



UNIVERSITY OF ABUJA
ABUJA
(Office of the Vice-Chancellor)
CENTRE FOR SIWES AND STUDENT EMPLOYMENT (CSSE)

THE STUDENT EMPLOYMENT SCHEME

Preamble

The Vice-Chancellor Professor Abdul-Rasheed Na" Allah at his first visit to the Unit on the 2nd July, 2019 approved that the SIWES Unit be renamed Centre for SIWES and Student Employment (CSSE) with the introduction of the Student Employment Scheme and charged the Centre with an additional responsibility of coordinating stipend paid work placement for students within the University.

The Student Employment Scheme (SES)

The Student Employment Scheme (SES) is an integral part of the Student Industrial Work Experience Scheme targeted at developing work ethics among Nigerian youths particularly students of the University of Abuja. Every Industry/Organization would in addition to acquired skills, relevant trainings and job specification qualities show kin interest and would place emphasis on work ethics and culture. This work ethics and culture can be developed and cultivated in our students by exposing them to appropriate work environment and experience which will help acquaint them with organizational core values to promote visionary leadership and excellent service delivery to the University and the nation at large. The Centre for SIWES and Student Employment (CSSE) will provide career advice, information on workshops, work experience opportunities and placement within the University Community.

We now offer work placement support for students throughout their times in the University of Abuja at most levels of their study. Most undergraduates can do a stipend paid work placement from their second year up to their penultimate year of study. A dedicated placement support will help get students work placement subject to availability of vacancies, University's budget and ability of students to meet the eligibility criteria.

Objectives

The Centre works with objectives of skilling the young work force of the University of Abuja and elevating their skills to global standards for employment in Nigeria and internationally. It is the University's nodal agency for facilitating and coordinating various

skill development initiatives. The Centre also promotes, establish and set up tools to monitor and govern students' work placement with the following objectives:

- I. To promote acquisition of competent standard, ideal work ethics and technology that meet the demands of various industries locally and globally.
- II. To teach and inculcate employability skills in students to prepare them for actual work experience in their future careers and endeavours.
- III. To provide trainings in work ethics and value re-orientation to enhance students' capacity and ability for participation in the work placement scheme via trainings on financial skills, entrepreneurial skills, work ethics, emotional intelligence and resilience, technical/specific skills peculiar to various fields, strength finders and career assessments.

Student Target

The Undergraduate students of the University of Abuja from 200 level and above will become eligible to apply for work placement within the University across different Units, Departments, Faculties and Colleges. However, the number of students that would be recruited will be subject to availability of spaces across various Units and the University's budgetary provision.

Mode of Application

Upon advertisement of available work placement opportunities, interested students shall submit application to CSSE not later than the stipulated deadline. No application would be received beyond the deadline. Applications could be submitted online via the Centre's redesigned website. However, application submission via the CSSE website is not available at the moment. The University Community will be communicated when the Centre's redesigned website becomes available for this. All students' applications can be mailed to dcsse@uniabuja.edu.ng as soon as the Centre calls for students' application. Call for applications will be sent to all Units/Departments and made available on students' platforms, Centre's websites and the University official portal. ***Where Units have listed specific requirements for certain positions in addition to the eligibility criteria, students from related disciplines are welcomed to apply.***

Applications would be processed and shortlisted candidates will be invited for screening/interview with the participation of the representatives of the various placement Units/Departments. Alternatively, CSSE may decide to send list of shortlisted candidates to the various Units/Departments for interview with the representative of CSSE present and participating. Those candidates who have successfully passed the placement screening/interview will be recruited and posted to relevant Units and Departments and shall be responsible to the Head of Units or designated Unit Supervisors for monitoring, mentoring and supervision.

Eligibility Criteria

- i. Students must have a minimum Cumulative Grade Point Average of 3.50 with no outstanding nor carry over courses.
- ii. First year students are not eligible, but would become eligible only after the second semester of their first year when they know their CGPA.
- iii. Students must be of good behaviour and character.
- iv. Generally, interested students must in addition to a minimum CGPA of 3.50 possess the following attributes as added advantage:
 - Strong analytical and problem solving skills,
 - be innovative and must possess ICT skills
 - be able to handle social media and help build online brands where necessary and applicable.
 - good communication skills.
 - good customer service relations.
 - should show ability to be calm in complex situations.
 - show leadership skills in managing multiple teams.
 - possess a team spirit
 - be emotionally and physically strong
 - be able to prioritize tasks to give timely deliverable services.

