



BELLS UNIVERSITY OF TECHNOLOGY
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**STUDENTS INDUSTRIAL WORK
EXPERIENCE SCHEME
(S.I.W.E.S)**

HAND BOOK

INDUSTRIAL TRAINING COORDINATING UNIT (ITCU)

This centre was created in 2006 for proper control, coordination and management of students industrial training programme of the whole university.

THE ROLES OF THE UNIT

1. Liaising between the university and NUC as well as other government Agencies such as ITF in all matters involving the industrial training of students.
2. Soliciting for appropriate and relevant industrial training jobs from industries and other employers of labor.
3. Analyzing technical contents and appropriateness of jobs made available to students for industrial training.
4. Placing of students to industries and other establishments.
5. Carrying out follow-up and monitoring activities of student industrial training matters in industries.
6. Visiting and supervising students on industrial training.
7. Coordinating all other industrial training activities such as student work reports, student work seminars, general assessment and industrial training payments.
8. Providing necessary information to students, department and colleges on industrial training matters and advising them on manpower development needs of industries. Fostering effective contacts and collaboration between the University and the industry.

SIWES

The name 'SIWES' is common to tertiary institutions which run courses that involve industrial training programmes. SIWES is a short word for "Students Industrial Work Experience Scheme" According to the National Universities Commission (NUC), SIWES is the accepted skills training programme which forms part of the approved minimum Academic Standards in the various degree programmes for all Nigerian Universities. The main objective of the programme is to bridge theory with practice it making it possible for students to get themselves exposed to 'real jobs' and actual job situations and environments.

OBJECTIVES OF SIWES

- a) To provide a venue for students in the Nigerian universities to acquire industrial skills and experience in their course of study.
- b) To prepare students for work situation they are likely to meet after graduation
- c) To expose students to work methods and techniques in handling equipment and machinery that may not be available in the university
- d) To make transition from university to the world of work easier and thus enhance contests for later job placement.

- e) To provide students with an opportunity to apply their theoretical knowledge in real work situation, thereby bridging the gap between university work and actual practice.
- f) To enlist and strengthen employers' involvement in the entire educational process of preparing university graduates for employment in the industry.

BENEFITS OF INDUSTRIAL TRAINING TO STUDENTS.

- a) The scheme provides students the opportunity to apply the theoretical principles taught in school in real job situation. This leads to better understanding of the subjects.
- b) It affords them the opportunity to interact with a larger spectrum of people in industrial set up which is different from campus life. Hence this helps personality and maturity development.
- c) It enables the students prepare themselves for the future world of work. The taste of the pudding is in the eating. Hence this is an opportunity to peep into the future and determine how much they are ready for it.
- d) The scheme helps the student in developing intellectual skills as they are often left on their own to take technical decisions and often analyze complex interdisciplinary problems and proffer appropriate solutions applicable to real situations.

BENEFITS OF INDUSTRIAL TRAINING TO EMPLOYERS.

- a) By taking students on industrial training, employers have the opportunities of screening potential employees. During the period of industrial training, an employer would be able to access the potential of such students and determine their employability after graduation.
- b) When a potential employee is identified during industrial training such students after graduation and if eventually employed, need very little or no orientation in the establishment. They can be employed and put straight on the expected responsibilities. This is a big advantage that cuts costs considerably.
- c) Students on industrial training are usually young, bubbling with ideas, concept and theoretical knowledge. By so doing, their freshness of approach could be used to an advantage by employers in tackling problems that have hitherto been treated as trivial and familiar.
- d) Usually when students on industrial training are properly utilized, they could serve as relief hands. In fact, they could be treated as short term employees who could carry out short term investigations or even handle some jobs of permanent staff on leave. In particular students on industrial training at their penultimate year in the universities have this advantage.
- e) When an establishment takes part in the industrial training of students such establishment automatically opens an access to the institutions of the respective students. Therefore such cooperation enables the establishment to open a direct link with the institutions.

- f) When students carry out their industrial training in accompany, they serve as “public relations officers” of the company after the training. Such free public relations work also has a great deal of marketing advantage.

UNDERGRADUATE COURSE WITH NUC APPROVED INDUSTRIAL TRAINING AT BELLS UNIVERSITY OF TECHNOLOGY

1. Accounting
2. Applied Mathematics with Statistics
3. Biochemistry
4. Biotechnology
5. Business computing
6. Computer Science
7. Economics
8. Engineering courses (Biomedical Engineering, Civil and Environmental Engineering, Computer Engineering, Electrical Electronics, Mechanical Engineering, Mechatronics Engineering, Telecommunications Engineering)
9. Environmental sciences courses (Architecture, Building Technology, Estate Management, Quantity Surveying, Surveying and Geo-informatics, Urban and Regional Planning, e.t.c.)
10. Fisheries
11. Food science and technology
12. Food science with Business
13. Human Resource Management
14. Industrial Chemistry
15. Information Technology
16. Information Technology
17. International Business
18. Management Technology
19. Marketing
20. Microbiology
21. Nutrition and Dietetics
22. Physics with Electronics
23. Transport and Management Logistics

PERIODS OF INDUSTRIAL TRAINING.

