



**TOKA MEDIA
COMMUNICATION**
Afadapakuro Concepts

• MEDIA CONSULTING
• MEDIA TRAINING
• PUBLIC RELATION CONSULTING
• PROCUREMENT EXPERT
• COUNSELLING
• GENERAL MERCHANDISE

15th November 2024,
Co-ordinator,
Kwara State Polytechnic,
Ilorin,
Kwara State.

Dear Sir/Ma

**COMPLETION OF STUDENT INDUSTRIAL WORKEXPERIENCE
SCHEME (SIWES)**

This is to certify that **Hameed Salamot Damilola**, a student in your institution from the department of Mass Communication with Matric No: **ND/23/MAC/PT/0846** has successfully completed four month student industrial work experience scheme (SIWES) at the program department of our organization in Lagos from 5th August 2024- 15th November 2024 during her stay, she was very hardworking and exhibited high sense of morality. Her stay was no doubt rewarding for her and our organization.



Yours faithfully,

3, Community Street, 2nd Anjorin B/S, off Amikanle Rd
Along Lagos-Abeokuta Express Rd., Kola B/S Alagbado, Lagos

0803 721 0888

afadapakuro@gmail.com

@afadapakuro



KWARA STATE POLYTECHNIC, ILORIN
(INDUSTRIAL LIAISON AND PLACEMENT UNIT)

P.M.B. 1375,
ILORIN, NIGERIA.
www.kwarastatepolytechnic.edu.ng

Rector: Engr. (Dr.) Abdul Jimoh Mohammed, Ph.D, MNSE, MNImechE, FIDPMIN, FNSE

Director: Abiodun E.T, B.Sc, M.Sc, PGDCS, PGDE, MCPN, MISOC, MSDIWC, MTRCN, MIACSIT, MNIM, FIPMD

Our Ref: _____

Date: 12/07/2024

Your Ref: _____

ADDRESS OF INDUSTRY/FIRM

TOXA MEDIA COMMUNICATION
NO.3, COMMUNITY STR, OF
AMIKANLE ROAD, ALAGBADO
LAGOS.

PLEASE RETURN TO:

The Director, ILPU

Kwara State Polytechnic,

P.M.B 1375,

Ilorin.

STUDENT INDUSTRIAL WORK EXPERIENCES SCHEME 20...24.....

TRAINING YEAR: SCHEDULED FOR.....

This organisation has carefully considered the request for placement reservation made to use by Mr/Miss/Mrs. Hameed Sylamot Damilola

(Surname 1st)

Institute of Information & Technology Department

Matric No: N01231mac/p+10846 and is happy/unable to oblige him/her.

Every effort would be made to make his/her stay a most rewarding training experience.

Thanks



**SIGNATURE AND STAMP OF AUTHORISED
REPRESENTATIVE OF THE INDUSTRY**

STUDENT'S PARTICULAR



28/1/2025
2025

NAME OF STUDENT: Hammed Saka Opeyemi
INSTITUTION: Institute of Information Communication and Technology
MATRICULATION NUMBER: Nd 123456789
COURSE OF STUDY: MASS COMMUNICATION
DATE OF BIRTH: 29/10/2005
CONTACT ADDRESS: 36, Fatusi Oke filling Ibeke Ogbu-
Lga Ogun State
PHONE NUMBER: 09115176238
SIGNATURE OF THE STUDENT: [Signature]
NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: TOKA MEDIA
COMMUNICATION, No. 2 Community Street off 2nd Anglin
Lagos Kofe Agbado Lagos
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: 1

WEEK ENDING:
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
Aug 5 2024 MONDAY	I had an oral test presentation
Aug 6 2024 TUESDAY	I was given test written
Aug 7 2024 WEDNESDAY	I was introduced to the staff and the duties attached to each of them including the department in the company.
Aug 8 2024 THURSDAY	I was introduced to the Stereo equipment and their functions.
Aug 9 2024 FRIDAY	I was given a lecture on the organisation activities.
SATURDAY	

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature: [Signature] Date: Aug 9 2024

Comments by Industrial-Based Supervisor: Good -

Name:

Signature: [Signature] Date:



WEEK NO: 2
 WEEK ENDING: Aug 16 2024
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
Aug 12 2024 MONDAY	I was given a lecture by Mr. Fahad Alabi on the characteristics and qualities of a good presenter.
Aug 13 2024 TUESDAY	I was taught on how to answer client on phone concerning advertisement and the services we render.
Aug 14 2024 WEDNESDAY	I was taught on how to write and copy from the Internet without plagiarizing.
Aug 15 2024 THURSDAY	I was taught the various jingles and signatures tunes used for "AFADAPRODUCTIONS SHOW".
Aug 16 2024 FRIDAY	I was taught how to pick calls during and after programme and to disconnect calls when necessary.
SATURDAY	

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
(Additional diagrams may be attached where necessary)

Student's Signature: S. J. M.

