



A REPORT ON STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
TRAINING PROGRAMME

BY

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MATRIC NO: ND/23/ETM/FT/0067

DEPARTMENT OF ESTATE MANAGEMENT

(AUGUST 2024 – NOVEMBER 2024)

AT

LANRE HASSAN AND COMPANY

21, Offa Road Adjacent Central Bank of Nigeria, Ilorin Kwara State

BEING A REPORT SUBMITTED TO THE DEPARTMENT OF ESTATE MANAGEMENT
IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR NATIONAL DIPLOMA
ESTATE MANAGEMENT

CERTIFICATION

This is to certify that this report is a detailed account of Students' Industrial Work Experience Scheme (SIWES) undertaken by MUKAILA ROHIMAT IDOWU [ND/23/ETM/FT/0067] at LANRE HASSAN & CO, at 21 OFFA ROAD, ADJACENT CENTRAL BANK OF NIGERIA ILORIN, KWARA STATE) for a period of four (4) months; and was submitted to the Department of Estate Management, Kwara state polytechnic Ilorin in accordance to the regulations guiding a typical report writing.

ESV ABDULKAREEM RASHIDAT
HEAD OF DEPARTMENT

.....
SIGNATURE

MUKAILA ROHIMAT IDOWU
STUDENT

.....
SIGNATURE

ACKNOWLEDGEMENT

My sincere appreciation goes to the Head of practice, ESV (Alh) Hassan Olanrewaju Abdul (FNIVS, RSV) and other staffs at Lanre Hassan & co in person of ESV Durosimi Wasiu, Mr Olayinka , Mr. Imam, Mr. Yusuf , Mr. Abdulrasaq and others whom mentored me and als granted me the permission to obtain a deeper knowledge of the profession at Lanre Hassan & company and always there to guide and put me through in this practical work.

My sincere appreciation also goes to my industrial based supervisor, ESV. Bolaji Yakub Ganiyu (ANIVS, RSV) for his exceptional mentorship and expertise. His constant guidance, feedback, and willingness to share knowledge have significantly contributed to my personal and professional growth.

I also appreciate the opportunity created for the acquiring of practical skills by the Kwara state Polytechnic Ilorin, most especially Estate Management Department during our two (2) years course of learning.

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CHAPTER ONE

1.0 BACKGROUND

1.1INTRODUCTION

The Student Industrial Work Experience Scheme (SIWES) was introduced by the Industrial Trust Fund (ITF) under the support of the federal government and in collaboration with the school authority to broaden the student experience and skills in their course of study in both polytechnic and university education.

The Industrial Training Fund (ITF) which supervises the SIWES training was established in the year 1971 to monitor and compliment the financial aspect of the training. The program is designed basically for the student to have practical knowledge of their course of study. It is also designed to help the tertiary institution to put into practice their theoretical knowledge and estate management being a wide scope of study needs practical understanding of what is being taught in the lecture room because it contains legal aspects, financial aspects, the natural gift of nature (land), the client and their behavior.

Engagement in SIWES has become a necessary prerequisite for the award of national diplomas and degree certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of the federal government.

My industrial work experience scheme was done at Lanre Hassan & Co. 21, Offa Road, Adjacent Central Bank of Nigeria, P.M.B 6185, Ilorin, Kara state.

1.2 AIM AND OBJECTIVES

The Student Industrial Work Experience Scheme is an industrial program approved by the Federal Ministry of Education with the aim of exposing students to the practical aspects of their professions

The objectives of the program student industrial work experience scheme (SIWES) are stated below:

- 1 To expose the student to the working methods and techniques in handling equipment and machinery that may not be available in school.
- 2To help the student to be trained in their area of specialization.
- 3To enable the student to practicalize the theoretical aspect of their course.

4 To enlighten the student on how to relate, behave, co-operate with their co-workers, and how to be obedient to one's boss.

