



A TECHNICAL REPORT

ON

**STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME
(SIWES)**

ATTACHMENT HELD AT:

IFELODUN LOCAL COUNCIL DEVELOPMENT AREA

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DEDICATION

I reference all praise and adoration to **Almighty Allah**, has shown me immeasurable mercies all through the duration of my SIWES programme.

ACKNOWLEDGMENT

My gratitude goes to the creator and controller of the whole universe, the most powerful, great and most beneficent being **Almighty Allah** who has never failed at any point of my life. Am greatly indebted to my lovely ones for their remarkable support, financially, morally spiritually to ensure my success academically.

Furthermore, I am grateful to my lecturer and SIWES coordinator and supervisor in the great Kwara State Polytechnic for their responsible impartation of knowledge on me).

However, I equally want to show my appreciation to all friends and SIWES colleagues at IFELODUN LOCAL COUNCIL DEVELOPMENT AREA. I cherished the little time spend with you all.

TABLE OF CONTENTS

TITLE PAGE

PREFACE

DEDICATION

ACKNOWLEDGEMENT

TABLE OF CONTENTS

CHAPTER ONE

1.0 INTRODUCTION

1.1 DEFINITION OF SWIES

1.2 AIM AND OBJECTIVES OF SWIES

CHAPTER TWO

2.0 HISTORICAL BACKGROUND

2.1 SECTION OF THE ORGANIZATION AND THEIR FUNCTION

CHAPTER THREE

3.0 STUDENT SPECIFIC INVOLVEMENT AT THE VARIOUS
SECTION/UNITS

3.1 EXPLANATION OF WORK DONE

CHAPTER FOUR

4.0 DISCUSSION

4.1 RELEVANT EXPERIENCE GAINED

CHAPTER FIVE

5.0 CONCLUSION

5.1 PERSONAL IMPRESSIONS ABOUT THE ORGANISATION

CHAPTER ONE

1.0 INTRODUCTION

Student industrial work experience scheme as a programme was established by ITF in 1973 in order to seek a lasting solution to the problem of inefficiency and lack of practicable skill and the technical know-how required of graduates after graduation.

The scheme exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords student of tertiary institution the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the education institution and also serve as a preparatory employment training and enhancement of the theoretical lectures they have being taught in the confines of the classroom walls.

The scheme is commission by the Federal Government and funded through the Industrial Trust Fund (ITF) and the duration of the programmed spans for months.

Training is a key factor in enhancing efficiency and expertise of the workforce. The SIWES program therefore prepares students for the world of work. The scheme is therefore a skill training oriented program so as to expose the student on work they would meet after graduation.

1.1 DEFINITION OF SIWES

SIWES is an acronym of the Student Industrial Work Experience Scheme. It is a practical skill program development and design to prepare student to gain more practical experience and for transition and enhancement of the theoretical lecturing in the classroom experience to practical experience.

1.2 AIM OF SIWES

The purpose of SIWES is to promote industrialization in Nigeria, and an advance between the world of teaching, learning industrial experience and work with reference to a field of study.

1.3 OBJECTIVES OF SIWES

The specific objectives of SIWES as summarized by the Federal Government Gazette of April 1978 are listed below:

- i. To provide an avenue for the student in institution of the higher learning to acquire industrial skill and experience in their course of study.
- ii. To make the transaction from school to the world of work easier.
- iii. To enhance student contact for later job replacement. And actual practice.
- iv. To provide student with an opportunity to supply their knowledge in real work actual practice.

CHAPTER TWO

2.0 HISTORY OF IFELODUN LOCAL COUNCIL DEVELOPMENT AREA

Ifelodun Local Council Development Area (L.C.D.A) was carved out of the Ajeromi–Ifelodun Local Government Area (L.G.A) with Administrative Headquarter at 3, Dispensary Street, Mosafejo, Amukoko, Lagos State. Ifelodun LCDA has two coordinating area offices: one at “Layeni Area Office” situated at Ojo Road (Oja Bus-stop), and the second, “Amukoko Area Office,” is situated inside the Ifelodun L.C.D.A headquarters at Mosafejo, Amukoko.

The Ifelodun L.C.D.A is geographically bounded at the north by Amuwo Local Government, at the east by Coker-Aguda L.C.D.A, at the south by Apapa-Iganmu L.C.D.A, and at the west by Ajeromi-Ifelodun Local Government Area.

Like any other Local Government in Nigeria, Ifelodun L.C.D.A consists of many towns and settlements such as Amukoko/Mosafejo Town, Layeni Town, Abule-Kere Town, Alaba-Oro Town, Dodoro Alafia Town, Oke-Ira Town, Sheteolu Town, and many more.

