



**A REPORT ON STUDENT INDUSTRIAL WORK
EXPERIENCE (SIWES) UNDER THE STUDENTS'
INDUSTRIAL WORK EXPERIENCE SCHEME**

UNDERTAKEN @

ADBAQ INFORMATION TECHNOLOGY

**SECOND FLOOR KWARA STATE LIBRARY COMPLEX, ZULU
GAMBARI RAOD, ILORIN, KWARA STATE**

BY

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SUBMITTED TO

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NATIONAL DIPLOMA (ND) IN BANKING AND FINANCE**

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PREFACE

The writing of this SIWES report is manufacture by the school authority that before attaining the certificate of National Diploma (ND) in Banking and Finance. Each student must undergo the Four (4) months SIWES programme.

The SIWES record therefore contains the work done within the four months.

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CHAPTER ONE

1.1 INTRODUCTION

Student Industrial Work Experience (SIWES) is a four months programme setup by the federal government for professional student in Mass Communication and other elected courses which is controlled, in which the headquarter is in Kaduna State in affiliation with Industrial Training Fund (ITF) at Jos.

However, the government introduced the programme in other to assist students to be familiar with the practical aspect of their profession i.e. Mass Communication.

Student Industrial Work Experience (SIWES) is a programme setup by National Board of Technical Board (NABTEB) for its practical improvement of mass communication. The programme is setup during the period of three months which is corresponding with a body known as Industrial Training Fund (ITF).

1.2 BRIEF HISTORY OF SIWES

Prior to the establishment of the scheme, there was growing concern among our industrialists that graduates of our institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus, the employers were of the opinion that theoretical education going on in higher institutions was not responsive to the need of the employers of labour.

It is upon this background that the rationale for initiating and designing the

scheme by the Industrial Training Fund, during its formative years- 1973/1974- was introduced to acquaint students with the skills of handling employers' equipment and machinery.

The ITF solely funded the scheme during its formative years. But as the financial involvement became unbearable to the fund, it withdrew from the scheme in 1978. In 1979, the Federal Government handed the scheme over to both the National University Commission (NUC) and the National Board for Technical Education (NBTE). Later the Federal Government in November 1984, reverted the management and implementation of the SIWES programme to ITF and it was effectively taken over by the Industrial Training Fund in July 1985 with the funding being solely borne by the Federal Government.

1.3 AIMS AND OBJECTIVES OF THE PROGRAMME

The aims and objectives are as follows:

1. To provide wide practical experience of the industrial Student in Various Studies.
2. To give inspiration, commitment and dedication to the student
3. To enlighten the student about various aspect of their course of study
4. To hasten the level of understanding and studying since they had been exposed to practical aspect of their course.

CHAPTER TWO

2.1 BRIEF HISTORY OF THE ORGANIZATION

2.0 BRIEF HISTORY OF ADBAQ INFORMATION TECHNOLOGY

ADBAQ INFORMATION TECHNOLOGY established in the year 2010. It owned and manages by Mr. Abdulbaqq Adamu Sakariyyah. It is a non-governmental organization in Ilorin, Kwara State. They operate ICT and Printing Press situated at Kwara State Library Complex, Ilorin, Kwara State.

Science academic for training and skill acquisitions in nearly every aspect of IT of some of which include engineering section. Repairs and maintenance, programming and, computer graphic etc.

