



**A TECHNICAL REPORT
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)**

Held at

**LSDPC, LAGOS STATE DEVELOPMENT AND PROPERTY
CORPERATION**

Prepared by:

FATAI ISLAMIAT ARAMIDE

ND/23/ACC/PT/0154

SUBMITTED TO

**DEPARTMENT BUSINESS ADMINISTRATION AND MANAGEMNENT,
INSTITUTE OF FINANCE AND MANAGEMENTSTUDIES, KWARA STATE
POLYTECHNIC, ILORIN.**

**INPARTIAL FULFILLMENT OF THE AWARD OF THE REQUIREMENT OF
THE AWARD OF NATIONAL DIPLOMA IN ADMINISTRATION AND
MANAGEMNENT**

AUG – NOV, 2024

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 Allah and also to my guides MR & MRS FATAI 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 in department, May Almighty GOD 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.

TABLE OF CONTENT

Title page	i
Table of content	ii
Dedication	iii
Acknowledgements	iv
TABLE OF CONTENTS	
CHAPTER ONE	
1.1. Background of SIWES	
1.2. History of SIWES	
1.3. Objectives of SIWES	
CHAPTER TWO	
2.0 Company Profile	
2.1 Works Department	
CHAPTER THREE	
3.0 Area of involvement of the student at specific various units	
CHAPTER FOUR	

4.0 Experience gain from siwes

CHAPTER FIVE

Impression about the organization

Personal relationship with the organization

Recommendation

Conclusion

CHAPTER ONE

1.1 BACKGROUND OF SIWES

Students Industrial Work Experience Scheme (SIWES) can be defined as the practical experience of student in order to have quality control and satisfactory performance, when in the field. 'SIWES' can be interest in a particular subject which is connected with the people and activities involves in producing a particular. Thing (industrial) by involving in a hard physical work rather than office work (work) in order to gain knowledge and skill through the job undergo for a period of time (Experience) under a system of organizing things (scheme).

1.2 HISTORY OF SIWES

Student industrial work experience established by industrial Training Fund (ITF) in 1993 to solve the problem the lack of adequate practical skills preparatory for employment on Nigeria industries.

The scheme exposes student to industrial based skill necessary for a smooth transition from classroom to the word of work.

Duration: Four months for polytechnic colleges of education and six month engineering students of the University.

1.3 OBJECTIVE OF SIWES

1. To improve the technology development of the country.
2. To help students to put into practice what they have learnt theoretically in school.
3. The scheme exposes students to industrial based skill necessary for a smooth transition from the classroom to the world of work.
4. To exposes the students and broaden their knowledge on the practical aspect of the course they are pursuing in their various schools
5. To promote and encourage the acquisition of skills in industries and commerce with a view to generate a poor of indigenous trained manpower, sufficient to meet the needs of the economy.
6. To help to solve the problem of lack of adequate practical skill preparatory for employment in industries by Nigeria graduates of tertiary institutions.

□CHAPTER TWO

2.0 COMPANY PROFILE

The Lagos State Development and Property Corporation (LSDPC) has a rich history that dates back to 1928. It all began with the establishment of the Lagos Executive Development Board (LEDB), which was tasked with providing housing facilities with better sanitary conditions, following a bubonic plague outbreak in colonial Lagos ¹.

Over the years, the LEDB underwent significant transformations. In 1956, the Ikeja Area Planning Authority (IAPA) was established, and in 1948, the Ebute Metta Town Planning Authority (ETPA) was formed. These agencies played

crucial roles in land use planning and government-supported housing in Lagos. In 1972, the LEDB, IAPA, and ETPA merged to form the Lagos State Development and Property Corporation (LSDPC). Since then, the LSDPC has focused primarily on housing provision, developing numerous affordable housing projects across Lagos

2.1 WORKS DEPARTMENT

The Works Department at Lagos State Development and Property Corporation (LSDPC). typically consists of a team of engineers, architects, surveyors, technicians, and other professionals who work together to ensure that the institution's infrastructure meets the needs of students, staff, and visitors. They are responsible for maintaining a safe, functional, and aesthetically pleasing environment for the campus community.

