A REPORT ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME

(SIWES)

UNDERTAKEN AT

NATIONAL BUREAU OF STATISTIC OFFICE

SECRETARIAT FATE, ILORIN

KWARA STATE.

BY

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SUBMITTED TO

THE DEPARTMENT OF PUBLIC ADMINIISTRATION, INSTITUTE OF FINANCE AND MANAGEMENT STUDIES, KWARA STATE POLYTECHNIC, ILORIN

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DEDICATION

I dedicated this Student Industrial Work Experience Scheme (SIWES) to Almighty God for seeing me through.

CHAPTER ONE

INTRODUCTION

According to Achiagha (1995), practical knowledge is learning without which mastery of an

Area of knowledge may be too difficult to achieve. Practical knowledge involves developi ng

Skills through the use of tools or equipment to perform tasks that are related to a field of

Study. Such skills enable one to harness the available resources to meet needs of societ y. It

Was to this background that SIWES otherwise known as Industrial Training (IT) was

Introduced in Nigerian tertiary institutions.

SIWES is a skill development program designed to prepare students of universities,

Polytechnics, monotechnics and colleges of education for transition from the college

Environment to work (Akerejola 2008). Oyedele (1990) states that work experience is an

Educational program in which students participates in work activities while attending sc hool.

This work experience gives students the opportunity to be part of an actual situation out side

Classroom. SIWES is a cooperative industrial internship program that involves institution s of

Higher learning, industries, the federal government of Nigeria, Industrial Training Fund (IT F),

Nigerian Universities Commission (NUC), and NBTE/NCCE in Nigeria. Students that

Participates in this work experience program includes those studying library sciences,

Engineering, vocational, technological, other sciences related courses in institutions of hi gher

Learning. SIWES forms part of the approved minimum academic standards in these

Institutions. Eze (1998) points out that the government has recognized the importance of SIWES through establishment of the Industrial Training Fund (ITF). The ITF was establis hed

In 1971 and was charged with human resource development and training. Following the Establishment of ITF, SIWES was established in 1974.

Historical Background of SIWES

1.1 Prior to the establishment of the scheme, there was growing concern among o ur

Industrialists that graduates of our institutions of higher learning lacked adequate Practical background studies preparatory for employment in industries. Thus, the Employers were of the opinion that theoretical education going on in higher Institutions was not responsive to the need of the employers of labour.

It is upon this background that the rationale for initiating and designing the scheme By the Industrial Training Fund, during its formative years- 1973/1974- was introduced

The ITF solely funded the scheme during its formative years. But as the financial Involvement became unbearable to the fund, it withdrew from the scheme in1978. In 1979, the Federal Government handed the scheme over to both the National University Commission (NUC) and the National Board for Technical Education (NBTE). Later the Federal Government in November 1984, reverted the management And implementation of the SIWES programme to ITF and it was effectively taken Over by the Industrial Training Fund in July 1985 with the funding being solely borne By the Federal Government.

1.2 Aims and Objectives of SIWES

1.3 Aims

SIWES was established with the aim of making education relevant and to bridge the yaw ning

Gap between the theory and practice of engineering, technology, and science-related

Disciplines in tertiary institutions in Nigeria.

Objectives

The specific objectives of SIWES were summarized by the federal government in its gaze tte

Of April, 1978 as follows:-

- To provide an avenue for students in institutions of higher learning to acquire industrial

Skills and experiences in their courses of study.

-To provide students with an opportunity to apply their knowledge in real work and actua l

Practice.

-To make the transition from school to the world of work easier and to enhance students

Contacts for later job placement.

-To expose and prepare students of universities, polytechnics, colleges of technology,

Colleges of agriculture and colleges of education to industrial work situation.

 To provide students with the opportunity to apply their theoretical knowledge in real

Work situation, thereby bridging the gap between the university work and the actual work

Practices.

 To expose students to the latest developments and technological innovations their cho sen

Professions.

