



TECHNICAL REPORTYHHGDWWH
ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

HELD AT
ILORIN SOUTH LOCAL GOVERNMENT
ILORIN SOUTH LOCAL GOVERNMENT, FUFU, KWARA STATE

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DEDICATION

This work is dedicated to the Almighty God, for their love, mercies, guidance and protection during and even after this work.

This work is also dedicated to my lovely and caring parents and wonderful brothers and sisters for their love, support and encouragement.

ACKNOWLEDGEMENT

I wish to acknowledge and thank everyone who contributed one way or the other towards the success of my industrial training.

My special thanks goes to the management and my supervisor for their numerous contribution and effort to make this research a success.

Also my beloved PARENTS and my colleagues at Ilorin South Local Government for giving me the great opportunity.

I want to say a big thanks to my siblings and my friends for their support and love also my friends for their encouragement and advice.

ABSTRACT

The Student Industrial Work Experience Scheme (SIWES) Relevance to the Department of PUBLIC ADMINISTRATION was researched upon. The training I went through was practicalized and this practical were used to answer the research questions. The results were collected and analyzed in the chapters that make up this study report and project works.

CHAPTER 1

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME

The Students Industrial Work Experience Scheme (SIWES), is a skills Development programme initiated by the Industrial Training Fund (ITF), in 1973 to bridge the gap between theory and practice among students of Management, Engineering and technology in Institutions of Higher Learning in Nigeria. It provides for on-the-job practical experience for students as they are exposed to work methods and techniques in handling administrative jobs that may not be exposed to students in their Institutions.

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 administrative jobs.

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.

Duration – Four months for the Polytechnics.

Aim of the Study

The aim of the study was to evaluate the impact of SIWES on Technical Skills Development in the Nigerian economy. This is to enable Institutions of Higher Learning and other Stakeholders assess the performance of their roles in the Scheme.

THE ROLE OF THE INDUSTRIAL TRAINING FUND

The Industrial Training Fund (ITF) was established by the decree 47 of 1971 constitution and charged with the responsibility of promoting and encouraging the acquisition of industrial skills, with the view of generating a collection of indigenoustrained manpower, sufficient enough to enhance and meet the needs of the economy so as to promote development. Supervision of students, organizing orientation programs, and disbursing allowances to students are some of the roles played by the industrial training fund in the implementation of SIWES.

THE SCOPE AND IMPORTANCE OF SIWES

The scheme covers all science and technological based students in monotronics, polytechnics and universities in Nigeria, resulting in a high population of students which is easily managed because of the public and private industries that partake in the scheme. SIWES enables students acquire industrial know-how in their field of study particularly in technological and management based courses. It also enables students experience the application of theoretical knowledge in solving real life problems.

THE ROLE OF THE STUDENT AND THE INSTITUTION

The role of the student is to partake in the program in such a way that he/she will achieve maximum benefit from the program. The student is advised to ask questions, be submissive, and adhere to all the rules and regulations of the organization where he is attached. Identification of placement opportunities, funding of SIWES supervisors and assessment of the student are some of the roles played by the institutions to ensure smooth running of the program.

