



A TECHNICAL REPORT ON
STUDENTS INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)

Held at
APAPA IGANMU LOCAL COUNCIL DEVELOPMENT AREA,
41, GASKIYA COLLEGE ROAD, COUNCIL DEVELOPMENT,
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DEDICATION

This report is dedicated foremost to God Almighty for his favor, mercy and grace upon my life especially during my 4 months SIWES program.

ACKNOWLEDGEMENT

I take this opportunity to express my profound gratitude and deep regards to the Almighty Allah, the creator of heaven and earth, the one who knows the beginning and the end, the alpha and the omega.

Also, my appreciation goes to the Industrial Training Fund (ITF) for their foresight in putting this program in place and also to the Kwara State Polytechnic, for providing a platform on which I was engaged on the training. I appreciate the Siwes Coordinator, Many thanks to my supervisor for taking time to supervise me during my training. I also express my profound gratitude to all members and staff of Apapa Iganmu LCDA, who gave me training an exciting and blissful one. Also to my parents and siblings thank you all for your moral and financial support.

Finally to my Industrial based supervisor for his support and to my friends and colleagues. Thank you all I am highly grateful.

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CHAPTER ONE

INTRODUCTION

1.1 Background Of Study

Student Industrial Work Experience Scheme (SIWES) is one of the Industrial Training Fund (ITF) programs which were introduced in 1974 due to the inability of students in Nigeria universities and polytechnics to meet the practical aspects of their training. That is, the needs to enable students match their theoretical school knowledge with the practical aspect of their training in industry.

The program was designed for students of tertiary institutions with the aim of exposing students that have acquired theoretical knowledge in the classrooms to the practical exposure and experience. The scheme is a tripartite program, involving the student, the university and the industry (Employer of labor). It is funded by the Federal Government of Nigeria and jointly coordinated by the Industrial Training Fund (ITF) and the National Universities Commission (NUC).

1.2 Brief History Of Siwes

In recognition of the shortcomings and weakness in the formation of graduates, particularly with respect to acquisition of relevant production skills (RPSs), the Industrial Training Fund (which was itself established in 1971 by decree 47) initiated the Students' Industrial Work-experience Scheme (SIWES) in 1973. The scheme was designed to expose students to the industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to national economic and technological development after graduation. Consequently, SIWES is a planned and structured program based on stated and specific career objectives which are geared toward developing the occupational competencies of participants. Participation in SIWES has become a necessary condition for the award of degrees and diplomas

The main thrust of ITF program and services is to stimulate human performance, improve productivity, and induce value-added production in industry and commerce. Through its SIWES and Vocational and Apprentice Training Program, the Fund also

builds capacity for graduates and youth self-employment, in the context of Small Scale Industrialization, in the economy.

1.3 Aims and Objectives Of Siwes

The program was specially designed to carry out the following;

- Bridge the gap between theory and practical thereby giving students the opportunity to apply their knowledge accurately.
- Expose students to what their professions entail.
- Improve inter-personal relationship skills of the students.
- Develop skills on practical knowledge

CHAPTER TWO

2.1. DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

BRIEF HISTORY OF APAPA IGANMU LCDA

Apapa-Iganmu Local Council Development Area (LCDA) in Lagos, Nigeria, has a history rooted in the 19th century as a port and industrial area, with the Apapa Port Complex playing a central role in the nation's economy.

Early Development:

- The Apapa area, now part of Apapa-Iganmu LCDA, was initially a port and industrial zone.
- The Apapa Port Complex, financed and built by the colonial government, became a major hub for exporting agricultural produce from Western and Northern Nigeria in the late 1920s.
- Construction of the first four deep-water berths at the Apapa Port began in 1921.
- Industrial and Housing Growth:
- In 1950, the development of an industrial and housing estate covering 1000 acres began in Apapa, completed in 1957/1958.
- This estate flourished alongside the expansion of the Apapa Wharf, becoming a center for industrial and construction workers in Lagos.

