



**TECHNICAL TRAINING REPORT ON
STUDENT INDUSTRIAL WORKING EXPERIENCE
SCHEME (SIWES)**

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**SUBMITTED TO THE
DEPARTMENT OF BANKING AND FINANCE
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES
KWARA STATE POLYTECHNIC, ILORIN**

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
AWARD OF NATIONAL DIPLOMA (ND) IN BANKING AND FINANCE,
KWARA STATE POLYTECHNIC, ILORIN.**

SEPT -DECEMBER 2024

DEDICATION

This Technical report is dedicated to Almighty God for sparing my lives throughout this programme. Also to my Parents Mr. & Mrs. Folorunsho.

ACKNOWLEDGEMENT

I give thanks to Almighty God for given me the grace and opportunity to participate in this SIWES programme. May his name be praise forever

I want to specially appreciate the effort of my parent **Mr. & Mrs.** Folorunsho for their financial support and their moral support, they will live to eat the fruit of their labour.

I also acknowledge my amiable and capable SIWES coordinator, I will be an ingrate if I fail to mention my SIWES Supervisor and my Lecturer in Banking and Finance Department for their tremendous effort in my life and the knowledge they have impacted to me

My profound gratitude goes to my brother and sister for their support during this program.

May Almighty God bless every one of you (AMEN)

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CHAPTER ONE

1.2 INTRODUCTION TO SIWES

In the early stages of Business Administration, Nigerian Students were graduating from their respective Institutions without any technical knowledge or working experience. According to Akereleja (2008), acquisition of practical skills is an antidote of meaningful development in any society. In accordance with Akereleja's view, Odiagha (1995) also posits that practical knowledge is learning without which mastery of an area of knowledge may be too difficult to achieve and that practical knowledge involves developing skills through the use of tools or equipment to perform tasks that are related to a field of study.

As a result, the Federal Government of Nigeria introduced the Student Industrial Work Experience Scheme (SIWES) programme in Tertiary Institutions in 1975 to ensure acquisition of field practical knowledge and skills by Students before graduation, and to further expose Students to Industry based skills that are necessary for smooth transition from classroom to the labour world, providing the students with the basic prospects to be part of real work situations outside the lecture room. Thus, it became obligatory for Students in Tertiary Institutions, mostly those studying Business Administration related courses to embark on SIWES programme in order to acquire practical knowledge and working skills prior to graduating from their various institutions of learning. To this end, the Business Administration profession like other course professions require practical skills. Hence it became imperative for Students of Urban and Regional Planning to embark on the SIWES programme so as to acquire the necessary practical skills required for the profession before graduation.

1.2 DEFINITION OF SIWES

The student industrial working experience scheme is a Program that constitutes immensely to building of technical skills available to the Nigeria economy, which are needed for the national industrial development.

1.3 HISTORICAL BACKGROUND OF SIWES

The Student Industrial Work Experience Scheme (SIWES) was established in 1973 by the Industrial Training Fund (ITF). Prior to the establishment of the Scheme, there was a growing concern among our Industrialists that graduates of our institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. It is against this rationale for initiating and designing the scheme was hinged.

Consequently the scheme affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling equipments and machinery that are usually not available in their institutions so as to smoothen their entry into industrial practices on completion of their studies and also reduces period spent in training fresh graduates as new employees.

1.4 AIMS AND OBJECTIVES OF SIWES

SIWES is strategized for skills acquisition, therefore, the key aim is to bridge the gap between theory and practice by exposing students to the industrial environment and enable them to develop occupational competences so that they can readily contribute their quota to national economic development and technological advancement after graduation.

The Specific Objectives of the Scheme as outlined in the Industrial Training Funds Policy document no.1 of 1993 are as follows:

- To provide placements in industries for students of higher institutions of learning approved by relevant authorities (NUC, NBTE, NCCE) to acquire experience and skills relevant to their course of study.
- Prepare Students for the real work situations they will meet after graduation.
Expose Students to work methods and techniques in handling of equipment and machinery that may not be available in school. Makes transition from School to the labour World smooth and enhance Student contact for later job placement.
- Provides Students with the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practice.

1.5 REASONS FOR TRAINING

Reason for the industrial training are as follows:

1. The knowledge acquired in the classrooms are not enough due to lack of practical
2. The program has also helped to distinguish between class and practical work
3. Class room theories cannot be compare with the practical work done on the field.
4. The Siwes program has proved a means of opportunity for students to handle some sophisticated equipment not found in the school

1.6 THE MAJOR DOCUMENT OF ITF

1. PLACEMENT LETTER: This is the formal letter of the placement to be submitted to any employer by each students
2. THE JOB REPORTING FORM: This form is to be completed by students before he/she settle down with the employer. The information on the form will assist the central and department during supervision visits. Failure to return this form is taken as non participant in the program.
3. THE TRAINING LOG BOOK: This has to be completely filled daily and signed weekly by industrial based supervisor, and this logbook carried detailed information about work carried out daily, the logbook must be with you daily.

