TECHNICAL REPORT ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

HELD AT

LUMEX MEDIA LIMITED

(LUMEX INTERNATIONAL COLLEGE FIELD, ILORIN)

BY:

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DEDICATION

This report is dedicated to God Almighty for His blessings, and mercies bestowed on me right from womb till this very moment and for always been there for me and got my back always and ever. and special thanks to my parent and departmental lecturers as well.

ACKNOWLEDGEMENT

I really thank God Almighty for making this vision a reality. The foundation of everything in life is of utmost importance. Therefore, I give credit and kudos to all Lumex Media Limited. I also thank the Director of the center for his leadership attitude which provides a conducive and uninterrupted academic Centre for which students can acquire knowledge in different kind of field of study.

Special thanks to the supervisor from the school management for checking up on me and special thanks to my industrial base SIWES coordinator.

PREFACE

The Student Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) to enable student of tertiary institution to have basic technical knowledge of industrial work basic on their courses of study before the completion of their program in their various institutions.

In the early stage, students are graduating into institution without any technical knowledge of working experience, this make them to undergo further training after servicing an employment with the rea   son.

I did my SIWES programme at Lumex Media Limited, located Lumex International College Field, Ilorin.

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<div align="center">**CHAPTER ONE**</div>

BACKGROUND OF SIWES

1.1   INTRODUCTION

The Students Industrial Work Experience Scheme (SIWES) is a vital program designed to bridge the gap between theoretical knowledge acquired in the classroom and practical experience in real-world work environments. This report details my experience as a SIWES student at the Ministry of Business Innovation and Technology in Kwara State, providing insights into the ministry's operations and its role in promoting economic development within the state.

This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who offer science course or any other practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to four months in which student are expected to be able practices what they are taught.

1.2   HISTORY OF SIWES

The student work experience scheme {SIWES} came into establishment of the industrial training fund[ITF] under degree No 47 of 8 October, 1971, in a bid to boost indigenous capacity for the nation's industrial need, the fund in its policy statement No. 1 published in 1973 inserted a clause dealing with the issue of practical skills which states that "the seek will seek to work out cooperative machinery with industry, where student in institution of higher learning may acquire training in industry or mid-career attached by contributing to the allowance payable to the student".

The fund identified a great gap between theory and practice of engineering and technology of higher learning and has come to an effort to eliminate this gap. The fund initiated work experience scheme {SIWES} in 1973. SIWES therefore is a skill training program designed to expose and prepared students of universities, polytechnics and college of education to real life work situation including environmental, technical and business student in higher institution of training in Nigeria.

1.3   AIMS AND OBJECTIVES OF SIWES

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

The objective of the student industrial work experience scheme is as follow;

- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlightens students to various s division of industrial or organization of work in which the course of study can be radicalized.
- To provide student with an opportunity to applied their theoretical knowledge in real work situation thereby bridging the gap between theories and practical
- To provide avenue for students for institutions in higher learning to acquire industrial skills and experience in their course of study while in school.
- To expose students to work methods and techniques in handling equipment and machineries that may not be available in some educational institutions.
- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

CHAPTER TWO

2.0   ABOUT THE ORGANIZATION

2.1   HISTORY

Lumex Media Limited was established in the year **2006** as a professional printing press dedicated to delivering high-quality printing services to individuals, businesses, and institutions. Located at Lumex International College Field, Ilorin, the company was founded with a vision to bridge the gap in the printing industry by providing affordable, reliable, and top-notch print solutions.

Under the supervision of Agboola Olumide Olatayo, Lumex Media Limited has grown into a trusted name in the printing sector, known for its attention to detail, timely delivery, and customer-focused service. Over the years, the company has invested in modern equipment and skilled personnel to meet the evolving demands of clients and maintain its competitive edge.

With a passion for excellence and a commitment to innovation, Lumex Media Limited continues to expand its service offerings, including digital and offset printing, branding materials, large format prints, and more.

Objective

To provide high-quality and affordable printing services that meet the diverse needs of our clients while ensuring speed, precision, and professionalism.

Mission Statement

To be a leading printing press known for exceptional quality, reliable service, and creative solutions that help our clients communicate their ideas effectively.

Vision Statement

To become the most innovative and customer-preferred printing press in Ilorin and across Nigeria, setting the standard for excellence in the printing industry.

CHAPTER THREE

WORK DONE AND EXPERIENCE GAINED

I was posted to the different section during the period of my attachment, part of the section I was posted to are;

Jogging and Cutting of the Textbook

This means arranging the printed sheets neatly (so all edges align properly), and then cutting them to the correct size before binding them into a book.

