

**A REPORT ON
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME
(SIWES)**

UNDERTAKEN AT

**PREMIUM G-BRONDS
10, OLUWATOYIN STREET, GARI-ALIMI, ILORIN,
KWARA STATE**

**FROM
JULY, 2024 – NOVEMBER, 2024**

BY

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ND/23/OTM/PT/0021**

**SUBMITTED TO
THE DEPARTMENT OF OFFICE TECHNOLOGY AND
MANAGEMENT, INSTITUTE OF INFORMATION AND
TECHNOLOGY, KWARA STATE POLYTECHNIC, ILORIN.
IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF NATIONAL DIPLOMA (ND)**

NOVEMBER, 2024

ACKNOWLEDGEMENT

My acknowledgement goes to God almighty, my parents, Lecturers and Students of Kwara State Polytechnic, Ilorin, my Boss, other colleagues, and Staff at Premium G-Bronds, Gari- Alimi, Ilorin Kwara State.

ABSTRACT

This report provides a comprehensive overview of the industrial training program I participated in during my SIWES (2024/2025) at Premium G-Bronds, located at Gari- Alimi, Ilorin Kwara State.

During my time at the organization, I was involved in a variety of tasks that contributed to my professional development. These tasks included typing documents, where I honed my skills in formatting and editing; photocopying, which involved managing both single and bulk reproduction of materials; and scanning documents, ensuring digital preservation and accessibility of important files. Additionally, I was responsible for handling various internet services, including research and data management, which enhanced my ability to navigate online resources efficiently.

This training experience has not only provided me with practical skills but has also deepened my theoretical understanding of computer studies. The combination of hands-on learning and real-world application has prepared me for future challenges in the rapidly evolving Office Practices Management landscape, equipping me with the necessary tools to succeed in my professional pursuits.

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CHAPTER ONE

INTRODUCTION

The Students' Industrial Work Experience Scheme (SIWES) is a scheme established by the Industrial Training Fund (ITF) in 1973 to help students of tertiary institution in Nigeria acquire technical skills and practical exposure in an industrial environment based on various course of study.

Prior to the Establishment of SIWES, science and technology education in Nigeria was marred with the problem of lack of adequate practical and industrial skills and working experience that will prepare students of tertiary institution in Nigeria for employment opportunities in industries. It was in this view that the scheme was established and students in tertiary institution of Nigeria studying sciences and technology related courses were mandated to participate in the program to enable them have technical knowledge and working experience before graduating from their prospective institution and makes it a smooth transition from the lecture room to the world of work.

BACKGROUND TO THE STUDY

SIWES was established by industrial training fund to solve the problem of lack of adequate practical skills in preparation for employment in industries by Nigerian graduates of tertiary institutions.

The Students' Industrial Work Experience Scheme (SIWES) was designed, established and implemented by the Industrial Training Fund (ITF) in 1974 to ensure acquisition of field practical knowledge and skills by students before graduation, mainly coordinated by the National University Commission (NUC). The NUC recognizing the importance of job specifications in the scheme did set the necessary machinery in motion soon after the resolution was taken in 1998. However, from 1989-1993, the drawing up of the minimum academic standards documents (a major statutory of commission) owe resultant accreditation exercise and the movement of the commission secretariat to Abuja did not leave sufficient time to actualize this goal.

It was not until January 1996 at a 3 days national workshop in Jos that specification was drawn for the entire program that had industrial attachment component in the minimum academic standard documents. Participants were drawn from senior academic from universities across the country, SIWES coordinators and officers in all nine panels, each headed by a senior academic officer were constituted for the entire forty-six program. Prior to drawing job specification, however, a one-day meeting was held at which a five-day meeting was presented and the procedure content and format for presentation of the specification documents were decided.

SIWES commenced in 1974 in the aim of making education more relevant to bridge the gap between the theory and the practice of agriculture, engineering, technology and science related discipline in tertiary institutions in Nigeria.

For students in polytechnics and mono-technics and college of education, the duration of SIWES is for 4 months while university undergraduates go for a 6 months duration. Each institution is expected to have a SIWES coordinator who is in charge of all activities that pertains to students industrial training in the institution.

The production of SIWES job specification is without doubt a milestone in the development of academic activities in the national university system. The benefit derivable by the employer, universities and the students alike are immense and will go a long way to move the country forward technologically.

Operators: The ITF, the coordinating agencies (NUC, NCCE, NBTE), the employers of labor and institution.

Funding: The Federal Government of Nigeria.

Beneficiaries: Undergraduate students of the following; Agriculture, Engineering, Technology, Environmental, Sciences, Education, Medical sciences and Pure and applied sciences.

OBJECTIVES OF SIWES

1. It provides students the opportunity to test their interest in a particular career before permanent commitments are made.
2. It provides an avenue for students in tertiary institutions to acquire industrial skills and work experience in their course of study.
3. Makes the transition from school to the world of work easier and enhances students contacts for later job placement.
4. It helps students to develop skills and techniques directly applicable to their careers.
5. It provides students the opportunity to understand informal organizational interrelationships.
6. It helps students develop skills in the application of theory to practical work situations.
7. It increases a student's sense of responsibilities
8. It prepares students to enter into full time employment in their area of specialization upon graduation.
9. It provides students the opportunity to develop attitudes conducive to effective interpersonal relationships.

