



A TECHNICAL REPORT.

ON

STUDENT INDUSTRIAL WORK

EXPERIENCE SCHEME (SIWES)

HELD AT

ABDUL KAREEM RASHEEDAT & CO ESTATE SURVEYOR AND VALUER

SUBU ALAYE STREET, AROUND SPECIALIST HOSPITAL ALAGBADO AREA
ILORIN KWARA STATE

COMPILED BY

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SUBMITTED TO

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IN PARTIAL FULFILMENT FOR REQUIREMENT FOR THE
AWARD NATIONAL DIPLOMA (ND) IN ESTATE MANAGEMENT

CERTIFICATION

This is to certify that SIWES program was done and written by

HASSAN YINKA QUADIR

of Matric No: **ND/23/ETM/FT/0045** as part of the requirement for the award of National Diploma (ND) in Estate Management of Kwara State Polytechnic, Ilorin.

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SUPERVISOR SIGNATUREDATE

HODDATE

DEDICATION

I dedicate this technical report to the ALMIGHTY ALLAH, the giver of knowledge, wisdom and who is rich in MERCY.

I equally dedicate this report work to my lovely, caring parent, MR.&MRS **HASSAN**, for their support throughout my SIWES programme, I say a big thank you and also to my entire family, may God bless you all.(AMEN)

ACKNOWLEDGEMENT

I take this opportunity to express my profound gratitude and deep regards to the creator of heaven and earth, the one who knows the beginning and the end, the Alpha and the Omega, the Almighty God and also to my guides (MR& MRS **HASSAN**), and to all those who has helped me during my SIWES programme. The blessings, help and guidance given by them, time to time has carry me so this far and shall carry on the journey of life on which I am about to embark. I also take this opportunity to express a deep sense of gratitude to compliment my mentor for his cordial support valuable information

and guidance which helped me in completing my SIWES through various stages.

Lastly my deep regard to the best and most inspiring father, a big thank you to my mother for her motherly advice and love shown to me and also to my loving sister and also to my adorable brother. Most of all to my very good friends, I say thank you. May Almighty GOD bless, protect, keep, nourish and guide you through all your life's entire journey. And also my regard to the school board of trustees and the staff a very big thank you to all and sundry.

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CHAPTER ONE

1.0 INTRODUCTION

1.1 DEFINITION OF SIWES AND HIGHLIGHTS OF ITS AIMS AND OBJECTIVES

Student Industrial Working Experience Scheme (SIWES) can be defined as the practical experience of student in order to have quality control and satisfactory performance, when in the field. The word SIWES can simply be defined as a body or person (Student) who is interested in a particular subject who is connected with the people and activities involved in producing a particular thing (Industrial) by involving a hard physical work rather than office work, in order to gain knowledge and skills through the job undergo for a period of time (experience) under a system for organization things (Scheme).

Student Industrial Working Experience Scheme (SIWES) was established by ITF in 1973 to solve the lack of adequate practical skills preparatory for employment in industries by Nigeria Graduate of Tertiary Institution. The scheme exposes student of industry based skills necessary for smooth transition from classroom to the world of work. It affords student of Tertiary Institution the opportunity of being familiarized and exposes in handling machinery and equipment which are usually not available in

the educational institution. The Industrial Training Fund (ITF) was set up under Act No: 47 of 1971 (as amended up to date) to promote and encourage the acquiring of skill industry and commerce with a view to generating a pool indigenous trained manpower sufficient to meet the need of the economic sector. It is advisable to spend this SIWES period in the field related to their course of study, so as to stand a better chance of facing challenges in their respective sectors of student. However, the SIWES period usually span is between four and six months depend on institutional adoption.

AIM

The aim of SIWES is to make education more relevant and to bridge the yawning gap between the theory and practice of engineering, technology and science related disciplines in Tertiary Institution in Nigeria.

OBJECTIVES

- To help curbing the problem of lack of adequate practical skills in preparatory for employment in industries by Nigeria graduates of Tertiary Institutions.
- To afford student of Tertiary Institution the opportunity of being familiarized and expose of the needed experience in handling machinery and equipment which are usually not available in the Educational Institution.

- To promote and encourage the acquisition of skills in Industry and commence with a view to generate indigenous trained man power sufficient to meet the need of the economy.
- To expose the student and broaden their knowledge on the practical aspect of the course they are pursuing in their various schools.
- To improve the technology development in the country.
- The scheme exposes student to industry based skills necessary for a smooth transition from the classroom to the world work.
- The industrial fund as a human resources development organization has its core mandate to be that of training to improve the performance of the industrial work in the economy by training for skills acquisition and improvement of work process.

1.2 HISTORICAL BACKGROUND OF THE ORGANIZATIONS

Abdul Kareem Rasheedat & Co Estate Surveyor And Valuer is a Real Estate firm that was established 1997 and registered by the Real Estate Association to practice the profession of real estate through the federal Republic of Nigeria.