Modern LCDA:

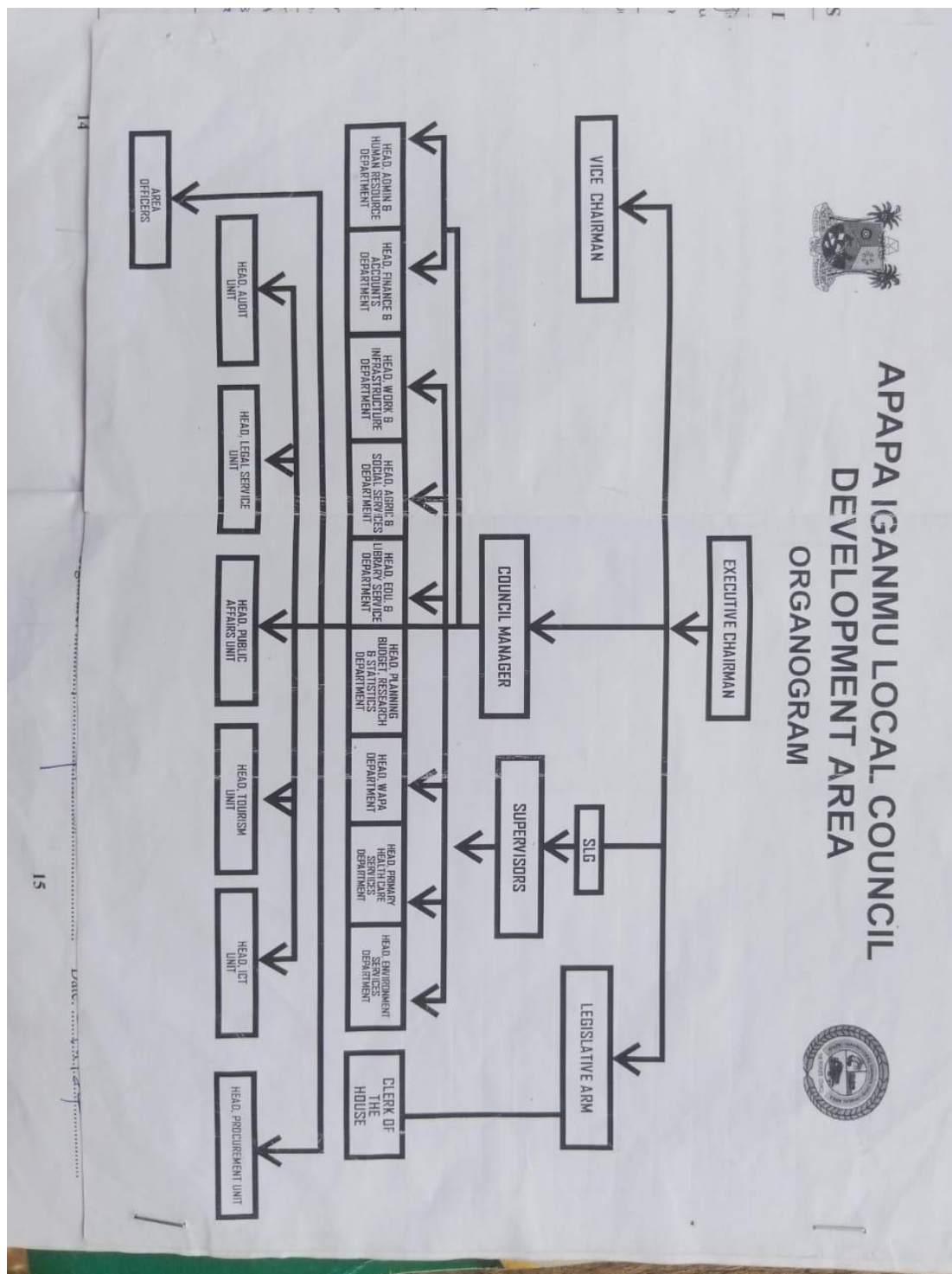
- Apapa-Iganmu LCDA, established in 2000, encompasses the historical port and industrial areas, as well as residential neighborhoods.
- It is known for its strategic location and economic importance, serving as a major gateway for trade and commerce in Lagos.

Etymology of Apapa:

- The name "Apapa" is derived from the Yoruba words "apa" meaning "arm" and "apa" meaning "complete".

- Some believe the name was chosen because the area looks like an arm reaching out into the water.

2.2 BRIEF HISTORY OF APAPA IGANMU LCDA



CHAPTER THREE

3.2 PURPOSE OF WORKING AT THE ORGANIZATION

Introduction to the formal official settings i.e Head Admin & HR Office and other members of staffs of the Human Resources Department.