1.3 Learning Objectives

Prior to my Industrial Training attachment at National Bureau of Statistics, I evolve these

Learning objectives. As a student from the Department of Mathematics, I should be able to:

 Use computational mathematics to solve industry-based related problems

 Devise an end to means to ease effort with maximal efficiency with logical reasoning

And critical thinking

This made to choose Field Services and Methodology Department of National Bureau of Statistics (NBS), and I was attached to Fields Services Division. For the period of the six-

Months training, I assumed the position of an Enumerator.

1.4 NBS's profile

1.5 The presence of dependable, adequate, trustable and well-timed statistical inf ormation is a

Fundamental requirement for the implementation, formulation, designing of well-

Articulated policies and programme and it is crucial for efficient decision making in

Government.

In order to carry out the task of relatively good governance, modern practices in

Government have deemed it imperative to establish statistical outfits with the primary

Aim of generating comprehensive statistical data to support this role.

In Nigeria for instance, the three tiers of government have statistical departments,

Which engage in data collection, processing and analytical generation activities to supp

ort

The complex function of governance. At the apex of these statistical departments is the National Bureau of Statistics (NBS)

Historical Background of the NBS

The National Bureau of Statistics (NBS) is the new name for the Federal Office of Statistics (FOS). It was established in 1947. It is the federal agency which is charged With the responsibility to collect, analyze and publish information relating to Commercial, industrial, agricultural activities and the condition of inhabitants of Nigeria. Since its creation, the FOS has undergone series of structural changes, of Which was effective from April 1993, when FOS was given an autonomous status With a DIRECTOR GENERAL as the head and chief executive. To be able to Discharge its functions effectively, the FOS was also structured to eight departments And five units (which are still operational till date).

The National Bureau of Statistics (NBS) came into being with the merger of the Federal

Office of Statistics (FOS) and the National Data Bank (NDB). The creation was part of th e

Implementation of the Statistical Master Plan (SMP), a programme document of the Fed eral

Government of Nigeria (FGN). The merger was to give the agency a national outlook as t he

Apex statistical agency for all the three tiers of Government. NBS is expected to coordina te

Statistical Operations of the National Statistical System in the production of Official

Statistics in all the Federal Ministries, Departments and Agencies (MDAs), State Statistic al

Agencies (SSAs) and Local Government Councils (LGCs) Nigeria operates Federal Syste m

Of government with 36 States and Federal Capital Territory and 774 Local Government A reas

(LGAs). At the federal level, each Ministry, Department and Agency has Director of

Statistics. Each state has Director of Statistics and Head of statistics Unit at Local

Government Areas. All these including Statistical Institutes constitute the Nigeria Nation al

Statistical System (NSS). The Internal Organisation of the bureau is built on Statistics Ac t of

2007 which is the Legal Instrument established by the Acts of Parliament.

1.4.2 Board

The governing board of the bureau comprises of 15 members:

- 6 Political members from each of the six geo-political zone of the country appointed by

The President and approved and confirmed by the senate.

-9 Institutional members. The members are:

-The Minister of National Planning Commission or his Representative

-The Governor of Central Bank of Nigeria or his Representative

- The Minister of Finance or his Representative

-The Minister of Agriculture or his Representative

The Minister of Education or his Representative

-The group Managing Director NNPC or his Representative

- The President Manufacturer Association of Nigeria or his Representative

- The President of Nigeria Statistical Association

-Statistician General and Chief Executive of the NSO as the secretary

The Chairman of the Board is appointed by the President on the recommendation of the

Minister of National Planning Commission.

1.4.3 Departments

- Corporate Planning and Technical Coordination

- Demographic and Social Statistics

- Macro-Economic Statistics

- Real Sector and Household Statistics

CHAPTER TWO

DATA COLLECTION PROCESSES

2.1 Three Basic Data Collection Procedures in NBS

The regular surveys of NBS can be divided into three broad areas:

(1) National Integrated Survey of Household (NISH). These include:

GHS - General Household Survey

National Agricultural Sample Survey (NASS) and (NASC) National Agricultural Sample Census (crops, livestock and fish farming and poultry)

Various household based ad-hoc surveys- (MICS) Multiple Indicator Cluster Survey and (CWIQ) Core Welfare Indicator Questionnaire e.t.c.

