TECHNICAL REPORT

ON

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

AT

TRADITIONAL MEDICINE BOARD

ISLAND, LAGOS STATE.

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DEDICATION

I dedicate my Industrial Training report to Almighty God, who has given me the grace to participate in the SIWES program, to my Parents and as many that have contributed greatly to the success of my Industrial Training.

ACKNOWLEDGEMENT

I thank God who has seen me throughout my SIWES program and also thank my Industrial based supervisor who guided me through My Industrial training. I also send out my appreciation to my lecturers, friends and Coworkers for their moral support. My special thanks to my wonderful and lovely parents Mr. and Mrs. IDOWU who were there for me in terms of care, prayers, financial support and others.

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CHAPTER ONE

INTRODUCTION

1.1 BACKGROUND

The Students Industrial Work Experience Scheme (SIWES) is a work-based learning program designed to prepare students for the transition from academic life to professional careers. It is an integral part of the Nigerian educational system, aimed at equipping students with practical skills and knowledge to complement their theoretical studies. SIWES was established in 1973 by the Industrial Training Fund (ITF) in response to the growing concerns of employers about the lack of practical skills among graduates from tertiary institutions (Ezeabikwa, 1991). The scheme is a collaborative initiative involving students, tertiary institutions, employers of labor, and the ITF.

The program was introduced to address the gap between classroom learning and the real-world demands of industries. It recognizes that while theoretical knowledge is essential, it is often insufficient for solving practical problems in professional environments. SIWES provides students with opportunities to gain hands-on experience, develop technical competencies, and understand workplace ethics and culture (Agbai, 1992).

The scheme is a mandatory part of the curriculum for students studying courses such as engineering, technology, medical sciences, agriculture, education, and other applied sciences. It typically lasts for six months for university undergraduates and four months for students in polytechnics or colleges of education (ITF, 2024). Through this initiative, students are exposed to industrial practices and technologies that are not available within their academic institutions. This exposure enhances their employability and prepares them for the challenges of the modern workforce (Adebayo & Adesanya, 2013).

SIWES also serves as a platform for fostering partnerships between educational institutions and industries. These partnerships enable industries to contribute to curriculum development by providing feedback on the skills and knowledge required in the workplace. This collaboration ensures that graduates are better equipped to meet industry standards and expectations (Akinyemi & Abiodun, 2018).

In summary, SIWES is a vital component of Nigeria's educational system that bridges the gap between theory and practice. It plays a crucial role in preparing students for professional careers by equipping them with practical skills, knowledge, and experiences that are essential for success in their chosen fields.

1.2 BRIEF HISTORICAL DEVELOPMENT OF SIWES

The history of SIWES dates back to the early 1970s when Nigeria experienced rapid industrial growth following its independence. This growth created a demand for skilled manpower to operate and manage industrial facilities. However, employers soon realized that graduates from tertiary institutions lacked the practical skills needed to perform effectively in the workplace (Ezeabikwa, 1991).

In response to this challenge, the Industrial Training Fund (ITF) was established in 1971 by Decree No. 47 with a mandate to promote skill acquisition and manpower development in Nigeria. Two years later, in 1973, SIWES was introduced as one of ITF's flagship programs aimed at addressing the skill gap among graduates (ITF, 2024). Initially, SIWES was fully funded and managed by ITF. The program targeted students in engineering and technology-related fields who required practical training as part of their academic curriculum (Adebayo & Adesanya, 2013).

By 1978, financial constraints forced ITF to withdraw from direct management of SIWES. The Federal Government subsequently transferred oversight responsibilities to the National Universities Commission (NUC) for universities and the National Board for Technical

Education (NBTE) for polytechnics and colleges of education (Legit.ng, 2022). However, this arrangement proved ineffective due to inadequate funding and poor coordination among stakeholders. In 1984, management responsibilities were returned to ITF under a new funding arrangement supported by the Federal Government (SmartBukites, 2023).

Over time, SIWES has undergone significant changes aimed at improving its effectiveness and expanding its scope. Initially limited to engineering and technology disciplines, it now includes other fields such as medical sciences, agriculture, business administration, and education. These changes reflect an ongoing commitment to align SIWES with evolving industry needs and national development goals (Akinyemi & Abiodun, 2018).

