



**A REPORT ON  
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME  
(SIWES)**

**UNDERTAKEN AT**

**IREPODUN LOCAL GOVERNMENT OYO STATE  
KISHI**

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**BY**

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## **DEDICATION**

I dedicate this report first and foremost to Almighty Allah who has been there right from the beginning to this very point. Special dedicational so to my ever supportive parents, for their relentless support and compassion towards me during the course of my three months SIWES training.

## **ACKNOWLEDGEMENT**

I give thanks to Almighty Allah for the glory, honor, adoration and mercy I received during the course of my study and when undergoing my industrial training.

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# **CHAPTER ONE**

## **INTRODUCTION**

### **1.1 Background of the Study**

SIWES is a cronym for Students Industrial Work Experience Scheme. SIWES is an effective instrument used for exposing students to there a lities of the work environment in Nigeria especially and the world in general, in their various professions, so as to achieve the needed technological advancement for the nation. The scheme is a participatory program involving universities, polytechnics and technical colleges for students of various institutions in Nigeria. It is run jointly by the Industrial Training Fund(ITF)

Some of the aims of SIWE are;

- To provide for the students opportunities to be involved in the practical aspect of their respective disciplines thus, bridging the gap between the theoretical aspect taught in the class and the real world situation.
- To expose students to latest development and technological innovations in their chosen professions.
- To prepare students for industrial working environments they are likely to meet after graduation.

### **1.2 Objectives of SIWES**

- To expose students to real-world work environments.
- To allow students to apply theoretical knowledge practically.
- To enhance students' employability and entrepreneurial skills.

### **1.3 Aims and Objectives of the Industrial Training**

- To observe administrative processes in a local government setting.
- To understand how public policies are implemented.
- To interact with professionals and gain mentoring experience.
- To learn record keeping, correspondence, and documentation.

### **1.4 Scope of the Report**

This report covers activities carried out during the training, skills acquired, challenges encountered, and contributions made while serving at Irepodun Local Government Secretariat, Kishi, OYOState.

### **1.5 Methodology**

Information was gathered through personal observation, interviews with staff, documents, and files consulted during the SIWES period.

## **CHAPTER TWO**

### **OVERVIEW OF IREPODUN LOCAL GOVERNMENT**

#### **2.1 Historical Background**

Irepodun Local Government, with its headquarters in Kishi, is one of the oldest administrative councils in OYO State. It was established to bring government closer to the grassroots.

#### **2.2 Vision and Mission Statement**

**Vision:** To promote grassroots development and efficient service delivery.

**Mission:** To implement government policies, improve public welfare, and ensure transparency and accountability in local governance.

#### **2.3 Organizational Structure**

The local government is headed by an Executive Chairman, supported by the Vice Chairman, Secretary, Supervisors, Directors, and Heads of Departments (HODs).

#### **2.4 Departments and Their Functions**

- **Administrative Department** – Personnel management, general coordination.
- **Finance Department** – Budgeting, revenue collection, salaries.
- **Works and Housing** – Infrastructure development and maintenance.
- **Health Department** – Primary healthcare delivery.
- **Education and Social Services** – School monitoring, community services.
- **Agriculture and Natural Resources** – Supporting local farmers.

## **CHAPTER THREE**

## **DESCRIPTION OF DUTIES PERFORMED**

### **3.1 Weekly Summary of Activities**

**Week 1–2:** Orientation, familiarization with departments.

**Week 3–4:** Assisted in document filing and personnel record updates.

**Week 5–6:** Participated in organizing staff meetings and taking minutes.

**Week 7–8:** Supported in preparing memos and official letters.

**Week 9–10:** Engaged in data collection on community development programs.

**Week 11–12:** Participated in tax collection and civic education sensitization.

### **3.2 Skills and Knowledge Acquired**

- Official correspondence
- Filing and data entry
- Basic understanding of budgeting
- Communication with the public
- Problem-solving and time management

### **3.3 Challenges Faced**

- Limited access to some confidential documents
- Inadequate office equipment
- Power outages disrupting digital tasks

### **3.4 Solutions to the Challenges**

- Seeking supervisor's guidance for proper documentation
- Working during optimal hours
- Using manual methods when necessary

## **CHAPTER FOUR**



## **RELEVANCE OF SIWES TO PUBLIC ADMINISTRATION**

### **4.1 Importance of SIWES to Career Development**

It provides students with insight into how public organizations function, helping shape their administrative careers.

### **4.2 Comparison Between Classroom Theory and Practical Work**

While theory focuses on policies and structures, the practical work teaches adaptation, real-time decision-making, and problem-solving.

### **4.3 Contributions to Organizational Development**

The student contributed to data sorting, improved workflow in correspondence, and supported internal communications.

### **4.4 Lessons Learned**

- Public administration requires patience, ethics, and diligence.
- Efficient communication is key to government operations.
- Grassroots governance plays a vital role in national development.

## **CHAPTER FIVE**

## **SUMMARY, CONCLUSION, AND RECOMMENDATIONS**

### **5.1 Summary of Findings**

The training offered deep exposure to public service procedures, enhanced my practical knowledge, and strengthened my interest in public sector work.

### **5.2 Conclusion**

SIWES at Irepodun Local Government, Kishi, was an impactful experience that blended academic knowledge with practical exposure. It laid a strong foundation for a career in public service.

### **5.3 Recommendations**

- The government should equip local government offices with modern tools.
- Students should be encouraged to take SIWES seriously.
- ITF should regularly monitor SIWES placements for effectiveness.
- More training programs should be conducted for interns.