



KWARA STATE POLYTECHNIC ILORIN

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

HELD AT

ADEBOWALE ABIKOYE & CO

No 79 Adeshina Street Surulere Lagos

PREPARED BY

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SUBMITTED TO

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DEDICATION

I dedicate this Students Industrial Work Experience Scheme (SIWES) report to God almighty for his grace and mercy towards the completion of the SIWES programme.

Acknowledgment

I am deeply grateful to Almighty God for the strength and wisdom to complete this SIWES program successfully. I extend my appreciation to the management and staff of [Paint Industry Name] for their support, guidance, and the opportunity to learn and grow. I also wish to express my gratitude to my SIWES coordinator, lecturers, and the management of Kwara State Polytechnic for providing me with this opportunity.

Abstract

This report provides a detailed overview of my Student Industrial Work Experience Scheme (SIWES) training at [Paint Industry Name]. It covers the company's structure, operations, and the practical skills I acquired during my time there. The report highlights my engagement in production processes, marketing activities, and administrative duties. It also discusses the challenges I encountered, such as adapting to technical terms and managing workload pressure, and outlines the safety measures enforced within the company. The conclusion reflects on the overall benefits of the program, while recommendations focus on improvements like modernizing equipment and enhancing staff training. This report demonstrates how SIWES bridges the gap between theoretical knowledge and real-world business practices, equipping students with vital skills for their future careers.

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CHAPTER ONE

GENERAL INTRODUCTION OF SIWES

INTRODUCTION AND HISTORY OF SIWES

The Students Industrial Working Experience Scheme (SIWES) is a skill training, program designed to expose and prepare students of universities, polytechnics and colleges of education etc. for industrial work experience application they are likely to meet after graduation. The scheme also afford students the opportunity of familiarizing and exposing themselves to requisite experience in handling equipment and machines that may not be available in their institutions.

Before the establishment of the scheme, there was a growing concern among our industrialists that graduate from higher institutions of learning in Nigeria lacked adequate practical background studies preparing for employment in industries. Thus, the employers of labor were not responsive enough to the needs of the employees of labor. It is against this background that ITF was formed in the year 1973/74 so as to acquaint students with the skills of handling machines.

The ITF, solely funded in its formative years, but as the financial involvement became unbearable to the fund, it withdraw from the scheme in 1978. The federal government handed over the scheme in 1979 to both the National Universities Commission (NUC) and the National Board for Technical Education (NBTE). Later the Federal Government in November 1984 revert the management and implementations of SIWES program to ITF and it was effectively taken over by the Industrial Training Fund in July 1985 with the funding being solely borne by the Federal Government.

1.1 AIM AND OBJECTIVES OF THE SIWES

The aim of SIWES programme is all about strengthening future employees. Such program is successful attempt to help students to understand the underlying principles of their future work. After passing the programs, the student can concentrate on the really necessary factors of his or her work.

Specifically, the objectives of the Student Industrial Work Experience Scheme (SIWES) are to:

- I. To provide students with industrial skills and needed experience.
- II. To create conditions and circumstances, which can be as close as possible to the actual workflow?
- III. To prepare specialist who will be ready for any working situations immediately after graduation.
- IV. To teach students the techniques and methods of working with facilities and equipment that may not be available within the walls of an educational institution.

1.2 ROLE OF BODIES INVOLVED IN THE MANAGEMENT OF SIWES PROGRAMME

The Federal Government of Nigeria, Industrial Training Fund (ITF), the Supervising Agencies; National Universities Commission (NUC), National Board for Technical Education (NBTE), and National Commission for Colleges of Education have roles assigned to them pertaining management of the SIWES program. The roles are as follows:

FEDERAL GOVERNMENT

- I. To provide adequate fund to the Industrial Training Fund (ITF) through the Federal Ministry of Industries for the Scheme.
- II. To make it mandatory for all ministries, companies and prostate to offer place for attachment for students in accordance with the provisions of Decree No. 47 of 1971 as amended in 1990.