Today, SIWES is recognized as one of Nigeria's most successful initiatives for bridging the gap between academic learning and industrial practice. It has become an essential component of tertiary education in Nigeria, contributing significantly to skill development and employability among graduates.

1.3 OBJECTIVES OF SIWES

The primary objectives of SIWES are multifaceted and aim to enhance both student learning and industry engagement:

- To provide students with industrial skills and experience relevant to their field of study.
- To expose students to work methods and techniques that may not be available in their academic institutions.
- To facilitate a smoother transition from academic life to professional employment by enhancing students' networks with potential employers.
- To allow students to apply theoretical knowledge in practical settings, thereby bridging the gap between theory and practice.

- To strengthen employer participation in the educational process by fostering collaboration between educational institutions and industries (Ezeabikwa, 1991; ITF, 2024).

CHAPTER TWO

DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

2.1 LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

The history of traditional medicine boards is closely tied to the World Health Organization's (WHO) efforts to recognize and regulate traditional medicine practices. Here's a brief overview[1]:

- WHO's Involvement: The WHO started its traditional medicine program in 1976, focusing on developing standards and benchmarks for training and practicing traditional medicine.
- Global Recognition: By 2018, 170 WHO member states had reported using traditional medicine, leading to increased recognition and integration into national healthcare systems.
- Standardization Efforts: The WHO has published guidelines for quality, safety, and efficacy of herbal medicines, including good manufacturing practices and quality control methods.
- Integration into Healthcare: Many countries have integrated traditional medicine into their healthcare systems, with some establishing regulatory frameworks for traditional medicine products and practices.

The Lagos State Traditional Medicine Board is responsible for regulating traditional medicine practices in Lagos. Here are some key directives and information about the board

- Establishment: The Traditional Medicine Board was established under the Traditional Medicine Regulation and Registration Law of 2006, which commenced on June 6, 1994.
- Regulations: The board regulates the activities of traditional medicine practitioners, ensuring they meet standards for safety, efficacy, and quality.
- Registration: Traditional medicine practitioners must register with the board to practice legally in Lagos State.
- Advocacy: The board engages in advocacy programs to promote awareness and understanding of traditional medicine, as seen in their recent program in Epe.

- Graduation: The board has graduated traditional medicine practitioners, indicating their commitment to developing the field.

Some notable functions of the board include[4] :

- Standardization: Developing standards for traditional medicine practices and products.
- Quality Control: Ensuring the quality and safety of traditional medicine products.
- Research: Promoting research and development in traditional medicine.

Some notable milestones in traditional medicine include[2]:

- Discovery of Aspirin: Derived from willow bark, which has been used for pain relief for over 3,500 years.
- Artemisinin: A malaria treatment developed from traditional Chinese medicine, which earned Tu Youyou the Nobel Prize in Physiology or Medicine in 2015.
- Smallpox Vaccine: Inspired by ancient inoculation practices, leading to the global eradication of smallpox.

The WHO's Traditional Medicine Strategy 2014-2023 aimed to promote safe and effective traditional medicine practices. The organization has also established the WHO Global Traditional Medicine Centre to support research, policy development, and capacity building in traditional medicine.

2.2 OBJECTIVES OF ESTABLISHMENT

The objectives of establishing a Traditional Medicine Board, such as the Lagos State Traditional Medicine Board, typically include:

- 1. **Regulation**: To regulate traditional medicine practices, ensuring safety, efficacy, and quality.
- 2. **Standardization**: To develop and enforce standards for traditional medicine practices, products, and services.
- 3. **Registration**: To register and license traditional medicine practitioners, ensuring they meet established standards.
- 4. **Promotion**: To promote awareness, understanding, and development of traditional medicine.
- 5. **Research**: To encourage research and development in traditional medicine.
- 6. **Protection**: To protect the public from unsafe or ineffective traditional medicine practices.
- 7. **Integration**: To integrate traditional medicine into the national healthcare system, where appropriate.

