



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

*HELD AT*

**IREPO LOCAL GOVERNMENT, KISHI OYO STATE**  
**(OLD IGBOHO ROAD, AGBEDE AREA, KISHI OYO STATE)**

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## **DEDICATION**

This report is dedicated to Almighty Allah for His blessings, and mercies bestowed on me right from womb till this very moment and for always been there for me and got my back always and ever. and special thanks to my parent and departmental lecturers as well.

## **ACKNOWLEDGEMENT**

I really thank Almighty Allah for making this vision a reality. The foundation of everything in life is of utmost importance. Therefore, I give credit and kudos to all Irepo local government, kishi oyo state. I also thank the Director of the center for his leadership attitude which provides a conducive and uninterrupted academic Centre for which students can acquire knowledge in different kind of field of study.

Special thanks to the supervisor from the school management for checking up on me and special thanks to my industrial base SIWES coordinator.

## **PREFACE**

The Student Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) to enable student of tertiary institution to have basic technical knowledge of industrial work basic on their courses of study before the completion of their program in their various institutions.

In the early stage, students are graduating into institution without any technical knowledge of working experience, this make them to undergo further training after servicing an employment with the rea son.

I did my SIWES programme at Irepo local government, kishi oyo state, located old igboho road, agbede area, kishi oyo state.

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# **CHAPTER ONE**

## **BACKGROUND OF SIWES**

### **1.1 INTRODUCTION**

The Students Industrial Work Experience Scheme (SIWES) is a vital program designed to bridge the gap between theoretical knowledge acquired in the classroom and practical experience in real-world work environments. This report details my experience as a SIWES student at the Ministry of Business Innovation and Technology in Kwara State, providing insights into the ministry's operations and its role in promoting economic development within the state.

This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who offer science course or any other practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to four months in which student are expected to be able practices what they are taught.

### **1.2 HISTORY OF SIWES**

The student work experience scheme {SIWES} came into establishment of the industrial training fund[ITF] under degree No 47 of 8 October, 1971, in a bid to boost indigenous capacity for the nation's industrial need, the fund in its policy statement No. 1 published in 1973 inserted a clause dealing with the issue of practical skills which states that "the seek will seek to work out cooperative machinery with industry, where student in institution of higher learning may acquire training in industry or mid-career attached by contributing to the allowance payable to the student".

The fund identified a great gap between theory and practice of engineering and technology of higher learning and has come to an effort to eliminate this gap. The fund initiated work experience scheme {SIWES} in 1973. SIWES therefore is a skill training program designed to expose and prepared students of universities, polytechnics and college of education to real life work situation including environmental, technical and business student in higher institution of training in Nigeria.

### **1.3 AIMS AND OBJECTIVES OF SIWES**

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

The objective of the student industrial work experience scheme is as follow;

- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlightens students to various s division of industrial or organization of work in which the course of study can be radicalized.
- To provide student with an opportunity to applied their theoretical knowledge in real work situation thereby bridging the gap between theories and practical
- To provide avenue for students for institutions in higher learning to acquire industrial skills and experience in their course of study while in school.
- To expose students to work methods and techniques in handling equipment and machineries that may not be available in some educational institutions.
- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

## **CHAPTER TWO**

### **Overview of the Irepo local government, kishi oyo state**

#### **2.1 ABOUT IREPO LOCAL GOVERNMENT**

Irepo Local Government, with its headquarters in Kishi, was established in 1946. Originally consisting of Kishi, Igbeti, and Igboho, it has since evolved into a major agricultural and commercial hub within Oyo State.

#### **Geographical Location & Boundaries**

- East & West: Borders Olorunsogo and Oorelope Local Government Areas (Oyo State).
- North-West & North: Shares boundaries with Baruten and Kaiama Local Authorities (Kwara State).

#### **Agriculture – The Backbone of the Economy**

Irepo's economy is predominantly agrarian, with farming providing employment and food security for a majority of its residents. The region specializes in the cultivation of:

- **Cassava**
- **Rice**
- **Cotton**
- **Pepper**

The rich farmlands and favorable climate make Irepo a leading contributor to Oyo State's agricultural output. The local government is working to modernize farming techniques, introduce mechanized agriculture, and improve access to local and international markets.