THE INDUSTRIAL TRAINING FUND (ITF)

The ITF established by decree No. 47 of 8th October, 1971 with the aim of promoting and encouraging the acquisition of skill in commerce and industry with a view to generate a pool of indigenous manpower sufficient to meet the needs of the economy.

To motivate the students, ITF pays some money at the end of SIWES period. This has encouraged the students and the organizations to put in more effort in learning the work and train them with all sincerity. This has also positively affected the economy of the country as the quality of work force has greatly improved.

The ITF is to:

- I. Formulate policies and guidelines on SIWES for distribution to all the SIWES participating bodies, institutions and companies involved in the scheme.
 - II. Regularly organize orientation programs for students prior to their attachment.
 - III. Receive and process, master and placement list from the institutions and supervising agencies i.e. (NUC, NBTE and NCCE).
 - IV. Supervise students on industrial attachment

CHAPTER TWO

Description of the Organization

- **Name:** Adebowale Abikoye & Co
- **Location:** No 79 Adeshina Street Surulere lagos
- **Year of Establishment:** [2010]
- **Core Products:** Emulsion paints, gloss paints, industrial coatings, and related products.
- **Mission Statement:** To provide high-quality, durable, and affordable paint products to enhance living and working environments.
- **Vision Statement:** To become a leading paint manufacturer known for innovation, quality, and customer satisfaction.

Organizational Structure

The company's structure ensures smooth coordination between departments. It includes:

- Managing Director/CEO
- Production Manager
- Quality Control Supervisor
- Marketing and Sales Team
- Human Resources Department
- Finance Department

- Administrative Staff
- Operations and Logistics Team

Each department plays a vital role in ensuring the company meets its production targets and customer expectations.

CHAPTER THREE

Training Activities and Work done

During my SIWES training, I rotated through different departments to gain comprehensive knowledge of the industry's operations. My activities included:

- **Production Unit:** Observed and participated in mixing, tinting, and packaging processes.
- **Marketing Department:** Assisted in market research, customer engagement, and promotional campaigns.
- **Administrative Office:** Handled documentation, inventory records, and learned basic accounting procedures.
- **Customer Service:** Responded to customer inquiries and provided product recommendations.

Work Done

In addition to observing, I actively participated in various tasks to gain hands-on experience. The work I completed includes:

- Assisting in the mixing of raw materials for paint production.
- Monitoring the tinting process to ensure accurate color formulations.
- Organizing and updating inventory records for raw materials and finished goods.
- Drafting sales reports and assisting in market analysis.
- Engaging with customers to handle inquiries and product recommendations.

- Supporting the administrative department in data entry, filing, and internal communication.

CHAPTER FOUR

Challenges, Skills Acquired, and Safety Measures

Challenges Encountered

Some of the challenges I faced include:

- **Technical Jargon:** Understanding industry-specific terms was initially difficult.
- **Workload Pressure:** Keeping up with the fast-paced production schedule was demanding.
- **Balancing Tasks:** Managing time between administrative duties and fieldwork required significant effort.

Skills Acquired

The program provided me with valuable skills, including:

- **Communication Skills:** Improved interaction with customers and team members.
- **Time Management:** Balanced multiple tasks efficiently.
- **Business Knowledge:** Gained insights into production processes, sales strategies, and customer relations.
- **Problem-Solving Skills:** Developed strategies to handle production errors and customer complaints.

Safety Measures and Environmental Considerations

Safety is a top priority in the paint industry due to the involvement of chemicals.

Measures include:

- **Personal Protective Equipment (PPE):** Mandatory for all production staff.
- **Ventilation Systems:** To prevent inhalation of harmful fumes.
- **Waste Disposal:** Proper treatment and disposal of industrial waste.
- **Fire Safety:** Fire extinguishers and emergency exit drills.

CHAPTER FIVE:

Conclusion and Recommendations

Conclusion

The SIWES program was an invaluable experience that enhanced my practical understanding of business administration and industrial operations. It equipped me with essential skills for my future career.

Recommendations

- **Modern Equipment:** Upgrading machinery for improved efficiency.
- **Employee Training:** Regular workshops to enhance staff skills.
- **Digital Systems:** Implementing a digital inventory system to track raw materials and finished goods.