



**TECHNICAL REPORT**  
**ON**  
**STUDENT INDUSTRIAL WORK EXPERIENCE**  
**SCHEME (S.I.W.E.S) HELD AT**  
**MERN CAFÉ AND COMPUTER TRAINING INSTITUTE**  
**IDIAPE AREA**

**WRITTEN BY**  
**MUHAMMED SULIAMAN**  
**MATRIC NO: ND/23/BFN/FT/0011**

**SUBMITTED TO:**  
**DEPARTMENT OF BANKING AND FINANCE.**  
**INSTITUTE OF FINANCE AND MANAGEMENT STUDIES KWARA**  
**STATE POLYTECHNIC, ILORIN.**

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## **DEDICATION**

I dedicate this report first and foremost to Almighty Allah who made it possible for me to go through this SIWES program safely and soundly and who has been there from the beginning to this very point also for the opportunity given to me to be in banking and finance department of this citadel of learning and to complete my 4month SIWES.

TO GOD BE THE GLORY.

## **ACKNOWLEDGEMENT**

My deeper appreciation goes to Supreme God for granting me life, health, favor, wisdom knowledge and understanding all through the period of my SIWES program.

With a deep sense of appreciation, respect and gratitude, I want to say a big thank you to my parents, Mr and Mrs **Muhammad**, brothers, sisters and other relatives and non-relatives friends, for their caring attitude and support from the beginning of my ND program banking and finance to this point.

I will like to express my gratitude to my honourable (H.O.D) in person of Mr Ajiboye, my SIWES supervisor, and also the entire staff of the Department of Banking and Finance, kwara state Polytechnic Ilorin, I say more grace to your elbow all. I can never forget the unalloyed cooperation of my beloved ones at Sweet Bite Company, and other General Department Management team.

My sincere appreciation also goes to everyone that has been by me all this while. THANKS TO ALL



## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.1 Background**

The Student Industrial Work Experience (SIWES) is the accepted skills training programme which form part of the approved minimum academic standard in the various degree programme for all the Nigerian Universities and Polytechnics. It is an effort to bridge the gap existing between the theory and practice of Engineering, Technology, Science, Agriculture, Medical and other professional education programmes in Nigeria Institutions.

The minimum duration of the SIWES is 16 weeks for Engineering and Technology program in the Polytechnic. The Scheme has triple program involving the Student, Polytechnic and Industry. The triple program is well recognized throughout Nigeria.

It is found by the Federal Government of Nigeria and jointly coordinated by the Industrial Training Fund (ITF) and the National Association of Universities, Polytechnic and Technical Schools. The major important factor that makes the Federal Government of Nigeria to establish Student Industrial Work Experience Scheme is the development of students brain toward what they have been taught in the school i.e the practical aspect.

#### **1.2 History of student industrial work experience scheme**

SIWES was established by Industrial Training Fund in 1997 to solve the problem of inadequate practical knowledge by Nigerian Graduates of Tertiary Institutions.

The Scheme exposes students to industrial based skills necessary for a smooth transition from theory to practical and also its affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in education institutions. Participation in SIWES has become a necessary precondition for award of diploma and degree certificate in specific discipline in most institutions of higher learning in Nigeria, in accordance with the education policy of government.

#### **1.3 The Objectives of SIWES**

The objectives of the Industrial Work Experience Scheme are to:-

- (i) Prepare the students for the work situation that they likely to meet after graduation or nearest in the future.
- (ii) Provide an avenue for students in the Nigeria Universities, Polytechnics and Technical Schools to transfer theoretical knowledge to practical skills.
- (iii) Create room for student to apply the theoretical knowledge which has been promote the technological development and passed from the teacher to the student to the practical work.
- (iv) Enlist and strengthen employer's involvement in the education process of preparing Universities, Polytechnic and Technical School graduates for employment in industry.
- (v) Familiar students with work methods and machinery that may not be available in the schools which will help students in machineries and equipment handling.

