

**A TECHNICAL REPORT**

**ON**

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

**HELD AT**  
**IFELODUN LOCAL GOVERNMENT SECRETARIAT**  
**SHARE, KWARA STATE**

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**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR**  
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**ADMINISTRATION,**  
**KWARA STATE POLYTECHNIC, ILORIN.**

**AUGUST-NOVEMBER 2024**

## **CERTIFICATION**

The SIWES report is cordinal acknowledge and certified by the following dignitaries

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SIWES Coordinator

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DATE

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Head of Department

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DATE

## **DEDICATION**

The SIWES report is dedicated to GOD Almighty, Mr & Mrs. Yahaya for their spiritual and financial support during my SIWES program.

## **ACKNOWLEDGEMENTS**

I take this opportunity to express my profound gratitude and deep regards to the creator of heaven and earth, the one who knows the beginning and the end, the alpha and the omega, the Almighty Allah and also to my guides MR & MRS YAHAYA, and to all those who has helped me during my SIWES programme. The blessings, help and guidance given by them, time to time has carry me so this far and shall carry on the journey of life on which I am about to embark. I also take this opportunity to express a deep sense of gratitude to compliment my mentor for his cordial support valuable information and guidance which helped me in completing my SIWES through various stages.

May Almighty GOD bless, protect, keep, nourish and guide you through all your life's entire journey. And also, my regard to the school board of trustees and the staff a very big thank you to all and sundry.

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## **CHAPTER ONE**

### **1.1 INTRODUCTION TO SIWES**

This work experience program gives students the opportunity to be part of the actual work situation outside the classroom. SIWES is an appreciable skills/training which is included as part of the minimum academic standard in Nigeria tertiary institution. The scheme is a participating program involving Universities, Polytechnics and Technical colleges for students of various institutions in Nigeria. It is meant jointly by the Industrial Training Fund (I.T.F)

### **1.2 HISTORY OF SIWES**

The Student Industrial Work Experience Scheme (SIWES) is a program designed by the federal government of Nigeria. Through the industrial training fund (ITF) in recognition of the decree No 47 of 1971 for students in higher institutions for learning. The scheme is established to bridge the gap between theories and the knowledge acquired by students in institution of higher and designed to give a practical knowledge of their various disciplines to the students.

### **1.3 AIM AND OBJECTIVES OF SIWES**

SIWES is a program that bridges the gap between the level of knowledge acquired in tertiary institutions and practical application of such knowledge in the field of work. The objectives are to;

- ❖ Provide an avenue for students in institution of higher learning to acquire industrial skills.
- ❖ Provide students an opportunity to apply their knowledge in real work situation.
- ❖ Expose the students to preparing industrial culture in order for the work situations they meet after graduating.

## **CHAPTER TWO**

### **2.1 BRIEF HISTORY OF IFELODUN LOCAL GOVERNMENT SECRETARIAT**

#### **2.1.1 HISTORY OF IFELODUN LOCAL GOVERNMENT SECRETARIAT**

Ifelodun LGA was created in the year 1976.

#### **2.1.2 BRIEF**

Ifelodun local government area is in Kwara state which is located in the Northcentral geopolitical enclave of Nigeria. The headquarters of Ifelodun LGA are in the town of Share while the LGA shares boundaries with the Asa, Edu Isin, Irepodun, Ilorin south, Moro, and Oyun LGAs. Ifelodun LGA comprises of a number of towns and villages which include Agungun-ora, Oke-ode, Omupo, Oro-ago, Share, Ile-ire, Idofin, and Igbaja. The estimated population of Ifelodun LGA is 110,672 inhabitants with the area mostly populated by members of the Igbomina sub-division of the Yoruba ethnic group. The Yoruba language is the commonly spoken language in the LGA while Christianity and Islam are the widely practiced religions in the area.

