



A TECHNICAL REPORT  
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME  
(SIWES)

**Held at**  
**R'BELL SPARKLE CLEANING ENTERPRISES**

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## **DEDICATION**

I dedicate this technical report to the Almighty Allah, the giver of knowledge, the beneficent and the merciful for his protection and provision throughout this SIWES programme.

## **ACKNOWLEDGEMENT**

I'm using 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 Almighty Allah and also to my guardian (MR & MRS. YUSUF), 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 'm using this opportunity to express a deep sense of gratitude to compliment my mentors for their cordial support valuable information and guidance which helped me in completing my SIWES through various stages.

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A big thanks goes to my friends, May Almighty Allah bless, protect 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.

## **TABLE OF CONTENT**

Title page	i
Table of content	ii
Dedication	iii
Acknowledgements	iv

## **TABLE OF CONTENTS**

### **CHAPTER ONE**

- 1.1 Introduction of SIWES
- 1.2 History of SIWES
- 1.3 Objectives of SIWES
- 1.4 Objectives of Establishment

### **CHAPTER TWO**

- 2.1. Benefit derived from SIWES programme
- 2.2 Overview of the company
- 2.3 Precaution taken in the organization
- 2.3. Introduction to the apparatus and equipment
- 2.4 Organizational Chart of the organization

### **CHAPTER THREE**

- 3.1 Overview of procurement process
- 3.2 Supply chain management in the organization
- 3.3 Scope of work / responsibilities during siwes
- 3.4 Skill acquired
- 3.4 Challenges and solutions

### **CHAPTER FOUR**

- 4.1 Conclusion
- 4.2 Recommendation

### **REFERENCE**

## **CHAPTER ONE**

### **1.1 INTRODUCTION TO STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME**

The student's industrial work experience scheme (SIWES) is a skill training programme designed to expose and prepare students of Universities, Polytechnics, Colleges of Technology\Colleges of Agriculture and Colleges of Education for industrial work situations they are likely to meet after graduation. The scheme also affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling equipment and machinery that are usually not available in the institutions. It is a cooperative industrial internship program that involves institutions of higher learning, industries, the Federal Government of Nigeria, Industrial Training Fund (ITF), and Nigerian Universities Commission (NUC).

The student's industrial work experience scheme (SIWES) was initiated in 1973 by the industrial training fund (ITF). This is in response to the mandate given to the ITF, through decree 47 of 1971, charging it with the responsibility of promoting and encouraging the acquisition of skills in industry and commerce with the view to generating a pool of trained indigenous manpower sufficient to meet the needs of the economy. SIWES has come to be recognized as the major avenue of bridging the gap between the theory acquired by student of tertiary institutions and to the various professions and disciplines essential to the technological and economic development of Nigeria. The scheme has, over the years contributed immensely to the personal development and motivation of students to be able to understand the important connection between the taught and learnt content of their academic programs and what knowledge and skills will be expected of them in professional practice after graduation.

More so, SIWES is a program designed by ITF to prepare students for the challenges they will face in their respective fields when they become part of the nation's workforce. Furthermore, ITF through SIWES, aims at ensuring that Universities and Polytechnics do

not produce “half-baked graduates” that will not be useful industrially because of their inability to relate the theoretical knowledge acquired to the necessary industrial practice.

Over the years, SIWES has contributed immensely to building the common pool of technical and allied skills available to the Nigerian Economy which is needed for the nation’s industrial development. These contributions and achievements have been possible because of regular innovations and improvements in the modalities employed for the management of the scheme. In view of acquired industrial skill, the Federal University of Agriculture, Abeokuta (FUNAAB) has made it compulsory for all students to undergo the Students Industrial Work Experience Scheme (SIWES). Therefore, Universities and Polytechnics now produce graduates with a great wealth of experience.

## **1.2 HISTORY OF SIWES**

The SIWES program was introduced in Nigeria in 1973 by the Industrial Training Fund (ITF) to address the growing concern about the lack of practical skills among graduates. The scheme was created in collaboration with the Nigerian Universities Commission (NUC), the National Board for Technical Education (NBTE), and the National Commission for Colleges of Education (NCCE). Over the years, SIWES has evolved to become a critical component of tertiary education in Nigeria, ensuring that students are well-prepared for the demands of the labor market.

