



**AN INDUSTRIAL TECHNICAL REPORT**

**FOR**

**STUDENTS' WORK EXPERIENCE SCHEME  
(SIWES)**

**UNDERTAKEN AT**

**ZIONITE GLOBAL CONSULT, E16 PHASE IV OLD JEBBA ROAD,  
ELEKOYANGAN, ILORIN KWARA STATE**

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## **DEDICATION**

I dedicate this report to Almighty God for His boundless grace, unwavering love, and immeasurable faithfulness, and for preserving my life throughout the duration of my SIWES program.

I also extend my heartfelt gratitude to my family for their unwavering support and encouragement during the entire training period, and to all my supervisors and colleagues for their cooperation and companionship throughout this journey.

## **ACKNOWLEDGEMENT**

I am deeply grateful to Almighty God, who has graciously preserved my life from the beginning to the end of this training program. The experience was truly impactful, but it would not have been possible without the support and assistance of many individuals, to whom I owe my sincere thanks.

First and foremost, I would like to express my heartfelt gratitude to my supervisor I worked directly with. Their constant guidance, attention, and mentorship throughout the program were invaluable.

My appreciation also goes to my fellow SIWES students for their unwavering support and camaraderie.

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## **ABSTRACT**

*Student Industrial Work Experience Scheme (SIWES) is a compulsory skills acquisition training designed to give University, undergraduates in Nigeria appropriate practical knowledge, respective disciplines during their course of study and to understand the industrial application of the theoretical knowledge they acquire with the four walls of the lecture halls. The students are also expected to develop occupational competencies that would facilitate their fitting into the world of work after graduation. I was fortunate to serve my sixteen (16) weeks SIWES program with a well recognize company that offers both business and leisure activities. This report is a comprehensive summary of all that I learnt and was involved in throughout my SIWES Program.*

## **CHAPTER ONE**

### **INTRODUCTION TO SIWES**

#### **1.1 Historical Background of SIWES**

The Students Industrial Work Experience Scheme (SIWES) is a skill acquisition initiative introduced by the Federal Government of Nigeria with the primary objective of bridging the gap between theoretical education and practical industrial experience for students in higher institutions. The scheme is designed to equip students in Engineering, Technology, Sciences, Agriculture, Medicine, Management, and other fields with hands-on experience that complements their classroom learning. The program applies to students in universities, polytechnics, monotechnics, and colleges of education across Nigeria.

SIWES was first introduced during the 1973/1974 academic session and was initially funded by the Industrial Training Fund (ITF). At the time, there was a growing concern that graduates lacked the necessary practical skills and industrial exposure to seamlessly integrate into the workforce. Many industries had to spend extended periods retraining newly employed graduates to equip them with practical skills. The scheme was created to address this deficiency by exposing students to real-world industrial environments during their academic programs, thereby reducing the time and cost involved in training them after graduation.

The scheme has since become an integral part of the Minimum Academic Standards (MAS) as established by the National Universities Commission (NUC), the National Board for Technical Education (NBTE), and the National Commission for Colleges of Education (NCCE). SIWES

plays a crucial role in ensuring that students, particularly in technical and vocational fields, experience the practical side of their studies before graduation.

## **1.2 Aims and Objectives of SIWES**

SIWES is a strategic initiative designed primarily to facilitate the acquisition of relevant skills by students in their respective fields of study. By immersing students in real-life work environments, the program enhances their employability and prepares them for the challenges they will face upon graduation. Below are the specific objectives of SIWES:

**Provide Industrial Placement:** SIWES offers placement opportunities in industries for students enrolled in higher institutions. These placements are approved by the relevant regulatory authorities, such as the National Universities Commission (NUC), the National Board for Technical Education (NBTE), and the National Commission for Colleges of Education (NCCE). The aim is to allow students to acquire hands-on work experience and technical skills relevant to their academic programs.