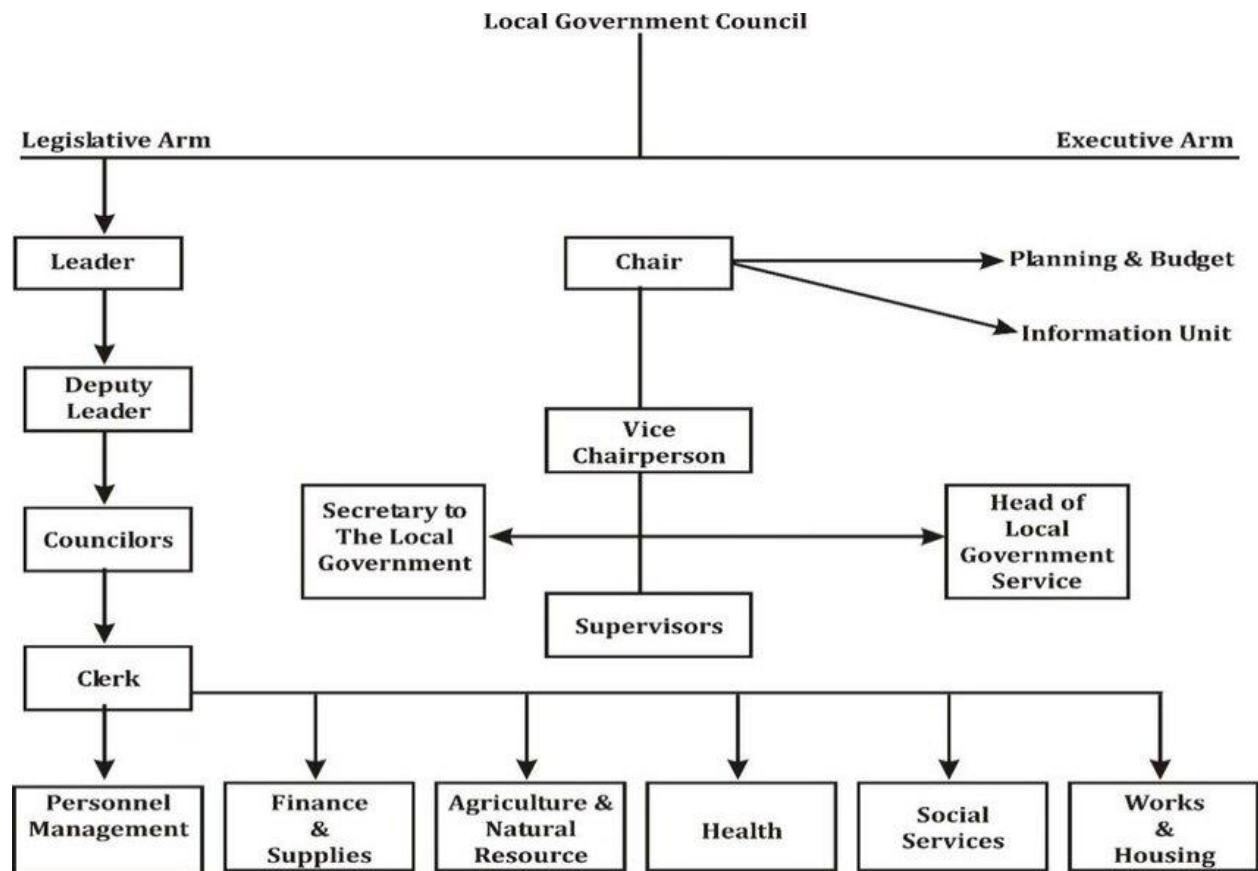
#### **2.1.2 GEOGRAPHY OF IFELODUN**

Ifelodun LGA covers an area of 3,435 square kilometres and is one of the largest LGA's in Nigeria based on total area. The area witnesses two major seasons which are the dry and the rainy seasons with the average temperature of the area put at 30 degrees centigrade. The humidity level of Ifelodun LGA is at an average of 53 percent while the average wind speed in the area is 9 km/h.

#### **2.1.3 ECONOMY OF IFELODUN**

Farming is an important economic activity in Ifelodun LGA with the area known for the cultivation of a number of crops such as Soya beans, maize, rice, cassava, and locust beans. The area also hosts several markets where the dwellers of the LGA go to sell and buy a variety of commodities. Other important economic activities indulged in by the people of Ifelodun LGA include hunting, pottery, and textile weaving.

## 2.2 ORGANIZATION CHART OF IFELODUN LOCAL GOVERNMENT SECRETARIAT, SHARE KWARA STATE





## **CHAPTER THREE**

### **EXPERIENCED GAINED AT THE PLACE OF ATTACHMENT**

#### **3.1 STRUCTURE AND FUNCTIONS OF THE LOCAL GOVERNMENT OFFICE.**

##### **The Structure of the Local Government**

The system of government Nigeria practices is federalism which means power is shared between the levels of government, i.e. federal, state and local. Nigeria has 774 Local Government Areas (LGAs) sub-divided into a minimum of 10 wards and a maximum of 15 wards. Each LGA is headed by a Chairman and Vice, and an elected Councilor leads the ward.

