



**A REPORT ON  
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME  
(SIWES)**

**UNDERTAKEN AT**

**BNS MULTI-GLOBAL SERVICES  
G 33, ITA-AJIA, ILORIN KWARA STATE**

**BY**

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## **DEDICATION**

This work is foremost dedicated to Almighty God for His unquenchable love and gift of life during the pleasant course of my SIWES program, and my Parent Mr. and Mrs. Issa for their amble financial support and unseasonal advice toward my academic pursuit.

## **ACKNOWLEDGEMENTS**

I thank God Almighty for the glory, honor, adoration and mercy I received during the course of my study and when undergoing my industrial Training

My appreciation also goes to my supervisor in person of Mr. A. S. Omoniyi during my training, who accessibility, untiring effort, patience and guidance and suggestions fabulously contributed to the completion of this report. Who do not just teach me but makes me understood all his teaching, may God Almighty continue to guide and protect him and his house hold.

My appreciation also goes to my parent Mr & Mrs. Issa for their support during my training. may God Almighty continue to guide and protect them.

## **ABSTRACT**

This report holds a review of the Student Industrial Work Experience Scheme (S.I.W.E.S), at BNS MULTI-GLOBAL CONSULT. The nature of this report spans the duration and findings during the program, including duties of an administrative office in the Open Registry, daily activities and procedures through which files are received, record and documentation.

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## **CHAPTER ONE**

### **1.0 Introduction**

This report was written in respect to the Student Industrial Work Experience Scheme undergone. It examines the activities carried out during the program as regard to the duties and responsibilities undertaken by my department.

This program was incorporated and funded by the Industrial Training Fund (ITF) jointly coordinated by Student Industrial Work Experience Scheme (SIWES), for the acquisition of skills and added values to students of various institutions.

In the course of the program, I was meant to understand the various responsibilities and duties of a Trainee/Properties with the flow of command which is majorly bureaucratic (a procedure of performing a task in consideration of the laid down rules and regulation). It also induce in me the knowledge of chain of command is important and to have someone under-checking your performance and coaching you on a more positive aspect of carrying out all paper works.

### **1.1 Meaning Of SIWES**

SIWES (Student industrial work experience scheme) was established by ITF in 1973 to solve the problem of lack of adequate skills by graduating student in the industrial world. The scheme exposes students to industry based skills necessary for an easy transition from the classroom to the industrial world.

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

Operators of SIWES include: the ITF, the coordinating agencies; NUC, NCCE, NBTE, employers of labour and the various institutions. The SIWES program is funded by the Federal Government of Nigeria.

## **1.2 Aim and Objectives of SIWES**

1. SIWES provides the avenue for students in institutions of higher learning to acquire industrial skills and experiences in their course of study.
2. Prepare the students for the industrial work situation they're likely to meet after graduation.
3. Expose students to work method and techniques in handling equipment and machinery that may not be available in their institutions.
4. Make the transition from school to the world of work easier and enhance students contact for later job placement.
5. SIWES provides students with an opportunity to apply their knowledge in real work situations thereby bridging the gap between theory and practice.

## **1.3 Achievement Recorded By The Scheme**

The SWIES since it existence has recorded some success and achievements which are:

The scheme has succeeded in creating job opportunity to student/graduate in the same that many have secure job in the same organization where they did their industrial training. And some after graduation some use the skill gathered from industrial training. And some after their graduation some use the skill gathered from industrial training to work and earn their living.

The scheme has been able to create an opportunity for the students in tertiary institution to have a real view of their various course of study there by making them to be more dedicated and self-reliance. The scheme has been able to minimize the

Nigeria graduate poor performance in the place of work. Students are also attached to go government ministry activities.