(2) National Integrated Survey of Establishment (NISE)

Retail Prices Data Collection

Quarterly Survey of Establishments

Annual Survey of Establishments

Various establishment based ad-hoc survey.

(3) System of Administrative Statistics (SAS)

Administrative data is the set of units and data derived from an Administrative source. That is, data generated as the day to day off shoot of Administration of the organization e.g. Immigration office, Custom and Duties, Road safety, Audited and unaudited Account of Corporation e.t.c.

2.2 **System of Administrative Statistics (SAS)**

This is a form of desk research system of data collection. These are data that are alread y

Collected by other agencies e.g department of customs and excise, state ministries of la bour

And productivity, immigration office, cinema houses and office of auditor general etc.

2.2.1 **Types of Data in SAS**

 Motor Vehicle Statistics: Are being Collected from the Road. Road Safety/Vehicle

Inspection Office

Fire outbreak data: Are being collected from State Fire Department

Stoppages of work due to industrial dispute data are collected from Federal Ministries

Of Labour and Productivity

Audited or un-audited account of Corporations: Such information is collected from

BCOS, NTA, Housing Corporation and States accountant Generals Office or Auditor General office.

Cinema Analysis: Data are collected from cinema houses e.g cultural centre, K.S Motel, Premier Hotel etc.

Driving Testing: State Ministry of Work and Transport

Scrutiny Section/Editing Department

The scrutiny section serves as the final editing section of the state office. Scrutiny Section distributes materials and serves as a store to the field. These materials, such As forms, compass and manuals, are distributed through the field officers. Although Editing starts from the field by interviewer who will in turn submit the completed Questionnaires to the supervisor for further editing before final submission to the Scrutiny department.

Editing: This is an error detecting and correcting technique. To do this job effectively, we Need to have a work plan or guide line in the form of edit rules or specifications. Editing is used to evaluate the quality of work done by the interviewer/enumerator and They are:

Spot Checks and

Skim-checking.

Spot Check: This simply means reassessing the statistical units at selected intervals to Compare with already collected data. Result of this spot check interview is used to Access the validity of the earlier information obtained by the enumerator. Spot-Checks exercise detect error by type and magnitude, and it serves as both Correcting and training instruments. It also keeps enumerators at alert and hence Improves the quality of the data collected. In this case there is need for the selection to Be randomly carried out, to avoid biased decision.

Skim Checking: This means a thorough check of the retrieved records to identify Inconsistencies, omission, double entries, arithmetic error, transcription error, etc. In Other words, this means editing the retrieved documents using some editing Specifications or manual. This can be applied at various stages and could either be On randomly selected bases (sample) or complete verification.

Distribution of Materials: The scrutiny section serves as the store to the field. The Materials needed in the field are distributed through the Field Officer.

Timely Retrieval of Records: The scrutiny section knows the movement of records In the field and when the records are supposed to arrive at the state headquarters. Therefore, they see to the timely retrieval of records from the field.

Recording and chatting: Types of records retrieved from the field are recorded in The chart which gives us the true picture of retrieved and those still on the field. The Scrutiny section is the authorized section which checks queries and returns records

Back to the field if found faulty.

Dispatching of Records: When the questionnaires are checked and are found to be

Error free, the scrutiny section will then dispatch to the computer section through the

Zone for further action. All these records had to be dispatched at the appropriate time

To avoid query from the headquarters.

Monthly Progress Report: The Head of Scrutiny is expected to give report on monthly ba sis to the State officer, who in turn forward a copy with comment to the headquarters for validity of the earlier information obtained by the enumerator. In this case, there is the ne ed for the selection to be randomly carried out to avoid biased decision.

Types of Errors likely to be detected include:

Omission: This means the inability to investigate some attributes of the respondent, that is, cases in which an entry is required, but none was made. B) Inconsistency: This is a ca se where information might not be in consonance with the previous information given. F or example, a household member classified as a housewife and her sex provided as mal e while the person elsewhere present she is currently pregnant

c) Unreasonable Entry/Wrong Format: Cases in which an entry is beyond reasonable unit of an item. For example, a woman of 95 years of age is recorded as currently using contraceptive.

d) Impossible Entry: Instances in which for example, a code 6 appears for marital status when provision was made for code 1-5.

e) Double Entries: in a multiple-choice question where more than one response is given instead of one Transcriptional error: Transferring information from field record to permanent record might lead to this type of error or cases in which a piece of information is wrongly copied from one part of questionnaires to the other.

