



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE
SCHEME [S.I.W.E.S]**

**HELD AT
ILORIN SOUTH LOCAL GOVERNMENT FUFU, KWARA STATE**

**BY
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ND/23/PAD/PT/0078

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INSTITUTE OF FINANCE AND MANAGEMENT STUDIES
KWARA STATE POLYTECHNIC, ILORIN**

FROM

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**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF ORDINARY NATIONAL DIPLOMA (OND) IN PUBLIC
ADMINISTRATION, KWARA STATE POLYTECHNIC**

CERTIFICATION

This is to certify that **SHOLEYE MATTHEW OLUWAFEMI** with matriculation number **ND/23/PAD/PT/0078** undergoes his industrial training **SIWES** at **ILORIN SOUTH LOCAL GOVERNMENT FUFU, KWARA STATE** In partial fulfillment of the award of National Diploma (**ND**) in Public administration, Kwara State Polytechnic, Ilorin, undersigned by the following people:

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MR NURUDEEN ABUBAKAR GOBIR

Department SIWES Supervisor

.....

Date

.....

MR ADAM ISAK SERIKI

Head Of Department

.....

Date

DEDICATION

This SIWES report is dedicated to GOD Almighty, Mr. & Mrs. **SHOLEYE** for their spiritual and financial support during my SIWES program.

ACKNOWLEDGEMENT

With overwhelming joy in my heart, I wish to thank the almighty God the fountain of all knowledge, my strength and my source, the great provider for his unconditional love and favor towards my life and throughout this academic pilgrimage. My immeasurable appreciation goes to my parents **Mr.** and **Mrs. SHOLEYE** for their parental care and the support they have given me

since the day I have been given birth to and for the effort they have put in ensuring that I become someone great in life.

My sincere appreciation also goes to the entire staff and management of **ILORIN SOUTH LOCAL GOVERNMENT**

My acknowledgement is incomplete without acknowledging my H.O.D; **MR. ADAM ISAK SERIKI** for his firmness and tireless effort in making Public Administration the best. To all my lecturers, thank you for the grooming and shaping. God bless you all.

Finally, only God is above all sort of mistakes. All errors in this work are strictly and exclusively mine.

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CHAPTER ONE

INTRODUCTION

1.1 BACKGROUND

SIWES was established by ITF in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduates of tertiary institutions.

The Scheme exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institutions.

Participation in Industrial Training is a well-known educational strategy. Classroom studies are integrated with learning through hands-on work experiences in a field related to the student's academic major and career goals. Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions.

One of the primary goals of the SIWES is to help students integrate leadership development into the experiential learning process. Students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders.

By integrating leadership development activities into the Industrial Training experience, we hope to encourage students to actively engage in non-profit management as a professional career objective. However, the effectiveness of the SIWES experience will have varying outcomes based upon the individual student, the work assignment, and the supervisor/mentor requirements. It is vital that each internship position description includes specific, written learning objectives to ensure leadership skill development is incorporated.

Participation in SIWES has become a necessary pre-condition for the award of Diploma and Degree certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government.

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Operators - The ITF, the coordinating agencies (NUC, NCCE, NBTE), employers of labor and the institutions.

Funding - The Federal Government of Nigeria

Beneficiaries - Undergraduate students of the following: Agriculture, Engineering, Technology, Environmental, Science, Education, Medical Science and Pure and Applied Sciences.

Duration - Four months for Polytechnics and Colleges of Education, and Six months for the Universities.

1.2 OBJECTIVES

The following are some of the objectives of SIWES:

- i. SIWES will provide students the opportunity to test their interest in a particular career before permanent commitments are made.
- ii. SIWES students will develop skills in the application of theory to practical work situations.
- iii. SIWES will provide students the opportunity to test their aptitude for a particular career before permanent commitments are made.
- iv. SIWES students will develop skills and techniques directly applicable to their careers.
- v. SIWES will aid students in adjusting from college to full-time employment.
- vi. SIWES will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
- vii. SIWES will increase a student's sense of responsibility.
- viii. SIWES students will be prepared to enter into full-time employment in their area of specialization upon graduation.
- ix. SIWES students will acquire good work habits.

x. SIWES students will develop employment records/references that will enhance employment opportunities.

xi. SIWES will provide students the opportunity to understand informal organizational interrelationships.

xii. SIWES will reduce student dropouts.

Foster commitment and collaboration with both internal and external constituents.

The 4 months Students Industrial Work Experience Scheme (SIWES) which is a requirement for the completion of my course of study, Public Administration, The Organizations function is to provide training services for Public admin students and enable them to learn on the field practitioner.

CHAPTER TWO

DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

2.1 LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

The name of the organization is ILORIN SOUTH LOCAL GOVERNMENT FUFU, KWARA STATE. It was founded by group of Public administrator whose aim is to develop, train and recreate the world of technology with the motto, together, we recreate the world.

The company started its operation in November, 2019.

Presently the organization has grown wide to the extent that it has several departments.

In fact this institution has grown to the extent of having a staff of 15 or more and people that are been paid by this institution.