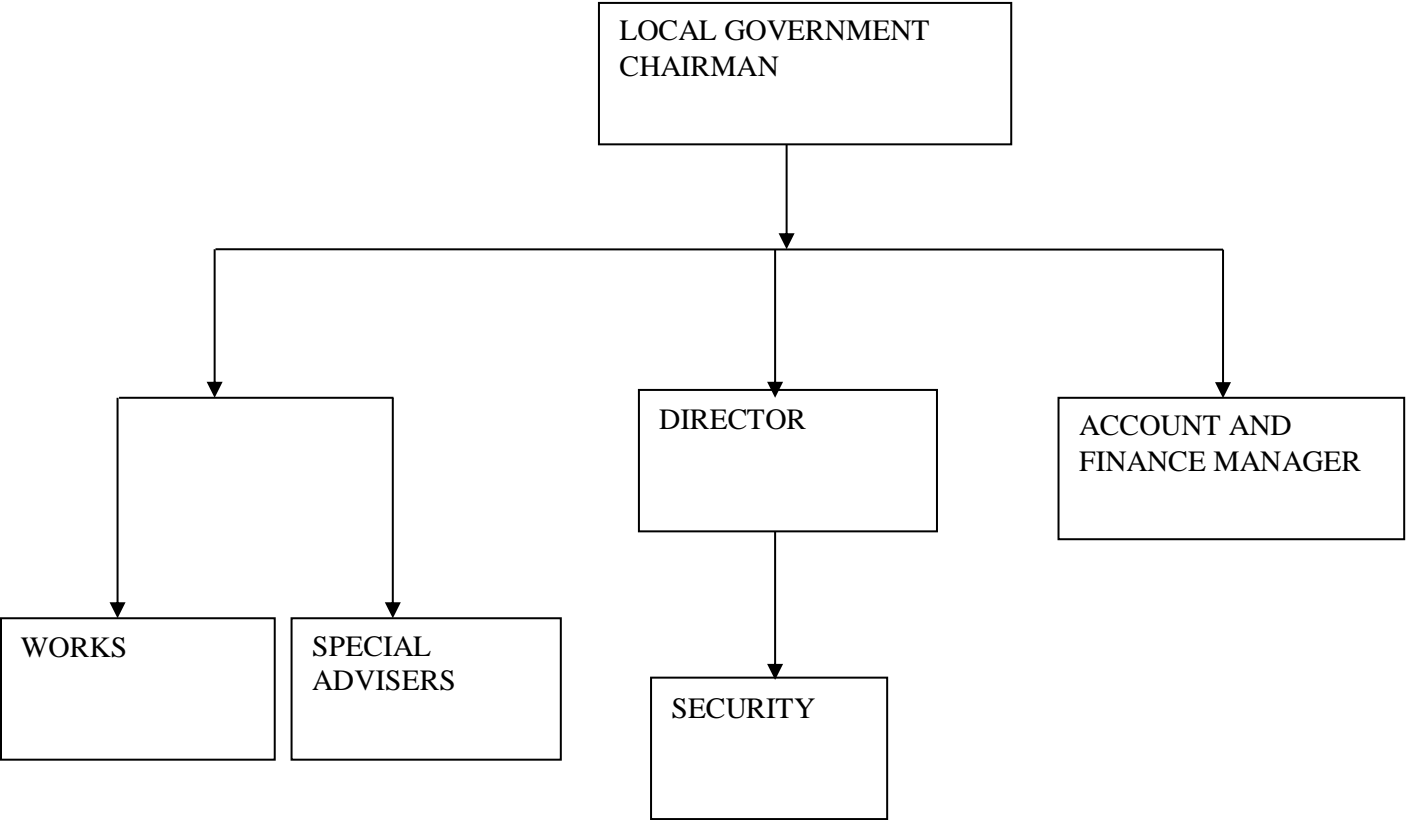
CHAPTER 2

ABOUT THE ORGANIZATION

My SIWES placement at Ilorin South Local Government, where i trained as a Public Administrative student, is a crucial component of modern public administration. Our primary purpose is to manage and to support the Local Government's goals, operations, and strategic objectives. Here's a general overview of the key aspects of my activities:

1. Orientation and introduction to the Local Government, in which I tour the offices and familiarized myself with the Local Government structure and staff members.
2. I attended training on workplace ethics and services and assisted in filling documents and organizing office materials in which I was able to observe daily operations in the administration department.
3. I participated in preparing employee schedules and tracking attendance, where I learnt basic data entry and report compilation.
4. I learnt and assisted in creating proposals, where I gained insight into financial record keeping and invoice processes and also observed people interaction and problem solving techniques.
5. I handled phone calls and scheduled appointments for supervisors, and supporting the Head of Unit department in on boarding new staff and also conducted research to support decision making.

