



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

HELD AT

ILORIN-EAST LGA, OKE-OYI

KWARA STATE

BY

ABDULKAREEM AISHAT AYODELE

ND/23/BFN/PT/0004

SUBMITTED TO

**DEPARTMENT OF BANKING AND FINANCE
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES
KWARA STATE POLYTECHNIC, ILORIN**

**IN PARTIAL FULFILLMENT OF REQUIREMENT FOR THE
AWARD OF NATIONAL DIPLOMA (ND) IN BANKING AND
FINANCE**

SEPTEMBER - NOVEMBER, 2024

CERTIFICATION

This is to certify this report was written by **ABDULKAREEM AISHAT AYODELE** with Matric number ND/23/BFN/PT/0004 from the department of Banking and Finance, Kwara State Polytechnic, Ilorin.

INDUSTRIAL BASED SUPERVISOR

SIGN STAMP DATE

DEDICATION

This report is dedicated to Almighty Go, He who have been seeing me through all my activities during the course of this program.

ACKNOWLEDGEMENT

First and foremost my everlasting gratitude goes to almighty god for giving me the grace mercy and opportunity to be a successful partaker of the students industrial work experience scheme (SIWES).

My immeasurable thanks go to my great family for their contribution to my education and wellbeing MR. and MRS. ABDULKAREEM (my parents).

With all due respect my profound gratitude goes to the entire staffs members of Kwara State Polytechnic, Ilorin for their contribution toward my academic journey and for the establishment of the Student Industrial Work Experience Scheme (SIWES) which has exposed me to the industrial-base knowledge, I gained during my training (skills). May the Almighty Allah bless and be with you all.

TABLE OF CONTENT

Title page

Certification

Dedication

Acknowledgment

Table of Content

CHAPTER ONE

Industrial Training Fund ITF and SIWES

1.1 Introduction

1.2 Objectives Of Student Industrial work experience scheme

CHAPTER TWO

Background of Organization

2.1 Background introduction of ILORIN-EAST LGA, OKE OYI

2.2 Objectives of ILORIN-EAST LGA, OKE OYI

2.3 Some Departments in ILORIN-EAST LGA, OKE OYI

CHAPTER THREE

3.1 Experiences during SIWES

CHAPTER FOUR

4.1 Challenges

4.2 Recommendations

CHAPTER FIVE.

5.1 Conclusion

CHAPTER ONE

INDUSTRIAL TRAINING FUND ITF AND SIWES

1.1 INTRODUCTION

Siwes, the student industrial work Experience scheme is a skill acquisition programmed that was Installed in 1973/1974 ITF was established In 1971 by decree 1 to 47 as amended In the 2011 ITF Act. Prior to the establishment of the scheme, there was a higher learning In Nigeria lacked adequate practical background Studies In Preparation for employment in the Industries. It was against this backup that the rationale for Initiating and designing the Scheme was hinged.

The students industrial work experience scheme (SIWES) is a skill training programs that prepare student of higher Institutes for industrial work against their graduating period it is a programme Inrushing the students, the polytechnic and universities and industries. it was founded by the federal Government of Nigeria and jointly

Coordinated by I.T.F and national universities

Commission NUC

1.2 OBJECTIVES OF THE STUDENTS INDUSTRIAL WORK EXPERIENCE

1. To mate students acquire good work habit
2. prepare student for the work situation that are likely to meet after graduation
3. To increase sea student sense of responsibility
4. To Expose students to more practical work methods and techniques
5. To avoid students in adjusting from college to Full time employment

