



**A
TECHNICAL REPORT ON INDUSTRIAL ATTACHMENT FOR
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
HELD AT
AGEGE LGA, LAGOS STATE**



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**IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE
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CERTIFICATION

This is to certify that this report is original to the author, **ABDULWAHEED JUWAIROT AYOMIDE** of matric number **ND/23/STA/FT/0083** of the Department of statistics, Institute of Applied Science, Kwara State Polytechnic, Ilorin and was supervised accordingly by;

.....
SIWES COORDINATOR

.....
DATE & SIGNATURE

.....
SIWES SUPERVISOR

.....
DATE & SIGNATURE

.....
HEAD OF DEPARTMENT

.....
DATE & SIGNATURE

PREFACE

This is a report of four months industrial training which was done as part of the requirement needed for the award of National Diploma Certificate which was embarked upon by the technical student after their first year of stay in school.

It is also done to enable the student's to be exposed to the practical aspect of their course of study and write down what he/she has gained during the training.

The program is aimed at addressing incompetence in schools while improving scientific and technical education in the country.

DEDICATION

This report is dedicated to the Almighty God, the Beneficent, the merciful, the cherisher of the universe, the uncreated creator of all creatures and the most knowledgeable who seek knowledge just from himself for giving me the opportunity, privilege and understanding to participate in the student industrial work experience scheme (SIWES).

I also dedicate this report to my amiable parent Mr. and Mrs. **ABDULWAHEED** for their financial support during the course of the program. May GOD continue to bless them (AMEN).

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CHAPTER ONE

INTRODUCTION OF SIWES

The Students Industrial Work Experience Scheme (SIWES) for the 2023 /2024 academic session kicked off the month of in August 2023 and was concluded (4) months in the month of December, 2024. The industrial attachment program is solely aimed at improving in working skills of students in tertiary institutions as well as effecting, learning, participation and observation into proactive invariable fields with respect to grasp very useful practical knowledge which not only makes them employable but also aids in the perfect understanding of theories and operation in their different profession. It is a corporative industrial internship program that involves industries, the Federal Government of Nigeria, Industrial Training Fund (ITF), and Nigeria Universities Commission (NUC). The program is of very high importance considering the lack of adequate practical equipment for learning in most Nigeria tertiary institutions and itself proven as it has been part and parcel of the countries system of education for over 28 years.

AIMS OF SIWES

The Industrial Training Funds Policy document Number 1 of 1973, which established SIWES outline the objective of the scheme. The objectives are to:-

1. To provide an avenue for Students in Nigerian Tertiary Institutions to acquire Industrial Skills and Experience during their course of Study.
2. To prepare Students for the work they are likely to meet after graduation.
3. To expose students to work methods and techniques of handling equipment and machinery that may not be available in their Institutions.
4. To allow the transition phase from school to the world of working environment easier and facilitate students contact for later job placement.
5. To provide students with an opportunity to apply theoretical knowledge in real work

situation there by bridging the gap between theory and practice.

Historical Background of SIWES

SIWES (Student Industrial Work Experience Scheme) was set up by the federal government of Nigeria to close the gap between theoretical learning and practical work experience. It was first kicked off and funded by the Industrial Training Fund (ITF) in 1973 the scheme has gone through series of reforms. Its management has changed hands from the ITF in 1978 to various regulatory agencies such as National Universities (NUC) and National Board for Technical Education (NBTE) and board to the ITF again in 1985. These are the major stakeholders in SIWES. Consequently, SIWES program was introduced into the curriculum of tertiary institution in the country as far back as 1974 with 948 students from two institutions of higher learning and the scheme has over the years contributed immensely to the personal development and motivation of their academic programs and what knowledge and skill will be expected of them on professional practice after graduation.

DEFINITION OF TERMS

- 1. SIWES:** Student Industrial Work Experience Scheme. The Scheme was established by the Industrial Training Fund (ITF) in 1973 to solve the problem of lack of adequate preparatory for employment in industry by Nigeria graduates of tertiary institutions.
- 2. Industrial Training Fund:** The fund was established in 1971 and has operated consistently and painstakingly within the context of its.
- 3. CONSOLE:** It is considered as the center piece or the very heart of Radio station Hasan (2013) in Adoyi (2020:54) Says, professionally, a mixing console is an electronic device for combining (Mixing) routing, and changing the level, tone and/ or dynamics of audio signals

CHAPTER TWO

DEPARTMENTS IN AGEGE LGA, LAGOS STATE AND THEIR FUNCTIONS

1. Administration Department

- Manages general administrative functions.
- Handles staff recruitment, training, and welfare.
- Maintains official records and correspondence.
- Oversees policy implementation at the local level.

