



ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI

DIRECTORATE OF INDUSTRIAL TRAINING COORDINATING UNIT

Email: it@atbu.edu.ng

**REGULATIONS GOVERNING THE ACTIVITIES OF
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME
(SIWES)**

2025

1. ESTABLISHMENT OF THE INDUSTRIAL TRAINING FUND (ITF)

The Industrial Training Fund (ITF) was established on 8th October 1971 by the Federal Government of Nigeria through the Enactment of Decree No. 47 of 1971. The creation of the ITF was a response to the growing need for skilled manpower in the Industrial and Commercial sectors which were hindering the country's economic development. It was created at the time when the country faced a severe shortage of skilled labour which was seen as a barrier to industrial growth and modernization.

2. PURPOSE AND OBJECTIVES OF THE ITF

The Primary purpose of the ITF is to promote the development of a skilled workforce to meet the manpower requirements of Nigeria's industrial commercial and economic sectors. The ITF's mandate is to provide training, support, vocational education and equip individuals with the practical skills required by the Nigerian economy. It aims to create opportunities for Nigerians to participate actively in nation's industrialization and technological advancements.

One of the key programs of ITF is Students Industrial Work Experience Scheme (SIWES). The Program was established in 1973 which was designed to prepare and expose students of tertiary institutions (Universities, Polytechnics, Colleges of Education etc.) to practical work experience in their course of study.

More so, the ITF expands training to individuals and organizations to improve their employability and performance in their labour market.

3. FUNDING THE ITF

The ITF is primarily funded through the contribution of organizations in Nigeria, particularly those within the private and public sectors. According to the Industrial Training Fund Act, all employers with five or more employees must contribute to specified percentage of their annual payroll to the Fund. In addition to the mandatory contributions from employers, the ITF receives funding from government allocations and occasionally

grants from international partners to enhance its capacity to train workers across various sectors.

4. THE ROLE OF FEDERAL GOVERNMENT ON SIWES

- a. Provide adequate funds to the Industrial Training Fund (ITF) through the Federal Ministry of Industry, Trade and Investment for the Scheme.
- b. Make it mandatory for all Ministries, companies and Government Parastatals to offer places for the attachment of Students in accordance with the provisions of Decree No 47 of 1971 as amended in 2011.

5. THE ROLE OF THE INDUSTRIAL TRAINING FUND (ITF)

- a. Formulate policies and guidelines on SIWES for distribution to all SIWES participating bodies, institutions and companies involved in the scheme.
- b. Regularly involve in organizing Orientation Program for Students prior to their attachment.
- c. Receive and process Master and Placement Lists from the Institutions through their Supervisory Agency (NUC, NBTE and NCCE).
- d. Supervise and Monitor Students on Industrial Attachment.
- e. Disburse Supervisory and Students allowances by e-payment.
- f. Organize Biennial National Conference and SIWES Review Meetings.
- g. Provide insurance cover for Students on attachment.
- h. Provide logistics and materials necessary for effective administration of the Scheme.
- i. Provide information on companies for attachment and assist in the industrial placement of students.
- j. Continuously review and carry out research into the operations of the Scheme.
- k. Vet, process and verify Students' Logbooks and ITF Form 8.

6. THE ROLE OF THE SUPERVISORY AGENCY - NATIONAL UNIVERSITIES COMMISSION (NUC)

- a. Ensure the establishment and accreditation of SIWES Units in Institutions under its jurisdiction.
- b. Appointment of full time SIWES Coordinators.
- c. Adequate funding of the SIWES Units in all Institutions.

- d. Vet and approve SIWES Master and Placement Lists of Students from participating Institutions and forward same to ITF.
- e. Develop, mentor and review job-specifications in collaboration with the Universities towards the maintenance of National Minimum Academic Standard for all programs approved for SIWES.
- f. Liaise with ITF and participate in the SIWES National Biennial Conference and other relevant SIWES Seminars, Conferences, Workshops and Meetings.
- g. Research into the development of SIWES in line with advances in technological development.
- h. Regularly review courses qualified for SIWES in collaboration with other bodies.
- i. Liaise with the ITF, to ensure the implementation of all Federal Government Policies on the Scheme.

7. THE ROLE OF PLACEMENT ORGANIZATIONS

- a. Accept Students for Industrial Attachment as stipulated by the ITF Decree No. 47 as amended.
- b. Collaborate with Institutions of higher learning in the preparation of job specification for approved courses.
- c. Provide welfare services – medication and payment for hospitalization of students while on attachment.
- d. Provide Personal Protective Equipment (PPE's) to Students on attachment where necessary.
- e. Participate fully in the assessment of Programs and Students by completing the necessary instruments – ITF Form 8 and Students' Logbooks etc.
- f. Allow students have access to their facilities.
- g. Appoint an industry-based Supervisor for Students on attachment.

