



**A TECHNICAL REPORT
ON
STUDENT INDUSTRIAL WORK EXPERIMENT
SCHEME [SIWES]**

**HELD AT
KENNY SUCCESS NIGERIA
LIMITED
274, Lagos Road Odota, Along Airport Ilorin, Kwara**

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**SUBMITTED TO THE
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DEPARTMENT OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT
KWARA STATE POLYTECHNIC, ILORIN**

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
AWARD OF NATIONAL DIPLOMA (ND) IN PROCUREMENT &
SUPPLY CHAIN MANAGEMENT,
KWARA STATE POLYTECHNIC, ILORIN.**

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CERTIFICATION

The SIWES report is coordinial acknowledge and certified by the following dignitaries

SIWES Coordinator

DATE

Head of Department

DATE

DEDICATION

I dedicate this student industrial work experiences scheme (SIWES) report to Almighty GOD for his grace and goodness over my life and throughout the days I spent during my SIWES.

ACKNOWLEDGEMENTS

All gratitude to GOD ALMIGHTY the one who has favoured me and counted me worthy to have start and completed my student industrial work experience (SIWES). My gratitude also goes to MR IBIWOYE O.O at the administrative department of the organization for letting him be used as an instrument for me to find my way into the **KENNY SUCCESS NIGERIA LIMITED** for my SIWES programme. My gratitude to MR IBIWOYE O.O my supervisor during the program, and the entire staff of organization for their constant words of encouragement, guidance and teachings throughout. I pray the Almighty bless you all.

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CHAPTER ONE

1.0 INTRODUCTION

1.1 Background

The Industrial Training fund established by decree 43 was introduced in 1971, vis-à-vis the birth of the Students Industrial Work Experience Scheme (SIWES) the same year by the Federal Government of Nigeria (FGN). It is against this background that the industrial training fund (ITF) initiated, designed and introduced SIWES Scheme in 1973 to acquaint students with the skills of handling employers' equipment and machinery.

The Industrial Training Fund (ITF) solely funded the scheme during its formative years. However, due to financial constraints, the fund withdrew from the scheme in 1978. The Federal Government, noting the significance of the skills training, handed the management of the scheme to both the National Universities Commission (NUC), and the National Board for Technical Education (NBTE) in 1979. The management and implementation of the scheme was however, reverted to the ITF by the Federal Government in November, 1984 and the administration was effectively taken over by the industrial training fund in July 1985, with the funding solely boned by the Federal Government. It is an integral part of the requirements for the award of Certificates, Diplomas and Degrees in institutions of higher learning, e.g. Colleges of Education, Polytechnics, Universities, etc.

Student Industrial Work Experience Scheme (SIWES) exposes students to industry-based skills necessary for a smooth transition from the classroom to work environments. It accords students of tertiary institutions the opportunity of being familiarized, exposed, and prepare students of universities, polytechnics, college of technology, college of agricultures and college of education for the

industrial work situation they are likely to meet after graduation and to the needed experience in handling machinery and equipment which are not found in such an educational institution.

1.2 Objectives of SIWES

- ✓ To provide students with relevant practical experience.
- ✓ To satisfy accreditation requirements set by the Nigerian Universities Commission (NUC).
- ✓ To familiarize students with typical environments in which they are likely to function professionally after graduation.
- ✓ To provide student an opportunity to see the real world of their discipline and consequently bridge the gap between the University work and actual practice.
- ✓ To change the orientation of students towards labour market when seeking for job.
- ✓ To help students access area of interest and suitability for their chosen profession.
- ✓ To enhance students, contact for future employment
- ✓ To provide access to equipment and other facilities that would not normally be available in the University workshop
- ✓ To enlist and enhance industry involvement in university education.
- ✓ Summarily the objective of the Student Industrial Work Experience Scheme.
- ✓ To solve, the problem of inadequate practical skills, preparatory for employment in industries by Nigerian graduates of tertiary institution.
- ✓ To promote and encourage the acquisition of skills in industry and commerce, with a view of generating a pool of indigenous trained manpower sufficient to meet the needs of the economy.

