



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

**HELD AT
ILORIN-SOUTH LOCAL GOVERNMENT AREA, FUFU,
KWARA STATE**

WITH THE HEADQUARTER AT FUFU, KWARA STATE

**TAIYE ABDULFATAI OLAMIDE
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**SUBMITTED TO
DEPARTMENT OF PUBLIC ADMINISTRATION,
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KWARA STATE POLYTECHNIC, ILORIN**

**IN PARTIAL FULFILLMENT OF THE AWARD OF THE
REQUIREMENTS OF THE AWARD OF NATIONAL DIPLOMA
IN PUBLIC ADMINISTRATION**

AUGUST-NOVEMBER, 2024

CERTIFICATION

This is to certify that the bearer has successfully completed the Students' Industrial Work Experience Scheme (SIWES).

.....

Department Coordinator

.....

Date

.....

SIWES Director

.....

Date

DEDICATION

I dedicate this technical report to the Almighty Allah, the giver of knowledge, wisdom and who is rich in mercy.

ACKNOWLEDGEMENTS

I express my heartfelt gratitude to the creator of heaven and earth, the One who knows the beginning and the end, the Alpha and the Omega, the Almighty Allah for His guidance and blessings throughout this journey.

I am deeply grateful to my beloved parents, Mr. and Mrs. Taiye, whose all-time support and prayers have been my foundation. To my brothers and dear friends, your encouragement and companionship have meant the world to me.

My special appreciation goes SIWES supervisor for the guidance, mentorship, and invaluable insights during this program. I also extend my profound appreciation to everyone who supported me during my SIWES experience. May the Almighty God bless, protect, sustain, and guide you through all of life's journeys.

Lastly, I wish to express my sincere regards to the school management, especially the entire staff of the Public Administration Department for their dedication and support. Once again, a big thank you to everyone who contributed in one way or the other to the successful completion of my SIWES programme.

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CHAPTER ONE

1.1 INTRODUCTION TO SIWES

Over the years, SIWES has contributed immensely to building the common pool of technical and allied skills available in Nigeria economy which are needed for the nation's industrial development. Furthermore, the place and relevance of SIWES is underscored by the fact that the scheme contributes to improving the quality of technical skills.

The Student Industrial Work Experience Scheme (SIWES) is a program in Nigeria that gives university, polytechnic, and technical college students the opportunity to gain work experience in their chosen field. The program is run by the Industrial Training Fund (ITF), and aims to improve the quality and standards of education in Nigeria. SIWES was established in 1971 to help the country achieve technological advancement, and has been shown to have a positive impact on the country's economy and workforce.

Operators: The ITF, the coordinating agency (N.U.C, N.C.C.E, N.B.T.E).Employers of labours and the institutions.

Funding: It is funded by the federal government of Nigeria.

Beneficiaries: Under graduates student of the following institutions; Agriculture, Engineering, Technology, Environmental, Sciences and Education etc.

Duration: Four months for the polytechnics and colleges of education and six months for universities.

1.2 OBJECTIVES OF THE SIWES

The objectives of the Student Industrial Work Experience Scheme (SIWES) are:

1. To provide students with opportunities to develop their skills and knowledge.
2. To create a stronger connection between education and the world of work.
3. To provide students with the opportunity to gain practical experience in their field of study.
4. To prepare students for the transition from education to the workplace.

5. To bridge the gap between theory and practice by exposing students to real-world work situations.

1.3 OBJECTIVES OF SIWES REPORT

1. Demonstrate Practical Learning: Showcase the practical skills and knowledge acquired during the SIWES program.
2. Bridge Theory and Practice: Illustrate the application of academic concepts in real-world scenarios.
3. Highlight Experience: Present a comprehensive overview of the tasks, activities, and responsibilities undertaken.
4. Reflect on Insights: Share personal insights gained from observing administrative practices and local governance.
5. Showcase Skill Development: Exhibit the growth of skills like communication, teamwork, and problem-solving.
6. Provide Recommendations: Offer suggestions to enhance departmental activities and SIWES programs.
7. Contribute to Academic Growth: Integrate practical experience to enrich academic learning.
8. Acknowledge Mentors and Colleagues: Express gratitude to those who guided and supported during the program.
9. Prepare for Professional Roles: Equip for future careers in public administration and related fields.
10. Conclude SIWES Journey: Summarize the entire experience and its impact on personal and professional development.