The Students’ Industrial Work Experience Scheme (SIWES) was initiated in 1973 by the Federal Government of Nigeria under the Industrial Training Fund (ITF) to bridge the gap between theory and practice among products of our tertiary Institutions. It was designed to provide practical training that will expose and prepare students of Universities, Polytechnics, and Colleges of Education for work situation they are likely to meet after graduation.

Before the establishment of the scheme, there was a growing concern among the industrialists that graduates of institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus the employers were of the opinion that the theoretical education going on in higher institutions was not responsive to the needs of the employers of labour.

As a result of the increasing number of students' enrolment in higher institutions of learning, the administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and was taken over by the Federal Government and handed to National Universities commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE). In 1984, the Federal Government reverted back to ITF which took over the scheme officially in 1985 with funding provided by the Federal Government

### **1.3 OBJECTIVES OF STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME**

- To provide an avenue for students in the university to acquire industrial skills and experience in their course of study..
- To expose students to the practical aspect of their discipline, thereby enhance creativity and skills in them.
- To teach students the techniques and methods of working with facilities and equipments that may not be available within the walls of an educational institution.
- To make students learn how to manage work environment and increase their interactive skills with colleagues, subordinates, superiors and clients.
- To provide students with an opportunity to apply their knowledge in real work situation, thereby bridging the gap between theory and practice.

#### **1.4. OBJECTIVES OF ESTABLISHMENT**

The establishment of SIWES was driven by the need to:

- Address the gap between academic training and industry requirements.
- Produce graduates who are not only theoretically sound but also practically competent.
- Promote collaboration between educational institutions and industries.
- Enhance the quality of education by integrating practical training into the curriculum.
- Contribute to national development by producing a skilled workforce capable of driving innovation and economic growth.
- To maintain good relationship with patients, relations and the community through health education.
- To carry out diagnosis and intervention.
- To provide training for students.
- To maintain sufficient hospital supply of equipment and promote their utilization and maintenance.

## CHAPTER TWO

### 2.1. BENEFIT DERIVED FROM SIWES PROGRAMME

The experience, knowledge, skills and exposure acquired during the period of attachment in the industrial exercise cannot be over emphasized. I was exposed to certain areas in my course of study, such as:

1. **Skill Development:** Students acquire practical skills and competencies that are essential for their professional growth.
2. **Industry Exposure:** The program provides students with firsthand experience of industrial operations, processes, and technologies.
3. **Networking Opportunities:** Students interact with professionals in their field, building valuable connections for future career prospects.
4. **Enhanced Employability:** Employers prefer candidates with practical experience, making SIWES participants more competitive in the job market.
5. **Improved Academic Performance:** The application of theoretical knowledge in real-world scenarios enhances students' understanding of their coursework.
6. **Contribution to National Development:** By producing a skilled workforce, SIWES contributes to the economic and technological advancement of the nation.

## 2.2 OVERVIEW OF THE COMPANY

History of R'bell sparkle cleaning enterprises

R'BELL SPARKLE CLEANING ENTERPRISES is a private cleaning services company committed to providing top-notch cleaning solutions to residential, commercial, and industrial clients. The company offers services such as:

- Home/office cleaning
- Post-construction cleaning
- Upholstery and carpet cleaning
- Fumigation and pest control
- Industrial cleaning
- Janitorial outsourcing

With a commitment to professionalism, safety, and customer satisfaction, the company has built a reputation for delivering quality service across various sectors.

## 2.3 PRECAUTIONARY MEASURES IN THE ORGANIZATION

R'BELL SPARKLE CLEANING ENTERPRISES places a high priority on the safety of its staff, clients, and the environment. To ensure efficient and hazard-free service delivery, the organization implements several precautionary measures, including:

- **Use of Personal Protective Equipment (PPE):** Staff are required to wear appropriate PPE such as gloves, face masks, safety boots, aprons, and goggles, especially when handling chemicals or working in hazardous areas.
- **Proper Handling and Labeling of Chemicals:** All cleaning agents and disinfectants are clearly labeled and stored in designated areas. Staff are trained on the proper usage, mixing ratios, and disposal methods to prevent accidents.
- **Regular Safety Training:** Workers undergo routine safety training and orientation on workplace hazards, fire safety, first aid, and emergency response procedures.
- **Good Ventilation Practices:** Adequate ventilation is ensured in enclosed spaces during cleaning to prevent the buildup of toxic fumes from cleaning agents.

