



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

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HELD AT

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DEDICATION

This report is dedicated to Almighty God, the Supreme Being and also to my loving parents, Mr. & Mrs. Akinwale

ACKNOWLEDGEMENT

Firstly, with every sense of humility, I give my sincere appreciation to Almighty God from whom all knowledge, wisdom and intelligence are given to humanity for making it possible for me to accomplish my SIWES programme.

Education is an instrument of change, for human emancipation from ignorance, superstition and enslavement. My parents made sure they planted this in me. I am grateful to my parents, **Mr.** and **Mrs. Akinwale** for their love, care, encouragement and financial support. I pray that Almighty God will grant them long life and hearty health to reap the fruit of their labour.

Words alone cannot express my enthusiasm to my SIWES supervisor and departmental lecturers for their parental advice and tutelage. May God almighty continue to bless you all?

FOREWORD

This report contains all the work done and the experience gained during my four months of industrial programme which I had at **Irepo Local Government, Kishi, Oyo State** in Old Kigboho Road, Agbede Area, Kishi, Oyo State and it is written in chapters according to how the training goes.

The five chapters report is arranged as follow. Chapter one unveils a brief background of the advent of **SIWES** programme into Nigeria tertiary institution academic calendar. Chapter two reveals the major sections and units in the host organization and student's specific involvement in the organization during training. Chapter four elucidates on work done by the intern in the organization, the relevance of the experience gained as it is in-line with the kernel of Computer Science.

The last chapter of the report elucidates on conclusion, recommendation and suggestion for institution and organization.

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CHAPTER ONE

1.0 INTRODUCTION

This chapter gives a brief history of SIWES, its aims and objectives, as well as a short narrative on my application and posting. It also introduces intelligent solution providers (ISP) of Computer, where I had my SIWES training.

1.1 ABOUT STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME

The student work experience scheme (SIWES) is a worldwide program practiced in countries like Japan, Australia, USA, Europe, and in African countries too. It is popularly known as co-operative education and referred to as sandwich in Europe. It is a six (6) months students industrial work experience scheme (SIWES) taken in the third year of the degree program, where the students go to various establishments related to their course of study.

The program was initially introduced in Nigeria by the Industrial Training Fund (I.T.F.) which was established under Decree 47 of 1972 by the Supreme Military Council, headed by General Yakubu Gowon. The Decree was billed to take effect from 31st March, 1974 and had as its core objective, the gradual reduction of the percentage of foreign participation in most of Nigeria's economic activities, accompanied by a systematic cooperation of locally oriented skilled manpower into the vast economic sector.

One of the key functions of the ITF is to work as cooperative body with industry and commerce where students in institutions of higher learning can undertake mid-career work experience attachment in industries which are compatible with student's area of study. The students Industrial Work Experience Scheme (SIWES) is a skill Training program designed to expose and prepare students for the Industrial work situation which they are likely to meet after graduation. Participation in SIWES has become a necessary pre-condition for the award of diploma and degree certificate in specific disciplines in most institutions of higher learning in the country in accordance with the education policy of government.

1.2 BRIEF HISTORY OF SIWES

The word SIWES (Student Industrial Work Experience Scheme) was introduced by the federal government in the year 1973 to develop the technological, physical and social skill of our nation, through this, adequate and intelligent students are provided the department involved the actual challenge various disciplines before they can be awarded as a National Diploma (ND) graduate.

1.3 AIMS AND OBJECTIVES OF SIWES

- Provide an avenue for students in institutions of higher learning to acquire industrial skills and experience in their approved course of study and also by interacting with people with more experience in the field under consideration.
- 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 that are mostly not available in their various institutions.
- Provide students with an opportunity to apply their knowledge in real world situation thereby reducing the gap between theoretical knowledge and practical work.
- Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment in Industry and Commerce.

1.4 ROLES OF STUDENT

- Attend SIWES orientation programme before going on attachment.
- Comply with the establishment's rule and regulation.
- Arrange living accommodation during the period of attachment.
- Record all training activity done and other assignment in the log book.
- Complete SPEI from ITF, FORM 8 and get it endorsed by the employer for submission to the ITF.

1.5 OBJECTIVES OF THE REPORT

The objectives of the SIWES report are;

- To make through explanation of the work done during my four month industrial training.
- To fulfill the requirement for national diploma in computer science.
- To contribute to the body of knowledge and to enhance the understanding of the writer about a similar or same job.

1.6 THE LOGBOOK

The logbook issued to student on attachment by the institution was used to record all daily activities that took place during the period of attachment, and it was checked and endorse by the industry based/institution based supervisors and ITF during supervision.

