

AN APPRENTICESHIP REPORT AT DISPARBUDPORA

BENGKALIS

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



NORISA

Reg. Number: 5203201125

**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**


2023

APPROVAL SHEET

This Apprenticeship Report was written by **Norisa**, Reg. Number: **5203201125** who had done the apprenticeship at **DISPARBUDPORA-Bengkalis** Jl. Arif Rahman, Kec. Bengkalis, Bengkalis-Riau started from February 20th to June 20th, 2023, by the following advisor:

Bengkalis, June 20th, 2023

Advisor I



Mukhtariyadi

Nip. 19650823 1988031 003

Advisor II



Safra Apriani Zahra M.Pd

Nip. 198402122014041001

Approved by:

Head of English Study Program
State Polytechnic of Bengkalis



Ari Satria, M.PD.B.I

NIP. 198805172015041002

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Norisa Reg. Number: 5203201125** who has done the apprenticeship at Disparbudpora Office started from February 20th to June 20th, 2023. This report is used to 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 committe had been made.

Bengkalis, February 20th, 2023

Accepted by:

Adivisor



Safra Apriani Zahra M.Pd
Nip. 198402122014041001

Approved by:

Head of English Study Program
State Polytechnic of Bengkalis



Ari Satria, M.PD.B.I
NIP. 198805172015041002

ACKNOWLEDGEMENT

First and foremost, I want to express my gratitude to Allah SWT for providing me with the ability to think clearly and complete this apprenticeship report at the Central Office of PT. Wilmar Nabati Indonesia on time. During the writing process of this report, there were many people involved in giving advice, help, instructions and support. In this occasion, the writer would like to express gratitude is given:

1. Johny Custer, ST, MT as the Director of State Polythecnic of Bengkalis
2. Diah Paramita Sari, M.Pd as the Head of Language Department
3. Ari Satria, M.Pd.B.I, as the Head of English Study ProgramAswandi,
4. M.Pd as the Head English fo Bussiness and Professional Communication Study Program
5. Agnes Arum Budiana, S.Pd., M.Pd as the Coordinator of Apprenticeship
6. Safra Apriani Zahra S.Pd.MPd as Advisor Apprenticeship
7. Nurhaida, SE as Secretary for Finance
8. Mukhtariyadi, SH, as a mentor in Section Training of DISPARBUDPORA Office
9. All staffs DISPARBUDPORA who guided me well
10. All Lecturers of English Study Program.
11. My beloved family, who always gave me advice and encouragement, Enabling them to lift my spirits when I was about to give up Although the writer has given the best effort to minimize the errors, this report is still imperfect and needs more revisions. Therefore, any kind of advice, criticism, and comment are gladly accepted so that the next writing will be better. Finally, the writer hopes that this report can be useful for readers and students.

Bengkalis, june 14th 2023



Norisa

Reg. Number : 5203201125

TABLE OF CONTENT

APPROVAL SHEET	i
ACCEPTANCE SHEET.....	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENT	v
LIST OF TABLE	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION.....	1
1.1 Background of Apprenticeship.....	1
1.2 Purpose of The Apprentiches	2
1.3 Significances of the Apprenticeship.....	2
1.3.1 Significance for the Apprentice	2
1.3.2 Significances for State Polytechnic of Bengkalis	2
1.3.3 Significances for Office	2
CHAPTER II GENERAL DESCRIPTION OF THE OFFICE	3
2.1 Office History.....	3
2.2 Vision and Mission.....	3
2.2.1 Vision.....	3
2.2.2 Mission	4
2.3 Organization Structure	4
2.3.1 Head of Service.....	5
2.3.2 Secretariat	5
2.3.3 Tourism Sector.....	6

2.3.4 Culture Sector	6
2.3.5 Youth Division.....	7
2.3.6 Sports Division	7
2.4 Document Used for Activity	8
CHAPTER III SCOPE OF APRENTICESHIP	9
3.1 Job Description.....	9
3.2 Working Procedure.....	9
CHAPTER IV CONCLUSION AND SUGGESTION	29
4.1 Conclusion.....	29
4.2 Suggestion	30

LIST OF TABLE

Table 3.1 Agenda of the first week activities.....	11
Table 3.2 Agenda of the Second week activities	12
Table 3.3 Agenda of the Third week activities	13
Table 3.4 Agenda of the Fourth week activities	14
Table 3.5 Agenda of the Fifth week activities	14
Table 3.6 Agenda of the Sixth week activities.....	16
Table 3.7 Agenda of the Seventh week activities	16
Table 3.8 Agenda of the Eighth week activities	18
Table 3. 9 Agenda of the Nineth week activities	19
Table 3.10 Agenda of the Tenth week activities.....	20
Table 3.11 Agenda of the Eleventh week activities	21
Table 3.12 Agenda of the Twelveth week activities	21
Table 3. 13 Agenda of the Thirteenth week activities	23
Table 3.14 Agenda of the Fourteenth week activities.....	24
Table 3.15 Agenda of the Fifteenth week activities.....	25
Table 3.16 Agenda of the Sixteenth week activities	26
Table 3.17 Agenda of the Seventeenth week activities.....	27
Table 3.18 Agenda of the Eighteenth week activities.....	28

LIST OF APPENDICES

APPENDIX A Daily Aktivty of Apprenticeship	31
APPENDIX B Certificate of Apprenticeship.....	118
APPENDIX C Plaque from intern for Company.....	119