



A TECHNICAL REPORT
ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (S.I.W.E.S)

HELD AT
IBADAN SOUTH-EAST LOCAL GOVERNMENT, MAPO HILL
IBADAN,
OYO STATE.

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ND/23/BFN/FT/0101

SUBMITTED TO
THE DEPARTMENT OF BANKING AND FINANCE
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES (IFMS)
KWARA STATE POLYTECHNIC, ILORIN.
IN PARTIAL FULFILLMENT FOR THE AWARD OF ORDINARY NATIONAL DIPLOMA (OND)

AUGUST - NOVEMBER 2024

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REPORT OVERVIEW

This report summarizes the four-month SIWES program completed as an Office Assistant Intern at the Ibadan South-east Local Government, Mapo Hill Ibadan Oyo State. The internship provided hands-on experience in finance and accounting operations within the Local Government, bridging the gap between theoretical studies and practical application. My primary duties included document organization, record keeping, correspondence management, scheduling, and assisting senior staff with office tasks, all of which enhanced my understanding of effective office management and teamwork.

Through this experience, I developed essential skills such as organizational efficiency, time management, communication, and professionalism. I also gained familiarity with office tools and processes that support Finance department. The internship broadened my perspective on workplace ethics and the finance sector, equipping me with valuable knowledge and practical expertise that will be instrumental in my future career.

CHAPTER 1: INTRODUCTION

1.1. Background

The Students Industrial Work Experience Scheme (SIWES) was established in 1973 to bridge the gap between theoretical knowledge and practical application in tertiary education. It focuses on fields such as science, engineering, technology, and other technical disciplines. In 1971, the Nigerian government created the Industrial Training Fund (ITF) to address the need for students to gain practical experience and improve their employability. The ITF collaborated with tertiary institutions and industries to develop the SIWES program, which aimed to meet the increasing demand for skilled graduates in the job market.

Since its introduction in 1974, SIWES has been a mandatory program for students pursuing technical subjects. Its primary objective is to provide hands-on training and exposure to real work environments, complementing classroom learning. Over time, SIWES has expanded to include a wide range of disciplines, including information technology, business administration, and the social sciences. It has become an integral part of the curriculum in many Nigerian tertiary institutions, offering students the opportunity to acquire practical experience and relevant skills for their chosen fields. SIWES has continuously evolved to meet the changing needs of the job market and technological advancements.

1.2. Objectives of the SIWES Program

1. Knowledge Application in Practice: To empower students to apply ideas learned in the classroom to actual organizational contexts.
2. Skill Development: To cultivate the managerial, administrative, and technical abilities necessary for the job.
3. Industry Exposure: To introduce students to the structure and dynamics of the industry, allowing them to understand workplace culture and expectations.
4. Networking Opportunities: To provide students with the chance to connect with industry professionals, which can lead to mentorship and potential job placements after graduation.
5. Bridging Academia and Industry: By introducing students to industrial processes and trends, educational institutions can establish a connection with the job market.

6. Professional Development: To inculcate in students a feeling of discipline, professionalism, and teamwork.

1.2.1. SIWES Goals Related to Banking and Finance

a student of Banking and Finance, here are the specific goals I hoped to achieve as the SIWES program provided an opportunity to gain insights into how to manage Local Government finance related issues operate:

- i. Gain an understanding of organizational structures: Learn about the hierarchical arrangements, decision-making procedures, and organizational structure of government agencies and institutions.
- ii. Policy Implementation: Discover how IBSELG oversees the effective and efficient implementation of governmental policies and aviation rules.
- iii. Public Service Delivery: Gain knowledge of the difficulties encountered and the methods used to provide services to the general public and stakeholders, especially in the Local Government.
- iv. Finance Procedures: Take part in and observe finance department duties in managing local government resources, funds management, and preparation of emolument within the local government.
- v. Problem-solving: Learn about the methods for resolving conflicts, managing resources, and interacting with stakeholders that are employed in the management of the public sector.
- vi. Professionalism and Ethical Practices: Acknowledge the value of ethics, accountability, and openness in Financing the local government while comprehending how governance upholds law and order and guarantees service quality.

- vii. Improving Communication Skills: Director of Finance department must interact with staff, supervisors, and coworkers to develop good communication skills.
- viii. Career Preparation: Use the hands-on experience as a springboard to boost confidence and have a better understanding of career options in banking and finance.

The objective of the SIWES program is to prepare students for a prosperous career in the public sector or related sectors by the end by gaining real-world experience, honing administrative skills, and cultivating a professional mindset consistent with public administration ideals.

