



A TECHNICAL REPORT

ON

**STUDENT INDUSTRIAL WORK EXPERIMENT
SCHEME [SIWES]**

HELD AT

**LOCAL GOVERNMENT, IBEJU-LEKKI,
LAGOS STATE**

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DEDICATION

This Technical report is dedicated to Almighty Allah for sparing my lives throughout this programme. Also to my Parents Mr. & Mrs. Akerele.

ACKNOWLEDGEMENT

I give thanks to Almighty Allah for giving me the grace and opportunity to participate in this SIWES programme.

I want to specially appreciate the effort of my parent **Mr. & Mrs. Akerele** for their financial support and their moral support, they will live to eat the fruit of their labour.

I also acknowledge my amiable and capable SIWES coordinator, I will be an ingrate if I fail to mention my SIWES Supervisor and my Lecturer in Business Administration Department for their tremendous effort in my life and the knowledge they have impacted to me

My profound gratitude goes to everyone that has given me support during this program.

May Almighty Allah bless every one of you (AMEN)

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CHAPTER ONE

1.2 INTRODUCTION TO SIWES

In the early stages of Business Administration, Nigerian Students were graduating from their respective Institutions without any technical knowledge or working experience. According to Akereloja (2008), acquisition of practical skills is an antidote of meaningful development in any society. In accordance with Akereloja's view, Odiagha (1995) also posits that practical knowledge is learning without which mastery of an area of knowledge may be too difficult to achieve and that practical knowledge involves developing skills through the use of tools or equipment to perform tasks that are related to a field of study.

As a result, the Federal Government of Nigeria introduced the Student Industrial Work Experience Scheme (SIWES) programme in Tertiary Institutions in 1975 to ensure acquisition of field practical knowledge and skills by Students before graduation, and to further expose Students to Industry based skills that are necessary for smooth transition from classroom to the labour world, providing the students with the basic prospects to be part of real work situations outside the lecture room. Thus, it became obligatory for Students in Tertiary Institutions, mostly those studying Business Administration related courses to embark on SIWES programme in order to acquire practical knowledge and working skills prior to graduating from their various institutions of learning. To this end, the Business Administration profession like other course professions require practical skills. Hence it became imperative for Students of Urban and Regional Planning to embark on the SIWES programme so as to acquire the necessary practical skills required for the profession before graduation.

1.2 DEFINITION OF SIWES

The student industrial working experience scheme is a Program that constitutes immensely to building of technical skills available to the Nigeria economy, which are needed for the national industrial development.

1.3 HISTORICAL BACKGROUND OF SIWES

The Student Industrial Work Experience Scheme (SIWES) was established in 1973 by the Industrial Training Fund (ITF). Prior to the establishment of the Scheme, there was a growing concern among our Industrialists that graduants of our institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. It is against this rationale for initiating and designing the scheme was hinged.

Consequently the scheme affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling equipments and machinery that are usually not available in their institutions so as to smoothen their entry into industrial practices on completion of their studies and also reduces period spent in training fresh graduates as new employees.

1.4 AIMS AND OBJECTIVES OF SIWES

SIWES is strategized for skills acquisition, therefore, the key aim is to bridge the gap between theory and practice by exposing students to the industrial environment and enable them to develop occupational competences so that they can readily contribute their quota to national economic development and technological advancement after graduation.

The Specific Objectives of the Scheme as outlined in the Industrial Training Funds Policy document no.1 of 1993 are as follows:

- To provide placements in industries for students of higher institutions of learning approved by relevant authorities (NUC, NBTE, NCCE) to acquire experience and skills relevant to their course of study.
- Prepare Students for the real work situations they will meet after graduation.
Expose Students to work methods and techniques in handling of equipment and machinery that may not be available in school. Makes transition from School to the labour World smooth and enhance Student contact for later job placement.
- Provides Students with the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practice.

1.5 REASONS FOR TRAINING

Reason for the industrial training are as follows:

1. The knowledge acquired in the classrooms are not enough due to lack of practical
2. The program has also helped to distinguish between class and practical work
3. Class room theories cannot be compare with the practical work done on the field.
4. The Siwes program has proved a means of opportunity for students to handle some sophisticated equipment not found in the school

1.6 THE MAJOR DOCUMENT OF ITF

1. PLACEMENT LETTER: This is the formal letter of the placement to be submitted to any employer by each students
2. THE JOB REPORTING FORM: This form is to be completed by students before he/she settle down with the employer. The information on the form will assist the central and department during supervision visits. Failure to return this form is taken as non participant in the program.

3. THE TRAINING LOG BOOK: This has to be completely filled daily and signed weekly by industrial based supervisor, and this logbook carried detailed information about work carried out daily, the logbook must be with you daily.

CHAPTER TWO

2.1 A BRIEF HISTORY OF THE COMPANY

Ibeju-Lekki, a local government area in Lagos State, Nigeria, was created in 1990 from the old Epe Local Government, with its name derived from the autonomous communities of Ibeju-Agbe and Lekki, and its administrative center was initially at Akodo.