2.2 OBJECTIVES OF THE ESTABLISHMENT

- i. To provide world class training services for Public admin students and IT enthusiast
- ii. To provide a co-working space for experts to work and network
- iii. To provide a community of like-minded technological experts
- v. To create a platform where students of tertiary institutions can put classroom knowledge into real life practice

2.3 ORGANIZATIONAL STRUCTURE

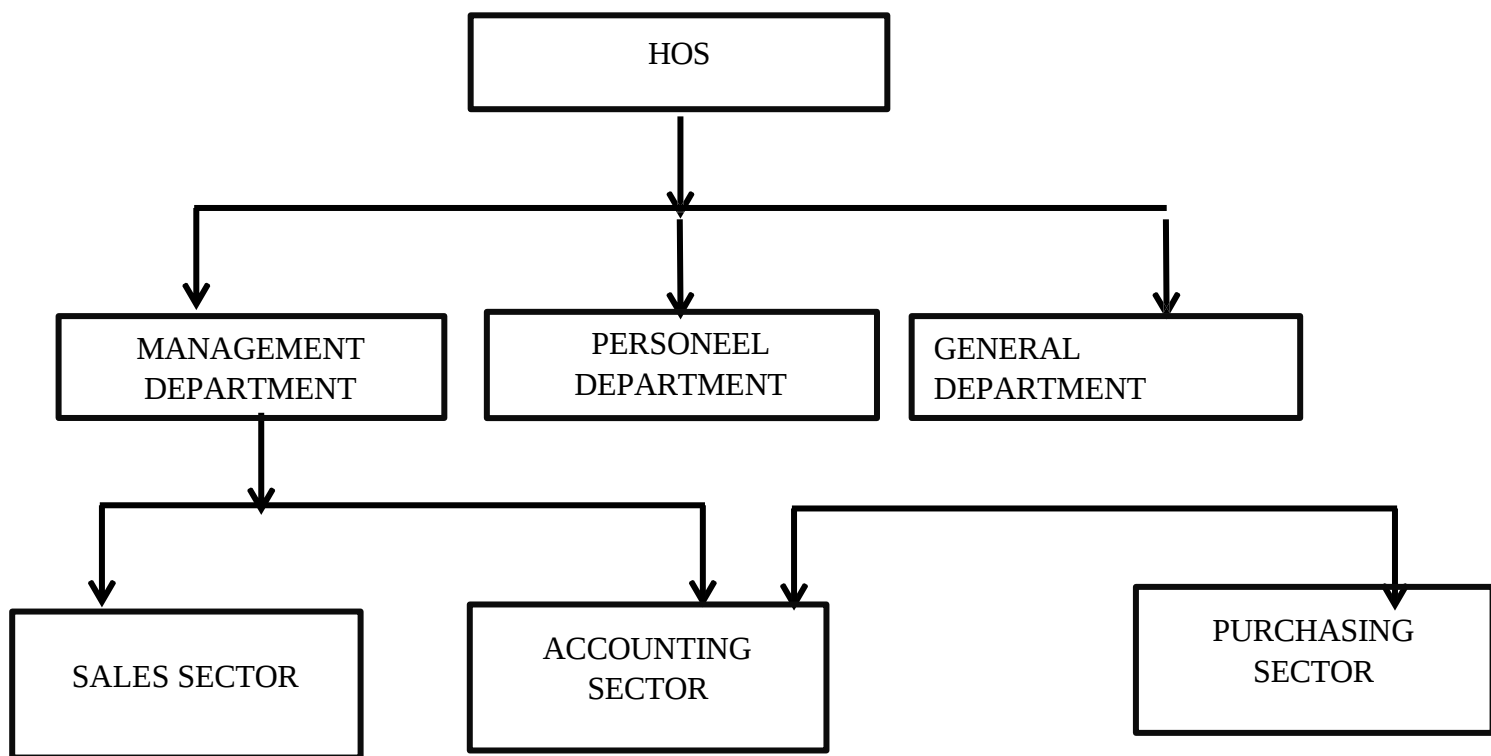


Figure 1. Organisational structure of the company

2.4 THE DEPARTMENTS IN THE ESTABLISHMENT AND THEIR FUNCTIONS

There are three major departments in Ilorin South Local Government Fufu, Kwara State

Administrative Department

Human Resources Department

IT Department

- Administrative department: the main role of the administrator is to ensure the efficient performance of all departments in the organization. They provide motivation to the work force and make them realize the goals of the organization.
- Human resources department: this department is responsible for handling different functions within the organization. The department is responsible for hiring and firing employees,

training workers, maintaining interoffice relationships and interpreting employments laws. The department works diligently behind the scenes to ensure that the organization runs efficiently.

- Information Technology Department: this is the department responsible for the architecture, hardware, software and networking of the computers in the company. Some of the activities of this department are programming, web development, technical support and administration.