8. ATBU DIRECTORATE OF INDUSTRIAL TRAINING COORDINATING UNIT (ITCU)

The Industrial Training Coordinating Unit was upgraded to Directorate in 1997 from the Initial Committee level headed by a Chairman. The Directorate is in charge of Students Industrial Work Experience Scheme

(SIWES). A skill training Program designed to prepare and expose students for real life work experience after graduation. The need for SIWES arose from the Federal Government's Directives that all students in higher institutions of learning must undergo a compulsory period on Industrial Training with reputable and accredited organizations in order to satisfy the University requirements.

9. FUNCTIONS OF THE ATBU DIRECTORATE OF INDUSTRIAL TRAINING COORDINATING UNIT (ITCU)

The functions of the ITCU include:

- a. Coordinating all the SIWES and related activities in the University.
- b. Organizing orientation to students going for SIWES. ITF representative will be invited to give a talk to students during the orientation program.
- c. Appoint and allocate supervisors to students on SIWES.
- d. Collect and process the students' Logbooks from the Departmental SIWES Coordinators for verification by the ITF.
- e. Submit completed Form 8, Bio-Data form and Logbooks to the ITF.
- f. Prepare Master and Placement list for onward submission to the National Universities Commission (NUC) and Industrial Training Fund (ITF).
- g. Prepare payment of Supervisory allowances.
- h. Ensure the smooth flow of SIWES activities.
- i. Organize Regular Meetings for all the SIWES Coordinators and Supervisors at the beginning of each Semester.

10. OBJECTIVES OF SIWES

Specifically, the objectives of the Students Industrial Work Experience Scheme (SIWES) are to:

1. Provide avenue for students in institutions of learning to acquire industrial skills and experience in their course of study.

2. Expose students to work methods and techniques in handling equipment and machinery that may not be available in their institutions.
3. Make the transition from school to the world of work easier, and enhance students contacts for later job placement.
4. Provide students with an opportunity to apply their knowledge in real work situation, thereby bridging the gap between theory and practice.
5. Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment after graduation.

11. THE ROLE/DUTIES OF STUDENTS ON SIWES

- a. Submit Acceptance Letters to ITCU from their respective placements within Two Weeks of the start of their SIWES.
- b. Be regular and punctual at their respective place of attachment.
- c. Comply with the Employers' rules and regulations.
- d. Be committed and dutiful at their respective places of attachment.
- e. Accept responsibilities while on attachment.
- f. Be respectful and obedient in their respective SIWES placements.
- g. Keep proper records of training activities and other assignments in the Logbooks.
- h. Attend SIWES Orientation Program before going on attachment.
- i. Complete Students Commencement of Attachment Form (SCAF) and get it endorsed by their placements for onward submission to the nearest ITF Office at the beginning of the SIWES Program.
- j. Submit Logbooks with ITF Form 8 and Bio-Data Form to the Departmental SIWES Coordinators at the beginning of First Semester of their Final Year.
- k. Write SIWES Report for onward submission to the Departmental SIWES Coordinators.
- l. Deliver a SIWES oral presentation (SIWES Seminar).

12. APPOINTMENT OF UNIVERSITY BASED SUPERVISORS

The Directorate of Industrial Training Coordinating Unit is responsible for the appointment of Supervisors whose role is to visit

SIWES Students in their placements to know their level of engagement, participation, productivity and punctuality. They are also responsible for grading and assessing the ITF Form 8. **All Supervisors must be teaching staff.**

13. APPOINTMENT OF DEPARTMENTAL AND FACULTY SIWES COORDINATORS

The appointment of a Departmental SIWES Coordinator is the responsibility of Head of Department not the ITCU. However, Dean of a Faculty is responsible for the appointment of Faculty SIWES Coordinator. The letters of appointments must be sent to the Director ITCU. **Both the Departmental and Faculty SIWES Coordinators must be Teaching Staff.**

14. DUTIES OF DEPARTMENTAL SIWES COORDINATORS

- a. Prepare the list of eligible SIWES students for onward submission to DICT and ITCU.
- b. Organize Departmental SIWES Seminar for Final Year students (those who returned from the SIWES).
- c. Collect and grade the students' Logbooks.
- d. Submit the students' Logbooks, Form 8 and Bio-data Form to ITCU.
- e. Prepare Placement list for onward submission to the ITCU.
- f. Organize Departmental Orientation for the eligible SIWES students.

15. DUTIES OF FACULTY SIWES COORDINATORS

- a. To ensure that only eligible Students are profiled for SIWES.
- b. To attend all the Departmental SIWES Seminars within the Faculty.
- c. To ensure that all the Departments within the Faculty organize orientation to the eligible SIWES students.
- d. To forward all the necessary complains related to SIWES Program to the ITCU.
- e. To ensure timely grading and assessment of students' Logbooks and SIWES Reports.

