



**TECHNICAL REPORT ON STUDENT INDUSTRIAL WORK
EXPERIENCE SCHEME (SIWES)**

HELD AT
**ILORIN SOUTH LOCAL GOVERNMENT EDUCATION
AUTHORITY PAKE ANNEX ILOIN
KWARA STATE**

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DEDICATION

This report is dedicated to Almighty Allah for his divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success, I also dedicate this report to my parent **Mr. and Mrs. Ajani** for their support and to my supervisor for the success of this report.

ACKNOWLEDGEMENT

I would like to begin by expressing my heartfelt gratitude to the Creator of heaven and earth, the One who knows the beginning and the end, the Alpha and the Omega, the Almighty Allah for His guidance and blessings throughout this journey.

I am deeply grateful to my beloved parents, **Mr. and Mrs. Ajani**, whose unwavering support and prayers have been my foundation. To my brothers and dear friends, your encouragement and companionship have meant the world to me.

My special thanks go to my SIWES supervisor for her guidance, mentorship, and invaluable insights during this program. I also extend my profound appreciation to everyone who supported me during my SIWES experience. May the Almighty God bless, protect, sustain, and guide you through all of life's journeys.

Lastly, I wish to express my sincere regards to the school's Board of Trustees and the entire staff of the business administration department for their dedication and support. Once again, a big thank you to everyone who contributed to making this experience a memorable and successful one.

CHAPTER ONE

INTRODUCTION

1.1 MEANING OF SIWES

The Students' Industrial Work Experience Scheme (SIWES) is a program that is coordinated by the Industrial Training Fund (ITF), in conjunction with the National University Commission (NUC).

The SIWES program is designed to engage students in various degree programs in order to provide the student with practical experience in various fields of study and to expose them to actual working conditions.

This program involves the ITF, students and industries. It is meant to bridge the gap between theory and practical work, sharpen students' skills and understanding of actual work processes and also provide an avenue to acquire more knowledge.

The Student Industrial Work Experience Scheme [SIWES] is the accepted skill training program which forms part of approved medium academic standards in the various degrees program of the Nigeria tertiary institutions.

This scheme helps student in their various field to know or have knowledge and picture of what they have been studying in school which enable the student to practicalize the theoretical aspect of his profession. This scheme contributes largely to prepare the student for any future engagement exposing him to atmosphere of veracity and adaptation.

1.2 AIMS AND OBJECTIVE OF SIWES

- Student industrial work experience scheme [SIWES] provide avenue for student to acquire industrial skill and experience in their approved course of study
- Expose students to work methods and techniques in handling equipment and machinery that may not be available in their institutions;
- Enlist and strengthen employers' involvement in the entire educational process through SIWES.
- To provide opportunity for students to apply their knowledge in real work situations thereby bridging the gap between theory and practice.
- To earnest placement and strengthens employees involvement in the education process of preparing student for employment in industries.
- To ease the transition from school to the world of work and enhance students contact for later job.

1.3 HISTORY OF SIWES

The early phase of science and technology in Nigeria was characterized by the theoretical lectures in polytechnics and universities which have proven to be an ill method of teaching students in Universities and Polytechnics graduate with little or no technical experience in their course of study.

In the same vein, students' inability to contribute to the society in hampering the growth and development of our country it was in this view SIWES was introduced to the industrial and Education sector.

SIWES is the acronym for Student's Industrial Work Experience Scheme. SIWES was established in the year 1973 in order to improve the standard of Education in Nigeria.

SIWES was funded by ITF (Industrial Training Funds) during its early stage not until it was difficult to continue for economic stress: then the responsibility was shared between Industrial Training Funds (ITF) and the Federal Government.

SIWES is a scheme for the duration of sixteen weeks (4 months). SIWES is done after the first year in polytechnics (ND1) and done after second year or third year in University depending on the institution.

