



**TECHNICAL REPORT**  
**ON**  
**STUDENT INDUSTRIAL WORK EXPERIENCE**  
**SCHEME (S.I.W.E.S)**  
**HELD AT**  
**KWARA STATE GEOGRAPHIC INFORMATION**  
**SERVICES (KWGIS) COMMISSIONERS LODGE WAY**  
**G.R.A ILORIN KWARA STSTE**

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**SUBMITTED TO:**  
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**POLYTECHNIC, ILORIN.**

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## **DEDICATION**

I dedicate this report first and foremost to Almighty God who made it possible for me to go through this SIWES program safely and soundly and who has been there from the beginning to this very point also for the opportunity given to me to be in banking and finance department of this citadel of learning and to complete my 4month SIWES.

## **ACKNOWLEDGEMENT**

My deeper appreciation goes to Supreme God for granting me life, health, favor, wisdom knowledge and understanding all through the period of my SIWES program.

With a deep sense of appreciation, respect and gratitude, I want to say a big thank you to my parents, Mr and Mrs **Babatunde**, brothers, sisters and other relatives and non-relatives friends, for their caring attitude and support from the beginning of my ND program banking and finance to this point.

I will like to express my gratitude to my honourable (H.O.D) , my SIWES supervisor, and also the entire staff of the Department of Estate management, kwara state Polytechnic Ilorin, I say more grace to your elbow all.

My sincere appreciation also goes to everyone that has been by me all this while. THANKS TO ALL

## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.1 BACKGROUND**

SIWES which stands for Student Industrial Work Experience Scheme was initiated by the Industrial Training Fund (ITF) in 1973 so as to complement the theoretical knowledge acquired in higher institutions with practical experience.

The goal of SIWES is to promote industrialization in Nigeria, and an avenue between the world of teaching, learning, industry and work with reference to a field of study such as engineering, science, Agriculture, technology and other professional education programs.

Functions of the SIWES Unit

By the directive of National Universities Commission (NUC) and Industrial Training Fund (ITF), the Unit is mandated to carry out the following functions.

- i. Seeking of industrial placement for undergraduate students enrolled in disciplines scheduled for participation in SIWES.
- ii. Supervision of the students placed in the industries located within our ITF zone.
- iii. Processing of students' logbooks, ITF forms and industrial attachment reports upon which is based on the Federal Government funding of supervision and students' allowances.
- iv. Fostering of close links between the university and industries participating in SIWES programme.
- v. Provision of advisory guidance to participating students on career employment opportunities.
- vi. Monitoring of compliance with the requirements of SIWES on the part of students in eligible disciplines as a condition for graduation.

- vii. Facilitation of the disbursement of the students' allowance to deserving students through e-payment.

### **Overview of the Students Industrial Work Experience Scheme (SIWES)**

Students Industrial Work Experience Scheme (SIWES) is a mandatory skills acquisition and training programme. It is designed to expose students to the industrial workplace environment in their respective disciplines during their course of study. The students are also expected develop occupational competencies that would facilitate their fitting into the world of work after graduation.

### **1.2 OBJECTIVE**

The objectives of the scheme are to:

- i. Provide avenues for students to acquire industrial skills and experience during their course of study;
- ii. Prepare students for industrial work situation they are likely to meet after graduation;
- iii. Expose students to work methods and techniques in handling equipment and machineries that may not be available in the university;
- iv. Provide students with the opportunities to apply their educational knowledge in real work situations, thereby bridging the gap between theory and practice; and,
- v. To make the transition from the schooling to world of work easier through enhancing students' contact for later job placement.

### **1.3 DESCRIPTION OF ESTABLISHMENT OF ATTACHEMENT**

Kwara State Geographic Information Service is located at commissioner's lodge way G.R.A Ilorin in Ilorin south local government Area of kwara state.

Over the time, Kwara State Geographic Information Service have change name ranging from Department of Land, Survey and Physical Development to Ministry of Land and Urban Development to Ministry of Land and Housing to Bureau of Lands.

The defunct Bureau of lands was reconstructed and restructured in 2019 and was completed and rename in 2020 to Kwara State Geographic Information Service KW-GIS under the administration of the Executive Governor of Kwara State Mallam Abdulrahman Abdulrazak.