CHAPTER TWO

2.0 ORGANIZATIONS IREPO LOCAL GOVERNMENT, KISHI, OYO STATE

An organizational chart for Irepo Local Government in Kishi, Oyo State, typically outlines the structure and various departments within the local government administration. Local government structures in Nigeria usually consist of elected and appointed officials who oversee various administrative and developmental functions at the local level.

While specific details for Irepo Local Government's organizational chart might vary, here is a general outline of how the structure could be organized:

Irepo Local Government Organizational Chart

Chairman

The Chairman is the chief executive of the local government, responsible for overseeing all operations and representing the local government in all matters.

Vice-Chairman

The Vice-Chairman assists the Chairman in the execution of duties and acts in place of the Chairman when necessary.

Legislative Arm

Councilors: Elected representatives from various wards within the local government area. They form the legislative arm, passing resolutions and laws for the local government.

Leader of the Legislative Arm: The leader of the Councilors, often responsible for coordinating the legislative activities.

Executive Arm (Departments/Units)

Secretary to the Local Government (SLG)

Oversees administrative functions and ensures the smooth running of the secretariat.

Treasury/Finance Department

Responsible for managing the local government's finances, budgeting, and revenue generation.

Works and Infrastructure Department

Oversees infrastructure development, including roads, bridges, and public works within the local government area.

Education and Social Services Department

Manages educational initiatives, social welfare programs, and other community development projects.

Health Department

Ensures the provision of health services, including clinics, hospitals, and health awareness programs.

Agriculture and Rural Development Department

Focuses on agricultural development and programs aimed at improving rural livelihoods.

Environmental Services Department

Responsible for sanitation, waste management, and environmental conservation.

Revenue Generation/Taxation Unit

Responsible for revenue collection, taxes, and other financial contributions from the community.

Other Units/Ad-Hoc Committees

Planning and Research Unit: Handles planning, development projects, and research initiatives.

Public Relations/Information Unit: Manages communication and public relations, ensuring the public is informed about government activities.

This structure may be adapted or modified depending on the specific local government setup in Irepo Local Government, Kishi, Oyo State, as well as its priorities and resources. Local governments in Nigeria may also form committees and sub-units based on the community's needs or specific administrative functions.

2.1 Brief History of Irepo Local Government, Kishi, Oyo State

Irepo Local Government is located in the northern part of Oyo State, Nigeria. The local government area is predominantly rural and serves as a vital administrative and cultural center for the communities in the region. Below is a brief history of Irepo Local Government:

Historical Background:

1. **Creation of Irepo Local Government:** Irepo Local Government was created as part of the administrative restructuring of local governments in Nigeria. It was carved out from the larger Oyo Local Government to ensure better governance and administration of the region. The local government was formally established in **1991** under the Babangida administration as part of the division of Oyo State into smaller administrative units to promote development and ease of governance at the grassroots level.

2. **Geography and Location:** Irepo Local Government is situated in the northern part of Oyo State, with its administrative headquarters in **Kishi**, a prominent town in the area. Kishi is a key commercial and cultural center within Irepo, and it serves as the heart of local governance for the region.
3. **Ethnicity and Culture:** The people of Irepo Local Government are primarily of the Yoruba ethnic group, with a rich cultural heritage that is reflected in their traditions, festivals, and daily life. The local government area is home to several indigenous communities, and the inhabitants speak Yoruba as their primary language, with some dialectal variations.
4. **Economy:** The economy of Irepo Local Government is largely agrarian, with farming being the main occupation of the people. Key agricultural products include crops like yam, cassava, maize, and rice, as well as livestock farming. Over the years, Irepo has made efforts to improve agricultural practices and support farmers with modern tools and techniques. Kishi is also known for its local markets, where traders from neighboring towns and villages come to buy and sell goods.
5. **Development and Governance:** Since its creation, Irepo Local Government has seen gradual development in infrastructure, education, health, and rural development. The local government has implemented several initiatives to improve the living standards of the people, such as road construction, health centers, and educational programs. The local government authority works closely with both the state government and federal agencies to execute developmental projects.
6. **Political Structure:** Irepo Local Government operates under the leadership of an elected **Chairman**, who is responsible for overseeing the day-to-day administration of the local government. The local legislative council consists of elected councilors representing the various wards in the area, playing a vital role in decision-making and law-making processes.

Conclusion:

Irepo Local Government, with its headquarters in Kishi, has grown from a rural area into a local government with increased attention to infrastructure and rural development. The people of Irepo maintain a strong cultural identity and continue to rely on agriculture as the backbone of their economy. Through various governmental efforts, the region continues to develop socially, economically, and politically, with a focus on improving the welfare of its people.

