



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
HELD AT
KAJOLA LOCAL GOVERNMENT SECRETARIAT,
OKEHO
MESE-OLE AREA, OKEHO, OYO STATE, NIGERIA.**

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CERTIFICATION

This is to certify that the report was based on SIWES experience gained by **SALAUDEEN ALILAT ODUNAYO** with matric. number **ND/23/PAD/PT/0182** of Department of Public Administration, Institute of Finance and Management Studies, Kwara State Polytechnic, Ilorin, Held at **KAJOLA LOCAL GOVERNMENT SECRETARIAT, MESE-OLE AREA, OKEHO, OYO STATE, NIGERIA** as Part of the requirement of the course.

DEDICATION

This Technical report is dedicated to Almighty **GOD**, the Author of all Knowledge and it is equally dedicated my Parent (**MR. AND MRS. SALAUDEEN**) and all my family members for their Spiritual, Moral and Financial Support throughout the period of this programme, wishing them long life and a healthy life (Amen).

ACKNOWLEDGEMENT

I acknowledge the Highest **GOD** for His power and mighty work of love in my life helping me through the years of my studies.

My sincere gratitude and appreciation to my Parent (**MR. AND MRS. SALAUDEEN**) and all my other family for their moral and financial assistance at all times.

To all my lecturer goes this gratitude creating time to impact knowledge and making understand the importance of studying.

Finally, to my SIWES coordinator who has find time to help me out during the course of the programme.

PREFACE

The writing of this report was motivated by the experience gained during my SIWES attachment **KAJOLA LOCAL GOVERNMENT SECRETARIAT, MESE-OLE AREA, OKEHO, OYO STATE, NIGERIA.**

This report is meant to be a guideline to every student.

The purpose of writing this report is to relate the various area which I participated during the Industrial Training Attachment in my place of work. It is indeed very encouraging that all students to get acquainted with what is been done in class, so as to be familiar with what is been done in the practical field.

Finally, This Industrial Training Attachment is required for every student because it tends to backup and build the students physically, morally and educationally for the task after graduation.

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CHAPTER ONE

1.1 INTRODUCTION

It has been widely spoken and dispersed in the society that Tertiary Institution graduates are not practically oriented rather theoretical oriented owing to this; it has affected them both on the labour market and the society at large.

As a result of this, the Industrial Training Fund (ITF) came into existence which was founded by decree 47 of 1971 constitution introduced the Student Industrial Work Experience Scheme (SIWES) in 1973. Since its inception, SIWES has a suitable program which has been paving way for student in higher institution of learning to have practical knowledge of what they have been taught in their various institution of learning. It has since then been one of the pre-requisite for the polytechnic.

1.2 MEANING OF SIWES

The Student's Individual Work Experience Scheme (SIWES) is a programme that is controlled by the industrial training fund (ITF) in conjunction with the university.

SIWES is designed to engage student in various degree programme in order to provide the student with adequate practical experience in various field of study and to expose them to working conditions.

This programme involves the ITF, students and industries. It's meant to bridge the gap between theory and practical work, sharpen student's skills and understanding of actual works processes and also provides an avenue to gain more knowledge

1.3 HISTORY OF SIWES

The early phase of science and technology in Nigeria was characterized by the theoretical lectures in polytechnic and universities which have proven to be an ill

method to teaching students in universities and polytechnic, graduate with little or no technical experience in the course of study.

All the same, students inability to contribute to the society happening, growth and development of the country, it was then SIWES was introduced to the industrial and education section.

SIWES is the acronym for Students Industrial Work Experience Scheme. SIWES was established in early stage, SIWES was found by ITF (Industrial Training Fund), it was difficult to continue for the economic stress, the responsibility was shared between industrial training funds federal government.

1.4 THE SCOPE AND THE IMPORTANCE OF SIWES

SIWES is created to expose to industrial based skills necessary for smooth transition from classroom to labour mandate.

It affords student of tertiary institution the opportunity to be familiar and expose to the needed experience in handling machinery equipment which are usually not available in the education institution.

Also it's an avenue for students in higher learning institute to acquire skill and experience in their various field of study that would prepare them for work after graduation.

