



SIWES REPORT

ON

ADMINISTRATION DEPARTMENT

AT

**OGBOMOSO NORTH LOCAL GOVERNMENT,
KINNIRA**

PRESENTED BY

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REPORT OVERVIEW

This report details the industrial training experience gained during the Student Industrial Work Experience Scheme (SIWES) conducted at Ogbomoso North Local Government. The report is divided into five chapters:

- Chapter One provides an introduction to SIWES, detailing its background and objectives.
- Chapter Two describes the establishment of attachment, including its location, history, objectives, and organizational structure.
- Chapter Three focuses on the student's specific involvement in various sections and units within the organization.
- Chapter Four discusses the industrial experience, highlighting key lessons learned.
- Chapter Five presents a summary of attachment activities, problems encountered, and recommendations for improving the SIWES scheme.

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CHAPTER ONE

INTRODUCTION

1.1 Background of SIWES

The Student Industrial Work Experience Scheme (SIWES) is a crucial industrial training program introduced in Nigeria to bridge the gap between theoretical knowledge acquired in classrooms and practical skills required in the workforce. Established in 1973 by the Industrial Training Fund (ITF), SIWES was created to address the lack of adequate practical experience among graduates of tertiary institutions in the technical and applied sciences. This initiative has since become an integral part of the curriculum for students in universities, polytechnics, and colleges of education across Nigeria.

The need for SIWES arose from the recognition that many Nigerian graduates, especially in technical and vocational disciplines, lacked the hands-on experience and industrial exposure needed to excel in their respective fields. Employers had often expressed dissatisfaction with the practical competence of graduates, citing a disconnect between the skills learned in school and the requirements of the job market. This led to a concerted effort by the Nigerian government, educational institutions, and industries to design a program that would prepare students for the challenges of real-world work environments.

SIWES is structured to provide students with the opportunity to gain practical work experience in industries related to their fields of study. By participating in SIWES, students are exposed to workplace culture, operational procedures, and the application of theoretical concepts to solve real-world problems. The program fosters collaboration between educational institutions and industries, ensuring that students receive the necessary mentorship and training from professionals in their respective fields.

1.2 The objectives of SIWES are multifaceted and aim to achieve the following:

- i. **Practical Exposure:** To provide students with practical knowledge of industrial operations and processes, bridging the gap between classroom learning and real-world application.
- ii. **Skill Development:** To enhance the technical, interpersonal, and problem-solving skills of students, making them more competent and employable.
- iii. **Professional Ethics:** To inculcate workplace ethics, discipline, and professionalism in students.
- iv. **Technology Transfer:** To expose students to modern tools, technologies, and practices relevant to their fields of study.
- v. **Industry-Institution Linkage:** To strengthen the relationship between educational institutions and industries, promoting collaboration and mutual growth.
- vi. **Career Preparation:** To prepare students for their future careers by providing them with firsthand experience in their chosen fields.

CHAPTER TWO

DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

2.1 Location and Brief History of Establishment

Ogbomoso North Local Government is located in the southwestern part of Nigeria, in Oyo State. It is one of the two local government areas in Ogbomoso, the other being Ogbomoso South. The local government serves as the administrative hub of Ogbomoso, which is one of the major cities in Oyo State.

The town of Ogbomoso, where the local government headquarters is situated, is historically significant and dates back to the 17th century. It was founded by a brave hunter and warrior named Ogunlola, who settled in the area and established a stronghold. Over time, Ogbomoso grew into a major Yoruba town known for its rich cultural heritage, trade, and military prowess, particularly during the Yoruba inter-tribal wars.

Ogbomoso North Local Government was officially created as an administrative division following the Nigerian government's efforts to decentralize governance and bring development closer to the people. The local government was carved out to enhance governance, social amenities, and infrastructural development in the northern part of Ogbomoso. It covers several towns and villages, with its headquarters located in Kinnira, Ogbomoso.