2. Finance Department

- Manages revenue collection and allocation.
- Prepares and monitors the local government budget.
- Handles payroll and financial records.
- Ensures proper financial reporting and accountability.

3. Audit Department

- Conducts internal financial audits to prevent fraud.
- Ensures compliance with financial regulations.
- Verifies expenditure records and reports irregularities.

4. Procurement Department

- Oversees the purchase of goods and services.
- Ensures transparent and cost-effective procurement processes.
- Maintains records of government assets and contracts.

5. Works and Infrastructure Department

- Oversees construction and maintenance of roads, bridges, and buildings.
- Implements local infrastructure development projects.
- Ensures compliance with safety and engineering standards.

6. Education and Social Development Department

- Supervises primary and adult education programs.
- Oversees the provision of educational materials and school infrastructure.
- Promotes community development and youth empowerment programs.

7. Health and Environmental Services Department

- Manages public health services, including clinics and sanitation.
- Oversees waste management and environmental protection.
- Implements disease prevention programs and health education campaigns.

8. Agriculture and Natural Resources Department

- Supports local farmers through agricultural programs.
- Promotes food security and rural development.
- Manages forestry, fisheries, and other natural resources.

9. Planning, Research, and Statistics Department

- Conducts research for local government development.
- Collects and analyzes statistical data for policy-making.
- Prepares development plans and monitors project implementation.

10. Legal and Legislative Department

- Provides legal advice to the local government.
- Handles litigation involving the local government.
- Ensures compliance with local and national laws.

11. Information and Public Relations Department

- Manages communication between the local government and the public.
- Disseminates government policies and programs.
- Handles media relations and public awareness campaigns.

12. Traditional and Chieftaincy Affairs Department

- Maintains relationships with traditional rulers and local chiefs.
- Oversees cultural heritage preservation.

- Resolves community disputes in collaboration with traditional leaders.