#### **2.2 VISION**

Irepo Local Government is dedicated to sustainable development, economic empowerment, and efficient governance. By harnessing its agricultural strength, fostering local enterprises, and improving infrastructure, Irepo aims to enhance the



quality of life for all residents while maintaining its status as the "Food Basket of Oyo State."

## **2.3 MISSION**

The mission of Irepo Local Government is to:

- Promote agricultural expansion and provide support for farmers.
- Enhance trade and market access for locally produced goods.
- Improve infrastructure and social amenities across communities.
- Foster education, healthcare, and social development.
- Strengthen governance and public-private partnerships to drive economic growth.

By prioritizing people-centered policies and strategic planning, Irepo Local Government is committed to ensuring that Kishi and its surrounding communities thrive economically and socially.

## **2.4 Major Communities and Villages**

Irepo Local Government oversees approximately 60 villages, with some notable ones including:

- Adagbangba
- Agunla
- Budo Ojetere
- Welewele
- Sooro
- Sise-orowo
- Ajetowa

These communities play a vital role in the agricultural, cultural, and economic development of the region.

## **2.5 ORGANIZATIONAL STRUCTURE AND KEY DEPARTMENTS**

To ensure effective governance and service delivery, Irepo Local Government is structured into the following key departments:

### **◆ Department of Agriculture and Rural Development**

- Provides support for farmers, cooperatives, and agribusinesses.
- Promotes modern farming techniques and mechanized agriculture.
- Facilitates access to government grants, loans, and subsidies for farmers.

### **◆ Department of Commerce and Market Development**

- Enhances trade and investment opportunities for local businesses.
- Oversees the development of markets and rural commerce centers.
- Strengthens the supply chain for agricultural and non-agricultural products.

### **◆ Department of Infrastructure and Works**

- Focuses on road construction, electricity, and rural development projects.
- Oversees water supply initiatives, including borehole drilling.
- Ensures proper maintenance of public facilities across all villages.

### **◆ Department of Education and Social Services**

- Manages schools, adult education, and vocational training centers.
- Works to improve primary healthcare services across Irepo LGA.
- Implements youth empowerment and skill acquisition programs.

### **◆ Department of Public-Private Partnerships (PPPs)**

- Encourages private sector investment in infrastructure and agriculture.
- Promotes collaboration with NGOs and development agencies.
- Supports small and medium enterprises (SMEs) and startups.

### **◆ Department of Security and Community Affairs**

- Works with security agencies to ensure peace and stability.
- Supports local vigilante groups and community policing initiatives.
- Addresses conflict resolution and inter-community relations.

## CHAPTER THREE

### WORK DONE AND EXPERIENCE GAINED









#### 3.1 OFFICE UNIT/OFFICE WORK












Office is generally a room or other area in which people participate in specific duties attached to it

Office procedure can be define as the sequences of steps or operations in which activities are performed.

#### 3.2 COMMON OFFICE TOOLS

The common office tools along with their names, pictures, and uses:

Image	Name	Uses
	<b>Printer</b>	Used to print documents, images, and reports.
	<b>Photocopier</b>	Makes duplicates of documents for office use.
	<b>Computer</b>	Used for typing, internet access, and various office tasks.
	<b>Keyboard</b>	An input device for typing on a computer.
	<b>Mouse</b>	Used to navigate and interact with a computer.
	<b>Telephone</b>	Used for voice communication in the office.
	<b>Projector</b>	Displays presentations and videos on a screen.
	<b>Paper Clip</b>	Holds papers together temporarily.

	<b>Ruler</b>	Measures and draws straight lines.
	<b>Pencil</b>	Used for writing and drawing, can be erased.
	<b>Pen</b>	Used for writing, cannot be erased easily.
	<b>Push Pin</b>	Used to attach papers to a noticeboard.
	<b>Scissors</b>	Used for cutting paper and other materials.
	<b>File Folder</b>	Organizes and stores documents.
	<b>Filing Cabinet</b>	Stores files and important office documents.
	<b>Notebook</b>	Used for taking notes and writing information.
	<b>Stapler</b>	Joins multiple sheets of paper together with staples.
	<b>Sticky Notes</b>	Used for reminders and quick notes.
	<b>Label Maker</b>	Prints labels for office organization.

### **3.3 BASIC FUNCTIONS OF A MODERN OFFICE**

Basic functions are differed from administrative management functions. Basic functions may be termed as primary functions. Here, the primary or basic functions are presented below.