CHAPTER TWO
DESCRIPTION OF ESTABLISHMENT OF ATTACHMENT
LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

PREMIUM G-BRONDS is a registered entity under the Corporate Affairs Commission with the Nigerian Government in 2014. Owned and managed by Owoyomi Gafar, it is an Office that deals with Office management and ICT Company that encompasses all digital technology aiding individuals, businesses, and organizations in utilizing information. Covering electronic products dealing with information in a digital format, Premium G-Bronds focuses on digital data storage, retrieval, and transmission, including online trainings, and local online services.

Premium G-Bronds is an emerging telecommunication enterprise specializing in Website design, hosting, and development, Software and application development and installation, ICT Training and consultancy services. In addition, the company offers printing and distribution of recharge card vouchers, bulk SMS units sales, DSTV and general satellite television installation services. The primary target market includes consumers in the south-west region of Nigeria and the international market. The company is located in Gari- Alimi, Ilorin, Kwara State. Premium G-Bronds is a venture solely owned by Owoyemi Gafar. Led by Owoyemi Gafar, a seasoned

professional in the telecommunications sector with over a decade of experience. He has a network of industry professionals and business experts who will be actively involved in this sector. Premium G-Bronds is an ICT Company encompassing all digital technologies that assist individuals, businesses, and organizations in utilizing information. Dealing with electronic products managing information in digital form, Premium G-Bronds is focused on digital data storage, retrieval, and transmission, including international online exams, CBT trainings, and local online Services.

OBJECTIVES AND CORE VALUES OF THE ESTABLISHMENT

1. To facilitate local and international assessments for students across Nigeria.
2. To increase revenue from international online exams, local online exams, CBT trainings, computer sales, and accessories.
3. To maintain profit margins at 20-25% through diligent expense management and service delivery cost monitoring.
4. To enhance awareness and drive sales through local print and digital media coverage.

5. To simplify international exams such as The Test of English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS) for improved convenience.

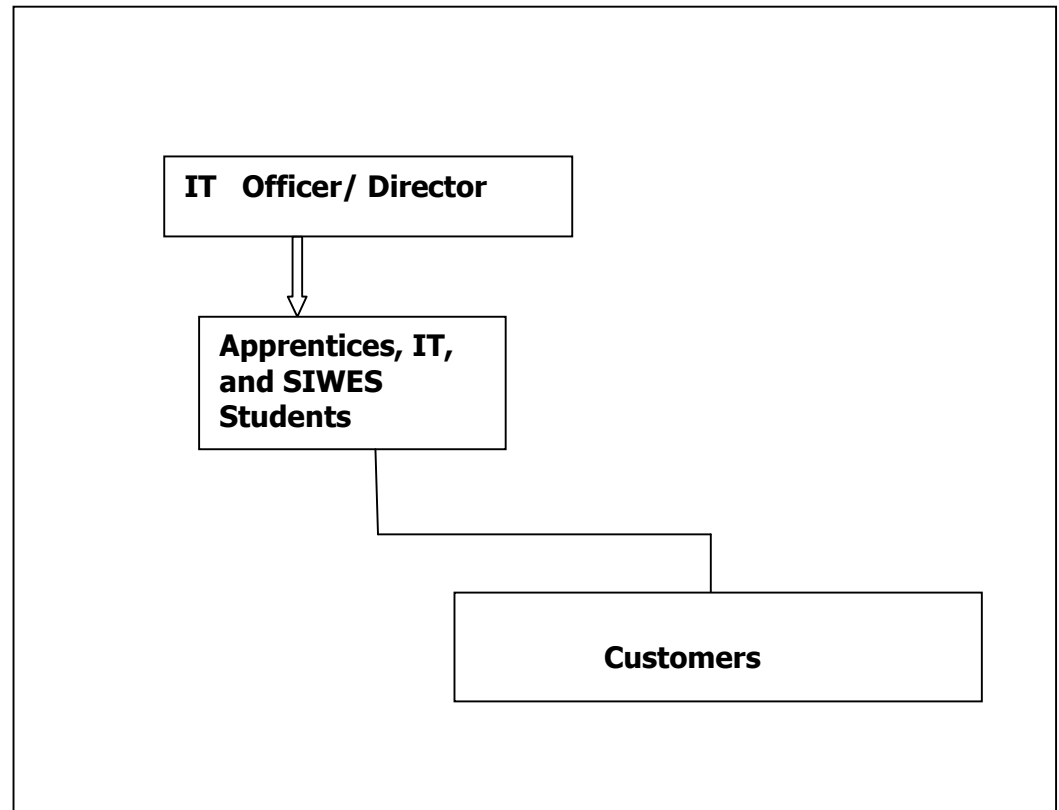
FUNCTIONS OF THE ESTABLISHMENT

The following are functions of the establishment:

