

REPORT ON STUDENT INDUSTRIAL WORK EXPERIENCE
SCHEDULE (SIWES)
UNDERTAKEN AT
LINCOLN HEIGHTS HOTEL OFF SANGO AREA, ILORIN, KWARA
STATE
BY
AKINMADE BUSAYO GRACE
ND/23/HMT/PT/0001
SUBMITTED TO
THE SIWES COORDINATOR,
DEPARTMENT OF HOSPITALITY MANAGEMENT
KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE,
NIGERIA
IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR
THE AWARD OF NATIONAL DIPLOMA (ND)
AUGUST - DECEMBER 2024

TABLE OF CONTENTS

CHAPTER ONE

INTRODUCTION

1.1 HISTORY OF SIWES

L.2 GENERAL OBJECTIVES OF SIWES

1.3 SPECIFIC OBJECTIVES OF THE SCHEME

L4 THE ROLE OF INDUSTRIAL TRAINING FUND (ITF)

1.5 ADVANTAGES OF SIWES

CHAPTER TWO

2.1 BRIEF HISTORY OF LINCOLN HEIGHTS HOTEL

2.2. OBJECTIVES OF THE ESTABLISHMENT

2.3 DEPARTMENTS AND THEIR FUNCTIONS

2.4

CHAPTER THREE

3.1 TECHNICAL TRAINING EXPERIENCE/ WORK DONE

3.2

CHAPTER FOUR

4.1 EXECUTIVE SUMMARY

CHAPTER FIVE

5.1 CHALLENGES ENCOUNTER

5.2 RECOMMENDATION

5.3 CONCLUSION

PREFACE

This contain a written report of the work done by me during the Four months industrial attachment with one of the best organization at LINCOLN HEIGHTS HOTEL OFF SANGO AREA, KWARA STATE, ILORIN.

The work goes further to shape the experience I had in the station. This summarize all other things learnt and problems encountered by me, my recommendations and conclusion of all my work.

DEDICATION

In our lives, four set of people matters the most. First and greatest is the Almighty Allah who created me into the world.

The second set is our family, the people that brought us into the world, support us and stay with us no matter what condition we are.

The third set are our friends, the people who helps when we were down and need someone to talk to.

The last set are our teachers, lecturers and mentors. The people that we acquire knowledge from people that train us and educate us in order to prepare us to achieve our goals.

To them I dedicate my report to.

ACKNOWLEDGEMENT

I thanked God for the glory, honour, mercy and adoration I received during the time of my industrial training and course of study.

I also thanked my family and friends for all their support especially financially during my SIWS program.

More so, my appreciation also goes to all single person that contributed to the Completion of my industrial training, may the God Almighty bless them all and their households.

CHAPTER ONE

1.1 HISTORY OF SIWES

INTRODUCTION

The student Industrial Work Experience Scheme (SIWES) is a skill training program designed to expose and prepare students of universities, polytechnic, college of agriculture and colleges of education for the Industrial work situation they are likely to meet after graduation. The scheme also affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling machinery that are not usually available in their institutions, The scheme was first initiated and funded by the Industrial Training fund (ITF) during the formative year 1973/1974. As a result of increasing the number of student's enrolment in higher institution of learning. The administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and the scheme was taken over by the Federal Government in 1979 and handed to both the National University Commission (NUC) and the National Board for Technical Education (NBTE). By 1979 the colleges of Education were not part of the scheme and later in 1984 the Federal Government reverted back to the Industrial Training Fund which took over the scheme officially in 1985 with funding provided by the Federal Government.

1.2 GENERAL OBJECTIVES OF SIWES

SIWES is strategized for skill acquisition. It is in fact designed to prepare and expose students of universities, polytechnics and colleges of Education to the real-life work situation they would encounter after graduation.

Therefore, SIWES is key factor required to inject and engender industrialization

and economic development in our nation through the induction of scientific and technological skills on students.

1.3 SPECIFIC OBJECTIVES OF THE SCHEME

The specific objectives of the scheme (SIWES) are to:

- a. Provide placements in industries for students of higher Institutions of Learning approved by relevant regulating authority (NUC, NBTE, and NCCE) To acquire work experience and skills relevant to their course of study.
- b. Prepare students for the real work situation they will meet after graduation.
- c. Expose students to work methods and techniques in the handling of equipment and machinery that may not be available in school.
- d. Make transition from school to the labour market smooth and enhance students contact to later job placement.
- e. Provide students the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practical.
- f. Strengthen employer involvement in the entire educational process and prepare students for employment in industry.
- g. Promote the desired technological know-how required for the advancement of the nation.

