



A REPORT ON  
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME  
(SIWES)

HELD AT

ILORIN WEST LOCAL GOVERNMENT

BY

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**ND/23/PAD/PT/0847**

*SUBMITTED TO:*

**THE DEPARTMENT OF PUBLIC ADMINISTRATION, INSTITUTE OF  
FINANCE AND MANAGEMENT STUDIES, KWARA STATE  
POLYTECHNIC, ILORIN.**

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE  
AWARD OF NATIONAL DIPLOMA (ND) IN PUBLIC  
ADMINISTRATION.**

2024

## **CERTIFICATION**

This is to certify that **SOLIU WAHEED ALAHO** with matriculation number **ND/23/PAD/PT/0847** undergoes his Industrial Training **SIWES** at ILORIN WEST LOCAL GOVERNMENT OF KWARA STATE. In partial fulfillment of the award of National Diploma (ND) In Public Administration, undersigned by the following people:

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**Department SIWES Supervisor**

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**Sign & Date**

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**Head of Department**

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**Sign & Date**

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**SIWES Coordinator**

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**Sign & Date**

## **DEDICATION**

This SIWES report is dedicated to GOD Almighty, and also I dedicated to **Mr/Mrs SOLIU**, for their spiritual and financial support during my SIWES program.

## **ACKNOWLEDGEMENT**

My appreciation first goes to God almighty, the creator of Heaven and Earth for granting me the grace and privilege to be able to complete this SIWES program successfully and on schedule.

I am also grateful to my industrial based supervisors and my tutors for their thorough supervision and useful advice which helped and also contributed to the success of the SIWES program. May the almighty God make their days on Earth longer to reap the fruit of their labour to the fullest.

Also I cannot but acknowledge my germane H.O.D, and all the lecturers in the department.

Thanks and GOD bless you all.

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## **CHAPTER ONE**

### **1.1 INTRODUCTION**

The Industrial Training is a training Scheme by which a student can undergo practical training within an approved Industrial undertaking having specific amount of fixed assets or turnover of paid up share capital. The scheme is a participatory program involving Universities, Polytechnics and Technical Colleges and students of carious Institutions of Nigeria.

The Student Industrial Work Experience Scheme (SIWES) is funded jointly by Industrial Training Fund (ITF). The Scheme completes part of the academics requirement standards in pursuing the award of the National Diploma in Office Technology Management. The training lasts for six months. The theory and the practical aspect are being joined together in the programme in order to find out how things are being done. In theory, we are to read electronic guidance, books, novels which concern deeply with sense of belonging especially in course of concern them in practical we have to know how to do things by ourselves to enhance spirits of commitment in all we do. That is why, for efficient moving of this programme in conjunction with ministry of education has set a step that students should be going for these programme. Office Technology Management Departments has seen it as a step forward of progress by sending their student to embark on it.

## **1.2 DEFINITION OF SIWES**

Student industrial working experience scheme (Siwes) is a program organized by industrial training fund (ITF) for National Diploma science student after their first year (ITF) for National Diploma science student after their first year on campus , to help them known more about the practical aspect of what they have been thought in the school, thou will do practical in the school but we still have some area where we have to know, that it will help us in future to be able to call ourself a computer operator , programmer a system analyst.

## **1.3 AIMS AND OBJECTIVE OF SIWES**

- i. It promotes interaction between student in training and the company staffs.
- ii. It helps us to gain moiré to what to customer.
- iii. It help us to know how to relate to customer
- iv. It help us to be perfect in our course of study
- v. It help us to know how the computer system is been operate
- vi. It help us to know more about practical aspect of what we have being taught in the school

