



KWARA STATE POLYTECHNIC, ILORIN
TECHNICAL REPORT ON
STUDENTS' INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

UNDERTAKEN
AT
QUICK ACCESS MACRO AND MICRO LIMITED, ILORIN

By

OLUMUYIWA OMOTOLANI ADEOLA
ND/23/MKT/PT/0022

SUBMITTED TO THE DEPARTMENT OF MARKETING,
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES,
KWARA STATE POLYTECHNIC, ILORIN.

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PREFACE

This report provides a detailed account of the work I carried out during my three-month Industrial Attachment at Quick Access Macro & Micro Limited, one of the leading organizations in Ilorin.

The experience I gained during this period further shaped my understanding of workplace operations. This report summarizes everything I learned, the challenges I encountered, my recommendations, and the overall conclusion of my experience.

DEDICATION

I dedicate this report to God Almighty.

ACKNOWLEDGEMENT

I thank God for His glory, honor, mercy, and guidance throughout my industrial training and course of study.

I also express my heartfelt gratitude to my family and friends for their unwavering support, especially their financial assistance during my SIWES program.

Moreover, I appreciate every individual who contributed to the successful completion of my industrial training. May God Almighty bless them and their households abundantly.

CHAPTER ONE

1.0 Introduction

1.1 The Student Industrial Work Experience Scheme (SIWES)

The Student Industrial Work Experience Scheme (SIWES) is a program initiated by the National Universities Commission (NUC) in Nigeria, designed to bridge the gap between theoretical learning in educational institutions and the practical skills needed in the industry. The scheme is aimed at providing students with an opportunity to acquire hands-on experience in their chosen field of study, helping them to understand and apply the knowledge they have gained in the classroom in real-world settings.

The Student Industrial Work Experience Scheme (SIWES) is a skill acquisition and training program designed to expose students in Nigerian tertiary institutions to practical work environments. It is a mandatory program for students studying science, engineering, technology, and other related disciplines. SIWES was established in 1973 by the Industrial Training Fund (ITF) to address the gap between classroom learning and real-life industrial applications.

1.2 History Background of Student Industrial Work Experience Scheme (SIWES)

The Student Industrial Work Experience Scheme (SIWES) was introduced in 1973 by the Industrial Training Fund (ITF) in Nigeria as a response to the growing concerns about the lack of practical experience among graduates of technical and science-based disciplines.

Before the introduction of SIWES, many Nigerian graduates in engineering, technology, sciences, and related fields lacked the necessary practical skills required by industries. This made it difficult for them to adapt to real work environments after graduation, forcing companies to invest additional time and resources in training new employees.

To address this problem, the Federal Government of Nigeria, through the Industrial Training Fund (ITF), created SIWES as a structured internship program that allows students to gain industrial exposure and hands-on experience in their respective fields.

1.3 Aims and Objectives of Student Industrial Work Experience Scheme (SIWES)

The Student Industrial Work Experience Scheme (SIWES) is designed to expose students to real-world industrial environments, allowing them to apply theoretical knowledge gained in classrooms to practical situations. The program serves as a bridge between academic studies and professional work experience, ensuring that graduates are better prepared for the job market.

Aims of Student Industrial Work Experience Scheme (SIWES)

The primary aim of SIWES is to equip students with hands-on experience in industries related to their fields of study, thereby improving their technical skills, professional competence, and employability.

Objectives of Student Industrial Work Experience Scheme (SIWES)

The specific objectives of the program include:

- i. Bridging the Gap between Theory and Practice:** SIWES enables students to apply classroom knowledge to real-world industrial settings, improving their understanding of concepts.
- ii. Enhancing Students' Employability:** By acquiring relevant skills and industry exposure, students become more attractive to employers and have better career opportunities after graduation.

- iii. **Developing Technical and Professional Skills:** The scheme helps students acquire practical skills, problem-solving abilities, and technical competencies required in their fields.
- iv. **Familiarizing Students with Work Ethics and Industrial Practices:** SIWES introduces students to corporate culture, teamwork, discipline, and professional ethics, preparing them for future careers.
- v. **Encouraging Entrepreneurship and Self-Reliance:** By gaining industry knowledge and exposure, students may be inspired to start their own businesses or become self-employed.
- vi. **Strengthening the Relationship between Educational Institutions and Industries:** The program fosters collaboration between universities, polytechnics, colleges of education, and industries, ensuring that academic curricula meet industry demands.
- vii. **Reducing Employers' Training Costs:** Since students gain pre-employment experience through SIWES, industries spend less time and resources training new employees.
- viii. **Enhancing Research and Development (R&D):** SIWES allows students and academic institutions to engage with industries, leading to innovation and development of new ideas.

