

APPRENTICESHIP REPORT

**KANTOR PERWAKILAN BANK INDONESIA
PROVINSI RIAU**

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**INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS - RIAU
2024**

VALIDITY SHEET

APPRENTICESHIP REPORT

KANTOR PERWAKILAN BANK INDONESIA PROVINSI RIAU

Written is one of the conditions for completing Apprenticeship

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TABLE OF CONTENT

APPRENTICESHIP REPORT	i
VALIDITY SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	v
LIST OF TABLES	vii
LIST OF FIGURES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	2
1.3 Significance of the Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company History	4
2.2 Vision and Mission	6
2.2.1 Vision	6
2.2.2 Mission	6
2.3 Kind of Business	6
2.4 Organizational Structure	7
2.5 The Working Process	9
2.6 Document Used for Activities	13
CHAPTER III SCOPE OF THE APPRENTICESHIP	15
3.1 Job Description	15
3.2 Systems and Procedures	16
3.2.1 Systems	16
3.2.2 Procedures	17
3.3 Place and Time of Apprenticeship	25
3.3.1 Place of Apprenticeship	25
3.3.2 Time of Apprenticeship.....	25
3.4 Kind and Description of the Activity	26
3.5 Obstacle and Solution of Apprenticeship.....	38
3.5.1 Obstacle of Apprenticeship.....	38
3.5.2 Solution of Apprenticeship	38

CHAPTER IV CONCLUSION AND SUGGESTION	39
4.1 Conclusions	39
4.2 Suggestions	41
REFERENCES	42
APPENDICES	43

LIST OF FIGURES

Figure 2.1 Kantor Perwakilan Bank Indonesia Provinsi Riau	5
Figure 2.2 Organizational Structure of Bank Indonesia.....	8
Figure 2.3 Organizational Structure of KPwBI Riau	9
Figure 2.4 Letterhead Logo of Bank Indonesia	13
Figure 2.5 PSBI Form	14
Figure 3.1 Checking Completeness of Files and Data Recapitulation of Bank Indonesia Scholarships	18
Figure 3.2 Survey of Prospective PSBI Recipients in Kampar – Pekanbaru.....	19
Figure 3.3 Monitoring the Recipients of PSBI in Kampar –Pekanbaru.....	19
Figure 3.4 Official Travel to Rokan Hilir for PSBI Survey	20
Figure 3.5 Liaison Officer of Study Visit	21
Figure 3.6 Duplicating and Scanning Documents	22
Figure 3.7 LO Sharia Competition 2024.....	22
Figure 3.8 LO Riau Sharia Week 2024	23
Figure 3.9 Archiving Files	24
Figure 3.10 Destroying Files.....	24
Figure 3.11 Address of Kantor Perwakilan Bank Indonesia Provinsi Riau.....	25

LIST OF TABLES

Table 3.1 Apprenticeship Schedule	25
Table 3.2 Daily Activities from February 01 st , 2024 to February 02 nd , 2024	26
Table 3.3 Daily Activities from February 05 th , 2024 to February 09 th , 2024	26
Table 3.4 Daily Activities from February 12 th , 2024 to February 16 th , 2024	27
Table 3.5 Daily Activities from February 19 th , 2024 to February 23 rd , 2024	27
Table 3.6 Daily Activities from February 26 th , 2024 to March 01 st , 2024.....	28
Table 3.7 Daily Activities from March 04 th , 2024 to March 08 th , 2024	28
Table 3.8 Daily Activities from March 11 th , 2024 to March 15 th , 2024	29
Table 3.9 Daily Activities from March 18 th , 2024 to March 22 nd , 2024.....	30
Table 3.10 Daily Activities from March 25 th , 2024 to March 29 th , 2024	30
Table 3.11 Daily Activities from April 01 st , 2024 to April 05 th , 2024.....	31
Table 3.12 Daily Activities from April 08 th , 2024 to April 12 th , 2024	32
Table 3.13 Daily Activities from April 15 th , 2024 to April 19 th , 2024	32
Table 3.14 Daily Activities from April 22 nd , 2024 to April 26 th , 2024.....	33
Table 3.15 Daily Activities from April 29 th , 2024 to May 03 rd , 2024	34
Table 3.16 Daily Activities from May 06 th , 2024 to May 10 th , 2024	35
Table 3.17 Daily Activities from May 13 th , 2024 to May 17 th , 2024	35
Table 3.18 Daily Activities from May 20 th , 2024 to May 24 th , 2024	36
Table 3.19 Daily Activities from May 27 th , 2024 to May 31 st , 2024.....	37

LIST OF APPENDICES

Appendix 1: Application Letter of Apprenticeship.....	43
Appendix 2: Response of Application Letter.....	44
Appendix 3: Apprenticeship Attendance List.....	46
Appendix 4: Statement of Completion Apprenticeship.....	54
Appendix 5: Apprenticeship Assessment.....	55
Appendix 6: Daily Activities of Apprenticeship.....	56
Appendix 7: Documentation of Apprenticeship Activities.....	74
Appendix 8: Apprenticeship Revision List.....	81

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The professional world possesses characteristics that differ significantly from those encountered by students in their academic studies. Numerous abilities and skills are required of prospective employees, often making it challenging for students to adapt and meet the demands of the workforce. In an era of globalization and increasingly fierce job competition, apprenticeships have become a crucial element in higher education curricula. Apprenticeship is a training program conducted within specific business or government organizations. This program offers students the opportunity to learn new skills while integrating classroom instruction to produce skilled and proficient workers. Additionally, the program benefits students by fostering and developing a professional mindset and attitude in preparation for entering the workforce. The objective of the program is to provide students with practical experience to enhance the knowledge and skills acquired during academic studies.

State Polytechnic of Bengkalis is a higher education institution that produces experts for the State Higher Education Institutions located in the Bengkalis Regency. It offers education at the Diploma 3 level, conferring the degree of Associate Expert, and the Diploma 4 level, conferring the degree of Applied Bachelor. The State Polytechnic of Bengkalis comprises several departments, including: Department of Shipping Engineering, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Business Administration, Language, and Maritime (Politeknik Negeri Bengkalis, 2021).

State Polytechnic of Bengkalis is one of the state higher education institutions in Indonesia that synchronizes its curriculum according to the regulations set by the Ministry of Research and Technology of Indonesia. Final-year students are required to undertake an apprenticeship program for a specified

period to ensure that the State Polytechnic of Bengkalis produces job-ready graduates. Completing the apprenticeship program is a prerequisite for graduation. Therefore, the State Polytechnic of Bengkalis offers students the opportunity to gain work experience and receive training through this program to help build professional skills in the fields of science and technology. This program also aims to ensure that students develop a sense of responsibility, a strong work ethic, and the ability to adapt, especially within the business world.

