

**APPRENTICESHIP REPORT
BADAN PUSAT STATISTIK KABUPATEN BENGKALIS**

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BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2021

**APPRENTICESHIP REPORT
COMPANY
BADAN PUSAT STATISTIK KABUPATEN BENGKALIS**

Written as One of the Conditions for Completing Job Training

NUR DARINA
5404171091

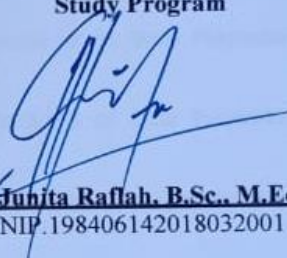
Bengkalis, July 30th, 2021

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PREFACE

Praise and gratitude the author would like to say the presence of Allah SWT who for the abundance of grace and His permission the author was able to compile this " Apprenticeship Report". Shalawat and greetings do not forget to give to the great prophet Muhammad SAW, it is thanks to him that we can experience a life full of science and technology as it is today.

Apprenticeship is one of the State Polytechnic programs, which must be followed by all State Polytechnic of Bengkalis students in applying science and the world of work and to add new knowledge and experience in supporting the knowledge gained in lectures.

With the completion of the preparation of this report, of course, the author cannot be separated from the guidance of various parties, for that the author would like to express his deepest gratitude to:

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10. Both of his beloved parents (Ahmat Daut and Nur Lela) who always provide prayer and support to the author, both morally and materially.

The author realizes that in the preparation of this report there are still many shortcomings and errors, therefore the author expects constructive criticism and suggestions for the better, so that it can be useful for readers.

Bengkalis, July 30th, 2021



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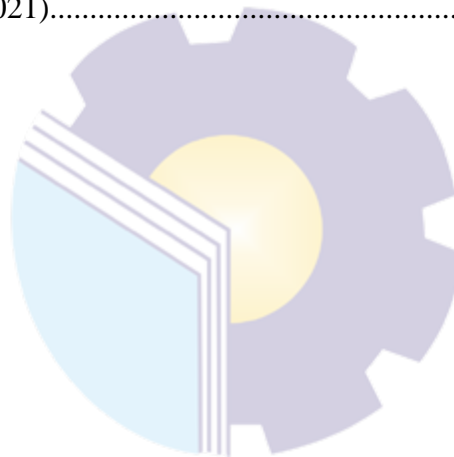
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CHAPTER I

INTRODUCTION

1.1 Background of The Apprenticeship

The world of education in the current era of free competition is expected to play a role in supporting all aspects needed to contribute thoughts and real works in building the nation and state. The working world demands to get superior and competitive human resources in the competitive working world. So it is very necessary for workers who have high professional skills to face developments and global competition both for the present and the future.

Higher education is the highest formal education that will produce Human Resources (HR) who have a high intellectual level to compete in the demands of the working world. Both ability and quality guidance. So that university are required to prepare good quality human resources to face increasingly fierce competition, one way is to provide opportunities for apprenticeship.

Apprenticeship is a place to express students' ideas in carrying out real activities, so that this condition makes the process of understanding while in college better. In addition, students get what they haven't gotten while in college (new experiences) and as a process of developing ideas that are always evolving. Based on the apprenticeship experience inputting data, processing data, checking population data at the *Badan Pusat Statistik Kabupaten Bengkalis* can add new experiences to enter the work environment in the future. Every student of the State Polytechnic of Bengkalis is required to carry out on the apprenticeship with the aim of being able to apply or implement the knowledge that has been learned into the working world.

Besides that, the implementation of apprenticeship as one of the requirements for graduation, is also to get a ready-to-use, skilled and agile workforce. In addition, students are also able to create a work of high value. One way to achieve this is by holding apprenticeship courses, where students can go directly to the field of work to better understand the field they are involved in.

After carrying out specific apprenticeship, the International Business Administration Study Program hopes that with the apprenticeship students can get to know firsthand how the real world of business / work is, and can add insight to each student to be more skilled, responsive, and able to compete and be effective for good. in the future. As a consequence after completing the apprenticeship. each student is required to make a Job Report while carrying out the apprenticeship so that students can account for the results obtained from the apprenticeship activities and can continue their studies in the next semester.

Based on Law no. 20 of 2003 concerning the National Education System explains that apprenticeship is one of the contents of the curriculum of an educational institution. In this case the educational institution in question is a vocational education institution. The apprenticeship aims to provide practical insights based on the theories learned in vocational education institutions.

For the author himself, the background for doing on the apprenticeship which will be carried out from March 01st, 2021 - June 30th, 2021, among others, is that the author can apply knowledge in the working world directly and gain experience and also as one of the requirements to be able to complete education in the D4- International Business Administration study program.

1.2 Purposes of The Apprenticeship

The purpose of the apprenticeship conducted at *Badan Pusat Statistik Kabupaten Bengkalis* is as follows:

1. To find out the type of work at *Badan Pusat Statistik Kabupaten Bengkalis*.
2. To find out the time and place work position at the *Badan Pusat Statistik Kabupaten Bengkalis*.
3. To find out the systems and work procedures applied at the *Badan Pusat Statistik Kabupaten Bengkalis*.
4. To find out the obstacles and solution of the Job Training at *Badan Pusat Statistik Kabupaten Bengkalis*.

1.3 Significances of The Apprenticeship

On the apprenticeship is one of the activities for every State Polytechnic of Bengkalis student in completing their assignments. To achieve the expected results, it is necessary to find out the benefits of holding the on the apprenticeship. The benefits of on the apprenticeship are as follows:

1.3.1 Significances for the Study

Apprenticeship is place for student to gain insight into the real working world. Benefits of the apprenticeship for students are as follows:

1. Students have the opportunity to apply theoretical/concepts knowledge in the real working world.
2. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
3. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

1.3.2 Significances for State Polytechnic of Bengkalis

The benefits of the apprenticeship for State Polytechnic of Bengkalis are as follows:

1. Apprenticeship can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and the *Badan Pusat Statistik Kabupaten Bengkalis*.
2. Apprenticeship can improve the competence of State Polytechnic of Bengkalis graduates.

1.3.3 Significances for the Company

Apprenticeship is one of the activities for every student to complete their assignments. The benefits of the Apprenticeship for the Company are:

1. Establishment of cooperation between the world of education and certain companies or agencies.
2. There are constructive criticisms from companies or agencies for students participating in work practices.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

In February 1920 for the first time established by the Director of Agriculture, Crafts and Trade based in Bogor. Then in March 1923 a commission called the Commission for Statistics was formed whose members were representatives of each department. Then in September 1942 the name was changed to the *Badan Pusat Statistik* (BPS) and moved to Jakarta. At the same time, the work and mechanism for Trade Statistics has also shifted, which is now known as the Bea Cukai Office.

After the Proclamation of Indonesian Independence on August 17th, 1945, statistical activities were handled by a new institution, namely the Office of General Investigation of the Republic of Indonesia (OGIRI). The subsequent development of OGIRI was merged into the Central Statistics Office (CSO) and was under and responsible to the Minister of Prosperity. With the Decree of the President of the Republic of Indonesia number 172 of 1957, starting from June 1st, 1957, the CSO was changed to the *Badan Pusat Statistik*, and statistical matters which were originally the responsibility and authority of the Minister of the Economy were transferred to the authority and are under the Prime Minister. Based on this presidential decree, the name of the *Badan Pusat Statistik* is also formally used.

In 1968, government regulation No. 16 of 1968 was enacted, which regulates the organization and work procedures at the central and regional levels. In 1980, government regulation no. 6 of 1980 concerning organization in lieu of government regulation No. 16 of 1968. Based on government regulation No. 6 of 1980 in each province there is a *Badan Pusat Statistik* representative with the name of a provincial statistical office and in a district or municipality there is a representative branch of *Badan Pusat Statistik* with the name of a district or municipal statistics office . On 19 May 1997 stipulates statistics in lieu of Laws

No. 6 and 7 concerning censuses and statistics. On July 17th, 1998, with the Decree of the Republic of Indonesia No. 89 of 1998, *Badan Pusat Statistik* was established as well as to regulate the work procedures and organizational structure of the new *Badan Pusat Statistik*.



Figure 2.1 Badan Pusat Statistik Kabupaten Bengkulu

Source: Processed Data 2021

2.2 Vision and Mission

The Vision and Mission of the *Badan Pusat Statistik Kabupaten Bengkulu* are as follows:

2.2.1 Vision *Badan Statistik Kabupaten Bengkulu*

To become integrated and have national and international standards by providing quality statistical data, the vision of the *Badan Pusat Statistik Kabupaten Bengkulu* is trusted statistical data pioneer for all.

2.2.2 Mission *Badan Statistik Kabupaten Bengkulu*

The missions of the *Badan Pusat Statistik Kabupaten Bengkulu* are as follows:

1. Providing quality statistical data through statistical activities that are integrated with national and international standards.
2. Strengthening a sustainable National Statistical System through coaching and coordination in the field of statistics.
3. Building a professional, integrated and trustworthy statistician for the advancement of statistics.

2.3 Kind of Business

The *Badan Pusat Statistik Kabupaten Bengkalis* is a non-profit organization that provides data needs for the government and the community. This data is obtained from censuses or surveys conducted by themselves and also from other government departments or agencies as secondary data. The types of business carried out by the *Badan Pusat Statistik Kabupaten Bengkalis* are mostly in the field of population census, among others, as follows:

1. National socio-economic survey
National Socio-Economic Survey is a survey designed to collect relatively very broad social population data. General data collection and carried out annually where the scope of the data is general information on household members (art).
2. Survey of the results of the Bengkalis Regency Population Census
The population census is the entire process of recording the total demographic data in a country for the entire population in a certain period of time. According to Law Number 16 of 1997 concerning Statistics, a census is a method of collecting data by enumerating all population units throughout the territory of the Republic of Indonesia. In its implementation the population census uses two stages, namely complete enumeration and sample enumeration. More complete information is collected in the enumeration of the sample. Among them, the results of the Bengkalis Regency population census in 2020 recorded a population of 270.20 million people.
3. Financial Statistics Survey

Government financial statistics is a system for collecting financial statistical data on government activities related to State financial transactions, in a format suitable for economic analysis and internationally acceptable.

4. Staple Consumption Survey

Food security can be defined as a condition in which food needs are met for the entire population of Indonesia. This is reflected in the availability of sufficient food, both in quantity and quality and affordable by people's purchasing power. Food commodities are often referred to as staples which are the basic needs of the Indonesian people. The availability of basic commodities has a very strategic role in strengthening food security, economic security and national political stability, so that the problem of the availability of staples receives very serious attention from the government. The staple food consumption survey obtains estimated usage or consumption figures such as rice, corn, soybeans, meat, chilies, wheat flour, cooking oil, sugar, and salt. This figure is obtained from the number of basic materials used by the business or company. *Survei Sosial Ekonomi Nasional (SUSENAS)* is one of the sources of information on the consumption of staple foods accurately, only able to capture the consumption of basic goods processed in the household, while the consumption of staple foods is in the form of processed food (processed at home).

5. Inter-census population survey

An inter-census population survey is a survey whose main purpose is to estimate the population and demographic indicators between two population censuses. The inter-census population survey aims to, among others, the following:

- a. Estimating the number, distribution, and composition of the population.

- b. Provide data for calculating fertility parameters, including total birth rate, crude birth rate, mother and child ratio, birth rate by age group, and others.
 - c. Provide data for calculating mortality parameters, including crude mortality rate, infant mortality rate, under-five mortality rate, and maternal mortality rate.
 - d. Updating the population projections that have been prepared previously.
 - e. Provide data that can be used for planning and evaluating various government programs.
6. Provide data needs for government and society.
- This data is obtained from population census data or surveys conducted by employees of the *Badan Pusat Statistik Kabupaten Bengkalis* and also from other government departments or institutions as secondary data.

