



TECHNICAL REPORT  
ON  
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

*Held At*

**FEMOLALA WINE OUTLET**

OFF OKE-OSE ROAD, BESIDE ILE TUNTUN CENTRAL MOSQUE,  
AGBEDE AREA, ILORIN, KWARA STATE.

*By*

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**SUBMITTED TO:**

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## **DEDICATION**

I dedicated this report to Almighty Allah, the Alpha and Omega, the founder of everything.

And also to my parents' **MR. AND MRS. AJIDE** who happens to be the strong foundation of my academic journey.

## **ACKNOWLEDGEMENT**

All thanks to Allah for making this SIWES a reality. My profound gratitude goes to the Head, Business Administration Department, (**DR. ABDULSALAAM F.A**), Kwara State Polytechnic, Ilorin, Kwara State for his word of advice.

I wish to express my sincere appreciation to some of my lecturers, for the great wisdom and knowledge impacted in me.

I also used this medium to appreciate the support of my parents, **MR. AND MRS. AJIDE** for their physical, moral, spiritual and financial supports that was given to me during the course of my SIWES programme.

My appreciation will not be completed if I fail to appreciate my SIWES based-coordinator (**MR. OGUNNIYI ADEFEMI T.**), SIWES based-supervisor (**MR. JAMIU OLANREWAJU O.**) other staff in the organization.

## **ABSTRACT**

This report gives the account of the training I undergone at Femolala Wine Outlet, Ilorin, Kwara State, Nigeria. It includes all the experience I acquired during the course of my SIWES at the Outlet.

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## **CHAPTER ONE**

### **INTRODUCTION**

Students Industrial Work Experience Scheme (SIWES) is a very big aid and a stepping stone to life after school. It is an opportunity given to students to put into practice most of the things that were taught as theory by lecturers in the Institution.

Femolala Wine Outlet has been a great aid to this programme because it gives more enlightenment on what Business Administration is all about. As a result of this, SIWES gives students more orientation and exposure to students in their course of training.

### **MEANING OF SIWES**

Students Industrial Work Experience Scheme (SIWES) is the accepted skills training programme, which forms part of the approved minimum academic standards in the various degree programmes for all the Nigerian Universities. It is provided to bridge the gap that exists between the theory and practical.

It is aimed that exposing students to machines and equipment, professional work methods and way of safeguarding the work areas and workers in industries and other organizations.

### **OBJECTIVE OF SIWES**

- To prepare students for the work situations they are likely to meet after graduation
- To provide an avenue for students in the Nigerian Institution to acquire industrial skills and experience in their course of study
- To strengthen employer's involvement in the entire educational process of preparing institution graduates for employment in industry
- To provide students with an opportunity to apply their theoretical knowledge in real work situation, thereby bringing the gap between institution work and actual practice.

- To expose students to work methods and techniques in handling equipment and machinery that they may not available in universities.

## **HISTORY OF SIWES IN NIGERIA**

In the earlier stage of science and technology education in Nigeria, students were graduating from their respective institution without any technical knowledge or working experience. It was in this view that students undergoing science and technology related courses were mandated for students in different institution in the view of widening their horizons so as to enable them have technical knowledge or working experience before graduating from their various institutions. The Students Industrial Training Funds (ITF) 1973 to enable students of tertiary institutions have basic knowledge of industrial works base on their course of study before the completion of their program in their respective institutions. The scheme was designed to expose the students to industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to National economic and technological development after graduation.

The major background behind the embarkment of students in SIWES was to expose them into industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to national economical and technological development after graduation. The major benefit acquiring to students who participate consistently in SIWES are skills and competencies they acquired.

The relevant production skill remain the part of the recipients of industrial training as long as assets which cannot be taken away from them. This is because the knowledge and skills acquired through training are internalized and become relevant when required to perform jobs or functions.

## CHAPTER TWO

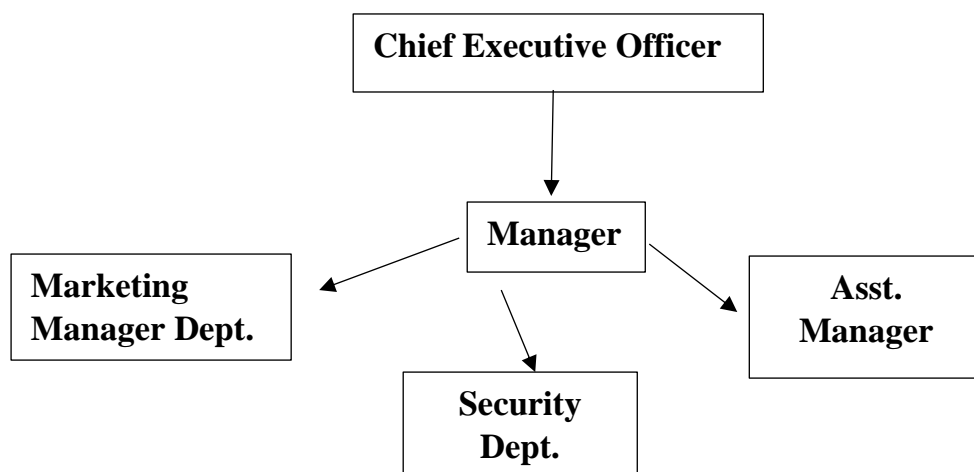
### OVERVIEW OF FEMOLALA WINE OUTLET

Femolala Wine Outlet has been a great assets to this programme because it gives more enlightenment and practical aspect of what Business Administration as a course really up to. It gives students more practical aspects of what Business is all about. As a result of this, SIWES gives students more orientation and exposure to students in their course of training.

