



**CENTRAL INDUSTRIAL LIAISON
AND PLACEMENT UNIT**

SIWES Director: Prof. M. Dayomi

Telephone: 09085020402

E-mail: siwes@calebuniversity.edu.ng

**CALEB UNIVERSITY,
IMOTA, LAGOS, NIGERIA**

E-Mail: info@calebuniversity.edu.ng

Telephone: 01-2910686, 2910685, 2910684

November 27, 2023

Dear Sir/Madam,

STUDENTS' INDUSTRIAL WORK-EXPERIENCE SCHEME (SIWES)

SIWES YEAR - 2024

The bearer, MORMAH CHIBALU, is a student in
the Department of COLLEGE ARCHITECTURE

He/She has expressed willingness to have his/her Industrial Training beginning from

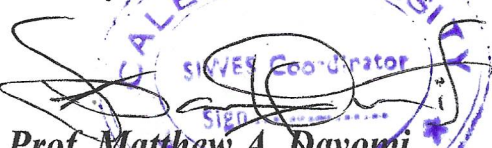
May 2, 2024 to October 31, 2024 in your company.

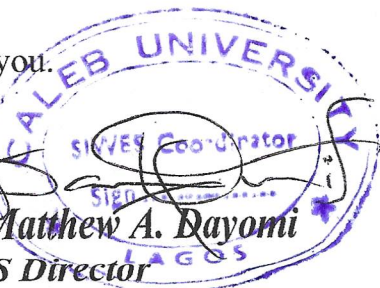
We are confident that your company can provide him/her the required exposure. It would be appreciated if you could let us know if you are prepared to take him/her for training.

We trust that we can always count on your support now and in the future in ensuring that SIWES continues to play its role in the formation of technical manpower for the economy.

Please complete the attached form and send back through the bearer.

Thank you.


Prof. Matthew A. Dayomi
SIWES Director





CENTRAL INDUSTRIAL LIAISON AND PLACEMENT UNIT
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

OFFER OF PLACEMENT OF INDUSTRIAL ATTACHMENT
SIWES YEAR - 2024

- 1. Name of Student: MORMAH CHIDALU
- 2. Course Year of Study: 300L Matric. No: 2118516
- 3. Course of Study/Discipline: ARCHITECTURE

(TO BE COMPLETED BY THE EMPLOYER)

4. Nature of Work-Experience Available:
(Please give a brief description)

5. Proposed Training Programme
(Please use additional sheets as necessary)

6. Full name of Training Officer: PMO OFFICE

Signature: [Signature] Date: 16-April-2024

Company's Name and Address:

Stretford Hill Limited
13 Prof Gabriel Oluwanya Street, Off OMB Mart
Epe Bus-stop Lekki Lagos

Telephone Number(s) 07049152550



Company's Stamp

April 16th 2024

Caleb University,
Imota, Lagos, Nigeria.
Student Industrial Work Experience Scheme (SIWES),
Co-ordinating Centre
Lagos.

Dear Sir/Madam

LETTER OF ACCEPTANCE

We, hereby formally accept Mormah Chibalu to have her Student Industrial Training with our organization.

She will be resuming on duty with our organization on Thursday, May 2nd 2024, as an Architect Intern.

Kind Regards,



Stretford Hill Limited
RC No.: Y094144
Martins Jennifer
HR Officer
info@stretfordhill.com

April 16, 2024

Mormah Chibalu

Lagos State,

Nigeria.

Dear Mormah,

LETTER OF EMPLOYMENT CIVIL ENGINEERING INTERN

On behalf of **Stretford Hill Limited**, I am excited to extend an offer to you for an internship position within our Organization. This position is located in Lekki, Lagos. The position is for an Architect Intern.

This position is scheduled to begin May 2, 2024, and will be six months paid internship opportunity ending on October 31, 2024. The schedule for this position is **Monday- Friday, 8 am- 5 pm**. This position will pay **N 50, 000 Monthly**. In this role, you will report directly to any supervisor assigned to you and **PMO Office** Please be sure to bring necessary documents with you on your first day to complete your profile.

The nature of your employment will require the delivery of the following services to the Company:

- Demonstrate superior technical design skills and be able to create design that are functional, creative and sustainable
- Meet with clients and determine their design needs and requirements
- Prepare and present design proposal to client
- Manage design projects from concept development through to completion
- Develop and present project proposals
- Adjust designs and plans to meet client's needs
- Conduct research and compiling reports on feasibility and environmental impact
- Comply with safety standards and local planning regulations
- Manage project team and collaborating with other construction professional
- Perform any other tasks assigned by the ED, Engineering Operations or MD/CEO from time to time

During your temporary employment with Stretford Hill Limited, you may have access to trade secrets and confidential or proprietary business information. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of the company.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from **Stretford Hill Limited**.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact the Human Resource Manager. Please review this letter in full, and sign and return to confirm your acceptance of the position. We look forward to having you begin your career at **Stretford Hill Limited** and wish you a successful internship. Welcome to our team!

Sincerely,

Stretford Hill Limited
RC No.: 1094144
info@stretfordhill.com
www.stretfordhill.com

Martins Jennifer

HR Officer

INTERN

I, accept the above offer and will begin the internship position
on

Signature

Date