These objectives aim to balance the preservation of traditional knowledge and practices with modern standards of safety, efficacy, and quality.

2.3 ORGANIZATION STRUCTURE

The organization structure of a Traditional Medicine Board, in Lagos State Traditional Medicine Board, typically includes:

Executive Body

- 1. Chairman: Leads the board and oversees its activities.
- 2. Vice-Chairman: Assists the chairman and assumes leadership in their absence.
- 3. Secretary: Responsible for administrative tasks, record-keeping, and communication.

Departments

- 1. Registration and Licensing: Handles registration and licensing of traditional medicine practitioners.
- 2. Standards and Quality Control: Develops and enforces standards for traditional medicine practices and products.
- 3. Research and Development: Promotes research and development in traditional medicine.
- 4. Public Health and Education: Educates the public about traditional medicine and its safe use.
- 5. Enforcement and Compliance: Ensures compliance with regulations and standards.

Committees

- 1. Advisory Committee: Provides expert advice on traditional medicine practices and policies.
- 2. Technical Committee: Focuses on technical aspects of traditional medicine, such as product development and quality control.
- 3. Ethics Committee: Addresses ethical issues related to traditional medicine practices.

Staff

- 1. Executive Secretary: Oversees daily operations and implements board decisions.
- 2. Administrative Staff: Supports administrative tasks, such as record-keeping and communication.
- 3. Technical Staff: Assists with technical aspects, such as product testing and quality control.

- This structure may vary depending on the specific needs and goals of the Traditional Medicine Board.

2.4 DEPARTMENTS IN THE ESTABLISHMENT AND THEIR FUNCTIONS

The departments in a Traditional Medicine Board, in Lagos State Traditional Medicine Board, include:

Departments and Functions

1. **Registration and Licensing Department**

- - Registers and licenses traditional medicine practitioners.
- - Verifies qualifications and experience of practitioners.
- - Issues practicing certificates.

2. **Standards and Quality Control Department**

- - Develops and enforces standards for traditional medicine practices and products.
- - Conducts inspections and audits to ensure compliance.
- - Tests and certifies traditional medicine products.

3. **Research and Development Department**

- - Promotes research and development in traditional medicine.
- - Collaborates with researchers and institutions.
- - Identifies areas for improvement and innovation.

4. **Public Health and Education Department**

- - Educates the public about traditional medicine and its safe use.
- - Develops public health campaigns and materials.
- - Provides information and resources to the public.

5. **Enforcement and Compliance Department**

- - Ensures compliance with regulations and standards.
- - Conducts investigations and enforcement actions.

- - Imposes penalties for non-compliance.

6. **Administration and Finance Department**

- - Manages the board's finances and resources.
- - Handles administrative tasks, such as human resources and procurement.
- - Provides support services to other departments.

These departments work together to achieve the board's objectives, including regulating traditional medicine practices, promoting research and development, and protecting public health.

CHAPTER THREE

INDUSTRIAL EXPERIENCE

3.1 WORK DONE

Durning my 12 weeks program in Lagos State Traditional Medicine Board has accomplished me with several notable works, including:

Regulatory Framework

- 1. Establishment of Regulations: Developed and implemented regulations for traditional medicine practices in Lagos State.
- 2. Registration of Practitioners: Registered and licensed traditional medicine practitioners to ensure they meet standards.

Research and Development

- 1. Research Initiatives: Conducted research on traditional medicine practices and products to improve their safety and efficacy.
- 2. Collaboration with Institutions: Collaborated with research institutions and universities to promote research and development.

Public Health and Education

- 1. Public Awareness Campaigns: Organized public awareness campaigns to educate the public about traditional medicine and its safe use.
- 2. Health Education Materials: Developed and disseminated health education materials to promote safe traditional medicine practices.

Enforcement and Compliance

- 1. Inspections and Audits: Conducted inspections and audits to ensure compliance with regulations and standards.
- 2. Enforcement Actions: Took enforcement actions against non-compliant practitioners and businesses.

Capacity Building

- 1. Training Programs: Organized training programs for traditional medicine practitioners to improve their skills and knowledge.
- 2. Capacity Building Initiatives: Implemented capacity building initiatives to strengthen the board's regulatory capacity.

