



TECHNICAL REPORT

ON

**STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME
(S.I.W.E.S)**

HELD AT

SKYMAX PHARMACY AND STORE LIMITED

SUBMITTED BY

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ND/23/ACC/FT/0041

SUBMITTED TO:

**DEPARTMENT OF ACCOUNTANCY
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES
KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE.**

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF NATIONAL DIPLOMA IN ACCOUNTANCY.**

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CERTIFICATION

This is to certify that the report was compiled by **ADEDIWURA SHUKURAH TEMITOPE** with Matric Number **ND/23/ACC/FT/0041** a student of ACCOUNTANCE, Institute of Finance and Management Studies Kwara State Polytechnic Ilorin, Kwara State on the completion of the Student Industrial Work Experience Scheme (SIWES)

SIWES COORDINATOR

DATE

HEAD OF DEPARTMENT

DATE

DEDICATION

This report is dedicated to Almighty Allah, who guided me and made the programme a successful one for me.

It also goes to my loving Parent, in person of **Mr. and Mrs. ADEDIWURA** and to my wonderful mentors and friends, for their advice, encouragement and support both financially and morally. May God continue to bless you. (Amen)

ACKNOWLEDGEMENT

As such praise due to Almighty Allah for sparing my invincible life during my stay at Kwara State Polytechnic, Ilorin.

To the surprise of my one and only, my next point on call will definitely be my parent for their effort which upholds my success, in this regard, BIG THANKS to them **Mr. and Mrs. ADEDIWURA**, what will I? If not for their financial moral, spiritual and parental support, my success would have been delayed. I will say vividly "Oh God, have mercy on them even as they nourished me in my childhood.

My appreciation goes to my noble SIWES based supervisor, for their support and impartation of knowledge.

It is mandated on me that the effort of the following toward my success must duly be recognized from lecturers within the institution; May the blessing of God continue to shower you all for contributing immensely on this programme.

PREFACE

This report contains the details of experience gained during the four-month students industrial work experience scheme (SIWES) programme at Skymax Pharmacy and Store Limited various activities are also spelt out in the report. Also include the program encounter and recommendations for the improvement of the scheme.

CHAPTER ONE

1.0 INTRODUCTION

This chapter gives a brief history of SIWES, its aims and objectives, as well as a short narrative on my application and posting. It also introduces intelligent solution providers (ISP) of Computer, where I had my SIWES training.

ABOUT STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME

The student work experience scheme (SIWES) is a worldwide program practiced in countries like Japan, Australia, USA, Europe, and in African countries too. It is popularly known as co-operative education and referred to as sandwich in Europe. It is a six (6) months students industrial work experience scheme (SIWES) taken in the third year of the degree program, where the students go to various establishments related to their course of study.

The program was initially introduced in Nigeria by the Industrial Training Fund (I.T.F.) which was established under Decree 47 of 1972 by the Supreme Military Council, headed by General Yakubu Gowon. The Decree was billed to take effect from 31st March, 1974 and had as its core objective, the gradual reduction of the percentage of foreign participation in most of Nigeria's economic activities, accompanied by a systematic cooperation of locally oriented skilled manpower into the vast economic sector.

One of the key functions of the ITF is to work as cooperative body 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. The students Industrial Work Experience Scheme (SIWES) is a skill Training program designed to expose and prepare students for the Industrial work situation which they are likely to meet after graduation. Participation in SIWES has become a necessary pre-condition for the award of diploma and degree certificate in specific disciplines in most institutions of higher learning in the country in accordance with the education policy of government.

BRIEF HISTORY OF SIWES

The word SIWES (Student Industrial Work Experience Scheme) was introduced by the federal government in the year 1973 to develop the technological, physical and social skill of our nation, through this, adequate and intelligent students are provided the department involved the actual challenge various disciplines before they can be awarded as a National Diploma (ND) graduate.

AIMS AND OBJECTIVES OF SIWES

- Provide an avenue for students in institutions of higher learning to acquire industrial skills and experience in their approved course of study and also by interacting with people with more experience in the field under consideration.
- Prepare students for the industrial work situation which they are likely to meet after graduation.
- Expose students to work methods and techniques in handling equipment and machinery that are mostly not available in their various institutions.
- Provide students with an opportunity to apply their knowledge in real world situation thereby reducing the gap between theoretical knowledge and practical work.
- Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment in Industry and Commerce.

ROLES OF STUDENT

- Attend SIWES orientation programme before going on attachment.
- Comply with the establishment's rule and regulation.
- Arrange living accommodation during the period of attachment.
- Record all training activity done and other assignment in the log book.
- Complete SPEI from ITF, FORM 8 and get it endorsed by the employer for submission to the ITF.