ORGANIZATION CHART



CHAPTER 3

ACTIVITIES DURING THE PROGRAMS AS FOLLOWS:

As a Public Administrative student observing my SIWES in Ilorin South Local Government, here are some typical expectations of me and to engage in various activities that align with my educational training and the goals of the Local Government. The key activities include:

1. **Planning:** Assisting in formulating strategic plans and setting objectives for projects or departmental initiatives.
2. **Organization:** Helping to structure teams and resources effectively to ensure smooth operations.
3. **Direction and Leadership:** Actively participating in team meetings, providing input for decision-making, and possibly leading small groups or projects.
4. **Control and Evaluation:** Monitoring progress towards goals, analyzing data to assess performance, and helping to implement corrective measures if necessary.
5. **Operations and Logistics:** Engaging in day-to-day management tasks that support efficient operational flow, including inventory management and supply chain coordination.
6. **Customer Service:** Engaging with customers directly or indirectly to improve service delivery and collect feedback.

I was trained on some key factors in the public sector in my siwes placement which enlighten me more of my course outside the classroom.

INTERNAL FACTORS:

A. Induction crisis: This occurs when people first take up new job, they fear not being able to do the job properly or not likely go work, they fare that their new

colleagues or their manager will dislike them and be unpleasant, they do not know their new surrounding and the system and fear in security with many people cannot cope unless there is adequate induction training to help them, the induction crisis has by far the greatest labour turnover.

B. The types of work: Some jobs are intrinsically less interesting than other and specialization for cost reason makes some jobs very respective and brings in the assonate of this , the effect of promotion prospects must be remember under as they may cause people to stay in other attractive jobs.

C. Work organization : people value on working groups, they get positive pleasure out of working in an efficient smook pending and helpful environment , this is partly promoted by group organization, but good communication, and control and simple but effective organization also play a vital role, the force in such in environment will be much more stable then where the quality of organization is lower.

D. Management style :- The contingency approach is leadership describe be importance of meriting the leadership style to the abilities and needs to subordinate if people needs for leadership to people getting their job will be arise.

E. Physical Working Condition:- these race relatively to compare to the other factors they include temperature noise, crowing and extra facilities such scantiness , they are only likely to make a different if all other factors are equally.

In a nutshell , the formative external factor affecting on causing labour turnover is not all the aversion for the employees that let the company but they are the general factors affecting labour turnover in business organization and even some government parastata.

PRODUCTIVITY IN AN ORGANIZATION

Productivity is the relative output for given of input especially the production per production employees.

Productivity according to Drucker (1977) mean that the balance between all factors of production that will give the greatest output for the smallest effect this is quite different from productivity and vaguely reflected in such traditional standard, the great test opportunities for increasing productive are surely to be found in knowledge work itself and especially in managerial.

We would define what productivity is with respect to the manual workers we still cannot answer what productively for the manual worker such as the number of pieces turned out per hours per naira to wages are irrelevant applied to the knowledge worker.

We know that is needed, first, the traditional approach focus on only one factors to productivity labour but productivity is the out put of all three factor we have taken only the first step the analysis of individual pieces of work, we need to understand the principles of production so as to put work together in to productivity process and we need to harmonize they very different requirement and logic of work and workers.

Productivity is beginning to have different meaning and to require completely different approaches and concepts. We have had especially in the past fifteen in great many.

Productivity centers all over the worker that will need from now are increasing “effectiveness and productivity the new workers, the knowledge workers, the employee middle class professional.

Finally, productivity is vitally effect by organization structure and by balance among the various activities within the business, if a clock clears organization course

management to waste their time trying to find out what they are supposed to do rather than doing it, the company's scarce resources are being wasted. If top management is interested in analysis of engineering, while the company needs major attention to marketing, its lack of productivity there is causing damage that will be greater than it could be a drop in output per worker's hours.

We therefore not only need to define productivity so as to embrace all the factors affecting it, but also need to set objectives that take all these factors into account. We must develop yardsticks to measure the impact on productivity of the substitution of capital for labour and to know for both ends means to distinguish between creative and practical overhead, and to assess the impact on productivity of time utilization, productivity of production mix, organizational structures and the balance of activities.

