



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE
SCHEME [S.I.W.E.S]**

**HELD AT
KOSOFE LOCAL GOVERNMENT
BY**

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ND/23/PAD/PT/0092

**DEPARTMENT OF PUBLIC ADMINISTRATION
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES
KWARA STATE POLYTECHNIC, ILORIN**

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**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF ORDINARY NATIONAL DIPLOMA (OND) IN PUBLIC
ADMINISTRATION, KWARA STATE POLYTECHNIC**

CERTIFICATION

This is to certify that **AFOLABI ADEKUNLE JAMIU** with matriculation number **ND/23/PAD/PT/0092** undergoes his industrial training **SIWES** at KOSOFE LOCAL GOVERNMENT IKOSI-ISHERI LOCAL COUNCIL DEVELOPMENT AREA In partial fulfillment of the award of National Diploma (**ND**) in Public administration, Kwara State Polytechnic, Ilorin, undersigned by the following people:

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MR NURUDEEN ABUBAKAR GOBIR

Department SIWES Supervisor

.....

Date

.....

MR ADAM ISAK SERIKI

Head Of Department

.....

Date

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DEDICATION

This SIWES report is dedicated to GOD Almighty, Mr. & Mrs. **AFOLABI** for their spiritual and financial support during my SIWES program.

ACKNOWLEDGEMENT

With overwhelming joy in my heart, I wish to thank the almighty God the fountain of all knowledge, my strength and my source, the great provider for his unconditional love and favor towards my life and throughout this academic pilgrimage. My immeasurable appreciation goes to my parents **Mr. and Mrs. AFOLABI** for their parental care and the support they have given me since the day I have been given birth to and for the effort they have put in ensuring that I become someone great in life.

My sincere appreciation also goes to the entire staff and management of **KOSOFE LOCAL GOVERNMENT**

My acknowledgement is incomplete without acknowledging my H.O.D; **MR. ADAM ISAK SERIKI** for his firmness and tireless effort in making Public Administration the best. To all my lecturers, thank you for the grooming and shaping. God bless you all.

Finally, only God is above all sort of mistakes. All errors in this work are strictly and exclusively mine.

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CHAPTER ONE

INTRODUCTION

1.1 BACKGROUND

SIWES was established by ITF in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduates of tertiary institutions.

The Scheme exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institutions.

Participation in Industrial Training is a well-known educational strategy. Classroom studies are integrated with learning through hands-on work experiences in a field related to the student's academic major and career goals. Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions.

One of the primary goals of the SIWES is to help students integrate leadership development into the experiential learning process. Students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders.

By integrating leadership development activities into the Industrial Training experience, we hope to encourage students to actively engage in non-profit management as a professional career objective. However, the effectiveness of the SIWES experience will have varying outcomes based upon the individual student, the work assignment, and the supervisor/mentor requirements. It is vital that each internship position description includes specific, written learning objectives to ensure leadership skill development is incorporated.

Participation in SIWES has become a necessary pre-condition for the award of Diploma and Degree certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government.

It is vital that each internship position description includes specific, written learning objectives to ensure leadership skill development is incorporated.

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Operators - The ITF, the coordinating agencies (NUC, NCCE, NBTE), employers of labor and the institutions.

Funding - The Federal Government of Nigeria

Beneficiaries - Undergraduate students of the following: Agriculture, Engineering, Technology, Environmental, Science, Education, Medical Science and Pure and Applied Sciences.

Duration - Four months for Polytechnics and Colleges of Education, and Six months for the Universities.

1.2 OBJECTIVES

The following are some of the objectives of SIWES:

- i. SIWES will provide students the opportunity to test their interest in a particular career before permanent commitments are made.
- ii. SIWES students will develop skills in the application of theory to practical work situations.
- iii. SIWES will provide students the opportunity to test their aptitude for a particular career before permanent commitments are made.
- iv. SIWES students will develop skills and techniques directly applicable to their careers.
- v. SIWES will aid students in adjusting from college to full-time employment.
- vi. SIWES will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
- vii. SIWES will increase a student's sense of responsibility.
- viii. SIWES students will be prepared to enter into full-time employment in their area of specialization upon graduation.
- ix. SIWES students will acquire good work habits.

x. SIWES students will develop employment records/references that will enhance employment opportunities.

xi. SIWES will provide students the opportunity to understand informal organizational interrelationships.

xii. SIWES will reduce student dropouts.

