

**APPRENTICESHIP REPORT  
THE DEPARTMENT OF TOURISM, CULTURE,  
YOUTH AND SPORTS**

*In Partial Fulfillment of the Requirement for Three-Year Diploma Program of  
English Study Program of State Polytechnic of Bengkalis*



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LANGUAGE DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
BENGKALIS  
2023**

## APPROVAL SHEET

This Apprenticeship Report written by **Dwi Alvandy, Reg. Number 52013191117** who had done the apprenticeship at Department of Tourism, Culture, Youth and Sport started from February 20<sup>th</sup> to June 20<sup>th</sup>, 2023 by the following advisor:

Bengkalis, June 20<sup>th</sup>, 2023

Advisor I



Advisor II



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Approved by:

**Head of English Study Program**  
**State Polytechnic of Bengkalis**



## ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Dwi Alvandy Reg. Number 5203191117** who have done the apprenticeship at Department of Tourism, Culture, Youth and Sport started from February 20<sup>th</sup> to June 20<sup>th</sup>, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, July 14<sup>th</sup> 2023

Accepted by:

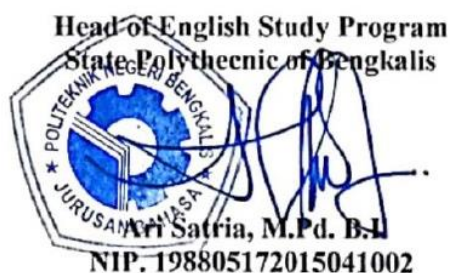
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During Apprenticeship at Department of Tourism, Culture, Youth and Sport have many lessons and knowledge that the author gained from employees in the office. Despite all that, the author also realized there are still many mistakes in process of writing this report. Therefore, we are happy to accept any suggestions or input and criticism from readers. Hopefully this report is useful for all interested parties.

Bengkalis, June 20<sup>th</sup>, 2023

Author

## **TABLE OF CONTENTS**

<b>COVER .....</b>	<b>i</b>
<b>APPROVAL SHEET .....</b>	<b>ii</b>
<b>ACCEPTANCE SHEET.....</b>	<b>iii</b>
<b>ACKNOWLEDMENT.....</b>	<b>iv</b>
<b>TABLE OF CONTENTS.....</b>	<b>v</b>
<b>LIST OF TABLE .....</b>	<b>vii</b>
<b>LIST OF FIGURES .....</b>	<b>viii</b>
<b>LIST OF APPENDICES .....</b>	<b>ix</b>
<b>CHAPTER I INTRODUCTION.....</b>	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 Purposes of the Apprenticeship .....	2
1.3 Significances of the Apprenticeship .....	2
1.3.1 Significances for the Student .....	2
1.3.2 Significances for State Poytechnic of Bengkalis .....	2
1.3.3 Significances for the Company .....	2
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....</b>	<b>3</b>
2.1 Company History .....	3
2.2 Vision and Mission .....	4
2.2.1 Vision .....	4
2.2.2 Mission.....	4
2.3 Kind of Business .....	4
2.4 Organization Structure .....	5

2.4.1	Organizational Structure of The Department Tourism, Culture, Youth and Sports.....	5
2.4.2	Organizational Structure of Culture Division .....	7
2.5	Document Used for Activity .....	8
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>		<b>9</b>
3.1	Job Description .....	9
3.2	Working Procedure .....	9
3.3	Place of Apprenticeship .....	15
3.4	Kind and Description of the Activity .....	16
<b>CHAPTER IV CONCLUSION AND SUGGESTION .....</b>		<b>23</b>
4.1	Conclusion .....	23
4.2	Suggestion.....	23
<b>APPENDICES .....</b>		<b>25</b>

## LIST OF TABLES

Table 3.1 Apprenticeship Schedule .....	16
Table 3.2 Apprenticeship Report on the First Week (February 20 <sup>th</sup> to 24 <sup>th</sup> , 2023) .....	16
Table 3.3 Apprenticeship Report on the Second Week (February 27 <sup>th</sup> to March 03 <sup>rd</sup> , 2023) .....	17
Table 3.4 Apprenticeship Report on the Third Week (March 06 <sup>th</sup> to 10 <sup>th</sup> , 2023)..	17
Table 3.5 Apprenticeship Report on the Fourth Week (March 13 <sup>th</sup> to 17 <sup>th</sup> , 2023)	17
Table 3.6 Apprenticeship Report on the Fifth Week (March 20 <sup>th</sup> to 24 <sup>st</sup> , 2023) ..	18
Table 3.7 Apprenticeship Report on the Sixth Week (March 27 <sup>th</sup> to 31 <sup>st</sup> , 2023)..	18
Table 3.8 Agenda of activities of the Seventh Week (April 03 <sup>rd</sup> to 07 <sup>th</sup> , 2023) ...	18
Table 3.9 Agenda of activities of the Eighth Week (April 10 <sup>th</sup> to 14 <sup>th</sup> , 2023).....	19
Table 3.10 Agenda of activities of the Ninth Week (April 17 <sup>th</sup> to 21 <sup>st</sup> , 2023)....	19
Table 3.11 Agenda of activities of the Tenth Week (April 24 <sup>th</sup> to 28 <sup>th</sup> , 2023) .....	19
Table 3.12 Agenda of activities of the Eleventh Week (May 01 <sup>st</sup> to 05 <sup>th</sup> , 2023).	20
Table 3.13 Agenda of activities of the Twelfth Week (May 08 <sup>th</sup> to 12 <sup>th</sup> , 2023) ..	20
Table 3.14 Agenda of activities of the Thirteenth Week (May 15 <sup>th</sup> to 19 <sup>th</sup> , 2023)	20
Table 3.15 Agenda of activities of the Fourteenth Week (May 22 <sup>nd</sup> to 26 <sup>th</sup> , 2023) .....	21
Table 3.16 Agenda of activities of the Fifteenth Week (May 29 <sup>th</sup> to June 02 <sup>nd</sup> , 2023) .....	21
Table 3.17 Agenda of activities of the Sixteenth Week (June 05 <sup>th</sup> to 09 <sup>th</sup> , 2023)	21
Table 3.18 Agenda of activities of the Seventeenth Week (June 12 <sup>th</sup> to 16 <sup>th</sup> , 2023) .....	22
Table 3.19 Agenda of activities of the Eighteenth Week (June 19 <sup>th</sup> to 20 <sup>th</sup> , 2023) .....	22

## LIST OF FIGURES

Figure 2.1 Department of Tourism, Culture, Youth and Sport .....	3
Figure 2.2 Organizational Structure of The Department of Tourism, Culture, Youth and Sports.....	6
Figure 2.3 Organizational Structure of Divisions/sections/intern units for Culture Division.....	8
Figure 3.1 Typing documents, letter and reports .....	10
Figure 3.2 Archiving Documents.....	11
Figure 3.3 Doing data input .....	12
Figure 3.4 Printing documents and reports .....	13
Figure 3.5 Copying documents and reports .....	13
Figure 3. 6 Delivering Letter.....	14
Figure 3.7 Editing documents and reports .....	15
Figure 3.8 Culture Division Room.....	16



## LIST OF APPENDICES

Appendix 1 Apprenticeship Reply Letter .....	25
Appendix 2 Apprenticeship Statement Letter .....	26
Appendix 3 Apprenticeship Assesment Letter.....	27
Appendix 4 List of Apprenticeship Attendance Sheet.....	28
Appendix 5 Apprenticeship Certificate.....	33
Appendix 6 Apprenticeship Revision Letter.....	34
Appendix 7 Daily Activity Apprenticeship from February 20 <sup>th</sup> , 2023 to June 20 <sup>th</sup> , 2023.....	35

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Apprenticeship was the process of applying knowledge or competence from the world of education to the world of work in a company, agency or organization. This program aims to enable interns to understand the work system in the professional world, gain experience and new skills. Apprenticeship is also one of the main requirements to go through the graduation process. It is one of the prerequisites before graduating. A successful apprenticeship will build great achievements in the workplace. State Polytechnic of Bengkalis is a vocational high education institution. This institution requires interns to join an internship program in order to graduate and also ensures that interns have adaptability, work ethic, and are responsible especially in the world of work.