## CHAPTER TWO

### 2.0 Company Overview

*BNS Multi-Global Services is a Company that is involved majorly in Agro-Allied, information technology services, general Business enterprise and cyber café outlet, NYSC registration, JAMB Services, Post UTME Registration, Graphic design, Desktop publishing, and other additional services also include: printing and distribution of recharge cards vouchers and general printing services.*

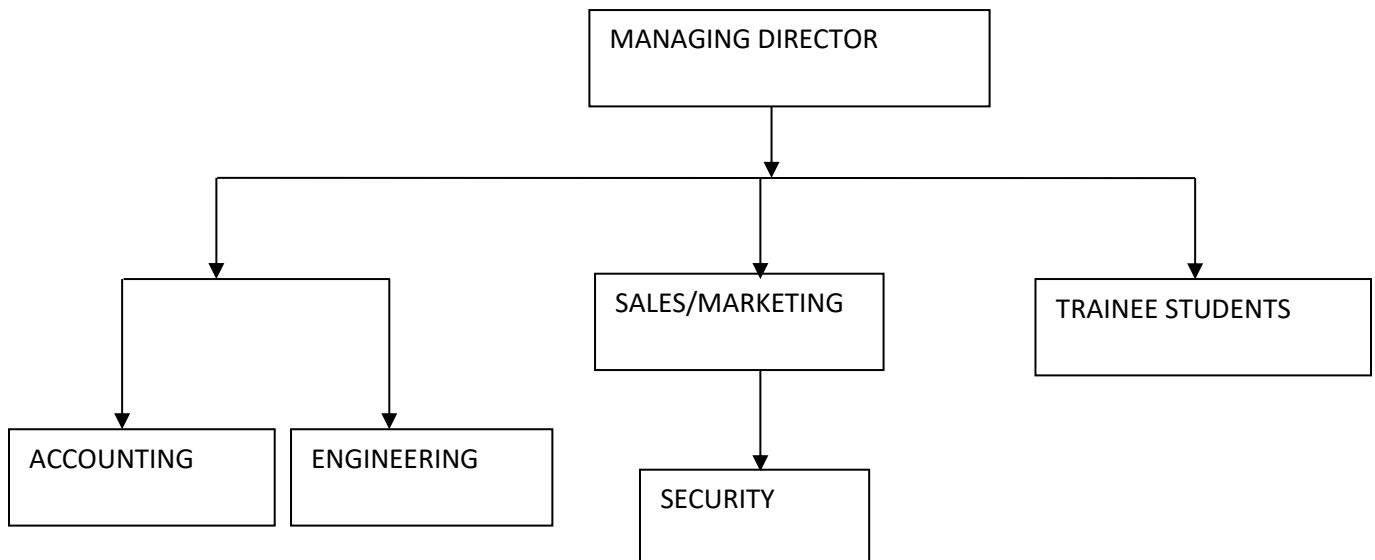
### 2.1 Vision

To sustain a reformed service, proficient in professionalism, effective and transparent service delivery and earn an outstanding reputation in estate management and survey.

### 2.2 Mission

To create quality and objective Service through adherence to rules and regulations and quantifiable delivery of organizational service.

### 2.3 Organization Chat



## **CHAPTER THREE**

### **ACTUAL WORKDONE WITH EXPERIENCE GAINED**

#### **3.0 Department of Service**

##### **The Registry**

Registry is a place where written records are kept or a place where register of events are kept. However, a registry in the context of public service rule refers to a room where written records, documents are kept.

##### **The Two Types of Registry:**

###### **Open Registry**

This may refer to a room in every ministry or organization where all files and records relating to staff are kept or it is a place where all clerical work is performed.

###### **Secret Registry**

It is a place where confidential file/ records are kept intact. Secret registry is the same thing with open registry but, when we talk of a secret matter we are referring to a secret room or registry. Secret file deals with Grade C file i.e. confidential file

#### **3.1 Organization of Registry**

It is usually dictated by a volume of service rendered by such registry. For instance a personnel staff or assistant may be able to manage the affair of a registry, while two or more staff may be required for functional activities of another registry. In addition, in every large organization where the volume of work required is cumbersome, the number of the personnel that will manage the affairs of such registry could be as many as seven (7) or more. It is the responsibility of a large ministry to have the following personnel:

