KWARA STATE POLYTECHNIC

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A TECHNICAL REPORT OF STUDENTS' INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES) REPORT

HELD AT:

FORGO BATTERY COMPANY

PREPARED BY:

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SUBMITTED TO:

DEPARTMENT OF PUBLIC ADMINISTRATION, INSTITUTE OF FINANCE AND MANAGEMENT STUDIES, KWARA STATE POLYTECHNIC, ILORIN.

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PREFACE

This contain a written report of the work done by me during the four-month industrial attachment with one of the best Organization in Ilorin, which is Forgo Battery Company.

This work goes further to share the experience I had in the station.

This summarize all the things I learnt and the problems encountered by me, my recommendation and conclusion of all my work.

DEDICATION

This work is foremost dedicated to Almighty Allah for His unquenchable love and gift of life during the pleasant course of my SIWES program, and my Parent Mr. and Mrs. Mukaila and my beloved brother and sisters for their amble financial support and unseasonal advice toward my academic pursuit.

ACKNOWLEDGEMENTS

With an immense gratitude, I want to acknowledge the Almighty Allah (most superior) for His continuous love, grace and faithfulness, and his providence throughout the period of my SIWES programme. I want to acknowledge the effectual effort of my beloved parents Mr. and Mrs. Mukaila.

I also acknowledge all the staffs of Forgo Battery Company (Organization Supervisor) alongside for their cordial tutorship of all I need to know about the administration.

I say thank you to you all for the opportunity and privilege granted to me to serve under your amicable organization.

Finally, this report will be incomplete if I failed to acknowledge my academic supervisor for their precious effort.

TABLE OF CONTENT

CHAPTER ONE

1.1 INTRODUCTION TO STUDENT WORK EXPERIENCE SCHEME

In the earlier stage of science and technology education in Nigeria, students were graduating from their respective institutions without any technical knowledge or working experience. It was in view of this that students undergoing science and technology related courses were mandated, for students in different institution in view of widening their horizons so as to enable them have the technical knowledge and working experience before graduating from their various institutions. It is in this vein that the Students‟ Industrial Work Experience Scheme (SIWES) was initiated.

The student industrial work experience scheme (S.I.W.E.S) is a program designed and coordinated by the Industrial Training Fund (ITF), a Federal government establishment in conjunction with institution of higher learning in Nigeria.

SIWES was established by ITF in 1973 to solve the problem of inadequate practical skills preparatory for employment in industries by Nigerian graduates of tertiary institutions.

The aim of the program is to expose student to practical aspects of their various fields of discipline and the industrial work situation they are likely to encounter in pursuit of their careers during this period.

Students come across new equipment different from the ones they are familiar with, they also get accustom with new techniques of handling the equipment which enable them to apply the various theoretical class works to the practical aspect of the job in order to enhance the understand of their discipline.

The Scheme exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students

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

Participation in Industrial Training is a well-known educational strategy. Classroom studies are integrated with learning through hands-on work experiences in a field related to the student‟s academic major and career goals. Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions.

One of the primary goals of the SIWES is to help students integrate leadership development into the experiential learning process. Students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders.

By integrating leadership development activities into the Industrial Training experience, they hope to encourage students to actively engage in non-profit management as a professional career objective. However, the effectiveness of the SIWES experience will have varying outcomes based upon the individual students, the work assignment, and the supervisor/mentor requirements. It is vital that each internship position description includes specific, written learning objectives to ensure leadership skill development is incorporated.

Participation in **SIWES** has become a necessary pre-condition for the award of Diploma and Degree certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government. There operations include the ITF, the coordinating agencies (NUC, NCCE, and NBTE), employers of labour and the

institutions. They are funded by the Federal Government of Nigeria

Beneficiaries - Undergraduate students of the following: Agriculture, Engineering, Technology, Environmental, Science, Education, Medical Science and Pure and Applied Sciences.

Duration - Four months for Polytechnics and Colleges of Education, and Six months for the Universities.

