

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

SIWES REPORT

UNDERTAKEN AT

MINISTRY OF ENERGY, KWARA STATE

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DEDICATION

This report is dedicated to Almighty God for seeing me through, I also dedicate it to my Parent; who stood by my side during the thick and thin of my SIWES journey.

ACKNOWLEDGEMENT

First and foremost, my special appreciation goes to my Parents for their love and care. I applaud them for making me fall in love with education and for shaping my life positively so as to become the best version of myself.

My gratitude is incomplete without acknowledging my maternal family for their support and contribution to my onward progress in life.

I also commend the efforts of the Director, HOD and my Supervisor for their intellectual contributions and supports during my training (S.I.W.E.S).

A big thank you to my colleagues from different institutions, that we spent the SIWES days together, you've indeed contributed your quota to enrich my knowledge in journalism.

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CHAPTER ONE

INTRODUCTION

1.1 Introduction to SIWES

The Student Industrial work Experience Scheme {SIWES} exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students of tertiary institution the opportunity of being familiarized and exposed to the needed experience in handling machines and equipment which are usually not available in the educational institutions and seeing firsthand the practical experience of some theoretical knowledge gained in the course of study.

Participation in SIWES has become a necessary pre-condition for the award of Diploma and Degree certificates in specific disciplines in most institution of higher learning in the country, in accordance with the education policy of the government.

1.2 Background

The Student Industrial Work-Experience Scheme (SIWES) is a planned and supervised training intervention based on stated and specific learning and career objectives, geared towards developing the occupational competencies of the participants.

It is a program required to be undertaken by all students of tertiary institutions in Nigeria pursuing courses in “specialized engineering, technical, business, applied sciences and applied arts and Mass Communication”.

The Federal Government on 8th October 1971 established and introduced the Industrial Training Fund (ITF) to acquaint the students on the industrial work method. The SIWES which is a

subsidiary formed in 1973 was initiated to improve the students' technical abilities to expose them to industrial culture thereby getting the acquainted with the role to play towards the technological advancement of the nation.

It creates an avenue on environment in which the students are exposed to areas of their various disciplines to enhance their mental and creative minds in the aspects of Practical.

It is therefore a practical aspect of the academic work, which students may not have opportunity to carry out throughout their stay in the higher institutions.

1.3 Importance and Objectives of SIWES

The Students Industrial Work Experience Scheme (SIWES) is the accepted skills training programmes, which forms part of the approved Minimum Academic Standards in the various degree programmes for all the Nigerian universities.

It is an effort to bridge the gap existing between theory and practice of engineering and technology, science, agriculture, medial, management and other professional educational and Mass Communications programmes in the Nigerian tertiary institutions.

It is aimed at exposing students to machines and equipment, professional work methods and ways of safe-guarding the work areas and workers in industries and other organizations.

1.4 Objectives of SIWES

Specifically, the objectives of the student's industrial work experience scheme are to

- 1) Prepare students for the work situation they are likely to meet after graduation.
- 2) Provide an avenue for students in the Nigerian Universities and Polytechnics to acquire industrial skills and experience in their course of study.

- 3) Make the transition from the Polytechnic and university to the world of work easier, and thus enhance students' contacts for later job placements.
- 4) Enlist and strengthen employers' involvement in the entire educational process of preparing graduates for employment in industry.
- 5) Provide students with an opportunity to apply their theoretical knowledge in real work situation, thereby bridging the gap between Polytechnic and university work and actual practices; and Expose students to work methods and techniques in handling equipment and machinery that may not be available in the institutions.

1.5 Importance Of SIWES

- 1) It provides students with an opportunity to apply their theoretical knowledge in real life situations.
- 2) It exposes students to more practical work methods and techniques.
- 3) It strengthens links between the employers, Polytechnic and universities and industrial training fund (ITF).
- 4) It also prepares the students for the labor market after graduation.

CHAPTER TWO

DESCRIPTION OF THE ORGANIZATION

BRIEF HISTORY

The Ministry of Energy, Kwara State is responsible for the development and implementation of energy policies in the state. The Store Department is responsible for the procurement, storage, and distribution of goods and materials for the Ministry.