1. **Supervisor:** - is a person who supervises or oversees other people or work in the registry. Scrutinizing of all incoming files for further actions and checking of all outgoing file for correct filing.
2. **Receiving registry personnel:** - he / she are to date and stamp incoming correspondence; to enter correspondence in the registry and to check enclosures of incoming correspondence.
3. **Dispatch registry personnel:** - his / her functions are to enter the letter or mails in dispatch book if necessary; to check authority to issue (open and closed) signature; to insert the date; to check the enclosure of each letter for issue.
4. **Enclosure registry personnel:-** his / her functions are to page and cross-reference and endorse a file; to check correct number of enclosure of a letter to ensure that the tracer produce the correct file or each item.
5. **Index registry personnel:** - his / her functions are to cot file numbers for all unreferenced letters by intelligent use of index; to decide when to open new files and make-up the new file cover; to maintain the index under control in accordance with the instruction.
6. **Transit registry personnel:-** his /r functions are to cot where about of file whether there is incoming correspondence or which are required for action; to assist in every way the work of the tracer(s) and to bring to the attention of the supervisor all outstanding correspondence for which the files cannot be obtained.
7. **Tracer registry personnel:** - to keep PA (post after use) and BU (brought up the file) racks neatly, tidy and in proper numerical and alphabetical order; to make frequent checks on the file and file put away the wrong order; to remove the “dead” and “closed” files to storage; to recover tattered or torn file cover and to remove all slips or note pinned to the file cover before putting away.

The need for proper organization of a registry cannot be over emphasized bearing in mind the role which a good registry plays in general administration. For instance a registry labor both open and secret files which contains virtually all the

written document. If these are kept well, short correspondence will provide basis for future activities. For the registry to have the opportunity of performing, the registry must seek to avoid the following:-

- a. Passing of file or notice to the office or department without notifying the registry.
- b. Holding of file unnecessarily.
- c. Failure to secure prompt registration of correspondence which are not seen in the registry.
- d. Changing the scope or content of a file without the knowledge of the registry.
- e. Omission of file reference number of outgoing correspondence.
- f. Lack of knowledge of collecting data process

### **3.2 Function of the Registry**

- Open of files for staff
- Recording of incoming and outgoing personal files
- Cross checking of all files in the department
- Issuing of leave from to staff

### **3.3 Duty Section**

#### **Open Registry:**

Open registry is all about information and record keeping and dispatching letters for smooth administration of the institute. This unit therefore generates and save records of each staff of the institute; serving and retired for reference purpose. These records are often referred to as mails which are saved in various categories of file and shelves or containers known as cabinets,

The records/files is often labeled using alphabetic and or alphanumeric style for easy identification and retrievals e.g. P2012/18. This section of Administrative Department is also in charge of preparation and procession of leaves of all kinds e.g.

- Maternity Leave
- Casual Leave
- Sick Leave
- Annual Leave
- Sabbatical Leave
- Study Leave
- Prorate Leave
- Compassionate leave
- Pre-retirement leave

Indeed, open registry is headed by a senior staff/officer and assisted by a supervisor and other office clerks. The head of the open registry performs the following functions:-

- Management and Control of the unit staff.
- Serves as Secretary to some committee as assigned by the management.
- Discharge duties and functions as assigned by the HOD and the management.
- Reports any area of needs of the section to the HOD for further necessary action.
- Pass comments and checks staff files when the need arises/demanded.

Other functions perform by this section includes the following:

- Receipt of incoming mail
- Indexing
- Dispatch
- File enclosure
- File tracing
- Receiving of mails before dispatch etc.

### **3.5 Office Equipments and Their Uses**

- **Punch:** To perforate paper
- **Stapler:** To chip paper together
- **Tag:** To hold two or more paper together

- **File:** For storage of staff document

### **3.6 Field Work**

Field work: this is said to be a processing observing and collecting information about a site where building will be set up.

### **3.7 Types of Field Work**

- Direct observation
- Participant observation
- Qualitative interviewer
- Helpful links

## **CHAPTER FOUR**

### **ACTUAL WORKDONE WITH EXPERIENCE GAINED ((Cont.)**

#### **4.1 MICROSOFT EXCEL (APPLICATION PACKAGE)**

Microsoft Excel is a spreadsheet program that was created by Microsoft and can be used on computers, tablets and cell phones. It allows people to conveniently share their work with others and organize data. In the modern era, many businesses and firms collect data from multiple sources, which include in-store transactions, online sales and social media. This means that they need a quick and efficient way to gather the data together and analyze it. Excel is most often used for financial information and the data that is relevant to financial information; however, it can also be used for other processes, such as human resources list data.

Excel allows users to build a variety of great charts including pie charts, clustered column charts and graphs. This helps users visualize their data. Excel also allows conditional formatting, which means that users can use different colors as well as bolding, shades and italics to help differentiate between their data. Trend lines are able to extend beyond each graph's lines and help to offer predictions and forecasts. Data can be imported and exported from a variety of files.