CHAPTER TWO

INTRODUCTION AND BRIEF HISTORY ESTABLISHMENT

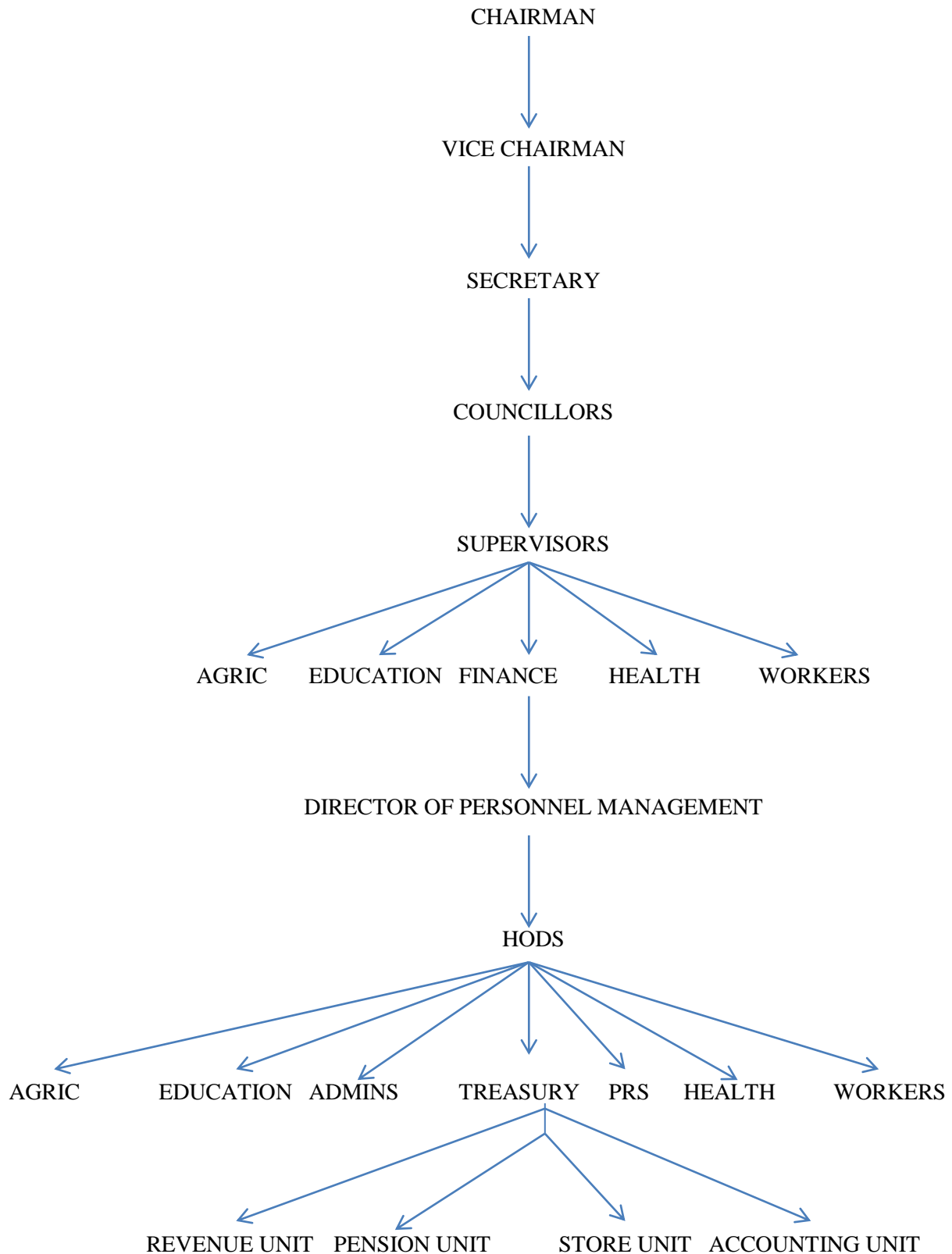
ILORIN-EAST LGA, OKE OYI was created in 1991 from Ilorin local government. The LGA has 11 wards with the major towns in the LGA which include Iponrin, Apado, Oke-Oyi, and Panada-Agbeyangi. The LGA is known for its maize, cereal, locust beans, and cassava farmers. The major ;languages spoken are Yoruba, Hausa and Fulani.

OBJECTIVES OF ESTABLISHMENT

The major objectives for the creation of Ilorin-East local government are as follows:

- 1.** Provision of basic amenities
- 2.** Promotion of economic development
- 3.** Maintenance of law and order
- 4.** Provision of social services
- 5.** Community development

ORGANIZATION STRUCTURE OF ILORIN-EAST LGA



CHAPTER THREE

3.1 MY EXPERIENCE

During my SIWES program, I was able to gain immensely experience which has enlightened and gave me broader knowledge of how some activities were being carried out and how it has been affected people positively and which has led to my growth as well in the given course of my experience.