**Prepare Students for the Real Work Environment:** The program helps prepare students for the realities of the workplace by allowing them to experience first-hand the dynamics of the work environment. This exposure gives them a clearer understanding of professional expectations and challenges, fostering a smoother transition from school to the workforce.

**Enhance Future Employment Opportunities:** By offering students exposure to potential employers and work environments, SIWES also serves as a networking opportunity. Students may establish contacts with industry professionals and companies, potentially enhancing their prospects for future employment.



### 1.3 Importance of SIWES

Since its inception, SIWES has played a critical role in shaping the quality of education and workforce readiness in Nigeria, particularly in the fields of science, engineering, and technology.

Below are some of the key contributions of the SIWES program:

1. **Improvement in Science and Technology Education:** The program has significantly enhanced the practical aspect of science and technology education in Nigeria. By providing students with hands-on experience, it complements theoretical learning and produces graduates who are better equipped to apply their knowledge in practical situations.
2. **Increased Employment Opportunities:** Graduates who have participated in SIWES are more employable due to their exposure to real-world work environments. Employers tend to prefer candidates who possess not only academic qualifications but also practical experience, which SIWES provides.
3. **Better Standard of Living:** The program indirectly contributes to an improved standard of living by producing skilled graduates who are more likely to secure well-paying jobs in the industrial and technological sectors. This contributes to national development by creating a pool of highly skilled professionals.
4. **Production of Skilled Graduates:** SIWES ensures that students graduate with not only theoretical knowledge but also the practical skills necessary to thrive in their respective fields.

## **CHAPTER TWO**

### **ORGANIZATION OVERVIEW AND STRUCTURE**

#### **2.1 Brief History of Zionite Global Consult**

Zionite Global Consult was established with the vision of providing top-tier consultancy services in business development, ICT solutions, and professional training. Located at E16 Phase IV, Old Jebba Road, Elekoyangan, Ilorin, Kwara State, the firm has grown into a reputable organization known for its commitment to excellence and innovation.

Since its inception, Zionite Global Consult has been instrumental in offering strategic business solutions, research services, and capacity-building programs tailored to meet the evolving needs of individuals and organizations. The firm has collaborated with various industries, government agencies, and private enterprises, delivering expert guidance in areas such as business management, entrepreneurship, and technology-driven solutions.

With a team of dedicated professionals, Zionite Global Consult continues to contribute to the economic and professional development of the region, positioning itself as a key player in consultancy and business support services.

## CHAPTER THREE

### DESCRIPTION OF SIWES TRAINING

#### 3.1 Introduction

The Student Industrial Work Experience Scheme (SIWES) is a vital component of the academic curriculum designed to bridge the gap between classroom knowledge and practical experience in professional environments. My four-month SIWES program at Zionite Global Consult, located at E16 Phase IV, Old Jebba Road, Elekoyangan, Ilorin, Kwara State, provided me with hands-on experience in the field of public administration. Throughout my training, I gained practical exposure to key administrative functions, including leave policies, office misconduct management, registry operations, public service delivery, and the structure and functions of local government administration. This chapter provides a detailed and comprehensive account of my learning experience and the skills I acquired during the program.

#### 3.2 Leave Policies

The concept of leave management is essential in any organization as it directly impacts employee welfare and productivity. During my SIWES training, I was introduced to different types of leave policies that organizations implement to cater to the diverse needs of their workforce. These include:

- **Annual Leave:** A scheduled break given to employees for rest and personal rejuvenation. The duration is often based on the length of service and organizational policies.
- **Sick Leave:** Granted to employees who are temporarily unable to work due to illness. This allows them to recover without fear of losing their jobs.

- **Maternity and Paternity Leave:** Offered to new mothers and fathers to enable them to care for their newborns. Maternity leave is typically longer than paternity leave.
- **Casual Leave:** A short leave granted to employees for personal reasons, such as attending family functions or handling emergencies.
- **Study Leave:** Given to employees pursuing further education or professional training to enhance their skills and qualifications.

