

CHAPTER ONE

1.0 INTRODUCTION TO SIWES

Students Industrial works experience scheme (SIWES) skill acquisition programme was introduced by the Federal Government of Nigeria to expose undergraduate in Engineering, Technology and Sciences of Tertiary Institutions (University, Polytechnics, Mono-technics and Colleges of Education) to industrial environment so as to acquire basic skills existing in their respective disciplines to smoothen their entry into industrial practices on completion of their studies and also reduce periods spent in training fresh graduates as new employees. It was first initiated and funded by industrial training fund (ITF) during the formative years 1973/1974.

The scheme forms part of the approved Minimum Academic Standards (MAS) in the various Degree programmes for all Nigeria universities. It is an effort to bridge the gap existing between theory and practice of engineering and technology, science, agriculture, medical, management and other professional educational programmes in the Nigeria Tertiary Institution. The programme mediate exposing students to design and construction of machines and equipment, professional work method and ways of safe-guarding the work area and workers in industries and organizations.

1.1 HISTORY OF SIWES

SIWES (Student Industrial Working Experience Scheme) 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 machinery

and equipment which are usually not available in the educational institutions. Participation in Industrial Training is a well-known educational strategy. Classroom studies are integrated with learning through hands on work experiences in a field related to the student's academic major and career goals. It also expose the student to the practical aspect of some course being offer in the school.

Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions.

One of the primary goals of the SIWES is to help students integrate leadership development into the experiential learning process. Students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders.

By integrating leadership development activities into the Industrial Training experience, we hope to encourage students to actively engage in non-profit management as a professional career objective. However, the effectiveness of the SIWES experience will have varying outcomes based upon the individual student, the work assignment, and the supervisor/mentor requirements.

It is vital that each internship position description includes specific written, learning objectives to ensure leadership skill development is incorporation. Participation in SIWES has become necessary pre-condition for the award of Diploma, Degree and NCE certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government.

1.2 OPERATORS OF SIWES

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

Funding – The Federal Government of Nigeria

Beneficiaries – Undergraduate students of the following: Agriculture, Engineering, Technology, Environmental, Science, Education, Medical Science and Pure and Applied Sciences.

Duration – Four months for Colleges of Education and Polytechnics, and Six months for the Universities.

1.3 OBJECTIVES OF SIWES

1. SIWES students will develop skills in the application of theory to practical work situations.
2. SIWES students will develop skills and techniques directly applicable to their careers.
3. SIWES will aid students in adjusting from college to full-time employment.
4. SIWES students will require good work habits.
5. SIWES will increase a student's sense of responsibility.
6. SIWES will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
7. SIWES will reduce student dropouts.
8. SIWES student will be prepared to enter into full-time employment in their area of specialization upon graduation.
9. SIWES will provide students the opportunity to test their interest in a particular career before permanent commitments are made.

10. SIWES students will develop employment records/references that will enhance employment opportunities.
11. SIWES will provide students the opportunity to understand informal organizational interrelationships.

The four (4) months Students Industrial Work Experience Scheme (SIWES) which is a requirement for the completion of my course of study. This SIWES program was undertaken at

Rehoprints Organization

CHAPTER TWO

2.1 COMPANY PROFILE

Rehoprints Organization is a leading printing company based in **3a Great Challenge Road New Iba town, Lagos** that provides comprehensive printing solutions for various sectors, including business, education, and advertising. The company specializes in the production of promotional materials such as brochures, flyers, banners, business cards, and customized prints for corporate clients.

2.2 PRODUCTS AND SERVICES

Rehoprints offers a wide range of printing services, including:

- **Digital Printing:** Full-color printing for brochures, flyers, posters, and other marketing materials.
- **Offset Printing:** High-volume printing for larger-scale projects such as books, magazines, and catalogs.
- **Large Format Printing:** Banners, signage, and other large print materials.
- **Custom Printing Services:** Business cards, personalized stationery, and unique print products tailored to client needs.

The company uses state-of-the-art equipment and employs skilled professionals to deliver high-quality prints to meet clients' expectations.

2.3 ORGANIZATIONAL STRUCTURE

Rehoprints Organization has a well-structured team consisting of various departments:

- **Production Team:** Responsible for overseeing the printing process.
- **Procurement Department:** Manages the sourcing and purchasing of materials required for printing.
- **Sales and Marketing Team:** Handles client relations, advertising, and promotional activities.
- **Administrative Team:** Manages the company's day-to-day operations and financial records.

CHAPTER THREE

JOB DESCRIPTION AND RESPONSIBILITIES

During my SIWES internship at Rehoprints Organization, I was assigned to the **Procurement and Supply Management** department. My primary responsibilities were focused on assisting the team in streamlining the procurement process, managing inventory, and ensuring the smooth supply of materials needed for production. Below is a detailed description of my responsibilities:

3.1 SUPPLIER IDENTIFICATION AND SOURCING

One of my key roles was to assist in identifying and sourcing suppliers for the raw materials used in the printing process. I participated in:

- Researching and identifying new suppliers for paper, ink, and other materials used in printing.
- Evaluating existing suppliers based on pricing, quality of materials, delivery times, and reliability.
- Assisting in the creation of a supplier database to keep track of contacts, pricing, and product details.

