

**A TECHNICAL REPORT**

**ON**

**STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME**  
**(SIWES)**

**UNDERTAKEN**

**AT**

**OSUN HOUSE OF ASSEMBLY, PROCUREMENT DEPARTMENT**

**BY**

**ADENLE MORENIKEJI ABOSEDE**  
**MATRIC NO: ND/23/PSM/FT/0028**

**SUBMITTED TO**

**THE DEPARTMENT OF PROCUMENT AND SUPPLY CHAIN**  
**MANAGMENT**  
**INSTITUTE OF FINANCE AND MANAGEMENT STUDIES (IFMS)**

**KWARA STATE POLYTECHNIC, ILORIN**

**IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE**  
**AWARD OF NATIONAL DIPLOMA IN PROCUMENT AND SUPPLY**  
**CHAIN MANAGEMENT**

**AUGUST TO DECEMBER, 2024**

## **DEDICATION**

I dedicate this report write up to God who gives me strength and inspiration in the course of this work. Special dedication also goes to my ever supportive parents Mr. and Mrs. ADENLE, and other family members for their relentless, financial and moral support towards the success of my four (4) months SIWES programme.

## **ACKNOWLEDGEMENT**

I have taken effort in this Siwes. However, it would not have been possible without the kind support and help of some individuals and this organization. I would like to extend my earnest thanks to all of them.

I would and in Respect like explicitly express my gratitude to the staffs for their kind co-operation and their professional guidance and instruction during my Siwes which assisted me in completion of this Siwes.

I would like to express my special gratitude and thanks to industry persons for giving me such attention and time.

My thanks and appreciations also go to my colleagues in developing the Siwes Report and people who have willingly helped me out with their abilities. I am highly indebted to you all.

## TABLE OF CONTENTS

TITLE	PAGE
Dedication	1
Acknowledgement	2
Table Of Contents	3
<b>CHAPTER ONE: INTRODUCTION</b>	<b>5 - 10</b>
1.1 History Of Siwes	
1.2 Objectives Of Siwes	
<b>CHAPTER TWO: DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT</b>	<b>11-17</b>
2.1 Location And Brief History Of Establishment	
2.2 Objectives Of Establishment	
2.3 Organization Structure	
2.4 The Various Departments/Unit In The Establishment	
<b>CHAPTER THREE</b>	<b>18</b>
3.0 Reporting On Work Actually Carried Out And Gained	
<b>CHAPTER FOUR: SUMMARY, CONCLUSION AND RECOMMENDATION</b>	<b>19</b>
4.0 Summary Of Attachment Activities	
4.1 Problems Encountered During The Program	
4.2 Suggestions For The Improvement Of The Scheme	

## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.1 HISTORY OF SIWES**

SIWES (Student Industrial Working Experience Scheme) was established by ITF in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduates of tertiary institutions.

The Scheme exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institutions. Participation in Industrial Training is a well-known educational strategy. Classroom studies are integrated with learning through hands-on work experiences in a field related to the student's academic major and career goals. It also expose the student to the practical aspect of some course being offer in the school.

Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions.

One of the primary goals of the SIWES is to help students integrate leadership development into the experiential learning process. Students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders.

By integrating leadership development activities into the Industrial Training experience, we hope to encourage students to actively engage in non-profit management as a professional career objective. However, the effectiveness of

the SIWES experience will have varying outcomes based upon the individual student, the work assignment, and the supervisor/mentor requirements.

It is vital that each internship position description includes specific written, learning objectives to ensure leadership skill development is incorporation.

Participation in SIWES has become a necessary pre-condition for the award of Diploma, Degree and NCE certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government.

## **1.2 OPERATORS OF SIWES**

**Operators** - The ITF, the coordinating agencies (NUC, NCCE, NBTE), employers of labor and the institutions.

**Funding** - The Federal Government of Nigeria

**Beneficiaries** - Undergraduate students of the following: Agriculture, Engineering, Technology, Environmental, Science, Education, Medical Science and Pure and Applied Sciences.

