



**A TECHNICAL REPORT ON
STUDENT INDUSTRIALWORK EXPERIENCE
SCHEME [S.I.W.E.S]**

**HELD AT
OFFICE OF HEAD SERVICE, AHMADU BELLO WAY, GRA, ILORIN KWARA STATE**

**BY
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ND/23/PAD/PT/0692

**DEPARTMENT OF PUBLIC ADMNISTRATION
INSTITUTE OFFINANCE AND MANAGEMENT STUDIES
KWARA STATE POLYTECHNIC, ILORIN**

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**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF ORDINARY NATIONAL DIPLOMA(OND) IN PUBLIC
ADMNISTRATION, KWARA STATE POLYTECHNIC**

CERTIFICATION

This is to certify that **BABALOLA IFEOLUWA GRACE** with matriculation number **ND/23/PAD/PT/0692** undergoes her industrial training **SIWES** at **Office Of Head Service, Ahmadu Bello Way, Gra, Ilorin Kwara State**, In partial fulfillment of the award of National Diploma (**ND**) in Public administration, Kwara State Polytechnic, Ilorin, undersigned by the following people:

.....
MR NURUDEEN ABUBAKAR GOBIR
Department SIWES Supervisor

.....
Date

.....
MR GOBIR
Head Of Department

.....
Date

DEDICATION

This SIWES report is dedicated to GOD Almighty, Mr.& Mrs. **BABALOLA** for their spiritual and financial support during my SIWES program.

ACKNOWLEDGEMENT

With overwhelming joy in my heart, I wish to thank the almighty God the fountain of all knowledge, my strength and my source, the great provider for his unconditional love and favor towards my life and throughout this academic pilgrimage. My immeasurable appreciation goes to my parents **Mr. and Mrs. BABALOLA** for their parental care and the support they have given me since the day I have been given birth to and for the effort they have put in ensuring that I become someone great in life. My sincere appreciation so goes to the entire staff and management of **Office Of Head Service, Ahmadu Bello Way, Gra, Ilorin Kwara State** My acknowledgement is incomplete without acknowledging my H.O.D; **MR. GOBIR** for his firmness and tireless effort in making Public Administration the best. To all my lecturers, thank you for the grooming and shaping. God bless you all. Finally, only God is above all sort of mistakes. All errors in this work are strictly and exclusively mine.

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CHAPTER ONE

INTRODUCTION

1.1 Background

The Industrial Training fund established by decree 43 was introduced in 1971, vis-à-vis the birth of the Students Industrial Work Experience Scheme (SIWES) the same year by the Federal Government of Nigeria (FGN). It is against this background that the industrial training fund (ITF) initiated, designed and introduced SIWES Scheme in 1973 to acquaint students with the skills of handling employers' equipment and machinery. The Industrial Training Fund (ITF) solely funded the scheme during its formative years. However, due to financial constraints, the fund withdrew from the scheme in 1978. The Federal Government, noting the significance of the skills training, handed the management of the scheme to both the National Universities Commission (NUC), and the National Board for Technical Education (NBTE) in 1979. The management and implementation of the scheme was however, reverted to the ITF by the Federal Government in November, 1984 and the administration was effectively taken over by the industrial training fund in July 1985, with the funding solely boned by the Federal Government. It is an integral part of the requirements for the award of Certificates, Diplomas and Degrees in institutions of higher learning, e.g. Colleges of Education, Polytechnics, Universities, etc. Student Industrial Work Experience Scheme (SIWES) exposes students to industry based skills necessary for a smooth transition from the classroom to work environments. It accords students of tertiary institutions the opportunity of being familiarized, exposed, and prepare students of universities, polytechnics, college of technology, college of agricultures and college of education for the industrial work situation they are likely to meet after graduation and to the needed experience in handling machinery and equipment which are not found in such an educational institution.