## **CHAPTER TWO**

### **DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT**

#### **2.1 LOCATION AND BRIEF HISTORY OF ILORIN WEST LOCAL GOVERNMENT**

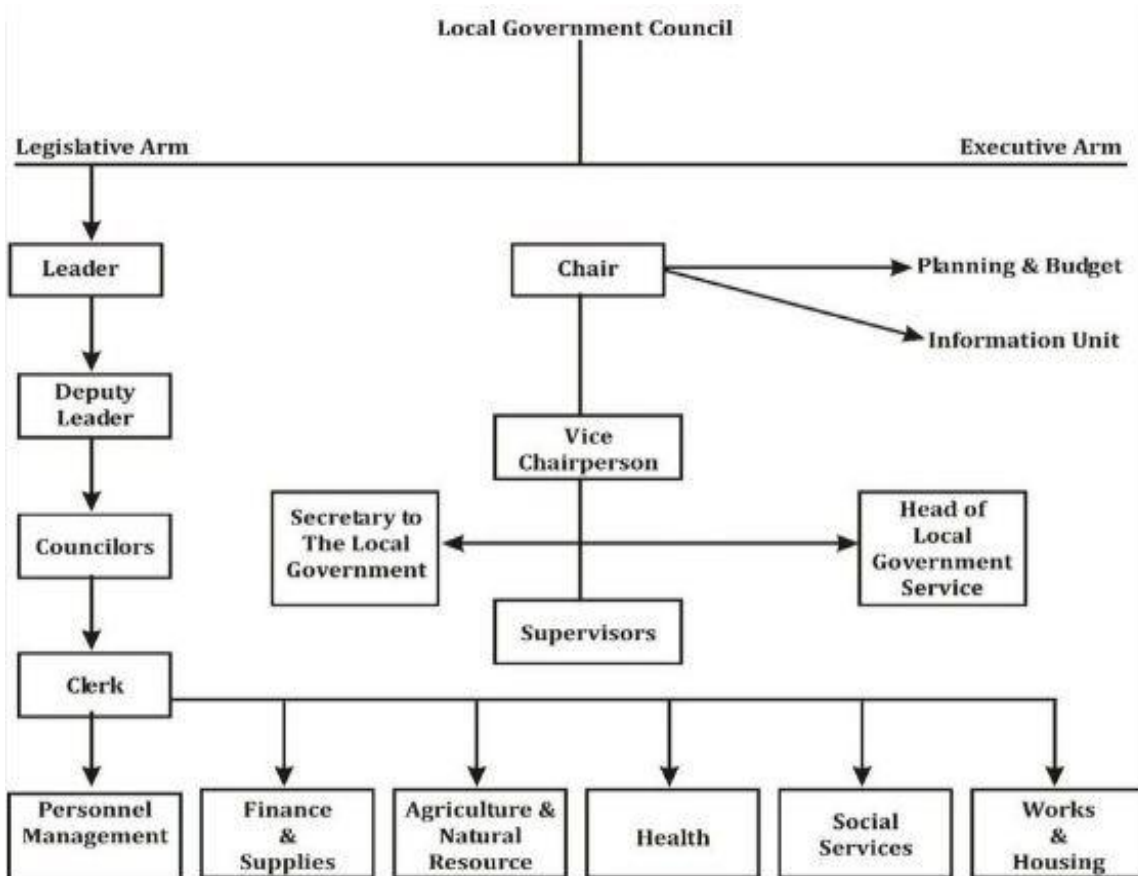
Ilorin West local government was created in 1991 from the old Ilorin Local Government Area with Headquarters at Oja-Oba. The Local Government area has four districts 4 wards. It has an area of 105 km<sup>2</sup> and a population of 364,666 at the 2006 census. The major towns are Egbejila, Warrah Osin, Aremu, Ogidi, Oloje, Bani, and Adewole. Yoruba, Hausa and Fulani are the major languages spoken within the LGA.

Natural Resources such as Maize, Yam, Beans, Vegetables and Cassava grow in abundance in Ilorin South. While there are naturally occurring large mineral deposits of Granite, Clay and Kaolin.

The major festival in Ilorin South is the Yawo Dancers festival. Tourist attractions include the Old Alfa Alimi Mosque, Old Central Mosque, Oloje Poultry, Knitting of Cloth, Okuta Ilorin, Major Crutchley's Grave, and the Emir Turbaning Mosque.