The second semester, fourth year of the undergraduate degree in the Nigeria University of Technology is used for this industrial training program which is a period of six months. During this period, I was attached to the Lagos state ministry of works.

1.2 AIMS AND OBJECTIVES OF SIWES

The key objectives of the scheme include:

- To make the labour force more vibrant and simultaneously making the economic sector more buoyant.
- To prepare students to be accustomed to work and other administrative assignments, and also, to cultivate the spirit of punctuality when employed in the future.
- To assess the interest of the student and the suitability for the occupation he/she has chosen.
- To provide students with an opportunity to apply his/her knowledge in real work situation thereby bridging the gap between academic work and actual set up.
- To expose the student to work methods not taught in the institution and to provide access to production equipment.

- To ease transition from school to the work environment and make work easier and also to enhance students contact for later job placement.
- To enlist and strengthen employer involvement in institutional activities and in the entire educational process of preparing the student for employment in the industry.
- To provide the students with an opportunity to apply his/her theoretical knowledge in normal work situation thereby bridging the gap between class-work and actual practice.
- To make the transition from school to the labour market easier for the student.
- To enhance the assessment to students‟ interest and suitability in their various courses of study.
- To strengthen employers‟ involvement in institutional activities and in the entire education process of preparing the students for industrial employment.
- To enlighten students on the pit falls to avoid in the business world as well as to maximize profit in their various industrial and commercial settings.

1.3 PARTICIPANTS IN SIWES

The major participants in the SIWES are below listed.

- The Federal Government
- The Industrial Training Fund
- The Coordinating Agency (NUC)
- The Institutions (Universities)

- The Students
- The Employers

CHAPTER TWO

2.1 BRIEF HISTORY OF KWARA STATE MINISTRY OF ENERGY

Forgo Battery Company was founded in the early 2000s in Nigeria, at a time when the demand for reliable power solutions, particularly in the automotive and solar sectors, was on the rise. Initially focusing on producing lead-acid batteries essential for vehicles and various applications, the company quickly recognized the need to adapt to changing market dynamics. Over the years, Forgo Battery expanded its product lines to include advanced technology batteries and renewable energy solutions such as solar batteries, positioning itself to meet the growing consumer appetite for sustainable energy. Investment in research and development played a crucial role in enhancing battery performance, longevity, and safety, establishing Forgo Battery as a key player in the Nigerian market. Today, it is recognized as a leading manufacturer of automotive and solar batteries, boasting a reputation for quality and innovation, while also embracing sustainability through eco-friendly production practices.

SIWES COORDINATOR: BABALOLA TOYIN

2.2 ADMINISTRATIVE AND OPERATIONAL STRUCTURE

Board of Directors/Advisory Council

The advisory council consists of industry experts, investors, regulatory representatives, and sustainability advocates. They provide strategic guidance, ensure compliance with energy regulations, and oversee long-term growth initiatives.

Chief Executive Officer (CEO)

The CEO leads the company's overall vision, strategy, and operations. They drive innovation, oversee company performance, and ensure alignment

with business goals and sustainability objectives.

Chief Technology Officer (CTO)

Responsible for research and development, the CTO leads advancements in battery technology, efficiency, and sustainability. This role ensures the company remains at the forefront of energy storage innovation.

Chief Operations Officer (COO)

Oversees daily operations, including manufacturing, supply chain logistics, and quality control. The COO ensures smooth production processes and operational efficiency.

Chief Financial Officer (CFO)

Manages financial planning, investments, and budgeting. The CFO ensures financial stability, resource allocation, and regulatory compliance in financial operations.

Research & Development (R&D) Department

Focuses on developing new battery technologies, improving energy density, and enhancing sustainability. This team conducts material research, prototyping, and product testing.

Manufacturing & Production Unit

Handles battery cell production, assembly, and quality assurance. This unit ensures efficient and sustainable manufacturing processes while maintaining high product standards.

Supply Chain & Procurement Department

Manages the sourcing of raw materials, supplier relationships, and

logistics. This department ensures ethical sourcing, cost-effectiveness, and timely supply chain operations.