CHAPTER 2: IBSELG PROFILE

Local Government History

Local government: Is the lowest tier of government in the world.

It is very essential because of its closeness with people, it is the government of the grassroot people, by the grassroot people and for the grass root people.

The main purpose of local government is to ensure effective administration at the local level. It aims to mobilize human and financial resources for local development. A local government can be considered as mini – government for a particular political unit or administrative division in a country. Local government are responsible for creating a smaller unit for more effective administration.

They have legal power to make bye-laws within their jurisdiction and responsible for providing services to local communities. Like all units of the government, local government has clearly defined area, a population, a continuing organization and the authority to undertake and power to carry out public activities. Local government is normally treated as legal entity, which means can sue and be sued and enter contracts.

Local government in Nigeria has undergone a lot of vicissitude and reforms. The most popular of which has been the 1976 reforms which informs the framework of operation day.

The 1976 guideline for the local government defined local government.

2.1 IBSELG History

The Ibadan south East Local Government (IBSELG). Is an urban local government area in oyo state. It was created and carved out of the Ibadan municipal government (IMG).

This local government has its administrative headquarter at Mapo Hill with additional local council development area (LCDA) for effective running of the local populace.

Historically, Ibadan south east local government is part of the ancient Yoruba kingdom, with the city of Ibadan being a major hub. The area has undergone significant development, with various industries, including manufacturing and agricultural processing, contributing to its growth.

In terms of demographics, Ibadan south east has 266,046 according to the 2006 census. This area covers approximately 17 square kilometers and has a tropical climate, with average temperatures.

The local government is made up of 12 political wards with various market including oja oba market, owode academy market, oranyan market serving as part of economic hubs for

populace. The Ibadan south east vision is to ensure the domain is governed by transparency, integrity, competence, commitment and to bring development closer to the people.

2.2 Objectives of IBSELG

- 1. Improving living standards:** The local government aims to improve quality of life of its residents.
- 2. Providing financial policies:** aims to provide sound financial policies and manage government funds.
- 3. Ensuring public safety:** To ensure and maintain law and order through effective policing and crime prevention, emergency services, disaster management and response.
- 4. Provision of social services:** Provide essential services such as water supply, waste management, roads and transportation, public health and sanitation, education, electricity.
- 5. Social welfare and community development:** Improve the quality of life for citizen through the social services (health, education, housing), community development programs, support for vulnerable population (elderly, disable, poor).
- 6. Good governance and accountability:** To ensure transparent and accountable governance through effective administration and management, public participation and engagement, transparency in decision making and resource allocation.
- 7. Infrastructure development:** Local government also aims to develop and maintain infrastructure through construction of and maintenance of roads, bridges, and public building.

2.3 IBSELG Structure (including organogram)

In the local government the chairman, vice chairman, supervisors and the secretary constitute the executive arm while the legislative arm is made of the leader, deputy leader, councilor.