When Ifelodun and other LCDAs in Lagos State were created by then Governor Bola Ahmed Tinubu, they were not approved by the Federal Government under Chief Olusegun Obasanjo. This led to the withholding of local government allocations in Lagos State. However, Tinubu continued to fund the LCDAs despite these challenges, ensuring their sustainability. Today, Ifelodun LCDA remains a success story.

When Ifelodun LCDA was officially established, Hon. (Prince) Taiwo Oyewole Adenekan was sworn in as the first administrator on November 27, 2003.

AIMS/OBJECTIVES OF THE MINISTRY

The aims and objectives of Ifelodun Local Council development Include include:

- Infrastructural Development
- Youth/Women Empowerment
- Improved Health Care System
- Human Capacity Development

GEOGRAPHICAL LOCATION

Ifelodun LCDA has two coordinating area offices, one at “Layeni Area Office” situated at Ojo Road, (Oja Bus-stop) while the second is “Amukoko Area office”, situated inside the Ifelodun L.C.D.A headquarter Mosafejo, Amukoko.

ORGANIZATION STRUCTURE

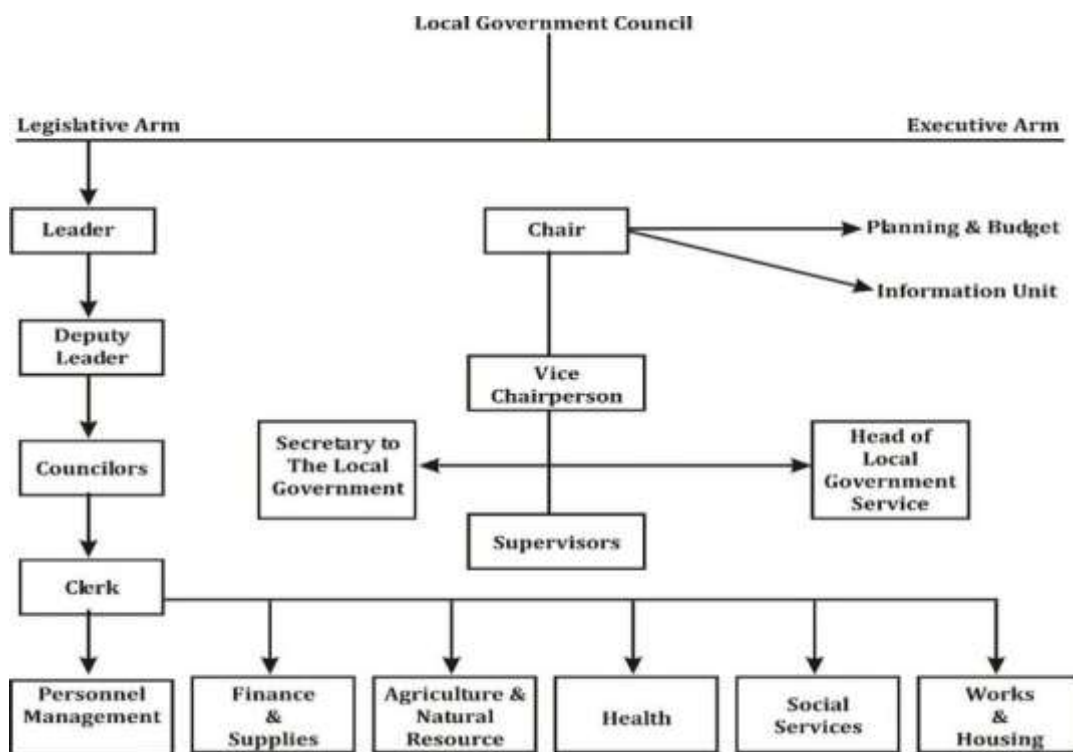


Figure 1.1 Organizational chart of Ifelodun Local Council Development Area

Infrastructural Department of Ifelodun Local Council Development Area

The Works and Infrastructure Department of the Ifelodun Local Council Development Area (LCDA) in Lagos, Nigeria is responsible for planning and implementing the council's infrastructure and construction projects.

Responsibilities

- Carry out construction, plumbing, electrical, and maintenance work
- Advise on policies for building and construction projects
- Ensure that all work meets standards
- Prepare reports on work carried out

Examples of projects

- Expanding and upgrading major roads
- Repairing roads to provide relief to commuters and businesses
- Constructing new roads
- Providing consultancy services for construction projects
- Providing environmental sanitation services, including drainage clearance and waste management

How to get involved

Community members can report road issues to the council so that maintenance efforts can be prioritized.

