



TECHNICAL REPORT

ON

**STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME
(S.I.W.E.S)**

HELD AT

LEADWAY INSURANCE LIMITED

SUBMITTED BY

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SUBMITTED TO:

**DEPARTMENT OF ACCOUNTANCY
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES
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**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
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CERTIFICATION

This is to certify that the report was compiled by **BUSARI JAMIU ALABI** with Matric Number **ODLND23ACC0098** a student of ACCOUNTANCE, Institute of Finance and Management Studies Kwara State Polytechnic Ilorin, Kwara State on the completion of the Student Industrial Work Experience Scheme (SIWES)

SIWES COORDINATOR

DATE

HEAD OF DEPARTMENT

DATE

DEDICATION

This report is dedicated to Almighty Allah, who guided me and made the programme a successful one for me.

It also goes to my loving Parent, in person of **Mr. and Mrs. BUSARI** and to my wonderful mentors and friends, for their advice, encouragement and support both financially and morally. May God continue to bless you. (Amen)

ACKNOWLEDGEMENT

As such praise due to Almighty Allah for sparing my invincible life during my stay at Kwara State Polytechnic, Ilorin.

To the surprise of my one and only, my next point on call will definitely be my parent for their effort which upholds my success, in this regard, BIG THANKS to them **Mr. and Mrs. BUSARI**, what will I? If not for their financial moral, spiritual and parental support, my success would have been delayed. I will say vividly "Oh God, have mercy on them even as they nourished me in my childhood.

My appreciation goes to my noble SIWES based supervisor, for their support and impartation of knowledge.

It is mandated on me that the effort of the following toward my success must duly be recognized from lecturers within the institution; May the blessing of God continue to shower you all for contributing immensely on this programme.

PREFACE

This report contains the details of experience gained during the four-month students industrial work experience scheme (SIWES) programme at Leadway Insurance Limited various activities are also spelt out in the report. Also include the program encounter and recommendations for the improvement of the scheme.

CHAPTER ONE

1.0 INTRODUCTION

This chapter gives a brief history of SIWES, its aims and objectives, as well as a short narrative on my application and posting. It also introduces intelligent solution providers (ISP) of Computer, where I had my SIWES training.

ABOUT STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME

The student work experience scheme (SIWES) is a worldwide program practiced in countries like Japan, Australia, USA, Europe, and in African countries too. It is popularly known as co-operative education and referred to as sandwich in Europe. It is a six (6) months students industrial work experience scheme (SIWES) taken in the third year of the degree program, where the students go to various establishments related to their course of study.

The program was initially introduced in Nigeria by the Industrial Training Fund (I.T.F.) which was established under Decree 47 of 1972 by the Supreme Military Council, headed by General Yakubu Gowon. The Decree was billed to take effect from 31st March, 1974 and had as its core objective, the gradual reduction of the percentage of foreign participation in most of Nigeria's economic activities, accompanied by a systematic cooperation of locally oriented skilled manpower into the vast economic sector.

One of the key functions of the ITF is to work as cooperative body with industry and commerce where students in institutions of higher learning can undertake mid-career work experience attachment in industries which are compatible with student's area of study. The students Industrial Work Experience Scheme (SIWES) is a skill Training program designed to expose and prepare students for the Industrial work situation which they are likely to meet after graduation. Participation in SIWES has become a necessary pre-condition for the award of diploma and degree certificate in specific disciplines in most institutions of higher learning in the country in accordance with the education policy of government.

BRIEF HISTORY OF SIWES

The word SIWES (Student Industrial Work Experience Scheme) was introduced by the federal government in the year 1973 to develop the technological, physical and social skill of our nation, through this, adequate and intelligent students are provided the department involved the actual challenge various disciplines before they can be awarded as a National Diploma (ND) graduate.

AIMS AND OBJECTIVES OF SIWES

- Provide an avenue for students in institutions of higher learning to acquire industrial skills and experience in their approved course of study and also by interacting with people with more experience in the field under consideration.
- Prepare students for the industrial work situation which they are likely to meet after graduation.
- Expose students to work methods and techniques in handling equipment and machinery that are mostly not available in their various institutions.
- Provide students with an opportunity to apply their knowledge in real world situation thereby reducing the gap between theoretical knowledge and practical work.
- Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment in Industry and Commerce.