2.2 Objectives of the Establishment

- Decentralization of Governance
- Provision of Social Amenities and Infrastructure
- Promotion of Economic Growth and Development
- Enhancement of Security and Law Enforcement
- Support for Education and Human Capital Development
- Encouragement of Community Participation and Development
- Efficient Revenue Generation and Resource Management
- Health and Sanitation Improvement

2.3 Organisational Structure

The organizational structure of OGBOMOSO NORTH LOCAL GOVERNMENT consists of:

- i. The Executive Arm
- ii. The Legislative Arm
- iii. The Administrative Arm
- iv. Traditional and Community Leadership

2.4 The Various Departments/Units in the Establishment and Their Functions

1. Department of Administration and General Services: Oversees human resource management, including staff recruitment, training, and promotion, manages official records, correspondence, and documentation.

2. Department of Finance and Treasury: Manages the local government's financial resources, including revenue collection and expenditure.

3. Department of Works and Transport: Oversees the construction and maintenance of roads, bridges, and public buildings.

4. Department of Agriculture and Natural Resources: Promotes agricultural development by supporting farmers with inputs, training, and extension services.

5. Department of Health and Social Services: Manages public health services, including primary healthcare centers.

6. Department of Education and Library Services: Supervises primary education within the local government area.

7. Department of Environmental Sanitation and Waste Management: Ensures proper waste disposal and management in public areas, Conducts environmental sanitation campaigns and awareness programs, Enforces sanitation laws and regulations and others.

CHAPTER THREE

3.1 STUDENT SPECIFIC INVOLVEMENT IN VARIOUS SECTION/UNIT.

During my SIWES program at Ogbomoso North LG, I was actively involved in the following sections:

1. Department of Administration and General Services

- Assisting in file management and documentation.
- Observing administrative meetings and policy implementation.
- Learning about human resource management and staff coordination.
- Assisting in organizing official correspondence and record-keeping.

2. Department of Finance and Treasury

- Learning basic accounting and financial management principles.
- Assisting in revenue collection, budgeting, and expenditure tracking.
- Observing how financial reports are prepared.
- Helping with tax assessments and documentation.

3. Department of Works and Transport

- Assisting engineers in project supervision and site inspections.
- Learning about road maintenance, infrastructure development, and urban planning.
- Observing public transportation management and traffic control.
- Helping with documentation of ongoing and completed projects.

4. Department of Agriculture and Natural Resources

- Assisting in agricultural extension programs for farmers.
- Learning modern farming techniques, irrigation methods, and pest control.
- Participating in rural development and sustainability programs.
- Assisting in documentation and reporting of agricultural projects.

5. Department of Health and Social Services

- Assisting in primary healthcare services such as immunization and health education.
- Observing healthcare delivery in hospitals and clinics.
- Helping with data collection on disease control and sanitation.
- Participating in community health awareness campaigns.

6. Department of Education and Library Services

- Assisting teachers and school administrators in educational programs.
- Helping in public libraries with book arrangement, cataloging, and digital literacy training.
- Participating in adult literacy and skill acquisition programs.
- Assisting in organizing extracurricular activities and educational seminars.

7. Department of Environmental Sanitation and Waste Management

- Participating in environmental sanitation exercises and public awareness campaigns.
- Assisting in waste collection, recycling initiatives, and pollution control.
- Learning about waste management strategies and sustainability projects.
- Collecting and analyzing environmental data for research purposes.

8. Department of Budget, Planning, Research, and Statistics

- Assisting in data collection and analysis for development projects.
- Learning how government budgets and financial plans are prepared.
- Conducting research on local government programs and their impact.
- Assisting in monitoring and evaluation of government projects.

9. Department of Information, Culture, and Tourism

- Assisting in media coverage of government events and press briefings.
- Learning about cultural heritage promotion and tourism development.
- Participating in social media management and public relations activities.

- Assisting in organizing cultural festivals and public enlightenment programs.

10. Department of Legal Services

- Observing court proceedings and legal advisory sessions.
- Assisting in documentation and preparation of legal cases.
- Learning about local government by-laws and dispute resolution processes.
- Conducting legal research and drafting reports.

11. Department of Community Development and Social Welfare

- Participating in community empowerment programs and self-help initiatives.
- Assisting in welfare services for vulnerable groups such as widows and the elderly.
- Conducting surveys and community development assessments.
- Helping in coordinating skill acquisition programs and vocational training.