5 To enhance student's contact for later jobs.

CHAPTER TWO

2.1 DESCRIPTION OF THE ORGANISATION

Lanre Hassan & Co. is a firm of Estate Surveying and Valuation duly registered by the Estate Surveyor and Valuer Registration Board of Nigeria (ESVARBON) to practice real estate development and management throughout the Federal Republic of Nigeria. The firm has various documents which attest to its qualification as a competent and approved estate firm. Some of these certificates include:

- 1) Certificate of firm approved by the Nigerian Institute of Estate Surveyors and Valuers.
- 2) Certificate of qualification of the principal partner as a Fellow of the Nigeria Institution of Estate Surveyors And Valuers (NIESV)
- 3) Certificate of registration of the principal partner to practice by ESVARBON
- 4) Registration of the firm by the Corporate Affairs Commission (CAC) to practice real property development and management consultancy.

The firm has its Head office located at 21, Offa Road, Adjacent to Central Bank of Nigeria, Ilorin, Kwara State. The Head of Practice in person of ESV (Alh) Hassan Olanrewaju Abdul (FNIVS, RSV), who is also the Head of Department in Estate Management Department of Kwara State Polytechnic. The Principal Partner (Hassan Olanrewaju Abdul) started his practicing professional career in the year 2000 with the firm of Babatunde & Co. Minna, Niger state, and overseeing the Abuja office, he later established his firm in Ilorin in the year 10th of September 2009.

2.2 OBJECTIVES OF THE COMPANY

- 1) To be among the leading firms in Nigeria and the world at large.
- 2) To be an outstanding Estate surveyor and valuer in the delivering of services to our clients.
- 3) The firm was established for profit making.

2.3 THE ORGANIZATIONAL STRUCTURE OF LANRE HASSAN & CO

The Head of Practice serves as the Chief Executive Officer of the firm and has the final say in the decision-making process. He manages the firm by controlling and coordinating the staff and work of the firm. He is the only person whose seal and stamp are used for valuation reports in the firm. He also works with all the professional staff members of the firm in carrying out consultancy services.

The Professional Estate Surveyors are the next on the organizational structure and answerable to the principal partner, they obtain instructions directly from the principal partner.

The Estate Surveyors are responsible for activities such as valuation and other activities such as management/maintenance, agency, as well as properties scouting for lease and sales under the firm's portfolio.

The Secretary is responsible for typing (letters of introduction, notice to quit, tenancy agreements, rent reminder notices, etc.) and keeping the office files and records, he also attends to clients and visitors.

The IT students work under all the professional staff in the firm directly and act upon instructions given by them and sometimes instructions are given directly by the principal partner.

2.4 DEPARTMENT IN THE ORGANISATION AND THEIR SPECIFIC FUNCTIONS

A) ADMINISTRATIVE DEPARTMENT:

This department deals with the preparation of all documents such as; Power of Attorney, Notice to Quit, Tenancy Agreement, Handover Note, Re-lease letter and other relevant managerial dealings (See Appendix). It also involves keeping account records of all payments made to the firm and the expenses incurred by the firm such as money to artisans and other day-to-day finances of the firm.

B) PROPERTY MANAGEMENT/MAINTENANCE DEPARTMENT:

This is one of the departments in the firm of Lanre Hassan & Co. which deals with the management of properties. This department requires possession of adequate skill, psychological capacity, and diligence on the part of the property manager in order for the effective discharge of his professional duties. The management/maintenance section deals with monitoring properties by seeing the repairs and any other issues that occur in the life span of the property. It also deals with the collection of rent and remitting rent to the landlord, repairs/renovation works. The management/maintenance department in the firm is also involved in the issuance of some documents like re-lease letters, notices to quit, Rent Review notices, Rent Demand notices, Notice to apply to court, offers for Sales/lease Letters, and so on.

C) AGENCY DEPARTMENT:

This department can be described as the life wire of an Estate Office. This is because most of the real property transactions carried out in the office are carried out by the agency department and these transactions range from sales, purchases, leases of properties, etc. This department undertakes transactions on behalf of the client and acts in the best interest of the client.

Activities carried out in the agency department include the following:

Attending to clients.

Securing property for clients in line with their request, and ensuring that the client interest is well protected.

Selection of tenants.

Negotiation of terms on behalf of the client, which includes an amount of rent payable, duration and term of lease and possible renewal, tenant and landlord obligations, etc.

Advertising properties for sale or lease through the display of boards, property bulletin, etc.