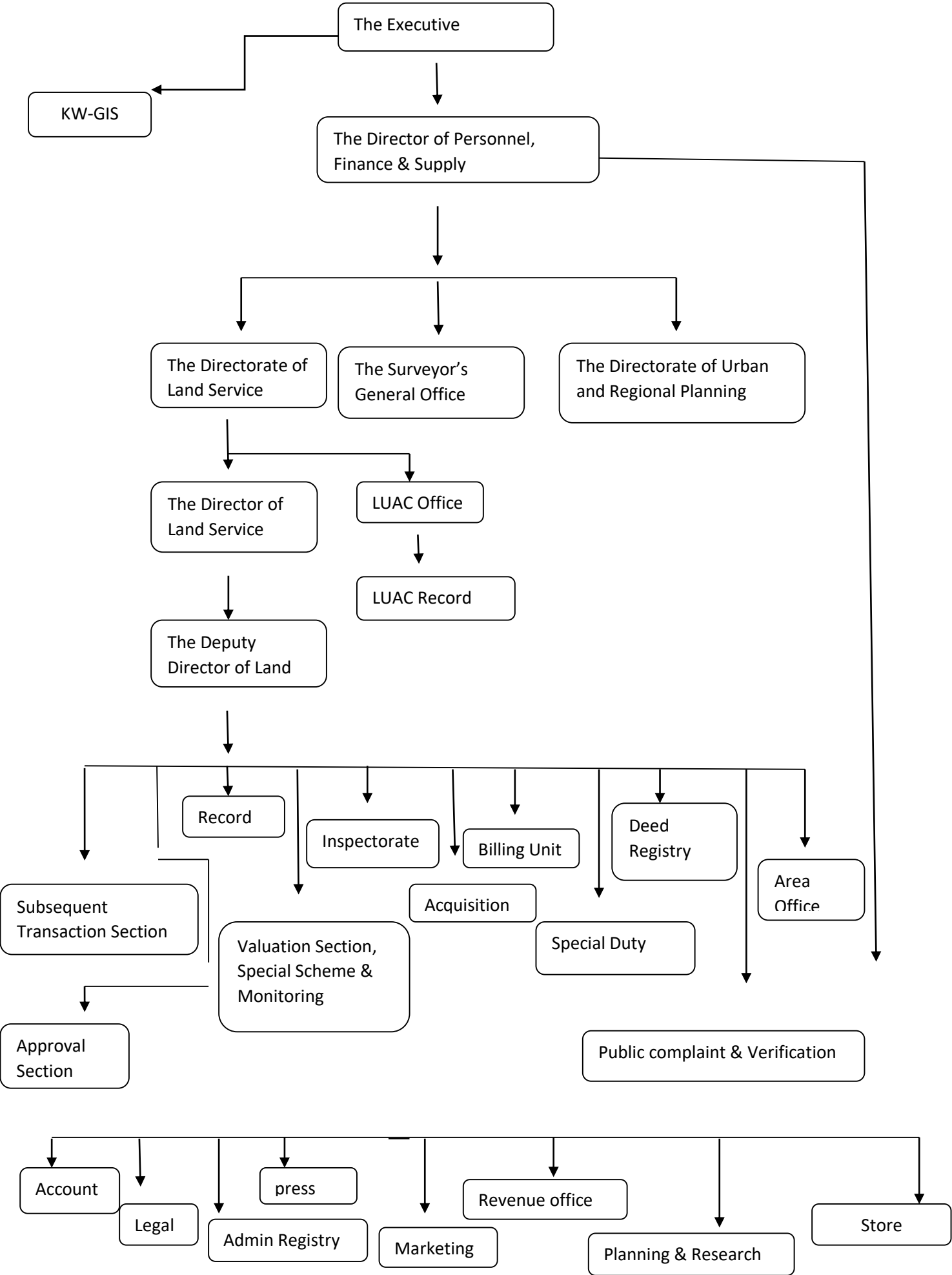
KW-GIS is charge with the following responsibilities:

- Registration of all titles on lands.
- Processing of request for grant of statutory Right of occupancy under public-private partnership developers.
- Processing of Application for Statutory Right of Occupancy.
- Processing of Subsequent Transaction for Assignment, Mortgage e.t.c.
- Acquisition of land and Revocation of all Right of Occupancy and processing of compensation claims.
- Preparation and issuance of certified True Copies of land-released document.