1.5 OBJECTIVES OF THE REPORT

The objectives of the SIWES report are;

- To make thorough explanation of the work done during my four month industrial training.
- To fulfill the requirement for national diploma in computer science.

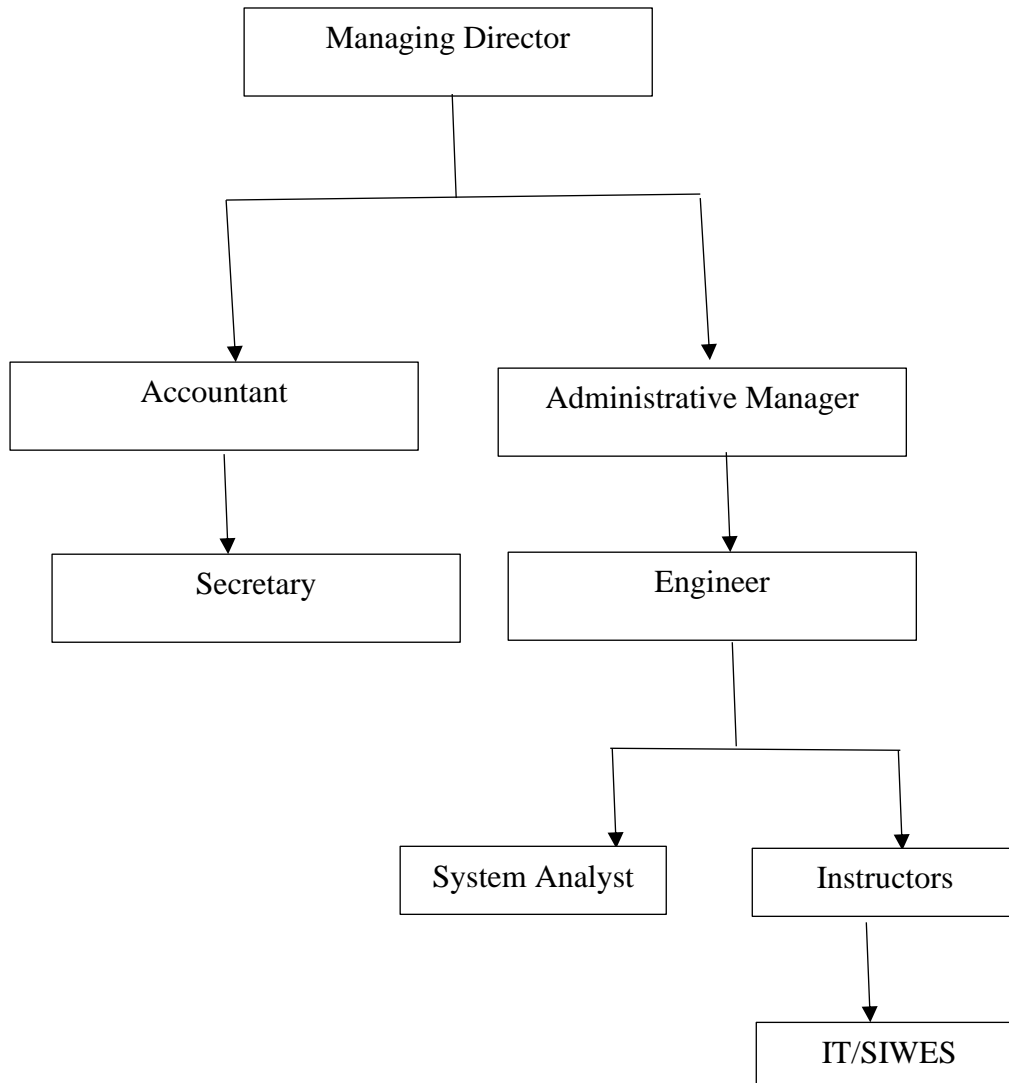
- To contribute to the body of knowledge and to enhance the understanding of the writer about a similar or same job.

THE LOGBOOK

The logbook issued to student on attachment by the institution was used to record all daily activities that took place during the period of attachment, and it was checked and endorsed by the industry based/institution based supervisors and ITF during supervision.

CHAPTER TWO

2.0 ORGANIZATIONS LEADWAY INSURANCE LIMITED



2.1 BRIEF HISTORY OF LEADWAY INSURANCE LIMITED

It is a non-governmental organization in Lagos State.

Science academic for training and skill acquisitions in nearly every aspect of IT of some of which include engineering section. Repairs and maintenance, programming and, computer graphic e.t.c.

This company is head by the director and administrative manager next to him followed by the engineers, system analyst and the instructors.

