



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

**HELD AT**  
**LAGOS ISLAND LOCAL GOVERNMENT AREA**  
173, Adeniji Adele Road, Lagos State Nigeria.

*BY*  
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## **DEDICATION**

All praise and honour belong to the Almighty Allah the giver of wisdom and knowledge and also to my parent Mr. & Mrs. AREMU for their moral, financial and spiritual support.

## **ACKNOWLEDGEMENTS**

I am thankful to Almighty Allah for His inspiration, guidance and strength throughout the course of this work. I am very grateful to my beloved Parents Mr. & Mrs. AREMU, my Siblings and my friends for their dearest Love and Support in my course of study.

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## **ABSTRACT**

*The Student Industrial Work Experience Scheme (SIWES) is a program designed to bridge the gap between theoretical knowledge and practical experience. This report documents my SIWES experience at Lagos Island Local Government Area, 173 Adeniji Adele Road, Lagos State, where I was exposed to various aspects of public administration.*

*During the training, I was assigned to administrative tasks, records management, financial documentation, and public service delivery. I gained hands-on experience in handling official correspondence, assisting in revenue collection, supporting government policy implementation, and interacting with the public. The experience provided me with critical skills in administration, communication, financial management, and problem-solving.*

*However, challenges such as bureaucratic delays, workload pressure, and limited access to confidential information were encountered. These were managed through effective time management, seeking guidance from supervisors, and adapting to workplace culture.*

*The report provides insights into the structure and functions of Lagos Island Local Government, detailing the responsibilities assigned to me, the skills acquired, challenges faced, and the solutions applied. It also highlights recommendations to improve the SIWES program, including better industry-academic collaboration, improved digital record-keeping, and enhanced student participation in policy discussions.*

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# **CHAPTER ONE**

## **INTRODUCTION**

### **1.1 BACKGROUND OF SIWES**

The Student Industrial Work Experience Scheme (SIWES) is a skill acquisition program established by the Federal Government of Nigeria in 1973 under the Industrial Training Fund (ITF). It was designed to bridge the gap between theoretical knowledge acquired in tertiary institutions and practical applications in real work environments. The scheme provides students with hands-on experience in industries, government agencies, and business organizations relevant to their fields of study.

Over the years, SIWES has played a crucial role in equipping students with the necessary skills and competencies required for professional growth. It is mandatory for students in disciplines such as Engineering, Sciences, Business, and Public Administration to undergo this training to enhance their practical understanding of their respective fields.

### **1.2 OBJECTIVES OF SIWES**

The primary objectives of SIWES include:

1. Exposing students to practical work experiences relevant to their academic disciplines.
2. Bridging the gap between theoretical knowledge and real-life applications in industries and organizations.
3. Developing students' technical and managerial skills for future employment.
4. Familiarizing students with workplace ethics, policies, and procedures.
5. Enhancing students' problem-solving, decision-making, and teamwork abilities.
6. Promoting industry-academia collaboration to ensure that graduates are well-prepared for professional careers.

### **1.3 IMPORTANCE OF SIWES**

SIWES is essential in preparing students for the challenges of the labor market and improving their employability. Some key benefits include:

- Practical Knowledge Acquisition: Students gain hands-on experience, which reinforces classroom learning.
- Workplace Exposure: It helps students understand workplace operations, ethics, and discipline.
- Skill Development: Enhances technical, communication, and organizational skills.
- Career Advancement: Provides networking opportunities and potential job placements after graduation.
- Problem-Solving Skills: Students learn how to apply theoretical knowledge to solve real-world problems.

For Public Administration students, SIWES is particularly important as it provides insights into government operations, public service management, and administrative functions, helping to shape them into competent administrators.

### **1.4 SCOPE OF THE REPORT**

This report provides a detailed account of my SIWES experience at the Lagos Island Local Government Area, located at 173, Adeniji Adele Road, Lagos State. The report covers:

- An overview of the organization, including its structure and functions.
- A description of my roles, responsibilities, and activities during the training.
- The skills and knowledge acquired throughout the program.
- The challenges encountered and how they were addressed.
- The overall relevance of the experience to my academic and career development in Public Administration.

## **CHAPTER TWO**

### **OVERVIEW OF LAGOS ISLAND LOCAL GOVERNMENT**

#### **2.1 HISTORY AND BACKGROUND OF THE LOCAL GOVERNMENT AREA**

Lagos Island Local Government is one of the oldest and most significant local government areas in Lagos State, Nigeria. It serves as the historical and commercial hub of Lagos, hosting important government institutions, businesses, and cultural landmarks. The local government was established to facilitate grassroots governance, ensuring the efficient delivery of essential services to residents.