Error Optimization

Error Optimization in a bit to avoid errors includes the following:

Proper training of field staff

Public enlightenment

Carefulness of the interviewer

Proper editing of collected information

Questionnaire Design

As learned at NBS, a good questionnaire should be sub-divided into three parts to includ e:

Identification: This is the first part of the questionnaire that shows items like the locality,

Sector, local government area, etc.

Body: This is the second and main part of the questionnaire that convey the relevant

Information/questions/statements about the study under consideration

Attestation: This is the last part of the questionnaire which entails the Interview/Enumer ator

National Bureau of Statistics avails me the opportunity to relate with different people fro m

Differ discipline thereby sharpening my social relationship with people

Listing Exercises

Numbering of Structures, Listing of Housing Units and Head of Household

The next stage after identifying E.A. is to list all the structures, housing units and names of

Head of households in all the addresses within the enumeration area so as to build an u pdated

Frame for sample selection. The document used for the listing is called HH listing &

Master sample form. It is advisable to follow the definite pattern (clockwise direction)

During this listing exercise in order to ensure accurate coverage.

T**he features of the LISTING FORM are:**

E.A. identification: State, Local Government Area, Sector, Town/ Village, E.A name,

RIC (Replicate Identification Code).

Master Sample: Master Sample Serial number (MSS/no), HU S/no, HH S/no, Name

Of head of HH, type of farm (crop/ livestock/ fishing). Informal Enterprises Code: types

(selection) and code.

HH listing: NBS number, address of building, use of housing unit, S/no of residential

HU, S/no of HH, name of Head of HH, does HH member operate own farm? If yes,

List of crops. Livestock/poultry and fishing, types of enterprises if having any.

Selection Sheet: Ten (G.H.S) Five (Crop farming) Three (livestock farming) Two (fishing)

3.5.2 Practical Experience III

Group Assignment: Using the demarcated Enumeration Area, do Numbering of Structure s,

Listing of Housing Units and Head of Household in the E.A?

Description of Work done In a group of 6, I actively participate in demarcating an Enume ration Area which involves the

Following activities:

i). Numbering of the structures viz: NBS/SIWES2018/GRP2/001,

NBS/SIWES2018/GRP2/002, . . . , NBS/SIWES2018/GRP2/049.

ii). Listing all the structures in the E.A

iii). Listing the Housing Units and Head of Household in the E.A

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ii). Listing all the structures in the E.A

iii). Listing the Housing Units and Head of Household in the E.A

Sample Selection

This has to do with procedure of selection sample of HU or HH, FHU or FHH that

Will be served with both the general household survey questionnaire and the holding

Questionnaires respectively.

Obtaining the Sample Interval (S.I)

In obtaining Sample Interval (S.I), we divide the total number of housing units listed

By the number of sample required. Let total number of HU or HH listed be

Represented by N and the sample required be represented by n, then; S.I = N/n

And 10 households are to be studied.

Therefore, Sample Interval (S.I) = 64/10 = 6.4

Practical Example I

Obtain the Sample Interval (S.I) for the numbered Enumeration Area?

Noted: The total number of Housing Units is 42. And the number of households to be stu

died

Will be 6 (a group of 6).

Therefore, N = 49, and n = 6. And Sample Interval (S.I) = N/n = 42/6 = 7

3.6.2 Random Number Table (RNT)

HOW TO DETERMINE THE APPROPRIATE PAGE OF THE RANDOM NUMBER

TABLE (RNT) TO BE USED

The random number table has six pages; showing in this table below is a guide for

The use of RNT

DATE OF THE MONTH PAGE NUMBER

1-5 1

6-10 2

11-15 3

16-20 4

21-25 6

26-31 7

How to Obtain Appropriate Column to be used

There are 25 column (taking two digits set of number) each column correspond to each date

Of the month e.g. if the date of selection is 18th month, the column to be used is column 18 of

Page 4. If however, the date is more than 25th, say 28th of the month, then subtract 25 fro m

28. The difference will give the column to be used. i.e. 28- 25 = 3.

Therefore, the column to be used is column 3 of page VI (6)

Obtaining Random Start (R/S)

After picking the page and column from the random table, the next stage is to determine the

Random Start (R/S) which is the 1st number greater than zero but less or equal to S.I, tak ing

The date of selection into consideration; that is, 0<RS≤S.I.

