



A TECHNICAL REPORT  
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME  
(SIWES)

**Held at**  
**TUNDE OGUNNUSI & CO. LAW FIRM**

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## **DEDICATION**

I dedicate this technical report to the Almighty Allah, the giver of knowledge, wisdom and who is rich in mercy.

## **ACKNOWLEDGEMENT**

I take this opportunity to express my profound gratitude and deep regards to the creator of heaven and earth, the one who knows the beginning and the end, the alpha and the omega, the Almighty God and also to my guides MR & MRS RAJI, and to all those who has helped me during my SIWES programme. The blessings, help and guidance given by them, time to time has carry me so this far and shall carry on the journey of life on which I am about to embark. I also take this opportunity to express a deep sense of gratitude to compliment my mentor for his cordial support valuable information and guidance which helped me in completing my SIWES through various stages. Lastly my deep regard to the best and most inspiring brother and sister.

A big thanks goes to my friends, May Almighty Allah bless, protect, keep, nourish and guide you through all your life's entire journey. And also my regard to the school board of trustees and the staff a very big thank you to all and sundry.

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## **CHAPTER ONE: INTRODUCTION**

### **1.1 BACKGROUND OF SIWES**

The Student Industrial Work Experience Scheme (SIWES) is a program designed to provide students with practical exposure to their chosen fields of study. It bridges the gap between theoretical knowledge acquired in academic institutions and the practical skills required in the workplace. This report documents my experience during the SIWES program at Tunde Ogunnusi & co. Law Firm, focusing on procurement and supply management.

The Student Industrial Work Experience Scheme (SIWES) is a skill development program designed to prepare students of universities, polytechnics, and colleges of education for the industrial work situation they are likely to encounter after graduation. Established by the Industrial Training Fund (ITF) in 1973, SIWES bridges the gap between theory and practice by providing students with the opportunity to gain hands-on experience in their chosen fields. The program is mandatory for students in engineering, technology, science, and other related disciplines, as it equips them with practical skills and exposure to real-world work environments.

### **1.2 HISTORY OF SIWES**

SIWES was established in 1973 by the Industrial Training Fund (ITF) in collaboration with the Nigerian government and various industries. The program was created to address the lack of practical skills among graduates and to ensure that students are adequately prepared for the demands of the labor market. Over the years, SIWES has become a mandatory part of the curriculum for students in professional disciplines.

The SIWES program was introduced in Nigeria in 1973 by the Industrial Training Fund (ITF) to address the growing concern about the lack of practical skills among graduates. The scheme was created in collaboration with the Nigerian Universities

Commission (NUC), the National Board for Technical Education (NBTE), and the National Commission for Colleges of Education (NCCE). Over the years, SIWES has evolved to become a critical component of tertiary education in Nigeria, ensuring that students are well-prepared for the demands of the labor market.

The Students' Industrial Work Experience Scheme (SIWES) was initiated in 1973 by the Federal Government of Nigeria under the Industrial Training Fund (ITF) to bridge the gap between theory and practice among products of our tertiary Institutions. It was designed to provide practical training that will expose and prepare students of Universities, Polytechnics, and Colleges of Education for work situation they are likely to meet after graduation.

### **1.3 OBJECTIVES OF SIWES**

The primary objectives of SIWES include:

- To expose students to real-world work environments.
- To equip students with practical skills relevant to their fields of study.
- To foster a smooth transition from academic life to professional careers.
- To enhance students' understanding of workplace ethics and responsibilities.

### **1.4 OBJECTIVES OF TUNDE OGUNNUSI & CO. LAW FIRM**

Tunde Ogunnusi & co. Law Firm is a reputable legal practice specializing in corporate law, litigation, and legal advisory services. The objectives of the firm include:

- Providing high-quality legal services to clients.
  - Ensuring efficient procurement and management of office supplies and resources.
  - Maintaining a professional and ethical work environment.
  - Contributing to the development of the legal profession in Nigeria.
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## **CHAPTER TWO: EXPERIENCE AND OBSERVATIONS**

### **2.1 BENEFITS DERIVED FROM THE SIWES PROGRAMME**

During my SIWES attachment, I gained invaluable insights into procurement and supply management in a legal environment. Key benefits include:

- Practical knowledge of procurement processes and inventory management.
- Exposure to the challenges of managing office supplies in a professional environment.
- Improved communication and organizational skills through collaboration with colleagues.
- Understanding the importance of vendor relationships and negotiation in procurement.
- Enhanced problem-solving skills by addressing real-world supply management issues.