Distribution of the Textbook

This is the process of delivering the printed textbooks to schools, bookshops, or wherever they are needed.

Printing of the Textbook

This is the actual process of putting words and images onto paper using printing machines to produce multiple copies of the textbook.

Trimming of the Textbook

After the book is bound, the edges may not be perfectly even. Trimming means cutting off the rough or extra edges so the book looks neat and professional.

Designing of Some Graphics

This involves creating or editing pictures, charts, and other visual elements that will appear in the textbook to make it attractive and easier to understand.

Jogging and Stippling

After arranging the pages (jogging), *stippling* means punching small holes and binding the sheets together—often with staples or wire—to hold them in place before final binding.

Finishing of the Textbooks

This refers to the last stage of production, including things like binding, trimming, laminating, or any other step that gives the book its final professional look.

Massaging of the Textbook

In printing terms, this usually means gently pressing or aligning the books during production to make sure everything is smooth and even before binding or packaging.

Adding Cover to the Textbook

This is the process of attaching the outer cover (usually thicker and colored) to the book, giving it a finished appearance and protecting the inner pages.

Delivering of the Package

This simply means taking the final printed and packaged textbooks and delivering them to the client or customer.

Printing & Purchasing of Material

This involves buying the raw materials needed for printing (like paper, ink, covers, etc.) and then using them to produce the textbooks.

Cleaning

Keeping the machines and workspace clean to avoid smudges, dirt, or damage to the printed materials. It helps ensure the final product looks great.

Sending of Textbooks to Their Various Places

This is just like distribution—it means ensuring the finished textbooks reach the different schools, offices, or buyers that ordered them.

CHAPTER FOUR

4.0 EXPERIENCE ACQUIRED

4.1 GRAPHICS

Graphics are visual images or designs on some surface, such as wall, canvas, screen, paper, or stone to inform, illustrate, or entertain. In contemporary usage, it includes a pictorial representation of data, as in manufacture. Images that are generated by a computer are called computer graphics examples are photographs, drawings, line art, graphs, diagram, typography and many more.

Graphic design may consist of deliberate selection, creation, or arrangement of typography, imagery, color, and form. as in a brochure, flyers, posters, business card etc.

4.2 PHOTOSHOP

Photoshop is a photo editing and raster graphic design software which allow users to create, edit and manipulate various graphics as well as digital art.

The software provides many image editing features for raster images as well as vector graphics. An option known as Photoshop CC (Creative Cloud) allows users to work on content from any computer.

Photoshop is used by photographers, graphic designers, video game artists, advertising and meme designers.

4.4.1 COREL DRAW

CorelDraw is a vector graphics editor developed and marketed by Corel corporation. it's also the name of a Corel graphics suites, which includes the bitmap-images editor as well as other graphics-related programs. Type of colour: (i) CMYK is for printing colour(cyan magnet yellow black, the reason why k is black is because black is constant and is in every printing colour, 0.100) (ii) RGB is for online colour(red, green, blue. 0.255) colour for printing is CMYK its make the colour in printing unlike the RGB

4.3 PRINTING

Printing is the production of books, newspaper, or other printed material. Or a single impression of a book.

TYPE OF PRINTING MACHINE

* Direct image printing machine

* Large format printing machine

* Digital printer

* Die cutting machine

- **DIRECT IMAGE PRINTING MACHINE**

Image Printing Machine or DI printing machine: it is a printing machine that makes use of toner instead of ink. It is a technology that directly prints pictures, files, documents, etc that were sent from devices.

- **LARGE FORMAT PRINTING MACHINE**

Large format printing refers to any printing project that uses a large sheet of paper. Common examples include posters, banners, and trade show displays. Large format printing projects often require special printers that can accommodate the larger paper size.

- **INKJET PRINTER**

Inkjet priter is a type of computer printing that recreates a digital image by propelling droplets of ink onto paper and plastic substrates.

- **DIE CUTTING MACHINE**

Die cutting machines or card making machines are machines that cut shapes out of paper, chipboard, cards, and other materials. Most people who die cut regularly have personal die cutting machines that are about the size of their work

It is used for cutting, forming, and shearing. In printing, die cuts are used to create custom shapes and designs for labels.

4.3.1 LAMINATION MACHINE

A lamination machine typically uses a combination of heat, pressure and an internal roller mechanism to apply nylon cover to paper documents .

