



Enville polytechnic

**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
UNDERTAKEN**

AT

OLAGAPH PROPERTIES LIMITED OKE ILEWO ABEOKUTA OGUN STATE.

BY

SANUSI SOFIAT ALAKE

MATRIC NUMBER:F22/ND43008

SUBMITTED TO

ENVILLE POLYTECHNIC

DEPARTMENT:BUSINESS ADMINISTRATION AND MANAGEMENT.

TABLE OF CONTENT:-

TITLEPAGE.....
DEDICATION.....
ACKNOWLEDGEMENT.....

CHAPTER ONE

- 1.0 Introduction
- 1.1 Meaning and history of siwes
- 1.2 Aims and objective of siwes

CHAPTER TWO

- 2.0 Description of work done
- 2.1 Aims/objective of the organization
- 2.2 Organization chart

CHAPTER THREE

- 3.0 Activities carried out in the organization during the cause of the training

CHAPTER FOUR

- 4.0 Problems encountered
- 4.1 Report also structure using SWOT ANALYSIS

CHAPTER FIVE

- 5.0 Conclusion

DEDICATION

First of all, I wish to express my utmost gratitude to the management of Olagaph properties limited for availing me the opportunity to undergo my three (3) month industrial training in their establishment in partial fulfillment for the award of OND in business administration and management. I would also like to acknowledge the support of my family, morally, financially, emotionally and spiritually.

ACKNOWLEDGEMENT

With great humility, I wish to acknowledge all my lecturers, who have played a vital role in my life; your teachings, patience and understanding how u greatly helped preparing me towards this training experience.

CHAPTER ONE

INTRODUCTION

(SIWES) Students' Industrial Work-experience Scheme (SIWES) is one of the Industrial Training Fund (ITF) programme which was introduced in 1974 due to the inability of engineering and technology students in Nigeria universities and polytechnics to meet the practical aspects of their training. That is, the needs to enable students match their theoretical school knowledge with the practical aspect of their training in industry. The Training lasts for six months. According to Ekpenyong (2011), one of the principles underlying any industrial work experience scheme for students in institutions of learning is the desire to marry the practical with the theoretical learning which characterizes conventional classroom situations with a view to striking a balance between theory and practice. The author stressed further that it was in realization of this that the ITF when it was established, set out to study the extent to which the theoretical knowledge that students in engineering technology and other allied fields in Nigerian institutions offering technology based courses related to the kind of work experience expected of them by employers.

The result of the ITF survey showed a great disparity between students' knowledge and their ability to apply it in relevant jobs. In order to bridge the gap between the two, the ITF in 1974 established a co-operative internship programme, which enabled students of technology to spend some part of their courses for relevant on-the-job

practical experiences in appropriate areas of the Nigerian industry (Ekpenyong, 2011). The author further stressed that the internship programme, SIWES, can therefore be seen as that which is intended to give Nigerian students studying occupationally.

BRIEF HISTORY OF SIWES

~~In recognition of the shortcomings~~ and weakness in the formation of SET graduates, particularly with respect to acquisition of relevant production skills (RPSs), the Industrial Training Fund (which was itself established in 1971 by decree 47) initiated the Students' Industrial Work- experience Scheme (SIWES) in 1973. The scheme was designed to expose students to the industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to national economic and technological development after graduation.

Consequently, SIWES is a planned and structured programme based on stated and specific career objectives which are geared toward developing the occupational competencies of participants.

In spite of the challenges faced by SIWES in the four decades of its existence, the Scheme has not only raised consciousness and increased awareness about the need for training of SET students, but has also helped in the formation of skilled and competent indigenous manpower which has been manning and managing the technological resources and industrial sectors of the economy. Participation in SIWES has become a necessary condition for the award of degrees and diplomas.

