



# **KWARA STATE POLYTECHNIC**

**P.M.B 1375, ILORIN NIGERIA**

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**A TECHNICAL REPORT OF STUDENTS' INDUSTRIAL WORK  
EXPERIENCE SCHEME (SIWES) REPORT**

**HELD AT:  
MINISTRY OF WORKS AND TRANSPORT**

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## **PREFACE**

This contain a written report of the work done by me during the four-month industrial attachment with one of the best Organization In Ilorin, which is Ministry of Work's and Transport.

This work goes further to share the experience I had in the station.

This summarize all the things I learnt and the problems encountered by me, my recommendation and conclusion of all my work.

## **DEDICATION**

This report is dedicated to Almighty God for his mercy and protection on me throughout the program.

## **ACKNOWLEDGMENT**

All glory, honor and adoration goes to the Almighty God for mercy received during the course of my study and when undergirding my Industrial Training.

My appreciation also goes to my industrial based lecturer, whose accessibility, untiring effort, patients and guidance and suggestions fabulously contributed to the Completion of this report, may God continue to guide and protect them and their family.

My special thanks also go to my families (THE SPECIAL OLADELE'S) for their support, both morally and financially, before and during my SIWES program, I shall forever be grateful. May you live long enough to reap the fruit of your labour (Amen)

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## **CHAPTER ONE**

### **INTRODUCTION TO SIWES**

SIWES Is an acronym for students industrial work experience scheme, SIWES is an effective instrument used for exposing students to the relative of the work environment in Nigeria especially and the world in general in their various professions so as to achieve the needed technological advancements for the nation this the skins is a pastoral program involving universities polytechnics and technical college for students of various institution in Nigeria it is run jointly by the industrial training fund ITF

Some of the aims of SIWES are;

To provide for student opportunity to be involved in practical aspects of their respective disciplines does bridging the gap between the theoretical aspects taught in class and the real-world solution

To expose students to latest developments and technological innovation in their chosen profession

To prepare students for industrial working environment they are likely to meet after graduation

## **BRIEF HISTORY OF SIWES**

The students industrial work experience scheme (**SIWES**) is a skill training program designed to expose and prepare students of Universities, polytechnics, colleges of technology and others for The industrial work experience they are likely to meet after Graduation.

The scheme also afford students the opportunity of familiarity And exposing themselves to the needed experience in handling Equipment and machineries that are usually not available in their Institutions, the industrial training fund (**ITF**) funded the scheme During its formative year in 1973/74. But, as the financial Involvement became unbearable to the fund, it from the Scheme 'n 1978. The federal government handed over the scheme in 1979 to both the national understates commissioners (**NUC**) and the National board for technical education (**NBTE**). Later, the federal Government in November 1984 revert the management and Implementation of the **SIWES** program to **ITF** and it was effectively Taken over by the industrial training fund in July 1985 with the Funding been solely borne by the federal government.

## **IMPORTANCE AND OBJECTIVES OF SIWES**

In regards to the SIWES handbook, the specific objectives and Importance of the SIWES are to:

- Provide an avenue for students in institutions of higher Learning to acquire industrial skills and experience in their Course of study
- Prepare students for the industrial work experience they are To undergo after graduation
- Provide students with an opportunity to apply their knowledge in real work situation thereby bridging the gap between Theory and practice. To satisfy accreditation requirements set by NBTE.
- To provide students an opportunity to see the real world of their discipline and consequently bridge the gap between the Classroom and real work situation.
- To enable students assess interest suitable for their chosen Profession.



## **CHAPTER TWO**

### **INTRODUCTION**

I, **OLADELE DAMILARE EMMANUEL**, began my industrial attachment on the Friday 27<sup>th</sup> September, 2024. I obtained placement with the **MINISTRY OF WORKS AND TRANSPORT**, located Ministry of works and transport, headquarters Ilorin, Kwara State. My industrial attachment ended on Friday 29<sup>th</sup> November, 2024, making ten Weeks.

### **HISTORY OF THE MINISTRY OF WORKS AND TRANSPORT**

The Ministry of Works and Transport is a government agency responsible for the planning, development, and maintenance of transportation infrastructure and public works in Nigeria. Established to ensure efficient transportation systems and quality infrastructure, the ministry oversees various sectors, including roadways, highways, railways, aviation, and maritime transport. Its core mission includes providing safe, reliable, and accessible transportation options for all Nigerians while promoting economic development and sustainability.

## **ADMINISTRATIVE AND OPERATIONAL STRUCTURE**

**Board of Directors/Advisory Council:** The advisory council consists of relevant stakeholders, including governmental and non-governmental organizations, and experts in infrastructure and transport systems. They provide guidance on strategic initiatives and ensure compliance with national policies and regulations.

**Minister of Works and Transport:** The Minister is the political head of the ministry, responsible for setting the strategic direction, policy formulation, and overall management. They represent the ministry at national and international forums and are accountable for the effective implementation of policies to improve transportation infrastructure.

**Permanent Secretary:** The Permanent Secretary serves as the chief administrative officer of the ministry, overseeing day-to-day operations. They ensure the implementation of the minister's policies and provide continuity in management.

**Chief Engineer:** Responsible for all engineering and technical matters related to the ministry. The Chief Engineer oversees the

planning, design, and execution of construction and maintenance projects.

**Head of Transport Services:** Manages all transport-related functions, including road, rail, aviation, and maritime services. This position ensures the effective implementation of transport policies and development programs.