This is an electronic spreadsheet package designed specifically for the purpose of processing data in a tabular form. It is specially designed for analyst, accountants, administrators, statisticians etc

Schools make use of excel for computation of students semester results and grade point determination using the school grading system.

Microsoft publisher is a graphic design application that is similar to Microsoft word but different in the fact that its emphasis lays more on page layout and design and less on word composition and formatting

#### **Publisher tools:**

Word Art

Text box

Auto shape

Object

Picture frame

Rectangle

Oval

## 4.2 GRAPHIC DESIGN

Graphic design is the process of visual communication and problem solving through the use of typography, photography and illustration. Graphic designer create and combine symbols, image and text to form a visual representation of ideas and messages. They use typography, visual arts and page layout techniques to create composition

### USE OF GRAPHIC

- Corporate design
- Editorial design
- Environmental design
- Advertising design
- Communication design

## 4.3 CORELDRAW FEATURES

**Title bar:** this is the first horizontal bar at the top of the window environment of the CorelDraw

**Menu bar:** this is located at the bottom of the title bar

**Standard tool bar:** this is located below the menu bar

**Property toolbar:** this is located below the standard bar

**Ruler bar:** it is usually vertical and horizontal use for measurements

**Text bar:** this bar enable you to enter text

**Color palettes:** this consist of many color which enable user to color object or text

### TOOLS FOUND IN CORELDRAW

- Shape tool
- Ellipse tool
- Rectangle tool
- Spiral tool
- Graph paper tool
- Text tool
- Dimension tool
- Interactive blend tool

Interactive media tool

Artistic media tool

How to design a background using interactive blend tool

Click at text tool

Go to color and give it any color

Highlight and drag it down

To apply transparency tool:

Type the text

Click on transparency tool

Click and drag to the area of working

How to design Nigerian flag

click and drag rectangle tool

click on “arrange” from the menu bar and screw down

convert shape to curve

then click on shape tool

move the cursor and double click on each dot-end of the rectangle

convert each space between selected to curve

drag up and down to get the flag

pick another rectangle

drag it at the centre of the first object

go to color palette ,right click and double click on white color

then click on the “effect”

move down to power clip and click on clip into container

## **CHAPTER FOUR**

### **4.1 Summary**

Firstly students industrial Work Experience Scheme (SIWES) is aimed at enlightening, preparing and promoting students experience in their field of study and work they will meet after schooling. At the end of this work scheme, I understood the concept of registry, filling, field work and supervision. Their types and the way they operate were also understood. I have acquired technical skills in the field of Website Design, Microsoft Office, Graphics Design and have had the opportunity to experience the application of theoretical knowledge acquired in the classroom to solve real problems.

### **5.2 PROBLEMS ENCOUNTERED**

The success of my training is undisputed, but it was not devoid of rough edges. I experienced challenges likes the issue of expensive transportation was the problem because my place of attachment was a little bit far from my house.

### **5.3 SUGGESTIONS FOR IMPROVEMENT OF THE SCHEME**

- Visiting of students during the program should be ensured by the ITF
- Students should be paid their allowance on time to ensure motivation
- Selection of placement should not be left to students. Polytechnics should make a means of allocating students to related companies
- Seminars should be organized for establishments to acquaint them with their roles towards students on training
- Govern I have acquired technical skills in the field of Website Design, Microsoft Office, Graphics Design and technical skills such as networking and managerial skills, and have had the opportunity to experience the application of theoretical knowledge acquired in the classroom to solve real problems. ment should participate fully in the provision of equipment in the placement centers

### **5.4 CONCLUSION**

The period has contributed immensely to my academic experience. Students Industrial Working Experience Scheme (SIWES) is an important program for all students. It helps in tackling the issue of unemployment amongst youth as it teaches us way to be independent. The exercise made me understood part of what is expected as an electrician. It helped groom my relationship skills especially in areas where team work are required and communicating with the staffs and students alike. It has exposed me to work ethics and routines.

The problems, if not tackled, will make it lose its usefulness and vitality notwithstanding the benefits of it.

Finally, I do hope the program will be improved so as to enhance manpower development and student's skill in their respective field of study.