### **2.2 PRECAUTIONARY MEASURES IN THE LAW FIRM**

To ensure smooth operations, the law firm implemented the following precautions:

- Regular maintenance of office equipment to prevent breakdowns.
- Implementation of strict inventory control measures to avoid shortages or overstocking.
- Ensuring compliance with health and safety regulations to protect employees and clients.
- Use of secure storage systems for sensitive documents and supplies.
- Adherence to ethical standards in procurement and vendor management.

## **2.3 INTRODUCTION TO LAW FIRM OPERATIONS AND KEY TOOLS**

The law firm is equipped with essential tools and systems to enhance productivity and efficiency. Some of the key tools include:

### **1. Case Management Software**

**Function:** This software is used to manage case files, track deadlines, and organize client information. It helps lawyers and staff stay organized and ensures that no important dates or tasks are missed.

**Examples:** Clio, MyCase, PracticePanther.

**Importance:** Improves efficiency, reduces errors, and enhances client service.

### **2. Document Management Systems (DMS)**

**Function:** A DMS is used to store, organize, and retrieve legal documents securely. It ensures that documents are easily accessible to authorized personnel while maintaining confidentiality.

**Examples:** NetDocuments, iManage, Worldox.

**Importance:** Ensures compliance with data protection laws and streamlines document handling.

### **3. Legal Research Tools**

**Function:** These tools provide access to legal databases, case law, statutes, and legal journals. They help lawyers conduct thorough research for their cases.

**Examples:** Westlaw, LexisNexis, Bloomberg Law.

**Importance:** Saves time and ensures accurate and up-to-date legal research.

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#### 4. Communication Tools

**Function:** These tools facilitate communication within the firm and with clients. They include email systems, video conferencing tools, and instant messaging platforms.

**Examples:** Microsoft Outlook, Zoom, Slack.

**Importance:** Enhances collaboration and ensures timely communication with clients and colleagues.

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#### 5. Time and Billing Software

**Function:** This software tracks billable hours, generates invoices, and manages client accounts. It ensures accurate billing and financial management.

**Examples:** TimeSolv, Bill4Time, Tabs3.

**Importance:** Improves financial transparency and ensures timely payment from clients.

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#### 6. Office Equipment

**Printers and Scanners:** Used for printing legal documents, scanning evidence, and creating copies of important files.

**Computers and Laptops:** Essential for drafting documents, conducting research, and managing cases.

**Photocopiers:** Used for duplicating legal documents and evidence.

**Shredders:** Ensure secure disposal of sensitive documents.



## 7. Courtroom Technology

**Function:** These tools are used during court proceedings to present evidence and arguments effectively.

**Examples:**

**Document Cameras:** Display physical evidence in court.

**Presentation Software:** Used to create and display visual aids (e.g., PowerPoint).

**Audio-Visual Equipment:** For playing video or audio evidence.

**Importance:** Enhances the presentation of cases and improves the chances of success in court.



## 8. Secure Storage Systems

**Function:** These systems are used to store sensitive documents, evidence, and client files securely.

**Examples:**

**Filing Cabinets:** For physical storage of documents.

**Cloud Storage:** For digital storage of files (e.g., Google Drive, Dropbox).

**Safes:** For storing highly confidential items.

**Importance:** Ensures compliance with data protection laws and safeguards client information.

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## **9. Legal Calendaring Software**

**Function:** This software is used to track court dates, deadlines, and appointments. It helps lawyers manage their schedules effectively.

**Examples:** LawToolBox, Clio Manage.

**Importance:** Prevents missed deadlines and ensures timely filing of legal documents.

## **10. Client Relationship Management (CRM) Software**

**Function:** CRM software is used to manage client interactions, track case progress, and maintain client records.

**Examples:** Salesforce, Zoho CRM.

**Importance:** Enhances client satisfaction and improves relationship management.

## **11. Dictation and Transcription Tools**

**Function:** These tools allow lawyers to dictate notes, which are then transcribed into written documents.

**Examples:** Dragon NaturallySpeaking, Otter.ai.

**Importance:** Saves time and improves the accuracy of legal documentation.

## **12. Video Conferencing Tools**

**Function:** These tools enable virtual meetings with clients, colleagues, and court officials.

**Examples:** Zoom, Microsoft Teams, Google Meet.

**Importance:** Facilitates remote collaboration and reduces the need for physical meetings.

## **13. Legal Practice Management Software**

**Function:** This software integrates various functions such as case management, billing, and client communication into a single platform.

**Examples:** Clio, MyCase, PracticePanther.

**Importance:** Streamlines operations and improves overall efficiency.

#### **14. E-Discovery Tools**

**Function:** These tools are used to identify, collect, and analyze electronic data for legal cases.

**Examples:** Relativity, Everlaw.

**Importance:** Simplifies the process of handling large volumes of digital evidence.

#### **15. Library and Legal Resources**

**Function:** A law firm's library contains legal textbooks, journals, and reference materials for research and case preparation.