CHAPTER FOUR

4.0 INDUSTRIAL EXPERIENCE IN MANAGING THE DEPARTMENT

During the industrial training program, students gained firsthand experience in managing various departments within Ogbomoso North Local Government. This exposure provided practical knowledge of administrative processes, governance, and service delivery.

In the **Department of Administration and General Services**, students assisted in documentation, file management, and organizing official correspondence. They observed how human resource functions such as staff recruitment, training, and promotions were carried out.

In the **Department of Finance and Treasury**, students were involved in revenue collection, budget preparation, and financial record-keeping. They learned basic accounting principles and how government funds are managed.

The **Department of Works and Transport** provided opportunities to observe infrastructure projects, including road maintenance and public transport coordination. Students assisted in project documentation and site inspections.

In the **Department of Health and Social Services**, students participated in healthcare awareness campaigns, immunization programs, and sanitation activities. They observed the management of primary healthcare centers and welfare programs.

For those involved in the **Department of Agriculture and Natural Resources**, tasks included assisting farmers with extension services, learning about modern farming techniques, and participating in rural development initiatives.

The **Department of Education and Library Services** provided an opportunity for students to support school administration, organize educational programs, and assist in library management.

Across all departments, students encountered challenges such as bureaucratic delays, limited resources, and supervision gaps. However, the experience enhanced their problem-solving skills, leadership abilities, and understanding of public sector management. Overall, the industrial experience provided valuable practical knowledge, preparing students for future careers in public administration and governance.

CHAPTER FIVE

SUMMARY, CONCLUSION, AND RECOMMENDATIONS

5.1 Summary

Ogbomoso North Local Government is a significant administrative division in Oyo State, Nigeria, established to bring governance closer to the people and facilitate grassroots development. It is strategically located and plays a vital role in economic, social, and infrastructural growth within the region. The local government was created to decentralize governance, provide essential services, and promote community participation in decision-making. Its organizational structure comprises the executive, legislative, and administrative arms, with various departments handling specific responsibilities such as finance, health, education, agriculture, works, and environmental sanitation. These departments ensure efficient service delivery and development. Students also play a crucial role in these departments through internships, research, and practical training, gaining firsthand experience in governance and public administration. Their involvement enhances their knowledge and contributes to local development. Overall, Ogbomoso North Local Government remains a key institution in fostering economic growth, maintaining law and order, and improving the welfare of its residents.

5.2 Problems Encountered During the Program

Despite the valuable experience gained, I encountered several challenges during my industrial training, including:

- **Inadequate Infrastructure** – Limited office space, outdated equipment, and insufficient working tools.
- **Poor Power Supply** – Frequent power outages affecting workflow and productivity.
- **Unreliable Internet Access** – Difficulty in conducting research and documentation.
- **Limited Supervision and Mentorship** – Heavy workload on staff leading to minimal guidance for students.

- **Bureaucratic Delays** – Slow decision-making and approval processes affecting task execution.
- **Communication Barriers** – Use of local dialects in some departments made understanding instructions difficult.
- **Transportation and Logistical Challenges** – Limited availability of vehicles for field assignments.

5.3 Suggestions for the Improvement of the Scheme

To enhance the effectiveness of SIWES and improve the overall experience for future interns, the following recommendations are suggested:

- **Provision of Adequate Infrastructure** – The local government should invest in better office space, modern equipment, and sufficient working tools to improve efficiency.
- **Stable Power Supply and Internet Access** – Alternative power sources, such as generators or solar energy, should be provided, along with improved internet connectivity for research and documentation.
- **Enhanced Supervision and Mentorship** – Staff should be assigned to properly guide and mentor students, ensuring they gain practical knowledge and hands-on experience.
- **Reduction of Bureaucratic Delays** – Streamlining administrative processes can help students complete assigned tasks without unnecessary delays.
- **Effective Communication Channels** – English or a commonly understood language should be prioritized for official interactions to avoid communication barriers.
- **Improved Transportation and Logistics** – Adequate arrangements should be made for student mobility, especially for fieldwork and external assignments.
- **Structured Training and Orientation Programs** – A well-planned orientation should be provided at the beginning of the program to familiarize students with the local government's operations.
- **Feedback and Evaluation System** – Regular assessment of students' experiences should be conducted to identify challenges and make necessary improvements.

