



A TECHNICAL REPORT ON
STUDENTS INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)

Held at
LAGOS ISLAND LOCAL COUNCIL DEVELOPMENT AREA,
173, ADENIJI ADELE ROAD, LAGOS ISLAND, LAGOS
STATE.

Prepared by:
JUNAID-EKO RIDWAN ABIODUN
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DEDICATION

This report is dedicated foremost to God Almighty for his favor, mercy and grace upon my life especially during my 4 months SIWES program.

ACKNOWLEDGEMENT

I take this opportunity to express my profound gratitude and deep regards to the Almighty Allah, the creator of heaven and earth, the one who knows the beginning and the end, the alpha and the omega.

Also, my appreciation goes to the Industrial Training Fund (ITF) for their foresight in putting this program in place and also to the Kwara State Polytechnic, for providing a platform on which I was engaged on the training. I appreciate the Siwes Coordinator, Many thanks to my supervisor for taking time to supervise me during my training. I also express my profound gratitude to all members and staff of Lagos Island LCDA, who gave me training an exciting and blissful one. Also to my parents and siblings thank you all for your moral and financial support.

Finally to my Industrial based supervisor for his support and to my friends and colleagues. Thank you all I am highly grateful.

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CHAPTER ONE

INTRODUCTION

1.1 Background Of Study

Student Industrial Work Experience Scheme (SIWES) is one of the Industrial Training Fund (ITF) programs which were introduced in 1974 due to the inability of students in Nigeria universities and polytechnics to meet the practical aspects of their training. That is, the needs to enable students match their theoretical school knowledge with the practical aspect of their training in industry.

The program was designed for students of tertiary institutions with the aim of exposing students that have acquired theoretical knowledge in the classrooms to the practical exposure and experience. The scheme is a tripartite program, involving the student, the university and the industry (Employer of labor). It is funded by the Federal Government of Nigeria and jointly coordinated by the Industrial Training Fund (ITF) and the National Universities Commission (NUC).

1.2 Brief History Of SIWES

In recognition of the shortcomings and weakness in the formation of graduates, particularly with respect to acquisition of relevant production skills (RPSs), the Industrial Training Fund (which was itself established in 1971 by decree 47) initiated the Students' Industrial Work-experience Scheme (SIWES) in 1973. The scheme was designed to expose students to the industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to national economic and technological development after graduation. Consequently, SIWES is a planned and structured program based on stated and specific career objectives which are geared toward developing the occupational competencies of participants. Participation in SIWES has become a necessary condition for the award of degrees and diplomas

The main thrust of ITF program and services is to stimulate human performance, improve productivity, and induce value-added production in industry and commerce. Through its SIWES and Vocational and Apprentice Training Program, the Fund also

builds capacity for graduates and youth self-employment, in the context of Small Scale Industrialization, in the economy.

1.3 Aims and Objectives Of Siwes

The program was specially designed to carry out the following;

- Bridge the gap between theory and practical thereby giving students the opportunity to apply their knowledge accurately.
- Expose students to what their professions entail.
- Improve inter-personal relationship skills of the students.
- Develop skills on practical knowledge

CHAPTER TWO

2.1. DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

BRIEF HISTORY OF LAGOS ISLAND LCDA

Lagos Island (Yoruba: *Ìsàlẹ̀ Èkó*) is the principal and central Local Government Area (LGA) in Lagos, Nigeria. It was the capital of Lagos State until 1957. It is part of the Lagos Division. As of the preliminary 2006 Nigerian census, the LGA had a population of 209,437 within an area of just 8.7 km². The LGA only covers the western half of Lagos Island; the eastern half is simply referred to as Lagos Island East LCDA

Lagos Island Local Government today came out of what was known as the Lagos Town Council. The evolution from the colonial era has today transformed what is widely regarded to be the Premier Local Government into a modern city with all the attendant infrastructure transformations.

What has evolved from the colonial era through enactment of the Lagos Local Government ordinance of November, 1950, when the first elected representatives was practiced today may have shrunked in size due to series of administrative and political changes, nonetheless the present day Lagos Island Local Government is more important and strategic to the economic, business, trade and merchandise activities in Nigeria and the West Coast of Africa. It remains the historical centre and commercial core of Lagos State and indeed Nigeria. It also remain a pivot of an ever expanding Lagos Mega City.

