



A TECHNICAL REPORT  
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME  
(SIWES)

Held at  
**KWARA STATE PUBLIC PROCUREMENT AGENCY (KWPPA)**

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## **DEDICATION**

I dedicate this technical report to the Almighty Allah, the giver of knowledge, the beneficent and the merciful for his protection and provision throughout this SIWES programme.

## **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 Allah and also to my guides (MR & MRS ABIOLA), 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 siblings.

A big thanks goes to my friends, 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**

### **1.1 INTRODUCTION OF SIWES**

The Student Industrial Work Experience Scheme (SIWES) is a skill development program designed to prepare students of universities, polytechnics, and colleges of education for the industrial work situation they are likely to encounter after graduation. Established by the Industrial Training Fund (ITF) in 1973, SIWES bridges the gap between theory and practice by providing students with the opportunity to gain hands-on experience in their chosen fields. The program is mandatory for students in engineering, technology, science, and other related disciplines, as it equips them with practical skills and exposure to real-world work environments.

Students Industrial Work Experience Scheme (SIWES) is a Skills Training Program designed to prepare and expose Students of Universities, Polytechnics, Colleges of Technology, Colleges of Agriculture and Colleges of Education for the Industrial Work situation they are likely to meet after graduation. The Scheme affords Students the opportunity of familiarizing and exposing themselves handling equipment and machinery that are usually not available in their institutions.

### **1.2 HISTORY OF SIWES**

The SIWES program was introduced in Nigeria in 1973 by the Industrial Training Fund (ITF) to address the growing concern about the lack of practical skills among graduates. The scheme was created in collaboration with the Nigerian Universities Commission (NUC), the National Board for Technical Education (NBTE), and the National Commission for Colleges of Education (NCCE). Over the years, SIWES has evolved to become a critical component of tertiary education in Nigeria, ensuring that students are well-prepared for the demands of the labor market.

The Students' Industrial Work Experience Scheme (SIWES) was initiated in 1973 by the Federal Government of Nigeria under the Industrial Training Fund (ITF) to bridge the gap between theory and practice among products of our tertiary Institutions. It was designed to provide practical training that will expose and prepare students of Universities, Polytechnics, and Colleges of Education for work situation they are likely to meet after graduation.

Before the establishment of the scheme, there was a growing concern among the industrialists that graduates of institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus the employers were of the opinion that the theoretical education going on in higher institutions was not responsive to the needs of the employers of labour.

As a result of the increasing number of students' enrolment in higher institutions of learning, the administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and was taken over by the Federal Government and handed to National Universities commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE). In 1984, the Federal Government reverted back to ITF which took over the scheme officially in 1985 with funding provided by the Federal Government

### **1.3. OBJECTIVES OF THE PROGRAMME**

The primary objectives of SIWES include:

- To expose students to real life work environments and industrial practices.
  - To provide students with the opportunity to apply theoretical knowledge gained in the classroom to practical situations.
  - To equip students with relevant skills and competencies required in their chosen professions.
  - To foster a smooth transition from academic life to the professional world.
  - To enhance students' employability by providing them with hands-on experience and industry exposure.
  - Expose students to work methods and techniques in the handling of equipment and machinery that may not be available in schools.
  - Make transition from school to the labour market smooth and enhance students' conduct for later job placement
  - Provide students with the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practice
  - Strengthen employer involvement in the entire educational process and prepare students for employment in industry
- Promote the desired technological knowhow required for the advancement of the nation.

#### **1.4. OBJECTIVES OF ESTABLISHMENT**

The establishment of SIWES was driven by the need to:

- Address the gap between academic training and industry requirements.
- Produce graduates who are not only theoretically sound but also practically competent.
- Promote collaboration between educational institutions and industries.
- Enhance the quality of education by integrating practical training into the curriculum.
- Contribute to national development by producing a skilled workforce capable of driving innovation and economic growth.
- To maintain good relationship with patients, relations and the community through health education.
- To carry out diagnosis and intervention.
- To provide training for students.
- To maintain sufficient hospital supply of equipment and promote their utilization and maintenance.