CHAPTER TWO

2.1 HISTORY OF ILORIN SOUTH LOCAL GOVERNMENT

Ilorin South Local Government Education Authority Pake Annex Iloin was created in 1996 with Headquarters at Fufu. It is made up of three districts and has 10 wards. It has an area of 174 km² and a population of 208,691 at the 2006 census. The major Towns: Iloia, Fufu, Gaa-Akanbi, Kangie, Gaa Osibi, Omode.

Yoruba and Fulani are the major languages spoken. It also has some important markets, which include Cattle Market Sango, Gada Market, Ogidi Market. Ilorin South is popular for its maize, cereal and cassava farmers. Just like the other side of town, the Yawo Dancers festival is also a major one in Ilorin South Local Government Area. It's main tourist attraction is the Kwara State Amusement Park.

The study was carried out in Ilorin south local government area of kwara State, Nigeria. It's headquarter is situated at Fufu. Ilorin south local government area comprises of villages and towns which as divided into four words: Akanbi 1-5 Balogun Fulani 1-3 Okaka and Okeogun. Ilorin south local government share boundaries with Ifelodun local government area to the east, Ilorin east to the north and bounded by Asa local government area to the south and Ilorin west local government area to the west. The study area is also located between 805 north of equator and longitude 40351 east of the Greenwich Meridian. It is situated in the transitional zone between northern and southern parts of Nigeria. The vegetation of the area is guinea wooded savannah with umbrella shaped trees. Temperature of the area ranges between 250c and 370c while the rainfall distribution is seasonal starting from April to November. The people in the area are mainly Yoruba, Tapa, Fulani, and Hausa. Their major occupation are farming, trading and civil servants this local government was establish in October 1991 by the them military

government of General Ibrahim Babangida, in order to fulfill the yearning of the people for more government presence of grassroots.

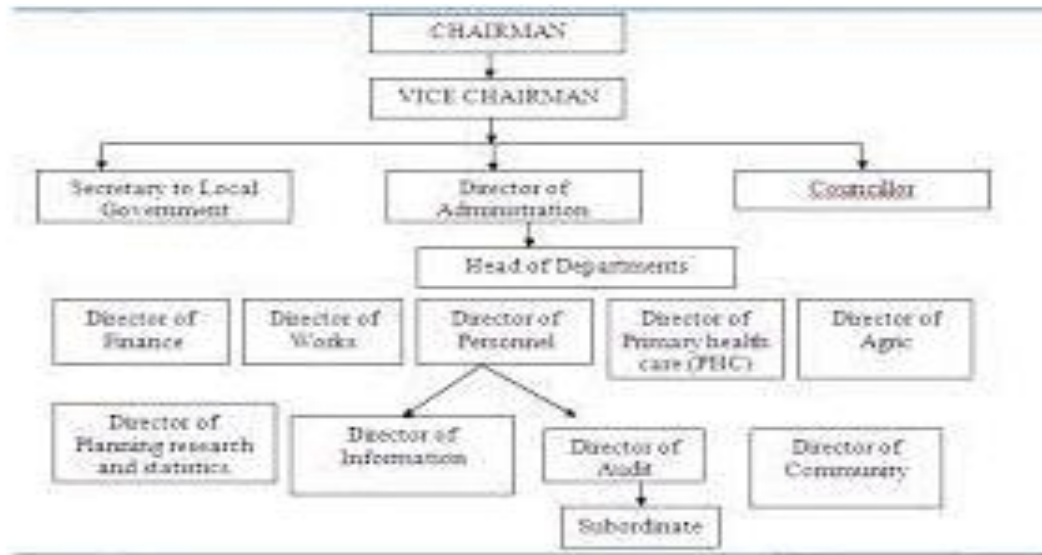
The common feature of architectural construction in the various towns and villages are mosques, churches as well as modern and traditional building. The people of this area are highly industrious, during the course of the research it was discovered that many inhabitants are involved in leather work, tie and dye work, blacksmith, work petty trading and majority are subsistence farmer. The seasonal ceremonies are the celebration of Muslims Sallah (ID-dil-fitri and Id-dil-Kabir) Moulid Nabbiy, Christians Easter, Christmas and new year respectively.