The Department of Business Administration consists of three study programs: the DIV Program in Public Financial Accounting, Digital Business, and International Business Administration. For the apprenticeship program, particularly for 8th semester students of International Business Administration, the apprenticeship is conducted for approximately four months, with students selecting own apprenticeship venues. However, before choosing a location for the program, the apprenticeship coordinator provides several options or apprenticeship locations for the students. The Apprentice discussed with the apprenticeship coordinator and decided to undertake the apprenticeship at the Kantor Perwakilan Bank Indonesia Provinsi Riau. The apprenticeship process lasted for four months, starting from February 01st, 2024, to May 31st, 2024.

1.2 Purpose of the Apprenticeship

The following are the objectives achieved in the apprenticeship activities for students of the State Polytechnic of Bengkalis, especially the International Business Administration study program:

1. To find out the place and time of apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau
2. To explain the job description during apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau
3. To find out the system and procedures of apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau
4. To find out the obstacles and solutions during apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau

1.3 Significances of the Apprenticeship

The apprenticeship carried out is very beneficial for several parties such as students, companies and the State Polytechnic of Bengkalis:

1. For Students

To apply the concepts and knowledge acquired theoretically during lectures in a workplace environment.

2. For Companies

To seek alternatives for workforce renowned for their quality, dedication, and credibility, collaboration between academia and the business world is deemed crucial.

3. For State Polytechnic of Bengkalis

To enhance the quality of its graduates through practical work experience, the State Polytechnic of Bengkalis receives input from the business community regarding curriculum development and learning procedures for students engaged in practical training.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Based on a statement from the official Bank Indonesia portal, Bank Indonesia Act of 1953 established the founding of Bank Indonesia to replace the functions of De Javasche Bank (DJB) as the central bank, with three main duties in the areas of monetary policy, banking, and payment systems. In addition, Bank Indonesia was assigned other important tasks in relation to the government and continued the commercial banking functions previously performed by De Javasche Bank (DJB).

In 1968, the Banking Act was issued to regulate the status and duties of Bank Indonesia as the central bank, separate from other banks performing commercial functions. In addition to the three primary tasks of a central bank, Bank Indonesia also serves to assist the Government as a development agent by promoting smooth production and development, as well as expanding employment opportunities to enhance the standard of living for the people.

The year 1999 marked a new chapter in the history of Bank Indonesia, in line with Law No. 23/1999, which established the single objective of Bank Indonesia: to achieve and maintain the stability of the Rupiah. In 2004, the Bank Indonesia Act was amended, focusing on important aspects related to the implementation of Bank Indonesia's duties and authorities, including strengthening governance.



Figure 2.1 Kantor Perwakilan Bank Indonesia Provinsi Riau
Source: Kantor Perwakilan Bank Indonesia Provinsi Riau

Kantor Perwakilan Bank Indonesia Provinsi Riau commenced its operations on December 21, 1964, under the name of Kantor Cabang Bank Indonesia (KCBI) Pekanbaru, occupying temporary premises at Jalan Jendral Sudirman No. 235 Pekanbaru. After the completion of the permanent building at Jalan Jendral Sudirman No. 464 Pekanbaru in 1971, all operational activities of Bank Indonesia were relocated to that building, where they remain to this day.

A new chapter in the history of Bank Indonesia as an independent central bank in carrying out its duties and authorities began when a new law, namely Law No. 23/1999 concerning Bank Indonesia, was enacted on May 17, 1999, and as subsequently amended by Republic of Indonesia Law No. 6/2009. This law grants status and position as an independent state institution in carrying out its duties and authorities, free from interference by the Government and/or other parties, except for matters explicitly regulated in this law.

Bank Indonesia has full autonomy in formulating and implementing each of its duties and authorities as stipulated in the law. External parties are not permitted to interfere in Bank Indonesia's execution of its duties, and Bank Indonesia is also obliged to reject or disregard any form of intervention from any party.

Based on Internal Regulation No. 22/37/PADG Intern/2020 regarding the Organization of Domestic Kantor Perwakilan Bank Indonesia, the Kantor Perwakilan Bank Indonesia Provinsi Riau (KPwBI Riau) is classified under Class B, with its operational area covering all cities/districts in Riau Province.

2.2 Vision and Mission

Each company has its own vision and mission to achieve its objectives and drive the implementation of its programs. This is also true for the Kantor Perwakilan Bank Indonesia Provinsi Riau. The following are the vision and mission statements of the Kantor Perwakilan Bank Indonesia Provinsi Riau:

2.2.1 Vision

Become a credible Kantor Perwakilan Bank Indonesia in supporting Bank Indonesia policies and making a significant contribution to regional and national economic development.

2.2.2 Mission

Implement Bank Indonesia policies in maintaining the stability of the Rupiah, financial system stability, the effectiveness of Rupiah currency management (PUR), and the reliability of the payment system (SP) to support long-term, inclusive, and sustainable regional and national economic development.

2.3 Kind of Business

Bank Indonesia is the central bank of the Republic of Indonesia. Bank Indonesia is not a commercial bank that provides banking services such as savings or loans to the public. The following are the main tasks of Bank Indonesia:

1. Monetary Policy

Bank Indonesia formulates and implements monetary policy to maintain price stability and support sustainable economic growth. This includes setting interest rates, regulating the money supply, and intervening in the foreign exchange market.

2. Financial System Stability

Bank Indonesia supervises and regulates banks and financial institutions to ensure banking stability and health. This supervision includes licensing, conducting audits, and establishing prudential regulations.

3. Payment System

Bank Indonesia supervises the payment system in Indonesia to ensure efficiency, security, and reliability. Bank Indonesia develops and

implements regulations for electronic payment systems, clearing, and settlement mechanisms.

