



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

HELD AT

**CONFIDENCE ORGANIC SKINCARE AND SPA
TAIWONKE BESIDES MAMA IFORMA COMPLEX**

PRESENTED BY

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DEDICATION

This SIWSES report is dedicated to Almighty God, Mr. and Mrs. Saheed for their financial support and my fellow SIWES colleagues for making learning easy for me during my SIWES programme.

ACKNOWLEDGMENT

I hereby appreciate Almighty God for giving me the Grace and Opportunity to complete my industrial training successfully.

I acknowledge my parents, Mr. and Mrs. Saheed for being there for me and providing the necessary support. May Almighty God bless you and enrich your pocket more than your imagination.

I am also grateful to my industrial based supervisor **Mr. Abdullahi Bolakale Ismaeel** and others for their thorough supervision and useful advice which helped and also contributed to the success of the SIWES programme. May Almighty God make their day on earth longer to reap the fruit of their labour to the fullest.

Thank you all God bless you.

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CHAPTER ONE

1.2 INTRODUCTION TO SIWES

In the early stages of Business Administration, Nigerian Students were graduating from their respective Institutions without any technical knowledge or working experience. According to Akereloja (2008), acquisition of practical skills is an antidote of meaningful development in any society. In accordance with Akereloja's view, Odiagha (1995) also posits that practical knowledge is learning without which mastery of an area of knowledge may be too difficult to achieve and that practical knowledge involves developing skills through the use of tools or equipment to perform tasks that are related to a field of study.

As a result, the Federal Government of Nigeria introduced the Student Industrial Work Experience Scheme (SIWES) programme in Tertiary Institutions in 1975 to ensure acquisition of field practical knowledge and skills by Students before graduation, and to further expose Students to Industry based skills that are necessary for smooth transition from classroom to the labour world, providing the students with the basic prospects to be part of real work situations outside the lecture room. Thus, it became obligatory for Students in Tertiary Institutions, mostly those studying Business Administration related courses to embark on SIWES programme in order to acquire practical knowledge and working skills prior to graduating from their various institutions of learning. To this end, the Business Administration profession like other course professions require practical skills. Hence it became imperative for Students of Urban and Regional Planning to embark on the SIWES programme so as to acquire the necessary practical skills required for the profession before graduation.

1.2 DEFINITION OF SIWES

The student industrial working experience scheme is a Program that constitutes immensely to building of technical skills available to the Nigeria economy, which are needed for the national industrial development.

1.3 HISTORICAL BACKGROUND OF SIWES

The Student Industrial Work Experience Scheme (SIWES) was established in 1973 by the Industrial Training Fund (ITF). Prior to the establishment of the Scheme, there was a growing concern among our Industrialists that graduates of our institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. It is against this rationale for initiating and designing the scheme was hinged.

Consequently the scheme affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling equipments and machinery that are usually not available

in their institutions so as to smoothen their entry into industrial practices on completion of their studies and also reduces period spent in training fresh graduates as new employees.

1.4 AIMS AND OBJECTIVES OF SIWES

SIWES is strategized for skills acquisition, therefore, the key aim is to bridge the gap between theory and practice by exposing students to the industrial environment and enable them to develop occupational competences so that they can readily contribute their quota to national economic development and technological advancement after graduation.

The Specific Objectives of the Scheme as outlined in the Industrial Training Funds Policy document no.1 of 1993 are as follows:

- To provide placements in industries for students of higher institutions of learning approved by relevant authorities (NUC, NBTE, NCCE) to acquire experience and skills relevant to their course of study.
- Prepare Students for the real work situations they will meet after graduation.
Expose Students to work methods and techniques in handling of equipment and machinery that may not be available in school. Makes transition from School to the labour World smooth and enhance Student contact for later job placement.
- Provides Students with the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practice.

1.5 REASONS FOR TRAINING

Reason for the industrial training are as follows:

1. The knowledge acquired in the classrooms are not enough due to lack of practical
2. The program has also helped to distinguish between class and practical work
3. Class room theories cannot be compare with the practical work done on the field.
4. The Siwes program has proved a means of opportunity for students to handle some sophisticated equipment not found in the school

1.6 THE MAJOR DOCUMENT OF ITF

1. PLACEMENT LETTER: This is the formal letter of the placement to be submitted to any employer by each students
2. THE JOB REPORTING FORM: This form is to be completed by students before he/she settle down with the employer. The information on the form will assist the central and department during supervision visits. Failure to return this form is taken as non participant in the program.
3. THE TRAINING LOG BOOK: This has to be completely filled daily and signed weekly by industrial based supervisor, and this logbook carried detailed information about work carried out daily, the logbook must be with you daily.

CHAPTER TWO

2.1 INTRODUCTION

Skin care is an essential part of health and wellness, aimed at maintaining healthy skin and improving its appearance through various treatments and products. Cream treatment is a key component of skin care, involving the use of moisturizers, serums, and therapeutic creams to treat different skin conditions such as acne, eczema, and hyperpigmentation.

The SIWES program provides students with practical exposure to professional skin care treatments, including product formulation, client consultation, and the application of various skin care products.