Lying on Lagos Lagoon, a large protected harbour on the coast of Africa, the island is home to the Yoruba fishing village of Eko, which grew into the modern city of Lagos. The city has now spread out to cover the neighboring islands as well as the adjoining mainland.

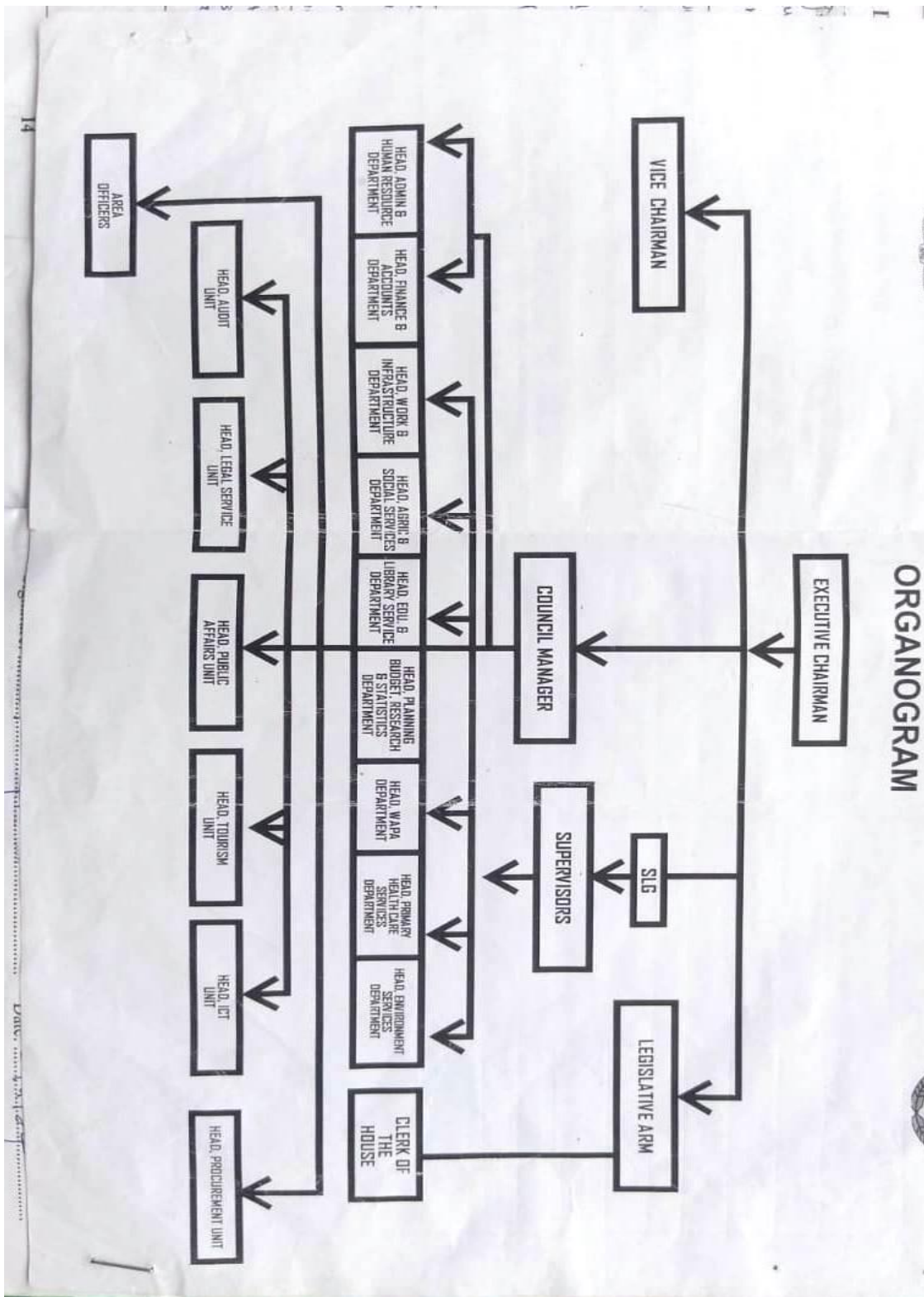
Lagos Island is connected to the mainland by three large bridges (the Carter Bridge, the Eko Bridge and the Third Mainland Bridge) which cross Lagos Lagoon to the district of Ebute Metta. It is also linked to the neighboring island of Ikoyi and to Victoria Island. The Lagos harbor district of Apapa faces the western side of the island. Forming

the main commercial district of Lagos, Lagos Island plays host to the main government buildings, shops and offices. The Catholic and Anglican Cathedrals, as well as the Central Mosque, are located here.

