



**A TECHNICAL REPORT
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)**

Held at

TOBACCO COMPANY IBADAN

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CERTIFICATION

The SIWES report is cordially acknowledged and certified by the following dignitaries

.....
HEAD OF DEPARTMENT

.....
SIWES COORDINATOR

DEDICATION

This book is dedicated to the most high of all universe which is ALMIGHTY GOD, the most gracious, the only living God , the most merciful who make this siwes program successful.

Also, this book is dedicated to my parent **MR. AND MRS. ATOBA.**

ACKNOWLEDGEMENT

I thank God Almighty, all glory, honor, and adoration for mercy received during the course of my study and when undergoing my industrial training.

My appreciation also goes to my industrial based lecturer, whose accessibility untiring effort, patient and guidance and suggestion fabulously contributed to the completion of this effort, may God continue to guide and protect him and his family.

Mostly, my appreciation goes to the director of Administration for accepting me into the organization with full support. May Almighty God be with him and his household.

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CHAPTER ONE

1.1 BACKGROUND OF SIWES

Students Industrial Work Experience Scheme (SIWES) can be defined as the practical experience of student in order to have quality control and satisfactory performance, when in the field. 'SIWES' can be interest in a particular subject which is connected with the people and activities involves in producing a particular. Thing (industrial) by involving in a hard physical work rather than office work (work) in order to gain knowledge and skill through the job undergo for a period of time (Experience) under a system of organizing things (scheme).

1.2 HISTORY OF SIWES

Student industrial work experience established by industrial Training Fund (ITF) in 1993 to solve the problem the lack of adequate practical skills preparatory for employment on Nigeria industries.

The scheme exposes student to industrial based skill necessary for a smooth transition from classroom to the word of work.

Duration: Four months for polytechnic colleges of education and six month engineering students of the University.

1.3 OBJECTIVE OF SIWES

- 1.To improve the technology development of the country.
- 2.To help students to put into practice what they have learnt theoretically in school.

- 3.The scheme exposes students to industrial based skill necessary for a smooth transition from the classroom to the world of work.
- 4.To exposes the students and broaden their knowledge on the practical aspect of the course they are pursuing in their various schools
- 5.To promote and encourage the acquisition of skills in industries and commerce with a view to generate a pool of indigenous trained manpower, sufficient to meet the needs of the economy.
- 6.To help to solve the problem of lack of adequate practical skill preparatory for employment in industries by Nigeria graduates of tertiary institutions.

CHAPTER TWO

2.0 COMPANY PROFILE

The History of Tobacco Companies in Ibadan

The history of tobacco companies in Ibadan dates back to the early 20th century, when British American Tobacco (BAT) first began trading in Nigeria in 1911. At that time, BAT was importing tobacco leaves into the country and processing them in small-scale factories. However, as demand for tobacco products grew, the company began to look for ways to expand its operations in Nigeria. In 1951, BAT formed a partnership with the Nigerian government to establish the Nigerian Tobacco Company (NTC). The company was set up to acquire the assets of BAT in Nigeria and to develop the country's tobacco industry. NTC operated factories in Ibadan, Zaria, and Port Harcourt, producing popular cigarette brands like Benson and Hedges, State Express, Three Rings, Gold Leaf, and Sweet menthol. By the 1960s, NTC had become one of the largest employers in Nigeria, with over 2,700 employees. The company dominated the cigarette market, with a 90% share. NTC also played a significant role in promoting tobacco farming in Nigeria, particularly in the northern region of Oyo Province. The company provided technical assistance and support to local farmers, helping to increase tobacco production and improve the quality of the crop. Despite its success, NTC faced several challenges and controversies over the years. One of the major issues was the health impact of tobacco use. As early as the 1960s, there was growing concern about the link between smoking and lung cancer. NTC faced

criticism for its marketing practices, which were seen as targeting young people and encouraging them to take up smoking. In response to growing concerns about the health impact of tobacco use, the Nigerian government introduced new regulations to control the marketing and sale of tobacco products. In 1990, the government banned the advertising of tobacco products on television and radio, and introduced warning labels on cigarette packets. NTC and other tobacco companies were also required to provide funding for anti-smoking campaigns and public health initiatives. In the 2000s, NTC underwent significant modernization and restructuring efforts. The company invested in new technology and machinery, improving its manufacturing efficiency and product quality. NTC also expanded its product portfolio, introducing new cigarette brands and variants. Today, British American Tobacco Nigeria (BATN) still operates in Ibadan, with a factory producing cigarettes for the local market. However, the company faces increasing competition from other tobacco manufacturers and growing regulatory pressures to reduce the harm caused by tobacco products. In recent years, BATN has introduced new products, such as e-cigarettes and heated tobacco products, which are seen as safer alternatives to traditional cigarettes.

2.1 WORKS DEPARTMENT

Here are some of the departments that can be found in a tobacco company in Ibadan

1. **Production Department:** This department is responsible for manufacturing tobacco products, such as cigarettes and cigars. They oversee the entire production process, from sourcing raw materials to packaging the final product.

2. **Marketing Department:** The marketing department promotes the company's products to consumers and distributors. They develop advertising campaigns, sponsor events, and conduct market research to understand consumer preferences.

