



Kwara State Polytechnic
P.M.B. 1375, Ilorin
Kwara State.

REPORT OF THE INDUSTRIAL TRAINING (IT)

AT

**KWARA STATE MINISTRY OF HOUSING AND URBAN
DEVELOPMENT
MINISTRY OF AGRIC PREMISES, OLD JEBBA ROAD
ILORIN, KWARA STATE.**

**STUDENT INDUSTRIAL WORK
EXPERIENCE SCHEME (SIWES)**

BY:

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MATRIC NO: ND/23/ETM/PT/0002

**DEPARTMENT OF ESTATE MANAGEMENT
INSTITUTE OF ENVIRONMENT STUDIES
KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE.
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JULY, 2024 - NOVEMBER, 2024

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SUBMITTED TO

DEPARTMENT OF ESTATE MANAGEMENT

INSTITUTE OF ENVIRONMENT STUDIES

KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE.

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
AWARD OF NATIONAL DIPLOMA (ND) IN ESTATE MANAGEMENT.**

JULY, 2024 - NOVEMBER, 2024

DEDICATION

This report is dedicated to Almighty Allah, the creator of Heaven and Earth as well as anything thereof, for his mercy, protection, opportunity to go through the training from the beginning to the end.

ACKNOWLEDGEMENT

I give all glory and adoration to almighty Allah for his protection, provision and guidance throughout the programme.

Also, want to use this medium to say thank you to all the people that contributed in one way or the other to make the training/scheme a huge success.

Finally, I appreciate all the HOD of all unit and the Director of Public Building and Works for the training and enlightenment given to me on the practical knowledge of Estate surveying and valuation under ministry of Housing and Urban Development.

SUMMARY

The aim and objectives of Student Industrial Work Experience Scheme (SIWES) is to give opportunity to students to have better understanding or get related to the practical aspect of their respective profession. It exposes the student to challenges and prospect of their chosen career. It bridges the gap between theoretical model and practical knowledge of the profession. More so, it assists the student to improve their level of interaction with their colleagues and others.

This reports gives valid account of my industrial working experience scheme in the aspect of valuation of land and landed properties for sales, preparation of allocation letter to the beneficiaries of government properties, preparation of schedule of condition and schedule of dilapidation, building maintenance and facilities management and supervision of government project under Kwara State Ministry Of Housing and Urban Development between July, 2024 to October, 2024. The programme was a little bit challenging due to the economic challenge (fuel subsidy removal) but with God I was able to overcome successfully.

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CHAPTER ONE

INTRODUCTION

The student Industrial Work Experience Scheme (SIWES) is a skill training program designed by the federal government to expose and prepare students in the tertiary institution e.g. universities, polytechnics and college of technology who offer science oriented or technical courses such as:

- a) Environmental Science e.g. Estate management, Architectural Design, quantity surveying, building construction, urban and regional planning, surveying and geo-informatics.
- b) Engineering courses e.g. Electrical and electronic science, mechanical engineering, civil engineering and agricultural engineering.
- c) Applied science e.g. computer science, bio-chemistry etc.

Student from universities and polytechnics pass through this program during 3rd year of their degree (BSC) ending of their first year of National Diploma (ND). It is being organized by Industrial Training Fund (ITF) for the period of four or six months.

1.1 HISTORY OF SIWES

Student Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) in 1973 to solve the problem of lack of adequate practical skill preparatory for employment in industries by Nigeria graduate or tertiary institution.

The schemes expose students to industrial based skill necessary for a smooth transition from classroom to world of work.

It enable students of tertiary institutions the opportunity of being familiarized and expose with the need experience in handling machinery and equipment which are usually not available in the education institution.

The scheme was subsequently reviewed by the federal government resulting in decree N 16 of August, 1985 which required that all students enrolled is specialized Engineering, Technical, using, Applied science and Applied Art should have supervised Industrial Training

Fund (ITF) was directed by the federal government to take charge and resume responsibility for the management of SIWES in collaboration with supervising Agencies i.e. National University Commission (NUC), the National board of Technical Education (NBTE). The National Commission for Colleges of Education (NCCE)

FUNDING: Federal Government of Nigeria

BENEFICIARIES: Agriculture, Engineering, Technology, Environmental Science, Education, Medical Science and pure and Applied Science.

DURATION: Four (4) months for polytechnic and college of Education and six (6) month for the University.

