



**A REPORT ON STUDENT INDUSTRIAL WORK  
EXPERIENCE (SIWES) UNDER THE STUDENTS'  
INDUSTRIAL WORK EXPERIENCE SCHEME**

**UNDERTAKEN @**

**ILORIN SOUTH LOCAL GOVERNMENT FUFU  
LOCATED AT FUFU, ILORIN, KWARA STATE, NIGERIA**

**BY**

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NATIONAL DIPLOMA (ND) IN PUBLIC ADMINISTRATION**

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## **PREFACE**

The writing of this SIWES report is manufacture by the school authority that before attaining the certificate of National Diploma (ND) in Public Administration. Each student must undergo the Three (3) months SIWES programme.

The SIWES record therefore contains the work done within the three months.

## **DEDICATION**

I dedicate this technical report to the Almighty God, the giver of knowledge, wisdom and who is rich in mercy.

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## **CHAPTER ONE**

### **1.1 INTRODUCTION**

Student Industrial Work Experience (SIWES) is a three months programme setup by the federal government for professional student in Public Administration and other elected courses which is controlled, in which the headquarter is in Kaduna State in affiliation with Industrial Training Fund (ITF) at Jos.

However, the government introduced the programme in other to assist students to be familiar with the practical aspect of their profession i.e. Public Administration.

Student Industrial Work Experience (SIWES) is a programme setup by National Board of Technical Board (NABTEB) for its practical improvement of Public Administration. The programme is setup during the period of three months which is corresponding with a body known as Industrial Training Fund (ITF).

### **1.2 BRIEF HISTORY OF SIWES**

Prior to the establishment of the scheme, there was growing concern among our 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 to acquaint students with the skills of handling employers' equipment and machinery.

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 in 1978. 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.

### **1.3 AIMS AND OBJECTIVES OF THE PROGRAMME**

The aims and objectives are as follows:

1. To provide wide practical experience of the industrial Student in Various Studies.
2. To give inspiration, commitment and dedication to the student
3. To enlighten the student about various aspect of their course of study
4. To hasten the level of understanding and studying since they had been exposed to practical aspect of their course.

## **CHAPTER TWO**

### **2.1 BRIEF HISTORY OF THE ORGANIZATION**

Ilorin South is a Local Government Area in Kwara State, Nigeria. Established in 1996, its administrative headquarters is located in the town of Fufu. The LGA comprises three districts and includes 11 wards. It has an area of 174 km<sup>2</sup> and a population of 208,691 at the 2006 census.

### **2.2 DIFINITION OF LOCAL GOVERNMENT**

**LOCAL GOVERNMENT:** Is the lowest tier of the government anywhere in the world. It is very important because of its closeness to the people. The main purpose of the local government is to ensure effective administration at the grass root level, local government aim at ensuring adequate mobilization of human and financial resources for the local development. A local government can be considered as a mini-government serving a particular political unit of administration division in a country. Creating a local government therefore implies breaking down a country or state into smaller unit for effective administrations.

In the light of the foregoing, the local government may be defined as an administrative entity with a sovereign nation or a quasiosovereign state with distinct geographical boundaries. She vested with administrative and legal power to make bye-laws with her jurisdiction.



Like all unit of the government, the local government has a clearly defined area, a population, a continuing organization and the authority to undertake and power to carry out public activities. Local government is normally treated as legal entity, which means she can sue and be sued and enter contracts. Local government in Nigeria have undergone a lot of vicissitude and reforms. The most popular of which has been the 1976 reforms which informs the framework of operation day.

The 1976 guideline for the local government define local government. “This is the government at the local level exercised through representative council established by the law of exercise specific power with a defined area”. The power should be given to the council substantial control over the local affairs as well as the power to initiate and direct the provision of services and to determine and implement project so as to compliment the activities of the state and federal governments in their area, and to ensure true devolution of function to those councils and their traditional institution and local initiative and respond to local needs and tradition are maximized.

### **2.3 THE ORGANIZATIONAL STRUCTURE**

The organizational structure of Ilorin West local government consist of the following department:

