



**A TECHNICAL REPORT ON STUDENT
INDUSTRIAL WORK EXPERIENCE
SCHEME (SIWES)**

HELD AT

**MINISTRY OF WORK AND TRANSPORT
OFAA ROAD BESIDE HIGH COURT ILORIN
KWARA STATE.**

BY

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DEDICATION

This report is dedicated to Almighty GOD for making everything easy for me Throughout my Student Industrial Work Experience Scheme (SIWES) programme and to My parent **Pastor & Dns Ilufoye** on their contribution to the success of this project. May Almighty God give you long life and prosperity (Amen)

ACKNOWLEDGEMENT

All praise, glory, honour and adoration to Almighty GOD, the author and the giver Of wisdom, knowledge and understanding for the success of this programme.

I appreciate my parents which are my source to this world **Pastor & Dns Ilufoye** for their parental and spiritual support because, without their maximum understanding and support, this experience would have not come into existence including my brother and Sister for their support.

REPORT OVERVIEW

This is an industrial attachment report for the Students' Industrial Work Experience (SIWES)

programme carried out at **Ministry of Work and Transport Ofaa Road Beside High Court Ilorin Kwara State.** within the period of three months.

The report comprises the background of SIWES, the description and the structures of the organization, its aims and objectives, the experiences gained as an industrial training student and the summary, conclusions and recommendations.

It has a total of 5 chapters with sub-chapters. It also has the preliminary pages, such as the title page, report overview and table of contents and recommendations on the improvement of scheme.

TABLE OF CONTENT

CHAPTER PAGE

Cover Page.....

Acknowledgement.....

Table of contents

Chapter 1

1.1 History of SIWES.....

1.2 Objectives of SIWES.....

Chapter 2

2.1 Overview of Kwara State Ministry of Transport.....

2.2 History of Kwara State Ministry of Transport

2.3 Departments in Kwara State Ministry of Transport

2.4 Organizational Chart

2.5. Vision.....

2.6 Mission.....

Chapter 3

Chapter 4

4.1 Experience, Skills and Knowledge Gained.....

4.2 Work Assigned.....

4.3 Work Accomplished.....

Chapter 5

5.1 Summary.....

5.2 Conclusion.....

5.3 Recommendations.....

5.4 Reference

CHAPTER ONE

INTRODUCTION

1.1 ABOUT SIWES

The Student industrial work experience scheme (SIWES) was established as a result of the realization by the Federal government of Nigeria in 1973 of the need to introduce a new dimension to the quality and standard of education obtained in the country in order to achieve the much needed technological advancement.

It has been shown that a correlation exists between a country's level of economic and technological development and its level of investment in manpower development (Oniyide, 2000). The ITF solely funded the scheme during its formative years. But due to the elevated rate of financial involvement, it was withdrawn from the scheme in 1978. In 1979, the Federal Government of Nigeria handed the scheme to both the National University Commission (NUC) changed the management and implementation of SIWES fund to ITF.

It was effectively taken over by ITF in July 1985 with the funding being solely borne by the Federal Government. The Federal Government, ITF, the supervising agencies – NUC, NBTE, NCE (National Commission for Colleges of Education), Employers of Labour, and the Institutions contribute it one quarter in the management of SIWES. The student industrial work experience scheme (SIWES) is the accepted skills training program, which forms part in the approved minimum academic standards in the various degree programs for all Nigeria University. It is an effort to bridge the gap between theory and practical of engineering and technology, science, agriculture, medical, management and other professional educational of Nigerian tertiary institutions.

It is aimed at exposing student to machines and equipments, professional work methods and way of safeguarding the work areas and workers in industries and other organizations. Osinem and Nwoji stated that student's industrial work experience scheme is a skill-training program designed to expose and prepare students of higher institutions for work situations, as they exit in the world of work. The minimum duration for SIWES should be 24 weeks except for engineering and technology program where the minimum duration should be 40 weeks; the scheme is a tripartite program involving the students, the universities and the place of industrial attachment.

Therefore, participation in SIWES has become necessary precondition for the award of diploma and degree certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government. The student industrial work experience scheme (SIWES) is planned and supervised training intervention based on stated and specific learning and career objectives and geared towards developing the occupational competencies of the participants; this work experience program gives students the opportunity to be part of an actual work situation outside the classroom. The scheme has four supervising agencies as follows; the industrial training fund, the coordinating agency (NUC), the employer of labor and the institution;

1. The industrial training fund: the ITF was established in 1971, it was operated consistently and painstakingly within the context of it enabling laws, i.e. Degree 47 of 1971

2. The National Universities commission (NUC): the national universities commission (NUC) is saddled with the responsibility of providing the appropriate for the execution of SIWES as well as approving courses to embark on SIWES, programmed for a given number of times in months depending on the need for some departments.

a. The employer of labor: the employer of labor is the only one of the supervising agencies that offers the training to the students. The students make use of the instrument and equipment provided by the establishment.

b. The institution: the institution provides students and supervises them while on training on regular intervals to ascertain the level of training practical an equipment, the students are thereby visited by the industrial based supervisor in order to ensure how well the students are doing during the program.

