

KWARA STATE POLYTECHNIC

P.M.B. 1375, ILORIN-NIGERIA

siwesunit@kwarastatepolytechnic.edu.ng

STUDENTS' INDUSTRIAL WORK EXPERIENCE

SCHEME (SIWES)

TRAINING LOG BOOK

STUDENT'S SURNAME: Michael

OTHER NAMES: Ruth Oluwabunmi

COURSE OF STUDY: procurement and supply chain management

MATRICULATION NUMBER: NO/23/PSM/PI/0063

PLACE OF ATTACHMENT: Gannu Area

BANK NAME: Stanbic ACCT. NO.: 0007164119 SORT CODE: 221159522

NAME OF COMPANY/ORGANIZATION: Center point Super market

LOCATIONAL ADDRESS OF COMPANY/ORGANIZATION (Street No, Street Name,

Town and State: Gannu Area Itana Afen Kwara state

TEL/GSM: 09066589316 E-MAIL:

NAME OF OFFICER IN CHARGE OF SIWES IN THE COMPANY:

STUDENT'S PARTICULAR

STUDENT
PASSPORT
PHOTOGRAPH

NAME OF STUDENT: Michael Reith Oluwabusinmi
INSTITUTION: Institute of finance and management studies
MATRICULATION NUMBER: MD/23/PSM/PT/10063
COURSE OF STUDY: procurement and supply chain management
DATE OF BIRTH: 27/04/2001
CONTACT ADDRESS: No 55, oja-ya street, Ikorin
Kwara state
PHONE NUMBER: 09066589316
SIGNATURE OF THE STUDENT: 
NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: Center point
super market ~~Rejoice~~ Gannu Yana Afm Kwara
state
NAME & SIGNATURE OF THE INDUSTRY-BASED SIWES COORDINATOR:
G.S.M NUMBER OF INDUSTRY-BASED SIWES COORDINATOR:
(I)..... (ii).....
NAME & SIGNATURE OF THE POLYTECHNIC-BASED INDUSTRIAL COORDINATOR:
POLYTECHNIC STAMP & DATE:

WEEK NO: Week 1
WEEK ENDING: Saturday
(Last working day of the week)

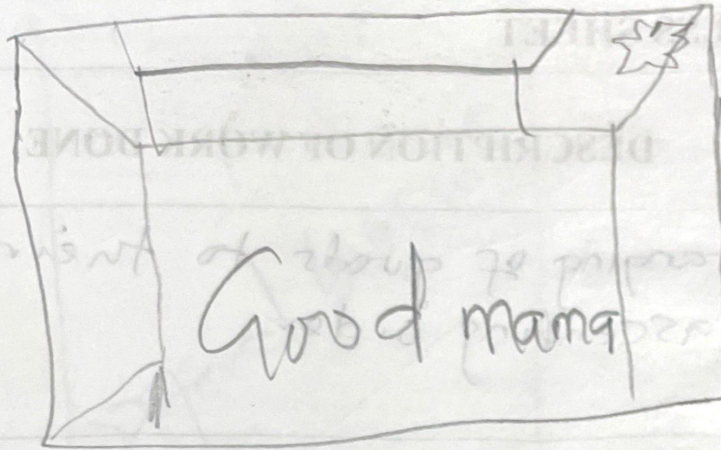
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Attending to Customers
TUESDAY	Write of the list of goods needed in the store
WEDNESDAY	Arranging goods according to their date (exp)
THURSDAY	Off loading goods e.g Semovita Noodles, Detergent
FRIDAY	using receipt to pack good for Customer
SATURDAY	learning how to update goods on the system (Computer)

Date: 7/9/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A Carton of good mama detergent 140g
diagram

Student's Signature:

Comments by Industrial-Based Supervisor:



Name:

Signature:

Date:

7/9/2024

WEEK NO: WEEK 2

WEEK ENDING:

(Last working day of the week)

