A TECHNICAL REPORT

STUDENTS' INDUSTRIAL WORKS EXPERIENCE SCHEME (SIWES)

HELD AT

IWO EAST LOCAL COUNCIL DEVELOPMENT AREA OLOMOWEWE

Iwo, Osun State

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Submitted to:
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DEDICATION

The student industrial work experience scheme is dedicated to **Almighty Allah** for making this opportunity a successful one in life and giving me the opportunity to complete the program.

ACKNOWLEDGEMENT

All praise and adoration is due to Almighty Allah, the uncreated creator of every creature, the first without beginning, the last without an end, He who will continue to exist when existence does no longer exist, for the protection and great privilege he offered me throughout the completion of the program.

My regards also goes to my lovely, wonderful and caring parent **Mr. and Mrs. Adebayo** for their support morally, spiritually and financially throughout the program.

My appreciation also goes to our amiable H.O.D may Almighty Allah reward and bless him (Amen).

Special appreciation goes to my SIWES Co-ordinator for his guidance during my Training. God bless you Sir (Amen).

My sincere appreciation goes to my brothers and sisters, and also to my friends, I wish you success in all your endeavors. (Amen).

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CHAPTER ONE

1.1 INTRODUCTION TO SIWES

Students Industrial Work Experience Scheme (SIWES) is a Skills Training Program designed to prepare and expose Students of Universities, Polytechnics, Colleges of Technology, Colleges of Agriculture and Colleges of Education for the Industrial Work situation they are likely to meet after graduation. The Scheme affords Students the opportunity of familiarizing and exposing themselves handling equipment and machinery that are usually not available in their institutions.

1.2 HISTORY OF SIWES

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.

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

As a result of the increasing number of students' enrolment in higher institutions of learning, the administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and was taken over by the Federal Government and handed to National Universities commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE). In 1984, the Federal Government reverted back to ITF which took over the scheme officially in 1985 with funding provided by the Federal Government.

1.3 OBJECTIVES OF SIWES

The specific objectives of SIWES are to:

- Provide placements in industries for students of higher institutions of learning approved by relevant regulatory authorities (NUC, NBTE, NCCE) to acquire work experience and skills relevant to their course of study
- Prepare students for real work situation they will meet after graduation.
- Expose students to work methods and techniques in the handling of equipment and machinery that may not be available in schools.
- Make transition from school to the labour market smooth and enhance students' conduct for later job placement
- Provide students with the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practice
- Strengthen employer involvement in the entire educational process and prepare students for employment in industry

Promote the desired technological knowhow required for the advancement of the nation.

