

**A REPORT ON
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME
(SIWES)**

**BY
ABDULRAUF MUHEEBLAH BABATUNDE
ND/23/OTM/FT/0065**

**UNDERTAKEN AT
OGO OLUWA TECHNOLOGY
JAGUN OSUNLEPO, AKEDE ROAD, OSHOGBO, OSUN STATE**

**SUBMITTED TO
THE OFFICE AND TECHNOLOGY MANAGEMENT, INSTITUTE OF
INFORMATION AND COMMUNICATION TECHNOLOGY,
KWARA STATE POLYTECHNIC, ILORIN.**

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF NATIONAL DIPLOMA (ND) IN OFFICE
TECHNOLOGY MANAGEMENT.**

AUGUST, 2024

DEDICATION

I dedicate this Students Industrial Work Experience Scheme (SIWES) report to God almighty for his grace and mercy towards the completion of the SIWES programme.

ACKNOWLEDGEMENT

My acknowledgement goes to God almighty, my parents, Kwara State Polytechnic, Ilorin, and to my friends.

God bless you all.

TABLE OF CONTENT

Title Page	i
Dedication	ii
Acknowledgement	iii
Table of Contents	iv
CHAPTER ONE: Introduction	1
1.1 Background to the Study	1
1.2 Objectives of SIWES	3
CHAPTER TWO: Description of Establishment of Attachment	
2.1 Location and Brief History of Establishment	5
2.2 Functions of the Establishment	6
2.3 Objectives and Core of Establishment	6
CHAPTER THREE AND FOUR: Actual Work Done with Experience Gained	
Actual Work Done with Experience Gained	8
CHAPTER FIVE: Summary and Conclusion	
5.1 Conclusion	9
5.2 Problems Encountered	10
5.3 Suggestions for Improvement of the Scheme	10

CHAPTER ONE

INTRODUCTION

The Students' Industrial Work Experience Scheme (SIWES) is a scheme established by the Industrial Training Fund (ITF) in 1973 to help students of tertiary institution in Nigeria acquire technical skills and practical exposure in an industrial environment based on various course of study.

Prior to the Establishment of SIWES, science and technology education in Nigeria was marred with the problem of lack of adequate practical and industrial skills and working experience that will prepare students of tertiary institution in Nigeria for employment opportunities in industries. It was in this view that the scheme was established and students in tertiary institution of Nigeria studying sciences and technology related courses were mandated to participate in the program to enable them have technical knowledge and working experience before graduating from their prospective institution and makes it a smooth transition from the lecture room to the world of work.

1.1 BACKGROUND TO THE STUDY

SIWES was established by industrial training fund to solve the problem of lack of adequate practical skills in preparation for employment in industries by Nigerian graduates of tertiary institutions.

The Students' Industrial Work Experience Scheme (SIWES) was designed, established and implemented by the Industrial Training Fund (ITF) in 1974 to ensure acquisition of field practical knowledge and skills by students before graduation,

mainly coordinated by the National University Commission (NUC). The NUC recognizing the importance of job specifications in the scheme did set the necessary machinery in motion soon after the resolution was taken in 1998. However, from 1989-1993, the drawing up of the minimum academic standards documents (a major statutory of commission) owe resultant accreditation exercise and the movement of the commission secretariat to Abuja did not leave sufficient time to actualize this goal.

It was not until January 1996 at a 3 days national workshop in Jos that specification was drawn for the entire program that had industrial attachment component in the minimum academic standard documents. Participants were drawn from senior academic from universities across the country, SIWES coordinators and officers in all nine panels, each headed by a senior academic officer were constituted for the entire forty-six program. Prior to drawing job specification, however, a one-day meeting was held at which a five-day meeting was presented and the procedure content and format for presentation of the specification documents were decided.

SIWES commenced in 1974 in the aim of making education more relevant to bridge the gap between the theory and the practice of agriculture, engineering, technology and science related discipline in tertiary institutions in Nigeria.

For students in polytechnics and mono-technics and college of education, the duration of SIWES is for 4 months while university undergraduates go for a 6 months duration. Each institution is expected to have a SIWES coordinator who is in charge of all activities that pertains to students industrial training in the institution.

The production of SIWES job specification is without doubt a milestone in the development of academic activities in the national university system. The benefit derivable by the employer, universities and the students alike are immense and will go a long way to move the country forward technologically.

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

Funding: The Federal Government of Nigeria.

Beneficiaries: Undergraduate students of the following; Agriculture, Engineering, Technology, Environmental, Sciences, Education, Medical sciences and Pure and applied sciences.

1.2 OBJECTIVES OF SIWES

1. It provides students the opportunity to test their interest in a particular career before permanent commitments are made.
2. It provides an avenue for students in tertiary institutions to acquire industrial skills and work experience in their course of study.
3. Makes the transition from school to the world of work easier and enhances students contacts for later job placement.
4. It helps students to develop skills and techniques directly applicable to their careers.
5. It provides students the opportunity to understand informal organizational interrelationships.

