

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

**UNDERTAKEN AT:**  
**AABRAHAM EKPO**

**CONSULT**  
**ESTATE SURVEYORS & VALUERS**  
**Property Manager, Estate Agents**

**BY:**

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**REG NO: AKP/ENV/ESM/ND2020/0557**

**SUBMITTED TO:**

**THE DEPARTMENT OF ESTATE MANAGEMENT &**  
**VALUATION, FACULTY OF ENVIROMENTAL STUDIES,**  
**AKWA IBOM STATE POLYTECHNIC IKOT OSURUA,**  
**IKOT EKPENE, AKWA IBOM STATE.**

**IN PARTIAL FULFILMENT FOR**  
**THE AWARD OF NATIONAL DIPLOMA (ND)**  
**IN ESTATE MANAGEMENT & VALUATION.**

**MARCH 2022**

## **DEDICATION**

I dedicate this piece of my Industrial Training Report to the Almighty God for His emerging Grace throughout the period of my training and to my parents, **Mr. / Mrs. Alfred Johnny** for their endless love, morals and financial support.

## **ACKNOWLEDGEMENT**

My profound gratitude goes to God Almighty for His infinite love, Mercies, Knowledge, Understanding bestowed upon me. I gladly express my gratitude to the lecturers in the Department of Estate Management and Valuation, Akwa Ibom Polytechnic, Ikot Osurua and our capacitate H.O.D. (**E.S.V, Rev, Ubon Usoro**) for their support . A special thanks to my family, friends and supporters for their support. I wish to express my gratitude to my principal consultant **Anieotim, Abraham Ekpo** for his inspirations love and support.

Finally, a very big thanks to those who contributed in one way or the other in making my industrial training a huge success, I pray that God's Grace will continually abound for you.

**ALFRED, GIFT JOHNNY**

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## **CHAPTER ONE**

### **1.0 INTRODUCTION**

#### **1.1 DEFINITION OF SIWES**

The Student Industrial Work Experience Scheme (SIWES) is an accepted skills Program which forms part of the approved academic standards in the degree Program for Nigerian Universities. In 1974, the Federal Government of Nigeria introduced the national policy on Industrial training, called the Students Industrial Work Experience Scheme (SIWES). This Program under the umbrella of the Ministry of Education through the Industrial Training Fund (ITF). It was designed to help students acquire the necessary practical experience in their fields of study and other related professions.

#### **1.2 BACKGROUND OF SIWES**

The student Industrial Work Experience Scheme (SIWES) was established by ITF (Industrial Training Fund) I 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 program 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.

### **1.3 OBJECTIVES OF SIWES**

- Provide an avenue for student to acquire Industrial skills for experience during their course of study
- Expose students to work methods and techniques that may not be available during their course of study
- Bridging the gap between theory and practice by providing a platform to apply knowledge learnt in school to real work situations.
- Enabling the easier and smoother transition from school by equipping students with better contacts for future work placement.

### **1.4 BODIES INVOLVED IN THE MANAGEMENT OF SIWES**

The bodies involved are: Federal Government, Industrial Training Fund (ITF), Other Supervising Agencies are: National University Commission (NUC), National Board for Technical Education (NBTE) & National Council for Colleges of Education (NCCE).

## **CHAPTER TWO**

### **2.0 ABOUT ABRAHAM EKPO CONSULT**

**Abraham Ekpo Consult**, a firm of Estate Surveyors and Valuers, with our zonal office located at No. 15 IBB Avenue, Uyo, Akwa Ibom State. **Abraham Ekpo Consult** is registered with Corporate Affairs Commission (CAC), Uyo, Akwa Ibom State. We are duly licensed by Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON) and the Nigerian Institution of Estate Surveyors and Valuers (NIESV) to carry out Estate Surveying and Valuation practice in any part of Nigeria.

### **2.1 PERSONAL/HUMAN RESOURCES**

The firm's staff strength comprises qualified professionals, consultants, administrative officers and several technical, supporting staff. To provide cutting edge first class professional services to our clients, we retain the services of external consultants in the area of engineering, quantity surveying and environmental sciences.