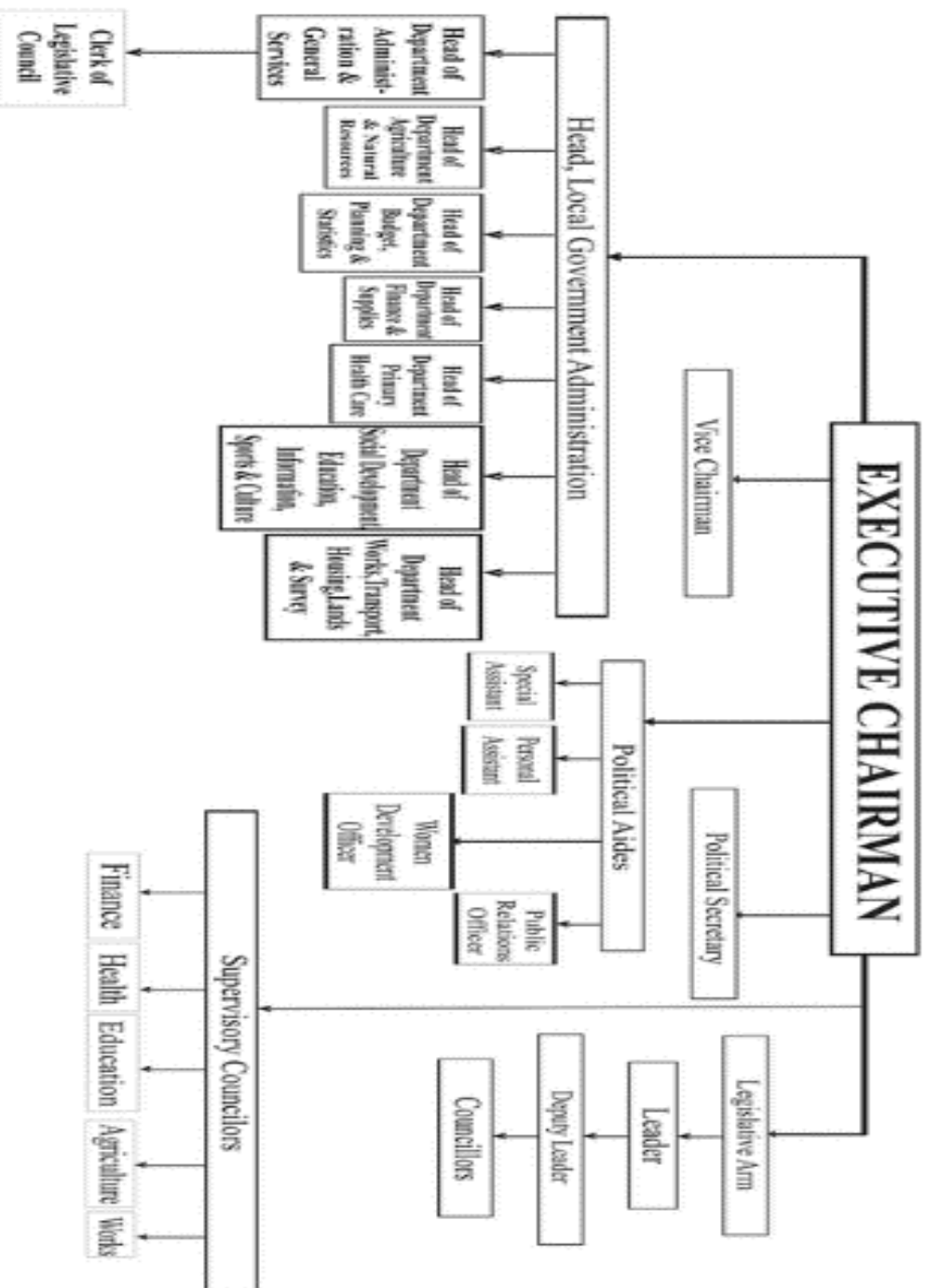
The two arms representing the management at the administrative level is the director of local government head of service at the apex. He reconciles and administrative matters.

The organizational structure of Ibadan south east local government entails the following department:

1. Administration and general services
2. Finance & supplies
3. Education and social services
4. Agricultural and natural resources
5. Works, housing & land

6. Budgeting, research & statistic
7. Primary health care
8. Environmental

Each department is divided into division to reflect broad professional areas within a department.



2.4 Various Departments and Their functions

- **Administration and general services department functions include:**

1. Manage the day-to-day operation of local government.
2. Coordinates services for both the public and internal departments.
3. Oversees human resources, office administration, and general service delivery.

- **Finance and supplies department functions include:**

1. Manages the financial resources of the local government.
2. Handles budgeting, accounting, revenue collection, and financial reporting.
3. Procures goods and services necessary for the local government operations.

- **Budgeting planning, research and statistics department functions include:**

1. Develops and manages the budget for the local government.
2. Conduct research and provides statistical data to support decision-making.
3. Analyses economic trends, demographic data, and other factors to guide policy development.

- **Primary health care department functions include:**

1. Provides basic health services to the community, such as vaccinations, maternal and child health, and diseases prevention.
2. Oversees public health programs and health education.
3. Ensures access to affordable healthcare for all local residents.

- **Environmental department functions include:**

1. Protects and preserves the local environment, including waste management, water quality, and pollution.
2. Implements policies for sustainable development and natural resources management.
3. Oversees programs aimed at reducing environment hazards and promoting green practices.

- **Agriculture and natural resources department functions include:**

1. Supports local farmers and agricultural activities.
2. Implements programs for sustainable agricultural development and food security.
3. Manages forests, wildlife, and other natural resources within the local government.

- **Education and social services departments functions include:**

1. Oversees the provision of educational services, including the construction and maintenance of schools, teacher training, and curriculum development.
2. Provides social welfare services, including support for vulnerable populations such as the elderly, disabled, and impoverished individuals.

CHAPTER 3: JOB DESCRIPTION

3.1 Job description

In Ibadan south east local government, I was assigned to Finance & supplies department as office assistant.