3.2 PURCHASE ORDER PREPARATION

I assisted in the preparation and processing of purchase orders to ensure that materials were sourced promptly for production. My responsibilities included:

- Reviewing current stock levels and identifying material shortages.

- Preparing purchase orders for materials, including specifying quantities, delivery schedules, and terms of payment.
- Sending purchase orders to suppliers and following up to confirm orders.

3.3 SUPPLIER COMMUNICATION AND NEGOTIATION

Effective communication with suppliers is crucial in procurement, and I was tasked with:

- Communicating with suppliers to inquire about pricing, delivery times, and product availability.
- Negotiating terms of agreements, including delivery schedules and payment methods, to ensure favorable terms for the company.
- Addressing any issues with delayed deliveries or quality problems and coordinating with the suppliers to resolve them.

3.4 INVENTORY MANAGEMENT

I worked with the inventory team to manage stock levels and ensure that materials were available when needed for production. My tasks included:

- Monitoring stock levels of critical materials such as paper, ink, and other consumables.
- Assisting in organizing and categorizing inventory to prevent overstocking or stockouts.
- Keeping detailed records of material receipts and issuing goods to the production team as required.

3.5 RECORD KEEPING AND REPORTING

I was also responsible for maintaining procurement records and assisting in generating reports. This included:

- Documenting all purchase orders, supplier invoices, and delivery receipts for accurate record-keeping.
- Assisting in preparing monthly procurement reports to evaluate supplier performance and assess the efficiency of procurement activities.
- Managing procurement files and ensuring all records were up to date and easily accessible for review.

CHAPTER FOUR

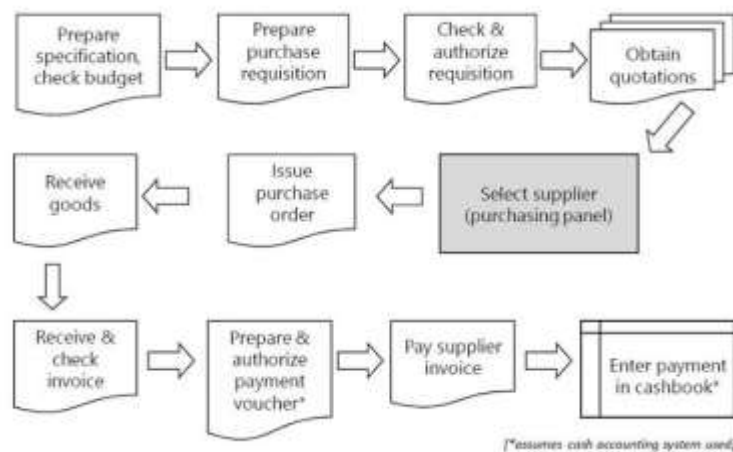
OPERATIONS CARRIED OUT

During my internship at Rehoprints, I was actively involved in several key operational tasks that contributed to the smooth functioning of the procurement and supply chain process. Below is a breakdown of the main operations I was involved in:

4.1 SOURCING AND SUPPLIER MANAGEMENT

I worked closely with the procurement team to identify suppliers who could provide high-quality materials at competitive prices. I was responsible for:

- Conducting supplier research and creating a list of potential vendors.
- Assisting in the selection process by evaluating supplier proposals based on product quality and delivery timelines.
- Maintaining an updated supplier database and communicating regularly with suppliers to ensure materials were delivered on time.