1.2 Objectives of SIWES

- To provide students with relevant practical experience.
- To satisfy accreditation requirements set by the Nigerian Universities Commission (NUC).
- To familiarize students with typical environments in which they are likely to function professionally after graduation.
- To provide student an opportunity to see the real world of their discipline and consequently bridge the gap between the University work and actual practice.
- To change the orientation of students towards labour market when seeking for job.
- To help students access area of interest and suitability for their chosen profession.
- To enhance students, contact for future employment
- To provide access to equipment and other facilities that would not normally be available in the University

workshop

- To enlist and enhance industry involvement in university education.
- Summarily the objective of the Student Industrial Work Experience Scheme.
- To solve, the problem of inadequate practical skills, preparatory for employment in industries by Nigerian graduates of tertiary institution.
- To promote and encourage the acquisition of skills in industry and commerce, with a view of generating a pool of indigenous trained manpower sufficient to meet the needs of the economy.

CHAPTER TWO

DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

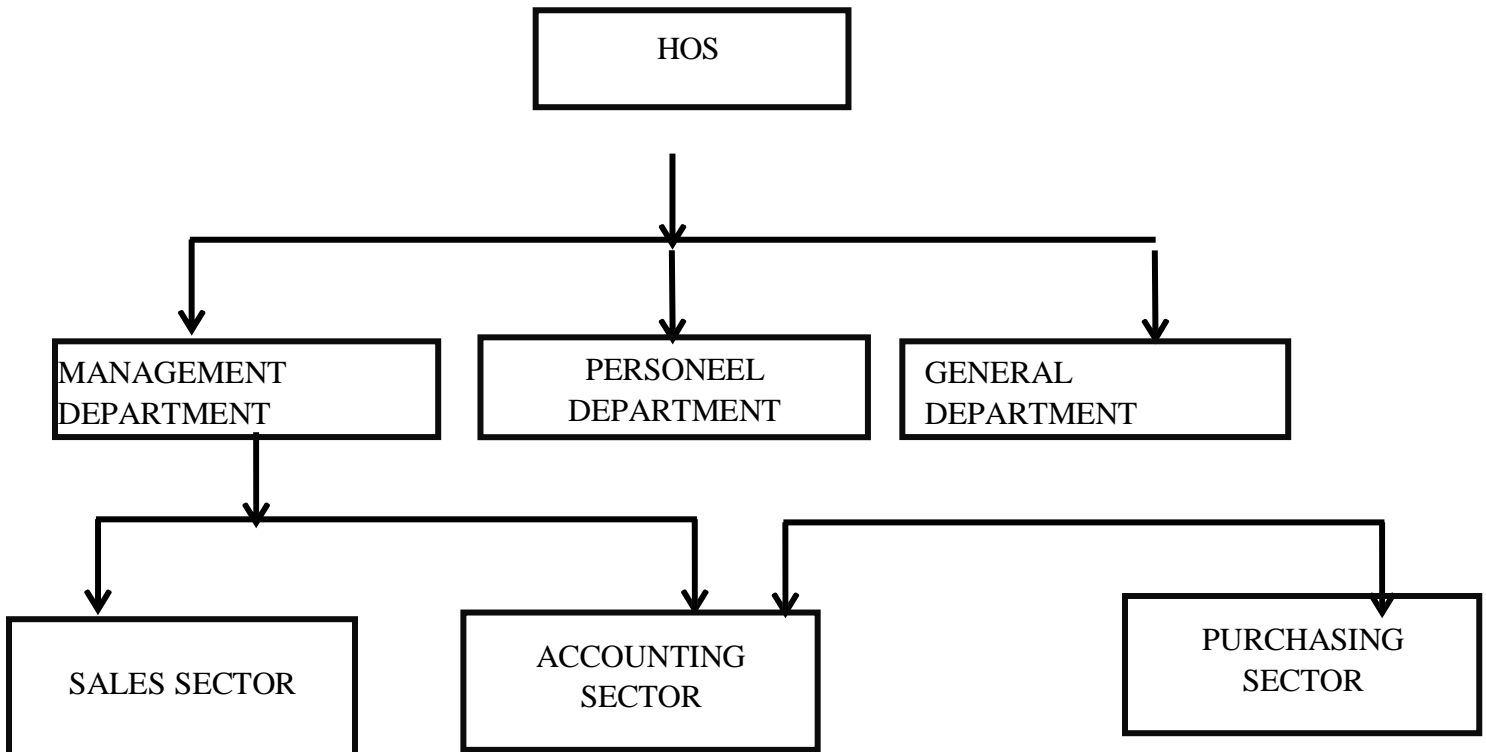
The organization is called the Office of the Head of Service, situated on Ahmadu Bello Way, GRA, Ilorin, Kwara State. It was founded by a group of dedicated public administrators who aimed to advance, train, and innovate within the realm of technology. Their guiding motto is, "Together, We Recreate the World." The office officially commenced operations in November 2019. Since its inception, it has experien