___ I was taught how to fill a file .

___ I learnt how duties and responsibilities of staffs is being carried out through division of labour.

___ I was introduced to the use of computer system on how to use computer and other software.

___ I was taught on retirement of payment voucher

___ I was ask to dispatch some documents to the procurement unit.

The General Administrative officer listed all the departments in the secretariat and the functions of each of the departments .

___ They are two types of dispatch books which are Inward and Outward dispatch register

___ I was taught how to write out standard verification exercises for the month of September 2024.

___ My supervisor taught me about LEAVE , there are types of leave which are Maternity leave ,Paternity leave,Vacation, Quit etc.

___ Maternity leave refers to a period of time when a new mother is absent from work to care for her baby.

Paternity refer to a period when a new father is allowed to take off from work to take care of he's new baby.

— My supervisor signed and commented on my book and Supervisor from my school came to check my logbook he signed and comment on it .

CHAPTER FOUR

4.1 DATA PROCESSING TECHNIQUES

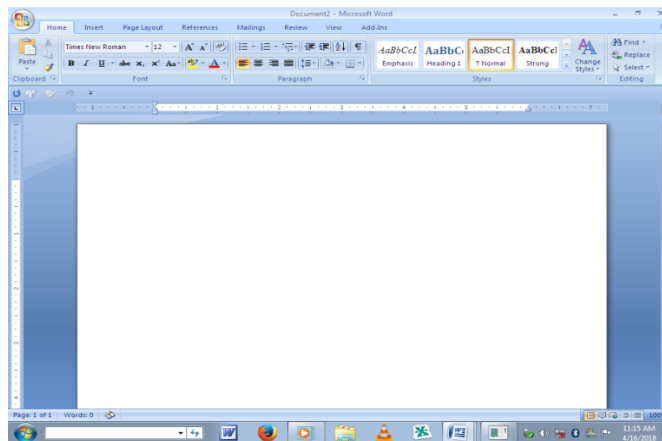
There are three basic techniques of data processing

- i. Manual data processing
- ii. Electro- mechanical data processing
- iii. Electronic data processing

Manual data processing: this is the act of selecting text with the use of pen book and human brain.

Electro- Mechanical Data processing: this is the act of selecting text with use electro-mechanical devices such calculator, organizer, Pascal machine etc.

Electronic Data Processing: this is the act combining text with use of electronic device such as computer.



OPEN

Open command is invoked to retrieve existing document file that has stored or saved in the computer or any auxiliary storage device like diskette.

- Click file menu
- Click open

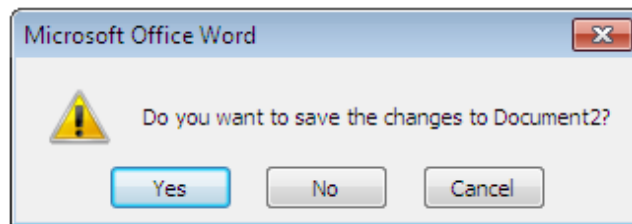
Then a dialog box appears on the screen. Which will display all the existing files stored in the computer? If the document to be is a diskette, must change where “my document”

is printed on the dialog box to “3¹/₂ floppy” when the entire files name in the computer or in the floppy diskette is display and the click the file name you wish to retrieve and click open from the option buttons.

Close

Close is related document in the current window. If a document will be required in the feature, it is advisable to save such document before you close it. When you invoked close commend and the current document is not save the dialog box will show on the screen requesting from the user “DO you want to save change to Document ” if you want to save click “YES” and follow the necessary save procedure, if not, “NO” from the option buttons.

- Click file menu
- Click close



SAVE

Save command enables you to store your active or current document into the computer or into a diskette for the first time, it also update already save document.