#### **1.4 OBJECTIVE OF THE ESTABLISHMENT:**

To optimizing Kwara state land resource for accelerated economy growth

**ORGANOGRAM OF KW-GIS**





## **CHAPTER TWO**

### **2.1 VARIOUS DEPARTMENTS WITHIN THE DIRECTORATE OF LAND SERVICES OF KW-GIS.**

1. **DIRECTORATE OF LAND SERVICE** which has at least two other sub-offices attached to it and which the responsibility of processing Right of Occupancy for privately purchase land and Government allocation and assignment as well as issuance of Statutory Right of Occupancy. Her responsibilities are delegated to other offices these are:

#### **Approval Section and Subsequent Transaction Section.**

- A. **The subsequent transaction office** itself, which is directly under the directorate of land service and is charge with the following responsibilities
  - Filing of application of assignment
  - Inspection of property in question and the determination of OMV (Open Market Value) which will later be compare with one submitted by the applicant.
  - Vetting of other documents submitted by the applicant(s).
  - Writing of brief on the file
  - Determination of statutory fees for the processing of assignment, mortgage and sublease.
  - Writing of final schedule for the printing and approval of assignment, mortgage, or sublease.

## **PROCEDURE FOR PROCESSING ASSIGNMENT**

- **Procurement of application form**
- After the procurement of the application form, the following under listed item need to be submitted together with the form
- Three (3)- passport photograph for each party and no passport if it's a company.
- Means of identification of the two parties involved
- Current Tax clearance
- The Original Deed of assignment duly Stamp duty with and a counterpart copy.
- Four (4) copies of original Survey Plan if it is part assignment
- Valuation Report
- **Payment of Statutory Charges**
- Approval Fee
- Registration Fee
- Capital Gain Tax
- Administrative charge
- Valuation Vetting Fee
- Ground Rent if any
- Land Charge

B. **Approval section** itself which is directly under the directorate of land service and they are responsible for file other documents required, filing of Title Deed and computation of statutory fee.

## **PROCEDURE/REQUIREMENT FOR PROCESSING OF STATUTORY RIGHT OF OCCUPANCY**

### **(A) GOVERNMENT ALLOCATION**

- i. Procurement of Application form from the Land Bureau.
- ii. Completed Application form to be accompanied by the following document.
- iii. Current Tax Clearance Certificate
- iv. Declaration of Age or Birth Certificate
- v. 4 current passport photograph
- vi. Certificate of incorporation (if corporate body)
- vii. Memorandum and Article of Association (if corporate body)
- viii. Title Deed preparation fees, C of O preparation and collection fees

Completed application form with above documents should be submitted to the Land Bureau for further processing.

### **(B) PRIVATELY PURCHASED LAND**

- i. Procurement of Application form from the Land Bureau completed form to be accompanied with the following documents.
- ii. Current Tax Clearance Certificate
- iii. Declaration of Age or Birth Certificate
- iv. 4 passport photograph
- v. Stamp Duty Agreement
- vi. Valuation Report if developed
- vii. Publication in National Newspapers (if undeveloped)
- viii. Survey plan
- ix. Environmental Impact Analysis if non-residential; Site Analysis Report if residential

- x. Vendor's affidavit
- xi. Certificate of incorporation (if a corporate body)
- xii. Memorandum and Article of Association (if a corporate body)

### **Payment of Statutory Charges**

- Payment of premium
  - Land charge
  - Administrative charge
2. **KWAGIS** are charge with the responsibilities of printing document especially approval of consent and certificate of title and keeping of scanned files in to archive.
3. **Registry:** are charge with many responsibilities among them are the one related to the processing of certificate of occupancy, assignment, mortgage and sublease. The registry is to:
- Vetting the file and final schedule written by the S.T (subsequent Transaction) before sending it for printing at KWAGIS
  - Sending of those documents to His Excellency or Attorney General has the case may be.
  - Registration of documents such as C of O, Caveat, power of attorney e.t.c
  - Payment of survey report fee
  - Payment of Town planning report
  - Title Deed plans fees
  - C of O preparation fee
4. **LUAC record:** responsible for the opening of file for new application.
5. **Public Complaint and Verification Unit:** charge with the responsibility of vetting file to ensure proper documentation.

6. **Inspectorate department** has the responsibilities of patrol/monitoring of all government layouts within the state to check encroachment on government layouts/acquired land, illegal occupiers of government lands and those occupiers without title documents.

**Function of inspectorate department**

- Attending to complaints received as regards to allocation and encroachment
- Monitoring and patrolling of the government layouts in order to avoid encroachment
- Recommending alternative plot in case of error of double allocation
- Enforcement of conditions imposed on allocation/statutory right of occupancy
- Verification of title on land before development
- Identification of property for land charge administration
- Liaising with the legal unit on litigation
- Part of technical committee on road opening

7. **Valuation monitoring and special scheme:** is charge with the responsibilities of conducting site inspection and also valuation of a property to determine the Open Market Value for or as against the one submitted by the applicant

8. **Land Use Allocation Committee (LUAC)** is an independent office and has a mandate of giving allocation on government layout and to revoke land.

