

TABLE OF CONTENT

Front page

Dedication

Acknowledgement

Table of content

CHAPTER ONE

1.0	Introduction.....	1
1.1	Definition of SIWES.....	1
1.2	The aim and objective of SIWES.....	1-2
1.3	Brief History of SIWES.....	2
1.4	Brief History about Kwara state housing corporation.....	2
1.5	The organizational chart of Kwara state housing corporation.....	3
1.6	The major activities of the organization.....	3-6

CHAPTER TWO

2.0	Sections/Unit of the organization and their specific function.....	7
2.1	Letting and leasing department.....	7
2.2	Rent review and release letter.....	7
2.3	Sales Department.....	7-8
2.4	Valuation Department.....	8

CHAPTER THREE

3.0	Student specific involvement at the organization.....	9
3.1	Professionals involved in real property development preamble.....	9-10

3.2	The Estate surveyor and valuer.....	10-11
3.3	The land Surveyor.....	11
3.4	The quantity surveyor.....	12
3.5	The Estimator.....	12
3.6	The builders	12
3.7	The Consultant Engineer.....	12
3.8	Property development process.....	13

CHAPTER FOUR

4.0	Experience gained during the SIWES programme.....	14
4.1	Interpersonal relationship with the organization.....	14

CHAPTER FIVE

5.0	Conclusion.....	15
5.1	Recommendation.....	15

CHAPTER ONE

1.0 INTRODUCTION

With the instruction given by the school authority to proceed on industrial on industrial training scheme on the 14th of august 2023 at any place which can accept us to perform the industrial attachment of which i attached to KWARA STATE HOUSING CORPORATION, a chartered estate surveyor and valuer in Kwara state for the period of four month as part of the requirement for the fulfillment of the award of national diploma in estate management

1.1: DEFINITION OF SIWES.

Student industrial work experience which is a program established by I.T.F (Industrial Training Fund) in 1976 to bridge the gap between theory and practical aspect of learning in a tertiary institution in Nigeria.

SIWES was established in Nigeria to help student develop on their practical aspect of learning expose them to various techniques in the industry and also help them to know the ways of handling equipment and machineries.

The program was established with various coordinating agencies respect to each tertiary institution in the country. These agencies are:

1. NBTE (National Broad for Technical Education)
2. NUC (National University Commission) for University
3. NCCE (National Commission of College of Education) for colleges of education.

1.2 The Aim and Objective of SIWES

❖ Provide an avenue for students in institution of higher learning to acquire industrial skills and experience in their approved courses of study

- ❖ Prepare students for the industrial work situation which they are likely to meet after graduation
- ❖ Expose students to work methods and techniques in handling equipment and machinery not available in their institution
- ❖ Provide students which they are likely to meet after graduation
- ❖ Expose students to work methods and techniques in handling equipment and machinery not available in their various institutions.

1.3 BRIEF HISTORY OF SIWES

Student industrial work experience scheme (SIWES) was established by Industrial Training Fund (ITF) in **1973/1974** to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduate of tertiary institution.

