

INDUSTRIAL TRAINING COORDINATING CENTRE

UNIVERSITY OF IBADAN
IBADAN



SIWES

*“Industrial Training provides a bridge
between theory and practice”*

INTRODUCTORY REMARKS

The need to translate knowledge acquired in the classroom into practice in the industry is germane to employability and performance of a trained graduate in the work market place. The Industrial Training Coordinating Centre (ITCC) metamorphosed from a unit in the Faculty of Technology to a University wide Centre in 1996 to cater for other faculties in the University. Currently, the Centre coordinates industrial training programmes for nine faculties.

To ensure high quality result-oriented training and achieve the goal of bridging the gap between theory and practice, the Centre has prepared this training manual to properly inform, guide and prepare the students before the commencement of their training.

It is therefore expected that students will read and properly keep themselves abreast of the requirements for a successful industrial training as detailed in this manual.



Dr. Ade Oluwafemi Ojelabi (Ph.D).

Director

INDUSTRIAL TRAINING COORDINATING CENTRE

This Centre was created in 1996 for proper control, coordination and management of student's industrial training programme of the whole University.

It was the former Industrial Coordination Unit of the Faculty of Technology established in 1972, that was upgraded to the status of a Centre. It is headed by a Director who is responsible for the overall administration of the activities of the Centre.

THE ROLES OF THE CENTRE

- Liaising between the University and National Universities Commission (NUC) as well as other government Agencies such as Industrial Training Fund (ITF) in all matters involving the industrial training of students.
- Soliciting for appropriate and relevant industrial training jobs from industries and other employers of labour.
- Analysing technical contents and appropriateness of jobs made available to students for industrial training.
- Placing of students to industries and other establishments.
- Carrying out follow-up and monitoring activities of student industrial training matters in industries.
- Visiting and supervising students on industrial training.
- Coordinating all other industrial training activities such as student work reports, student work seminars, general assessment and industrial training payments.
- Providing necessary information to students, departments and faculties 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 by making it possible for students to get themselves exposed to ‘real jobs’ and actual job and environments.

OBJECTIVES OF SIWES

- (a) To provide avenue 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.
- (g) To develop entrepreneurship abilities of students for self-sufficiency (Job Creators)

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 assess 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. Such cooperation could lead to information gathering from the institution.

- (f) When students carry out their industrial training in a company, 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 COURSES WITH NUC APPROVED INDUSTRIAL TRAINING AT UNIVERSITY OF IBADAN

1. Agricultural and Environmental Engineering
2. Wood Products Engineering
3. Civil Engineering
4. Electrical/Electronic Engineering
5. Food Technology
6. Industrial & Production Engineering
7. Mechanical Engineering
8. Petroleum Engineering
9. Crops protection & Environmental Biology
10. Agricultural Extension and Rural Development
11. Forest Product & Production Management
12. Social & Environmental Forestry
13. Chemistry
14. Computer Science
15. Botany
16. Zoology
17. Geology
18. Physiotherapy
19. Nursing
20. Biochemistry
21. Library, Archival & Information Studies (LARIS)
22. Geography
23. Animal Science
24. Agricultural Economics

25. Agronomy
26. Wildlife and Ecotourism Management
27. Aquaculture & Fisheries Management
28. Human Nutrition
29. Pharmacy
30. Physics
31. Statistics
32. Mathematics
33. Microbiology

PERIODS OF INDUSTRIAL TRAINING

There are three (3) streams of Industrial Training at the University of Ibadan.

The first stream is for 6 months (24 weeks) and usually commences at the end of the 1st semester examination i.e. the whole of second semester and the long vacation. This involves all 400 level students of Faculty of Technology, and 300 level students of Departments of Computer Science and 400 level students of the Department of Nursing.

The second stream is for 3 months (12 weeks) and usually commences at the end of 2nd semester examination i.e. the whole of the long vacation. This involves all: 300 level students of the Faculty of Technology, 300 level students of the Departments of Botany, Microbiology, Biochemistry, Library, Archival & Information Studies, Geography, Geology, Statistics, Nursing and Human Nutrition. 200 & 300 level students of Departments of Physics, Chemistry, Mathematics and Zoology. 300 & 400 level students of Faculty of Pharmacy.

The third stream, which is for 2 months (8 weeks), involves only all 200 level students of Faculty of Technology.

400 level students of Faculties of Agriculture and Renewable Natural Resources have practical year at this level out of which they are expected to have six months of industrial training.

ROLES OF EMPLOYERS IN SIWES

- (a) Employers are requested to accept students for industrial training and assign them 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 employer's 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 STUDENTS IN SIWES

- (a) Report to the industry/company of attachment as arranged by the Industrial Training Coordinating Centre. No change of placement is allowed unless a written permission is given by the Centre.
- (b) Comply with employer's rules and regulations. Absenteeism and late coming to work and other acts of indiscipline will not be tolerated.
- (c) Students are expected to keep daily records of their training activities in their log-books.
- (d) The various forms - SCAF Form, ITF Form 8, Job Reporting Form and Employer's Evaluation Form must be appropriately handled by the students.
- (e) Students are expected to submit work reports after industrial training and present seminars.

EVALUATION/ASSESSMENT OF SIWES

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

SIWES OPERATIONAL GUIDELINES

1. All eligible students must register with the Industrial Training Coordinating Centre (ITCC) 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/department/institution/clinic/agency/etc.