1.2 SCOPE OF SIWES

- It makes the transitions from school to the world of work easier and enhance students contact for late job placements.
- It provides students with an opportunity to apply their knowledge in actual work situation bridging the gap between theory and practical.
- It enlist and strengthen employer involvement in the entire educational process and prepares student for employment after graduation.
- The Student Industrial Work Experience Scheme [SIWES] provides the avenue for students in institutions of higher learning to gain industrial skills and experience in their course of study.
- The Student Industrial Work Experience Scheme [SIWES] prepares the
- students for industrial work situations they are likely to meet after graduation.

1.3 AIMS AND OBJECTIVES OF SIWES

The aims and objectives of SIWES goes thus:

- To provide students with industrial skill and needed experience during the course of study.
- To create condition and circumstances which can be as close as possible to the actual workflow.
- To prepare specialists who will be ready for any working situations immediately after graduation.
- To teach students the techniques and methods of working with facilities and equipment that not be available within the walls of an educational institution.
- To give students the ability to try and apply the given knowledge.

CHAPTER TWO

DESCRIPTION OF ESTABLISHMENT OF ATTACHMENT

2.1 LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

In 1984, under the administration of Governor Gbolahan Mudasiru, the Ministry of Transportation was merged with the Ministry of Works and became the Ministry of Works and Transport. The ministry was set up for two main objectives: To set up a centralized transit system within the metropolis.

What is the function of the Ministry of Works?

The Federal Ministry of Power, Works and Housing (Works Sector) is charged with several statutory responsibilities among which are: Federal Highways (Planning, Design, and Construction & Rehabilitation), Supervision of the monitoring and maintenance of Federal roads nationwide and Provision of engineering infrastructure ...

The Ministry of Transportation is a branch of the federal government of Nigeria responsible for watching the movement of people and goods across the country. Sa'idu Ahmed Alkali is the Minister of Transportation. The ministry oversees road vehicles, aviation, and rail transport.

Transport finished goods into the warehouse or market 2. Maintain all official vehicles 3. Makes recommendation for repairs or replacement 4. Arranges transportation of raw materials into the organization or company

The Transport Planning and Coordination (TPC) Department is a Specialized Service Department, which serves as the engine room of the Ministry. It liaises and coordinates the Departments and Agencies of the Ministry and collaborates with other Ministries, Departments and Agencies (MDAs) on National issues. The Department is the Ministry's version of the Planning, Research and Statistics (PRS) Department as is common in other mainline Ministries.

STRUCTURE

To effectively discharge its responsibilities, the Department is structured into Five (5) Divisions with their units, namely:

i. Transport Planning & Intermodal Coordination (TP&IC);

Planning Unit

Intermodal Coordination Unit

Bi-lateral & Multi-lateral Unit

ii. Research and Statistics Division

Research Unit

Statistics Unit

Databank Unit

iii. Monitoring and Evaluation Division;

Monitoring Unit

Evaluation Unit

iv. Information & Communication Technology (ICT) Division

Hardware Unit

Software Unit (Website Management)