Abdul Kareem Rasheedat & Co Estate Surveyor And Valuer is also registered with the financial reporting council of Nigeria

AIMS AND OBJECTIVES OF ABDUL KAREEM RASHEEDAT & CO ESTATE SURVEYOR AND VALUER

The aims and objective of Abdul Kareem Rasheedat & Co Estate Surveyor And Valuer is to become a world class enviable standard in real estate to operate and exceptional firm of Real estate with view of rendering utmost service to client, integrity, quality and excellence.

CORE VALUES OF ABDUL KAREEM RASHEEDAT & CO ESTATE SURVEYOR AND VALUER

- Integrity
- Innovation
- Devotion
- Respect
- Team work
- Client focus
- Reward

PERSONNEL

Abdul Kareem Rasheedat & Co Estate Surveyor And Valuer is a group of qualified young experience professional In Real Estate tested and proven led by management team whose resume reflect nothing short of a wealth of experience in all facets of real estate.

CHAPTER TWO

2.0 Section/Unit of the Organization & their specific Function

1. Estate Management section

This section is responsible for managing the property that is incare of the firm.

Either to be sold or for individual to know the actual price

2. Valuation Section

This section is responsible for valuing any property for all purpose either for rent, sale, mortgage. Etc e.g valuation of property at Odutola Tyre Industry situated at Akala way along Oluyole Estate for mortgage purpose.

ORGANIZATION CHART

PRINCIPAL PARTNER

ASSOCIATE PARTNER

SENIOR ESTATE SURVEYOR

ESTATE ASSISTANCE

ESTATE

NEGOTIATE

SECRETARY

OFFICE ASSISTANCE

IT

STUDENTS

CHAPTER THREE

2.1 STUDENTS'SPECIFIC INVOLVEMENT AT THE VARIOUS SECTIONS

A VALUER

A valuer is a licensed or satisfied professional who carries out valuation on landed property or real estate for specific purpose in a manner that is independent, in partial and objectives. Valuers must have meet various test of education, training, competence and demonstrate skills. They are also experienced to work in line in code of conduct. (ethnics and competency) and standard of professional practice.

VALUATION OF LANDED PROPERTY OR REAL ESTATE APPRAISAL

This is a process of establishing an opinion of value for an interest in landed property.

INFORMATION NEEDED FOR VALUING A PROPERTY

The valuer needs some basic information before He/She undertakes a valuation exercise.

- **The title of the Client:** It is very essential whether the client is a leaseholder or freeholder. There are so many dubious people around and the reason why a valuer should enquire about the title of his client is to be sure that his assignment will lack constitute negligence is in future is discovered that his client is a leaseholder or has no title at all.
- **Location of the Property:** It should also be looked into the value of any property is affected either positively or negatively by adjusting property. A valuer needs to go to the location of the property so as to get the raw fact to use for the valuation of the property.

TYPES OF PROPERTY

When the valuer has visited the location of the property he will be able to know the type of property he is giving to value. The types of property are as follows:-

1. Residential Property
2. Commercial Property
3. Recreational Property
4. Industrial Property
5. Agricultural Property etc.

If the valuer gets to the property he will be able to know whether the property is still of any value. The types of property and the needs which it is put equally assist in value to know the method of valuation to be adopted for exercise.

PURPOSE OF VALUATION

It is usually determine by the client, since he will be the one who has to first go to the valuer that he want his property valued. The purpose will determine the course of exercise to take and it will make the valuer to know the required information to be gathered for the exercise.

BASICS OF VALUATION

It is determined by the Estate Surveyors and Valuers, this is possible when the valuer knows the purpose of the valuation exercise and then it is the basis that determines the method of valuation to be adopted.

Determination for expected date of Valuation is the most essential aspect of a valuation exercise; it is the date of valuation that the surveyor will argue on in respect of the value of the property, perhaps when a problem arises in the future

PROPERTY MANAGEMENT

NAMACY AND BKER (1965), They were in the opinion that property management is the application of skills in the caring of property in surrounding and its amenities in defining the relationship between the landlord and the tenant under these definitions it is searching for two things either return or prestige. In the society the property manager typically involves the managing of the property; this is owned by another party. The property manager acts on behalf of the owner to preserve the value of the property while generating income.

DIVISION OF PROPERTY MANAGEMENT

i. Rent Management

ii. Housekeeping and service management

iii. Maintenance Management

iv. Dispute Argument (Need or No Need)

OBJECTIVES OF PROPERTY MANAGEMENT

i. To have huge returns from the property

ii. To represent the interest of the obscenities landlord

iii. To prolong the useful life span of the property by controlling the
obsolescence

iv. To ensure the property continue to perform the design function

v. To help to maintain the income of the property

vi. For legal protection

vii. To protect unforeseen circumstances

viii. To create good relation between landlord the tenant and government

CRITERIA FOR EFFECTIVE MANAGEMENT

i. Good management of policy

ii. Proper record keeping

iii. Skill and competent personnel

- iv.** Essential Legation and interaction of new idea and effort
- v.** To give guideline or law to the tenant on how to use the property
- vi.** Must maintain separate account for the different property
- vii.** There must be flexibility in the design