CHAPTER TWO

2.1 DEFINITION OF LOCAL GOVERNMENT

Local government:- Is the lowest tier of the government anywhere in the world. It is very important because of its closeness to the people.

The main purpose of local government is to ensure effective administration at the local level. It aims to mobilize human and financial resources for local development. A local government can be considered as a mini-government for a particular political unit or administrative division in a country. Local governments are responsible for creating a smaller unit for more effective administration.

They have the legal power to make bye-laws within their jurisdiction and are responsible for providing services to local communities. Like all unit of the government, the local government has a clearly defined area, a population, a continuing organization and the authority to undertake and power to carry out public activities. Local government is normally treated as legal entity, which means she can sue and be sued and enter contracts.

Local government in Nigeria have undergone a lot of vicissitude and reforms. The most popular of which has been the 1976 reforms which informs the framework of operation day.

The 1976 guideline for the local government define local government. “this is the government at the local level exercised through representative council established by the law of exercise specific power with a defined area”. The power should be given to the council substantial control over the local affairs as well as the power to initiate and direct the provision of services and to determine and implement project so as to compliment the activities of the state and federal governments in their area, and to ensure true devolution of function to those councils and their traditional institution and local initiative and respond to local needs and tradition are maximized.

2.2 ILORIN-SOUTH LOCAL GOVERNMENT AREA

Ilorin South local government was created in 1996 with Headquarters at Fufu. It is made up of three districts and has 10 wards. It has an area of 174 km² and a population of 208,691 at the 2006 census. The major Towns: Iiota, Fufu, Gaa-Akanbi, Kangie, Gaa Osibi, Omode. Yoruba and Fulani are the major languages spoken. It also has some important markets, which include Cattle Market Sango, Gada Market, Ogidi Market. Ilorin South is popular for its maize, cereal and cassava farmers. Just like the other side of town, the Yawo Dancers festival is also a major one in Ilorin South Local Government Area. It's main tourist attraction is the Kwara State Amusement Park.

The organizational structure of Oluyole local government consist of the following department:

1. General services and administration
2. Finance
3. Education and social services
4. Agricultural and natural resources
5. Media and health
6. Works, housing, land and survey

According to the hand book of local government administration, no local government is allowed to have more than six department in all. Therefore any expansion in the local government will be accommodated through sub divisions below the level of department provided.

Each department is divided into divisions to reflect broad professional areas within a department. Each branch will be sub-divided into sections to reflects specialized activities within a sub professional area.

2.3 ORGANIZATIONAL CHART OF ILORIN-SOUTH LOCAL GOVERNMENT SECRETARIAT

1. Local Government Chairman

- Executive Head
- Overseeing all departments and operations

2. Vice Chairman

- Supporting the Chairman's responsibilities

3. Secretary to the Local Government

- Administrative Coordinator
- Responsible for secretariat operations and communication

4. Directorates and Departments:

Administrative Department:

- Personnel Management
- General Administration

Finance Department:

- Budget and Financial Management
- Revenue Generation

Works and Infrastructure Department:

- Road Construction
- Infrastructure Maintenance

Health Department:

- Public Health Initiatives
- Medical Services

Education Department:

- Schools Management
- Education Programs

Social Services Department:

- Welfare Programs
- Community Development

Planning and Development Department:

- Strategic Planning
- Development Initiatives

Information and Public Relations Department:

- Public Communication
- Media Relations

Legal and Judicial Department:

- Legal Matters
- Judicial Process

2.4 FUNDAMENTAL FUNCTIONS/ROLES OF THE LOCAL GOVERNMENT

In Nigeria, local governments are structured to maximize functional efficiency. It is generally agreed that central governments cannot satisfactorily conduct administration from the capital alone. Therefore, a decentralized system is needed to allow the government to reach people at the local level.

