



**A TECHNICAL REPORT ON**  
**STUDENT INDUSTRIAL WORK EXPERIENCE**  
**SCHEME [S.I.W.E.S]**  
**HELD AT**  
**ZIONITE COMPUTER INSTITUTE**  
**BY**  
**AFOLAYAN TEMITOPE ABDULWASIU**  
**ND/23/PAD/PT/0098**  
**DEPARTMENT OF PUBLIC ADMINISTRATION**  
**INSTITUTE OF FINANCE AND MANAGEMENT STUDIES**  
**KWARA STATE POLYTECHNIC, ILORIN**  
**FROM**  
**SEPTEMBER TO DECEMBER, 2024**  
**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 **AFOLAYAN TEMITOPE ABDULWASIU** with matriculation number **ND/23/PAD/PT/0098** undergoes his industrial training **SIWES** at **ZIONITE COMPUTER INSTITUTE E16 PHASE IV IDAYAT STREET ELEKO YANGAN** 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

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**Date**

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## **DEDICATION**

This SIWES report is dedicated to GOD Almighty, Mr. & Mrs. **AFOLAYAN** 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. AFOLAYAN** 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 **ZIONITE COMPUTER INSTITUTE**

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.

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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 Zionite Computer Institute E16 Phase IV Idayat Street Eleko Yangan . 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.

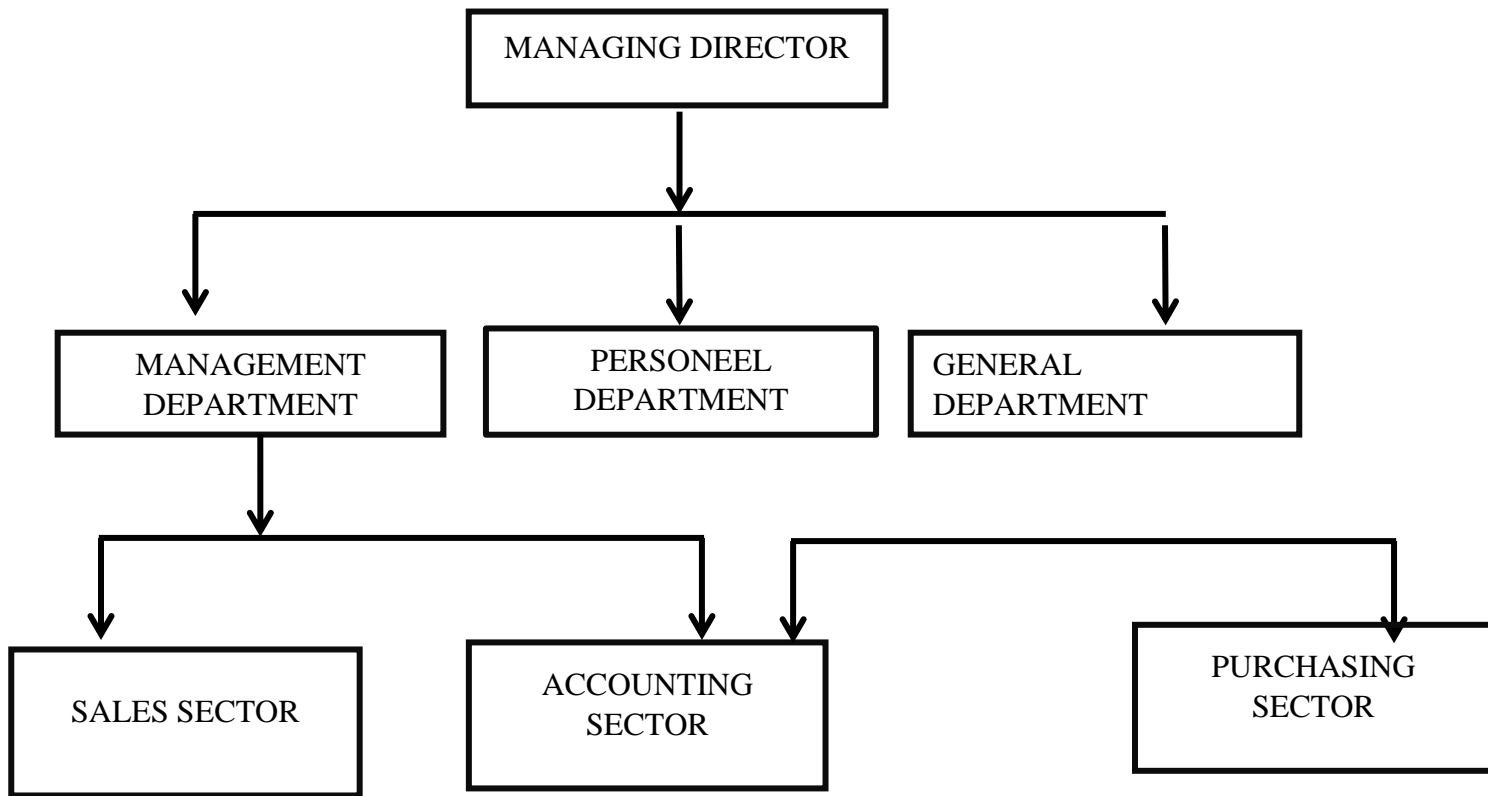
Presently the organization has grown wide to the extent that it has several departments.

