

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

**UNDERTAKEN AT
OJO LOCAL GOVERNMENT SECRETARIAT
OJO L.G.A, OLOJO DRIVE LAGOS STATE.**

BY

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PREFACE

This technical report aims objectively on what I gained during my student industrial working scheme (SIWES), at OJO LOCAL GOVERNMENT SECRETERIAT, which lasted for four months (4) which I started on August to November.

This report discusses my experience, the history of OJO LOCAL GOVERNMENT SECRETERIAT, brief history of SIWES, the various department and their function. It does also discusses some of the challenge which I encountered during my SIWES at OJO LOCAL GOVERNMENT SECRETERIAT.

The experience acquired during my four month student training, has been a memorable and an unforgettable one in which I will never forget. I was exposed to some practical aspect of my profession, especially on the field of my program.

DEDICATION

This report is dedicated to Almighty Allah, the creator, the beginner and finisher of my academic affairs. It is also dedicated to my parent Mr. & Mrs. AZEEZ.

My dedication also goes to the supervisor at OJO LOCAL GOVERNMENT SECRETERIAT, Bello Mojeed O. may God bless you abundantly.

ACKNOWLEDGEMENT

I give thanks to almighty Allah for his immeasurable mercies over me. I give praise and adoration unto him for the gift of life.

My immeasurable gratitude goes to my parent, Mr. and Mrs. AZEEZ. They are there when I needed them. For their advice, I say a big thank you. I might not know what life look if not for them.

I also appreciate my friend and families for their support throughout my SIWES program. I will also like to thank my other I.T and SIWES students I met at OJO LOCAL GOVERNMENT SECRETERIAT. All I can say to you all who supported me physically, financially, spiritually and emotionally. I say a very big thank you.

CHAPTER ONE

MEANING OF SIWES

Student Industrial Work Experience Scheme (SIWES) is the skills training program which form part of the approved minimum academic standard in the various degree program for all tertiary institution in Nigeria. It is the gap between practical aspect and theory of either technological related subject or other professional educational programs in Nigeria. It is the training programme which forms part of the academic standard in the various degree for all Nigeria Tertiary Institutions.

BRIEF HISTORY OF SIWES

Student industrial work experience scheme (SIWES) was established by Industrial Training Fund (ITF) in 1973/1974 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduate of tertiary institution.

The SIWES was founded to help be a skilled train and to expose and prepare students of polytechnics, universities, and tertiary institution for the industrial work situation to be met after graduation. This scheme series as a smooth transitions form their classroom to the world of work and further help in the application of knowledge

The scheme provide students with the opportunity of area acquainting and expressing themselves to the experience.

OBJECTIVES OF SIWES

1. To provide an avenue for students in institution of higher learning to acquire industrial skills and experience in their approved courses of study

2. Prepare students for the industrial work situation which they are likely to meet after graduation
3. Expose students to work methods and techniques in handling equipment and machinery not available in their institution
4. Provide students which they are likely to meet after graduation
5. Expose students to work methods and techniques in handling equipment and machinery not available in their various institutions.