Related information

The Ajeromi-Ifelodun Local Government Area (LGA) is one of the most populated LGAs in Lagos State

2.1 DEPARTMENT OF IFELODUN LOCAL COUNCIL DEVELOPMENT AREA

There are various departments in **Ifelodun Local Council Development Area** and they are listed below.

- (i) Human Resource Department
- (ii) Primary Health care services Department

Human Resources Department

The HR department manages employees, hiring, training, benefits, and workplace policies. It ensures a positive work environment and supports employee growth.

2.2.1 Department overview

The Human Resource (HR) department is responsible for managing the LCDA's employees. It handles hiring, training, benefits, and workplace policies. HR also ensures a positive work environment, resolves conflicts, and supports employee growth. Its goal is to keep both employees and the company successful.

Primary Functions of the HR Department

1. Heads the Human Resources Management Department.
2. Liaises with the Local Government Service Commission and other Government Agencies on matters affecting career progression, discipline, promotion, transfer, welfare, and other staff matters.
3. Coordinates training activities for Local Government staff.
4. Oversees the day-to-day operations of the department.
5. Implements establishment policies.
6. Chairs the Junior Staff/Management Committee for Officers on GL. 01-06.
7. Works with the Head of Administration for recruitment, training, and development of staff on GL. 01-06.

8. Handles labor relations, employee safety, compensation, benefits, and pension matters.
9. Enforces career progression, discipline, promotion, and welfare policies for Local Government staff on GL. 01-06.
10. Performs other duties as assigned by the Head of Administration.

2.2.2 Primary Health Care Services

Responsible for delivering essential health services, focusing on preventive, promotive, and basic curative healthcare.

2.2.3 Department Overview

The Primary Health Care (PHC) Department in Ifelodun Local Council Development Area (LCDA) is responsible for delivering essential health services to the local community. Its main focus is on preventive, promotive, and basic curative healthcare.

Primary Functions of the PHC Department

1. Heads the Department of Primary Health Care Delivery Services.
2. Coordinates all activities relating to Primary Health Care Delivery in the Local Government.
3. Serves as the Chief Adviser to the Local Government on issues relating to Medical and Health Services.
4. Ensures that Medical and Health activities as laid down in the plan are complied with by the Local Government/Local Council Development Area.
5. Prepares and publishes monthly and annual Medical and Health statements of the Local Government/Local Council Development Area.
6. Liaises with other Agencies and non-governmental organizations on issues relating to Medical and healthcare in the Local Government.
7. Performs such other duties as may be assigned.

CHAPTER THREE

3.0 STUDENT SPECIFIC INVOLVEMENT AT THE VARIOUS SECTIONS/UNITS.

This chapter is prepared at recounting and describing my involvement at Ifelodun Local Council Development Area during the Industrial work Experience Scheme which was observed between September to December 2024.

ORGANIZATION UNIT

As a student of the department of Business Administration and Management, this units is the main section that most training was received although experiences were also required from section in order to promote the understanding of relevant experiences of Business Administration and Management in other profession.

However, the involvement experience gained by the student includes the following;

- Introduction to organization Hierarchy (Highest to the lowest)
- Introduction to members of the organization
- Introduction to Programs
- Introduction to Distribution of document and searching of files
- Use of System and Printer
- Use of Photocopy machine
- Equipment used in office

3.1 EXPLANATION OF WORK DONE

Introduction to organizational hierarchy

An organizational hierarchy refers to the structured ranking of positions within a company, where individuals with greater authority occupy higher levels, essentially outlining the chain of command from entry-level employees to senior management, with

each level having defined roles and responsibilities within the organization; it essentially dictates who reports to whom and how decision-making flows through the company.

Key points about organizational hierarchy:

- **Levels of authority:**

The hierarchy is typically divided into multiple levels, with the highest level consisting of executives or the board of directors, followed by middle management and then lower-level employees.

- **Chain of command:**

A clear chain of command is established, meaning employees at lower levels report to their direct supervisors who then report to higher levels, ensuring a structured flow of information and accountability.

- **Centralization vs. Decentralization:**

Depending on the organizational structure, decision-making power can be centralized (top-level management) or decentralized (distributed across different levels).

- **Benefits:**

A well-defined hierarchy can promote clarity in roles, efficient communication, and effective delegation of tasks.

- **Different types of organizational structures:**

While traditional hierarchies are common, other structures like flat organizations with fewer layers of management also exist.

Introduction to Member of Organization

A member of Local Council Development, such as a councillor or mayor, is an elected official who represents the community and makes decisions on behalf of the Local Council Development.