2.4 Organizational structure

The organizational structure of the *Badan Pusat Statistik Kabupaten Bengkalis* is as follows:

ORGANIZATIONAL STRUCTURE BADAN PUSAT STATISTIK KABUPATEN BENGKALIS

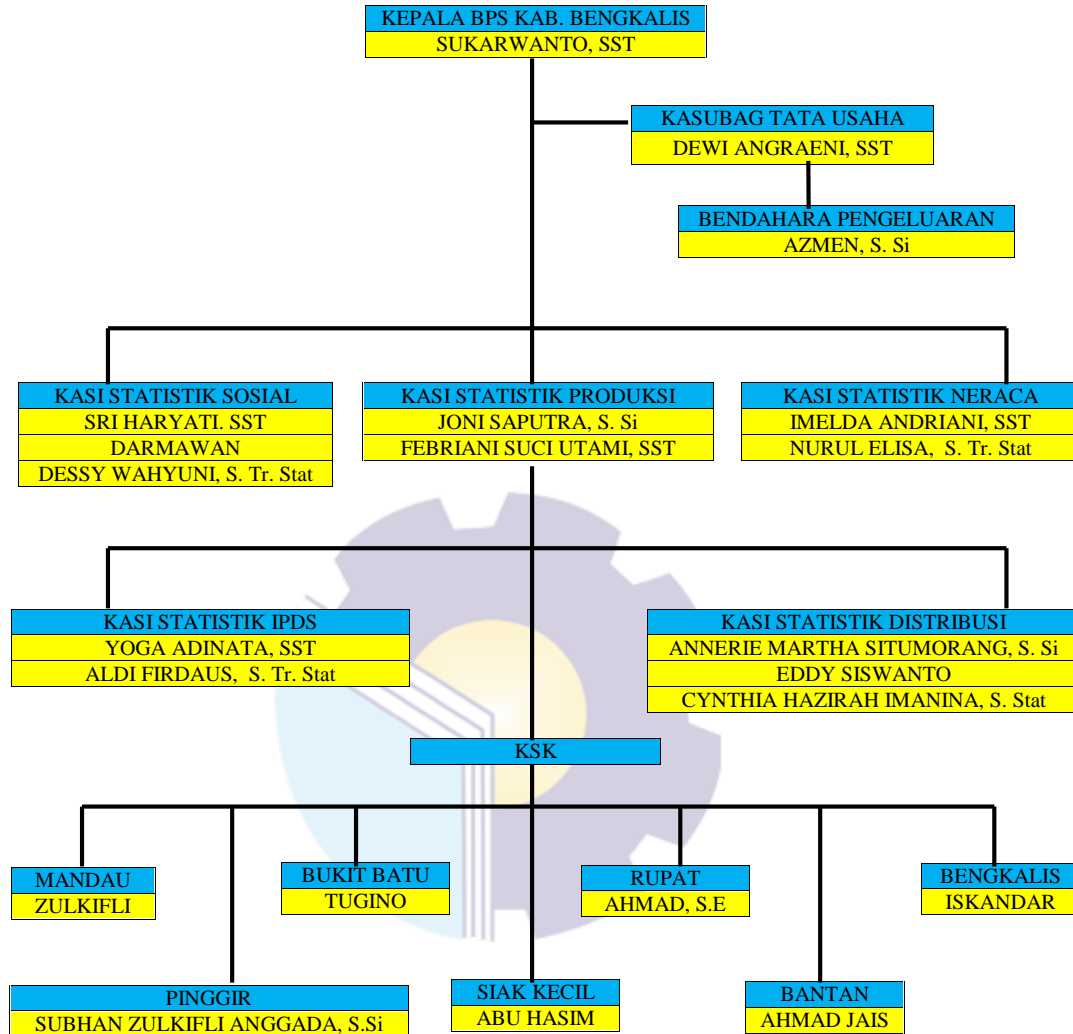


Figure 2.2 Organizational Structure Badan Pusat Statistik Kabupaten Bengkalis

Source: Processed Data 2021

Based on the picture above, the *Badan Pusat Statistik Kabupaten Bengkalis* which explains the organizational structure of the *Badan Pusat Statistik Kabupaten Bengkalis* consists of:

1. Head *Badan Pusat Statistik Kabupaten Bengkalis*, assigned to lead BPS in accordance with the provisions of the applicable laws and regulations, prepare national policies and general policies in accordance with BPS duties, establish technical policies for the implementation of BPS duties

which are their responsibilities and foster and implement cooperation with other agencies and organizations.

2. The Head of Subdivision for Administration, has the task of coordinating planning, coaching, controlling administration and resources within *Badan Pusat Statistik*.
3. Expenditure Treasurer, tasked with managing all existing finances and detailing all incoming and outgoing funds within *Badan Pusat Statistik*.
4. Head of Social Statistics Division, tasked with implementing the formulation and implementation of policies in the field of social statistics. The Head of Social Statistics is in charge of population and employment, people's welfare and social security.
5. Head of Production Statistics, in charge of implementing the formulation and implementation of policies in the field of production statistics. The Head of Production Statistics is in charge of the fields of food crops, horticulture and plantations, livestock, fisheries and forestry as well as the industrial sector.
6. Head of Distribution Statistics, in charge of formulating and implementing policies in the field of distribution statistics. The Head of Distribution Statistics is in charge of market prices, economy and tourism.
7. Head of Balance Sheet Statistics, tasked with implementing the formulation and implementation of policies in the field of balance sheet. The Head of Balance Sheet Statistics is in charge of production, expenditure, statistical analysis and development.
8. Head of Statistics *Integrasi dan Pengolahan Data Statistik* (IPDS) is tasked with processing data such as population census data and socio-economic census.
9. *Koordinator Statistik Kecamatan* (KSK) is tasked with conducting direct surveys to the field for both the census of the plantation sector and the community's economy.

2.5 The Working Process

A business process is a series of work procedures that are related to each other so that it shows a gradual sequence that must be followed in completing a task area. The following is a chart of the work process of the *Badan Pusat Statistik Kabupaten Bengkalis*.



Figure 2.3 The process of the census and survey activity cycle of the BPS
Source: Processed Data 2021

The *Badan Pusat Statistik Kabupaten Bengkalis* in conducting a survey or first census activity they compile what survey activities they want to do and then they create a link so that it can be filled through the link that has been created and distributed so that from filling the link you can know how much there is an increase or decrease in the SUSENAS as well as the next survey.

2.6 Document Used for Activity

The documents used in daily activities at the *Badan Pusat Statistik Kabupaten Bengkalis* are as follows:

1. Map.

Map is one of the office equipment that serves to store sheets of paper to be more organized and protected. This is done so that documents consisting of sheets of paper are not scattered.

2. Payment Receipt.

The payment receipt is a billing code that will be submitted by the officer and after that the central statistics agency officer can make payments at the bank.

3. Archive Book.

Archive books are used to record data such as incoming and outgoing letters, certificates, and employee data to be archived. Archive book containing the date of recording, archive number, and information

4. Disposition sheet.

The disposition of the letter begins with an incoming letter addressed to the supervisor or leader, usually containing tasks or activities that must be followed up immediately. This disposition sheet is filled in according to the incoming letter so that the superior can provide instructions or information to his subordinates to carry it out. The disposition sheet contains the code, date/number, origin, summary contents and the date the letter was received.

5. Incoming and Outgoing Agenda Book.

The agenda book for incoming and outgoing letters is a book that is used to record letters which will later be filled in on the disposition sheet and archived. The examination at the *Badan Pusat Statistik Kabupaten Bengkalis* uses a single agenda book, which is used to record incoming and outgoing letters simultaneously with a (mixed) serial number on each page.

6. Goods Receipt Book.

Goods receipt book which is used to record information on taking goods.

7. Guestbook.

Every visitor dating to the central statistics agency's office must fill out a guest book. The guest book is a tool to find out how many people visited.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

As long as the authors carry out on the apprenticeship activities at the *Badan Pusat Statistik Kabupaten Bengkalis* for 4 months, starting from March 01st, 2021 to June 30th, 2021, generally the author helps the Head of Section for Administration and also helps Head of Statistical Dissemination Processing Integration, Head of Production, Head of Distribution in completing the work, as follows :

1. Count and check population census data.
2. Quarterly 2021 micro and small industry survey data entry.
3. Fill in and check the national socio-economic survey data.
4. Data entry of rice tiles and palawija tiles.
5. Make a meeting invitation letter.
6. Fill in employee invoices.
7. Check payment letter.
8. Calculate the list of temporary workers for the head of the *Satuan Lingkungan Setempat* (SLS) in the context of carrying out the population census field.
9. Entry tax deposit data.
10. Paste the code on all office equipment to be scanned.

3.2 Place of Apprenticeship

3.2.1 Time of the Apprenticeship

This on the apprenticeship will be carried out starting from March 01st, 2021 until June 30th, 2021. The following is the schedule of the apprenticeship hours at the *Badan Pusat Statistik Kabupaten Bengkalis*:

Table 3.1 Apprenticeship Schedule

No	Day	Working hours	Place
1	Monday to Thursday	08.00-12.00 (Morning) 13.00-16.00 (Afternoon)	Badan Pusat Statistik Kabupaten Bengkalis
2	Friday	08.00-12.00 (Morning) 13.00-16.30 (Afternoon)	Badan Pusat Statistik Kabupaten Bengkalis
3	Saturday to Sunday	Holiday	Holiday

Source: Processed Data 2021

3.2.2 Place of Apprenticeship

This on the Apprenticeship was carried out at the *Badan Pusat Statistik Kabupaten Bengkalis*, Jl. Antara no, 439 Bengkalis-Riau.

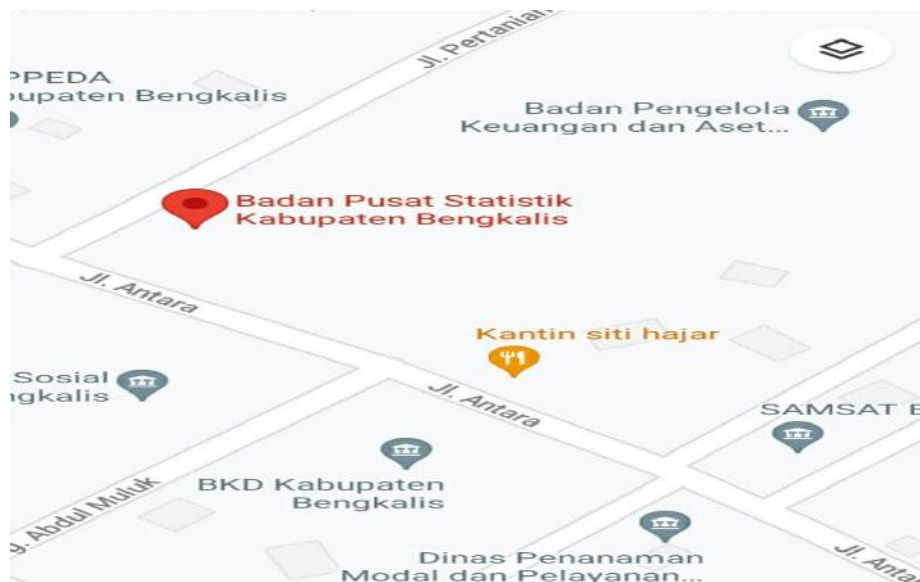


Figure 3.1 Address of Badan Pusat Statistik Kabupaten Bengkalis

Source: Google Maps

3.3 System and Procedures

3.3.1 The Working System

To make work easier, the examination at the *Badan Pusat Statistik Kabupaten Bengkalis* uses an internet-based system to facilitate online work, such as entering data, inputting data, using applications and using manual systems. At the *Badan Pusat Statistik Kabupaten Bengkalis* uses the internet to input data, input data, and check data. While the applications that are often used in work are data entry applications such as Microsoft Excel and Word, while the manual system is used to record the disposition of letters, schedule incoming and outgoing letters.