D) VALUATION DEPARTMENT:

At Lanre Hassan & Co., This Department requires diligence and a high level of professionalism as it involves the declaration or assertion of the Market Value or worth of the assets. The Estate Surveyor and Valuer will however be liable for negligence if he fails to take into cognizance some vital information/data in determining the value of the assets or property he is required to carry out valuation on.

The Valuation Department in Lanre Hassan & Co. deals with the valuation of land and landed properties for various purposes such as Financial Transactions (i.e. Sale, Mortgage, Purchase), Probate Valuation, Valuation for Compensation, Rating, and Taxation, Valuation for Statutory rights of Occupancy (i.e Certificate of Occupancy, Right of Occupancy, etc.)

CHAPTER THREE

3.0 PRACTICAL EXPERIENCES GAINED DURING SIWES ATTACHMENT AT THE FIRM (Lanre Hassan and Company)

As earlier analyzed in the introduction SIWES is an industrial program established and endorsed by the Federal Ministry of Education to expose students to the practical knowledge of their professions, my student industrial work experience scheme was done at Lanre Hassan & Co. and the following practical experiences were among those I was possibly exposed to;

A.PROPERTY MANAGEMENT:

Predominantly as a SIWES student, participation in the management of some properties during the period is inevitable. I was involved in dispatching letters (Letters of Introduction, Re-lease, Quit notice, Offer letters), rent collection, issuance of rent reminder notices, going out on routine management meetings with tenants, placing notice boards on vacant properties, distribution of property bulletin to other registered Estate surveyors and valuers, scouting of viable property for the management of the firm and so on. Other aspects of property management include

B.SITE INSPECTION/SURVEY:

This involves going to the site in order to carry out a reconnaissance survey for the purpose (i) valuation for various purposes. There is a need for thorough surveying of the site which includes the condition of the site, size, building type, location, type of material, age of the property, and so on, in order to be able to arrive at a reasonable open market value. All these and other factors must be considered before determining the value of a property. The depreciation cost (percentage) depends on the level of obsolescence of the building. (ii) Also I often participate in inspecting the condition of the properties in the management portfolio of the firm.

C.SITE SUPERVISION

I participated in the joint Inspection/supervision of repairs/renovation work done at a residential building at Alalubosa area G.S.S Ilorin Repairs/Maintenance carried out on some site supervision activities on properties in the management portfolio of the Firm Such as (Deji Mustapha Hostel, Luscious eatery at Tanke Iledu Asmau House Tanke, 50\50 property at basin etc). These practical experiences includes; masonry work, plumbing work, electrical services, painting and tile finishes of floors and walls so that the artisans will do their work effectively.

D.VALUATION

Valuation is art and science of estimation of worth of an interest in land or landed properties at a particular point in time and for a specific purpose, after proper marketing in an arms-length transaction in which both parties are acting prudently and knowledgeably of the prevailing market condition. Valuation are written for various purpose e.g. for mortgage, probate, insurance, investment, sales etc. During my SIWES attachment at the firm of Lanre Hassan & Co. I participated in various valuation Exercise for different purpose within and outside the state capital e.g

Valuation of a 4 unit 3-bedroom apartment located behind St.Barnabas School,off Sokoto road, Sabo Oke,Ilorin

Valuation of Office space at Taiwo, area beside chicken republic, Ilorin

Valuation of landed property at off Stadium road, beside old Tuyil Pharmacy Ilorin.

Probate valuation of 4 unit 3 bedroom at Olorunshogo, off Mandate Road.

Probate valuation at Okekeere and Kankaatu area of Ilorin etc.

Market Value (M.V) can be defined as the best price that reasonably be expected to be obtained for an interest in a property. Valuation of any property depend largely on it location, facilities, economic factor, demand factor, amenities. Valuation report can be written in the following format:

Name and address of the client

Preamble which contains the instruction from client to the valuer to carry out the valuation of the property.

Date of inspection

Purpose of Valuation

Definitions

Scope of the Valuation

Location of the property

Dimension of site

Description of the property: This contain the type and component of the property

Accommodation schedule

Land use

Title

Town planning or zoning

Public service

General condition and remark

Basic method of valuation

Opinion of value

Valuation assumption

Certification

TOOLS AND EQUIPMENT USED IN VALUATION

Measuring Tape: This is an instrument used especially in valuation, for taking measurement of a building; it is also used for measuring distance.