**Examples:** Black's Law Dictionary, legal encyclopedias, case law reporters.

**Importance:** Provides access to authoritative legal information.

#### **16. Security Systems**

**Function:** These systems protect the firm's premises, data, and personnel.

**Examples:**

**CCTV Cameras:** Monitor the office premises.

**Access Control Systems:** Restrict entry to authorized personnel.

**Cybersecurity Software:** Protects against data breaches and cyberattacks.

**Importance:** Ensures the safety and security of the firm's assets and information.

#### **17. Legal Forms and Templates**

**Function:** Pre-designed legal documents that can be customized for specific cases.

**Examples:** Contracts, wills, affidavits.

**Importance:** Saves time and ensures consistency in document preparation.

#### **18. Mobile Devices**

**Function:** Smartphones and tablets allow lawyers to work remotely and stay connected with clients and colleagues.

**Examples:** iPhones, iPads, Android devices.

**Importance:** Enhances flexibility and productivity.

## **19. Accounting Software**

**Function:** Manages the firm's financial records, including expenses, payroll, and taxes.

**Examples:** QuickBooks, Xero.

**Importance:** Ensures accurate financial management and compliance with tax regulations.

## **20. Legal Analytics Tools**

**Function:** These tools analyze legal data to provide insights into case outcomes, judge behavior, and legal trends.

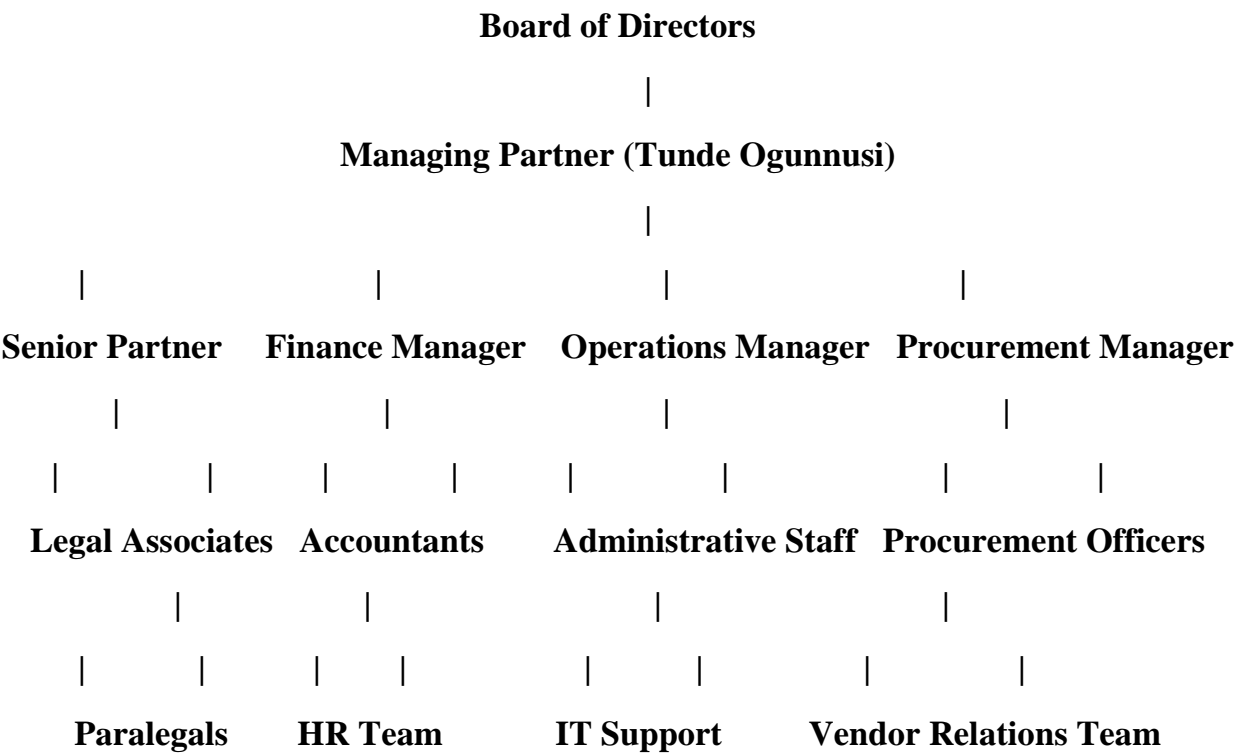
**Examples:** Lex Machina, Premonition.