1.2 PURPOSE OF STUDENTS INDUSTRIAL WORKING EXPERIENCE SCHEME (SIWES)

- a) To expose student to the practical aspect of their various courses of studies
- b) To orientates the student professionally in their field of study
- c) To widen their knowledge particularly in their various field of study
- d) To improve the level of technology development in the country.
- e) To examine the effectiveness of students Industrial work Experience towards students development

HISTORY OF MINISTRYOF HOUSING AND URBAN DEVELOPMENT

Kwara State Ministry of Housing and urban Development Ilorin, situated along Jebba road, ilorin is a government organization which was established in 1972. Among the ministries created to facilitates civil governance was the ministry of works and survey (now Ministry of Housing and Urban Development), which was carry -over from the Northern Region. The ministry has undergone series of name changed from succeeding administration in the state has shown below.

- Ministry of land and survey 1972
- Ministry of land, survey and environment 1975
- Ministry of land and housing 1976

- Ministry of housing and environment 1980
- Ministry of works , land and survey 1984
- Department of lands , survey and physical under governor office 1986
- Ministry of lands and housing 1999
- Demerged into ministry of housing and urban development 2007 till date

AIM AND OBJECTIVES OF MINISTRY OF HOUSING AND URBAN DEVELOPMENT

There are some aims and objectives while the Government created the Ministry of Housing and Urban Development. These are as follows:

1. To Create an Enable Environment: One of the aims and objectives of the Kwara State Ministry of Housing and Urban Development is to create an, enabling environment to the people in the community by controlling and inspecting the structural building in the area whether the building is well located and whether the building is being approved by the Government. (Through Town planning and Development Authority) Before a Development can take place in the area and to make sure that there is no building or any structure that can obstruction or any form of blockage on access road.
2. Source of Income to the Government: Another aim and objectives of Kwara State Ministry of Housing and Urban Development's to serve as source of income to the state Government, Government are the bodies which holds and controls the activities of the Ministry (through TPDA) so that is going to serve as avenue where money is going to enter to enter state Government which will help in planning modern cities across the state where provision will be made for water supply, electricity, access road, telecommunication and drainage to contribute to the wellbeing of the state.
3. To eradicate the act of illegal Development: The aims and objectives of MHUD is to control the acts of illegal construction and development in the state to make sure that people duly follow normal process before any development can take place.
4. Supervision of Government Building Projects: The duty MHUD is to supervise all Government building projects in other minimizes cost and the quality of the projects.

5. To render service to the State: Government create MHUD to render service to the people of the state by giving them proper orientation about how to go about the building plan and building approval of their building (through TPDA).

1.4 MAJOR ACTIVITIES OF THE ORGANIZATION

The Kwara State Ministry of Housing and Urban Development was established for design, costing, management, valuation and supervision of all Government building projects, maintenance of all Government building as far as building service section is concerned. Also the Ministry is in charge of physical planning of the state land uses, zoning and street naming as for Town Planning and Development Authority.

