

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

***UNDERTAKEN AT:***

**EMMANUEL OJO & ASSOCIATE**  
**ESTATE SURVEYORS AND VALUERS**

**NO. 141, WOJI ROAD, EUGENE PLAZA,**  
**PORT HACOURT RIVERS STATE.**

***PRESENTED BY:***

**PETER, TEMPLE EMMANUEL**  
**MATRIC NO: AKP/ENV/ESM/ND2020/0568**

***SUBMITTED TO:***

**THE DEPARTMENT OF ESTATE MANAGEMENT &**  
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**IBOM STATE POLYTECHNIC IKOT OSURUA, IKOT EKPENE,**  
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## CHAPTER ONE

## **1.0 INTRODUCTION**

The Student Industrial Work Experience Scheme (SIWES) of the Industrial Training Fund (ITF) is an initiative of the Federal Government of Nigeria to enable students of higher institutions of learning to have practical work experience while still in school.

This serves as skill acquisition program designed for tertiary institutions as complimentary program and workshop practices engaged in by students in tertiary institution which by industrial standard, are inadequate to serve the industrial need of the industries.

The practices are too idealistic and therefore necessitates that the student been exposed to actual life practice which is by far departure from academic institutional laboratory and workshop practices.

The Scheme exposes student to Industrial based skills necessary for a smooth transition from class room theory to the practical working world, hence equipping students for the work force with needed knowledge and various work ethics.

## **1.1 HISTORICAL DEVELOPMENT OF SIWES**

SIWES (Student Industrial Work Experience Scheme) was initiated by the Industrial Training Fund (ITF) in 1973 as a means of striking a balance between the theory and practical experience which is obtainable only by working in the field.

The scheme was thus designed to be means for necessary skill-acquisition by the students to ensure that they are adequately prepared to meet the challenges of working in their professions after graduation.

Under Decree 47 of 1971 constitution, the ITF was establish with a view to promoting and encouraging the acquisition of skills in industries and commercial establishments as well as to generate a pool for indigenous trained man power which will be sufficient to meet the needs of Nigerians economy.

The fund in its policy statement No.1, published in 1973, inserted a clause derailing with the issue of practical skills among the population. The statement provides that the fund will seek to work out a co-operative mechanic in

industries were the students in institutions of higher learning may acquire training in industry and commerce compatible with their area of study. The fund will support such mid career attachment by contributing to the allowances payable to the students.

The administration of SIWES under ITF started again in 1985 and the following bodies were involved: The Federal Government of Nigeria, The Industrial Training Fund (ITF), The Institution of higher learning employer, The National Universities Commission (NUC), and The National Board for technical Education (NBTE).

