



A

TECHNICAL REPORT ON

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (S.I.W.E.S)

HELD AT

ALIMOSHO LOCAL GOVERNMENT

(IGANDO- IKOTUN L.C.D.A) 4, IDIMU ROAD, IKOTUN ROUND-ABOUT, LAGOS

BY

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DEDICATION

I am delight to dedicate this report to Almighty **God** who gave me the grace and opportunity to complete this programme.

ACKNOWLEDGEMENT

I thank God Almighty Allah for his mercy and grace that kept me all through my SIWES period.

I am greatly indebted to my parents, **Mr. & Mrs. Raji** for their morally, spiritually and financially, word of encouragement and prayer given to me, who make my SIWES programme successful and also my relatives and siblings.

I also want to thank my Siblings, friends and everyone that contributed to the success of my SIWES program my Industrial supervisors, my colleagues and co-workers for the tremendous moral assistance throughout the period of my attachment.

REPORT OVERVIEW

The report comprises the background of SIWES, the description of the organization, its aims and objectives, the experiences gained as an industrial training student and the summary, conclusions and recommendations.

It has a total of 5 chapters with sub-chapters. It also has the preliminary pages, such as the title page, report overview and table of contents and recommendations on the improvement of scheme.

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CHAPTER ONE

1.0 INTRODUCTION

1.1 Background of SIWES

The Student Industrial Work Experience Scheme (SIWES) was established by the Federal Government of Nigeria through the Industrial Training Fund (ITF) in 1973 to expose students to practical aspects of their academic fields. The program bridges the gap between classroom knowledge and real-world work experience, allowing students to gain hands-on training relevant to their careers.

1.2 Purpose of SIWES

In the earlier stage, student are graduating without any technical knowledge or working experience and this makes them to undergo further training after securing an employment. With this reason, student industrial training was established.

During this programme, as designed by the ITF, students are expected to get technical assistance and acquire more experience scheme in their chosen field of study and exposed them to the usage of source machine and safety precaution where relevant before the completion of their programme in their various institutions.

1.3 Objectives of SIWES

The objectives of SIWES include:

- i. Exposing students to the work environment related to their field of study.
- ii. Enhancing students' practical and technical skills.

- iii. Helping students understand the functions and operations of organizations.
- iv. Preparing students for future employment.

1.4 Importance of SIWES

SIWES plays a vital role in the educational system by:

- i. Providing students with real-world experience.
- ii. Helping students develop professional work ethics.
- iii. Improving students' problem-solving and teamwork skills.
- iv. Enhancing employability after graduation.

CHAPTER TWO

DESCRIPTION OF ORGANIZATION

2.1 Overview of Alimosho Local Government Council

Alimosho is a Local Government Area in Lagos State, Nigeria with the largest population of about 4,082,900 which is according to Population [2019] – *Projection*. The 2006 Census says the population was 1,288,714 (but the Lagos State Government argued that the population as at 2006 within the LGA was more than 2 million residents).

It has now been subdivided between several Local Community Development Areas (LCDA). The LCDA restructuring kicked off after the administration of Bola Ilori, who was the last chairman of the old single Alimosho Local Government. The six sub-divisions created out of the old Alimosho are: Agbado/Oke-odo LCDA, Ayobo/Ipaja LCDA, Alimosho LG, Egbe/Idimu LCDA, Ikotun/Igando LCDA and Mosan Okunola LCDA. The LGA contains the urban area of Egbeda/Akowonjo.

The Alimosho was established in 1945 and it was under the (then) western region. Alimosho's population is predominantly the Egba and Egbado Yoruba people. The area is rich in culture, prominent amongst which are the Oro, Igunnu and Egungun annual festivals. The main religions are Islam, Christianity, and the Yoruba religion. Yoruba language is widely spoken in the community.