CHAPTER THREE

INDUSTRIAL EXPERIENCE

3.1 CIVIL SERVICE

I was trained and exposed in the civil service to equip government employees with the knowledge, skills, and ethical standards required to perform their duties effectively. Civil service training typically follows a structured process that includes recruitment, induction, professional development, and specialized course

3.1.1 KEY FEATURES OF CIVIL SERVICE

- i. Merit-Based Recruitment – Hiring is usually based on qualifications, experience, and examinations rather than political appointments.
- ii. Permanence and Stability – Civil servants typically have job security and are not affected by changes in government leadership.
- iii. Impartiality and Neutrality – Civil servants are expected to serve all governments equally, without political bias.
- iv. Hierarchy and Structure – The civil service operates under a well-defined hierarchy with different ranks and responsibilities.
- v. Public Service Orientation – The primary goal is to serve the public and implement government policies effectively.

3.1.2 FUNCTIONS OF CIVIL SERVICE

- i. Policy Implementation – Enforcing laws, regulations, and government programs.
- ii. Public Administration – Managing resources, services, and public projects.
- iii. Revenue Collection – Tax administration and financial management.
- iv. Advisory Role – Providing expert advice to government officials and policymakers.
- v. National Development – Contributing to economic and social development through various initiatives.

Types of Civil Service:

Queries are essential in various fields as they help to:

- i. Seek clarification on unclear issues

- ii. Request additional information on a subject
- iii. Address concerns related to workplace performance
- iv. Ensure transparency and accountability in communication
- v. Facilitate proper record-keeping in organizations.

ROLES OF THE THREE COMMITTEE IN SERVICE

In the civil service, three key committees help in the administration, regulation, and discipline of government employees. These committees ensure efficiency, accountability, and smooth operations in public service. The three main committees are:

1. Appointments, Promotion, and Disciplinary Committee (APDC)
2. Establishment Committee
3. Finance and General Purpose Committee (FGPC)

3.1.3 INTER-SERVICE TRANSFER

Inter-service transfer refers to the movement of a civil servant from one government agency, ministry, or department to another without losing their rank, benefits, or seniority. This process allows for career progression, skill utilization, and organizational restructuring within the civil service.

Reasons for Inter-Service Transfer

- i. **Career Growth and Development:** Employees may seek transfer to an agency that aligns with their expertise and career goals.
- ii. **Organizational Needs:** Government agencies may request skilled personnel to fill critical roles.
- iii. **Decentralization and Restructuring:** When ministries or agencies merge or restructure, staff may be reassigned to new offices.
- iv. **Personal Reasons:** Health, family relocation, or other personal circumstances may necessitate a transfer.

- v. Workforce Optimization: To balance the distribution of skilled professionals across different ministries and agencies.

3.2 SOME PROJECT DONE AT THE FIRM



CHAPTER FOUR

CHALLENGES AND PROBLEM ENCOUNTERED

It is not uncommon to hear students on their Student Industrial Work Experience Scheme (SIWES) or internship lament over their unpleasant experiences, especially the challenges encountered in the process of finding a firm to accommodate and support them.

While it is expected of students to go out and acquire practical knowledge of their chosen fields, it seems also right for firms to make provisions to support their efforts.

Though internship is peculiar to polytechnics, but most universities have followed suit depending on the course of study of the students. The major objective of internship is to help students apply theoretical knowledge and school-based skills to practice before they enter the world of work.

The program came into existence following decree No. 47 of October 08, 1971 as amended in 1990. This decree gave birth to the founding of the Industrial Training Fund (ITF) in 1973/1974, which in turn established the Students Industrial Work Experience Scheme (SIWES) to bridge the gap between school-based knowledge and work-place skills. Though industrial training provides students with work experience that prepares them for the work place, but the major advantage is that it helps students discover their areas of career interests which they are most likely to acquire.

But despite this advantage, internship isn't without its hiccups, as students face the challenges of getting firms that would not just absorb them in their core areas of competence, but pay them monthly allowances. Vanguard Learning investigation reveals that organizations such as banks request for IT students because of cheap labour, others do not wish to accommodate students who beg for placements, while some organizations will ask the students to pay for the knowledge that will be acquired. Some of the challenges faced are listed below:

- Trekking each day to Office Of Head Service
- Lack of free access to internet for SIWES students at training place.
- Some of the projects I executed took me few days to debug at early stage of working.

CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.0 CONCLUSION

In conclusion, this report has dealt with all I was taught both practical and theory during the SIWES program. The SIWES program is of great advantage which every student that participated will forever remember.

5.1 PERSONAL IMPRESSION ABOUT THE ORGANISATION

The Public Administration Department of ILORIN SOUTH LOCAL GOVERNMENT FUFU, KWARA STATE is a place to be and thank God that I went there for the industrial training. They have God fearing staffs and student have unlimited and unrestricted access to all their resources this makes it easier for students to learn fast.

5.2 SUGGESTIONS AND RECOMMENDATIONS

I will suggest that the ITF should keep the SIWES program going so that students in the higher institution can gain more practical experience which will prepare them ahead of the labour market demands.

I recommend the Public admin department of Office Of ILORIN SOUTH LOCAL GOVERNMENT FUFU, KWARA STATE for any Public Administration student interested in Siwes Training, it is a place where one can never be the same after being trained and also for any Public department the student might fall into.