## **1.2 AIMS AND OBJECTIVES OF STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME**

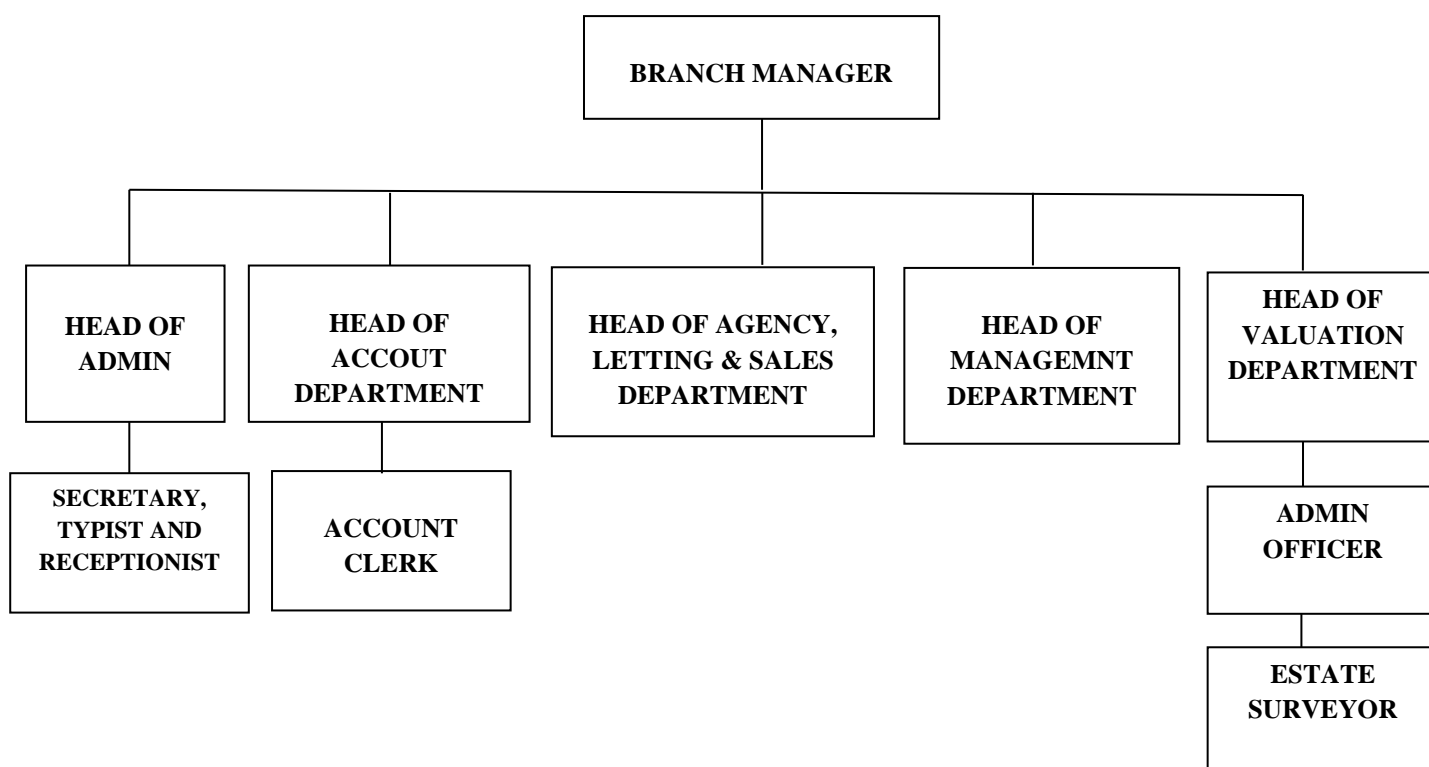
- It provides the avenue for students in institutions of higher learning to gain industrial skills and experiences in their course of study.
- Prepare the students for the industrial work situation they're likely to meet after graduation.
- Expose students to work method and techniques in handling equipment and machinery that may not be available in their institutions.
- Make the transition from school to the world of work easier and enhance students contact for later job placement.
- Provides students with an opportunity to apply their knowledge in actual work situations bridging the gap between theory and practice.
- Enlist and strengthens employers involvement in the entire educational process and prepare students for employment after graduation.

## **CHAPTER TWO**

## 2.0 HISTORICAL BACKGROUND OF THE FIRM (EMMANUEL & ASSOCIATE).

Emmanuel Ojo & Associate is a firm of Estate Surveyors and Valuers registered with the Corporate Affairs Commission and subsequently licensed to practice Estate Surveying and Valuation throughout the Federal Republic of Nigeria. The firm is registered and recognized by both the Nigerian Institute of Estate Surveyors and Valuers (NIESV) and the Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON). The firm was founded and established in the year 2018, and located at No. 141, Woji Road, Eugene Plaza, Port Hacourt Rivers State.

## 2.1 ORGANIZATIONAL STRUCTURE OF THE FIRM



## **2.2 SERVICES RENDERED BY THE FIRM**

By virtue of our training and experience, the firm is qualified and license to handle any brief on real estate jobs on behalf of our clients. Among others our scope of operation includes:

- Property Management
- Estate Agency
- Project Management
- Asset Valuation of Fixed and Moveable Asset
- Valuation for all Purpose
- Feasibility and Viability Services

## CHAPTER THREE

### 3.0 WORK EXPERIENCES

During the Industrial Training Programme, the following practices were emphasized.

- Inventory Taking/ Recording
- Sorting of Files
- Typing and Dispatching of letters to tenants
- Contents of a Valuation Report

#### INVENTORY TAKING/RECORDING

This is recording all the landlord fitting and fixtures in the property and their state of conditions, the purpose is to enable the surveyor and the tenants to be aware so that while the tenant is vacating the property at the expiration of the tenancy period he will restore the property to its original condition.