2.2 A BRIEF HISTORY OF THE COMPANY

Confidence Skincare and SPA was established in 2020

It's owned by Alhaja maryam Adeola

She's a certified skincare therapist,

The business has built alot of brand loyalty and cordial relationships with their customers

They've regained a lot of women and men skin Confidence for them

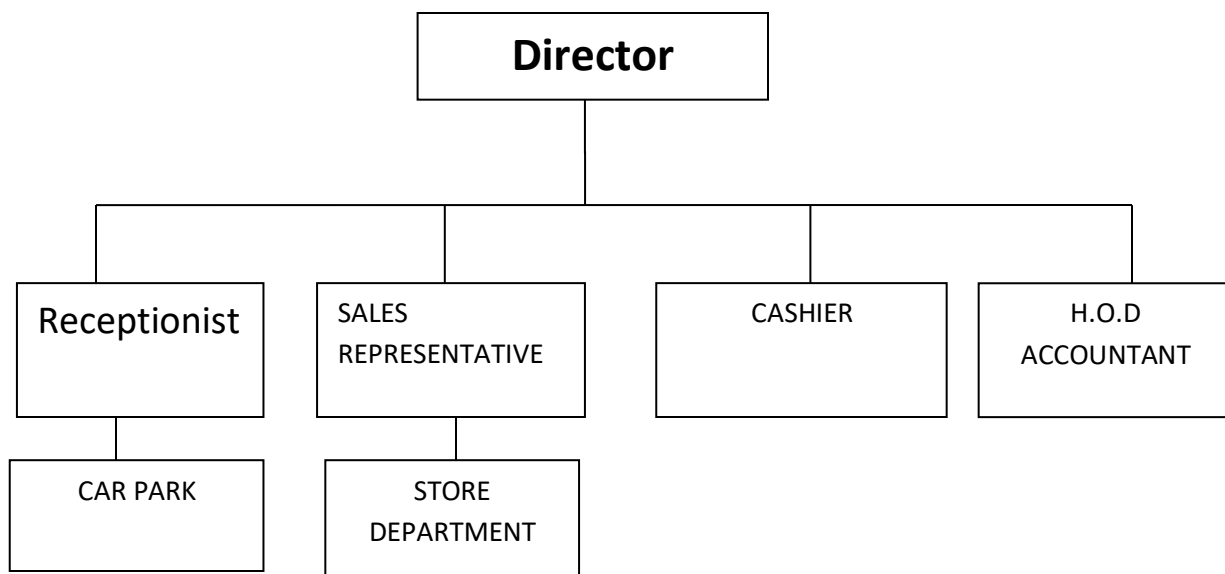
They operate the business both online and offline

Their services are top notch and their products are clinically tested and are very mild on skin

They're one of the best skincare Brand in Kwara State and it's environment

They also delivered their products to some states in Nigeria and even outside Nigeria

2.3 ORGANOGRAM OF THE COMPANY



2.4 Overview of Skin Care

Skin care involves a range of practices that support skin integrity, enhance its appearance, and relieve skin conditions. It includes nutrition, avoidance of excessive sun exposure, and the use of emollients.

2.5 Skin Types and Their Characteristics

- Normal Skin – Balanced oil production, smooth texture.
- Oily Skin – Excessive sebum production, prone to acne.
- Dry Skin – Lack of moisture, rough and flaky texture.
- Combination Skin – Oily T-zone with dry or normal cheeks.
- Sensitive Skin – Easily irritated, prone to redness.

2.6 Types of Skin Creams and Their Uses

- Moisturizers – Hydrate and soften skin.
- Sunscreens – Protect skin from UV rays.
- Anti-Aging Creams – Reduce wrinkles and fine lines.
- Treatment Creams – Target acne, eczema, or pigmentation issues.

CHAPTER THREE

3.1 INTRODUCTION

The establishment of new industries and businesses is important for people looking to invest and become part of the growth of a company or an industry. Think how many early investors in Facebook or Amazon, or Apple benefited from investing in these business enterprises.

Furthermore, the profit earned by the investors as a result of the company's successful operation contributes to the accumulation of a greater quantity of savings, which may be used to fund future businesses. As a result, business is crucial in creating investment possibilities.

To sum up, business enterprises produce goods and services in exchange for commercial benefits. As drivers of innovation and investment, problem solvers, creators of jobs, and stimulants to the overall economy, these enterprises serve a vital function in our society.

Business enterprise meaning

To understand the meaning of the term business enterprise, you first have to understand the difference between a social enterprise and a business enterprise.

An enterprise can be defined as undertaking an activity that requires a lot of effort to develop.

A social enterprise involves helping others without receiving a commercial benefit in return. On the other hand, a business enterprise consists of producing goods or services in exchange for commercial and financial benefits.

Examples of business enterprises include all the companies you pay to receive a good or service from.

These may include your local shop or your Netflix subscription, both of which are business enterprises.

A business provides goods and services to what we call customers. Goods refer to physical goods that usually go through a production process. This may involve bicycles, chocolate, or whatever item you pay to receive.