ROLES OF STUDENT

- Attend SIWES orientation programme before going on attachment.
- Comply with the establishment's rule and regulation.
- Arrange living accommodation during the period of attachment.
- Record all training activity done and other assignment in the log book.
- Complete SPEI from ITF, FORM 8 and get it endorsed by the employer for submission to the ITF.

1.5 OBJECTIVES OF THE REPORT

The objectives of the SIWES report are;

- To make thorough explanation of the work done during my four month industrial training.
- To fulfill the requirement for national diploma in computer science.

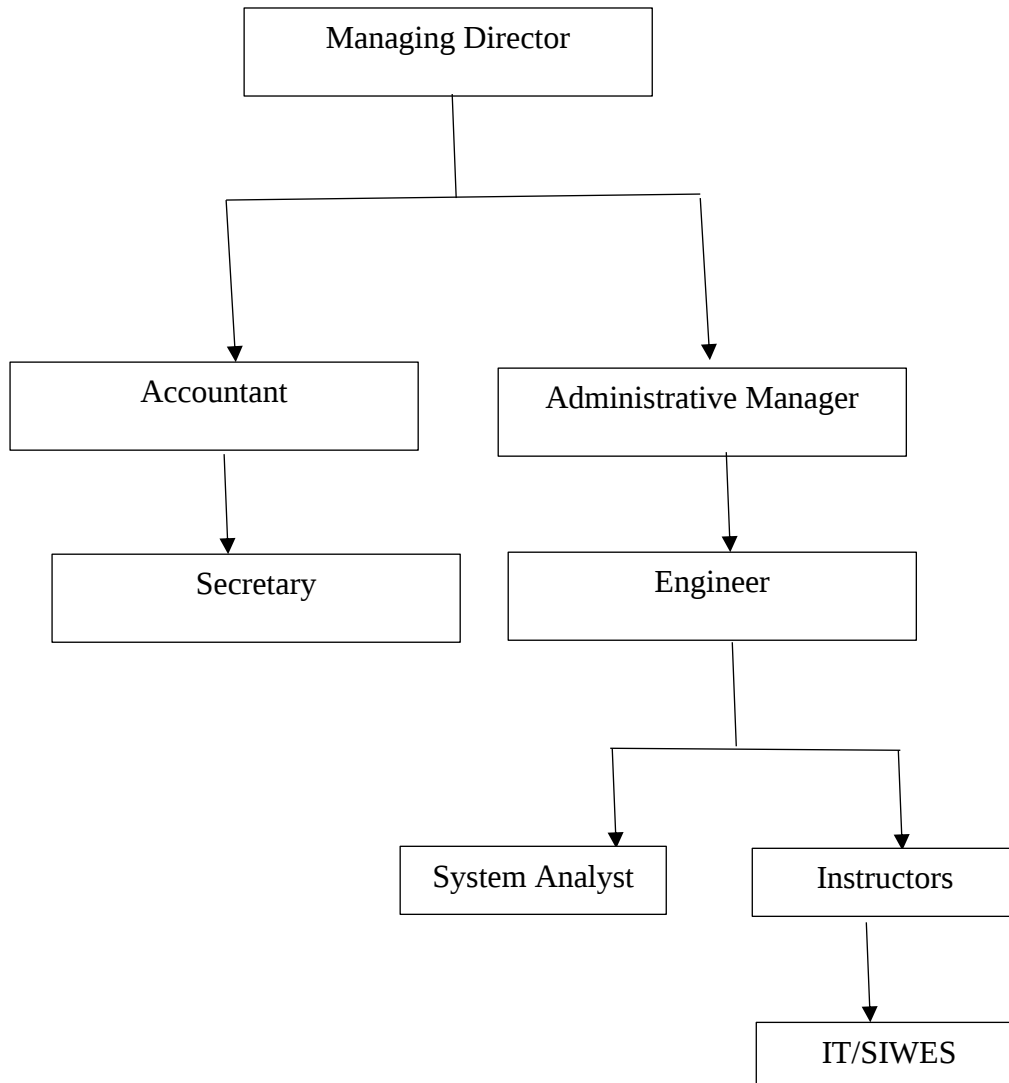
- To contribute to the body of knowledge and to enhance the understanding of the writer about a similar or same job.