#### **1. Receiving Information**

The information may be received from within the organization or outside the organization. If information is received from various departments and executives of the organization, it is termed as information received within organization.

If information is received from outsiders say customers, government departments, share holders, suppliers, they are termed as information received from the outside organization.

#### **2. Collecting Information**

Collecting information is differing from receiving information. If an office gets information voluntarily, it is receiving information. If an office gets information after an enquiry or demands, it is collecting information. Enquiry or demands may be made through letters and/or telephone calls.

Managers or departmental executives can visit other offices to collect information. Information may be received or collected if it helps the management in taking decisions.

#### **3. Recording Information**

Both received and collected information should be properly recorded in suitable form. An office determines the form, number and nature of records to be maintained according to the needs. Some forms are specified in the respective statutes.

#### **4. Creating Records**

The information should be converted into according to the needs and prepare financial and cost accounts, production details, sales particulars, man hours worked, price list and the like. These records are used as a reference library of the management.

## **5. Processing or Arranging Information**

The received and collected information have to be arranged in a systematic way. If not so, there is no use of such received and collected information. Financial statements and statistical statements are examples of arranged information.

## **6. Computation and Statistical Work**

Calculations have to be made for preparing statistical charts and / or diagrams. Cost Sheet, Production Budget, Sales Budget, Purchase Budget, Master Budget, Fund Flow Statement and Cash Flow Statements are also prepared.

## **7. Analyzing Information**

One has to analyze the information to find a truth. The hidden fact has to be highlighted through proper analysis. Reports are also drawn up out of analysis. Market analysis, Production Report, Financial Report and Employees Report are also prepared.

## **8. Maintenance of Records**

Created records should be maintained in a proper way. The future reference will be very easy through proper maintenance of records.

## **9. Retention of Records**

Records may be classified into two types i.e. necessary records and outdated records. The necessary records should be preserved under the control and supervision of office manager. The outdated records can be destroyed.

## **10. Communication of Information**

The office supplies information from its records as and when required by management for taking decisions. The information may be supplied verbally or in writing. Normally, the urgent information is supplied verbally.

### **3.4 AUDITOR**

Auditor is a person assigned to look at the gaps, errors, and accounting management

In charged with the responsibility of auditing the account of receipts issued of payment of public money. He is to examine the accounts in such a manner as he may think fit ascertain whether in his opinions the account have been properly kept public money accounted for. Public think fit ascertain whether being in his option for which they are meant to ensure essentials records are maintained and rules and procedures are sufficient to safeguard and control public funds properly and certification by the accountant general.

### **3.5 DIRECTOR PLANNING RESEARCH AND SUPPLY**

He co-ordinate the ministerial development plan medium and prospective. Co-ordinate the ministerial annual budget i.e. recurrent capital estimates.

Director personal finance and supply, he is in charge of the disbursement of the funds involvement of govt. funds disbursement of loans and supervision of Gatter way insurance company. He is also in charge of preparation of memorandum to the council and sees to the general management of the officers as well as in charge of junior staff committee

### **3.6 ACCOUNTANT GENERAL**

He is the chief accountant officer of the state government. He sees to his general supervision of the accountant of all ministries maintenance of proper system of the account for the entire ministry he answers that proper provision is made for safe keeping of public money and security. He sees that all books are kept up to date, supervising govt. expenditure and ensure none is made without proper authority and he report to government on any different in procedure of collecting revenues, these are:

Coordinating, collecting, processing and management of financial economic data expenditure debts stock, housing and other data processing.

- I. Coordinating, comment on council memorandum, budgeting request from ministries and the funding position of world bank program in Oyo state
- II. Chairman of the committee and updating of public account and member of the central budgeting committee
- III. Vice chairman of the ministerial tender's board he prepares the research paper ministered brief of the ministers.

## **CHAPTER FOUR**

### **4.1 EXPERIENCE ACQUIRED**

1. Overseeing headship staffs working in the office.
2. Retrieving and record of information
3. Storage and maintenance of records
4. Welcoming guests, replying to the queries and directing them to suitable school personnel.
5. Managing telephone calls, supplying and getting data and directly talking to a suitable person.
6. Keeping a check on the inventory of school materials and normal office supplies.
7. To keep an office running smoothly and efficiently, Office Secretaries perform many tasks. We analyzed several job listings to identify these core Office Secretary duties and responsibilities.