Including the English Department is one of the study programs in State Polytechnic of Bengkalis which requires interns to do an internship. This apprenticeship program at State Polytechnic of Bengkalis provides learning and training opportunities for all interns at State Polytechnic of Bengkalis to develop professional skills in the field of science and technology. Therefore, the author had the opportunity to do an apprenticeship at the Bengkalis Regency Tourism Culture Youth and Sports Office. On this occasion the author was placed in the Cultural Field of the Department of Tourism Culture Youth and Sports, Bengkalis Regency.

The apprenticeship has been carried out from February 20, 2023 to June 20, 2023 as an apprenticeship at the Department Tourism, Culture, Youth and Sports. It was chosen in Culture Subdivision because the writer can implement his communication skills, time management, and also improve knowledge about workplace. It is locating at Arif Rahman Street No. 24, Bengkalis, Bengkalis Sub district, Bengkalis Regency, Riau 28713.

## **1.2 Purposes of the Apprenticeship**

Apprenticeship was one of the requirements for State Polytechnic of Bengkalis interns in completing their studies. To achieve the expected results, The objectives of the implementation of the Apprenticeship are as follows:

1. To know what kinds of jobs in Culture Division of The Department of Tourism, Culture, Youth and Sports in Bengkalis.
2. To know how working procedures and systems applied in Culture Division of The Department of Tourism, Culture, Youth and Sports in Bengkalis.
3. To find out the obstacles and solutions during program implementation Apprenticeship in The Department of Tourism, Culture, Youth and Sports.

## **1.3 Significances of the apprenticeship**

### **1.3.1 Significances for the Student**

Apprenticeship provides an opportunity to implement the knowledge that has been learned and gained new knowledge and skill. By doing apprenticeship, interns can increase their knowledge and creativity, and also know how to talk to others (Public Speaking) and keep people interested.

### **1.3.2 Significances for State Poytechnic of Bengkalis**

Apprenticeship helps Polytechnics to prepare and produce creativities of interns who are already to work in the field once they complete their studies. Therefore, apprenticeships help polytechnics implement and organize their curriculum. Besides that, it can also build cooperation between polytechnic and the agency

### **1.3.3 Significances for the Company**

Apprenticeship gives the Regional Agency for Languages in Riau Province a chance to help and sharpen student's skill. In addition, this program is an opportunity for the office to promote image and perspective of the office towards public.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

The Department Tourism, Culture, Youth and Sports (DISPARBUDPORA) was formed based on the Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Formation and Composition of the Bengkalis Regency Regional Apparatus. Furthermore, based on the provisions of Article 4 of Bengkalis Regent Regulation Number 54 of 2016 concerning Position, Organizational Structure, Eselonering, Duties, Functions and Job Descriptions and Work Procedures at the Department Tourism, Culture, Youth and Sports, has the task of assisting the Regent, carrying out government affairs which are the authority of the region and assisting the task in the fields of Tourism, Culture, Youth and Sports.



**Figure 2.1 Department of Tourism, Culture, Youth and Sport**  
*Source: DISPARBUDPORA Archive Bengkalis Regency*

## **2.2 Vision and Missions**

The vision and mission of the Department Tourism, Culture, Youth and Sports as implemented in the Bengkalis Regency's 2016-2023 Regional Medium-Term Development Plan by considering its potential and supporting aspects and based on the main tasks and functions of the Department Tourism, Culture, Youth and Sports in accordance with Regional Regulation Number 3 of 2016 concerning Formation and Composition of Bengkalis Regency Regional Apparatus.

### **2.2.1 Vision**

The vision is "The Realization of Bengkalis Regency as a Cultural Tourism Destination Area, Independent Youth, Faithful and Has Noble Morals and Spirit of Patriotism With Healthy and Prosperous Society."

### **2.2.2 Missions**

The missions of the Department Tourism, Culture, Youth and Sports are as follows:

1. Realizing the effective management of regional financial potential, natural resources and human resources in advancing the economy.
2. Realizing bureaucratic reform and strengthening Malay religious and cultural values towards good governance and community character.
3. Realizing the provision of quality infrastructure and developing the potential of border areas for the welfare of the people.

## **2.3 Kind of Business**

The field of culture has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of culture with established regulations. The tasks of the Culture are:

1. Implementating technical guidance and development of authority in the field of Culture is based on policies set by the Regent.
2. Preparing and implementing development and control programs in the field of culture which is the authority of the region.
3. Implementating and supervision of minimum standards in the field of Culture.

4. Implementating security rescue, maintenance, restoration, excavation and research of cultural heritage objects on a Regency scale
5. Implementating other tasks assigned by the Head in accordance with the duties and function.

## **2.4 Organization Structure**

### **2.4.1 Organizational Structure of The Department Tourism, Culture, Youth and Sports**

The organizational structure is a chart that systematically describes the determination, duties, functions, authorities, and responsibilities of each with predetermined goals. Aims to foster work harmony so that work can be done regularly and well to achieve the desired goals to the fullest. Furthermore, the organizational structure of The Department of Tourism, Culture, Youth and Sports of Bengkalis Regency can be described as follows.

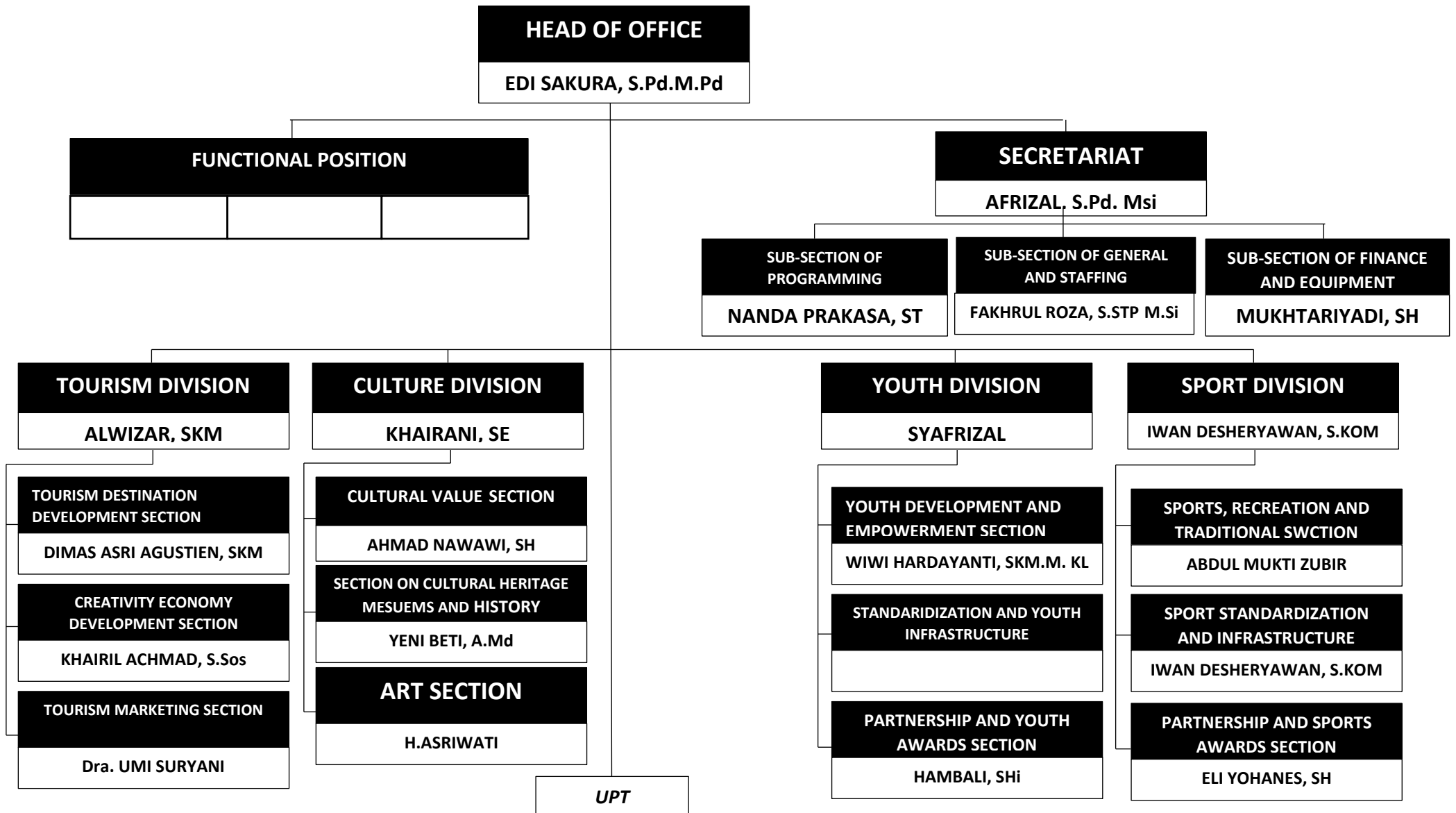


Figure 2.2 Organizational Structure of The Department of Tourism, Culture, Youth and Sports

