

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)



ORIENTATION LECTURE

OUTLINE

- **Introduction**
- **Objectives of SIWES**
- **Stakeholders Involved in SIWES Administration**
- **Roles of Bodies Involved in the Management of SIWES**
- **Eligible courses for SIWES Funding**
- **Conclusion**



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What is SIWES?



INTRODUCTION

Initiated and Designed by the Industrial Training Fund(**ITF****), in 1973/1974.**



INTRO. CONT...

❖ **Before this, there was a growing concern by industrialists that people who graduated from institutions of higher learning lacked adequate practical background studies preparatory for employment in industries.**



INTRO. CONT...

- ❖ **The employers were of the opinion that the theoretical education in higher institutions was not responsive to the needs of the employers of labour.**
- ❖ **It is against this background that the scheme was initiated and designed in 1973/74.**



OBJECTIVES OF SIWES

- 1) Provide avenue for Students in Institutions to acquire Industrial Skills and Experience.**
- 2) Prepare students for the industrial Work situation they are likely to meet after graduation.**



OBJECTIVES OF SIWES...

3) Expose students to work methods and techniques in handling equipment and machinery that may not be available in their institution.

4) Make transition from school to the world of work easier and enhance students contracts for later job placements.



OBJECTIVES OF SIWES...

- 5) Provide students with an opportunity to apply their knowledge in real work Situation, thereby, bridging the gap between theory and practice.**
- 6) Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment in Industry and Commerce.**



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CHALLENGES OF SIWES

- **Poor funding of the scheme;**
- **Increased in students enrolment as a result of continuous increase in the number of Institutions both Public and Private;**
- **Limited placement opportunities in industries;**
- **Increase in the number of approved courses;**
- **Late submission of Placement List from Supervisory Agencies;**
- **Misconceptions about eligibility to payment of SIWES Allowances.**

ROLES OF BODIES INVOLVED IN THE MANAGEMENT OF SIWES

FEDERAL GOVERNMENT

- **Provide adequate funds to the Industrial Training Fund.**
- **Make it mandatory for all Ministries, Companies and Parastatals to offer places for the attachment of students.**



ROLES OF BODIES CONTD...

INDUSTRIAL TRAINING FUND

- **Formulate policies and guidelines on SIWES.**
- **Regularly coordinate orientation programme for students.**
- **Receive and process Master and Placement Lists from Institutions.**
- **Supervise students on Industrial Attachment.**



ROLES OF BODIES CONTD

INDUSTRIAL TRAINING FUND

- **Disburse Supervisory and Students Allowances.**
- **Provide logistics and materials necessary for effective administration of the Scheme.**
- **Organize Biennial SIWES National Conference and SIWES Coordinators Meeting.**



ROLES OF BODIES CONTD...

INDUSTRIAL TRAINING FUND

- **Ensure regular visit of ITF Officers to Supervising Agencies, Institutions, Employers and Students on Attachment.**
- **Provide information on companies with opportunities for attachment.**
- **Continuously review and carryout research into the operation of the Scheme.**
- **Vet and process students log books and ITF Form 8.**



ROLES OF BODIES CONTD...

THE SUPERVISING AGENCIES (NUC, NBTE, AND NCCE)

- **Ensure the establishment and accreditation of SIWES Units in Institutions under their jurisdiction.**
- **Direct and ensure the appointment of full-time SIWES Co-ordinators.**
- **Vet and approve Master and Placement Lists of students from participating Institutions and forward same to the ITF.**
- **Liaise with the ITF to ensure the implementation of all Federal Government policies on the Scheme.**



ROLES OF BODIES CONTD...

THE INSTITUTIONS

- **Establish SIWES Coordinating Units.**
- **Appoint SIWES Coordinators and supporting staff.**
- **Prepare and submit Master and Placement Lists.**
- **Organize Orientation programme for Students in collaboration with the ITF.**
- **Prepare payment of allowances schedule with students account details and forward to the ITF.**



ROLES OF BODIES CONTD...

THE EMPLOYERS

- **Collaborate with Institutions in preparing job specifications for students.**
- **Accept students on Industrial Attachment.**
- **Provide welfare services for Students on Attachment, if possible.**
- **Participate fully, in the assessment of programme/students.**
- **Allow students access to their facilities.**
- **Appoint Industry – based supervisor for students on attachment.**



ROLES OF BODIES CONTD...

THE STUDENT

- **All bona fide students of relevant courses must participate.**
- **Attend SIWES Orientation programme before going on attachment.**
- **Register name in the attendance list.**



THE STUDENT

- **Be obedient to constituted authorities and adhere strictly to all rules and regulations of the organization where student is attached.**
- **Protect and guide employer's equipment.**
- **Be regular and punctual at place of attachment.**



STUDENT



Be diligent, honest, conscientious, take pride in the protection of your employers' property throughout the period of your attachment.

