

INDUSTRIAL TRAINING FUND
STUDENTS COMMENCEMENT ATTACHMENT FORM (SCAF)

From (Name of Org.) :

To: ITFArea Office

Address:

S/n	Name of student	Name of Institution	Matric. No.	Course of study and year/level	Period of attachment in months	Date of commencement	Date of completion	Remarks

This form is to be completed and sent to the nearest ITF Area Office.

Stamp and Signature of Employer:.....

Date:.....



INDUSTRIAL TRAINING FUND
MIANGO ROAD, P.M.B. 2199, JOS.

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME
END OF PROGRAMME REPORT SHEET.

PART A: (To be completed by the Student)

1. (a) Name in Full:
 (b) Registration/Matriculation Number:
 (c) Course of Study: (d) Year of Study:
 (e) Name of Institutions:
2. (a) Name and Address of the Establishment of Attachment:

 (b) The Department/Section:
 (c) Period of Attachment: From: To:
 Number of Weeks:
 Total Allowance received by student: ₦ K
3. Brief outline of experience/relevance of training provided:

4. (a) Where were you attached last? (If applicable):

 (b) Total number of weeks engaged in industrial attachment:

Signature of Student: Date:

PART B: (To be completed by the Employer)

- Do you agree with the Student's comments in items 3&4 in Part A? Yes/No
 If so please comment:

 State total amount paid to student as ITF allowance ₦ K
 In words: (.....)
5. Please assess the student's overall performance by ticking the appropriate box as provided:
 VERY GOOD ☐ GOOD ☐ SATISFACTORY ☐ POOR ☐
 6. Will you accept the student in any future attachment: Yes/No
 If no, please comment:

 7. Is your Company/Establishment in a position to offer this student a job in future?

 8. Name of Reporting Officer:
 Designation/Rank:

Signature/Stamp: Date:

N.B. Forms duly completed by employers should be forwarded to/collected by the respective institutions under seal:

PART C: (To be completed by the Institution)

9. Indicate number of visits:
10. Give your assessment of facilities provided by Company during visits by ticking:
 Standard ☐ Adequate ☐ Relevant ☐ Not Relevant ☐
11. Give your impression of the student's involvement in training: FULLY/PARTIALLY

12. Assessment of student's Performance (Grading "A, B, C or D" has to be stated)

Full Name of Supervisor: Status:

Department/Discipline:

Signature/Stamp: Date:

N.B. This form is to be returned to the ITF on completion by the respective institutions under seal.



**A Technical Report on
Student Industrial Work Experience Scheme (SIWES)**

At

Company Name

By

Name of Student:

Matric No.: AUL/

SUBMITTED TO:

**The Department of
Anchor University, Lagos**

IN PARTIAL FULFILMENT FOR THE AWARD OF BACHELOR OF

(B...) Programme/Course of Study

Date

**A Technical Report on
Student Industrial Work Experience Scheme (SIWES)**

Fill with litte write up

DEDICATION

Who do you wish to dedicate this to?

ACKNOWLEDGEMENT

Acknowledge all those who have helped you one way or the other

ABSTRACT

Write a summary of this technical report is all about

ABBREVIATIONS AND TECHNICAL NAMES USED

List out all the abbreviations you used in this technical report and give their full meaning. E.g

DNA: Deoxyribonucleic acid

LIST OF FIGURES

List out all the figures in this report with the page numbers where they are found

LIST OF TABLES

List out all the tables in this report with the page numbers where they are found

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CHAPTER ONE

INTRODUCTION

Write and divide into sub headings if need be

Sub heading 1

Sub heading 2

Sub heading 3

CHAPTER TWO

BACKGROUND OF COMPANY/ORGANIZATION

INTRODUCTION

Give brief and concise description of the company/organization in which student is undertaking the industrial training. This main items include;

HISTORY

STRUCTURE OF THE ORGANIZATION

ORGANOGRAM

OTHERS DEEMED NECESSARY

CHAPTER THREE

THE PROCESS, COMPONENTS & DESCRIPTION

INTRODUCTION

Describe the experience gained. If you worked in various sections, you can use a chapter for each of the section you worked in. Then divide each chapter into subheadings so as to be able to clearly present your work.

Subheading 1

Subheading 2

Subheading 3

Subheading 4

CHAPTER FOUR

WORKING EXPERIENCE

You can write on the major activities in another section you worked in, dividing it into sub sections.

Subheading 1

Subheading 2

Subheading 3

Sub heading 4

CHAPTER FIVE

SUMMARY, RECOMMENDATION AND CONCLUSION

Introduced the chapter, provide an overall discussion and arrive at a conclusion with regards to the industrial training undergone. You can present this under summary, recommendation and conclusion.

SUMMARY

RECOMMENDATION

CONCLUSION

REFERENCES

List all your reference here.

APPENDIX