



A TECHNICAL REPORT

ON

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

HELD AT

RASAQ ANAFI + PARTNER

UMAR SARO RD, GARIN ALIMI

COMPILED BY

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ND/23/ETM/FT/0050

SUBMITTED TO

**DEPARTMENT OF ESTATE MANAGEMENT, INSTITUTE OF
ENVIRONMENTAL STUDIES (I.E.S), KWARA STATE POLYTECHNIC,
ILORIN**

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

AUGUST – DECEMBER 2024

CERTIFICATION

This is to certify that SIWES program was done and written by **AFOLABI SOLA EMMANUEL** of Matric No: ND/23/ETM/FT/0050 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 SIGNATURE

.....

DATE

HOD

DATE

DEDICATION

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

PREFACE

This report is about the knowledge and experience acquired during the industrial programme known as Student Industrial Work Experience Scheme (SIWES). The programme was introduced by the Federal Government coordinated by the Industrial Training Fund (ITF) to assist students in higher institution in the engineering, technology and sciences to acquire necessary practical skills in their course of study.

The technical report comprises of daily activities undertaking in my place of attachment RASAQ ANAFI + PARTNER, UMAR SARO RD, GARIN ALIM

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 , 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 mother, a big thank you to my father for his fatherly 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 undergone 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 exposed 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

commence with a view to generating a pool indigenous trained man power sufficient to meet the need of the economic student are 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

Rasaq Anafi + Partner is a firm of Estate Surveyors and Valuers established and registered by the Estate Surveyors and Valuers Registration Board Of Nigeria (ESVARBON) to practice the profession of real estate surveying and valuation through the federal Republic of Nigeria.

Esvarbon, which was founded by the decree No 24 of 1975 by the virtue of CAP 111, laws of Federal Republic Of Nigeria, 1990 is empowered to register individual and firms to be recognized as estate surveyors and valuers in Nigeria.

AIMS AND OBJECTIVES

The aims and objective of Rasdaq Anafi + Partner is to become a world class enviable standard in real estate valuation to operate and exceptional firm of estate surveyors and valuer with view of rendering utmost service to client, integrity, quality and excellence.

CORE VALUES

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

PERSONNEL

Rasdaq Anafi + Partner is a group of qualified young experience professional estate surveyors and valuers tested and proven led by management team whose resume reflect nothing short of a wealth of experience in all facets of real estate surveying and valuation practice with strong institutional memory.

CHAPTER TWO

2.0 Section/Unit of the Organization their specific Function

As earlier mention the organization is divided into different section which will be briefly discuss in the section. This section are discussed with regard to their specific function.

I. Architectural Section

This is the section in the organization where building projects are designed starting from scheme work.

II. Preparation of Bill of Quantities and Tender Documents

Quantity Surveyor section is responsible for the preparation of bill of quantities, vetting, and issuing of Valuation Certificate for any of the Government Building Projects.

They also involved in the preparation of Tender Document in selecting for a suitable contractor for any Government Projects when its desired by client (Government). Tender document are document that constitute in the building project such as working drawing, bill of quantities, condition of the project etc.

III. Estate Management/Valuation Section

This section is responsible for the valuing of any properties to be sold or for individual to know the actual price e.g. selling of Great Nigeria House at No 2 tomjohns street lagos island, lagos State.

CHAPTER THREE

3.0 STUDENTS'SPECIFIC INVOLVEMENT AT THE VARIOUS SECTIONS

A VALUER

A value 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 Properties.

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 determined by the client, since he will be the one who has to first go to the valuer that he wants 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 know the purpose of the valuation exercise and then it is the basis that determine the method of valuation to be adopted.

Determination for expective date of Valuation is the most essential aspects 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

EXAMPLE OF VALUATION REPORT

VALUATION OF INTEREST IN THE PROPERTY G.R.A, ILORIN KWARA STATE

PURPOSE OF VALUATION: - The purpose of this valuation is to determine the capital value and the forced sale value of the subject property for mortgage purposes

SITUATION: - The subject property comprises of a 3-bedroom flat. Occupies a parcel of land