CHAPTER TWO

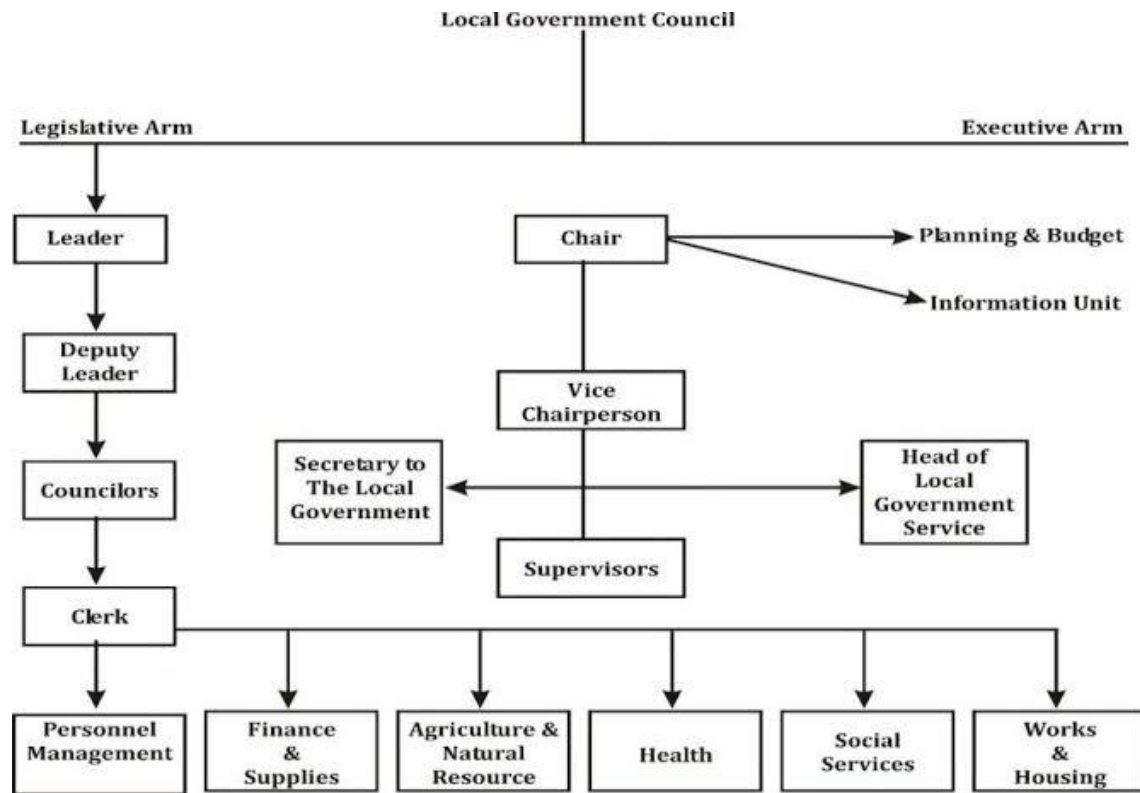
BRIEF HISTORY OF OJO LOCAL GOVERNMENT SECRETARIAT, LAGOS STATE

Ojo Local Government Area (LGA) is one of the administrative divisions of Lagos State, Nigeria. The local government system in Lagos was established in the post-colonial era as part of Nigeria's efforts to decentralize governance and promote local development. Ojo LGA was carved out to effectively manage the administrative and developmental needs of its rapidly growing population.

The Ojo Local Government Secretariat, located at the heart of Ojo town, serves as the nerve center for local administration. It is responsible for coordinating public services such as health, education, infrastructure, and revenue generation within the area. Over the years, as Lagos State experienced rapid urbanization and industrial growth, Ojo LGA emerged as a significant hub for both residential and commercial activities. The secretariat has continually evolved to address emerging challenges and to facilitate efficient governance, thereby playing a crucial role in the socio-economic development of the region.

Today, the Ojo Local Government Secretariat not only administers local policies and programs but also serves as a point of contact between the residents and the state government, ensuring that the voices of the community are heard and that local needs are met.

ORGANOGRAM OF THE ORGANIZATION



VARIOUS DEPARTMENT AND THEIR FUNCTIONS

Below is an overview of the various departments typically found in the Ojo Local Government Secretariat in Lagos State, along with a brief description of their functions. While the exact departmental structure may vary over time and according to specific local administrative frameworks, the following departments are common in many local government secretariats in Lagos State:

1. Administrative Department

Handles overall administration, coordination of activities, record-keeping, and communication within the secretariat. It serves as the central hub for office management, policy dissemination, and liaison with other government agencies.

2. Finance and Accounts Department

Manages budgeting, revenue collection, expenditure control, and financial reporting. This department ensures that public funds are used efficiently and in compliance with local government policies.

3. Revenue Department

Focuses on the collection of taxes, levies, and other forms of revenue from residents and businesses. They ensure proper documentation and follow-up on revenue-related matters, which is crucial for local government financing.