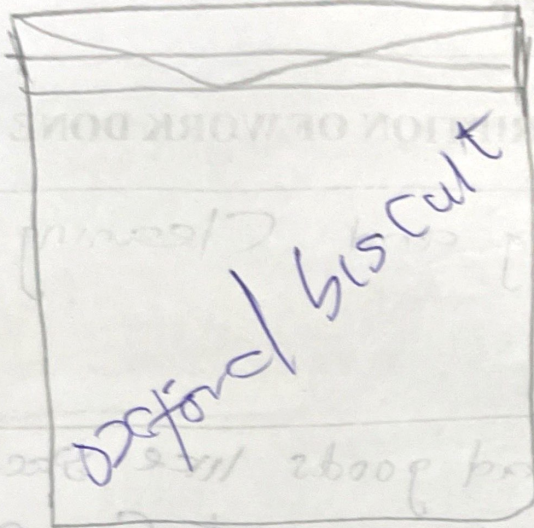
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging of goods to their position in ascending order
TUESDAY	Attending to Customers.
WEDNESDAY	we off load good like bag of Seno-vita and biscult
THURSDAY	Supply vegetable oil to Customers
FRIDAY	uploading goods on system
SATURDAY	Stock taking

Date: 14/9/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A Cotton of oxford biscuit diagram

Student's Signature: _____

Date: 14/9/2024

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature: _____

Date: 14/9/2024



WEEK NO: WEEK 3

WEEK ENDING:
(Last working day of the week)

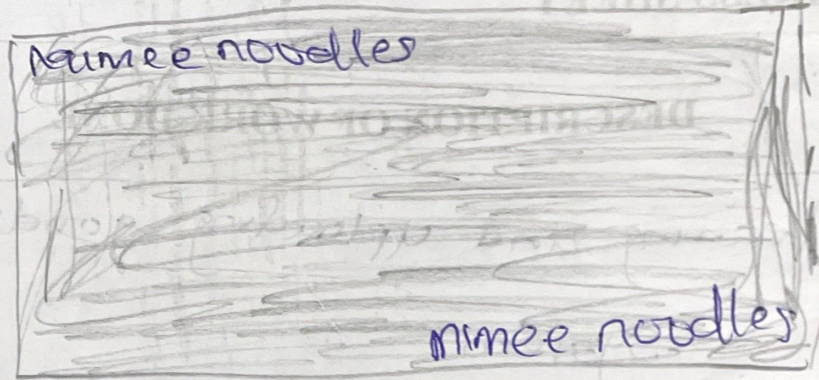
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging and Cleaning of goods
TUESDAY	we offload goods like Sachet tomato pastes, Sweet Can and green beans
WEDNESDAY	Filling up the goods that have sold
THURSDAY	Supplied different types of goods to Customers - like Custard and different type of milk
FRIDAY	we offload different type of noodles
SATURDAY	Attending to Customers and packing goods with receipts

Date: 2/19/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A Carton of nimee noodles diagram

Student's Signature: _____

Date: _____

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature: _____

Date: _____



WEEK NO: Week 4

WEEK ENDING:
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Cleaning and uploading goods on system
TUESDAY	Stocking different type of Sachet oil
WEDNESDAY	we supplied different type of beverage to Customer
THURSDAY	packing goods with receipt for Customer
FRIDAY	Stock taking
SATURDAY	off loading different types of bar soaps

Date: 28/10/2024

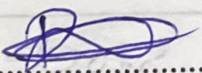
FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

using receipts to pack goods for customer involve
organizing and verifying item to ensure accurate
order fulfillment

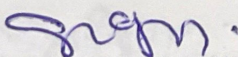
Packing process

- 1) receive Receipt
- 2) verify order
- 3) Gather item
- 4) pack item
- 5) check accuracy
- 6) Add packaging materials

Student's Signature:  Date: 28/10/2024

Comments by Industrial-Based Supervisor:

Name:

Signature:  Date: 28/10/2024



WEEK NO: Week 5

WEEK ENDING: _____
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	cleaning and working as a cashier
TUESDAY	off loaded goods like salt bar soap e.t.c
WEDNESDAY	Stock taking
THURSDAY	off loaded and arranged Canton of different powder milles
FRIDAY	learning how to stock goods according to their fragility
SATURDAY	record taking

Date: 5/10/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Stocking goods

Stocking goods according to their fragility involves organizing and arranging to minimize damage and breakage.