Source: *DISPARBUDPORA Archive Bengkulu Regency*

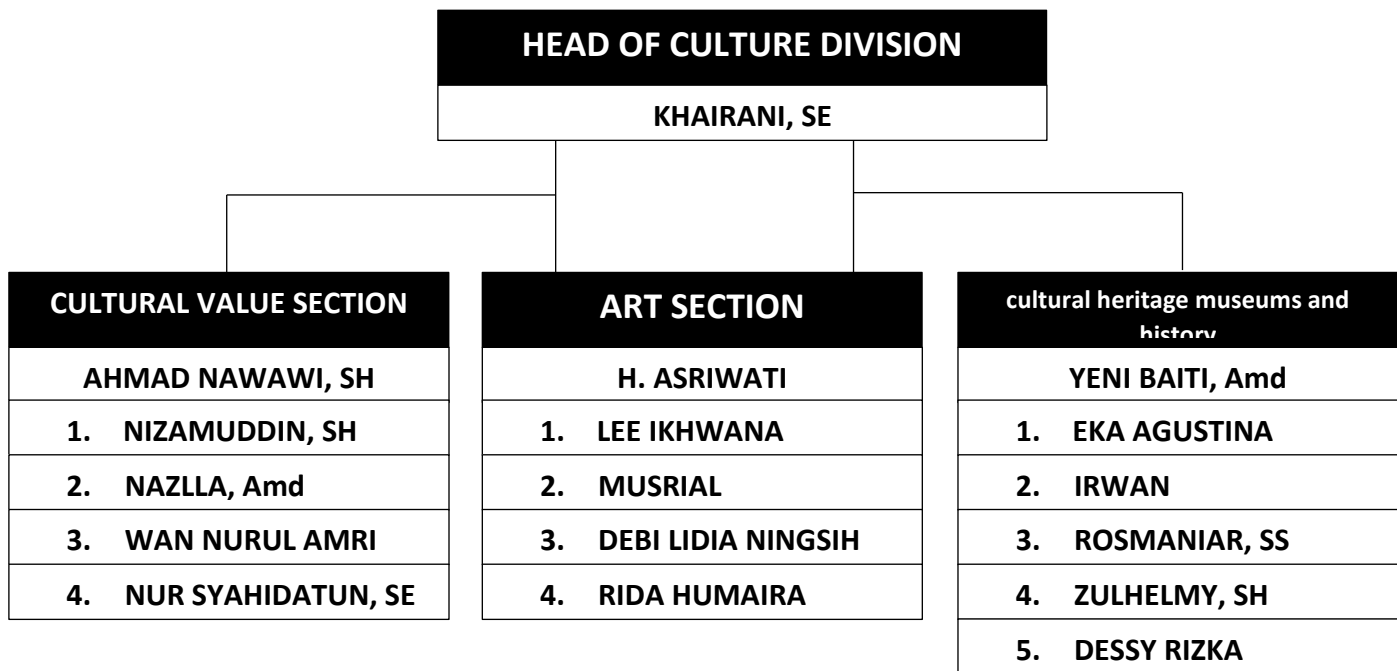
The organizational structure of The Department of Tourism, Culture, Youth and Sports, consists of:

1. Head of Office
2. Secretariat, consists of:
  - a. sub-section of programming
  - b. sub-section of general and staffing
  - c. sub-section of finance and equipment
3. Tourism Field, consist of:
  - a. tourism destination development section
  - b. creative economy development and development section
  - c. tourism marketing section
4. Culture Division, consist of:
  - a. cultural value section
  - b. section on cultural heritage museums and history
  - c. art section
5. Youth Field, consist of:
  - a. youth development and empowerment section
  - b. standardization section and youth infrastructure
  - c. partnership section and youth awards
6. Sport Field, consist of:
  - a. sports, recreation and traditional education section
  - b. sports standardization and infrastructure section
  - c. partnership and sports awards section
7. Functional Position Group
8. *UPT*

#### 2.4.2 Organizational Structure of Culture Division

The organizational structure of the Divisions/Sections/Intern Units for Culture Division are as follows:





**Figure 2.3 Organizational Structure of Divisions/sections/intern units for Culture Division**

*Source: DISPARBUDPORA Archive Bengkalis Regency*

## 2.5 Document Used for Activity

To manage activities during the internship period, there are several documents used at Department of Tourism, Culture, Youth and Sport in Culture Division:

### 1. Event Report

Document that gathers all the success metrics and other data that illustrate the performance of whole event.

### 2. Tourism infrastructure planning report

Planning that refers to some attraction such (natural, cultural, man-made), service such (accommodation shops, hotel, visitor information, tour and travel operation), and transportation.

### 3. Letter of accountability (*SPJ*)

A report of an action taken is contained in a letter of accountability. The *SPJ* includes the completed work or activities, the realization of expenses, which completed, and the results of projects.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This apprenticeship program was carried out at The Department of Tourism, Culture, Youth and Sports for four months, started from 20<sup>th</sup> February, 2023 to 20<sup>th</sup> June, 2023. During the apprenticeship period, apprenticeship was placed in the Culture division. There were several tasks during the apprenticeship in the Culture division at Department of Tourism, Culture, Youth and Sports, namely as follows:

1. Typing mail and documents
2. Archiving documents
3. Doing data input
4. Printing documents and reports
5. Copying documents and reports
6. Delivering documents, letter and reports
7. Editing documents and reports
- 8.

#### **3.2 Working Procedure**

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

1. Typing documents and reports

In the Culture division, it will not be separated from typing like other rooms, where in this room the author types several documents and reports using Microsoft Word. Such as typing civil servant and honorary data reports, invitation letters, official notes. An illustration of typing a report and document is as follows:

turn on the  
computer

open the  
ms word

examine  
the data

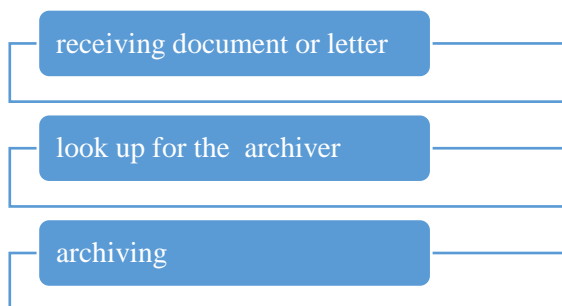
typing  
process



**Figure 3.1 Typing Documents and reports**  
*Source: Processed Data, 2023*

2. Archiving documents

Every time there was an incoming mail such as official notes, invitations, minutes after being written on the disposition sheet and submitted then photocopied then the incoming mail will be entered into the 2023 entry decree archive