Date: Aug 16 2024

Comments by Industrial-Based Supervisor: Very good -

Name:

Signature:

Date:



WEEK NO: 3

WEEK ENDING: Aug 23 2024
(Last working day of the week)FOR I
(A)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
Aug 19 24 MONDAY	I was taught how to rename music, and jingles and advertisement
Aug 20 24 TUESDAY	I was taught how to conduct an Interview for visitors relating to Afadipekepo Show.
Aug 21 24 WEDNESDAY	I Learnt about arrangement of Songs
Aug 22 24 THURSDAY	I learnt that when arranging song for a programme i must mix different songs and not play just one throughout to avoid raving the programme
Aug 23 24 FRIDAY	I Learnt how to write scripts most especially for "GBANIKOBI" Programme
SATURDAY	

WEEK NO: 4

WEEK ENDING: 30/AUG/2024
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
26/AUG/24 MONDAY	I assisted in writing the Script for "BUREAU DE CHANCE"
27/AUG/24 TUESDAY	I learnt how to fill the advent log.
28/AUG/24 WEDNESDAY	I was taught how to fill the music log correctly
29/AUG/24 THURSDAY	I was lectured on the function of the auxilliary and five on the mixer
30/AUG/24 FRIDAY	I learnt about jingles and how it has been put on air.
SATURDAY	

WEEK NO: 5
 WEEK ENDING: 6/sep/2021
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
2nd/sep/21 MONDAY	I was given a Lecture on PPA (personal paid announcement) by my supervisor Mr. Tawo Alabi (CAFAOAPAFUPO)
3/sep/21 TUESDAY	I learnt how to slot in music and advert in a live programme from Mr. Diya.
4/sep/21 WEDNESDAY	I was given a lecture on audacity Audacity and what its been used for.
5/sep/21 THURSDAY	I learnt how to record using audacity.
6/sep/21 FRIDAY	I learnt how to rip a CD (ie copy my songs from the CD to a computer Hardisk).
SATURDAY	

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature: *[Signature]*

Date: 6/sep/24

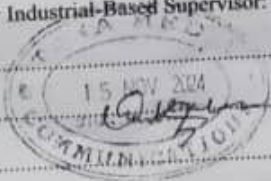
Comments by Industrial-Based Supervisor:

Submitter: Student

Name:

Signature:

Date:



WEEK NO. 6

WEEK ENDING: 13/sep/2024
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
9/sep/24 MONDAY	I was shown and taught how to put an advert on air in a designated time.
10/sep/24 TUESDAY	I learnt how to link a caller on air.
11/sep/24 WEDNESDAY	I browsed the Internet on the topic "Over population" to prepare a script for the programme on Friday "GBANOCABU".
12/sep/24 THURSDAY	I selected news from the newspaper that can be debated "two LE kids" for the programme.
13/sep/24 FRIDAY	I was taught how to call telephone number on air.
SATURDAY	

Date: _____

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature: [Signature] Date: 10/sep/2024

Comments by Industrial Based Supervisor: Quick learner

Name: _____

Signature: _____ Date: _____



Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature: 

Date: 20th of September 2024

Comments by Industrial-Based Supervisor:

Hard working student

Name:

Signature:

Date:



WEEK NO: 8
 WEEK ENDING: 27th of sept. 24
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
23/9/24 MONDAY	I was taught how to use the digital and audio console to play the arranged music, commercials and jingles.
24/9/24 TUESDAY	I monitored and gave a report on "AfadaPakuro show".
25/9/24 WEDNESDAY	I Placed a call to General Kolawole Ajinla a.k.a "Collin" during "EWO LE WOI" Programme
26/9/24 THURSDAY	I assisted in the scheduling of announcements
27/9/24 FRIDAY	I sourced for news that was read at 4p.m at faaji fm.
SATURDAY	

Date: _____

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached when necessary)

Student's Signature: _____

Date: 27th of Sept. 24

Comments by Industrial-Based Supervisor: _____

Very ready to learn.

