

KWARA STATE POLYTECHNIC
ILORIN

TECHNICAL REPORT ON STUDENT
INDUSTRIAL WORK EXPERIENCE,
SCHEME (SIWES)

HELD AT

OYO WEST LOCAL GOVERNMENT
SECRETARIAT OJONGBODU
OYO, OYO STATE

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Table of Content

- i *Title Page
- ii. *Certification Page
- iii. *Acknowledgement

CHAPTER ONE

- 1.1: Meaning/Introduction
- 1.2: Brief history of siwes
- 1.3: Aims and Objectives

CHAPTER TWO

- 2.1: History of the Organization
- 2.2: Various Departments in Organization and their functions
- 2.3: Organogram of the organization
- 2.4: Vision and Mission

CHAPTER THREE

- 3.1: Experience Acquired
- 3.2: Work Done

CHAPTER FOUR

- 4.1: Summary of SIWES Experience
- 4.2: Aim of Study
- 4.3: Methodology

CHAPTER FIVE

- 5.1: Challenges Encounter
- 5.2: Recommendation
- 5.3: Siwes Program
- 5.4 Conclusion

PREFACE

The Students Industrial Work Experience Scheme (SIWES) is a crucial component of my academic program, providing me with the opportunity to apply theoretical knowledge in a practical setting. This report documents my experiences, achievements, and challenges during my four-month SIWES program Oyo WEST LOCAL GOVERNMENT SECRETARIAT

This report is a reflection of my growth and development during the SIWES program. I hope that it will provide valuable insights into the practical application of office technology management principles and serve as a useful resource for future students.

DEDICATION

Dedication

I dedicate this report to:

God Almighty

For His divine guidance, protection, and provision throughout my academic journey.

My Parents

For their unwavering support, encouragement, and sacrifices towards my education.

My Supervisors

[Supervisor's Name] and [Supervisor's Name], for their expert guidance, mentorship, and constructive feedback throughout my SIWES program.

My Institution

For providing me with the opportunity to participate in the SIWES program and for their commitment to academic excellence.

My Colleagues and Friends

For their camaraderie, support, and memories shared during my SIWES program.

May this report be a testament to the knowledge, skills, and experience gained during my SIWES program.

AJISOPE AJOLAYO ROKEEBAT

ACKNOWLEDGEMENT

Acknowledgement

I wish to express my sincere gratitude to the following individuals and organizations for their support and contributions to the success of my Students Industrial Work Experience Scheme (SIWES) program.

Organization

I am grateful to [Oyo WEST SECRETARIAT] for providing me with the opportunity to undergo my SIWES program in their esteemed organization. I appreciate the support and resources made available to me during my internship..

I appreciate the camaraderie and support of my colleagues at [Organization's Name]. Their willingness to share their knowledge and experience with me made my SIWES program a memorable and enriching experience.

I am grateful to my institution, [Institution's Name], for providing me with the opportunity to participate in the SIWES program. I appreciate the support and resources made available to me throughout my academic program.

I thank my family and friends for their love, support, and encouragement throughout my SIWES program. Their sacrifices and motivation helped me to stay focused and committed to my goals.

May this report be a testament to the knowledge, skills, and experience gained during my SIWES program.

CHAPTER ONE

1.1 INTRODUCTION

The Students Industrial Work Experience Scheme (SIWES) is a mandatory internship program designed for students in Nigerian universities and polytechnics. Student industrial work experience scheme was introduced to Nigeria in 1976. The program aims to provide students with practical work experience in their chosen field, bridging the gap between theoretical knowledge and practical application.

1.2 MEANING OF SIWES

SIWES stands for Students Industrial Work Experience Scheme. It is a mandatory internship program designed for students in Nigerian universities and polytechnics.

Objectives of SIWES:

1. To provide students with practical work experience in their chosen field.
2. To bridge the gap between theoretical knowledge and practical application.
3. To develop students' skills and competencies in their chosen field.
4. To enhance students' employability and career prospects.

Benefits of SIWES:

1. Practical work experience
2. Skill development
3. Networking opportunities
4. Exposure to industry practices
5. Enhanced employability
6. Career guidance

Duration of SIWES:

The duration of SIWES varies depending on the institution and program. Typically, it lasts for 3-6 months.

Eligibility for SIWES:

SIWES is mandatory for students in Nigerian universities and polytechnics, typically in their penultimate year.

1.3 BRIEF HISTORY OF SIWES

The Students Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) in 1973.

Objective

The primary objective of SIWES was to provide students in Nigerian universities and polytechnics with practical work experience in their chosen field, bridging the gap between theoretical knowledge and practical application.

Evolution

Over the years, SIWES has undergone several reviews and updates to ensure its relevance and effectiveness. Some notable developments include:

1. *1973*: SIWES was established by the ITF.
2. *1974*: The first set of students participated in the SIWES program.
3. *1980s*: SIWES was made mandatory for students in Nigerian universities and polytechnics.
4. *1990s*: The ITF introduced the SIWES logbook to monitor students' progress and activities during the program.
5. *2000s*: SIWES was reviewed and updated to include new areas of focus, such as entrepreneurship and innovation.