ced significant growth, leading to the establishment of multiple departments that focus on various aspects of public service and technological development. Currently, the organization employs a staff of 15 or more, ensuring that individuals are compensated for their contributions. This growth reflects the institution's commitment to enhancing its services and fostering professional development within the community.

OBJECTIVES OF THE ESTABLISHMENT

- i. To provide world class training services for Public admin students and IT enthusiast
- ii. To provide a co-working space for experts to work and network
- iii. To provide a community of like-minded technological experts
- v. To create a platform where students of tertiary institutions can put classroom knowledge into real life practice

ORGANIZATIONAL STRUCTURE



THE DEPARTMENTS IN THE ESTABLISHMENT AND THEIR FUNCTIONS

There are three Major Departments office of head on Ahmadu Bello Way, Gra, Ilorin Kwara they are:-
State Administrative Department, Human Resources Department And IT Department

- **Administrative department:** the main role of the administrator is to ensure the efficient performance of all departments in the organization. They provide motivation to the workforce and make them realize the goals of the organization.
- **Human resources department:** this department is responsible for handling different functions within the organization. The department is responsible for hiring and firing employees, training workers, maintaining interoffice relationships and interpreting employment laws. The department works diligently behind the scenes to ensure that the organization runs efficiently.
- **Information Technology Department:** this is the department responsible for the architecture, hardware, software and networking of the computers in the company. Some of the activities of this department are programming, web development, technical support and administration.

CHAPTER THREE

INDUSTRIAL EXPERIENCE

CIVIL SERVICE

I was trained and given exposure in the civil service to prepare government employees with the essential knowledge, skills, and ethical standards required for effective job performance. Typically, civil service training follows a structured process that includes recruitment, induction, professional development, and specialized courses. This systematic approach ensures that employees are adequately equipped to meet their responsibilities and maintain high standards in public service.

KEY FEATURES OF CIVIL SERVICE

- i. **Merit-Based Recruitment**—Hiring is usually based on qualifications, experience, and examinations rather than political appointments.
- ii. **Permanence and Stability**—Civil servants typically have job security and are not affected by changes in government leadership.
- iii. **Impartiality and Neutrality**— Civil servants are expected to serve all governments equally, without political bias.
- iv. **Hierarchy and Structure** —The civil service operates under a well-defined hierarchy with different ranks and responsibilities.
- v. **Public Service Orientation**—The primary goal is to serve the public and implement government policies effectively.

FUNCTIONS OF CIVIL SERVICE

- i. **Policy Implementation** – Enforcing laws, regulations, and government programs.
- ii. **Public Administration** –Managing resources, services, and public projects.
- iii. **Revenue Collection** –Tax administration and financial management.
- iv. **Advisory Role**—Providing expert advice to government officials and policymakers.
- v. **National Development** – Contributing to economic and social development through various initiatives.

TYPES OF CIVIL SERVICE:

Queries are essential in various fields as they help to:

- i. Seek clarification on unclear issues
- ii. Request additional information on a subject
- iii. Address concerns related to workplace performance
- iv. Ensure transparency and accountability in communication
- v. Facilitate proper record-keeping in organizations.

ROLES OF THE THREE COMMITTEE IN SERVICE

In the civil service, three key committees help in the administration, regulation, and discipline of government employees. These committees ensure efficiency, accountability, and smooth operations in public service. The three main committees are:

1. Appointments, Promotion, and Disciplinary Committee(APDC)
2. Establishment Committee
3. Finance and General Purpose Committee (FGPC)

INTER-SERVICE TRANSFER

Inter-service transfer refers to the movement of a civil servant from one government agency, ministry, or department to another without losing their rank, benefits, or seniority. This process allows for career progression, skill utilization, and organizational restructuring within the civil service.

