



A TECHNICAL REPORT
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)

Held at

MANNA BIZ ENTERPRISING

Prepared by:

ESAN OLAMILEKAN

ND/23/BAM/PT/0794

SUBMITTED TO

DEPARTMENT OF BUSINESS ADMINISTRATION & MANAGEMENT
INSTITUTE OF FINANCE AND MANGEMENT
KWARA STATE POLYTECHNIC, ILORIN

INPARTIAL FULFILLMENT OF THE AWARD OF THE REQUIREMENT OF THE
AWARD OF NATIONAL DIPLOMA IN BUSINESS ADMINISTRATION &
MANAGEMENT

AUG., – NOV., 2024

DEDICATION

I dedicate this technical report to the Almighty Allah, the giver of knowledge, wisdom and who is rich in mercy.

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 Parent (MR & MRS ESAN, 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 brothers and sisters

A big thanks goes to my friends, May Almighty Allah 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.

TABLE OF CONTENT

Title page	i
Table of content	ii
Dedication	iii
Acknowledgements	iv
TABLE OF CONTENTS	
CHAPTER ONE	
1.1. Background of SIWES	1
1.2. History of SIWES	1
1.3. Objectives of SIWES	2
1.4. Objectives of Establishment	3
CHAPTER TWO	
2.1. ACTIVITY FOR THE SIWES PROGRAM	
CHAPTER THREE	
3.1 Some equipment and there uses	6
CHAPTER FOUR	
4.1 Accounting Department	8
4.2 Production Department	8
4.3 sales/advertisement	8
CHAPTER SIX	
6.0 Conclusion and Recommendation	12
6.1 conclusion	12
6.2 Recommendation	13

CHAPTER ONE

1.1 INTRODUCTION TO SIWES

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 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 specific objectives of SIWES are to:

- Provide placements in industries for students of higher institutions of learning approved by relevant regulatory authorities (NUC, NBTE, NCCE) to acquire work experience and skills relevant to their course of study
- Prepare students for real work situation they will meet after graduation.
- 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

- To provide optimum and individual care for customers.
- To develop recognition for customer needs for privacy and preservation of dignity.
- To maintain good relationship with customer, relations and the community through health education.
- To provide training for students.
- To ensure both the well-being of our customers

CHAPTER TWO

WEEK1

We were been introduced to various departments in the organization i.e accounting department, production sales and advertisement department and some of the material used in the production

WEEK 2

Customer Service and Sales are two critical aspects of any business that are closely related but serve distinct roles. While they both aim to satisfy customer needs, they have different focuses and responsibilities. However, when integrated properly, they can work synergistically to enhance customer experience, drive revenue, and increase brand loyalty.

WEEK 3

STROCKING AND RESTROCKING: Stocking refers to the process of placing or replenishing products or goods onto shelves, display areas, or storage locations in a retail store, warehouse, or distribution center. This is done to ensure that there is enough inventory available for customers to purchase or for use in production. While **RESTROCKING:** Restocking refers to the act of replenishing products that have been sold or consumed. It's essentially the process of refilling stock that has been depleted from shelves, storage areas, or inventory.

WEEK 4

Advertisement of Goods refers to the process of promoting products or services to potential customers with the aim of increasing sales, raising brand awareness, and influencing consumer behavior. Effective advertising not only highlights the features and benefits of a product but also creates an emotional connection with the audience, encouraging them to take action—whether it's making a purchase, signing up for more information, or simply sharing the message.

WEEK 5

Marketing strategies are essential plans and approaches businesses use to promote their products, attract customers, and increase sales. A strong marketing strategy helps a business reach its target audience efficiently, differentiate itself from competitors, and create long-term brand value. Below are some key marketing strategies that can help businesses grow:

WEEK 6

Store display refers to the way products are presented and arranged in a retail environment. The goal is to attract customers, enhance their shopping experience, and ultimately drive sales. A well-executed store display can capture attention, create a memorable experience, and encourage impulse purchases.

WEEK 7

An **Inventory Management System (IMS)** is a tool or software that helps businesses track, manage, and control their inventory—whether that involves raw materials, finished products, or supplies. The primary goal of an IMS is to ensure the right products are available at the right time, minimizing stockouts and overstocking, and optimizing stock levels to meet customer demand.

