



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

**HELD AT**  
**MINISTRY OF SOLID MINERAL DEVELOPMENT**  
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## **DEDICATION**

All praise and honour belong to the Almighty Allah the giver of wisdom and knowledge and also to my parent Mr. & Mrs. IYANDA for their moral, financial and spiritual support.

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## **ABSTRACT**

*The Students Industrial Work Experience Scheme (SIWES) is a crucial component of higher education in Nigeria, designed to provide students with practical exposure to real-world work environments. This report presents a detailed account of my SIWES training at the Ministry of Solid Mineral Development, Ilorin, Kwara State, where I gained hands-on experience in public administration, policy implementation, and solid mineral management.*

*The report highlights the organizational structure and functions of the ministry, my assigned job roles, key activities performed, challenges encountered, and the solutions adopted to overcome them. Through this internship, I acquired valuable skills in office administration, data collection, stakeholder engagement, and field inspections of mining sites.*

*Additionally, the report discusses the lessons learned, the impact of SIWES on my career development, and recommendations for improving the program. Overall, the training enhanced my understanding of government operations, regulatory frameworks, and public service administration. The knowledge and experience gained during this internship will significantly contribute to my professional growth and future career in public administration.*

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## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.1 BACKGROUND OF SIWES**

The Students Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) in 1973 to bridge the gap between theoretical knowledge and practical experience. The program was introduced in response to the need for students to gain real-world exposure in their respective fields before graduation.

Before the introduction of SIWES, many graduates lacked the technical and practical skills needed to function effectively in the workplace. Employers often complained about the inability of fresh graduates to adapt to professional work environments. To address this issue, the Federal Government of Nigeria, through the ITF, made SIWES a mandatory requirement for students in various disciplines, including Public Administration, Engineering, Sciences, and Technology.

SIWES provides students with an opportunity to gain hands-on experience in industries, government agencies, and other relevant organizations. The program is structured to last for four to six months, depending on the student's course of study. It is supervised by the National Universities Commission (NUC), the National Board for Technical Education (NBTE), and the National Commission for Colleges of Education (NCCE) in collaboration with the ITF.

Through SIWES, students develop essential workplace skills such as effective communication, teamwork, problem-solving, and organizational management. The scheme also allows students to apply classroom theories in real-life settings, enhancing their employability upon graduation.

#### **1.2 OBJECTIVES OF SIWES**

- To expose students to practical work environments in their fields of study.
- To develop and enhance technical and managerial skills.
- To familiarize students with modern work ethics and professionalism.
- To provide students with firsthand knowledge of industry operations.

- To prepare students for future careers by bridging the gap between theory and practice.

### **1.3 IMPORTANCE OF SIWES**

- It helps students gain practical experience relevant to their profession.
- It improves employability and career readiness.
- It allows students to build professional networks and industry connections.
- It provides an opportunity to learn organizational structures and administrative processes.
- It enhances problem-solving, teamwork, and leadership skills.

### **1.4 SCOPE OF THE REPORT**

This report provides an account of the SIWES training undertaken at the Ministry of Solid Mineral Development, Ilorin, Kwara State. It highlights the organizational structure of the ministry, tasks performed, challenges faced, lessons learned, and recommendations for improving the program.

## **CHAPTER TWO**

### **ORGANIZATIONAL STRUCTURE AND FUNCTIONS**

#### **2.1 OVERVIEW OF THE MINISTRY OF SOLID MINERAL DEVELOPMENT**

The Ministry of Solid Mineral Development is a government agency responsible for the regulation, management, and promotion of solid mineral resources within its jurisdiction. In Nigeria, solid minerals contribute significantly to economic development, job creation, and industrial growth. Therefore, the ministry plays a crucial role in formulating policies, issuing mining licenses, and ensuring sustainable resource management.

The ministry operates under the Kwara State Government and works in collaboration with the Federal Ministry of Mines and Steel Development, private sector investors, and mining communities. It ensures that mining activities comply with environmental laws and that communities benefit from mineral exploration and exploitation.

##### **Key Roles of the Ministry**

- Formulating and implementing policies for solid mineral exploration and development.
- Regulating mining operations to prevent illegal mining.
- Conducting research on solid mineral deposits and their economic potential.
- Promoting investments in the solid minerals sector.
- Ensuring environmental protection and sustainability in mining operations.
- Collaborating with relevant stakeholders, including local communities, to ensure equitable resource distribution.