Historically, Lagos Island (Isale Eko) was home to the Brazilian Quarter of Lagos where the majority of the slave trade returnees from Brazil stayed. Many families lived on Broad Street in the Marina.

The poor eastern side of the island contains the main markets and poor housing and is overcrowded. It is the part of Lagos where the Oba (king) of Lagos resides. It is also believed that the Eyo festival can only be held in this part of Lagos.

2.2 ORGANOGRAM OF LAGOS ISLAND LCDA



CHAPTER THREE

PURPOSE OF WORKING AT THE ORGANIZATION

3.1 Secret Registry

A Secret Registry Is A Place That Stores Confidential Or Secret Documents. These Documents Can Include Policy Documents, Disciplinary Files, Queries, And Performance Evaluation Reports.

How Secret Registries Are Organized

- In Large Organizations, The Secret Registry Is Housed Separately And Has Its Own Head.
- In Small Organizations, The Secret Registry And Open Registry Are Housed Together.

Secret Registry Examples:

- **Kafka Connect Secret Registry:** Stores Encrypted Connect Credentials In A Topic That Is Exposed Through A Rest Api.

Registry Functions

- Maintaining A Filing System
- Filing Mail That Is Received Or Generated Internally
- Distributing Mail And Other Information
- Retiring Semi-Current And Non-Current Information
- Storing And Maintaining Non-Current Records
- Conserving And Preserving Archives
- Generating And Saving Records Of Each Staff Of The Institute
- Managing And Organizing All Channels Of Communication

3.2 A Civil Service Commission

A Civil Service Commission Is A Government Agency Or Public Body That Regulates The Employment And Working Conditions Of Civil Servants, Overseeing Hiring, Promotions, And Promoting Public Service Values.

Here's A More Detailed Explanation:

- **Purpose:**

Civil Service Commissions Are Established To Ensure That Civil Service Jobs Are Filled Based On Merit, Not Political Connections, And To Maintain An Impartial And Efficient Public Service.

Functions:

They Are Responsible For:

- **Recruitment And Hiring:** Conducting Fair And Open Competitions For Civil Service Positions.

Promotions: Overseeing Promotions And Ensuring They Are Based On Merit.

Discipline: Exercising Disciplinary Control Over Civil Servants.

Advisory Role: Advising The Government On Matters Related To Public Service Employment.

Examples:

- **Federal Civil Service Commission (FCSC) Of Nigeria:** An Executive Body In Nigeria With The Authority To Make Appointments And Transfers, And To Exercise Disciplinary Control Over All Federal Civil Servants.

International Civil Service Commission (ICSC): An Independent Body Within The United Nations That Deals With The Terms And Conditions Of Service Of Staff Of The United Nations And Other Specialized Agencies.

Principles:

Merit: Hiring And Promotion Based On Qualifications And Performance.

Impartiality: Ensuring That The Civil Service Is Free From Political Influence.

Efficiency: Promoting A Highly Efficient And Effective Public Service.

Integrity: Maintaining High Standards Of Ethics And Conduct In The Public Service.

3.3 LEAVE FROM WORK

Leave Is The Time That Employees Take Off Work During Otherwise Normal Working Hours Which They Are Entitled To, By Law, Or By Contract. The Thing To Know Is That Leave Comes In Various Forms And Various Levels Of Entitlement.

3.4 TYPES OF LEAVE

Annual Leave: Annual Leave Is Paid Time Off (Pto) Employees Are Given By Their Employers Each Year. It (Sometimes Called Vacation Leave) Is Time Off From Work That Employees Are Entitled To Take Each Year

Casual Leave: (Cl) Is A Type Of Paid Leave Granted To An Employee, Which Can Be Applied During An Unexpected Situation Or An Unforeseen Event That Occurs Without Any Prior Plans. Employees Mostly Use Casual Leaves For Personal Matters Where They Can Take A Day Or Two Off From Work.