Name: _____

Signature: _____



Date: _____

WEEK NO:

9

WEEK ENDING:

14th of October, 24

(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
30/9/24 MONDAY	I recorded a programme using audacity
1/10/24 TUESDAY	I recorded a programme using audacity.
2/10/24 WEDNESDAY	I controlled the console under the supervision of Mr. Diya.
3/10/24 THURSDAY	I was given a PPP to rehearse for Afadapa Kuro show by Mr. Taiwo Alabi.
4/10/24 FRIDAY	I learnt how to edit a recorded programme using audacity.
SATURDAY	

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature:

Date: 11th of October 21

Comments by Industrial-Based Supervisor:

Given partial

Name:

Signature:



Date:

WEEK NO: 10
 WEEK ENDING: 11th of October 2020
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
7/10/20 MONDAY	I was opportuned to put an advert on air under the supervision of Mrs. Lajo.
8/10/20 TUESDAY	I browsed the internet on depression to prepare a script for "GBANKOGBI"
9/10/20 WEDNESDAY	I read the PPP given by my supervisor during "Afadafakuro show " show"
10/10/20 THURSDAY	I linked a caller on air during "Ewolewo" Programme.
11/10/20 FRIDAY	I was opportuned to produce the news at 12pm under the supervision of Mrs. Lajo at 10am.
SATURDAY	

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
(Additional diagrams may be attached where necessary)

Student's Signature:

Date: 11th of October, 2021

Comments by Industrial Based Supervisor:

Very Skillful

Name:

Signature:

Date:



WEEK NO: 11
WEEK ENDING: 18th of October 2011
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
14/10/21 MONDAY	I wrote the script for "G'BANKOGBI" Programme.
15/10/21 TUESDAY	I put an advert on air during.
16/10/21 WEDNESDAY	I was opportuned to call recharge card during "BUREAU DE CHANGE" Programme.
17/10/21 THURSDAY	I filled the Dutys continuity announcer (DCA) daily logbook.
18/10/21 FRIDAY	I assisted in the production of a program "ISEYA" at 7am fm.
SATURDAY	

Date: _____

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
(Additional diagrams may be attached where necessary)

Student's Signature: _____

Date: 18th of October, 2021

Comments by Industrial Based Supervisor: _____

Very Good

Name: _____

Signature: _____

Date: _____

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature:

[Signature]

Date: *25th of October, 24*

Comments by Industrial-Based Supervisor:

Fantastic ..

Name:



Signature:

Date:

WEEK NO: 14
 WEEK ENDING: 8/11/2024
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
4/11/24 MONDAY	I was taught how to connect the console with the studio line whenever a call comes in.
5/11/24 TUESDAY	I went out Miss Bola to get comments from the people regarding "KEWOLEWO" Programme.
6/11/24 WEDNESDAY	I ripped a CD
7/11/24 THURSDAY	I borrowed the Internet on the topic "UNITY" to prepare a script for the Programme on Friday.
8/11/24 FRIDAY	I understudied a live facebook Programme
SATURDAY	

WEEK NO: 15

WEEK ENDING: 15th of November 2021
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
11/11/21 MONDAY	I attended to clients concerning the services we render.
12/11/21 TUESDAY	I failed the advert log and music log correctly.
13/11/21 WEDNESDAY	I put a jingle on air
14/11/21 THURSDAY	I produced a programme under the supervision of Mr. Diga.
15/11/21 FRIDAY	I wrote the script for "GBANKOGBI"
SATURDAY	

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature: *[Signature]* Date: *15th of November 2020*

Comments by Industrial-Based Supervisor: *very respectful*

Name: *[Signature]*

Signature: *[Signature]* Date:

COMMENTS BY ITF OFFICIAL(S)

15 weeks

Good



Name of Official:

Mrs. A. Ayegban

Signature of Official:

Ayegban

Date:

20/12/25

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: HAMEED SALAMOT DAMILOLA
(b) Registration/Matriculation: ND/23/IMAC/PT/LOF46
(c) Course of Study: MASS COMMUNICATION
(d) Year of study: 2023/2025
(e) Name of Institution: Institute of Information & Communication
2. (a) Name and Address of the Company/Establishment: TOKA MEDIA
ACADEMY AKAJIBADO LAGOS
(b) The Department Section: _____
(c) Period of Attachment: From _____ To _____
Number of Weeks: 16
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: _____
Signature of Student: _____ Date: _____

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: _____