Responsibilities

- **Provide leadership:** Set a vision for the community and guide the community to achieve it
- **Make decisions:** Make decisions on local and national issues
- **Represent the community:** Represent the views of the community and engage with them
- **Monitor projects:** Monitor and supervise the execution of projects in the local government area
- **Mobilize the community:** Mobilize the community to participate in community development projects
- **Participate in meetings:** Attend council and committee meetings
- **Participate in debates:** Participate in debates and deliberations on local government bye-laws and budget estimates
- **Maintain peace and security:** Serve as an agent in maintaining peace and security in their ward

How they work

Local Council Development members work with local people, businesses, and other organizations to agree and deliver on local priorities.

How they are elected

Local government council members are elected by the public in local elections.

Introduction to programs

An introduction to Local Council Development programs covers the role of Local Council Development, its structure, and the services it provides. It also includes the challenges and opportunities of local government.

What is Local Council Development?

- Local Council Development is responsible for administering local laws and providing services to the people in its district
- Local Council Development can provide services like emergency planning, job creation, and financial assistance
- Local Council Development can also control and provide markets and motor parks
- What are the challenges of Local Council Development?
- Local needs and priorities may differ across communities
- Challenges to local service delivery can be technical, financial, or political
- Local government must balance the needs of the community with the requirements of national and regional policies

What are the opportunities of Local Council Development?

- Local Council Development can encourage healthy behavior
- Local Council Development can create high-density residential areas in urban areas
- Local Council Development can provide family leave policies, daycare provisions, and equal employment opportunities

What are some resources for learning about Local Council Development?

- WALGA offers an eLearning course on Local Council Development
- LGPRO offers workshops on Local Council Development
- The University of Nigeria offers a course on local government administration

CHAPTER FOUR

4.0 DISCUSSIONS

I have gained an exposure and enlightenment which could not have been possible without the program.

The SIWES program has really influence my understanding positively as related to my field study and have imbibe in the courage, audacity and confidence to be competent and consistent in the disposition of my responsibilities as an architect.

4.1 RELEVANCE OF EXPERIENCE GAINED DURING SIWES

I can pompously say that series of relevant experience and skill which augment my familiarity and understanding in world of Business Administration and Management was gained during the period of my student industrial work experience scheme.

In addition, SIWES frontier my understanding of all that have been though in the classroom and thus makes me a better student as compare to the time I have not been opportunity of the SIWES experience.

During my SIWES, I was trained on DOCUMENTATION OF DATA, CONDUCTING RESEARCH AND PREPARING OF REPORT which I have not undertaken. I was guided on how to deal with Documents and files in office. I was trained until I was able to do it on my own.

Finally, all experiences gained during my SIWES programme at IFELODUN LOCAL COUNCIL DEVELOPMENT AREA are relevance to the field of Business Administration and management and it has equipped me to overcome challenges that may ensure when am expected to discharge a certain responsibility as an Business Administration Student.

CHAPTER FIVE

5.0 CONCLUSION

To conclude my report I have seen the essence of going through the student industrial work experience scheme (SIWES) the impact of the training on me cannot be over emphasized in the sense that I have been able to understand practically the importance aspect of the course of my study which might not have possible without this program.

5.1.1 PERSONAL IMPRESSION ABOUT THE ORGANIZATION

One of the reason why I was personally impress about the organization I was attached to this because the firms that undertake service that is relevant to my field of study.

Another reason why I was impressed about the organization was because my principal is ready to train me and I go out with him for an inspection and supervisor of the organization properties undergoing repair so he had the time to train me. Also I was in a position to stay in the office to do office work. Again I was given guideline by the staff of the organization in any work given to me and how to do it well. I was impressed because of the interaction I had with all other members of the organization during the four months training so with all that has been said above I can say that I was personally impressed about the organization that I was attached during my four months industrial training.

5.1.2 SUGGESTIONS/RECOMMENDATION

I hereby suggest to the organization to expand more time and energy to I.T student, so as for them to take more serious their SIWES programme. To this end, as practicing and prospective practicing surveyors, my admonition “do not sacrifice honesty, integrity and devotion” to the Polytechnic, I suggest institution and the industrial training fund office to find a suitable solution to the problem that the student are facing during industrial attachment programme the Federal Government should urge the prospective corporation and company where student normal undertakes SIWES programme to pay more attention to them and also assist them wherever their assistance is required, the industrial training fund office and institution should ensure that the delay in given student their entitlement, so that the oncoming student will be able to appreciate more the essence of going for industrial training scheme (I.T.S)