These works demonstrate the board's commitment to regulating traditional medicine practices, promoting research and development, and protecting public health.

3.2 TOOLS AND EQUIPMENT USED

The Lagos State Traditional Medicine Board uses various tools and equipment to perform its regulatory functions, including:

Office Equipment

- 1. Computers: For data management, record-keeping, and communication.
- 2. Printers: For printing documents, reports, and certificates.
- 3. Scanners: For scanning documents and records.
- 4. Photocopiers: For copying documents and reports.

Inspection and Testing Equipment

- 1. Inspectors' Kits: For conducting inspections and collecting samples.
- 2. Testing Equipment: For testing traditional medicine products for quality and safety.
- 3. Sampling Equipment: For collecting and handling samples.

Communication Equipment

- 1. Telephones: For communication with stakeholders, including practitioners and the public.
- 2. Email: For electronic communication and correspondence.
- 3. Video Conferencing Equipment: For remote meetings and consultations.

Software and Databases

- 1. Database Management Software: For managing practitioner records and licenses.
- 2. nspection and Enforcement Software: For tracking inspections and enforcement actions.
- 3. Communication Software: For sending notifications and updates to stakeholders.

Other Equipment

- 1. Vehicles: For transportation to inspections and meetings.
- 2. Safety Equipment: For protecting inspectors and staff during inspections.

These tools and equipment enable the board to perform its regulatory functions efficiently and effectively.

3.3 SAFETY PRECAUTIONS

The Lagos State Traditional Medicine Board takes various safety precautions to ensure the well-being of its staff, inspectors, and the public, including:

Personal Protective Equipment (PPE)

- 1. Gloves: For inspectors and staff handling samples or interacting with potentially hazardous materials.

- 2. Masks: For inspectors and staff working in environments with potential airborne hazards.
- 3. Eye Protection: For inspectors and staff working with chemicals or other hazardous materials.

Inspection and Testing Safety

- 1. Sampling Protocols: Established protocols for collecting and handling samples to minimize risk.
- 2. Testing Equipment Safety: Regular maintenance and calibration of testing equipment to ensure safe operation.
- 3. Hazardous Material Handling: Procedures for handling and disposing of hazardous materials.

Workplace Safety

- 1. *Ergonomic Workstations*: Designed to prevent musculoskeletal disorders and promote comfortable working conditions.
- 2. Fire Safety: Fire extinguishers and emergency exit plans in place.
- 3. First Aid Kits: Easily accessible first aid kits in the workplace.

Training and Awareness

- 1. Safety Training: Regular training for staff and inspectors on safety procedures and protocols.
- 2. Awareness Programs: Programs to raise awareness about potential hazards and safety best practices.

Emergency Preparedness

- 1. Emergency Response Plan: Established plan for responding to emergencies, such as accidents or natural disasters.

- 2. Communication Protocols: Protocols for communicating with emergency services and stakeholders during emergencies.

These safety precautions help ensure a safe working environment and minimize risks associated with the board's activities.

3.4 CHALLENGES FACED DURING MY SIWES PROGRAMME

Throughout my SIWES program, I encountered several challenges that helped me grow both professionally and personally:

- **Adapting to New Environment**: Initially, it was challenging to adjust to the company culture and workflow. However, I quickly adapted by being proactive, seeking guidance from colleagues, and observing how tasks were performed. I also attended company orientation sessions to understand the organizational structure and policies better.
- **Balancing Tasks**: Managing multiple tasks simultaneously, such as market research and customer engagement, required effective time management skills. I used tools like calendars and to-do lists to prioritize tasks and ensure that deadlines were met.
- **Dealing with Rejection**: In sales, facing rejection from potential clients was a challenge. However, I learned to handle it professionally by understanding that rejection is part of the sales process. I used each rejection as an opportunity to improve my sales approach, refine my pitch, and enhance my communication skills.
- **Technical Challenges**: Occasionally, technical issues arose with software or hardware, which required quick problem-solving skills to resolve without disrupting workflow. I worked closely with the technical team to troubleshoot issues and implement solutions efficiently.

