



**A TECHNICAL REPORT ON  
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME  
(S.I.W.E.S)**

**HELD AT  
WORKS DEPARTMENT KWARAPOLY  
KWARA STATE POLYTECHNIC ILORN**

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## **DEDICATION**

This report is dedicated to Almighty God, the Most Merciful.  
I also dedicate it to my lovely and caring parent **MR. & MRS.**  
**CLEMENT**

## **ACKNOWLEDGMENT**

My acknowledgment goes to Almighty God, for his protection and provision during my SIWES program.

My appreciation also goes to my Parent **MR. & MRS. CLEMENT** for their support, words of advice and helping hand she rendered me, I pray that the Almighty God will preserve their life in Jesus name (Amen).

I also wish to acknowledge my sibling my love, relatives and all my colleagues

May God Almighty reward you all in manifolds. (Amen).

## **TABLE OF CONTENT**

TITLE PAGE

DEDICATION

ACKNOWLEDGEMENT

### **CHAPTER ONE**

1.0 HISTORY OF SIWES

1.1 BACKGROUND OF SIWES

1.2 INTRODUCTION TO SIWES

1.3 AIMS AND OBJECTIVES

### **CHAPTER TWO**

2.1 BRIEF HISTORY OF THE ORGANIZATION

### **CHAPTER THREE**

3.0 REPORT CLEARLY ON WORK ACTUALLY CARRIED OUT WITH  
CLEAR STATEMENT ON EXPERIENCED GAINED

### **CHAPTER FOUR**

4.0 THE PROBLEMS OF THE PROGRAMS

4.1 RELEVANCE OF THE PROGRAMME

### **CHAPTER FIVE**

5.0 RECOMMENDATION AND CONCLUSION

5.1 RECOMMENDATION

5.2 CONCLUSION

## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.0 BRIEF HISTORY OF SIWES**

The Student Industrial Work Experience Scheme (SIWES), also known as Industrial Training is a compulsory Skills Training Programme designed to expose and prepare students of Nigerian Universities, Polytechnics, Colleges of Education, Colleges of Technology and Colleges of Agriculture, for the industrial work situation they're likely to meet after graduation.

The scheme also affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling equipment and machinery that are usually not available in their institution. The scheme also affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling equipment and machinery that are usually not available in their institution. The duration of SIWES is four months in Polytechnics at the end of NDI, four months in College of Education at the end of NCE II and six months in the Universities at the end of 300, 400 or 500 level depending on the course of study and departments preference. The government's decree No. 47 of 8th Oct; 1971 as amended in 1990, highlighted the capacity building of human resources in industry, commerce and government through training and retraining of workers in order to effectively provide the much needed high quality goods and services in a dynamic economy as ours (Olusegun A.T. Mafe, 2009). This decree led to the establishment of Industrial Training Fund (ITF) in 1973/1974. The growing concern among our industrialists that graduates of our institutions of Higher learning, lack adequate practical background studies preparatory for employment in industries, led to the formation of students Industrial Work Experience Scheme (SIWES) by ITF in 1993/1994 (Olusegun A.T. Mafe, 2009).

Before the establishment of the scheme, there was a growing concern among industrialists, that graduates of institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus, employers were of the opinion that the theoretical education in higher institutions wasn't responsive to the needs of the employers of labour. SIWES introduction, initiation and design was done by the Industrial Training Fund (I.T.F) in 1993 to acquaint students with the skills of

handling employer's equipment and machinery. The Industrial Training Fund (I.T.F) solely funded the scheme during its formative years. However, due to financial constraints, the fund withdrew from the Scheme in 1978.

The Federal Government, having noticed the significance of the skills training handed the management of the scheme to both the National Universities Commission (N.U.C) and the National Board for Technical Education (N.B.T.E in 1979. The management and implementation of the scheme was however reverted to the I.T.F 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 borne by the Federal Government. ITF has as one of its key functions; to work as cooperative entity with industry and commerce where students in institutions of higher learning can undertake mid-career work experience attachment in industries which are compatible with student's area of study.