## CHAPTER TWO

### 2.1. BENEFIT DERIVED FROM SIWES PROGRAMME

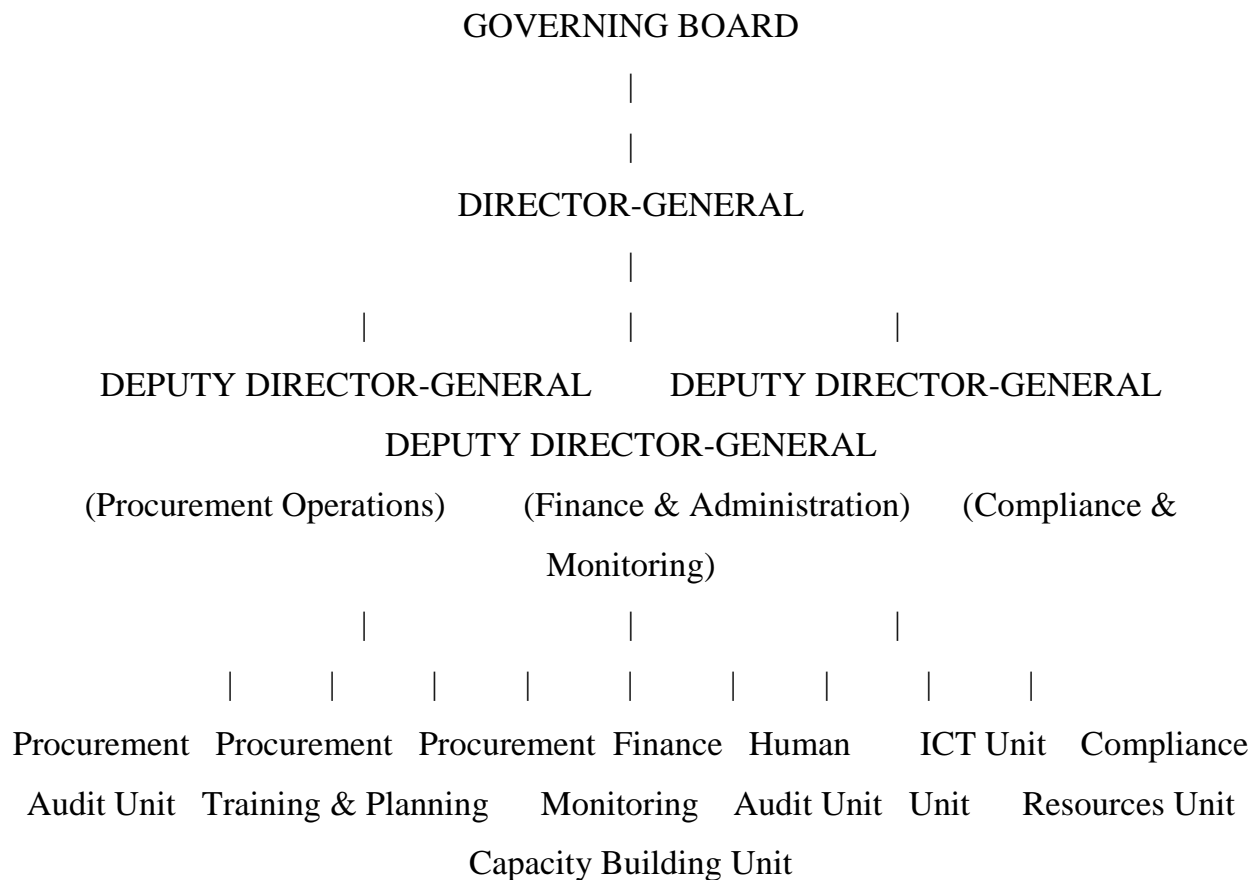
The experience, knowledge, skills and exposure acquired during the period of attachment in the industrial exercise cannot be over emphasized. I was exposed to certain areas in my course of study, such as:

1. **Skill Development:** Students acquire practical skills and competencies that are essential for their professional growth.
2. **Industry Exposure:** The program provides students with firsthand experience of industrial operations, processes, and technologies.
3. **Networking Opportunities:** Students interact with professionals in their field, building valuable connections for future career prospects.
4. **Enhanced Employability:** Employers prefer candidates with practical experience, making SIWES participants more competitive in the job market.
5. **Improved Academic Performance:** The application of theoretical knowledge in realworld scenarios enhances students' understanding of their coursework.
6. **Contribution to National Development:** By producing a skilled workforce, SIWES contributes to the economic and technological advancement of the nation.