#### HANDING OVER

Once all procedures are completed, the estate surveyor and the new tenants signs the inventory document that has been taken, the keys of the properties are handed over to him, and his tenancy commences as stated as stated in the tenancy or lease agreement. Other payments to be made by the new tenant based on the terms of the agreement signed as stated below.

1. **REFUNDABLE CAUTION DEPOSIT (RCD):** The tenants are expected to pay a caution deposit; this is used to offset cost of repairs that might be incurred during the period of occupation. This fee is usually refundable if the property is in good state when it is vacated.
2. **SERVICE CHARGE:** This is a fee paid by the tenants of the property or an estate for general services such as electricity bill, light bill, water rates, fueling of generator e.t.c. Example of an Inventory checklist form carried at one of our properties

**EBUYE & DEBORAH FRANK – BRIGGS PROPERTY LOCATED AT NO 12,  
CHIJIOKE AMADI STREET, OFF MINI – ORLU ROAD, ADA GEORGE,  
PORT HACOURT, RIVERS STATE.**

**INVENTORY CHECKLIST**

We the undersigned Tenants and Landlord/Landlady Agent of the  
..... at .....hereby confirm that a joint  
inspection was conducted on .....

DESCRIPTION	QTY/ TYPE	GOOD	BAD	REMARKS
<p><b>A. SITTING ROOM</b></p> <ol style="list-style-type: none"> <li>1. Floor Tiles</li> <li>2. Wall Painting</li> <li>3. Windows</li> <li>4. Door Shutters – Keys</li> <li>5. Ceiling</li> <li>6. Electrical Fittings               <ul style="list-style-type: none"> <li>• Bulbs</li> <li>• Sockets</li> <li>• Bracket</li> <li>• Chandlers</li> </ul> </li> <li>7. Wood Finishes               <ul style="list-style-type: none"> <li>• Skirting</li> <li>• Architrave</li> </ul> </li> <li>8. Burglary Proofs</li> </ol> <p><b>B. BEDROOM (Master) NO.1</b></p> <ol style="list-style-type: none"> <li>1. Floor Tiles</li> <li>2. Wall Painting</li> <li>3. Windows</li> <li>4. Doors Shutter - Keys</li> <li>5. Ceiling</li> <li>6. Electrical Fittings               <ul style="list-style-type: none"> <li>• Bulbs</li> <li>• Sockets</li> <li>• Bracket</li> </ul> </li> <li>7. Wood Finishes               <ul style="list-style-type: none"> <li>• Skirting</li> <li>• Architrave</li> </ul> </li> </ol> <p><b>C. KITCHEN</b></p> <ol style="list-style-type: none"> <li>1. Floor Tiles</li> <li>2. Wall Painting</li> <li>3. Windows</li> <li>4. Doors Shutter - Keys</li> </ol>				



5. Ceiling 7. Electrical Fittings <ul style="list-style-type: none"> <li>• Bulbs</li> <li>• Sockets</li> <li>• Switches</li> </ul> 8. Wood Finishes <ul style="list-style-type: none"> <li>• Skirting</li> <li>• Architrave</li> </ul> 9. Burglary Proofs 10. Cabinet & Counter 11. Sink 12. Stove				
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### **SORTING OF FILES**

Files are being sorted in its cabinet Alphabetically, Numerically and Alpha -Numerically.

**Example:** AKAN, BASSEY, CLEMENT, DORCAS.

### **SEARCHING FOR A FILES**

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

**Example:** If the particular is AK/107/2022, it means Akan is some one's name with file number 107 and year 2022.

### **TYPING AND DISPATCHING OF LETTERS**

Letters are being prepared by the surveyor in charge and dispatched to various tenants depending on the prevailing circumstances; the letter is approved by the branch manager in charge before dispatchment. Some letters prepared by the management department include; Rent reminders, Rent demand, Letter of introduction, offer letter, remittance letter etc.