First day at my place of attachment, introduction was first carried out by SIWES coordinator in the LGA, I was introduced to some management position in Ilorin-East LGA. The managerial position include: Director personnel manager, treasury department, secretary department, Security department and so on. I was posted to treasury department which was headed by the treasurer, accountant and all other treasury staffs. Below were my experienced gained in Ilorin-East LGA.

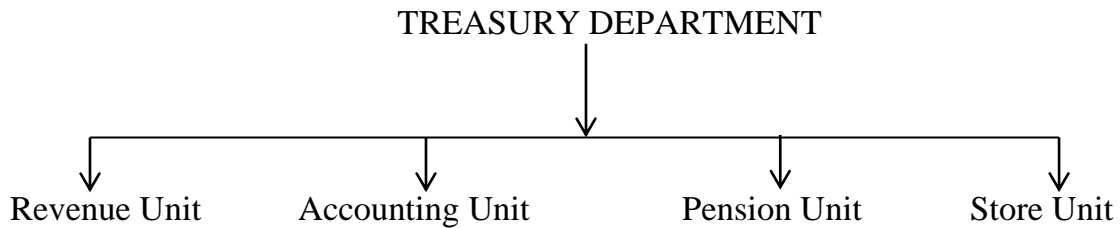
3.2 TRASURER

A treasurer is someone who is responsible for managing and overseeing the financial affairs of an organization

3.2.1 Function of a Treasury Department

1. To collect revenue of local government
2. Prepare the budget for the local government
3. Prepare the salary of the staffs of local government

3.2.2 FOUR UNIT OF TREASURY DEPARTMENT



HOW TO PREPARE PERSONNEL BUDGET

3.3 DEFINITION OF BUDGET

Budget is financial plan outlines projected income and expenses over a specific period either monthly or yearly. We have three types of budget, which are as follows:

Personnel cost, budget for overhead and expenditure.

3.3.1 OVERHEAD COST

These are expenses that are not directly related to the production or sales of a specific products or services.

3.3.2 TYPES OF OVERHEAD

1. Fixed overhead cost
2. Manufacturing overhead cost
3. Administrative overhead cost
4. Selling overhead cost and
5. Variable overhead cost

3.4 REVENUE CASHBOOK

A revenue cashbook is a financial record that tracks and records all revenue received by an organization.

3.4.1 TYPES OF REVENUE

1. Cash sales
2. Account receivable
3. Grants and donation

3.4.2 INFORMATION RECORDED

1. Date
2. Description
3. Amount
4. Total

3.4.3 PURPOSES

1. Tracking revenue
2. Financial reporting
3. Budgeting

ILORIN-EAST LGA OKE-OYI REVENUE CASHBOOK

DATE	NAME OF PAYEE	ADDRESS	RECEIPT NUMBER	₦
25/04/2024	ABIODUN	OJA OBA	001	10,000.00
26/04/2024	MUM BASIT	IPATA	002	50,000.00
27/04/2024	JENROLA	ISALE KOKO	003	100,000.00
28/04/2024	SUPER-STORE	OJA GBORO	004	150,000.00
30/04/2024	M. USMAN	GAMBARI	005	200,000.00
	TOTAL			510,000

CHAPTER FOUR

CHALLENGES AND RECOMMENDATIONS

Challenges During my SIWES program I encountered challenges like:

1. long working hours
2. high stress environment
3. fatigue and burnout

Recommendations. In a view of my industrial work experience, which lasted for three months. I would like to make recommendations.

All students on Industrial Work Experience should take the scheme so serious as it may speaks for them in later time and as well prepare them for industry of their choices.

CHAPTER FIVE

5.1 CONCLUSION

My three months industrial attachments with ILORIN-EAST LGA, OKE OYI has been one of the most interesting productive and instructive experience in my life

MY SIWES training with ILORIN-EAST LGA, OKE OYI.

I gained:

- Good working ethics
- Discipline
- Time management
- Good financial record

All these valuable experience and knowledge that have gained were not acquired though the direct involvement in the task but also through other aspects of the training such as: work observation interaction with colleagues, superior and other people related to the Field.

REFERENCES

Treasurer, **ILORIN-EAST LGA, OKE OYI**, Badagary express way, Lagos state,
November 2024.

<https://nigeriafinder.com>

<https://www.legit.ng>

<https://siwesbeginner.com>