

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

HELD AT

ILORIN-SOUTH LOCAL GOVERNMENT

FUFU AMILEGBE, ILORIN.

BY

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SUBMITTED TO

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**IN PARTIAL FULFILLMENT OF REQUIREMENT FOR THE
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CERTIFICATION

This is to certify this report was written by ABDULWAHAB GANIYAT with Matric number ND/23/BAM/PT/0567 from the department of Business Administration, Kwara State Polytechnic, Ilorin.

INDUSTRIAL BASED SUPERVISOR

SIGN STAMP DATE

DEDICATION

This report is dedicated to Almighty God, He who have been seeing me through all my activities during the course of this program.

ACKNOWLEDGEMENT

First and foremost my everlasting gratitude goes to almighty god for giving me the grace mercy and opportunity to be a successful partaker of the students industrial work experience scheme (SIWES).

My immeasurable thanks go to my great family for their contribution to my education and wellbeing MR and MRS ABDULWAHAB (my parents).

With all due respect my profound gratitude goes to the entire staffs members of Kwara State Polytechnic, Ilorin for their contribution toward my academic journey and for the establishment of the Student Industrial Work Experience Scheme (SIWES) which has exposed me to the industrial-base knowledge, I gained during my training (skills). May the Almighty Allah bless and be with you all.

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CHAPTER ONE

INDUSTRIAL TRAINING FUND ITF AND SIWES

1.1 INTRODUCTION

Siwes, the student industrial work Experience scheme is a skill acquisition programmed that was Installed in 1973/1974 ITF was established In 1971 by decree 1 to 47 as amended In the 2011 ITF Act. Prior to the establishment of the scheme, there was a higher learning In Nigeria lacked adequate practical background Studies In Preparation for employment in the Industries. It was against this backup that the rationale for Initiating and designing the Scheme was hinged.

The students industrial work experience scheme (SIWES) is a skill training programs that prepare student of higher Institutes for industrial work against their graduating period it is a programme Inushing the students, the polytechnic and universities and industries. it was founded by the federal Government of Nigeria and jointly

Coordinated by I.T.F and national universities

Commission NUC

1.2 OBJECTIVES OF THE STUDENTS INDUSTRIAL WORK EXPERIENCE

- 1 To make students acquire good work habit
- 2 prepare student for the work situation that are likely to meet after graduation
- 3 To increase student sense of responsibility
- 4 To Expose students to more practical work methods and techniques
- 5 to avoid students in adjusting from college to Full time employment

CHAPTER TWO

INTRODUCTION AND BRIEF HISTORY ESTABLISHMENT

ILORIN-SOUTH LGA was established in 1996, with its headquarters in Fufu, comprising three districts and 11 wards. It covers an area of 174km² and had a population of 208,691 in the 2006 census. The executive chairman is Hon. Nuhu Majeed Podo.

OBJECTIVES OF ESTABLISHMENT

The major objectives for the creation of Ilorin-East local government are as follows:

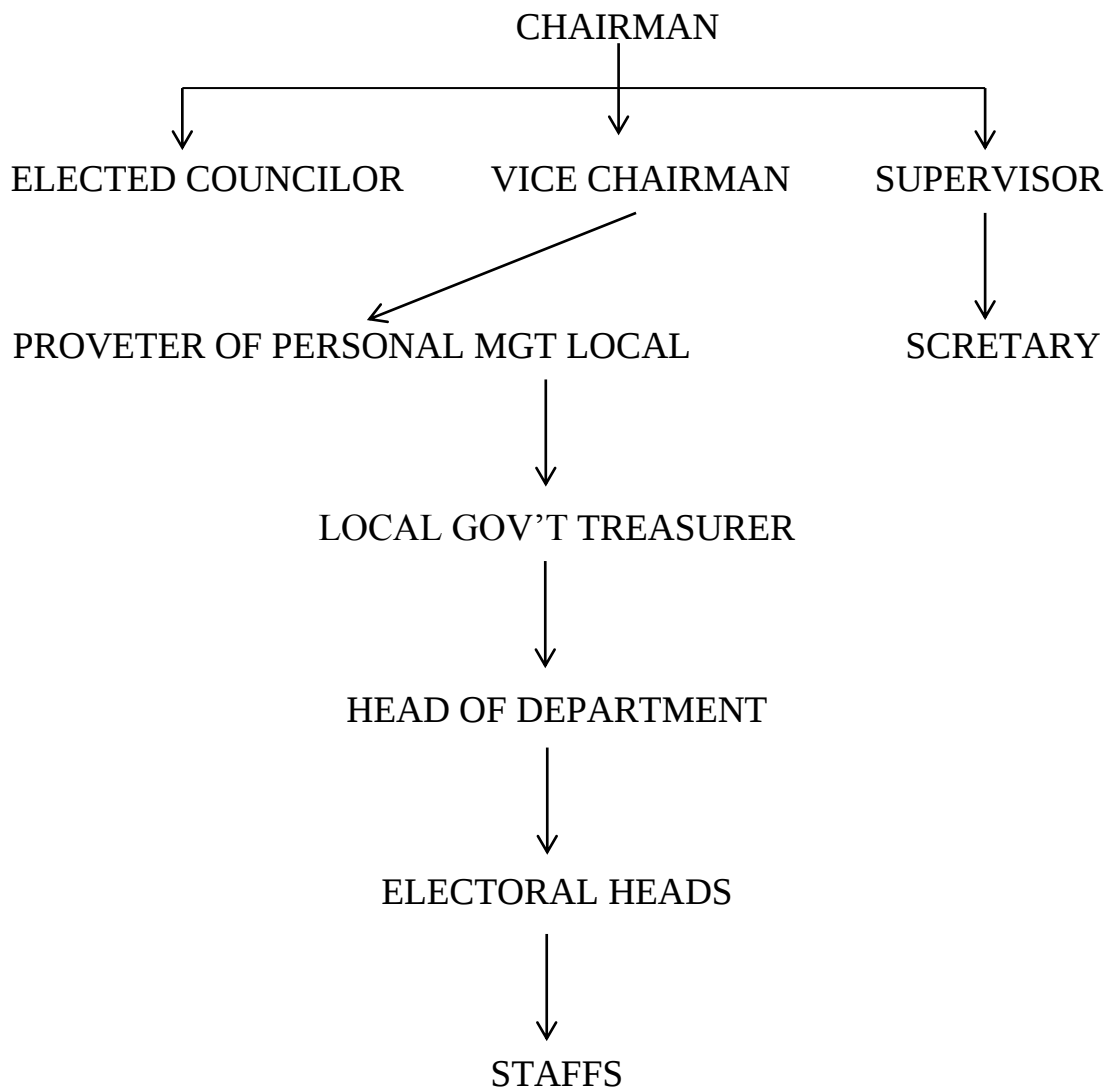
1. Provision of basic amenities
2. Promotion of economic development
3. Maintenance of law and order
4. Provision of social services
5. Community development

