

A
TECHNICAL REPORT
ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME
(SIWES)

UNDERTAKEN AT:
ADE FURNITURE VENTURES
SHOP 1 ADE PLAZA, ABULE EKO AREA, IKORODU,
LAGOS STATE

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PREFACE

The Student Industrial Work Experience Scheme established by the Federal Government of Nigeria aimed at exploring students of Higher Institution to acquire industrial skill and practical experience in their approved courses of study also to prepare the students for the industrial work situation which they are likely to meet after graduation.

This report is based on my 4 months experience at ADE FURNITURE VENTURES

DEDICATION

This report is dedicated to Almighty God, the source of wisdom and understanding. It is also dedicated to my parent, Mr. and Mrs. **FATOKUN** for their incomparable love and support in my life.

ACKNOWLEDGEMENT

I wish to register my profound gratitude to Almighty God for the guidance and grace throughout my life. I am grateful to the entire staff where I was attached to during my 4 Months industrial training programme.

I will also like to appreciate support of my beloved parent Mr. and Mrs. **FATOKUN**.

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CHAPTER ONE

1.1 Introduction

The student Industrial Work Experience Scheme (SIWES) is an appreciable skill/Training which is included as part of the minimum academic standard in Nigeria Tertiary Institution. The scheme is a participatory program involving universities, polytechnics and technical colleges of student of various institutions in Nigeria. It is run jointly by the Industrial Training Fund (ITF).

The SIWES was established as a result of realization by the Federal Government in 1971, of the need to introduce a new dimension to the quality and standard of education obtained in the country in order to achieve the much needed technology advancement, because it has been shown that a correlation exist a country level of economic technological development and its level of investment in manpower (Oniyide, 2000).

1.2 The Scope and Importance of SIWES

The scheme covers all science and technology based students in monotechnics, polytechnic and universities in Nigeria resulting in a high population of student which is easily managed because of the private and public industries that partake in the scheme. SIWES enables student acquire industrial knowledge in their field of study especially technological based courses. It also enables student experience the application of theoretical knowledge in solving real life matters.

1.3 The Aims and Objectives of SIWES

Specifically, the objective of the students Industrial Work Experience Scheme (SIWES) cut across the economy, labour force and educational sector positively.

1. Provide an avenue for student in Nigeria Institute to acquire industrial skills and experience in their course of study.

2. Prepare students for the post graduate work situation.

Expose student to work methods and techniques in handling equipment and machinery that may not be available in educational institutes.

3. Provide opportunity in real work situation and there by bridging the gap between theory and practical.

4. Ease transition into the word of work and enhance students contacts for later job.

5. Earnest placement and strengthen employers involvement in the educational process of preparing students for employment in the industry.

1.4 The Logbook

The Log Book is designed to assist the student keep accurate record of his/her training during SIWES. It shows the department/section of the industry/company where the student has worked and the period in each department.

All daily activities must be well recorded by the student in the log book with neat diagram where necessary.

CHAPTER TWO

2.1 HISTORY OF THE ORGANIZATION

ADE FURNITURE VENTURES was established in 20th of June, 2013 by Mr. ADETUNJI JAMALDEEN. It is a furniture venture that is posed to retailing and wholesaling of all furniture works at large in which there location is located at SHOP 1, ADE PLAZA ABULE EKO AREA, IKORODU, LAGOS STATE

2.2 Objectives of Establishment

The Organization tends to offer higher fidelity and more accurate production of original furniture fittings and equipment in line with western materials.

Also the company intends to equipped the general population as a whole with up-to-date house and office furniture's and quality furniture materials to other related competitors.

2.3 Vision and Missions Statement of the Organization

Vision

To become the foremost Furniture house in Southwest, Nigeria and a reference point in Furniture Industry in Nigeria with quality materials.