v. Library Services Division

Digital Unit

Analogue Unit

Functions

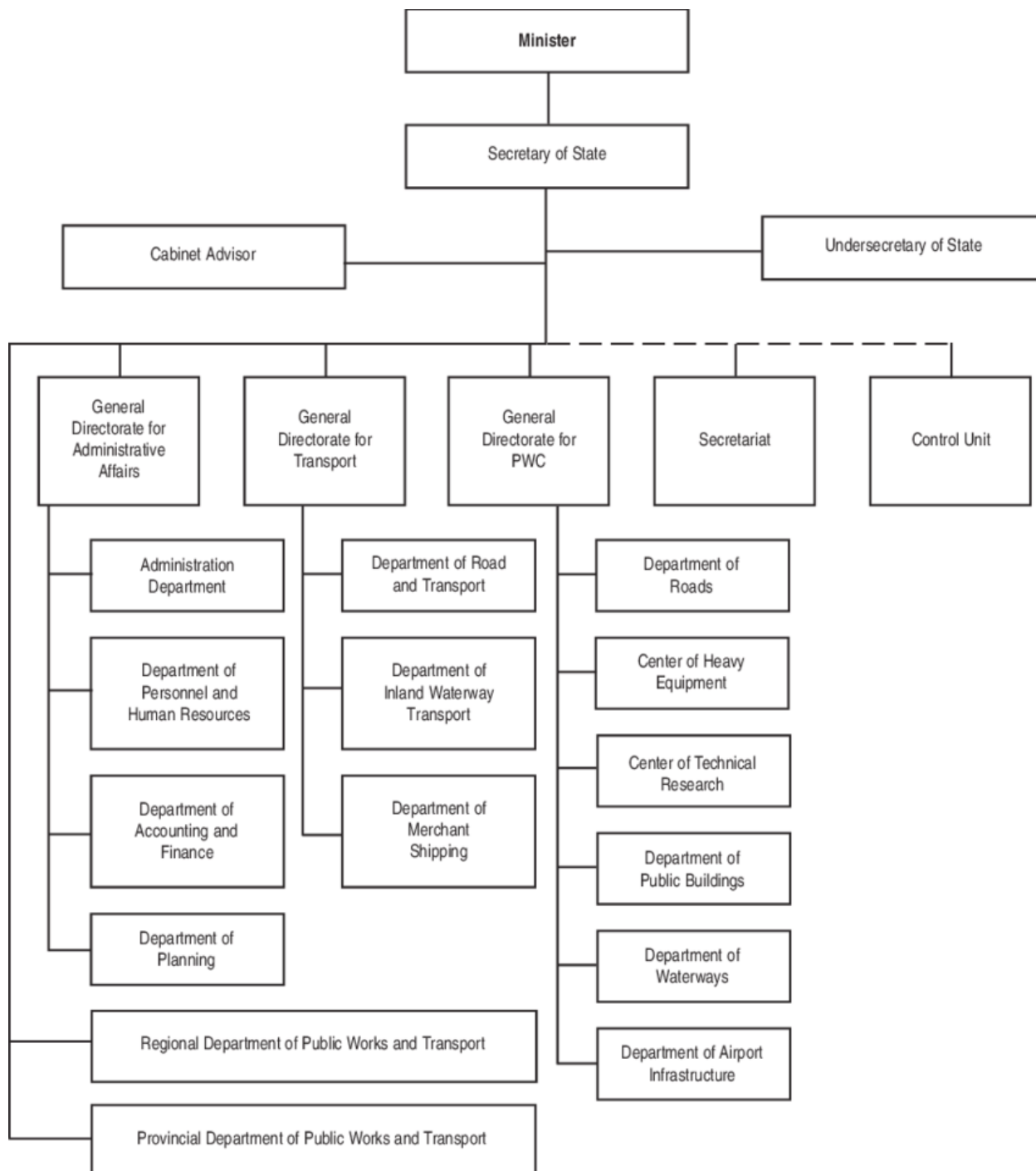
The Department is responsible for the following functions:

- i. Coordinates the Formulation of Transport Policies;
- ii. Implements of National Transport Master Plan;
- iii. Development of the Medium Term Sector Strategy (MTSS) for the Transportation Sector;
- iv. Collaborates with the Federal Ministry of Finance, Budget and National Planning on developing Short, Medium and Long Term Transportation Plans for Nigeria;
- v. Monitors and Evaluating Ministry's Projects and Programmes;
- vi. Coordinates Bilateral and Multilateral Agreements;
- vii. Maintains the Ministry's Information sources including Library and Databank;
- viii. Prepares and Publishes the Digest of Transport Statistics;
- ix. Coordinates the External and Internal Technical Cooperation and Aids for the Ministry;
- x. Conducts Policy Research on all modes of Transportation;
- xi. Processes and reviews of feasibility studies on Transport sector projects;
- xii. Organizes of Conferences, Seminars, and Workshops including National Council on Transportation;
- xiii. Prepares of Annual Ministerial Press Briefing;
- xiv. Coordinates the quarterly retreat of the Honourable Ministers with Directors of the Ministry and Chief Executives of the Ministry's Agencies;
- xv. Collates and Reviews of Key Performance Indicators (KPI) of the Ministry's Agencies.
- xvi. Produces of Periodic Annual Reports on overall Ministerial Policy Performance and highlights areas needing special attention or Improvement;
- xvii. Develops, Strategizes and Coordinates Multimodal and Intermodal relationships in the

Transportation Sector;