3.3.2 Working Procedures

There are several work procedures that are performed as tasks and are described as follows:

1. Count and check population census data

Checking the district census data to prevent errors in processing the data, the file needs to be rechecked. The purpose of checking is to ensure whether the data is correct. The check is to find out which *Rukun Tetangga* (RT) is increasing in population and decreasing population. If there is an error in processing or inputting the data, it must be refilled by the officer. Apprenticeship participants are only given the task of checking the population census data to avoid data errors.



Figure 3.2 Count and Check population census data
Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

2. Quarterly 2021 micro and small industry survey data entry.



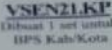
The data entry for the Quarterly *Industri Mikro dan Kecil* (IMK) business list must match the sub-district code, the census block number you want to fill in, then enter the name of the business created, for example the

clothing industry, address, name of the entrepreneur, the main activity such as sewing clothes, then enter the enumerator's name, address of the enumerator, no. counter hp. The data entry is to find out what businesses are carried out by sub-district entrepreneurs so an industrial survey must be carried out.



Figure 3.3 Quarterly IMK business list data entry
Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

3. Fill in and check the national socio-economic survey data.
This socio-economic socio-economic survey is to find out how much the expenditure is in one week seen from the number of people in the family, how much the expenses cost, to find out the consumption and expenditure of foodstuffs, beverages. After that, fill in the information on the enumeration and supervisor and fill in the SUSENAS (*Survei Sosial Ekonomi Nasional*) data that you want to fill after that checks are made so that there are no errors. This SUSENAS data is filled in to find out whether the results are the same as the previous results.

REPUBLIC INDONESIA
SURVEI SOSIAL EKONOMI NASIONAL 2021
KETERANGAN KONSUMSI/PENGELUARAN MAKANAN & BUKAN MAKANAN,
DAN PENDAPATAN/PENERIMAAN RUMAH TANGGA

SELAMAT PAGI/SANGGUP/SORE/MALAM. KAMI/SAYA DARI BPS BEDANG MENGUMPULKAN DATA/INFORMASI KEADIAN SOSIAL EKONOMI RUMAH TANGGA SEPERTI PENGELUARAN DAN PENDAPATAN RUMAH TANGGA. UNTUK ITU, KAMI/SAYA AKAN MEWAWANGKANI BAPAK/SBU BESERTA ANGGOTA RUMAH TANGGA LAINNYA. SELURUH DATA YANG BAPAK/SBU BERIKAN KEPADA KAMI AKAN DIRAHASAKAN DAN HANYA AKAN DIGUNAKAN UNTUK KEPERLUAN PERENCANAAN PEMBANGUNAN. BOLEH SAYA MULAI WAWANCARA SEKARANG?

Ya bersedia => Mulai wawancara
 Bersedia dengan perjanjian di lain waktu => Blok VII. Catatan
 Tidak bersedia => Lengkapi isian Blok I, Blok II, dan Blok Catatan. Lampirkan Berita Acara Nonrespon. Selesai dan segera laporkan ke pengawas.

RAHASIA **MARET**

I. KETERANGAN TEMPAT		
101	Provinsi	KIAU 10
102	Kabupaten/Kota*)	BENGKALIS 08
103	Kecamatan	RUPAT 030
104	Desa/Kelurahan*)	TERVUL 003
105	Klasifikasi Desa/Kelurahan	1. Perkotaan 2. Perdesaan 3
106	Nomor Blok Sensus	0013
107	Nomor Kode Sampel	10342
108	Nomor Urut Bangunan Fisik di Sketsa Peta WB	050
109	Nomor Urut Sampel Rumah Tangga	05
10	Nama Kepala Rumah Tangga	LINDA
11	Alamat (Nama Jalan/Gang, RT/RW/Dusun)	21 NELAZAH RT 10 RW 03

cat yang tidak perlu

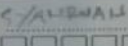
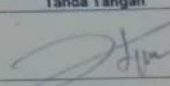
BLOK II. KETERANGAN PENCACAHAN				
Uraian	Nama dan Kode	Jabatan	Waktu	Tanda Tangan
1 Pencacah	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staf BPS Provinsi.....1	Tgl 21	
		Staf BPS Kab/Kota.....2	Bln 03	
		KSK.....3		
		Mitra.....4		

Figure 3.4 Fill out and check the national socio-economic survey data

Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

4. Data entry of rice tiles and palawija tiles.

Data entry of rice tiles and palawija tiles must be in accordance with the sub-district code so that there is no error in the data that you want to enter.

If an error occurs, the data cannot be saved.

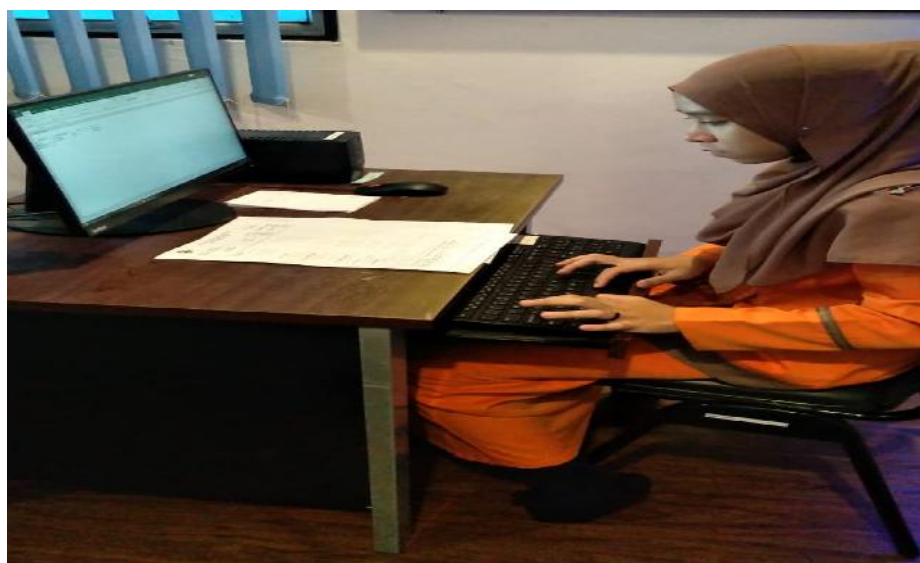


Figure 3.5 Data entry of rice tiles and palawija tiles

Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

5. Make a meeting invitation letter

If in the office you want to hold a meeting, you must make an invitation letter, so you know what date the meeting was held and what activities. The purpose of making this meeting invitation letter is to invite other people or other parties, so that they can attend the meeting that you want to be held in accordance with the time and place that has been determined.



Figure 3.6 Make a meeting invitation letter

Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

6. Fill in employee invoices

Fill in the employee invoice according to the *Bea Masuk* (BM) of each employee according to the number of liters of oil purchased, after that fill in the type of oil, and the total price. The total price is multiplied by how many liters of oil have been purchased. The purpose of filling out this employee invoice is to find out all the totals issued by each employee.



Figure 3.7 Fill in employee invoices

Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

7. Check payment letter

Checking payment letter to prevent mistakes from happening, it is necessary to re-check. After the data is correct, it must be signed by the power of attorney of the budget user and stamped by the official of the statistical center.

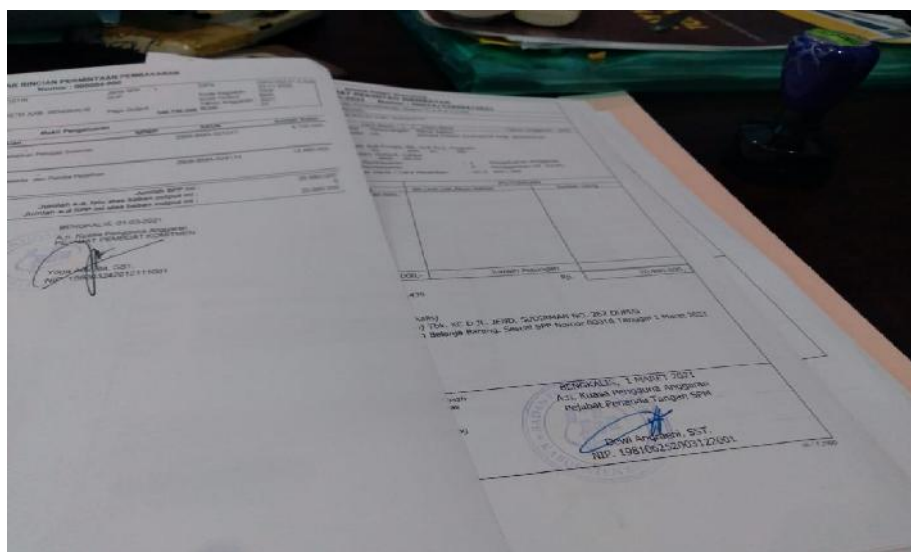


Figure 3.8 Checking this payment order

Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

8. Calculate the list of temporary workers for the head of the *Satuan Lingkungan Setempat (SLS)* in the context of carrying out the population census field.

Checking the data on the honorary list for the head of the SLS, which RT has an expansion, the population will increase, so the RT must be calculated how much it will add.

The image shows two documents. The top document is a handwritten list of numbers, possibly representing a list of workers or RTs. The bottom document is a printed table with multiple columns and rows, containing numerical data and some text. The table appears to be a ledger or a list of items with associated values.

Figure 3.9 Calculating the list of honorariums for the head of the SLS in the context of carrying out the population census field

Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

9. Entry tax deposit data
Entering the deposit of tax collection taxes must be in accordance with the SP2D Satker list according to the date of the month and year.

The image shows a computer monitor displaying a software interface. The screen shows a grid of data, likely a table or spreadsheet, with various columns and rows. The interface includes a title bar at the top and a taskbar at the bottom. The data on the screen appears to be related to tax collection or administrative records.

Figure 3.10 Entry deposit tax collection tax

Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

10. Paste the code on all office equipment to be scanned.

Paste the code on all office *Badan Pusat Statistik Kabupaten Bengkalis* equipment such as books, chairs, tables, computers, air conditioners, laptops and so on. this is carried out as reporting on the *Barang Milik Negara* (BMN) at the *Badan Pusat Statistik* for the 2021 fiscal year. So for synchronizing BMN census data, that is by using the siman application so that the pasted code can be scanned.



Figure 3.11 Paste the code on all office equipment to be scanned.

Source: Badan Pusat Statistik Kabupaten Bengkalis 2021

3.4 Kind and Description of the Activity

To find out more clearly the description of the activities carried out during on the apprenticeship at the *Badan Pusat Statistik Kabupaten Bengkalis*, in general, it can be seen in the following table:

The first week they include a lot of work so they need the help of interns such as filing incoming letters, outgoing letters, entering tax deposits, filling out survey producers, and duplicating documents.