### 2.2 OVERVIEW OF THE LOCAL GOVERNMENT

The Kwara State Public Procurement Agency (KWSPPA) is a government agency established to ensure transparency, accountability, and efficiency in the procurement of goods, services, and works in Kwara State. The agency operates under the Kwara State Public Procurement Law and is responsible for regulating and monitoring public procurement processes across all government ministries, departments, and agencies (MDAs).

## 2.3 ORGANIZATIONAL CHART OF THE LOCAL GOVERNMENT



## KEY POSITIONS AND THEIR FUNCTIONS

### 1. Governing Board

- Provides oversight and policy direction for the agency.
- Ensures compliance with the Kwara State Public Procurement Law.

### 2. Director-General

- Oversees the day-to-day operations of the agency.
- Reports to the Governing Board and implements policies.

### 3. Deputy Director-General (Procurement Operations)

- Manages procurement planning, monitoring, and execution.
- Supervises the Procurement Planning, Monitoring, and Audit Units.

### 4. Deputy Director-General (Finance & Administration)

- Handles financial management, human resources, and administrative functions.
- Oversees the Finance Unit, Human Resources Unit, and ICT Unit.

**5. Deputy Director-General (Compliance & Monitoring)**

- Ensures compliance with procurement laws and regulations.
- Supervises the Compliance Unit, Audit Unit, and Training & Capacity Building Unit.

**6. Procurement Planning Unit**

- Prepares and reviews procurement plans for MDAs.
- Ensures alignment with budgetary provisions.

**7. Procurement Monitoring Unit**

- Monitors the implementation of procurement activities.
- Ensures adherence to timelines and quality standards.

**8. Procurement Audit Unit**

- Conducts audits of procurement processes to ensure transparency and accountability.
- Identifies and addresses irregularities.

**9. Finance Unit**

- Manages the agency's budget and financial transactions.
- Processes payments for contractors and suppliers.

**10. Human Resources Unit**

- Handles recruitment, staff training, and welfare.
- Maintains employee records and ensures compliance with labor laws.

**11. ICT Unit**

- Manages the agency's information and communication technology systems.
- Maintains the procurement database and ensures data security.

**12. Compliance Unit**

- Ensures compliance with procurement laws and guidelines.

- Investigates and resolves procurement-related complaints.

### **13. Audit Unit**

- Conducts internal audits of procurement processes.
- Prepares audit reports and recommendations for improvement.

### **14. Training & Capacity Building Unit**

- Organizes training programs for procurement officers in MDAs.
- Enhances the skills and knowledge of staff and stakeholders.

## **SUPPORT UNITS**

Legal Unit: Provides legal advice and handles procurement-related disputes.

Public Relations Unit: Manages communication with stakeholders and the public.

Procurement Committee: Reviews and approves procurement activities as required by law.

## **2.5 INTRODUCTION TO APPARATUS AND THEIR FUNCTIONS**

In an office environment, especially in a government agency like the Kwara State Public Procurement Agency (KWSPPA), various apparatus and equipment are used to ensure smooth operations. Below is a list of common office apparatus and their functions:

