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## **CHAPTER ONE**

#### INTRODUCTION

This program, student industrial work experience scheme (S.I.W.E.S) is part of the requirement for the award of Ordinary National Diploma (O.N.D.), when I was about to start this program I was worry myself how this program will look like but to my surprise I seen that the program is very important to the estate management student because of the experience that student will be exposed to from it. The program (S.I.W.E.S) give me the opportunity both in practical aspect and theoretical. During the practical work at Mustapha & company I had the opportunity to participate in the valuation of Gimbiya Furniture Limited and others.

Therefore, student industrial work experience is so important because acquisition of the theoretical knowledge which is the major task or activity in the classroom will not be complete until when the knowledge acquired is properly applied to real life situation.

#### AIM AND OBJECTIVES OF S.I.W.E.S

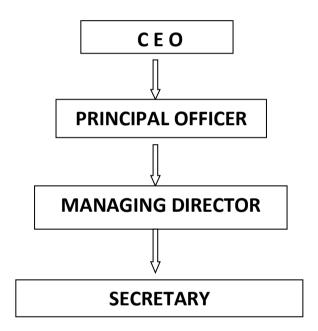
The objectives of S.I.W.E.S. specifically are to

- 1. Prepare student for the situation they likely to meet after graduation.
- 2. Provide an avenue for student in the higher institution to acquire industrial experience in their field of study.
- 3. To make transition from the institution so as to make work easier & thus student contact for later job place.
- Enlist and strengthen enrollment and involvement in the entire
  Education for preparing the higher institution graduate employment in industry.
- 5. Provide student with an opportunity to apply their theoretical knowledge work situation thereby bringing between institution and practice.

- 6. Expose student to work meet techniques in handling equipment and machinery that may not be available in their institution.
- 7. To provide student with an opportunity to apply their theoretical knowledge to life situation.
- 8. To expose student to more practical methods and techniques.
- 9. To strengthens the links between the institution and the Industrial Training Fund (I.T.F.)

# **ORGANIZATIONAL CHART OF SIWES**

## ORGANIZATIONAL CHART OF PLACE OF WORK



# **INTRODUCTION OF PLACE OF WORK**

Mustapha and company is an organization that specialized on

- Valuation of properties plant and machinery and other assets.
- Property and facility management.
- Project feasibility management.

- Planning and supervision.
- Estate agent.
- Property rating and ministration.
- Compulsory acquisition and compensation.
- Property development and financing.

#### **CHAPTER TWO**

# **ACTIVITIES/WORK DONE IN PLACE OF WORK**

- INTRODUCTION OF ESTATE MANAGEMENT
- LECTURE ON RIGHT OF PROPERTY
- LECTURE ON REPORT WRITING
- LECTURE ON VALUATION
- LECTURE ON INSPECTION OF PROPERTY
- FIELD WORK
- OFFICE WORK

During this program I was able to know more about estate management course.

These include the following:

## 1. ESTATE MANAGEMENT:

Thorn croft (1976) Defines estate management as the direction and supervision of interest in land and landed properties with the aim of securing optimum return. This return may in terms of prestige, political power social benefit and others.

#### SCOPE OR AREA OF ESTATE MANAGEMENT

- PROPERTY VALUATION: is the process of estimating the capital and rental value of a particular property at a particular.
  - ii. Estate agency: This involves buying, selling and leasing of property on behalf of client.
  - iii. Property management:
- **2. PROPERTY**: Can be Define as interest which can be acquired in a things or objects.

There are two major of estate;

i. Free hold Estate: This is the highest form of ownership one can have over a property.

- ii. Lease hold Estate: This is an estate that exists for a certain period of time that is terminable.
- **3. MANAGEMENT:** Is the systematic process of planning, organizing, leading, directing and controlling of resources (land, labor, capital and entrepreneurship) in order to achieve certain objective.
- 4. LECTURE ON REPORT WRITING: We were told that report writing is the process whereby an estate surveyor and valuer provide appropriate information in respect of his client's property, so as to provide the opinion of value.