Lagos Island is known for its rich history, dating back to the pre-colonial era when it was a major trading center. The area played a crucial role in the development of Lagos as a commercial city due to its strategic location along the Atlantic coast. Over the years, Lagos Island has evolved into a bustling urban center, housing key administrative buildings such as the Lagos State Government Secretariat, the High Court, and various financial institutions.

As part of the 774 local government areas in Nigeria, Lagos Island Local Government operates under the 1999 Constitution of the Federal Republic of Nigeria. Its responsibilities include revenue collection, urban planning, waste management, health services, and local security coordination. The local government works closely with the Lagos State Government to ensure effective governance and socio-economic development.

#### **2.2 ORGANIZATIONAL STRUCTURE**

The Lagos Island Local Government operates under a hierarchical administrative structure, headed by the Executive Chairman, who oversees governance and policy implementation. Other key officials include the Vice Chairman, Supervisory Councilors, and Heads of Departments, each responsible for different sectors of administration and public service.



## **2.3 DEPARTMENTS AND FUNCTIONS**

Lagos Island Local Government consists of various departments, each playing a crucial role in governance and service delivery. The major departments include:

### **1. Administrative Department**

- Handles general administration, records management, and personnel matters.
- Coordinates meetings, correspondence, and policy implementation.

### **2. Finance and Accounts Department**

- Oversees financial management, budgeting, and revenue collection.
- Ensures proper disbursement of funds and financial reporting.

### **3. Works and Housing Department**

- Responsible for road maintenance, public infrastructure, and housing projects.
- Supervises construction and repairs of government-owned facilities.

### **4. Health and Environmental Services Department**

- Manages waste disposal, sanitation, and public health services.
- Oversees immunization programs and health campaigns.

### **5. Education and Social Development Department**

- Promotes educational programs and provides support to public schools.
- Manages welfare services, sports development, and youth empowerment initiatives.

### **6. Agriculture and Rural Development Department**

- Supports agricultural programs and initiatives for local farmers.
- Encourages food security and sustainable farming practices.

### **7. Legislative Department**

- Comprises elected councilors responsible for making local laws and policies.
- Ensures checks and balances in the local government administration.

Each department plays a crucial role in achieving the overall goal of local governance, ensuring efficient service delivery and socio-economic development in Lagos Island.

## **CHAPTER THREE**

### **SIWES ACTIVITIES AND EXPERIENCES**

#### **3.1 JOB DESCRIPTION AND RESPONSIBILITIES**

During my industrial training at Lagos Island Local Government Area, I was assigned to various administrative tasks within the local government office. My responsibilities included:

##### **1. Administrative Support:**

- Assisting in preparing official documents and memos.
- Filing and organizing government records.
- Handling correspondence, such as letters and emails.

##### **2. Public Service Engagement:**

- Assisting in responding to citizens' inquiries and complaints.
- Supporting community outreach programs and events.
- Helping in coordinating meetings and public engagements.

##### **3. Financial and Revenue Management:**

- Observing revenue collection processes.
- Assisting in the preparation of financial records and reports.
- Participating in budget documentation and expenditure tracking.

##### **4. Legislative and Policy Support:**

- Assisting in compiling reports for policy implementation.
- Observing council meetings and legislative procedures.
- Supporting in drafting reports and local government policies.

##### **5. Human Resource and Records Management:**

- Updating personnel records and staff documentation.
- Assisting in payroll and leave management.
- Organizing staff schedules and internal communications.

### **3.2 SKILLS ACQUIRED**

During my SIWES program, I developed several skills that are crucial for a career in Public Administration. These skills include:

#### **1. Administrative Skills:**

- Effective document handling and record-keeping.
- Drafting official memos and correspondence.

#### **2. Communication Skills:**

- Professional interaction with government officials and the public.
- Writing and responding to official letters and emails.

#### **3. Organizational and Time Management Skills:**

- Prioritizing tasks and meeting deadlines.
- Efficient handling of multiple responsibilities.

#### **4. Financial and Budgeting Awareness:**

- Understanding government revenue collection and expenditure.
- Observing financial planning processes in public administration.

#### **5. Teamwork and Leadership:**

- Collaborating with government officials on public service projects.
- Assisting in coordinating community programs.

#### **6. Problem-Solving Skills:**

- Identifying solutions to administrative challenges.
- Managing complaints and inquiries from the public.