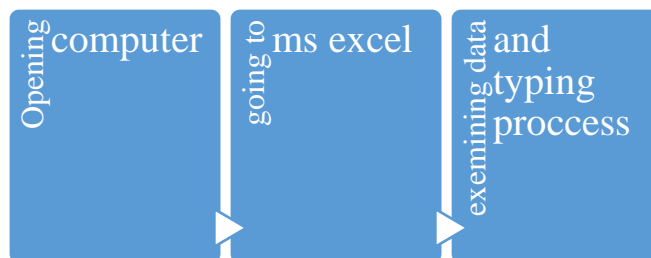


**Figure 3.2 Archiving Documents**

*Source: Processed Data, 2023*

3. Doing data input

Doing data input was the activity of entering existing data into the database applications such as Microsoft Excel, there are also Doing data input activities in the Culture Division, among others, Doing data input. The following is an illustration of Doing data input:

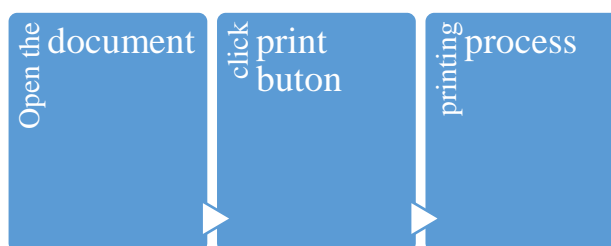


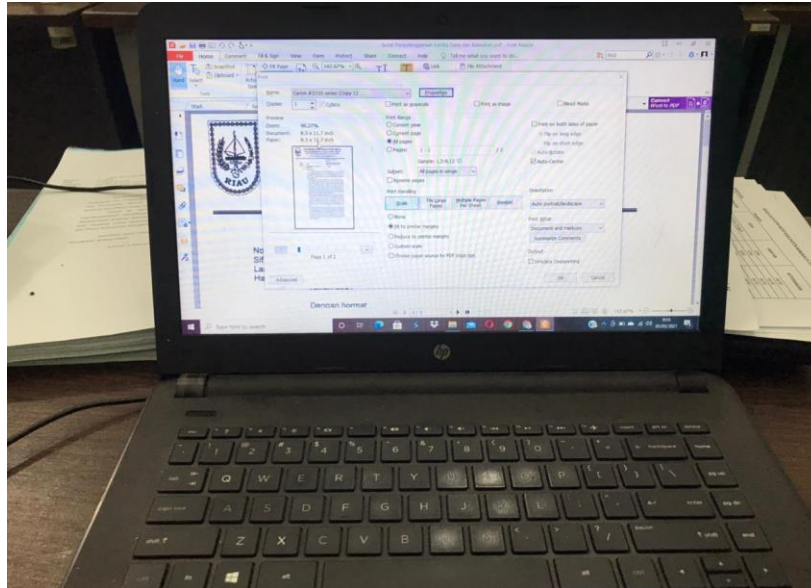
Uraian	Sebelum Pergeseran					Setelah Pergeseran					Berlambah/ (Berkurang)
	Rincian Perhitungan				Jumlah (Rp)	Rincian Perhitungan				Jumlah (Rp)	
	Koefisien	Satuan	Harga	PPN		Koefisien	Satuan	Harga	PPN		
[a] Belanja Perlengkapan Sumber Dana : Dana Transfer Umum-Dana Bagi Hasil					Rp2.234.000					Rp2.234.000	Rp0
[c] Kegiatan Mandi Safer											
Gayung Spesifikasi :	6 Buah	Buah	29.000	0	Rp174.000	6 Buah	Buah	29.000	0	Rp174.000	Rp0
Hangkuk Besar Spesifikasi :	10 Lembar	Lembar	206.000	0	Rp2.060.000	10 Lembar	Lembar	206.000	0	Rp2.060.000	Rp0
5.02.01.01.0058 Belanja Makanan dan Minuman Aktivitas Lapangan Sumber Dana : Dana Transfer Umum-Dana Bagi Hasil					Rp66.270.000					Rp66.270.000	Rp0
[e] Belanja Makan Minum Kegiatan Sumber Dana : Dana Transfer Umum-Dana Bagi Hasil					Rp66.270.000					Rp66.270.000	Rp0
[c] Kegiatan Lampu Colok											
Air mineral Spesifikasi : Botol Sedang	13 Kotak	Kotak	40.000	0	Rp520.000	13 Kotak	Kotak	40.000	0	Rp520.000	Rp0
Biaya Konsumsi Spesifikasi : Jamuan Makan Prasmanan	150 Orang / Kali	Orang / Kali	40.000	0	Rp6.000.000	150 Orang / Kali	Orang / Kali	40.000	0	Rp6.000.000	Rp0
Biaya Konsumsi Spesifikasi : Jamuan Snack Box	200 Kotak	Kotak	15.000	0	Rp3.000.000	200 Kotak	Kotak	15.000	0	Rp3.000.000	Rp0
Biaya Konsumsi Spesifikasi : Kue Hidang VIP	30 kotak	Kotak	20.000	0	Rp600.000	30 Kotak	Kotak	20.000	0	Rp600.000	Rp0
Biaya Konsumsi Spesifikasi : Nasi Kotak	300 Kotak	Kotak	35.000	0	Rp10.500.000	300 Kotak	Kotak	35.000	0	Rp10.500.000	Rp0
Biaya Konsumsi Spesifikasi : Takji	250 Porsi	Porsi	15.000	0	Rp3.750.000	250 Porsi	Porsi	15.000	0	Rp3.750.000	Rp0
[c] Kegiatan Mandi Safer											
Air mineral Spesifikasi : Botol Sedang	10 Kotak	Kotak	40.000	0	Rp400.000	10 Kotak	Kotak	40.000	0	Rp400.000	Rp0
Biaya Konsumsi Spesifikasi : Jamuan Makan Prasmanan VIP	150 Orang x 2 Kali	Orang / Kali	80.000	0	Rp24.000.000	150 Orang x 2 Kali	Orang / Kali	80.000	0	Rp24.000.000	Rp0
Biaya Konsumsi Spesifikasi : Jamuan Snack Box	200 Kotak	Kotak	15.000	0	Rp3.000.000	200 Kotak	Kotak	15.000	0	Rp3.000.000	Rp0
Biaya Konsumsi Spesifikasi : Kue Hidang VIP	200 Kotak	Kotak	20.000	0	Rp4.000.000	200 Kotak	Kotak	20.000	0	Rp4.000.000	Rp0
Biaya Konsumsi Spesifikasi : Nasi Kotak	300 Kotak	Kotak	35.000	0	Rp10.500.000	300 Kotak	Kotak	35.000	0	Rp10.500.000	Rp0
5.1.02.01.01.0074 Belanja Pakaian Adat Daerah					Rp6.965.000					Rp6.965.000	Rp0
[a] Belanja Perlengkapan Sumber Dana : Dana Transfer Umum-Dana Bagi Hasil					Rp6.965.000					Rp6.965.000	Rp0
[c] Pagelaran Seni											

Figure 3.3 Doing data input  
Source: Processed Data, 2023

4. Printing documents and reports

Printing was an activity to convert softcopy into hardcopy which requires a tool in the form of a printer. To print a file, the first step is to make sure that the computer and printer are connected. Click home on the Microsoft Word file to be printed, select the print menu. Make sure all the desired settings have been determined such as paper size, margins, color / black and white. Then select the printer that is connected by viewing the word online. After that, click print to print the file. The illustration of printed documents are as follows:





**Figure 3.4 Printing documents and reports**  
*Source: Processed Data, 2023*

5. Copying documents

Photocopy documents is a process of doubling documents with certain aims and objectives. The illustration of duplicated documents are as follows:



going to photocopier machine

taking documents and put onto copy

copying process

**Figure 3.5 Copying Documents and reports**  
*Source: Processed Data, 2023*

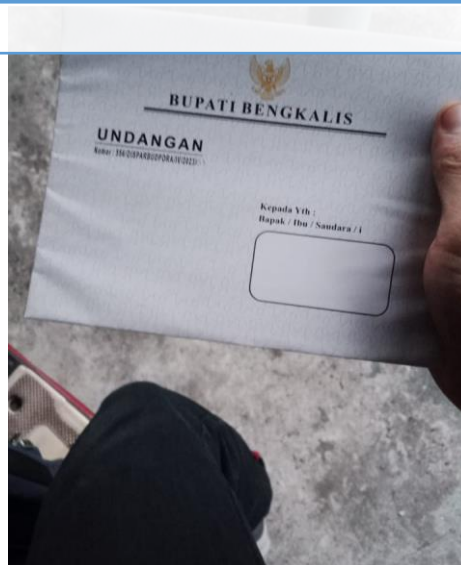
6. Delivering letters

For this one author delivering letter not only at the service office in the Bengkalis area, but also across to the *Bukit Batu* and other outside areas