Some of the key responsibilities of the Works Department at Kwara State Polytechnic may include:

1. Building Construction: Overseeing the construction of new buildings, including residential, commercial, and industrial projects.
2. Maintenance and Repairs: Ensuring the upkeep and maintenance of existing LSDPC properties, including repairs, renovations, and refurbishments.
3. Infrastructure Development: Developing and maintaining infrastructure such as roads, drains, and utilities within LSDPC estates.
4. Project Management: Managing LSDPC projects from conception to completion, ensuring timely delivery, quality, and budget control.

CHAPTER THREE

3.0 Area of involvement of the student at specific various units

During the period of the four month industrial training, I was involved in patrol unit and taking off of a bedroom self contain. The student industrial work experience scheme(SIWES) gave me a practical knowledge of what we have been taught theoretically in school and it also enable me to know and understand why certain buildings are demolish as a result of non approval of such building project by the Lagos State Development and Property Corporation (LSDPC).. It also enlighten me about understanding the different view a plan has, and also the miscellaneous equipment and materials used in different process of construction works.

CHAPTER FOUR

4.0 Experience gain from siwes

Week 1: I was taken to the HR department where I did test

Week 2: I was introduced to member and the staff of LSDPC and also taken to the finance department where I'll be taken to the office I'll be working
In finance department there are different offices such as cash office, sales and rent, salaries and wages, etc

Week 3: I was taken to the cash office under the finance department where I learned how to issue a receipt, cheque and dispatch files.

Any money that comes into the corporation must pass through the finance department i.e cash office.

Week 4: I learnt how to dispatch files

Week 5: I learnt how to enter daily takings into the system

Week 6: I learnt how to deposit cheque and dispatch files

Week 7: I learnt how to print documents with the cash office pin

Week 8: I learnt how to write requisition (each office writes requisition every month)

Week 9: I dispatch files and record them

Week 10: I print documents and enter daily takings on the system

Week 11: I dispatch files

Week 12: I made photocopies of offices document

Week 13: I photocopied essential documents for record keeping purpose

CHAPTER FIVE

5.0 Impression about the Organization

Impression about the industrial training base on four months programs (siwes) was the acceptance of my siwes letters in their organization and also for provision of a lecture class to enlighten us more about construction work which all siwes student settle down there every day for their day to day activities before being taken to the field

Personal relationship with the Organization

The personal relationship with the company is highly correlating, because the company accepts the training of the siwes students as their personal assignment, by showing us different techniques. The welfare and care given to us in the company was highly impressive because the company attached each and every one of the siwes students to different supervisors in which we are free to ask questions about every unclear aspect during the taking off process and at field during patrol services.

Recommendation

As a result of difficulties experienced during the Four months SIWES program, I will like to recommend the following changes;

- The Industrial Training Fund should make monthly allowance available for students, so as to put an end to financial difficulties that may arise as a result of transportation problems.
- The Institution must confirm that each student partake in the Industrial Training program, by making sure that they pay every student a visit before the end of the program.
- The Institution and Industrial Training Fund should help the student to get the place of attachment, so that the program will commence as planned.
- Students on SIWES program should be posted or deployed to the Organizations, Department or Firms that are relevant to their Course of study, so that the sole aim of SIWES can be achieved.

Conclusion

This program has brought improvement to my field of study. The experience gained through this program is majorly based on building construction; this program has inspired me to have technical knowledge and practical aspect of what I have learnt in school.

I hereby forward my appreciation to the rector and director of the institute, HOD of my department, professional lecturers in my department including my colleague in training, friends and every member of my family for their support both moral and financial. My prayer to you all is for God to in his infinity mercy bless you and reward every of endeavor abundantly. AMEN