CHAPTER THREE

RECEPTION

- The reception is where the patients are being registered for laboratory analyses.
- The names of the patient
- Age of the patient
- Sex of the patient
- Clinical diagnosis
- Date of test
- Type of tests to be carried out
- Sample volume and anti coagulated bottles are considered here

LABORATORY: This involves the sample collection that is collection of blood with syringe and needle through the veins.

Samples are being transferred to the laboratory for appropriate investigations using the corresponding reagents and equipments.

Each specimen

Biochemistry

Fasting blood sugar

Random blood sugar

SAFETY PRECAUTION IN THE LABORATORY

- Wear hand gloves while carrying out all laboratory procedures and discard after used.
- When ever torns or contaminated, wash your hands and wear new ones.
- Do not touch exposed eyes, noses or skin with gloved hands.
- Do not leave the working place or walk around the laboratory with gloved hands.
- Wear a laboratory coat when working in the laboratory.
- The laboratory benches and floors must be kept clean, neat, and free of extraneous materials and blood spillage.
- When working in the laboratory keep your hand away from your mouth, noses, eyes, and any other parts of the face.
- Do not form the habit of biting your nails as this may result in auto infection.
- Eating drinking, and smoking are not allowed in the laboratory.
- Do not store food or beverage in the laboratory refrigerator.

EQUIPMENT AND MATERIALS USED IN THE LABORATORY

1. Micro-haematocrit centrifuge – it is used to spin blood in parked cell volume
2. Micro-haematocrit reader – it is used for reading (PCV)
3. Electrophoresis machine – it is used for genotype test

4. Microscope – it is simply used to view small microscopic organism that are not visible to the naked eye.
5. Petri dish: It is a plate use in culture.
6. Swab stick: It is used to collect sample from the vagina, ear mouth and wound.
7. Centrifuge: It is used to spin blood sample & urine sample.
8. E.S.R.: means Electrococyte Segmentation Rate
9. Specimen rack: it is used to stand sample

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REAGENT USE IN LABORATORY

- Widal kit: It is used to test for typhoid fever
- Anti-Sera: It is used in blood group test
- Turk's solution: It is used for white blood Cell test (WBC)
- Field stain: it is use for malaria test
- Buffer water: It is used in genotype test
- Glucose color: It is use in testing sugar
- Glucose standard: It is use for testing sugar

BLOOD TEST

Blood test, also known as blood work, is a laboratory analysis performed on a blood sample that is usually extracted from a vein in the arm. Using a needle, or via finger prick. Blood test (also referred to as blood work) are used to determined physiological and biochemical states such as disease, mineral content, drug effectiveness such ad disease, mineral content, drug effectiveness and organ function. They are also used in drug tests.

Blood are collected to the appropriate bottles.

Types of bottles, include

Lithium heperine for chemistry tests

EDTA bottle for haematology test

Fluoride oxalate bottle for glucose estimation, plain bottle for electrolyte estimation universal bottle for urine.

Blood Tests and what they are used for

Erythrocyte Sedimentation Rate (ESR):

This is used to check whether there is inflammation in the body.

Widal Test:

It is used to know the levels of typhoid fever in the body

CHAPTER FOUR

4.0 KNOWLEDGE GAINED DURING THE SIWES

The student industrial work experience scheme (siwes) exercise has contributed greatly in my academic carrier, because I have gained some experience which is very useful to my field of study. The first advantage acquire during my industrial training programme was that i was taught computer component

Finally, my perception about office profession has been greatly widely broaden. It gives me the opportunity to gain first experience of the profession even though it was not easy.

CHAPTER FIVE

5.0 CONCLUSION

The SIWES program expected to be undergone by all students in the school of applied science in all tertiary institution in Nigeria.

I therefore deeply appreciate the industrial training of my school (Kwara State Polytechnic, Ilorin) for involving themselves in such a worldwide program. The importance of this training cannot be over emphasized industrial training by some operations carried out during the program.

5.1 RECOMMENDATION

I like to use this medium to explore the federal Government at all stage to take this SIWES program more seriously seen by the students of applied science as a virtual improvement in future of technology in our nature.

Government should also ensure a proper supervision of SIWES student so that the purpose of the programme will be achieved.

The federal Government should make adequate provision in the annual budget for proper funding of SIWES in view of the potential of the scheme to contribute to enhancing the quality of the pool to technical skill available to the economy.

A comprehensive and detail directory of employer who accept students for SIWES is urgently required to facilitate placement of student in industry.

In order to guarantee quality assurance of institution and the ITF. The ITF should ensure that the backlog in payment of student's allowance is cleared urgently to remove the negative image being created for SIWES.