



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

**HELD AT  
A.S. ARASHI CONSULTING  
*1<sup>ST</sup> FLOOR 189, WINNER EXPRESS BUILDING, OFF AJASE-IPO ROAD,  
ILORIN, KWARA STATE***

**BY**

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**IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF  
NATIONAL DIPLOMA (ND) IN ESTATE MANAGEMENT  
KWARA STATE POLYTECHNICS**

**SEPTEMBER TO DECEMBER, 2024**

## **PREFACE**

The industrial training experience is organized to introduce student to the practical aspect of their chosen course of study in their profession.

This programme is of immense importance to engineer student because it will give them a foresight of what will be encounter in their various investment in future, it is the moral aspect, creativity, level of attitude to work, relationship with other student, industrial work experience take care of all these.

## **DEDICATION**

This report is dedicated foremost to God Almighty for his favor, mercy and grace upon my life especially during my 4 months SIWES Programme at **A.S. ARASHI CONSULTING**.

I would also like to dedicate this report to my Parent (**Mr. & Mrs. Olatunji**) and my siblings for their love and support and everyone else that contributed towards making my SIWES training fun and successful one.

## **ACKNOWLEDGMENT**

I will like to give my profound appreciation and gratitude goes to Almighty God for his special love mercy over me, for the strength, power and prosperity given to me throughout the period of this training.

I will also extent my greeting to my industrial based supervisor and host of all staff in Estate Management Department and for the help of training given to me during the course of my training God bless you all (Amen).

I pray for Almighty God to give you long life in order for me to be beneficent to you in future. (Amen)

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## **CHAPTER ONE**

### **1.0 INTRODUCTION**

This report is a conscious attempt in partial fulfillment of the requirement for the award of the National Diploma. The aim is to know how to manage the real estate, including land, buildings, and associated resources, with the aim of maximizing their value and ensuring their efficient and sustainable use.

#### **It will tell us more about:**

- Property acquisition and development: Identifying, acquiring, and developing land and buildings.
- Property management: Overseeing the day-to-day operations, maintenance, and upkeep of properties.
- Financial management: Managing budgets, rents, and other financial aspects of properties.
- Legal and regulatory compliance: Ensuring compliance with relevant laws and regulations.
- Valuation: Assessing the value of land and buildings for various purposes.
- Marketing and sales: Promoting properties and facilitating sales or rentals.

This will also indicate the problems or challenges facing in estate management such as tenant issues, maintaining compliance with regulations, managing costs and assets, and adapting to technological advancements.

In addition, it will provide solution to those problems such as focusing on proactive security measures, efficient maintenance, strong communication, and leveraging technology to improve tenant satisfaction and streamline operations.

It affords student of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are not available in the educational sector.

The industrial Training Fund (ITF) was set up under act No 47 of 1971 (as amended up to date) to promote and encourage the acquisition of the skills in industrial of the commerce with a view to generate a pool of indigenenous trained manpower

sufficient to meet of the economy.

Participation of SIWES has become a mandatory precondition for the award of diploma and degree certificates in specific disciplines in most Institutions with the education policy of government operator. The ITF, the coordinating agencies (NUC, NCCE,NBTE). Employers of labour and the institutions

- I. **Funding:** The Federal Government of Nigeria.
- II. **Beneficiaries:** Under graduate students of the following Agriculture, Engineering, Technology, and Environment Scheme. Education, Medical Science and pure and applied Science.

## **DEFINITION OF SIWES**

Students Industrial Work Experience Scheme (SIWES) can be defined as the practical experience of student in order to have quality control and satisfactory performance, when in the field. 'SIWES' can be interest in a particular subject which is connected with the people and activities involves in producing a particular. Thing (industrial) by involving in a hard physical work rather than office work (work) in order to gain knowledge and skill through the job undergo for a period of time (Experience) under a system of organizing things (scheme).

### **1.1 HISTORY OF SIWES**

Student industrial work experience established by industrial Training Fund (ITF) in 1993 to solve the problem the lack of adequate practical skills preparatory for employment on Nigeria industries.

The scheme exposes student to industrial based skill necessary for a smooth transition from classroom to the word of work.

**Duration:** Four months for polytechnic colleges of education and six-month engineering students of the University.

## **1.2 OBJECTIVE OF SIWES**

1. To improve the technology development of the country.
2. To help students to put into practice what they have learnt theoretically in school.
3. The scheme exposes students to industrial based skill necessary for a smooth transition from the classroom to the world of work.
4. To exposes the students and broaden their knowledge on the practical aspect of the course they are pursing in their various schools
5. To promote and encourage the acquisition of skills in industries and commerce with a view to generate a poor of indigenous trained manpower, sufficient to meet the needs of the economy.
6. To help to solve the problem of lack of adequate practical skill preparatory for employment in industries by Nigeria graduates of tertiary institutions.



## **CHAPTER TWO**

### **A.S. ARASHI CONSULTING**

**A.S. ARASHI CONSULTING** was situated at **1<sup>st</sup> Floor 189, Winner Express Building, Off Ajase-Ipo Road, Ilorin, Kwara State, Nigeria.**

#### **2.1 PROPERTY MANAGEMENT DEPARTMENT**

The Property Department at **A.S. ARASHI CONSULTING** plays a crucial role in tenant management (screening, lease agreements, and conflict resolution), property maintenance and upkeep, financial management (budgeting, rent collection, and expense tracking), and regulatory compliance, and other facilities in the community.

