



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

HELD AT

FAVOUR STORE

IRESE ROAD AKURE, ONDO STATE

BY

KAMORUDEEN FATHIA OLUWATOYIN

ND/23/BFN/FT/0110

**SUBMITTED TO DEPARTMENT OF BANKING AND FINANCE
MANAGEMENT, INSTITUTE OF FINANCE AND MANAGEMENT STUDIES,
(IFMS) KWARA STATE POLYTECHNIC, ILORIN**

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE AWARD OF
NATIONAL DIPLOMA (ND) IN BANKING AND FINANCE**

SEPTEMBER TO DECEMBER, 2024.

DEDICATION

This report is dedicated to Almighty Allah for his divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success, I also dedicate this report to my parent **Mr. and Mrs. Kamorudeen** for their support and to my supervisor for the success of this report.

ACKNOWLEDGEMENT

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for his Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my Parent **Mr. and Mrs. Kamorudeen**, may God be with you.

My special thanks go to the head of Department and the entire staff of Banking and Finance Department, Institute Of Finance and Management Studies, Kwara State Polytechnic for sharing wealth of experience with me in my course of study.

Furthermore, thanks goes to my honorable and diligent supervisor for his advice, guidance and adequate encouragement relish from him which has contribute in no small measure to the success of completion of this report.

Finally, my sincere gratitude also goes to my lovely friends both within and outside the institution,

TABLE OF CONTENT

Title page

Certification

Dedication

Acknowledgement

Table of contents

CHAPTER ONE

1.1 Introduction to Siwes

1.2 Brief history of Siwes

1.3 Importance and objective of Siwes

CHAPTER TWO

2.1 Organogram of the organization

2.2 Administrative and operational structure

2.3 Department in the organization

2.4 Student primary assignment

CHAPTER THREE

3.1 Technical training experience

3.2 Conclusion

3.3 Recommendations

CHAPTER ONE

1.1 INTRODUCTION

Siwes is an acronym for student industrial work experience scheme, Siwes is also an effective instrument used for exposing students to the realities of the work environment in Nigeria especially, and the world in general in the various professions so as to achieve the needed technological advancement of the aims of Siwes which are:

- To provide for the student opportunities to be involve in the practical aspect of their respective disciplines. Thus, bringing the gap between the theoretical aspect taught in the class to the real world situations.
- To expose students to latest developments and technological.
- To prepare students for industrial working environment that they are likely to meet after graduation.

1.2 BRIEF HISTORY OF SIWES

The student industrial experience scheme (SIWES) is a skill training programme designed to expose and prepare students of universities, polytechnics, college of technology and others, for the industrial work experience, they are likely to meet after graduation.

The scheme also afford student to the opportunity of familiarizing and exposing themselves to the needed experiences on handy equipment and machineries that are usually not available to their institution.

The industrial training fund (ITF) founded the scheme during its formative year in 1973-1974 as the financial involvement becomes unbearable to the fund, it withdraw from the scheme in 1978, the federal government handed over the scheme in 1979 to both the national board for technical education (NDTE) and the national universities commission (NUC). Later, the federal

government in November 1999 inverts the management and implementation of the siwesprogramme to ITF and it was effectively taken over by the industrial training fund in July 1995 with the funding being solely borne by the federal government.