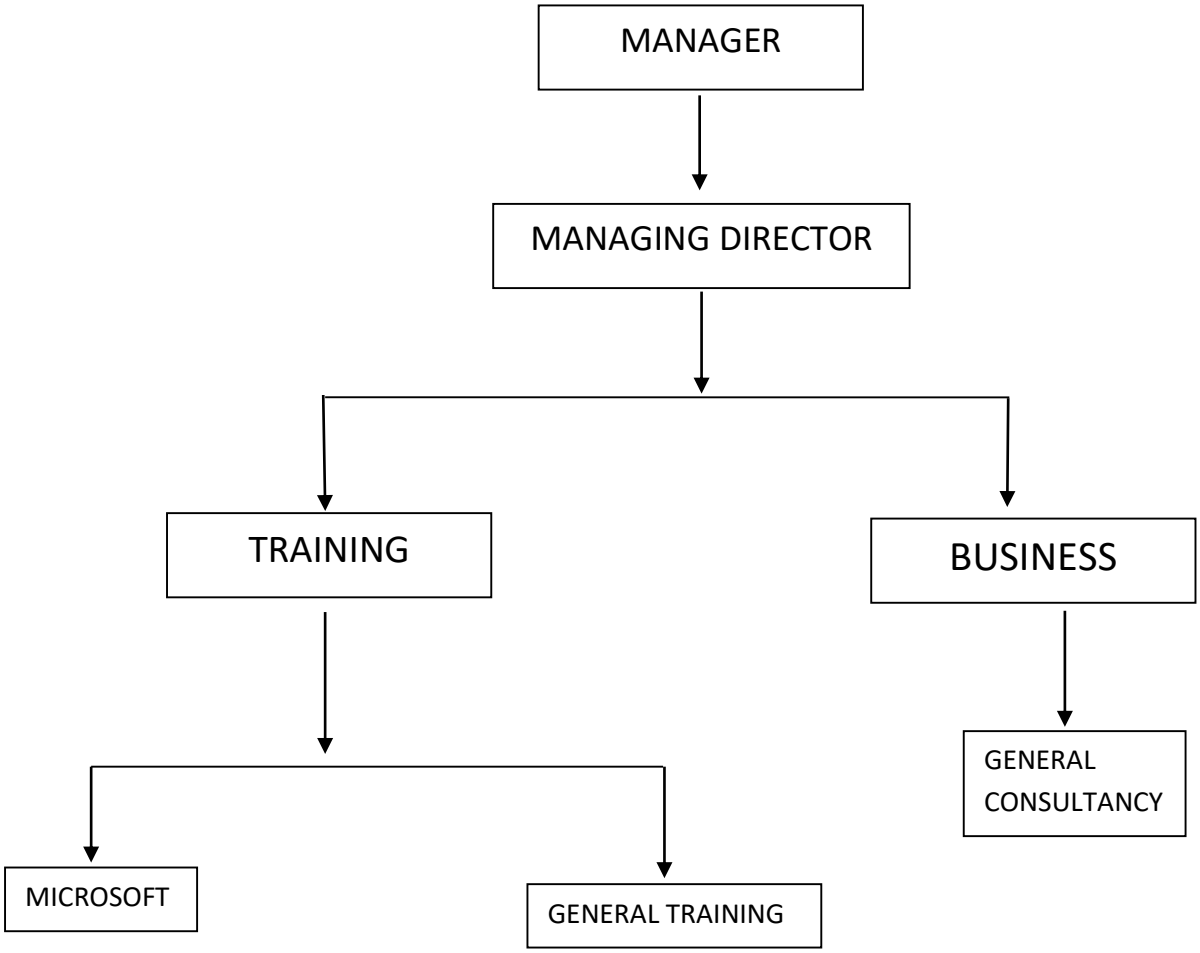
1.4 OBJECTIVES OF ESTABLISHMENT

- To provide optimum and individual care to patients.
- To develop recognition for patients needs for privacy and preservation of dignity.
- To maintain good relationship with patients, relations and the community through health education.
- To carry out diagnosis and intervention.
- To provide training for students.

1.4 HISTORICAL BACKGROUND OF THE ORGANIZATION

The name of the organization is **Iwo east local council development area olomowewe,** situated at Iwo, Osun State.

1.5 ORGANIZATION CHART



1.6 SECTIONAL/UNIT OF THE ORGANIZATION WITH THEIR SPECIFIC FUNCTIONS.

These are the various units of the organization and their specific functions

DIRECTOR: Is the head of the management and he is also in charge of the organization affairs.

BUSINESS DEPARTMENT: This section is in charge of troubleshooting, maintenance of PC.

ENGINEERING DEPARTMENT: They deal with repairing of system.

TRAINING CENTRE: This is where students are being lectured.

CHAPTER TWO

2.1 EXPERIENCED GAINED DURING SIWES.

Below are some of experiences I gained during the Student Industrial Work Experience Scheme (SIWES).

- How to treat files on budget and town planning
- Writing of data from files to vouchers
- How to collate data by using electronic calculation
- Collection of data on staff nominal roll
- Dispatch of payment vouchers
- Methods of writing data from finance office to the ledger account
- Collating of solid local government of origin by using of statistical package for the social students (SPSS)
- How to treat file in approved estimate
- How to record issued certificate to the voucher
- Computation of secondary school data using Microsoft Excel and Spreadsheet
- Raising of payment voucher
- How to link spreadsheet in Microsoft Excel
- How to perform some arithmetic operations using Microsoft Excel
- Identification of some computer hardware e.g. casing, hard disk, motherboard, ram, etc.
- How to format in Microsoft Excel e.g. margin cells, inserting and deleting cell, column and rows etc.
- Stamping of market receipt/updating of record of service for people going retirement
- Recording of morning list/summarize of Assets, e.g. Land, Boreholes, Furniture and Equipment.

2.2 DATA COLLECTION

- Data Collection is the process of data collection, complication analysis.
- Data collection is a subset collection of data information.

QUALITY/ATTRIBUTE OF DATA COLLECTION

This is the process of gathering and measuring information to targeted variables. In an established systematic fashion which then enable one to answer relevant question and to evaluate outcomes.

TECHNIQUES OF DATA COLLECTION

- You must (respect) obey the constituent authorities
- Polite
- Courtesy
- Probbling
- Good listeners
- Do not hurry the interviewer
- Do not lead the respondent
- The appreciative of his/her time his/her co-operation.

PROBLEM OF DATA COLLECTION

- Difficult respondent
- Language Barriers
- Respondent not located
- Lack of record or memory Lapses
- Illiteracy
- Suspicious respondent
- Religions believe
- Traditional believe
- Economic situation
- Lack of co-operation.
- Lack of personal
- Poor funding
- Absence of suitable material
- Design or planning problem
- Administrative bereave rage

OBJECTIVE OF DATA COLLECTION

- Quality data
- Timely data

- Adequate or comprehensive data
- Reliable data

METHOD OF DATA COLLECTION

- Personal Interview
- Questionnaire Administration
- Postal Enquiry
- Telephone Method
- Internet Method
- Observation Method
- Documentary Method
- Experimental Method

2.3 SAMPLING

Definition

Sampling is the process of selection of sample from which population is drawn in a statistical, survey methodology, quality assurance.