LOCATION

The Kwara State Ministry of Energy is located at No 1, lajorin street, ahmadu bello way p.m.b. 1457, Ilorin, kwara state

Functions of the Ministry of Energy

The Ministry of Energy is responsible for the development and implementation of energy policies, programs, and projects. The main functions of the Ministry of Energy include:

1. ***Energy Policy Formulation***: The Ministry of Energy is responsible for formulating and implementing energy policies, strategies, and plans.
2. ***Energy Resource Management***: The Ministry of Energy is responsible for the management of energy resources, including oil, gas, coal, and renewable energy sources.
3. ***Energy Infrastructure Development***: The Ministry of Energy is responsible for the development and maintenance of energy infrastructure, including power plants, transmission lines, and distribution networks.
4. ***Energy Regulation***: The Ministry of Energy is responsible for regulating the energy sector, including the issuance of licenses, permits, and tariffs.

5. ***Energy Research and Development***: The Ministry of Energy is responsible for promoting research and development in the energy sector, including the development of new energy technologies.

Activities of the Ministry of Energy

The Ministry of Energy undertakes various activities to achieve its functions and objectives. Some of the key activities of the Ministry of Energy include:

1. ***Energy Planning and Coordination***: The Ministry of Energy undertakes energy planning and coordination activities, including the development of energy plans, policies, and strategies.
2. ***Energy Resource Exploration and Development***: The Ministry of Energy undertakes activities related to the exploration and development of energy resources, including oil, gas, coal, and renewable energy sources.
3. ***Energy Infrastructure Development and Maintenance***: The Ministry of Energy undertakes activities related to the development and maintenance of energy infrastructure, including power plants, transmission lines, and distribution networks.
4. ***Energy Regulation and Licensing***: The Ministry of Energy undertakes activities related to the regulation of the energy sector, including the issuance of licenses, permits, and tariffs.
5. ***Energy Research and Development***: The Ministry of Energy undertakes activities related to the promotion of research and development in the energy sector, including the development of new energy technologies.
6. ***Energy Efficiency and Conservation***: The Ministry of Energy undertakes activities related to the promotion of energy efficiency and conservation, including the development of energy-efficient technologies and practices.

7. ***International Cooperation and Collaboration***: The Ministry of Energy undertakes activities related to international cooperation and collaboration in the energy sector, including the negotiation of energy agreements and the participation in international energy organizations.

Departments and Units

The Ministry of Energy typically has several departments and units that undertake specific activities and functions. Some of the common departments and units in a Ministry of Energy include:

1. ***Energy Policy and Planning Department***: Responsible for energy policy formulation, planning, and coordination.
2. ***Energy Resource Development Department***: Responsible for the exploration and development of energy resources.
3. ***Energy Infrastructure Development Department***: Responsible for the development and maintenance of energy infrastructure.
4. ***Energy Regulation and Licensing Department***: Responsible for regulating the energy sector and issuing licenses, permits, and tariffs.
5. ***Energy Research and Development Department***: Responsible for promoting research and development in the energy sector.
6. ***Energy Efficiency and Conservation Department***: Responsible for promoting energy efficiency and conservation.
7. ***International Cooperation and Collaboration Department***: Responsible for international cooperation and collaboration in the energy sector.

CHAPTER THREE

STORE DEPARTMENT

3.1 STORE DEPARTMENT WHERE I PERFORMED MY S.I.W.E.S

When I resumed, I did a properly documentation at the office of the Industry-based S.I.W.E.S Coordinator. After documentation I was posted to the Place of my Primary Assignment, store department.

I was introduced formally to members of the department for integration into the department. I was then briefed on the established rules of engagements the department as follows:

The Store Department is a vital component of any government ministry, responsible for the receipt, storage, and issuance of goods and materials. This report provides an overview of the Store Department in a typical government ministry, highlighting its functions, activities, and challenges.