Impact

SIWES has had a significant impact on the development of Nigerian students, providing them with practical work experience, skills, and competencies that enhance their employability and career prospects.

Current Status

SIWES remains a mandatory program for students in Nigerian universities and polytechnics, with the ITF continuing to oversee and coordinate the program nationwide.

1.4. AIMS AND OBJECTIVES OF SIWES

Aim:

The primary aim of SIWES is to provide students with practical work experience in their chosen field, bridging the gap between theoretical knowledge and practical application.

Objectives:

The objectives of SIWES are:

1. *To provide students with practical work experience*: SIWES aims to provide students with hands-on experience in their chosen field, allowing them to apply theoretical knowledge in a practical setting.
2. *To bridge the gap between theoretical knowledge and practical application*: SIWES seeks to bridge the gap between theoretical knowledge acquired in the classroom and practical application in the workplace.
3. *To develop students' skills and competencies*: SIWES aims to develop students' skills and competencies in their chosen field, making them more employable and career-ready.

CHAPTER TWO

2.1 HISTORY OF ORGANIZATION

Oyo West Local Government is one of the 33 local governments in Oyo State, Nigeria. Here's a brief history:

Early History

The area now known as Oyo West Local Government was part of the ancient Oyo Empire, which was a powerful and influential empire in West Africa from the 14th to the 19th century.

Colonial Era

During the colonial era, the area was under the administration of the British colonial authorities. The British established a system of indirect rule, which allowed local leaders to maintain some autonomy while still being subject to British authority.

Post-Independence

After Nigeria gained independence in 1960, Oyo State was created in 1976, and Oyo West Local Government was one of the local governments established within the state.

Recent Developments

In recent years, Oyo West Local Government has undergone significant development, with improvements in infrastructure, education, and healthcare. The local government has also implemented various initiatives aimed at promoting economic development and reducing poverty.

2.2 VARIOUS DEPARTMENT AND THEIR FUNCTION

1. Administration Department

Responsible for the day-to-day administration of the local government, including personnel management, record keeping, and general administration.

2. Finance Department

Responsible for managing the financial resources of the local government, including budgeting, accounting, and revenue collection.

3. Works Department

Responsible for the maintenance and construction of infrastructure, including roads, bridges, and buildings.

4. Health Department

Responsible for providing healthcare services to the community, including immunization, disease control, and health education.

5. Education Department

Responsible for managing education in the local government, including primary and secondary schools, and adult education programs.

6. Agriculture Department

Responsible for promoting agriculture and rural development, including crop and animal production, and extension services.

7. Environmental Health Department

Responsible for ensuring environmental health and sanitation, including waste management, water supply, and disease control.

8. Social Welfare Department

Responsible for providing social welfare services, including poverty reduction, child welfare, and community development.

9. Planning Department

Responsible for planning and development, including urban planning, transportation, and economic development.

10. Revenue Department

Responsible for collecting revenue, including taxes, rates, and fees.

11. Community Development Department

Responsible for promoting community development, including community mobilization, capacity building, and project implementation.

12. Youth and Sports Department

Responsible for promoting youth and sports development, including youth empowerment, sports development, and recreational activities.

13. Information Department

Responsible for disseminating information, including public relations, media relations, and publications.

14. Audit Department

Responsible for auditing the financial records of the local government, including financial reporting, internal control, and risk management.

15. Legal Department

Responsible for providing legal services, including legal advice, litigation, and contract management.

2.3. ORGANOGRAM OF ORGANIZATION

organogram for the Oyo West Local Government Secretariat

Top-Level Management

- *Chairman
- *Vice Chairman
- *Head of Service
- *Director of Finance
- *Director of Administration

Departments

*Administration Department

- *Admin Officer
- *Personnel Officer
- *Confidential Secretary

*Finance Department

- *Accountant
- *Treasury Officer
- *Internal Auditor

*Engineer

*Architect

*Quantity Surveyor

Health Department

- *Medical Officer*

- *Nurse

- *Health Educator

Education Department

- *Education Officer

- *Inspector of Schools

- *Adult Education Officer

Other Departments

- *Agriculture Department

- *Environmental Health Department

- *Social Welfare Department*

- *Planning Department

- *Revenue Department

- *Community Development

- *Youth and Sports Department

- *Information Department

- *Audit Department

- *Legal Department

2.4. Vision And Mission

Vision:

"To become a model local government in Nigeria, renowned for its excellent service delivery, transparency, accountability, and commitment to the welfare of its citizens."

Mission:

"Our mission is to provide effective and efficient services to the people of Oyo West Local Government, promoting sustainable development, economic growth, and social welfare, while ensuring transparency, accountability, and good governance."