1. General services and administration
2. Finance
3. Education and social services

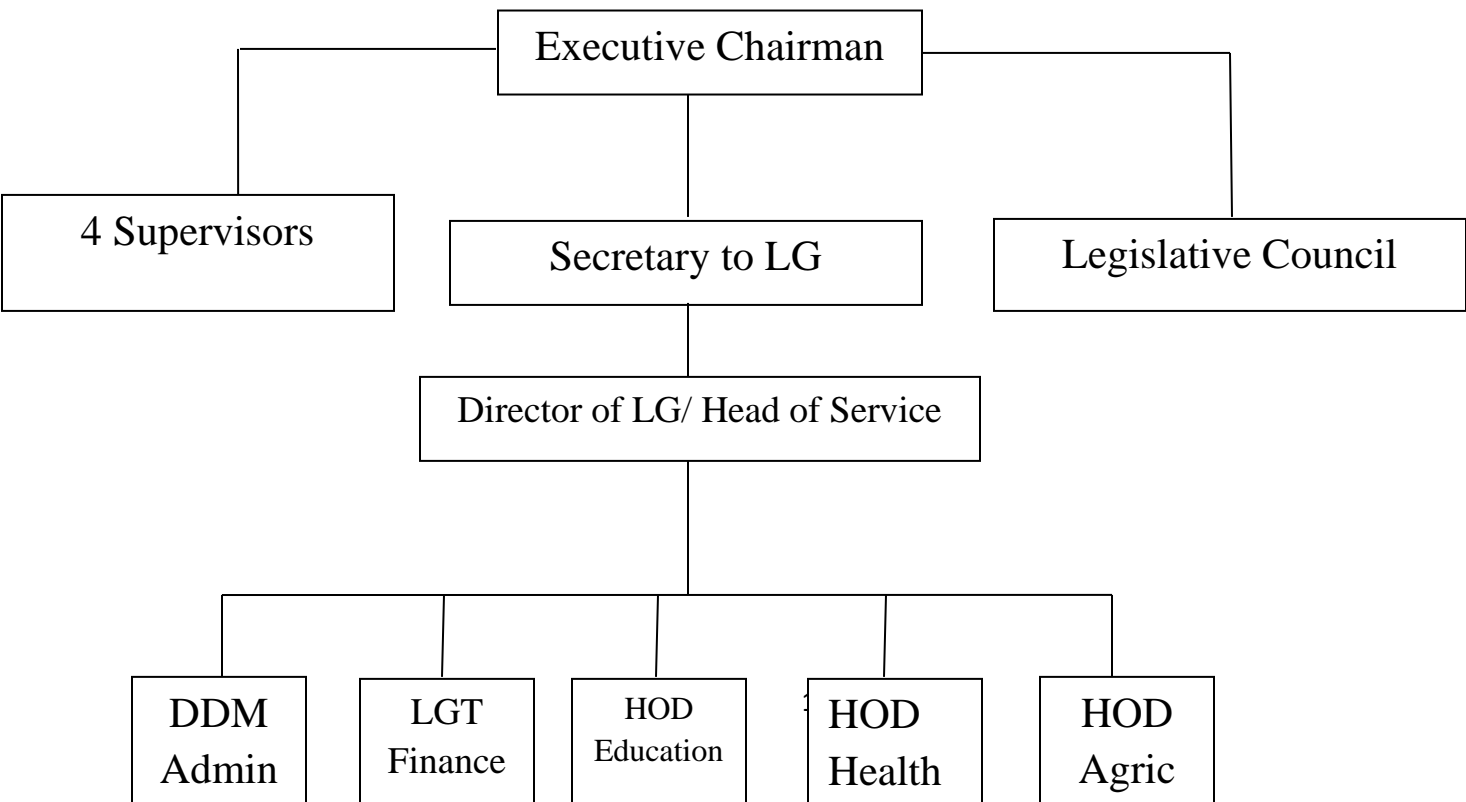
4. Agricultural and natural resources
5. Media and health
6. Works, housing, land and survey

According to the hand book of local government administration, no local government is allowed to have more than six department in all.

Therefore any expansion in the local government will be accommodated through sub divisions below the level of department provided.

Each department is divided into divisions to reflect broad professional areas within a department. Each branch will be sub-divided into sections to reflects specialized activities within a sub professional area.

## 2.4 ORGANIZATION CHART



## **CHAPTER THREE**

### **3.1 EXPERIENCE ACQUIRED**

My SIWES Program at Ilorin South Local Government has been a successful one as I was exposed to the practical aspect of my course of study. There I became skilled at;

- ✓ How to arrange and re-arrange land files serially on the cabinet
- ✓ I learned how to fill inspection sheet form.
- ✓ I learned how to use measuring tape and record the measurement At the site
- ✓ I learn how to settle dispute between our clients.
- ✓ I filled application forms for clients
- ✓ I learned how to allocate land for the client, among others

### **REVENUE DIVISION**

#### **STRUCTURE AND COMPOSITION OF REVENUE DIVISION**

The revenue division of the local government is headed by the revenue officer. The revenue officer has a lot of staff on the field collecting revenue on behalf of the local government. This type of revenue so generated by the revenue enforcement officer are called internally generated revenue.

Hitherto, the revenue officer and his team collects revenue earning receipts from the store keeper and move to town for revenue task force with chairman, Secretary and

other member with a task of generating more funds to the coffers of local government there is change in the structure of division.

According to the organographies of the revenue division, the task force is responsible directly to the chairman of the local government. However, the revenue officer is the secretary to the task force so that he can put experience to bare in the working of the committee.