Table 3.2 Agenda of Activities of the First Week (March 01st until 05th, 2021)

No	Date/time	Activities	Place
1	Monday, March 01 st 2021	1. Archiving incoming and outgoing mail 2. Photocopy of statement	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, March 02 nd 2021	Calculating the list of temporary workers for the head of the SLS in the context of carrying out the September 2020 population census field	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, March 03 rd 2021	Fill in the SP2020 publicity item receipt	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, March 04 th 2021	1. Filling in Producer Price Survey 2. Fill in the list of hotel room occupancy rates in 2021 3. Make daily reports	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, March 05 th 2021	1. Entry tax deposit data 2. Print tax collection	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

Then in the second week doing different activities again such as Photocopying tax statements, Creating a table of organic and partner temporary workers activities in Microsoft Excel, Making a table of land use reports and entering data according to sub-districts, Scanning atk receipts.

Table 3.3 Agenda of Activities of the Second Week (March 08th until 12th, 2021)

No	Date/time	Activities	Place
1	Monday, March 08 th , 2021	Duplicate tax statement	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, March 09 th 2021	Create a table of organic and partner honors activities in Microsoft Excel	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, March 10 th , 2021	Scan receipt atk	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, March 11 st , 2021	Ascension Day of the Prophet Muhammad	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, March 12 nd , 2021	Make a table of land use reports and enter data according to sub-districts	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

After that, in the third week they included a lot of work, such as entering the 2021 quarterly micro and small industry survey data, enumeration of businesses/companies, entering the survey data for rice tiles and secondary crops

according to the sub-district so that they needed the help of interns to be completed quickly. The agenda for apprenticeship activities in the third week can be seen from the table as follows:

Table 3.4 Agenda of Activities of the Third Week (March 15th until 19th, 2021)

No	Date/time	Activities	Place
1	Monday, March 15 th , 2021	Fill in employee data, employee meal allowance in Microsoft Excel according to the year	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, March 16 th , 2021	Entering quarterly 2021 micro and small industry survey data, business/company enumeration	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, March 17 th , 2021	Entering survey data for rice and secondary crops according to the sub-district	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, March 18 th , 2021	Re-checking the survey data for rice and secondary crops	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, March 19 th , 2021	Entering quarterly IMK data for 2021	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

In the fourth week of the apprenticeship, activities such as entering the SP2D Satker list, Compiling books according to year, Print submission of electronic *Surat Pemberitahuan Tahunan* (SPT) for employees of the Directorate General of Taxes, Record the day, date, month, and year *Alat Tulis Kantor* (ATK) Receipt. The agenda for apprenticeship activities in the fourth week can be seen from the table as follows:

Table 3.5 Agenda of Activities of the Fourth Week (March 22nd until 26th, 2021)

No	Date/time	Activities	Place
1	Monday, March 22 nd , 2021	On sick leave	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, March 23 rd , 2021	Print submission of electronic SPT for employees of the Directorate General of Taxes	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, March 24 th , 2021	1. Entering the SP2D listSatker 2. Print the SP2D Satker list data that has been entered	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, March 25 th , 2021	Arrange books by year	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, March 26 th , 2021	1. Record the day, date, month, and year ATK Receipt 2. Compile the ATK Receipt file	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

Then enter the fifth week of the apprenticeship, namely carrying out work

activities such as filling out the 2021 national socio-economic survey data, calculating the age of the Susenas data. The agenda for apprenticeship activities in the fifth week can be seen from the table as follows:

Table 3.6 Agenda of Activities of the Fifth Week (March 29th until April 02nd, 2021)

No	Date/time	Activities	Place
1	Monday, March 29 th , 2021	Write down the name of the book that is no longer used along with the year	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, March 30 th , 2021	1. Fill out 2021 national socio-economic survey data 2. Calculating the age of the Susenas data	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, March 31 st , 2021	Continuing to fill in 2021 national socio-economic survey data	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, April 01 st 2021	1. Make a list of district names in 2021 in Microsoft Excel 2. Looking for the level of the economy	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, April 02 nd 2021	Good Friday	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

In the sixth week of the apprenticeship, there is not too much work, namely duplicating documents, checking documents, scanning documents, Scan *Capaian Kinerja Pegawai Tahunan* (CKP-T) employees. The agenda for apprenticeship activities in the sixth week can be seen from the table as follows:

Table 3.7 Agenda of Activities of the Sixth Week (April 05th until 09th, 2021)

No	Date/time	Activities	Place
1	Monday, April 05 th 2021	Print the meeting attendance list, ask for the signature of the employee who attended the meeting	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, April 06 th 2021	Scan CKP-T employees	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, April 07 th 2021	Check on the document inspection report, check the completeness of the document contents	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, April 08 th , 2021	Entering data for the quarterly IMK business list for 2021	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, April 09 th 2021	Create a table of sweet potatoes and corn in microsoft excel by district	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

Then in the seventh week the apprenticeship does work such as printing, scanning, making meeting invitation letters, Print the minutes of the oath of civil servants *Pegawai Negeri Sipil* (PNS), ask for the signature of the employee

concerned and so on. The agenda for apprenticeship activities in the seventh week can be seen from the table as follows:

Table 3.8 Agenda of Activities of the Seventh Week (April 12nd until 16th, 2021)

No	Date/time	Activities	Place
1	Monday, April 12 nd 2021	Scan the map of bengkalis district	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, April 13 rd , 2021	Print the minutes of the oath of civil servants (PNS), ask for the signature of the employee concerned	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, April 14 th , 2021	Make a statement, print a statement	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, April 15 th , 2021	Make a meeting invitation letter	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, April 16 th , 2021	Complete the enumeration of the rural survey	Badan Pusat Statistik Kabupaten bengkalis

Source: Processed Data 2021

After that in the eighth week of the apprenticeship at the *Badan Pusat Statistik Kabupaten bengkalis* office they included many jobs such as Monitoring the filling of *Laporan Harta Kekayaan Aparatur Sipil Negara (LHKASN)/ Laporan Harta Kekayaan Penyelenggara Negara (LHKPN)* employees of the *Badan Pusat Statistik Kabupaten Bengkulu*, Making *Indikator Kerja Individu (IKI)* employees of the Bengkulu Regency statistical center, uploading files and so on so they needed help interns in order to quickly complete the work and also in uploading documents should not be separated from the specified time. The agenda for the apprenticeship activities in the eighth week can be seen from the table as follows:

Table 3.9 Agenda of Activities of the Eighth Week (April 19th until 23th, 2021)

No	Date/time	Activities	Place
1	Monday, April 19 th , 2021	Monitoring the filling of LHKASN/LHKPN employees of the Bengkulu Regency BPS	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, April 20 th 2021	Make a meeting attendance list	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, April 21 st , 2021	Making IKI employees of the badan pusat statistik kabupaten bengkalis	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, April 22 nd , 2021	1. Filling pillars and uploading files in pillar1 and 2 2. Convert word files to pdf files	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, April 23 rd 2021	1. Continuing to fill in pillars and upload files in pillars 3 and 4 2. Convert word files to pdf files	Badan Pusat Statistik Kabupaten bengkalis

Source: Processed Data 2021

The ninth week includes a lot of recording work because uploading files has not been completed so it must be completed immediately due to increasing the office's accreditation and also doing work such as Changed the Trade Survey Officer Briefing and the 2021 Trade Distribution Pattern, Create a business travel letter *Surat Perjalanan Dinas* (SPD) and so on. The agenda for the apprenticeship activities in the ninth week can be seen from the table as follows:

Table 3.10 Agenda of Activities of the Ninth Week (April 26th until 30th, 2021)

No	Date/time	Activities	Place
1	Monday, April 26 th 2021	1. Continuing filling in pillars and uploading files in pillar 5 and 6 2. Convert word files to pdf files	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, April 27 th 2021	Create and print meeting attendance list	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, April 28 th 2021	Changed the Trade Survey Officer Briefing and the 2021 Trade Distribution Pattern	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, April 29 th , 2021	Create a business travel letter (SPD)	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, April 30 rd 2021	Create a Receipt/Proof of payment	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

Then in the tenth week, there is not much work in the office, only by making a statement letter, then printing the statement letter, and after that Idul Fitri leave. The agenda for internship activities in the tenth week can be seen from the table as follows:

Table 3.11 Agenda of Activities of theTenth Week (May 03rd until 07th, 2021)

No	Date/time	Activities	Place
1	Monday, May 03 rd 2021	1. Make a statement 2. Print statement	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, May 04 th , 2021	Eid al-Fitr	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, May 05 th , 2021		Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, May 06 th 2021		Badan Pusat Statistik Kabupaten bengkalis
5	Friday, May 07 th , 2021		Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

After that in the eleventh week there was no work because of the Eid al-Fitr, it can be seen from the table below:

Table 3.12 Agenda of Activities of the Eleventh Week (May 10th until 14th, 2021)

No	Date/time	Activities	Place
1	Monday, May 10 th 2021	Eid al-Fitr	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, May 11 th , 2021		Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, May 12 th , 2021		Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, May 13 th 2021		Badan Pusat Statistik Kabupaten bengkalis
5	Friday, May 14 th , 2021		Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

Furthermore, in the twelfth week, they still have not carried out work activities because they are still on the Eid al-Fitr holiday, which can be seen from the table below:

Table 3.13 Agenda of Activities of the Twelfth Week (May 07th until 21th 2021)

No	Date/time	Activities	Place
1	Monday, May 17 th 2021	Eid al-Fitr	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, May 18 th , 2021		Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, May 19 th , 2021		Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, May 20 th 2021		Badan Pusat Statistik Kabupaten bengkalis
5	Friday, May 21 th , 2021		Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

Then enter the thirteenth week including doing a lot of work is Make *Kenaikan Gaji Berkala (KGB)* employees in Microsoft Excel , Type the date month and year KGB, Convert pdf files to word and search for employee meeting photos, Looking for *Surat Keputusan (SK)*, *Kartu Tanda Penduduk (KTP)*, *Kartu Keluarga (KK)* employee files at simpeg, scan of employee *Surat Keterangan Penghentian Pembayaran (SKPP)*. The agenda for the apprenticeship activities in the thirteenth week can be seen from the table as follows:

Table 3.14 Agenda of Activities of the Thirteenth Week (May 24th until 28th 2021)

No	Date/time	Activities	Place
1	Monday, May 24 th , 2021	1. Make KGB employees in Microsoft Excel 2. Type the date month and year KGB	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, May 25 th , 2021	Looking for SK, KTP, KK employee files at simpeg	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, May 26 th , 2021	Vesak Day	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, May 27 th 2021	Convert pdf files to word and search for employee meeting photos	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, May 28 th , 2021	1. Scan of employee SKPP 2. Editing tax deposit letter	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

After that, he entered the fourteenth week of doing different jobs from the previous week, namely preparing employee pension materials, making SKKP for the transfer of civil servants and so on.

Table 3.15 Agenda of Activities of the Fourteenth Week (May 31st until June 04th, 2021)

No	Date/time	Activities	Place
1	Monday, May 31 st , 2021	Make a statement of performance agreement for the administrative subdivision	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, June 01 st 2021	Pancasila day	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, June 02 nd 2021	Make SKKP for the transfer of civil servants	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, June 03 rd 2021	1. Prepare employee retirement materials 2. Create files needed for employee retirement 3. Fill out the employee retirement form	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, June 04 th 2021	1. Complete employee data 2. Calculating employee age	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

In the fifteenth week doing different jobs again and they include many jobs such as filling in e-monev data, namely entering component data and details of output and other work can be seen in the following table.