6. It helps students develop skills in the application of theory to practical work situations.
7. It increases a student's sense of responsibilities
8. It prepares students to enter into full time employment in their area of specialization upon graduation.
9. It provides students the opportunity to develop attitudes conducive to effective interpersonal relationships.

CHAPTER TWO

DESCRIPTION OF ESTABLISHMENT OF ATTACHMENT

2.1 LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

Ogo Oluwa Technology's primary functions include managing and maintaining an organization's technology infrastructure, ensuring data security, facilitating communication systems, providing technical support to users, managing software applications, implementing new technologies, and overseeing data governance, all aimed at supporting the business's operations and achieving its goals. Communication and collaboration systems are the pillars of an organization's success, and it is the task of IT teams to establish and maintain these systems. These tasks can include anything from setting up email clients to deploying video conferencing solutions or creating completely new internal communication tools. All businesses should strive to improve, grow, and enhance their critical business functions. IT departments rely on their expertise to analyze and identify areas for improvement in organizations' IT-related processes. By seizing opportunities to streamline workflows and leverage technology to the fullest, IT teams drive cost savings, enhance productivity, and contribute to the success and growth of the organization.

2.2 OBJECTIVES AND CORE VALUES OF THE ESTABLISHMENT

The objectives and core values of the National Moonlight is as follows:

- Impartiality means reporting, editing, and delivering the good IT report, honestly, fairly, objectively and without personal opinion or bias.
- Credibility is the greatest asset of any news medium, and impartiality is the greatest source of credibility.
- To provide the most complete report, a news organization must not just cover the news, but uncover it. It must follow the story wherever it leads, regardless of any preconceived ideas on what might be most newsworthy.

2.3 FUNCTIONS OF THE ESTABLISHMENT

The following are functions of the establishment:

1. Support & Technical Assistance

This is what practically anyone, regardless of technical knowledge, can tell you when asked “What does IT do?” Providing technical assistance remains a fundamental role of IT teams, encompassing a wide range of services. The IT staff are the real behind-the-scenes heroes that offer guidance, resolve technical glitches and plan out larger-scale tech transformations.

2. Data Management

Data management is another major aspect of IT roles and responsibilities, as it enables deriving actionable insights and making strategic decisions. IT teams are entrusted with organizing and safeguarding vast amounts of data, inventing storage

solutions, and maintaining data integrity and security. Among these massive responsibilities is enabling seamless access to data for employees while safeguarding it against unauthorized access on the other side.

3. Infrastructure Management

At the core of every organization's technological ecosystem lies its infrastructure, and crafting and maintaining this infrastructure is another example of IT tasks. IT professionals select and implement hardware and software components for optimizing network systems, laying the groundwork for seamless operations. IT department duties include assessing the needs of the organization, recommending technological enhancements, and working with management to devise budget plans that cover strategic objectives.

4. Communication and Collaboration

Communication and collaboration systems are the pillars of an organization's success, and it is the task of IT teams to establish and maintain these systems. These tasks can include anything from setting up email clients to deploying video conferencing solutions or creating completely new internal communication tools

CHAPTER THREE AND FOUR

ACTUAL WORKDONE WITH EXPERIENCE GAINED

During my Students Industrial Working Experience Scheme (SIWES) at Grace of God Enterprise, i was able to learn and gain a lot of industrial and organizational experience as goes:

I was able to learn how to type using Microsoft word. I learnt how to insert table in Microsoft word and how to use the table to formalize list. I was taught on how to use printer to print document typed on the system.

I also learn how to type minutes of a meeting. Working at the enterprise has taught me how to address and interact with staffs at the office. I also increased in my typing speed which I am very proud of.

CHAPTER FIVE

SUMMARY AND CONCLUSION

5.1 CONCLUSION

The period has contributed immensely to my academic experience. Students Industrial Working Experience Scheme (SIWES) is an important program for all students. It helps in tackling the issue of unemployment amongst youth as it teaches us way to be independent. The exercise made me understood part of what is expected as a journalist in the practice. It helped groom my relationship skills especially in areas where team work are required and communicating with the staffs and students alike. It has exposed me to work ethics and routines.

The problems, if not tackled, will make it lose its usefulness and vitality notwithstanding the benefits of it.

Finally, I do hope the program will be improved so as to enhance manpower development and student's skill in their respective field of study.

5.2 PROBLEMS ENCOUNTERED

The success of my training is undisputed, but it was not devoid of rough edges. I experienced some challenges, among these are:

- The issue of expensive transportation: I have to pay an average of 500 naira every day for transport without remuneration.
- The bureaucratic system is rigid and before things are done its takes so much time. This affected the conducive working environment for the members of staff

in that whenever machines are bad and need repairs it takes so much time before it gets attended to. This system made work so tedious and cumbersome.

5.3 SUGGESTIONS FOR IMPROVEMENT OF THE SCHEME

- Visiting of students during the program should be ensured by the ITF
- Students should be paid their allowance on time to ensure motivation
- Selection of placement should not be left to students. Polytechnics should make a means of allocating students to related companies
- Seminars should be organized for establishments to acquaint them with their roles towards students on training
- Government should participate fully in the provision of equipment in the placement centers