The student industrial work experience scheme (SIWES) is a skill training programme design to expose and prepare student of mass communication for the Industrial work situation while they are likely to meet after graduation.

1.5 GENERAL OBJECTIVES OF SIWES

Objectives of the Students Industrial Work Experience Scheme include:

1. Provide an avenue for students to acquire industrial skills for experience during their course of study.
2. Expose students to work methods and techniques that may not be available during their course of study.

3. Bridging the gap between theory and practice by providing a platform to apply knowledge learnt in school to real work situations.
4. Enabling the easier and smoother transition from school by equipping students' with better contact for future work placement.
5. Introduce students to real work atmosphere so that they know what they would most likely meet once they graduate.

CHAPTER TWO

2.1 HISTORICAL BACKGROUND OF THE ORGANIZATION

Kajola Local Government Area (LGA), with its headquarters in Okeho, has undergone significant administrative changes over the years, reflecting the dynamic nature of local governance in Oyo State, Nigeria.

Colonial Era and Early Administrative Structures

In 1955, during the colonial period, the Okeho/Iganna District Council was established, encompassing 36 wards within the defunct Western Region of Nigeria. This council served as the foundational administrative body for the region, with Okeho functioning as a central hub for governance activities.

Post-Independence Reforms and the Emergence of Kajola LGA

The Local Government Reforms of 1976 led to the reorganization of existing administrative structures, resulting in the transformation of the Okeho/Iganna District Council into Kajola Local Government Area, with Okeho designated as its headquarters. This change aimed to streamline administrative processes and enhance governance within the region.

Subsequent Administrative Adjustments

Further restructuring occurred on December 4, 1996, when Iwajowa Local Government Area was carved out of Kajola LGA, with its headquarters established in Iwere-Ile. This division was part of a broader effort to bring governance closer to the people and promote local development.

Establishment of Iganna Local Council Development Area

In December 2016, the Iganna Local Council Development Area (LCDA) was created, carved out from the old Iwajowa Local Government. The headquarters of Iganna LCDA is located in Iganna town, specifically along the Iganna-Ilero road at Oke-Aafin Iganna. This establishment reflects ongoing efforts to decentralize governance and foster regional development.

Oyo State Government

These administrative evolutions highlight the region's commitment to adapting its governance structures to better serve its communities, ensuring that administrative functions are effectively aligned with the needs and aspirations of its populace.

2.2 VISION AND MISSION OF THE ORGANIZATION

Vision:

"To be a best-in-class Finance Ministry where prudent management of public resources guarantees citizens' provision of government services and programs."

Mission:

"To use the creation of this local government as a catalyst to establish and consolidate a government that is integrity-driven in order to improve people's living standards."

These statements reflect Kajola LGA's commitment to transparent governance, efficient resource management, and the enhancement of residents' quality of life.

