

TECHNICAL REPORT
ON
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)



HELD AT:
TEEM GENERAL MERCHANT ENTERPRISES
OKOLOWO OPPOSITE TIPPER GARAGE
ILORIN KWARA STATE.

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DEDICATION

This report is dedicated first and above all to the Almighty Allah for the Blessing, knowledge and abilities to participate in the programme. Also to my lovely Parent Alhaji Abdullateef who shows concern and effort to make sure that I participate in the training programme.

ACKNOWLEDGEMENT

The greatest appreciation is owed to Almighty Allah for his blessing, guidance and protection that is been provided during this period of struggle.

Also my great appreciation and thanks goes to the entire Management of Teem General Merchant Enterprises, Ilorin, kwara State Nigeria.

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I pray that Allah will reward them abundantly, AMEEN.

ABSTRACT

Student industrial work experience scheme (SIWES) is a programme designed by industrial training fund (ITF) to enhance the productivity of student targeting the award of National Diploma (ND). The aim of the programme is to enable us to reconcile all that we have been target as Tax. Department student into practical at any condition or place we found ourselves and to be proud of it as a profession.

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CHAPTER ONE

1.1 Introduction to SIWES

The Student Industrial Work Experience Scheme (SIWES) is a practical or skill training programme which was introduced in Nigeria as a prerequisite of higher training in Nigeria.

This programme bridges the gap existing between theory and practical aspect of study in tertiary institutions. The practical and theoretical aspects are complementary to one another, in which the work hands. This makes the training extensively on practical to students.

This scheme is designed to the full acquisition of skills in industry and commerce with a view to generate a pool of indigenous manpower to meet the economic needs of the country.

1.2 Aims and Objectives of (SIWES)

The aims and objectives of student industrial work experience scheme include the followings:

- i. To prepare students for a business career by merging his analytical powers with self reliance.
- ii. To expose and prepare students in vocational and related courses for the industrial working situation they are likely to meet after their graduation.
- iii. To bridge the gap between theoretical learning and practical experience.
- iv. To expose the students work methods in handling equipments in industrial sectors.
- v. To promote cordial relationship between educational institutions and industrial sectors.
- vi. To involve employers of labour in the entire educational process of preparing students as future employees.

CHAPTER TWO

2.0 Main Activities Carried Out During My Four Months of Industrial Training Programme

Activities carried out are as follows:

2.1 First Month

First Week: Introduction in to the Sections

I was introduced to the unit, where I was taught about the book of account, I was given orientation about the sales of goods

Second Week: Process of Buying and Selling

I was taught the steps/process of buying and selling of goods, I was asked to follow the to the market.

Sales Section.

Third Week: Address to the Customers

I was taught the ways and manner to be used for customer, by addressing them in good manner, I was let know that customer is always right.

Fourth Week: Environmental Sanitation

- I was shown and asked to do environmental of the surroundings and I was asked to cleaning of the offices

2.2 Second Month

First Week: Account Calculations

- I was taught about the calculations of goods that entre and ask to do account for it from account sections

Second Week: Separation of the Money

1. I was shown and explained how separate the money use for buying goods and profit making at the end of the week.

operation.

Third Week: Arrangement of the Goods

I was taught the arrangement of the goods in line with company, I was ask to do it by my self which I did it.

Four Week: Selling of the Goods

- I was shown how and amount of goods and how to sales it, I means the price of the goods.

CHAPTER THREE

3.1 Summary

In general the students industrial working experience scheme (SIWES) programme is very important to all students of higher learning because it provide privilege to experience on practical activities. And it help to enlighten students in any challenge they may likely face elsewhere.

3.2 Conclusion

In conclusion the opportunity given to students is very important during the period of attachment. And I will like to use this opportunity to thank those that concern about this programme.

3.3 Recommendation

This programme is highly recommended to all students of higher learning. I will also like to use this opportunity to call upon the students industrial working experience scheme (SIWES) in collaboration with the various institutions to always seek the suitable as well as relevant firms.