### **1.1 AIMS AND OBJECTIVES OF SIWES**

The objectives of SIWES among others includes:

- i. SIWES provide an avenue for students in higher institutions to acquire industrial skills and experience in their approved course of study.
- ii. It Prepare students for possible industrial works situation which they may meet when they graduate.
- iii. It makes the transition from school to the world of work easier and enhance students contact for future job opportunities.
- iv. Provide students with an opportunity to apply their knowledge in real work situation thereby bridging the gap between theory(classroom) and practice(industry).
- v. Enlist and strengthen employers' involvement in the entire educational process and prepare students for absorption into the field after graduation.
- vi. Expose students to work methods and techniques in handling equipment and machinery which may not be available in their institutions.

### **1.2 BENEFITS OF SIWES TO STUDENTS**

It affords the student an opportunity to learn how to function in multi-disciplinary teams.

- i. Students can now effectively communicate within the working environment.
- ii. It provides the opportunity for students to understand professional and ethical responsibilities more.
- iii. The scheme provides an opportunity for the industries to evaluate prospective employees and give healthy feedback to the institutions.
- iv. It gives opportunity for the student to make better mastery of the theoretical knowledge acquired in classrooms using practical knowledge acquired in the industry.
- v. It enhances the student's attitudes to work like commitment, dedication, punctuality, politeness, effective communication and such like.

### **1.3 BODIES INVOLVED IN THE MANAGEMENT OF SIWES**

The bodies involved are: Federal Government, Industrial Training Fund (ITF), Other Supervising Agencies are: National University Commission (NUC), National Board for Technical Education (NBTE) & National Council for Colleges of Education (NCCE), Institutions of learning (say, UBITS Department in the case of University of Ilorin)

- i. The functions of these agencies above include among others to:
- ii. Ensure that the scheme is adequately funded
- iii. Establish SIWES and accredit SIWES unit in the approved institutions.
- iv. Formulate policies and guideline for participating bodies and institutions as well as appointing SIWES coordinators and supporting staff.
- v. Supervise students at their places of attachment and sign their log-book and ITF Forms.
- vi. Vet and process student's log-books and forward same to ITF Area office  
Ensure payment of Allowances for the students and supervisors.

## **CHAPTER TWO**

### **2.0 OVERVIEW OF ORGANISATION OF ATTACHMENT**

Works Maintains and Services of Kwara state was created in October 1991 during general ibrahim Babngida Era

It was created on the population figure of 250,000 with the area smabary and iponirin districts and about twelve wards make up the local government area. These wards are Gambaru ward Magaji ward, Ibagun wards, Zango, Work Maintains, ward Once/Alaluposa, Maya/Ilea pa, ward, Agbeyangi/Gbadamu Ilson ward, iponrin, marafa pepele and Apado. The council is local between latitude 805 N and longitude 403E. its situated in the transitional zone between the Northen and southern part of Nigerian. It forms one at the sixteen local government areas of the state e.g. offa, moro, Oyun Oke-Ero, ekiti Kaiyama North Baruten Ife lodun, Irepodun, Isin Edu Patigi, and in wests.

The councils is located within the geographical boundaries of Ilorin south, Ilorin east, moro and ife lodun local government areas predominatly farmers and it is made at various ethic group which include the Yoruba, the Hausa/ Fulani and Nupes.

The cultural heritage of the local government area are influenced by Islamic Religion which is the religion practiced majority of the people in the area.

The local government area is endowed with many mineral/physical resources such as fertile land good for planting and farming generally. Forest resources such as plastic, clay, flint and granite which are important various house hold production and industrial goodks e.g. ceramics, electrincal goods pottery, clay bricks e.t.c all these can be used for commercial or industrial purpose if adequately tapped the tourist attraction in the council are Okiti Ilorin dada patery, apado tunnel and hides/ skins taunting.

For the would-be investors these are also reports of the existence of deposit of marole talc, barites, semi-precious stones quarts e.t.c which are yet to be explored for exploitation.

The local government has few major rivers which could provided opportunities for future and markets for thriving fishing industries. The live stock production is of a higher standard because the state poultry is located at Work Maintains the head quarters of the local government while animal husband/clothes rearing of animal, business is available. This provide for about 23,000 head of cattle and the largest slaughter slab in



the state is that of Ipata market under the local government, this forms part of the sources of internally generated revenue of the local government.

The chairman who is the chief executive of the council has been working round the clock with the cooperation of other members of staff including the executive and legislative council to ensure the local government excel in education health economic industrial, social and indeed general well being of the people in the area.