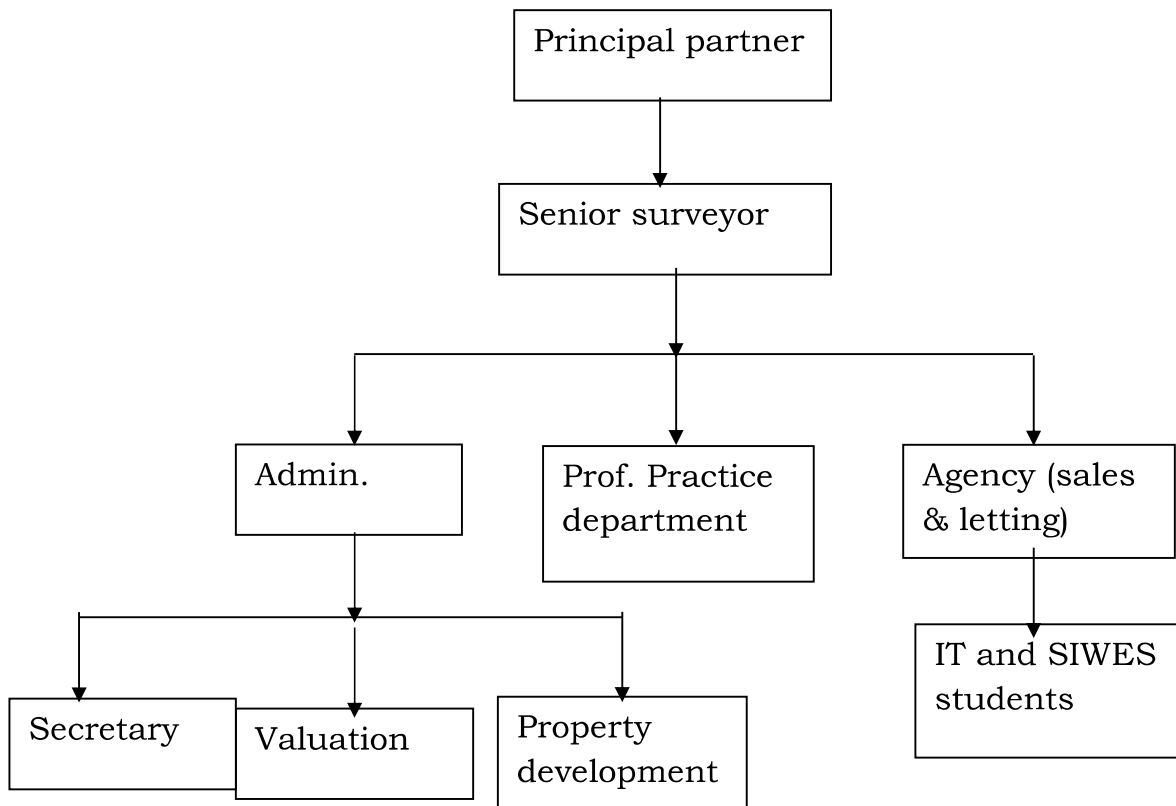
Prior to the establishment of the schemes, there was a concern among our institution of higher learning lacked practical background studies preparation for employment in the industries.

The student industrial work experience scheme (siwes) is a skill training program designed to expose and prepare student of agriculture technology, environmental science, medical science and pure & applied science for the industrial work situation one is likely to meet after graduation.

1.4 BRIEF HISTORY ABOUT KWARA STATE HOUSING

The kwara state housing corporation was set up in 1975 to manage all the government staff quarters in the state and construction of more housing state in the state, this led to the conceivment and construction of Adewole housing estate in 1876.

1.5 THE ORGANIZATIONAL CHART OF KWARA STATE HOUSING COPORATION.



1.6 THE MAJOR ACTIVITIES OF THE ORGANIZATION.

The major activities of the film include:

PROPERTY VALUATION

They value properties such as land, buildings, and plant and machinery for all purpose including:

1. Rating
2. Mortgage
3. Insurance
4. Auditing/Balance/Preparation of Statement of Affairs

5. Offer of Share to the Public
6. Purchases and Sale
7. Compulsory Acquisition
9. Rental and Certificate of Occupancy Processing

PROPERTY FINANCE AND MANAGEMENT

They undertake and advise on:

1. Property Acquisition and disposal
2. Acquisition and Disposal and Investments generally
3. Grants Surrenders Termination and Renewal of Leases
4. Rents Lease Covenant Negotiation and Reviews
5. Property Management and Portfolio Advise [Industrial Commercial or Residential Property]
6. Facility management [stadium, hotel, guesthouse, multipurpose, Hall, etc]

INVESTMENT APPRAISALS

Investments and project generally they include:

1. Evaluation of project and investments
2. Feasibility and viability studies in respect of projects including:
3. Agricultural and Agro -allied ventures
4. Hotel and Guest Houses
5. Factories for large or small scale industries
6. Advice on Management Operations
7. Advice on investment cost and financing plans

PROJECT MANAGEMENT AND DEVELOPMENT

They provide consultancy services in

1. Property development include design and development of building
2. Development of Housing Estate
3. Development of Sites and Services
4. Loan procurement, especially national housing fund [NHF] loan for Houses
5. Consortium financing

PROCUREMENT OF C. OF O CONSENTS, ACQUISITION AND COMPENSATION

-They advise and assist to secure the following land documents

-Certificate of Occupancy – (statutory and customary)

-Consents for subsequent –transaction on land for

- Mortgage

- Assignment

- Sublease/Lease

They advise on Taxation relating to land

Prepare and on Land Acquisition and Claims for Compensation

BUILDING WORKS AND PLANNING APPROVALS

They also design and construct all types of buildings, (residential, commercial office/shop-industrial Recreational etc.

Supervision of Building Works generally

Design Construction and Supervision of Alternations

- Alterations
- Improvement
- Dilapidations
- Repair and Maintenance Works
- Processing of Town Planning Application and plans.