One of the principal objectives of having local government therefore, is to provide a means of running services of all kinds which are tailored to special needs of the serving the people at the grass root level.

The roles performed by the local government can be summarized as follows:

1. The provision and maintenance of primary education, primary health care, and rural water supply.
2. The provision of social services and maintenance of public amenities like roads, markets, and parks.
3. The collection of taxes, fees, and other revenue.
4. The maintenance of law and order, and the provision of judicial services.

5. The representation of the local community in the larger political system.

These roles vary from one local government to another, depending on the needs of the local community.

2.5 ACTIVITIES UNDERGO DURING SIWES PROGRAMME

I undergone my SIWES training at the administrative department of the local government secretariat, where I had practical experience in:

1. Administrative Operations: Exposure to daily tasks such as document management and communication.
2. Communication Skills: Interacting effectively with colleagues, officials, and community members.
3. Office Etiquette: Learning professional conduct, phone etiquette, and email communication.
4. Customer Service: Engaging with citizens, addressing inquiries, and providing assistance.
5. Organizational Skills: Balancing tasks, prioritizing work, and managing time efficiently.
6. Data Management: Handling and maintaining accurate records.
7. Teamwork: Collaborating with colleagues and other departments on projects.
8. Problem-Solving: Identifying challenges and finding practical solutions.
9. Community Engagement: Participating in community outreach and events.
10. Decision-Making: Observing how decisions are made and considering impacts.
11. Ethical Behavior: Learning transparency and integrity in government work.
12. Local Governance: Understanding the structure and functions of local government.
13. Strategic Planning: Observing the department's role in planning initiatives.
14. Leadership Observations: Learning about leadership styles and officials' roles.
15. Community Needs Assessment: Participating in identifying community needs.
16. Public Policy Insight: Understanding local policy implementation and impact.

I also had the opportunity to observe and participate in meetings, hearings, and other activities related to the financial management of the local government.

CHAPTER THREE

SIWES EXPERIENCE AND ACTIVITIES

3.1 BODY OF REPORT

Overview of Administrative Office Experience

During my SIWES program at the administrative office of the local government, I had the opportunity to immerse myself in the practical aspects of public administration. This experience provided valuable insights into the day-to-day operations and responsibilities of the administrative office, which plays a pivotal role in the functioning of the local government.

Administrative Operations and Record-Keeping

One of the key aspects of my experience was understanding administrative operations and record-keeping. I was involved in organizing and managing official documents, ensuring they were properly categorized, archived, and readily accessible when needed. This exposure underscored the importance of accurate record-keeping for efficient decision-making and compliance.

Communication and Stakeholder Engagement

Effective communication emerged as a cornerstone of the administrative office's activities. I interacted with various stakeholders, including colleagues, government officials, and community members. This experience improved my communication skills and demonstrated how clear and timely communication is essential for seamless collaboration and the implementation of government initiatives.

Customer Service and Public Interaction

My time at the administrative office also allowed me to engage with members of the public seeking government services and information. Assisting citizens with inquiries, understanding their concerns, and providing relevant information gave me insights into the importance of quality customer service in building trust and fostering positive relationships between the government and the community.

Data Management and Ethical Considerations

Maintaining accurate data was a significant responsibility within the administrative office. I learned to handle sensitive information with discretion and uphold ethical standards in data

management. This experience highlighted the need for confidentiality, integrity, and transparency in handling citizens' data.

Community Outreach and Event Participation

Participating in community outreach programs and government events exposed me to the local government's efforts to engage with the community. These experiences showcased the administrative office's role in facilitating citizen participation, addressing community needs, and fostering a sense of belonging.

Time Management and Task Prioritization

Balancing various tasks and responsibilities underscored the importance of effective time management and task prioritization. I learned to juggle multiple activities, allocate time wisely, and meet deadlines—a skillset that is crucial in a dynamic government setting.