REASONS FOR INTER-SERVICE TRANSFER

- i. Career Growth and Development: Employees may seek transfer to an agency that aligns with their expertise and career goals.
- ii. Organizational Needs: Government agencies may request skilled personnel to fill critical roles.
- iii. Decentralization and Restructuring: When ministries or agencies merge or restructure, staff may be reassigned to new offices.
- iv. Personal Reasons: Health, family relocation, or other personal circumstances may necessitate a transfer.
- v. Work force Optimization: To balance the distribution of skilled professionals across different ministries and agencies.

SOME PROJECT DONE AT THE FIRM



CHAPTER FOUR

CHALLENGES AND PROBLEM ENCOUNTERED

As a student participating in the Student Industrial Work Experience Scheme (SIWES), I often found myself frustrated by the array of challenges that came with securing meaningful internships. While I understand that gaining practical knowledge is essential for my academic growth, it became clear that companies also need to play a supportive role in the internship process. Although internships are predominantly associated with polytechnics, many universities now offer similar programs to provide students across various fields with practical experience. The main goal of SIWES is to bridge the gap between theoretical learning and real-world application, helping students prepare for their future careers. The SIWES program was established through Decree No. 47, enacted on October 8, 1971, and amended in 1990, giving rise to the Industrial Training Fund (ITF) in 1973/1974. However, despite its noble objectives, the internship experience often presents several challenges that I, and many of my peers, have encountered.

Challenges I Faced During My Internship Includes:

1. **Limited Placement Opportunities:** Finding firms that accept students in my field was a challenge. Many organizations offered positions that did not align with my skills or career interests.
2. **Financial Constraints:** A significant number of companies I approached did not provide stipends, forcing me to bear transportation and other related costs without any financial support.
3. **Ambiguity in Roles:** Unclear expectations regarding my responsibilities frequently led to confusion and made it challenging in my internship.
4. **Lack of Internet Access:** At several training locations, I faced difficulties accessing the internet, which hindered my ability to complete assignments and conduct necessary research.
5. **Mental Health Strain:** The combination of financial pressures, lack of support, and stressful work environments took a toll on my mental wellbeing.

CHAPTER FIVE

CONCLUSION AND RECOMMENDATIONS

CONCLUSION

In conclusion, this report has highlighted the practical and theoretical lessons I acquired throughout my participation in the Student Industrial Work Experience Scheme (SIWES). The knowledge and skills gained during this program have proven to be invaluable, providing me with a deeper understanding of my field and enhancing my readiness for future career challenges. The SIWES experience is one that I will always cherish, as it represents a significant step in my educational journey, bridging the gap between academic theory and real-world application. Every student involved in this program will undoubtedly carry these memories and lessons with them as they advance in their professions.

PERSONAL IMPRESSION ABOUT THE ORGANISATION

The Public Administration Department at the Office of Head Service, located on Ahmadu Bello Way in GRA, Ilorin, Kwara State, has proven to be an excellent place for my industrial training. I am grateful for the opportunity to be there. The staff members are not only professional but also God-fearing, creating a welcoming and supportive environment. Furthermore, students have unlimited and unrestricted access to a wealth of resources, which significantly enhances the learning experience and facilitates quicker understanding of the material.

SUGGESTIONS AND RECOMMENDATIONS

I strongly advocate for the continued support of the SIWES program by the Industrial Training Fund (ITF). This initiative plays a crucial role in providing students at higher institutions with practical experience that equips them to meet the evolving demands of the labor market.

Additionally, I highly recommend the Public Administration Department at the Office of Head Service located on Ahmadu Bello Way, GRA, Ilorin, Kwara State, as an ideal training ground for any Public Administration student. The department offers a transformative experience, ensuring that students emerge with the skills and knowledge necessary for success in their future careers. Whether you are pursuing a path in public administration or any related field, this department provides the resources and support needed to truly excel.