Other businesses provide services instead of physical goods; this involves intangible products, such as a private lesson from a math teacher or personal trainer.

All these goods and services are delivered to customers. A customer refers to anyone who purchases these products. Consumers use the product or service but do not necessarily buy them.

For instance, if your parents pay for your Netflix subscription, you are the consumer and your parents are the customer. If they also watch Netflix with you, they become consumers and customers simultaneously.

The business enterprise depends on customers, goods, and services for its very existence. These three components are intrinsically linked to the meaning of business.

3.2 TYPES OF BUSINESS ENTERPRISES

There are many types of business enterprises providing a wide variety of services or products. Business enterprises can be classified into three main categories, according to the production stage:

Business Enterprise: Primary sector

The primary sector involves businesses that are at the beginning of the production processes. These businesses make sure that the raw materials are created and produced to be used later by other companies. Primary companies are mostly made of business-to-business (B2B) models, where you have one business supplying to the other. For example, oil exploration companies produce oil that retail companies sell, or other businesses use for production processes. Restaurants use agricultural goods produced by this sector to provide meals to their customers.

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Business Enterprise: Secondary sector

The secondary sector consists of business enterprises at the second step of the production process. These businesses use raw materials produced from the primary sector to develop into new goods and services. For example, car manufacturers use raw materials to build new cars, which they later supply to customers.

Examples of companies in the tertiary sector include banks that help individuals get loans or airline companies that enable one to fly around the world.

3.3 FUNCTIONS OF A BUSINESS ENTERPRISE

The four basic functions of a business enterprise are Finance, Operations, Human Resources, and Marketing.

Business Enterprise: Finance

One of the essential functions of a business is raising and managing money. A business enterprise may use internal or external sources of finance to raise the funds needed to get the business going. Internal sources of finance involve the money that business owners invest in their own business.

In contrast, external sources of finance involve cash from outside sources, such as money from family, banks loans, and investors. After the money starts moving around the business, the business managers should manage it cautiously so they don't have too many costs, thereby failing to make any sales.

Business Enterprise: Human Resources

Another important function of a business enterprise is that of human resources. A business needs to get the right human capital to provide goods or services. This entails hiring people with the necessary expertise and skill set that the production process requires.

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Functions of a business enterprise include Finance, Operations, Human Resources, and Marketing.

Reasons why business enterprises are important: economic development, solving problems, creating jobs, and investment opportunities.

Types of Business/ Enterprise

From the perspective of ownership and management, business enterprises can be broadly classified under three categories.

1) Private Sector Enterprises: Enterprises owned, controlled and managed by private individuals fall under this category with the main objective of earning. Contains:

- A) Sole proprietorship
- B) Participation
- C) Joint Hindu Family Business
- D) Cooperative
- E) Company

2) Public Sector Enterprises: Business enterprises owned, controlled and operated by public enterprises, with the primary goal as secondary goal and welfare as profit, fall under this category.

Either whole or most of the investment in these ventures is done by the government such as:

- A) Departmental undertaking
- B) Public corporation
- C) Government companies

3) Joint Sector Enterprises: As the name suggests, the joint sector is a form of partnership between the private sector and the government where management is generally in the hands of the private sector, and adequate representation by the government on the board of directors. is. Resources in such enterprises are mostly generated equally.

Thus, one of the first decisions an entrepreneur must make for his new venture is how the business should be structured.

From the entrepreneur's point of view, the most commonly chosen forms for starting a new venture are:

- * Sole proprietorship
- * Partnerships
- * Company

CHAPTER FOUR

4.1` EXPERINCE GAIN

My SIWES Experience at Confidence Skincare and SPA

During my students industrial work experience scheme (SIWES) at Confidence Skincare and SPA, I gained valuable practical experience and skills that have enhanced my knowledge and understanding of the retail industry.

Some of my key responsibilities and tasks during my SIWES program included:

- *Assisting customers with purchases and responding to their inquiries
- *Receiving and arranging stock, including perishable and non-perishable items
- *Operating the cash register and handling cash transactions
- *Maintaining a clean and organized store environment
- *Working collaboratively with colleagues to achieve sales targets and store objectives

Through my SIWES I,I acquired the following skills and knowledge:

- *Customer service and communication skills
- *Time management and organizationl skills
- *Basic accounting and cash handling skills
- *Knowledge of inventory management and stock control
- *Understanding of the retail industry and supermarket operations

4.2 CHALLENGES FACED AND SOLUTIONS

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

Challenge: Skin reactions to certain products.

Solution: Conducted patch tests before application.

CHAPTER FIVE

5.0 CONCLUSION AND RECOMMENDATIONS

5.1 CONCLUSION

My SIWES experience at Confidence Skincare and SPA t was invaluable, providing me with practical skills and knowledge that will benefit me in my future career. I am grateful for the opportunity to have worked with such a dedicated and supportive team

5.2 RECOMMENDATIONS

The effort of the industrial training fund (ITF) was recommended for bringing up this programme known as student industrial work scheme (SIWES). This has paved way for self practice of the theoretical works that have been taught during lectures.