CHAPTER TWO

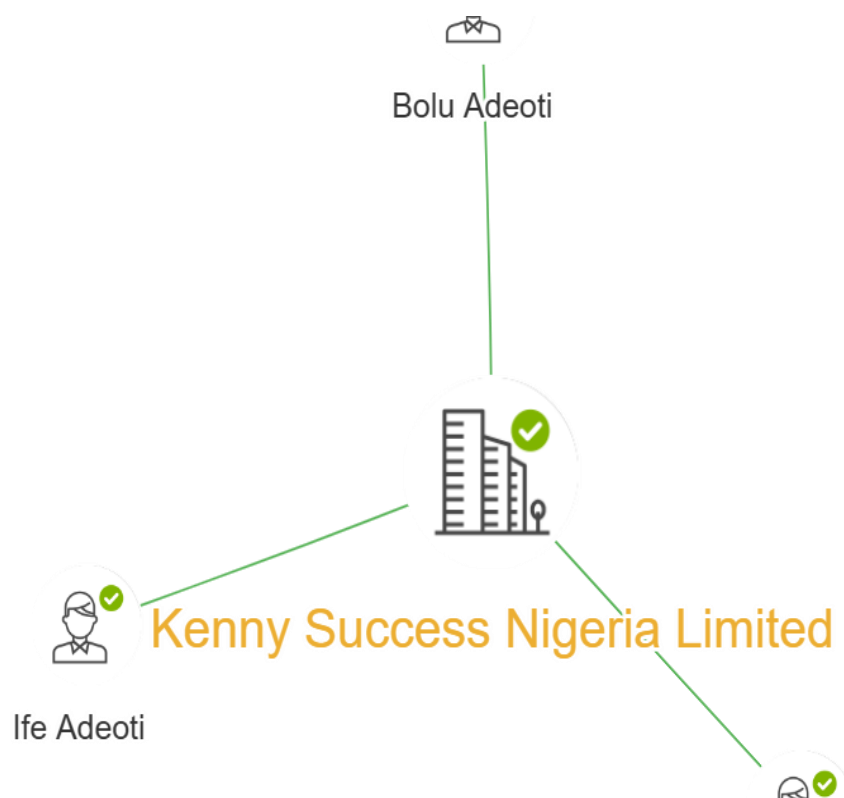
2.0 DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

2.1 Location and Brief History of Establishment

Kenny Success Nigeria Limited was incorporated in Ilorin, Nigeria with Registration Number 1058488. It was registered on 15 Aug 2012 and its current status is unknown. Company's registered office address is No. 274, Lagos Road Odota, Ilorin, Kwara.

Kenny Success Nigeria Limited is a private company limited by shares. They engage in the supply of agricultural product within Ilorin Metroplis. Their supply is mainly based on agricultural product such as Wheat, Rice grains, Oat seeds and legumes crops, animal feeds and others.

Company Network



Here are the names of the affiliates director names respectively; Ife Adeoti, Bolu Adeoti and Kehinde Adeoti and the Industry based supervisor is Mr. Ibiwoye O.O

2.2 Departments/Units in the Establishment and their Functions

1. Purchasing Departments

A purchasing management department can be formed and operated by one or more employees in order to ensure that all goods, supplies, and inventory needed for the organization to operate are ordered and kept in stock, as well as control inventory levels and costs associated with purchasing the items.

2. Store Departments

The store department take records of retail establishment and take record of sales of goods.

3. Accounting Department

They take account of all bank reconciliation for the month and keep a treasuring record in the cash book for future analysis.

4. Admin Unit

Administration department is backbone of an organization. An effective administrator is an asset to an organization. He or she is the link between an organization's various departments and ensures the smooth flow of information from one part to the other.

3.1 Preparation of Correspondence Issue-out-Word

Correspondence problem refers to the problem of ascertaining which parts of one image correspond to which parts of another image, where differences are due to movement of the camera, the elapse of time, and/or movement of objects in the photos. The correspondent issues are properly registered and the file are kept in their various file cabinet.

3.1.1 Registration

The name of the correspondent issue prepared are properly registered and the record of those file are kept in the folder of their various file cabinet

✓ File and Folder

A file is the common storage unit in a computer, and all programs and data are "written" into a file and "read" from a file. ... Folders provide a method for organizing files much like a manila file folder contains paper documents in a file cabinet. In fact, files that contain text are often called documents.