**Duration** - Four months for Colleges of Education and Polytechnics, and Six months for the Universities.

## **1.3 OBJECTIVES OF SIWES**

1. SIWES will provide students the opportunity to test their interest in a particular career before permanent commitments are made.
2. SIWES students will develop skills in the application of theory to practical work situations.
3. SIWES will provide students the opportunity to test their aptitude for a particular career before permanent commitments are made.

4. SIWES students will develop skills and techniques directly applicable to their careers.
5. SIWES will aid students in adjusting from college to full-time employment.
6. SIWES will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
7. SIWES will increase a student's sense of responsibility.
8. SIWES students will be prepared to enter into full-time employment in their area of specialization upon graduation.
9. SIWES students will acquire good work habits.
10. SIWES students will develop employment records/references that will enhance employment opportunities.
11. SIWES will provide students the opportunity to understand informal organizational interrelationships.
12. SIWES will reduce student dropouts.

The four (4) months Students Industrial Work Experience Scheme (SIWES) which is a requirement for the completion of my course of study, was undertaken at HOUSE OF ASSEMBLY. The Industrial Training was based on management of the office, provision of materials needed in the office etc.

## **CHAPTER TWO**

### **DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT**

#### **2.1 Location and brief history of OSUN STATE HOUSE OF ASSEMBLY**

The Osun State House of Assembly is the legislative arm of the government of Osun State of Nigeria. It is a unicameral legislature with 26 members elected from the 30 local government areas of the state known as state constituencies. In some places two local government areas are merged to form a single state constituency. This makes the number of legislators in the Osun State House of Assembly 26.

The fundamental functions of the Assembly are to enact new laws, amend or repeal existing laws and oversight of the executive. Members of the assembly are elected for a term of four years concurrent with federal legislators (Senate and House of Representatives). The state assembly convenes three times a week (Tuesdays, Wednesdays and Thursdays) in the assembly complex within the state capital, Osogbo.

#### **2.2 Objectives of Establishment**

**The company's core value offers include:-**

1. To acquire goods, services and works at the best possible price: Negotiating contracts and purchasing goods, services and works that meet the organization's needs while minimizing costs
2. To ensure timely delivery of goods, services and works: Coordinating with suppliers to ensure that goods, services and works are delivered on time, in the required quantity and to the specified quality standards



3. To ensure quality and reliability of goods, services and works: Verifying that goods, services and works meet the required quality standards, are reliable and comply with relevant regulations and standards
4. The brand named **OSUN STATE HOUSE OF ASSEMBLY, PROCUREMENT DEPARTMENT** is known for providing quality services, prompt service and excellent customer relations.
5. Building strong reputation in the community through trust, honesty and transparency

### **2.3 Organization Structures/Departments**

OSUN STATE HOUSE OF ASSEMBLY is divided into the following departments:-

1. Chief Procurement Officer
2. Procurement Managers
3. Buyers
4. Contract managers
5. Supplier Managers

### **2.4 The various departments in the establishment and their functions**

#### **OSUN STATE HOUSE OF ASSEMBLY**

The service rendered by OSUN STATE HOUSE OF ASSEMBLY, PROCUREMENT DEPARTMENT manage inventory level to ensure that goods and materials are available when needed.

## **CHAPTER THREE**

### **SKILLS AND KNOWLEDGE ACQUIRED**

#### **3.0 INTRODUCTION TO PROCUREMENT**

The procurement department of a company is responsible for buying and acquiring the goods the company sells. It interacts with suppliers and manufacturers to procure items and services that provide the best value for money. The physical procurement department is where the procurement process starts and finishes.

The procurement department is often headed by the director of procurement. They are the one who gathers the members of the procurement department.

The procurement director is also the one who assigns the tasks needed during the procurement process while checking to see if each process involved aligns with the strategies that the company wants for the procurement.

Finally, it is also in the procurement department where the final stages of the process are done. When the supplies are received in good condition, the suppliers paid, and contracts are negotiated, the procurement department takes care of all the necessary work to finalize the procurement process.

#### **IMPORTANT/FUNCTIONS OF THE PROCUREMENT DEPARTMENT**

In the complex ecosystem of a modern organization, few departments hold as much influence over a company's operational efficiency and financial health as the procurement department.