### **4.2 OTHER EXPERIENCE GAINED**

#### **Answer Telephones**

Office Secretaries are the office gatekeepers – they answer the phone, take messages or refer calls to appropriate staff member.

#### **Maintain Calendar and Plan Meetings**

Office Secretaries schedule appointments and update event calendars. They also arrange meetings and coordinate conference room schedules. In advance of meetings, they assemble background materials and set up the meeting space. They attend meetings and prepare minutes or summaries of the meeting outcomes.

#### **Handle Mail**

Incoming and outgoing mail and faxes all go through the Office Secretary. They open, review, sort and distribute the mail to the appropriate recipients. Office Secretaries also maintain email lists, and distribute information to staff.



## **Prepare and Edit Documents**

As the last person to see documents before they are sent, the Office Secretary reviews outgoing correspondence for grammar, correctness and completeness, and insures that appropriate material is attached. They prepare memos or other reports for internal or external distribution. They may also make travel bookings and prepare travel expense reports.

## **Maintain Databases and Filing Systems**

Office Secretaries design, implement and maintain filing systems, both electronic and paper. When requested, they search for and compile requested material from the databases.

## **Maintain inventory**

The Office Secretary tracks office supplies and orders replacements as required. They may be responsible for an office budget for supplies and other expenditures.

## **Solid understanding of filing systems.**

Well-organized and detail-oriented, a successful Office Secretary must be able to multi-task and take instruction from many sources. Key traits for an Office Secretary are strong interpersonal skills and a positive attitude. In addition to these general skills and personality traits, employers are seeking Office Secretary Candidates with the following skills.

## **CHAPTER FIVE**

### **5.1 EXECUTIVE SUMMARY**

The student industrial work experience scheme (SIWES) is a skill development programme initiated by the industrial training fund (ITF) in 1937 to bridge the gap between theory and practice among students of higher learning in Nigeria. It provides for on-the-job practical experience for students as they are exposed to work methods and the techniques in handling equipment and machinery that may not be available in their institution.

However, the rapid growth and expansion of SIWES has occurred against the background of successive economic crises which have affected the smooth operation and administration of the scheme in industrial Nigeria today.

### **5.2 SKILLS TO USE EVERY DAY**

Typing, spelling and grammar are all extremely important, but so are people skills. Secretaries not only deal with others in the office, but clients, courts, opposing counsel, couriers and court reporters. People skills are very important. Good English skills and typing are a must, and a working knowledge of current technology is essential.

### **5.3 CHALLENGE ENCOUNTER**

My job is to take care of other people and give proper record of the staff, and sometimes that's not easy to do. Everyone has a particular way they like things to be done, and bosses with secretaries can get very spoiled by someone knowing all their whims. When someone new takes over, or is just helping out, often the boss expects the new person to be privy to all the knowledge the old one had. The legal field is also very

stressful, as there are deadlines and court rules to follow, and I'm often given a lot of work to do in a short amount of time, and it's expected to be done right.

#### **5.4 CONCLUSION/RECOMMENDATION**

The SIWES program is a very fascinating program for National Diploma (ND) students; it is a four-month program at the middle of the first and second section.

##### **TO THE DEPARTMENT**

I strongly recommend that the department should see to it that a strong link exists between them and this organization so that the progress of the students can be properly enhanced.

##### **TO THE POLYTECHNIC**

The polytechnic should form a strong link with the industrial via the departments to solve the problem of student's placement. I also recommend a review of the duration of SIWES training because it is evident that the scheduled time is in-sufficient to acquire all necessary practical knowledge before student graduation.

##### **TO THE INDUSTRIAL TRAINING FUND (ITF)**

I strongly recommend that the industrial training fund and the Federation Government of Nigeria organize and sponsor exhibition of technological discoveries among undergraduates in the Nigeria Polytechnic. In addition, the industrial training fund (ITF) and the federal government should see to a better structure for paying the stipulate amount to the students immediately after training.

I will like to recommend special dedication to SIWES program by the institution management and proper orientation should be based on this program. The lacks of proper oriented students make the students to look down to this program. The duration of the program must be strictly abided to and properly followed accordingly by the students.