Map / G.P.S: This is used in the identification of properties e.g. a valuer may be directed by a co-operate body e.g. to carry out the valuation of a property which the valuer is not familiar with the location, but with the help of locational map or Google Earth such a valuer would be able to locate such property.

Writing materials: This is an essential tools in which is used to take inventory of happenings and survey of the said valuation exercise. .e.g. they are exercise books, biro, ruler, pencils and eraser.

Camera: this is used to record evidence of the state of the property or assets that is to be valued.

E.LETTING:

This is the process of leasing out a property for a certain period of time. The property to be let may be;

(i)Residential Property: which may range from a single room, a self-contain room, two or three bedroom flat, a bungalow or a duplex depending on the tenant's choice or his financial capability.

(ii)A commercial property ranges from shops, office spaces and warehouses depending on the purpose for which the property is used for.

When a prospective tenant comes for letting of a property, the tenant is given a bio-data form to fill. This bio-data contain vital information about the tenant and the referee/guarantor who stands for the tenant. After this, the tenant will pay rent either in cash or bank transfers and a receipt will be issued to them. Then a tenancy agreement is made which state the obligation of the tenant and the landlord. The tenancy agreement is then signed by both parties where representing firm can sign on behalf of the landlord.

F. COMPENSATION ASSESSMENT/PAYMENT

Compensation Assessment/payment in real estate involves reviewing the compensation plans in place on a particular property (Land or Landed properties) with a view towards effectiveness and cost-efficiency and adequacy. This another vital practical experience gained during my attachment with the firm of Lanre Hassan and Co. during my attachment at the Firm, I participated in compensation payment analysis and documentations of the affected community members at Mokwa-Jebba Expressway road construction by the federal government.

FEDERAL MINISTRY OF POWER, WORKS & HOUSING
HIGHWAYS CONSTRUCTION AND REHABILITATION DEPARTMENT

CONSULTANTS: Abdulkabir Oyediran & Co.
Estate Surveyors, and Valuers,
ABUJA OFFICE: Suite C 12 Busy Mart Plaza, 50 Ebitu-Ekuwe Street,
Jabi District, Abuja, FCT.

Ilorin OFFICE: 21 Offa Road, Ilorin, Kwara State

PROJECT: CONSTRUCTION OF JEBBA-MOKWA-BOKANI JUNCTION ROAD
SECTION II,
CONTRACT NO. 6469. ENUMERATION AND ASSESSMENT OF COMPENSATION
CROPS/ECONOMIC TREE ENUMERATION CERTIFICATE
CERTIFICATE NO: FMPWH/CET/RA/001

NAME OF OWNER: NDATSU DZUKO MOKWA

COMMUNITY/LOCATION: MOKWA II, GORO KPAN
DATE OF INSPECTION: 10th August, 2024

S/NO	ECONOMIC CROPS/TREES GRADES			TOTAL NO. IN FIGURES		VALUATIONS
(for office use only)						
	Matured	Immature	Seedling	CALCULATIONS		
AMOUNT						
1.	Mango	7	3, 000	7 x 3, 000	21, 000	
2.	Mango	55	900	55 x 3, 000	49, 500	
3.	Mango	5	3, 000	5 x 3, 000	15, 000	
4.	Locust bean	6		3, 000	6 x 3, 000	18, 000
5.	Neem	8	600	8 x 600	4, 800	
6.	Palm Tree		50	900	50 x 900	45, 000
TOTAL 153, 300						

Total Compensation

Value.....

3.1 OTHER EXPERIENCES GAINED DURING SIWES

I.INTER-PERSONAL RELATIONSHIP: Estate management as a profession brings you in contact with the public. During my SIWES program, I was given the opportunity in the firm to relate with some property users (tenant|) whom are taking possession of the property and some property owners whose property are been managed by the firm, an which has given me the knowledge of dealing with tenants and other personnel.

II.ADMINISTRATIVE EXPERIENCE: During the course of my SIWES training, I engage in the following administrative exercise

Opening and closing of files

Arrangement of files into their prospective cabinet

Lectures were given in order to broaden our knowledge

Going through letting files and valuation reports for various purposes.