CHAPTER TWO

2.0 SECTION/UNITS OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTIONS

2.1 LETTING / LEASING DEPARTMENT

Letting / leasing:- this is the department that deals with letting out of property. It may be commercial or residential property. In this process the lessor offers the lessee with the right to use a certain good as property during a specific period of time and for a certain price.

The following letters are used by property manager in letting / leasing department

Rent Reminder:- this is used to remind tenant about the explanation of tenancy period if the tenant is a yearly tenant, the reminder letter will be sent when it remain. Six months after three months another one will be sent and a month to the expiration of tenancy period in order to remind the tenant when this tenancy will expire.

2.2 RENT REVIEW / RE-LEASE LETTER

It is a letter use to show the analysis of how rent is going to be paid in a subsequent year, in addition to inform the tenant about the amount when changes brought in transaction over the property he/she is occupying.

Power of Attorney: - This is an order given by the owner (beneficiary) of the property to the Estate agent to act on behalf of him/her, in letting the property, managing or development of the property.

2.3 SALES DEPARTMENT

This is the department that deals with selling transfer of property, or a contract to transfer the owner of property, from one person to another for a valuation consideration or for a price in money. Sales department deals with

an agreement (or contract) in which property is transferred from the seller (vendor) to the buyer (vendee) for a fixed price in money.

2.4 VALUATION DEPARTMENT

Valuation is one of the most interesting aspects of Estate surveying and valuation profession.

Valuation is the ART and SCIENCE of determination the worth of an interest in landed property by a competent value for a particular purpose at a particular place or location and at a particular period or given period of time.

PURPOSE OF VALUATION

1. Valuation for mortgage
2. Probate valuation
3. Insurance valuation
4. Rental value valuation
5. Valuation for balance sheet
6. Valuation for sales.

This department deals with assessing the worth of property.

CHAPTER THREE

3.0 STUDENTS SPECIFIC INVOLVEMENT AT THE ORGANIZATION

Has an SIWES Student, I was not just treated as a student in the organization but also assigned as a surveyor in some aspect. Most of time, earlier at the start of the programme, I worked on valuation report and rendering the services they might have require of us.

As a SIWES student, I was assigned to the every aspect of the company such as letting and leasing department in which I understand the rent-remainder, rent review and so on that aid my understanding in estate management.

3.1 PROFESSIONALS INVOLVED IN REAL PROPERTY DEVELOPMENT.

PREAMBLE

Estate surveyor and valuer together with a good number of other professionals are involved in the complex procedure of building. These are briefly discussed below:

THE CLIENT OR BUILDING OWNER

This is the owner of the building, the person or organization who commissions the Architect, the Quantity Surveyor and the Consultant Engineer as well as the Contractor for the work to be executed.

THE ARCHTECT

Architecture is defined as an art and science of designing buildings. Architect is the person who prepares the original sketch plans, preliminary drawing and, eventually the working and detailed drawing. The Architect takes responsibility for the design and also supervised the construction of the project to completion. The Architect prepares the specification of the works or assigns this duty to the (professional) Quantity Surveyor who will

prepare the quantities from the working drawings in accordance with both verbal and written guideline for the Architect. He has a responsibility not only for a good design and completion of construction but also to ensure that both the initial capital costs and subsequent maintenance costs are economic.

THE TOWN PLANNER

Town planning is an art and science of ordering the use of land and the character and sitting communication routes so as to ensure the maximum practicable degree of economy, convenience and beauty. The town Planner is responsible for the following in any building operation.

- a. Preparation of the layout design
- b. Carrying out all developments that are virtually pleasant and functionally satisfying.
- c. Appropriate allocation of land uses e.g residential, commercial, industrial etc.
- d. Improvement or promotion of accessibility for all types of motilities to work, schools recreation, power, etc.
- e. Assertion economic use of recourses.
- f. Preparation of the landscape.

3.2 THE ESTATE SURVEYOR AND VALUER

Registered estate surveyors are key figures in the development process and the development process and the development team. Their services cover project management, valuation, land economy, planning and investment, with the viability of the economic aspects of schemes resting on their professional enterprise.

- The project management function of an Estate Surveyor and Valuer comes up during the construction process; The Registered Estate Surveyor

can serve as the Project Management, and may co-ordinates other professionals on site. While the issue of who is best suited to be the project Manager in any development scheme appears contentious and unresolved, the authors believe that the registered Estate Surveyor is capable of effectively performing as project Manager due to the following reasons.

- During the predevelopment stage, the Estate Surveyor prepares the feasibility and viability report thereby advising the developer as to the practicability and worth-while ness of the proposed development. He also prepares the estates plan.

