



**A TECHNICAL REPORT**  
**STUDENTS' INDUSTRIAL WORKS EXPERIENCE SCHEME**  
**(SIWES)**

**HELD AT**  
**ART VISION PRINT**  
**Sabo Line Road Opposite Saw-mill, Ilorin, Kwara State**

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**ND/23/BAM/PT/0034**

**Submitted to:**  
**THE DEPARTMENT OF BUSINESS ADMINISTRATION AND**  
**MANAGEMENT**  
**INSTITUTE OF FINANCE AND MANAGEMENT STUDIES**  
**KWARA STATE POLYTECHNIC, ILORIN.**

**IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE**  
**AWARD OF NATIONAL DIPLOMA (ND) IN BUSINESS**  
**ADMINISTRATION AND MANAGEMENT**

**September to December, 2024**

## **DEDICATION**

The student industrial work experience scheme is dedicated to **Almighty God** for making this opportunity a successful one in life and giving me the opportunity to complete the program.

## ACKNOWLEDGEMENT

All praise and adoration is due to Almighty God, the uncreated creator of every creature, the first without beginning, the last without an end, He who will continue to exist when existence does no longer exist, for the protection and great privilege he offered me throughout the completion of the program.

My regards also goes to my lovely, wonderful and caring parent **Mr. and Mrs. Babatunde** for their support morally, spiritually and financially throughout the program.

My appreciation also goes to our amiable H.O.D may Almighty God reward and bless him (Amen).

Special appreciation goes to my SIWES Co-ordinator for his guidance during my Training. God bless you Sir (Amen).

My sincere appreciation goes to my brothers and sisters, and also to my friends, I wish you success in all your endeavors. (Amen).

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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 SIWES

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.

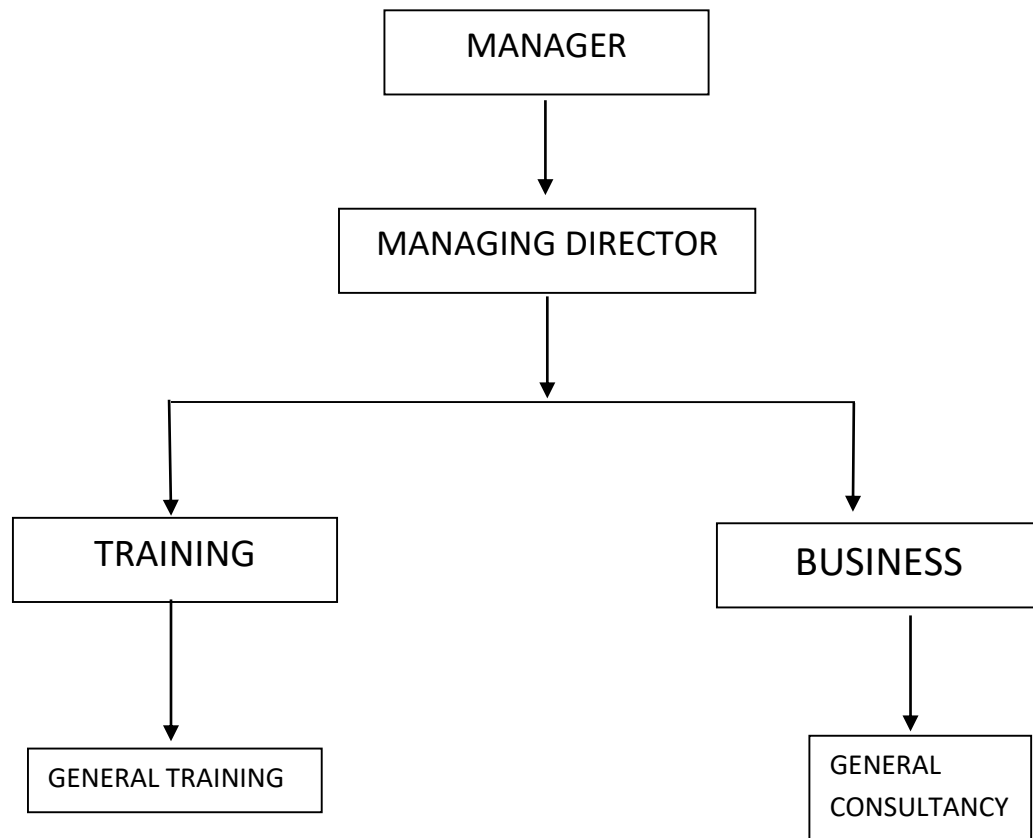
### 1.4 OBJECTIVES OF ESTABLISHMENT

- To provide optimum and individual care to patients.
- To develop recognition for patients needs for privacy and preservation of dignity.
- To maintain good relationship with patients, relations and the community through health education.
- To carry out diagnosis and intervention.
- To provide training for students.