Study Leave : Refers To A Period Of Time Off From Work Or School, Granted For The Purpose Of Studying, Training, Or Professional Development.

Study Leave Is Typically Used To Pursue Education, Attend Conferences, Workshops, Or Other Forms Of Professional Development That Enhance Job-Related Skills.

Maternity Leave: In Nigeria, A Female Employee Is Entitled To 12 Weeks Of Maternity Leave, With 6 Weeks Before Delivery And 6 Weeks After, And Receives 50% Of Her Salary During This Period Upon Presentation Of A Medical Document.

Leave Of Absence: A "Leave Of Absence" In The Context Of Employment, Means An Employee Is Temporarily Absent From Work While Maintaining Their Employment Status, Which Is Often Used For Personal Or Family Reasons.

CHAPTER FOUR

4.1 DATA PROCESSING TECHNIQUES

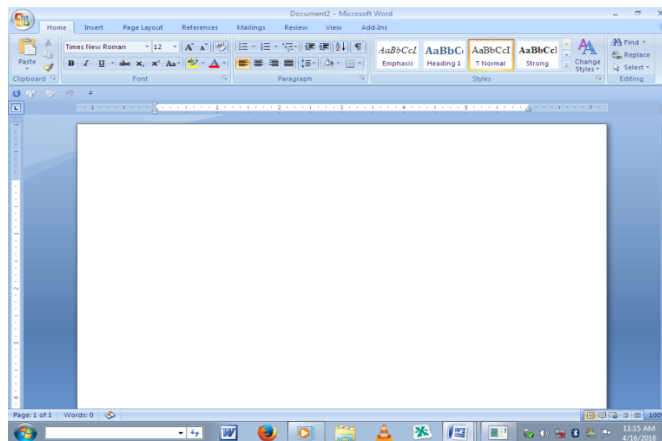
There are three basic techniques of data processing

- i. Manual data processing
- ii. Electro- mechanical data processing
- iii. Electronic data processing

Manual data processing: this is the act of selecting text with the use of pen book and human brain.

Electro- Mechanical Data processing: this is the act of selecting text with use electro-mechanical devices such calculator, organizer, Pascal machine etc.

Electronic Data Processing: this is the act combining text with use of electronic device such as computer.



OPEN

Open command is invoked to retrieve existing document file that has stored or saved in the computer or any auxiliary storage device like diskette.

- Click file menu
- Click open

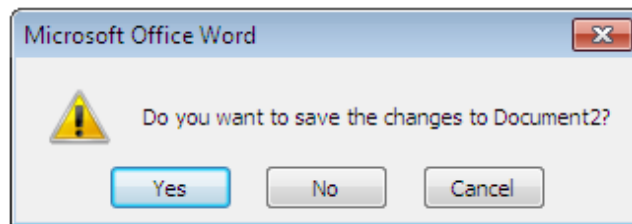
Then a dialog box appears on the screen. Which will display all the existing files stored in the computer? If the document to be is a diskette, must change where "my document"

is printed on the dialog box to “3¹/₂ floppy” when the entire files name in the computer or in the floppy diskette is display and the click the file name you wish to retrieve and click open from the option buttons.

Close

Close is related document in the current window. If a document will be required in the feature, it is advisable to save such document before you close it. When you invoked close commend and the current document is not save the dialog box will show on the screen requesting from the user “DO you want to save change to Document ” if you want to save click “YES” and follow the necessary save procedure, if not, “NO” from the option buttons.

- Click file menu
- Click close



SAVE

Save command enables you to store your active or current document into the computer or into a diskette for the first time, it also update already save document.