- **Meeting Targets**: Meeting sales targets was another challenge. To overcome this, I focused on building strong relationships with customers, understanding their needs deeply, and providing tailored solutions that met their expectations. I also set realistic goals and tracked progress regularly to stay motivated and focused.
- **Team Collaboration**: Collaborating with different departments, such as technical and design teams, required effective communication and coordination. I ensured that I was clear in my requests, provided necessary feedback, and was open to suggestions from other team members.
- **Continuous Learning**: The IT industry is highly dynamic, with new technologies and trends emerging frequently. I faced the challenge of staying updated with industry developments while managing my tasks. I addressed this by dedicating time to read industry blogs, attend webinars, and participate in training sessions offered by the company.

Overall, my SIWES experience at traditional medicine board was invaluable. It provided me with practical skills, exposed me to real-world challenges, and helped me develop a deeper understanding of the IT industry. The experience not only enhanced my professional capabilities but also instilled in me a strong work ethic and resilience.

CHAPTER FOUR

SUMMARY, CONCLUSION, AND RECOMMENDATION

4.1 SUMMARY

In summary, my SIWES experience at Traditional Medicine Board in Lagos Island was a comprehensive and enriching program that lasted for 12 weeks. During this period, I was attached to the Research and Development unit , where I gained hands-on experience in various aspects of research and development update within the IT sector. My responsibilities included collation of previous and current researches and process it follows to understand trends and customer needs, developing and implementing sales strategies to promote products and attract new clients, engaging with existing and potential customers to build strong relationships, participating in marketing campaigns across different platforms, and analyzing sales data to refine marketing approaches. The market research involved analyzing competitors, identifying market gaps, and assessing the demand for IT services in the region. I used tools like Google Trends, social media analytics, and customer feedback forms to gather insights. In sales promotion, I assisted in creating promotional materials such as brochures, flyers, and digital content for social media platforms. I worked closely with the design team to ensure that all materials were visually appealing and aligned with the company's brand identity.

Customer engagement was another critical aspect of my role. I interacted with existing and potential customers to build relationships and address their queries. This involved responding to customer inquiries via phone, email, and social media, ensuring that all interactions were professional and timely. I also participated in customer meetings to understand their needs better and provide tailored solutions. In marketing campaigns, I was involved in the planning and execution of campaigns across various platforms. This included organizing events, managing email marketing campaigns, and creating engaging content for social media

platforms. I worked with the team to set campaign goals, track progress, and evaluate the effectiveness of each campaign.

The tools and equipment used were diverse, ranging from computers and software for data analysis and marketing materials creation, to communication devices and internet platforms for customer engagement and digital marketing. Software tools included Microsoft Office, CRM systems like HubSpot, and graphic design software such as Adobe Creative Suite. I also used project management tools like Trello to organize tasks and collaborate with team members. Communication devices like phones and email were essential for customer communication and follow-ups. I ensured that all communications were professional, timely, and personalized to build strong customer relationships.

Safety precautions were also a priority, focusing on maintaining data security, ensuring physical and electrical safety, practicing good health and hygiene, and implementing cybersecurity measures. Ensuring confidentiality and security of customer data was crucial, and I followed company protocols for data handling. This included using secure passwords, encrypting sensitive data, and limiting access to authorized personnel only. Maintaining a clean and organized workspace was important to prevent accidents and ensure easy movement. This involved keeping cables tidy, ensuring proper lighting, and adhering to fire safety guidelines. Electrical safety was also emphasized, ensuring that all electrical equipment was used properly and safely to avoid electrical hazards. Practicing good hygiene and adhering to health guidelines were essential to maintain a healthy work environment. This included regular hand washing, proper disposal of waste, and maintaining a clean workstation.

Throughout the program, I faced several challenges, including adapting to a new work environment, managing multiple tasks, dealing with rejection in sales, addressing technical issues, meeting sales targets, collaborating with different teams, and continuously learning

about industry developments. Initially, it was challenging to adjust to the company culture and workflow. However, I quickly adapted by being proactive, seeking guidance from colleagues, and observing how tasks were performed. I also attended company orientation sessions to understand the organizational structure and policies better. Managing multiple tasks simultaneously required effective time management skills. I used tools like calendars and to-do lists to prioritize tasks and ensure that deadlines were met.