## **CHAPTER TWO**

### **2.1 Historical background of the study**

Mern Café and Computer Training Institute located at no:55 Idiape Area, Ilorin kwara state





## CHAPTER THREE

### 3.0 EXPERIENCED GAINED

#### 3.1 HOW TO USE A PHOTOCOPY MACHINE,

1. Turn it on: Locate the power button and turn it on.
2. Wait for it to warm up: Many photocopiers need a few minutes to warm up.
3. Load paper: Check that the correct size paper is loaded into the machine.
4. Prepare the document: Place the document face down on the glass.
5. Check the glass: Make sure the glass is clean and free of marks.
6. Select options: Choose the number of copies, paper size, and other options.
7. Start copying: Press the Start button.
8. Collect copies: Retrieve your copies from the output tray.
9. Leave the machine as you found it: Remove the original and leave the machine ready for the next user. You can consult your photocopier machine's user man



### **3.2 HOW TO TYPE USING MICROSOFT WORD**

To type in Microsoft Word, you can place your cursor where you want to type and start typing. You can also use the keyboard to type.

#### **Steps**

1. Open Microsoft Word
2. Create a new document or open an existing document
3. Place your cursor where you want to type
4. Start typing

#### **Formatting text**

You can format your text by selecting it and then changing the font, font size, font color, or making it bold, italic, or underlined. You can also copy formatting from one text to another.

#### **Other things you can do**

- To replace text, select the text and type what you want
- To select a single word, double-click it
- To select a line, click to the left of it
- To highlight a section of text, click and drag your cursor across your writing
- To add a text box, you can use the text box object in Word

### **3.3 HOW TO USE A SCANNER MACHINE**

To use a scanner machine, power it on, place the document you want to scan on the glass bed, open your scanning software on your computer, select the desired scan settings, preview the

scan if available, and then click "scan" to capture the image of the document, which will be saved on your computer; you may need to adjust settings like document type, resolution, and file format depending on your needs.

Key steps:

- **Connect and Power On:** Ensure your scanner is connected to your computer and turned on.
- **Place Document:** Carefully place the document face down on the scanner glass, aligning it with the guidelines.
- **Open Scanning Software:** Access the scanning software on your computer, usually found in your printer or device settings.
- **Adjust Settings:** Select the desired scan settings like document type (color, grayscale, black and white), resolution, and file format (PDF, JPEG, etc.).
- **Preview (Optional):** Most scanners allow you to preview the scan before fully capturing it, which helps check alignment and adjust settings if needed.
- **Scan:** Click the "Scan" button to start the scanning process.
- **Save:** Once the scan is complete, choose a location to save the scanned document on your computer.



### 3.4 STEPS IN BROWNING INTERNET

**For review, here are those six steps:**

- You type a URL in your browser and press Enter.
- Browser looks up IP address for the domain.
- Browser initiates TCP connection with the server.
- Browser sends the HTTP request to the server.
- Server processes request and sends back a response.
- Browser renders the content.



### 3.5 HOW TO INSTALL A BROWNSER ON COMPUTER

**For review, here are those six steps:**

- i. You type a URL in your browser and press Enter.
- ii. Browser looks up IP address for the domain.
- iii. Browser initiates TCP connection with the server.
- iv. Browser sends the HTTP request to the server.
- v. Server processes request and sends back a response.

vi. Browser renders the content.

### **3.6 HOW TO INSTALL COMPUTER PACKAGE**

To install a computer package, typically you need to: download the package file from a reliable source, then double-click the file to launch the installer, follow the on-screen prompts to choose installation options, and agree to the terms and conditions before completing the installation process; most often, this involves finding the downloaded file in your "Downloads" folder and running it by double-clicking it.

Key steps:

- **Find the package:**

Locate the software package you want to install online, usually on the developer's website.

- **Download the installer:**

Click the download link to save the installation file (often with an ".exe" extension on Windows) to your computer.

- **Run the installer:**

Navigate to your "Downloads" folder, and double-click the downloaded file to start the installation process.

- **Follow prompts:**

The installer will guide you through the installation process, asking you to select installation location, components, and potentially agree to license terms.

- **Complete installation:**

Once you've made your selections, click "Install" or a similar option to begin the installation.

Important considerations:

- **Admin privileges:** You might need administrator access to install software on your computer.
- **Virus scanning:** Always scan downloaded files with your antivirus software before running them.
- **Software updates:** Check for updates after installation to ensure you have the latest version.