The local government also called the grassroots government, is the first and foremost medium for bringing democracy closer to the people. It allows for people's participation in politics, creates and builds trust between the government and citizens, and ensures the implementation and effectiveness of government policies.

##### **Functions of the Local government**

The fourth schedule of the Nigerian constitution spells out the functions of the local government to include:

**Construction and maintenance of roads, gardens, street lights, drains, public highways, parks**

If state and federal officials had a penny for every time they were blamed for a bad streetlight or drainage, they probably wouldn't need to steal the government's money.

But unknown to many, these things fall under the local government's jurisdiction, and no one holds them accountable for some reason.

**Registration of deaths, marriages and births**

This is probably one of the well-known functions of the local government as every death, birth and marriage certificate is issued by them.

### **Establishment and maintenance of slaughterhouses, markets and motor parks**

The local government is expected to build and maintain these places, particularly as they serve as a good source of revenue for the state.

### **Naming of roads, streets, and numbering of houses**

To bring order and development at a local level, the local government is responsible for naming streets and plots of land in a community.

### **Establishment and maintenance of cemeteries and burial grounds**

The local government sets down rules on how cemeteries should be used, which helps with organisation at a local level.

Additionally, section 2 of the fourth schedule states the functions of the local government in partnership with the state government. These are:

- Provision and maintenance of health services
- Development of natural and agricultural resources, except for the exploitation of mineral resources
- Provision of primary, adult and vocational education.

## **3.2 CHALLENGES FACING THE GRASSROOTS GOVERNMENT (LOCAL GOVERNMENT)**

### **❖ Corruption**

Corruption is a Nigerian illness we have been battling since conception. Many high-ranking government officials have bluntly blamed the ineffectiveness of the local government of its corrupt officials.

In 2007, Nuhu Ribadu, former Chairman of the Economic and Financial Crimes Commission (EFCC), described local government officials as “lootocrats who engaged in gangsterism and organised crime”. At this point, maybe a deliverance session should be held to free us from the shackles of corruption because nothing else is working.

#### ❖ **Poor funding**

The money allocated to the local government is hardly enough because it’s used to cover workers’ salaries. And because of the low revenue generated, in the end, the local government is left with a deficit.

#### ❖ **Lack of autonomy**

Sometimes, the local government needs more freedom to carry out its functions properly due to external influences, which might be from the state government.

Now you know who to hold when something goes wrong in your community. This is another reason to pay close attention to everyone who assumes a leadership seat.

### **3.3 THE ROLE OF THE LOCAL GOVERNMENT IN IMPLEMENTING NATIONAL DIRECTION.**

- ❖ Local governments are responsible for grassroots representation, ensuring that citizens’ voices are heard and their needs met.
- ❖ They promote participatory governance, involving citizens in decision-making and fostering community development.
- ❖ Local governments are at the forefront of service delivery, addressing essential aspects such as education, healthcare, sanitation, infrastructure, and security.
- ❖ Local governments also play a crucial role in conflict resolution and peacebuilding, as they are closer to the people and have a better understanding of local dynamics.

- ❖ In the end, local government plays a significant role in Nigeria's federal system, serving as a catalyst for democratic governance, community development, and effective service delivery.

### **3.4 ROLES OF HUMAN RESOURCES DEPARTMENT TO ASSIST WITH EMPLOYEES' RECORDS AND PERSONAL MANAGEMENT.**

The main duties and responsibilities of the HR department are focused on finding the best ways to use the employees already present in the local government.

These factors influence maximum employee satisfaction and performance. By paying attention to these factors, the human resource department ensures that the business has an adequate workforce to achieve the organization's goals.

**Below are the major roles of HR in turn.**

#### **1. Candidate recruitment**

The simplest and first action taken by HR is the hiring of a candidate.

Although the process of hiring candidates is difficult and expensive, it is rewarding to meet new people and evaluate their abilities.

The creation of a hiring process is one of the primary duties of HR. The procedure entails determining the needs of the business and choosing those needs following the criteria.

The right applicant can raise the local government morale as a whole.

If you are in charge of these duties, you must conduct a thorough market analysis before you begin the hiring process.

