



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

**UNDERTAKEN AT
ADO-ODO-OTA LOCAL GOVERNMENT
OBAFEMI AWOLOWO WAY, OTA, P.M.B 1011
OTA, OGUN STATE.**

**BY
BABALOLA RIDWAN OLAMILEKAN
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ILORIN**

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DEDICATION

**I dedicated this Student Industrial Work Experience Scheme (SIWES)
to Almighty God for seeing me through.**

CHAPTER ONE

1.0 INTRODUCTION

SIWES was established in the year 1973 and was developed by the Industrial Training Fund (I.T.F) and later administered in the year 1979 and was taken over by SIWES administration in 1984 and the Industrial Training Fund reviewed the scheme on the 16th August 1985. The Student Industrial Work Experience Scheme (S.I.W.E.S) is a skilled training programme to expose and prepare students of University, Polytechnic, College of Technology/Agriculture/Education for the industrial work situation they are likely to meet after graduating. The scheme also affords students the opportunity of familiarization and exposing themselves to the need for experience in handling equipment and machinery that are available in the institute. The scheme was solely founded by the Industrial Training Fund (I.T.F) during its formative years. But as the financial involvement became unbearable, it withdrew from the scheme in 1978. The federal government handed over the scheme to both the National Council (NUC) and the National Board for Technical Education (NBTE). Then later the federal government in November, 1984 reverted the management and implementation of the scheme to Industrial Training Fund (I.T.F), and it was effectively taken over by the Industrial Training Fund (I.T.F) in July, 1985 with the funding being solely borne by the Federal Government.

1.1 AIMS AND OBJECTIVES OF SIWES

SIWES is aimed at providing an avenue for undergraduate to acquire direct field experience, training, skills and to bridge the gap between classroom and industry. It helps in preparing the student based on aftermath situations in accordance with Nigeria standards and in relation to field of study. The objectives of SIWES are;

1. To provide an avenue for students to acquire industrial skills for experience during of study.
2. To expose students to work methods and techniques that may not be available during their course of study
3. To bridge the gap between theory and practice by providing a platform to apply knowledge learnt in school to real work situations.
4. To enable easier and smoother transition from school by equipping students with better contact for future work placement.
5. To introduce students to real work atmosphere so that they know what they would mo

st likely meet once they graduated.

1.2 SPECIFIC FUNCTION OF THE SIWES

Provision of links between the institution and ITF

- Placing of students on the attachment with employee
- Scouting for establishment where student could place for SIWES
- Organizing orientation program to the student for Industrial training
- Submission of a comprehensive report on the scheme to the ITF at the end of each program.

1.3 FUNCTION OF SIWES

By the direction of the national university commission (NUC) and industrial training fund (ITF), the unit is mandated to carry out the following functions

- Seeking of Industrial placement for undergraduate student enrolled in discipline participation in SIWES.
- Supervision of the students placed in the industrial located within ITF zones
- Processing of students' logbook, ITF forms and Industrial attachment report upon which is based on federal government funding of supervisor and students' allowance.
- Provision of advisory guidance to participating students on employment opportunity.
- Fostering of close links between the university and industrial participating in SIWES program.
- Monitoring of compliance with the requirement of SIWES on the part of student ineligible discipline as a condition for grading.

CHAPTER TWO

DEFINITION OF LOCAL GOVERNMENT

Local government:- Is the lowest tier of the government anywhere in the world.

It is very important because of its closeness to the people.

The main purpose of local government is to ensure effective administration at the local level. It aims to mobilize human and financial resources for local development. A local government can be considered as a mini-government for a Particular political unit or administrative division in a country.

Local governments are responsible for creating a smaller unit for more effective administration. They have the legal power to make bye-laws within their jurisdiction and are responsible for providing services to local communities. Like all unit of the government, the local government has a clearly defined area, a population, a continuing organization and the authority to undertake and power to carry out public activities. Local government is normally treated as legal entity, which means she can sue and be sued and enter contracts

Local government in Nigeria have undergone a lot of vicissitude and reforms. The most

popular of which has been the 1976 reforms which informs the framework of Operation day.

The 1976 guideline for the local government define local government. "this is the government at the local level exercised through representative council established by the law of exercise specific power with a defined area". The Power should be given to the council s ubstantial control over the local affairs

As well as the power to initiate and direct the provision of services and to determine and implement project so as to compliment the activities of the state and federal government s in their area, and to ensure true devolution of function to those councils and their traditi onal institution and local initiative and respond to local needs and tradition are maximiz ed.

One of the principal objectives of having local government therefore, is to provide a mea ns of running services of all kinds which are tailored to special needs of the serving the p eople at the grass root level.

The roles performed by the local government can be summarized as follows:

1. The provision and maintenance of primary education, primary health care, And rural water supply.
2. The provision and maintenance of public amenities like roads, markets, and Parks.
3. The collection of taxes, fees, and other revenue.
4. The maintenance of law and order, and the provision of judicial services.
5. The representation of the local community in the larger political system.