2.4 Organizational Structure

The organizational structure of a company is the framework that organizes how tasks, responsibilities, and communication flows are coordinated and directed within the company. This structure determines the levels of leadership and supervision, divides work divisions based on function, product, or geography, and assigns roles and responsibilities to individuals in achieving the company's objectives. Organizational structure of Bank Indonesia is as follows:

STRUKTUR ORGANISASI BANK INDONESIA



Keterangan:

^{*)} Komite adalah organ pendukung pengambilan keputusan yang bertanggung jawab melakukan perumusan rekomendasi kebijakan prinsipil dan strategis yang akan diputuskan dalam Rapat Dewan Gubernur

^{**} Pengalihan fungsi perlindungan konsumen dari Departemen Pengembangan UMKM dan Pelindungan Konsumen ke Departemen Surveilans Sistem Pembayaran dan pelindungan Konsumen dilakukan paling lambat tanggal 31 Desember 2024

^{***} Satuan Kerja khusus yang bersifat sementara

Figure 2.2 Organizational Structure of Bank Indonesia

Source: bi.go.id

The following is the organizational structure of the KPw BI Riau based on Internal PADG No. 22/37/PADG Intern/2020 regarding the Organization of Kantor Perwakilan Bank Indonesia Dalam Negeri:

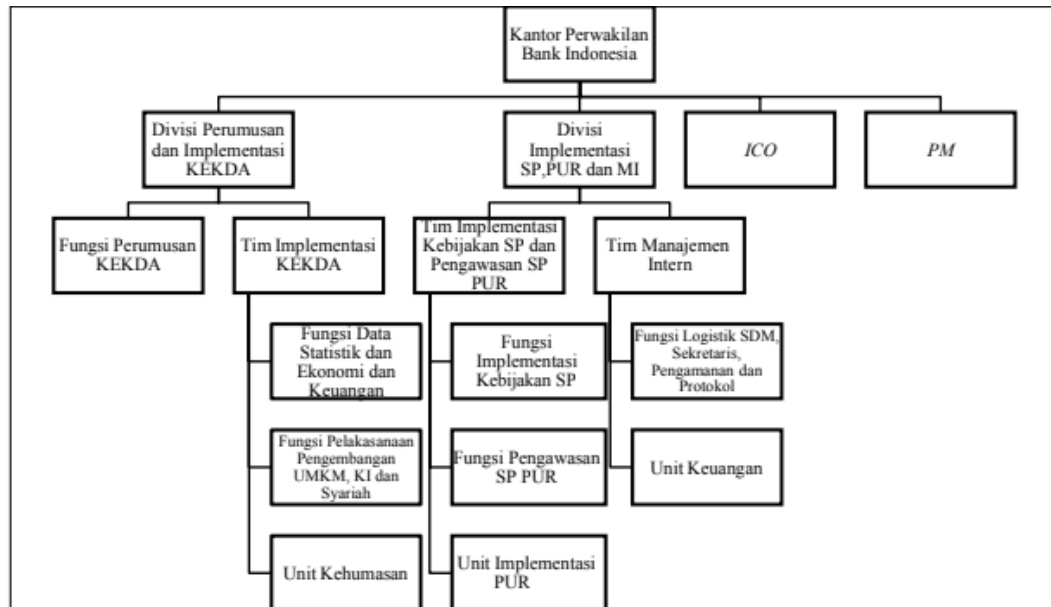


Figure 2.3 Organizational Structure of KPwBI Riau

Source: bi.go.id

Based on the figure 2.3 above, Kantor Perwakilan Bank Indonesia Provinsi Riau have two divisions, namely, Division Formulation and Implementation of Regional Economic and Financial Policy (KEKDA) and Division Implementation of Payment System (SP), Rupiah Currency Management (PUR), and Internal Management (MI). The Apprentice was placed in the Division of Formulation and Implementation of Regional Economic and Financial Policies (KEKDA).

2.5 The Working Process

The following are the main tasks of Division Formulation and Implementation of Regional Economic and Financial Policy (KEKDA) at Kantor Perwakilan Bank Indonesia Provinsi Riau:

1. Formulation Functions of the Provincial Regional Economic and Financial Policies (FPPK)
 - a. Collecting strategic economic information as well as conducting economic and financial assessments to support policy formulation for the Central Office of Bank Indonesia and/or Regional Government.
 - b. Facilitating efforts to resolve regional economic issues that require intervention from the central government.
 - c. Preparing regional macroeconomic projections.
 - d. Formulating regional economic and financial policy recommendations based on assessment and study results.
 - e. Conducting assessments/studies on the Payment System and Rupiah Currency Management (SP-PUR) to provide recommendations to the Central Office Unit responsible for Payment System policy functions.
 - f. Developing communication materials and recommendations related to inflation control within and/or between Work Areas, cooperation programs to enhance regional investment, and communication materials on study results and other regional issues, including adjusting external materials/publications according to regional needs.
 - g. Preparing central banking education materials and capacity building outreach materials for stakeholders.
2. Implementation Team of Regional Economic and Financial Policy (KEKDA)
 - a. Function of Economic Statistics Data and Financial (FDSEK)
 - a) Collecting information, processing, and compiling Regional Economic and Financial Statistics (SEKDA) for the needs of internal and external stakeholders.
 - b) Conducting surveys to support the formulation of Bank Indonesia policies and advisory functions.
 - c) Carrying out liaison activities to support the formulation of Bank Indonesia policies and advisory functions.

- d) Managing and administering data, reports, and compliance reports from banks and non-bank institutions (including attendance, offline uploads, data reasonableness validation, training, and helpdesk services).
- b. Function of Implementation MSME Development, Inclusive Finance and Sharia (FPPUKIS)
 - a) Implementing MSME development programs to enhance regional economy and control inflation.
 - b) Conducting activities to improve MSME financial access, including supporting financial infrastructure strengthening, facilitating government programs that add value, and distributing MSME and People's Business Credit (KUR).
 - c) Providing and disseminating information related to MSME development.
 - d) Coordinating and collaborating with local stakeholders for MSME development.
 - e) Managing data and information and conducting analyses related to inclusive finance (KI).
 - f) Planning and implementing inclusive finance (KI) programs.
 - g) Coordinating/cooperating and/or implementing KI programs.
 - h) Preparing communication materials and recommendations related to collaboration programs for regional economic development (e.g., MSME and KI).
 - i) Mapping potential sharia business sectors in the region.
 - j) Analyzing and planning empowerment programs for pesantren businesses, community-based businesses, and other regional sharia institutions.
 - k) Managing the implementation of business models for pesantren businesses and other sharia businesses in the region, implementing sharia social finance programs, and developing the halal value chain

ecosystem through technical assistance activities (research, training, information provision, and/or facilitation).