THE LOGBOOK

The logbook issued to student on attachment by the institution was used to record all daily activities that took place during the period of attachment, and it was checked and endorsed by the industry based/institution based supervisors and ITF during supervision.

CHAPTER TWO

2.0 ORGANIZATIONS LEADWAY INSURANCE LIMITED



2.1 BRIEF HISTORY OF LEADWAY INSURANCE LIMITED

It is a non-governmental organization in Lagos State.

Science academic for training and skill acquisitions in nearly every aspect of IT of some of which include engineering section. Repairs and maintenance, programming and, computer graphic e.t.c.

This company is head by the director and administrative manager next to him followed by the engineers, system analyst and the instructors.

CHAPTER THREE

3.0 INTRODUCTION TO COMPUTER

A computer system be it micro, a mainframe or super computer consist of both hardware and software. It is an electronic machine capable of accepting data, process the data into a meaningful information as output. A computer is a machine or tool, which is capable of:

1. Taking input data
2. Storing the input data.
3. Processing the input data.
4. Producing the output report on paper or computer store for human being to use

The term computer is obtained from the word compute. A computer is an electronics device that inputs (take in) facts (known as data) and then processes (does something to or with it). Afterward

INTRODUCTION TECHNOLOGY

In simple language, information technology (I.T) is the overall technical where withal required for an efficient gathering, storage, processing utilizing computers, the internet and other electronic tools like camcorders, mobile or cell phone etc.

INPUT AND OUTPUT DEVICES

Some of the Input Devices include:

1. Keyboard
2. Joystick
 - Mouse
1. Electronic pen
2. Track ball etc.

Output Devices Include:

1. Printer
2. Monitor (VDU)
 - Plotters

PART OF A COMPUTER

There are two main parts of computers, hardware and software.

HARDWARE are all part of computer the computer you can see and touch or visible part of a computer which means is the physical device one can see and touch the range from the smallest of chips to the total unit called computer system.

SOFTWARE are list of instructions needed by a computer to perform specific tasks. Software is often called a programme, most times they are compilation of codes written in specific language i.e. jargons and conventions developed by man to achieve certain ends. There are type of software such as utility software, application software etc.

APPLICATION OF COMPUTER

Computer has varying applications ranging from the most mundane and simple tasks to the highly sophisticated and seemly complicated. Computers can be applied to basic office jobs like typing memos, letters, graphic design, photo imaging and massive data analysis in different fields such as communication, engineering, crime control, medicine and other technology based field to mention but few.

Computer has made it possible to keep reliable records, to manage large files to conduct near impossible searches, to manage and protect databases and promote secure and efficient payment system.

CONNECTING COMPUTER TO POWER

This is very crucial and never learn it by trial. Let a competent technician demonstrate it to you.

Truth however is that it is as simple as connecting a video player and television set to themselves and then to power. Once the technician has demonstrated this at least twice-then you are good to go. The use of inverter and stabilizer for any computer is recommended, because of power fluctuation.

INTRODUCTION TO MICROSOFT WORD.

Microsoft word is the typing, editing, storing, and printing of texts through an electrochemical device called computer. It can also be define as the act of manipulation characters to create a professional looking document through the computer.

Some important keywords in the definition

1. **Typing:** This is done by using the keyboard. The keyboard as it is known as input device. It has about 108 keys on it. There are five part of the keyboards namely: function keys e.g. f1-f12, computer keys e.g. Esc, ctrl, shift, e.t.c Typing keys A-Z, Dedicated keys e.g. page up, page down, Arrow keys and Numeric keypad.
2. **Editing.** This is the act of correcting error (s) in a document. It is also involves rearranging the document so as to give a perfect, desire, and professional.
3. **Storing:** This is the same thing as saving a document into the permanent memory so as to able to re-call it any other time. It is needed. this should always be done frequently so as to guide against frequently power failure which can shut down the computer and erase any file that has not been saved.
4. **Printing:** This is the act of getting the hard copy or the soft copy of the document through a device called a printer using paper.

Loading (Starting Microsoft Word)

- Put on the computer and allow it to boot up and display the windows environment or desktop.
- After booting, click on the start button.
- Move the mouse to all programs
- Select Microsoft Word
- Wait for the loading.