Leadership Dynamics and Decision-Making

Observing the interactions of government officials and department heads provided insights into leadership dynamics and decision-making processes. Understanding how leaders collaborate, delegate, and make informed choices highlighted the intricacies of effective governance.

CHAPTER FOUR

CHALLENGES FACED AND SOLUTIONS

4.1 CHALLENGES FACED DURING SIWES PROGRAMME

1. Heavy Workload and Time Constraints
2. Communication Barriers
3. Balancing Confidentiality and Transparency
4. Adapting to Bureaucratic Procedures
5. Handling Citizen Complaints and Concerns
6. Adapting to Changing Priorities
7. Limited Resources
8. Working with Diverse Stakeholders
9. Personal and Professional Growth Pressure
10. Adapting to Bureaucratic Procedures. Navigating bureaucratic procedures and protocols within a government setting might feel overwhelming.
11. Handling Citizen Complaints and Concerns. Dealing with citizens' complaints or concerns can be emotionally taxing, especially when expectations can't always be met.

4.2 SOLUTIONS TO THE CHALLENGES FACED DURING SIWES PROGRAMME

1. Use time management techniques, prioritize tasks, and create schedules.
2. Maintaining clear communication channels, ask for clarifications, and follow up.
3. Adherence to ethical guidelines, be transparent where possible, and seek guidance.
4. Seeking mentorship and guidance from experienced colleagues.
5. Approaching interactions with empathy, provide accurate information, and refer appropriately.
6. Cultivating flexibility and be open to new tasks and projects.
7. Optimizing available resources and brainstorm creative solutions with colleagues.
8. Practicing of active listening, find common ground, and be flexible.
9. Prioritize self-care and continuous learning to manage stress and grow professionally.
10. Seeking Guidance and Mentorship. Reach out to mentors and experienced colleagues for guidance on navigating bureaucratic procedures. Seek clarification and guidance on the appropriate steps to follow.

11. Empathy and Effective Responses. Approach citizen interactions with empathy and a willingness to help. Provide accurate information and refer them to the appropriate channels for addressing their concerns.

CHAPTER FIVE

SUMMARY AND CONCLUSION

5.1 SUMMARY

Generally, My SIWES experience in the administrative office of the local government deepened my understanding of public administration and its role in community development. The practical skills acquired during this program, such as effective communication, record-keeping, and ethical considerations, have prepared me for a future career in public service. This experience has underscored the importance of efficient administrative practices in ensuring transparent and accountable governance.

Local government administration has generated a lot of interest in recent years. The reason for this is because of the tremendous impact and influence the local government has exerted on the general life pattern of the citizens, particularly in the rural or urban areas.

The fourth schedules to the 1979 constitution has spelt out in great details the functions of local government .these function can only be perform effectively where there is a responsive and dynamic arrangement for financial management

5.2 CONCLUSION

Despite the challenges of transportation and the cost of commuting, we students who participated in the SIWES program did our best to be punctual and focused. It was a difficult but worthwhile experience.

I would like to suggest that the Federal Government of Nigeria should establish a system of funding for students participating in the SIWES program. This funding would help to cover the cost of transportation, encourage punctuality, and support the overall success of the program. It would also be beneficial to have a mandatory payment structure in place for organizations that host SIWES students, to provide them with financial support and incentivize them to participate. This would ultimately lead to greater student engagement and better outcomes.

5.3 RECOMMENDATIONS

I recommend that the students industrial work scheme (SIWES) should provide places for

industrial attachment for students; Industrial Training Fund (ITF) should pay allowance to the various students who undergo the training.

Consequently upon my personal experience and observation as concerned the SIWES program, I noted these obstacles which are hither to the inherent in the exercise and recommend that the local government invest in digital solutions for streamlined record-keeping and communication. Additionally, fostering closer collaboration between different departments could enhance efficiency and innovation across the government's functions.

In view of this, I strongly implore the Polytechnic Authority to put into consideration some of these recommendations.