- c. Public Relations Unit (UK)
 - a) Managing the implementation of Bank Indonesia's Social Program (PSBI), including scholarships.
 - b) Developing and implementing Bank Indonesia Wide (One Voice) communication programs, including facilitating or coordinating the implementation of communication by the Head Office Work Units in the regions.
 - c) Providing Public Information Services (including the Regional Information and Documentation Management Officer/PPID).
 - d) Managing the Bank Indonesia Library and BI Corner.
 - e) Managing the Bank Indonesia scholarship recipients' community and coordinating internship programs.
 - f) Monitoring and evaluating the implementation of Islamic boarding school business models and other regional sharia businesses.
 - g) Coordinating, communicating, and collaborating for the implementation of Islamic boarding school business models and other regional sharia businesses.
 - h) Preparing communication materials and recommendations related to collaboration programs for the development of the sharia economy and finance.
 - i) Managing forums related to the development and collaboration of the economy involving regional stakeholders.
 - j) Organizing coordination activities with stakeholders for inflation control within and/or between Work Regions, collaboration programs for enhancing regional investment, regional economic and financial development, and communication programs for study results and other regional issues.
 - k) Organizing central banking education, outreach, and capacity-building activities for stakeholders.

2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by Kantor Perwakilan Bank Indonesia Provinsi Riau, including the following:

1. Letterhead Logo of Bank Indonesia



Figure 2.4 Letterhead Logo of Bank Indonesia

Source: KPwBI Riau

Figure 2.4 is a letterhead frequently used by Bank Indonesia for issuing outgoing correspondence. This letterhead serves as evidence that the letter was issued by Kantor Perwakilan Bank Indonesia Provinsi Riau.

2. PSBI Form

FORMULIR IDENTIFIKASI CALON PENERIMA PROGRAM SOSIAL BANK INDONESIA TAHUN 2024

Nama Lembaga / Pemohon : _____
Kategori / Permohonan : _____
Alamat : _____
Desa / Kelurahan : _____
Kecamatan : _____
Kabupaten / Kota : _____
Provinsi : _____
Kontak Lembaga Pemohon : Nama : _____
No Telepon : _____

Jenis Lembaga : Pendidikan PAUD / Kelompok Bermain SMA / Madrasah Aliyah
 TK / Raudlatul Athfal Perguruan Tinggi
 SD / Madrasah Ibtidiyah Pondok Pesantren
 Keagamaan Masjid / Mushola Lainnya
 Gereja Wihara
 Pura Lainnya...
 Lembaga Kelompok Usaha Lainnya...
 Kelompok Semi Tradisional

Ruang Lingkup PSIR : Pendidikan Kesehatan Peningkatan Kapasitas Ekonomi
 Keagamaan Lingkungan Hidup Peningkatan Kapasitas SDM
 Kebudayaan Bencana Alam Partisipasi Edukasi Publik

GAMBARAN UMUM KELEMBAGAAN

1. Tahun berdirinya lembaga ? _____

2. Status / kepemilikan lembaga : Yayasan / perkumpulan / kelompok masyarakat + Perorangan

3. Lembaga memiliki kepengurusan / kepanitiaan : Ada Tidak ada

4. Kegiatan apa yang pernah dilaksanakan oleh lembaga ? (Diisi dengan nama kegiatan dan tahun jika ada)

- Shalat berjamaah (5 waktu), shalat sunat, dan shalat IED
- Perayaan Hari Besar Agama Islam
- Taunyah keagamaan, dan pengajian rutin

* coret yang tidak perlu Hal 1

Figure 2.5 PSBI Form
Source: KPwBI Riau

Figure 2.5 is the identification form for prospective recipients of the Bank Indonesia Social Program, used to collect information and data from individuals or groups proposed as potential beneficiaries of the social programs organized by Bank Indonesia. The main purpose of this form is to ensure that the assistance or programs provided are accurately targeted and meet the needs of the intended communities.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This Practical Work Program was carried out at Kantor Perwakilan Bank Indonesia Provinsi Riau for 4 (four) months, starting from February 01, 2024 to May 31, 2024. Apprenticeship participants are assigned to the Formulation and Implementation Division of Regional Economic and Financial Policy (KEKDA) for the duration of apprenticeship. Several duties are assigned during apprenticeship in the KEKDA Division of Kantor Perwakilan Bank Indonesia Provinsi Riau as follows:

1. Checking Completeness of Files and Data Recapitulation of Bank Indonesia Scholarships
2. Person in Charge for the 2024 Bank Indonesia Scholarship Candidate Interviews
3. Survey and Data Recapitulation of prospective recipients of PSBI (Bank Indonesia Social Program)
4. Conducting Official Trip PSBI
5. Liaison Officer of Study Visit
6. Duplicating and Scanning Documents
7. Attending Meetings and Gatherings
8. Recapitulation of data from the Task Force for the Acceleration and Expansion of Regional Digitalization (Satgas P2DD) across Sumatra
9. Liaison Officer Riau Sharia Week 2024 ROAD TO FESyar Regional Sumatera 2024
10. Socialization of QRIS (Quick Response Code Indonesian Standard)
11. Creating LDP BI ERP
12. Archiving and Destroying Files

3.2 Systems and Procedures

3.2.1 Systems

The company requires a system to support its operations; in other words, a system is a collection of interrelated procedures that function together to fulfill the company's objectives. Kantor Perwakilan Bank Indonesia Provinsi Riau operates with two main systems. The following is an explanation of the two systems:

1. Online Systems

The following are several Bank Indonesia online working systems; BI-RTGS (Bank Indonesia-Real Time Gross Settlement) which is used for real-time and large amount transfers of funds, BI-SSSS (Bank Indonesia-Scriptless Securities Settlement System) for scriptless settlement of securities transactions, BI-ETP (Bank Indonesia-Electronic Trading Platform) as an electronic trading platform for government securities and corporate bonds, BI-NCS (Bank Indonesia-National Clearing System) which is a clearing system for processing checks and giro bills electronically, BI-EMIS (Bank Indonesia-Electronic Monetary Information System) for collecting and processing monetary data, as well as BI-FAST (Bank Indonesia-Financial Application Services and Transactions) which is a fast, safe and efficient retail payment system with lower costs. These systems aim to increase efficiency and security in financial transactions in Indonesia.

2. Offline Systems

The following are some of Bank Indonesia offline work systems: Mobile Cash, a money exchange service carried out directly in various locations; Manual Clearing, the process of clearing checks and giro bills which is carried out manually through inter-bank meetings; Bank Supervision, direct inspections by Bank Indonesia officers at bank offices to ensure compliance with regulations; Management of Rupiah Currency, distribution and management of rupiah banknotes and coins through Bank Indonesia representative offices; and Financial Education, a face-to-face socialization and education program to increase public financial literacy. These systems

support operations and financial supervision carried out by Bank Indonesia directly in the field.