CHAPTER TWO

2.1 History of Quick Access Macro and Micro Limited

Quick Access Macro & Micro Limited is a Nigerian real estate development company established on June 3, 2016. The company is headquartered at 29 Offa Road, GRA, adjacent to St. Anthony Secondary School in Ilorin, Kwara State.

The company's primary mission is to transform rural areas into habitable urban environments, making land ownership accessible and affordable. They offer flexible payment plans ranging from 1 to 120 months (up to 10 years), allowing clients to develop their properties while completing payments.

Since its inception, Quick Access Macro & Micro Limited has expanded its operations across several Nigerian states, including Kwara, Oyo, Osun, Ondo, Lagos, and Abuja. The company has successfully sold over 3,000 plots nationwide.

Their services encompass land sales, savings and loans, real estate investment, facilities management, mortgage services, and property rentals and leases.

The company is a member of the Real Estate Developer's Association of Nigeria and is recognized for its integrity, transparency, and professionalism.

Their commitment to excellence is reflected in their diverse property listings, catering to various lifestyles and budgets. Through strategic initiatives and a customer-centric approach, Quick Access Macro & Micro Limited continues to play a significant role in Nigeria's real estate sector, contributing to urban development and providing individuals with opportunities for property ownership.

2.2 Objectives of the establishment

Quick Access Macro & Micro Limited is a Nigerian real estate development company with a mission to transform rural areas into habitable urban spaces. Their objectives include:

1. **Affordable Land Ownership:** Offering flexible payment plans, allowing clients to pay over periods of up to ten years, making land ownership more accessible.
2. **Diverse Property Options:** Providing a range of properties, from rural landscapes to urban locations, to suit various lifestyles and budgets.
3. **Comprehensive Real Estate Services:** Offering services such as savings and loans, real estate investment opportunities, facilities management, mortgage services, and property rentals and leases.
4. **Integrity and Professionalism:** Maintaining a reputation for integrity, transparency, and professionalism in all dealings.
5. **Community Development:** Engaging in initiatives that contribute to community development, such as rewarding academic excellence among students.

2.3 Department/Units in the establishment and their function

While specific details about the internal departments and their functions at Quick Access Macro & Micro Limited are not publicly disclosed, we can infer the presence of certain departments based on standard organizational structures in real estate companies and the services they offer. Here's an overview of these potential departments and their general functions:

1. Sales and Marketing Department

- **Functions:**

- Promote the company's real estate offerings to potential clients.
- Develop marketing strategies and campaigns.
- Manage client relationships and facilitate property sales.

- **Inference:** The company's diverse range of properties and flexible payment plans suggest a dedicated team handling sales and marketing efforts.

2. Customer Service Department

- **Functions:**
 - Address client inquiries and provide support throughout the buying process.
 - Ensure customer satisfaction and handle feedback.
- **Inference:** The emphasis on making the land-buying process smooth and stress-free indicates a robust customer service team.

3. Finance and Accounts Department

- **Functions:**
 - Manage financial transactions, budgeting, and financial reporting.
 - Oversee payment plans and ensure compliance with financial regulations.
- **Inference:** Offering flexible payment durations up to 10 years requires meticulous financial management, likely handled by this department.

4. Legal and Compliance Department

- **Functions:**
 - Ensure all real estate transactions comply with Nigerian property laws.

- Handle legal documentation and address any legal issues.
- **Inference:** Operating across multiple states necessitates adherence to various legal frameworks, implying the need for this department.

5. **Human Resources Department**

- **Functions:**
 - Recruit, train, and manage employee relations.
 - Develop company policies and oversee staff welfare.
- **Inference:** The company's commitment to professionalism and integrity suggests a structured approach to human resource management.

6. **Operations and Project Management Department**

- **Functions:**
 - Oversee property development projects from inception to completion.
 - Ensure projects align with the company's mission of converting rural areas into habitable urban spaces.
- **Inference:** The company's mandate to develop properties indicates the presence of a department dedicated to managing these operations.

7. **Information Technology (IT) Department**

- **Functions:**
 - Manage the company's digital platforms and technological infrastructure.
 - Ensure data security and support technological needs of other departments.

- **Inference:** Maintaining an online presence and internal systems would require IT support.

8. **Facilities and Property Management Department**

- **Functions:**
 - Oversee the maintenance and management of company-owned properties.
 - Coordinate with clients regarding property-related services.
- **Inference:** Offering facilities management services suggests the existence of this department.