III.MARKET SURVEY: As part of my practical Experience, I was able to go on market survey on various occasions within the state capital. On some occasions market survey on building materials such as electrical material, plumbing material, finishing material are carried out in order to get affordable and quality material which is one of the roles of a good manager/surveyor.

CHAPTER FOUR

4.1 PROBLEMS ENCOUNTERED

The training did not come without some challenges and problems, which negatively impacted in my gaining practical knowledge. Some of these include the lack of know-how of some technicalities of an Estate Firm in my first few weeks, which I eventually caught up on, also being moved round departments in a whim sometimes made me miss out on some activities that I would have otherwise learnt a lot from and also my training period fell on what some staff called the “slow period” in which there weren’t new briefs coming in.

4.1.1 Problems Encountered in Management.

a.We had some problematic tenants living in some of our managed properties who always frustrated us while carrying out our duties.

b.Having to always monitor the artisans while they were carrying out constant repairs on some properties due to low structural integrity.

c.Some property owners finding it difficult to release funds for repairs on their own properties and even sometimes taking offense when such funds were deducted from their income.

4.1.2 Problems Encountered in Agency

- a. Some prospective tenants would rather patronize quack “agents”.
- b. Finding it hard to let out some properties due to poor constructional practices by the builders or property owners.
- c. Property owners seeking amounts too high for their properties.

4.1.3 Problems Encountered in Valuation.

- a. Lack of relevant market data and also comparable to aid in valuing some properties.
- b. Clients not wanting to pay appropriate amounts for valuation services.
- c. A “slow period” in which no new briefs came in for like a week or two.

4.1.4 Problems Encountered while scouting for properties

- a. Prospective clients not wanting to give out their properties to firms they don’t have personal relationship with.
- b. Transport issues with the rising cost of petrol, so we were restricted to exploring more locations for scouting exercises

4.2 HOW I OVERCAME THE CHALLENGES

Interpersonal relationship within the firm was simple because I was a respectful and obedient student and I was always ready to explore other aspect of the practice. I was able to abide by the rules and regulation, which made it easy for me to tell my boss that he should allow me to participate in other sections of the firm.

Also, as stated above, occasionally when we go out on special assignments from the office. There’s always a stipends for such occasion, and because I’m always involve in some of this special assignment, it usually helps me financially as stipends from such assignment covers transportation which made it very easy for me to always go to my place of attachment at all time.

CHAPTER FIVE

5.1 SUMMARY

In summary, the need for SIWES cannot be underrated. It has brought me into close term with the profession of estate surveying and valuation including some professionals in the practice and the experienced gained remains priceless.

5.2 RECOMMENDATION

I am making the following recommendation to round up my report:

- 1) Government should provide necessary transportation and facilities to ease the problem of coordinator visiting students in the various place of their attachment.
- 2) Estate surveyors and valuer should intensify their effort in enlightening the government, public and co-operate bodies on their general operation and activities as contained in the objectives of Nigeria Institution of Estate Surveyors and Valuer as this will stop the instruction of non-professional in the profession. This means that student will only be attached to real estate surveyors.
- 3) Each student of the department should be taking a practical course each semester of their study to help them adapt well with the practical norms of the professional practice.
- 4) Student should be followed by their industrial based supervisor during the attachment program as this will help to check truancy on the part of the student and to see the level of performance.
- 5) The industrial training fund (I.T.F) should make adequate fund available to student during and after their training period in order to relief them of financial constraints.
- 6) Finally, the federal government and the industrial training fund (I.T.F) who are conducting this industrial training program should make sure that the program (SIWES) continue in order to make student have necessary knowledge they require in mastering the course of study they are pursuing.

5.3 CONCLUSION

I can conclusively say that I have acquired a certain level of Practical Knowledge to understand the academically learnt theories and also what will help me cope with the outside world in the profession of estate management and sense of responsibility and also ways of relating with not only the people in my Field of study but with people in every works of life. In addition, the Student Industrial Experience Scheme (SIWES) has been of great help to student academic development and it should therefore be given proper attention by the Federal Government.

REFERENCES

- Lanre Hassan and Co company profile
- Thorncroft M. (1965): Principle Of Estate Management
- University of Ilorin, SIWES information and guidelines for students