I learned that effective leave management is critical for ensuring work-life balance, boosting employee morale, and enhancing productivity. Proper documentation and approval processes are necessary to prevent abuse of leave policies and maintain organizational efficiency. I also observed how HR personnel handle leave requests and keep records of employee leave history for accountability and transparency.

### 3.3 Types of Misconduct in the Office

Workplace misconduct refers to inappropriate behavior or actions that violate organizational policies and ethical standards. During my training, I was educated on various forms of misconduct that can occur in an office setting. These include:

- **Harassment:** Any form of unwelcome behavior, such as verbal abuse, physical intimidation, or sexual harassment, that creates a hostile work environment.
- **Bullying:** Repeated, aggressive behavior aimed at intimidating or belittling a colleague or subordinate.
- **Retaliation:** Punishing an employee for reporting misconduct or participating in an investigation.

- **Absenteeism:** Frequent and unauthorized absence from work, which disrupts productivity and team cohesion.
- **Fraud and Corruption:** Engaging in dishonest activities, such as falsifying records, embezzling funds, or accepting bribes.

I learned that organizations implement strict policies and disciplinary measures to address misconduct and maintain a positive and ethical work environment. These measures include issuing warnings, suspensions, or, in severe cases, terminating employment. I also observed how the HR department investigates complaints and ensures fairness and confidentiality in handling such cases.

### **3.4 Registry: Benefits, Functions, and File Management**

The registry department is the backbone of any organization's administrative system, as it handles official documentation and records management. My exposure to the registry at Zionite Global Consult allowed me to understand its critical functions, which include:

- **Receiving and Dispatching Official Documents:** The registry is responsible for handling incoming and outgoing correspondence, ensuring timely delivery and proper documentation.
- **File Management:** Organizing, storing, and retrieving files and records efficiently to facilitate smooth operations.
- **Confidentiality and Security:** Safeguarding sensitive information and preventing unauthorized access to official records.
- **Archiving and Record-Keeping:** Maintaining accurate and up-to-date records for future reference and accountability.

I learned that effective file management helps prevent the loss of important documents, enhances efficiency, and supports decision-making processes. Additionally, I observed the use of both manual filing systems and digital record management software, which improves accessibility and reduces the risk of data loss.

### **3.5 Concept of Public Service**

Public service involves the delivery of essential services and the implementation of government policies to meet the needs of the public. During my SIWES training, I gained insights into the core principles and functions of public service, which include:

- **Policy Implementation:** Executing government policies and programs to achieve national development goals.
- **Service Delivery:** Providing basic services such as healthcare, education, infrastructure, and security to citizens.
- **Public Accountability:** Ensuring that public officials operate with integrity, transparency, and accountability.
- **Citizen Engagement:** Involving the public in decision-making processes and responding to their needs and concerns.

I observed how public administrators work to ensure the efficient allocation of resources, maintain law and order, and promote social welfare. I also learned about the importance of ethical conduct and adherence to legal frameworks in public service delivery.

### **3.6 Work and Structure of Local Government Administration**

Local government administration is the closest tier of government to the people, responsible for grassroots development and community service delivery. During my training, I studied the organizational structure and functions of local government offices, which typically include the following departments:

- **Administration and General Services:** Responsible for personnel management, official correspondence, and office coordination.
- **Finance and Budgeting:** Handles revenue collection, budget preparation, and financial management.
- **Health and Environment:** Oversees public health programs, waste management, and environmental protection.
- **Works and Infrastructure:** Manages the construction and maintenance of roads, buildings, and other public facilities.

I learned that each department plays a crucial role in promoting local development, maintaining law and order, and improving the quality of life for residents. I also gained insights into the challenges faced by local governments, such as limited funding, political interference, and inadequate infrastructure.