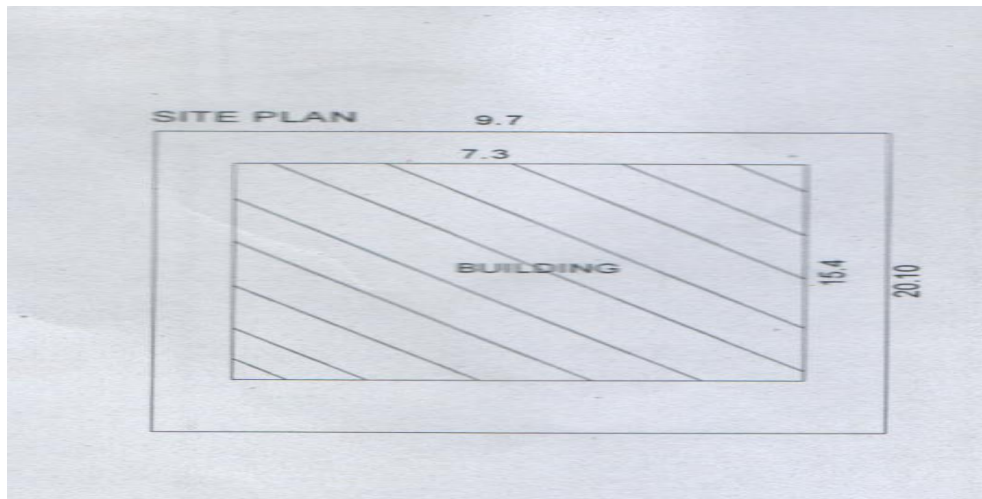
TENURE: - A free hold leased interests subsist in the property. This is evidence through a copy of land certificate at the federal land registry

YEAR OF CONSTRUCTION/ACQUISITION: - The property was reportedly acquired over 5 years ago.

TYPE OF PROPERTY: - The subject is a commercial property

SITE: - The site which is irregular in shape covers and approximate total land area of 2250.90sqm. It appears firm, level and well drained

SITE PLAN: -



ACCOMMODATION: - The schedule of accommodation afforded by the within described development is as detailed below

COMMERCIAL BLOCK ON TWO FLOORS

Ground Floor

- ❖ Nos 3-bedroom flat Comprising of living room, 3 Nos bedroom kitchen, 2 no's toilet/bath, balcony.

First floor

- ❖ Nos 3-bedroom flat Comprising of living room, 3 Nos bedroom kitchen, 2 no's toilet/bath, balcony.

DESCRIPTION: - Development on site comprises of a 3-bedroom flat. Construction details are as follow.

COMMERCIAL BLOCK: - Construction of a framework of reinforced concrete columns and beams placed at an interval and in-filled with secrete block walls finished in combination of emulsion and textured paints.

The roof comprising a frame work of timber trusses clad with long span roofing sheets. Ceiling beneath is of asbestos type.

Doors are in combination of metal and polished wood type.

Windows are of glazed sliding aluminum type.

Floors are reinforced concrete finished in ceramic tiles and PVC.



EXISTING LAND CONTAMINATION: - There is nothing in existence as at the date of inspection for this valuation exercise, that could contaminate or lead to contamination of the land, on which the property stands and its immediate environment.

CONDITION: - Our inspection was limited to physical observation of the property, which did not reveal any indication of defects occasioning major crack on walls or leakage in the roof.

INFORMATION: - The information given in this report has been obtained as follows.

DESCRIPTION: - Physical inspection of the subject property

TITLE: - As detailed under tenure above

DATE OF INSPECTION: - 7th November, 2024

BASIS OF VALUATION: - The basis of this valuation is the market value. We have therefore primarily adopted comparison of amount passing on recently sold similar properties within the neighborhood, in which the subject property is located.

PROPERTY MANAGEMENT

NAMACY AND BAKER (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 defending the relationship between the landlord and the tenant under these definition it is searching for two thing either return on 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 built 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. Abstractor 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 has 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

BUILDING CONSTRUCTION

Building Construction are as follows:

1. Ceiling: is an overhead interior surface that covers the upper limit of a room. It is not generally considered a structural element but a finished surface concealing the underside of the floor or roof structure above.

TYPES OF CEILING

- Abestor
 - PVC
 - POP
 - Acoustic Plate
2. Roof: It is a structural component part of a building that prevent climatic conditions e.g. rain, sun, etc. which is usually aluminum.