1.4 THE ROLE OF INDUSTRIAL TRAINING FUND (ITE)

- a. Formulation of guidelines and policies on SIWES.
- a. Organization of orientation programs for students prior to SIWES attachment.
- b. Receive and process master and placement list from institutions.
- c. Provision of logistics and materials necessary for the effective management of the scheme.

- d. Regularly visiting supervising agencies institutions/employers and student on attachment to ensure adherence to guidelines.
- e. Carry research into operation of SIWES and proffer solutions as to improve on them.
- f. Vet and process student's logbooks preparatory to payment of SIWES allowances to staff and students.
- g. Supervise students on SIWES attachment.
- h. Disburse supervisory and student allowances.
- i. Organise biennial SIWES national conference and SIWES review meetings.
- j. Provide insurance cover for students on SIWES attachment.

1.5 ADVANTAGES OF SIWES

- a. It exposes students to secure and safe method of work.
- b. It acts as a source of revenue to some students.
- c. Students might be retained in their place of attachment as a full worker after graduation.
- d. It makes students appreciate the knowledge they obtain from school.

CHAPTER TWO

2. CHAPTER TWO

DEPARTMENTS AND THEIR FUNCTIONS

KITCHEN DEPARTMENT

They are in charge of attending to customers food anytime the customer wants to eat they make sure that the meal is available and it is done according to the taste of the customer

LAUNDRY DEPARTMENT

They are in charge of washing, drying and ironing of the customers cloth and the cloth of the establishment to make the cloth bedsheet, customer that want his or her cloth washed and iron they do that to satisfy the customer needs and wants

HOUSE KEEPING DEPARTMENT

They are saddled with the responsibility of making the hotel room clean making sure that after customer using the hotel room they make sure it is clean for another customer to make use of it

RESTAURANT DEPARTMENT

They are in charge of keeping eatables and drinks available for customer's purchase they make sure that things like food, drinks etc. is available for customer to eat and drink

ACCOUNTING DEPARTMENT

They are In charge of keeping the records of the activities monetary aspect of it day in day out records of the establishment

CHAPTER THREE

TECHNICAL TRAINING EXPERIENCE/ WORK DONE

This include; all my experience gained at Kwara TV Ilorin

WEEK 1: General orientation was done by an industrial based supervisor to

Prepare

The student

Report.

CHAPTER THREE

Tutorial was given on the basic element and techniques on handling the account knowing how to go about check and balancing the account

WEEK 2: During my second week I maintained a clean and organized bar area throughout the shift and to assist the bartender with maintaining the bars inventory and ordering supplies eg. Serves beverages, drinks ordered from the restaurants

WEEK 3: I assisted the bartender with receiving and stocking new stocks

WEEK 4: I assisted the bartender to clean the glass cups, beer cover, harsh tray and other utensils in the bar

CHAPTER FOUR

EXECUTIVE SUMMARY

The Students Industrial Work Experience Scheme (SIWES) is a training in 1973 to bridge the gap between theory and practical oriented among lents of Engineering, Technology, Social Science and Medical Science in Nigeria Higher Institutions of Learning.

It provides job practical experience for students as they are expose to work method and machines that may not be available in their institution.

At inception in 1974, the scheme started with 784 from 2 institutions and 104 eligible course by 2008.210,390 students from 219 institutions participated in the scheme with over 112 eligible course.

CHAPTER FIVE

SUMMARY AND CONCLUSION

51 BENEFITS OF SIWES TO MY ACADEMICS

CHAPTER FIVE

Through my industrial training attachment at Lincoln Heights Hotel, I have not only gained knowledge gap between theory learnt in the classroom but also gained much experience, I have learnt about numerous works in which things are done in an Hotel

52 OBSERVATIONS

Securing placement for industrial training is a difficult task.

. Many organizations do not expose the students to actual techniques of operations but see them as cheap source of labor.

5.3 RECOMMENDATIONS

. The government, ITF and the university should post students to the different organizations willing to impact and improve SIWES students.

. ITF funds should be made available to students as many are not been paid at the place of work.

expect.

. Annual seminars should be organized by the government and ITF for students who will be going for SIWES, for them, to be acquainted with what to

5.4 CONCLUSION

I consider myself most fortunate and opportune to be in this institution that has provided me with an industrial training experience, which has not only offered me technical skills but also moral and charisma to attending to a work or problem solving, in general this industrial training has exposed me to the real world and what life after school looks like with opportunity to make changes in my life, investing in time management and persona character build up. I am indebted to

my lecturers my supervisors at the project and all staff of the technical services at
Lincoln Heights Hotel for giving me this opportunity to have gained such experiences