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 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 ZIONITE COMPUTER INSTITUTE

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 employment 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 STAMP PAD**

I was trained and exposed on how to use stamp pad, especially the creation of stamp pad using some tools like INK, Absorbent Material (Base) etc. This is achieved step by step with practical all through the process. Stamp pads come in various colors and sizes, catering to different needs, such as legal documents, crafts, or personal use. They are available in a wide range of ink types, including standard ink, fabric ink, or even permanent ink, depending on the desired purpose. In business settings, stamp pads are commonly used for tasks like verifying signatures, marking documents as received, or endorsing official paperwork, making them indispensable tools in administrative work. The design of a stamp pad allows for repeated use, providing a long-lasting and reliable tool for printing impressions without the need for constant re-inking. The usability of a stamp pad, coupled with its relatively low cost and ease of maintenance, has ensured its continued relevance in both professional and personal contexts. Whether for administrative functions, creative purposes, or legal applications, the stamp pad remains an integral component in many everyday tasks.

##### **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 CONCEPT OF PUBLIC SERVICE**

The concept of public service refers to the provision of services, goods, or benefits by the government or its agencies to meet the needs and welfare of the public. Public service encompasses a broad range of activities aimed at improving the quality of life for citizens, promoting social equity, and ensuring the smooth functioning of society. These services can be delivered at various levels, including local, regional, or national government, and are typically funded by taxes or other public revenue sources.

Public service is essential for maintaining a functioning democracy, ensuring social justice, and fostering economic development. It is rooted in the idea that certain services should be available to everyone, regardless of their socioeconomic status, to ensure the basic needs of citizens are met and to promote fairness and equality in society. These services can range from healthcare, education, and public safety to infrastructure development, transportation, social welfare programs, and environmental protection.

Key characteristics of public service include:

- i. **Accessibility:** Public services are designed to be accessible to all citizens, often with special provisions for marginalized or vulnerable groups such as the elderly, children, low-income individuals, or people with disabilities.

- ii. **Public Good:** Public services are intended to benefit society as a whole, often prioritizing the welfare of citizens over profit-making motives. They are aimed at creating societal value, promoting fairness, and ensuring social cohesion.
- iii. **Accountability:** Public services are accountable to the government and the public. The government has an obligation to ensure that services are provided efficiently, effectively, and equitably. Public service organizations are expected to follow established laws, regulations, and ethical standards.
- iv. **Equity:** The principle of equity ensures that public services are provided in a way that is fair and just, addressing the needs of different groups within society and ensuring no one is disadvantaged.

Public service is delivered through government institutions and agencies, but it can also involve the private sector through public-private partnerships. For example, some services such as healthcare and transportation might be provided by private companies under government contracts, while still being considered part of the public service because they serve public needs. In practice, public service is typically distinguished from private sector employment, as it involves working for the government and serving the collective interests of the community rather than individual or corporate gain. Public servants, including civil servants, teachers, police officers, healthcare workers, and social workers, play a crucial role in implementing government policies and ensuring the provision of essential services to the public. Public service is essential for the overall functioning of a country. It ensures that all citizens, regardless of their background or income level, have access to essential services that help improve their quality of life and foster a sense of community and belonging.

### **3.1.3 CONTENT OF PERSONAL FILE**

A personal file in an organizational context typically contains a comprehensive collection of documents and information about an individual employee. These files are used to maintain records related to employment history, job performance, legal compliance, and other personal data relevant to the employee's role within the organization. The content of a personal file varies depending on the organization and the nature of the job, but it generally includes the following key components:

- i. Personal Information
- ii. Employment History
- iii. Job Application and Resume
- iv. Employment Contract
- v. Performance Reviews and Appraisals
- vi. Training and Development Record

### **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 ZIONITE COMPUTER INSTITUTE.
- 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 Web Development Department of Zionite Computer Institute 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 Zionite Computer Institute E16, Phase Iv Idayat Street Eleko Yangan for any Public admin student interested in Public administration, 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.