16. DURATION OF THE STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

The duration of SIWES for students from the Faculties of Agriculture and Agricultural Technology, Computing, Science, Management Sciences and the Department of Library and Information Science (LIS) is Twelve (12) Calendar Months (complete Academic Session). The SIWES is to commence at the beginning of First Semester of their Fourth Year. The Credit Units allocated to SIWES for the Faculties of Agriculture and Agricultural Technology, Computing, Science, Management Sciences and LIS is Eight (8) credit Units.

For the Faculty of Technology Education, the Industrial Training is divided into two components: Teaching Practice and SIWES, each lasting for Six (6) Months (complete Academic Session). The students will start with Teaching Practice at the beginning of First Semester of their Fourth Year, followed by SIWES at the beginning of Second Semester. The Credit Units allocated to the Teaching Practice and SIWES are four (4) credit Units each.

More so, the Industrial Training for students from the Faculties of Environmental Technology and Engineering and Engineering Technology is Eight to Ten Weeks for SWEP (Students Work Experience Program). It is to commence at the end of Second Semester of their Second Year, covering part of the long vacation. Students will also go for SIWES I for Eight to Ten Weeks which will commence at the end of Second Semester of their Third Year, covering part of the long vacation. While SIWES II lasted for Six Months which is to commence at the beginning of Second Semester of their Fourth Year (one complete Semester). The Credit Units are as follows: SWEP (2), SIWES I (2) and SIWES II (4).

17. ELIGIBILITY FOR STUDENTS TO GO FOR SIWES

All Four Hundred Level students of Abubakar Tafawa Balewa University, Bauchi are eligible to proceed for SIWES except students whose Carry Over and Outstanding Courses exceeds Twelve Credit Units.

18. WAIVER

A student admitted through the Unified Tertiary Matriculation Examination (UTME) who misses SIWES twice will be automatically profiled for SIWES due to a residency threat. However, a student admitted through the Direct Entry (DE) who misses SIWES once will be automatically profiled for SIWES due to a residency threat. Such a student must apply for the waiver to the Vice-Chancellor through the Director, ITCU, through the Dean of a Faculty and through the Head of Department.

19. REGISTRATION PROCEDURE FOR THE ELIGIBLE SIWES STUDENTS

1. Payment of School Fees: Settle all the outstanding School Fees.
2. Register for SIWES: Complete the SIWES Registration via the students' Portal.
3. E-SIWES Registration: Register for E-SIWES using the portal (esiwes.atbu.edu.ng). Students can only get access to this link after payment of School Fees and SIWES Registration (1 & 2) above. The E-SIWES Registration enable students to download their ITF Form 8, SCAF Form, Placement Form, I.T. Letters and Bio-Data Form.

20. ASSESSING AND EVALUATING STUDENTS' PERFORMANCE DURING SIWES

Students who undergo SIWES can be assessed and graded as follows:

- a. Supervisory Visit by the University based Supervisor (ITF Form 8): **Twenty-Five Marks**. The breakdown is as follows:

MARKS AWARDED	GRADE
25	A
20	B
15	C
10	D
05	E

- b. Seminar Presentation (SIWES Defence): **Thirty Marks**. The breakdown is as follows:

	DESCRIPTION	MARKS
1	Standard of presentation on the knowledge gained	15
2	Clarity, coherence and logical flow of ideas	10
3	Attendance	05
Total		30

- c. SIWES Report on students' experience: **Twenty Marks**.
d. Assessment of Logbook Entries: **Twenty-Five Marks**

General Marks awarded

MARKS AWARDED	GRADE
70 and above	A
60-69	B
50-59	C
45-49	D
40-44	E

21. GUIDELINES FOR WRITING SIWES REPORT

All students' SIWES Reports should conform to the following guidelines

- Cover page
- Declaration
- Table of contents
- Chapter one: Introduction
- Chapter two: Literature review related to knowledge gained
- Chapter three: Experience gained
- Chapter four: Challenges, conclusion and recommendations

a. COVER PAGE

The cover page of the SIWES Report should appear on the top of the page typed in capital letters. This should be followed by the word 'By' and the candidate's name, underneath which should appear the Registration Number of the candidate in bracket. The name should be written such that the surname comes first separated by a comma and then the other names. The name should be followed by a statement of the candidate indicating the nature of the write-up, where it is to be submitted and for what purpose. Date of submission (month and year of SIWES Seminar Defence) should be at the bottom of the page.