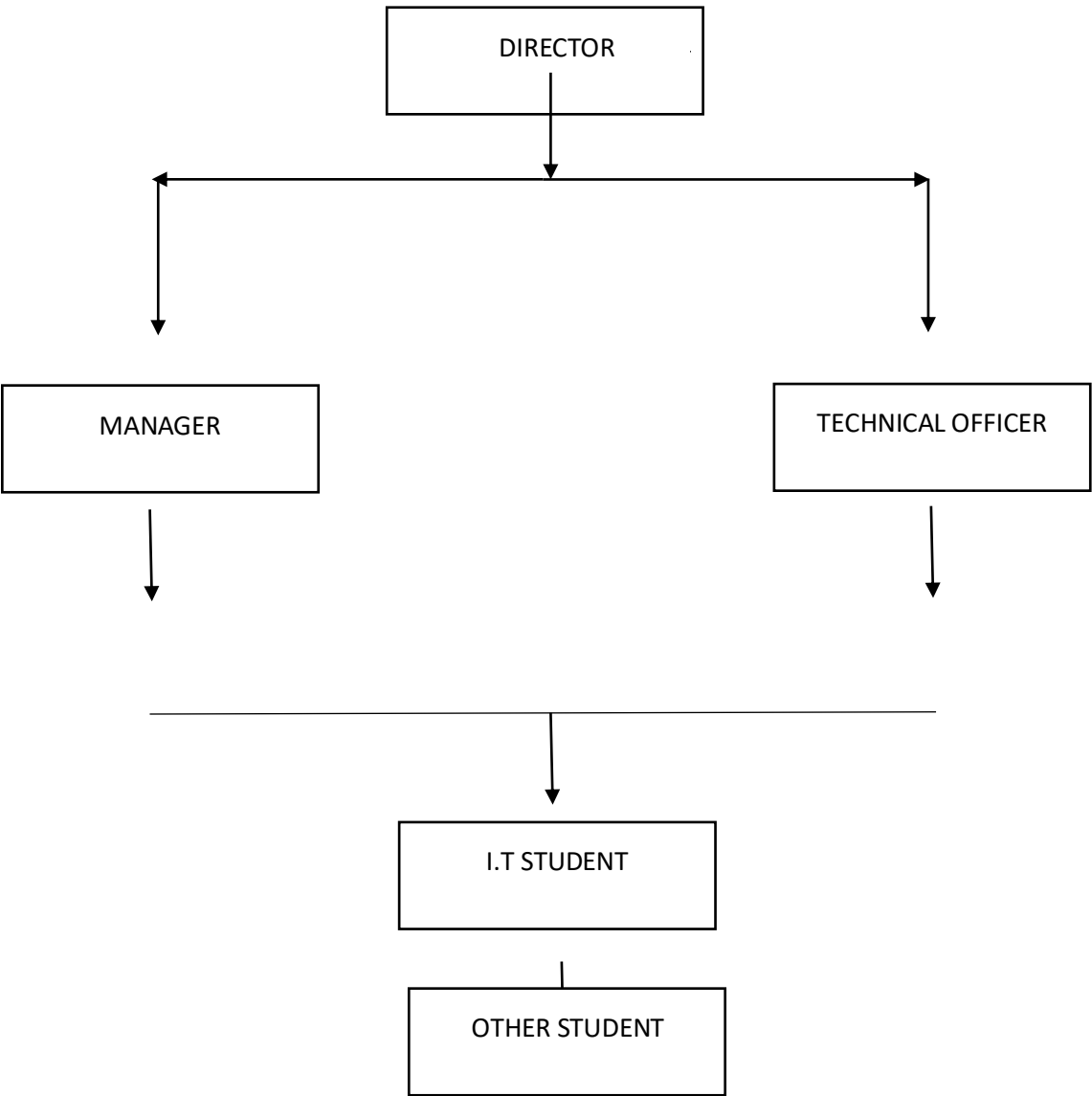
Mission

ADE furniture ventures is out to use quality furniture materials to create effective house and office furniture equipments to promote culture, inculcate moral & promotion of cultural heritage in the society.

2.4 Various Department in the Organization

ADE FURNITURE VENTURES is currently operating with four departments, the SALES department, administrative department, Marketing, and Financial Department. Each department is being held by competent and seasoned personnel. The venture is operating on large scale with 32 members of staff, 29 freelancers and 15 Sales representatives spread across the coverage states.

2.5 ORGANIZATION CHART



CHAPTER THREE

3.1 TECHNICAL TRAINING EXPERIENCE/ WORK DONE

The first day at work, I was introduced to various departments after meeting with my Internal Siwes coordinator. I was taken round the showroom; materials showroom, and the main sales showroom.

Introduction to various departments was done. I was hereby placed in the current affairs programme under the SALES/ADMINISTRATIVE department. We were taught the importance of furniture and how to come up with furniture MATERIAL quotation by Mr. ADETUNJI J., I was further directed to assist those in charge of sales recording in the company. Mr. ADETUNJI J. (the Manager of FURNITURES AND CURRENT AFFAIRS) further gave us an interesting lecture on different types of hammer used in furniture work and the different ways of handling a hammer.

On this day I was charged with coming up with a sales report which must be completed before the end of the week. I was further directed to be with those going to deliver some furniture to another company.

I also wrote a very short furniture story on my own which the Manager vetoed and checked, in which he made adjustments in areas I was lagging.

As of week 7, I was included in the committees who made plans on how to promote the organization through beating all neighboring competitors with literate skill and recent trends that can be used to strategies and manipulate sales.

I assisted in conducting interview on furniture reporting, learning about different types of nails and its handling.

I was further exposed to the different types of plank or wooden type of materials used in making furniture materials for house and office use.

Some were:

Plywood

Wood

Mdf

Veneer

Glued panel

Lumber

In the organization, it has a desktop computer in which I made use of the opportunity to learn some software packages such as:

- **INTRODUCTION TO MICROSOFT WORD**

I was introduced to the Microsoft word in order to be able to undergo some office work and below are some of the undergone packages and software in was introduced to:

- ❖ **CREATING A DOCUMENT**

When Microsoft word is started, a basic sheet of electronic paper is displayed on which you can type and text appear in the document and editing occurs.