- Also in development stage, he serves as a good link between the developer and financier. He also needs to be present at the site due to the fact that the building would still be handed over to him for management after completion. He as a matter of necessity needs to study the various manuals attached to system lift. Standily generator, plumbing work and the likes. also at this stage controls and implements the estate plan I by limited variations and fluctuations he sees to cost control analytic etc.

Lastly, at the post development stage he makes adequate arrangement for the marketing of the finished product (property). This may either take the form of outright sale, letting or management for owner occupation.

3.3 THE LAND SURVEYOR

The land surveyor is trained to measure land and its physical features accurately, and to record these features in the form of a map or a plan. Land surveyors also undertaken measurement and positioning for construction works.

Essentially, Land Surveyor can be broken down into several sub-disciplines like geodetic, topographic, photo-grammerly, hydrographic cadastral and engineering | Surveyor to mention a few. For more information read the note under land surveying as a member of the Surveying team.

3.4 THE QUANTITY SURVEYOR

The Quantity Surveyor is in most cases invited by the Architect/client to prepare the specification of the work to be done which gives a detailed description of materials to be used and how is to be executed. He also prepares a bill of quantity (BOQ) which gives detailed work to be done in groups by different contractors and give the quantities of the materials stating how each operation is to be carried out. This bill and the drawing are produced and several builders invited to tender i.e. to submit to the Architect a price for the construction of the building in accordance with the plans and specifications given.

3.5 THE ESTIMATOR

The Estimator is usually employed by the builders and charged with duties of working out the amount of labour and materials needed in the bill and prices of each item to arrive at an estimated cost of the whole project.

3.6 THE BUILDERS

The builder is otherwise known as the Contractor. This is the person or firm that undertakes the contract to erect and complete the project according to specification. The contractor is the other signatory to the contract agreement and receives payment for the work.

3.7 THE CONSULTANT ENGINEER

The person or firm that specializes in the design of such structural members or associated services which because of their complex nature are beyond the normal scope of the architect, such functions included reinforced concrete, frame; structure steel work, electrical, heating, air-conditioning etc. generally, the Engineer submits his drawings and specifications to the Architect who incorporates this information into the working and detailed drawing

3.8 PROPERTY DEVELOPMENT PROCESS.

There are many processes involved in developing a property these include:

- (a) Project conceptualization.
- (b) Site identification/acquisition.
- (c) Project appraisal and development.
- (d) Project finance.
- (e) Project design, planning application and approval.
- (f) Appointment of project team.
- (g) Tendering and award of contract.
- (h) Constructive activity.
- (i) Project coordinator and management.
- (j) Marketing end product.
- (k) Property management.

CHAPTER FOUR

4.0 EXPERIENCE GAINED DURING THE SIWES PROGRAMME

During the time of my attachment I gained a lot of experience, most especially from my industrial based supervisor that took me as a daughter. This is because he directs and also scolds me whenever I misbehave. He made me to understand the necessary practical aspect of my course of study (Estate Management).

This programme also enables and offered me the opportunity of knowing the importance of getting closer to the profession of estate surveying and valuing. The programme made me understand that estate management encompasses not only the definition but also the through nursing of the interest which someone has land and landed properties.

The experience gained is of great relevance to all which I have learnt in my first year theories and even entail some course in NDII

4.1 INTERPERSONAL RELATIONSHIP WITH THE ORGANIZATION

The organization gave me a very good impression in term of punctuality. There was corporation in the whole organization. All the staff gave me courageous and commendable pieces of advice. They also oriented me in the line with my course of study. The aforementioned qualities that they show to me are equally shown to both I.T and SIWES students, most especially when we are in site, there wouldn't be distinction between SIWES and IT students showcase what we have learnt so far as well as to gain more knowledge to the acquire one.

CHAPTER FIVE

5.0 CONCLUSION

I want to express my profound gratitude to Industrial Training Fund office and the school authority for the opportunity given to me to undergo this programme which has been helpful in boarding my talent towards practical aspect of the profession and exposed me into the limelight of Estate Management.

I also wish to thank the management and staff of KWARA STATE HOUSING CORPORATION for the opportunity given to me to undergo my Training in their firm and their love, also to the Head of Department (HOD) of Estate Management, my SIWES Coordinator for their supervision.

I sincerely thank the Government and ITF office for introduction of the Scheme to Higher Learning Schools. More grease to your elbow.

5.2 RECOMMENDATION

The experience and knowledge required could be possible if not for student industrial working experience scheme. I therefore explore the department's management board to allow my fellow students to their training in private firms where their knowledge will be exposed to field work and these will bring great opportunities and benefit to the country at large to