TECHNICAL   REPORT

ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME {SIWES}

HELD AT

ISOLO LOCAL GOVERNMENT

(ISOLO WAY, ASWANI LAGOS STATE)

BY:

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DEDICATION

It is dedicated to Almighty Allah, the giver and taker of wisdom, knowledge and understanding.
And also to my reputable parents, MR AND MRS. HAMZAT who happens to be the instrumental of my education.

We pray you all live long to reap the fruit of your labour Insha'Allah   (amin)….

ACKNOWLEDGEMENT

All thanks to Almighty Allah for making this SIWES a successful one.
My profound gratitude goes to my amiable parents **MR AND MRS HAMZAT** for their support spiritually, physically and financially that was given to me during the course of my SIWES programme.

I   appreciate the effort of the pioneering Head of Department of Public Administration Kwara State Polytechnic, Ilorin, and also appreciate all the lecturers of the Department of Public Administration Kwara State Polytechnic, Ilorin, and all other lecturers   of the Department of Public Administration, Kwara State Polytechnic, Ilorin, for their encouragement, support and opportunity given to us to be able to stand fit among other colleagues.

Lastly, my appreciation   won't   be completed if   I fail to appreciate my SIWES coordinator and other staff at Isolo local Government, Lagos State.

CHAPTER ONE

INTRODUCTION

Students Industrial Work Experience Scheme (SIWES) is a very big aid and a stepping stone to life after school. It is an opportunity given to students to put into practice most of the things that were taught as theory by lecturers in the Institution.

ISOLO LOCAL GOVERNMENT has been a great aid to this programme because it gives more enlightenment on what Hardware and software support by Troubleshooting and resolving issues with computers, printers, and other office equipment, As a result of his. SIWES gives students more orientation and exposure to students in their course of training.

MEANING OF SIWES

Students Industrial Work Experience Scheme (SIWES) is the accepted skills training programme, which forms part of the approved minimum academic standards in the various degree programmes for all the Nigerian Universities. It is provided to bridge the gap that exists between the theory and practical.

It is aimed that exposing students to machines and equipment, professional work methods and way of safeguarding the work areas and workers in industries and other organizations.

OBJECTIVE OF SIWES

• To prepare students for the work situations they are likely to meet after graduation

•	To provide an avenue for students in the Nigerian Institution to acquire industrial skills and experience in their course of study

•	To strengthen employer's involvement in the entire educational process of preparing institution graduates for employment in industry

•	To provide students with an opportunity to apply their theoretical knowledge in real work situation, thereby bringing the gap between institution work and actual practice. To expose students to work methods and techniques in handling equipments and machinery that they may not available in universities.

HISTORY OF SIWES IN NIGERIA

In the earlier stage of science and technology education in Nigeria. students were graduating from their respective institution without any technical knowledge or working Experience. It was in this view that students undergoing science and technology related bourses were mandated for students in different institution in the view of widening their horizons so as to enable them have technical knowledge or working experience before graduating from their various institutions. The Students Industrial Training Funds (TF)

1973 to enable students of tertiary institutions have basic knowledge of industrial works base on their course of study before the completion of their program in their respective Institutions. The scheme was designed to expose the students to industrial environment ind enable them develop occupational competencies so that they can readily contribute heir quota to National economic and technological development after graduation.

The major background behind the embankment of students in SIWES was to

expose them into industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to national economical and echnological development after graduation. The major benefit acquiring to students who participate consistently in SIWES are skills and competencies they acquired.

The relevant production skill remain the part of the recipients of industrial raining as long as assets which cannot be taken away from them. This is because the (nowledge and skills acquired through training are internalized and become relevant when required to perform jobs or functions.

CHAPTER TWO
OVERVIEW OF THE ORGANIZATION
The Isolo Local Government in Lagos State was established on October 1, 1976, as part of the creation of new local governments in Lagos State.

DESCRIPTION OF WORK DONE
During a SIWES in local government, a Public Administration student will gain practical experience in the following areas:
* Policy Analysis and Development: Students will observe how policies are created, analyzed, and implemented. They might participate in research, data collection, and drafting policy recommendations.
* Public Service Delivery: Students will see firsthand how local government services are delivered to the public. This could involve working in departments like social services, public health, or community development.
* Budgeting and Financial Management: Students will learn about the budgeting process, financial reporting, and how public funds are allocated and managed.
* Public Engagement and Communication: Students will participate in activities that involve communicating with the public, such as attending public meetings, conducting surveys, or preparing public reports.
* Administrative Processes: Students will gain experience with the day-to-day operations of local government, including record keeping, document management, and internal communication.
Local government provides a valuable opportunity for Public Administration students to apply their classroom knowledge to real-world situations, develop practical skills, and gain a deeper understanding of the role of government in society.