Student's Signature:  Date: 5/10/2024

Comments by Industrial-Based Supervisor:

Name:

Signature:



Date:

WEEK NO: WEEK 6

WEEK ENDING: 12/10/2024

(Last working day of the week)

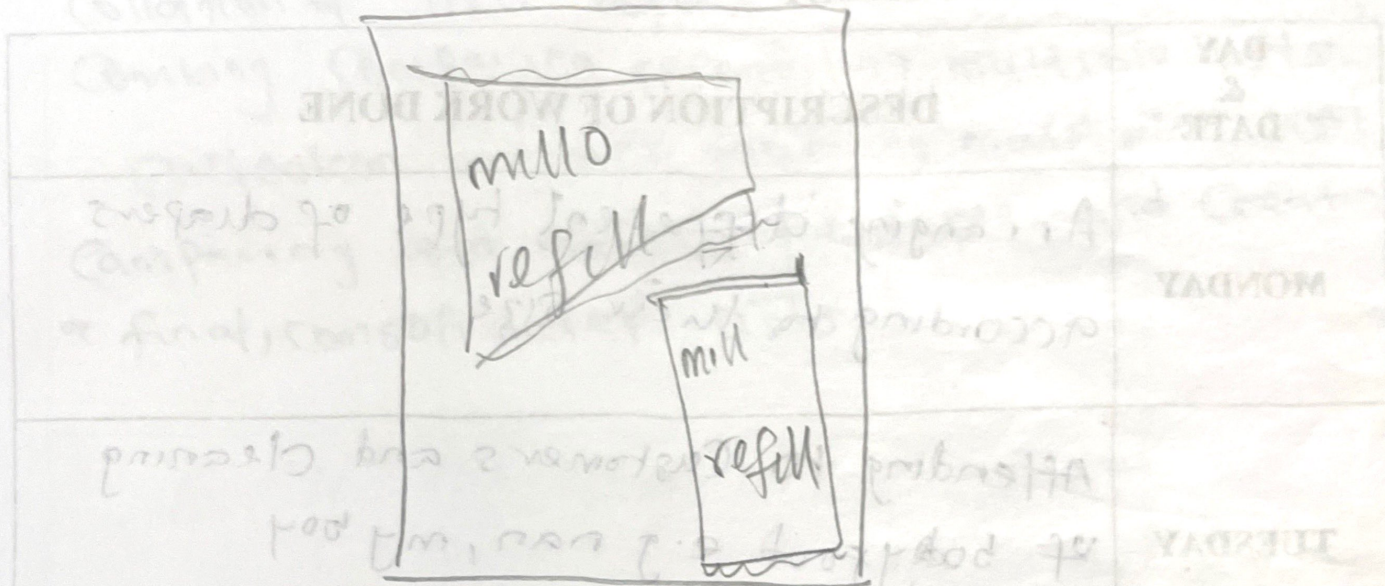
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging goods and attending to Customers -
TUESDAY	Supplied different types of drinks to Customers
WEDNESDAY	off loaded drink and evaporated milk and we off loaded different types of refill beverages
THURSDAY	Arranged goods according to their date and off loaded goods like biscuit sweet and baby drinks
FRIDAY	Stock taking
SATURDAY	cleaning the surrounding and updating goods on system

WEEK NO: 137/W
Date: 12/10/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A Carton of milo
refill diagram

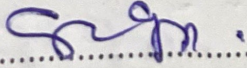
Student's Signature: 

Date: 12/10/2024

Comments by Industrial-Based Supervisor:



Name: _____

Signature: 

Date: 12/10/2024

WEEK NO: week 7

WEEK ENDING: 19/10/2024

(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging different type of diapers according to their size
TUESDAY	Attending to Customers and cleaning of baby food e.g nan, my boy
WEDNESDAY	we off loaded drink like big coke, itolan- dia yogurt and fruit alive
THURSDAY	attending to Customers and work as Cashier for some hours -
FRIDAY	Collection of lists of needed goods
SATURDAY	Supplied goods to Customers Weli: Semo Spag and noodles

