



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE
SCHEME {S.I.W.E.S}**

HELD AT:

ILORIN SOUTH LOCAL GOVERNMENT

BY

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ND/23/PAD/PT/0612

DEPARTMENT OF PUBLIC ADMINISTRATION

INSTITUTION OF FINANCING AND MANAGEMENT STUDIES

KWARA STATE POLYTECHNIC, ILORIN

FROM

OCTOBER TO DECEMBER, 2024

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR
THE AWARD OF ORDINARY NATIONAL DIPLOMA {O.N.D}
IN PUBLIC ADMINISTRATION, KWARA STATE
POLYTECHNIC**

CERTIFICATION

This is to certify that **SAHEED LUKMAN** matriculation number **ND/23/PAD/PT/0612** undergoes his industrial training at **ILORIN SOUTH LOCAL GOVERNMENT** In partial fulfillment of the award of National Diploma (ND) in Public Administration, Kwara State Polytechnic, Ilorin, and undersigned by the following people:

.....
IDRIS ABDULRASAF
Siwes Supervisor

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DATE

.....
MR SARIKI
Head of Department

.....
DATE

ACKNOWLEDGEMENTS

I express my sincere gratitude to Ilorin South Local Government for the opportunity to undergo my SIWES training. I appreciate the guidance and support of my supervisors and colleagues, who made my learning experience enriching and rewarding.

ABSTRACT

This report details my Student Industrial Work Experience Scheme (SIWES) at Ilorin South Local Government, covering a period of 3 Month. The internship aimed to provide hands-on experience and bridge the gap between theoretical knowledge and real-world industrial practices.

The report begins with an overview of SIWES, its objectives, and the significance of industrial training. It also provides an introduction to Honours Intercontinental Concept, its organizational structure, and key operational areas.

The core of this report outlines the tasks assigned to me, the tools and software used, the skills acquired. Furthermore, recommendations for both the organization and future interns are provided.

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CHAPTER 1

Introduction

Background of the Study:

The Student Industrial Work Experience Scheme (SIWES) is a program designed to expose students to practical aspects of their chosen fields. It is a mandatory industrial training program for students in higher institutions in Nigeria, especially those studying engineering, sciences, management, and technology-related courses.

I was privileged to undergo my SIWES training at Ilorin South Local Government, which provided me with practical knowledge about public administration, governance, financial management, and environmental services. This report highlights my experiences, skills acquired, challenges faced, and recommendations for future interns.

Objectives of SIWES

The primary goals of SIWES include:

- Providing students with practical exposure to workplace environments.
- Bridging the gap between classroom learning and real-world applications.
- Enhancing students' skills in their respective fields of study.
- Helping students understand government operations at the grassroots level.
- Preparing students for future employment by equipping them with relevant workplace experience.

Scope of the Study:

This report provides an account of my experiences during the SIWES program at Ilorin South Local Government. It covers the period from October 2024 to December 2024 and highlights my job responsibilities, achievements, challenges, and lessons learned. The report also includes recommendations for future SIWES students and concludes with a reflection on the benefits of the SIWES program.

CHAPTER 2

ORGANIZATIONAL STRUCTURE AND OPERATIONS

History and Overview of Ilorin South Local Government

Ilorin South Local Government is one of the 16 local government areas in Kwara State, Nigeria. Its headquarters is in Fufu, a town located a few kilometers from Ilorin, the state capital. The local government was created to bring governance closer to the people and facilitate socio-economic development in rural communities.

Functions of Ilorin South Local Government

The local government is responsible for various activities, including:

- Administration of Local Governance – Managing affairs at the grassroots level.
- Revenue Collection – Generating funds through taxes, levies, and fines.
- Infrastructure Development – Constructing and maintaining roads, markets, and public facilities.
- Health Services – Providing primary healthcare and sanitation programs.
- Education – Overseeing primary and adult education within the LGA.
- Environmental Sanitation – Waste management and pollution control.

CHAPTER 3

INDUSTRIAL TRAINING EXPERIENCE

During my SIWES training, I was rotated across different departments, allowing me to gain insight into the operations of the local government. Below are the departments I worked with and the tasks I performed:

Administrative Department

This department handles the general administration and human resources functions of the local government. My activities included:

- Assisting in the filing and organization of official documents.
- Attending meetings and taking minutes.
- Assisting in the preparation of memos and official correspondence.
- Learning about the recruitment and payroll system of local government staff.

Finance and Accounts Department

The finance department manages the financial records and revenue collection of the local government. My activities included:

- Observing revenue collection from local businesses, markets, and motor parks.
- Assisting in the preparation of financial reports.
- Understanding the budgeting process and expenditure management.
- Learning how government funds are allocated and disbursed.

Environmental and Health Department

This department is responsible for environmental sanitation, waste disposal, and public health programs. My tasks included:

- Participating in public health awareness campaigns.
- Assisting in waste disposal and sanitation programs.
- Observing the management of community health centers.
- Learning about environmental laws and regulations.

Works and Transport Department

This department oversees infrastructural development and transport management. My experiences included:

- Observing road maintenance and construction projects.
- Learning about the procurement process for government contracts.
- Assisting in the documentation of government projects.

CHALLENGES ENCOUNTERED

While my SIWES training was beneficial, I faced some challenges, including:

- Limited Access to Documents – Some official records were restricted due to confidentiality.
- Inadequate Computer Facilities – Limited access to computers made some tasks difficult.
- Bureaucratic Delays – Some processes took longer than expected due to administrative procedures.
- Internet Connectivity Issues – Poor internet access made online tasks slow and inefficient.

SKILLS AND KNOWLEDGE ACQUIRED

During my training, I gained the following skills:

- Administrative Skills – Filing, documentation, and official correspondence.
- Financial Management – Understanding revenue collection and budgeting.
- Public Relations – Effective communication and teamwork.
- Problem-Solving Skills – Handling tasks efficiently under limited supervision.
- ICT Skills – Basic use of Microsoft Office for documentation.

CHAPTER 4

CONCLUSION AND RECOMMENDATIONS

Conclusion

My SIWES training at Ilorin South Local Government was a rewarding experience that provided me with practical knowledge and workplace skills. I gained a better understanding of public administration, financial management, and governance. The program prepared me for future career opportunities by enhancing my professional and technical skills.

Recommendations

To improve future SIWES experiences, I recommend the following:

- Better Access to ICT Facilities – Provision of more computers and internet connectivity.
- More Structured Training Programs – Interns should receive more guidance on their responsibilities.
- Improved Data Accessibility – Certain non-confidential documents should be accessible to interns for learning purposes.
- More Practical Exposure – Interns should be given more hands-on tasks rather than only observing.