



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

**UNDERTAKEN AT**

**ILORIN WEST LOCAL GOVERNMENT SECRETARIATE,  
WARRAH, ILORIN, KWARA STATE**

**BY**

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**SUBMITTED TO THE DEPARTMENT OF PUBLIC ADMINISTRATION,  
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## **CERTIFICATION**

This report certifies that I, SAKA AHMED of matriculation number ND/23/PAD/PT/0199 declares that I undergo a three months Student Industrial Work Experience Scheme (SIWES) Training at Ilorin West Local Government Area, Warrah, Ilorin, Kwara State. And that this report was written by me and to the best of my practical knowledge in the course of the program.

## **DEDICATION**

I dedicate this Student Industrial Work Experience Scheme (SIWES) training report to Almighty Allah for his protection and who endowed me with knowledge, wisdom and understanding throughout my industrial training. Also dedicate this piece of work to my parent.

## **ACKNOWLEDGEMENT**

All thanks to my beloved parent, my departmental HOD, lecturers and staff of Public Administration, Ilorin West Local Government Area, Warrah, Ilorin, Kwara State staff, my colleagues, Supervisors and colleagues for their financial and moral support.

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# **CHAPTER ONE**

## **INTRODUCTION**

### **1.1 BACKGROUND**

According to Ochiagba (1995), Practical knowledge relates to doing. Practical knowledge is learning without which mastery of an area of knowledge may be too difficult to achieve. Practical knowledge involves developing skills through the use of tools or equipment to perform tasks that are related to a field of study.

No society can achieve meaningful progress without encouraging its youths to acquire necessary practical skills. Such skills enable them to harness available resources to meet the needs of society. It was against this background that SIWES, otherwise referred to 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).

Eze (1998) points out that government has recognized the importance of SIWES through the establishment of the Industrial Training Fund (ITF). The ITF was established in 1971 and was charged with human resources development and training. Following the establishment of ITF, SIWES commenced in 1974 with the aim of making education more relevant and to bridge the yawning gap between the theory and practice of engineering, technology and science-related disciplines in tertiary institutions in Nigeria.

Participation in SIWES has become a necessary pre-condition for the award of Diploma and Degree Certificates in specific disciplines in most institutions of higher learning in the country,

in accordance with the education policy of government. The operator is ITF, the coordinating agencies include (NUC, NCCE, NBTE), employers of labour and the Institution, funding is from the Federal Government of Nigeria, beneficiaries are undergraduate students of the following: (Agriculture, Engineering, Technology, Environmental, Sciences, Education, Medical Science and Pure and Applied Sciences), duration is four months for polytechnics and colleges of Education and six months for universities.

## **1.2 OBJECTIVES OF SIWES**

An examination of the extent of attainment of the objectives of SIWES is germane and pertinent in appraising the effectiveness of the scheme. Generally-speaking, there is consensus amongst stakeholders that SIWES has broadly met its objectives. The interim report of the research conducted by the ITF into SIWES and presented during the 11<sup>th</sup> Biennial SIWES conference indicates that the scheme has contributed over the years in enhancing the quality of technical skills that are available in the economy.

However, not all participants in SIWES have the same opportunity with respect to quality placement nor derive the same benefits from participation in the scheme. It is necessary, therefore, to reposition SIWES to fully subscribe to and to implement the internationally accepted tenets of Cooperative Education which promotes work-integrated learning. For example, the objective of SIWES to enlist and strengthen employers' involvement in the entire educational process can be enhanced through incorporating feedbacks from employers on the technical skills that are required by industry in the design of set curricula in tertiary institutions.

The specific objectives of SIWES were summarized by the Federal Government in its Gazette of April, 1978 as follows:

- To provide an avenue for students in institutions of higher learning to acquire industrial skills and experiences in their course of study.
- To provide students with an opportunity to apply their knowledge in real work and actual practice.
- To make the transition from school to the world of work easier and to enhance students contacts for later job placement.
- To expose students to work methods and techniques in handling equipment and machineries in their institutions.
- Enlist and strengthen employers' involvement in the entire education process and prepare students for employment in Industry and Commerce.
- With all the experiences and knowledge acquired, it is hoped that the students will be able to choose appropriate work upon graduation.



## **CHAPTER TWO**

### **2.1 HISTORY OF ILORIN WEST LOCAL GOVERNMENT AREA, WARRAH, ILORIN, KWARA STATE**

Ilorin West is a Local Government Area in Kwara State, Nigeria. Its headquarters are in the town of Wara Osin Area.

It has an area of 105 km<sup>2</sup> and a population of 364,666 at the 2006 census.