- xviii. Liaises with other Ministries, Departments and Agencies (MDA) on National Issues;
- xix. Oversees the management of Nigeria Institute of Transport Technology (NITT);
- xx. Coordinates the Departments and Agencies of the Ministry to develop strategies for tackling emergencies in the Transportation Sector;
- xxi. Provides and manages ICT tools, infrastructures and website of the Ministry;
- xxii. Supervises, coordinates, and managing the activities of the Ministry's Library;
- xxiii. Collaborates with the Budget Division in the preparation of annual budgets and rolling plans of the Ministry;
- xxiv. Oversees and coordinates the activities of HIV/AIDS and other pandemic programmes for the Ministry;
- xxv. Produces and Processes FEC Memoranda, Conclusions and Extracts;
- xxvi. Collaborates with International Institutions and Multilateral Originations on all Transport related issues such as AFCFTA, ECOWAS, AU, WTO, UNECA, UNDP, NEPAD, IMF, WORLD BANK, SDG etc.;
- xxvii. Coordinates Bilateral Agreements regarding the Transport Sector e.g. Nigeria-Korea Transport Institute, Nigeria-Sudan, Nigeria-Niger, Nigeria-Iran, Nigeria- Pakistan, Nigeria-Cameroon etc.
- xxviii. Perform any other functions as may be assigned by Honourable Ministers and the Permanent Secretary

ORGANISATIONAL STRUCTURE OF KWARA STATE MINISTRY OF WORK AND TRANSPORT



CHAPTER THREE

THE PLACEMENT DEPARTMENTS, THEIR FUNCTIONS AND EXPERIENCE GAINED

3.1 DAILY POSITION OF EARNINGS

This is a piece of document that contains daily details of a vehicles work inflow and outflow. It shows how much the vehicle made, how much is spent and how is been deposited at the end of the day. The entry to these document is carried out on a daily basis since transportation is done every day.

3.2 CASH BOOK

These document is the monthly representation of all activities carried out by the vehicle on daily basis. It is use to determine the working condition of the vehicle on a monthly basis and also to determine the profit or losses made by the vehicle. The cash book also serve as a medium in the computation of the monthly salary of the drivers in charge of the vehicles.

3.3 BOOKING AND FILLING

The booking file contains all the vehicles dispatch on a daily basis to their various designations and through their specific routes. Booking of vehicles also help to monitor vehicle condition. Take for instance a new vehicle is being purchased the booking officer first put the vehicle to test by allocating it on a shorter designation as time goes on and services render are satisfactory then the vehicle can be book on farther designation. These help to avoid breakdown of vehicles on transit.

Filling is the record keeping of all booked schedules of all vehicles and daily position of earnings. It is use to make cross reference of all the assigned vehicles in other to determine whether or not they carried out their respective schedules assigned to them on daily basis if not, it is to determine why.

3.4 MANIFEST

These refer to a piece of document that records passenger's details in case of accident or damages done in the course of travel. It contains the passenger address and contact details and also contains the contact detail of the nearest relation or as in these case next of kin of the passenger. The manifest is an

Important piece of document that helps to bring a close relationship between passengers and the driver.

3.5 WAY BILL

These piece of document can also be refer to as vehicle manifest. It gives+

3.6 RECEIPT

These piece of document can also be refer to as prove of payment

CHAPTER FOUR

SUMMARY, CHALLENGES ENCOUNTERED, RECOMMENDATIONS AND REFERENCES

4.1. SUMMARY

The Student Industrial Work Experience Scheme (SIWES) is obviously making a great impact on the economic and technological development of the country especially on human resource development. It has equipped many undergraduates and given bearing to many Nigerian students. It has further brought to mind and in practical terms illustrated the broad scope of the field of Transportation management in the country, Nigeria. The training received during the period covered a broad scope from various fields such as Scheduling and booking, ticketing and billings, book keeping and accounting, profit and loss, Market competition; synthesizing them under the umbrella of Transportation.

4.2. CONCLUSION

All I have achieved cannot be quantified in words. The period of attachment provided not only educational knowledge, but intellectual, emotional, and social knowledge as well. It covered various subject areas aimed at building not only a complete TRANSPORTANT but also a complete MAN. Some of my personal achievements within the period of industrial attachment include the following:

- The training has enabled me to be able correlate Transport Management as a course to the basic principles of Transport operations in real life. I have acquired vital information on transportation management, knowing how to operate, and ways of maintaining vehicles and drivers, routing and how to resolve problems in the course of transport.
- The training has enabled me to know how to identify problems on site and resolve these problems.
- With a high degree of accuracy, I am now able to prepare daily transactions of vehicle and daily positioning of earnings made by each vehicles.
- I am also able to make a monthly report on earnings of each vehicle through the cash book.
- The industrial training has taught me how to relate with different people since there are different people with different temperaments.
- I was able to know how dispatch vehicles on different destination
- I can also determine routes and map efficiently of busses to different locations/state/interstate routing.

- The training period has given me knowledge of what to expect after graduation and to have a preview of what the labour force looks like, hence preparing me for the future.
- The training period has also taught me how to endure because we resume by 5:00am in the station till 9:00am then back to the office and close by 4:00pm.
- The industrial training has enabled me to have a sense of direction of what area to specialize on after graduation.

REFERENCES

KWARA STATE MINISTRY OF WORK AND TRANSPORT