The Property Management Department at **A.S. Arashi Consulting** typically consists of a team of Valuers, Estate Developers, Brokerage, Technicians, and other Professionals who work together to ensure that the institution's infrastructure meets the needs of their Tenants, and Customers.

**Some of the key responsibilities of the Property Management Department at A.S. Arashi Consulting may include:**

- Thoroughly vetting potential tenants to ensure they are reliable and financially stable.
- Drafting, signing, and managing lease agreements, ensuring compliance with local laws.
- Collecting rent on time and managing late payments, as well as handling rent increases.
- Addressing tenant complaints, resolving disputes, and maintaining a positive relationship with occupants.
- Handling evictions in accordance with legal procedures.
- Conducting regular inspections of properties to identify potential problems and ensure proper maintenance.
- Overseeing and coordinating necessary repairs and maintenance, including hiring and supervising contractors.

- Planning and implementing property improvements to enhance value and appeal.
- Maintaining the property's landscaping and grounds to ensure a presentable appearance.
- Financial Management:
  - Developing and managing property budgets, including rental income and expenses.
  - Monitoring and tracking property expenses to ensure they are within budget

## **CHAPTER THREE**

### **3.0 THE KEY KNOWLEDGE GAINED FROM THE SIWES TRAINING PROGRAMME**

#### **A. TENANT MANAGEMENT:**

##### ***Screening and Selection:***

Thoroughly vetting potential tenants to ensure they are reliable and financially stable.

##### ***Lease Agreements:***

Drafting, signing, and managing lease agreements, ensuring compliance with local laws.

##### ***Rent Collection:***

Collecting rent on time and managing late payments, as well as handling rent increases.

##### ***Tenant Relations:***

Addressing tenant complaints, resolving disputes, and maintaining a positive relationship with occupants.

##### ***Eviction Process:***

Handling evictions in accordance with legal procedures.

#### **B. PROPERTY MAINTENANCE AND UPKEEP:**

##### ***Regular Inspections:***

Conducting regular inspections of properties to identify potential problems and ensure proper maintenance.

##### ***Maintenance and Repairs:***

Overseeing and coordinating necessary repairs and maintenance, including hiring and supervising contractors.

##### ***Property Improvements:***

Planning and implementing property improvements to enhance value and appeal.

##### ***Landscaping and Groundskeeping:***

Maintaining the property's landscaping and grounds to ensure a presentable appearance.

#### **C. FINANCIAL MANAGEMENT:**

##### ***Budgeting:***

Developing and managing property budgets, including rental income and expenses.

##### ***Expense Tracking:***

Monitoring and tracking property expenses to ensure they are within budget.

***Financial Reporting:***

Preparing and presenting financial reports to property owners, including income statements and balance sheets.

***Rent Setting:***

Determining appropriate rental rates based on market conditions and property characteristics.

**D. MARKETING AND LEASING:**

***Property Marketing:*** Advertising available properties to attract potential tenants.

***Lease Negotiation:*** Negotiating lease terms with potential tenants.

***Property Tours:*** Conducting property tours for prospective tenants.

**F. REGULATORY COMPLIANCE:**

***Landlord-Tenant Laws:*** Ensuring compliance with all applicable landlord-tenant laws and regulations.

***Safety Regulations:*** Maintaining properties to meet safety standards and regulations.

***Building Codes:*** Ensuring compliance with local building codes and regulations.

## CHAPTER FOUR

### 4.0 Images Showing Practical Work On Property Inspections and Management



**Image 1:** Showing property for valuation



**Image 2:** Showing Property for sales



**Image 3:** Showing Property for Rent



**Image 4:** Showing Property for Construction and Supervision

#### **4.1 Impression about the organization**

Impression about the industrial training base on four months programs (SIWES) was the acceptance of my siwes letter in their organization and for provision of properties to enlighten and show all SIWES student the practical work style of a professional Estate Consultant or Manager.

#### **4.2 Personal relationship with the organization**

The personal relationship with the company is highly correlating, because company accepts the training of the SIWES students as their personal assignment, by showing us different technique in building construction.

The welfare and care giving to us in company was highly impressive because the company attached each and every one of the SIWES student to different supervisor in which we are free to ask question about every unclear aspect during field work on site



## **CHAPTER FIVE**

### **5.0 CONCLUSION**

This program has brought improvement to my field of study. The experience gained through this program is majorly Property acquisition and development, Property management, Financial management, Legal and regulatory compliance, Valuation, Marketing and sales of properties, this program has inspired me to have technical knowledge and practical aspect of what I have learnt in school.

I hereby forward my appreciation to the Rector and Director of the Institute, HOD of my Department, and Professional Lectures in my department including my colleague in training, friends and every member of my family for their support both moral and financial.

My prayer to you all is for God in his infinity mercy bless you and reward every of your endeavor abundantly.

### **5.1 RECOMMENDATION**

As a result of difficulties experience during the Four months SIWES program, I will like to recommend the following changes;

- The Industrial Training Fund should make monthly allowance available for students, so as to put end to financial difficulties that may arise as a result of transportation problems.
- The Institution must confirm that each student partake in the Industrial Training program, by making sure that they pay every student a visit before the end of the program.
- The Institution and Industrial Training Fund should help the student to get the place of attachment, so that the program will commence as planned.
- Students on SIWES program should be posted or deployed to the Organizations, Department or Firms that are relevant to their Course of study, so that the sole aim of SIWES can be achieved.