Job Description/ Specification

Job description would be specific to the vacant position in any of the Unit. However, job description would include general overview, job title, job duties, purpose of the job, goals and objectives, working conditions, qualifications or requirements, immediate supervisor and special circumstances if any. Details will be provided as peculiar to opportunities and vacancies available in the Units to which placement is being sought. Which implies that each Unit/Department shall provide the CSSE with peculiar skills, area of expertise, job specification they would love intending applicants to possess if they are not already itemized in the eligibility criteria.

Duration of work placement

Students on work placement shall not exceed maximum of 10 hours per week semester time (weekend inclusive) i.e. if the Unit where they are posted must work during the weekend. The minimum work hours per week is 5 hours and students will not be able to work below the minimum work hours. The maximum work hours (10 hours per week) semester time must be strictly adhered to. Students who may attempt to exceed this limit will be warned in the first instance and any reported second attempt will be punishable by expulsion from the scheme without paid

stipend and such student may not be considered for any work placement within the University in future.

Flexibility of hours and students' commitment

Work hours are flexible bearing in mind students' commitment to their studies. However, recruited students must report to their Units' Heads informing them of the time they could commit to work between 08.00 am to 4.00 pm Monday to Fridays and weekends where applicable. There are Units whose peculiarity allow work off the normal office hours e.g. Safety Unit, Library, Experimental farms, gardens, research stations and laboratories, Veterinary clinics etc. Such Units may even run shifts. Students can take advantage of such hours too to plan their work hours' subject to the approval of the Units' Heads /Supervisors. They are encouraged and advised to be faithful and committed to the agreed work hours with their Units/Departmental' Heads.

Stipend Payment

Stipend payment shall be based on rate per hour (#250 per hour with a maximum of #10,000 monthly supposing a student had worked for a maximum of 10 hours each week). The minimum and maximum work hours have been reviewed downward to 5 and 10 hours respectively against and 10 and 20 earlier proposed, because of the priority given to students' commitment to their academics. This Scheme encourage students to work, learn and excel. Stipend is as advised by the University Committee on the scheme based on the University's budgetary provisions, the number of students that can be potentially recruited and University's resources and as approved by the Vice Chancellor. Stipend payment will be by direct e-payment to recipients' account processed by the Bursary on monthly basis.

Renewal of Appointment

There is a possibility of renewal of appointment for the second semester each session on the same stipend. However, rare opportunity could happen for renewal for the second year on the same position or competitive appointment into a different position, with a 3% increment in stipend.

Discipline

The Centre has a zero tolerance policy to indiscipline. All misbehaviours and workplace misconducts will be handled following due disciplinary process. Students involved will be meant to face appropriate disciplinary measures as spelt out in the University rules and regulations guiding students' conduct.

Pre-work placement Training and Semester Work placement review meeting

The pre-work placement training will be used to induct and equip recruited students with relevant information required for a successful work placement. The Centre shall also counsel students on work placement should the need arise thus providing a conducive environment for interactive sessions with students on work placement, supervisors and the Unit to discuss problems and challenges that may be related to the scheme and potential solutions. Student workers shall mandatorily attend a one-day work placement review meeting every semester. Date and time shall be communicated to students and Units/Departments.

Work during Examination Period

It will not be mandatory for students to work during examination period. However, those who will be able to work for limited number of hours would be paid per the number of hours they have put in. Generally, students are not advised to work during this period. This is to ensure that they are not unnecessarily distracted from studying for their examinations.

Quality Control

Students will be monitored and supervised by designated Supervisors in the various Units where they are posted to and Units' Supervisors will report students' performances to CSSE for quality control and assurance. Over time, an online interface will be opened on the redesigned CSSE website where Supervisors can make fortnightly or monthly report/review of students' performances to the Centre. The Unit will independently carry out monitoring/supervisory checks and biometric approach shall be used as an additional monitoring/supervisory tool i.e. biometric identity cards used on doors which will enable student workers' access to and fro work environment. In the meantime, before the biometric equipment are purchased by the University, a register shall be opened for student workers under their Heads of Units/Departments or designated Units' Supervisors who shall report same to the Centre on weekly basis. The Centre shall pass this record to the Bursary for processing stipend payment. It shall also be used to evaluate students' participation in the scheme.

Means of Identification

Identity cards showing students' name, Unit and Job titles will be provided for those recruited. Customized T-shirts or tops bearing the University Logo and carrying the identity of CSSE will also be provided as additional materials for the purpose of identification and security check.