Prominent among the development activities embarked upon by the council in order to ensure there is an improvement in the revenue generated internally with a view of reducing the tension hitherto created by zero allocation syndrome which hinder the development activities in the area, this is done by renovation of Ipata market one of the major sources of internally generated revenue and the constitution of ultra modern shops complies at maraba bond rehabilitation of suburb roads to mention just few although the local government areas was not exempted from those affected by the zero allocation syndrome which make the local government to be indebted to the tune of salaries arrears and enabling to pay the contractors in the past years which makes all the activities towards development in the area remain standstill but it is our hope that soonest the problem of zero allocation would be over this is the Nigeria union of local government employee (NULGE) across the state protested recently to show their grievance and displeasure to the zero allocation syndrome and the national executive councils of (NULGE) in collaboration with the national president of Nigeria Labour congress recently protested to be national house of assembly

## **CHAPTER THREE**

### **ACTIVITIES DURING THE SIWES PROGRAM**

#### **3.0 OVERVIEW OF MY EXPERIENCE**

A supervisor is a person who oversees and directs the work or activities of others, ensuring tasks are completed correctly and efficiently. The role of a supervisor can vary depending on the context, but generally, they provide guidance, instruction, and support to a team or individual.

##### **Types of Supervisor**

Supervisor for work

Supervisor for Finance

Supervisor for Agriculture

Supervisor for Education

##### **Councilor**

A councillor is a member of a council, typically a local government body such as a city, town, or municipal council. Councillors are elected or appointed to represent the interests of the people in their area and help make decisions on local policies, services, and budgets.

##### **Registry**

A registry can refer to an official office or system where records of births, marriages, land ownership, trademarks, and other legal matters are kept.

##### **Department in Local government**

Administrative Department

Planning Research and Statistic Department

Health Department

Agriculture Department

Education Department

Work Plan and Housing Department

## Open And Secret Office

The terms "**open office**" and "**secret office**" in the context of local government or administration can have different meanings. Here's how they are generally understood:

### 1. Open Office

An **open office** refers to a government office or department that is accessible to the public. It operates transparently, allowing citizens to request services, access information, and interact with officials.

#### Examples:

- A **local government registry office** where people can obtain birth certificates, marriage licenses, and other public records.
- A **public service office** where residents can apply for permits, business licenses, or social welfare programs.

### 2. Secret Office

A **secret office** typically refers to a department or division within the government that operates with restricted access due to the sensitive nature of its work. It handles confidential or classified matters that are not openly accessible to the public.

#### Examples:

- **Security and intelligence offices** dealing with national or local security matters.
- **Anti-corruption or investigative agencies** handling confidential cases.
- **Government offices managing classified information**, such as defense or high-level administrative strategies.

In the context of **local government administration** or **records management**, the terms "**Personal File**" and "**Subject File**" refer to different types of document organization systems used for record-keeping and administrative purposes.

### 1. Personal File

A **Personal File** (also called an **Employee File** or **Personnel Record**) contains documents related to an individual, usually an employee or official in the government or organization.

**Contents of a Personal File:**

- Employment records (appointment letters, promotions, transfers, resignations)
- Personal details (name, address, date of birth, identification documents)
- Performance appraisals and disciplinary records
- Salary, pension, and benefits information
- Leave records (sick leave, annual leave, etc.)

**Purpose:**

- To track an individual's employment history.
- To manage human resources and administrative decisions.

**2. Subject File**

A **Subject File** (or **Administrative File**) is a file organized by topics or subjects related to the functions, policies, or operations of a government department or organization. It is not linked to a specific person but to general matters of governance or administration.

**Contents of a Subject File:**

- Correspondence and reports related to a specific issue (e.g., "Road Maintenance Projects," "Community Health Programs").
- Policies, regulations, and guidelines.
- Meeting minutes and memos related to a particular subject.
- Legal or financial documents concerning a government program or initiative.

**Purpose:**

- To organize documents related to administrative functions.
- To support decision-making and policy implementation.

**MATERIALS USED IN CARRY OUT DAILY ACTIVITIES IN REGISTRY**

In a local government registry office, various materials and equipment are used to carry out daily activities efficiently. These materials can be categorized into office supplies, record-keeping materials, and technological tools.