### **OUR VISION**

To profess solution to all real estate needs of every person despite his present financial status.

### **OUR MISSION**

To render our services professionally and satisfactorily to meet our client's requirement by carefully working according to our client's instruction.

### **2.2 SERVICES OF THE ORGANIZATION**

1. Valuation for all purposes (Mortgage, Probate, Sales, Insurance, Rental etc).
2. Compulsory Acquisition / Compensation.
3. Property Management.
4. Estate Agency (Letting, Sales etc).
5. Property Rating.
6. Real Estate Consultancy Services

## CHAPTER THREE

### 3.0 WORK EXPERIENCE

During the industrial training, the following areas were taught

1. How to source for properties and also source for tenants to occupy vacant properties (Scouting).
2. How to carryout some areas in property management e.g writing of Rent Demand notices Rent Remittance letters to landlords, Disbursement of Rent Notices and also carryout inventory for provocation and terminal liability for tenants.
3. Lecture on valuation.
4. How to prepare and market the property bulletin.

#### **LECTURE ON VALUATION.**

Valuation is the art and science of determine the monetary worth of a particular property for a particular purpose at a particular time.

#### **USES OF PROPERTIES**

Residential

Commercial

Agricultural

Special purpose

Industrial

#### **TYPE OF PROPERTIES**

1. **Tenement:** those properties that are not upto standard e.g face me, properties that does not have good facilities in it (conveniences within them).
2. **Flats:** they have conveniences in them e.g Detached bungalow, Semi-Detached bungalow, Detached House (duplex).
3. **Semi Detached House:** House with adjoining walls.



## **COMMERCIAL PROPERTY**

Offices, ware houses, show rooms, special properties (hotel and mortuary).

## **WHY DO WE VALUE PROPERTIES**

### **Purpose of Valuation**

1. for sales, e.g capital value.
2. Rental value.
3. Mortgage

## **COMPENSATION VALUATION**

### **Heads of claims**

1. Rent paid to government (ground rent)
2. Building structures and every improvement on the land.
3. Economic crops and trees.
4. Sacred places (e.g shrine grove, swamp).

## **METHOD OF VALUATION**

### **1. Comparative method:**

- i) To determine mostly rental value.
- ii) We use comparative method on a bare land (undeveloped land in an undeveloped area )

### **Things to Consider**

- i. evidences of data (recent sales.

**2. Investment method:** is major used to ascertain the worth of income yielding properties

### Thing to Consider

Determine the gross rent,

less outgoings e.g cost of maintenance, management fees, cost of repairs etc.

Net income.

Example

Valuation Analysis

6 no 2 Bedroom flats @ 400,000 PA

12 no suites @ 180,000PA

Gross Rent	4,560,000.00
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Less out going	684,000.00
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Mgt fees @ 5%	228,000.00
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Maintenance / Repairs @ 10%	456,000.
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Net Rent(Income)	3,876,000.00
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Y.P=  $7\frac{0}{8}$  in perp = 14. 28

OMV=>	<u>55,349 280.00</u>
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55,388,040

55,371,428.57

**WRITING OF RENT DEMAND NOTICES TO TENANTS, RENT  
REMITTANCE  
LETTERS TO LANDLORDS, INVENTORY FOR PROVOCATION AND  
TERMINAL LIABILITY FOR TENANTS.**

**AEC/PM/UYY/VOL.3/017/AAE**

15<sup>th</sup> December, 2021.

**MR. JOHN UDOH**

No. 1 first Avenue,  
Mutual Alliance Estate,  
Aka Itiam Rood,  
Uyo.

Dear Sir,

**SUITE (SELF-CONTAINED) AT NO 1 FIRST AVENUE, MUTUAL  
ALLIANCE  
ESTATE, AKA ITIAM ROAD, UYO, AKWA IBOM STATE (FINAL  
RENT DEMAND NOTICE)**

Our letter of 12<sup>th</sup> October, 2021 refers, please.

