GUIDELINES ON SIWES PROGRAMME

For the smooth operation of the SIWES, the following guidelines shall apply:
Responsibility for Placement of Students.

(a) Institutions offering the ND programme shall arrange to place the student in industry.
By April 30 of each year, six copies of a master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE which shall in turn, authenticate the list and forward it to the Industrial Training Fund, Jos.

(b) The placement officer shall discuss and agree with industry on the following:
(i) A task inventory of what the students should be expected to experience during the period of attachment, adopt the one already approved for each field.

(ii) The industry based supervisor of the students during the period, likewise the institution based supervisor.
(iii) The evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

Evaluation of Students During the SIWES

In the evaluation of the student, cognizance should be taken of the following items: -
(a) Punctuality
(b) Attendance
(c) General attitude to work
(d) Respect for authority
(e) Interest in the field/technical area
(f) Technical competence as a potential technician in his field.

Grading of SIWES

To ensure uniformity of grading scales, the institution should ensure that the Unified Grading System for all Post-Secondary Technical Institution is adopted.

The Institution Based Supervisor

The institution based supervisor should initial the log book during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry based supervisor.

Frequency of Visit

Institution should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that
1. there is another visit six weeks after the first visit and
2. a final visit in the last month of the attachment.

Stipend for Students in SIWES

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultation with the Federal Ministry of Education, the Industrial Training Fund and the NBTE.

SIWES as a Component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has no potential to became a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student has satisfied all other requirements but failed SIWES, he may only be allowed to repeat another four months SIWES at his own expense.