✓ File Cabinet

A filing cabinet (or sometimes file cabinet in American English) is a piece of office furniture usually used to store paper documents in file folders. In the simplest context, it is an enclosure for drawers in which items are stored. The two most common forms of filing cabinets are vertical files and lateral files.



3.2 Preparation of Financial Statement

These include preparation of bank reconciliation statements, raising of journal vouchers and posting into the general ledger and posting of journal voucher from overhead account cashbook for the month

3.2.1 General Ledger

A general ledger contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equity, revenue, and expenses. In modern accounting software or ERP, the general ledger works as a central repository for accounting data transferred from all subledgers or modules like accounts payable, accounts receivable, cash management, fixed assets, purchasing and projects. The general ledger is the backbone of any accounting system which holds financial and non-financial data for an organization.

3.2.2 Trail Balance

A trial balance is a list of all the general ledger accounts (both revenue and capital) contained in the ledger of a business. This list will contain the name of each nominal ledger account and the value of that nominal ledger balance. Each nominal ledger account will hold either a debit balance or a credit balance. The debit balance values will be listed in the debit column of the trial balance and the credit value balance will be listed in the credit column. The trading profit and loss statement and balance sheet and other financial reports can then be produced using the ledger accounts listed on the same balance.

3.2.3 Balance Sheet

In financial accounting, a balance sheet or statement of financial position is a summary of the financial balances of an individual or organization, whether it be a sole proprietorship, a business partnership, a corporation, private limited company or other organization such as Government or not-for-profit entity. Assets, liabilities and ownership equity are listed as of a specific date, such as the end of its financial year.

Balance Sheet

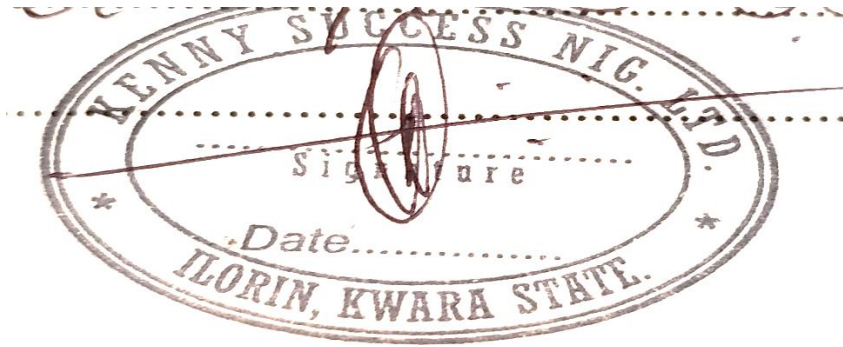
Month ending: _____

Assets		Liabilities	
Cash assets:		Current liabilities:	
Petty cash:		Accounts payable:	
Accounts receivable:		Notes payable:	
Inventory value:		Long-term liabilities:	
Investments:		Taxes (state):	
Prepaid expenses:		Taxes (federal):	
Land:		Taxes (property):	
Land improvements:		Taxes (misc.):	
Buildings:		Payroll/wages:	
Vehicles:		Misc:	
Equipment:			
Furnishings:			
Miscellaneous assets:			
Intangible assets:			
Total assets:		Total liabilities:	

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3.3 Slip Stamping

Slip of various accounting are being stamped and properly registered into the treasuring cash book and balancing of the general ledgers.



3.4 Preparation of Account

The capital Account of the Bank reconciliation statement for the month was done for balancing general budget for the month. There are two type of accounting made which include: -

- Overhead account

Overhead expense refers to an ongoing expense of operating a business. Overheads are the expenditure which cannot be conveniently traced to or identified with any particular cost unit, unlike operating expenses such as raw material and labor.

- Capital account

The capital account is one of two primary components of the balance of payments, the other being the current account. Whereas the current account reflects a nation's net income, the capital account reflects net change in ownership of national assets.