9. **Acquisition section** are charge with the responsibility of acquiring land for overriding public interest Acquisition of land and Revocation of all Right of Occupancy and processing of compensation claims.

10. **Billing unit** have the mandate of generating bills such as comprehensive and land charge bill for properties of different purposes.

**11. Deed Record** is an office with a dip where all file relating to land transaction are kept and retrieve as the arise

## CHAPTER TREE

### 3.1 STATEMENT ON EXPERIENCE GAINED

- **Land charge calculation:** I was taught and participated in calculation of land charge for different properties and purposes and raising of land and comprehensive bill with computer software. The land charge is determined by the multiplication of Land Size, Land Value and Rate ie Annual Land Charge of a Residential property along Taiwo Road Ilorin with a size of 1086m<sup>2</sup> is equal to  $1086 \times 4444 \times 0.0012 = \text{₦}5791.4208$  plus administrative charge which is 10% of  $\text{₦}5791.4208$  which is 579.1 plus a fixed amount for tenement rate of  $\text{₦}2,000$  for residential which is  $\text{₦}8,370.5208$  per annum. The
- **Dipping of files:** I was taught how to dip file into respective file rack
- **Schedule for R of O:** I was taught how to write schedule of Statutory Right of Occupancy.
- Statutory valuation for the processing of assignment and litigation
- : I participated in different valuation of property for different purposes.
- I learnt how to vet a file for mortgage and assignment, how to calculate statutory fee for such application and also learn to write schedule for assignment and mortgage.
- Statutory Valuation for assignment using cost method with applicable and appropriate rate to arrive at the value to be recommended.
- **valuation:** to establish a fair market price for buying, selling, or financing a property.

#### Methods:

- **Sales comparison approach:** Comparing the subject property to similar recently sold properties in the area.

- **Income approach:** Calculating the potential income a property can generate through rent.
- **Cost approach:** Estimating the cost to replace the property with a similar one

**v. Director land:**

In estate management, "valuation" refers to the process of determining the current market value of a property, essentially estimating how much a piece of real estate is worth at a specific point in time, using various methods like sales comparison, income, or cost approaches, to arrive at a monetary figure based on its characteristics and market conditions.

- **Purpose:**

To establish a fair market price for buying, selling, or financing a property.

- **Methods:**

- **Sales comparison approach:** Comparing the subject property to similar recently sold properties in the area.
- **Income approach:** Calculating the potential income a property can generate through rent.
- **Cost approach:** Estimating the cost to replace the property with a similar one



## **CHAPTER FOUR**

### **4.0 PROBLEMS ENCOUNTERED DURING THE PROGRAM and solution**

The following are the problems encountered during the programme.

1. **Time Factor:** The programme was scheduled to hold for the period of 4 month the time is very short for that kind of training to learn all the organization work.
2. **Secrecy:** some information were classified and was not reveal to us as a SIWES student.

### **4.1 SUGGESTIONS FOR THE IMPROVEMENT OF THE SCHEME**

The scheme is a good program, it really help and improve the knowledge of those who participated.

- The SIWES body should increase the time to 6 month programme.
- They should support the student with the needed materials in their respective fields

## **CHAPTER FIVE**

### **5.1 CONCLUSION AND RECOMMENDATION**

#### **WORK CARRIED OUT**

- Calculation of Land Charge which is the annual payment to the government for the occupation or uses of land by the property owner/user.
- 2. Preparation of Schedule of Right of Occupancy: I also take part in preparing schedule of R of O for printing which one of the major work of Approval section.
- Dipping of fills: dipping of file at Deed Record in to their respective set in the file rack, changing of spoilt file jacket and dispatching of file requested by other unit.
- Filing of payment receipts made by applicant into their respective files.
- preparation of schedule of assignment for printing at transaction section
- property inspection and valuation

### **5.2 SUMMARY OF ATTACHMENT ACTIVITIES**

The bureau of land have the responsibilities on the following:

Issuance of Certificate on Land Statutory such as Right of Occupancy and Certificate of Occupancy.

Generation of Land charge bills for the use and Occupation of Land

As a student I was able to learn all the requirements and the stages of documentation before the issuance of such certificate and rate use in calculating the land charge for different purposes