



A TECHNICAL REPORT  
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME  
(SIWES)

**Held at**

**Prepared by:**

**OLAYANJU JAMIU ORİYOMI**

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## **DEDICATION**

I dedicate this technical report to the Almighty GOD, the giver of knowledge, wisdom and who is rich in mercy.

## **ACKNOWLEDGEMENT**

I take this opportunity to express my profound gratitude and deep regards to the creator of heaven and earth, the one who knows the beginning and the end, the alpha and the omega, the Almighty Allah and also to my guides (MR & MRS OLAYANJU, and to all those who has helped me during my SIWES programme. The blessings, help and guidance given by them, time to time has carry me so this far and shall carry on the journey of life on which I am about to embark. I also take this opportunity to express a deep sense of gratitude to compliment my mentor for his cordial support valuable information and guidance which helped me in completing my SIWES through various stages.

A big thanks goes to my friends ....., May Almighty GOD bless, protect, keep, nourish and guide you through all your life's entire journey. And also my regard to the school board of trustees and the staff a very big thank you to all and sundry.

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## **CHAPTER ONE**

### **1.1 INTRODUCTION TO SIWES**

Students Industrial Work Experience Scheme (SIWES) is a Skills Training Program designed to prepare and expose Students of Universities, Polytechnics, Colleges of Technology, Colleges of Agriculture and Colleges of Education for the Industrial Work situation they are likely to meet after graduation. The Scheme affords Students the opportunity of familiarizing and exposing themselves handling equipment and machinery that are usually not available in their institutions.

### **1.2 HISTORY OF SIWES**

The Students' Industrial Work Experience Scheme (SIWES) was initiated in 1973 by the Federal Government of Nigeria under the Industrial Training Fund (ITF) to bridge the gap between theory and practice among products of our tertiary Institutions. It was designed to provide practical training that will expose and prepare students of Universities, Polytechnics, and Colleges of Education for work situation they are likely to meet after graduation.

Before the establishment of the scheme, there was a growing concern among the industrialists that graduates of institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus the employers were of the opinion

that the theoretical education going on in higher institutions was not responsive to the needs of the employers of labour.

As a result of the increasing number of students' enrolment in higher institutions of learning, the administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and was taken over by the Federal Government and handed to National Universities commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE). In 1984, the Federal Government reverted back to ITF which took over the scheme officially in 1985 with funding provided by the Federal Government.

### **1.3 OBJECTIVES OF THE PROGRAMME**

The specific objectives of SIWES are to:

- Provide placements in industries for students of higher institutions of learning approved by relevant regulatory authorities (NUC, NBTE, NCCE) to acquire work experience and skills relevant to their course of study
- Prepare students for real work situation they will meet after graduation.
- Expose students to work methods and techniques in the handling of equipment and machinery that may not be available in schools.

- Make transition from school to the labour market smooth and enhance students' conduct for later job placement
- Provide students with the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practice
- Strengthen employer involvement in the entire educational process and prepare students for employment in industry

Promote the desired technological knowhow required for the advancement of the nation.

#### **1.4 OBJECTIVES OF ESTABLISHMENT**

##### ➤ **Network security**

Protecting the network and infrastructure from unauthorized access, disruptions, and other abuses. Companies can use centralized sign-on security systems to prevent unauthorized devices from joining the network.

##### ➤ **Reduce downtime and improve network availability**

A well-documented network configuration can help simplify the process of identifying and resolving issues, reducing downtime, and maintaining business continuity

##### ➤ **Performance**

Ensuring that the network is delivering by establishing metrics to measure performance. Continuous analysis of performance helps ensure that policies are being followed and business objectives are being met.

##### ➤ **Communication and collaboration**

Computer networking services can facilitate communication and collaboration among employees, regardless of their physical location.