### **1. COMPUTERS**

**Function:** Used for data processing, document preparation, internet research, and communication.

**Example Tasks:** Typing reports, creating spreadsheets, sending emails, and accessing procurement software.



## 2. PRINTERS

**Function:** Used to produce hard copies of documents, reports, and other materials.

**Example Tasks:** Printing procurement documents, contracts, and bidding papers.



## 3. SCANNERS

**Function:** Used to convert physical documents into digital formats.

**Example Tasks:** Scanning signed contracts, invoices, and other important documents for digital storage.



#### 4. PHOTOCOPY MACHINES

**Function:** Used to make duplicate copies of documents.

**Example Tasks:** Copying procurement plans, tender documents, and compliance reports.



#### 5. TELEPHONES

**Function:** Used for internal and external communication.

**Example Tasks:** Contacting suppliers, contractors, and other government agencies.



#### 6. FAX MACHINES

**Function:** Used to send and receive documents electronically over a telephone line.

**Example Tasks:** Sending urgent procurement documents to other agencies or stakeholders.



## 7. PROJECTORS

**Function:** Used to display presentations and visuals on a large screen.

**Example Tasks:** Presenting procurement plans, training sessions, and reports to staff or stakeholders.



## 8. STAPLERS AND STAPLES

**Function:** Used to bind sheets of paper together.

**Example Tasks:** Organizing multi-page documents like contracts or reports.



## 9. PAPER SHREDDERS

**Function:** Used to destroy sensitive or confidential documents.

**Example Tasks:** Disposing of outdated procurement documents or confidential records.





## 10. FILING CABINETS

**Function:** Used to store and organize physical documents.

**Example Tasks:** Storing procurement records, contracts, and compliance reports.



## 11. DESKTOPS AND WORKSTATIONS

**Function:** Provide a dedicated space for employees to work.

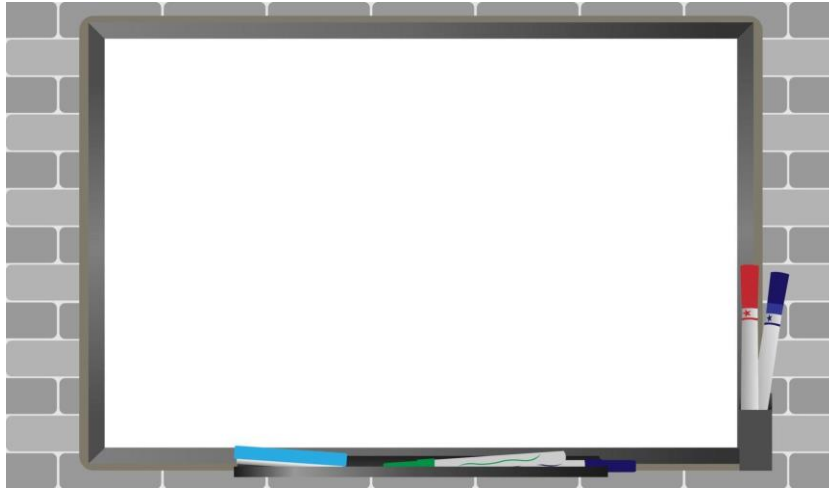
**Example Tasks:** Completing daily tasks such as drafting documents, analyzing data, and attending virtual meetings.



## 12. WHITEBOARDS AND MARKERS

**Function:** Used for writing notes, brainstorming, and planning.

**Example Tasks:** Outlining procurement processes or project timelines during meetings.



## 13. CALCULATORS

**Function:** Used for performing mathematical calculations.

**Example Tasks:** Calculating procurement budgets, contract sums, and bid evaluations.



## 14. INTERNET ROUTERS/MODEMS

**Function:** Provide internet connectivity for the office.

**Example Tasks:** Enabling access to online procurement portals, email, and research.



## 15. AIR CONDITIONERS

**Function:** Regulate the temperature and ensure a comfortable working environment.

**Example Tasks:** Maintaining a conducive atmosphere for productivity.



## 16. UPS (UNINTERRUPTIBLE POWER SUPPLY)

**Function:** Provide backup power during outages to prevent data loss.

**Example Tasks:** Ensuring computers and other critical equipment remain operational during power interruptions.



## 17. OFFICE CHAIRS AND TABLES

**Function:** Provide ergonomic support for employees during work.

**Example Tasks:** Ensuring comfort and productivity during long working hours.



## 18. DOCUMENT TRAYS AND ORGANIZERS

**Function:** Used to sort and organize documents for easy access.

**Example Tasks:** Separating incoming and outgoing procurement documents.



## 19. LAMINATING MACHINES

**Function:** Used to protect important documents by encasing them in plastic.

**Example Tasks:** Laminating identification cards, certificates, and official documents.



## 20. TIME CLOCKS

**Function:** Used to track employee attendance and working hours.

**Example Tasks:** Monitoring staff punctuality and attendance.



## 21. WATER DISPENSERS

**Function:** Provide drinking water for staff and visitors.

**Example Tasks:** Ensuring hydration and comfort in the office.



## 22. SECURITY CAMERAS

**Function:** Monitor and record activities in the office for security purposes.

**Example Tasks:** Preventing theft and ensuring the safety of staff and equipment.





### 23. FIRE EXTINGUISHERS

**Function:** Used to control or extinguish small fires.

**Example Tasks:** Ensuring safety in case of fire emergencies.



### 24. BINDING MACHINES

**Function:** Used to bind documents into booklets or reports.

**Example Tasks:** Organizing and presenting procurement reports or training materials.



These apparatus and equipment are essential for the efficient functioning of an office like KWSPPA. They facilitate communication, documentation, organization, and productivity, ensuring that the agency's procurement processes run smoothly.