The postal code of the area is 240.

limi). This is because Afonja and Alimi are the more prominent among immigrants of various cultural backgrounds that came to settled at Ilorin. The activities of the two personages were to have remarkable influence in the political evolution of the city. The qualifications in the name of the town were the result of the political developments during the formative stages of the city. Contact and interaction between the two personages was to have ramifications in the course of political developments and socio-cultural relations in the city from about 1817 to 1823 when an Emirate was established in Ilorin. The establishment of the Emirate, its administration and policies had subsequent far-reaching influences on the dynamics of political developments against the background of the multicultural nature of Ilorin and interactions between and among groups of varying economic, political, religious and cultural background and interests up till the 20th century.

Ilorin city, which is the capital of the present day Kwara State of Nigeria is a city, located between North and South of river Niger. It is situated on latitude 8°30' North and Longitude 4°35' East. It is a transitional Zone between the open savannah belt, of which Ilorin is an integral part, and the forest area some distance to the south of Ilorin.<sup>1</sup> Ilorin consisted of strip of territory situated on the right bank of the River Niger from Jebba to a point opposite Idah, comprising about 18,000 square miles. To the west and North of the town, is open and undulating land with

marsh along the banks of the River Niger. Forest commenced towards Otun now in (Ekiti State). In the South and East well-wooded iron stone hills, abound though nowhere rising to a greater height than 500 feet. By boundary description<sup>2</sup>.

The Gazetteer of Ilorin Province by Hermon-Hodge. The Gazetteer, a narration of historical precedence as colonialist historiography, provided information on the historical background of Ilorin and circumstances leading to the emergence of Ilorin Emirate. Useful information on events before as well as, after the arrival of the British, especially important political developments of the period, was also provided. However, the Gazetteer fails to discuss the details of these historical cum political developments in the light of multicultural process or cultural relations arisen from the developments spanning the pre-colonial and the colonial period and does not cover the postcolonial period.

As the sources posed a challenge on the research for truth for the original founder of the town, so also it poses challenge as to the derivation of its name. Some account held that the name Ilorin was derived from the word “sharpening of Iron” (Ilo-Irin). This is in reference to a rock at Bamidele compound in Idi Ape area of the town. The rock or stone is believed to be the stone on which implements were being sharpened

## **2.2 OBJECTIVES OF THE COUNCIL**

1. Infrastructure Development: Develop and maintain essential infrastructure, such as roads, utilities, and public buildings.
2. Environmental Conservation: Protect and preserve the natural environment, including parks, waterways, and wildlife habitats.
3. Social Services: Provide or facilitate access to social services, including healthcare, education, and social welfare programs.
4. Community Engagement: Foster community engagement, participation, and inclusivity in decision-making processes.

5. Disaster Management: Develop and implement disaster preparedness and response plans to ensure community **resilience**.

## **2.3 ORGANIZATIONAL CHART (ORGANOGRAM)**

Ilorin West Local Government Area (LGA) in Kwara State, Nigeria, has an organizational structure comprising both political and administrative components. The political leadership includes an elected Chairman, a Vice Chairman, and councillors representing the various wards within the LGA. Administratively, the LGA is managed by civil servants led by a Local Government Secretary, who oversees various departments responsible for public services and development initiatives. [ResearchGate+2](#) [ResearchGate+2](#) [Wikipedia+2](#) [Kubanni](#)

The LGA consists of several districts and wards, including Egbejila, Warrah Osin, Aremu, Ogidi, Oloje, Bani, and Adewole. These wards are represented by councillors who participate in the legislative functions of the local government, contributing to decision-making processes and the development of policies that address the needs of their communities. [Kwara State Government+1](#) [ResearchGate+1](#)

While a detailed organizational chart (organogram) is not readily available in the provided sources, the general structure includes the following key components:

### **1. Executive Arm:**

- **Chairman:** The chief executive officer responsible for the overall administration of the LGA.
- **Vice Chairman:** Assists the Chairman and may act in their absence.
- **Secretaries:** Including the Political Secretary, who serves as the council secretary. [Kubanni](#)

### **2. Legislative Arm:**

- **Legislative Council:** Comprises councillors elected from each ward, responsible for lawmaking and oversight functions.

### **3. Administrative Structure:**

- **Departments:** Various departments handle sectors such as education, health, works, and social services. Each department is headed by a director who reports to the Local Government Secretary.

## **CHAPTER THREE**

### **3.0 WORK DONE IN THE LOCAL GOVERNMENT**

#### **3.1 OFFICE CABINET**

An office cabinet is a piece of furniture used to store office supplies, documents, and equipment. It's an essential part of any office setup, helping to keep the workspace organized and clutter-free.