Table 3.16 Agenda of Activities of the Fifteenth Week (June 07th until 11st, 2021)

No	Date/time	Activities	Place
1	Monday, June 07 th 2021	Copying district/city government financial statistical survey	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, June 08 th 2021	Continuing to copy district/city government financial statistical surveys	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, June 09 th 2021	e-monev is to enter component data and output details	Badan Pusat Statistik Kabupaten bengkalis

4	Thursday, June 10 th , 2021	Complete the data in appendix I to the decision of the head of the statistical center	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, June 11 st , 2021	Compile a letter of approval for the payment of honorarium for the 2020 SP census officer	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

After that in the sixteenth week including less work, only doing work such as filling out employee invoices, stamps, checking employee tax returns and other work can be seen in the following table:

Table 3.17 Agenda of Activities of the Sixteenth Week (June 14th until 18th, 2021)

No	Date/time	Activities	Place
1	Monday, June 14 th , 2021	Stamp of payment request details and payment order	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, June 15 th 2021	Fill out employee invoices	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, June 16 th , 2021	Continuing employee invoices	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, June 17 th , 2021	Checking the employee's tax return and writing the date of submission of the tax return	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, June 18 th 2021	Take notes	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

Then enter the seventeenth week of the apprenticeship doing different jobs from before, such as filling out a special survey, Make *Surat Perintah Membayar* (SPM) payment for employee's main salary, making a sample list table for the 2020 tile survey census block and many other jobs, which can be seen in the table below.

Table 3.18 Agenda of Activities of the Seventeenth Week (June 21st until 25th, 2021)

No	Date/time	Activities	Place
1	Monday, June 21 st 2021	1. Make SPM payment for employee's main salary salary 2. Print SPM	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, June 22 nd 2021	Paste SPM on the map	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, June 23 rd , 2021	Complete the 2021 quarterly household consumption special survey	Badan Pusat Statistik Kabupaten bengkalis
4	Thursday, June 24 th , 2021	1. Creating a sample list table for the 2020 tile survey census block 2. Delivering a sketch of a meeting room map	Badan Pusat Statistik Kabupaten bengkalis
5	Friday, June 25 th , 2021	1. Make a letter of Statement 2. Print letter of Statement	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

After that in the eighteenth week of the apprenticeship including a lot of their work, namely doing the work of compiling books and so on.

Table 3.19 Agenda of Activities of the Eighteenth Week (June 28th until 30th, 2021)

No	Date/time	Activities	Place
1	Monday, June 28 th , 2021	1. Paste the number in the book 2. Arrange books	Badan Pusat Statistik Kabupaten bengkalis
2	Tuesday, June 29 th , 2021	1. Sticks on all office equipment 2. Re-check numbers that don't exist for office equipment	Badan Pusat Statistik Kabupaten bengkalis
3	Wednesday, June 30 rd , 2021	Photo with the head of the BPS Kabupaten Bengkalis and the Head of the Administrative Subdivision	Badan Pusat Statistik Kabupaten bengkalis

Source: *Processed Data 2021*

3.5 Obstacles and Solution of the Apprenticeship

3.5.1 Obstacles of the Apprenticeship

In carrying out work activities in the office there are several obstacles. The obstacles faced when carrying out the apprenticeship are as follows:

1. Lack of enrichment programs that use English that support certain sciences such as data processing instructions. If we use instructions in English, we will get used to using English, we don't have to interpret them first.
2. Constraints on system development, namely the data provided by the statistical center agency is very limited so that the display on the website is still empty, there is no google drive link provided so it looks more attractive and the amount of work given is so that the author is less focused on doing the work.
3. There is inaccurate data or there are errors in the data form so that it slows down activities in processing data and improves again in playing computers such as processing data using Microsoft Excel.

3.5.2 Solution of the Apprenticeship

The solutions to the obstacles faced when carrying out Apprenticeship are as follows:

1. The solution that can be taken from the above constraints is to improve or develop the English language enrichment program so that by developing

the English language, you can immediately practice yourself to be able to speak English without having to interpret it first.

2. The solution that can be taken from the above constraints is that the central statistical agency must develop a more detailed system that includes matters relating to all divisions in the Bengkalis Regency Statistics Center so that errors do not occur in processing data..
3. Lack of accuracy in processing data, the solution that can be done is that the officer concerned in processing it must be more careful in processing the data and rechecking whether the data is correct.



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After conducting an apprenticeship at the *Badan Pusat Statistik Kabupaten Bengkalis*, the following conclusions can be drawn:

1. There are several types of work during the apprenticeship program, namely:
 - a. Count and check population census data.
 - b. Quarterly 2021 micro and small industry survey data entry.
 - c. Fill in and check the national socio-economic survey data.
 - d. Data entry of rice tiles and palawija tiles.
 - e. Make a meeting invitation letter.
 - f. Fill in employee invoices.
 - g. Check payment letter.
 - h. Calculate the list of temporary workers for the head of the *Satuan Lingkungan Setempat* (SLS) in the context of carrying out the population census field.
 - i. Entry tax deposit data.
 - j. Paste the code on all office equipment to be scanned.
2. The apprenticeship program is carried out at the *Badan Pusat Statistik Kabupaten Bengkalis*, especially in the administrative division, and also assists other divisions, namely data entry, data scanning, checking data that has been entered, filling in Susenas data, archiving documents. Schedule incoming and outgoing mail. The apprenticeship program is carried out for 4 months starting from March 01st, 2021 to June 30th, 2021.
3. Work system and procedures at the *Badan Pusat Statistik Kabupaten Bengkalis* uses an internet-based system to facilitate online work, such as entering data, inputting data, using applications and using manual systems. At the *Badan Pusat Statistik Kabupaten Bengkalis* uses the internet to

input data, input data, and check data. While the applications that are often used in work are data entry applications such as Microsoft Excel and Word, while the manual system is used to record the disposition of letters, schedule incoming and outgoing letters.

4. During the implementation of apprenticeship there are several obstacles, namely:
 - a. Lack of enrichment programs that use English that support certain sciences such as in the instructions for processing data. If we use instructions in English, we will get used to using English, we don't have to interpret it first.
 - b. Constraints on system development, namely the data provided by the statistical center agency is very limited so that the display on the website is still empty, there is no google drive link provided so that it looks more attractive and the amount of work given so that the author is less focused on doing work.
 - c. There is inaccurate data or there are errors in the data form so that it slows down activities in processing data and improves again in playing computers such as processing data using Microsoft Excel.
5. The solution to facing obstacles during the implementation of apprenticeship are:
 - a. The solution that can be taken from the above constraints is to improve or develop the English language enrichment program so that by developing the English language, you can immediately practice yourself to be able to speak English without having to interpret it first.
 - b. The solution that can be taken from the above constraints is that the central statistical agency must develop a more detailed system that includes matters relating to all divisions in the Bengkalis Regency Statistics Center so that errors do not occur in processing data.
 - c. Lack of accuracy in processing data, the solution that can be done is that the officer concerned in processing it must be more careful in processing the data and rechecking whether the data is correct.

4.2 Suggestion

After carrying out work practices at the *Badan Pusat Statistik Kabupaten Bengkalis*, the following suggestions can be taken:

1. Suggestion for the student

The suggestions so that students are even better at work now that they have entered the real working world are as follows:

- a. Students should improve work performance, increase knowledge or insight about the working world, master theories or concepts about the real working world.
- b. Students should improve and develop experience so that they can come up with good ideas when given the opportunity to work, especially they must improve and develop knowledge about ESP practicum lessons, computer practicums, is mastering English and mastering the use of Microsoft excel, Microsoft word.

2. Suggestion for State Polytechnic of Bengkalis should strengthen cooperation between the working world and the world of education, improve or develop learning such as English and computer lessons.

3. Suggestions for companies to be able to strengthen cooperation between the world of education and the working world and can provide opportunities for interns to provide good and creative ideas at work in

4. order to overcome work problems and add knowledge and increase insight, especially in inputting data, processing data, data entry.

- a. For the problem of the lack of use of the program using English so that in the future we can improve the language by using English, so that we are accustomed to using English, we do not have to interpret it first.
- b. In the future, it is hoped that the company will pay more attention and develop the system at the Statistics Bengkalis Regency Center so that it can look more attractive.
- c. For errors in data processing, officers must be more careful in processing data and re-checking the data.

REFERENCES

Politeknik Negeri Bengkalis. 2017. Handbook of Apprenticeship Reports (PW) for State Polytechnic of Bengkalis Students. http://www.polbeng.ac.id/download/Panduan_KP_Polbeng.pdf


Badan Pusat Statistik Kabupaten Bengkalis, (bps.go.id), (online), <https://bengaliskab.bps.go.id/menu/1/about-bps.html> accessed on May 6th 2021. 10.00 WIB.

SIPP KEMENPAN. 2020. *Ubinan adalah cara untuk melihat perkiraan hasil panen tanaman padi dan palawija melalui titik sampel*, (online), <https://sipp.menpan.go.id/berita/detil/kecamatan-gajah/ubinan-adalah-cara-untuk-melihat-perkiraan-hasil-panen-tanaman-padi-atau-palawija-melalui-titik-sampel>, accessed on August 6th 2021.



APPENDIX

Appendix I Apprenticeship Letter of Acceptance

 **BADAN PUSAT STATISTIK
KABUPATEN BENGKALIS**

Nomor : B- 068/BPS/14.081/02/2021
Lampiran : -
Perihal : Persetujuan
Izin Kerja Praktek

Bengkalis, 17 Februari 2021


Kepada Yth:
Direktur
Politeknik Negeri Bengkalis
Di
Tempat

Sehubungan dengan surat Saudara Nomor 661/PL31/AK/2021 Tanggal 15 Februari 2021 Perihal Izin Kerja Praktek Lapangan , kami menyambut baik atas Permohonan Izin Kerja Praktek Lapangan tersebut. Untuk itu kami bersedia menerima mahasiswa sebagai berikut :

No	Nama	NIM	Program Studi
1	Nur Darina	5404171091	D4 Adiministrasi Bisnis Internasional
2	Siti Halimatunsakdiah	5404171088	D4 Adiministrasi Bisnis Internasional

Demikianlah kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Kepala Badan Pusat Statistik
Kabupaten Bengkalis


Sukarwanto, SST
Nip. 19650606 198603 1 003

Jl. Antara No. 439 Telp./Fax. (0766) 21062 Kodepos 28714

Appendix II Apprenticeship Reference Letter



BADAN PUSAT STATISTIK
KABUPATEN BENGKALIS

SURAT KETERANGAN

Nomor surat: ~~8.292/BPS/14.001/07/2021~~

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Nur Darina
Tempat/TglLahir : Teluk Lecah / 20 Oktober 1999
Alamat : Jl. Jend Sudirman, Desa Teluk Lecah, Kec. Rupat

Telah melakukan Kerja Praktek pada perusahaan kami, Badan Pusat Statistik Kabupaten Bengkalis sejak tanggal 01 Maret sampai 30 Juni 2021 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di Badan Pusat Statistik, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum

Bengkalis, 14 Juli 2021
Kasubbag Tata Usaha



Dewi Angraeni, SST
NIP. 19840625200312 2 001

Appendix III Apprenticeship Assesment Sheet

EVALUATION RESULTS FROM JOB
 TRAININGCOMPANY PENILAIAN,
 BADAN PUSAT STATISTIK KABUPATEN BENGKALIS

Name : Nur Darina
 Student's Identity No. : 5404171091
 Study Program : D-IV International Business Administration
 Politeknik Bengkalis

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	85
2.	Responsibility	25%	90
3.	Adjustment/Adaptation	10%	90
4.	Work Result	30%	86
5.	Behavior in General	15%	90
	Total (1+2+3+4+5)	100%	878


Explanation :

Score : Criteria
 81 – 100 : Excellence
 71 – 80 : Very Good
 66 – 70 : Good
 61 – 65 : Good Enough
 56 – 60 : Enough

Notes :

Dapat menyelesaikan pekerjaan dengan baik dan tepat waktu
Selesai sopan & hormat saat melaksanakan tugas di kantor.