These roles vary from one local government to another, depending on the Needs of the local community.

I undergone my SIWES training at the administrative department of the local Government secretariat, where I had practical experience in:

6. Administrative Operations: Exposure to daily tasks such as document Management and communication.
7. Communication Skills: Interacting effectively with colleagues, officials,

And community members.

8. Office Etiquette: Learning professional conduct, phone etiquette, and email Communication.
9. Customer Service: Engaging with citizens, addressing inquiries, and Providing assistance.
10. Organizational Skills: Balancing tasks, prioritizing work, and managing Time efficiently.
11. Data Management: Handling and maintaining accurate records.
12. Teamwork: Collaborating with colleagues and other departments on projects.
13. Problem-Solving: Identifying challenges and finding practical solutions.
14. Community Engagement: Participating in community outreach and events.
15. Decision-Making: Observing how decisions are made and considering impacts.
16. Ethical Behavior: Learning transparency and integrity in government work.
17. Local Governance: Understanding the structure and functions of local Government.
18. Strategic Planning: Observing the department's role in planning Initiatives.
19. Leadership Observations: Learning about leadership styles.
20. Community Needs Assessment: Participating in identifying community needs.
21. Public Policy Insight: Understanding local policy implementation and Impact.

CHAPTER THREE

Ado-Odo/Ota Local Government

A BRIEF OF THE LOCAL GOVERNMENT

Ado-Odo/Ota Local Government (also known as The Local Government of Distinction) is one of the 20 Local Government Areas of Ogun State, Nigeria. It came into existence on May 19, 1989, following the merging of Ota, part of the defunct Ifo/Ota Local Government with Ado-Odo/Igbesa Areas of the Yewa South Local Government. Ado-Odo/Ota borders on metropolitan Lagos. The Local Government Area is the second largest in Ogun State and it is headquartered at Ota (or Otta) at 6°41'00"N 3°41'00"E to the north of the Area. Other towns and cities include Ado-Odo, Agbara, Igbesa, Iju-Ota, Itele, Kooko Ebiye Town, Owode, Sango Ota etc.

Ado-Odo/Ota is a veritable industrial Local Government. It has the largest industrial area and the highest number of industries in the state. Therefore, the Local Government generates the highest IGR for Ogun state.

It has an area of 878 km² and a population of 526,565 according to the 2006 census. Being primarily agrarian in nature, the Local Government Area produces cash and food crops especially cocoa, kola nut, palm oil, coffee, cassava, timber, maize, and vegetables. Mineral resources include kaolin, silica sand, gypsum, and glass sand.

The Local Government is populated mainly by the Awori people, a subset of the Yorubas and the original inhabitants of the area. However, other ethnic groups like Egbas, Eguns, and Yewas (Egbados) also live here. The Local Government is blessed with highly reputable Obas, Chiefs and Baales namely: Olota of Ota, Olofin of Ado-Odo, Oloja Ekun of Igbesa, Onilogbo of Ilogbo, Alagbara of Agbara, Amiro of Ilamiro, Onikooko of Kooko Ebiye, Onikogbo of Ikogbo, Onitekun of Itkun, Onigun of Odan Abuja Olodan of Odan Abuja Sule, and Onitigbo of Tigbo Ilu, among others.

There are 16 political wards in the Local Government Area, namely

Ota 1

Ota 2

Ota 3

Sango

Ijoko

Atan

Iju

Ilogbo

Ado Odo 1

Ado Odo 2

Ere

Alapoti

Igbesa

Agbara 1

Agbara 2

Ketu

The indigenous dwellers of the Local Government are mainly the Aworis. Nonetheless, considering its location as a border Local Government, International trade has found its root in the area with people of various extractions engaging in various forms of trading activities.

It must also be stated that the hospitality of the people has also attracted people from other ethnic tribes in Nigeria as well as from neighboring West African States to the area.

CULTURE AND TRADITION

The culture and tradition of the Local Government Area cannot be separated from those of the indigenous dwellers, the Aworis. Some of the festivals embraced by the people are Egungun, Oro, Gelede and Igunuko festivals.

The custodians of culture and tradition in the area are the traditional rulers.

CHAPTER FOUR

SIWES REPORT AND EXPERIENCE ACTIVITIES

BODY OF REPORT

Overview of Administrative Office Experience

During my SIWES program at the administrative office of the local government, I had the opportunity to immerse myself in the practical aspects of public Administration. This experience provided valuable insights into the day-to-day operations and responsibilities of the administrative office, which plays a pivotal role in the functioning of the local government.

Administrative Operations and Record-Keeping

One of the key aspects of my experience was understanding administrative operations and record-keeping. I was involved in organizing and managing official documents, ensuring they were properly categorized, archived, and readily accessible when needed. This exposure underscored the importance of accurate record-keeping for efficient decision-making and compliance.