Sales & Marketing Department

Develops business partnerships, expands market reach, and promotes Forgo Battery's products. This team handles branding, advertising, and customer engagement strategies.

Customer Support & Service Unit

Provides assistance to clients, addressing inquiries, troubleshooting issues, and offering after-sales support. This unit ensures customer satisfaction and continuous service improvement.

Sustainability & Compliance Unit

Ensures that production and operational practices align with environmental policies and industry regulations. This unit oversees carbon footprint reduction initiatives and waste management strategies.

Quality Control & Safety Department

Monitors product quality, safety standards, and regulatory compliance. This department conducts rigorous testing to ensure reliability and durability.

IT & Digital Solutions Department

Develops and maintains software systems, cybersecurity, and digital infrastructure for operations. This team ensures seamless data management and technological efficiency.

Legal & Regulatory Affairs Department

Handles legal matters, intellectual property rights, and industry

compliance. This department ensures the company adheres to international and national energy laws.

2.3 VISION AND MISSION

VISION STATEMENT

- To be a leading governmental body in the promotion and implementation of sustainable, accessible, and efficient energy solutions that drive socio-economic development and industrial growth throughout Kwara State.

- To position Kwara State as a regional model for clean and renewable energy innovation.

- To ensure every household, business, and industry in Kwara State has access to reliable, safe, and affordable energy.

- To reduce dependence on fossil fuels by integrating renewable energy technologies such as solar, wind, and biomass into the state's energy mix.

- To foster public-private partnerships that enhance the state's energy infrastructure and create job opportunities for the youth.

- To build a digitally intelligent energy management system for real-time monitoring and smart distribution.

- To lead the fight against energy poverty and climate change at the state level.

MISSION STATEMENT

- To formulate, implement, and monitor strategic energy policies and programs that guarantee sustainable power supply, promote renewable energy usage, ensure regulatory compliance, and support socio-economic

transformation across all sectors in Kwara State.

- To expand rural electrification and off-grid energy access through solar mini-grids and hybrid systems.
- To collaborate with national and international energy agencies to attract investment and technical expertise into the energy sector.
- To ensure regular maintenance and upgrading of the state's power infrastructure to minimize energy losses and downtime.
- To support local capacity-building initiatives that train technicians, engineers, and entrepreneurs in the energy space.
- To enforce safety standards, environmental protection protocols, and efficient energy use across all energy projects.
- To promote energy literacy and community awareness through campaigns, workshops, and school outreach programs.

2.4 STAFF PROFILE AND STRENGTH

The ministry comprises a minimum of 200 staffs rendering different level of services. There are at least 150 professionals that assist the Kwara State Government on policy matters, designing and consultancy, and also special services. The professional staffs include Electrical Engineers, Civil Engineers, Mechanical Engineers, Architects, Accountants and many more.

The presence of these experts has increased the workforce and increased the efficiency of major projects carried out by Lagos state government.

Other category of staffs include: craftsman, Technicians, workshop supervisor.

2.5 SECTIONS AT FORGO BATTERY COMPANY

- Finance and administrative Department
- Human resources Department
- Technical services Department
- Mechanical and Electrical Engineering Department
- ICT Department
- Procurement Department
- Audit Department

2.6 OBJECTIVES OF DEPARTMENT

The primary objective of our department remains to ensure operational excellence by adhering to industry benchmarks and best practices. We are committed to optimizing productivity, maintaining high safety standards, and promoting a proactive maintenance culture. Ultimately, our goal is to deliver superior performance in all our projects, thereby contributing to the overall success of our organization.

At Forgo Battery Company, we are committed to innovation and excellence in battery management and manufacturing. Our focus is on producing high-quality battery systems that meet the diverse needs of our customers while ensuring sustainability and safety. Below are key areas of emphasis within our department, reflecting our objectives and operational standards:

1. Quality Management

We maintain rigorous quality management systems that adhere to industry standards. Our team continuously evaluates and improves our procedures to

enhance product quality and reliability. This analytical approach enables us to set clear objectives and meet or exceed customer expectations.

