



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

HELD AT
MINISTRY OF WORK AND ENERGY
1, Lajorin Street, Ahmadu Bello Way, Ilorin, Kwara State

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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. Akibu** 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.

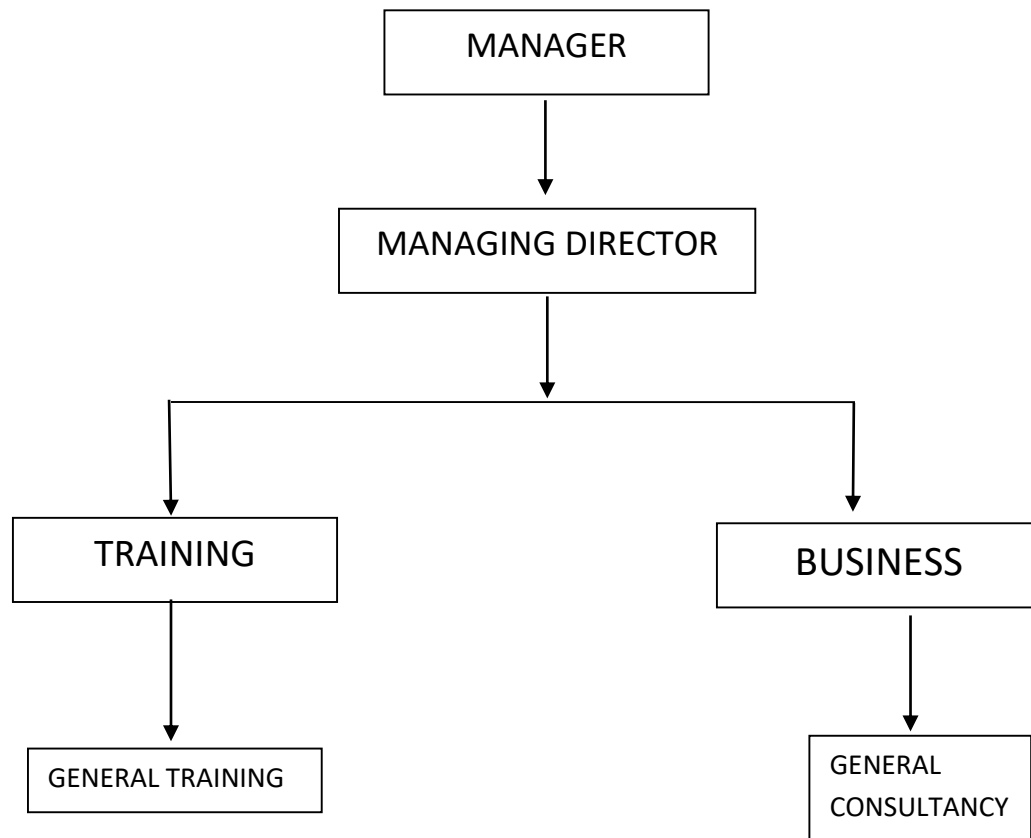
1.4 OBJECTIVES OF ESTABLISHMENT

- 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 **MINISTRY OF WORK AND ENERGY**, situated at Lajorin Street, Ahmadu Bello way, 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).

- Definition and Examples of Store
- Classes of store
- Organizing and Rearrangement of the store
- Books and forms of account in the store
- Safety measures
- Store control
- Function of a store officer
- Tally card
- Lead time
- Factor affecting lead time
- Method of stock taking
- Fraud
- How to prevent fraud
- The public procurement law
- Function of the council
- How to prevent deterioration
- Handling over store
- Request for quotation
- Non consumable store ledger
- Due process

2.2 FUNCTION OF STORE

- (1) **Checking:** a store officer must be able to check very well what he/she has in his/her custody
- (2) **Handling:** a store officer must be able to handle the materials of goods with care
- (3) **Storage:** a store officer must be able to store or arrange goods/material well

(4) A store officer must be able to make periodical checking/balance with tally cord



Fig 1: Cabinet

2.3 DUE PROCESS

This is a compliance with government rules and regulations concerning procurement and avoid of contract.

Benefit of Due Process

- Transparency and Accountability
- Competitive and Equal Opportunity
- Reduction of corruption
- Elimination of fake contract
- Reduce project abandonment

2.4 LEAD TIME

Lead time is one of the main factor that influence the right time that is the time cover the period from the need for a particular requirement is fully recognized up to effective delivery that is the ultimate consumable to the end users

Factors Affecting Lead Time

- i. Issuance of goods to the sales people for availability to the customers/door steps
- ii. Transportation of goods to the buyers
- iii. Strikes
- iv. Receiving or inspection and storage procedure
- v. Execution of the order



Fig 2: Solar Panel

2.5 TALLY CARD

Tally card is a document or tools used to record and track counts or quantities of items.

Functions of Tally Card

- Record and track numbers or quantities of items
- Gather data for inventory attendance or production tracking
- Verify counts or quantities for accuracy
- Calculation
- Perform basic arithmetic

- [illegible]

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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.

Ministry of Work and Energy 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

Ministry of Work and Energy 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 computer 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.