Taking the letter

receiving letter

delivering process



**Figure 3.6 Delivering Letter**  
*Source: Processed Data, 2023*

7. Editing documents and reports

Unlike the case with typing previously, editing here was tidying up messy documents and reports due to converting pdf to word and other converts, so it needs to be edited again so that it can be neater. The illustration is as follows:



- open the document
- select what type of document convert to
- editing process

**Figure 3.7 Editing Documents and reports**

*Source: Processed Data, 2023*

### **3.3 Place of Apprenticeship**

This apprenticeship activity carried out at Department of Tourism, Culture, Youth and Sports which located at Arif Rahman Street No. 24, Bengkalis, Bengkalis Sub district, Bengkalis Regency, Riau Province 28713 during apprenticeship the author was placed in the Culture division.





**Figure 3.8 Culture Division Room**

Source: Culture Division of The Department of Tourism, Culture, Youth and Sports

Apprenticeship activities began on February 20<sup>th</sup>, 2023 to June 20<sup>th</sup>, 2023, the following is the daily schedule for Apprenticeship:

**Table 3.1 Apprenticeship Schedule**

No.	Day	Working Time		Institute
1.	Monday – Thursday	Morning	08 am – 12 pm	<i>The Department of Tourism, Culture, Youth and Sports</i>
		Noon	2 pm – 4 pm	
	Friday	Morning	8 am – 11.30 am	
		Noon	1.30 pm – 4 pm	
2.	Saturday & Sunday	Holiday		

Sourced : Processed Data, 2023

### 3.4 Kind and Description of the Activity

The description of the activities carried out during the Apprenticeship at Department of Tourism, Culture, Youth and Sport in the Culture division can be seen in the following table:

**Table 3.2 Apprenticeship Report on the First Week (February 20<sup>th</sup> to 24<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday February 20 <sup>th</sup> , 2023	1. Asking Mr, Fakhru Roza as head of sub-section Tourism, Culture, Youth and Sport to reconfirming for Work Practices	Secretary

		2. The Issue of a Memorandum of Service by the Secretary	
2.	Tuesday February 21 <sup>st</sup> , 2023	1. Requesting Mrs. Khairani, as Head of Culture Division for Confirmation of Apprenticeship in The Division. 2. Introduce self in the Culture Division	Culture Division
3.	Wednesday February 22 <sup>nd</sup> , 2023	Observing work system	Culture Division
4.	Thursday February 23 <sup>rd</sup> , 2023	Observing task	Culture Division
5.	Friday February 24 <sup>th</sup> , 2023	Observing	Culture Division

Sourced : Processed Data, 2023

**Table 3.3 Apprenticeship Report on the Second Week (February 27<sup>th</sup> to March 03<sup>rd</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday February 27 <sup>th</sup> , 2023	Scanning Acceptance Internship Letter	Culture Division
2.	Tuesday February 28 <sup>th</sup> , 2023	Delivering letter to Youth Division	Tourism, Culture, Youth and Sport office
3.	Wednesday March 01 <sup>st</sup> , 2023	Delivering letter to Sports Division	Culture Division
4.	Thursday March 02 <sup>nd</sup> , 2023	Printing document	Culture Division
5.	Friday March 03 <sup>rd</sup> , 2023	Delivering letter to Regent's Office	Regent's Office

Sourced : Processed Data, 2023

**Table 3.4 Apprenticeship Report on the Third Week (March 06<sup>th</sup> to 10<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday March 06 <sup>th</sup> , 2023	Typing data report of civil servant and honorary for January to March 2023	Culture Division
2.	Tuesday March 07 <sup>th</sup> , 2023	1. Editing data report of civil servant and honorary for January to March 2023 2. Print data report of civil servant and honorary for January to March 2023	Culture Division
3.	Wednesday March 08 <sup>th</sup> , 2023	Typing letter for identification of cooperation	Culture Division
4.	Thursday March 09 <sup>th</sup> , 2023	Helping Culture division employee for making task	Culture Division
5.	Friday March 10 <sup>th</sup> , 2023	Doing data input report of culture division on March 2023	Culture Division

Sourced : Processed Data, 2023

**Table 3.5 Apprenticeship Report on the Fourth Week (March 13<sup>th</sup> to 17<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday March 13 <sup>th</sup> , 2023	making review financial data	Secretary Division
2.	Tuesday March 14 <sup>th</sup> , 2023	Checking Documents	Culture Division
3.	Wednesday March 15 <sup>th</sup> , 2023	Checking Printer Problems	Culture Division
4.	Thursday March 16 <sup>th</sup> , 2023	Sick	-
5.	Friday March 17 <sup>th</sup> , 2023	Checking around office	Tourism, Culture, Youth and Sport office

Sourced : Processed Data, 2023

**Table 3.6 Apprenticeship Report on the Fifth Week (March 20<sup>th</sup> to 24<sup>st</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday March 20 <sup>th</sup> , 2023	1. Delivering Printer to Service. 2. helping other division to make report	Global Computer
2.	Tuesday March 21 <sup>st</sup> , 2023	Retyping cooperation data	Culture Division
3.	Wednesday March 22 <sup>nd</sup> , 2023	Making Script for Drama	Culture Division
4.	Thursday March 23 <sup>rd</sup> , 2023	Copying documents sheets	Secretary Division
5.	Friday March 24 <sup>th</sup> , 2023	Typing supporting document data of Civil's Servant 2023	Culture Division

Sourced : Processed Data, 2023

**Table 3.7 Apprenticeship Report on the Sixth Week (March 27<sup>th</sup> to 31<sup>st</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday March 27 <sup>th</sup> , 2023	Ceremony	Culture Division
2.	Tuesday March 28 <sup>th</sup> , 2023	Receiving mail	Tourism, Culture, Youth and Sport office
3.	Wednesday March 29 <sup>th</sup> , 2023	Checking incoming mail	Culture Division
4.	Thursday March 30 <sup>th</sup> , 2023	Sick	-
5.	Friday March 31 <sup>st</sup> , 2023	Ceremony	Tourism, Culture, Youth and Sport office

Sourced : Processed Data, 2023

**Table 3.8 Agenda of activities of the Seventh Week (April 03<sup>rd</sup> to 07<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday April 03 <sup>rd</sup> , 2023	Asking for sign of memorandum	Culture Division
2.	Tuesday April 04 <sup>th</sup> , 2023	Discussing with colleague	Culture Division

3.	Wednesday April 05 <sup>th</sup> , 2023	Typing invitational letter for <i>Lampu Colok Festival 2023</i>	Culture Division
4.	Thursday April 06 <sup>th</sup> , 2023	Printing invitational letter for <i>Lampu Colok Festival 2023</i>	Culture Division
5.	Friday April 07 <sup>th</sup> , 2023	Good Friday	

Sourced : Processed Data, 2023

**Table 3.9 Agenda of activities of the Eighth Week (April 10<sup>th</sup> to 14<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday April 10 <sup>th</sup> , 2023	Preparing banner for <i>Festival Budaya Lampu Colok 2023</i>	Culture Division
2.	Tuesday April 11 <sup>th</sup> , 2023	Observing data before the event	Culture Division
3.	Wednesday April 12 <sup>th</sup> , 2023	Delivering The banner to Bukit batu subdistrict	Siak Kecil sub-district office
4.	Thursday April 13 <sup>th</sup> , 2023	Delivering invitational Letter to several Village Offices and Subdistrict Office of Bukit Batu	Bukit Batu sub-district
5.	Friday April 14 <sup>th</sup> , 2023	Observing The location of event.	<i>Pangkalan Jambi Village</i>

Sourced : Processed Data, 2023

**Table 3.10 Agenda of activities of the Nineth Week (April 17<sup>th</sup> to 21<sup>st</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday April 17 <sup>th</sup> , 2023	Opening <i>Festival Budaya Lampu Colok 2023</i>	<i>Pangkalan Jambi Village</i>
2.	Monday April 18 <sup>th</sup> , 2023	Meeting after The event	Culture Division
3.	Wednesday April 19 <sup>th</sup> , 2023	Discussing to honorary about work	Culture Division
4.	Thursday April 20 <sup>th</sup> , 2023	Determining the winner of the Event	Culture Division
5.	Friday April 21 <sup>st</sup> , 2023	Eid Al-Fitr 1444H.	