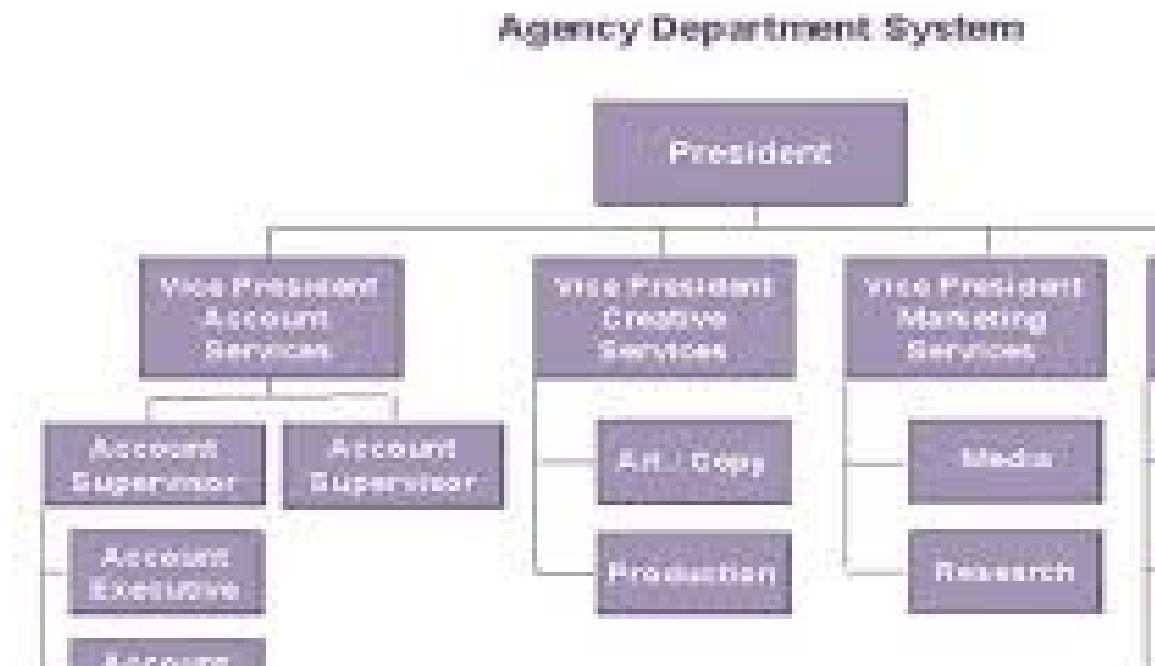
## CHAPTER TWO

### 2.1. INTRODUCTION TO THE COMPANY

- I was introduced to the administrative department and some other departments
- I was introduced to organization structure, office and their functions

An organizational structure is a system that defines how a company operates, including how employees are grouped, their roles, and how they communicate. It also outlines how tasks are delegated to achieve the company's goals.

#### Organization Structure





## **FUNCTIONS OF AN ORGANIZATIONAL STRUCTURE**

- **Defines roles and responsibilities:** Clarifies what each employee does and how it fits into the company's overall goals
- **Streamlines communication:** Shows how employees report to each other and who makes decisions
- **Helps with decision-making:** Provides a framework for how decisions are made and resources are allocated
- **Helps with resource allocation:** Helps the company operate efficiently and achieve its goals

## **TYPES OF ORGANIZATIONAL STRUCTURES**

- **Centralized:** A top-down structure where employees report directly to their manager
- **Decentralized:** A structure where employees at different levels collaborate to make decisions
- **Functional:** A structure where employees with similar skills and knowledge work together in departments
  - I was thought about employment, deployment and posting of staffs
  - I was thought about secret registry, A secret registry is a place where sensitive documents are kept, such as disciplinary files, policy documents, and annual performance evaluation forms.

- In larger organizations, the secret registry is usually kept in a separate room and headed by a person in charge. In smaller organizations, the secret registry may be housed together with the open registry.

**Here are some other types of registries:**

- **Open registry:** A place to keep open documents, such as personal files, subject files, sales, and correspondence. Anyone can enter the open registry.
- **Centralized registry:** A type of registry used in record keeping.
- **Decentralized registry:** A type of registry used in record keeping.

I was thought about record of service, A record of service is a collection of information that documents a person's activities and accomplishments while they are a member of an organization. It can be a collection of electronic or printed materials.

A record of service can include: Education, Financial transactions, Medical history, Criminal or employment history, and Participation in a vocational rehabilitation program.

In some cases, the original service record is not given to the employee.

## CHAPTER THREE

### 3.1 SOME EQUIPMENT AND THEIR USES

- **Computers:** Used to input, process, store, and output information



- **Printers:** Used to print documents



- **Scanners:** Used to scan documents for filing



- **Photocopiers:** Used to print copies of documents in black and



- white or color, at the same size, reduced, or enlarged
- **Fax machines:** Used to send and receive documents electronically
- **Shredders:** Used to destroy documents
- **Postage meters:** Used to pay postage



- **Telephones:** Used for communication



- **Software:** Used for word processing, spreadsheets, databases, and email
- **Furniture:** Includes desks, chairs, tables, and file cabinet



- **Collaboration tools:** Used for collaboration
- **Kitchen supplies:** Such as a coffee machine

### **Record Of Service**

A record of service is a collection of documents that record a person's activities and accomplishments while working for an organization. It can be electronic or printed.

Examples of service records:

- **Vocational rehabilitation records:** Records that contain information about an individual's participation in a vocational rehabilitation program
  - **Employment records:** Records that contain information about an individual's employment history, including length of service, age, and work status
  - **Military service records:** Records that contain information about an individual's military service
  - **Client records:** Records that contain information about services provided to a client
- Uses of service record
- Service records can be used for a variety of purposes, including: Documenting a person's activities and accomplishments, Recording an individual's employment history, Recording an individual's participation in a vocational rehabilitation program, Recording services provided to a client, and Researching war service.
- Dispatching of letter of non-indebted officers concern
- Dispatching a letter" means to send a letter off promptly or quickly, essentially just mailing it or sending it out with haste; it implies a deliberate action to get the letter to its destination without delay.



## **CHAPTER FOUR**

### **4.0 CONCLUSION AND RECOMMENDATIONS**

#### **4.1 CONCLUSION**

Having passed through the SIWES training, have been able to discover and explore different things about the microbial world; therefore, its usefulness cannot be over – emphasized. The interesting part of this is that the field of microbiology has gotten answer to most of the infection and disease affecting the world. For the few infections that has not been diagnosed, precautionary measures that can be taken against it has been discovered. The only section left is for people should come out of their ignorance and go for medical check – up instead of relying on self – medication and visiting unqualified practitioners, if people could visit hospitals or health – centers frequently and follow the treatments given to them, mortality rate will drastically be reduced and the health status of the nation will be promoted.

More importantly I have been able to see the various prospects available in the field and also the various challenges that call for quick attention. Indeed, the industrial training program has been impactful; it was never a waste of time and energy.



## **4.2 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.