## **2.2 ORGANIZATIONAL STRUCTURE OF THE MINISTRY**

The Ministry of Solid Mineral Development is structured into different departments, each with specific responsibilities. This hierarchical structure ensures smooth operation and efficient service delivery.

### **1. The Commissioner**

The Commissioner is the head of the ministry and is appointed by the state government. The Commissioner oversees all activities, formulates policies, and ensures alignment with government directives.

### **2. The Permanent Secretary**

The Permanent Secretary is the chief administrative officer of the ministry. They ensure policy implementation, oversee the ministry's operations, and coordinate various departments.

### **3. Directors and Departmental Heads**

Each department within the ministry is headed by a Director or Departmental Head, who supervises operations and reports to the Permanent Secretary.

### **4. Senior Officers and Field Inspectors**

These include mining engineers, geologists, administrative officers, and enforcement officials who ensure that the ministry's objectives are achieved.

### **5. Supporting Staff**

These include clerical officers, accountants, IT personnel, and other administrative workers who assist in daily operations.

## **2.3 FUNCTIONS AND RESPONSIBILITIES OF THE MINISTRY**

The Ministry of Solid Mineral Development is responsible for the regulation, management, and promotion of mineral resources within the state. Its functions include:

### **1. Policy Formulation and Implementation**

- Developing laws and policies that regulate mining activities.
- Ensuring compliance with federal and state mining regulations.

### **2. Issuance of Mining Licenses and Permits**

- Granting licenses to companies and individuals involved in mining.
- Monitoring compliance with licensing conditions.

### **3. Regulation of Mining Activities**

- Ensuring mining operations adhere to safety, environmental, and labor laws.
- Preventing illegal mining and prosecuting offenders.

### **4. Research and Development**

- Conducting surveys to assess the availability of solid mineral deposits.
- Promoting the use of modern technology in mineral exploration.

### **5. Investment Promotion**

- Encouraging local and foreign investors to participate in the solid minerals sector.
- Providing incentives and technical support to mining companies.

### **6. Environmental Protection and Community Engagement**

- Enforcing environmental laws to prevent degradation caused by mining activities.
- Ensuring that host communities benefit from mining projects.

### **7. Revenue Generation**

- Collecting taxes, royalties, and levies from mining companies to boost state revenue.

## **2.4 DEPARTMENTS AND UNITS WITHIN THE MINISTRY**

To effectively manage its responsibilities, the Ministry of Solid Mineral Development has different departments and specialized units. These include:

### **1. Administrative Department**

- Manages staff recruitment, promotions, and general human resource functions.
- Oversees correspondence, document processing, and office management.

### **2. Finance and Accounts Department**

- Handles budgeting, financial reporting, and revenue collection from mining activities.
- Ensures transparency in financial transactions.

### **3. Geological Survey and Exploration Department**

- Conducts research on mineral deposits.
- Provides technical reports on mining viability.

### **4. Mining and Licensing Department**

- Issues mining licenses and permits.
- Monitors compliance with mining laws.

### **5. Environmental and Safety Department**

- Ensures that mining activities do not harm the environment.

- Enforces safety standards to protect workers in the industry.

#### **6. Legal and Compliance Unit**

- Advises the ministry on legal matters related to mining.
- Handles disputes, litigation, and policy enforcement.

#### **7. Community Relations and Stakeholder Engagement Unit**

- Ensures that mining host communities benefit from mining operations.
- Addresses grievances and compensations related to mining activities.

#### **8. Research and Development Unit**

- Develops new policies for solid mineral management.
- Engages in partnerships with research institutions.

## **CHAPTER THREE**

### **SIWES ACTIVITIES AND EXPERIENCES**

This chapter provides an in-depth account of my experiences at the Ministry of Solid Mineral Development during my Students Industrial Work Experience Scheme (SIWES). It includes details of the job roles assigned, activities performed, challenges encountered, and solutions to those challenges.

#### **3.1 JOB ROLES AND RESPONSIBILITIES ASSIGNED**

During my industrial training at the Ministry of Solid Mineral Development, Ilorin, Kwara State, I was assigned various administrative and field-related tasks. These responsibilities exposed me to the practical aspects of public administration and resource management. Some of the key roles assigned to me included:

##### **1. Office Administration and Documentation**

- Assisting in filing and organizing official documents related to mining operations and policies.
- Handling correspondence, such as letters, memos, and emails within the ministry.
- Preparing reports on solid mineral projects and their impact on the economy.