2. Collaboration and Team Dynamics

Effective collaboration is at the heart of our operations. We prioritize open communication among team members, organizing regular strategy sessions to clarify roles and responsibilities. This collaborative spirit fosters a culture where feedback is encouraged and challenges are addressed collectively, enhancing overall team performance.

3. Safety and Compliance

Health and safety are paramount in all our operations. We conduct regular compliance reviews to ensure that all safety protocols are followed meticulously. Training sessions emphasize the importance of adhering to these standards, creating a safe working environment for all employees.

4. Hands-On Technical Training

Practical skills development is an integral part of our training curriculum. Team members engage in hands-on experiences involving battery maintenance, charging protocols, and equipment assessments. This real-world application of knowledge enhances our ability to troubleshoot issues quickly and effectively.

5. Continuous Improvement and Innovation

We believe in fostering a culture of continuous improvement. Reflection and feedback sessions encourage team members to share insights and propose innovative solutions. This collective learning approach allows us to refine our processes continuously and embrace new methodologies that enhance our operational capabilities.

6. Sustainability Practices

As a battery manufacturer, we are dedicated to sustainability. Our processes include proper battery management, recycling initiatives, and minimizing environmental impact. By understanding battery degradation and implementing proactive maintenance, we ensure our products operate at peak performance while promoting eco-friendly practices.