Functions of the Store Department

The Store Department in a typical government ministry is responsible for the following functions:

- Receipt and inspection of goods and materials
- Storage and inventory management of goods and materials
- Issuance of goods and materials to various departments and units
- Maintenance of store records and documents
- Conducting periodic inventory checks and audits
- Disposal of obsolete and unserviceable items

Activities of the Store Department

The Store Department in a typical government ministry performs the following activities:

- ***Receipt and Inspection***: The Store Department receives goods and materials from suppliers and inspects them for quality and quantity.
- ***Storage and Inventory Management***: The Store Department stores the goods and materials in a designated area, ensuring that they are properly labeled and recorded. The department also maintains an inventory management system to track the movement of goods and materials.
- ***Issuance of Goods and Materials***: The Store Department issues goods and materials to various departments and units based on authorized requisitions.
- ***Maintenance of Store Records and Documents***: The Store Department maintains accurate and up-to-date records of goods and materials received, stored, and issued.
- ***Periodic Inventory Checks and Audits***: The Store Department conducts periodic inventory checks and audits to ensure that the inventory records are accurate and up-to-date.
- ***Disposal of Obsolete and Unserviceable Items***: The Store Department disposes of obsolete and unserviceable items in accordance with government regulations and procedures.

Organizational Structure of the Store Department

The Store Department in a typical government ministry is organized as follows:

- ***Store Officer***: The Store Officer is the head of the Store Department and is responsible for the overall management of the department.

- ***Assistant Store Officers***: The Assistant Store Officers assist the Store Officer in the management of the department and are responsible for specific areas such as receipt and inspection, storage and inventory management, and issuance of goods and materials.
- ***Store Clerks***: The Store Clerks are responsible for maintaining store records and documents, conducting inventory checks and audits, and performing other clerical duties.
- ***Store Assistants***: The Store Assistants assist the Store Clerks in maintaining store records and documents, conducting inventory checks and audits, and performing other clerical duties.

Challenges Facing the Store Department

The Store Department in a typical government ministry faces the following challenges:

- ***Inadequate Funding***: The Store Department often faces inadequate funding, which can limit its ability to purchase goods and materials.
- ***Inefficient Inventory Management System***: The Store Department may use an inefficient inventory management system, which can lead to inaccuracies and inefficiencies.
- ***Limited Staff***: The Store Department may have limited staff, which can lead to delays and inefficiencies in the receipt, storage, and issuance of goods and materials.
- ***Lack of Training***: The Store Department staff may lack training on modern store management practices and inventory management systems.

Recommendations

Based on the challenges facing the Store Department, the following recommendations are made:

- ***Provide Adequate Funding***: The government should provide adequate funding to the Store Department to enable it to purchase goods and materials efficiently.
- ***Implement an Efficient Inventory Management System***: The Store Department should implement an efficient inventory management system to improve accuracy and efficiency.
- ***Increase Staff***: The government should increase the staff of the Store Department to improve efficiency and reduce delays.
- ***Provide Training***: The government should provide training to the Store Department staff on modern store management practices and inventory management systems.

CHAPTER FOUR

STORE DOCUMENT PROCESSING

Introduction

Store documents processing refers to the procedures and systems used to manage and process documents related to the receipt, storage, and issuance of goods and materials in a store or warehouse. Effective store documents processing is critical to ensuring accurate and efficient inventory management, as well as compliance with regulatory requirements.

Types of Store Documents

The following are some common types of store documents:

- ***Goods Received Note (GRN)***: A document used to record the receipt of goods or materials into the store.
- ***Store Requisition***: A document used to request the issuance of goods or materials from the store.
- ***Store Issue Voucher***: A document used to record the issuance of goods or materials from the store.
- ***Inventory Report***: A document used to provide a snapshot of the current inventory levels in the store.
- ***Stock Card***: A document used to record the movement of goods or materials into and out of the store.

Store Documents Processing Procedures

The following are the general procedures for processing store documents:

1. ***Receipt of Goods***: The store receives goods or materials and verifies the quantity and quality against the purchase order or delivery note.
2. ***Preparation of GRN***: The store prepares a GRN to record the receipt of goods or materials.
3. ***Update of Inventory Records***: The store updates the inventory records to reflect the receipt of new goods or materials.
4. ***Processing of Store Requisitions***: The store receives store requisitions from departments or units and verifies the availability of the requested goods or materials.
5. ***Preparation of Store Issue Voucher***: The store prepares a store issue voucher to record the issuance of goods or materials.
6. ***Update of Inventory Records***: The store updates the inventory records to reflect the issuance of goods or materials.
7. ***Filing and Retrieval of Documents***: The store files and retrieves documents as needed, ensuring that all documents are accurately and efficiently processed.

Benefits of Effective Store Documents Processing

Effective store documents processing provides the following benefits:

- ***Improved Inventory Accuracy***: Accurate and efficient processing of store documents ensures that inventory records are up-to-date and accurate.