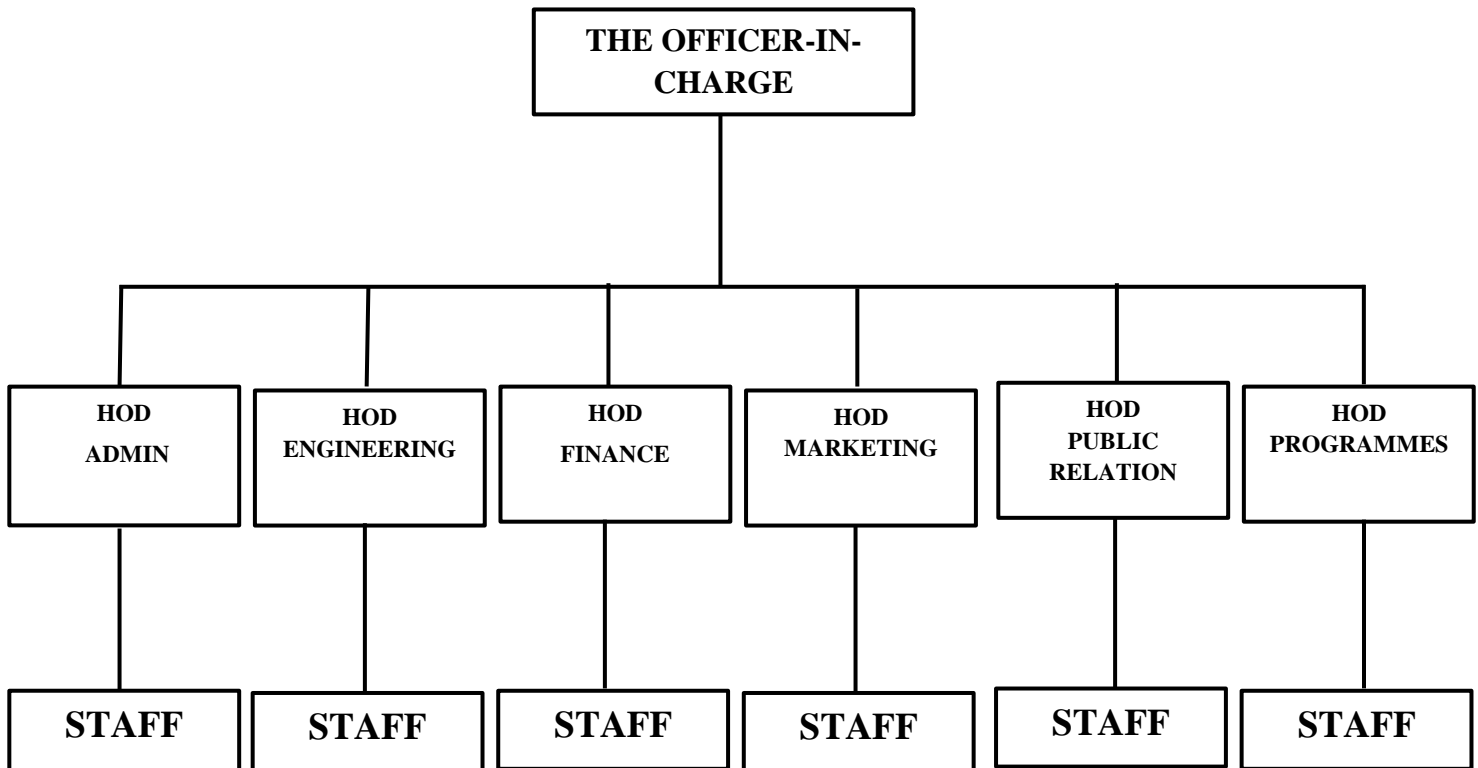
This company is head by the director and administrative manager next to him followed by the engineers, system analyst and the instructors.

2.2 VARIOUS DEPARTMENTS AND THEIR FUNCTIONS IN THE ORGANIZATION

1. Engineering Department: It's the department that deals with transmission and all other machineries in the transmitter room.
2. Marketing Department: This department deals with advertisement and programme show in the organization.
3. Accounting Department: This department deals with incoming and outgoing of money in the firm.

4. Finance and Administration Office: This unit performs the executive duties in the organization, like memorandum, meeting notice and other management activities.

2.3 ORGANOGRAM OF THE ORGANIZATION



2.4 VISION AND MISSION OF THE ORGANIZATION

VISION STATEMENT

- Protect the civil rights of all individuals.
- Increase voter education and registration and participation among all votes.
- Fight discrimination in housing, accommodation/services, or employment, education, and other areas.

- Encourage academic, scientific, and artistic excellence among minority students specifically minority & low income students in education.
- Create a criminal justice and judicial system that is fair and equal for all people.

MISSION STATEMENT

“To build and sustain a printing media that promotes stakeholders relationship through professionalism and innovative quality programming”.

CHAPTER THREE

3.1 EXPERIENCE ACQUIRED/ WORK DONE

I stated my SIWES program at Adbaq Information Technology on the 7th of August, 2024 in Finance Department under the supervision of Mr. Abdulqodir Opoola.