Foster commitment and collaboration with both internal and external constituents.

The 4 months Students Industrial Work Experience Scheme (SIWES) which is a requirement for the completion of my course of study, Public Administration, The Organizations function is to provide training services for Public admin students and enable them to learn on the field practitioner.

CHAPTER TWO

DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

2.1 LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

The name of the organization is Kosofe Local Governments Ikosi-Isheri Local Council Development Area. It was founded by group of Public administrator whose aim is to develop, train and recreate the world of technology with the motto, together, we recreate the world.

The company started its operation in November, 2019.

Presently the organization has grown wide to the extent that it has several departments.

In fact this institution has grown to the extent of having a staff of 15 or more and people that are been paid by this institution.

2.2 OBJECTIVES OF THE ESTABLISHMENT

- i. To provide world class training services for Public admin students and IT enthusiast
- ii. To provide a co-working space for experts to work and network
- iii. To provide a community of like-minded technological experts
- v. To create a platform where students of tertiary institutions can put classroom knowledge into real life practice

2.3 ORGANIZATIONAL STRUCTURE

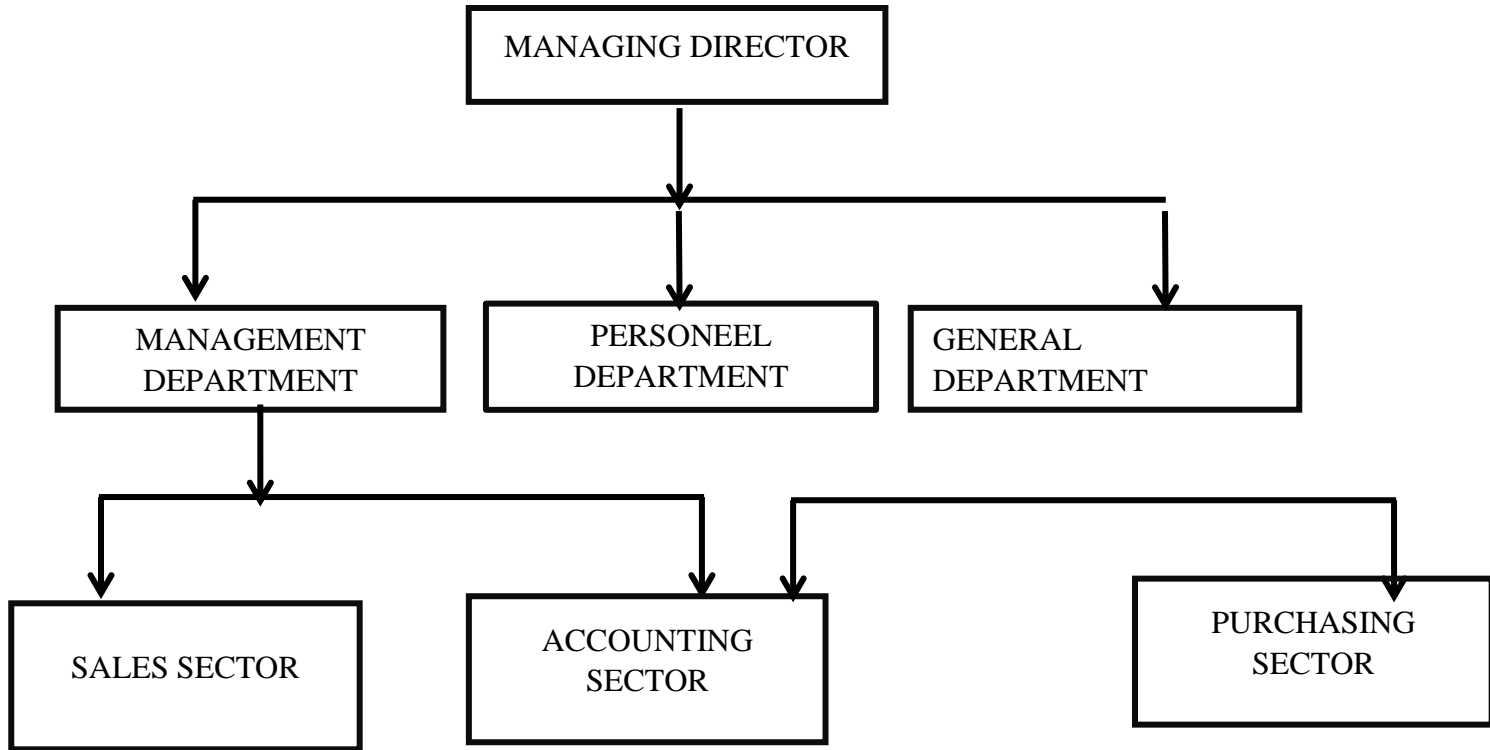


Figure 1. Organisational structure of the company

2.4 THE DEPARTMENTS IN THE ESTABLISHMENT AND THEIR FUNCTIONS

There are three major departments in KOSOFE LOCAL GOVERNMENTS

Administrative Department

Human Resources Department

IT Department

- Administrative department: the main role of the administrator is to ensure the efficient performance of all departments in the organization. They provide motivation to the work force and make them realize the goals of the organization.
- Human resources department: this department is responsible for handling different functions within the organization. The department is responsible for hiring and firing employees, training workers, maintaining interoffice relationships and interpreting employments laws. The department works diligently behind the scenes to ensure that the organization runs efficiently.
- Information Technology Department: this is the department responsible for the architecture, hardware, software and networking of the computers in the company. Some of the activities of this department are programming, web development, technical support and administration.

CHAPTER THREE

INDUSTRIAL EXPERIENCE

3.1 DEPATCHED LETTER

I was trained and exposed on how to use make use of dispatched letter , especially on how to forward to ministry etc. This is by a structured process that ensures proper documentation, timely delivery, and acknowledgment of receipt. This process is essential in professional and official communication to maintain efficiency and accountability. These are the key steps involved in achieving a dispatched letter: Drafting the letter, Reviewing and Approval, Registration and Documentation.

3.1.1 LEAVE

Leave, in the context of employment and human resources, refers to the authorized absence of an employee from their work duties, typically for a specified period, with or without pay. Leave policies are essential for both employees and employers as they provide a structured framework for managing time away from work due to various personal or professional reasons. These policies are usually part of an organization's benefits and employee welfare program, and they vary by country, organization, and type of leave.