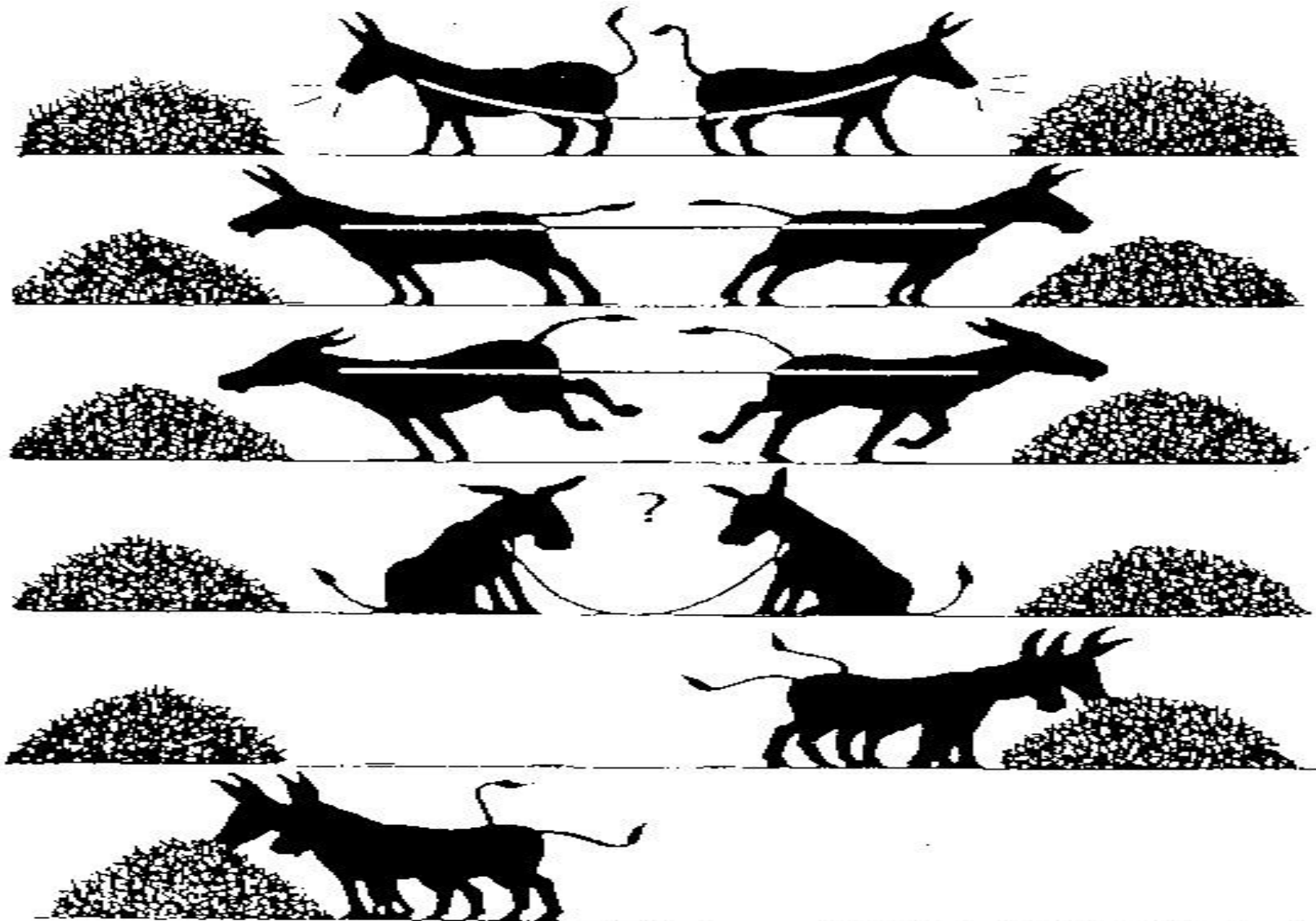
Avoid unnecessary change of place of attachment, and if there is any change communicate it to your institution and also to ITF.

- **SAFETY TIPS**

- **SAFETY in industry**
- **E NO DEY SHOW FOR FACEhealth, aids is real.**



THINK WIN/WIN



CONCLUSION



HAVE A
GOOD
REPORT
DURING THE
INDUSTRIAL
ATTACHMENT

FOOD FOR THOUGHT

- **THE FUTURE BELONGS TO THOSE THAT DREAM THE IMPOSSIBLE**
- **DREAM THE IMPOSSIBLE AND THE WORLD THAT HATES YOU, WILL SOON ENVY YOU.**
- **REMEMBER THAT, THE FUTURE YOU GET, IS THE FUTURE YOU CREATED...**
- **I WISH YOU GOD'S GUIDANCE**

FORM SPE1

- **Complete Form SPE 1 (write the name of the organization, address – please not P. O. Box, Give a clear description of location of place of attachment....) and get it endorsed by the employer for onward submission to the nearest ITF office.**
- **Submit FORM SPE 1, two weeks after commencement of industrial attachment to the nearest ITF office .**
- **Where two or more students from the same institution are attached in same organization, one form should be used.**
- **The Form Must be stamped and signed by Organization.**



INDUSTRIAL TRAINING FUND

FORM SPE I

PAYMENT OF STUDENTS ALLOWANCES THROUGH THE EMPLOYER

(To be completed before Money is deposited with Employer)

From:.....

