria (FGN) and jointly coordinated by the ITF and Nigeria University Commission (NUC). It is an industrial training given to students in Nigeria Tertiary Institutions in order to introduce a student to practical knowledge of theories learned in their various institutions thereby setting to bridge the gap between theory and practical knowledge.

Consequently, the SIWES Program is a compulsory graduation requirement for all Nigerian Institutions which is normally undertaking in a period of four unbroken months after OND 1.

## **1.2 OBJECTIVES OF SIWES**

Specifically, an objective of Student Industrial Work Experience Scheme (SIWES) includes:

- To provide an avenue for students on institutions of higher learning to acquire industrial skills and experiences in their course of study.
- To provide students with opportunities to apply their theoretical knowledge in real work experience and actual practice.
- To help develop the intellectual skills of the student as are allowed to provide appropriate solution to problems they encounter.
- To make the transition from school to the world easier and to enhance students contacts for later job placement.
- To prepare students for work situations that they are likely to face graduating.
- To expose students to work methods and techniques in handling equipment's and machineries that might not be available in their institution / polytechnics.
- To enlist and strengthen employer's involvement in the entire educational process of preparing graduates for employment in industry.
- To expose students in industrial strategies and services required for industrial operations.

- To create opportunities for students to interact with spectrum of people in the industrial setup.

## **CHAPTER TWO**

### **2.0 DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT**

Saheed Olayemi Fabrics is an accounting firms those specialists in Auditing, Educational consults and office management.

### **2.1 LOCATION AND BRIEF HISTORY OF ESTABLISHMENT**

Saheed Olayemi Fabrics is located at 12, Sunmola Lane off central mosques Lagos State. The company has been established in the year 2014. It started an education consult office management and later venture into auditing.

### **2.2 OBJECTIVES OF ESTABLISMENT**

- The main objective of the company is to deliver a good, standard and satisfactory outside to its customers and always meet up with the needs, expectations and demand of its “patronizing customers always”

### **2.3 ORGANIZATIONAL STRUCTURE**

- CEO: The owner of Saheed Olayemi Fabrics is Saheed Muhammed Babatunde a chartered accountant.
- MD: This is the second in command to the CEO and he is also in place to give directives when the CEO is not available at the moment.
- Secretary: The secretary is always there to provide all patronizing customers with any details they need about the job they want to be done for them.
- Staff: There are about 30 staffs in the company. They have the various roles and functions base on their various department the various staff are:



- Accountants
- Clerk
- Marketing personnel
- Computer operator
- Receptionist
- Maintenance personnel (Machines)

## **CHAPTER THREE AND FOUR**

### **3.0 ACTUAL WORK DONE AND EXPENRIENCE GAINED**

The first day of my arrival into the company. It was an induction exercise. I was shared different sectors of department.

The first week of resumption It was basically am induction week. We were exposed to different section of the department and various personnel. We were also shown the working environment comprises of various offices, toilets etc. And also the basic rules and regulations of the company.

The second week, I carried out some office duties like typing of document using the Microsoft word and excel/ we carried out cleaning routines of arrangement of files and errands for the manager.

The third week, we were taught some office ethic like attendance to work on time, good communication skills and appearance.

### **3.1 EXPERIENCE GAINED**

I gained a whole lot of experience at Saheed Olayemi Fabrics. I was instructed to remain in the office clerk department. I performed duties like photocopies, scanning of document, recording of files reading data information.

I also maintain and update filling, inventory, mailing and database system. Either manually or using a computer.

I was assigned the duties of an administrative assistant, mu duties are managing and distribution of information, sending and receiving correspondence, taking memos and maintaining files.

I was posted to the Human Resource Department where I assisted in terms of planning and strategies management. I joined the workforce planning; we carried out recruitment, selection, orientation and exit process.

We carried out training for new and old staffs, my involve was in operating of the projector and errands.

I was assigned the duties of a marketing assistant; I was under serious supervision and assisted to carry out duties of distributing financial and statistical information as budget spreads sheets, organizing and hosting presentation and customers visits. I was also in the department of digital marketing; we carried out the duty of co-ordinating all social media channel, media /website optimizations, marketing, reported and analyze results to improve performance using tools such as Google analytic

## **CHAPTER FIVE**

### **5.1 SUMMARY OF ATTACHMENT ACTIVITIES**

In all, I was able to carried out risk management, planning and strategic, management and also recruitment, selection and orientation process.

In conclusion, I worked in the entire department and carried out all my activities perfectly well.

### **5.2 SUGGESTIONS FOR IMPROVEMENT OF THE SCHEME**

With a view to improving the student industrial work experience scheme, I suggest that the stakeholders in charge of the scheme should liaise with some companies in the field of study of the courses offered in school such that students are sent to these companies for this program. This will help to reduce the length of time student spend in looking for placement.

### **5.3 PROBLEMS ENCOUNTERED**

While giving kudos for the pros benefitted during the course of this program, I would also give some knocks as the programmed was without cons. The first issue I had was that I usually closed late. I couldn't close the time I was expected to and there was nothing I could do about it.

The next was that there were no funds in the sense that the money I was getting from transport fare was not even enough compared to what I spend every day and this really affected me because I had to always rely on my parents for money every day.

Also, I was used as if I was a staff, I resumed when other staffs resume and I close even later than them. I did more work I was not even seen as a trainee but a worker so due to fatigue I almost fell off the Staircase.

## **5.4 SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

### **SUMMARY**

In summary, the student industrial work experience scheme program is very worthwhile one for students in the higher institutions. It bridges the gap between the theoretical knowledge impaired in me in school and the practical aspect of it.

The program also gave me an avenue to apply the prior knowledge I got from my lecturers in school in real life setting.

### **CONCLUSION**

The student industrial work experience scheme was an educative and interesting one; it gave avenues for learning in all ramifications for me in the Organisation. The program exposed me to the relevance of self reliability

The four month SIWES program helped in making me achieve great things and has connected me with people of high substance, and lastly, the program is a welcomed idea and I strongly support that it should remain in the

## **RECOMMENDATION**

- Industries should make sure well trained and experienced staffs are employed
- The industries should provide adequate facilities to make the program enjoyable and worthwhile for students.
- More so the industries should employ staffs that are read to prove their worth.