Leave can be categorized into several types, depending on its purpose and the nature of the absence. Common types of leave include annual leave (or vacation leave), sick leave, maternity or paternity leave, bereavement leave, and unpaid leave, among others. Each of these leaves serves a specific purpose. For example, annual leave is generally granted to employees to allow them to take time off for personal rest and relaxation, while sick leave is designed to cover an employee's absence due to illness or injury. Maternity or paternity leave offers time off for employees who are becoming parents, typically for childbirth or adoption. Leave policies help organizations manage workforce attendance, balance productivity, and ensure employee well-being. For employees, having access to various leave types ensures that they can manage their personal and family responsibilities while still maintaining job security. Employers benefit from having clear guidelines for when and how employees can take leave, helping to plan for staffing and maintain operational efficiency.

The nature of leave policies also contributes to an organization's corporate culture and employee satisfaction. Proper leave management encourages a positive work-life balance, which can increase employee retention, job satisfaction, and overall productivity.

3.1.2 QUERY

Query is a formal request for information, clarification, or an explanation regarding a particular issue or concern. It is commonly used in professional, academic, and administrative settings to seek answers, resolve uncertainties, or address misunderstandings. Queries serve as an essential tool for communication, ensuring that individuals or organizations can request and receive accurate information in a structured and organized manner. In workplaces, queries are often used by employers to seek explanations from employees regarding misconduct, policy violations, or job performance concerns. Similarly, employees may issue queries to their supervisors or management to seek clarification on work-related matters, policies, or organizational changes. In an academic setting, students or researchers submit queries to professors, institutions, or libraries to request information or gain a deeper understanding of a subject.

PURPOSE OF A QUERY

Queries are essential in various fields as they help to:

- i. Seek clarification on unclear issues
- ii. Request additional information on a subject
- iii. Address concerns related to workplace performance
- iv. Ensure transparency and accountability in communication
- v. Facilitate proper record-keeping in organizations.

Types of Queries

Queries can be classified into different types depending on their context and purpose:

- i. **Workplace Queries** – These queries are issued in a corporate or organizational setting, often concerning employee performance, attendance, policy violations, or misconduct. A formal query letter is sent to an employee requesting an explanation for certain actions.

- ii. **Academic Queries** – In an educational setting, students may issue queries to instructors or institutions seeking clarification on coursework, research topics, or academic policies.
- iii. **Customer Service Queries** – Businesses and organizations often receive queries from customers or clients seeking information about products, services, complaints, or technical support.