Types of office cabinets include:

1. File cabinets
2. Storage cabinets
3. Bookshelves
4. Desk cabinets
5. Locking cabinets (for secure storage)

#### **3.2 FILE ARRANGEMENT**

File arrangement refers to the organized and systematic way of storing and managing files, documents, and records in a physical or digital environment.

##### **Principles of File Arrangement:**

1. Alphabetical Order: Arranging files alphabetically by name, title, or subject.
2. Chronological Order: Arranging files in chronological order by date, with the most recent files first.

3. Categorical Order: Arranging files by category, such as type, department, or project.
4. Numerical Order: Arranging files in numerical order by number, code, or ID.

### **Benefits of Good File Arrangement:**

1. Easy Retrieval: Quickly locate and access files when needed.
2. Increased Productivity: Save time searching for files, allowing for more focus on tasks.
3. Reduced Clutter: Maintain a clean and organized workspace, reducing stress and improving focus.
4. Improved Collaboration: Easily share and access files with colleagues, promoting teamwork and efficiency.

### **3.3 Dispatch Book**

A dispatch book, also known as a dispatch log or dispatch record, is a document or digital record used to track and manage the dispatch of vehicles, personnel, or equipment.

#### **Purpose of a Dispatch Book:**

1. Record-keeping: Maintain a record of all dispatches, including dates, times, locations, and details of the dispatch.
2. Tracking: Track the status of dispatched vehicles, personnel, or equipment in real-time.
3. Communication: Facilitate communication between dispatchers, drivers, and other stakeholders.
4. Accountability: Provide a clear audit trail of all dispatches, ensuring accountability and

transparency.

### **3.4 Office equipment**

Office equipment refers to the machines, devices, and tools used in an office setting to perform various tasks and operations.

#### **Categories of Office Equipment:**

1. Printing and Copying Equipment: Printers, photocopiers, scanners, and fax machines.
2. Computing Equipment: Desktops, laptops, tablets, smartphones, and servers.
3. Communication Equipment: Phones, intercoms, and video conferencing systems.
4. Binding and Laminating Equipment: Binding machines, laminators, and paper cutters.
5. Shredding and Recycling Equipment: Paper shredders, cardboard shredders, and recycling bins.
6. Mailroom Equipment: Mail sorters, franking machines, and postage meters.
7. Furniture and Storage Equipment: Desks, chairs, filing cabinets, and shelving units.

## **CHAPTER FOUR**

### **SUMMARY, CONCLUSION AND RECOMMENDATION**

#### **4.1 SUMMARY OF ATTACHEMENT ACTIVITIES**

With regards to the 16 weeks industrial training undergone, I can strongly attest to the fact that the Student Industrial Work Experiences Scheme are highly important program for all Public Administration students, this training has exposed me to skills that a Public Administrator needs to utilize and apply in their feed, break the gap between theory and practical aspects and has also given me a sense of provisional work ethics as journalists to be. The training has made me a better reporter and a better writer as I now adopt what as length as the students industrial work experience scheme in what I do. I am proud of my feet now then I was before knowing full word that without us the nation will be in darkness of what is going on. We are the bedrock of information in the world whatever we put out is the most accurate and precise.

My experience at Ilorin West Local Government Area, Kwara State has brushed me up and unveiled the inner me into a breaded reporter. My experience was indeed worthwhile through with the help of other intern and staffs I worked with.

#### **4.2 PROBLEMS ENCOUNTERED DURING THE TRAINING**

The success of my training is undisputed, but it was not devoid of rough edges. Some of the challenges include:

1. Ilorin West Local Government Area, Kwara is government owned media comes with its own strict rules. Interns are not also allowed to go on air which is a major disadvantage on our part. In news department which I am the intern students are only allow following the presenter to communicate publicly.

2. Some of my colleagues there in the establishment are not ready to learn and so whenever the supervisor senses an atmosphere of unseriousness the entire students under his supervision will be dealt with and this was a great burden upon me.

3. The issue of expensive transportation, due high cost of transportation, much money was spent.

#### **4.3 SUGGESTION FOR THE IMPROVEMENT OF THE SCHEME**

1. Interns should be allowed to go on air after they have been trained and properly tested

2. Regular maintenance of equipment should be carried out to avoid machine breakdown and failure

3. Students undertaking internship should understand the importance of the training and not joke about it. They should use this opportunity to be hardworking and enterprising.

4. Stipends should be added to help interns on daily expenses.