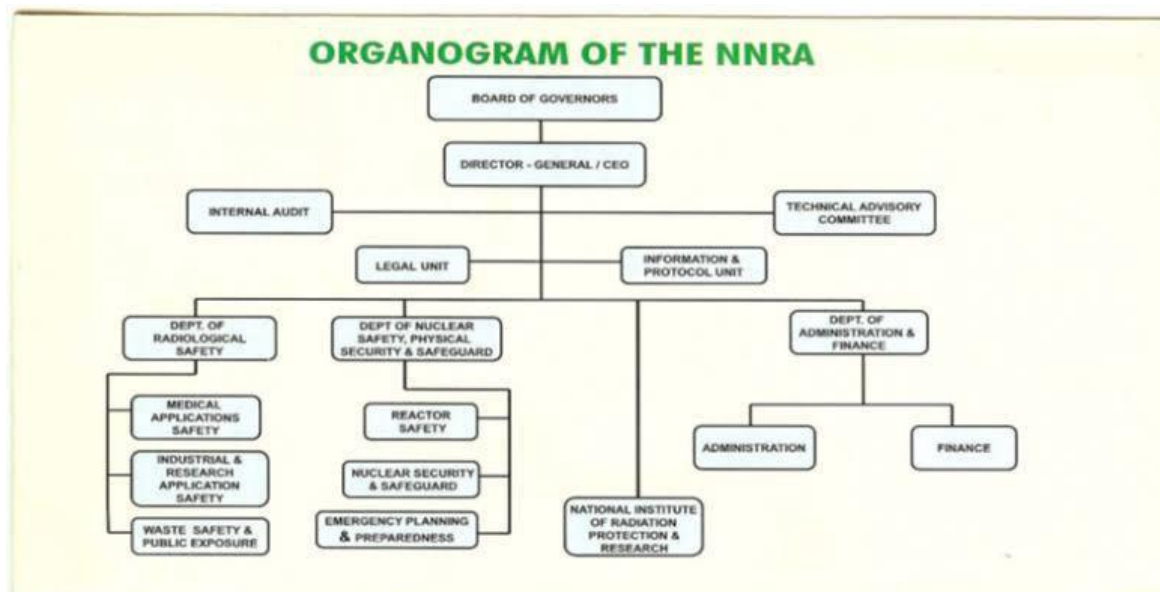
The first secretariat of Alimosho is a two-storey building located on Council street, now in the Egbe/Idimu LCDA. It is said that the LGA is the noisiest in Lagos State

Igando-Ikotun Local Council Development Area is a locality in Lagos State, South West Nigeria. Igando-Ikotun Local Council Development Area is situated nearby to the locality Ijedodo, as well as near Abaranje.

2.2 Organizational Structure

The Alimosho Local Government Council is structured as follows:

- Chairman: The head of the local government, responsible for policy implementation and governance.
- Vice Chairman: Assists the chairman in administrative functions.
- Secretary to the Local Government: Oversees council operations.
- Heads of Departments (HODs): Each department is managed by an HOD, including:
 - Administration
 - Finance and Accounts
 - Works and Infrastructure
 - Health and Environment
 - Education and Social Welfare
 - Agriculture and Rural Development



2.3 Functions of the Local Government

The Alimosho Local Government performs several functions, including:

- Maintenance of roads, markets, and drainage systems.
- Collection of taxes and revenue.
- Issuance of birth and death certificates.
- Provision of primary healthcare services.
- Waste management and environmental sanitation.
- Regulation of business and trade activities.

CHAPTER THREE

TRAINING ACTIVITIES CARRIED OUT

3.1 Departments Worked in

During my SIWES, I was assigned to different departments, including:

- Administrative Department – Handling official correspondence and record-keeping.
- Finance and Accounts Department – Assisting in filling budget documents and updating the budget database.
- Works and Infrastructure Department – Observing road maintenance and infrastructure projects.

3.2 Duties and Responsibilities Assigned

Some of the tasks I performed during my training included:

- ✓ Participated in environmental awareness campaign.
- ✓ Assisting in the preparation of official documents and reports.
- ✓ Filing and organizing government records.
- ✓ Attending meetings and taking minutes.
- ✓ Participating in community development projects.

3.3 Skills Acquired

During my SIWES training at Alimosho Local Government, I developed the following skills:

- Office administration and documentation.
- Financial record-keeping and revenue management.
- Understanding of local government operations.
- Communication and teamwork skills.
- Problem-solving in a government setting.

CHAPTER FOUR

CHALLENGES ENCOUNTERED AND SOLUTIONS

4.1 Challenges Faced

Some of the challenges I encountered during my internship include:

- ✓ Limited access to office equipment and computers.
- ✓ Slow bureaucratic processes delaying project execution.
- ✓ Limited involvement in decision-making processes.
- ✓ Inadequate training sessions for interns.

4.2 Solutions and How They Were Overcome

- ✓ Using of available office resources efficiently.
- ✓ To observe and learn from experienced staff.
- ✓ I actively participated in meetings to gain more knowledge.
- ✓ I sought guidance from my supervisors and senior staff.

CHAPTER FIVE

CONCLUSION AND RECOMMENDATION

5.1 Recommendations for Improvement

To improve the SIWES program at local government councils, I recommend the following:

- i. Increased involvement: Interns should be given more practical responsibilities to enhance learning.
- ii. Provision of better resources: The government should provide adequate office equipment and materials for interns.
- iii. Structured training programs: Local governments should organize workshops and training sessions for interns.

5.2 Conclusion

My SIWES at Alimosho Local Government Council provided me with a valuable understanding of government administration and public service delivery. I gained practical experience in office administration, financial management, and infrastructure development. The program helped me develop professional skills and improved my readiness for future employment