Such establishment must have duties that are relevant to the course the student. Also there must be an appropriate professional who could effectively supervise the student during training.

3. Before the commencement of industrial training each student will collect and personally sign for the following from the Industrial Training Coordinating Centre (ITCC).

(i) **Placement Letter**

This is addressed to the employer. This is the real letter of posting.

(ii) **Job Reporting Form**

This is to be completed by the student after settling down with the employer. It is to be sent back to Industrial Training Coordinating Centre not later than two weeks after commencement of training. The information on the form will assist the Centre and the Departments during supervision visits.

(iii) **SCAF 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 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.** (for student on 24-week training)

(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 ITCC after the training. This form is very important for ITF payment, (for student on 24-week training)

(v) **Employer's 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 ITCC 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, 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, 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 Centre immediately. When and if necessary, a change of employer will be approved. However, there must be a **written permission** by the Centre. If a student abandons his/her employer i.e. where he/she is posted, and moves to another company without **written approval** by the Centre, 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 than two (2) weeks after returning to campus.
7. Effective participation in SIWES necessitates adequate communication. Hence ITCC 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 Centre 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 Centre 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 Centre or collected during industrial coordinators visits to employers.

Atimes, 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 Centre and when necessary, affected students are invited by the Centre. Also, some employers send job allocations directly to the Departments. All these are still collated by ITCC as placement (posting) of students to employers involves collection of placement letters, log-books etc. from ITCC.

(b) By the Student

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

- All jobs obtained are carefully evaluated and analyzed by the Centre. 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 ITCC approval and collection of necessary documents e.g. placement letter, logbook etc.
- There is always a deadline for students to secure jobs by themselves. This is usually a week before the beginning of a training programme. You should check ITCC 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 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, ITCC.
- (iii) Acknowledgement
To appreciate those who contributed to the success of the programme
- (iv) Table of Content: Just list
- (v) Summary or Abstract:
This is a brief key to the report. It should include purpose and style of presentation. Sources of material 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)

Work Reports are typewritten on A4 paper. The length varies. It should not be too long or scanty. Specially designed report covers are available at the Industrial Training Coordinating Centre (ITCC) for Work Report for *further* binding.

A soft copy of the Work Report and PowerPoint Presentation are also to be submitted to ITCC on CD.

PAYMENT OF ALLOWANCE BY INDUSTRIAL TRAINING FUND (ITF)

Firstly, it must be noted that industrial training is part of the academic work of the 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, and only students who participate in the programme for six months at a stretch are now eligible for the payment.

Normally the allowance should be paid during the training programme. However, with the introduction of e-payment the allowance is paid directly into bank accounts supplied by the students respectively.

PAYMENT OF SALARIES AND/OR ALLOWANCES 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, ITCC 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. Atimes 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.

ACCOMODATION 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 School 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 enquires could be obtained from the Director, Industrial Training Coordinating Centre, ITCC Building, Amina Way, University of Ibadan, Ibadan. All enquires receive prompt attention and Industrial Coordinators are always ready to visit employers and assist students in pursuance of the objectives of SIWES.

The Centre may be reached on telephone No. 08023523767 or Email: itcc@mail.ui.edu.ng



Dr. A. O. Ojelabi

Director

INDUSTRIAL TRAINING PROGRAMME

S/N	Departments	Course Description	Code	Duration	Units
1.	Faculty of Technology All Departments	Work Experience (SWEP) Industrial Experience I Industrial Experience II	TIT 299 TIT 399 TIT 499	8 Weeks 12 Weeks 24 Weeks	2 3 6
2.	Faculty of Science (i) Botany (ii) Chemistry (iii) Computer Science (iv) Geology (v) Mathematics (vi) Physics (vii) Zoology (viii) Microbiology (ix) Statistics	Industrial Training Industrial Attachment Industrial Training MIT in Geology Ind. Field Exp.	MIC 319 ICH 397 CSC 399 GEY 384 ZOO 399	3 Months 3 Months 6 Months 3 Months 3 Months 3 Months 3 Months 3 Months	3 2 5 2 6
3.	Faculty of Public Health Human Nutrition			3 Months	
4.	Faculty of Clinical Science and Density (i) Physiotherapy (ii) Nursing	SIWES SIWES	NIT	3 Months 3 Months	
5.	Faculty of Basic Medical Sciences Biochemistry	SIWES	BIC 311	3 Months	3
6.	Faculty of Education Library Archival & Information Studies (LARIS)	Library Practice	LSE 403	3 Months	3
7.	Faculty of Agriculture (i) Agriculture - Animal science - Agric. Econs - Agronomy - Crop Protection & Env. Biology - Agric. Ext.	Practical Year	AGP 400	12 Months (6 Months For SIWES)	6 6 6
8.	Faculty of Renewable Natural Resources i. Forest Product & Production Management ii. Social & Environmental Forestry iii. Aquaculture & Fisheries Management iv. Wildlife & Ecotourism Management	Practical Year		12 Months (6 Months For SIWES)	6 6 6 6
9.	Faculty of the Social Science Geography			3 Months	
10.	Faculty of Pharmacy	Pharmacy Industrial Training	PIT 322 PIT 422	3 Months 3 Months	3 3