



TECHNICAL REPORT ON STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

**UNDERTAKEN AT
ILORIN SOUTH LOCAL GOVERNMENT FUFU**

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DEDICATION

I dedicate this SIWES report to the Almighty Allah who saw me through the period of internship, gracing me with wisdom, strength, knowledge, understanding and unending list of great things.

Also, I dedicated this report to my parents, MR. AND MRS. GARUBA for their love, care and support since the time I was born till this moment. I say thanks to my parents.

I am also grateful to my family and friends who has always been there for me in term of need and supports. Thanks to you all.

ACKNOWLEDGEMENT

The favour of Almighty Allah that went before me cannot be overlooked Allah saw me through my SIWES I want to thanks him for the wisdom and speed he gave to me to adapt to the work, the protected me, ordered my steps, I gave me good health and speed blessed the work of my hand. I am indeed grateful.

My profound gratitude goes to my lovely parents Mr. and Mrs. Garuba for their active role as a parent, throughout my training. I really want to appreciate all my friend for their love and support too. God Bless you all.

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CHAPTER ONE

1.1 INTRODUCTION / MEANING OF SIWES

SIWES was established by Industrial Training Fund (ITF) in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industrial by Nigerian graduates of tertiary institution.

The scheme exposes student to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords student of tertiary institution the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institution.

Participation in SIWES has become a necessary pre-condition for the award of Diploma and Degree Certificates in specific discipline in most institution of higher learning in the country, in accordance with the education policy of government.

1.2 BRIEF HISTORY OF SIWES

SIWES was founded in 1973 by ITF (Industrial Training Funds) to address the problem of tertiary institution graduates' lack of appropriate skills for employment in Nigerian industries.

SIWES is the Student Industrial Work Experience Scheme students are out annually to professional organization relevant to their course of study with the help of the institution based coordinator. The scheme takes up at the end of the first year during the ND programme for science oriented course, study in polytechnics.

1.3 PURPOSE OF SIWES

In the earlier stage, student are graduating without any technical knowledge or working experience and this makes them to undergo further training after securing an employment. With this reason, student industrial training was established.

During this programme, as designed by the ITF, student are expected to get technical assistance and acquire more experience scheme in their chosen field of study and exposed them to the usage of source machines and safety precaution where relevant before the completion of their programme in their various institutions.

1.4 AIMS AND OBJECTIVE OF SIWES

1. To provide an avenue for student in the Nigerian Institution to acquire industrial skills and experience during their course of study.
2. To prepare students for the work situation they are likely to meet after graduation.
3. To expose the student to work method and techniques in handling equipment and machinery that may not be available in their institution.
4. To allow the transition phase from school to the world of working environment easier and facilitate students contact for later job placements.
5. To provide student with an opportunity to apply their theoretical knowledge in real work situation thereby bridging the gap between theory and practice.

CHAPTER TWO

2.1 HISTORY OF THE ORGANIZATION

The **Ilorin South** is a Local Government Area in Kwara State, Nigeria. Established in 1996, its administrative headquarters is located in the town of Fufu. The LGA comprises three districts and includes 11 wards has a rich history, evolving over time to manage water resources effectively for various sectors, including agriculture, industry, and domestic use. While the specifics may vary by country, the general history of such ministries follows a common pattern:

Fufu, a hamlet in Ilorin South Local Government Area (LGA) of Kwara State, Nigeria, serves as the administrative headquarters of the LGA. Established in 1996, Ilorin South LGA comprises districts such as Akanbi, Balogun Fulani, Okaka, and Oke-Ogun. Wikipedia+3Mapcarta+3Finelib+3Manpower Nigeria+3Soluap+3Finelib+3

The region's economy is predominantly agrarian, with cassava being a staple crop. Cassava is processed into various food products, including fufu, a traditional Nigerian dish. Fufu is made by fermenting and boiling cassava, then pounding it into a stretchy, dough-like consistency. It is commonly served with soups like egusi or okra. Wikipedia

In addition to agriculture, the people of Ilorin South engage in trades such as tailoring, carpentry, and welding . The LGA also hosts several markets, including the Gada Market and Ogidi Market, which are vital for local commerce . Finelib+1Finelib+1Wikipedia+2Soluap+2Manpower Nigeria+2

The administrative significance of Fufu is underscored by its role as the LGA headquarters, housing government offices and serving as a center for local governance and administration.

2.2 INSTRUMENTS

1. Policy Instruments

- **National Water Policy:** Framework for water conservation, allocation, and management.
- **Integrated Water Resources Management (IWRM):** Ensures coordinated development of water, land, and related resources.
- **Climate Adaptation Strategies:** Addresses water-related challenges caused by climate change.

2. Legal Instruments

- **Water Acts & Regulations:** Laws governing water use, pollution control, and distribution.
- **River Basin Agreements:** Laws regulating shared water resources between states or countries.
- **Groundwater Management Laws:** Regulations on groundwater extraction and recharge.

3. Financial Instruments

- **Water Tariffs & Pricing:** Charges for water supply services to promote efficient use.
- **Subsidies & Grants:** Government funding for irrigation, water infrastructure, and conservation projects.
- **Public-Private Partnerships (PPP):** Collaboration with private companies for water infrastructure development.