Bank Indonesia's online systems are dominated by various electronic platforms and systems that enable efficient and secure financial transactions. Meanwhile, the offline systems focus more on physical operations and activities that require direct interaction, as well as human resource management and policy coordination. These two systems complement each other to ensure stability and efficiency in the operations of Bank Indonesia.

3.2.2 Procedures

The description of the procedures carried out while carrying out Practical Work activities at Kantor Perwakilan Bank Indonesia Provinsi Riau as follows:

1. Checking Completeness of Files and Data Recapitulation of Bank Indonesia Scholarships

Checking the completeness of the scholarship application documents is one of the essential steps in the Bank Indonesia scholarship selection process. The application documents are reviewed to ensure that the materials submitted by the applicants meet the established requirements. Applicants are considered to have passed the document verification stage if have completed the following documents:

- a. Fill in the Biodata Form provided by Bank Indonesia (Form A1).
- b. Photocopy of valid ID card and KTM.
- c. Photocopy of legalized Study Card / Result Sheet from the first semester.
- d. Photocopy of the latest legalized Transcript.
- e. Personal Resume/CV and Motivation Letter in Indonesian language.
- f. Letter of recommendation from 1 figure (academic or non-academic).
- g. Certificate of not receiving other scholarships from the campus.
- h. Photocopy of academic and non-academic achievement certificates during college.

- i. Attach one of the following documentations: *Surat Keterangan Tidak Mampu (SKTM)/Kartu Indonesia Pintar (KIP)/Kartu Indonesia Sejahtera (KIS)*
- j. Make a certificate of ability to be active in the Bank Indonesia scholarship recipient community

If the file complies with the above requirements, the applicant is declared qualified for the next stage. Then the data of participants who pass the administrative selection is recapitulated into the spreadsheet.



Figure 3.1 Checking Completeness of Files and Data Recapitulation of Bank Indonesia Scholarships

Source: Personal Documentation, 2024

2. Survey and Data Recapitulation of prospective recipients of PSBI (Bank Indonesia Social Program)

The survey of potential recipients of the Bank Indonesia Social Program (PSBI) is an important step to ensure that the assistance and programs provided are well-targeted and effective in improving community welfare. The process involves data collection, analysis and evaluation to determine potential recipients who meet the predetermined criteria. The following are the procedures of the PSBI Prospective Recipient survey:

- a. Survey planning, including determining beneficiary criteria and developing survey instruments such as evaluation forms.
- b. Data collection, conducted through initial data collection from available sources, conducting field surveys with interviews and observations, and data verification to ensure accuracy.

- c. Analysis and evaluation, involving data processing and criteria assessment to determine eligible candidates. The survey results are compiled into a report that includes candidate recommendations and key findings.
- d. The selection process is based on survey results, followed by announcing the results to the candidates through Bank Indonesia's official communication channels.
- e. Follow-up, involving the implementation of social programs for selected recipients and ongoing monitoring and evaluation to ensure the program runs effectively and the established goals are achieved.



Figure 3.2 Survey of Prospective PSBI Recipients in Kampar – Pekanbaru
Source: Personal Documentation, 2024



Figure 3.3 Monitoring the Recipients of PSBI in Kampar – Pekanbaru
Source: Personal Documentation, 2024

3. Conducting Official Travel of PSBI

Official travel is a journey undertaken by an employee or official of an institution to perform official task outside the usual workplace. Official travel for the social programs of Bank Indonesia is an important part of the institution's efforts to implement various social initiatives in different regions. Key Activities in Participating in PSBI Official Travel is Program Implementation, is an implement various social programs in the field according to the plans that have been made.



Figure 3.4 Official Travel to Rokan Hilir for PSBI Survey

Source: Personal Documentation, 2024

4. Liaison Officer of Study Visit

Bank Indonesia organizes study visits for high school students every two weeks. During these study visits, the Apprentice are entrusted with ensuring smooth and well-organized proceedings, including:

- a. Organizing internal logistics and ensuring readiness of facilities and materials.
- b. Welcoming students, providing an introduction to Bank Indonesia, and explaining the rules to be followed.
- c. Documenting activities during the visit, accompanying students, facilitating tours, and Q&A sessions, as well as handling emergencies or issues that may arise.



Figure 3.5 Liaison Officer of Study Visit

Source: Personal Documentation, 2024

5. Duplicating and Scanning Documents

Duplicating and scanning documents is an important process in many contexts, whether in business, education, or administrative environments. Its main uses include creating physical copies of documents that can be distributed to relevant parties, such as contracts, reports, or other legal documents. Additionally, scanning documents enables the conversion of physical documents into digital formats, which makes it easier to store, archive and share documents electronically via email or cloud storage. It also supports better work efficiency and information management in various situations. The procedure for duplicating and scanning documents using a multifunction printer starts with:

- a. Prepare the document to be used, ensuring that it is in good condition
- b. Press the ON button to turn on the multifunction printer
- c. Next, select the appropriate mode such as "Copy" for duplicating or "Scan" for scanning
- d. Adjust settings such as paper size
- e. Place the document on the special glass cover or in the document feeder, then start the process by pressing the "Start" button
- f. Once completed, retrieve both the original and duplicated or scanned documents from the multifunction printer
- g. Finally, turn off the multifunction printer by pressing the OFF button when finished



Figure 3.6 Duplicating and Scanning Documents
Source: Personal Documentation, 2024

6. Liaison Officer Riau Sharia Week 2024 ROAD TO FESyar Regional Sumatera 2024

The working procedures as a Liaison Officer (LO) for the Riau Sharia Week 2024 ROAD TO FESyar Regional Sumatera 2024 begin with activities related to the Sharia Competition 2024 at Bank Indonesia Riau. These include acting as the contact person for various competitions, preparing attendance lists, compiling participant lists, coordinating with jury, preparing consumption for participants and jury, preparing participant presentation materials, preparing evaluation forms and compiling competition evaluation results, creating the minutes of the Winner Announcement for Riau Sharia Week 2024, and creating the list of competition winners for Riau Sharia Week 2024 in Microsoft Excel.



Figure 3.7 LO Sharia Competition 2024
Source: Personal Documentation, 2024

Subsequently, for the main event of Riau Sharia Week 2024 at Living World Pekanbaru, the tasks include drafting a Crowd Permit Application Letter, organizing consumption for the Fashion Show models, and preparing souvenirs for talk show speakers.