Premium G-Bronds also known as a business centre, is a place where people can use computers and access the internet for a fee. They are often used for:

1. Browsing the web: Users can browse the internet for a variety of purposes, such as searching for information or watching videos
2. Computer rental,
3. Printing, scanning, and Photocopying.
4. Checking email: Users can send and read emails
5. Social media: Users can use social media platforms
6. Gaming: Users can play computer games
7. Working remotely: Users can work remotely from a cybercafe
8. Writing: Users can write documents, such as CVs
9. Chatting: Users can chat with friends using voice and video

**a. ORGANIZATIONAL STRUCTURE OF ESTABLISHMENT
PREMIUM G BAONDS**



CHAPTER THREE

ACTUAL WORKDONE WITH EXPERIENCE GAINED

During my Students Industrial Working Experience Scheme (SIWES) at Premium G-Bronds, at Gari-Alimi, Ilorin, I was able to learn and gain a lot of industrial and organizational experience as regards the effective usages of computer system

HANDLING COMPUTER SERVICES

A collection of interconnected computers, sharing data and services. A service is a program running on a computer that allows you to perform a useful activity such as: browsing the World Wide Web (WWW) sending and receiving email.

HANDLING PHOTOCOPIER SERVICES

This process used to scan documents into a computer for digital use and organization. Legal photocopying can be used to preserve any document that you have legal rights to scan or that you yourself are the creator of. This method is valuable and allows easy access to information digitally.

HANDLING SCANNING OF OFFICES DOCUMENTS

Documents are put through a state-of-the-art, high-speed scanner device that converts the records into high-quality images. Document scanning services use professional equipment that can handle various paper sizes, from sticky notes to oversized drawings, and can scan a large volume of records at once.

COMPUTER-RELATED SERVICES

: Customers can use computers to work on personal or professional projects, access

online services, or use the internet.

Laminating: Customers can get their documents laminated with the laminated machine.

Online payment assistance: Customers can get help with online payments, like bills and flight tickets.

Info finder services: Customers can get hard-to-find information from the net and sell it as a digital product.

CHAPTER FOUR

ACTUAL WORKDONE WITH EXPERIENCE GAINED (Cont'd)

COVERING OF EVENTS

When printing for customers, you can consider things like:

- **Personalization**

Web-to-print software can help you personalize customer experiences and gain positive word of mouth.

- **Convenience**

Printing services can save you time and stress, especially for last-minute projects. Some printers can even design, print, and distribute your materials for you.

- **Customer service**

Excellent customer service can help you build trust and relationships with clients, which can lead to loyalty and repeat business. Online printing services often provide 24/7 customer service.

- **Local economy**

Using local printing services keeps your money in the community. Locally owned businesses often recycle a portion of their revenue back into the community.

- **Print marketing**

Print marketing can be effective because people actually read print ads, unlike most digital advertisements. Business cards are a particularly important print marketing material because they can convey that your brand is organized and high-quality.

- **File review**

If you're not confident in your design abilities, you can work with a traditional printer to review and optimize your files.

Photocopying. The photocopiers primary function is to produce paper copies of a document.

Most modern photocopiers use laser technology to do this, using electrical charges to transfer toner to a piece of paper to form an image. The full process can be explained in the video below.

Using a photocopier offers various advantages. It allows you to quickly and easily make multiple copies of documents, saving time and effort. Photocopiers also provide high-quality reproductions and can handle different paper sizes and types.

CHAPTER FIVE

SUMMARY AND CONCLUSION

SUMMARY OF ATTACHMENT ACTIVITIES

This is a complete report of an industrial training program carried out during my SIWES (2024/2025) at Premium G-Bonds, Gari- Alimi, Ilorin. Activities including handling of typing documents, photocopies, Scanning of documents, handling internet services and so on.

The experience gained has given me a sound knowledge on computer studies in general which has helped prepare me for the future ICT world.

PROBLEMS ENCOUNTERED

The success of my training is undisputed, but it was not devoid of rough edges. I experienced some challenges, among these are:

- The issue of expensive transportation: I have to pay an average of 500 naira every day for transport without remuneration.

SUGGESTIONS FOR IMPROVEMENT OF THE SCHEME

- Visiting of students during the program should be ensured by the ITF
- Students should be paid their allowance on time to ensure motivation
- Selection of placement should not be left to students. The College Authority should make a means of allocating students to related companies
- Seminars should be organized for establishments to acquaint them with their roles towards students on training
- Government should participate fully in the provision of equipment in the placement centers

CONCLUSION

The period has contributed immensely to my academic experience. Students Industrial Working Experience Scheme (SIWES) is an important program for all students. It helps in tackling the issue of unemployment amongst youth as it teaches us way to be

independent. The exercise made me understood part of what is expected as a journalist in the practice. It helped groom my relationship skills especially in areas where team work are required and communicating with the staffs and students alike. It has exposed me to work ethics and routines.

The problems, if not tackled, will make it lose its usefulness and vitality notwithstanding the benefits of it.

Finally, I do hope the program will be improved so as to enhance manpower development and student's skill in their respective field of study.