3.5 Opening hours

- ✓ Monday 09:00 am - 05:00 pm
- ✓ Tuesday 09:00 am - 05:00 pm
- ✓ Wednesday 09:00 am - 05:00 pm
- ✓ Thursday 09:00 am - 05:00 pm
- ✓ Friday 09:00 am - 05:00 pm
- ✓ Saturday 10:00am – 05:00pm

✓ Sunday Closed – Closed

3.6 Economic order quantity (EOQ)

Economic order quantity (EOQ) is the order size that minimizes the sum of ordering and holding costs related to raw materials or merchandise inventories. In other words, it is the optimal inventory size that should be ordered with the supplier to minimize the total annual inventory cost of the business. Other names used for economic order quantity are optimal order size and optimal order quantity.

The economic order quantity is computed by both manufacturing companies and merchandising companies. Manufacturing companies compute it to find the optimal order size of raw materials inventory and merchandising companies compute it to find the optimal order size of ready to use merchandise inventory.

3.7 Other Equipment used for stock keep in the establishment

Here's a list of the most common tools used for stocktaking: There are regarded as writing and record keeping tools

- Clipboards
- Stock sheets
- Write-off sheets
- Pens
- Calculators
- Handheld scanners
- Mobile Devices (if you use cloud-based inventory management).

Storage Equipment

This category is pivotal to the smooth running of any warehouse operation and includes everything used to organize and store goods in the warehouse.

Storage systems can help warehouses maximize existing vertical or horizontal space and ensure inventory is accessible for easy retrieval.

The most common types of storage equipment within a warehouse include:

- **Pallet racks:** Stores bulky goods on pallets.
- **Shelving:** Ideal for organizing smaller items, parts, or boxes.
- **Cantilever racks:** Perfect for long and bulky items like lumber or pipes.
- **Bins and Drawers:** Organizes and stores small parts, tools, and other miscellaneous items.
- **Lockers:** Secures storage for valuables, personal belongings, or hazardous materials.
- **Mezzanines:** Creates additional storage space within the existing warehouse footprint by utilizing vertical space.

Weighing Tools Mostly This Below Scale is Been Used

Program the Scales

Several scales have features that allow you to program them. For example, you can:

- Set a sample size by using a numeric keypad, allowing the counting scales to count the items based on that or by checking the weight of an initial sample. These ways will ensure the accuracy of the scales.
- Make sure you measure and store the weight of your pallets initially. This will help in weighing palletized goods as it will remove the weight of the pallet, thus the final displayed weight would be that of just the goods.

By programming the scales, you can be sure that they are optimized for the necessary weighing tasks, thus saving time and energy. Moreover, some scales can be connected to multiple scales and platforms in order to be more efficient.



CHAPTER FOUR

RECOMMENDATION AND CONCLUSION

4.1 Recommendation

- ✓ Tertiary institutions need to comply with the standards set for proper implementations of SIWES to enable students derive the greatest benefits from participation in the scheme.
- ✓ Tertiary institutions need to provide adequate logistics (mobility, internet

service etc.) and adequate funding to make their SIWES units functional.

- ✓ Students should be well prepared through meaningful orientation programmes by institutions before embarking on SIWES. A book, such as the “Guide to successful participation in SIWES” would be useful in achieving the purpose if read before, during and after SIWES by participants.
- ✓ Quality assurance of SIWES, through adequate supervision of participants by the relevant stakeholders (institutions, employers and ITF) would ensure that the scheme meets its objectives vis-à-vis the principles of cooperative education or work-integrated learning.

4.2 Conclusion

The Student Industrial Work Experience Scheme (SIWES) plays a significant role in human resource development, it helps students develop new skills and enlightens them of what the present society holds for them after graduation and helps them adapt accordingly. As a result of the programme, I am now more confident to build my future. My four (4) months industrial attachment with Kenny Success Nigeria Limited has been one of the most interesting, productive and instructive experience in my life. Through this training, I have gained new insight and more comprehensive understanding about the real industrial working condition and practice; it has also improved my soft and functional skills. All these valuable experience and knowledge that I have gained were not only acquired through the direct involvement in task but also through other aspect of training such as work observation, interaction with colleges, superior and other people related to the field. It also exposed me on certain things about the medical field/environment.