My SIWES Program at Adbaq Information Technology has been a successful one as I was exposed to the practical aspect of broadcast media. There I became skilled;

- ✓ Learned about various banking products and services offered by the bank (savings accounts, loans, fixed deposits, and online banking services).
- ✓ Attended a training session on how these products cater to different customer needs.
- ✓ Assisted in handling customer inquiries about banking products.
- ✓ Overview of customer service processes in banking.
- ✓ Assisted in attending to customer inquiries and account-related requests at the service desk.
- ✓ Gained hands-on experience in resolving customer issues under supervision (balance inquiries, account statements, complaints).
- ✓ Learned the procedures for opening different types of accounts (savings, current, corporate).
- ✓ Assisted in verifying customer documentation (KYC - Know Your Customer), filling account opening forms, and guiding customers through the process.
- ✓ Gained insights into account documentation and regulatory requirements.
- ✓ Observed and assisted tellers with daily cash transactions.
- ✓ Learned about cash handling procedures, including deposits, withdrawals, and balancing cash at the end of the day.

- ✓ Assisted in verifying cash transactions and issuing receipts to customers.
- ✓ Learned how to interpret financial statements (balance sheets, income statements, cash flow statements).
- ✓ Assisted in analyzing the financial health of corporate clients under supervision.
- ✓ Gained an understanding of key financial ratios (liquidity, profitability, and solvency ratios).
- ✓ Introduction to the loan application and approval process.
- ✓ Assisted in reviewing loan applications, checking customer creditworthiness, and assessing loan eligibility.
- ✓ Learned about the risk factors and criteria that banks use to approve or reject loan applications.
- ✓ Assisted the credit department in assessing the risk involved in lending.
- ✓ Learned about credit scoring systems and how to assess a borrower's ability to repay.

CHAPTER FOUR

4.1 EXECUTIVE SUMMARY

SIWES means Student Industrial Work Experience. Students are out annually to professional organization relevant to their course of study with the help of the institution based. Coordinator and the scheme take up while students are promoting to ND 2 during the National Diploma programme for science oriented courses studied in institutions. The scheme was established by the ITF (Industrial Training Fund) to solve the problem of lack of adequate practical skills. During this programme, students are expected to get technical assistance and acquire more experience scheme in their chosen field of study.

CHAPTER FIVE

5.1 PROBLEMS ENCOUNTERED DURING THE ATTACHMENT AND SOLUTION

I didn't face or encounter any difficulty or problem during my attachment except that my place of attachment is far away from my house.

But the general problems that students encounter before and during the attachment are as follow:

- Lack of available industry in the location of some students
- High cost of transport fare from the students resident to the attachment
- Laziness of some students during the attachment

SOLUTION

- Government should increase their investment on establishing companies for science oriented students.
- There should be a certain amount to be paid to the students during the attachment
- There should be monthly check on the students during the attachment

5.2 CONCLUSION

Student Industrial Work Experience (SIWES) is a scheme that improves the technical knowledge of students in the Nigeria institutions. The scheme exposes students to working method and techniques in handling equipment's and machinery that may not

be available in their institutions. It is a good process that every science oriented courses must undergo.

As for me, the SIWES I did at Adbaq Information Technology exposed me to the practical aspect of journalism. It widens my knowledge and skill on the discipline. The scheme equips students properly to face future challenges.

Lastly, big thanks to the Industrial Training Fund (ITF) for the establishment of SIWES which now serves as an opportunity for we students of the Nigeria institution.

5.3 RECOMMENDATIONS

Federal government, as a matter of responsibilities has to contribute immensely to the uplifts of this programme by putting in place a considerable compensation for the students who embarked on this kind of stressful and deadly programme. The federal government has a lot of role to play in building up a brighter future for us in order to maintain the peace and stability of the state.

Secondly, a lot of task also lies on the school authority to orientate and enlighten their students on the expected things they are going to face or encounter pleasantly or in the other hand when they get to their various placements of works before the commencement of the programme.

Thirdly, there should be rigorous inspection and supervision as some students count and envisage this programme as a mere task and they should as well enhance their strength and bestow and hefty mark on it.

Lastly, students need money for their upbringing and sponsorship, so I will urge the federal government to make the allowance more attractive to boost the students' morale.