HOW DOES BUDGETING WORK IN PRACTICE
Budgeting in practice involves a cycle of planning, allocating resources, monitoring spending, and adjusting as needed.
Here's a simplified breakdown:
1. Planning:
   - Needs Assessment: Identify the services the government needs to provide and the resources required. This involves analyzing population demographics, service demands, and existing resources.
   - Setting Priorities: Determine which services are most important and allocate resources accordingly. This often involves considering community needs, legal mandates, and political priorities.
   - Forecasting Revenue: Estimate how much money the government will receive from taxes, fees, and other sources. This requires analyzing economic trends and historical data.

2. Budget Allocation:
   - Developing a Budget: Create a detailed plan outlining how much money will be spent on each service or department. This often involves breaking down expenses into categories like salaries, supplies, and capital projects.
   - Approving the Budget: The budget is typically reviewed and approved by elected officials or a governing body. This process may involve public hearings and debates.

3. Monitoring Spending:
   - Tracking Expenses: Keep track of actual spending throughout the year to ensure it aligns with the budget. This involves using accounting software, reviewing invoices, and monitoring financial reports.
   - Adjusting as Needed: If spending exceeds the budget or if unforeseen circumstances arise, adjustments may be necessary. This could involve reallocating funds, seeking additional revenue, or reducing spending in certain areas.

4. Evaluation and Reporting:
   - Reviewing Performance: At the end of the budget cycle, the government evaluates how effectively resources were used and whether the budget achieved its goals. This involves analyzing data, conducting audits, and preparing performance reports.
The budgeting process is complex and involves collaboration between various departments and officials. It's an ongoing cycle that requires careful planning, transparent decision-making, and continuous monitoring to ensure that public funds are used effectively and responsibly.

HOW DO LOCAL GOVERNMENT PRIORITIZE PROJECT?
Local governments prioritize projects based on a combination of factors, including:

* Community Needs: Projects that address pressing community issues, such as infrastructure repairs, public safety improvements, or social services, are often given high priority.
* Legal Mandates: Projects that are required by law, such as environmental regulations or accessibility standards, must be prioritized.
* Political Priorities: Projects that align with the goals and priorities of elected officials or the governing body are often given more attention.
* Financial Feasibility: Projects that can be funded within the available budget are more likely to be prioritized.
* Urgency: Projects that require immediate attention, such as emergency repairs or responses to natural disasters, are often given top priority.
* Long-Term Impact: Projects that are expected to have a significant positive impact on the community in the long run are often prioritized.
Local governments often use a combination of these factors to create a list of prioritized projects. This list may be formalized in a capital improvement plan or a budget document.
It's important to note that the prioritization process can be complex and involve balancing competing needs and interests. Public input and community engagement are often

essential to ensure that projects are aligned with the needs and priorities of the community.

WHAT IS COMMUNITY NEEDS
Community needs are the issues, challenges, and aspirations that are important to the residents of a particular area. These needs can be broad or specific, and they can vary depending on the demographics, location, and history of the community.

Here are some examples of common community needs:
* Infrastructure: Safe and reliable roads, bridges, public transportation, water systems, and utilities.
* Public Safety: Police and fire services, emergency response systems, and crime prevention programs.
* Education: Quality schools, libraries, and educational opportunities for all ages.
* Health and Social Services: Access to affordable healthcare, mental health services, and social programs.
* Economic Development: Job creation, business support, and opportunities for economic growth.
* Recreation and Parks: Green spaces, parks, recreational facilities, and opportunities for leisure activities.
* Housing: Affordable and safe housing options for all residents.
* Environmental Protection: Clean air and water, sustainable practices, and protection of natural resources.
* Arts and Culture: Opportunities for cultural expression, arts education, and community events.
Identifying and addressing community needs is a key responsibility of local governments. By understanding the needs of their residents, local governments can develop effective policies and programs that improve the quality of life for everyone.