**1. Office Supplies**

These are basic materials used for administrative and clerical tasks:

- Stationery items (pens, pencils, erasers, markers, highlighters)

- Notebooks and registers for manual record-keeping
- Files and folders for document organization
- Paper (A4, legal-size, carbon papers) for printing and documentation
- Staplers, paper clips, and binders for document arrangement
- Rubber stamps and ink pads for official endorsements
- Envelopes for mailing official documents

## **2. Record-Keeping Materials**

These materials help in organizing and managing official records:

- File cabinets and shelves for document storage
- Index cards for manual filing systems
- Registers and logbooks for recording incoming and outgoing documents
- Archival boxes for preserving old records
- Labels and tags for document identification

## **3. Technological Tools**

Modern registries use technology to improve efficiency:

- Computers and printers for processing documents
- Photocopiers and scanners for duplicating records
- Barcode scanners for tracking files and documents
- Telephone systems for communication with the public
- Internet and networking devices (routers, modems) for online services
- Database software (e.g., Microsoft Access, Excel, specialized registry software) for digital record-keeping
- External storage devices (USB drives, external hard drives) for backup

## **4. Security and Verification Tools**

To ensure the authenticity and safety of records:

- Seals and official stamps for certifying documents
- Laminating machines to protect official documents
- Biometric scanners for identity verification (in modern registries)
- Surveillance cameras for security monitoring

These materials ensure that daily activities such as document registration, record retrieval, verification, and official correspondence run smoothly in a local government registry office.

## **FUNCTION OF REGISTRY**

The registry department in a local government serves as the central record-keeping and documentation unit responsible for managing official documents, records, and correspondence. Its functions include:

### **1. Record Management and Documentation**

- Receives, processes, and maintains official records (births, deaths, marriages, land ownership, etc.).
- Organizes and stores documents for easy retrieval and reference.
- Preserves historical and legal records for future use.

### **2. Registration and Certification**

- Registers births, deaths, and marriages and issues certificates.
- Records business names, property titles, and other official documents.
- Authenticates and verifies official documents.

### **3. Correspondence and Communication**

- Handles incoming and outgoing mail (letters, memos, official notices).
- Distributes documents to relevant government offices and departments.
- Responds to public inquiries regarding records and services.

### **4. File Organization and Retrieval**

- Maintains an efficient filing system (manual and digital) for government records.
- Ensures quick retrieval of documents when required by officials or the public.
- Implements security measures to protect sensitive records from loss or unauthorized access.

### **5. Legal and Regulatory Compliance**

- Ensures documents comply with legal requirements and government policies.
- Keeps records updated as per laws and regulations.
- Provides certified copies of documents for legal purposes.

### **6. Supporting Government Administration**

- Assists in decision-making by providing relevant records and data.

- Supports human resources management by keeping employee personal files.
- Maintains records of government policies and official transactions.

#### 7. Digital Record Management (*in modern registries*)

- Uses electronic databases for efficient record-keeping.
- Scans and digitizes documents for easier access and security.
- Implements backup systems to prevent data loss.

In summary, the registry department plays a crucial role in record-keeping, public service, legal documentation, and administrative support within local government operations.

### **BENEFITS OF REGISTRY**

The registry department in a local government provides several benefits that support administration, legal processes, and public services. Some key benefits include:

#### 1. Efficient Record-Keeping

- Ensures proper organization, storage, and retrieval of official documents.
- Reduces loss or misplacement of important records.
- Helps government offices access accurate and up-to-date information quickly.

#### 2. Legal and Administrative Support

- Provides official documentation (birth certificates, marriage certificates, business registrations, etc.).
- Ensures compliance with laws and regulations by maintaining proper records.
- Serves as evidence in legal cases, property disputes, and government audits.

#### 3. Public Service and Accessibility

- Allows citizens to obtain official documents for identification and legal purposes.
- Provides transparency by making government records accessible to the public when required.
- Supports government agencies in delivering efficient and responsive services.

#### 4. Security and Data Protection

- Helps prevent fraud by verifying and authenticating official documents.
- Ensures confidentiality and proper handling of sensitive government records.

- Uses backup systems and digital storage to protect documents from damage or loss.

#### 5. Supports Economic and Business Activities

- Facilitates business registrations and licensing, supporting local businesses.
- Helps property owners with land and asset registration, reducing ownership disputes.
- Contributes to economic planning by keeping records of commercial activities and investments.