3. **Sales Department:** This department is responsible for distributing the company's products to retailers and wholesalers. They build relationships with customers, process orders, and ensure timely delivery of products.

4. **Research and Development Department:** This department focuses on developing new products and improving existing ones. They conduct research on consumer preferences, test new products, and refine manufacturing processes.

5. **Finance Department:** The finance department manages the company's financial operations, including budgeting, accounting, and financial reporting. They ensure the company's financial stability and make strategic financial decisions.

6. **Human Resources Department:** This department is responsible for recruiting, training, and developing the company's employees. They handle employee relations, benefits, and compensation.

7. **Quality Control Department:** The quality control department ensures that the company's products meet high standards of

quality and safety. They conduct regular inspections and tests to ensure compliance with regulatory requirements.

8. **Supply Chain Department:** This department manages the company's supply chain, including sourcing raw materials, managing inventory, and coordinating logistics.

9. **Regulatory Affairs Department:** The regulatory affairs department ensures that the company complies with all relevant laws and regulations. They work with government agencies, industry associations, and other stakeholders to stay up-to-date on regulatory requirements.

10. **Corporate Social Responsibility Department:** This department oversees the company's corporate social responsibility initiatives, including philanthropy, sustainability, and community engagement.

CHAPTER THREE

3.0 AREA OF INVOLVEMENT OF THE STUDENT AT SPECIFIC VARIOUS UNITS

During the period of the four month industrial training I worked at the finance department of tobacco company in Ibadan which plays a crucial role in managing the company's The student industrial work experience scheme (SIWES) gave me a practical knowledge of what we have been taught theoretically in school and it also enable me to know and understand financial operations.

Here are some of the key responsibilities of the finance department

1. Preparing Financial Plans: The finance department prepares financial plans, including budgets, forecasts, and strategic plans.
2. Developing Budgets: They develop budgets for various departments and ensure that expenses are aligned with the company's overall financial objectives.
3. Conducting Financial Analysis: The finance department conducts financial analysis to identify areas for cost reduction, process improvement, and revenue growth.
4. Preparing Financial Statements: The finance department prepares financial statements, including balance sheets, income statements, and cash flow statements.

5. Managing Accounts Payable and Receivable: The finance department manages accounts payable and receivable, ensuring that payments are made on time and that debts are collected promptly.

6. Managing Cash Flow: They manage cash flow, ensuring that the company has sufficient funds to meet its financial obligations.

CHAPTER FOUR

4.0 EXPERIENCE GAIN FROM SIWES

Week 1: I was taken to the HRM department where I did test

Week 2: I was introduced to member and the staffs of Tobacco Companies in Ibadan and also taken to the finance department where I'll be taken to the office I'll be working

In finance department there are different offices such as cash office, sales and rent, salaries and wages, etc

Week 3: I was taken to the cash office under the finance department where I learned how to issue a receipt, cheque and dispatch files.

Any money that comes into the corporation must pass through the finance department i.e cash office.

Week 4: I learnt how to dispatch files

Week 5: I learnt how to enter daily takings into the system

Week 6: I learnt how to deposit cheque and dispatch files

Week 7: I learnt how to print documents with the cash office pin

Week 8: I learnt how to write requisition (each office writes requisition every month)

Week 9: I dispatch files and record them

Week 10: I print documents and enter daily takings on the system

Week 11: I dispatch files

Week 12: I made photocopies of offices document

Week 13: I photocopied essential documents for record keeping
purpose

CHAPTER FIVE

5.0 IMPRESSION ABOUT THE ORGANIZATION

Impression about the industrial training base on four months programs (siwes) was the acceptance of my siwes letters in their organization and also for provision of a lecture class to enlighten us more about construction work which all siwes student settle down there every day for their day to day activities before being taken to the field

Personal relationship with the Organization

The personal relationship with the company is highly correlating, because the company accepts the training of the siwes students as their personal assignment, by showing us different techniques. The welfare and care given to us in the company was highly impressive because the company attached each and every one of the siwes students to different supervisors in which we are free to ask questions about every unclear aspect during the taking off process and at field during patrol services.

RECOMMENDATION

As a result of difficulties experienced during the Four months SIWES program, I will like to recommend the following changes;

- The Industrial Training Fund should make monthly allowance available for students, so as to put an end to financial difficulties that may arise as a result of transportation problems.

- The Institution must confirm that each student partake in the Industrial Training program, by making sure that they pay every student a visit before the end of the program.
- The Institution and Industrial Training Fund should help the student to get the place of attachment, so that the program will commence as planned.
- Students on SIWES program should be posted or deployed to the Organizations, Department or Firms that are relevant to their Course of study, so that the sole aim of SIWES can be achieved.

CONCLUSION

This program has brought improvement to my field of study. The experience gained through this program is majorly based on building construction; this program has inspired me to have technical knowledge and practical aspect of what I have learnt in school.

I hereby forward my appreciation to the rector and director of the institute , HOD of my department, professional lectures in my department including my colleague in training, friends and every member of my family for their support both moral and financial . My prayer to you all is for God to in his infinity mercy bless you and reward every of endeavor abundantly. AMEN