Sampling concerned with the selection of subset of individual for which a statistical population to estimate characteristics of the whole population.

Each observation measured one or more property of the observable bodies distinguished as independent object or individual in survey sampling weight can be apply to adjust the sampling.

Result from probability theory and statistical theory are employed to guide the practice in business medical research.

Sampling is widely used in gathering information about a population. A sampling process comprises of several stages of sampling.

Population is the number of people living in a geographical area.

Several Stages of Sampling

- Definition of the population if concern i.e
- Specifying a sampling frame

- A set of items or events
- Possible to measure
- Sampling method for selecting items and events from the frame
- Determine the sample size
- Implementing the sampling plan
- Sampling and data collection
- Data which can be selected

  N = Frame

  n = Sample size

  N/n = S.I (Sampling Interval)

  TRN = (Table Random Number)
- Collection of TRN
- Data of selection
- Random Stent (Ds Rs < S.I).

  Data of selection is a determinant of page and column of random number.

TYPES OF SAMPLING

- Simple Random Sampling
- Cluster Sampling (group)
- Stratified (Homogenous Units)
- Multistage Sampling
- Quota Sampling
- Systematic Sampling
- Probability Proportional to size
- Kish Grid of another method of Sampling

TABLE OF RANDOM NUMBER

N = 90, n = 20

S.I = N/n, = 90/20 = 4.5

R/S = 2.6 (0 < RS < S.I)

Data 10/05/2015

S/N	COMPUTATION	H.H SELECTION	HEAD OF H.H
1	R/S = 2.6	2	Mr Biodun
2	2.6 + 4.5 = 7.1	7	Miss Blessing
3	7.1 + 4.5 = 11.6	11	Miss Angela
4	11.6 + 4.5 = 16.1	16	Mrs. Ifeoma
5	16.1 + 4.5 = 20.6	20	Mr. Kehinde
6	20.6 + 4.5 = 25.1	25	Mr. Fied
7	25.1 + 4.5 = 29.6	29	Mr. Ahmadu
8	29.6 + 4.5 = 34.1	34	Mallam Issa
9	34.1 +4.5 = 38.6	38	Pastor James
10	38.6 + 4.5 = 43.1	43	Alfa Ridwan
11	43.1 + 4.5 = 47.6	47	Alfa Kazeem
12	47.6 + 4.5 = 52.1	52	Mr. Dolapo
13	52.1 + 4.5 = 56.6	56	Sister Rodiat
14	56.6 + 4.5 = 61.1	61	Pa Ayomide
15	61.1 + 4.5 =65.6	65	Sister Afusat
16	65.6 + 4.5 = 70.1	70	Mr. Gidodo
17	70.1 + 4.5 = 74.6	74	Miss Salako
18	74.6 + 4.5 = 79.1	79	Mr. Philip
19	79.1 + 4.5 = 83.6	83	Mr. Tunde

- Sample random sampling is when all elements have equal chances of being selected.
- Oluster Sampling