Terms and Conditions

The following terms and conditions shall apply:

- i. The University reserves the right to withdraw any student who has defaulted from the scheme at any time.
- ii. Students who may not wish to withdraw from the scheme for personal reasons, health grounds, academic performance or any other reason reserves the right to do so, but upon a month notice of withdrawal and in writing to the Vice Chancellor through the Head of Unit/Department/Faculty where they are serving, through the Director- Centre for SIWES and Student Employment (CSSE) or forfeit one-month stipend in lieu.
- iii. Students must have a bank account in their names to enhance direct e-payment of their stipend by the Bursary. No cash payment shall be made.
- iv. Students must provide two referees, one of which must be the Head of Department of such student during the application process.
- v. Students shall on no account take away or destroy any University property. Any case of theft or destruction of University properties will be treated and sanctioned appropriately using the University's disciplinary measures.
- vi. Students must adhere to local rules and regulations specific to the Units they are posted to.
- vii. In the case of a breach of local rules/regulations where a student has been warned in the first instance, the Unit/Departmental Heads shall report to the Centre who shall in turn process the report through the SES Board for appropriate disciplinary measure.
- viii. Workplace violence is prohibited and will be punished by expulsion from the scheme and consequently from the University where the University Disciplinary Committee deems so. Therefore, grievances should be reported to the Centre, the SES Board shall investigate hitherto and take appropriate actions.
- ix. All successful and recruited students must attend a pre-work placement training that will be organized by **CSSE** before posting to Units.
- x. Truancy is not allowed in any form and defaulters shall be expelled from the scheme.
- xi. All students on work placement must attend a one day CSSE retreat/ review meetings every semester as they shall be notified and communicated.
- xii. Students shall be required to display their means of identification (Identity cards and/or customized wears as the case may be) in their various Units at all times.

Student Employment Scheme (SES) Reward

This is a reward system to encourage outstanding and exceptional students during the work placement year. Students with record of outstanding performance, character and

behaviour every work placement year shall be nominated for the SES award that year and reward may include either a plaque with certificate of outstanding performance and any other prize as the Vice Chancellor deems fit depending on the University's budget.

Intended Outcomes

Graduates of the University will be able to adjust easily to work environment via skills and work ethics developed through the student employment programme. Our graduates will be able to leave the University at a level where they can seamlessly adjust to workplace. The University will be able to develop great relationships with industries, private and public organizations and our graduates will be sought after within varied sectors on the graduate employment market place globally.

Mentoring

The Student Employment scheme will be used as an avenue to mentor students for impactful and excellent service delivery to the University Community and the nation at large.

Practical Application of the Student Employment Scheme

Work placement for students can be applied in different spheres of the University community. For instance, a law student can get a work placement in the Legal Unit, which provide legal advice and services to students and the University. Students studying psychology or Guidance and Counselling can seek placement in the University Counselling Unit, where counselling services is being offered to students and staff of the University. Computer Science students could have work placement in the ICT/Computer Unit and across different Units where their skills are required. In the Faculty of Science, Agriculture, Education, Veterinary Medicine, College of Health Science, a wide range of work placement can be available in the Laboratories, Experimental gardens, farms, research units etc.

Students studying administration and related courses could find placement across Units, Departments and Faculties especially in the Administrative Offices. Those in Management Sciences, for example, Accounting, Banking and Finance etc. would be relevant in the Bursary Unit. Those in the Arts/ Humanities are also relevant in several Centres and Units in the University.

This work placement opportunity would help develop students' employability skills and the ability to cultivate excellent work ethics. On short and long terms, the University would benefit from the standard they have developed and inculcated in the students who would have become experienced and adapted to work place conditions thus enhancing

productivity and quality towards efficiency and actualization of the mission and vision statements of the University and any organization they may find themselves in future.

SES TAKE OFF

The Scheme will take off in the second semester of 2018/2019 academic session on a slim budget available at the moment but will be expanded further in 2019/2020 academic year to recruit more student workers when the University would have captured the Scheme in the 2020 budget. ***All Departmental/Units requests for Student Workers shall be collated for input in 2020 and future budgets. The CSSE advises that Units/Department ensure that their requests for student workers reach the Centre by deadline each time calls for requests are made. This will enable the Centre collate, plan, budget, advertise, process applications and recruit immediately.***

Many thanks for your anticipated cooperation.

Dr Grace Oyiza Anibasa

Director, Centre for SIWES and Student Employment

Executive Secretary, SES Board

WORK, LEARN & EXCEL