WEEK 8

Sales promotion refers to a marketing strategy aimed at boosting the sales of a product or service in the short term by offering incentives or special deals to customers. These promotions are typically time-limited and designed to create urgency, attract new customers, and encourage repeat purchases. The goal is to increase brand awareness, enhance customer loyalty, and ultimately drive sales.

2.1. PRECAUTION TAKEN IN THE FOOD STOCK

Precautions taken in food storage are essential to maintain food safety, prevent contamination, and prolong shelf life. Here are some common precautions:

1. **Temperature Control:**

- **Refrigeration:** Perishable foods, such as dairy, meats, and seafood, should be stored at or below 4°C (40°F) to prevent the growth of harmful bacteria.
- **Freezing:** Foods that need longer-term storage, such as meat or prepared meals, should be frozen at -18°C (0°F) or lower.
- **Room Temperature:** Dry, non-perishable items like canned goods, grains, and pasta can be stored at room temperature, away from direct sunlight and humidity.

2. **Proper Sealing and Packaging:**

- Foods should be stored in airtight containers or resealable bags to prevent exposure to air, which can cause spoilage and contamination.
- Label and date items to ensure rotation and use within their safe shelf life.

3. **Separation of Raw and Cooked Foods:**

- **Cross-contamination prevention:** Store raw meats and poultry separately from ready-to-eat foods like vegetables and cooked dishes.
- Use different cutting boards and utensils for raw and cooked foods to avoid bacterial transfer.

4. **Regular Inspection and Rotation (FIFO):**

- Regularly check food stocks for expiration dates or signs of spoilage.
- Follow the **First In, First Out (FIFO)** method to ensure older items are used first.
-

5. Clean and Dry Storage Areas:

- Keep food storage areas clean, dry, and free of pests (such as insects and rodents).
- Maintain proper ventilation to prevent the buildup of moisture, which can promote Mold growth.

6. Humidity Control:

- Certain foods, like fruits and vegetables, need specific humidity levels. Keep fruits in crisper drawers in the fridge and store vegetables at room temperature or in the fridge based on their type.

7. Avoid Overcrowding:

- Ensure there is enough air circulation in the fridge and pantry to keep food at the right temperature and prevent uneven cooling.

8. Sanitation:

- Wash hands and clean surfaces before handling food to avoid contamination.
- Regularly sanitize food storage containers and shelves.

By following these precautions, you can minimize the risk of foodborne illness, preserve food quality, and reduce food waste.

CHAPTER THREE

3.1 SOME EQUIPMENT AND THEIR USES IN THE FOOD STROCK

There are several pieces of equipment used in food storage that help maintain food safety, extend shelf life, and ensure proper organization. Here's a list of some key equipment and their uses:

1. Refrigerators and Freezers

- **Use:** Refrigerators are used to store perishable items like dairy products, meats, vegetables, and cooked food at safe temperatures (below 4°C or 40°F). Freezers are used for long-term storage of frozen foods, such as meat, fruits, and pre-cooked meals, at temperatures of -18°C (0°F) or lower.

2. Storage Bins and Containers

- **Use:** Airtight containers or storage bins are essential for keeping food items safe from contamination and moisture. They help in organizing dry goods like grains, nuts, pasta, and cereals. Clear containers allow for easy identification of contents, and labeling can help with tracking expiration dates.

3. Shelving Units

- **Use:** Shelves help in organizing and storing food efficiently, especially in pantries, storerooms, or walk-in refrigerators. Proper shelving ensures that food is off the floor, helping to prevent contamination and allowing for better airflow.

4. Thermometers

- **Use:** Food thermometers are used to monitor the temperature of food storage areas like refrigerators, freezers, and even food items themselves. Ensuring that foods are stored at the correct temperatures prevents bacterial growth and spoilage.

5. Vacuum Sealers

- **Use:** Vacuum sealers remove air from bags containing food items and seal them tightly. This helps reduce the growth of bacteria, extend shelf life, and maintain food quality. Commonly used for storing meat, vegetables, and other perishables.

6. Can Openers

- **Use:** Essential for opening canned goods safely. Manual or electric can openers ensure that cans can be accessed without damaging the food inside or causing a safety hazard.

7. Food Covers and Cling Wrap

- **Use:** These are used to cover and seal food items to prevent contamination, preserve freshness, and protect foods from odors or spills. Cling wrap and aluminum foil are often used for storing food in refrigerators or freezers.