Sourced : Processed Data, 2023

**Table 3.11 Agenda of activities of the Tenth Week (April 24<sup>th</sup> to 28<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday April 24 <sup>th</sup> , 2023	Eid Al-Fitr 1444 H.	
2.	Tuesday April 25 <sup>th</sup> , 2023		
3.	Wednesday April 26 <sup>th</sup> , 2023		
4.	Thursday April 27 <sup>th</sup> , 2023		
5.	Friday April 28 <sup>th</sup> , 2023		

Sourced : Processed Data, 2023

**Table 3.12 Agenda of activities of the Eleventh Week (May 01<sup>st</sup> to 05<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday May 01 <sup>st</sup> , 2023	Eid Al-Fitr 1444 H.	
2.	Tuesday May 02 <sup>nd</sup> , 2023	Halal Bihalal	<i>Lapangan tugu</i>
3.	Wednesday May 03 <sup>rd</sup> , 2023	Halal Bihalal	<i>Open House</i>
4.	Thursday May 04 <sup>th</sup> , 2023	Halal Bihalal	<i>Open House</i>
5.	Friday May 05 <sup>th</sup> , 2023	Halal Bihalal	<i>Open House</i>

Sourced : Processed Data, 2023

**Table 3.13 Agenda of activities of the Twelvth Week (May 08<sup>th</sup> to 12<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday May 08 <sup>th</sup> , 2023	Doing data input	Culture Division
2.	Tuesday May 09 <sup>th</sup> , 2023	Servicing Printer	Global Computer
3.	Wednesday May 10 <sup>th</sup> , 2023	Discussing with colleague at office	Culture Division
4.	Thursday May 11 <sup>th</sup> , 2023	Discussing with Civil servants about work	Culture Division
5.	Friday May 12 <sup>th</sup> , 2023	Discussing with Civil Servants about work	Culture Division

Sourced : Processed Data, 2023

**Table 3.14 Agenda of activities of the Thirteenth Week (May15<sup>th</sup> to 19<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday May 15 <sup>th</sup> , 2023	Observing Honorary work	Culture Division
2.	Tuesday May 16 <sup>th</sup> , 2023	Discussing with colleague	Culture Division
3.	Wednesday May 17 <sup>th</sup> , 2023	Checking Incoming mail	Culture Division
4.	Thursday May 18 <sup>th</sup> , 2023	Receiving mail	Security Desk
5.	Friday May 19 <sup>th</sup> , 2023	Shopping : Monthly Division's Expenditure	Grocery Stores

Sourced : Processed Data, 2023

**Table 3.15 Agenda of activities of the Fourteenth Week (May 22<sup>nd</sup> to 26<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday May 22 <sup>nd</sup> , 2023	Ceremony	Tourism, Culture, Youth and Sport Office
2.	Tuesday May 23 <sup>rd</sup> , 2023	Discussing with colleagues	Culture Division
3.	Wednesday May 24 <sup>th</sup> , 2023	Observing Civils' servant task	Culture Division
4.	Thursday May 25 <sup>th</sup> , 2023	Ceremony	Tourism, Culture, Youth and Sport Office
5.	Friday May 26 <sup>st</sup> , 2023	Receiving Letter	Security Desk

Sourced : Processed Data, 2023

**Table 3.16 Agenda of activities of the Fifteenth Week (May 29<sup>th</sup> to June 02<sup>nd</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday May 29 <sup>th</sup> , 2023	Ceremony	Tourism, Culture, Youth and Sport Office
2.	Tuesday May 30 <sup>th</sup> , 2023	Scanning some past official letter of division	Culture Division
3.	Wednesday May 31 <sup>st</sup> , 2023	Receiving letter	Security Desk
4.	Thursday June 01 <sup>st</sup> , 2023	Copying ID card	Culture Division
5.	Friday June 02 <sup>nd</sup> , 2023	Helping Civil's Servant work	Culture Division

Sourced : Processed Data, 2023

**Table 3.17 Agenda of activities of the Sixteenth Week (June 05<sup>th</sup> to 09<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday June 05 <sup>st</sup> , 2023	Sick	
2.	Tuesday June 06 <sup>st</sup> , 2023	Doing input data	Culture Division

3.	Wednesday June 07 <sup>th</sup> , 2023	Discussing with colleague around with colleague	Culture Division
4.	Thursday June 08 <sup>th</sup> , 2023	Ceremony	Tourism, Culture, Youth and Sport office
5.	Friday June 09 <sup>th</sup> , 2023	Discussing with honorary	Culture Division

Sourced : Processed Data, 2023

**Table 3.18 Agenda of activities of the Seventeenth Week (June 12<sup>th</sup> to 16<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday June 12 <sup>th</sup> , 2023	Printing letter	Culture Division
2.	Tuesday June 13 <sup>th</sup> , 2023	Sick	-
3.	Wednesday June 14 <sup>th</sup> , 2023	Sick	-
4.	Thursday June 15 <sup>th</sup> , 2023	Sick	-
5.	Friday June 16 <sup>th</sup> , 2023	Receiving Mail	Security Desk

Sourced : Processed Data, 2023

**Table 3.19 Agenda of activities of the Eighteenth Week (June 19<sup>th</sup> to 20<sup>th</sup>, 2023)**

No.	Day/Date	Description of Activity	Divisions
1.	Monday June 19 <sup>th</sup> , 2023	Helping Honorary to deliver letter to Regent's Office	Regent's Office
2.	Tuesday June 20 <sup>th</sup> , 2023	Archiving data	Culture Division

Sourced : Processed Data, 2023

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing Apprenticeship at Department of Tourism, Culture, Youth and Sport in Culture Division, then the following conclusions can be drawn:

1. There were working procedure in Apprenticeship, as follows. Typing mail and documents, Archiving documents, Doing data input, Printing documents and reports, copying documents, delivering documents and reports, and editing documents and reports
2. Apprenticeship program implemented in Department of Tourism, Culture, Youth and Sport in Culture Division. For the working work schedule during the author apprenticeship, there are in daily schedule generally on Monday to Thursday at 8 am -12 pm and continued again at 2 pm – 4 pm for Friday at 08 am-11.30 am continued again at 1.30 pm - 4 pm. The program is carried out for 4 months starting from February 20<sup>th</sup>, 2023 to June 20<sup>th</sup>, 2023.
3. For the documents the author used several documents given by head of Culture Division during internship.

#### **4.2 Suggestion**

After doing of the apprenticeship at Department of Tourism, Culture, Youth and Sport, there are several suggestions, namely:

1. Suggestion for Interns are must improve work performance and master theories or concepts about the real working world and develop experience in order to be able to come up with good ideas when given the opportunity to work and the interns must be able to improve their ethics, behaviour and dicipline at time to do apprenticeship, especially never be late for coming to the government institution/company and if interns don't enter the


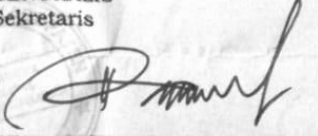


apprenticeship because there are some obstacles, the interns are required to contact the advisor at the apprenticeship place to avoid unwanted things.