Example: The total number of HU/HH listed in an E.A is 85 and the number of HU/HH to be

Selected for interview is 10, find the S.I and determine the HU/HH to be interviewed.

Total number of household = 85 = N

Sample size = 10 = n

Page of random number = page 6

S.I = N/n = 85/10 = 8.5

:. Random start = 06.2

Date of Selection = 31st of October

Column of random number = column 6

S/N COMPUTATON HU/HH SELECTED

1 R/S = 06.2 06

2 6.2 + 8.5 = 14.7 14

3 3 14.7+8.5=23.2 23

4 23.2+8.5=31.7 31

5 5 31.7+8.5=40.2 40

6 40.2+8.5=48.7 48

7 7 48.7+8.5=57.2 57

8 57.2+8.5=65.7 65

9 9 65.7+8.5=74.2 74

10 74.2+8.5=82.7 82

N.B: The above N = 85 which corresponds to the set of two digits number on the table, t herefore no digit will be borrowed from the right hand side of the next column. However, i f the total number of housing units (N) is a three digit number, say 148, one digit will be b orrowed from the right hand side of the next column as shown in the following example. Example: The total number of HU/HH listed in an E.A is 224 and the sample size is 10,if t he date of selection is 18th ,find the SI and determine the HU/HH to be interviewed. Soluti on Total number of household (N) = 224. Sample size (n) = 10 Sample Interval (S.I) = N/ n = 224/10 = 22.4 Page of Random number = page 4 Column of Random number = colu mn 18 ∴ Random Start = 12.1 S/N COMPUTATON HU/HH SELECTED 1 RS = 12.1 12 2 1 2.1+22.4 = 34.5 34 3 34.5 + 22.4 = 56.9 56 4 56.9 + 22.4 = 79.3 79 5 79.3 + 22.4 = 101.7 101 6 101.7 + 22.4 = 124.1 124 7 124.1 + 22.4 = 146.5 145 8 146.5 + 22.4 = 168.9 168 9 168.9 + 22.4 = 191.3 191 10 191.3 + 22.4 = 213.7 213

CHAPTER THREE

NATIONAL INTEGRATED SURVEY OF HOUSEHOLD (N I S H)

General Household Survey (GHS)

3.1 Stages involved in Data Collection Processes

In accordance with the procedures employed by NBS and as learned, the following were t
he

Stages involved in GHS data collection processes:

i). Identification of an E.A.

ii). Demarcating/Updating of an E.A

iii). Listing Exercise

iv). Sample Selection

v). Survey of Household

3.2 Identification of an E.A

Line Map

A Line Map contains full description of locating an Enumerating Area (E.A.). On

Getting to the E.A, study the Line Map very well. It is usually preferable to walk around th
e

Location i.e. major street or footpaths to ensure that you are in the correct E.A. On

The E.A. map there are some features such as churches, mosques, houses, rivers,

Footpaths, roads, etc. that will enable the enumerator to correctly identify the E.A. An

E.A Starting Point is also usually the Finishing Point (unless there is an obstacle). The

Interviewer should indicate on the map where he/she stopped. The important rule for the

Enumerator is to proceed clock wisely from the starting point. The enumerated houses

Are always to the right hand side of the interviewer. The interviewer should complete

One section of the block before starting the other. However, if the road is very difficult to

Travel, the interviewer may need to canvass both side of the road at the same time

But care must be taken.