How to View Ms Word Using Keyboard

- Press start button from the keyboard
- Press `p` Key
- Press down arrow key to highlight Ms-Word.
- Press enter key

Screen Element of Microsoft Word

1. **Title Bar:** A place where application name of the user appears.
2. **Menu Bar:** A place where all news name that is use to perform different task appear e.g. File, Edit, Format. e.t.c.
3. **Formatting Bar:** A place where icon that is used to change the attribute of our text e.g. B for bold, I for italic, U for underline e.t.c.

4. **Standard Tool Bar:** This bar show operation symbols that represent a command like new, open, save, print, print preview, copy, cut and so on.
5. **Scroll Bar:** it is denoted by the triangle icon and it is used to move page up and down, left and right.

DESCRIBING MICROSOFT EXCEL ENVIRONMENT

When Microsoft Excel is fully loaded into the computer memory, the following will be seen.

- The spreadsheet/worksheet
- Rows, Columns and cells
- The mouse pointer and cursor
- Working menu and bars

PLOTTING OF CHART

Charts are graphical representation of the data in a worksheet. They are appealing and makes it easy for users to set comparisons patterns and trends in data. For instance, rather than having to analyze several columns of worksheet you can see at a glance whatever the student in a given class actually make the required average to pass.

Steps in plotting chart:

1. Select the whole data you want to produce it's chart/graph.
2. Click on insert on the menu bar
3. On the submenu that appear, click on chart
4. Another dialogue box will appear where you have to select the type of chart you want
5. Locate and click on finish to complete the process. So the chart will be displayed.

HOW TO CALCULATE SUM

We use sum when calculating addition in excel. And before spreadsheet can respond to any mathematical command. It must be entered as an equation. Therefore, to enter a function as an equation. We must firstly start with "equals to " (=) sign.

Steps in calculating sum:

1. Firstly, the data must be entered correctly as shown below
2. Then keep your cursor on the location you want sum to be displayed by clicking the mouse there
3. Type =sum and open bracket "(" then, click the mouse on the first cell you want to sum now type ":" click mouse on the last cell containing the data to be sum
4. Then close the bracket ")"
5. Press enter on the keyboard.

FONT FORMATTING

Font refers to every typed letter in the computer, while the formatting simply implies beautifying e.g. coloring, bolding, italic, underlining etc.

Steps in formatting text:

1. Select the data by simply clicking on the cell
2. Click on format on the menu bar
3. Click on the cells on the submenu displayed
4. On another box that appears, locate and click on font
5. Use the mouse to scroll through the fonts dialogue box and click the mouse on the desired fonts size, colour, type etc.

INSERTING PERCENTAGE

One can choose insert percentage to replace a given data.

Steps in inserting percentage:

1. Select the data to be replaced
2. Click on format from the menu bar
3. Click on cell on the submenu displayed
4. On the dialogue box that appears, click on Number
5. Then, locate and click on percentage
6. Click OK

INSERTING ROWS AND COLUMN

In case you need to type a given line of data in a given rows and column, but discover it has been occupied by another data not worry, you can simply insert another row or column in the same place.

Steps in inserting rows and column:

1. Keep your cursor where you want the row or column
2. Click on insert on the menu bar
3. On the submenu displayed, click on either row or column depending on your choice.

TEXT ALIGNMENT

One can choose to rotate their text to a given angle when working in MS-Excel.

Steps in apply text alignment:

1. Select/highlight the text to be aligned
2. Click on format on the menu bar
3. On the submenu displayed, click on cells
4. Locate and click on alignment on the dialogue box displayed
5. Locate degree under orientation, click on the degree type in the rotating angle you want e.g. 15⁰,30⁰,50⁰,90⁰
6. Click on OK.

SHADING THE CELLS

You can choose to add pattern or color to your worksheet to emphasize some certain point or to enhance its appearance.

Steps in shading the cells:

1. Select the cells to be shaded
2. Click on format on the menu bar
3. Click on cells on the submenu displayed
4. On another dialogue box displayed, click on patterns
5. Then, click on the color you want
6. Locate the arrow in front of pattern and click on it, where you will choose the pattern
7. Click on OK.

SORTING

Sorting means arrangement of data either in ascending or descending order. When ascending it implies that the data will be arranged alphabetically while descending starts with the last alphabet coming first.

