



# **A TECHNICAL REPORT**

**ON**

**STUDENT'S INDUSTRIAL WORK EXPERIENCE  
SCHEME (SIWES)**

**UNDERTAKEN AT**

**MINISTRY OF FINANCE AND ACCOUNTANT GENERAL OFFICE,**

**ILORIN**

**BY**

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**DEDICATION**

This report work is dedicated to Almighty Allah who give me strength, protection, guidance throughout the programme. It is also dedicated to my parent **MR. AND MRS TIJANI**

## ACKNOWLEDGMENT

All thanks, Glorification, adoration and appreciation is given to nobody except Almighty Allah (SWT). The Lord of incomparable in majesty, the given of knowledge and wisdom to whom He loves May His peace, blessings on the noble prophet Muhammad (SAW) the best among human. His companion, the household and generally to all Muslim till the day of resurrection (Amen).

My appreciation will be incomplete without giving thanks to my amiable Industrial-Based SIWES Coordinator **MR. OJO SAMUEL TAIWO** including the staff's and my SIWES Supervisor **MRS. ADESEKO C. Y.** for the necessary supervision and comment on my Student Industrial Work Experience Scheme (SIWES) for the successful outcome.

I'm indebted to my lovely Parents for their love, support and advise in person of **MR. & MRS. TIJANI**. I pray to Almighty Allah to spare their life so they reap the fruit of their labour.

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## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.1 Background of SIWES**

SIWES was established by Industrial Training Fund (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.

Before the establishment of the scheme, there was a growing concern among our Industrialists that graduates of our 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.

It is against this background that the rationale for initiating and designing the scheme by the Fund during its formative years – 1973/74 was introduced to acquaint

students with the skills of handling employers equipment and machinery.

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

## **1.2 Aims and Objectives of SIWES**

- i. To provide students with industrial skills and needed experience while the course of study.
- ii. To create conditions and circumstances, this can be as close as possible to the actual workflow.
- iii. To prepare specialists who will be ready for any working situations immediately after graduation.
- iv. Make the transition from school to the world of work easier and enhance students contact for later job placement.
- v. Provides students with an opportunity to apply their knowledge in actual work situations bridging the gap between theory and practice.

## **CHAPTER TWO**

### **Description of Ministry of Finance**

#### **2.1 Location**

Ahmadu Bello way, GRA,

Ilorin, Kwara State.

#### **2.2 AIMS AND OBJECTIVES**

- Revenue Generation and Management: Developing strategies to enhance internal revenue generation and effectively managing state funds.
- Budget Preparation and Implementation: Coordinating the formulation of annual budgets and ensuring their alignment with government policies.
- Expenditure Control: Monitoring and controlling public expenditures to prevent fiscal deficits.
- Financial Reporting: Ensuring timely and accurate preparation of financial statements and reports.
- Public Debt Management: Managing the state's debt portfolio to ensure sustainability and compliance with regulations.
- Economic Planning: Collaborating with relevant agencies to formulate policies that promote economic growth and development.

- **Investment Oversight:** Evaluating and overseeing public investments to ensure they yield expected returns.
- **Procurement Oversight:** Ensuring that public procurement processes are transparent, competitive, and offer value for money.
- **Capacity Building:** Enhancing the skills and competencies of staff within the Ministry for improved service delivery.
- **Public Financial Management Reforms:** Implementing reforms to improve efficiency, transparency, and accountability in the management of public finances.

## **2.3 Vision and Mission Statements**

### **Vision Statement**

To be a model of excellence in public financial management, ensuring sustainable economic growth, transparency, and accountability in resource allocation for the prosperity of Kwara State and its people.

### **Mission Statement**

The Ministry of Finance, Kwara State, is committed to ensuring prudent financial management through effective budgeting, revenue generation, and expenditure control. Our mission is to foster economic stability by implementing sound fiscal policies, promoting accountability, and ensuring optimal allocation of resources to drive



sustainable development. We aim to enhance public trust by upholding transparency, efficiency, and innovation in financial operations while supporting government initiatives that improve the well-being of all citizens. Through strategic planning, digital transformation, and collaboration with stakeholders, we strive to create an enabling environment for investment, job creation, and economic empowerment in Kwara State.

## **CHAPTER THREE**

### **Report on Work Carried Out and Experiences Gained at Ministry of Finance**

#### **3.1 Report on Work Carried Out**

During my student industrial experience, I had the opportunity to work in both the administrative and accounts departments, where I was actively involved in various office management tasks. My responsibilities included handling correspondences, organizing and maintaining files, and assisting in the processing of official documents. Through these activities, I became familiar with essential administrative procedures and developed a deeper understanding of office operations in a professional setting.