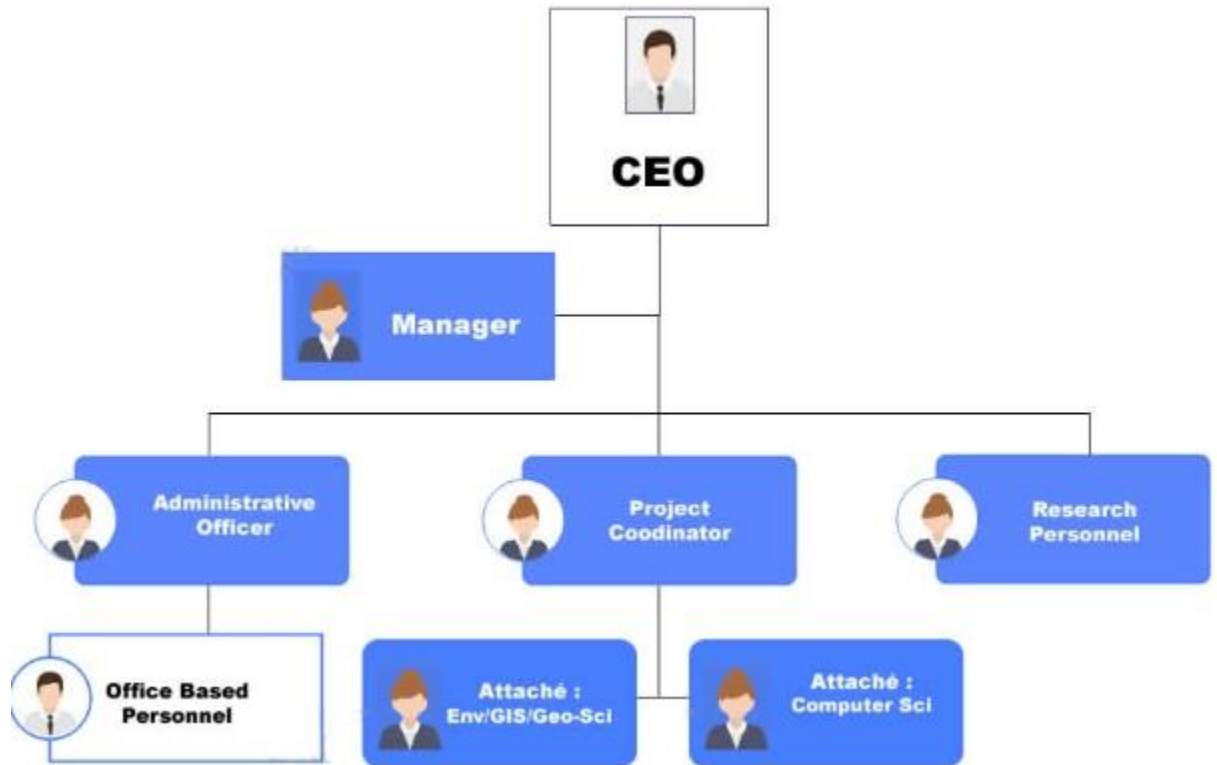
1.3 IMPORTANCE AND OBJECTIVES OF SIWES

In the regard to the handbook, the specific importance of the SIWES are:

- To provide an avenue for students in institution of higher learning to acquire industrials skills and experience in their cause of study.
- To prepare for the industrial work experience they undergo after graduation.
- To prepare students with an opportunity to apply for knowledge in real work situation thereby bringing the gap between theory and practice.
- To satisfy accreditation requirement set by NBTE.
- To provide students an opportunity to see the real world of their discipline and consequently bridge the gap between the classroom and real work situation.
- To enable students assess internet suitable for their chosen profession.

CHAPTER TWO

2.1 ORGANIZATION DIAGRAM



2.2 ADMINISTRATIVE AND OPERATIONAL STRUCTURE

Store Keeper?

A storekeeper is responsible for managing inventory, organizing and maintaining stock, receiving and dispatching goods, keeping records of transactions, and ensuring the smooth operation of a store or warehouse.

Administration: for staff welfare and general services.

Marketing Department: provides a formidable, robust and resort oriented media campaign on various products and services in the marketing department into a advertising branding and promotional activities for any commercial items to boost acceptance and patronage in the market. Other supportive department includes:

Engineering Department: Provides uninterrupted technical support services to guaranty steady broadcast and ensure regular maintenance of all operational fertilities including the ICT units.

2.3 DEPARTMENTS OF THE ORGANIZATION

Favour Store operates through a well-structured system of departments, each playing a crucial role in ensuring efficiency, quality, and customer satisfaction. The key departments include:

- 1. Administrative Department**

2. They are responsible for managing the inventory, ensuring accurate record-keeping, and fulfilling orders accurately and efficiently.

- 3. Fabricand Material Sales Department**

This department handles the sourcing and distribution of premium clothing materials, providing tailors, designers, and customers with high-quality fabrics suitable for various fashion needs.

- 4. Customer Service and Sales Department**

Ensuring a seamless shopping experience, this department handles customer inquiries, takes orders, processes payments, and ensures that clients receive excellent service and satisfaction.

- 5. Marketing and Branding Department**

This team focuses on promoting Jolayemi Chartered Accountant through advertising, social media engagement, and brand awareness strategies, ensuring the store reaches a wider audience.

- 6. Quality Control Department**

Responsible for maintaining high fashion standards, this department inspects all products beforetheyreachcustomers,ensuringdurability,properstitching,andadherencetodesign specifications.

- 7. Logistics and Delivery Department**

This department oversees the smooth transportation of clothing, materials, and fashion machines to customers, ensuring timely and secure delivery services.

CHAPTER THREE

3.1 TECHNICAL TRAINING EXPERIENCE

Week 1: A store keeper, known as a stock controller or store manager, plays a crucial role in ensuring the smooth operation and efficiency of a stockroom or warehouse.

Week 2: They are responsible for managing the inventory, ensuring accurate record-keeping, and fulfilling orders accurately and efficiently.

Week 3: • Receive, inspect, and verify incoming goods against purchase orders and delivery notes.

Week 4: • Maintain accurate records of inventory levels, stock movements, and transactions using inventory management software.

Week 5: • Coordinate with suppliers, freight forwarders, and logistics providers to ensure timely delivery of goods.

Week 6: • Pick, pack, and prepare orders for delivery or shipment to customers.

Week 7: • Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels.

Week 8: assessment and segment discussion of specific previous lesson with gradual disengagement of the student out of the scheme at the administrative department.

CHAPTER FOUR

4.1 CONCLUSION

Siwes was established to provide opportunities for students to be involved in the practical aspect of their respective discipline in the industrial working environment. During the 2 months industrial training, I gained a wide range of experience from the various assignments undertake such as news writing and reporting, news alignment, news commentary and editing process, all the experience gained help me to fulfill the objectives of Siwes.

4.2 RECOMMENDATIONS

Going through some of the experience gained during the programme, I will recommend that there is need for some activities both in the organization where I served and the school.

The time duration for the programme should be extended for more than four months. The organization should create practical knowledge for the students for them to acquire more knowledge from their versatile staffs.