## 2.2 ORGANIZATIONAL STRUCTURE OF OKE-ERO LOCAL GOVERNMENT



## 2.3 FUNCTION OF VARIOUS DEPT/UNIT

### 1. Executive Arm

- **Chairman/Mayor (Local Government Chairman)** – The head of the local government, responsible for policy implementation and governance.
- **Vice Chairman** – Assists the chairman and acts in their absence.
- **Supervisory Councillors** – Oversee various departments such as education, health, agriculture, and works.
- **Secretary to the Local Government (SLG)** – The head of administration, coordinating government activities.

## **2. Legislative Arm**

- **Legislative Council (Councilors from Wards)** – Responsible for making bylaws and policies for the local government.
- **Leader of the Council** – Heads the legislative council.
- **Deputy Leader** – Assists the leader in legislative functions.
- **Clerk of the Council** – Keeps records and handles administrative duties for the legislative arm.

## **3. Administrative Arm**

- **Head of Local Government Administration (HLGA)** – The highest-ranking civil servant, responsible for the day-to-day operations.
- **Departmental Heads (Various Departments)** – Oversee functions like finance, health, agriculture, works, and social development.

## **4. Departments in Local Government**

- **Finance & Treasury Department** – Handles budgeting, revenue collection, and financial management.
- **Works & Infrastructure Department** – Responsible for roads, electricity, water supply, and maintenance of public facilities.
- **Education & Social Services Department** – Manages schools, scholarships, and social welfare programs.
- **Health & Environment Department** – Handles healthcare facilities, sanitation, and environmental management.
- **Agriculture & Natural Resources Department** – Supports farmers, cooperatives, and agricultural development.
- **Legal Department** – Provides legal services and advice to the local government

## **CHAPTER THREE**

### **REPORT ON WORK ACTUALLY CARRIED OUT WITH CLEAR STATEMENT**

#### **3.0 WORK EXPERIENCED DURING ATTACHMENT**

##### **REGISTRY**

A **registry** is an office or department responsible for keeping official records, documents, and other important information for an organization, government, or institution. Registries play a critical role in maintaining accurate records and ensuring smooth administrative operations.

To establish and operate a registry, the following requirements must be met:

1. **Legal Authorization** – A registry must be officially recognized by relevant government authorities or organizations.
2. **Physical Infrastructure** – A secured office space with proper filing cabinets, storage systems, and digital backup facilities.
3. **Qualified Personnel** – Trained staff responsible for documentation, record-keeping, and management.
4. **Standardized Documentation System** – Use of electronic or manual filing systems for easy retrieval of records.
5. **Confidentiality Measures** – Security protocols to ensure sensitive information is protected from unauthorized access.
6. **Technology & Digitalization** – Integration of computer-based record-keeping and database management systems.
7. **Compliance with Regulations** – Adherence to data protection laws and official guidelines governing records management.

##### **TYPES OF REGISTRY**

- i. Inter-local registry
- ii. Inter-state registry

## **INTER-LOCAL REGISTRY (ILR)**

An inter-local registry (ILR) is a system or framework that facilitates the exchange, management, and authentication of records, data, or documents between different local government units (LGUs) or administrative entities. It serves as a bridge that enables interoperability, coordination, and streamlined operations among different local jurisdictions.

ILRs are particularly useful in government services, business transactions, legal processes, and administrative functions, ensuring that information is accurately shared across different localities without redundancy or loss of integrity.

### **Functions of an Inter-Local Registry**

An ILR plays a crucial role in several administrative and governance functions, including:

- **Data Exchange and Synchronization:** Ensures that local government records are updated and consistent across different localities.
- **Authentication and Verification:** Facilitates the validation of documents, such as birth certificates, land titles, business permits, and tax records.
- **Inter-Jurisdictional Cooperation:** Enables efficient communication and coordination between LGUs for policy implementation, resource allocation, and development planning.
- **E-Governance Implementation:** Supports digital governance by providing a centralized but accessible database for inter-local transactions.
- **Reduction of Bureaucratic Bottlenecks:** Enhances service delivery by reducing paperwork, redundancy, and delays in obtaining official documents.