BASIC TOOLS FOR EFFECTIVE MANAGEMENT

- i.** Mobility
- ii.** Adequate fund
- iii.** Modern Office equipment and stationery
- iv.** Modern communication and I.T. system
- v.** Competent building (You must have building working team and human resources)
- vi.** Human resources
- vii.** Good Outlook

STRATEGIES FOR EFFECTIVE MANAGEMENT

- i.** Reporting
- ii.** Spot checking

- iii.** Effectiveness at meeting to good public relation
- iv.** Good Filling System
- v.** Reference of tagging maintenance of useful client data or record
- vi.** Property related law
- vii.** Adoption of profession fee scale

RECORD TO KEEP WHILE MANAGING

- i.** Valuation record
- ii.** Attendance register
- iii.** Communication record
- iv.** Property bulletin
- v.** Receipt
- vi.** Statement of account

FUNCTIONS OF PROPERTY MANAGEMENT

- i.** The practice of property is firmly based on a number of customary routine the traditional and functionaries of property manager

- ii. The competent of property manager largely depends on the preparation of lease from commercial point of view. He is also expected to interpret in term of lease to both landlord and tenant
- iii. Description of property
- iv. Rental value
- v. Regularity of review
- vi. Responsibility for the maintenance
- vii. For future and entry

ACTION UNDER LEASES

- 1. All the covenant in the agreement must be put obligation
- 2. Rent collection
- 3. Tenancy selection
- 4. Property Maintenance
- 5. Abtractor and Abractrant to mediate between the tenant and the landlord, tenant to tenant, and neighbor.
- 6. Keeping and Rendering proper account
- 7. Routine Management

8. To advice the property owner on insurance purpose

PROPERTY MANAGEMENT PROCEDURE

It is the taking or activities carried out in the management of property, these are the activities involved in the management. Where the property owner as resolved to transfer his management of property to estate firm. These are procedures to follow:-

1. Brief: The landlord will give a written brief to the estate firm of intention to handover his management of his property and its very important, without if the management of the property will become authorized brief must contain the following:-

i. Title

ii. Location

iii. Description of the property

iv. Name of the sitting tenant

v. Rent being currently paid by the tenant

vi. Exact data, month and year of the each tenant commencement and explanation data

vii. Copy of the lease agreement

viii. The agreed management fee

ix. The acceptable made and form of rendering account

x. The effective date of transfer

xi. Title to the Property

CHAPTER FOUR

4.0DISCUSSIONS

4.1RELEVANCE OF EXPERIENCE GAINED TO STUDENT'S FIELD OF STUDY

The experience I gained was tremendous in the sense that it has increased me in knowledge and make me understand that there is need for every student practicing Estate Management to be able to value land and manage an estate or a property. It has help me to understand more on real estate and most importantly, it has made me understand about land and the usefulness of land. It has also made me also understand that the best place to invest without any repercussion or loss of money in the future is on real estate and land itself. And it has restructure my mind to have a better view of estate management as a course of study.

4.2INTERPERSONAL RELATIONWITHIN THE ORGANIZATION

The relationship between individual in the organization is very cordial they interact together, pray and even chat together to make the ministry attains common goals. I really enjoyed their parental relationship during the industrial attachment, and I cherished the way they were doing, the relationship was nothing but as a big happy family wishing and working for a brighter future.

CHAPTER FIVE

5.0 CONCLUSION & RECOMMENDATIONS

CONCLUSION

During my period at the Abdul Kareem Rasheedat & Co Estate Surveyor And Valuer as a SIWES student, I was taken to a site by my supervisor and classified some information for the firm and I also did some activities at the firm. I found out that the estate unit is the heart bit of the firm. In the sense that, it is where valuation is being carried out.

RECOMMENDATIONS

The main problem encountered during the programme was the problem of transportation. It is difficult for student that lives in far place to get to the office every day, so I recommend that the office should take care of the transportation of the student in their office.

1.1 PERSONAL IMPRESSION ABOUT THE ORGANIZATION

My personal impression about the organization is good simply because the organization has a conducive environment and most importantly have a good and loving staff, that are caring and has a great experience and understanding.

A great staff that are ready to help in times of trouble when everything seems hard for me.

5.2 SUGGESTIONS / RECOMMENDATIONS TO THE ORGANIZATION AND THE POLYTECHNIC CONCERNING SIWES PROGRAMME

For a smooth SIWES programme the polytechnic and the organization must take note of the following:-

- 1.** The organization should make adequate provision in the annual budget of proper funding of SIWES in view of the potentials of the scheme to contribute in enhancing the quality of the pool of technical skills available to the economy.
- 2.** In order to guarantee quality assurance of the scheme there is a need for thorough supervision of SIWES participant by the institution and the ITF.
- 3.** The ITF in collaboration with institution should evolve minimum standards in respect of SIWES and develop, monitor and review job specifications to guide the training of students.

- 4.** The institution and the organization should make the student realize that SIWES is not an holiday job but a course of study designed to enhance the relevant production skills and employability after graduation.
- 5.** The institution needs to double effort in securing quality places of industrial attachment for student during SIWES.