- **Risk Assessment Before Jobs:** A preliminary risk assessment is conducted before starting any major cleaning task, especially for post-construction sites or industrial spaces.
- **Safe Use of Equipment:** Staff are trained in the correct use and maintenance of cleaning machines and tools to avoid mechanical accidents or misuse.
- **Proper Waste Disposal:** Waste materials such as used gloves, tissues, and chemical containers are disposed of following environmental and public health standards.
- **Workplace Hygiene and Sanitation:** The office and storage spaces are regularly cleaned and disinfected to maintain a healthy work environment for employees.
- **First Aid Readiness:** A well-stocked first aid box is available on-site, and a designated staff member is trained in basic first aid procedures.

## 2.3 INTRODUCTION TO APPARATUS AND EQUIPMENT

At **R'BELL SPARKLE CLEANING ENTERPRISES**, a variety of cleaning apparatus and equipment are used to deliver efficient, professional, and hygienic cleaning services. During my industrial training, I was introduced to the proper usage, maintenance, and safety procedures related to these tools and machines.

The equipment ranges from basic manual tools to more advanced mechanical devices, all essential for different types of cleaning tasks including residential, commercial, post-construction, and industrial cleaning.

Below are the major apparatus and equipment I was introduced to:

### 1. Vacuum Cleaners

Used for removing dust, dirt, and debris from carpets, rugs, and floors. I learned to operate upright and industrial wet & dry vacuum cleaners.



## **2. Scrubbing Machines (Floor Scrubbers)**

Heavy-duty machines used to scrub and polish hard floors. They come with rotating brushes and require correct handling to avoid damaging surfaces.



## **3. Mopping Tools (Buckets and Mop Sets)**

Manual tools used for wet cleaning of tiled or wooden floors. I learned the proper mopping techniques and how to change mop heads hygienically.



## **4. Carpet and Upholstery Cleaning Machine**

Specialized for deep cleaning of sofas, mattresses, and carpets using steam or water-based solutions.



## 5. Pressure Washers

High-pressure machines used to clean outdoor surfaces, driveways, walls, and sometimes for post-construction cleaning.



## 6. Hand Tools and Accessories

These include dustpans, brooms, brushes, squeegees, spray bottles, microfiber cloths, and sponges. I learned the proper uses and maintenance of each.



## 7. Disinfectant Fogging Machine

Used during fumigation or sanitization tasks to disperse disinfectants evenly across large indoor spaces.



## 8. Chemical Dispensing Units

For mixing and dispensing cleaning chemicals in correct ratios. This prevents chemical waste and protects surfaces from damage.



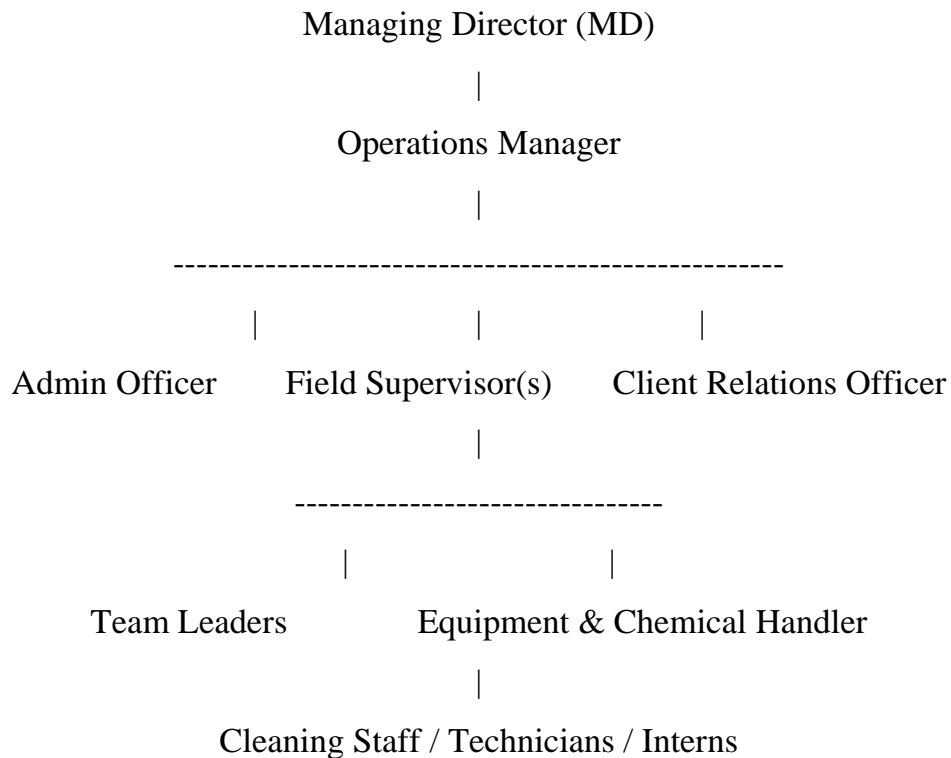
## 9. Protective Gear (PPE)