**Importance:** Helps lawyers make data-driven decisions and improve case strategies.

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**2.4 ORGANIZATIONAL CHART OF TUNDE OGUNNUSI & CO. LAW FIRM**



## **Explanation of the Organizational Chart**

1. **Board of Directors:** Oversees the strategic direction and governance of the firm.
2. **Managing Partner (Tunde Ogunnusi):** The head of the firm, responsible for overall management and decision-making.
3. **Senior Partner:** Handles high-level legal cases and provides guidance to legal associates.
4. **Finance Manager:** Manages the firm's financial operations, including budgeting, accounting, and financial reporting.
5. **Operations Manager:** Oversees daily administrative and operational activities.
6. **Procurement Manager:** Responsible for sourcing and managing office supplies, legal resources, and vendor relationships.
7. **Legal Associates:** Junior lawyers who handle legal cases under the supervision of senior partners.
8. **Accountants:** Manage the firm's financial records, payroll, and tax compliance.
9. **Administrative Staff:** Handle office administration, client communication, and scheduling.
10. **Procurement Officers:** Responsible for purchasing office supplies and managing supplier relationships.
11. **Paralegals:** Assist lawyers with legal research, document preparation, and case management.
12. **HR Team:** Manages recruitment, employee relations, and staff development.
13. **IT Support:** Provides technical support and maintains the firm's IT infrastructure.
14. **Vendor Relations Team:** Maintains relationships with suppliers and ensures timely delivery of goods and services.

## **CHAPTER THREE: PROCUREMENT AND SUPPLY MANAGEMENT IN TUNDE OGUNNUSI & CO. LAW FIRM**

### **3.1 OVERVIEW OF PROCUREMENT PROCESSES**

Procurement in the law firm involves sourcing office supplies, legal resources, and other necessary materials. The process includes:

- Identifying suppliers and negotiating contracts.
- Placing orders and ensuring timely delivery.
- Inspecting goods for quality and compliance with specifications.
- Managing vendor relationships to ensure long-term partnerships.

### **3.2 SUPPLY CHAIN MANAGEMENT IN THE LAW FIRM**

The supply chain management process ensures that office supplies and resources are delivered efficiently. Key activities include:

- Inventory management to maintain optimal stock levels.
- Logistics and distribution to ensure timely delivery of goods.
- Monitoring and analyzing supply chain performance to identify areas for improvement.

### **3.3 CHALLENGES IN PROCUREMENT AND SUPPLY MANAGEMENT**

Some of the challenges observed during my SIWES program include:

- Delays in delivery from suppliers.
- Fluctuations in prices of office supplies.
- Difficulty in maintaining consistent quality across suppliers.
- High competition among vendors.



### **3.4 Solutions and Recommendations**

To address these challenges, the following solutions are recommended:

- Establishing long-term partnerships with reliable suppliers.
- Implementing advanced inventory management systems to track stock levels in real-time.
- Diversifying the supplier base to reduce dependency on a single source.
- Conducting regular training for staff on procurement and supply chain best practices.

## **CHAPTER FOUR: LESSONS LEARNED AND PERSONAL REFLECTIONS**

### **4.1 KEY LESSONS LEARNED**

- The importance of effective communication in procurement and supply chain management.
- The role of technology in streamlining inventory and supply chain processes.
- The need for adaptability in addressing supply chain challenges.
- The value of teamwork and collaboration in achieving organizational goals.

### **4.2 PERSONAL REFLECTIONS**

My SIWES experience has been both challenging and rewarding. I learned the importance of attention to detail in procurement and the critical role of supply chain management in ensuring operational efficiency. This experience has deepened my understanding of the legal industry and prepared me for future career challenges.

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## **CHAPTER FIVE: CONCLUSION AND RECOMMENDATIONS**

### **5.1 SUMMARY OF EXPERIENCE**

My SIWES attachment at Tunde Ogunnusi & co. Law Firm provided me with a comprehensive understanding of procurement and supply management in a professional environment. I gained practical skills in inventory management, vendor negotiation, and supply chain optimization, which will be invaluable in my future career.

### **5.2 CONCLUSION**

The SIWES program has been a transformative experience, equipping me with the knowledge and skills required to excel in the field of procurement and supply management. The exposure to real-world challenges and solutions has prepared me for the demands of the professional world.

### **5.3 RECOMMENDATIONS**

To enhance the effectiveness of the SIWES program, the following recommendations are proposed:

- Increase the duration of the program to allow for deeper immersion in the work environment.
- Provide students with more opportunities to participate in decision-making processes.
- Encourage organizations to assign mentors to guide students throughout the program.
- Incorporate regular feedback sessions to assess students' progress and address challenges.

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