Bengkalis, July 14th 2021
 Head of Subdivision of Administration



Dewi Angraeni, SST
 NIP. 19810625200312 2 001

Appendix IV Apprenticeship Certificate



PIAGAM PENGHARGAAN

BPS (BADAN PUSAT STATISTIK) Kabupaten Bengkulu
menyatakan bahwa:

NUR DARINA

POLITEKNIK NEGERI BENGKALIS

Jurusan : D-IV Administrasi Bisnis Internasional
Nim : 5404171091

Telah menyelesaikan Kerja Praktek (KP) di
BADAN PUSAT STATISTIK Kabupaten Bengkulu
mulai dari Tanggal 01 Maret 2021 s/d 30 Juni 2021.

Bengkalis, 01 Juli 2021
Kepala BPS Kabupaten Bengkulu


HARI PRASETYO, SST. M.Si
NIP. 19790730 200012 1 003

Appendix V Absent Apprenticeship

ABSEN MASUK / PULANG
PRAKTEK KERJA INDUSTRI/ PRAKTEK KERJA LAPANGAN
BULAN MARET
BADAN PUSAT STATISTIK
KABUPATEN BENGKALIS

No.	NAMA/NISN	KAMPUS	Jam	TANGGAL																														
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	NUR DARINA 5404171091	POLITEKNIK NEGERI BENGKALIS	Masuk	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Pulang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	SITI HALIMATUNSAKDIAH 5404171088	POLITEKNIK NEGERI BENGKALIS	Masuk	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Pulang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Mengetahui,



ABSEN MASUK / PULANG
PRAKTEK KERJA INDUSTRI/ PRAKTEK KERJA LAPANGAN
BULAN APRIL
BADAN PUSAT STATISTIK
KABUPATEN BENGKALIS

No.	NAMA/NISN	KAMPUS	Jam	TANGGAL																														
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	NUR DARINA 5404171091	POLITEKNIK NEGERI BENGKALIS	Masuk	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Pulang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	SITI HALIMATUNSAKDIJAH 5404171088	POLITEKNIK NEGERI BENGKALIS	Masuk	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Pulang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Mengerahui,



ABSEN MASUK / PULANG
PRAKTEK KERJA INDUSTRI/ PRAKTEK KERJA LAPANGAN
BULAN MEI
BADAN PUSAT STATISTIK
KABUPATEN BENGKALIS

No.	NAMA/NISN	KAMPUS	Jm	T A N G G A L																																
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1	NUR DARINA 5404171091	POLITEKNIK NEGERI BENGKALIS	Masuk																																	
			Pulang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	SITI HALIMATUNSAKDIAH 5404171088	POLITEKNIK NEGERI BENGKALIS	Masuk																																	
			Pulang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



ABSEN MASUK / PULANG
PRAKTEK KERJA INDUSTRI/PRAKTEK KERJA LAPANGAN
BULAN JUNI
BADAN PUSAT STATISTIK
KABUPATEN BENGKALIS

No.	NAMA/NISN	KAMPUS	Jam	T A N G G A L																													
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	NUR DARINA 5404171091	POLITEKNIK NEGERI BENGKALIS	Masuk	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Pulang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	STI HALIMATUNSAKDIAH 5404171088	POLITEKNIK NEGERI BENGKALIS	Masuk	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Pulang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓









Mengetahui,


 an-Kepala Badan Pusat Statistik
 Kabupaten Bengkalis
 Kasubbag Tata Usaha
 Dewi Andriani, SST
 NIP. 19810625200312 2 001

Appendix VI Apprenticeship Revision List


**REVISION LETTER
APPRENTICESHIP OF INTERNATIONAL BUSINESS
ADMINISTRATION
STATE OF POLYTECHNIC BENGKALIS**

NAME : NUR DARINA
 REGISTRATION NUMBER : 5404171091
 PLACE : BADAN PUSAT STATISTIK KABUPATEN
 BENGKALIS
 ADVISOR : WAN JUNITA RAFLAH, B.Sc., M.Ec., Dev

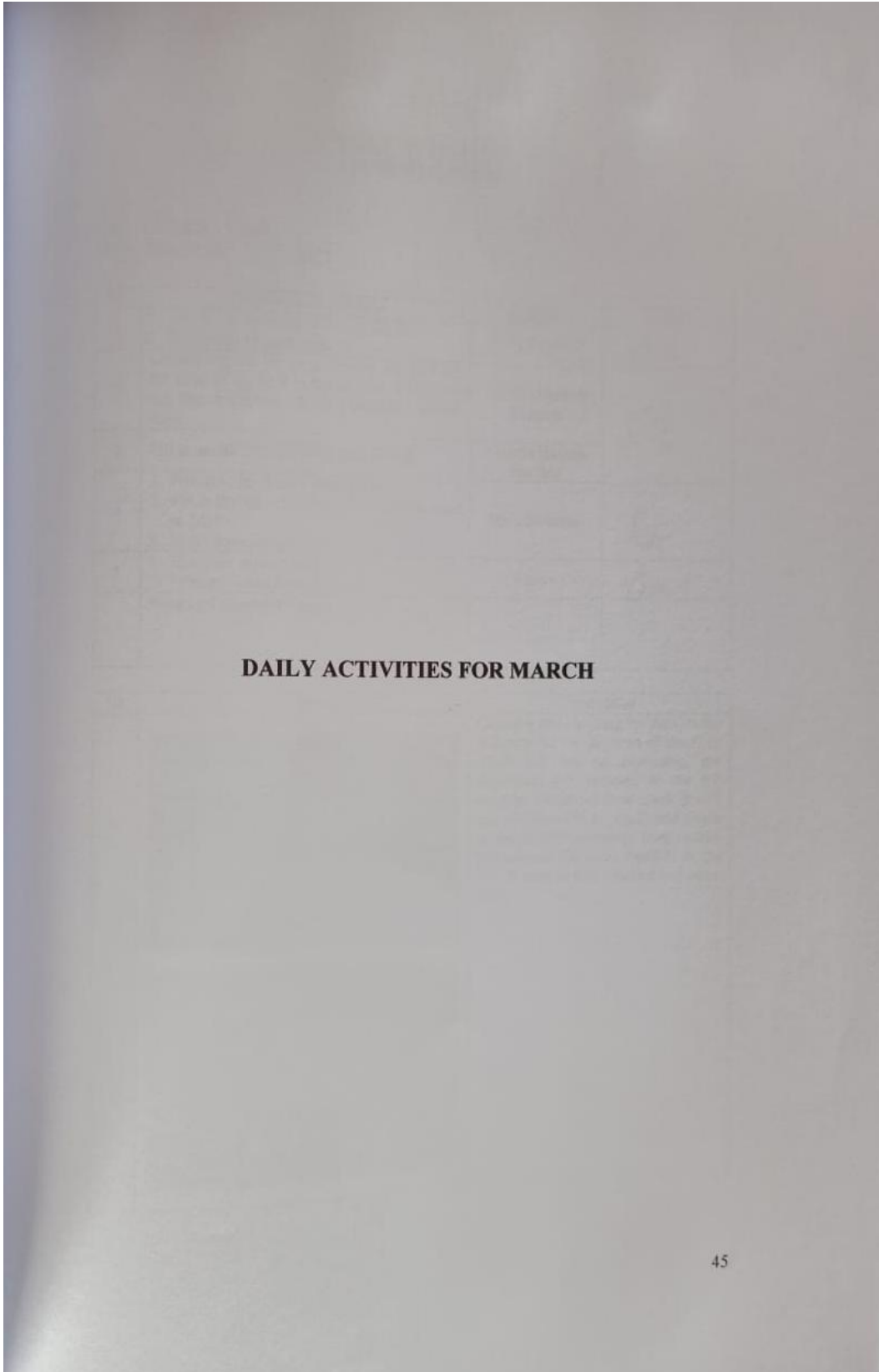
NO.	DAY/DATE	REVISION	ADVISOR
1.	Senin/19 Juli 2021	- Perbaiki cover, lembar pengantar - Perbaiki kata tulis	
2.	Rabu/21 Juli 2021	- Perbaiki format numbering - Perbaiki tujuan - Konsistensi nama tempat magang	
3.	Jum'at/23 Juli 2021	- Tambahkan kata pengantar di agenda activities - Sub-sub bab tidak dibedakan	
4.	Selasa/27 Juli 2021	- Jelaskan kepanjangan dari singkatan - besarkan gambar	
5.	Kamis/29 Juli 2021	- Tambahkan obstacles & solution - rapikan tata tulis	
6.	Jum'at/30 Juli 2021	- Perbaiki bab 3 - Tambahkan paragraf pengantar di struktur organisasi	
7.	Senin/02 Agustus 2021	- Perbaiki conclusion dan suggestion - Perbaiki job description	
8.	Rabu/04 Agustus 2021	- ACC di Seminarkan	

Bengkalis, August 2021

Advisor


 Wan Junita Raflah, B.Sc., M.Ec., Dev
 NIP.198406142018032001



Appendix VII Daily Activities Apprenticeship



DAILY ACTIVITIES APPRENTICESHIP

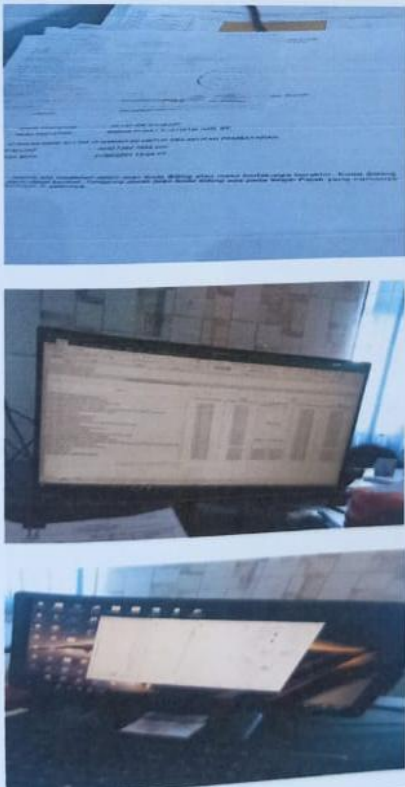
Day : Monday - Friday
Date : March 01st - 05th, 2021

No	Description of activities	Assignor	Initials
1	1. Archiving incoming and outgoing mail 2. Photocopy of statement	Dewi Angraeni	<i>de</i>
2	Calculating the list of temporary workers for the head of the SLS in the context of carrying out the September 2020 population census field	Cynthia Hazirah Imanina	<i>Ch</i>
3	Fill in the SP2020 publicity item receipt	Cynthia Hazirah Imanina	
4	1. Filling in Producer Price Survey 2. Fill in the list of hotel room occupancy rates in 2021 3. Make daily reports	Eddy Siswanto	<i>ES</i>
5	1. Entry tax deposit data 2. Print tax collection	Azmen	<i>Az</i>
	Note by Industrial Coach		

No	Working	Explanation
	 	Counting and checking the data on the honorary list for the head of the SLS, which RT has an expansion, the population will increase, so the RT must be calculated how much it will add and then Fill in, check and check in the SP2020 publicity item receipt file whether the name listed is in the file, if there is it is checked and other work.