Figure 3.8 LO Riau Sharia Week 2024
Source: Personal Documentation, 2024

7. Archiving and Destroying Files

File archiving aims to organize, protect, and provide easy access to important documents or information, meet legal requirements, enhance operational efficiency, and provide a historical basis for evaluation and decision-making. The procedure for archiving files using boxes generally involves:

- a. Selecting appropriately sized boxes for the quantity and types of files to be stored
- b. Classifying files based on agency/type/date/topic for easy management and retrieval
- c. Arranging files systematically within the boxes according to predetermined categories
- d. Labeling or listing the inventory to clearly mark the contents of the boxes
- e. Sealing the boxes securely after arranging all files inside
- f. Creating records or inventory lists of the contents of each box to facilitate tracking and retrieval of files



Figure 3.9 Archiving Files

Source: Personal Documentation, 2024

The purpose of destroying files with a paper shredder is to secure sensitive or no longer needed information irreversibly, thereby safeguarding data privacy and security. This process also aims to comply with applicable data protection regulations and policies, mitigating the risk of harmful information leaks. Additionally, file destruction aids in managing storage space by reducing the volume of irrelevant documents, enhancing operational efficiency, and ensuring compliance with required standards for information management. The procedure typically involves steps such as powering on the paper shredder, feeding documents into the shredder one by one ensuring no staples, clips, or other items that could damage the machine, allowing the machine to shred documents into small pieces or particles according to specified security requirements, verifying that all documents are thoroughly destroyed and cannot be reconstructed, and finally, powering off the machine and cleaning the surrounding area of paper debris.



Figure 3.10 Destroying Files

Source: Personal Documentation, 2024

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

This Apprenticeship activity was carried out at Kantor Perwakilan Bank Indonesia Provinsi Riau which is located at Jl. Jend. Sudirman No.464, Jadirejo, Sukajadi District, Pekanbaru City, Riau 28121.

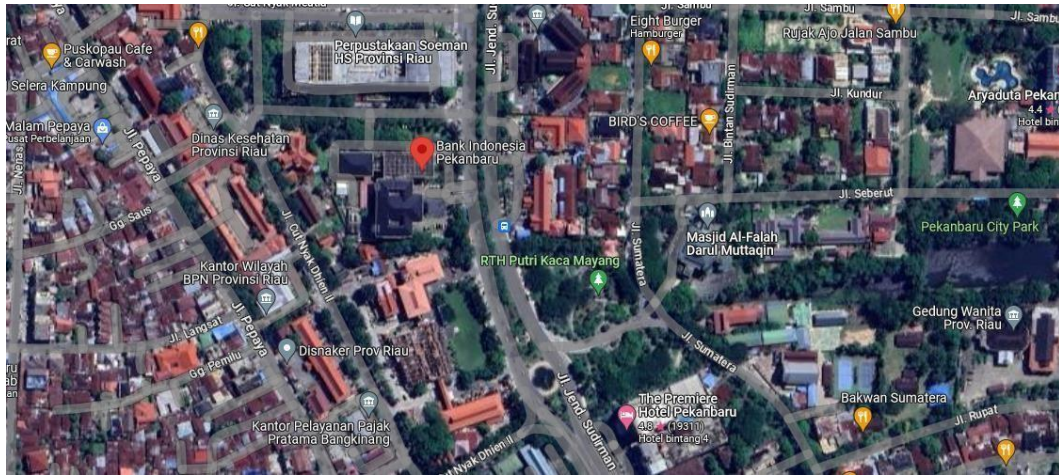


Figure 3.11 Address of Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Google Maps

3.3.2 Time of Apprenticeship

This Apprenticeship activity was carried out starting from February 01st, 2024 until May 31st, 2024. The following is the schedule of the apprenticeship hours at the Kantor Perwakilan Bank Indonesia Provinsi Riau:

Table 3.1 Apprenticeship Schedule

No.	Day	Working Hours	Break
1.	Monday to Friday	07.40 WIB - 17.15 WIB	12.00 WIB - 13.00 WIB
2.	Saturday to Sunday	Weekend	Weekend

Source: Processed Data, 2024

Based on the apprenticeship schedule in Table 3.1, it can be explained that the working hours start at 07:40 AM WIB, followed by filling in the attendance and beginning work activities. The lunch break is at 12:00 PM WIB, returning to work at 1:00 PM WIB, and finishing the day at 05:15 PM WIB, with weekends off.

3.4 Kind and Description of the Activity

The description of the activities carried out during on the apprenticeship at the Kantor Perwakilan Bank Indonesia Provinsi Riau in general can be seen in the following table:

Table 3.2 Daily Activities from February 01st, 2024 to February 02nd, 2024

No.	Date	Activities	Place
1.	Thursday, February 01 st 2024	1. Introduction and debriefing of apprenticeship 2. Examining the Memorandum of Approval for the Implementation of the 2024 IKRA (<i>Industri Kreatif Syariah Indonesia</i>) Selection Preparation Meeting	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Friday, February 02 nd 2024	1. File Archiving of PSBI (<i>Program Sosial Bank Indonesia</i>) 2. Decoration Preparations for the 2024 Farewell and Welcome Event of the Head of the Bank Indonesia Representative of Riau Province	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau February 05th, 2024 to February 09th, 2024 can be seen in the table below as follows:

Table 3.3 Daily Activities from February 05th, 2024 to February 09th, 2024

No.	Date	Activities	Place
1.	Monday, February 05 th 2024	1. Archiving of PSBI Documents 2. Developing a Strategy for the Preparation of a Study Visit by SMKN 1 Bandar Sei Kijang	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, February 06 th 2024	1. Committee Operators for the Study Visit Activity of SMK Negeri 1 Bandar Sei Kijang and Guides for the Library Visit 2. Decoration for the 2024 Farewell and Welcome Event of the Head of the Bank Indonesia Representative Office in Riau Province 3. Analysis of News on Inflation, Monetary Policy, Regional Budget (APBD), State Budget (APBN), Investment, Natural Disasters, Damaged Roads, Gross Regional Domestic Product (PDRB), as well as Fiscal and Financial Issues	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, February 07 th 2024	1. Archiving of Survey Documents on Stakeholder Satisfaction with the Quality of the Provincial Economic Report (LPP) of Riau 2. Analysis of News on the Pulp and Paper Industry	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, February 08 th 2024	Public Holiday	-
5.	Friday, February 09 th 2024	Public Holiday	-