## **CHAPTER FOUR**

### **4.1 HOW TO REGISTER NYSC**

To register for NYSC, you need to: visit the NYSC portal, create an account, fill in your personal details, upload required documents like your passport photo and degree certificate, select preferred states for deployment, pay the registration fee, and finally, print your call-up letter once your mobilization is confirmed; remember to check your eligibility and ensure you have your graduation clearance before proceeding.

Detailed Steps:

- **Check Eligibility:**

Verify that you meet the NYSC requirements regarding age and graduation status.

- **Obtain Graduation Clearance:**

Ensure you have your final degree certificate and clearance from your institution.

- **Access the NYSC Portal:**

Visit the official NYSC website and navigate to the registration page.

- **Create an Account:**

Provide a valid email address and choose a password to register on the portal.

- **Fill in Personal Details:**

Enter your full name, date of birth, marital status, contact information, and other required personal details as per your school documents.

- **Enter Educational Information:**

Specify your institution name, course of study, year of graduation, and upload your statement of result or degree certificate.

- **Upload Documents:**

Scan and upload necessary documents like passport photograph, signature, and any required international documents (if applicable).

- **Select Deployment Preferences:**

Choose your preferred states for NYSC deployment (although placement is not guaranteed).

- **Biometric Capture:**

Proceed to a designated center to capture your biometric fingerprint.

- **Make Payment:**

Pay the NYSC registration fee through the designated payment platform.

- **Review and Submit:**

Double-check all information for accuracy before submitting your application.



- **Print Call-Up Letter:**

Once your mobilization is confirmed, access your call-up letter on the portal, which will contain your deployment details and camp information.

Important Points:

- **NIN Requirement:** You may need your National Identification Number (NIN) for registration.
- **Foreign Graduates:** If you studied abroad, you will need to provide additional documents like your international passport and transcript evaluation.
- **Contact NYSC:** If you encounter any issues during registration, reach out to the NYSC support channels for assistance.

## **CHAPTER FIVE**

### **5.0 RECOMMENDATION AND CONCLUSION**

#### **5.1 RECOMMENDATION**

I use this means to make the following recommendations concerning the training of students in Industrial Attachments

- i. I would like to recommend that the Engineering curriculum in the Polytechnics to adjust such as would provide going on industrial attachments for a longer period of time as opposed to 4 months or making the program to occur twice throughout an engineering degree program.
- ii. Allowances should be paid to students during their programme just like NYSC and not after. This would help them a great deal to handle some financial problems during their training course.
- iii. The SIWES coordinator and the polytechnic authority should try to stop the habit of rejecting students for SIWES program by the industries
- iv. The institution supervisor should make it a priority to visit their designated students in the various organization to update the student's logbook
- v. Adequate space part should make available to save equipment from deplore condition.
- vi. More machines should be made available
- vii. Visiting of students during the SIWES program should be ensured by the Industrial Training Fund officials and college coordinators in order to ensure that students get necessary exposure and to boost their morale.

#### **5.2 CONCLUSION**

My 6months SIWES program was a huge success and a great time of acquisition of knowledge and skills. Through my training I was able to appreciate my chosen course of study even more, because I had the opportunity to blend the theoretical knowledge acquired from school with the practical hands-on application of knowledge gained here to perform very important tasks that contributed in a way to my productivity in the company. My training here has given me a broader view to the importance and relevance of civil Engineering in the immediate society and

the world as a whole, as I now look forward to impacting it positively after graduation. I have also been able to improve my communication and presentation skills and thereby developed good relationship with my fellow colleagues at work. I have also been able to appreciate the connection between my course of study and other disciplines in producing a successful result.

The Student Industrial Work Experience Scheme (SIWES) is an interesting program that adds more value to students view and objectives of their fields of study.

The Student Industrial Work Experience Scheme (SIWES) has made a great impact in the life of every student that diligently and faithfully participated in the exercise, as a matter of fact, I particularly I'm living testimony to the training.

I hereby encourage and advice every student to be committed to the training scheme, having it in mind that the journey of a thousand miles begins with a footstep.