A well-functioning procurement department is not just about purchasing but about optimizing costs, ensuring quality, and fostering strategic relationships with suppliers.



## 1. Sourcing

Sourcing is the number one most important function of a procurement department. Why? Because the procurement department is responsible for purchasing goods or services that the company needs to operate.

It requires the procurement department to create a strategic plan to acquire the goods or services at the best possible price. Thus, it plays a huge part in the growth of the organization.

Of course, this starts by looking for potential suppliers. Selecting the best and most reliable supplier can have a huge impact on controlling costs.

## 2. Compliance with business policies

The procurement department must ensure that all its purchases are in compliance with the organization's policies.

Before purchasing, the procurement team needs to look into the organization's protocol to ensure that it complies with the budget approval. This will effectively help the organization to stay efficient with its costs.

### **3. Negotiation**

The procurement department must have great negotiation skills to acquire the best materials at the lowest price.

This is vital to the profitability of the organization as high costs of materials can impact their revenue. If this happens, the growth of the organization will be slowed and will greatly affect its bottom line. Furthermore, if the procurement department achieves a 1% price reduction, it will immediately impact the profitability of the company.

If you want to improve the negotiation skills (of your team), please take a look at our website for relevant courses.

### **4. Contracting**

The procurement department offers the contract award to the best supplier. That is why the procurement department needs to scrutinize the supplier.

Furthermore, the procurement department must know and abide by all the agreements as it is vital to the success of the relationship between the organization and the supplier.

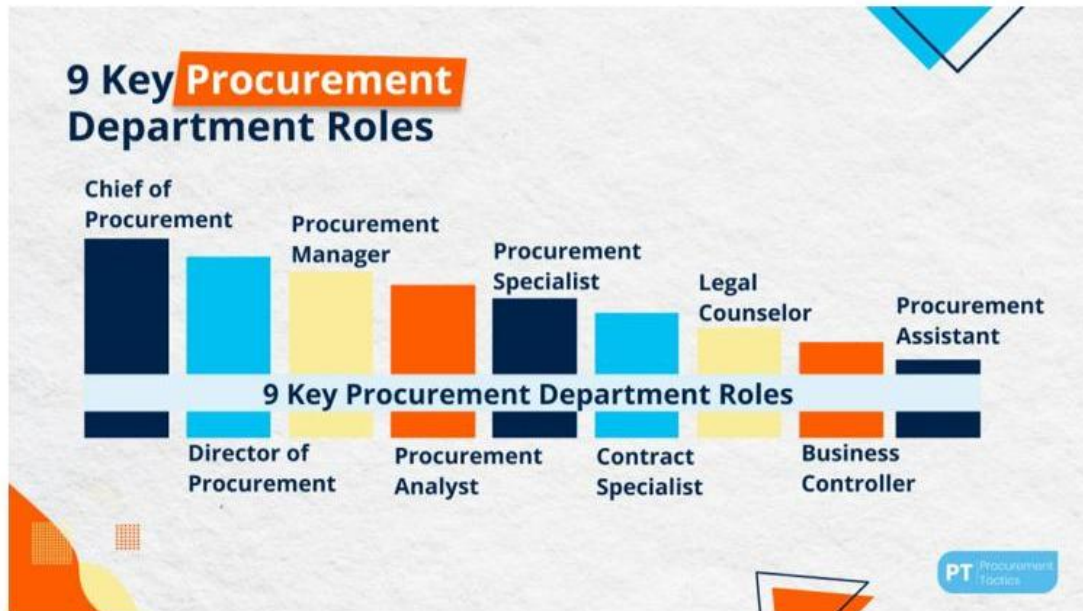
### **5. Monitors supplier's performance**

The procurement department's important functions are sourcing, complying with policies, negotiation, contracting, and monitoring suppliers' performance.

If it fails to monitor the supplier, it can be detrimental to the complete product and supply chain.

## **ROLE OF PROCUREMENT DEPARTMENT**

Understand that each procurement role is dependent on one another. If the procurement department misses one, then it may present problems for the procurement process itself.