2. Suggestion for State Polytechnic of Bengkalis are must strengthen cooperation and socialization with companies. it can be strengthen the relationship of State Polytechnic of Bengkalis with Tourism, Culture, Youth and Sport which is it can provide benefits for making it easier for the next apprenticeship interns at Department of Tourism, Culture, Youth and sport.
3. Suggestion for Institution are must strengthen cooperation both in the working world and education and provide opportunities for Apprenticeship interns to provide ideas in overcoming work problems and opportunities to increase knowledge. Especially at Department of Tourism, Culture, Youth and Sport. namely:
  - a. Sometimes there were some things that interns are not allowed to do, for example, such as writing room budget funds, apprenticeship should be allowed to practice filling budget funds under supervision so that they can increase their knowledge.
  - b. For institution can give interns the confidence to do some important assignments, because it was very good for interns. At least apprenticeship supervisor can help to do some important tasks with apprenticeship interns in order to increase knowledge and performance.
  - c. It would better to use a better printer so that in the process of printing documents there are no problems with ink jams or damage to the cartridge, this may seem a simple problem but it was quite disturbing performance.

## APPENDICES

### Appendix 1 Apprenticeship Reply Letter

 <p><b>PEMERINTAH KABUPATEN BENGKALIS</b> <b>DINAS PARIWISATA, KEBUDAYAAN,</b> <b>KEPEMUDAAN DAN OLARHAGA</b> Jl. Arief Rachman No. 024 Telp. (0766) 21098 - 22720 Fax. (0766) 22720 <b>BENGKALIS 28712</b></p>	
Bengkalis, 22 Februari 2023	
Nomor : 556/Disparbudpora/II/2023/45	Kepada Yth;
Lampiran : -	Politeknik Negeri
Perihal : Izin Melakukan Kerja Praktek (KP)	Bengkalis
	di-
	Bengkalis
<p>Menindaklanjuti Surat dari Politeknik Negeri Bengkulu Kabupaten Bengkulu Nomor: 673/PL31/TU/2023 tanggal 30 Januari 2023 perihal Permohonan Kerja Praktek (KP), bersama ini disampaikan bahwanya kami dari Dinas Pariwisata, Kebudayaan, Kepemudaan dan Olahraga Kabupaten Bengkulu bersedia menerima mahasiswa atas nama :</p>	
N a m a	: <b>DWI AL VANDY</b>
NIM	: 523191117
Prodi	: D3 Bahasa Inggris
Universitas	: Politeknik Negeri Bengkulu
<p>untuk mengadakan Kerja Praktek (KP), dengan ketentuan yang bersangkutan sepanjang melakukan Kerja Praktek (KP) mematuhi ketentuan dan peraturan yang berlaku.</p>	
<p>Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.</p>	
<p>a.n. KEPALA DINAS PARIWISATA, KEBUDAYAAN, KEPEMUDAAN DAN OLARHAGA KAB. BENGKALIS Sekretaris</p>  <p><b>REZA NOVERINDRA, S.STP, M.SI</b> Pembina Tingkat I NIP. 19821115 200112 1 002</p>	

## Appendix 2 Apprenticeship Statement Letter



**PEMERINTAH KABUPATEN BENGKALIS**  
**DINAS PARIWISATA, KEBUDAYAAN,**  
**KEPEMUDAAN DAN OLAHRAGA**  
Jl. Arief Rachman No. 024 Telp. (0766) 21098 - 22720 Fax. (0766) 22720  
**BENGKALIS 28712**

### SURAT KETERANGAN

Nomor: 556/Disparbudpora-Sekre/VI/2023/244

Yang bertanda tangan dibawah ini menerangkan bahwa:

Nama : Dwi Al Vandy  
Nim : 5203191117  
Universitas : Politeknik Negeri Bengkalis  
Jurusan : Bahasa  
Prodi : D-III Bahasa Inggris  
Tempat/Tgl. Lahir : Sepotong, 13 Mei 2000

Telah melaksanakan Kerja Praktek pada Instansi kami, Dinas Pariwisata, Kebudayaan, Pemuda Dan Olahraga Kabupaten Bengkalis (DISPARBUDPORA) sejak tanggal 20 Februari 2023 sampai 20 Juni 2023 sebagai tenaga Kerja Praktek.

Demikian surat keterangan ini diberikan kepada yang bersangkutan untuk di pergunakan sebagai mana mestinya.

Bengkalis, 20 Juni 2023

KASUBBAG UMUM

DAN KEPEGAWAIAN

Disparbudpora



## Appendix 3 Apprenticeship Assesment Letter

### EVALUATION RESULT FROM JOB TRAINING

#### COMPANY APPRAISAL

#### DINAS PARIWISATA, KEBUDAYAAN, PEMUDA DAN OLAAHRAGA KABUPATEN BENGKALIS (DISPARBUDPORA)

Name : Dwi Al Vandy  
Student's Identity No : 5203191117  
Study Program : D3 – Bahasa  
College : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Discipline	20%	70
2	Responsibility	25%	85
3	Adjustment/Adaptation	10%	80
4	Work Result	30%	90
5	Behavior in General	15%	95
Total (1+2+3+4+5)		100%	420

Explanation :  
Score : Criteria  
81 - 100 : Excellent  
71 - 80 : Very Good  
66 - 70 : Good  
61 - 65 : Good Enough  
56 - 60 : Enough

Notes.....  
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














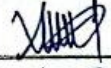





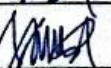
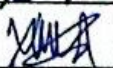



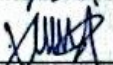
Bengkalis, 20 Juni 2023  
KASUBBAG UMUM DAN KEPEGAWAIAN  
DISPARBUDPORA



## Appendix 4 List of Apprenticeship Attendance Sheet

### ABSENSI KERJA PRAKTEK (KP) TAHUN 2023

#### DI DINAS PARIWISATA, KEBUDAYAAN, PEMUDA DAN OLAHRAGA KABUPATEN BENGKALIS (DISPARBUDPORA)

NO	TANGGAL	DWI AL VANDY NIM : 5203191117	
		MASUK	PULANG
1	20 Februari 2023		
2	21 Februari 2023		
3	22 Februari 2023		
4	23 Februari 2023		
5	24 Februari 2023		
6	25 Februari 2023	_____ //	_____
7	26 Februari 2023	_____ //	_____
8	27 Februari 2023		
9	28 Februari 2023		
10	01 Maret 2023		
11	02 Maret 2023		
12	03 Maret 2023		
13	04 Maret 2023	_____ //	_____
14	05 Maret 2023	_____ //	_____
15	06 Maret 2023		
16	07 Maret 2023		
17	08 Maret 2023		
18	09 Maret 2023		

19	10 Maret 2023	X	X
20	11 Maret 2023	— //	—
21	12 Maret 2023	— //	—
22	13 Maret 2023	X	X
23	14 Maret 2023	X	X
24	15 Maret 2023	X	X
25	16 Maret 2023	Sick	— //
26	17 Maret 2023	X	X
27	18 Maret 2023	— //	—
28	19 Maret 2023	— //	—
29	20 Maret 2023	X	X
30	21 Maret 2023	X	X
31	22 Maret 2023	X	X
32	23 Maret 2023	X	X
33	24 Maret 2023	X	X
34	25 Maret 2023	— //	—
35	26 Maret 2023	— //	—
36	27 Maret 2023	X	X
37	28 Maret 2023	X	X
38	29 Maret 2023	X	X
39	30 Maret 2023	Sick	— //
40	31 Maret 2023	X	X

41	01 April 2023	———— //	————
42	02 April 2023	———— //	————
43	03 April 2023	X	X
44	04 April 2023	X	X
45	05 April 2023	X	X
46	06 April 2023	X	X
47	07 April 2023	Good friday	— 11 —
48	08 April 2023	———— //	————
49	09 April 2023	———— //	————
50	10 April 2023	X	X
51	11 April 2023	X	X
52	12 April 2023	X	X
53	13 April 2023	X	X
54	14 April 2023	X	X
55	15 April 2023	———— //	————
56	16 April 2023	———— 11	————
57	17 April 2023	X	X
58	18 April 2023	X	X
59	19 April 2023	X	X
60	20 April 2023	X	X
61	21 April 2023	Eid Al-fitr 1444	— 11 —
62	22 April 2023	— 11 —	— 11 —



