



KWARA STATE POLYTECHNIC, ILORIN

(STUDENTS' INDUSTRIAL WORK EXPERIENCE SCHEME)

P.M.B 1375,
ILORIN, NIGERIA.

Website: www.kwarastatepolytechnic.edu.ng

Rector: Engr. (Dr.) Abdul Jimoh Mohammed, Ph.D, MNSE, MNImechE, FIDPMIN

Director: Dr. Agboola, O. M, Ph.D, MBA, PGDE, MNCS, MCPN, MTRCN

Our Ref: _____

Your Ref: _____

Date: _____

Dear Sir/Madam,

ONE YEAR PRE-HND INDUSTRIAL TRAINING FORM []

A one-year Industrial Work Experience Scheme is mandatory for all National Diploma holders. It is a pre-requisite for those wishing to pursue the Higher National Diploma Programme. In this connection, we are soliciting for the bearer,

Mr/Miss/Mrs.....

.....of.....

.....Department who is to complete his/her National Diploma Programme inthis year and is due for the One Year Pre-HND Industrial Training as fromto..... in your establishment.

This is not an ITF –funded programme, it will therefore be appreciated if the attached is remunerated as you deem fit.

Thank you.

.....
DIRECTOR
STUDENTS INDUSTRIAL WORK EXPERIENCE
SCHEME

DR. AGBOOLA, O. M.
DIRECTOR



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Dear Sir/Madam,

STUDENTS' INDUSTRIAL WORK EXPERIENCE SCHEME 20.....

TRAINING YEAR: PLACEMENT RESERVATION REQUEST

THROUGH PERSONAL CONTACT

The Students Industrial Work Experience Scheme, Otherwise referred to as **SIWES**, is designed to allow our students to have practical training. The current programme is scheduled to commence

It is our intention to make placement locations within the reach of participating Students in this connections, we give students the opportunity to scout around for placement themselves.

In pursuit of this objective, the bearer.

Mr/Miss/Mrs

(Surname First)

Matric No:.....

Department:.....

has indicated an interest in your organization.

We would be grateful if you could kindly oblige him/her. Please do this by completing the attachment form and return to us.

Thank you.

Yours faithfully,

DIRECTOR
STUDENTS INDUSTRIAL WORK EXPERIENCE
SCHEME

DR. AGBOOLA, O. M.
DIRECTOR



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Our Ref:

Date: _____

Your Ref:

ADDRESS OF INDUSTRY/FIRM

PLEASE RETURN TO:

The Director, SIWES

Kwara State Polytechnic,

P.M.B 1375,

Ilorin.

STUDENTS' INDUSTRIAL WORK EXPERIENCE SCHEME 20.....

TRAINING YEAR: SCHEDULED FOR.....

The organisation has carefully considered the request for placement reservation made to us by Mr/Miss/Mrs

(Surname first)

.....of Department

Matric No:.....and is able/unable to oblige him/her.

Department:.....

Every effort would be made to make his/her stay a most rewarding training experience.

Thanks.

**SIGNATURE AND STAMP OF AUTHORISED
REPRESENTATIVE OF THE INDUSTRY**