My duties as office assistant at IBSELG, Finance & supplies department precisely are:

Preparation of employee personal emolument: By helping with preparing local government employee emolument monthly, and office supply management, I made sure that everything ran smoothly in the office.

1. Preparation of union account: Oversaw the correct operation and help with the preparation of National union of local government employee (NULGE) account efficiently and effectively on monthly basis.
2. File Management and Procedures: To keep an effective recordkeeping system, hardcopy and electronic files were arranged, updated, and preserved.
3. Office Documentation: drafted, examined, and oversaw memos, reports, and letters, among other papers.
4. Distribution of Memoranda: Distributed internal memos to the appropriate departments and made sure that instructions and updates were communicated on time.
5. Keeping Records: Maintained thorough records of meetings, correspondence, and office operations.
6. Knowing the Rules of Finance: learned about the formal organization of finance & supplies department processes and protocols.
7. Planning and Organizing activities: Participated in the finance and supplies department meetings, and activities.

Communication and Correspondence: Receiving and recording of documents from various department within the local government.

3.2. Expected Outcomes

Among the anticipated results of my duties were: Assisting staff with the preparation of personal and various departments emolument and the successful completion of projects ahead of deadlines. Additionally, I aimed to foster a positive work environment that encouraged innovation and creativity among team members. Effective office operations management to guarantee smooth workflow. accurate recording, archiving, and sharing of important data. improved collaboration and communication throughout the department of finance within the local government. Undergone my internship at Ibadan south-east local government (IBSELG), Finance & supplies department enhance my knowledge on practical approach of finance profession.

CHAPTER 4: WORK EXPERIENCE AND SKILL ACQUIRED

4.1 Daily activities

During my 4-month SIWES (Student Industrial Work Experience Scheme) program, as an office assistant intern, I gained valuable practical experience and contributed to the smooth functioning of the office. Below is an outline of my daily activities:

- i. Establishing and keeping a neat and orderly workstation for everyday tasks: This entails making sure the area is clutter-free and orderly, fostering an atmosphere that promotes efficiency and productivity. Among the tasks could be keeping a filing system for both digital and physical records, arranging office supplies, and routinely verifying that resources and equipment are available and operating as intended.
- ii. Using office equipment to help with preparation of account and distribution: Making effective use of office equipment to prepare, check, and balance as required for monthly report, presentations, and other paperwork. This includes copier machines, scanners, and printers. This entails resolving equipment problems, making sure that machines are adequately supplied with paper and toner, and keeping up with fundamental operational knowledge to reduce interruptions.
- iii. Preparation of departments emolument: this entails the account of various department within the local government to foster openness is running of local government resources.

- iv. Examining and organizing letters for appropriate distribution:
examining incoming emails, letters, and messages; setting priorities according to their relevance and urgency; and forwarding them to the right person. This guarantees effective communication and prevents hold-ups in handling important issues.
- v. Disbursement of employee letters: this includes promotion letter, increment certificate, annual vacation leave bonus certificate, letter of non-indebtedness.
- vi. Adhering to administrative protocols and helping with other departmental activities: Assisting other departments with regular operations or special projects while adhering to established norms and guidelines for finance chores.
- vii. Learning and applying the local government numerical terms in preparation of emolument: Gaining mastery of the local government will help you in preparation of local government different reports.
- viii. Taking part in the preparation and coordination of departmental activities, workshops, and meetings: helping with event arrangements, such as reserving locations, setting up meals, making materials, and making sure that all necessary equipment is on hand.

4.2. Tools and equipment used

As an office assistant intern during the SIWES program, several tools and equipment were essential for completing daily tasks efficiently. Below is a list and explanation of the tools and equipment typically used:

i. Computer and Software Applications

Purpose: For creating, editing, and storing documents, spreadsheets, and presentations.

Description: Computers equipped with office software like Microsoft Office Suite (Word, Excel, PowerPoint) and other productivity tools were critical for tasks such as drafting reports, managing schedules, and organizing data.



ii. Printer

Purpose: For printing hard copies of documents such as memos, letters, reports, and meeting materials.

Description: Printers were used daily to produce physical copies of digital documents. Tasks included printing agendas for meetings and distribution copies of official correspondence.



iii. Photocopier

Purpose: For making multiple copies of important documents.

Description: This machine was used to duplicate memos, circulars, and other printed materials that needed to be distributed across the office or sent to clients.



iv. Scanner

Purpose: For converting physical documents into digital formats.

Description: Scanners allowed physical records to be saved as electronic files, making it easier to organize and share them via email or digital archives.



v. Telephone System

Purpose: For handling incoming and outgoing calls.