2.3 DEPARTMENTS AT THE ORGANIZATION

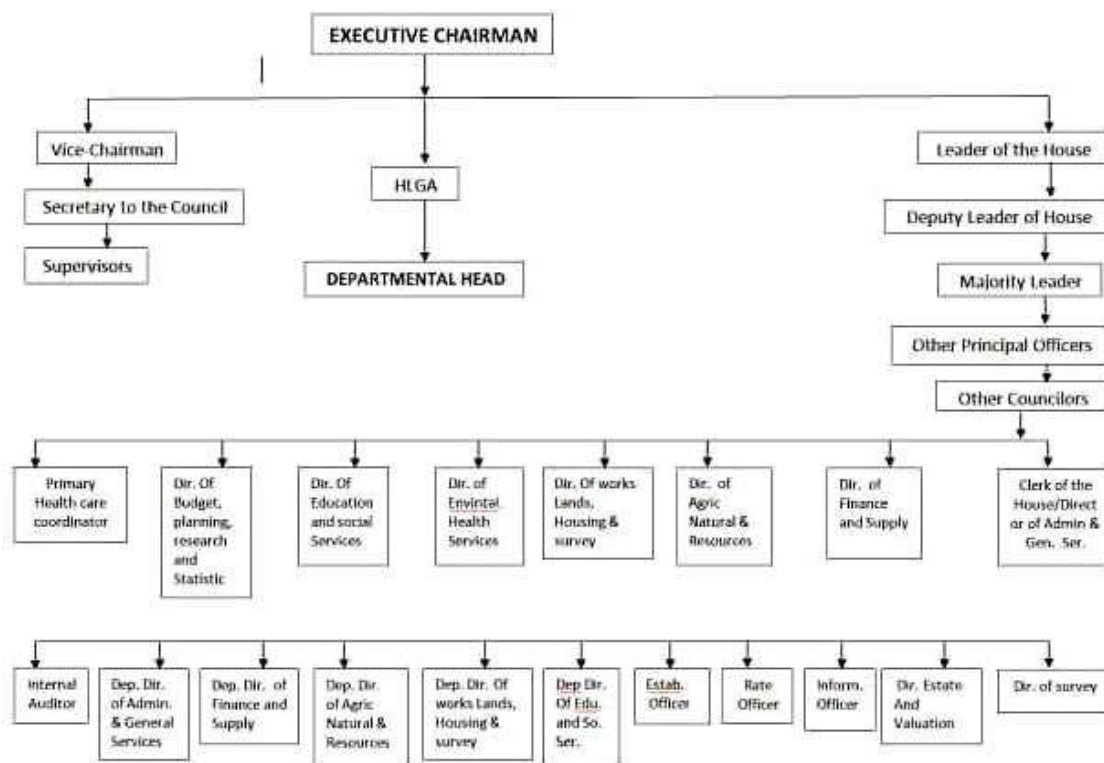
Kajola Local Government in Oyo State functions through several specialized departments, ensuring proper governance and development. The typical departments include:

- Administration and General Services: Oversees administrative tasks and staff management.
- Finance and Accounts: Focuses on financial planning, budgeting, and revenue collection.
- Education and Social Services: Promotes educational programs and social welfare initiatives.
- Health and Environmental Services: Handles public health concerns and environmental sanitation.

- Works and Housing: Manages infrastructure development and housing projects.
- Agriculture and Natural Resources: Encourages agricultural growth and sustainable use of resources.
- Planning, Research, and Statistics: Collects data and drafts strategic plans to guide development.

These departments collaborate to enhance the socio-economic condition of the local government area.

2.4 ORGANOGRAM OF THE ORGANIZATION.



CHAPTER THREE

3.1 TECHNICAL TRAINING EXPERIENCE

INTRODUCTION TO ADMINISTRATION

Administration refers to the process of managing and organizing resources, systems, and personnel to achieve specific goals and objectives. It involves planning, organizing, directing, and controlling various activities to ensure efficient and effective operations.

Importance of Administration

1. **Achieving Goals:** Administration helps organizations achieve their goals and objectives by ensuring effective planning, organization, and control.
2. **Managing Resources:** Administration involves managing resources, such as human resources, finances, and materials, to ensure optimal utilization.
3. **Maintaining Order:** Administration helps maintain order and stability within an organization by establishing policies, procedures, and rules.
4. **Enhancing Efficiency:** Administration aims to improve efficiency and productivity by streamlining processes, eliminating waste, and optimizing resource allocation.

Administrative Roles

1. **Executive Management:** Top-level executives responsible for strategic decision-making.
2. **Middle Management:** Managers responsible for implementing policies and overseeing day-to-day operations.
3. **Administrative Support:** Staff responsible for providing administrative assistance, such as secretaries, receptionists, and administrative assistants.

Duties of Administration Department

General Administrative Duties

1. Office Management: Oversee the day-to-day operations of the office, including maintenance, supplies, and equipment.
2. Communication: Handle incoming and outgoing correspondence, emails, and phone calls.
3. Record-Keeping: Maintain accurate and up-to-date records, files, and databases.
4. Reporting: Prepare and submit reports, including administrative, financial, and operational reports.

INTRODUCTION TO FILE ARRANGEMENT

A file is a collection of related data or information that is stored on a computer or other digital device. Files can contain various types of data, such as text, images, audio, video, or executable programs.

File arrangement refers to the process of organizing and structuring files in a logical and systematic way, making it easy to access, retrieve, and manage them.