Date: 19/10/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Collation of lists refers to the process of
Combining Comparing reconciling multiple lists
Collection involves gathering multiples list.
Comparing and matching entries and Creating
a final, consolidated lists

Student's Signature:

Date: 19/10/2024

Comments by Industrial-Based Supervisor:

Name:

Signature:

Date: 19/10/2024



WEEK NO: Week 8

WEEK ENDING: 26/10/2024

(Last working day of the week)

WEEKLY PROGRESS SHEET

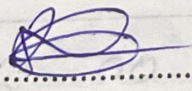
DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Attending to Customers and arranging goods
TUESDAY	we off loaded different types of drinks
WEDNESDAY	last Collection of needed goods
THURSDAY	we stocked different types of drinks
FRIDAY	Record taking
SATURDAY	cleaning and arranging the store

Date: 26/10/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

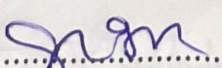
(Additional diagrams may be attached where necessary)

offloading of drinks refers to the process of unloading
beverages from delivery vehicle or storage area to
a retail store warehouse or other destination

Student's Signature:  Date: 26/10/2024

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature:  Date: 26/10/2024



WEEK NO: Week 9
WEEK ENDING: 21/11/2024
(Last working day of the week)

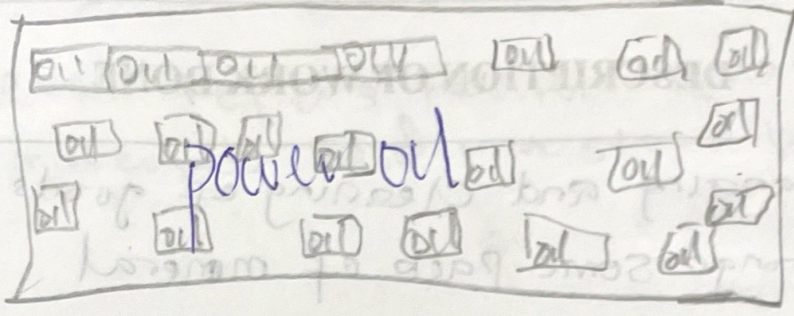
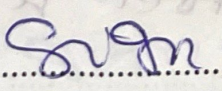
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Attending to Customers and arranging of goods
TUESDAY	we off loaded goods like pack of Spag, biscuit and vegetable oil
WEDNESDAY	Arranging the store in other to contain more stocks.
THURSDAY	stocking and arranging goods according to their expiring date
FRIDAY	updating goods on system
SATURDAY	stock taking

WEEK NO: 10
Date: 2/11/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

DAY & DATE	
MONDAY	
TUESDAY	A carton of power oil
WEDNESDAY	
THURSDAY	
FRIDAY	
Student's Signature:  Date: 2/11/2024	
Comments by Industrial-Based Supervisor: _____	
Name: _____	
Signature:  Date: 2/11/2024	

WEEK NO: Week 10

WEEK ENDING:
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging and cleaning of goods and Arrange some pack of mineral
TUESDAY	we off loaded good like Sachet of milo milo and Cotton of golden morn
WEDNESDAY	Attending to Customer using receipt to pack goods
THURSDAY	checking the stock if there is and replacing the buying goods with another
FRIDAY	cleaning the store and Creating space for goods
SATURDAY	Arrange and placing goods on top them like average in stock level other not to fall

WEEK NO. 11
Date: 9/11/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

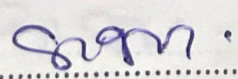
Stock level

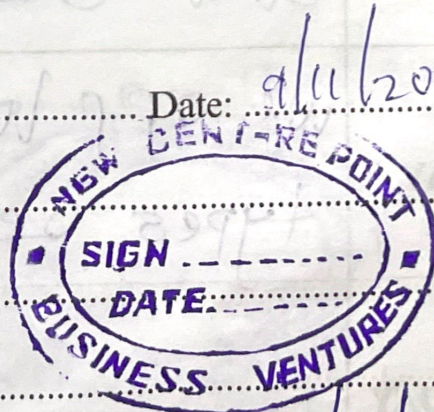
stock level refers to the quantity of goods or materials held in a store by a business