#### **1.4 HISTORICAL BACKGROUND OF THE ORGANIZATION**

The name of the organization is **Art Vision Print**, situated at Sabo line road, Ilorin, Kwara State.

## 1.5 ORGANIZATION CHART



## 1.6 SECTIONAL/UNIT OF THE ORGANIZATION WITH THEIR SPECIFIC FUNCTIONS.

These are the various units of the organization and their specific functions

**DIRECTOR:** Is the head of the management and he is also in charge of the organization affairs.

**BUSINESS DEPARTMENT:** This section is in charge of troubleshooting, maintenance of PC.

**TRAINING CENTRE:** This is where students are being lectured.



## CHAPTER TWO

### 2.1 EXPERIENCED GAINED DURING SIWES.

Below are some of experiences I gained during the Student Industrial Work Experience Scheme (SIWES).

- How to make copy of documents
- How to copy, duplicate and reproduce
- Learning basic cord draw design
- Learning how to operate cord draw fro designing basic shapes
- Learning how to create shapes on cord draw for designing
- Learning how to crop and resize shapes in cord draw
- Learning how to edit shape and manipulation and colouring
- Learning how to edit images in cord draw
- Learning basic cord draw design
- Learning how to shape and image for designing on cord draw
- Learning how to export design on cord draw to PDF and TIF files
- Learning how to customize cloths and designing
- Learning how to design clothes customizing shapes on cord draw
- Learning how to operate plotting machine
- Learning how to customize materials into different size for customizing and sales
- Learning how to heat press customizing material on clothes
- Learning how to use large formal software program
- Learning how to use large format machine

### 2.2 HOW TO MAKE COPY OF DOCUMENT

**Turn on the machine:** make sure the photocopier is turn on and the display screen is lit up,

**Check the paper tray:** ensure the paper tray is filled up with the correct size and type of paper

**Select the copy mode:** choose the copy depending on your need.



Fig 1: Image of photocopier machine, Keyboard and Desktop

### 2.3 HOW TO OPERATE CORD DRAW

We learn how to make use of cord draw correctly

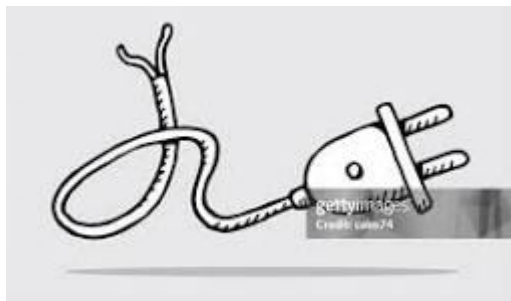


Fig 2: image of cord draw

### 2.4 HOW TO OPERATE PLOTTING MACHINE

We learn how to operate plotter machine



Fig 3: Plotter machine.

## **CHAPTER THREE**

### **3.1 CHALLENGES AND PROBLEM ENCOUNTERED**

- ❖ To get a place of attachment is not easy
- ❖ Operating of some big machine e.g. generator is not always easy
- ❖ The stressful in term of transportation (delay in traffic) is another problem

## **CHAPTER FOUR**

### **4.1 DISCUSSION**

I gained a lot of things during my attachment in the organization. I was introduced to the computer software.

### **4.2 RELEVANT OF EXPERIENCE GAINED TO STUDENT FIELD OF STUDY**

- i. It enables me to practicalized the theoretical aspect of my course.
- ii. It enable me to know the important and usefulness of computer to man
- iii. It enables me to expose to the activity involved in the system.

### **4.3 INTERPERSONAL RELATIONSHIP WITH THE ORGANIZATION.**

**Art Vision Print** is a nice organization where I was able to interact with the director, instructor and students of the organization. Even when I was about to round up my program, I felt like extending it but I have no option other than to leave.

## **CHAPTER FIVE**

### **5.1 CONCLUSION**

I appreciate the effort of the federal Government of Nigeria for introducing such program Student Industrial Work Experience Scheme (SIWES) to enhance students practical knowledge in their various field of study.

### **5.2 PERSONAL IMPRESSION ABOUT THE ORGANIZATION**

**Art Vision Print** is an organization where unity exist within the director, instructors, secretary and student and this has really contributed to the grow of the organization.

The organization where I did my SIWES training can be recommended to any individual who is ready to acquire more knowledge.

### **5.3 Suggestion and Recommendation to the Organization**

I am appealing to the organization to give SIWES applicant a helping hand because they can both learn from each other.

### **5.4 TO THE POLYTECHNIC**

I am appealing to all polytechnics that they should get all their students engaged in the SIWES program because I believe it is a program that can boost student in practical knowledge about the theoretical aspect the have been taught in school. It also makes the student to learn more on how to interact with people and how to work.