- ***Enhanced Compliance***: Effective store documents processing ensures compliance with regulatory requirements and organizational policies.
- ***Increased Efficiency***: Streamlined store documents processing procedures reduce processing time and increase efficiency.
- ***Better Decision-Making***: Accurate and timely store documents processing provides managers with the information they need to make informed decisions.

Challenges facing Store Documents Processing

The following are some common challenges of store documents processing:

- ***Manual Processing***: Manual processing of store documents can be time-consuming and prone to errors.
- ***Lack of Standardization***: Lack of standardization in store documents processing procedures can lead to inconsistencies and errors.
- ***Inadequate Training***: Inadequate training of store staff can lead to errors and inefficiencies in store documents processing.
- ***Limited Resources***: Limited resources, such as inadequate staffing or outdated technology, can hinder effective store documents processing

CHAPTER FIVE

SUMMARY, RECOMMENDATION AND CONCLUSION

5.1 Summary

The **Student Industrial Work Experience Scheme (SIWES)** is designed to bridge the gap between theoretical knowledge acquired in educational institutions (universities and polytechnics) and practical, hands-on skills necessary in the workforce. The objectives of SIWES, as outlined, are to:

1. **Prepare students for post-graduation work situations** – SIWES equips students with industry-relevant skills that make them better prepared for the workforce after completing their academic studies.
2. **Provide an avenue for acquiring industrial skills and experience** – By being introduced to real-world practices, students are given the opportunity to apply their course knowledge to practical settings, particularly in Nigerian industries. This experience enhances their employability.
3. **Make the transition from academia to the world of work smoother** – Through SIWES, students are exposed to work environments and industry expectations, allowing for a smoother integration into professional careers after graduation.
4. **Engage employers in the educational process** – The scheme fosters a partnership between educational institutions and employers, creating an opportunity for employers to directly participate in shaping the curriculum and providing feedback on the skills students need.

5. **Bridge the gap between theory and practice** – SIWES provides students with a platform to apply theoretical knowledge to real-life situations, gaining hands-on experience that they might not be able to acquire within the confines of academic institutions.

5.2 Recommendations

Based on my experience during the SIWES program and in alignment with the objectives stated, the following recommendations are made:

1. **Enhance Collaboration Between Academic Institutions and Industries**

It is recommended that academic institutions continue to strengthen their partnerships with industries to ensure that students gain relevant, real-world experience. More structured internships and training opportunities should be provided for students, particularly in emerging fields like digital journalism, multimedia production, and broadcasting.

2. **Curriculum Review and Adjustment**

Universities and polytechnics should review their curricula periodically to ensure that they reflect current industry standards and technological advancements. By doing so, students can be equipped with both theoretical knowledge and practical skills that are highly demanded by employers.

3. **Regular Feedback from Employers**

Feedback from employers is essential for improving the SIWES program. Educational institutions should implement systems where employers can regularly provide feedback

on the performance and readiness of students, ensuring the program continues to meet industry needs and expectations.

4. Introduce Industry Experts as Guest Lecturers

Universities and polytechnics should invite industry professionals as guest lecturers or instructors to bridge the gap between academic learning and professional work. These experts can provide valuable insights into current trends, challenges, and future opportunities in various industries.

5.3 Conclusion

In conclusion, the **SIWES program** is a valuable initiative that plays a crucial role in preparing students for successful careers after graduation. Through hands-on industrial experience, students are able to apply theoretical knowledge, gain industry-specific skills, and prepare for the demands of the workforce. In my case, the journalism tools and software I was introduced to during the industrial training greatly enhanced my understanding of how mass communication works in the real world, particularly in digital media.

The objectives of the program—such as easing the transition from school to the workplace, strengthening employer involvement, and providing practical experience—are being achieved. However, there is still room for improvement in areas like the provision of updated equipment, curriculum alignment with industry standards, and enhancing students' soft skills. These improvements can ensure that the program continues to meet the evolving demands of the workforce and better prepares future graduates for successful careers.

Ultimately, the **SIWES program** serves as an essential bridge between academia and industry, helping students gain the experience, skills, and networks they need to thrive in their chosen fields. It is a step in the right direction toward solving the challenges of youth unemployment and preparing the next generation for the complexities of the modern workforce.