Student's Signature:  Date: 9/11/2024

Comments by Industrial-Based Supervisor:

Name:

Signature:  Date: 9/11/2024



WEEK NO: Week 11

WEEK ENDING:
(Last working day of the week)

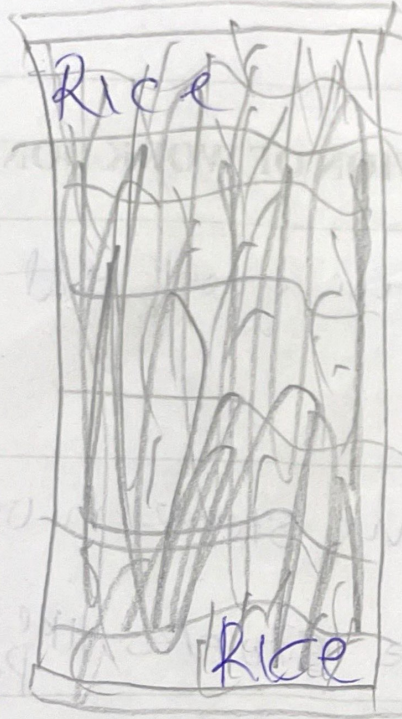
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Writing of list of goods or stocks needed in the store
TUESDAY	Attending to Customers
WEDNESDAY	Arranging goods according to their date (exp)
THURSDAY	Offloading of e.g bag of rice and Custard
FRIDAY	we off load different types of Snaces
SATURDAY	

Date: 16/11/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A bag of rice

Student's Signature: _____

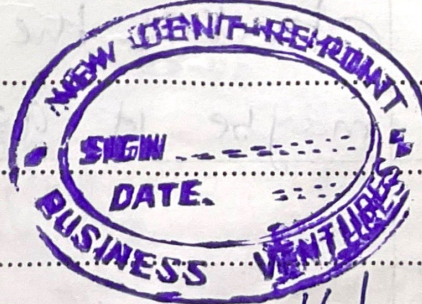
Date: _____

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature: _____

Date: _____



WEEK NO: Week 12
WEEK ENDING: 23/11/2024
(Last working day of the week)

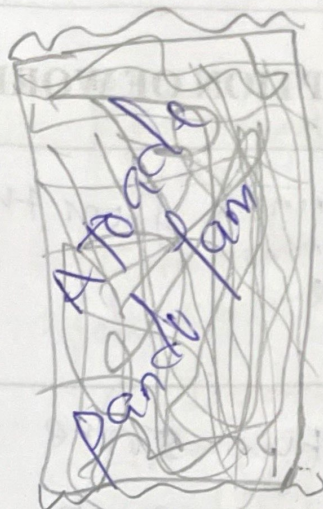
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Filing up the good that are sold
TUESDAY	Arranging the stock in other to contain more stocks, like sachet of Pando Yam
WEDNESDAY	Cleaning the stores and Creating space for goods or stocks
THURSDAY	Attending to the customers and Arranging of goods and
FRIDAY	Checking the date of the goods maybe it as not expire
SATURDAY	

Date: 23/11/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A Sack of pando tam

Student's Signature: _____

Date: 23/11/2024

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature: _____

Sogn.