Community needs can also be categorized based on the type of impact they have on the community:
* Basic Needs: These are essential for survival and well-being, such as food, shelter, healthcare, and safety.
* Social Needs: These relate to social connections, belonging, and community participation, such as education, recreation, and social services.
* Economic Needs: These relate to economic security, employment, and opportunities for growth, such as job creation, business support, and affordable housing.
* Environmental Needs: These relate to the health and sustainability of the environment, such as clean air and water, conservation, and waste management.
Understanding the different types of community needs can help local governments develop comprehensive plans and programs that address the needs of all residents.

HOW DO YOU INVOLVE THE COMMUNITY
Local governments involve the community in a variety of ways, including:

* Public Meetings: Holding open meetings and forums where residents can voice their concerns, share ideas, and provide feedback on proposed projects.
* Surveys and Questionnaires: Distributing surveys and questionnaires to gather input from a wider range of residents on issues and priorities.
* Community Advisory Boards: Establishing advisory boards composed of community members to provide input and guidance on specific projects or initiatives.
* Online Engagement: Using websites, social media, and online forums to provide information, solicit feedback, and engage with residents.
* Neighborhood Meetings: Holding meetings in different neighborhoods to reach out to residents and gather input on local issues.
* Public Hearings: Holding formal hearings where residents can testify and provide feedback on proposed projects or policies.
* Community Events: Organizing events where residents can interact with local officials and learn about ongoing projects.
By using these methods, local governments can ensure that their decisions are informed by the needs and priorities of the community.

PUBLIC ENGAGEMENT AND COMMUNICATION

Public engagement and communication are essential for effective governance and decision-making. They involve the active participation of citizens in shaping public policies and projects. Here's a breakdown of the key aspects:

Public Engagement:
* Definition: Public engagement is a process of involving citizens in decision-making processes that affect their lives. It goes beyond simply informing the public and aims to actively seek their input, feedback, and collaboration.
* Why It Matters:
    * Legitimacy: Public engagement enhances the legitimacy and accountability of government decisions.
    * Improved Outcomes: When citizens are involved, decisions are more likely to be relevant, effective, and sustainable.
    * Community Ownership: Engagement fosters a sense of ownership and responsibility for community projects and initiatives.
    * Social Cohesion: Public engagement can bridge divides and build social cohesion by bringing people together to address common challenges.
* Types of Engagement:
    * Informational: Providing information to the public about issues and projects.
    * Consultative: Seeking feedback and input from the public on specific proposals.
    * Collaborative: Working with the public to co-create solutions and develop projects together.
    * Empowering: Giving citizens a greater role in decision-making and implementation.

Public Communication:
* Definition: Public communication is the process of sharing information with the public about government activities, policies, and projects. It involves using various channels to reach diverse audiences effectively.

* Importance:
    * Transparency: Public communication promotes transparency and accountability by keeping citizens informed about government activities.
    * Trust-Building: Effective communication helps build trust between government and the public.
    * Understanding: It ensures that citizens understand government policies and programs.
    * Feedback Loop: Public communication allows for two-way communication, enabling the public to provide feedback and raise concerns.
* Effective Communication Strategies:
    * Clear and Concise Messaging: Using simple language and avoiding jargon.
    * Multiple Channels: Reaching diverse audiences through various platforms, such as websites, social media, newspapers, and public meetings.
    * Active Listening: Engaging with the public's concerns and feedback.
    * Accessibility: Ensuring information is accessible to everyone, including those with disabilities or language barriers.

Best Practices for Public Engagement and Communication:
* Early and Ongoing Engagement: Involving the public throughout the entire project cycle,

CHAPTER THREE
VARIOUS DEPARTMENTS AT ISOLO LOCAL GOVERNMENT
The specific departments within a local government can vary depending on the size and needs of the community. However, common departments found in most local governments include:
* Administration: Oversees the day-to-day operations of the government, including budgeting, human resources, and public records.
* Planning and Zoning: Develops and implements plans for the physical development of the community, including land use regulations and zoning ordinances.
* Public Works: Maintains and improves public infrastructure, such as roads, bridges, water systems, and sewer systems.
* Parks and Recreation: Provides recreational opportunities and manages public parks, playgrounds, and community centers.
* Police and Fire: Enforces laws, provides emergency services, and protects the safety of the community.
* Finance: Manages the local government's finances, including budgeting, accounting, and tax collection.
* Public Health: Promotes and protects the health of the community through programs and services.
* Social Services: Provides assistance to individuals and families in need, including housing, food, and healthcare.
* Education: Oversees the local public school system, including curriculum development, teacher training, and school board management.
* Community Development: Works to improve the quality of life in the community through programs and initiatives.

