



## National Open University of Nigeria

SOP Title	Directorate of Students' Industrial Work Experience Scheme (SIWES)
SOP No:	NQSA/SOP/TEL/016
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Students' Industrial Work Experience Scheme (SIWES)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

### Purpose

The Standard Operating Procedure (SOP) is developed to guide the Directorate in line with the modus operandi of the Industrial Training Fund (ITF), ensure that best practices of SIWES activities in the University are upheld.

## Directorate of Students' Industrial Work Experience Scheme (SIWES) Activities

1. Placement of Students
2. SIWES Stipend
3. Issuance of Logbook and Handbook
4. Collation of SIWES material
5. SIWES Defence (Virtual or Oral Presentation)
6. SIWES Office Administration

### Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1.	Placement of Students	1. A student seeking placement, brings a letter from their respective institution, with a copy of their I.D card.	90 Days		<ol style="list-style-type: none"> <li>1. List of students qualified for placement as shown in PAR by name, matric number, programme of study, current year of study, proposed date for SIWES</li> <li>2. List of students that have received signed posting letter by name, matric number, programme, place of SIWES, duration, and date of issue.</li> </ol>
		2. The application letter can also be sent online via electronic mail.			
		3. The application is submitted to the Principal Assistant Registrar who checks for spaces on other directorates and unit.			
		4. A letter is prepared and signed by the PAR for the Director, SIWES.			
2.	SIWES Stipend	1. Student collects, fill and submits clearance form.	90 Days		List of students that received a token of five thousand

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		2. The deputy registrar appends signature to the form. 3. The form is taken to the registrar's office for further processing. 4. A token of five thousand naira is paid to the student.			naira by name, matric number, phone number, programme, study centre, place of SIWES, start date and end date.
3.	Issuance of Logbook and Handbook	1. After paying for the approved course registration, students are mandated to pay for SIWES pack. 2. The directorate receives evidence of payment done by the students, from study centres. 3. Study Centre directors request for SIWES pack via mail. 4. The PAR directs and sees to it that the packs are sent.	90 Days		List of students that received logbook and handbook by name, matric number, phone number, programme, study centre, place of SIWES, start date and end date.
4.	Collation of SIWES materials	The SIWES materials from our study centres are distributed according to the assigned member of staff for the faculty.	90 Days		Link to view the results of SIWES result in the period under consideration.
5.	SIWES Supervision	This activity is carried out twice in a year.	90 Days		1. List of organisations where students are doing

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	Exercise	<ol style="list-style-type: none"> <li>Supervisors meet with the centre director, who introduces them to the desk officer.</li> <li>Prepare an itinerary for the supervision.</li> <li>Interact with students, and examine their log books and endorse the page given as evident.</li> <li>Write a report to the VC through the Director of SIWES.</li> </ol>			<p>their SIWES by:</p> <table border="1"> <thead> <tr> <th>S/N</th> <th>Organisation</th> <th>Students' programme assigned</th> <th>Number of students posted</th> <th>Start and End Dates</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>List of programmes that are involved in SIWES by faculty and department.</li> <li>Cost of supervision by faculty and programme.</li> </ol>	S/N	Organisation	Students' programme assigned	Number of students posted	Start and End Dates															
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6.	SIWES Defence (Virtual) (Oral Presentation)	The students who have completed their SIWES attachment and submitted relevant document, a virtual defence of work done is organised. The panel consist of SIWES Director, study centre Directors and faculty representative.	90 Days		<ol style="list-style-type: none"> <li>Report of SIWES virtual defence.</li> <li>Rubrics for scoring the virtual defence.</li> <li>List of panel members by study centres, assessors, and assessors' departments and specialisation.</li> </ol>																				

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7.	SIWES Office Administration	<p><b>General Administration –</b></p> <p>1. Preparation and coordination of all meetings and workshops in the Directorate.</p> <p>6. Preparation of briefs and agenda and other papers for all meetings.</p> <p>7. Preparation of Decision Extract and conveying of all decisions.</p> <p>8. Drafting of letters, reports, and memos for the Director.</p> <p><b>Secretarial Functions</b></p> <p>1. Management of office stationeries.</p> <p>2. Management of office expenses and retirement.</p> <p><b>Dispatch of outgoing and receiving incoming mails.</b></p>	90 Days		<p>1. List of notice of meeting issued and dates.</p> <p>2. List of minutes and decision extracts from meetings.</p> <p>3. Record of stationary received and utilised.</p> <p>4. List of incoming and outgoing mails with dates.</p> <p>5. Report on retirements of expenses to the bursary.</p>

## **Team of Developers**

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