8. Ice Makers

- **Use:** Ice makers are crucial for keeping items like fish and seafood cold, or for preserving frozen foods in situations where refrigeration is not enough. They're especially useful in larger-scale storage systems or foodservice operations.

9. Humidity-Controlled Drawers

- **Use:** Found in many refrigerators, these drawers help maintain optimal humidity levels for fruits and vegetables, preventing wilting and preserving freshness. Some models even allow separate humidity settings for different types of produce.

10. Food Labeling Machines

- **Use:** Labeling machines help with clearly marking expiration dates, batch numbers, or other important information on food packaging, which ensures proper rotation (FIFO) and easy identification.

11. Pantry or Fridge Organizers

- **Use:** These are used to maximize space, maintain an organized layout, and prevent cross-contamination by separating different types of food (e.g., raw and cooked items). They may include drawer organizers, bins, or racks.

12. Food Storage Bags

- **Use:** Plastic or silicone food storage bags are used for packing food, especially for freezing or refrigerating small portions. These bags are flexible, space-saving, and keep foods fresh by blocking out air and moisture.

13. Dehydrators

- **Use:** Dehydrators are used for drying fruits, vegetables, and meats, extending their shelf life and reducing moisture content, which inhibits mold and bacterial growth. Dehydrated food can be stored for months or even years when kept in airtight containers.

14. Pest Control Equipment

- **Use:** Devices such as traps, repellents, and pest deterrents are used in food storage areas to prevent contamination from pests like rodents, insects, or other animals.

15. Mold Prevention Solutions (e.g., Silica Gel or Desiccants)

- **Use:** These are used to absorb moisture in environments where mold or mildew growth might be a concern. Silica gel packets or desiccants are often used in dry food storage to keep humidity levels low and prevent spoilage.

These pieces of equipment are crucial in maintaining a safe and efficient food storage environment. They help prevent contamination, extend the shelf life of foods, and ensure food safety for consumption.

CHAPTER FOUR

4.1 ACCOUNTING DEPARTMENT

is a division within a company responsible for managing and overseeing the financial activities and records of the organization. Its main role is to ensure accurate and timely recording, analysis, and reporting of financial transactions, as well as maintaining compliance with financial regulations and standards. The accounting department plays a key role in providing financial insights that support business decisions, financial planning, and overall company management.

4.2 PRODUCTION DEPARTMENT

is a division within a company responsible for the manufacturing, creation, or assembly of products. Its primary role is to turn raw materials or components into finished goods that meet quality standards, specifications, and customer demand. This department oversees the entire production process, from planning and sourcing materials to final production and distribution.

4.3 SALES DEPARTMENT/ADVERTISEMENT

is a division within a company responsible for selling products or services to customers, managing customer relationships, and driving revenue growth. Its primary goal is to generate sales by engaging with potential customers, understanding their needs, presenting solutions, and closing deals. The sales department works closely with other teams like marketing, customer support, and product development to ensure that the company's offerings align with customer demand and market trends.

4.4 **WAREHOUSE**

is a large, commercial building used for the storage of goods. In the context of food storage, a warehouse is specifically designed to store food products, whether perishable or non-perishable, under optimal conditions to ensure they remain safe, fresh, and in good quality. Here's an overview of the key aspects of a warehouse, especially in the context of food storage:

CHAPTER SIX

5.0 CONCLUSION AND RECOMMENDATIONS

5.1 CONCLUSION

Effective food stock management is essential for ensuring that food remains safe, nutritious, and available for consumption over time. Proper food storage helps prevent waste, extend shelf life, and maintain food quality by protecting against contamination and spoilage. Whether in a small home kitchen or a large-scale warehouse, managing food stock involves controlling temperature, using proper packaging, maintaining cleanliness, and adhering to food safety standards.

In summary, food stock management plays a critical role in the food supply chain, especially in preserving perishable goods, organizing non-perishable items, and maintaining a safe environment for storing and handling food. This ensures that food reaches consumers in the best possible condition, reducing foodborne illnesses and food waste.

5.2 RECOMMENDATIONS

The effort of the industrial training fund (ITF) was recommended for bringing up this programme known as student industrial work scheme (SIWES). This has paved way for self-practice of the theoretical works that have been taught during lectures.