All 300 level students shall be available for industrial training at the end of 2nd semester examination (12 weeks) during normal academic years, this is between July and September. However 400 level students who runs five (5) years programme shall

have 24 weeks of industrial which covers the whole of second semester and long vacation i.e. from about April to September.

ROLES OF EMPLOYERS IN SIWES

- a) Employers are requested to accept students for industrial training and assign the responsibilities that are related to their course of study. Students log books are to be signed weekly.
- b) Employers are to appoint experienced staff as internal supervisors for the students
- c) The employers are expected to treat the students like permanent staff in terms of control and discipline.
- d) It is desirable that students are given some allowance within the limits of the employer. This is a form of assistance to the students. However, this is not expected to scare away employers since it is not compulsory
- e) Employers are expected to extend medical facilities to students on industrial training. However, this is still within the limits of the employers conditions of service during attachment.
- f) Employers are expected to cooperate with institutions by following the job specification document, permitting ITF officials, Industrial Coordinators and lecturers from the University to visit the students during training.

ROLES OF STUENTS IN SIWES

- a) Report to the industry/company of attachment as arranged by the Industrial Training Coordinating Unit. No charge of placement is allowed unless a written permission is given by the Unit.
- b) Comply with employer's rule and regulations. Absenteeism and late coming to work and other acts of indiscipline will not be tolerated.
- c) Students are expected to keep records of their training activities in their log books.
- d) The various forms-SPE 1, ITF form 8 and Evaluation forms must be appropriately handled by the students
- e) Students are expected to submit work Technical in spiral bond after industrial training and present seminars for assessment.

EVALUATION/ASSESSMENT OF SIWES

Students' industrial training carries academic units as approved by NUC. The overall assessment will include grading by employers, log book entries, supervision reports, work Technical reports as well seminar presentation or oral examination.

SIWES OPERATIONAL GUIDELINES

1. All students must register with the Industrial Training Coordinating Unit (ITCU) at the beginning of the session. Necessary forms will be completed and appropriate documents collected.
2. Each student participating in the programme is to be placed (posted) to a relevant industry company /institution/clinic/agency/e.t.c. Such establishment must have duties that are relevant to the course of the student. Also there must be an appropriate professional who could effectively supervise the student during training.
3. Before commencement of industrial training each student will collect and personally sign, for the following from the Industrial Training Coordinating Unit (ITCU)
 - I. **Placement Letter**

This is addressed to the employer. This is the real letter of posting, introducing the student.
 - II. **Acceptance Letter/ Bells SP1**

This is to be completed by the employer. It is to be sent back to Industrial Training Coordinating Unit not later than two weeks after commencement of the training. The information on the form will assist the centre and the departments during supervision visits.
 - III. **ITF SPE-1 Form**

This form is to be completed by the employer immediately after resumption of duty by the student. After completion, it is to be sent to the nearest ITF Area Office. Your employer will give you or search on goggle the address of the ITF Area Office nearest to you or even assist you in submitting it. This form is very important for ITF payments, do not keep it.
 - IV. **ITF Form 8**

This form is to be completed by the student and the employer **at the end** of the training programme. It is to be finally submitted to ITCU after the training. This form is very important for ITF payment
 - V. **Employers Evaluation Form**

Like ITF form 8, this is to be completed by the employer **at the end** of the training programme. It is to be returned to ITCU under confidential cover
 - VI. **Training Log Book**

The log book is the closest companion of the student during training. It must be completed daily and signed weekly by the industrial/ clinical supervisor. This is very important. The log book must always be with students at work locations as they will be examined and endorsed by visiting Coordinators, departmental Lecturers and ITF Officers. Log book entries are also graded and carry some marks. Finally log books must be submitted with work reports. Work reports will not be accepted without log books. It must also be noted that a log book is a passport for Industrial training. Without it there is no training.
4. Students are expected to be well-behaved during industrial training. They must comply with employer's rules and regulations. Late coming to work,

absenteeism, and failure to carry out assignments etc. will not be tolerated and may attract disciplinary measures. Any student that is expelled by employers for cases of misdemeanor forfeits that industrial training programme and may also face disciplinary action.

5. If any student has problems with his/her placement, the matter should be reported to the unit immediately. When and if necessary, a change of employer will be approved. However, there must be a written permission by the unit. If a student abandons his/her employer i.e. where he/she is posted, and moves to another company without written approval by the unit, the training will not be accepted.
6. At the end of the industrial training, each student is expected to submit a Work Report. The Work Report is expected to be submitted not later two (2) weeks after returning to campus.
7. Effective participation in SIWES necessitates adequate communication. Hence ITCU will link up with students and employers. During training, the first line of communication of the student is the industrial supervisor. If not satisfied or in serious cases, contact the unit immediately. In all cases you are to discuss with the Industrial Coordinators or Lecturers from the departments whenever they visit you.