WEEK NO: Week 13WEEK ENDING: 30/11/2024
(Last working day of the week)**WEEKLY PROGRESS SHEET**

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	off loading drinks from the bus or Car to the store
TUESDAY	Arranging the store properly so that the stock will be Arrange properly.
WEDNESDAY	Checking the stock to checking whether the goods is not there or is there
THURSDAY	Supplying different types of detergent to the store
FRIDAY	Cleaning the store and Arranging the store properly.
SATURDAY	

Date: 30 Jul 2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

WEEKLY PROGRESS SHEET

DESCRIPTION OF WORK DONE

DAY & DATE

Good mama
detergent

Good mama
detergent

Good mama
detergent
Good mama

MONDAY

TUESDAY

detergent soap

WEDNESDAY

THURSDAY

Student's Signature:

Date: 30 Jul 2024

Comments by Industrial-Based Supervisor:

Name:

Signature:

Signature:

Date:



WEEK NO: 14 weeks

WEEK ENDING: (Last working day of the week)

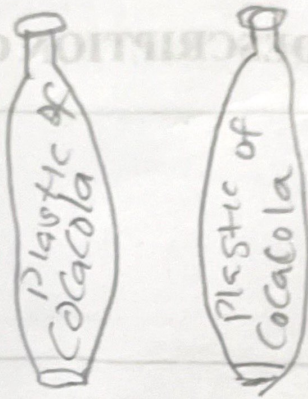
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Clearing of Stores and Creating Space For the goods and stocks .
TUESDAY	off loading the parts of Cola Cola parts and malt in the store .
WEDNESDAY	Arranging the stores properly to bring more goods insides
THURSDAY	Checking the date of the goods and Arranging them properly .
FRIDAY	Arranging good into their expiring date
SATURDAY	

Date: 7/12/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

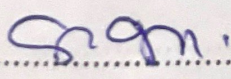
(Additional diagrams may be attached where necessary)

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	A plastic coke plastic
THURSDAY	
FRIDAY	
SATURDAY	

Student's Signature:  Date: 7/12/2024

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature:  Date: _____



INDUSTRIAL TRAINING FUND

MIANGO ROAD, P.M.B. 2199, JOS

FORM 8



STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME END-OF-PROGRAMME REPORT SHEET

PART A (To be completed by the Student)

1. (a) Name in full: MICHAEL RUTH OLUKABUNRAT
(b) Registration/Matriculation: ND/23/PSM/PT/0063
(c) Course of Study: Procurement and supply chain management
(d) Year of study: 2023/2024
(e) Name of Institution: KWARA STATE POLYTECHNIC
2. (a) Name and Address of the Company/Establishment: Center point
Supermarket Ganna Kwara state
(b) The Department Section:
(c) Period of Attachment: From 7/9/2024 To 7/11/2024
Number of Weeks: 4 weeks
3. Total Allowance received by student: N.....K
4. Brief outline of experience/relevance of training provided:.....
.....
.....
5. (a) Where were you attached last? (if applicable):.....
(b) Total number of weeks engaged on Industrial Attached: 14 weeks
Signature of Student: [Signature] Date: 7/12/2024

PART B (To be completed by the Employer)

Do you agree with the Student's comments in items 3 & 4 in Part A? YES/NO

If No. please comment:.....
.....

State total amount paid to students as ITF allowance: N.....K

In Words:.....

6. Please assess the student's overall performance by ticking the appropriate box as provided
VERY GOOD ☐ GOOD ☐ SATISFACTORY ☐ POOR ☐

7. Will you accept the student in any future attachment? YES/NO

If No, please comment:.....

8. Is your Company/Establishment in a position to offer this student a job in future?
.....

9. Name of Reporting Officer:.....

Designation/Rank:.....

Signature/Stamp:.....

Date:.....

N.B. Forms duly completed by employers should be forwarded to/collected by the respective Institutions under seal

PART C (To be completed by the Institution)

10. Indicate number of visits:.....

11. Give your assessment of facilities provided by company during visit(s) by ticking:

STANDARD ☐ ADEQUATE ☒ RELEVANT ☐ NOT RELEVANT ☐

12. Give your impression of the student's involvements in training (FULLY/PARTIALLY)

.....
Fully

13. Assessment of student's performance (Grading "A, B, C or D has to be stated)

.....
B

Full Name of the Supervisor:.....

Mrs Adeshina O-T

Status:.....

Lecturer

Department/Discipline:.....

Architecture

Signature/Stamp:.....

Adeshina

Date:.....

26/11/24

N.B. This form is to be returned to ITF on completion by the respective institutions under seal