PROCESS

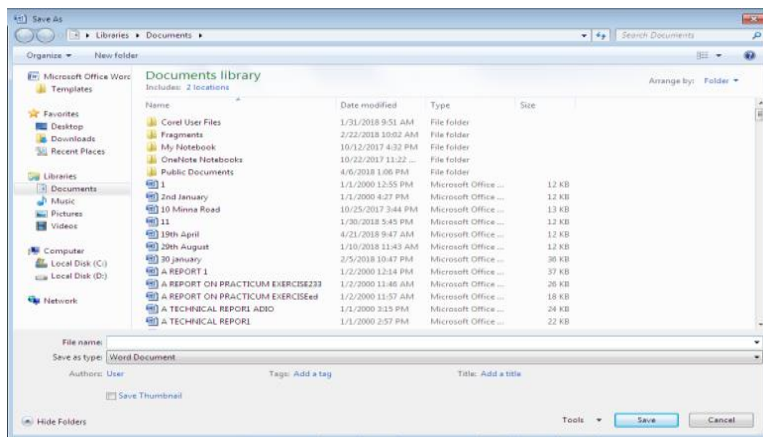
- Click file menu
- Click save
- A dialog box appears on the screen demanding for the following information.
 - a. Where to save the document (my Document or 31/2 floppy A)
 - b. Click the file name space provided, then type the name you want for the document.
 - c. Click on save from the option buttons after you have entered the necessary information.

SAVE AS

- It is used to save a new document

- It is used to rename a file
- It is used to save document into another storage device

Save as command displays dialog box just as started under save command. It is never used to update document because when it is invoked, it always display dialog box which indicate a request for new arrangement for saving the current document.



PAGE

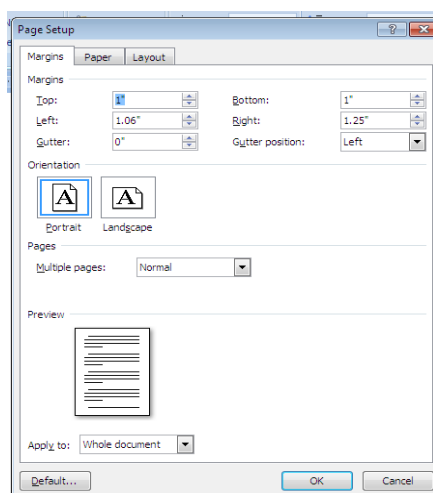
Pagesetup command allows formatting the pages of your current document, and performing the following operations.

- Set the document margins (Right, Left, Top and Bottom)
- Select the paper size (Letter, legal, A4 etc)
- Select paper orientation (Portrait or Landscape)

The above process is done through the following steps:

- Click file
- Click page setup
- A dialog box appear on the screen which displays the following margins, paper size, and paper orientation, select the appropriate stabs and setting and click “OK” from the option buttons.

PAPER ORIENTATION



CHAPTER FIVE

5.1 My Personal Impression About the Organization

Lagos Island LCDA, a very organized and educative organization which has broadening my horizon in the field of public administration and equally encourages both the SIWES students and apprentices to be self-dependent and motivated. I can say that the organization as a bright/promising future.

5.2 Recommendation to the Organization and to the Polytechnic Concerning the SIWES Program

In view of the relevance of the SIWES program, it is important that it is sustained by the government through the industrial training fund (ITF) as it exposes the student to work tools, facilities and equipment that may not be available in their respective institutions in relation to their course of study.

- ❖ To this end, I recommend that the following under-listed points should be implemented.
- ❖ Students' Industrial work Experience Scheme (SIWES) needs to be strengthened by all concerned stakeholders in order for its objective to be fully realized.
- ❖ Regular monthly allowances for students on attachment should be paid promptly.
- ❖ Organizations should always accept students for SIWES and subsequently assign them to relevant jobs.
- ❖ It will be of great benefit if the institution can create a platform whereby student can obtain Pre-SIWES knowledge or excursion programs, before the student embark for general 4-Months Industrial Training Programme.

5.3 Interpersonal Relationship

My four (4) month SIWES programme at Lagos Island LCDA was much educational because their staff was always ready to entertain every question and to provide reasonable answers to them. In other words, the workers there were hard working, reasonable and also good at clearing doubt.

5.4 Conclusion

This report has been able to X-ray an account of the entire work-experience garnered by me during my SIWES program at Lagos Island LCDA which is a core scheme in ITF and which is saddled with the responsibility of strengthening the effective teaching and learning skill-based course such as Public Administration. I therefore concluded that SIWES is of great benefit to students in tertiary institutions. It therefore implies that the proper and effective administration of SIWES will go a long way in boosting and enhancing the competencies of the workforce of the country. I also that SIWES is confronted with series of challenges and this may have hindered the realization of the goals and objectives of the scheme and it therefore needs to be given attention by all concerned stakeholders.