3.1.3 PUBLIC SERVICES

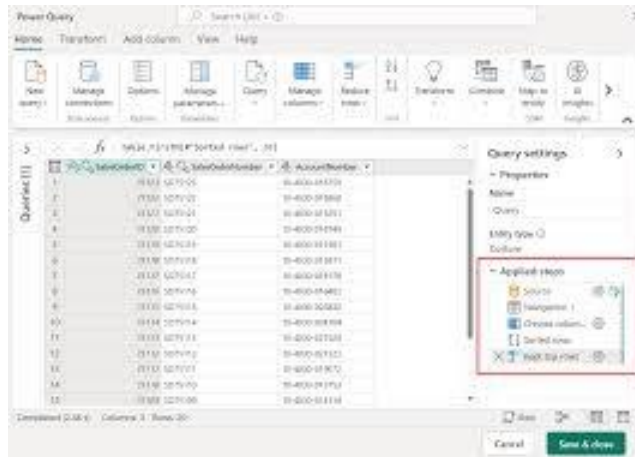
- i. **Public services** refer to essential services provided by the government or authorized organizations to meet the needs of citizens and promote the well-being of society. These services are primarily funded through public taxation and are designed to ensure economic stability, social welfare, and overall development. Public services play a crucial role in enhancing the quality of life by providing access to essential resources, infrastructure, and social amenities.

Importance of Public Services

Public services are fundamental to the smooth functioning of a nation and contribute to:

- **Economic Development** – Providing infrastructure, education, and healthcare to support a productive workforce.
- **Social Welfare** – Ensuring the well-being and security of citizens through welfare programs and social services.
- **Equity and Accessibility** – Making essential services available to all, regardless of social or economic status.

3.2 SOME PROJECT DONE AT THE FIRM



CHAPTER FOUR

CHALLENGES AND PROBLEM ENCOUNTERED

It is not uncommon to hear students on their Student Industrial Work Experience Scheme (SIWES) or internship lament over their unpleasant experiences, especially the challenges encountered in the process of finding a firm to accommodate and support them.

While it is expected of students to go out and acquire practical knowledge of their chosen fields, it seems also right for firms to make provisions to support their efforts.

Though internship is peculiar to polytechnics, but most universities have followed suit depending on the course of study of the students. The major objective of internship is to help students apply theoretical knowledge and school-based skills to practice before they enter the world of work.

The program came into existence following decree No. 47 of October 08, 1971 as amended in 1990. This decree gave birth to the founding of the Industrial Training Fund (ITF) in 1973/1974, which in turn established the Students Industrial Work Experience Scheme (SIWES) to bridge the gap between school-based knowledge and work-place skills. Though industrial training provides students with work experience that prepares them for the work place, but the major advantage is that it helps students discover their areas of career interests which they are most likely to acquire.

But despite this advantage, internship isn't without its hiccups, as students face the challenges of getting firms that would not just absorb them in their core areas of competence, but pay them monthly allowances. Vanguard Learning investigation reveals that organizations such as banks request for IT students because of cheap labour, others do not wish to accommodate students who beg for placements, while some organizations will ask the students to pay for the knowledge that will be acquired. Some of the challenges faced are listed below:

- Trekking each day to a KOSOFE LOCAL GOVERNMENT
- Lack of free access to internet for SIWES students at training place.
- Some of the projects I executed took me few days to debug at early stage of working.

CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.0 CONCLUSION

In conclusion, this report has dealt with all I was taught both practical and theory during the SIWES program. The SIWES program is of great advantage which every student that participated will forever remember.

5.1 PERSONAL IMPRESSION ABOUT THE ORGANISATION

The Public Administration Department of Kosofe Local Governments is a place to be and thank God that I went there for the industrial training. They have God fearing staffs and student have unlimited and unrestricted access to all their resources this makes it easier for students to learn fast.

5.2 SUGGESTIONS AND RECOMMENDATIONS

I will suggest that the ITF should keep the SIWES program going so that students in the higher institution can gain more practical experience which will prepare them ahead of the labour market demands.

I recommend the Public admin department of Kosofe Local Governments Ikosi-Isheri Local Council Development Area for any Public Administration student interested in Siwes Training, it is a place where one can never be the same after being trained and also for any Public department the student might fall into.