Here's a more detailed look at the history of Ibeju-Lekki:

- **Creation:**

Ibeju-Lekki Local Government was one of four created in Lagos State by Gen Ibrahim Badamasi Babangida in 1990, out of the old Epe Local Government.

- **Name Origin:**

The name "Ibeju-Lekki" is a combination of the names of two autonomous communities: Ibeju-Agbe and Lekki.

- **Administrative Center:**

The administrative center was initially at Akodo, but was later moved to Igando Oloja due to the creation of the Lekki Council Development Area.

- **Fastest Growing LGA:**

Ibeju-Lekki is known as the fastest-growing Local Government Area in Lagos State.

- **Lekki Conservation Centre:**

Lekki Conservation Centre (LCC), a major Nigerian Conservation Foundation (NCF) conservation site, is located in the Lekki area, established in the 1990s to conserve wildlife in the face of urban development.

- **Geology:**

Ibeju-Lekki falls within the Dahomey Basin in Southwestern Nigeria, underlain by sand, sandy clay, and lignite, with vegetated freshwater deposits of mainly Recent-Quaternary alluvium above the Ilaro Formation.

CHAPTER THREE

3.1 INTRODUCTION

The establishment of new industries and businesses is important for people looking to invest and become part of the growth of a company or an industry. Think how many early investors in Facebook or Amazon, or Apple benefited from investing in these business enterprises.

Furthermore, the profit earned by the investors as a result of the company's successful operation contributes to the accumulation of a greater quantity of savings, which may be used to fund future businesses. As a result, business is crucial in creating investment possibilities.

To sum up, business enterprises produce goods and services in exchange for commercial benefits. As drivers of innovation and investment, problem solvers, creators of jobs, and stimulants to the overall economy, these enterprises serve a vital function in our society.

Business enterprise meaning

To understand the meaning of the term business enterprise, you first have to understand the difference between a social enterprise and a business enterprise.

An enterprise can be defined as undertaking an activity that requires a lot of effort to develop.

A social enterprise involves helping others without receiving a commercial benefit in return. On the other hand, a business enterprise consists of producing goods or services in exchange for commercial and financial benefits.

Examples of business enterprises include all the companies you pay to receive a good or service from. These may include your local shop or your Netflix subscription, both of which are business enterprises.

A business provides goods and services to what we call customers. Goods refer to physical goods that usually go through a production process. This may involve bicycles, chocolate, or whatever item you pay to receive.

Other businesses provide services instead of physical goods; this involves intangible products, such as a private lesson from a math teacher or personal trainer.

All these goods and services are delivered to customers. A customer refers to anyone who purchases these products. Consumers use the product or service but do not necessarily buy them.

For instance, if your parents pay for your Netflix subscription, you are the consumer and your parents are the customer. If they also watch Netflix with you, they become consumers and customers simultaneously.

The business enterprise depends on customers, goods, and services for its very existence. These three components are intrinsically linked to the meaning of business.

3.2 TYPES OF BUSINESS ENTERPRISES

There are many types of business enterprises providing a wide variety of services or products. Business enterprises can be classified into three main categories, according to the production stage:

Business Enterprise: Primary sector

The primary sector involves businesses that are at the beginning of the production processes. These businesses make sure that the raw materials are created and produced to be used later by other companies.

Primary companies are mostly made of business-to-business (B2B) models, where you have one business supplying to the other. For example, oil exploration companies produce oil that retail companies sell, or other businesses use for production processes. Restaurants use agricultural goods produced by this sector to provide meals to their customers.

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Business Enterprise: Secondary sector

The secondary sector consists of business enterprises at the second step of the production process. These businesses use raw materials produced from the primary sector to develop into new goods and services. For example, car manufacturers use raw materials to build new cars, which they later supply to customers.

Examples of companies in the tertiary sector include banks that help individuals get loans or airline companies that enable one to fly around the world.

3.3 FUNCTIONS OF A BUSINESS ENTERPRISE

The four basic functions of a business enterprise are Finance, Operations, Human Resources, and Marketing.

Business Enterprise: Finance

One of the essential functions of a business is raising and managing money. A business enterprise may use internal or external sources of finance to raise the funds needed to get the business going. Internal sources of finance involve the money that business owners invest in their own business.

In contrast, external sources of finance involve cash from outside sources, such as money from family, banks loans, and investors. After the money starts moving around the business, the business managers should manage it cautiously so they don't have too many costs, thereby failing to make any sales.

Business Enterprise: Human Resources

Another important function of a business enterprise is that of human resources. A business needs to get the right human capital to provide goods or

services. This entails hiring people with the necessary expertise and skill set that the production process requires.

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Functions of a business enterprise include Finance, Operations, Human Resources, and Marketing.

Reasons why business enterprises are important: economic development, solving problems, creating jobs, and investment opportunities.

Types of Business/ Enterprise

From the perspective of ownership and management, business enterprises can be broadly classified under three categories.