SECTION/UNIT OF THE ORGANIZATION & THEIR SPECIFIC FUNCTION

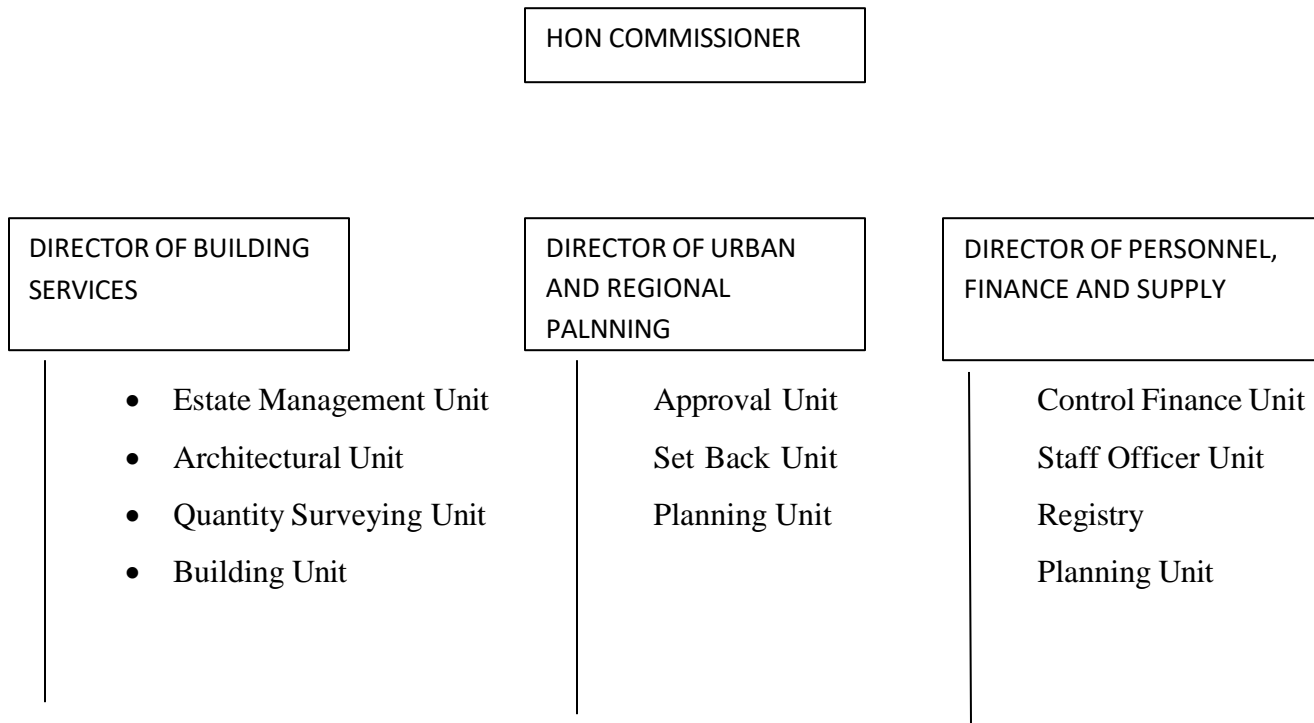
As earlier mention the organization is divided into different section which will be briefly discuss in the section. These sections are discussed with regard to their specific function.

The Kwara state Ministry of Housing and Urban Development is charged with the responsibility of facilitating Housing development and development control throughout Kwara State. The Ministry is headed by a Hon. Commissioner, as the Chief Executive, assisted by a Permanent Secretary who advise the Hon. Commissioner and also serve as the Accounting officer of the Ministry.

The Ministry has 4 departments headed by directors.

- a) Personnel, Finance and Supplies
- b) Planning, Research and Statistics
- c) Urban and Regional Planning
- d) Building Services.

1.4 KWARA STATE MINISTRY OF HOUSING AND URBAN DEVELOPMENT ORGANIZATION STRUCTURES



CHAPTER TWO

2.0 LITERATURE REVIEW

2.1 UNITS

2.1.1 ESTATE MANAGEMENT UNIT

This unit is responsible for the valuation of Kwara state government property within and outside the state , preparation of schedule of condition and scheduled of dilapidation of government properties, facilities management, allocation of landed properties and issuance of certificate of full payment to the beneficiary of the Government property after completing the payment. Finally advising the Government on housing matters if the need arise.

2.1.2 ARCHITECTURAL UNIT

This unit is saddled with the responsibility of designing Government project, advise Government on type of design to carry out, checking the design of the contractor if the project is been contracted, they are among the tender defense committee and also supervise Government project from the initial stage till the handover / completion stage.

2.1.3 QUANTITY SURVEYING UNIT

The major responsibility of this unit is the preparation of bill of quantity and tender documents, vetting of bill of quantity prepare by contractor, issuance of valuation certificate for any Government building projects. They are also part of the committee of tender defense and also involve in the supervision of the Government building project.

2.1.4 BUILDING UNIT

This unit is mostly responsible for the supervision of Government building project from the initial stage till the completion handing over stag: They are also part of the tender defence committee

CHAPTER THREE

A Valuer

A valuer is a licensed or satisfied professional who carries out valuation on landed property or real estate for specific purpose in a manner that is independent, in partial and objectives. Valuers must have meet various test of education, training, competence and demonstrate skills. They are also experienced to work in line in code of conduct. (Ethics and competency) and standard of professional practice.

Valuation of Landed Property or Real Estate Appraisal

This is a process of establishing an opinion of value for an interest in landed property.

Information needed for Valuing a Property

The valuer needs some basic information before she/he undertakes a valuation exercise.