##### **2. Research and Data Collection**

- Conducting research on mineral exploration policies and their effects on economic development.
- Compiling and analyzing data on mining activities within the state.
- Assisting in the preparation of statistical reports on mineral resource management.

##### **3. Public Relations and Stakeholder Engagement**

- Assisting in meetings with mining companies, investors, and community representatives.
- Preparing briefing notes and taking minutes during departmental meetings.
- Handling inquiries from the public regarding mining regulations and policies.

##### **4. Field Inspections and Compliance Monitoring**

- Participating in site visits to mining locations to ensure compliance with state regulations.
- Assisting in the monitoring of environmental impact assessments (EIA) of mining activities.

- Observing how officials inspect mining licenses and permits.

### **3.2 ACTIVITIES PERFORMED DURING TRAINING**

Throughout my SIWES program, I actively participated in both administrative and field-based tasks. The following activities provided valuable learning experiences:

#### **1. Office and Administrative Tasks**

- Attended staff briefings and departmental meetings to understand the workflow of government administration.
- Prepared official reports summarizing mining activities within the state.
- Assisted in sorting and archiving official documents for easy reference.

#### **2. Data Collection and Research**

- Compiled data on solid mineral deposits, their locations, and economic contributions.
- Assisted in analyzing mining production reports from licensed companies.
- Researched government policies on solid mineral development and environmental protection.

#### **3. Field Inspections and Compliance Monitoring**

- Visited mining sites to observe mining operations and ensure they followed regulations.
- Participated in environmental impact assessments to evaluate the effects of mining activities.
- Assisted in preparing reports on illegal mining activities and recommendations for enforcement.

#### **4. Stakeholder Engagement and Public Relations**

- Assisted in organizing workshops and seminars for stakeholders in the solid minerals sector.
- Helped prepare materials for presentations on investment opportunities in the mining sector.
- Engaged with community leaders to address concerns about the effects of mining in their localities.

### **3.3 CHALLENGES ENCOUNTERED DURING SIWES**

While my industrial training provided valuable learning experiences, I faced several challenges that impacted my efficiency and performance. These challenges include:

#### **1. Limited Practical Experience**

- Some tasks, such as mining site inspections and policy formulation, required technical expertise that I lacked as a Public Administration student.

#### **2. Inadequate Access to Information**

- Some government files and reports were classified, making it difficult to access relevant data for research.

#### **3. Bureaucratic Delays**

- The bureaucratic structure of the ministry resulted in slow approval processes, affecting workflow efficiency.

#### **4. Environmental and Safety Concerns**

- Visiting mining sites exposed me to dust, noise pollution, and other environmental hazards, making fieldwork challenging.

#### **5. Internet and Technological Limitations**

- Limited access to modern office technology and slow internet connectivity affected research and document processing.

### **3.4 SOLUTIONS TO THE CHALLENGES**

To overcome these challenges, I adopted various strategies, including seeking assistance from experienced professionals and improving my technical knowledge through self-learning. Some of the solutions included:

#### **1. Seeking Guidance from Senior Staff**

- Whenever I encountered difficulties, I sought guidance from experienced supervisors and officers who provided mentorship and support.

#### **2. Utilizing Available Resources**

- Since some files were classified, I relied on publicly available documents and government policy archives for research.

### **3. Adapting to Bureaucratic Processes**

- I learned to be patient and persistent in following up on pending tasks and approval processes.

### **4. Observing Safety Precautions During Fieldwork**

- I adhered to safety guidelines, such as wearing protective gear and maintaining a safe distance from hazardous mining activities.

### **5. Self-Learning and Technological Adaptation**

- I used online resources and training manuals to improve my understanding of mineral exploration policies and public administration strategies.

## **CHAPTER FOUR**

### **CONCLUSION AND RECOMMENDATIONS**

This chapter provides an overview of the lessons learned during the Students Industrial Work Experience Scheme (SIWES) at the Ministry of Solid Mineral Development, Ilorin, Kwara State. It also highlights the impact of the program on career development, draws a conclusion on the entire experience, and offers recommendations for improving the scheme.

