A TECHNICAL REPORT
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)

Held at

EMIC MEDIA CONCEPT & PROPERTIES

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ND/23/BAM/PT/0239

SUBMITTED TO

DEPARTMENT OF BUSINESS ADMINISTRATION & MANAGEMENT
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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.

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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

Architectural design is the process of planning, designing, and constructing buildings and structures. It involves a combination of both artistic and technical elements to create spaces that are functional, aesthetically pleasing, and meet the needs of the people who will use them. Architectural design covers a wide range of aspects, including:

WEEK 3

A building plan: is a detailed representation of a building's layout, showcasing the arrangement of rooms, spaces, and the relationship between them. It typically includes a floor plan, as well as additional information like structural details, elevations, and systems layouts (e.g., plumbing, electrical).

WEEK 4

Structural design: is a critical aspect of architectural and engineering practice focused on ensuring the stability, safety, and durability of buildings and other structures. It involves calculating and selecting appropriate materials and systems to support loads, resist forces, and withstand environmental conditions. The goal is to create a structure that can support its own weight, live loads (such as people and furniture), and environmental forces (like wind, snow, and earthquakes).the message.

WEEK 5

A **Design Studio** is an environment where creative and technical work is done, often focused on architecture, product design, graphic design, or other visual arts. In the context of architecture, a design studio is typically a place where students, professionals, or teams come together to conceptualize, develop, and refine their ideas for various building or spatial designs. Design studios are a central part of architectural education, as well as a hub for professional design teams. They allow for collaboration, experimentation, and the development of innovative solutions to design problems.

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. PRECUATION TAKEN IN THE FOOD STROCK

When working on a site (construction, industrial, or any operational site), it's essential to take various precautions to ensure safety and prevent accidents. Here are some key precautions:

1. Personal Protective Equipment (PPE):

Helmet: To protect from head injuries.

Gloves: To safeguard hands from cuts, abrasions, or chemicals.

Footwear: Sturdy, steel-toe boots to prevent foot injuries.

High-visibility clothing: To ensure visibility in low-light conditions.

Ear Protection: To protect from excessive noise.

Safety glasses or face shields: For eye protection from flying debris or chemicals.

Respirators: For protection from inhaling harmful gases or dust.

2. Training and Awareness:

Ensure all personnel are trained on site-specific hazards.

Conduct safety briefings regularly.

Provide first-aid training to key staff.

Regularly review safety protocols and emergency procedures.

3. Worksite Hazard Identification:

Mark hazardous areas with signs or barriers.

Inspect and maintain equipment regularly to avoid malfunctions.

Ensure scaffolding, ladders, and temporary structures are stable and secure.

Manage and store hazardous materials safely.

4. Proper Signage and Warning Systems:

Place clear warning signs for potential hazards (e.g., electrical areas, toxic chemicals, machinery in motion).

Implement audible alarms or warning systems for emergencies.

5. Safety Protocols for Equipment Use:

Ensure only qualified personnel operate heavy machinery.

Lock out/tag out procedures when servicing equipment.

Use proper lifting techniques and machinery to avoid strain and injury.

6. Emergency Preparedness:

Have emergency exits clearly marked.

Set up a clear communication system in case of emergency.

Keep fire extinguishers and first-aid kits readily accessible.

Know the location of emergency assembly points.

7. Electrical Safety:

Keep all electrical panels and outlets in good working condition.

Ensure proper grounding of electrical equipment.

Only qualified electricians should work on electrical systems.

8. Site Cleanliness and Organization:

Keep walkways and work areas clean and free from debris.

Store materials and tools properly to avoid tripping hazards.

Ensure waste disposal is handled correctly to prevent contamination.

9. Weather Considerations:

Monitor weather conditions regularly and adjust work activities accordingly (e.g., work stoppage in heavy rain or strong winds).

Ensure proper shelter for workers during inclement weather.

10. Communication:

Establish effective communication among workers, supervisors, and safety officers.

Use two-way radios or other communication tools for remote locations.

11. Monitor and Report Unsafe Conditions:

Encourage workers to report unsafe conditions or practices.

Assign safety officers or supervisors to monitor adherence to safety protocols.

CHAPTER THREE

3.1 SOME EQUIPMENT AND THEIR USES ON SITE

There are various types of equipment used on-site depending on the nature of the work (e.g., construction, industrial, maintenance). Below are some common types of equipment and their uses:

1. Excavators

- **Use:** Excavators are used for digging, lifting, and moving large quantities of earth, debris, or other materials. They are commonly used for digging foundations, trenching, and site preparation.
- **Types:** Crawler excavators, wheeled excavators.

2. Bulldozers

- **Use:** Bulldozers are used for moving large amounts of soil, gravel, or other material. They can also be used for leveling or grading land, and clearing debris.
- **Types:** Crawler dozers, wheel dozers.

3. Crane

- **Use:** Cranes are used for lifting and moving heavy materials, such as steel beams, pipes, and machinery. They are essential for lifting heavy loads to higher levels on construction sites.
- **Types:** Tower cranes, mobile cranes, overhead cranes, and crawler cranes.

4. Backhoe Loaders

- **Use:** A backhoe loader is a versatile piece of equipment with a front loader bucket for lifting and a backhoe for digging. It's typically used for small to medium excavation tasks, landscaping, and trenching.
- **Types:** Wheeled or tracked backhoes.