INDUSTRIAL TRAINING COORDINATING UNIT (ATBO)

3.5cm

See Sample:

2.5cm

REPORT OF THE STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME

(Font size-14)

2.0cm

By

GARBA, DANLADI
(21/62711U/6)

-
(Font size – 12)

A REPORT SUBMITTED TO THE DEPARTMENT OF -----
FACULTY OF -----, ABUBAKAR TAFAWA BALEWA UNIVERSITY,
BAUCHI IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME

(Font size-12)

JULY, 2025 (Font size-12)

2.5cm

12

b. DECLARATION

The statements of the Declaration are: I hereby declare that this Students Industrial Work Experience Scheme Report was written by me and It has not been presented before in any previous SIWES Seminar Presentation.

Name of student (In full)

Date--- -----

The above declaration is confirmed.

**Name and signature of the Departmental
SIWES Coordinator**

Date--- -----

INDUSTRIAL TRAINING COORDINATING UNIT (ATBU)

c. TABLE OF CONTENTS

The table of contents should contain an outline of the preliminary page, chapters and their sub-headings and corresponding pages (where they appear). The table should be in single line spacing with a single line space in between major headings.

d. CHAPTER ONE: INTRODUCTION (not more than three pages)

- 1.1 Brief history of the ITF.
- 1.2 Brief history of the SIWES placement.

e. CHAPTER TWO: LITERATURE REVIEW (not more than four pages)

- 2.1 Any available literature related to the knowledge gained or the work carried out.

f. CHAPTER THREE: EXPERIENCE GAINED

- 3.1 Introduction to each Unit/Dept. where a student worked during the SIWES including the organogram.
- 3.2 General Experience gained in each Unit/Dept.
- 3.3 Technical experienced gained.
- 3.4 Academic experience gained.
- 3.5 Experiments/Laboratory Test conducted (if any).
- 3.6 General description of the work carried out.
- 3.7 Pictures and drawings related to the work carried out.

g. CHAPTER FOUR: CHALLENGES, CONCLUSION AND RECOMMENDATIONS

4.1 Challenges

4.1.1 General Challenges encountered

4.1.1.1 Technical Challenges

4.1.2 Social Challenges

4.2 Conclusion

4.2.1 General comments about SIWES

4.3 Recommendations

4.3.1 General and specific recommendations and suggestion

22. LANGUAGE AND STYLE

- a. The SIWES Report must be written in English Language.

- b. Great care should be taken to make the SIWES Report accurate, precise, formal and objective. Expression should be in the third person.
- c. Proper attention should be paid to such skills as correct spelling, punctuation, sentence structure, capitalization and proper use of italics.

23. TYPING INSTRUCTIONS

Paper size

Use A4 paper (21.0 x 29.7 cm)

Typing

The following points should be noted:

- i) Type on one side only.
- ii) Use double spacing throughout the text except for indented quotations, references and footnotes which should be typed in single spacing. In cases where tables cannot fit into these requirements, appropriate adjustments may be made. In the list of references, single spacing should be used between the lines of a reference. Use double spacing to separate any two different references.
- iii) The beginning of paragraphs should be indented for paragraphing format, otherwise a line should be inserted between paragraphs when using block system of writing.
- iv) Provide adequate margins of 2.5cm at the top and bottom, 2.0 cm at the right and 3.5 cm at the left of every page.
- v) Try not to break words at the end of lines, justify your typing throughout. Use the typeface: 12 pt Times New Roman.

24. SUBMISSIONS OF SIWES REPORT

A loose-bound copy of the students' SIWES Reports should be submitted to the Departmental SIWES Coordinator, two weeks after the resumption of First Semester of their Final Year. A Student is to ensure that the SIWES Report conforms to all the conditions stipulated in these guidelines.

THE IMPLEMENTATION OF THESE GUIDELINES TAKES EFFECT FROM THE 2025/2026 ACADEMIC SESSION.

Members of the Committee that was saddled with the responsibility of coming up with these SIWES Guidelines are as follows:

Dr. M.A. Modibbo (Immediate-past Deputy Director, ITCU) –
Chairman

Dr. Ragada'a Mohammed (Faculty of Agric. and Agric. Tech.) –
Member

Dr. S.A. Ashurah (Faculty of Eng. And Eng. Tech) –
Member

Mrs Binta Garba Gumau (Faculty of Env. Technology) –
Member

Dr. Rabiul Ibrahim Darazo (Faculty of Management Sciences) –
Member

Dr. Mustapha Aliyu (Faculty of Science) –
Member

Janet F. Taiwo (Faculty of Technology Education) –
Member

Yahuza Haruna Gital (Deputy Registrar and Head of Admin, ITCU) –
Member/Secretary

Prof. E.G. Wuritka
Director, Industrial Training Coordinating Unit (ITCU)
November, 2025

The Director, ITCU, wishes to express his appreciation to the ITF for its steadfast support in advancing SIWES activities at ATBU.

This document was approved by the University Senate on 29th January, 2026