**Planning and Development Department:** Focuses on the strategic planning and development of infrastructure projects. This department conducts feasibility studies, monitors project progress, and allocates resources for efficient project delivery.

**Project Management Unit:** Coordinates various infrastructure projects undertaken by the ministry. The unit ensures timely completion, compliance with standards, and adherence to budgets.

**Finance Department:** Handles all financial transactions related to the ministry, including budget preparation, financial reporting, and resource allocation. The department ensures financial compliance and transparency in operations.

**Public Relations and Communications Department:** Responsible for managing the ministry's external

communications, public outreach, and media relations. This department ensures that the public is informed about transportation policies, initiatives, and projects.

**Customer Service Unit:** Provides support to citizens regarding transportation services and infrastructure concerns. The unit addresses inquiries, resolves complaints, and collects feedback to improve service delivery.

**Research and Policy Development Department:** Conducts research and analysis on transportation policies and trends. This department is responsible for formulating policy recommendations to enhance transportation systems.

**Logistics and Procurement Unit:** Oversees the procurement of goods and services needed for infrastructure projects. The unit is responsible for ensuring that procurement processes are transparent, competitive, and compliant with government regulations.

**Security and Safety Unit:** Focuses on the safety and security of transportation systems and infrastructure. This unit works to prevent accidents, enforce safety regulations, and improve emergency response strategies.

## **CHAPTER THREE**

### **TECHNICAL TRAINING EXPERIENCE**

During My SIWES program at Ministry of Works and Transport, I do so much work and I acquired a lot of friends below is a summary of the work done and experience obtained;

I was introduces to purchase & supply, contract for the supply of stores for a period of one or seven years are awarded where they serve the interest of the public service. Also keeping records of purchased materials or items.

I learnt what purchase of stores is about which is when a contract has been made for the supply of stores or the states tenders board has given a direction under store regulation, store must be purchase in the way approved. Also learnt about foodstuffs contracts procedure, contract purchases from crown agents, occasional purchases etc.

I was introduced to the store legal which comprises;

1. SRV (store receive voucher)
2. SIV (store issue voucher)
3. SRV register
4. SIV register

And I was taught how to receive items into the store, handling of SRV & SIV, Store ledgers, tally card etc.

Before received items we must perform a market surveys which must include;

- i. Costing
- ii. Identifying
- iii. Quantity
- iv. Amount etc.

Receiving items into the store it must be;

- i. Count
- ii. Maintenance
- iii. Checked etc

I also learned arrangement of ledgers items should be entered in alphabetical orders or where more appropriate the unit of issuing will be shown and articles will be taken on charge and issued in that unit. I was enlighten on what voucher, control of stock, stock inspections, issuing of stocks, discrepancies & breakages, overseas indents, shortages and breakages, stock verification, inventories, store ledger, register, store receive voucher, store issue voucher, purchase of store,

bulks orders. I was taught how to use and the meaning, usefulness and merit with demerit of these mentions.

Today is my last day, so recommendation on supply contracts was made and recommendation on foodstuff contracts was made to control the stock.

## **CHAPTER FOUR**

### **EXCLUSIVE SUMMARY**

#### **BENEFITS**

- I become more enlightened by encountering and getting familiar with different cars.
- I was able to relate most of my theoretical aspect taught in the class to the physical aspect in the organization.
- I have improved on how to talk to my clients.
- I have also improved on marketing skills.
- I also learned how to buy and sell well.
- I also learned to transport what we sell from any country to ours.

#### **WORK CARRIED OUT WITH CLEAR STATEMENT**

I experience in the following as a staff of Ministry of work and transport:

- i. I learned on keeping records of purchases materials or items
- ii. I was enlighten on handling of SRV (Store receive voucher) & SIV (Store issue voucher)
- iii. I learnt that arrangement of ledger items should be entered in alphabetical orders/where more appropriate.



## **CHAPTER FIVE**

### **CHALLENGES ENCOUNTER**

There are some challenges I encountered during my Siwes program which has depressingly affected the growth and development of the scheme, some of the problems include;

1. Inadequate funding of the scheme.
2. Negligence arising from the institution coordinators of the scheme.
3. Lack of cooperation from employees/trainees.
4. Insufficient professionals in the scheme.

Another challenge was lack of consecration more student lack concentration due to their supervisors refuse to give them full attention to the students by passing and explaining things to them claiming that schedule is tight when on duty

Lastly, was the problem of transportation because my place of attachment was a little bit far from my residence.

So many challenges was face but to mention the few.

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## **RECOMMENDATIONS AND CONCLUSION**

Going through some of the experience gained during the Program, I will recommend that there is need for Improvement On some of the activities, both in Ministry of Works and Transport where I served and the school.

- The time duration for the program should be extended for more than two months.
- Students' Industrial Works Experience Scheme (SIWES) needs to be strengthened by all concerned stakeholder in order for its objectives 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.
- Experience staff should always be made to train the students on attachment

- There should be more funding of the scheme by the government in order for it to be more effective.
- The companies should put in place all the necessary facilities needed to enhance the knowledge of the student in industrial attachment.
- It will be of great benefit if the institution can create a platform whereby student can obtain pre-SIWES knowledge or excursion programs, before student embark for general 6 months industrial training programme.

## **CONCLUSION**

SIWES was established to provide opportunities for students to be involved in the practical aspect of their respective disciplines in the industrial working environments. During my 2-month industrial Training, I gained a wide range of experience from the various assignments undertaken. The nature of this report spans the duration and findings during the program, including duties of an administrative office, daily activities and procedures through which files are received, record and documentation.

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