4. Works and Infrastructure Department

Responsible for planning, constructing, and maintaining public infrastructure such as roads, drainage systems, street lighting, and public facilities. They handle repair and maintenance of local government-owned properties and oversee new projects.

5. Planning and Development Department

Oversees urban planning, land use, and developmental policies within the local government area. This department coordinates with state agencies to implement zoning regulations and developmental projects aimed at sustainable growth.

6. Health and Social Services Department

Manages public health initiatives, community health programs, sanitation services, and social welfare schemes. They work to ensure the well-being of the residents by coordinating immunization programs, health education, and emergency response services.

7. Education Department

Focuses on overseeing public schools and educational initiatives within the local government. They coordinate with state educational authorities to ensure proper funding, maintenance, and improvement of educational facilities.

8. Public Relations and Community Engagement Department

Manages communication with the public, handles media relations, and organizes community outreach programs. This department plays a key role in fostering transparency and ensuring that the residents' concerns are communicated to the government.

9. Legal and Protocol Department

Provides legal advice to the local government, manages contracts, and handles any legal disputes. They also ensure that the operations of the local government are in compliance with relevant laws and regulations.

10. Internal Audit and Monitoring Department

Conducts audits and monitors internal processes to ensure accountability and transparency in the use of public funds. This department plays a critical role in identifying and addressing any financial irregularities or inefficiencies.

Each of these departments works collaboratively to ensure that the Ojo Local Government Secretariat functions effectively, providing essential services to the community and contributing to the overall development of the local area.

CHAPTER THREE

EXPERIENCE ACQUIRED/WORKDONE

1. We went to site in Ojo Local government area where a legislative complex is under construction.
2. I was involve in designing a two bedroom apartment on a quarter plot of land with a briefly given.
3. I was taught mixing and aggregate (i) Fine aggregate (ii) coarse aggregate.
4. Approach view or front view elevation was done for the two bedroom apartment.
5. Site construction: We went to a site inside Ojo Local government area. Section AA of the building was done showing the plank, nail and other necessary component in the building.
6. Plan of a two bedroom duplex was designed containing two bedroom in each floor of the building (Ground floor).
7. Site construction: We further went to the site due to the unfinished work by the construction engineer.
8. I was given a two bedroom apartment on a quarter plot of a land with a brief (Living room, visitor toilet, terrace, dinning, kitchen, store, room (ensuit), car park-to be shown on site plan).
9. Mixing: this refers to the blending of material and techniques to create a

unique and cohesive design.

10.Types of mixing: (i) Aesthetic cohesion (ii) Material compatibility (iii)

Budget and feasibility.

11.Benefit of mixing: (i) creativity and innovation (ii) contextual responsiveness (iii) Sustainability.

12.Explanation on mixing an aggregate: (i) Fine aggregate (ii) Coarse aggregate (iii) cement, sand, granite, water, concrete mixing and normal mixing.

13.Techniques for successful mixing: (i) Establish a clear design intent (ii) Select materials and techniques thoughtfully (iii) balance constructing elements

14.Site construction: mapping and sketching out the plan of the site.

15.Some adjustment were made in the legislative complex, due to the adjustment from the construction enginner.

CHAPTER FOUR

CHALLENGES ENCOUNTERED

The challenges or problem I encountered during my two month SIWES period were not very extreme in which some were solved and some were without solution some of the problems I encountered during the program at OJO LOCAL GOVERNMENT SECRETARIAT were:

- i. The lack of transportation was also part of the challenge the siwes students were not able to carryout then work very well due to space there is no function department
- ii. Lack of finance

RECOMMENDATION

I recommend that the I.T /SIWES program should be continued in all tertiary institution because it help so many students in practical aspect and academic performance as well as work experience. In other to make it easier student should look for interested places where gain practical aspect of what they were being taught in class.

Allowance should also be paid to the students during the program just like NYSC. It would help them a great deal in handling some financial problem during their training course.

I also recommend that the government and school authority should assist the student in securing a good place for them. I.T / SIWES program because some students found.