Types of Files

1. Text Files: Contain plain text data, such as documents, emails, or chat logs.
2. Image Files: Contain digital images, such as photographs, graphics, or logos.
3. Audio Files: Contain audio data, such as music, voice recordings, or podcasts.
4. Video Files: Contain video data, such as movies, TV shows, or video clips.
5. Executable Files: Contain executable programs, such as software applications or scripts.
6. Compressed Files: Contain compressed data, such as zip files or archives.

File Characteristics

1. Name: A unique identifier for the file.
2. Extension: A suffix that indicates the file type (e.g., .txt, .jpg, .mp3).
3. Size: The amount of storage space occupied by the file.

4. Date Created: The date and time the file was created.
5. Date Modified: The date and time the file was last modified.

Importance of File Arrangement

1. Efficient Retrieval: Easy access to files when needed.
2. Reduced Search Time: Minimizes time spent searching for files.
3. Improved Organization: Maintains a tidy and organized digital workspace.
4. Enhanced Collaboration: Facilitates sharing and collaboration with others.

Benefits of File Arrangement

1. Increased Productivity: Saves time and effort in searching for files.
2. Improved Accuracy: Reduces errors and misfiling of documents.
3. Enhanced Security: Protects sensitive information by organizing files in a secure manner.
4. Better Decision Making: Enables quick access to relevant information, facilitating informed decision-making.

Types of File Arrangement

1. Physical File Arrangement: Organizing physical files in a filing cabinet or storage system.
2. Digital File Arrangement: Organizing digital files on a computer, network, or cloud storage system.

File Arrangement Techniques

1. Alphabetical Arrangement: Arranging files in alphabetical order.
2. Chronological Arrangement: Arranging files in chronological order.
3. Categorical Arrangement: Arranging files into categories or folders.
4. Hierarchical Arrangement: Arranging files in a hierarchical structure.

CHAPTER FOUR

4.1 RELEVANCE EXPERIENCE GAINED TO STUDENT FIELD OF STUDY

After the SIWES program I gained how to operate as a Public Administration Student in an Organization.

Furthermore, I was introduced for more routine of the organization, where I was taught how to engage to different works, such as:

- a. Learning about meaning of administration department, the quality and duties of a good administration, and its importance.
- b. Learning about the morning list, receiving of mails in the organization.
- c. Learning of the meaning of Discipline and its important in an organization.
- d. Leaning about dispatching of letter within the organization.
- f. I gained more knowledge on means of communication in an organization.
- g. I gained knowledge on what is call FILE, types of File, importance and the Arrangement of file in an organization.

4.2 INTERPERSONAL RELATIONSHIP WITH THE ORGANIZATION

During my stay at the **KAJOLA LOCAL GOVERNMENT, OKEHO**, I enjoy every bit of it until the last hour of my departure as a SIWES student.

Starting with the Chairman, others staff and to all the coordinators, and my supervisor showed love and care to me like parent to their son.

My cordial relationship with the instructor in my section helps me a lot in the sense that, he never relent in answering my question both theoretical and practical.

CHAPTER FIVE

SUMMARY, AND RECOMMENDATIONS

5.1 SUMMARY/PROBLEMS

Even though there was a little hardship especially when the work of the organization is piled up on me and payment was very meager for transportation.

The SIWES program at the organization give me a wonderful and everlasting experience. The program is readily helped to bridge the gap between theoretical aspect and practical work in the industrial training.

5.2 RECOMMENDATION TO THE ORGANIZATION

Since the SIWES cannot be overemphasized in all aspects in the recent times, I therefore think it is standard enough for any student of Public Administration to be giving opportunity after school in this organization to serve and possible employed if he/she deem it.

5.3 SUGGESTION FOR IMPROVEMENT OF THE SCHEME

Base on the experience and knowledge acquired at the course of the SIWES training, I hereby give the following recommendation base on my observations;

- Proper orientation should be given to the students by the Polytechnic before they go on SIWES.
- The placement letter should be given to students early enough so as to avoid attachment in irrelevant organization.
- Institution should ensure that students are attached at relevant establishment for effective training, experience and exposure.
- Government, ITF and the Institution should ensure that students do not pay any amount of money before accepted in any organization. This organization should be sensitized on the objective of SIWES training and the need why they should not collect money before accepting students.