### BRIEF HISTORY OF THE OUTLET

**FEMOLALA WINE OUTLET** is an organization that provides practical solution to SIWES/I.T students, the organization was established in the year 2008 by **Mr. Ogunniyi Adefemi T.** and it location is *off Oke-Ose Road, beside Ile Tuntun Central Mosque, Agbede Area, Iloirn, Kwara State.*

### ORGANOGRAM OF THE OUTLET



### SERVICES PROVIDED BY THE OUTLET:

- Business Orientation
- Sales Management
- Wholesales Buying and Selling
- Retail Sale



## **CHAPTER THREE**

### **DESCRIPTION OF WORKDONE**

#### **SALES MANAGEMENT**

This department was where my SIWES took place where I was grounded and exposed to business orientation, management of profit and loss as a businessman/businesswoman, including bulk sale under sales management

I played a role of a sales representative in the first week of resumption to learn and know more about customer relation. I engaged in selling of different products, like wines, drinks and other available products to the customers or clients.

Issuance of invoice and receipt to the customer after every transaction made. The sales of any products attached with the product receipt is highly and very recommendable. I sold and wrote receipt to every customer or client I attended to. I learnt more about business plans and how to deal with any loss on the products.

I also worked under the leadership of finance management where I was assigned as the P.O.S attendant where the payment of products are being made through ATM card or phone transfer. It has been a great aid for me to have experience this as a SIWES student.

I engaged in buying and selling of products. I had the opportunity to follow the manager to the market where bulk buying took place. I learnt about market control price. The inflation of market price has hindered the business growth in one way or the other. The escort to market has been a great aid to know more about price control.

I also attended to customers/clients who are in pole position to purchase alcoholic wines such as (8PM, Whisky, Cirok, Bacchus, Martel, 4 Cousin, Laccoco, Action Bitters etc). dealing with different customers under the leadership of Femolala Wine Outlet is a different breed of experience. I have learnt a lot of business terms and business management.

## **DEFINITION OF TERMS**

The following are the terms that were made use of, in this department

### **SALES MANAGEMENT**

Sales management is the process of planning, coordinating, implementing and controlling a company's sale or organization sales effort to achieve its revenue target like developing sales strategies to improve the sales performance.

### **BUYER**

A buyer is a person (man or woman) who purchase stock or material for a large retail or manufacturing business

### **WHOLESALES**

This is the process that involve the purchase of goods in large quantity from the manufacturer or producer selling them in smaller quantity to the retailer or the final consumer.

### **BUSINESS ORIENTATION**

This can be suggests as a company's strategy for success including the goals and plans. It is also the culture and style of an organization.

### **PRICE CONTROL**

Price control is a government policy that limits the prices of goods and services. The goal is to make necessary items more affordable for consumers/clients. It is also a maximum price that can be charged for a product or services, especially during inflation.

## **TECHNICAL SKILLS ACQUIRED**

Below are list of skills I acquired during my **Student Industrial Work Experience Scheme** at **FEMOLALA WINE OUTLET**

- Deep knowledge in understanding business strategies.
- Ability to create a lovely and convincing customers relation
- Ability to withstand the pressure of being a sales representative.

## **SOCIAL AND FUNCTIONAL SKILLS ACQUIRED**

- ✓ Enhanced communication skills.
- ✓ Ability to identify and solve problems relating to price control.
- ✓ Decision making critical thinking, organizing and planning.
- ✓ Ability to work with team.
- ✓ Enhanced teaching and effective learning skills.
- ✓ Good customers services orientation skill

## **PERSONAL INPUT TO THE OUTLET**

- Teaching and assisting students (Clients) through their lessons.
- Assist students with their codes when not running.
- Running of errands to boost activities in the workplace.
- Check and work on colleague's systems when challenge with an error code.

## **CHALLENGES ENCOUNTERED**

- ❖ Difficulty in seeking for SIWES attachment
- ❖ Lack of transportation fee.
- ❖ Lack of good facilities for web design.
- ❖ I was not paid either by SIWES or the place of my attachment.
- ❖ There are no standard equipment's for learning and practical.
- ❖ The company lacks proper SIWES orientation on how to train student.

## **CHAPTER FOUR**

### **CONCLUSION AND RECOMMENDATIONS**

#### **CONCLUSION**

My three (3) months Student Industrial Work Experienced Scheme at **FEMOLALA WINE OUTLET** 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 Business Administration 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 production a successful result.

#### **RECOMMENDATIONS**

- School should provide a place of attachment for student
- 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.
- Supervisor should always visit student weekly in their various places of attachment.

## **REFERENCE**

### **PAPER WORK**

- Student industrial work experienced scheme 2020/2021 handbook
- Sales management manual by industrial supervisor
- Business strategies manual by industrial based supervisor

### **LINK**

- <http://www.w3schools.com>
- <http://www.tutorialpoint.com>
- <http://geeksforgeeks.com>