Includes gloves, boots, aprons, face shields, and masks – essential for ensuring worker safety during handling of chemicals or hazardous environments.



## ORGANIZATIONAL CHART OF THE ORGANIZATION

R'BELL SPARKLE CLEANING ENTERPRISES operates a structured and efficient management system that ensures smooth coordination of tasks and accountability. The organization follows a hierarchical structure that flows from top management to field operatives. Below is the organizational chart:



Explanation of Roles:

**Managing Director (MD):** Oversees the overall operations, makes major decisions, and represents the company.

**Operations Manager:** Supervises the day-to-day operations, schedules tasks, and ensures job completion.

**Admin Officer:** Handles documentation, payroll, staff records, and internal coordination.

**Field Supervisor(s):** Monitors cleaning sites, supervises cleaning teams, and ensures compliance with safety and quality standards.

**Client Relations Officer:** Manages customer inquiries, bookings, and feedback.

**Team Leaders:** Coordinate small cleaning teams at specific sites.

**Equipment & Chemical Handler:** Responsible for managing and maintaining cleaning tools, machines, and chemical inventory.

**Cleaning Staff / Technicians / Interns:** Carry out the cleaning tasks under supervision and according to company standards.

## **CHAPTER THREE**

### **3.1 OVERVIEW OF PROCUREMENT PROCESSES**

Procurement in the process includes:

**Identifying Needs:** Determining the materials and supplies required for daily operations.

**Supplier Sourcing:** Identifying and evaluating potential suppliers.

**Negotiation:** Negotiating prices, terms, and delivery schedules.

**Purchase Order Issuance:** Formalizing the agreement with suppliers.

**Delivery and Inspection:** Receiving and inspecting goods to ensure quality and quantity.

**Payment Processing:** Settling invoices and maintaining records.

### **3.2 SUPPLY CHAIN MANAGEMENT**

The supply chain management process ensures the timely delivery of goods and services.

Key activities include:

- Demand forecasting
- Inventory management
- Logistics and distribution
- Supplier relationship management

#### **Inventory Management**

Effective inventory management is critical to minimizing waste and ensuring the availability of supplies. Techniques used include:

- Just-in-Time (JIT) inventory system
- First-In-First-Out (FIFO) method
- Regular stock audits

#### **Vendor Management**

Maintaining strong relationships with vendors is essential for securing favorable terms and ensuring reliable supply. Key activities include:

- Vendor performance evaluation
- Regular communication and feedback
- Contract management

## **SCOPE OF WORK / RESPONSIBILITIES DURING SIWES**

During my training at R'BELL SPARKLE CLEANING ENTERPRISES, I participated in various cleaning and administrative activities, including:

General home and office cleaning

Carpet and upholstery cleaning using industrial machines

Waste disposal and sanitization

Use of cleaning chemicals and safety gear

Scheduling appointments and recording client data

Participating in team briefings and safety trainings

Assisting in post-construction site cleanups

Observing fumigation and pest control procedures

## **SKILLS ACQUIRED**

Throughout the training, I acquired several practical and professional skills, including:

- **Procurement Skills:** Understanding the procurement process and vendor management.
- **Supply Chain Management Skills:** Learning how to manage inventory and logistics.
- **Communication and Negotiation Skills:** Interacting with vendors and team members effectively.
- **Problem-Solving Skills:** Addressing challenges such as stock shortages and delivery delays.
- Effective use of cleaning tools and equipment
- Time management and work planning
- Health and safety practices in the cleaning industry
- Customer relationship management
- Team collaboration and communication
- Inventory and material handling

## **CHALLENGES AND SOLUTIONS**

During my training at **R'BELL SPARKLE CLEANING ENTERPRISES**, I encountered several challenges ranging from physical demands of the job to adapting to the professional environment. However, with proper guidance and support from the management and staff, the following solutions were applied to overcome these issues:

### **1. Challenge: Physical Demands and Fatigue**

**Solution:** I adapted by maintaining proper posture during tasks and taking short breaks when necessary. I also followed team strategies for sharing tasks, which helped reduce burnout. Staying hydrated and observing rest periods improved my productivity.