CHAPTER THREE

3.0 TASK DURING THE SIWES

WEEK 1

General introduction to all member of the administrator staff within in the secretariat complex

Familiarity with different within the local government secretariat complex

Introduction to members of staff in the local government e.g head of department head of unity and secretariat I was taught that there is eight Department in the Local Government

- i. admirative farm & supply
- ii. treasury dept
- iii. Agric dept
- iv. unit dept
- v. education and social service
- vi. Reath dept
- vii. environmental
- viii. director of budget planning research strategy

I was also taken around the whole department for paper identification Ardila relationship within the staffs

WEEK 2

I was also instructed to put all mail in to the relevant file before neat action could be taken

Introduction to various area in this outside the secretariat e.g. medical department

General cleaning of the office

An agreement of files in the shelves according their number

An agreement of staff personal file in the cabinet in that we change the file placement from horizontal to recital

WEEK 3

Introduction to various office in the 19 e.g. finance & supply dept, education within and outside the office and proper record taken.

The arrangement of polyad this in the shelve from horizontal to retional

General cleaning the office

I help my Boro in the computation of member of office that are duper year 2023 promotion

WEEK 4

I was expored to administration abbreviation e.g. kiv-keep in view P.A OR BU- Brought up etc by mg Bos.

Disputant of policy file to various offer and desperation the letter

Assist any book in filling off staff leave form

I was show some of the office metamer and equipment used in administration dept

Equipment used in the office are e.g stapler, office pin, tag, office fete, punch etc.

WEEK 5

Writing of morning list in various office

Punching and tagging of file and also help to record incoming mails into the correspondence ledger

Writhing of morning list in various office

General cleaning of the office

I was also tuque that administration dept cannot be understanding in any organization

WEEK 6

Type of file in central administration and the way and member administration work is being done and handled

the different file includes

- Person File
- Poly Files
- CPF-Contractor Personal File

General cleaning of the office

Personnel file this are the file of each staff working in the local government sectarian

Policy file this deal with both in among corresponding device circular form

WEEK 7

Public-holiday

Arrangement of year 2024 increment certificate for July staff

I was also instrument to put all mail the relevant file before action could be taken

Writhing of Boro and other office table for further action.

WEEK 8

Contractor personnel file it deals within local government contractor

I was the way dun a file and open volume and change all the form jacket to new ones

The payment ruiner clerk officer respective learn that there are various office under administration dept from central admin

Index book arrangement properly in the cabinet according to their number. I help my boss in the completion of name of staff emo are per incremental corticate.

I was instructed to tag and punch the mails before putting of into the file & also to do the paging

WEEK 9

Take all the file to chairman' office for further necessary action

Generally, service\cleaning of the office

Help in dispatching letter correspondence to where necessary

Assist my boss in tracing of file in the cabinent and all other affine

Writing of morning list and conveying letters of approval before taking into the typist

CHAPTER FOUR

4.0 RELEVANCE OF THE EXPERIENCE GAINED BY STUDENT DURING THE PROGRAMME

Without mincing fact, Student Industrial Work Experience Scheme (SIWES) sustains a great relevance for tertiary institution students during internship. Besides exposure to the technical Know-how of things are been done in industrial setting which far differs from what is being taught within the four walls of classroom. This will undoubtedly unravel completely or at least lessen the demarcation and prevailing contrast in terms of work force and output between industrial staff and newly employed graduates.

Unlike an intern, I was given a warm welcome on my first day at Kings D Standard Hotel. This was followed by my introduction to other staff and orientation on the activities/ functions of the organization.

In sequel to that, I was also introduced to other departments' i.e Marketing department, human resources department, amongst others.

During my internship, I functioned relatively in some of the departments/units in the organization such that I was able to gather several computer science related experience which will abet my academic career and pursuit

CHALLENGES ENCOUNTERED

1. Financial scar
2. Starkness of industrial staff
3. Proximity of industrial location
4. Limited internship period

CHAPTER FIVE

5.0 CONCLUSION

The SIWES program expected to be undergone by all students in the school of applied science in all tertiary institution in Nigeria.

I therefore deeply appreciate the Industrial Training of my school (Kwara State Polytechnic, Ilorin) for involving themselves in such a worldwide program. The importance of this training cannot be over emphasized industrial training by some operations carried out during the program.

5.1 RECOMMENDATION

I like to use this medium to explore the federal Government at all stage to take this SIWES program more seriously seen by the students of applied science as a virtual improvement in future of technology in our nature.

Government should also ensure a proper supervision of SIWES student so that the purpose of the programme will be achieved.

The federal Government should make adequate provision in the annual budget for proper funding of SIWES in view of the potential of the scheme to contribute to enhancing the quality of the pool to technical skill available to the economy.

A comprehensive and detail directory of employer who accept students for SIWES is urgently required to facilitate placement of student in industry.

In order to guarantee quality assurance of institution and the ITF. The ITF should ensure that the backlog in payment of students allowance is cleared urgently to remove the negative image being created for SIWES.