Steps in sorting:

1. Select all the data to be sorted
2. Click on start on the menu bar
3. Click on sort on the submenu displayed
4. On another dialogue box that appears, select the heading field you want to sort from the available one under sort by
5. Select either ascending or descending depending on your operation
6. Click on OK.

AUTO FILL

If you have lines of text that need to be numbered, you don't actually need to waste much time numbering it one after the other while you can use automatic filling to fill the numbering to any destination of your choice in the worksheet.

Steps to auto fill:

1. Keep your cursor on the cell numbering will start
2. Click on edit on the main menu
3. Select fill from the submenu displayed
4. On another submenu that appear, click on series
5. On another dialogue box that appears, click inside the step value box to type where numbering should start
6. Click inside the stop value box, type where the numbering should stop
7. Select where it should be filled in row or columns under series in box
8. Click on OK to complete the process.

Accounting Statement

An account statement is a critical financial document that summarizes transactions, balances, and activities within a specific period. During my SIWES program, I learned that account statements (e.g., bank statements, ledger summaries) are foundational for tracking cash flows, reconciling discrepancies, and ensuring financial accuracy. Key components include opening/closing balances, deposits, withdrawals, and transaction dates. Mastery of account statements involves understanding double-entry bookkeeping, categorization of income/expenses, and using software like QuickBooks or SAP to generate automated reports. Attention to detail is crucial, as errors can lead to misstated financial positions. I practiced reconciling bank statements with ledger

entries, identifying unrecorded transactions, and resolving mismatches. Account statements also serve as evidence during audits, making their accuracy and timeliness vital for compliance. Learning to interpret these documents enhanced my ability to analyze liquidity, profitability, and financial health for decision-making.

Auditing Receipt

Auditing receipts involves verifying the authenticity, accuracy, and compliance of financial transactions. During my internship, I observed that receipts are primary audit trails, proving that transactions occurred. Auditors cross-check receipts with ledger entries to detect fraud, errors, or mismanagement. Key skills include validating dates, amounts, vendor details, and ensuring receipts align with organizational policies and tax regulations. I practiced digitizing receipts using tools like Wave or Zoho Expense to streamline audits. Auditing receipts also requires understanding tax implications (e.g., VAT, withholding tax) and ensuring proper documentation for deductions. A major takeaway was the importance of sequential numbering and secure storage to prevent tampering. Auditors use sampling techniques to assess receipt validity efficiently. Non-compliant receipts can lead to penalties or legal issues, emphasizing the need for meticulous record-keeping. This experience highlighted how auditing receipts safeguards organizational integrity and financial transparency.

CHAPTER FOUR

4.0 KNOWLEDGE GAINED DURING THE SIWES

The student industrial work experience scheme (siwes) exercise has contributed greatly in my academic carrier, because I have gained some experience which is very useful to my field of study. The first advantage acquire during my industrial training programme was that i was taught computer component i.e. hardware and software, how to launch computer packages such as; Ms Word, Ms excel and Graphic Designer e.t.c.

Finally, my perception about office profession has been greatly widely broaden. It gives me the opportunity to gain first experience of the profession even though it was not easy.

CHAPTER FIVE

5.0 CONCLUSION

The SIWES program expected to be undergone by all students in the school of applied science in all tertiary institution in Nigeria.

I therefore deeply appreciate the industrial training of my school (Kwara State Polytechnic, Ilorin) for involving themselves in such a worldwide program. The importance of this training cannot be over emphasized industrial training by some operations carried out during the program.

5.1 RECOMMENDATION

I like to use this medium to explore the federal Government at all stage to take this SIWES program more seriously seen by the students of applied science as a virtual improvement in future of technology in our nature.

Government should also ensure a proper supervision of SIWES student so that the purpose of the programme will be achieved.

The federal Government should make adequate provision in the annual budget for proper funding of SIWES in view of the potential of the scheme to contribute to enhancing the quality of the pool to technical skill available to the economy.

A comprehensive and detail directory of employer who accept students for SIWES is urgently required to facilitate placement of student in industry.

In order to guarantee quality assurance of institution and the ITF. The ITF should ensure that the backlog in payment of student's allowance is cleared urgently to remove the negative image being created for SIWES.