### **Components of an Inter-Local Registry**

An effective ILR typically consists of the following components:

1. **Database System:** A centralized or distributed database that stores and manages local records.
2. **Interoperability Framework:** A standardized protocol that ensures data compatibility between different LGUs.
3. **Security and Privacy Controls:** Measures such as encryption, authentication, and access control to protect sensitive information.
4. **Legal and Policy Framework:** Regulations that define the roles, responsibilities, and limitations of participating local entities.
5. **User Interface & Access Portals:** Platforms (such as web portals or mobile applications) that allow users (government officials, businesses, and citizens) to access records efficiently.

### **INTER-STATE REGISTRY (ISR)**

An Inter-State Registry (ISR) is a system designed to facilitate the exchange, authentication, and management of official records, data, or documents across multiple states within a country. It enables different state governments to share and verify information in real time, ensuring consistency, accuracy, and efficiency in administrative and legal processes.

Inter-state registries are essential for various functions, such as civil registration, property management, business licensing, taxation, legal proceedings, and social services. They help eliminate bureaucratic delays, prevent fraud, and enhance coordination between states.

### **Functions of an Inter-State Registry**

An ISR plays a crucial role in several key areas:

- **Data Exchange and Verification:** Ensures that records are consistent, updated, and accessible across different states.

- **Document Authentication:** Allows easy validation of documents such as birth certificates, marriage certificates, land ownership records, and business permits.
- **Inter-Governmental Coordination:** Facilitates seamless communication and collaboration between state governments.
- **Support for National Policies:** Helps in implementing national initiatives such as digital governance, tax collection, and law enforcement across state boundaries.
- **Fraud Prevention:** Reduces the risks of document forgery, identity theft, and tax evasion by maintaining a secure, verifiable record system.
- **Improved Service Delivery:** Enhances the efficiency of public services by allowing citizens to access records from any state without bureaucratic hurdles.

### **Components of an Inter-State Registry**

A well-functioning ISR consists of several critical components:

1. **Centralized or Decentralized Database:** Stores and manages state-level records, either through a single national database or interconnected state databases.
2. **Standardized Data Protocols:** Ensures uniform data formats for seamless integration between states.
3. **Security and Privacy Measures:** Implements encryption, multi-level authentication, and access control mechanisms to protect sensitive data.
4. **Legal and Regulatory Framework:** Establishes guidelines and policies governing the exchange and use of inter-state records.
5. **Digital Platforms & User Access Portals:** Provides web-based or mobile-friendly interfaces for citizens, businesses, and government officials to access records.

6. **Inter-State Coordination Committee:** A governing body that oversees the registry's implementation and dispute resolution among states.

### **FUNCTIONS OF REGISTRY**

A registry performs several key functions, including:

1. **Record-Keeping** – Maintaining official records for individuals, businesses, or institutions.
2. **Data Management** – Organizing, updating, and securing stored information.
3. **Processing Applications** – Handling applications for registration, certification, and verification.
4. **Legal Documentation** – Issuing and verifying legal documents such as birth certificates, business registrations, and title deeds.
5. **Communication & Correspondence** – Managing official communications, emails, and files.
6. **Data Retrieval** – Ensuring easy access to information when needed.
7. **Security & Confidentiality** – Protecting sensitive records from loss, damage, or unauthorized access.
8. **Compliance & Regulatory Oversight** – Ensuring adherence to laws and regulations related to data storage and management.
9. **Support for Decision-Making** – Providing accurate data for informed decision-making in organizations.