5. Forklifts

- **Use:** Forklifts are used for lifting and transporting materials over short distances. They are ideal for moving heavy loads such as pallets, containers, and building materials around a site.
- **Types:** Diesel forklifts, electric forklifts, rough terrain forklifts.

6. Concrete Mixers

- **Use:** Concrete mixers are used for mixing cement, sand, gravel, and water to create concrete. They are essential on construction sites where large amounts of concrete need to be poured.
- **Types:** Drum mixers, pan mixers, and volumetric mixers.

7. Compactors

- **Use:** Compactors are used to compress soil, gravel, or asphalt to create a stable base for construction. They are used in road construction, foundation preparation, and paving.
- **Types:** Vibratory rollers, plate compactors, trench rollers.

8. Scaffolding

- **Use:** Scaffolding provides temporary platforms for workers to perform tasks at height. It is used for accessing elevated areas of a structure safely, such as during building construction or maintenance work.
- **Types:** Frame scaffolding, suspended scaffolding, rolling scaffolding.

9. Generators

- **Use:** Generators are used to provide electrical power to a site, especially in areas without access to the electrical grid. They are used to power tools, lights, and equipment.
- **Types:** Diesel generators, gasoline generators, inverter generators.

10. Power Drills

- **Use:** Power drills are used for drilling holes in various materials such as wood, concrete, metal, and masonry. They are commonly used for installing fasteners or anchors.
- **Types:** Cordless drills, hammer drills, rotary drills.

11. Welding Machines

- **Use:** Welding machines are used for joining materials (usually metals) by melting the parts and adding a filler material. They are essential in construction for steel and metal fabrication.
- **Types:** MIG welders, TIG welders, Stick welders.

12. Forklifts/Telehandlers

- **Use:** Telehandlers (or telescopic handlers) combine the functions of a crane and forklift, allowing for lifting, carrying, and placing materials at height or in difficult-to-reach areas.
- **Types:** Articulating telehandlers, straight-boom telehandlers.

13. Paving Machines (Asphalt Pavers)

- **Use:** Paving machines are used to lay down asphalt or concrete to create roads, driveways, and sidewalks. They spread the material evenly and can also compact the surface.
- **Types:** Tracked pavers, wheeled pavers.

14. Jackhammers (Pneumatic Drills)

- **Use:** Jackhammers are used for breaking up hard surfaces, such as concrete or rock. They are often used in demolition or excavation projects.
- **Types:** Pneumatic jackhammers, electric jackhammers.

15. Lifting Slings and Hoists

- **Use:** Lifting slings and hoists are used to lift and move heavy materials. Slings are usually made from metal chains or synthetic fibers and are attached to a hoist for lifting.
- **Types:** Chain hoists, wire rope hoists, and electric hoists.

16. Earth Drills (Augers)

- **Use:** Earth drills are used to drill holes into the ground, often for foundation work, post installation, or geological exploration.
- **Types:** Hand augers, hydraulic augers, or truck-mounted augers.

17. Trenchers

- **Use:** Trenchers are used for digging trenches, often for installing pipes or cables. They can be used to create narrow, deep excavations.
- **Types:** Ride-on trenchers, walk-behind trenchers.

18. Water Pumps

- **Use:** Water pumps are used to remove excess water from a site, especially during rain or flooding. They are commonly used for dewatering trenches, excavation sites, or flooded areas.
- **Types:** Submersible pumps, centrifugal pumps, diaphragm pumps.

19. Surveying Equipment

- **Use:** Surveying equipment is used to measure land, create topographical maps, and ensure accurate construction measurements.
- **Types:** Theodolites, laser levels, total stations, GPS survey systems.

20. Road Rollers

- **Use:** Road rollers (or rollers) are used for compacting soil, gravel, asphalt, or other materials, especially in road construction projects. They ensure the surface is flat and solid.
- **Types:** Single drum rollers, double drum rollers, pneumatic rollers.

These are just a few examples of the many types of equipment used on construction sites. The equipment you need depends on the type of project, size of the site, and specific tasks required. Would you like more information on any of these tools or on equipment for a specific kind of project?

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 SURVEYING DEPARTMENT

The **Surveying Department** plays a crucial role on construction, engineering, and land development projects. This department is responsible for measuring, mapping, and analyzing the land or site to ensure that the construction projects are completed accurately and according to legal and design specifications. Surveying is essential for determining property boundaries, evaluating terrain, and providing precise measurements to inform the design and construction phases.

4.3 SITE ENGINEERING DEPARTMENT

A **Site Engineer** plays a vital role in the management and coordination of construction projects, ensuring that they are completed on time, within budget, and in accordance with safety standards, regulations, and specifications. Site engineers are typically found in industries such as civil engineering, construction, infrastructure, and building development. They serve as the technical experts on-site and bridge the gap between the design phase and actual construction.

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

In conclusion, **site work** is the backbone of any construction project. It involves a wide range of activities and responsibilities that ensure a project progresses smoothly from start to finish. The primary goal of site work is to create a solid foundation, both literally and figuratively, for the construction of buildings, roads, infrastructure, and other developments. This phase involves careful planning, coordination, and execution of various tasks, all while adhering to safety standards, regulations, and design specifications.

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.