BRIEF HISTORY OF AGEGE LGA LAGOS STATE

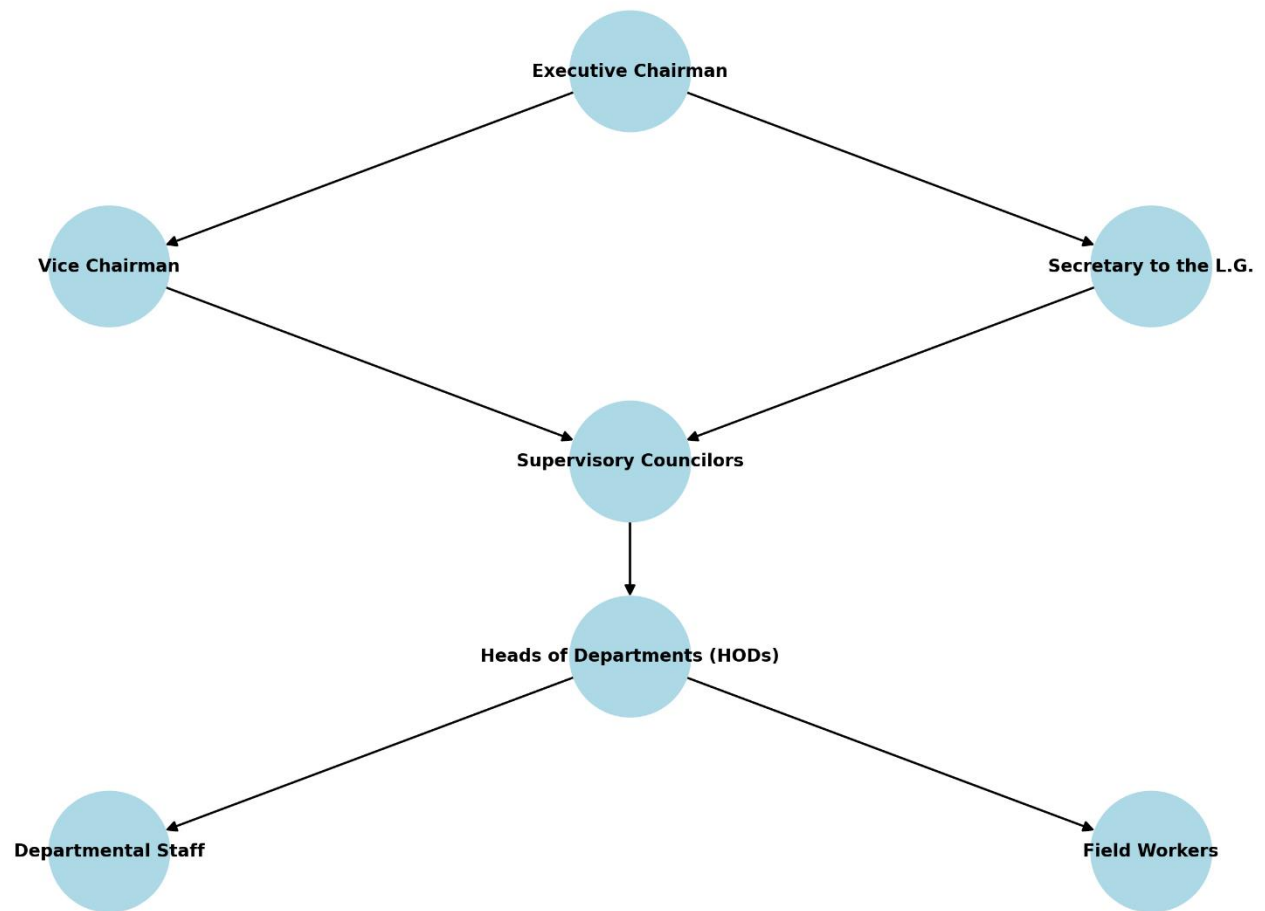
Agege is an ancient town and local government area in the Ikeja Division of Lagos State, Nigeria. It was initially established as a district council in 1954. In 1967, following a military takeover, Agege was merged with the Ikeja District Council, a union that lasted for 13 years. In 1980, Agege regained its status as a separate local government area, only to be remerged with Ikeja in 1983 after another military intervention, remaining so for six years. In 1989, administrative restructuring led to the creation of four new local government areas, with Agege once again becoming distinct from Ikeja. Between August 1991 and December 1996, further delineation resulted in the establishment of additional local government areas in Lagos State, including Alimosho and Ifako-Ijaiye, both carved out from Agege.

Geographically, Agege covers an area of approximately 11.2 square kilometers. It is bordered to the north by Ifako-Ijaiye, to the south and west by Alimosho, and to the east by Ikeja.

Historically, Agege has been a hub for agricultural activities, notably cocoa and kola nut production. The town's strategic location and fertile land attracted a diverse population, making it one of the most heterogeneous towns of its size in Nigeria during the early 19th century. This diversity contributed to its rapid development and significance in regional trade.

Today, Agege continues to thrive as a vibrant community, reflecting a rich history intertwined with the broader narrative of Lagos State's development.

STRUCTURE OF AGEGE LGA



CHAPTER THREE & FOUR

SIWES EXPERIENCE AT AGEGE LGA, LAGOS STATE

I learnt a lot of things which includes the practical and theoretical aspects of **STATISTICS** and made me to have more experience.

During the SIWES training, I worked on data entry and budget analysis. The following tasks were performed:

ACCEPTANCE INTO THE ORGANIZATION AND DEPARTMENT

Upon my arrival, I was issued an acceptance letter by the Local Government Office, followed by another from my assigned department. These letters formally acknowledged my placement in the office, granting me access to administrative functions.

OFFICE TOUR AND FAMILIARIZATION

I was taken on a tour of the office to understand its structure and workflow. This included visits to key sections such as:

- The **Registry**, where documents and files are stored.
- The **Audit Department**, responsible for financial oversight.
- The **Finance Department**, where government expenditures are processed.
- The **Procurement Department**, in charge of acquiring goods and services.
- The **Chairman's Office**, the highest authority in the local government office.

This familiarization helped me understand how different departments collaborate to manage government operations.