PROCESS

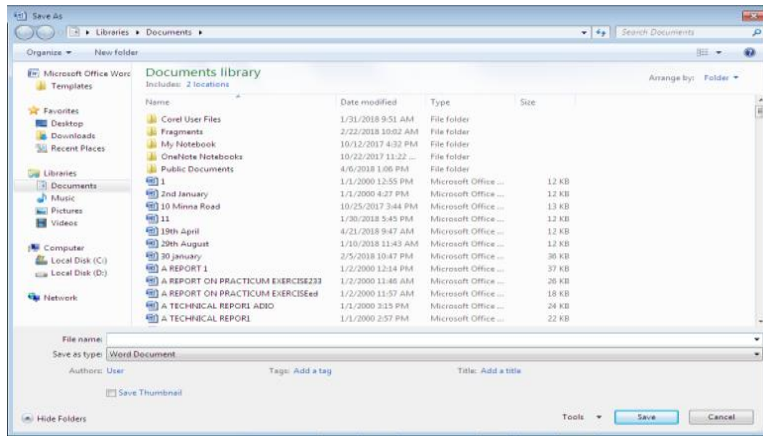
- Click file menu
- Click save
- A dialog box appears on the screen demanding for the following information.
 - a. Where to save the document (my Document or 31/2 floppy A)
 - b. Click the file name space provided, then type the name you want for the document.
 - c. Click on save from the option buttons after you have entered the necessary information.

SAVE AS

- It is used to save a new document

- It is used to rename a file
- It is used to save document into another storage device

Save as command displays dialog box just as started under save command. It is never used to update document because when it is invoked, it always display dialog box which indicate a request for new arrangement for saving the current document.



PAGE

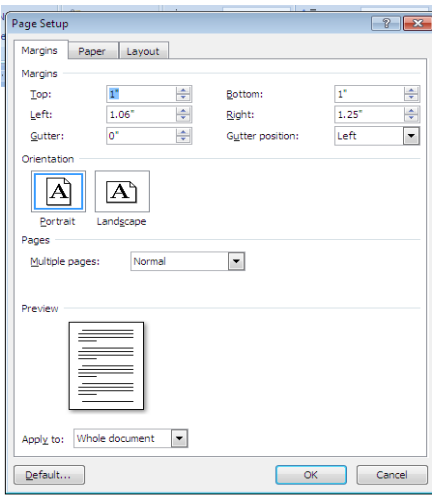
Pagesetup command allows formatting the pages of your current document, and performing the following operations.

- Set the document margins (Right, Left, Top and Bottom)
- Select the paper size (Letter, legal, A4 etc)
- Select paper orientation (Portrait or Landscape)

The above process is done through the following steps:

- Click file
- Click page setup
- A dialog box appear on the screen which displays the following margins, paper size, and paper orientation, select the appropriate stabs and setting and click “OK” from the option buttons.

PAPER ORIENTATION



CHAPTER FIVE

5.1 My Personal Impression About the Organization

Apapa Iganmu LCDA, a very organized and educative organization which has broadening my horizon in the field of public administration and equally encourages both the SIWES students and apprentices to be self-dependent and motivated. I can say that the organization as a bright/promising future.

5.2 Recommendation to the Organization and to the Polytechnic Concerning the SIWES Program

In view of the relevance of the SIWES program, it is important that it is sustained by the government through the industrial training fund (ITF) as it exposes the student to work tools, facilities and equipment that may not be available in their respective institutions in relation to their course of study.

- ❖ To this end, I recommend that the following under-listed points should be implemented.
- ❖ Students' Industrial work Experience Scheme (SIWES) needs to be strengthened by all concerned stakeholders in order for its objective to be full realized.
- ❖ Regular monthly allowances for students on attachment should be paid promptly.
- ❖ Organizations should always accept students for SIWES and subsequently assign them to relevant jobs.
- ❖ It will be of great benefit if the institution can create a platform whereby student can obtain Pre-SIWES knowledge or excursion programs, before the student embark for general 4-Months Industrial Training Programme.

5.3 Interpersonal Relationship

My four (4) month SIWES programme at Apapa Iganmu LCDA was much educational because their staff was always ready to entertain every question and to provide reasonable answers to them. In other words, the workers there were hard working, reasonable and also good at clearing doubt.

5.4 Conclusion

This report has been able to X-ray an account of the entire work-experience garnered by me during my SIWES program at Apapa Iganmu LCDA which is a core scheme in ITF and which is saddled with the responsibility of strengthening the effective teaching and learning skill-based course such as Public Administration. I therefore concluded that SIWES is of great benefit to students in tertiary institutions. It therefore implies that the proper and effective administration of SIWES will go a long way in boosting and enhancing the competencies of the workforce of the country. I also that SIWES is confronted with series of challenges and this may have hindered the realization of the goals and objectives of the scheme and it therefore needs to be given attention by all concerned stakeholders.