- **The title of the Client:** It is very essential whether the client is a leaseholder or freeholder. There are so many dubious people around and the reason why a valuer should enquire about the title of his client is to be sure that his assignment will lack constitute negligence is in future is discovered that his client is a leaseholder or has no title at all.
- **Location of the Property:** It should also be looked into the value of any property is affected either positively or negatively by adjusting property. A valuer needs to go to the location of the property so as to get the raw fact to use for the valuation of the property.

Types of Property: When the valuer has visited the location of the property he will be able to know the type of property he is giving to value. The types of property are as follows:-

1. Residential Property
2. Commercial Property
3. Recreational Property
4. Industrial Property
5. Agricultural Property etc.

If the valuer gets to the property he will be able to know whether the property is still of any value. The types of property and the needs which it Is put equally assist in value to know the method of valuation to be adopted for exercise.

Purpose of Valuation: It is usually determine by the client, since he will be the one who has to first go to the valuer that he want his property valued. The purpose will determine the course of

exercise to take and it will make the valuer to know the required information to be gathered for the exercise.

Basics of Valuation

It is determine by the Estate Surveyors and Valuers, this is possible when the valuer know the purpose of the valuation exercise and then it is the basis that determine the method of valuation to be adopted.

Determination for effective date of Valuation is the most essential aspects of a valuation exercise, it is the date of valuation that the surveyor will argue on in respect of the value of the property, perhaps when a problem arises in the future.

PROPERTY TAXATION

A tax is a levy imposed on individual groups, or corporate bodies in some pre-determined fashion for payment for Government and to the use for public purposes. It is also described as the compulsory levy or contribution paid to a constituted authority by private or corporate persons for support and promotion of specific social economics objectives.

Types of Taxation

1. Capital Gain Tax: It is a levy charged on your gain; when a property is sold.
2. Withholding Tax: It is levy charged on your rent received

PROPERTY RATING

Property Rating is defined as a local form of taxation imposed on land and buildings to generate revenue for founding local government social services and development project.. Byrne (1981) define as a local property of taxation levied on property (real or fixed rather personal) according to its value. It is a tax charged on occupation of real property and aimed at generating revenue for the rating authority.

Nature of Tax

A tax can be proportional, regressive or progressive.

1. A Proportional Tax: It explain that the same rate is been charged on the income of all payers, for example, If a rate of 10% must be paid as income tax, it means that somebody earning N5000, N7500, and N10,000 will pay N500, N750, and N1000 respectively. The effect of tax earn is distributed evenly among the tax payer. This means that the higher the income the higher the tax payable and vice versa.

2. A tax is said to be progressive when the tax paid by various individual increase as the income increase i.e. someone in high income class will more than another person in a low income bracket.
3. A Regressive Tax explains that low income earners pay a higher rate of tax than a high income earner a typical example of this tax is the poll tax whereby every tax payer pays a fixed amount. The low income earners feel the impact of this type of tax more heavily because the higher the income the lower the income the tax paid.

Principles of Cannons of Taxation

Before main principles of taxation has enunciated by the renowned economist Adam Smith are:

1. Equity: The principle of equity requires that every citizen should contribute towards the support of public projects as much as possible in proportion to their respective abilities. The tax should be impartial.
2. Certainty: The tax to be paid should be certain and non-arbitrary. The tax payer must be fully aware of all aspect of the tax he has to pay. It should know in advance his tax liability, the basis of taxation, the objects of the tax, and method of assessment. There should be certainty with respect to time and manner of payment where, when and amount to be paid and the parameter used to determine what to pay.
3. Convenience: The principle of convenience the max that the time, place and manner of payment should be as convenient as possible to be tax payers.
4. Economy: It should be economical to both the tax authority and the payer. The cost of a taxation exercise should not but weigh the benefit derived from it.

SCHEDULE OF DILAPIDATION AND CONDITION

Schedule of dilapidation can be defined as the missing part of a building and it can also be describe as the description of any events, present, during or at the end of the lease, where these breach the lease term and the repair the landlord considers necessary in retaining the property to a good of repairs in accordance with the lease.

Schedule of Condition can be defined as stating the condition of a building down, also it can be refer to record of property (building) or other properties, normally for illegal reasons. Lease repairing covenant create a complete record of the condition of the property on a partial date, that can be used as a bench mark against which its condition can be accessed in the future and any changes identified.