## **CHAPTER THREE**

### **3.1 FUNCTIONS AND RESPONSIBILITIES DURING THE TRAINING**

The key functions of KWPPA include:

- Formulating and implementing procurement policies and guidelines.
- Ensuring compliance with procurement laws and regulations.
- Monitoring and evaluating procurement processes to ensure transparency and accountability.
- Providing training and capacity building for procurement officers in MDAs.
- Maintaining a database of contractors, suppliers, and service providers.
- Investigating and resolving procurement-related complaints.

### **3.3 ACTIVITIES CARRIED OUT DURING THE TRAINING**

During my SIWES program at KWPPA, I was actively involved in the following activities:

- **Procurement Planning:** Assisted in the preparation of procurement plans for various MDAs.
- **Documentation:** Prepared and reviewed procurement documents, including bidding papers and contracts.
- **Compliance Monitoring:** Participated in the monitoring of procurement processes to ensure compliance with regulations.
- **Data Entry:** Updated the agency's database of contractors and suppliers.
- **Training Sessions:** Attended training sessions organized by the agency for procurement officers.
- **Report Writing:** Assisted in drafting reports on procurement activities and compliance audits.



### 3.4 SKILL ACQUIRED

The SIWES program at KWSPPA provided me with the following skills:

- **Procurement Processes:** Understanding of the procurement cycle, from planning to contract award.
- **Documentation:** Ability to prepare and review procurement documents.
- **Compliance Monitoring:** Skills in monitoring and ensuring adherence to procurement regulations.
- **Communication:** Improved written and verbal communication skills through report writing and interactions with staff.
- **Teamwork:** Collaborated with colleagues on various tasks and projects.
- **ICT Skills:** Gained proficiency in using procurement software and databases.

### CHALLENGES ENCOUNTERED

During the training, I encountered the following challenges:

- **Limited Exposure:** Limited opportunities to participate in high-level procurement activities.
- **Bureaucracy:** Delays in approval processes affected the timely completion of tasks.
- **Resource Constraints:** Inadequate access to some resources, such as procurement software and training materials.

## **CHAPTER FOUR**

### **4.1 SUMMARY OF EXPERIENCE**

My SIWES attachment at the organization provided me with a comprehensive understanding of procurement and supply chain management. I gained practical skills in inventory management, vendor negotiation, and supply chain optimization, which will be invaluable in my future career.

During my training, I observed that the ministry uses a structured procurement process, which includes needs assessment, vendor selection, purchase order issuance, and delivery monitoring.

### **4.2 CONCLUSION**

The SIWES program at the Kwara State Public Procurement Agency was a valuable learning experience. It provided me with practical insights into public procurement processes and equipped me with skills that will be beneficial in my future career. I am grateful to my institution, the agency, and all those who contributed to the success of the program.

I was able to apply the theoretical knowledge gained in the classroom to real-world scenarios. The program enhanced my understanding of procurement processes, inventory management, supplier relationship management, logistics, and compliance. It also equipped me with essential skills such as problem-solving, communication, and teamwork, which are critical for success in the procurement and supply chain industry.

### 4.3 RECOMMENDATIONS

To improve the SIWES program and the operations of KWSPPA, the following recommendations are made:

- **Increased Involvement:** Provide students with more opportunities to participate in core procurement activities.
- **Training and Resources:** Equip students with access to relevant software and training materials.
- **Mentorship:** Assign mentors to guide students throughout the program.
- **Feedback Mechanism:** Establish a system for regular feedback from students to improve the program.

## **REFERENCES**

**Kwara State Public Procurement Law (Year of Enactment)**

This law establishes the legal framework for public procurement in Kwara State and outlines the functions of KWSPPA.

Available at: Official Kwara State Government Website

**Public Procurement Act (2007)**

The federal law that guides public procurement in Nigeria, which may serve as a reference for state-level procurement laws.

**Kwara State Public Procurement Agency (KWSPPA) Guidelines**

Official guidelines and manuals published by KWSPPA for procurement processes.

**"Public Procurement Reform and Governance in Africa" by S.N. Nyeck**

This book provides insights into public procurement reforms and their impact on governance in African countries.

**"Procurement Principles and Management" by Peter Baily, David Farmer, Barry Crocker, David Jessop, and David Jones**

A comprehensive guide on procurement principles, processes, and best practices.

**"Public Procurement: Theory, Practices, and Tools" by Gian Luigi Albano, Keith F. Snider, and Khi V. Thai**

This book explores the theoretical and practical aspects of public procurement.