2.2 DEPARTMENTS AND THEIR FUNCTIONS

- **ADMINISTRATION DEPARTMENT:** This is a department that is in charge of keeping proper records of the staffs of the organization, supervises the running of the affairs and maintenance of discipline in the entire station.
- **REGISTRY DEPARTMENT:** It is the department that is in charge of news production and current affairs in various languages for the station.
- **ACCOUNT DEPARTMENT:** It is in charge of keeping the financial details and transactions of the station for both the money coming in and out.
- **ENGINEERING DEPARTMENT:** It is a department that is in charge of engines and all electronic equipment in the television station. It has various unit such as outside broadcasting, maintenance, V.T.R, transmitter, power plant. It is the heart of the station.
- **PROGRAMS DEPARTMENT:** This is the department that is in charge of the program production, it has various units such as production, presentation and film.
- **MARKETING DEPARTMENT:** is a department that handles the marketing strategies of the station.

- **RESEARCH AND PLANNING DEPARTMENT:** They are to discover and have proper planning on the events that the station is willing to do.
- **AUDIT DEPARTMENT:** This is department verifies and ensure that all transaction of the station are accurate.

2.3 ORGANOGRAM



VISION STATEMENT

Vision

To sustain a reformed service, proficient in professionalism, effective and transparent service delivery and earn an outstanding reputation in estate management and survey.

MISSION STATEMENT

Mission

To create quality and objective Service through adherence to rules and regulations and quantifiable delivery of organizational service.

Structure

Ilorin South Local Government Education Authority Pake Annex Iloin is made up of various Departments, each responsible for a particular area of service of the organization.

Supervision

Supervision is the act of watching, observing and scrutinizing a person or activity and making certain admission that everything is done correctly and safely.

Organizational Supervision is done by the head of each department of works with critical emphasis on how field works are to be carried out.

CHAPTER THREE

3.1. SIWES EXPERIENCE GAINED

I started my siwes program at Ilorin South Local Government Education Authority Pake Annex Iloin on the 05th of August, 2022 in the Registry Department under the supervision of Mr A. Abubakar

Here are some of the things I was opportune to do in our Department:

Office Equipments and Their Uses

- **Punch:** To perforate paper
- **Stapler:** To chip paper together
- **Tag:** To hold two or more paper together
- **File:** For storage of staff document

REGISTRY DEPARTMENT

Registry is a place where written records are kept or a place where register of events are kept. However, a registry in the context of public service rule refers to a room where written records, documents are kept.

The Two Types of Registry:

Open Registry

This may refer to a room in every ministry or organization where all files and records relating to staff are kept or it is a place where all clerical work is performed.

Secret Registry

It is a place where confidential file/ records are kept intact. Secret registry is the same thing with open registry but, when we talk of a secret matter we are referring to a secret room or registry. Secret file deals with Grade C file i.e. confidential file

Function of the Registry

- Open of files for staff
- Recording of incoming and outgoing personal files

- Cross checking of all files in the department
- Issuing of leave from to staff

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Duty Section

Open Registry:

Open registry is all about information and record keeping and dispatching letters for smooth administration of the institute. This unit therefore generates and save records of each staff of the institute; serving and retired for reference purpose.

These records are often referred to as mails which are saved in various categories of file and shelves or containers known as cabinets,

The records/files is often labeled using alphabetic and or alphanumeric style for easy identification and retrievals e.g. P2012/18.

This section of Administrative Department is also in charge of preparation and procession of **leaves** of all kinds

e.g.