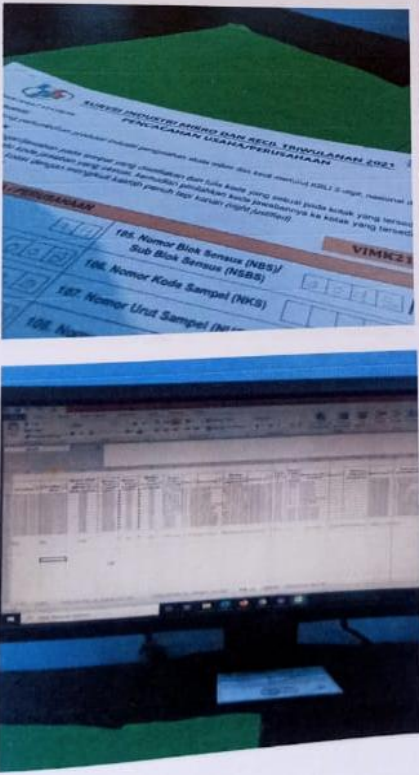
Day : Monday - Friday
 Date : March 08th - 12nd, 2021

No	Description of activities	Assignor	Initials
1	Duplicate tax statement	Azmen	<i>Az</i>
2	Create a table of organic and partner honors activities in Microsoft Excel	Annerie Martha Situmorang	<i>AS</i>
3	Scan receipt atk	Azmen	<i>Az</i>
4	Ascension Day of the Prophet Muhammad	-	
5	Make a table of land use reports and enter data according to sub-districts	Joni Saputra	<i>J</i>
	Note by Industrial Coach		

No	Working	Explanation
		<p>Do a photocopy of the tax statement and the most important thing that must be seen is the description, for example the procurement of souvenirs. Make a table in Microsoft Excel, which is about organic and partner honorarium activities, for example the organic fee of the field income officer, how many visits and depending on the activities carried out as well as the field inspection officer, how many activities are carried out by the document and also the processing officer. it consists of editing and entry as well as partner fees and other work.</p>

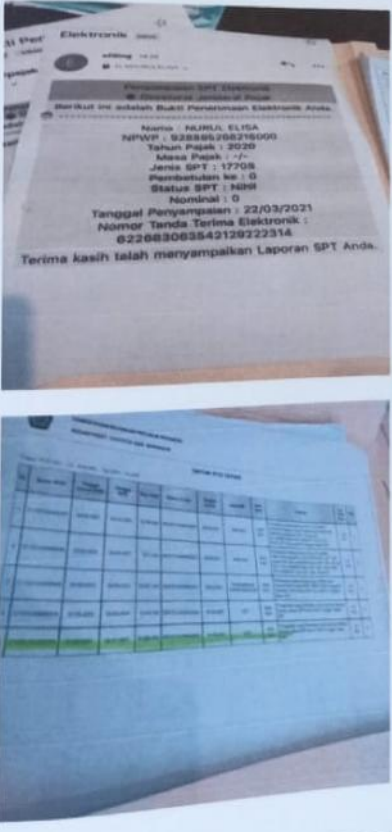
Day : Monday - Friday
 Date : March 15th – 19th, 2021

No	Description of activities	Assignor	Initials
1	Fill in employee data, employee meal allowance in Microsoft Excel according to the year	Imelda Andriani	Yma
2	Entering quarterly 2021 micro and small industry survey data, business/company enumeration	Joni Saputra	L
3	Entering survey data for rice and secondary crops according to the sub-district	Joni Saputra	
4	Re-checking the survey data for rice and secondary crops	Joni Saputra	
5	Entering quarterly IMK data for 2021	Joni Saputra	
Note by Industrial Coach			

No	Working	Explanation
		<p>Entering the quarterly 2021 micro and small industry survey data, enumeration of businesses/companies, the entry is seen from the sub-district code, for example the code of the Mandau sub-district. Entering IMK data according to sub-district, village/kelurahan, census block number and so on.</p>



Day : Monday - Friday
 Date : March 22nd - 26th, 2021

No	Description of activities	Assignor	Initials
1	On sick leave	-	
2	Print submission of electronic SPT for employees of the Directorate General of Taxes	Dewi Angraeni	<i>de</i>
3	1. Entering the SP2D listSatker 2. Print the SP2D Satker list data that has been entered	Azmen	<i>Az</i>
4	Arrange books by year	Annerie Martha Situmorang	<i>AM</i>
5	1. Record the day, date, month, and year ATK Receipt 2. Compile the ATK Receipt file	Annerie Martha Situmorang	
	Note by Industrial Coach		

No	Working	Explanation
		<p>Print the submission of electronic SPT for employees of the Directorate General of Taxes after that compiling all employee SPT into the 2021 SPT folder. Enter the SP2D Satker list according to the month and year. After completing the entry, it will be printed immediately and other work.</p>

Day : Monday - Friday
 Date : March - April 29th - 02nd, 2021

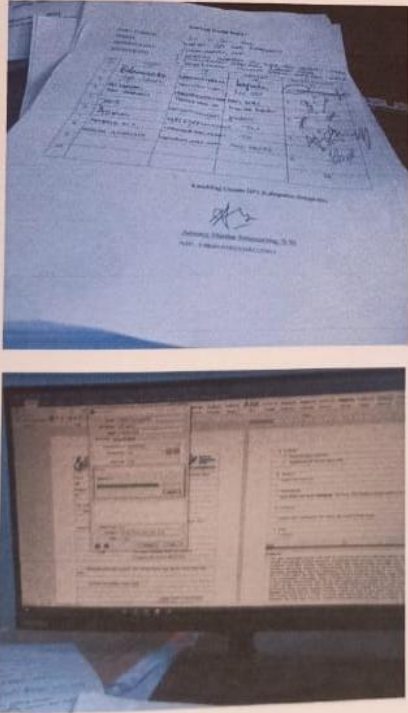
No	Description of activities	Assignor	Initials
1	Write down the name of the book that is no longer used along with the year	Yoga Adinata	<i>Y</i>
2	1. Fill out 2021 national socio-economic survey data 2. Calculating the age of the Susenas data	Aldi Firdaus	<i>A</i>
3	Continuing to fill in 2021 national socio-economic survey data	Aldi Firdaus	
4	1. Make a list of district names in 2021 in Microsoft Excel 2. Looking for the level of the economy	Joni Saputra	<i>J</i>
5	Good Friday	-	
	Note by Industrial Coach		

No	Working	Explanation
	 	<p>Write down the names of books that are no longer used and the year to find out which books are no longer used and what year. Fill out the 2021 national socio-economic survey data based on the name of the head of the household and who is the supervisor and calculate the age of the family and other work.</p>




DAILY ACTIVITIES FOR APRIL



Day : Monday - Friday
 Date : April 05th - 09th, 2021

No	Description of activities	Assignor	Initials
1	Print the meeting attendance list, ask for the signature of the employee who attended the meeting	Dewi Angraeni	<i>de</i>
2	Scan CKP-T employees	Azmen	<i>Az</i>
3	Check on the document inspection report, check the completeness of the document contents	Aldi Firdaus	<i>AF</i>
4	Entering data for the quarterly IMK business list for 2021	Joni Saputra	<i>JS</i>
5	Create a table of sweet potatoes and corn in microsoft excel by district	Joni Saputra	
Note by Industrial Coach			

No	Working	Explanation
		<p>Print the meeting attendance list, ask for signatures from employees who attended the meeting with the chairman of the meeting, Mr. Sukarwanto, SST and the meeting agenda, namely evaluation of activities in 2019 and January 2020, planning activities for 2020, discussion of performance in 2019 and 2020. Scan the employee's CKP-T and put it in one file according to the employee's name.</p>

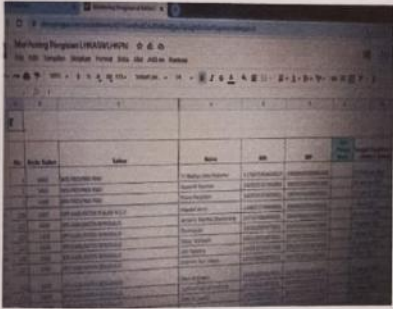
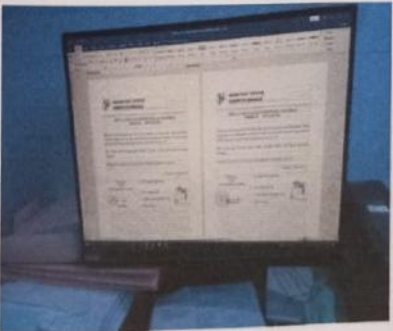
Day : Monday - Friday
 Date : April 12nd - 16th, 2021

No	Description of activities	Assignor	Initials
1	Scan the map of bengkalis district	Yoga Adinata	
2	Print the minutes of the oath of civil servants (PNS), ask for the signature of the employee concerned	Dewi Angraeni	
3	Make a statement, print a statement	Dewi Angraeni	
4	Make a meeting invitation letter	Dewi Angraeni	
5	Complete the enumeration of the rural survey	Aldi Firdaus	
Note by Industrial Coach			

No	Working	Explanation
	 	<p>Make a meeting invitation letter so that you can hold a meeting on the specified day. Print the minutes of the oath of civil servants <i>Pegawai Negeri Sipil</i> (PNS), after that ask for the signature of the employee concerned in the official report of the PNS waste and other work.</p>

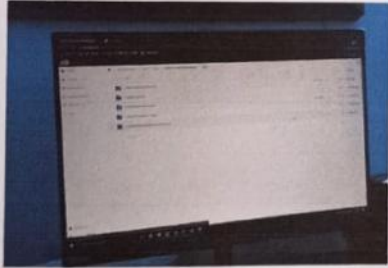
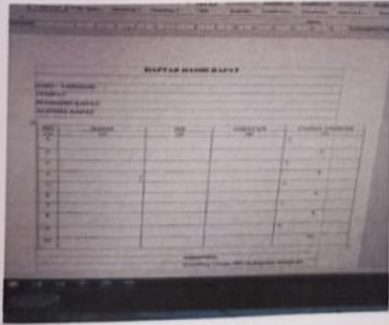
Day : Monday - Friday
 Date : April 19th - 23rd, 2021

No	Description of activities	Assignor	Initials
1	Monitoring the filling of LHKASN/LHKPN employees of the Bengkalis Regency BPS	Dewi Angraeni	<i>de.</i>
2	Make a meeting attendance list		
3	Making IKI employees of the badan pusat statistik kabupaten bengkalis		
4	1. Filling pillars and uploading files in pillar1 and 2 2. Convert word files to pdf files		
5	1. Continuing to fill in pillars and upload files in pillars 3 and 4 2. Convert word files to pdf files		
Note by Industrial Coach			

No	Working	Explanation
	 	<p>Make a list of meeting attendance regarding the socialization of the prohibition of gratification, SPIP and internalization of whistle blowing. Make IKI for individual employees according to the position, namely IKI Head of Distribution, Head of NWAS, Distribution Staff, Head of Social Affairs, Head of IPDS, Head of Production, IPDS Staff, Production Staff and other work.</p>

Day : Monday - Friday
 Date : April 26th – 30rd, 2021

No	Description of activities	Assignor	Initials
1	1. Continuing filling in pillars and uploading files in pillar 5 and 6 2. Convert word files to pdf files	Dewi Angraeni	<i>da.</i>
2	Create and print meeting attendance list	Dewi Angraeni	
3	Changed the Trade Survey Officer Briefing and the 2021 Trade Distribution Pattern	Annerie Martha Situmorang	<i>A</i>
4	Create a business travel letter (SPD)	Annerie Martha Situmorang	
5	Create a Receipt/Proof of payment	Annerie Martha Situmorang	
	Note by Industrial Coach		

No	Working	Explanation
	 	<p>Continuing to fill in the pillars of administration in 2021 and uploading files in pillars 5 and 6 and in pillars 5 and 6 there are some entries that must be uploaded, word files must be pdf first. Make a meeting attendance list and print the meeting attendance letter and other work.</p>

DAILY ACTIVITIES FOR MAY

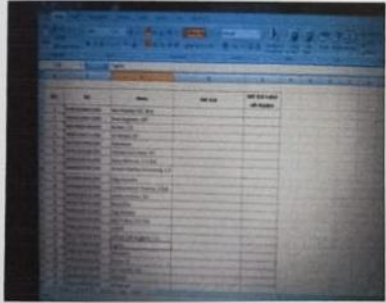
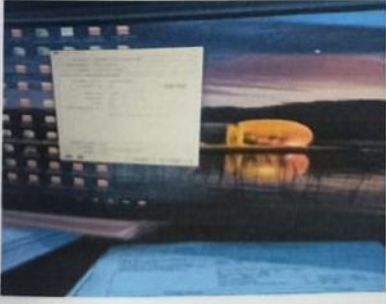
Day : Monday - Friday
 Date : May 03rd - 07th, 2021

No	Description of activities	Assignor	Initials
1	1. Make a statement 2. Print statement	Dewi Angraeni	<i>de.</i>
2	Eid al-Fitr		
3			
4			
5			

No	Working	Explanation
		Make a statement after that print the statement in 2 copies to be included in the incoming mail folder and outgoing mail.