### **SOURCES OF LOCAL GOVERNMENT REVENUE**

The 1976 reforms enumerated the main sources of local government as follows:

1. Money derived from community tax and any rate imposed by the local government
2. Money derived from licenses, permit, dues, charges

### **SOURCES OF LOCAL GOVERNMENT REVENUE**

The 1976 reforms enumerated the main source of local government as follows:

1. Money derived from community tax and any rate imposed by the local government.
2. Money derived from licenses, permit, dues, charges or fees specified by any bye-laws or rules made by the local government.
3. Money payable to a local government under the provision of any other enactment.

4. Receipts derived from any public utility concerned or any service or undertaking belonging to or maintained by the local government either in whole or part.
5. Rents derived from the letting or leasing of any building or land belonging to local government.
6. Statutory allocation or grants-in-aid out of general revenue of Nigeria.
7. Any sum of money which may lawfully be assigned to a local government by any public corporation.
8. Interest on the investment funds of a local government.
9. Such sums of money as may be paid to a local government by a joint board.

The above sources may be categorized into external and internal revenue sources. The external of revenue are the grants to the local government by federal or state government to supplement.

The limited financial resources available to local government to enable them discharge their function well.

## **FUNCTIONS OF HEAD OF SERVICE FINANCE SECTION IN LOCAL GOVERNMENT**

According to the financial memorandum (FM) and approved scheme of service for head of service finance in the local government are as follow:

1. Performing the duties of chief financial adviser to the local government.
2. Having responsibilities for the administration control of the finance section of the local government.
3. Performing the duties as chief accountant officer of the receipts and payment of the local government.
4. Ensuring that the accounting system lay down in the financial memorandum is complied with all the section of the local government.
5. Having responsibility for budgetary control and supervising the accounts of all department of the local government.
6. Preparing and publishing monthly and annually financial statement of the local government.
7. Performing such other related functions as lay down in the financial memoranda.
8. Being a signatory to the area council cheques and vouchers.
9. Ensuring that all instruction related to expenditure of public funds is in writing.
10. Making all accounting officer to understand that they are responsible to public account committee for all money voted for each local government.
11. Performing such related duties as may be assigned by the local government secretary or by law.

## **CHAPTER FOUR**

### **4.1 EXECUTIVE SUMMARY**

SIWES means Student Industrial Work Experience. Students are out annually to professional organization relevant to their course of study with the help of the institution based. Coordinator and the scheme take up while students are promoting to ND 2 during the National Diploma programme for science oriented courses studied in institutions. The scheme was established by the ITF (Industrial Training Fund) to solve the problem of lack of adequate practical skills. During this programme, students are expected to get technical assistance and acquire more experience scheme in their chosen field of study.

## **CHAPTER FIVE**

### **5.1 PROBLEMS ENCOUNTERED DURING THE ATTACHMENT AND SOLUTION**

I didn't face or encounter any difficulty or problem during my attachment except that my place of attachment is far away from my house.

But the general problems that students encounter before and during the attachment are as follow:

- Lack of available industry in the location of some students
- High cost of transport fare from the students resident to the attachment
- Laziness of some students during the attachment

### **SOLUTION**

- Government should increase their investment on establishing companies for science oriented students.
- There should be a certain amount to be paid to the students during the attachment
- There should be monthly check on the students during the attachment

### **5.2 CONCLUSION**

Local government administration has generated a lot of interest in recent years. The reason for this is because of the tremendous impact and influence the local government



has exerted on the general life pattern of the citizens, particularly in the rural or urban areas.

The fourth schedules to the 1979 constitution has spelt out in great details the functions of local government .these function can only be perform effectively where there is a responsive and dynamic arrangement for financial management

Generally, financial management is concerned with the efficient and effective acquisition and utilization of funds within a frame work of dearly understood objectives. It involves ensuring that financial resources in whatever form are efficiently acquired, safely held, judiciously committed and economically used towards the attainment of predetermined objectives

One major part of financial resources management which is of great concern to the local government system is the fiscal administration which deals with the policy, planning and control of financial and their allocation. It involves the acquisition, custody utilization and accountability for the financial resources circle consist of:

- a. Planning and Programming
- b. Budgeting

### **5.3 RECOMMENDATIONS**

During the training program, it was really difficult for most of us serving as the SIWES students to transport down to the office. It really exhausts the whole of money entails strength to achieve the aim off SIWES but we tried and we ensure that punctuality and optimum concentration was given to the program.

I humbly suggest that the federal government of Nigeria should organized a payment schedule for the entire students partaking in the program as finance does play a great role in achieving the major aim of the program such as: punctuality, Credible Attendance and concentration. I hereby urged the Federal Government to see some reasons to fund the program more adequately and make it a mandatory task to all the organization to pay a certain allowance to all the employers of SIWES so as to assist the students cope with the program and if that is done. They will be credibly in attendance and punctuality.

I recommend that the students industrial work scheme (SIWES) should provide places for industrial attachment for students; Industrial Training Fund (ITF) should pay allowance to the various students who undergo the training.

Consequently upon my personal experience and observation as concerned the SIWES program, I noted some obstacle which are hither to the inherent in the exercise. In view of this, I strongly implored the Polytechnic Authority to put into consideration some recommendations.