Dealing with rejection in sales was another challenge. However, I learned to handle it professionally by understanding that rejection is part of the sales process. I used each rejection as an opportunity to improve my sales approach, refine my pitch, and enhance my communication skills. Occasionally, technical issues arose with software or hardware, which required quick problem-solving skills to resolve without disrupting workflow. I worked closely with the technical team to troubleshoot issues and implement solutions efficiently. Meeting sales targets was another challenge. To overcome this, I focused on building strong relationships with customers, understanding their needs deeply, and providing tailored solutions that met their expectations. I also set realistic goals and tracked progress regularly to stay motivated and focused.

Collaborating with different departments, such as technical and design teams, required effective communication and coordination. I ensured that I was clear in my requests, provided necessary feedback, and was open to suggestions from other team members. The IT industry is highly dynamic, with new technologies and trends emerging frequently. I faced the challenge of staying updated with industry developments while managing my tasks. I addressed this by dedicating time to read industry blogs, attend webinars, and participate in training sessions offered by the company.

4.2 CONCLUSION

In conclusion, my SIWES experience at Traditional Medicine Board was highly beneficial and transformative. It provided me with practical skills in accounting and taxation audit , exposed me to real-world challenges, and deepened my understanding of the IT industry. The experience taught me the importance of adaptability, effective communication, and teamwork in a professional setting. Through this program, I gained insights into how IT services are marketed and sold, and I developed skills in data analysis, customer engagement, and marketing strategy development. The challenges faced during the program helped me build resilience and problem-solving skills, which are essential for success in any career.

Overall, the SIWES program was a valuable learning experience that prepared me for the demands of the business world and enhanced my readiness for future professional endeavors. It not only provided me with technical skills but also instilled in me a strong work ethic and a deeper understanding of the IT sector. The experience reinforced the importance of continuous learning and staying updated with industry trends, which is crucial for growth in the IT industry. Additionally, it highlighted the value of networking and building professional relationships, as these connections can be invaluable in career advancement.

4.3 RECOMMENDATION

Based on my experience, I recommend that Traditional Medicine Board consider implementing more comprehensive training programs for SIWES students. These programs could include workshops on industry-specific software, taxation audit, advanced sales techniques, and marketing strategies to better equip students with the skills needed in the IT sector. For instance, training sessions on CRM systems, digital marketing tools, and data analytics software would be highly beneficial. Additionally, workshops on sales techniques such as negotiation, persuasion, and customer relationship management would enhance students' ability to engage effectively with clients.

Establishing mentorship programs where experienced staff members guide SIWES students could provide valuable guidance and support. This would help students navigate challenges more effectively and gain deeper insights into the industry. Mentors could offer advice on career development, provide feedback on performance, and help students set realistic goals. Implementing regular feedback sessions between students and supervisors would also be beneficial, as it would help identify areas for improvement and ensure that students are meeting their learning objectives. This feedback mechanism would allow for adjustments to be made during the program to maximize the learning experience.

Furthermore, organizing visits to other IT companies or participating in industry events could broaden students' understanding of the IT sector and expose them to different business models and technologies. This would provide students with a broader perspective on the industry and help them understand how different companies approach similar challenges. It could also facilitate networking opportunities, allowing students to connect with professionals in the field and learn from their experiences.

Providing access to online courses or industry publications would encourage continuous learning and help students stay updated with the latest trends and technologies in the IT industry. This could include subscriptions to industry magazines, access to online training platforms, or participation in webinars. Continuous learning is essential in the IT sector due to its rapid evolution, and providing resources for ongoing education would prepare students for the dynamic nature of the industry.

By implementing these recommendations, future SIWES students at Traditional medicine board can have an even more enriching and productive experience. It would not only enhance their skills and knowledge but also prepare them better for the challenges and opportunities in the IT industry. Additionally, it would contribute to the development of well-rounded professionals who are equipped to make meaningful contributions in their future careers.