SOURCING OF INDUSTRIAL TRAINING JOBS

Industrial training jobs are positions given to students by employers. Industrial training jobs are obtained in the following ways.

a) By The Institution

The industrial Training Coordinating Unit maintains regular contact with employers. In many cases specific numbers of jobs are given to specific courses by the employers. These are sent directly to the unit or collected during industrial coordinators visits to employers.

At times some employers call for interviews before industrial training jobs are given. Some even request for transcripts of results of students. All these are handled by the unit and when necessary affected students are invited by the unit. Also some employers send job allocations directly to the departments. All these are still collated by ITCU as placement (posting) of students to employers involves collection of placement letters; log books etc. from ITCU.

b) By the student

In some cases students make contacts with employers by themselves. This is never discouraged by the unit. In such cases the unit provides such students with appropriate support letter, Industrial training support letters. When a student secures a job by this method, it is expected that the employer "acceptance letter" "company letter" is submitted to ITCU immediately. In this connection it is to be noted that:

- All jobs obtained are carefully evaluated and analyzed by the unit. If the job is found appropriate, the student will be posted to the employer. If not it will be rejected and the student placed on another job by the centre.

- The mere fact that a student has secured a job by this method **does not mean that** he/she should assume duty *without* ITCU approval and collection of necessary documents e.g. placement letter, log book etc.
- There is always a **deadline** for students to secure jobs by themselves. **This is usually two weeks before the beginning of a training programme.** You should check ITCU for deadline.
- It is important to note that a student who fails to collect placement letter, log book and other documents up to 4 weeks after the commencement of training will not take part in that programme that year.

PREPARATION OF WORK TECHNICAL REPORTS

Work reports are to be submitted at the end of the industrial Training Programme. Essentially work reports are technical reports which must give accounts of the experience gained during training. Normally a work report contains the following:

- I. Title page
- II. Submission Letter: A formal letter addressed to the director, ITCU.
- III. Acknowledgement : to appreciate those who contributed to the success of the programme.
- IV. Table of content: just list
- V. Summary of abstract: This is a brief key to the report. It should include purpose and style of presentation. Sources of materials for the write up could be included.
- VI. Introduction: To familiarize the reader with the establishment in general and general experience gained
- VII. Body of Report (usually divided into chapters)
- VIII. Conclusion and Recommendations: Just a brief one. It is expected not to be more than a page
- IX. Reference (if any)
- X. Appendix (if any)
- XI. It must be in a spiral bond

PAYMENT OF ALLOWANCE BY INDUSTRIAL TRAINING FUND (ITF)

Firstly it must be noted that industrial training is part of the academic work of students. Therefore the financial burden of the training is normally borne by parents and sponsors. However the federal Government has approved payment of some SIWES allowance to students. This is usually referred to as ITF allowance. The current rate is (#2,500.00) per month. Only payable to students in 6 months SIWES programme.

- I. For this reason students who have two modules of training i.e. at 300 and 400 levels will be entitled to payment for 6 months at 400 level.

- II. For those who have just one module (3 months) payment is not made available.
- III. Normally the allowance should be paid during the training programme. However in case of failure ITF would pay the students through the students' bank details. The industrial Training Co-coordinating unit coordinates the information but does not handle the money.

PAYMENT OF SALARIES AND/OR ALLOWANCE BY EMPLOYERS

Employers are primarily requested to provide training jobs to students in order to gain practical experience on the job. A few of these employers pay some salary or allowance to the students. Usually, ITCU encourages employers to kindly pay some allowance to students during training. This is however not compulsory.

Thus students are advised to bear it in mind that only very few employers make some form of payments to students. At times an employer who never promised payment at the beginning of a training programme eventually pays students at the end if such students have performed well.

In all cases it is not in the interest of the student to put pressure on an employer for payment of salary or allowance as such an action may force the employer to refuse students or terminate the training programme.

ACCOMMODATION AND TRANSPORTATION OF STUDENTS DURING INDUSTRIAL TRAINING

As earlier stated the financial burden of industrial training is the responsibility of parents and sponsors. Accommodation and transportation during the period are therefore the responsibility of parents and sponsors.

However, in many cases employers extend transportation facilities given to permanent workers to industrial trainees. Also a few employers particularly those who have locations in remote areas where accommodation is difficult like offshore rigs etc., provide accommodation for students on industrial training.

HEALTH CARE AND SAFETY DURING INDUSTRIAL TRAINING

- I. Students should take care of their health during training.
- II. Usually health-care facilities of employers are extended to students on training. Try and discuss with your supervisor.
- III. Obey **ALL** safety rules and regulations set by your employers. Generally all safety measures you have been taught in Bells with regards to the laboratories, workshops, sites, clinics etc. must be applied during training.
- IV. **Avoid unnecessary journeys** during industrial training. If and when it is necessary for you to travel out of your work location, you should obtain necessary permission from your employer.

FURTHER INFORMATION

Additional information and enquiries could be obtained from the Coordinator industries Training Unit, Bells University of Technology, Ota, Ogun State. All enquiries receive prompt attention and industrial Coordinators are always ready to visit employers and assist students in pursuance of the objectives of SIWES.

The unit may be reached through any of the following e-mail addresses:

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