1) Private Sector Enterprises: Enterprises owned, controlled and managed by private individuals fall under this category with the main objective of earning. Contains:

- A) Sole proprietorship
- B) Participation
- C) Joint Hindu Family Business
- D) Cooperative
- E) Company

2) Public Sector Enterprises: Business enterprises owned, controlled and operated by public enterprises, with the primary goal as secondary goal and welfare as profit, fall under this category.

Either whole or most of the investment in these ventures is done by the government such as:

- A) Departmental undertaking
- B) Public corporation
- C) Government companies

3) Joint Sector Enterprises: As the name suggests, the joint sector is a form of partnership between the private sector and the government where management is generally in the hands of the private sector, and adequate representation by the government on the board of directors. is. Resources in such enterprises are mostly generated equally.

Thus, one of the first decisions an entrepreneur must make for his new venture is how the business should be structured.

From the entrepreneur's point of view, the most commonly chosen forms for starting a new venture are:

- * Sole proprietorship
- * Partnerships
- * Company

CHAPTER FOUR

4.1 DUTIES CARRIED OUT IN IBEJU-LEKKI LOCAL GOVERNMENT SECRETARIAT

In a Ibeju-Lekki Local Government Secretariat, duties encompass administrative tasks, policy implementation, financial management, record keeping, and supporting the elected officials, including managing projects, preparing reports, and liaising with other agencies and the public.

Here's a more detailed breakdown:

Administrative and Operational Duties:

- **Record Keeping:**

Maintaining accurate records and documentation of council activities, decisions, and correspondence.

- **Meeting Management:**

Organizing and servicing council meetings, preparing agendas, taking minutes, and ensuring effective communication.

- **Policy Implementation:**

Supporting the implementation of council policies and decisions, coordinating with relevant departments and agencies.

- **Project Management:**

Managing and evaluating projects undertaken by the local government, ensuring they are completed on time and within budget.

- **Communication and Public Relations:**

Dealing with inquiries from the public, responding to correspondence, and representing the local government in public forums.

- **Human Resources:**

Supporting the recruitment, training, and management of local government staff.

- **Procurement:**

Managing the procurement of goods and services for the local government, ensuring value for money.

Financial Duties:

- **Budget Management:** Managing the local government budget, ensuring that funds are allocated and spent effectively.
- **Revenue Collection:** Overseeing the collection of local taxes and other revenue streams.

- **Financial Reporting:** Preparing and maintaining financial records and reports.

Other Key Functions:

- **Research and Reporting:**

Conducting research and preparing reports on issues relevant to the local government.

- **Liaison with Other Agencies:**

Working with other government agencies, private sector organizations, and community groups.

- **Monitoring and Evaluation:**

Monitoring the performance of local government services and programs, and evaluating their effectiveness.

- **Governance Support:**

Providing support to elected officials, including preparing briefing papers, attending meetings, and providing advice on policy matters.

- **Registration of Births, Deaths, and Marriages:**

Maintaining accurate records of births, deaths, and marriages within the local government area.

- **Maintaining Infrastructure:**

Overseeing the maintenance of local roads, parks, and other public facilities.

- **Creating, Passing and Enforcing Local Laws:**

Supporting the creation, passing, and enforcement of local laws and ordinances.

CHAPTER 5

CONCLUSION

During the course of the four months' period of SIWES (Student Industrial Work Experience Scheme) at Ibeju-Lekki Local Government, I had the understanding of how local government activities are been run and also the day to day revenue generation and lots more. I have had the opportunity to experience the application of theoretical knowledge acquired in the classroom to solve real problems. Thus, SIWES has been a success, because I have gained knowledge that ordinarily would not be obtained in the lecture hall.

RECOMMENDATION

As a result of difficulties experienced during the four months SIWES program, I would like to recommend the following changes: The duration of SIWES should be extended so as to enable students be more experienced. The ITF should make monthly allowance available for students, so as to put an end to financial difficulties that may arise as a result of transport problems. The Institutions and ITF should help students to get a place of attachment so that the program may commence as planned.

The following recommendations were based on the findings of the study and as a solution to the identified problems.

PROPER COORDINATION AND SUPERVISION OF THE EXERCISE: The various bodies involved in the management of the SIWES exercise i.e. Industrial Training Fund (ITF), NUC, NBTE and NCCE should come together and fashion out a modality that will ensure smooth operation of the SIWES exercise. Efforts should be made to ensure that students attached to the organization are properly supervised to ensure that what they are doing is in line with the objectives of the SIWES exercise.

The various bodies involved in the management of the SIWES programme should liaise with the various industries ahead of time so as to minimize or reduce to the barest minimum the high level of refusal to accept students for their industrial training participation.

ISSUING OF LOG BOOKS/IT LETTERS ON TIME: The log books used by the student during the industrial training period and the IT letters should be issued to the students at the end of the first semester exam as against the end of second semester examination as this will afford the students enough time to search for places that are relevant to their field of study.

EMPLOYMENT OF EXPERTS: The various institutions should endeavor to employ experts in the areas of career development to manage the student's

industrialplacement centers.