Schedule of Condition for Lease: For commercial or residential property leases a schedule of condition can be require when new lease entered into to confirm the

condition of the property. This ensured that the condition record so that any existing defect and the repairs cost are identified prior to a commitment to lease been made and can help with lease negotiation. It can be used to established the responsibility for dilapidation and restatement typically towards end of a lease.

Schedule of Condition for Construction: It might be prepared before construction begins for adjacent properties or structures that will be retained or if part of a building is been refurbished. These does not only helps against potential claims notice pre-existing defect in their property when the noise and liberation of the construction begin but can also establish contractor liability for damage for the employer or property.

Necessary Condition

1. Purpose
2. Detail
3. General description of the property
4. Time and date
5. Drawing of the property
6. The condition must take maybe slightly or moderate
7. State the number of item and condition
8. Snap the property to claim

Content of Schedule of Condition

Typically schedule of condition are prepared by surveyors and comprises of the followings:

1. The purpose of schedule
2. Details of the location and extent of the property to be access
3. A general description of the construction of the property
4. Time, date and weather condition under which the inspection was made
5. The purpose which the schedule may be relied
6. Drawing of the property
7. Definition (for example, slight, moderate and severe)
8. A written schedule setting out the location and the nature of each item inspected (inside and outside) and its condition and any other remarks, this will describe the overall condition and identified existing issue such as crack, staining, holes, decay, discoloration, leak and other defected, despair or deterioration.
9. Accompany photograph and video
10. Specific test that may have been carried out.

EXAMPLE OF SCHEDULE OF CONDITION

The table of condition of the Ministry of Housing and Urban Development Conference Hall.

S/N	Items & Description	Quantity	Remarks
1	Louver Blade Intact	2	Fair
	Louver Blade Missing	2	
2	Wall Socket Intact	4	Good
	Wall Socket Missing	1	
3	Switch Intact	1	Poor
	Switch Missing	3	
4	Door Intact	6	Good
	Door Missing	0	
5	Globe Tube Intact	3	Fair
	Globe Tube Missing	2	
6	Ceiling Board Intact	20	Good
	Ceiling Board Missing	1	

General Condition

The hall is structurally sound but 2 louvers blade are missing and needs to be replace, and the wall socket is functioning well but 1 out of the 4 is missing and needs to be replace, out of the 4 switch 3 are missing and needs to be replace, 5 of the globe tube are intact but 2 are not functioning again, it needs to be repair and the ceiling board 1 is missing and it needs to be replace for the good and the structural sound of the building.

CHAPTER FOUR

4.0 CHALLENGE ENCOUNTERED AND SOLUTION

4.1 PREAMBLE

This chapter is on the challenges I encountered during my industrial work experience training and how I was able to resolve them.

- I. I was unable to make use of computer system very well at the office.
- II. The environment is not conducive, that is, no office of space for SIWES students.
- III. Secrecy: civil servant is secretive on some information due to the nature of work, oath of allegiance and secrecy.
- IV. Some working tools were not provided to make the work easy.
- V. Financial problem for instance my house is very far to my place of work which I found it difficult at times to go office.

4.3 SOLUTION

- I. Government should provide adequate working tools that will enable us to work during our SIWES programme.
- II. Creation of office for SIWES students so that they can have a conducive environment to work.
- III. Civil service rules should be provided to all SIWES student in other to be more formed of their actions.
- IV. Provision of financial support between the commencement of the programme or the federal government should mandate it to the organization to be paying transport allowance to the SIWES student.

CHAPTER FIVE

5.0 CONCLUSION AND RECOMMENDATIONS

5.1 CONCLUSION

Having gone through the student industrial work experience scheme, it exposed the students to the working experience and relationship within the office settings, it enable the student to know the challenges ahead of him in the future and how to handle them, it also encourage the student to work harder because he has expose to the practical aspect of his chosen profession in the future.

5.2 RECOMMENDATIONS

Below are my recommendations on the student Industrial Work Experience Scheme (SIWES)

- I. Student on SIWES should be appreciated by giving them monthly token to enable them work effectively and boost their moral.
- II. Experience and qualified staff should only be allow to train the student on SIWES
- III. Government should pump more money on the scheme for effectiveness
- IV. Staff of organization should not depend solely on SIWES student to do their works
- V. Working hours for student on SIWES should be reduced since they are not permanent staff.