DOCUMENT ARRANGEMENT AND FILE MANAGEMENT

I assisted in arranging office files, ensuring they were correctly labeled and stored for easy retrieval. Proper documentation is crucial in statistics, as well-organized data enhances efficiency in analysis and decision-making.

HANDLING AND DISPATCH OF VOUCHERS

A key aspect of my training involved handling financial vouchers. Vouchers are essential in government transactions, serving as records of expenditures. My role included dispatching vouchers to various departments, as shown below:

DEPARTMENT	NUMBER OF VOUCHERS DISPATCHED
AUDIT DEPARTMENT	50
FINANCE DEPARTMENT	65
PROCUREMENT DEPARTMENT	40

Through this, I learned how vouchers track government spending, an essential component of financial statistics.

LEARNING ABOUT VOUCHERS

While handling vouchers, I gained an in-depth understanding of their classifications, processing, and importance in financial accountability. I observed how statistics are used to monitor government expenditures and detect anomalies.

WRITING AND LEARNING ABOUT DVEA (DEPARTMENTAL VOTE EXPENDITURE ALLOCATION)

DVEA is a financial record used to track government spending per department. I assisted in writing DVEA records and learned how statistical methods help in budget allocation. The table below summarizes the number of DVEA entries I worked on:

MONTH	DVEA Entries Processed
SEPTEMBER	20
OCTOBER	18
NOVEMBER	22
DECEMBER	25

DATA ENTRY AND OFFICE DOCUMENTATION

I participated in entering financial and administrative data into office files. This task reinforced the importance of accuracy in statistical record-keeping, as errors can impact financial planning and policy decisions.

TYPING AND MICROSOFT WORD PROFICIENCY

I assisted in typing official documents, which enhanced my skills in Microsoft Word. I learned about formatting, structuring reports, and creating tables for statistical data representation

REVIEWING THE YEAR'S BUDGET AND SUPPLEMENTARY BUDGET

One of the most insightful tasks was assisting in the review of the local government's budget. I analyzed allocations for various sectors and observed how statistical forecasting aids in financial planning. The table below summarizes budget allocations:

SECTOR	INITIAL BUDGET #	SUPPLEMENTARY BUDGET #	PERCENTAGE INCREASE
HEALTH	5,000,000	6,500,000	30
EDUCATION	8,000,000	9,200,000	15
INFRASTRUCTURE	12,000,000	14,500,000	20.8

Through this process, I saw how statistics are applied in government finance to ensure proper resource allocation and prevent deficits.

STATISTICAL APPLICATION IN MY TRAINING

During my SIWES program, I observed that statistics play a crucial role in:

1. **Budget Planning and Allocation** – Statistical tools help in forecasting and distributing government funds.
2. **Data Management** – Efficient record-keeping ensures easy retrieval and analysis of financial data.
3. **Financial Tracking** – Statistics are used to monitor government expenditures and identify trends.
4. **Decision-Making** – Government policies rely on accurate statistical data for effective implementation.

CHALLENGES ENCOUNTERED

1. **Limited use of statistical software:** Most records were managed manually, making data analysis time-consuming.
2. **High volume of paperwork:** The reliance on paper documentation slowed down workflow efficiency.
3. **Lack of exposure to advanced statistical analysis:** My tasks were mainly administrative rather than analytical.

CHAPTER FIVE

SUMMARY, RECOMMENDATION, AND CONCLUSION

My experience at **AGEGE LGA, LAGOS STATE**, was a wonderful experience and I have come to say that studying **STATISTICS** without practical, could be regarded as a waste of time, resources and energy because the training has helped me a lot.

I gained knowledge on **data entry, and budget analysis**.

RECOMMENDATION

1. The Local Government Office should integrate statistical software such as Excel, SPSS, or Python for better data management.
2. Digital filing systems should be adopted to improve efficiency and reduce paperwork.
3. SIWES students should be given more analytical roles to strengthen their statistical skills.

.CONCLUSION

My SIWES experience at the Local Government Office was highly beneficial. I gained practical knowledge in financial documentation, data entry, and budget analysis. The training enhanced my understanding of statistical applications in governance, reinforcing my passion for data-driven decision-making.

This experience has prepared me for real-world challenges in statistics, equipping me with valuable skills in data management and financial analysis.