CHAPTER TWO

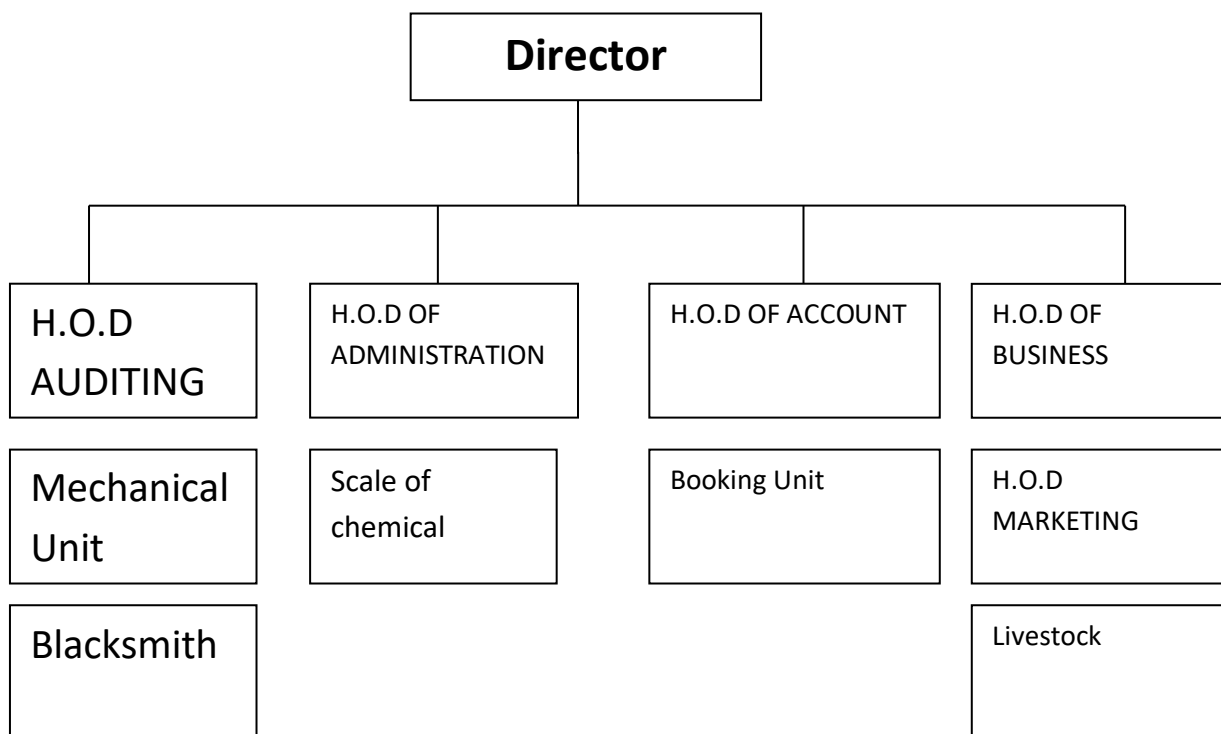
2.1 A BRIEF HISTORY OF THE COMPANY

Amala Toh Sure Supermarket was established in 2020 by **ABIOYE ISIAKA HAMED** located at Eleko Yangá, behind Tunyin Filling Station, Ilorin, kwara state

Amala Toh Sure Supermarket is a business man of the Nigerian government that regulates business research, marketing, develop and veterinary research all over Nigeria.

Established in 2020, by **Abioye Isiaka Hamed** the responsibility of optimizing market and integrating rural development for the transformation of the Nigerian economy, with a view to attaining money.

2.2 ORGANOGRAM OF THE COMPANY



CHAPTER THREE

3.1 INTRODUCTION

Background of the Printing Press:

- **Overview:** discuss the printing press you interned with. provide basic information about the company, such as its history, size, and specialization. for example, “Hareeyor printing press has been a leader in producing high-security printing materials for over 20 years, with a specialization in banknotes, cheques, and other financial documents.”
- **Relevance to banking and finance:** explain how the printing press plays a crucial role in the banking and finance sector. for instance, “ printing press manufactures banknotes and specialized security documents that are vital for the functioning of the financial system. their products are used by banks, government agencies, and financial institutions to ensure secure transactions.”
- **Role of the printing press:** briefly touch on the importance of security features in financial documents, highlighting how counterfeit prevention and accuracy are paramount in the production of such documents.
- **Objective of the Siwes program:**
 - the aim of the internship was to gain hands-on experience in the printing industry, particularly focusing on the financial document sector. specifically, you sought to understand the intersection between printing press operations and financial security in documents such as banknotes, cheques, and bonds.

3. Aims And Objectives of the Siwes program

- **key learning goals:**
 - to learn about the process of creating and securing financial documents such as currency notes, cheques, bonds, and other official papers.
 - to gain an understanding of the role of printing technology and security measures in the finance industry.