2.7 ORGANIZATION CHART

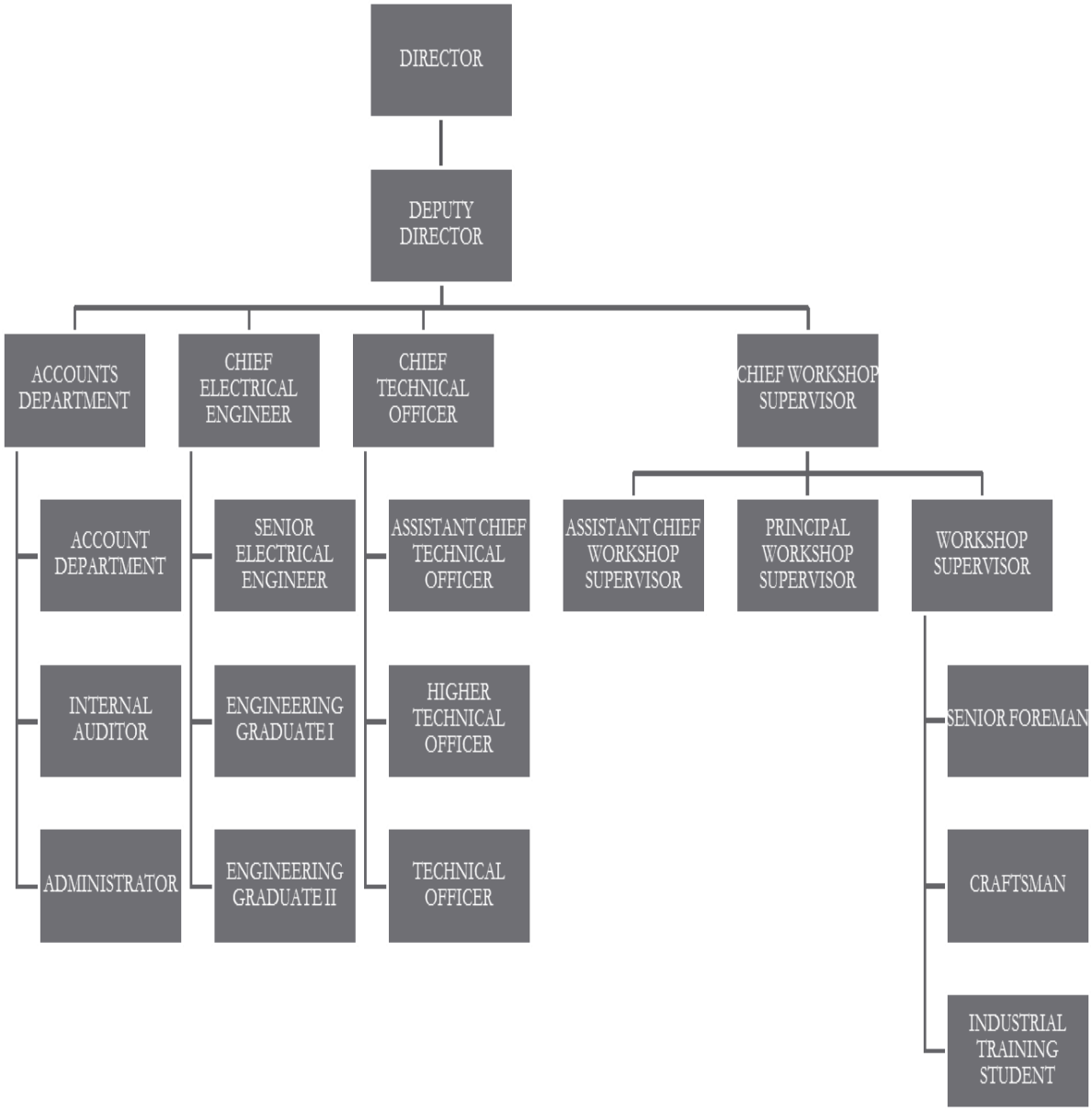

Figure 1: Organization chart

CHAPTHER THREE

3.1 WORK DONE AND EXPERIENCE GAINED

During the technical training period, significant focus was placed on enhancing the operational standards within our department. Initially, the team evaluated existing facilities to identify shortcomings and areas requiring improvement. Comprehensive discussions centered on potential projects aimed at elevating these standards, ensuring that all outcomes aligned with industry benchmarks. The training involved an in-depth analysis of quality management systems, where we assessed current procedures against established best practices. This analytical approach allowed us to define clear objectives for enhancing productivity and efficiency, with a vision to realize these enhancements by the end of the training period.

As part of our collective efforts, there was a strong emphasis on collaboration among team members. We organized multiple strategy sessions to clarify roles and responsibilities across various projects, fostering an environment where open communication was encouraged. This collaborative spirit was crucial in addressing any bottlenecks in processes and implementing feedback mechanisms designed to evaluate team performance. Furthermore, meticulous planning sessions were conducted to establish maintenance schedules and budgets for upcoming projects, ensuring that all resources were allocated effectively.

In addition to operational planning, the training curriculum included vital components such as health and safety compliance reviews. These sessions emphasized the importance of adhering to safety protocols in all technical operations, reinforcing our commitment to creating a safe working environment. The training also mandated that team members engage in hands-on experiences, such as electrical installations and equipment assessments, which were essential

for building practical skills. Each team member took the initiative to troubleshoot issues and apply their learning in real-time scenarios, which significantly enhanced both individual and collective expertise.

Throughout the training experience, consistent documentation of progress and challenges played a pivotal role in refining our approach to project management. Weekly reports were compiled to summarize outcomes, lessons learned, and areas for improvement. This practice not only enhanced transparency within the department but also served as a valuable resource for future project planning. The collaboration and knowledge-sharing that occurred fostered an environment of continuous improvement, where each member was encouraged to contribute ideas and propose innovative solutions.

During the technical training period, a wide range of tasks were undertaken to enhance the operational effectiveness of the department. One of the primary focuses was on the wrapping of machinery components, crucial for protecting equipment from environmental factors and extending its lifespan. This meticulous process involved inspecting each part for signs of wear and tear, facilitating informed decisions about maintenance and preservation. Collaborating closely with colleagues, we cultivated a team-oriented approach that emphasized attention to detail and safety. The hands-on experience reinforced the importance of proactive maintenance and the role it plays in operational efficiency.