### **2. Challenge: Handling Cleaning Chemicals Safely**

**Solution:** I was given proper training on the safe use of chemicals and provided with **Material Safety Data Sheets (MSDS)** for reference. PPE such as gloves and masks were also issued, and I learned the importance of wearing them consistently.

### **3. Challenge: Weather Conditions During Outdoor Jobs**

**Solution:** Work schedules were adjusted to avoid extreme weather times (e.g., early morning or late evening for outdoor tasks). I also learned how to dress appropriately for varying conditions and protect sensitive equipment from rain or heat.

### **4. Challenge: Limited Access to Modern Equipment**

**Solution:** I made the most of available tools and learned improvisation techniques under supervision. In cases where equipment was not available, manual methods were taught, helping me build practical problem-solving skills.

### **5. Challenge: Time Management and Punctuality**

**Solution:** I set personal reminders and alarms to keep to schedules. With time, I developed a routine and learned the importance of arriving early and preparing in advance for each day's task.

## **CHAPTER FOUR**

### **4.1 CONCLUSION**

The Student Industrial Work Experience Scheme (SIWES) at **R'BELL SPARKLE CLEANING ENTERPRISES** was an eye-opening and impactful experience that bridged the gap between theoretical knowledge and practical application. It provided me with hands-on exposure to the daily operations of a professional cleaning service company and helped me understand the importance of cleanliness, safety, professionalism, and customer satisfaction in service delivery.

Through my involvement in various tasks, such as home and office cleaning, post-construction cleaning, use of industrial equipment, and participation in safety briefings, I developed essential workplace skills like teamwork, communication, time management, and problem-solving.

The training has also enhanced my sense of responsibility, discipline, and adaptability, and has inspired me to embrace entrepreneurship and service excellence in the future.

In conclusion, the SIWES programme at **R'BELL SPARKLE CLEANING ENTERPRISES** has greatly contributed to my academic and professional development, and I am confident that the experience gained will be valuable to my future career.

### **RECOMMENDATIONS**

Based on my experience during the SIWES programme at **R'BELL SPARKLE CLEANING ENTERPRISES**, I would like to make the following recommendations to improve the organization's operations and enhance the learning experience for future interns:

## **1. Provision of Modern Equipment**

The company should invest in more advanced cleaning machines and tools to increase efficiency and reduce the physical strain on workers, especially during large-scale cleaning operations.

## **2. Structured Orientation for Interns**

A formal orientation or induction program should be introduced for new interns to familiarize them with the company's policies, safety procedures, and job expectations early on.

## **3. Expanded Involvement in Administrative Duties**

Interns should be given opportunities to participate in office tasks such as booking appointments, handling client records, or preparing job reports. This will give them a broader understanding of how the business is managed.

## **4. Regular Staff Training and Refresher Courses**

Periodic training sessions for both permanent staff and interns on the latest cleaning techniques, customer service, and health & safety standards would help improve service quality and staff competence.

## **5. Improved Welfare and Work Support**

Providing support such as lunch breaks, rest areas, and motivational incentives (e.g., recognition or small rewards) would help boost staff morale and productivity.

## **6. Feedback and Evaluation for Interns**

At the end of the training period, there should be a feedback session where supervisors evaluate interns' performance and offer guidance for improvement. This helps students know their strengths and areas needing improvement.

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R'BELL SPARKLE CLEANING ENTERPRISES (2024). Staff Orientation Manual and Safety Procedures.

Ojo, J.A. (2019). Professional Cleaning and Facility Management. Lagos: Clean Edge Publications.

Anyanwu, A.C. (2021). Workplace Safety and Hygiene in Service-Oriented Industries. Ibadan: SkillMax Press.

Observation and hands-on training during SIWES placement at R'BELL SPARKLE CLEANING ENTERPRISES.

Verbal and practical instructions provided by field supervisors and operational staff during the course of training.

Online Resource: Health and Safety Executive (HSE) – [www.hse.gov.uk](http://www.hse.gov.uk) (Accessed during SIWES for safety research).