#### 6. Enhances Government Efficiency

- Reduces bureaucracy by streamlining document processing and approval.
- Ensures effective communication between departments through proper documentation.
- Supports government planning and policymaking with accurate data and records.

#### 7. Digital Transformation and Modernization (*for registries using technology*)

- Improves speed and accuracy with electronic records and online services.
- Reduces paperwork and manual processing errors.
- Enhances accessibility through online applications and digital verification.

### **Leaves**

The term "leaves" in a local government registry office or any workplace refers to the period when an employee is officially permitted to be absent from work. Leave can be granted for various reasons, and different types of leave exist based on organizational policies and labor laws.

#### Types of Leaves in a Local Government Registry Office

##### 1. Annual Leave

- Also known as vacation leave, it allows employees to take time off for personal rest and relaxation.
- Usually granted once a year, with a specified number of days.
- May be paid or unpaid, depending on government policies.

##### 2. Sick Leave

- Granted when an employee is ill or injured and unable to work.
- May require a medical certificate as proof.



- Can be paid or unpaid, depending on the duration and policies.

### 3. Maternity Leave

- Granted to female employees before and after childbirth.
- The duration varies by country but is typically 3 to 6 months.
- Often paid, as per labor laws and government policies.

### 4. Paternity Leave

- Given to male employees after the birth of their child.
- Usually shorter than maternity leave (e.g., a few days to weeks).
- Can be paid or unpaid, depending on labor laws.

### 5. Study Leave

- Given to employees pursuing further education or training.
- Can be fully paid, partially paid, or unpaid.
- Sometimes granted with a bond agreement, requiring the employee to return and serve for a certain period.

### 6. Compassionate Leave (Bereavement Leave)

- Given when an employee experiences the death of a close family member (e.g., spouse, parent, sibling, or child).
- The duration varies but is usually a few days to a few weeks.
- May be paid or unpaid, based on policies.

### 7. Casual Leave

- Short-term leave for personal emergencies or urgent matters.
- Usually limited to a few days per year.
- Can be paid or unpaid.

### 8. Leave of Absence (Special Leave)

- A longer period of leave granted for personal or official reasons.
- May include unpaid leave for personal matters or paid leave for official assignments.
- Can be granted for travel, relocation, or extended family issues.

### 9. Sabbatical Leave

- Long-term leave granted for research, study, or personal projects.
- Mostly available to senior employees or academic staff.

- Can be paid or unpaid depending on government policies.

#### 10. Public Holiday Leave

- Government-declared holidays when employees are not required to work.
- Includes national holidays, religious holidays, and special commemorative days.
- Fully paid leave.

#### Importance of Leave in a Registry Office

- Helps employees maintain work-life balance.
- Ensures health and well-being of staff.
- Allows time for personal responsibilities without affecting job security.
- Supports professional growth through study leave.

## **CHAPTER FOUR**

### **4.0 THE PROBLEMS OF THE PROGRAMS**

I thank God who give me the privilege to see the end this SIWES program and also I thank God for the organizers of this type of program, although it look stressful and entail some financial challenges to buy practical material for use. Sometime no much facility to teach and enroll on practical, and sometime don't know what to do

### **4.1 RELEVANCE OF THE PROGRAMME**

My experience during the programme will surely help me as office technology management student, in other to improve my skills.

The programme is beneficial to me as student and it prepares me to know more in the aspect of my study and also in the aspect of technology.

It also exposes me to work experience, and how to relate with people and my supervisor. I learnt how to apply knowledge in oral work situation.

I gained more knowledge especially when its practical aspect of the training. I learnt so many things on my SIWES and some theoretical aspect, which I did not know before but with the help of this programme it really exposes me to many things.

## **CHAPTER FIVE**

### **5.0 RECOMMENDATION AND CONCLUSION**

#### **5.1 RECOMMENDATION**

I recommend this (SIWES) that government should try to pay for the I.T students and also provide equipments for them to aid effective learning and more learning experience.

#### **5.2 CONCLUSION**

Student Industrial Work Experience Scheme (SIWES) was organized by federal government of Nigeria to give much experience and exposing of higher institution in various fields of life. This programme is mainly organized for higher institution students in much department to acquire the students with practical music experience on the field, to prepare students towards the possible challenges after graduation, and also to be exposed to some equipments or instruments that may not be available in the school which develop our practical form of learning.