## 1. Chief of Procurement

Creating a long-term procurement strategy

Leading a strong procurement team

Manage annual organizational budgets

Develop an organization's purchasing policies

Source, negotiate, and review supplier contracts.

## 2. Director of Procurement

Maintaining Knowledge of the market, citing current prices and fair rates for supplies.

Monitoring, reviewing, and analyzing bids and quotes with potential suppliers.

Monitoring, reviewing, and analyzing service agreements and contracts

Overseeing sources for purchasing supplies

Maintaining company budget and streamlining costs.

### **3. Procurement Manager**

Manage Supplier Relations

Identifying potential supplier sources

Conducting interviews with potential vendors

Negotiating good supplier agreements

Managing supplier and vendor contracts.

### **4. Internal Procurement Consultant**

Identify areas for procurement improvement within an organization.

Develop and implement solutions to the identified procurement problems.

Use data from various sources to drive decision-making and improve organizational efficiency when it comes to the procurement process.

### **5. Contract Specialist**

Manage contract development through all lifecycle stages

Provide ongoing assistance to staff on contract development and compliance issues

Evaluate records for retention in compliance with Board-approved policies.

### **6. Procurement Analyst**

Meeting with vendors

Testing products

Negotiating supply contracts

Creating cost reports.

### **7. Direct Procurement Specialist**

Supervise budget estimation and sourcing operations

Maintain excellent communication with all business stakeholders

Analyze offer and purchase bids and negotiate accordingly

Assist in asset management procedures when required.

## **8. Inventory Manager**

Supervises a team of inventory or warehouse staff

Manages an inventory tracking system to log deliveries, shipments, and stock levels

Assesses deliveries, shipments, and product levels to enhance inventory control processes.

## **9. Procurement Assistant**

Assist Procurement Manager

Set up conditions in the system

Make sure that all prices (including price changes) are correct in the system

Discuss administrative tasks with suppliers.

## **CHAPTER FOUR**

### **SUMMARY, CONCLUSION AND RECOMMENDATION**

#### **4.1 SUMMARY OF ATTACHMENT ACTIVITIES**

This report contained and gives the details explanation of all activities carried out at **OSUN STATE HOUSE OF ASSEMBLY, Abere area, Osun State, Nigeria.**

The report explains briefly the details of all the activities with each Siwes been involved in outlined under each chapter. Chapter 1 started with the general introduction knowledge and objectives of the SIWES programme, Chapter 2 gives detailed of the skills and knowledge acquired during the programme, contained the activities at procurement department and gives detailed of the skills and knowledge acquired during the programme, Chapter 3 explained the problems encountered during SIWES programme and Recommendations, Chapter 4 contained the summary of the whole report and the conclusion.

#### **5.2 PROBLEMS ENCOUNTERED DURING THE PROGRAM**

There are numerous problems I encountered during my SIWES program at OSUN STATE HOUSE OF ASSEMBLY, PROCUREMENT DEPARTMENT.

Some of the major problems are as follow:-

- 1. Problem of searching a place of attachment:-** I had so many problems when searching for a place of attachment for my SIWES because most organization rejected my request giving one reason or the other that they do not want SIWES student.
- 2. Cost of transport:-** Also encountered challenges in the aspect of transport fair during the course of my training due to the distance of my place of attachment.



- 3. Finance:** - The organization do not make any provision to pay SIWES student nor do they draft any allowance package for s so as to less the expenses during the course of the program.

### **5.3 SUGGESTIONS FOR THE IMPROVEMENT OF THE SCHEME**

- i. The establishment should provide the adequate facilities to make the programme enjoyable for the students.
- ii. Government should motivate partners from the private sector through granting tax relief for companies that accept Students on SIWES.
- iii. The company should be willing to accept and encourage students that are seeking for SIWES placement in their company without requesting for any money.
- iv. Institutions should be encouraged to create financial autonomy for Institution based SIWES Units/Directorates.
- v. The establishment should provide the adequate facilities to make the programme enjoyable for the SIWES Students.
- vi. SIWES should be properly presented to potential sponsors, such as Banks, multinational companies and other corporate institutions for Support in creating placement opportunities, training, equipment, Facilities, as well as direct funding of SIWES.