TYPES OF ROOF

- Pitch Roof: is a numerical measure of the steepness of a roof
- Central or Isometrical Roof
- Flat Roof: If the angle of slope of a roof is less than 15 degree i.e. 0 degree – 15 degree

- Lean Roof
 - Dect Roof
3. Door: It is a movable structure use to block off and allow access to an entrance or within an enclosed space such as a building or vehicle.

TYPES OF DOOR

- Flush Door: is a completely smooth door, having plywood or MDF fixed over a light timber frame, the hollow parts of which are often filled with a cardboard core materials.
 - A Sliding Glass Door: It is sometimes called an Arcadia door or a Patio door, it is a door made of glass that slides open and sometimes has a screen (a removable metal mesh that covers the door).
 - Wooden Door
 - Ledge and Brace Door
 - Sure Door
 - Steel Door
 - Panel Door
4. Window: It is a movable structure with small opening that allows air to flow in into a building.

TYPES OF WINDOW

- Sliding Window
- Net Window

SCHEDULE OF DILAPIDATION AND CONDITION

Schedule of dilapidation can be defined as the missing part of a building and it can also be describe as the description of any events, present, during or at the end of the lease, where these breach the lease term and the repair the landlord considers necessary in retaining the property to a good of repairs in accordance with the lease.

Schedule of Condition can be defined as stating the condition of a building down, also it can be refer to record of property (building) or other properties, normally for illegal reasons. Lease repairing covenant create a complete record of the condition of the property on a partial date, that can be used as a bench mark against which its condition can be accessed in the future and any changes identified.

Schedule of Condition for Lease: For commercial or residential property leases a schedule of condition can be require when new lease entered into to confirm the condition of the property. This ensured that the condition record so that any existing defect and the repairs cost are identified prior to a commitment to lease

been made and can help with lease negotiation. It can be used to establish the responsibility for dilapidation and restatement typically towards end of lease.

Schedule of Condition for Construction: It might be prepared before construction begins for adjacent properties or structures that will be retained or if part of a building is being refurbished. This does not only help against potential claims notice pre-existing defect in their property when the noise and liberation of the construction begin but can also establish contractor liability for damage for the employer or property.

NECESSARY CONDITION

1. Purpose
2. Detail
3. General description of the property
4. Time and date
5. Drawing of the property
6. The condition must take maybe slightly or moderate
7. State the number of item and condition
8. Snap the property to claim

CONTENT OF SCHEDULE OF CONDITION

Typically schedule of condition are prepared by surveyors and comprises of the followings:

1. The purpose of schedule
2. Details of the location and extent of the property to be access
3. A general description of the construction of the property
4. Time, date and weather condition under which the inspection was made
5. The purpose which the schedule may be relied
6. Drawing of the property
7. Definition (for example, slight, moderate and severe)
8. A written schedule setting out the location and the nature of each item inspected (inside and outside) and its condition and any other remarks, this will describe the overall condition and identified existing issue such as crack, staining, holes, decay, discoloration, leak and other defected, despair or deterioration.
9. Accompany photograph and video
10. Specific test that may have been carried out.

EXAMPLE OF TABLE OF CONDITION

The table of condition of the Ministry of Housing and Urban Development Conference Hall.

S/N	Items & Description	Quantity	Remarks
1	Louver Blade Intact	2	Fair
	Louver Blade Missing	2	
2	Wall Socket Intact	4	Good
	Wall Socket Missing	1	
3	Switch Intact	1	Poor
	Switch Missing	3	
4	Door Intact	6	Good
	Door Missing	0	
5	Globe Tube Intact	3	Fair

	Globe Tube Missing	2	
6	Ceiling Board Intact	20	Good
	Ceiling Board Missing	1	

GENERAL CONDITION

The hall is structurally sound but 2 louvers blade are missing and needs to be replace, and the wall socket is functioning well but 1 out of the 4 is missing and needs to be replace, out of the 4 switch 3 are missing and needs to be replace, 5 of the globe tube are intact but 2 are not functioning again, it needs to be repair and the ceiling board 1 is missing and it needs to be replace for the good and the structural sound of the building.

CHAPTER FOUR

4.0 DISCUSSIONS

4.1 RELEVANCE 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.

4.2 INTERPERSONAL 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

1.0 CONCLUSION & RECOMMENDATIONS

CONCLUSION

During my period at the Rasdaq Anafi + Partner as a SIWES student, I was taking to a site by my supervisor and classify some information for the firm and I also did some activities at the firm, I found out that the estate unit is 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 leaves 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.