### **3.3 CHALLENGES ENCOUNTERED**

During my SIWES training, I faced several challenges, including:

#### **1. Bureaucratic Delays:**

- Certain administrative processes took longer than expected due to multiple approval stages.

#### **2. Limited Access to Information:**

- Some government records and decision-making processes were confidential, limiting my ability to learn deeply.

### **3. High Workload and Pressure:**

- Managing multiple tasks simultaneously required strong time management skills.

### **4. Technical and Logistical Issues:**

- Occasional power outages and internet connectivity problems affected office operations.

### **5. Adapting to Workplace Culture:**

- Understanding office etiquette, reporting lines, and communication protocols took time.

## **3.4 SOLUTIONS TO CHALLENGES**

To overcome these challenges, I adopted the following solutions:

### **1. Effective Time Management:**

- Prioritizing tasks and setting deadlines to manage workload efficiently.

### **2. Seeking Guidance from Supervisors:**

- Consulting senior colleagues and supervisors for clarification on administrative processes.

### **3. Using Alternative Resources:**

- Referring to publicly available reports and policy documents to enhance my knowledge.

### **4. Developing Problem-Solving Skills:**

- Learning how to handle public complaints professionally.
- Observing how officials address policy-related challenges.

### **5. Adapting to Workplace Culture:**

- Paying close attention to organizational norms and etiquette.
- Maintaining a professional attitude and learning from experienced colleagues.

## **CHAPTER FOUR**

### **SUMMARY, CONCLUSION AND RECOMMENDATIONS**

#### **4.1 SUMMARY OF EXPERIENCE**

The Student Industrial Work Experience Scheme (SIWES) at Lagos Island Local Government Area provided me with a practical understanding of public administration and governance at the local level. Throughout my training, I was actively involved in administrative tasks, records management, financial documentation, and public service delivery.

My key responsibilities included assisting in preparing official documents, managing records, supporting revenue collection processes, and engaging with the public on various government-related matters. I also had the opportunity to observe local government operations, legislative procedures, and policy implementation.

During the training, I acquired valuable skills such as effective communication, administrative coordination, financial reporting, and problem-solving. I also encountered some challenges, including bureaucratic delays, workload pressure, and limited access to certain information. However, I was able to navigate these challenges through effective time management, seeking guidance from supervisors, and adapting to the work environment.

Overall, the SIWES program significantly enhanced my knowledge of public administration, improved my practical skills, and prepared me for future career opportunities in government service and public sector management.

#### **4.2 CONCLUSION**

The SIWES program is an essential component of academic training for Public Administration students as it bridges the gap between theoretical learning and practical application. My experience at Lagos Island Local Government Area has deepened my understanding of local government administration, policy implementation, and public service delivery.

The training exposed me to real-world administrative processes, improved my ability to handle government records, and strengthened my decision-making skills.

Despite the challenges encountered, the experience was highly beneficial in preparing me for a professional career in public administration.

In conclusion, SIWES plays a critical role in shaping students for the workforce by providing hands-on experience, fostering discipline, and improving workplace competence. I believe the knowledge and skills gained during this training will be instrumental in my future career endeavors.

### **4.3 RECOMMENDATIONS**

Based on my experience, I would like to make the following recommendations to improve the SIWES program and enhance local government efficiency:

#### **For the Institution:**

1. **Strengthen Industry-Academic Collaboration:** There should be more collaboration between tertiary institutions and local government offices to ensure students gain relevant and updated knowledge.
2. **Improve Supervision and Monitoring:** Schools should regularly check on students during SIWES to provide guidance and ensure maximum learning.
3. **Provide Pre-SIWES Orientation:** Institutions should organize detailed orientation programs to better prepare students for workplace expectations.

#### **For Lagos Island Local Government:**

1. **Enhance Digitalization of Records:** The government should adopt modern digital record-keeping systems to improve efficiency and reduce paperwork delays.
2. **Encourage Student Participation in Policy Discussions:** Interns should be given opportunities to participate in policy review sessions to enhance their understanding of governance.
3. **Provide More Learning Resources:** Access to government reports, policies, and financial records should be improved to help students gain deeper insights into administrative processes.

**For Future SIWES Students:**

1. Be Proactive and Willing to Learn: Students should take initiative, ask questions, and seek knowledge beyond their assigned duties.
2. Develop Strong Work Ethics: Professionalism, discipline, and time management are crucial for a successful internship experience.
3. Utilize Networking Opportunities: Engaging with professionals and mentors during SIWES can open career opportunities in the public sector.