THE FUNCTIONS OF EACH DEPARTMENT MENTIONED ABOVE.
Here are the main functions of the common departments found in local governments:
* Administration: Handles the administrative tasks that keep the government running smoothly. This includes budgeting, managing staff, maintaining records, and handling legal matters.
* Planning and Zoning: Focuses on shaping the community's physical development. They create

and enforce zoning regulations, develop land use plans, and review development proposals to ensure they align with the community's vision.

* Public Works: Maintains and improves the infrastructure that supports the community. This includes roads, bridges, water systems, sewer systems, and other public facilities. They also handle things like snow removal and street cleaning.

* Parks and Recreation: Provides opportunities for recreation and leisure for residents. They manage parks, playgrounds, community centers, and recreational programs.

* Police and Fire: Ensures public safety. The police department enforces laws, investigates crimes, and responds to emergencies. The fire department responds to fires, rescues people from dangerous situations, and provides fire safety education.

* Finance: Manages the local government's finances. This includes budgeting, collecting taxes, paying bills, and investing funds.

* Public Health: Promotes and protects the health of the community. This includes providing immunizations, inspecting restaurants, and educating the public about health issues.

* Social Services: Provides assistance to individuals and families in need. This may include programs for housing, food, healthcare, and job training.

* Education: Oversees the local public school system. This includes setting curriculum standards, hiring teachers, and managing school budgets.

* Community Development: Works to improve the quality of life in the community. This might involve projects like revitalizing neighborhoods, attracting new businesses, or promoting tourism.

PROBLEMS/CHALLENGES FACED DURING SIWES

I had the most problem searching for a place of attachment for my industrial training because most of the organization rejects my request due to one reason or the other. I encountered the listed below problems during my SIWES program:

•   Inadequate funds/financial difficulties
•   Inadequate facilities, there is no accommodation facility for the SIWES students which makes the program a little bit difficult for me.
•   Inaccessible machines. Most of the SIWES students are banned from some equipments, thus; given less opportunity to operate while they ask us to learn from them while operating it.

CHAPTER FOUR
SUMMARY OF THE WORKDONE

As a public administration student, i gained a comprehensive understanding of how governments operate, the challenges they face, and the ways they can be improved.

Here's a summary of the key areas in learned about.

* Core Principles: I studied the foundational principles of public administration, including:

   * Public Service: Understanding the ethics and values that underpin public service.

   * Accountability and Transparency: Learning how to ensure government actions are transparent and accountable to the public.

   * Efficiency and Effectiveness: Examining how to deliver public services efficiently and effectively.

   * Policy Analysis: Developing skills to analyze public policy issues and propose solutions.

* Governance and Policy: i explored the different levels of government (local, state, federal) and the processes of policy development and implementation. You've likely learned about:

   * Public Policy Process: The stages involved in policy creation, from agenda-setting to evaluation.

    * Budgeting and Finance: Understanding how government revenue is generated and allocated.

    * Regulation and Enforcement: Learning about the role of government in regulating industries and enforcing laws.

* Public Service Delivery: You've studied the various ways public services are delivered to citizens:

    * Public Administration: The structure and functions of different government agencies.

    * Human Resources: Understanding how to recruit, train, and manage public employees.

    * Program Evaluation: Assessing the effectiveness of public programs and making improvements.

* Contemporary Issues: You've likely explored current challenges facing public administration:

    * Technological Change: The impact of technology on government services and operations.

RECOMMENDATIONS

Based on my interest in Public Administration I recommend exploring internships or volunteer opportunities within the Administration department of a local government. This will give you firsthand experience with the technologies and processes used, and you'll gain valuable insights into how your skills can be applied in a real-world setting.

CONCLUSION

The SIWES program undergone at ISOLO LOCAL GOVERNMENT afforded me an indepth exposure to some of the practical aspect of Public Administration

The work done in local government offers many opportunities for Public Administration students to apply their skills.   By understanding the role of the Administration department, you can see how your training can contribute to efficient and effective government operations.   Consider seeking out opportunities to gain experience in this field, whether through internships, volunteer work, or even shadowing a local government employee.

The programme has been highly enlightening, interesting, beneficial and successful.

Without this training, the Ordinary National Diploma program (OND) would have been incomplete because it is a program that has really helps students to appreciate all the theoretical aspects of the work given at the institution. The aspiration of which the scheme was undergone was highly achieved.