CHAPTER THREE

3.1 MY EXPERIENCE

During my period in Ilorin-South local government, I was able to acquire the following knowledge, which has one way or the other have great impact in my life and my academic journey.

3.2 ORGANIZATION STRUCTURE OF ILORIN-SOUTH LGA



3.3.1 ARMS OF GOVERNMENT

There are three arms of government, which are as follows:

1. Executive
2. Legislative
3. Judiciary

3.3.2 TYPES OF GOVERNMENT

1. State of Government
2. Federal of Government
3. Local of Government

3.4 LOCAL GOVERNMENT STRUCTURE

Local government structure is comprises of two structures namely; administrative and departmental structure.

ADMINISTRATIVE STRUCTURE: Refers to the organization of hierarchy of roles responsible and relationship within an administrative system in local government and administrative structure comprises of the following:

Career Offices: the director personal management (DPM) local government treasure (LGT) Head of department (HOD), structure head and general staffs.

Chairman: the council chairman is the chief executive of the local government. He is the chief security officer and the custody officer during hi tenure.

ARMS OF LGA

1. The chairman
2. The vice chairman
3. The supervisory councilor
4. The Adviser.

3.5 FUNCTION OF CHAIRMAN

- Policy making, development and implementing policies, laws and regulations
- Leadership: Providing vision and direction for the local government
- Budgeting: overseen budget preparation and financial management
- Emergency management: coordinating responses to natural disaster
- Inter-government relation: Collaboration with other management and agencies.
- Appointment: Appointing department head committees members and other officials.

3.6 STAMPS

Stamps to attestate the document either been receive or being dispatch

TYPES OF STAMP

There are three types of stamps: machine stamps, seal stamps and rubber stamps.

In office they are using machine and rubber stamps. The judges are using seal stamps while in the bank, they are using machine stamps.

STAMPS: Cannot work with water, it works with ink, without it, the padstamps cannot work.

3.7 OFFICE PRACTICE

Office practice refers to the procedure and standard followed in a work place or office settings to ensure efficient and effective operation. It encompasses various aspect including:

1. Communication it may be phone communication or email communication
2. Record keeping: it may be registry, finance, filling and data management
3. Time management: Schedule of time of resumption to work and the time to leave work (8:00a.m - 4:00pm)
4. Customer service tasks: it may be reception, customer relation, conflict resolution.
5. Financial management: It may be accounting management budgeting management, financial reporting management

CHAPTER FOUR

CHALLENGES AND RECOMMENDATIONS

Challenges During my SIWES program I encountered very few challenges like handling the equipment individually but as time goes on I was able to handle the equipment and operate it on my own. I also inhaled some gases in my first time in the company of which it challenges my health.

Recommendations. In a view of my industrial work experience, which lasted for three months. I would like to make recommendations.

All students on Industrial Work Experience especially in oil and gas company to ensure that all experiences are gained and complete on the other hand student would be able to identify or discover department he /she can perform better.

Students on Industrial Work. Experience Scheme (SIWES) are not paid. I therefore, recommend that at least a little stipend should be paid to a serious-minded students in order to motivate their interest on the scheme.

CHAPTER FIVE

5.1 CONCLUSION

My three months industrial attachments with ILORIN-SOUTH LGA had been one of the most interesting productive and Instructive experience In My life

MY SIWES training with ILORIN-SOUTH LGA has modified me and train me to have the followings:

- Good working ethics
- Discipline
- Time management
- Good financial record

All these valuable experience and knowledge that have gained were not on acquired though the direct involvement in the task but also through other aspects of the training such as: work observation interaction with colleagues, superior and other people related to the Field.

REFERENCES

SIWES coordinator, ILORIN-SOUTH LGA Fufu Amilegbe, Ilorin, November, 2024.

<https://nigeriafinder.com>

<https://www.legit.ng>

<https://siwesbeginner.com>