- to understand the financial and administrative side of the printing industry, including budgeting, invoicing, and financial management in a high-security printing environment.

4. Activities undertaken during the internship

During your time at the printing press, you would likely be involved in or observe several critical areas of the printing process, particularly those linked to banking and finance. below are the key activities:

- **Banknote printing and security features:**
 - **designing and security features:** explain the process of designing and printing banknotes. this could include the collaboration between the printing press and financial institutions to integrate specific security features such as watermarks, uvinks, holograms, and microtext. “i participated in discussions with design teams on embedding security features into the currency notes to make them tamper-proof. i learned about specialized techniques used in printing high-security materials to prevent counterfeiting.”
 - **Printing process:** describe the technical side of the printing process. for example, the use of offset and intaglio printing technologies in creating secure documents. discuss any experience you had with observing or assisting in the actual printing.
- **Cheque printing and verification:**
 - **Cheque security:** outline the role of the printing press in producing cheques with embedded security features like invisible fibers, magnetic ink, and special paper. “i learned how cheques are printed with magnetic ink for scanning and tracking. the press ensures that each cheque follows a unique serial number and that it meets the regulatory standards for financial institutions.”
 - **verification and quality control:** discuss the importance of checking for errors in printed cheques. you may have helped in verifying that the details, such as bank names, account numbers, and routing information, are accurately printed.

- **production of bonds, certificates, and other documents:**
 - **financial instruments:** if your press also printed bonds, share the process. this could include special features for bonds like serial numbers, perforations, or holographic seals. “i was involved in the production of government bonds, where i learned about the specific features that make bonds tamper-resistant.”
 - **regulations and compliance:** mention how the printing press ensures compliance with financial regulations, such as anti-money laundering (aml) and anti-counterfeit laws.
- **security protocols:**
 - **counterfeit prevention:** discuss the various techniques employed by the press to prevent fraud. for example, the use of high-quality paper and specialized ink that is difficult to replicate. “i assisted in the testing of newly implemented security features in the printed materials, ensuring that they met the highest standards for counterfeit deterrence.”
 - **digital security features:** learn about the integration of technology in printing, such as embedding qr codes or microchips into printed materials for added security.
- **internal control systems:**
 - **financial control and record keeping:** discuss how the press tracks financial transactions, manages invoices, and keeps records of materials used. for example, “i worked with the finance team to understand how the press tracks its expenditures and revenue, ensuring that all financial transactions related to printing services are accurately documented.”
 - **costing and budgeting:** you might have been involved in observing the budget allocation for printing materials, the cost of security features, and how the press remains profitable while maintaining high security standards.
- **interdepartmental collaboration:**
 - **coordinating with banks and financial institutions:** describe any interactions with banks or financial institutions regarding the production of financial documents. “i participated in meetings with banking representatives to understand their requirements for

printed materials, ensuring that all specifications were met and all legal requirements were fulfilled.”

CHAPTER FOUR

4.1 *SKILLS ACQUIRED*

- **Technical Skills:**
 - Learning about advanced printing technologies, such as intaglio and offset printing.
 - Understanding security printing technologies like UV inks, microprinting, and holograms.
 - Exposure to document management systems that track the production of high-security materials.
- **Financial Skills:**
 - Hands-on experience in the financial administration of the press, including budgeting, invoicing, and financial analysis related to printing contracts.
 - Understanding of financial documentation related to the printing process, such as handling payments and managing contracts.
- **Security and Risk Management:**
 - Knowledge of how to mitigate risks of counterfeiting and fraud in the production of financial documents.
 - Familiarity with compliance regulations surrounding the printing of financial documents.
- **Soft Skills:**
 - Improved communication and teamwork, working closely with both technical and administrative teams.
 - Gained problem-solving skills by addressing challenges related to document errors, production delays, and security issues.

CHALLENGES FACED

- **Technical Challenges:** Understanding the complex machinery and technologies used in printing processes took time. “Initially, I found it challenging to understand the different printing methods and how each contributed to the security of financial documents.”

- **Strict Regulations:** Navigating the regulatory environment surrounding the printing of legal tender and financial documents can be complex. “Learning about the extensive legal requirements for printing such documents, especially related to counterfeiting, was challenging but rewarding.”
 - **Security Concerns:** Ensuring that all printed materials met security standards was a key responsibility, and the pressure to avoid mistakes was high.
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CHAPTER FIVE

5.0 CONCLUSION AND RECOMMENDATIONS

5.1 CONCLUSION

My SIWES experience at Hareeyor Press Print was invaluable, providing me with practical skills and knowledge that will benefit me in my future career. I am grateful for the opportunity to have worked with such a dedicated and supportive team

5.2 RECOMMENDATIONS

The effort of the industrial training fund (ITF) was recommended for bringing up this programme known as student industrial work scheme (SIWES). This has paved way for self practice of the theoretical works that have been taught during lectures.