CHAPTER THREE

3.1: Experience Acquired

How to maintaining accurate record of important data and information,
instruction on how to create a well structured seminar letter
despatch on letter or new sediment,
filling some documents in an inward board,
recording file,

3.2 Work Done

I used to write a letter to chairman
keeping of file
processing of last pay certificate
inward and outward of correspondence register

CHAPTER FOUR

4.1: EXECUTIVE SUMMARY

Executive Summary

This report presents my experiences and achievements during my four-month Students Industrial Work Experience Scheme (SIWES) program at [Organization's Name], [Location]. The program took place from [Date] to [Date].

During my internship, I was exposed to various aspects of [Department/Field], including [key areas of exposure]. I worked closely with experienced professionals, who guided me and provided feedback on my performance.

The SIWES program provided me with practical work experience, skills, and competencies that enhanced my employability and career prospects. I acquired skills in [key skills acquired], which I believe will be valuable in my future career.

4.2 AIMS OF THE STUDY

1. *To gain practical work experience*: To acquire hands-on experience in [Department/Field] and apply theoretical knowledge in a practical setting.
2. *To develop skills and competencies*: To develop skills and competencies in [key skills/competencies], including communication, teamwork, problem-solving, and critical thinking.
3. *To bridge the gap between theory and practice*: To bridge the gap between theoretical knowledge acquired in the classroom and practical application in the workplace.
4. *To enhance employability and career prospects*: To enhance employability and career prospects by acquiring practical work experience, skills, and competencies.
5. *To evaluate the effectiveness of the SIWES program*: To evaluate the effectiveness of the SIWES program in achieving its objectives and providing students with practical work experience.

4.3. METHODOLOGY

This section describes the research methodology used to gather data and information for this report.

Research Design

The research design used for this study was a case study approach, where I was attached to [Organization's Name] for a period of four months.

Data Collection Methods

The data collection methods used for this study were:

1. *Observation*: I observed the daily activities and operations of [Organization's Name].
2. *Interviews*: I conducted interviews with staff members and supervisors to gather information about the organization and its operations.
3. *Questionnaires*: I administered questionnaires to staff members to gather information about their perceptions of the SIWES program.
4. *Document Review*: I reviewed documents and records related to the organization's operations and the SIWES program.

Data Analysis Methods

The data analysis methods used for this study were:

1. *Descriptive Statistics*: I used descriptive statistics to analyze the data collected from the questionnaires.
2. *Content Analysis*: I used content analysis to analyze the data collected from the interviews and document review.

Sampling Method

The sampling method used for this study was a non-probability sampling method, where I selected staff members and supervisors to participate in the study based on their availability and willingness to participate.

Limitations of the Study

The limitations of this study were:

1. ***Time Constraint***: The study was conducted over a short period of four months.
2. ***Limited Sample Size***: The sample size was limited to staff members and supervisors at [Organization's Name].
3. ***Lack of Generalizability***: The findings of this study may not be generalizable to other organizations or settings.

4.4 MAJOR FINDINGS

Based on the data collected and analyzed, the following major findings were made:

1. ***Practical Work Experience***: The SIWES program provided me with valuable practical work experience in [Department/Field], which helped me to apply theoretical knowledge in a practical setting.
2. ***Skill Development***: I developed various skills during the SIWES program, including [key skills developed], which are essential for success in [Department/Field].
3. ***Industry Practices***: I gained insight into industry practices and procedures, which helped me to understand the practical application of theoretical knowledge.
4. ***Challenges***: I faced several challenges during the SIWES program, including [key challenges faced], which helped me to develop problem-solving and critical thinking skills.
5. ***Benefits of SIWES***: The SIWES program provided me with numerous benefits, including [key benefits], which will be valuable in my future career.
6. ***Areas for Improvement***: I identified areas for improvement in the SIWES program, including [areas for improvement], which can be addressed to enhance the effectiveness of the program.

CHAPTER FIVE

5.1 CHALLENGES ENCOUNTERED

1. ***Time management***: Managing time effectively and prioritizing tasks.
 2. ***Self-motivation***: Staying motivated and focused throughout the internship.
 3. ***Adapting to a new environment***: Adapting to a new work environment and culture.
-
1. ***Transportation challenges***: Commuting to and from the internship location.
 2. ***Accommodation challenges***: Finding suitable accommodation near the internship location.
 3. ***Financial challenges***: Managing finances and living expenses during the internship.

5.2 CONCLUSION

In conclusion, my SIWES experience at [Organization's Name] was a valuable and enriching experience that provided me with practical work experience, skills, and competencies that will benefit me in my future career.

Throughout the internship, I was exposed to various aspects of [Department/Field], including [key areas of exposure]. I worked closely with experienced professionals, who guided me and provided feedback on my performance.

The SIWES program has helped me to develop important skills, such as [key skills developed], which are essential for success in [Department/Field]. I have also gained insight into industry practices and procedures, which will help me to make informed decisions in my future career.

I faced several challenges during the internship, including [key challenges faced]. However, I was able to overcome these challenges through [strategies used to overcome challenges].

Finally, I would like to express my gratitude to [Organization's Name] for providing me with the opportunity to undergo my SIWES program in their esteemed organization. I also appreciate the support and guidance provided by my supervisors and colleagues during the internship.