### **CONTENTS OF A VALUATION REPORT**

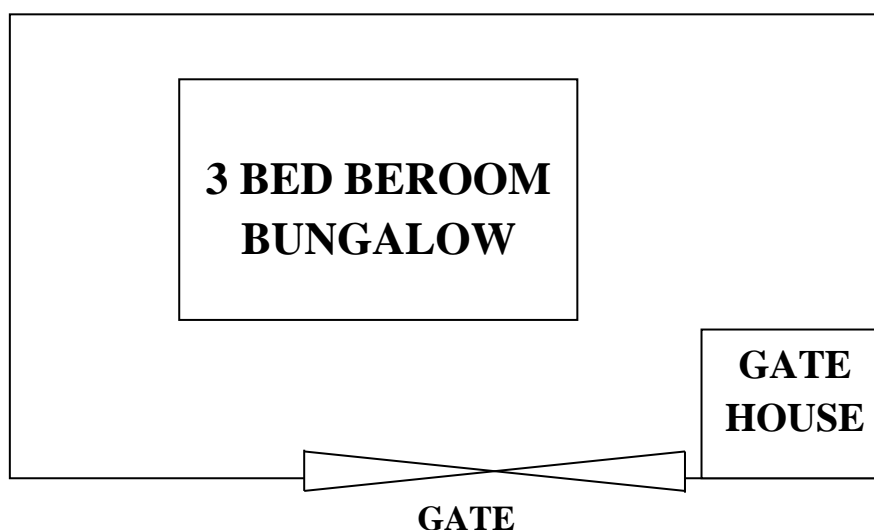
After computation and calculation, a valuation report is prepared for the client and it contains the following:

**BRIEF:** This is a statement informing the client that the valuation requested for has duly been carried out according to the instructions given and also stating the purpose of the valuation exercise.

**SITUATION:** This describes the subject property giving its location and directions on how to access the property.

**NEIGHBOURHOOD:** This is the description of the immediate neighbourhood where the property is situated and the notable landmarks which will assist for easy access. Municipal facilities like electricity and telecommunication services are also stated here.

**SITE:** Here, the total land area stated and means of access into the premises. The site plan of a property is represented in pictorial form below for clearer understanding.



### **DESCRIPTION/CONSTRUCTION DETAILS**

This shows the description of the type of materials used in construction of the building (such as materials used in the construction of doors, windows, ceilings, roofs, wall and floor finishes), positioning and shape of the building.

**ACCOMMODATION AND USE:** This states the schedule of accommodation afforded by the described development in details.

**SERVICES:** Here, the details of services and facilities available in the subject property are stated, this include electricity, pipe borne water from public mains or bore hole, lifts, power generators etc.

**SCHEDULE OF CONDITION:** This shows if the property is in good physical condition or not by stating the physical or structural defects and rectification observed in property.

**TENURE:** This involves stating the available title documents and ownership rights or interests existing on the subject property and duration on for which these rights exists. Example, Deed of Assignment, Power of Attorney, Dead of conveyance etc.

**BASIS OF VALUATION:** This states the basis upon which the valuation on was carried out, that is to determine the **OMV (Open Market Value)** of the property.

**METHOD OF VALUATION:** This states the method of valuation used.

**OPINION OF VALUE:** The open market value and forced sale value is stated here after carrying out necessary calculations.

## **CHAPTER FOUR**

### **4.0 CHALLENGES ENCOUNTERED**

#### **PROBLEMS ASSOCIATED WITH VALUATION:**

- Most property owners do not agree on the values they are given. Some will say that their property was undervalued. This is mainly on mortgaged properties
- No title document from the client, this makes it difficult to ascertain the interest subsisting in the property and thus the valuation computation and report is delayed.
- Malfunctioning of the GPS; this brings about difficulty in ascertaining the exact coordinates.

### **4.1 SOLUTION PREFERRED**

- Industrial Training Fund should provide sufficient funds for industrial training students at least for upkeep and transportation.
- It is advised to take extreme care in dealing with landlords and tenants and apply professional skills where necessary.
- Landlords should be enlightened on the necessity and need to keep their property in a good state of repairs and decorative condition in order to yield maximum income.
- To avoid problems, proper documentation and record keeping of all transactions should be done for reference purpose.

### **4.2 RECOMMENDATIONS/ CONCLUSION**

The SIWES program should be encouraged for every degree awarding program because its importance cannot be over emphasized, as it is a means of preparing students for experiences in the outside world. The students should endeavor to work with reputable firms that are relevant to their course of study. Undertaking the Student Industrial Work Experience Scheme at Emmanuel Ojo & Associate has given me a deeper understanding of the Nitty-gritty of Estate Management and Property valuation. Serving and working in various departments of the firm has been of great help to me professionally. The importance of the SIWES program cannot be overemphasized as it enables students to gather the relevant practical knowledge in their various courses of study.