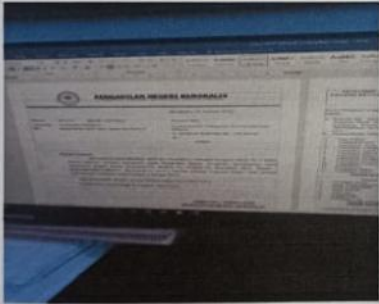
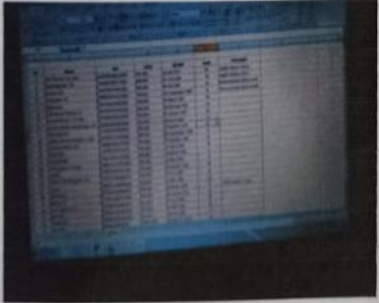
Day : Monday - Friday
 Date : May 24th - 28th, 2021

No	Description of activities	Assignor	Initials
1	1. Make KGB employees in Microsoft Excel 2. Type the date month and year KGB	Dewi Angraeni	<i>de.</i>
2	Looking for SK, KTP, KK employee files at simpeg		
3	Vesak Day		
4	Convert pdf files to word and search for employee meeting photos		
5	1. Scan of employee SKPP 2. Editing tax deposit letter		
	Note by Industrial Coach		

No	Working	Explanation
	 	<p>Type the date, month and year of the employee's KGB, Create an employee's KGB in Microsoft Excel. Change the pdf file to word and fill in the file after that look for photos of employee meetings and other work.</p>

Day : Monday - Friday
 Date : May - June 31st - 04th, 2021

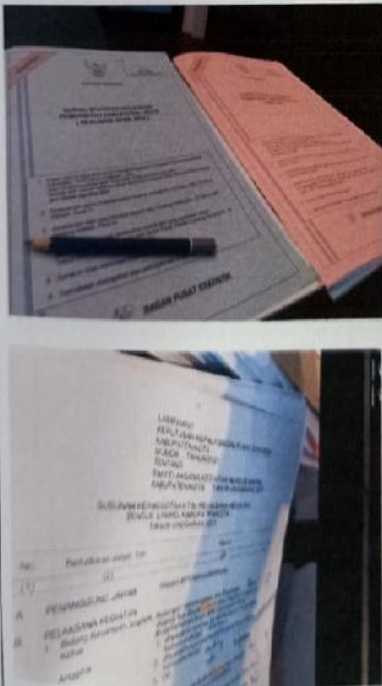
No	Description of activities	Assignor	Initials
1	Make a statement of performance agreement for the administrative subdivision	Dewi Angraeni	
2	Pancasila day		
3	Make SKKP for the transfer of civil servants		
4	1. Prepare employee retirement materials 2. Create files needed for employee retirement 3. Fill out the employee retirement form		
5	1. Complete employee data 2. Calculating employee age		
	Note by Industrial Coach		

No	Working	Explanation
	 	<p>Prepare the materials needed for employee retirement employee retirement, Fill out the employee pension form according to the existing biodata in the disimpeg. Complete employee data consisting of name, NIP, status, date of birth, age, information on employees who have been vaccinated and who have never been vaccinated and other work.</p>

DAILY ACTIVITIES FOR JUNE

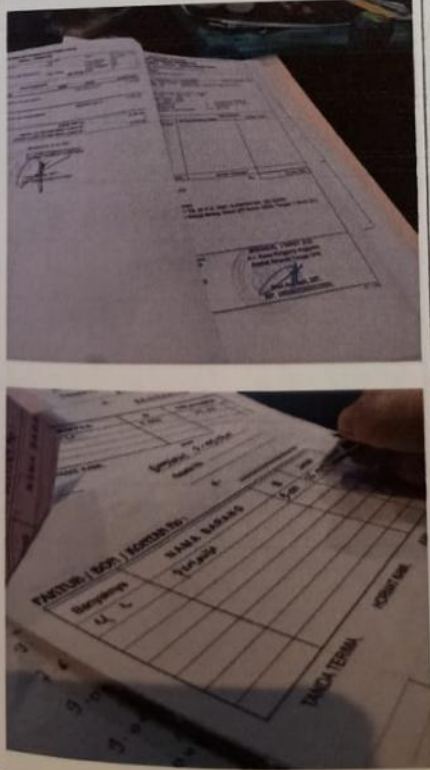
Day : Monday - Friday
 Date : June 07th - 11st, 2021

No	Description of activities	Assignor	Initials
1	Copying district/city government financial statistical survey	Cynthia Hazirah Imanina	Cf
2	Continuing to copy district/city government financial statistical surveys	Cynthia Hazirah Imanina	
3	e-monev is to enter component data and output details	Dewi Angraeni	de.
4	Complete the data in appendix I to the decision of the head of the statistical center	Dewi Angraeni	
5	Compile a letter of approval for the payment of honorarium for the 2020 SP census officer	Cynthia Hazirah Imanina	Cf
Note by Industrial Couch			

No	Working	Explanation
		<p>Copying the district/city government financial statistical survey for the realization of the 2020 APBD and 2021 APBD. Completing the data in appendix I to the decision of the head of the central statistical agency, for example the implementation of activities in the fields of finance, logistics, institutional relations, and publicity as chairman and member and other work.</p>

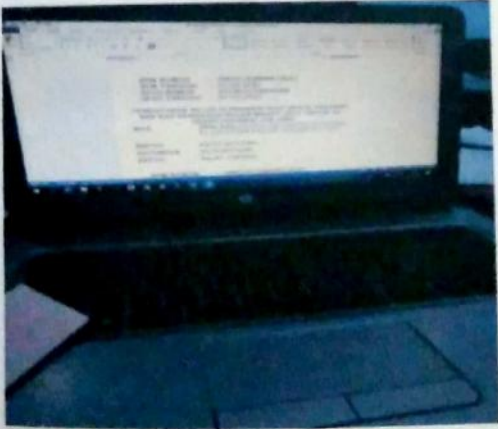
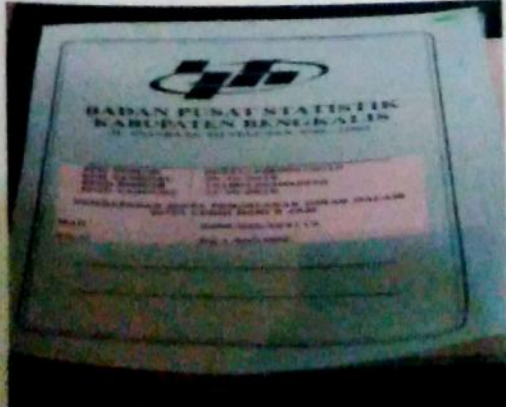
Day : Monday - Friday
 Date : June 14th - 18th, 2021

No	Description of activities	Assignor	Initials
1	Stamp of payment request details and payment order	Azmen	<i>Az</i>
2	Fill out employee invoices	Haryandi	<i>H</i>
3	Continuing employee invoices	Haryandi	
4	Checking the employee's tax return and writing the date of submission of the tax return	Dewi Angraeni	<i>de.</i>
5	Take notes	Annerie Martha Situmorang	<i>A</i>
	Note by Industrial Coach		

No	Working	Explanation
		<p>Stamp the details of the payment request and the payment order after the stamp writes the date of payment. Fill in employee invoices how many liters of oil were purchased, types of goods, prices and other work.</p>


Day : Monday - Friday
 Date : June 21st - 25th, 2021

No	Description of activities	Assignor	Initials
1	1. Make SPM payment for employee's main salary salary 2. Print SPM	Azmen	<i>Azmen</i>
2	Paste SPM on the map	Azmen	
3	Complete the 2021 quarterly household consumption special survey	Joni Saputra	<i>J</i>
4	1. Creating a sample list table for the 2020 tile survey census block 2. Delivering a sketch of a meeting room map	Aldi Firdaus	<i>Aldi</i>
5	1. Make a letter of Statement 2. Print letter of Statement	Dewi Angraeni	<i>DA</i>
	Note by Industrial Coach		

No	Working	Explanation
	 	<p>Make an SPM according to the SPM number for payment of employee expenditures, the main salary of BPS Kabupaten Bengkalis employees in March 2021 for 22 employees/58 people and must be in accordance with the maximum, gross value, deductions, net. After that print the SPM that has been made. Paste the SPM that has been printed on the map so that it is easy to find on what date the SPM is for example about paying for business trips in the city for more than 8 hours and the value can also be seen directly and other work.</p>








Day : Monday - Friday
 Date : June 28th - 30th, 2021

No	Description of activities	Assignor	Initials
1	1. Paste the number in the book 2. Arrange books	Nurul Elisa	CE
2	1. Sticks on all office equipment 2. Re-check numbers that don't exist for office equipment	Nurul Elisa	
3	Photo with the head of the BPS Kabupaten Bengkalis and the Head of the Administrative Subdivision	Dewi Angraeni	de
	Note by Industrial Coach		

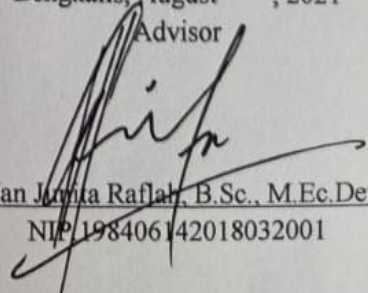
No	Working	Explanation
		<p>Paste the number in the book to be scanned, easy to find according to the number that has been sorted, and arrange or arrange books in the book place, sorted from the smallest to the largest pages so that if you want to use the book, it is easy to find and other work.</p>

REVISION LETTER
APPRENTICESHIP OF INTERNATIONAL BUSINESS
ADMINISTRATION
STATE POLYTECHNIC OF BENGKALIS

NAME : NUR DARINA
 REGISTRATION NUMBER : 5404171091
 PLACE : BADAN PUSAT STATISTIK KABUPATEN BENGKALIS
 ADVISOR : WAN JUNITA RAFLAH, B.Sc., M.Ec.Dev

NO.	DAY/DATE	REVISION	ADVISOR
	Selasa 17/08/2021	Perbaiki obstacles	
	Kabupaten 19/08/2021	Perbaiki obstacles dan solution	
	Kamis 19/08/2021	Perbaiki suggestion	
	Sabtu 21/08/2021	Perbaiki suggestion sesuai dengan signification 1. 2. 3	
	Sabtu 21/08/2021	Perbaiki referensi	
	Senin 23/08/2021	Hasilkan link direferensi	
	Senin 23/08/2021	All good	

Bengkalis, August , 2021
 Advisor


 Wan Junita Raflah, B.Sc., M.Ec.Dev
 NIP. 198406142018032001