

CHAPTER ONE

1.0 INTRODUCTION

1.1 BACKGROUND OF SIWES

The student Industrial Work Experience Scheme (SIWES) was established by ITF (Industrial Training Fund) in the year 1973 to solve the problem of lack of adequate proper skills for employment of Tertiary Institution graduates by Nigeria Industries.

The student Industrial Work Experience Scheme (SIWES) was founded to be skill training programme to help expose and prepare student of Universities Polytechnics and college of Education for the Industrial work situation to be met after graduation.

This scheme serves as a smooth transition from the classroom to the world of work and further helps in the application of knowledge.

The scheme provides students with opportunity of acquiring and exposing themselves to the experience required in handling and managing of equipment and machinery that are usually not made available in their institution.

1.2 OBJECTIVES OF SIWES

- i. To provide students with an opportunity to apply their knowledge in actual work situation bridging the gap between theory and practical view.
- ii. To enlighten and strengthen employers involvements in the entire educational process and prepare student for employment after graduation.
- iii. To prepare the students for the Industrial work situation which they are likely to meet after graduation.

- iv. Expose student to work method and techniques in handling equipment and machinery that may not be available in their institution.
- v. To make the transition from school to the world of work easier and enhance students contact for later job placement.

CHAPTER TWO

2.1 LOCATION AND BRIEF HISTORY OF THE ESTABLISHMENT

The Firm: Mathias Hope & Associates Estate Surveyors and Valuers was established in 2015 and is registered with Corporate Affairs Commission (CAC), the Nigerian Institution of Estate Surveyors and Valuers (NIESV) and Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON), Financial Reporting Council of Nigeria (FRC), Special Control Unit Against Money Laundry (SCUML).

The office is located at No 9 Inim Etok Akpan street, Uyo, Akaw Ibom State. The Head of practice and Principal Consultant ESV Mathias Hope Edet.

2.2 OBJECTIVES OF THE FIRM/ESTABLISHMENT

The main objectives of the firm/establishment include consistency in the provision of high quality Real Estate Services which include

- i. To serve as an agent to its clients
- ii. To secure the interest of its clients property
- iii. Act as educators and instructors
- iv. Maintaining public infrastructure
- v. Professional property consultant
- vi. Advising its clients on land policy and usage
- vii. To provide the true value of its client property
- viii. To provide valuation to its approved by the regulatory body

**ORGANOGRAM OF MATHIAS HOPE
& ASSOCIATES**

CHAPTER THREE

3.1 WORK DONE DURING INDUSTRIAL TRAINING

During the industrial training, the following areas were taught

- The major Element of a building
- How to dispatch a letter to tenant
- How to carry out schedule of condition on a property
- Arrangement of office files
- Medium of sourcing for property
- How to carry out budget for repairs.

THE MAJOR ELEMENT OF A BUILDING

Roof: Long span, cis (corrugated iron sheet) and others.

Fascia: It can be wooden, Aluminum, and any other type.

Ceiling: Abestors, PVC (polyvinylchloride) and any other type.

Wall: Plastered and painted.

Floor: Granite, cement creed, Tiled and any other type.

Doors: Wooden, Metal and any other type

Window: Glase Aluminum Sliding, burglary proof and any other type.

HOW TO CARRY OUT SCHEDULE OF CONDITION

This is the physical description of fittings and furniture inside a property.

Example:

Schedule of condition of two (2) bedroom flat located at no 119 Ikpa Road Uyo, Aks.

S/N	Description of Items	Units	Remarks
	<u>Sitting Room</u>		
1	Door lock & keys	2	Bad
2	Suckets	3	Good
3	Lampholder	1	Bad
	<u>Room 1</u>		
1	Door lock & key	1	Bad
2	Sucket	1	Good
3	Lampholder	1	Bad
4	Wardrobe key	1	Bad
	<u>Room II</u>		
1	Door lock & key	1	Bad
2	Lampholder	1	Bad
3	Window frame lock	1	Bad
	<u>Lobby</u>		
1	Door lock & key	1	Bad
2	Lampholder	2	Bad

HOW TO ARRANGE FILES

Files are arranged in shelf Alphabetically, numerically and alpha Numeric

Example:

AKAN, BASSEY, CLEMENT, DORCAS.