In addition to administrative tasks, I had hands-on experience with various office technology tools. I regularly used computers for typing and editing documents, managed photocopying and scanning tasks, and ensured the proper handling of office equipment. These activities helped me become more proficient in utilizing modern office technology to improve workflow efficiency.

Furthermore, my internship provided me with insights into financial record-keeping procedures. While working in the accounts department, I assisted with data entry tasks, ensuring that financial records were accurately updated and maintained. This experience allowed me to appreciate the importance of accuracy and attention to detail in financial

transactions.

One of the most valuable aspects of my internship was the enhancement of my technical and soft skills. My proficiency in Microsoft Word and Excel significantly improved as I frequently used these applications to draft documents and organize data. Additionally, my communication skills were strengthened through regular interactions with colleagues and supervisors, helping me understand workplace etiquette and professional collaboration.

Moreover, my training helped me develop essential time management skills, as I had to complete assigned tasks within given deadlines. Working as part of a team also reinforced my ability to collaborate effectively with others to achieve common goals. Overall, my internship was a highly rewarding experience that provided me with practical knowledge, technical skills, and a deeper appreciation of office management practices in a government establishment.

### **3.2 Experiences Gained at Ministry of Finance**

During my SIWES at the Ministry of Finance, Ilorin, I gained valuable hands-on experience in office technology and management. The training exposed me to the daily administrative operations of a government establishment, enhancing my practical understanding of office procedures, document handling, and communication systems.

One of the most significant aspects of my experience was learning how to manage and organize official records. I was responsible for filing, retrieving, and processing documents, which deepened my appreciation for the importance of proper documentation in government offices. Additionally, I became proficient in the use of office equipment such as printers, scanners, and photocopiers, ensuring that administrative tasks were carried out efficiently. I also had the opportunity to improve my computer skills, particularly in Microsoft Office applications like Word, Excel, and PowerPoint. Drafting letters, preparing reports, and organizing spreadsheets were part of my daily tasks, helping me develop accuracy and attention to detail. Email communication and data entry were also integral aspects of my work, reinforcing the need for precision and efficiency in handling office tasks. Furthermore, my interaction with colleagues and senior staff enhanced my interpersonal and communication skills. I observed how official correspondence was handled and how meetings were scheduled and coordinated. Exposure to financial records and budgetary documents gave me insight into how financial transactions are managed in a government setting. The experience also taught me the importance of professionalism, time management, and teamwork in an office environment. I understood how to work under supervision, meet deadlines, and maintain confidentiality in handling sensitive documents. Overall, my SIWES at the Ministry of

Finance provided me with practical knowledge and skills that will be invaluable in my future career as an office technology and management professional.

## **CHAPTER FOUR**

### **SUMMARY AND CHALLENGES ENCOUNTERED**

#### **4.1 Summary**

My three (3) months program at the Ministry Of Finance has been one of the interesting and productive experience in my life. Through this training, I have gained new insight and more comprehensive. It has also improved my skills.

All these valuable experiences and knowledge that I have gained were not only acquired through the direct involvement in task but also through other aspect of the training such as work, observation, interaction with colleagues, superior and other people related to the field.

As a result of the program I am more confident to build my future career which I have started with Ministry Of Finance.

#### **4.2 Challenge Encountered**

**(1) Problem of searching a place of attachment:-** I had some problems when searching for a place of attachment for my industrial training because most organization rejected my request giving one reason or the other that they do not want SIWES student.

**(2) Cost of Transportation:-** Also encountered challenges in the aspect of transport fee during the course of my training due to the distance of my place of attachment.

**(3)** Another challenge encountered include adapting to government work ethics, handling large volumes of paperwork, and understanding complex financial policies. However,

with guidance from my supervisors, I was able to overcome these challenges and improve my efficiency.

## CHAPTER FIVE

### Recommendations

- i. The institution should be encouraged to create financial autonomy for Institution based SIWES Units/Directorates.
- ii. The establishment should provide the adequate facilities to make the programme enjoyable for the SIWES Students.
- iii. SIWES should be properly presented to potential sponsors, such as multinational companies and other corporate institutions for support in creating placement Opportunities, Training, Equipment, Facilities, as well as direct funding of SIWES.
- iv. The company should be willingly to accept and encourage students that are seeking for SIWES placement in their company without requesting for any money.