#### 5. LECTURE ON VALUATION:

In the course of the program i was able to practice what is known as valuation.

**VALUATION**: Is the art and science of determining the monetary worth of a property for a specific purpose in a specific date considering a specific basis by one authorized to do so (Registered Estate surveyors and valuer).

It can also be defined as determination of monetary worth of property for a specific purpose in a specific date considering a specific basis by one authorized to do so (Registered Estate surveyors valuer).

# Types of valuation

- i. Statutory Valuation.
- ii. Non-Statutory Valuation.

**Statutory valuation:** These are type of valuation that are done in conformity with the laid down rules and regulations of government. While,

**Non statutory valuation:** These are type of valuation that are not done according to the laid down rules of government

# Purpose of valuation

- 1. Sales
- 2. Purchase
- 3. Mortgage
- 4. Rating and taxation

- 5. Company account
- 6. Compensation
- 7. Investment
- 8. Insurance
- 9. Rental
- 10. Going concern
- 11. Redevelopment

#### 6. LECTURE ON INSPECTION OF PROPERTY

We were told in this aspect of the program that inspection of property is about surveying the client's property that is going to see the property, note down the features you can see on the property, take a picture of the property and ask for the certificate of the property so as to insert it in the valuation report you are writing and other things that will help you in writing your valuation report.

**7. FIELD WORK:** Field work is regarded as going out for inspection of property (site work) that is surveying the property.

It could be a commercial property, residential properties, undeveloped land or insurable properties.

8. OFFICE WORK: At this time in the office the student are taught on how to work on the information that you got on the field work that you went for such as printing out the work and binding it for our clients to make it a complete and accomplished work.

## **CONTRIBUTION OF KNOWLEDGE TO THE INDUSTRY**

We contributed by advising that the company should try and extend their services to other financial institution instead of Kebbi State Home Savings And Loans.

### **CHAPTER THREE**

## **SUMMARY AND CONCLUSION**

**SUMMARY:** This report estimate the nature of the S.I.W.E.S program carried out in the organization (Mustapha and company) the program shows the relevance of the scheme as well as the

factors limiting the actualization of the S.I.W.E.S. objectives. However the following were made from the program.

**CONCLUTION:** from the revolution so far there seems to exists a wide war waging in the reality and actualization of the objectives of the S.I.W.E.S. it is unfortunate the failed actualization of the objectives of the SIWES, this however implies that for the student to be fully equipped with skills and knowledge required for efficiency in the place of work all hands must be on deck. The Federal Government through the industrial training fund ITF and other agencies involved in the S.I.W.E.S program should address the situation.

**PROBLEM ENCOUNTERED:** below are some of the problems encountered during the program.

- I. Inadequate power supply and lack of auxiliary power supply.
- ii. Inadequate funds by the I.T.F

### **RECOMMENDATION**

The following recommendations were based on the program and as solution to the identified problems.

- 1. The various bodies involved in the management of the SIWES program should work in hand with the various industries ahead of turn so as to minimize or reduce the high level of refusal of to accept student for their industrial training participation.
- 2. Issuing Of Logbooks/It Letter On Time: The logbook used by the student during the Industrial period and it letter should be issued to the student at the end of 1<sup>st</sup> semester exam against the end of 2<sup>nd</sup> semester examination as these will afford the student enough time to search for place that are relevant to their field of study.
- 3. Proper supervision of the exercise by the various bodies involved in the co-ordination of the SIWES exercise i.e. Federal Government, I.T.F. N.U.C. N.B.T.E and N.C.C.E. should come together to provide a smooth operation of S.I.W.E.S. exercise. The bodies should make efforts to ensure the student attached to organization are properly supervised and funded to ensure

that what they are doing is in line with the objectives of S.I.W.E.S. exercise.

4. Employment of expert: the various institution should endeavor to employ experts in the area of student carrier development to manage the student industrial placement centers.