Another significant area of work involved troubleshooting the water flow systems integrated into our machinery. Assessing these systems required a collective effort, where team members shared their insights and technical expertise. Every challenge we encountered served as an opportunity for learning, fostering a collaborative atmosphere that encouraged problem-solving and innovation. This not only improved our mechanical skills but also deepened our

understanding of how critical these systems are to overall functionality. Open communication during these troubleshooting tasks allowed us to identify and rectify problems quickly, ultimately enhancing our ability to respond to technical challenges.

Exploring battery management systems was another key component of our training. Understanding the intricacies of battery maintenance, including proper charging protocols and indicators of battery health, became paramount. This knowledge is vital for ensuring that our machinery operates at peak performance. Practical sessions focused on the identification of battery degradation signs equipped us with essential skills for timely replacements, thus preventing potential operational failures. Gaining this expertise instilled a sense of confidence among team members, knowing we could effectively manage one of the most critical aspects of machinery performance.

In addition to these technical tasks, there was a strong emphasis on the importance of cleanliness and organization within the workshop environment. Establishing effective cleaning routines and maintenance schedules not only contributed to safety but also facilitated more efficient workflows. A clean workspace was recognized as a crucial element of productivity, reinforcing the idea that diligent upkeep can lead to enhanced operational capabilities. Team discussions around best practices for maintenance encouraged a culture of responsibility and accountability, ensuring that all members understood their contributions to the overall success of the department.

Throughout the training, reflection and feedback sessions were integral to our learning experience. Collaborative discussions allowed us to share individual insights, highlighting successes and identifying areas for improvement. Each team member’s perspective contributed to a comprehensive understanding of our operational dynamics, emphasizing the value of continuous improvement. This

feedback loop not only prepared us for future challenges but also fostered a growth mindset within the team, encouraging everyone to embrace learning as an ongoing journey.

The experiences gained during this training phase have equipped us with a robust skill set and a proactive approach to problem-solving. The challenges faced, whether technical or logistical, served to strengthen our resilience and adaptability. By navigating these obstacles together, we nurtured a sense of camaraderie and teamwork that will carry forward into future initiatives. Overall, the benefits of this technical training extend beyond individual skill enhancement; they have instilled a culture of excellence and a commitment to maintaining high operational standards within our department, ultimately positioning us for success in all future endeavors.

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CHAPTER FOUR

4.0 CONCLUSION, RECOMMENDATIONS, SUMMARY

4.1 CONCLUSION

The technical training period has been instrumental in enhancing the operational standards of our department. Through a focused evaluation of our facilities, collaborative strategy sessions, and hands-on experiences, the team has developed a deeper understanding of quality management systems, production efficiency, and effective maintenance practices. This experience has not only equipped us with essential technical skills but also fostered a culture of continuous improvement and teamwork.

4.2 RECOMMENDATIONS

Based on the experience I acquired and the training I received during the SIWES program, I thereby make the following recommendations:

FOR ITF

- ITF should ensure the regular visitation of the ITF officers to Supervising Agencies Institutions, Employers and students on attachment.
- The log-book issued to students at attachment by institutions must be checked and signed by the institutions‟ and ITF Supervisors responsible during supervision not in their offices at the end of attachment.
- ITF should be providing insurance cover to students on attachment and improve on paying Students and supervisor’s allowances for motivation.
- The SIWES coordinators, ITF agencies, and Area office should institute their machinery to quicken the vetting of students log-books.

FOR STUDENTS

Students on attachment must carefully record all training activities and other assignments in the log-book daily, complete ITF Form 8 and submit them to ensure proper assessment which is used in payment of their allowances.

4.3 SUMMARY

Throughout the training, we tackled various tasks, including machinery component wrapping, troubleshooting water flow systems, and managing battery systems, all while prioritizing safety and cleanliness in our work environment. The emphasis on collaboration, open communication, and documentation has laid a strong foundation for ongoing improvement and knowledge sharing. The experiences gained have not only refined our technical expertise but also nurtured a resilient and adaptable team dynamic, positioning us for future challenges with confidence and efficiency. As we move forward, the skills and lessons learned during this training will serve as a robust platform for achieving our department's goals and maintaining high operational standards in every initiative we undertake.

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