Communication and Stakeholder Engagement

Effective communication emerged as a cornerstone of the administrative office's activities. I interacted with various stakeholders, including colleagues, government officials, and community members. This experience improved my communication skills and demonstrated how clear and timely communication is essential for seamless collaboration and the implementation of government initiatives.

Customer Service and Public Interaction

My time at the administrative office also allowed me to engage with members of the public seeking government services and information. Assisting citizens with inquiries, understanding their concerns, and providing relevant information gave me insights into the importance of quality customer service in building trust and fostering positive relationships between the government and the community.

Data Management and Ethical Considerations

Maintaining accurate data was a significant responsibility within the administrative office. I learned to handle sensitive information with discretion and uphold ethical standards in data management. This experience highlighted the need for transparency and accountability in handling citizens' data.

Community Outreach and Event Participation

Participating in community outreach programs and government events exposed me to th

the local government's efforts to engage with the community. These experiences showcased the administrative office's role in facilitating citizen participation, addressing community needs, and fostering a sense of belonging.

Time Management and Task Prioritization

Balancing various tasks and responsibilities underscored the importance of effective time management and task prioritization. I learned to juggle multiple activities, allocate time wisely, and meet deadlines—a skill set that is crucial in a dynamic government setting.

Leadership Dynamics and Decision-making

Observing the interactions of government officials and department heads provided insights into leadership dynamics and decision-making processes. Understanding how leaders collaborate, delegate, and make informed choices highlighted the intricacies of effective governance.

CHAPTER FIVE

CHALLENGES FACED AND SOLUTIONS

Challenge: Heavy Workload and Time Constraints

Solution: Use time management techniques, prioritize tasks, and create schedules.

Challenge: Communication Barriers

Solution: Maintain clear communication channels, ask for clarifications, and follow up.

Challenge: Balancing Confidentiality and Transparency

Solution: Adhere to ethical guidelines, be transparent where possible, and seek guidance.

Challenge: Adapting to Bureaucratic Procedures

Solution: Seek mentorship and guidance from experienced colleagues.

Challenge: Handling Citizen Complaints and Concerns

Solution: Approach interactions with empathy, provide accurate information, and refer appropriately.

Challenge: Adapting to Changing Priorities

Solution: Cultivate flexibility and be open to new tasks and projects.

Challenge: Limited Resources

Solution: Optimize available resources and brainstorm creative solutions with colleagues.

Challenge: Working with Diverse Stakeholders

Solution: Practice active listening, find common ground, and be flexible.

Challenge: Personal and Professional Growth Pressure

Solution: Prioritize self-care and continuous learning to manage stress and grow professionally

Challenge: Adapting to Bureaucratic Procedures

Navigating bureaucratic procedures and protocols within a government setting might feel overwhelming.

Solution: Seeking Guidance and Mentorship reach out to mentors and experienced colleagues for guidance on navigating bureaucratic procedures. Seek clarification and guidance on the appropriate steps to follow.

Challenge: Handling Citizen Complaints and Concerns dealing with citizens' complaints or concerns can be emotionally taxing, Especially when expectations can't always be met.

Solution: Empathy and Effective Responses Approach citizen interactions with empathy and a willingness to help. Provide accurate information and refer them to the appropriate channels for addressing Their concern

CHAPTER SIX

SUMMARY AND CONCLUSION

SUMMARY

Local government administration has generated a lot of interest in recent years.

The reason for this is because of the tremendous impact and influence the local government has exerted on the general life pattern of the citizens, particularly in the rural or urban areas.

The fourth schedule to the 1979 constitution has spelt out in great details the functions of local government. These functions can only be performed effectively where there is a responsive and dynamic arrangement for financial management generally.

My SIWES experience in the administrative office of the local government deepened my understanding of public administration and its role in community development. The practical skills acquired during this program, such as effective communication, record-keeping, and ethical considerations, have prepared me for a future career in public service. This experience has underscored the importance of efficient administrative practices in ensuring transparent and accountable governance.

CONCLUSION AND RECOMMENDATION

Despite the challenges of transportation and the cost of commuting, we students

who participated in the SIWES program did our best to be punctual and focused.

It was a difficult but worthwhile experience.

I would like to suggest that the Federal Government of Nigeria should establish a system of funding for students participating in the SIWES program. This funding would help to cover the cost of transportation, encourage punctuality, and support the overall success of the program. It would also be beneficial to have a mandatory payment structure in place for organizations that host SIWES students, to provide them with financial support and incentivize them to participate. This would ultimately lead to greater student engagement and better outcomes.

I recommend that the students industrial work scheme (SIWES) should provide places for industrial attachment for students; Industrial Training Fund (ITF) should pay allowance to the various students who undergo the training.

Consequently upon my personal experience and observation as concerned the SIWES Program, I noted these obstacles which are hitherto inherent in the exercise and recommend that the local government invest in digital solutions for streamlined record-keeping and communication. Additionally, fostering closer collaboration between different departments could enhance efficiency and innovation across the government's functions.

In view of this, I strongly implore the Polytechnic Authority to put into
Consideration some of these recommendations.