4. Technical Instruments

- **Water Monitoring Systems:** Use of satellites, sensors, and GIS for real-time water data collection.
- **Hydraulic Structures:** Dams, reservoirs, canals, and pipelines for water storage and distribution.

- **Desalination & Water Recycling:** Technologies for alternative water sources.

5. Institutional Instruments

- **River Basin Authorities:** Organizations managing water resources at the basin level.
- **Water User Associations (WUAs):** Local groups managing community water use.
- **International Water Treaties:** Agreements between countries for managing shared rivers and lakes.

CHAPTER THREE

3.1 REGISTRATION

Registration is a method of officially recording something. Usually something is registered to claim more rights, or to protect ownership, or because the law says it must be registered to be used legally.

Reasons for registration

[change |

Births, deaths, and marriages are registered to prove the date the event happened. In the United Kingdom these records are kept by the local registrar, who is in charge of the Register office.

Motor vehicles are registered to prove who owns the vehicle and to identify them. Those that not registered cannot be driven on roads. Aircraft not registered cannot be flown. Proof that a vehicle is registered is the vehicle registration plate. Vehicles must also be registered before they can be insured in case of an accident or theft.

Books might be registered to show the date when copyright protection starts. Usually this is done by sending a copy of the book to a special national library.

People who stay in a hotel register their names and addresses when they arrive. The hotel can work out how much the people must pay for their stay. The local police may also keep a copy of these names to help fight crime.

3.2 INTRODUCTION TO OFFICE PRACTICE

Office Practice refers to the basic principles, procedures, and operations carried out in an office setting. It involves understanding how an office functions and the various tasks performed to ensure smooth and efficient workflow. These tasks support the management, communication, record-keeping, and coordination of activities within an organization.

3.3 DEFINITION OF AN OFFICE

An **office** is a place where administrative work is carried out. It acts as the center for planning, organizing, and managing the activities of a business or organization.

3.4 IMPORTANCE OF OFFICE PRACTICE

1. **Efficient Communication:** Ensures clear and timely communication inside and outside the organization.
2. **Record Keeping:** Maintains accurate and up-to-date records.
3. **Coordination:** Helps coordinate between departments and staff.
4. **Customer Service:** Supports interaction with clients and customers.
5. **Support to Management:** Provides data and information for decision-making.

3.4 TYPES OF OFFICES

1. **Private Office:** Used in private organizations for commercial purposes.
2. **Public Office:** Used in government establishments to provide public services.

3.5 COMMON OFFICE DUTIES

- Handling correspondence (emails, letters)
- Filing documents
- Managing phone calls
- Scheduling appointments
- Bookkeeping and data entry
- Operating office equipment (printers, computers, etc.)

3.6 OFFICE EQUIPMENT AND TECHNOLOGY

Modern offices use technology like:

- Computers
- Photocopiers
- Telephones
- Scanners
- Internet and software applications

Qualities of an Efficient Office Worker

- Good communication skills
- Punctuality and reliability
- Attention to detail
- Organizational skills
- Knowledge of office tools and software

3.7 BASIC ELEMENTS OF OFFICE PRACTICE

The **basic elements of office practice** refer to the essential components and functions that ensure the smooth and efficient operation of an office environment. Whether it's a small business or a large organization, these elements help maintain order, boost productivity, and support communication and record-keeping. Here's a breakdown of the key elements:

Office Management

- Planning, organizing, coordinating, and controlling office activities.
- Ensures efficient workflow and optimal use of resources.
- Includes supervising staff and managing time, tasks, and office layout.

Filing and Record-Keeping

- Systematic arrangement and storage of documents for easy retrieval.
- Records can be physical (paper-based) or digital.
- Common systems: alphabetical, numerical, chronological, or subject-based.

Correspondence Handling

- Managing incoming and outgoing mail (physical and electronic).
- Preparing official letters, memos, emails, and other forms of communication.
- Proper etiquette and formatting are essential in business communication.

Office Communication

- Internal: Notices, memos, meetings, intercoms.
- External: Emails, phone calls, reports, and client communication.
- Effective communication enhances collaboration and minimizes errors.

Use of Office Equipment and Technology

- Includes computers, printers, scanners, photocopiers, fax machines, etc.
- Office software: Word processing, spreadsheets, email, databases.
- Technological proficiency increases efficiency and productivity.

Reception and Front Desk Management

- First point of contact in an office.
- Handling visitors, phone calls, inquiries, and appointments.
- Good customer service and organizational skills are essential.

Time and Task Management

- Planning daily, weekly, and monthly activities.
- Setting priorities and meeting deadlines.
- Use of calendars, planners, and task management tools.

Confidentiality and Security

- Protecting sensitive information (employee data, financial records, etc.).
- Physical security (locked cabinets) and digital security (passwords, firewalls).
- Essential for maintaining trust and legal compliance.

Office Layout and Environment

- Proper arrangement of furniture and equipment for comfort and productivity.
- Ensures a safe, clean, and efficient workspace.
- Lighting, ventilation, and ergonomics play important roles.