AIMS OF SIWES

The effort is aimed at helping/training students in the Nigerian tertiary institutions the practical aspect of their field of study by exposing students to machines and equipment, professional work methods and ways of safeguarding the work areas and workers in industries and other organization

OBJECTIVE OF SIWES

The Industrial Training Fund's policy Document No. 1 of 1973 which established SIWES outlined the objectives of the scheme. The objectives are to:

- 1) It provides an avenue for students in institutions of higher learning to acquire industrial skills and experience during their course of study.
- 2) It expose Students to work methods and techniques in handling equipment and machinery that may not be available in their institutions.
- 3) It makes the transition from school to the world of work easier and enhance students' contact for later job placements and a chance to evaluate companies for which they might wish to work.
- 4) It provides students with the opportunities to apply their educational knowledge in real work and industrial situations, there by bridging the gap between theory and practice.

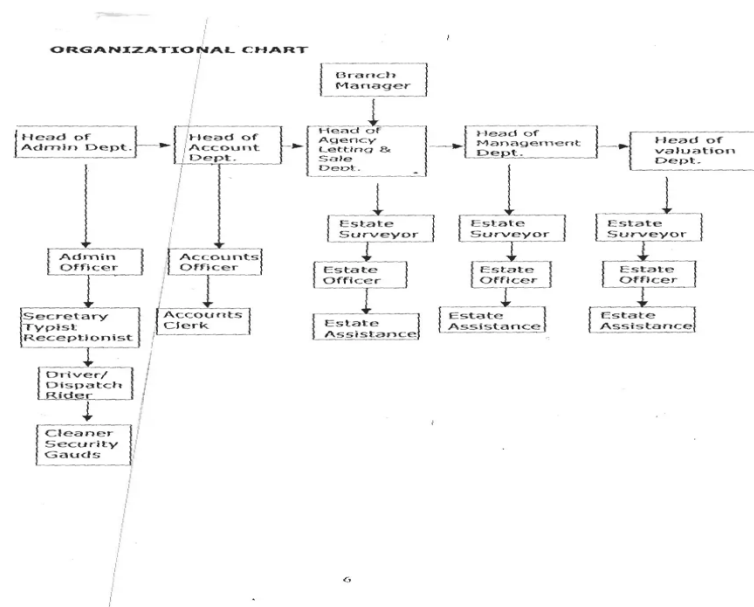
CHAPTER TWO

OLAGAPH PROPERTIES LIMITED was found on the December 2008

I started my siwes program at olagaph properties limited on 4th of December, I was not really good at work when I first start. I work as secretary at olagaph properties limited .As a secretary in a real estate company, my main responsibilities included managing phone calls, emails, and appointments. I maintained organized files and records, prepared and edited documents, and assisted in coordinating meetings and events. I also greeted clients, provided them with information about available properties, and scheduled property viewings. Additionally, I supported the administrative team with various tasks to ensure smooth operations within the company. It was an exciting role that allowed me to contribute to the efficient functioning of the real estate business.

AIMS OF THE ORGANIZATION

- i. The aim of the company is to achieve their goal by attracting more customers to their company and to satisfy them with perfect land
- ii. And for their staff to be well aggressive and to be very respectful when attending to customers.



CHAPTER THREE

Activities carried out in an organization during the cause of training

During my siwes training as a secretary in a real estate agency, such as organizing documents, scheduling appointments, managing correspondence, assisting with client inquiries, and supporting the administrative functions of the agency. It's a great opportunity to learn about the real estate industry and gain valuable office skills.

During my training as a secretary in a real estate agency, I also responsible for tasks like managing office supplies, preparing reports, assisting with property listings, coordinating meetings, and maintaining client databases. It's a dynamic role that allows you to contribute to the smooth operation of the agency.

CHAPTER FOUR

Problem encountered during SIWES

During my training I encounter a lot of problem in the organization which they never look into for solution.

During your SIWES program as a secretary in a real estate company, I have faced challenges such as being assigned tasks unrelated to your role, like running personal errands or doing non-administrative

Lack of communication.

CHAPTER FIVE

CONCLUSION

"In conclusion on, my SIWES experience as a secretary in the real estate company has been incredibly valuable. I have developed essential skills in office management, communication, and organization. Despite facing challenges, such as being assigned non-administrative tasks, I was able to overcome them by effectively communicating my concerns and seeking clarification on my responsibilities. I am grateful to the company and my supervisor for their support and guidance throughout the program. This experience has truly enhanced my professional growth and prepared me for future endeavors in the field of business administration.