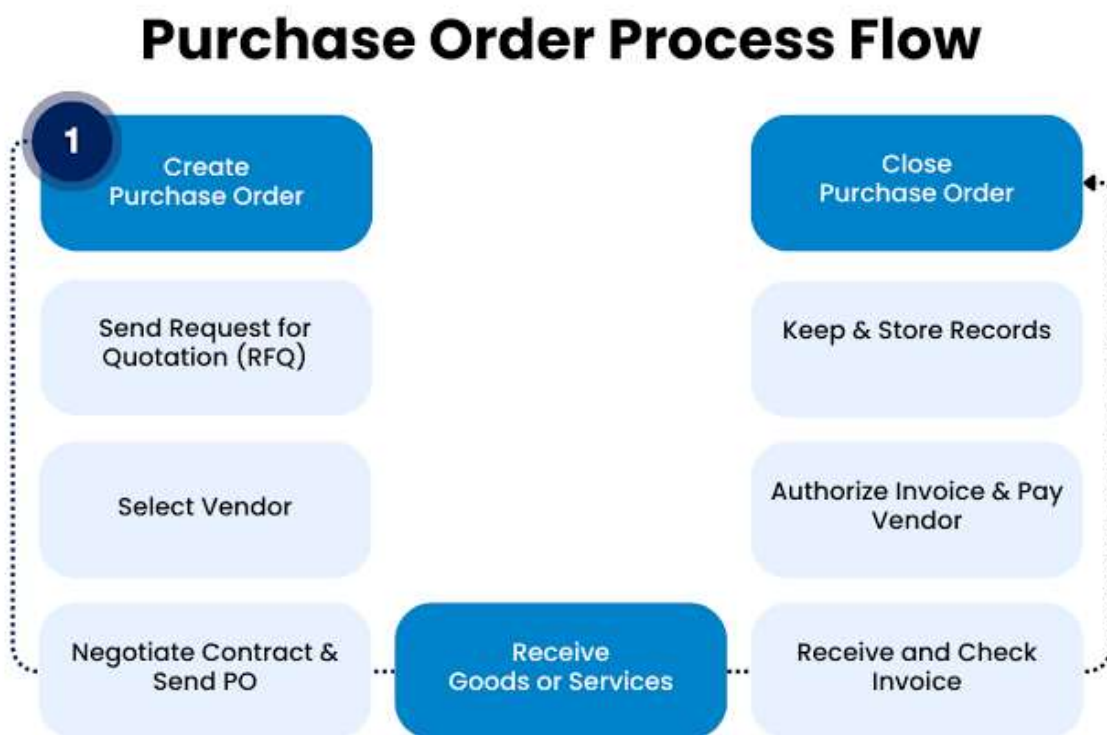


PROCUREMENT PROCESS FLOWCHARTS

4.2 PURCHASE ORDER PROCESSING

In line with my role, I helped the procurement department issue purchase orders for materials required for production. This involved:

- Ensuring that the necessary materials were ordered well in advance of production deadlines.
- Confirming the details of each order with suppliers to avoid any discrepancies.
- Tracking the status of open purchase orders and following up with suppliers when necessary.



4.3 INVENTORY MANAGEMENT

I played a key role in managing inventory levels to ensure that the production team had a steady supply of materials. My tasks included:

- Monitoring material stock levels and ensuring that the inventory was replenished in a timely manner.
- Conducting periodic inventory audits to ensure accuracy.
- Ensuring that materials were properly stored in the warehouse to prevent damage or wastage.

4.4 ORDER FULFILLMENT COORDINATION

I was involved in coordinating the delivery of materials to ensure that production deadlines were met. I worked closely with the logistics and production teams to:

- Track incoming deliveries and ensure that all orders were received as per the purchase order details.
- Address any delivery delays or discrepancies with suppliers and report them to the procurement manager.
- Organize the storage of delivered materials in the warehouse, ensuring easy access and proper categorization.

4.5 ASSISTING IN PRINTING OPERATIONS

One of the most insightful experiences during my internship was assisting the printing team in their daily production activities. This involved supporting the operational side of printing, such as:

- **Preparing Printing Materials:** I helped ensure that all materials required for printing, such as paper, ink, and other consumables, were available and correctly prepared before the printing process began.
- **Setting Up Print Jobs:** I assisted the production team in setting up printing machines and ensuring that all job parameters, including the size, color, and type of print, were properly configured. I also ensured that the printers were loaded with the correct materials (e.g., paper and ink).
- **Monitoring the Printing Process:** I observed the printing process, checking for any potential issues such as color inaccuracies, paper jams, or ink shortages. I communicated with the production team to ensure that print quality was maintained and any minor issues were resolved immediately.
- **Quality Control:** During production, I assisted in monitoring the print quality, checking for errors like misalignment or color variations. If necessary, I made adjustments to the printer settings under the supervision of the senior production staff.
- **Assisting in Post-Print Operations:** After the printing process, I helped with post-print operations such as cutting, binding, and packaging the finished materials for delivery to clients. This step was crucial to ensure that the final products met the company's quality standards and were ready for distribution.



PRINTING MACHINE

Assisting in the printing operations allowed me to gain valuable hands-on experience in the entire print production cycle, from material preparation and machine setup to quality control and post-production handling. This experience broadened my understanding of the practical challenges faced during the printing process and the importance of ensuring the final product meets client expectations.

CHAPTER FIVE

5.1 CONCLUSION

My internship experience at **Rehoprints Organization** was incredibly valuable in bridging the gap between academic knowledge and practical, real-world experience in procurement and supply management. Throughout the duration of my internship, I gained hands-on experience in procurement processes, supplier negotiations, inventory management, and administrative tasks. I also learned the importance of effective communication within the supply chain and how procurement decisions directly impact production efficiency.

Key Takeaways:

- The experience allowed me to understand how theoretical procurement concepts are applied in a real-world setting.
- I learned the significance of accurate record-keeping, the impact of timely deliveries on production, and the need for efficient inventory management.
- I also gained insights into supplier relationships and the critical role of negotiation in securing favorable deals.

Overall, my time at Rehoprints enhanced my professional skills and provided me with a comprehensive understanding of procurement functions within the printing industry. The internship has not only bolstered my knowledge but also prepared me for a successful career in procurement and supply management.