Description: I used the office telephone system to communicate with clients, schedule appointments, and relay messages to the appropriate personnel. It also involved answering inquiries and ensuring professional communication.



vi. **Filing Cabinets**

Purpose: For storing and organizing physical documents.

Description: Filing cabinets were used to safely store hard copies of files, memos, and reports. Proper labeling and arrangement helped ensure easy retrieval of documents when needed.



vii. **Office Stationery**

Purpose: For manual documentation and organization.

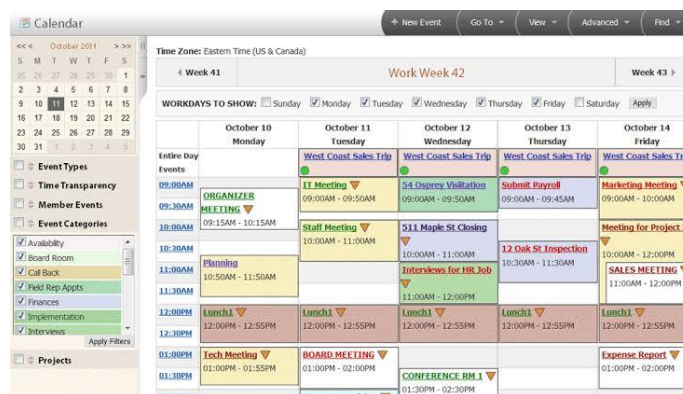
Description: Items like pens, staplers, paper clips, sticky notes, highlighters, and notepads were essential for day-to-day tasks, such as taking meeting notes, attaching documents, or marking files.



viii. Calendar and Scheduling Tools

Purpose: For managing appointments, meetings, and deadlines.

Description: Both physical calendars and digital tools like Google Calendar or Microsoft Outlook Calendar were used to track schedules, plan tasks, and ensure important dates were not missed.



ix. **Laminating Machine**

Purpose: For protecting documents by encasing them in a plastic coating.

Description: Laminators were used to preserve certificates, ID cards, and other important documents that required durability.



These tools and equipment played an integral role in helping me perform my duties efficiently while also providing hands-on experience in handling the resources essential to office operations.

4.3 Skill acquired

During my student industrial work experience scheme (SIWES) at Ibadan south-east local government, finance & supplies precisely. I observed and participated in preparation of different account within the local government such as PAYE, emolument, payment voucher, pay roll and so on.

Also, partake in preparation of national union of local government employee (NULGE), this union was established for the interest of local government employee and for uniformity among them.

Working with finance & supplies department enable to have an insight on practical approach of Banking & Finance

I also have the privilege to identify application of finance in the running of local government affairs.

CHAPTER 5: SUMMARY, PROBLEM & RECOMMENDATION, AND CONCLUSION

5.1 Summary

Administering of local government resources has generated a lot of interest in recent years. The reason for this is because of tremendous impact and influence the local government has exerted on the general life pattern of the local residents, particularly in the rural and urban areas.

Generally, my SIWES experience in Finance & Supplies department of the local government deepened my theoretical understanding on Banking and Finance and its application in an organization. The practical skills acquired during the program, such as preparation of emolument, records keeping and ethical consideration, have prepared me for a future career in finance profession.

5.2 Problem encountered and recommendation

During my four (4) months student industrial work experience scheme (SIWES), I encountered some challenges due to subsidy removal on premium motor spirit (PMS), the price of transport fare from my location to the place of attachment was escalated.

Also, another problem was the unfamiliarity with practical aspects of Banking and Finance but with the help and assistance of my industrial based supervisor and my industrial father and mother, I was able to practicalize, participate and generate knowledge and skills on practical aspects of Banking and Finance.

Recommendation

I would like to suggest that allowances should be paid to students during their attachment program, just like National youth service corps (NYSC) not after the program. This would help some of the less privileged student a great deal to handle some financial problems during their training course.

5.3 conclusions

My four months (4) months training as finance student in Ibadan south-east local government, mapo hill Ibadan was a huge success and a great time of acquisition of knowledge and skills. Through my training I was be able to appreciate my chosen field of study even more, I had a great opportunity and privilege to blend theoretical knowledge acquired from my citadel of learning.

Consequently, upon my personal observation and experience as concern the SIWES. I noted these obstacles which are hither to inherent in the exercise and recommend that the local government invest on digital solution for streamlined record keeping and communication, additionally fostering closer collaboration between departments could enhance efficiency and innovation across the government functions.

In view of this, I strongly advice the polytechnic management put into effect some of the recommendation.