63	23 April 2023	Eid Al-fitr 1444H	-  -
64	24 April 2023	-  -	-  -
65	25 April 2023	-  -	-  -
66	26 April 2023	-  -	-  -
67	27 April 2023	-  -	-  -
68	28 April 2023	-  -	-  -
69	29 April 2023	-  -	-  -
70	30 April 2023	-  -	-  -
71	31 April 2023	-  -	-  -
72	01 Mei 2023	-  -	-  -
73	02 Mei 2023	X	X
74	03 Mei 2023	X	X
75	04 Mei 2023	X	X
76	05 Mei 2023	X	X
77	06 Mei 2023	— //	—
78	07 Mei 2023	— //	—
79	08 Mei 2023	X	X
80	09 Mei 2023	X	X
81	10 Mei 2023	X	X
82	11 Mei 2023	X	X
83	12 Mei 2023	X	X
84	13 Mei 2023	— //	—



85	14 Mei 2023	———— //	————
86	15 Mei 2023	X	X
87	16 Mei 2023	X	X
88	17 Mei 2023	X	X
89	18 Mei 2023	X	X
90	19 Mei 2023	X	X
91	20 Mei 2023	———— //	————
92	21 Mei 2023	———— //	————
93	22 Mei 2023	X	X
94	23 Mei 2023	X	X
95	24 Mei 2023	X	X
96	25 Mei 2023	X	X
97	26 Mei 2023	X	X
98	27 Mei 2023	———— //	————
99	28 Mei 2023	———— //	————
100	29 Mei 2023	X	X
101	30 Mei 2023	X	X
102	31 Mei 2023	X	X
103	01 Juni 2023	X	X
104	02 Juni 2023	X	X
105	03 Juni 2023	———— //	————
106	04 Juni 2023	———— //	————

107	05 Juni 2023	SICK	-  -
108	06 Juni 2023	<del>X</del>	<del>X</del>
109	07 Juni 2023	<del>X</del>	<del>X</del>
110	08 Juni 2023	<del>X</del>	<del>X</del>
111	09 Juni 2023	<del>X</del>	<del>X</del>
112	10 Juni 2023	—	—
113	11 Juni 2023	—	—
114	12 Juni 2023	<del>X</del>	<del>X</del>
115	13 Juni 2023	SICK	-  -
116	14 Juni 2023	-  -	-  -
117	15 Juni 2023	-  -	-  -
118	16 Juni 2023	<del>X</del>	<del>X</del>
119	17 Juni 2023	<del>X</del>	<del>X</del>
120	18 Juni 2023	<del>X</del>	<del>X</del>
121	19 Juni 2023	<del>X</del>	<del>X</del>
122	20 Juni 2023	<del>X</del>	<del>X</del>

Mengetahui,

<b>PENANGGUNG JAWAB</b>  <b>FAHRUL ROZA, S.STP. M.Si</b> <b>NIP. 199110132015071001</b>	<b>PEMBIMBING KP</b>  <b>RISDA ASFINA, M.Pd.</b> <b>NIP. 199101052022032007</b>
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## Appendix 5 Apprenticeship Certificate

  
**DINAS PARIWISATA, KEBUDAYAAN,  
KEPEMUDAAN DAN OLAHRAGA  
KABUPATEN BENGKALIS**

**Sertifikat**  
*Kerja Praktek*

*diberikan kepada :*  
**Dwi Al Vandy**

yang telah menyelesaikan Kerja Praktek di Dinas Pariwisata, Kebudayaan,  
Kepemudaan dan Olahraga Kabupaten Bengkulu selama 4 (Empat) bulan  
Dengan hasil yang BAIK


Bengkalis, 20 Juni 2023  
Kepala Dinas Pariwisata, Kebudayaan, Kepemudaan dan Olahraga


  
EX. SAR. BENGK. M.Pd  
NIP. 19860111988111001

**Appendix 6 Daily Activity Apprenticeship from February 20<sup>th</sup>,  
2023 to June 20<sup>th</sup>, 2023**  
**DAILY ACTIVITIES**  
**APPRENTICESHIP**

Day : Monday

Date : February 27<sup>th</sup>,2023

No.	Job Description	Supervisor	Signature
1.	Scanning Internship Letter	Fakhrul Roza S.STP.M.Si	
<b>Note : Good</b>			


Picture	Information
	Taking photo document to scan


## DAILY ACTIVITIES

### APPRENTICESHIP

Day : Tuesday

Date : February 28<sup>th</sup>, 2023


No.	Job Description	Supervisor	Signature
1.	Delivering letter to Youth Division	Fakhrul Roza S.STP.M.Si	
<b>Note : Good</b>			

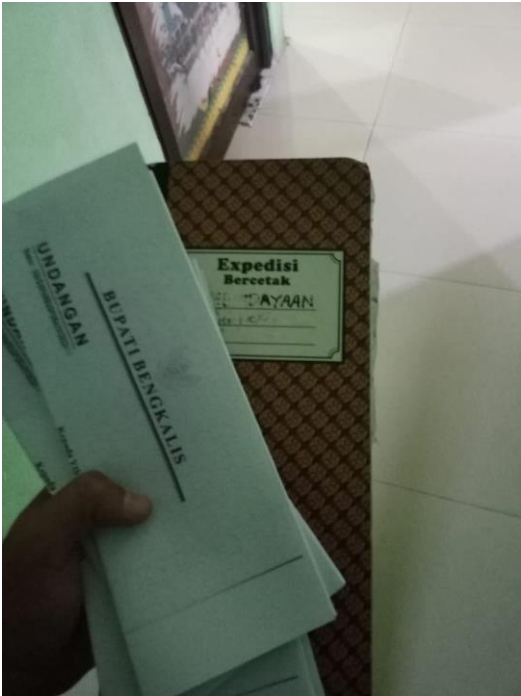
Picture	Information
	Preparation for deliver letter to youth division

**DAILY ACTIVITIES**  
**APPRENTICESHIP**

Day : Wednesday

Date : March 01<sup>st</sup>,2023


No.	Job Description	Supervisor	Signature
1.	Delivering letter to Sports Division	Fakhrul Roza S.STP.M.Si	
	<b>Note : Good</b>		

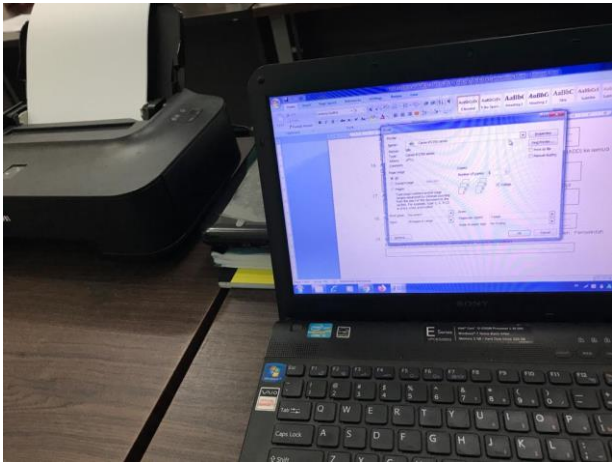
Picture	Information
	Delivering letter to sport division

**DAILY ACTIVITIES**  
**APPRENTICESHIP**

Day : Thursday

Date : March 02<sup>nd</sup>,2023


No.	Job Description	Supervisor	Signature
1.	Printing document	Fakhrul Roza S.STP.M.Si	
	<b>Note : Good</b>		


Picture	Information
	Processing print document

**DAILY ACTIVITIES**  
**APPRENTICESHIP**

Day : Friday

Date : February 03<sup>rd</sup>,2023

No.	Job Description	Supervisor	Signature
1.	Delivering letter to Regent's Office	Fakhrul Roza S.STP.M.Si	
	<b>Note : Good</b>		

Picture	Information
	Delivering letter to regent's office