Clerical Duties

- Routine administrative tasks like data entry, scheduling, document preparation.
- Often performed by office assistants or clerks.
- Backbone of daily office operations.

3.8 ADVANTAGES OF OFFICE PRACTICE

Increases Efficiency

- Office practice ensures that tasks are performed systematically and promptly.

- Helps staff know their roles and responsibilities, minimizing confusion and delays.

Enhances Communication

- Promotes clear and professional internal and external communication.
- Ensures that messages, instructions, and documents are passed accurately and on time.

Improves Record-Keeping

- Organized filing systems make it easy to store and retrieve information.
- Prevents loss or misplacement of important documents.

Saves Time and Resources

- Standard procedures reduce the need for repeated instructions and corrections.
- Automation and proper use of office equipment streamline repetitive tasks.

Promotes Professionalism

- A well-organized office reflects positively on the company's image.
- Encourages staff to maintain high standards in their work.

Ensures Accountability

- Clear documentation of tasks, communication, and responsibilities.
- Makes it easier to track progress and evaluate performance.

Reduces Errors

- Following set procedures helps avoid mistakes, especially in data handling, communication, or document processing.

Supports Decision-Making

- Accurate records and reports provide reliable data for planning and decision-making.

Helps in Staff Training and Supervision

- Standardized practices make it easier to train new employees.
- Managers can supervise tasks more effectively when procedures are well-defined.

Increases Customer Satisfaction

- Quick response to inquiries, proper communication, and timely service result in better client relationships.

3.9 DISADVANTAGES OF OFFICE PRACTICE

Noise and Distractions: Open-plan offices often suffer from high noise levels due to multiple conversations, ringing phones, and other activities. This constant noise can disrupt concentration and reduce productivity.

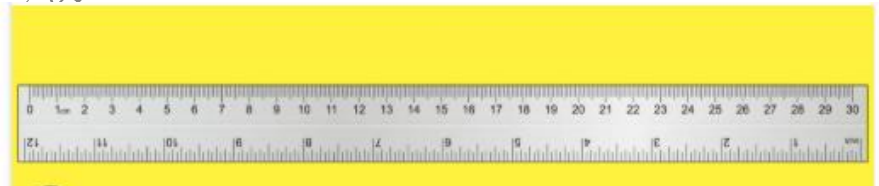
Lack of Privacy: The absence of physical barriers in open-office layouts can lead to a lack of privacy, making it challenging to discuss sensitive matters or focus on tasks without interruptions.

Health Issues: Sitting for extended periods at desks can contribute to various health problems, including back and neck strain, eye strain, and repetitive strain injuries.

Stress and Mental Well-being: High noise levels, constant interruptions, and lack of personal space can lead to increased stress and negatively affect mental health, potentially resulting in burnout.

Limited Flexibility: Traditional office routines often adhere to fixed schedules, which may not align with individual peak productivity times, potentially hindering efficiency and work-life balance.

Potential for Increased Absenteeism: Close proximity in office settings can facilitate the rapid spread of illnesses, leading to higher rates of absenteeism among employees.



CHAPTER FOUR

4.1 EXECUTIVE SUMMARY

SIWES is the Student Industrial Work Experience Scheme. Student are out annually to professional organization relevant to their course of study with the help of the institution based. Coordinator and the scheme takes up at the end of the first year during the ND programme for science oriented course study in polytechnics. The scheme was established by the ITF (Industrial Training Fund) to solve the problem of lack of adequate practical skills. During this programme, student are expected to get technical assistance and acquired more experience scheme in their chosen field of study.

CHAPTER FIVE

5.1 CHALLENGES ENCOUNTER

Honestly speaking, I faced a little bit challenged during my SIWES program;

- The place of my attachment is very far to my house
- Lack of available industry in the location of some student.
- High cost of transport fare from student resident to the location of the attachment.
- Laziness of some student during the attachment.

SOLUTION

- Government should increased their investment on establishing companies for science oriented student.
- Their should be a certain amount to be paid to the student during the attachment.
- Their should be a monthly check on the student during the attachment.

5.2 RECOMMENDATION

I want to say a very big thank you to the government for introducing the SIWES programme which helps in motivating students in their course of study and also to increase the knowledge and understanding of students on their future endeavor.

I will advice the government to ensure the supervisor to supervise all students involved in the program and also encourage them by paying a

token amount to the student in order to motivate and release the burden to transport fare being complained by students.

Student should be aware that SIWES is not for money acquisition rather it for knowledge and practical exposure to their course of study.

5.3 CONCLUSION

Student Industrial Work Experience Scheme (SIWES) is a scheme that improved the technical knowledge of student in the Nigerian institution. The scheme expose student to work method and techniques in handling equipment and machinery that may not be available in their institutions. It is a good process that every science oriented course must undergoes.

As for me, the SIWES I undergoes in News and Current Affairs exposed me to the practical aspect of News and Editing. It widening my knowledge and skill on the discipline the scheme equips student properly to fact any future challenges pertaining to the News and interview.

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 Nigerian Institution.