SEARCHING OF FILES

when searching for a particular file, I was told to use the particulars to search for it.

Example: if the particular is AK/107/2008, it means Akan is some one's name with file number 107 and year 2008.

HOW TO CARRY OUT BUDGET FOR REPAIRS

Budget for repairs property (two bedroom flat) located No. 119 Ikpa Road, Uyo, Akwa Ibom State.

S/N	Description of Items	Units	Price	Value (Amount)
1	Lampholder	5 units	₦200	₦1000
2	<u>Switch</u> 1 No. ganga switch 2 No. gang switch 3 No. gang switch Labour	1 unit 1 unit 1 unit	₦400 ₦600 ₦800	₦400 ₦600 ₦800 ₦3,000 <u>₦5,800</u>
3	Wardrobe key Keys and lock Labour	1 unit 7 units	₦350 ₦3,000	₦350 ₦21,000 ₦4,000 <u>₦25,350</u>
4	Toilet Cover WHB – Tap Labour	1 unit 1 unit	₦2,500 ₦5,500	₦2,500 ₦5,500 ₦3,000 <u>₦11,000</u>

HOW TO DISPATCH LETTER TO A TENANTS

I was taught on how to write and dispatch of some letters to tenant like Rent Demand Notice, Quit Notice, Rent reminder notice, and others.

Example

MHA/UY/2021/057

2nd December 2021

Mrs. Ana- Esang
No. 9 Inim Etok Akpan Street,
Uyo,
Akwa Ibom State.

Madam,

**Rent Review Notice: WARE HOUSE LOCATED AT No. 9 INIM ETOK AKPAN,
UYO AKWA IBOM STATE.**

We write to notify you that the tenancy rent of the apartment which you occupied has been review upwardly from 200, 000 to 300,000 p.a effect from 1st Sept, 2022.

Hence the tenancy rent of the above mention property will be in the sum of 300,000 (three Hundred thousand Naira) only.

This is due to the current rental value of similar properties within neighborhood and the general inflation.

However we required you communicate your position to us on or before 31st Jan, 2022.

Please note. This increment does not affect your current tenancy.

Yours faithfully

ESV. Mathias Hope Edet. Anius, RSV

07061994798

CHECKING IN OF NEW TENANT OR INTENDING TENANCY INTO AN APARTMENT

Inspecting of the property by both party, Location of the property, Assessment of their personality, putting the property in a tenatable condition, payment of Rent, Issuing of Receipt, Signing of Agreement, Inventory or Schedule of Condition, Handing over of keys.

MEDIUM OF SOURCING FOR PROPERTY

This is a process of gathering information about a particular Area, Location and its environments.

3.2 ORIENTATION

I was taught about the meaning of SIWES, its objectives and the year it was established.

CHAPTER FOUR

4.1 ACHIEVEMENT OF THE SCHEME

Mathias Hope and Associates, is one of the best Estate Surveyor and Valuers firm in AKS through this four month Industrial training, I have acquired new knowledge and more understanding about the practical aspect of Estate management and Valuation e.g Management, Agency, Property Consultant. As a result of this training, I see myself as I am capable of being a great Estate Surveyor and Valuer in the future which I have started with Mathias Hope & Associate, Estate Surveyor & Valuer at No. 9 Inim Etok Akpan Street Uyo, AKS.

4.2 CHALLENGES DURING THE TRAINING

The challenged I encountered during the programme was inadequate fund by the ITF.

Inability of some tenant to pay up house rent as at when due

Lack of 24 hours power supply

Inadequate equipment

Not well ventilated

4.3 SUMMARY

The establishment of SIWES which is to provide avenue for students in higher leaning to acquire industrial skills and experience to approved course of study and also to prepare students for the industrial works situation which they ae likely to meet after graduation.

It also stated the description of the establishment of the training and the work carried out during training. There were some challenges during the training and also gave remedies for improvement of the scheme.

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4.4 CONCLUSION

I have an experience and knowledge, understanding about the direct involvement and other aspect of the training (practical view) such as work observation, interaction with senior colleagues and other people related to the field.

4.5 RECOMMENDATION

I recommend that the firms attached with student industrial training should endeavor to give a transport to students enable them to be regular at work during their industrial training.

The various institution should endeavor to employ experts in the area of student career development to manage the student industrial placement centers.