DEVELOPING EMPLOYEE INTEREST IN HIGH PRODUCTIVITY

Pigeons and Hyers (1981) explain that employees' interest in higher productivity does not develop without some stimulation by an atmosphere in which employees want to get satisfaction out of their work, but when they distrust management, they even do less than they are capable of doing even restrict their output to often in the past, employees can't see the fact that higher productivity benefited some one other than themselves, often they have not been convinced that there is any direct relationship between higher productivity, lower cost and increased sales on the one hand, more job security and higher wages or salary income on the other hand, in many instances employees have seemed to get more satisfaction out of putting one over on management by which holding back full effort that is doing their best work in an atmosphere of management interest and approval.

PRODUCTIVITY MEASUREMENT OF THE SIGNIFICANCE

The most commonly used measurement of labour productivity is output per employee. However, when worked by production workers in manufacturing, this measure of labour productivity does not measure the efficiency of labour in the sense of increased effort alone, and indeed no overall measure of this is possible. One serious limitation of the productivity of workers in manufacturing is that the proportion of non-production employees such as white-collar workers, research and development staff etc. has been increasing, while the productivity of production workers has been declining. Therefore, the productivity index shows an upward bias. Furthermore, in service industries, such as services, trade and government, are becoming relatively more important.

EFFECTS OF LABOUR TURNOVER ON ORGANIZATION PRODUCTIVITY

Edwin (1980) postulated that in a broad sense "turnover" refers to the movement in and out of an organization by the work force, its movement is an indicator of the stability of that force, and excessive movement is undesirable and expensive when an employee leaves the firm such as the following are usually involved.

- ❖ **Hiring cost:-** involving the cost of facilities for facilities for facilities for recruitment, interviewing and examining a placement, this will result in delay in production
- ❖ Loss of production in the interval between separation of the old employee and the training period
- ❖ Production equipment is not being fully utilized during the hiring interval and the training period
- ❖ Scrap and waste rate climbs when new employees are involved
- ❖ Overtime pay may result from excessive number of separations causing an increase in meeting contract delivery rate

- ❖ The pay of a learner is in excess of what is produced
- ❖ Accident rate of new employee are often higher.

He further lamented that high labour from certain department suggest a need for improvement in working, condition and or supervision reason given for hang must be analyzed carefully in order to ascertain their truth because of the difficulty of getting real answers in exist interviews afar firm try to elicit them by questionnaire after the emissary employee has had time to procure another position.

In general terms researcher has indicated that labour turnover when left to expenditure this usually result in to loss of sales profit constantly decline , loss of good will and it cares is not taken eventually winding up.

CHOICE OF STRATEGIES

Given that several strategies have been evaluated Top management must choose between them before the final corporate plan can be drafted. Factor influencing this choice well include psychological issues of decision making as person utilities and value, group behaviors, judgmental and analytical approaches.

FINAL CORPORATE PLAN

The ultimate chosen strategy determined to financial corporate plan which is essential a statement in both quantitative and qualitative terms as how the organization will meet it's strategic objectives. As such the corporate plan will comprise:-

- (a) A general strategy/policy statement for the whole organization.
- (b) Individual plan for the major's functional area, production, personnel or man-power and for central services functions such as research, development and computing.

Financial statement of profitability, cash flow, balances sheets in Corporate whether appropriate the capital expenditure plan figure.

Each organization will express their plan in whatever format best suit themselves. According to Douglas C, the practitioner should always keep in mind that most golden of all maximum tailor the application to their own organization with it's own conditions needs. The strategic planning in an organization could be summarized in the following 5 stages.

1. The allocation of the firm scarce resources such as fund, critical management talents and technological no-how.
2. The assessments of such are current economic conditions and the nature and extent of competition in the industry. The strategic behavior of successful companies deals with the creation of new opportunities through development of superior product system. Through adaption, the company's relation to its environment is improved.
3. Coordinating strategic activities so as to reflects the firms own internal strengths and weakness in order to achieve efficient internal operations integration.
4. Instilling an approach of systematic development of building an organization that is learning from the outcomes of its past strategic decision so that it can improves of its strategic direction concretizing a paradigms that emphasizes 'the way we do things around here'.
5. A strengthened sense of professionalism with respect to strategic management.

ANALYSIS STRATEGY PLANNING IN THE INDUSTRY

The company has one of its industries located in a good strategic area in for it production. The analysis of strategic planning in this planning in this industry would be conducted by warrants descriptive analysis of SWOT (strength, weakness, opportunity and threats).