## **CHAPTER FOUR**

### **IMPACT OF SIWES TRAINING ON MY KNOWLEDGE AND SKILLS**

#### **4.1 Knowledge Gained**

Through my training at Zionite Global Consult, I acquired extensive knowledge in several administrative areas, including:

- The importance of proper leave management and its role in employee welfare.
- Different forms of workplace misconduct and how organizations address them.
- The role of the registry in maintaining organizational efficiency.
- The principles of public service and their implementation in governance.
- The structure and functions of local government administration.

These lessons provided me with a deeper understanding of public administration in real-world settings.

#### **4.2 Skills Acquired**

My training helped me develop both technical and soft skills, such as:

- **Administrative Skills** – Handling official records, processing documents, and understanding workplace policies.
- **Communication Skills** – Interacting with colleagues and understanding office etiquette.

- **Problem-Solving** – Identifying issues related to workplace misconduct and suggesting solutions.
- **Time Management** – Effectively managing tasks and meeting deadlines.
- **Ethical Awareness** – Understanding the importance of integrity in public administration.

These skills will be beneficial in my future career in public administration.

## 4.2 Administration

Administration is the process of organizing, planning, directing, and controlling the activities and resources of an organization to achieve specific objectives. It involves decision-making, coordination of personnel, and management of financial and material resources. The role of administration in any organization is to ensure efficiency and productivity by implementing policies and strategies that align with organizational goals.

## 4.3 Key Functions of Administration

1. **Planning:** Administrators set objectives and outline strategies to achieve organizational goals.
2. **Organizing:** Resources such as personnel, finances, and materials are arranged efficiently to support operations.
3. **Staffing:** Hiring, training, and managing employees to ensure the organization has a competent workforce.
4. **Directing:** Providing guidance and leadership to ensure tasks are performed effectively.

5. Controlling: Monitoring and evaluating performance to ensure organizational objectives are met.

Understanding these functions has given me a broader perspective on the role of administration in governance and public service delivery.

## CHAPTER FIVE

### SUMMARY, CONCLUSION, RECOMMENDATIONS, AND SUGGESTIONS

#### 5.1 Summary

My SIWES experience at the Zionite Global Consult has been highly beneficial in enhancing my understanding of public administration. I gained practical knowledge in filing, record-keeping, administrative coordination, and policy implementation.

#### 5.2 Conclusion

My SIWES training at Zionite Global Consult provided me with invaluable practical experience in public administration. I gained knowledge in managing leave policies, handling workplace misconduct, managing registry operations, understanding public service delivery, and analyzing the structure and functions of local government administration. This hands-on experience enhanced my understanding of administrative processes and equipped me with the skills necessary to excel in my future career in public administration.

#### 5.3 Recommendations

- **Improvement of SIWES Placement Process:** Institutions should ensure students are placed in relevant organizations where they can gain practical experience aligned with their field of study.
- **Enhanced Supervision:** Ministries and agencies should provide adequate supervision and mentorship to SIWES students to maximize their learning experience.

- **Integration of Digital Filing Systems:** Government offices should adopt electronic filing systems to enhance efficiency in record management.
- **More Training on Administrative Practices:** Students should receive training in core administrative skills such as policy drafting, human resource management, and financial administration.
- **Strengthening Public-Private Partnerships:** Government institutions should collaborate with private organizations to provide SIWES students with diverse learning opportunities.

Through this training, I have developed practical skills that will support my career in public administration. I am grateful for the opportunity and look forward to applying these lessons in my future endeavors.

#### **5.4 Suggestions for Future Participants**

For future SIWES participants, I suggest:

- Developing an interest in practical work before commencing industrial training.
- Actively seeking guidance and learning opportunities from supervisors.
- Prioritizing safety by using protective gear at all times.
- Embracing teamwork and collaboration to enhance problem-solving skills.

With these insights, future SIWES students can maximize their learning experience and effectively contribute to industrial growth.