### **3.2 DIFFERENCE BETWEEN PENSION AND GRATUITY**

| <b>ASPECT</b>            | <b>PENSION</b>  | <b>GRATUITY</b>  |
|--------------------------|---|--|
|                          | A regular payment made to retired employees usually on a monthly basis. for the rest of their lives | A one-time lump sum payment given to an employee upon retirement or completion of service. |
| <b>Payment Structure</b> | Paid periodically (monthly, quarterly, or yearly).  | Paid only once at the time of retirement or resignation.                                   |

|                        |   |   |
|------------------------|---|---|
| <b>Eligibility</b>     | Usually requires an employee to have worked for a certain number of years                     | Given to employees based on the length of service, but does not require ongoing payments. |
| <b>Source of funds</b> | Comes from pension schemes where both employer and employee contribute during active service. | Funded solely by the employer as a reward for long-term service.                          |
| <b>Objective</b>       | Ensures financial security for retirees.  | Provides immediate financial relief to retirees.  |
| <b>Duration</b>        | Continuous payments until the retiree passes away.  | A one-time payment that does not continue after retirement                                |

### **3.3 REQUIREMENTS/QUALIFICATIONS FOR PROMOTION AT SUBEB (STATE UNIVERSAL BASIC EDUCATION BOARD)**

Promotion at SUBEB is usually based on performance, experience, and qualifications. The general requirements include:

1. **Educational Qualification** – Must possess the required academic degree or certification relevant to the position.
2. **Years of Service** – Employees must have worked for a minimum number of years in their current rank before being considered for promotion.
3. **Performance Evaluation** – Candidates must have a positive record in past performance appraisals.
4. **Professional Development** – Participation in training programs, workshops, or further studies may be required.
5. **Disciplinary Record** – Employees must not have any record of misconduct, fraud, or indiscipline.
6. **Recommendation**– Approval or recommendation from superiors and departmental heads.
7. **Examinations and Interviews** – Some promotions may require written tests or oral interviews.
8. **Vacancy Availability** – Promotion is subject to available positions within the organization.



9. **Seniority and Merit** – Employees with a combination of seniority and excellent performance are prioritized.

## **CHAPTER FOUR**

## **SUMMARY, RECOMMENDATION AND CONCLUSION**

### **4.1 CHALLENGES ENCOUNTERED**

The programme was requiring more than usually expected, especially great patient effort and skills. The challenges was finance: owing to the fact that the organization does not give me any grant of financial support, transportation became a major source of expenditure. I never encounter any difficulties based on my programme, they monitor and taught me what I needed to know and I put them into practice. It wasn't an easy task to undergo, only God in Heaven saw me through.

The success of my training is undisputed, but it was not devoid of rough edges. I experienced some challenges, among these are:

- The issue of expensive transportation was the problem of transportation because my place of attachment was a little bit far from my.
- The bureaucratic system is rigid and before things are done its takes so much time. This affected the conducive working environment for the members of staff in that whenever machines are bad and need repairs it takes so much time before it gets attended to. This system made work so tedious and cumbersome.

Lastly the issue of industrial base I was unable to get in touch with my survive till I ended my program which gave me a lot of worry and concern.

### **4.2 SUGGESTION TO IMPROVEMENT OF THE SCHEME**

I suggested that polytechnic should make Siwes compulsory for every science and technology student so that it will make them perfect in practical aspect in their study.

- Visiting of students during the program should be ensured by the ITF

- Students should be paid their allowance on time to ensure motivation
- Selection of placement should not be left to students. Polytechnics should make a means of allocating students to related companies
- Seminars should be organized for establishments to acquaint them with their roles towards students on training
- Government should participate fully in the provision of equipment in the placement centers

#### **4.3 RECOMMENDATION**

Early approved of Siwes report is the most important factor to be considered by the polytechnic authority because the siwes might need a huge amount of money which the students might not be able to get as once and also to avoid delayed of the siwes.

Unstable power supply is another major problem encountered during the construction of the siwes.

Finally, I will appeal to the polytechnic that school should before to use any of the technological tools during course of study. In as such that such tools can not cause damage to them.

#### **4.4 CONCLUSION**

My three month student industrial work experience scheme has been one of the most interesting, productive and instructive experience in my life. Through this training. I have gained new insight and more comprehensive understanding about the real industrial working condition and practice; it has also improved my soft and functional skills. All these valuable experiences and knowledge's that I have gained were not only acquired

through the direct involvement in task but also through other aspects of the training such as: work observation, interaction with colleagues, superior and other people related to the field.