- Systematic Sampling

  N = Frame

  n = Sample Size

  Table of R/N

  Date of Selection

  Sampling Interval

  Variable taken into Consideration

  Column of TRN

  Random Start

  N = 50

  n = 10

  Sampling Interval = N/n = 5

  Co $\leq$ RS < 5

STAGES OF DATA COLLECTION

A. Aims Objective

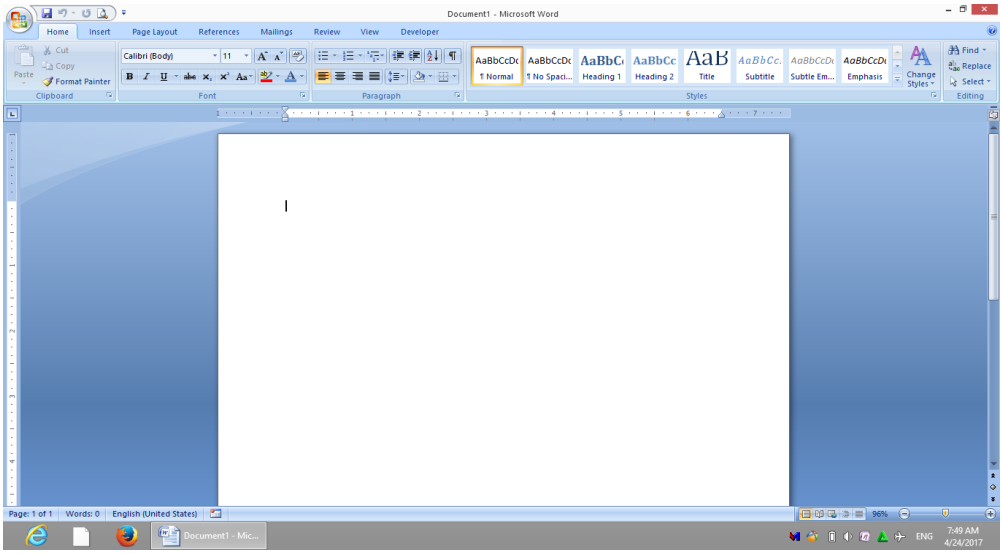
- ❖ Population
- ❖ Sample Frame
- ❖ Sampling Selection
- ❖ Information to be Collected
- ❖ Method of Collecting Data
- ❖ Questionnaire Construction
- ❖ Recruitment of Staff
- ❖ Analysis of Data
- ❖ Writing of Report or Dissemination

2.4 MICROSOFT WORD

INTRODUCTION TO MICROSOFT WORD

Microsoft word is used in preparing and editing text such as a letter, or reports. Such text or documents can be saved for printing and future retrieval.

It facilitates editing, correcting, revising and other modification of document without the need to re-type the entire document.



2.5 KEY COMPONENTS OF A WINDOW SCREEN

Title bar: it usually shows the name of the application that is currently being run.

Menu bar: next to the title bar. It displays the primary operations available within the currently running application.

Tool bar: this bar displays short cut button for performing operations, such as saving file or copying data.

Format bar: It also displays shorten buttons for performing formatting operation, such as text alignment, changing the font or the font size.

Special button: they are used to manipulate (reducing/enlarging) windows.

Close button: this is used to close the window and exit from the application. It is represented by a cross symbol (X).

Maximize button: it is used to display a full-screen view of the windows. It is represented by a square box ( ).

Minimize button: it is used to reduce the size of the window. It is represented by a hyphen like symbol (-).

LOADING MICROSOFT WORD PROGRAM

STEPS:

- Move the mouse pointer to the bottom left of the screen
- Click on the **start icon**
- Click on **all programs**
- Select Microsoft office
- Click on Microsoft office word

CREATING A NEW DOCUMENT

Steps:

- Click on office button
- Select new
- Click on create.

SAVING A PROGRAM

Steps:

- Click on office button
- Select save/save as
- Type in the file name in the file name box
- Click on save.

OPENING A DOCUMENT

STEPS:

- Click on start button
- Point to document
- Click on the name of document you want to open

COPYING A TEXT

Steps:

- Select the text
- Click on home menu
- Click on copy

PASTING A TEXT

Steps:

- Select the text
- Click on home menu
- Click on paste

QUITTING WINDOW

Steps:

- Click on start button
- Click shut down
- Click yes.

CHAPTER THREE

3.1 CHALLENGES AND PROBLEM ENCOUNTERED

- To get a place of attachment is not easy
- Operating of some big machine e.g. generator in not always easy
- The stressful in term of transportation (delay in traffic) is another problem

CHAPTER FOUR

4.1 DISCUSSION

I gained a lot of things during my attachment in the organization. I was introduced to the computer software.

4.2 RELEVANT OF EXPERIENCE GAINED TO STUDENT FIELD OF STUDY

i. It enables me to practicalized the theoretical aspect of my course.
ii. It enable me to know the important and usefulness of computer to man
iii. It enables me to expose to the activity involved in the system.

4.3 INTERPERSONAL RELATIONSHIP WITH THE ORGANIZATION.

Federal Ministry of Information is a nice organization where I was able to interact with the director, instructor and students of the organization. Even when I was about to round up my program, I felt like extending it but I have no option other than to leave.

CHAPTER FIVE

5.1 CONCLUSION

I appreciate the effort of the federal Government of Nigeria for introducing such program Student Industrial Work Experience Scheme (SIWES) to enhance students practical knowledge in their various field of study.

5.2 PERSONAL IMPRESSION ABOUT THE ORGANIZATION

It is an organization where unity exist within the director, instructors, secretary and student and this has really contributed to the grow of the organization.

The organization where I did my SIWES training can be recommended to any individual who is ready to acquire computer knowledge.

5.3 Suggestion and Recommendation to the Organization

I am appealing to the organization to give SIWES applicant a helping hand because they can both learn from each other.

5.4 TO THE POLYTECHNIC

I am appealing to all polytechnics that they should get all their students engaged in the SIWES program because I believe it is a program that can boost student in practical knowledge about the theoretical aspect the have been taught in school. It also makes the student to learn more on how to interact with people and how to work.