As you are aware your rent on the above captioned property fell due for settlement since 31<sup>st</sup> October, 2021. We have our client's instruction to demand collect your rent as will accept any further delay.

Therefore we request that you forward to us the sum of **One Hundred and fifty Thousand Naira (₦150,000.00)** only being a year rent on the said property from 1<sup>st</sup> November, 2021 to 31<sup>st</sup> October, 2022.

Our account details are stated below:

**Account Name: Aabraham Ekpo Consult**

**Account Number: 1015659054**

**Bank: Zenith Bank**

We trust you will act accordingly.

Yours faithfully,

**For: Aabraham Ekpo Consult**

.....

**ESV. Anieotim Abraham Ekpo (ANIVS, RSV)**

Principal Consultant

**Cc:**

**Engr. Prof. Linus Okon Asuquo- Landlord**

**AEC/PM/UYY/041/AAE**

5<sup>th</sup> January, 2022

**MR. XAVIER, ESSIEN**

Ministry of finance,

Akwa Ibom State.

Dear Sir,

**TWO BEDROOM FLAT AT ATAI OBIO OFFOT, UYO, AKWA IBOM STATE (RENT REMITTANCE)**

As you are aware, we have received from Mr. Moffat, Ndifereke the sum of Two Hundred Thousand Naira (₦ 200, 000) only being part rent for the use and occupation of the above captioned property from 30<sup>th</sup> November, 2021 to 29<sup>th</sup> November, 2022.

Received	₦200, 000 Two Hundred Thousand Naira only.
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Less	
Management fees @7%	Fourteen thousand Naira (14000) only

Net rent remitted to you:	one Hundred And Eighty six Thousand Nair only (186,000)
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We have remitted the net rent in the sum of one Hundred and Eighty Six thousand Naira (186,000) only to your UBA Account. Please find attached Photostat copy of lodgement slip.

Yours faithfully

For: Aabraham, Ekpo Consult

.....

ESV. Anieotim Abraham Ekpo (Anivs, Rsv)

Principal consultant

**INVENTORY OF LANDLORD FITTINGS AND FIXTURES OF A TWO  
BEDROOM FLAT AT ATAI OBIO OFFOT, UYO, AKWA IBOM  
STATE HANDED OVER**

TO ..... ON THE..... DAY OF.....

S/N	LOCATION	UNIT	CONDIT ON	TENANTS SIGN	LANDLORD AGENT SIGN
1	<b>VERANDA</b>				
	Complete ceiling board	complete	Intact		
	1 no. Ceiling fitting with lamp holder in place	1	Functional		
	Complete floor tiles	Complete	In place		
2	<b>LIVING ROOM</b>				
	Door with functional lock and keys	1	Functional		
	1 no 2 in 1 aluminum swing window with insect netting and iron grilles in place	1	In place		
	2 no 2 gang	3	functional		

	wall switches in place				
	3 no. wall brackets in place	4	functional		
	3 no. wall sockets in place	3	functional		
	2 no. ceiling fitting lamp holders in place	2	functional		
	Complete floor tiles.		intact		
	Newly painted walls and ceiling				
3	<b>DINNING ROOM</b>				
	Complete ceiling board	Complete	Intact		
	1 no. 1 gang wall socket in place	1	functional		
No insect netting	1 no. 2 in 1 aluminum sliding window with insect netting and iron grilles in place	1	In place		
	1 no. wall brackets in	2	functional		

	place				
4	<b>KITCHEN</b>				
	Doors with functional locks and key	2	functional		
	Complete ceiling board	complete	intact		
	1 no. ceiling fitting lamp holder in place	1	functional		
	1 no. 2 in 1 wall socket in place	1	functional		



## **CHAPTER FOUR**

### **4.0 SUMMARY AND CONCLUSION**

#### **4.1 Summary**

This report estimate the nature of the SIWES program carried out in the organization (Abraham Ekpo Consult ) the program shows the relevance of the scheme .

#### **4.2 Conclusion**

It is infortune the failed actualization of the objectives of the SIWES, this however implies that for the student to be fully equipped with skills and knowledge required for efficiency in the place of work all hands must be on deck.