INTERNAL ENVIRONMENT

The major strength of the organization drawn from its financial base. The activities are directly supervised by the managing director. Looking at the finance of the company over a periods reveals a sound performance plays more emphasis on having adequate amount of working capital for its operation is also instructive. Because of the nature and size of the organization, is structured to enhance the efficiency of its operations staff emphasis is placed on technical ability especially in the productive department. An observation of the company reveals that the company has the required and necessary machinery and tools for the production which also have modern technology equipped with sophisticated quality control tool which are trained operators. This justifies the high grade product coming from the factory.

CHAPTER 4

CHALLENGES OF SIWES TO EDUCATORS, PRACTITIONERS, AND STUDENTS, AS DISCUSSED BELOW:

Digital Environment

Technology effect on management, has created a new digital environment that led to the development of digitization, the conversion of print and other formats to digital form, as an enhanced storage and preservation technique. Digital libraries are one result of these new information acquisition and distribution techniques all information resources are available in computer processable form and the functions of acquisition, storage, preservation, retrieval, access, and display are carried out through the use of digital technology.

The business administrative environment calls for librarian to be managers and organizers of digital content. It requires new management skills and other roles such as content creators, web page planners and designers, and Internet navigators.

New career specializations

The digital environment facilitated by technology created new platforms for professional activities, where librarians can be more proactive than in the analog era. Librarians operating in this information environment may be called Internet librarians, digital librarians, “cybrarians,” these changes are positioning librarians for the global information arena.

WAYS OF IMPROVING THE PROGRAMME

The study recommends that the Federal Ministry of Science and Technology (FMST),

Federal Ministry of Labour and Productivity (FMLP), Education Trust Fund(ETF), and Millennium Development Goals (MDGs) of the Presidency be involved as major Stakeholders that will be saddled with the Responsibility of formulating policies to guide the operation of the Scheme and advice the Federal Government appropriately particularly, on funding the Scheme.

As a result of difficulties experienced during the six months SIWES program, I would like to recommend the following changes: The duration of SIWES should be extended so as to enable students be more experienced. The ITF should make monthly allowance available for students, so as to put an end to financial difficulties that may arise as a result of transport problems. The Institutions and ITF should help students to get a place of attachment so that the program may commence as planned.

CHAPTER 5

CONCLUSION

During the course of the four months' period of SIWES (Student Industrial Work Experience Scheme) at the Local Government, I have acquired technical skills and have had the opportunity to experience the application of theoretical knowledge acquired in the classroom to solve real problems. Thus, SIWES has been a success, because I have gained knowledge that ordinarily would not be obtained in the lecture hall.

RECOMMENDATION

As a result of difficulties experienced during the four months SIWES program, I would like to recommend the following changes: The duration of SIWES should be extended so as to enable students be more experienced. The ITF should make monthly allowance available for students, so as to put an end to financial difficulties that may arise as a result of transport problems. The Institutions and ITF should help students to get a place of attachment so that the program may commence as planned.

The following recommendations were based on the findings of the study and as a solution to the identified problems.

PROPER COORDINATION AND SUPERVISION OF THE EXERCISE: The various bodies involved in the management of the SIWES exercise i.e. Industrial Training Fund (ITF), NUC, NBTE and NCCE should come together and fashion out a modality that will ensure smooth operation of the SIWES exercise. Efforts should be made to ensure that students attached to the organization are properly supervised to ensure that what they are doing is in line with the objectives of the SIWES exercise.

The various bodies involved in the management of the SIWES programme should liaise with the various industries ahead of time so as to minimize or reduce to the barest minimum the high level of refusal to accept students for their industrial training participation.

ISSUING OF LOG BOOKS/IT LETTERS ON TIME: The log books used by the student during the industrial training period and the IT letters should be issued to the students at the end of the first semester exam as against the end of second semester examination as this will afford the students enough time to search for places that are relevant to their field of study.

EMPLOYMENT OF EXPERTS: The various institutions should endeavor to employ experts in the areas of career development to manage the student's industrial placement centers.