CHAPTER THREE

3.1 Technical Training Experience/Work Done

This include all my experience gained at Quick Access Macro & Micro Limited

Week 1: A general orientation was conducted by an industry-based supervisor to prepare us for the challenges expected during the training. A tutorial was given on the basic elements and other activities within the company. Afterward, I was posted to the branding unit, where I was taught how to send and print out deeds. Deeds are official documents, especially those related to property or legal agreements.

Week 2: I worked on all the social media platforms where the company is active, tracking the number of likes, comments, shares, and views the company received in the last quarter of the year. Additionally, we went out to sell land and invite more customers to the company. Some plots of land were also sold.

Week 3: I went out with the office team to sell land and visited different ministries to create awareness about the company and its benefits. We held a seminar with the workers at the Kwara State Railway Station and also with the employees of Brightway Microfinance to educate them on the importance of buying and owning land.

Week 4: I was tasked with listing the names of customers and their birthdates from Coastland 2, Coastland 3, Ilu-Oba, Bright Home, Capital City, Royal Wealthy Home, and the file locations. Additionally, I was asked to identify errors in customer forms from the Capital City and Bright Home locations. My responsibilities also included cross-checking customer payments on the portfolio and bank statement to compare repayments, rearranging bank statements accordingly, and sorting files based on the portfolio assigned to me. Lastly, I was asked to audit the files alongside the bank statements.

Week 5: I was asked to re-arrange Coastland 1 files according to their Plot 10. Additionally, I was assigned to audit Coastland 3 and its extension, as well as retrieve Coastland Premium files for auditing. I was also tasked with auditing Fatherland and re-arranging its files according to their Plot 10.

Week 6: I was asked to retrieve files for auditing, including Flourish Estate files, Stalwart Gold files, and Royal and Light Homes files.

Week 7: We began reviewing customer payments, verifying whether the payments for Stalwart Premium matched the records in the portfolio. Additionally, we checked customer payments for the Sons and Daughters files to ensure they corresponded with the portfolio records. I was also tasked with recording the report of DRO and Sales Partners and generating statements for customers.

Week 8: I was asked to verify customer payments for Sons and Daughters 2 to ensure they matched the records in the portfolio. Additionally, I was tasked with identifying all errors found during my audit and specifying the departments responsible for those errors. I also participated in a team effort to prepare for our upcoming presentation.

Week 9: I was transferred from the Auditing Department to Human Resources Department, where I was assigned to make photocopies of documents and fill out request forms.

CHAPTER FOUR

4.1 Executive Summary

The Student Industrial Work Experience Scheme (SIWES) was established in 1973 to bridge the gap between theoretical knowledge and practical application among students in Engineering, Technology, Social Sciences, and Medical Sciences in Nigerian higher institutions.

It provides students with hands-on job experience, exposing them to methods and machinery that may not be available in their institutions.

At its inception in 1974, the scheme began with 787 students from 11 institutions and covered 104 eligible courses. By 2008, participation had grown to 210,390 students from 219 institutions, with over 112 eligible courses. However, the rapid expansion of SIWES has been affected by successive economic crises, which have disrupted its smooth operation and administration. Many industries in Nigeria are operating below their installed capacity, while others have shut down completely. This has negatively impacted the scheme, making it increasingly difficult for higher institutions to secure industrial placements where students can gain practical experience.

CHAPTER FIVE

5.1 Challenges Encountered

Finding a suitable place for industrial training is a major challenge for students in the SIWES program.

In some cases, students are required to take a company's aptitude test, but without personal connections or someone to vouch for them, they may lose the placement opportunity.

Another significant challenge is transportation costs. Even after securing a company for the SIWES program, affording the daily transport fare to the workplace can be difficult. In my case, the company was far from where I stayed, making it impossible to walk there.

There were many other challenges I encountered during the program, but these are a few key ones.

5.2 Recommendation

It is recommended that organizations and company owners who accept SIWES students should make efforts to fully digitize their operations.

Additionally, organizations should ensure that SIWES students are actively involved in the daily operations and management of the company, allowing them to gain hands-on experience.

The Federal and State Governments should also provide the necessary infrastructure to support companies in fully digitizing their processes.

Furthermore, institutional management should assign supervisors to conduct regular inspections at various SIWES placements to assess student performance and identify serious and dedicated participants.

5.3 Conclusion

The advent of the SIWES program deserves recognition and appreciation, as it has introduced dynamism into the learning system. SIWES provides students with new learning opportunities and practical experiences, enhancing their understanding of real-world applications.

My SIWES report highlights my experiences, findings, and everything I learned during my training at QUICK ACCESS MACRO & MICRO LIMITED, ILORIN.

Additionally, my report covers the history of my SIWES placement, as well as the aims and importance of the program. It provides a detailed account of my experiences and knowledge gained throughout the training period.