- ❖ **HOW TO SAVE A DOCUMENT**

Saving a document can be done in two ways:

To save a new document

- Click file from menu bar
- Click save as
- Type a file your document
- Click on save

To save subsequent document after the first saving

- Then Click file the menu bar
- Click save or use shortcut key from keyboard “ctrl s”

❖ **PRINTING OF FILE**

- Open the file you want to print
- Click file from the menu bar
- Select print from the file menu

❖ **TO CREATE TABLE**

- Position the cursor to where you want the table
- Click insert tab and click table button
- Select insert table from the dialog box.
- Type the number of column in the column box and the number of rows in the rows box

- Select the desired width for each column or select auto
- Click ok.

❖ **TO INSERT WORD ART**

- From the menu, click insert.
- Highlight function and click word art from the sub menu
- Select the desire word art and click it
- Type the text using the desired font and click ok.

❖ **TO INSERT SYMBOL**

- Select insert from the main menu
- Select symbol from the sub menu
- Click the desired symbol
- Select close

• **INTRODUCTION TO COREL DRAW**

CorelDraw is a vector graphics editor featuring a wide toolset to create unique images or edit them. This software enables users to perform various tasks, like **adding special effects or making a page layout**, etc.

I was introduced to it briefly and didn't go indepth about it.

USES OF GRAPHICS DESIGN

- Corporate design
- Editorial design
- Environmental design
- Advertising design
- Communication design

- **INTRODUCTION TO MICROSOFT EXCEL**

Microsoft excel is a spreadsheet program that was created by Microsoft and can be used on computer tablet, phones. It allows people to conveniently share their work with other organized data. In the modern era, many business collect data from multiple source which include store transaction, online sales and social media.

MICROSOFT EXCEL FEATURES

- Title bar
- Formatting bar
- Formula bar
- Standard bar

FUNCTIONS OF MICROSOFT EXCEL

- Protection of document
- Previewing of document before printing
- It's a spreadsheet for calculation
- Its used for data arrangement and storing of data

CHAPTER FOUR

4.1. EXECUTIVE SUMMARY

The student Industrial Work Experience Scheme (SIWES) is training found in 1973 to bridge the gap between theory and practical oriented among students of Engineering, Technology, Social Science and Medical Science in Nigerian higher institution.

It provides for the job practical experience for students as they are expose to the method and machineries that may not be available in their institutions.

At inception in 1974, the scheme started with 787 from 11 institutions and 104 eligible courses, by 2008, 210390 students from 219 institutions participated in the scheme with over 112 eligible courses. However, the rapid growth and exposition of SIWES has occurred against the back drops of successive economic crisis which have affected the smooth operation and administration of the scheme. Most industries are operating below in storage capacity while others completely shutdown in Nigeria. This has impacted

negatively on the scheme as higher institution of learning find it increasingly difficult to secure placement for student's industries where they could acquire much practical experience.

My four months ADE FURNITURE VENTURES turns out to be a perfect advancement of knowledge for me in present times and the future to come.

4.2 PROBLEMS ENCOUNTERED

Some of the problems I faced during my SIWES months were:

- The location of the organization is too far from my area, which cost me a lot money and stress.
- No internet access to siwes student, which could have help me to make more research of what I been thought.
- The office space could not occupy all student at once, which make them to group us into batches..

CHAPTER FIVE

5.1 SUMMARY OF ATTACHMENT

I was attached to ADE Furniture Ventures and sales/ administrative Department where I was taught how to write a furniture report, and how to K.I.S.S (Keep it Short and Simple) method to write and make furniture sales report and prepare cashbook account and also how to handle some furniture tools such as hammers and other showroom instrument.

5.2 PROBLEMS ENCOUNTER DURING THE PROGRAM

1. Lack of allowance to compensate the students.
2. Cost of transportation which create much problem for the students.

5.3 SUGGESTION FOR IMPROVEMENT FOR SCHEME (RECOMMENDATION)

I humbly wish to recommend the following

- (a) To my department authorities that our student be trained and groomed well especially on practical aspect of our profession because industrial training is becoming a very competitive.
- (b) I also recommend that the government and the school authority should assist the student in securing a good place for their (SIWES) program, because some student found it difficult in securing a place.
- (c) In other to make the SIWES program easy student should look for interested place where their can gain more practical aspect of what they were taught in the class room.

- (d) I recommend that the (SIWES) program it continuity in all tertiary institution because it help so many student in practical aspect and academy performance as well as work experience.
- (e) The government should provide allowance for the student, workers for them to build more interest for the program.

MR. ADETUNJI JAMALDEEN(2024) Ade Furniture Ventures, Abule Eko,
Ikorodu SIWES report writing. Lagos State.