To: The Area Manager

Name of Organisation:.....

ITF:.....

Location Address:.....

S/No.	Name of Student	Matric. No.	Course of Study and Year/Level	Name of Institution	Period of Attachment in Months	Date of Commencement	Date of Completion	Remarks

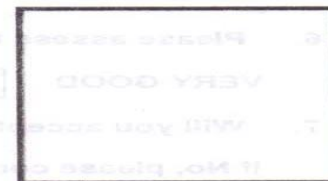
FORM SPE 1

This form is to be completed by the Employer and sent to ITF Area Office..... by hand

Date:.....

Stamp and Signature of Employer:.....

INDUSTRIAL TRAINING FUND
MIANGO ROAD, P.M.B. 2199, JOS



PART A (To be completed by the Student)

- 1. (a) Name in full:**.....
- (b) Registration/Matriculation Number:**.....
- (c) Course of Study:** **(d) Year of Study**
- (d) Name of Institution:**.....
- 2. (a) Name & Address of the Establishment of Attachment**
-
- (b) The Department/Section:**.....
- (c) Period of Attachment: From:** **To:**
- **Number of Weeks:**
- 3. Total Allowance received by Student: N**.....K
- 4. Brief outline of experience/relevance of training provided:**.....
-
-
-
- FORM 8**
- 5. (a) Where were you attached last? (If applicable):**
-
- (b) Total number of weeks engaged on industrial attachment:**.....
- Signature of Student:**..... **Date:**.....

Do you agree with the student's comments in items 3 & 4 in Part A? YES/NO

If No, please comment:

State total amount paid to student as ITF allowance: N.....K

In words:

FORM 8

6. Please assess the student's overall performance by ticking the appropriate box as provided

VERY GOOD

☐

GOOD

☐

SATISFACTORY

☐

POOR

☐

7. Will you accept the student in any future attachment? YES/NO

If No, please comment:.....

8. Is your Company/Establishment in a position to offer this student a job in future?

9. Name of Reporting Officer

Designation/Rank

Signature/Stamp:

Date:

N.B. Forms duly completed by employers should be forwarded to/collected by the respective institutions under seal

PART C (To be completed by the Institution)

10. Indicate number of visits:

11. Give your assessment of facilities provided by Company during visit(s) by ticking:

STANDARD

☐

ADEQUATE

☐

RELEVANT

☐

NOT RELEVANT

☐

12. Give your impression of the student's involvement in training: FULLY/PARTIALLY

FORM 8

13. Assessment of student's performance (Grading "A,B,C or D" has to be stated)

Full Name of Supervisor

Status

Department/Discipline

Signature/Stamp

Date:

N.B: This form is to be returned to the ITF on completion by the respective institutions under seal.

FORM 8

- **Complete Form 8 and submit together with the log book at the end of the attachment, to the institution.**
- **PLS NOTE THAT WITHOUT THIS FORM DURING SUBMISSION, YOUR LOG BOOK WILL NOT BE ACCEPTED.**
- **SUBMIT LOGBOOK ON COMPLETION AT THE APPROPRIATE DEPARTMENTAL OFFICE. (SIWES OFFICE)**



LOG BOOK

The logbook (An Exercise Book) is issued to students on attachment by the institutions and must be used to record all training activities and other assignments during the course of the training.

- It should also be checked and signed by the institution and industry based supervisors during their supervision.**
- On completion of the industrial attachment, students should locate the ITF office nearest to them (where they earlier submitted their FORM SPE 1) and take their logbooks there for ITF endorsement.**



ELIGIBLE COURSES FOR SIWES FUNDING

- **Engineering and Technology, Environmental studies, Agriculture, Medical sciences, Sciences and Education.**
- **Agriculture, Art, Mass communication, Engineering Technology, Environmental Design studies, Hospitality and science**
- **Home Economics, Agricultural, Business and Technology Education.**

DURATION OF ATTACHEMENT

- **6 months Industrial Attachment for universities and 4 months for the other tertiary institutions.**

STUDENT'S ACCOUNT PARTICULARS

- **ACCOUNT NAME(Student's name on Admission Letter)**
- **ACCOUNT NUMBER-----10 DIGITS**
- **BANK NAME**
- **BANK SORT CODE**

THANK U!