- Maternity Leave
- Casual Leave
- Sick Leave
- Annual Leave
- Sabbatical Leave
- Study Leave
- Prorate Leave
- Compassionate leave

- Pre-retirement leave

Indeed, **open registry** is headed by a senior staff/officer and assisted by a supervisor and other office clerks. The head of the open registry performs the following functions:-

- Management and Control of the unit staff.
- Serves as Secretary to some committee as assigned by the management.
- Discharge duties and functions as assigned by the HOD and the management.
- Reports any area of needs of the section to the HOD for further necessary action.
- Pass comments and checks staff files when the need arises/demanded.

Other functions performed by this section includes the following:

- Receipt of incoming mail
- Indexing
- Dispatch
- File enclosure
- File tracing
- Receiving of mails before dispatch etc.

Field Work

Field work: this is said to be a processing observing and collecting information about a site where building will be set up.

Types of Field Work

- Direct observation
- Participant observation
- Qualitative interviewer
- Helpful links

COMPUTER DEPARTMENT

Computer: Used for processing data, managing inventory using Microsoft Excel, writing invoices, scanning and storing documents, and handling payroll records.

Printer: Used to produce hard copies of invoices, receipts, payroll documents, and other business records required for customer and administrative use.

Photocopier Machine: Duplicates essential business documents such as receipts, invoices, staff records, and sales reports for record-keeping.

Point-of-Sale (POS): Machine Processes customer transactions, allowing for secure and efficient payment via credit/debit cards, reducing reliance on cash payments.

Scanner: Converts physical documents into digital files for secure storage, record-keeping, and easy retrieval.

Telephone (Landline and Mobile): Facilitates communication with customers, suppliers, and employees, ensuring seamless business operations.

Binding Machine: Used to assemble and organize hard copies of business reports, invoices, and other important documents for easy reference.

Laminating Machine: Protects important documents (e.g., business licenses, certifications, and ID cards) by sealing them in a plastic covering to prevent damage.

Cash Register: Records sales transactions, providing printed receipts and keeping track of daily revenue. etc

CHAPTER FOUR

4.1. EXECUTIVE SUMMARY

The student industrial work experience scheme (SIWES) was established in 1973 to bridge the gap between theory and practical experience among students of engineering, technology, social science in Nigerian higher institutions of learning.

It provides for the job practical experience for students as they are likely to make use of machines that may not be available in their institutions.

At inception in 1974, the scheme started with 784 from 4 institutions and 104 eligible courses. By 2008, 201,390 students from 219 institutions participated in the scheme with over 102 eligible courses. However, the rapid growth and expansion of SIWES has occurred against the backdrop of successive economic crises which have affected the smooth operation of the scheme in storage capacity while completely shutdown in Nigeria. This has impacted negatively on the scheme as higher institutions of learning find it increasingly difficult to secure placement for students in industries where they could acquire the much practical experience.

CHAPTER FIVE

5.1 CHALLENGES ENCOUNTER.

One of the challenges I face most during my SIWES program is difficulty in finding a place of student industrial training, I submitted in different organization but they always reject my request once they had the name of my institution, must of the organization criticize Kwara State Polytechnic a lot.

Another challenges is lack of adequate equipment at the Ilorin South Local Government Education Authority Pake Annex Iloin whereby I have to secure another place for the SIWES program and they won't allow us to participate in the activities of the organization very well

Furthermore my place of industrial experience is very far from my residence I have to spent up to five hundred naira everyday.

There is also discrimination among us because they believe that we're all the same. Lastly, the issue of industrial base supervisor, I was unable to get with him/her.

5.2 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 student of applied science as a virtual improvement in future of technology in our nature.

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

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

5.3 CONCLUSION

My three month industrial attachment with Ilorin South Local Government Education Authority Pake Annex Iloin has been one of the most interesting, productive and instructive experience in my life.

Through this training I have gained new insight new insight and more comprehensive about the real industrial working condition and practice. All I have gained was not aquired through the direct involvement in task but through other aspects of training such as work observation, interaction with colleagues, staffs and other people in the field.