#### **4.1 LESSONS LEARNED FROM THE TRAINING**

During my SIWES at the Ministry of Solid Mineral Development, I gained valuable knowledge and skills that enhanced my understanding of public administration, policy implementation, and mineral resource management. The key lessons learned include:

##### **1. Practical Application of Theoretical Knowledge**

- I learned how government policies on solid mineral exploration and management are implemented in real-world settings.
- I observed how public administration principles, such as policy formulation and stakeholder engagement, are applied in government institutions.

##### **2. Importance of Teamwork and Communication**

- I developed teamwork skills by collaborating with different departments to complete assigned tasks.
- Effective communication and interpersonal skills were crucial in handling official correspondence and engaging with stakeholders.

##### **3. Exposure to Government Procedures and Bureaucracy**

- I understood the importance of bureaucratic processes in public administration and how they affect decision-making and project implementation.
- I learned how government agencies coordinate with private investors and mining communities to regulate solid minerals.

##### **4. Professionalism and Ethical Conduct**

- I gained insights into workplace ethics, time management, and professional behavior in a government setting.



- I understood the importance of confidentiality and integrity in handling official documents and reports.

## **5. Challenges of Public Sector Administration**

- I realized that bureaucratic bottlenecks, limited resources, and environmental concerns are major challenges in the solid minerals sector.
- I learned that policy implementation requires patience, persistence, and coordination among multiple stakeholders.

## **4.2 IMPACT OF SIWES ON CAREER DEVELOPMENT**

The SIWES program significantly contributed to my personal and professional growth by providing real-world exposure in my field of study. The impact on my career development includes:

### **1. Improved Administrative and Research Skills**

- I acquired skills in documentation, data collection, and report writing, which are essential for a career in public administration.

### **2. Understanding of Policy Implementation**

- The training enhanced my knowledge of policy formulation, public sector governance, and regulatory enforcement.

### **3. Enhanced Problem-Solving and Critical Thinking**

- The challenges I faced during SIWES helped me develop problem-solving and decision-making skills, which are valuable in professional settings.

### **4. Exposure to Government Operations and Stakeholder Engagement**

- I learned how government agencies interact with private investors, host communities, and regulatory bodies to ensure compliance with mining policies.

### **5. Increased Career Opportunities**

- The hands-on experience gained will improve my employability in public administration, especially in government ministries, regulatory agencies, and research institutions.

## **4.3 CONCLUSION**

The Students Industrial Work Experience Scheme (SIWES) at the Ministry of Solid Mineral Development was an invaluable learning experience. It provided practical exposure to administrative duties, policy implementation, and resource management.

Despite some challenges, I was able to adapt, learn, and develop skills that will be useful in my future career.

The training also highlighted the importance of public sector efficiency, transparency, and stakeholder collaboration in ensuring the sustainable management of solid mineral resources. Overall, SIWES has reinforced my understanding of public administration and governance, preparing me for future professional responsibilities.

#### **4.4 RECOMMENDATIONS**

Based on my SIWES experience, I offer the following recommendations for improving the program and enhancing the efficiency of government agencies:

1. **Strengthening Practical Training Opportunities:** Government ministries should provide more hands-on training for students to actively participate in policy implementation, project management, and regulatory processes.
2. **Improving Workplace Technology and Internet Access:** Ministries should invest in modern office equipment, digital databases, and faster internet connectivity to improve administrative efficiency.
3. **Reducing Bureaucratic Delays:** Government agencies should adopt more efficient processes to minimize unnecessary delays in policy approvals and project execution.
4. **Enhancing Safety Measures for Fieldwork:** Students assigned to fieldwork should be properly equipped with safety gear and receive training on environmental hazards and risk management.
5. **Increasing Collaboration between Institutions and Government Ministries:** Universities and government ministries should work together to develop specialized training programs that align with students' academic disciplines.
6. **Encouraging Internship Stipends and Incentives:** Providing financial support or stipends for students during SIWES would help reduce the financial burden and improve motivation.
7. **Promoting Research and Development in Solid Minerals Management:** The ministry should invest in research programs to improve sustainable mining practices and environmental conservation efforts.

## **FINAL THOUGHTS**

The SIWES program has provided me with a strong foundation in public administration and resource management. The experience has broadened my understanding of government operations, policy implementation, and administrative processes. I strongly recommend that future students take full advantage of the program to develop their technical, administrative, and leadership skills.