Laminating machine is to protect and enhance the quality of the material which is being laminated

4.3.2   PAPER

Paper is the most important material used for printing is produced in a number of qualities and it is used for documents, magazines, catalogues, and other documents.

TYPES OF PAPER

1. **ART PAPER:** it is used for printing magazine, calendar etc

4. MATTE PAPER: for printing documents

3. STRAW BOARD: for printing hard cover

5. MANILA PAPER: for printing thrift card

6. FBB CARD: for printing business card, greeting card book cover etc.
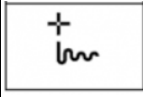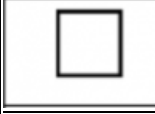
7. CONCORD PAPER: for printing letter head

4.4 HOW TO DESIGN

Example: Flyer

Designing a flyer involves a few key steps:

1. Define Purpose and Audience. Clearly understand the purpose of your flyer

4. Choose an appropriate size for your flyer. Plan the layout, considering the placement of text and images.

3.Select a cohesive color scheme that aligns with your message and appeals to your audience.

4. Use clear and readable fonts. (headings, subheadings, and body text.

6. Maintain a balance between text and images. Use contrast to highlight important information.

7. Allow for sufficient white space to avoid clutter. It helps guide the reader's focus and enhances readability.

9. Print Quality: Ensure your flyer design is in high resolution for printing. Check color profiles and export

10.Proofread: Double-check grammar, spelling, and overall content.

4.5   BASIC TOOLS USED FOR EDITING

	Pick tool – used for selecting objects
	Shape tool - Edit a curve object or text character by manipulating nodes.
	Curve Tools- used to make a curve
	Rectangle Tools: to create perfect rectangle
	Ellipse Tool: to create perfect circle

	Basic Shapes Tool: to create different shapes
	Text Tool: used to write text
	Eyedropper Tool: used to copy colour
	Crop tool - Remove the areas outside a selection.
	Knife tool - Slice an object to split it into two separate objects.
	Eraser tool (X) - Remove unwanted areas in a drawing.
	Zoom tool (Z) - Change the magnification level of the document window.

CHAPTER FIVE

5.1 EXECUTIVE SUMMARY

The student industrial work experience scheme (SIWES) is a skill development programme initiated by the industrial training fund (ITF) in1937 to bridge the gap between theory and practice among student of high lighten learning in Nigeria. It provide for on the job practical experience for student as they are exposed to work method and the techniques in handing equipment and machinery that may not be available in their institution.

However the rapid growth and expansion of SIWES has occurred against the background of successive economics crises which have affected the smooth operation and administrative of the scheme must industrial in Nigeria today.

5.2 SKILLS TO USE EVERY DAY

Typing, spelling and grammar are all extremely important, but so are people skills. Secretaries not only deal with others in the office, but clients, courts, opposing counsel, couriers and court reporters. People skills are very important. Good English skills and typing are a must, and a working knowledge of current technology is essential.

5.3 CHALLENGE ENCOUNTER

My job is to take care of other people and gives proper record of the staff, and sometimes that's not easy to do. Everyone has a particular way they like things to be done, and bosses with secretaries can get very spoiled by someone knowing all their whims. When someone new takes over, or is just helping out, often the boss expects the new person to be privy to all the knowledge the old one had. The legal field is also very

stressful, as there are deadlines and court rules to follow, and I'm often given a lot of work to do in a short amount of time, and it's expected to be done right.

5.4 CONCLUSION/RECOMMENDATION

The SIWES program is a very fascinating program for National Diploma (ND) students; it is a four-month program at the middle of the first and second section.

TO THE DEPARTMENT

I strongly recommend that the department should see to it that a strong link exists between them and this organization so that the progress of the students can be properly enhanced.

TO THE POLYTECHNIC

The polytechnic should form a strong link with the industrial via the departments to solve the problem of student's placement. I also recommend a review of the duration of SIWES training because it is evident that the scheduled time is in-sufficient to acquire all necessary practical knowledge before student graduation.

TO THE INDUSTRIAL TRAINING FUND (ITF)

I strongly recommend that the industrial training fund and the Federation Government of Nigeria organize and sponsor exhibition of technological discoveries among undergraduates in the Nigeria Polytechnic. In addition, the industrial training fund (ITF) and the federal government should see to a better structure for paying the stipulate amount to the students immediately after training.

I will like to recommend special dedication to SIWES program by the institution management and proper orientation should be based on this program. The lacks of proper oriented students make the students to look down to this program. The duration of the program must be strictly abided to and properly followed accordingly by the students.