#### **2. Processing local government payroll**



Calculations for taxes deducted increase gross pay, and many other factors are required.

The HR executive must also determine how bonuses and appraisals are added to an employee's gross pay.

### **3. Implementing a safety program**

Protecting the employees' health and safety is crucially dependent on HR.

Because employees spend 8 to 10 hours a day at work, HR has a significant role and responsibility in ensuring their safety and health.

HR must start a formal safety programme in the local government for the staff, such as:

To maintain the integrity of the records, the Human Resources department must oversee the business' payroll operations.

- Quitting drinking and smoking
- Proper instruction on how to operate heavy equipment
- Physical condition

#### **4. Resolve conflicts**

The human resources division serves as a mediator to settle disputes between coworkers, managers, and coworkers. Even though it may harm the local government's employees, the HR department can reduce these conflicts.

To find a mutually agreeable resolution for all parties, the HR department will adhere to conflict resolution procedures.

Reducing the possibility of conflicts between employees within the organization is central to the roles and duties of HR.

The proper disciplinary measures are implemented, and everyone is informed in detail.

The HR department is responsible for investigating complaints of discrimination, unfair treatment, and poor working conditions.

### **3.4 BELOW IS ANOTHER KNOWLEDGE I GAINED AT THE LOCAL GOVERNMENT**

- ✓ I learnt about the important and impact of government programs on community.
- ✓ I gained experience in interacting with policies and understanding formal communication in government setting.
- ✓ I got familiarized with office policies, as sitting in HR documentation, playroom processing, learning about budgeting processes.
- ✓ I get how to use the bureaucratic structures and managing time effectively

- ✓ I understand the administrative functions and industrial operations.
- ✓ Understanding fiscal management and how local government finances are allocated and control.
- ✓ Continuation of fiscal management and how local government finances are allocated and controlled.
- ✓ Preparing financial reports and updating financial data system'
- ✓ Assisting in budgeting preparation and expenditure monitoring.
- ✓ Developed logistical and planning skills through the organization of a staff orientation program.
- ✓ Gained exposure to HR policies and legal frame works within the public sector.
- ✓ Encountered technical difficulties with the HR data base, which caused delays in data entry. Collaborated with the IT department to troubleshoot the issue and resume work.
- ✓ Complete the review of employee records and begin assisting with the performance appraised process.
- ✓ Joined the staffs in preparing research-based reports or proposals for improving local government operations.
- ✓ Applying academic research skills to practical problems and developing policy recommendations.
- ✓ Review a set of HR policies related to employee's welfare and benefits.
- ✓ We were provided a deeper understanding of how local governments ensure compliance with labour laws and how HR policies are created to support government workers.

## CHAPTER FOUR

### 4.1 CONCLUSION

In conclusion, my industrial training at the local government was a valuable and enriching experience. It provided me vast experience in human resources managerial skills, employee payroll, safety programs and dispute resolution as well as the opportunity to develop my technical and interpersonal skills. I am grateful for the guidance and support of the head of unit and staffs of the human resource management unit that helped me to learn and grow during my training.

### 4.2 RECOMMENDATIONS

**Based on my industrial work experience, I propose the following recommendations to improve the SIWES program and enhance its benefits for future students:**

**1. Comprehensive Departmental Exposure:** All students undergoing SIWES, especially in business-related organizations, should be given the opportunity to work across various departments, such as inventory management, financial records, sales, and customer service. This will ensure a holistic learning experience and allow students to discover areas where they excel.

**2. Investment in Modern Business Tools and Equipment:** Private organizations should invest in modern office equipment to facilitate administrative efficiency. Upgraded computers, payroll software, efficient POS systems, and stock management applications will help streamline operations, reduce errors, and enhance productivity.

**3. Provision of Financial Support for SIWES Students:** Given that students actively contribute to business operations, organizations should consider offering stipends or transportation allowances. This will motivate students, enhance commitment, and reduce financial strain, particularly for those who live far from their place of primary assignment (PPA).

**4. Incorporation of Digital Skills Training:** Business organizations should provide training on digital tools such as Microsoft Excel, accounting software, and customer management systems. These digital skills are essential in modern business administration and will significantly benefit students beyond their internship period.



**5. Structured Feedback and Evaluation:** Companies should implement structured feedback sessions for SIWES students, allowing them to identify their strengths and areas for improvement. Regular evaluations from supervisors will help students develop professional competencies and enhance their future career prospects.