Demarcating/Updating of an E.A

Map of an Enumerated Area may sometimes be out of date or they may contain

Incorrect information about the E.A. Therefore, correction should be considered as an

Important part of the job. Although NBS does not have power to dermacate E.A but NPC

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National Population Commission which formerly form part of former F.O.S as demograp hic

Unit, but was removed by Federal Government in 1972. NPC also collects vital registratio n

And provide census of Nigeria every 10 years. But an Enumerator must be able to update or

Mission, Vision and Objectives of NBS

Mission Statement

To generate, on a continuous and sustainable basis, socio-economic statistics on all fac ets of

Development in Nigeria

Vision Statement

To become one of the foremost and modern knowledge-based national statistical office s in

Africa and indeed the world

Objectives

To promote a continuous flow of data and information about Nigeria to all people (citize n

And non-citizen) in any form anytime and anywhere in the world.

Activities at NBS

i. Data/ information provision for the nation

ii. Coordination of other Statistical Bodies in Nigeria

iii. Development of statistical manpower in Nigeria.

iv. Relating with other international statistical bodies in Nigeria.

v. Participating in the national budget and planning in Nigeria

vi. Liaise with the Nigeria Statistical Association (NSA) and National Statistical Bodies, etc.

Operational Definitions of Terms

Certain key words were used in this report work, which were explained for the purpose of Clarity. As words may mean differently in different contexts, the following definitions are Given as the words used as intended to be understood by the National Bureau of Statisti cs

(NBS). The words include;

Locality: Locality is the name of an area which has closed neighboring

Housing units e.g. Ikolaba, Yemetu, Agbowo etc. A small hamlet of a housing

Unit(s) is also considered to be a locality

Enumeration Area (EA): Enumeration Area is a small piece of land, which has a

(closed) designed boundary like a river, road, bush path etc. It can also be a Small part of a locality. Every enumeration area has a map with which to identify it.

Structure: A structure is a free standing building that can have one or more Roofs; there may be several of such buildings in an address/ compound of an Enumerated area.

Housing Unit: Housing Unit is a place of habitation of persons or households With a single main entrance and with exclusive right to use the same basic Amenities e.g. kitchen, toilet etc. For face-to-face; room by room type of Building, each room or set of rooms occupied under one arrangement with one Recognized tenant is also called a housing unit. It could consist of one or more Households.

Household: Household consists of person(s) who make arrangement individually Or in group for providing themselves with food or other essentials of living. A household may be one person or multi-person household.

Head of Household (HH): Head of Household is an adult male/ female eligible For the overall management of the household (HH) and has the primary Authority for the household affairs.

Respondent: Respondent is a person from whom the information about the Statistical unit is collected.

Frame: This consists of previously available description of materials in the Form of maps, list etc. where sample unit may be constructed and a set of Units selected e.g. line maps, completed listing form for household survey.

Starting Point: Starting point is a suitable spot on the Enumeration Area, where the Enumerator begin his/her work traceable via the E.A Line Map.

Variable: A quantity that may assume any one of a set of values.

Data: Recorded observations that are usually presented in a structured format.

Summary/Relevance of Data collection Processes

Do you know?

- In the first quarter of 2019, the nominal year on year growth in Trade services stood at

4.82%. This indicates an increase of 6.94% points when compared to the first quarter of

2018, and 0.40% points when compared to the fourth quarter. GDP.

- In nominal terms, Other Services grew by 4.64% (year-on-year) in Q4 2018. Thi s growth

Rate is higher than the 4.52% growth rate recorded in the same quarter of the previous

Year, and lowers the growth rate of 5.71% of Q3 2018. GDP.

- In the first quarter of 2019, nominal GDP growth in the Manufacturing sector was

Recorded at 36.45% (year-on-year), or 27.52% points higher than the rate recorded in the

Corresponding period of 2018 (8.3%), and 2.88% points higher than in the preceding

Quarter. GDP.

- In nominal terms, the Public Administration sector grew by -10.84% in Q1 201 9, lower

By -9.57% points from the corresponding quarter of 2018 and by -13.86% points relative

To Q4 2018. Quarter-on-quarter, the sector grew by -27.60%.

These and host of other are relevance of Data collection

Acquired Skills include:

1. Questionnaire Design,

2. Editing / Scrutiny abilities,

3. Zero-Defect Recording and Record-Keeping,

4. Error Managements