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau February 12th, 2024 to February 16th, 2024 can be seen in the table below as follows:

Table 3.4 Daily Activities from February 12th, 2024 to February 16th, 2024

No.	Date	Activities	Place
1.	Monday, February 12 th 2024	1. Scanning of PSBI Documents	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, February 13 th 2024	Permission	-
3.	Wednesday, February 14 th 2024	Public Holiday	-
4.	Thursday, February 15 th 2024	Permission	-
5.	Friday, February 16 th 2024	Permission	-

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau February 19th, 2024 to February 23rd, 2024 can be seen in the table below as follows:

Table 3.5 Daily Activities from February 19th, 2024 to February 23rd, 2024

No.	Date	Activities	Place
1.	Monday, February 19 th 2024	1. Scanning of Transaction Records for Bank Indonesia Teaching Activities and Scholarship Socialization in Bengkalis 2. Discussion with Prospective IKRA 2024 Participants for Competition Preparation in Palembang	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, February 20 th 2024	1. Stamping the Internship Acceptance Letter 2. Scanning the Document Acceptance Letter	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, February 21 st 2024	1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024 2. Participation in the GENBILITION (GenBI Business Plan and Competition) 2024 event at the Bank Indonesia Provincial Hall in Riau	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, February 22 nd 2024	1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024	Kantor Perwakilan

		2. Scanning the invitation documents for the Launch of the 2023 Indonesian Economic and Financial History Study (KEKSI) and the National Seminar on Sharia Economic & Financial Outlook (ShEFO) 2024	Bank Indonesia Provinsi Riau
5.	Friday, February 23 rd 2024	1. Scanning of PSBI Documents 2. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau February 26th, 2024 to March 01st, 2024 can be seen in the table below as follows:

Table 3.6 Daily Activities from February 26th, 2024 to March 01st, 2024

No.	Date	Activities	Place
1.	Monday, February 26 th 2024	1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, February 27 th 2024	1. Documentation committee for the Study Visit to Bank Indonesia from SMK Akbar Pekanbaru and the guide for the library visit 2. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, February 28 th 2024	1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, February 29 th 2024	1. Exchanging Rupiah Banknotes 2. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, March 01 st 2024	1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024 2. Organizing the Interview Schedule for the 2024 Bank Indonesia Scholarship Candidates	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau March 04th, 2024 to March 08th, 2024 can be seen in the table below as follows:

Table 3.7 Daily Activities from March 04th, 2024 to March 08th, 2024

No.	Date	Activities	Place
1.	Monday,	1. Registration Committee for the Interview Stage of the 2024 Bank Indonesia Scholarship	Kantor Perwakilan

	March 04 th 2024	Candidates from UNRI and UIR at the Bank Indonesia Auditorium	Bank Indonesia Provinsi Riau
2.	Tuesday, March 05 th 2024	1. Registration Committee for the Interview Stage of the 2024 Bank Indonesia Scholarship Candidates from UNRI and UMRI at the Bank Indonesia Auditorium	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, February 06 th 2024	1. Registration Committee for the Interview Stage of the 2024 Bank Indonesia Scholarship Candidates from UNILAK and UIN SUSKA at the Bank Indonesia Auditorium	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, March 07 th 2024	1. Registration Committee for the Interview Stage of the 2024 Bank Indonesia Scholarship Candidates from UMRI and UIN SUSKA at the Bank Indonesia Auditorium 2. Person in Charge (PIC) for the Interview of Bank Indonesia Scholarship Candidates 2024 at UMRI Campus in the Bank Indonesia Hall	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, March 08 th 2024	1. Recapitulation of the Interview Results for Bank Indonesia Scholarship Applicants 2024 at UNRI Campus	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau March 11th, 2024 to March 15th, 2024 can be seen in the table below as follows:

Table 3.8 Daily Activities from March 11th, 2024 to March 15th, 2024

No.	Date	Activities	Place
1.	Monday, March 11 th 2024	Public Holiday	-
2.	Tuesday, March 12 th 2024	Public Holiday	-
3.	Wednesday, March 13 th 2024	1. Recapitulation of the Interview Results for Bank Indonesia Scholarship Applicants 2024 at UMRI Campus	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, March 14 th 2024	1. Recapitulation of the Interview Results for Bank Indonesia Scholarship Applicants 2024 at Sekolah Tinggi Teknologi Dumai Campus 2. Scan the Official Disposition Sheet	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, March 15 th 2024	1. Recapitulation of the Interview Results for Bank Indonesia Scholarship Applicants 2024 at State Polytechnic of Bengkalis Campus 2. Preparing Iftar (Takjil) for the Bank Indonesia Riau Province Gathering 3. Data Recapitulation of the Regional Digitalization Acceleration and Expansion Task Force (Satgas P2DD) across Sumatra	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau March 18th, 2024 to March 22nd, 2024 can be seen in the table below as follows:

Table 3.9 Daily Activities from March 18th, 2024 to March 22nd, 2024

No.	Date	Activities	Place
1.	Monday, March 18 th 2024	<ol style="list-style-type: none"> 1. Recapitulation of Final Stage Passers for the Bank Indonesia Scholarship 2024 2. Scan the documents for the GPM (<i>Gerakan Pangan Murah</i>), Cash Payment Order, and Memorandum 3. Data Recapitulation of the Regional Digitalization Acceleration and Expansion Task Force (Satgas P2DD) across Sumatra 	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, March 19 th 2024	<ol style="list-style-type: none"> 1. Recapitulation of the Final Stage Passers List for the Bank Indonesia Scholarship 2024 2. Preparation for the HighLevel Meeting (HLM) of the Regional Inflation Control Team (TPID) of Pekanbaru City 	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, March 20 th 2024	<ol style="list-style-type: none"> 1. Editing the Rumah Zakat Flyer 	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, March 21 st 2024	<ol style="list-style-type: none"> 1. Exchanging Rupiah Denominations 	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, March 22 nd 2024	<ol style="list-style-type: none"> 1. Attending the Planning Meeting for the Sharia Competition 2024 2. Creating a List of MSMEs that will be attending the SERAMBI (<i>Semarak Ramadan dan Berkah Idulfitri</i>) 2024 Event 	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau March 25th, 2024 to March 29th, 2024 can be seen in the table below as follows:

Table 3.10 Daily Activities from March 25th, 2024 to March 29th, 2024

No.	Date	Activities	Place
1.	Monday, March 25 th 2024	<ol style="list-style-type: none"> 1. Transcription of the Work Order Letter for Consulting Services for MSMEs at the Riau Representative Office of Bank Indonesia 2. Inputting Participant Numbers for the Nazhir Wakaf Capacity Building Program 3. Preparation for the Productive Nazhir Wakaf Capacity Building Activity 	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday,	<ol style="list-style-type: none"> 1. Preparation for the Productive Nazhir Wakaf Capacity Building Activity 	Kantor Perwakilan

	March 26 th 2024	2. Exchanging Rupiah Denominations	Bank Indonesia Provinsi Riau
3.	Wednesday, March 27 th 2024	1. Registration Committee for the Productive Nazhir Wakaf Capacity Building Activity 2. Zoom Host for the Productive Nazhir Wakaf Capacity Building Activity 3. Registration Committee for the SANTRI (<i>Selaras edukasi daN silaTuRahmi sambil berbagI</i>) Activity 4. Preparing Souvenirs for the SANTRI Activity and Iftar with Orphanage Children	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, March 28 th 2024	1. Exchanging Indonesian Rupiah Denominations	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, March 29 th 2024	Public Holiday	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau April 01st, 2024 to April 05th, 2024 can be seen in the table below as follows:

Table 3.11 Daily Activities from April 01st, 2024 to April 05th, 2024

No.	Date	Activities	Place
1.	Monday, April 01 st 2024	1. Monitoring the Recipients of PSBI in Kampar – Pekanbaru 2. Preparing Attendance List for Media Discussion Event 3. Preparing Attendance List for the Welcoming and Symbolic Scholarship Handover Ceremony of Bank Indonesia for the Year 2024 4. Creating an Invitation List for the Bank Indonesia Scholarship Welcoming and Symbolic Handover Event of 2024 5. Filling Bank Indonesia Souvenirs	Kantor Perwakilan Bank Indonesia Provinsi Riau, Kampar - Pekanbaru
2.	Tuesday, April 02 nd 2024	1. The Registration Committee for the 2024 Bank Indonesia Scholarship Welcoming and Symbolic Handover Ceremony	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, April 03 rd 2024	1. The Registration Committee for the “Pesantren Kilat Duta CBP Milenial” Event 2. Participating in the “Pesantren Kilat Duta CBP Milenial” Event 3. Survey of Prospective PSBI Recipients to Baiturrahmah Orphanage in Kampar – Pekanbaru 4. Survey of Prospective PSBI Recipients to Al-Hikmah Prayer Room in Labuhbaru Barat - Pekanbaru	Kantor Perwakilan Bank Indonesia Provinsi Riau, Kampar and Labuhbaru Barat - Pekanbaru

4.	Thursday, April 04 th 2024	1. The Registration Committee for the “Pesantren Kilat Duta CBP Milenial” Event 2. Survey of Prospective PSBI Recipients in Rokan Hilir	Kantor Perwakilan Bank Indonesia Provinsi Riau, Rokan Hilir
5.	Friday, April 05 th 2024	1. Survey of Prospective PSBI Recipients in Rokan Hilir	Rokan Hilir

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau April 08th, 2024 to April 12th, 2024 can be seen in the table below as follows:

Table 3.12 Daily Activities from April 08th, 2024 to April 12th, 2024

No.	Date	Activities	Place
1.	Monday, April 08 th 2024	Public Holiday (Eid Al-Fitr 1445 H)	-
2.	Tuesday, April 09 th 2024	Public Holiday (Eid Al-Fitr 1445 H)	-
3.	Wednesday, April 10 th 2024	Public Holiday (Eid Al-Fitr 1445 H)	-
4.	Thursday, April 11 th 2024	Public Holiday (Eid Al-Fitr 1445 H)	-
5.	Friday, April 12 th 2024	Public Holiday (Eid Al-Fitr 1445 H)	-

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau April 15th, 2024 to April 19th, 2024 can be seen in the table below as follows:

Table 3.13 Daily Activities from April 15th, 2024 to April 19th, 2024

No.	Date	Activities	Place
1.	Monday, April 15 th 2024	Public Holiday (Eid Al-Fitr 1445 H)	-
2.	Tuesday, April 16 th 2024	1. Scan the PSBI documents	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday,	1. Analysis of Forest and Land Fire News (KARHUTLA)	Kantor Perwakilan

	April 17 th 2024	<ol style="list-style-type: none"> 2. Data Archive for Rice Commodity Stock Availability Control April 16, 2024 3. Archive of Realization Data for the Food Supply and Price Stabilization Program (SPHP) for Medium Rice, Riau-Kepri Office, April 16, 2024 4. Archived Data Report on the Distribution Realization of Food Aid Rice 2024 Regional Office and Kepri as of March 30, 2024 	Bank Indonesia Provinsi Riau
4.	Thursday, April 18 th 2024	<ol style="list-style-type: none"> 1. PSBI Document Archive 	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, April 19 th 2024	<ol style="list-style-type: none"> 1. Preparation Meeting for Riau Sharia Week 2024 Event 2. Preparing Presentation Material for Participants of the Riau Sharia Week 2024 Event Competition 	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau April 22nd, 2024 to April 26th, 2024 can be seen in the table below as follows:

Table 3.14 Daily Activities from April 22nd, 2024 to April 26th, 2024

No.	Date	Activities	Place
1.	Monday, April 22 nd 2024	<ol style="list-style-type: none"> 1. Preparing Evaluation Form and Evaluation Recapitulation for the Islamic Economy Preaching Competition Riau Sharia Week 2024 2. Creating Minutes of the Winners Announcement for the Riau Sharia Week 2024 Competition 3. The Registration Committee for the Islamic Economy Preaching Competition Riau Sharia Week 2024 4. The Summit Event Meeting of Riau Sharia Week 2024 5. Preparing Presentation Materials for the Competition at the Sharia Competition of Riau Sharia Week 2024 6. Preparing the Evaluation Form and Recapitulation of Scores for the Sharia Young Entrepreneurs Competition at Riau Sharia Week 2024 	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, April 23 rd 2024	<ol style="list-style-type: none"> 1. LO PIC for the Sharia Young Entrepreneurs Competition at Riau Sharia Week 2024 2. Evaluation Meeting for the Competition at Riau Sharia Week 2024 	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, April 24 th 2024	<ol style="list-style-type: none"> 1. Scan of the Minutes of the Winners of the Competition at Riau Sharia Week 2024 2. Creating a List of Competition Winners for Riau Sharia Week 2024 in Microsoft Excel 3. Creating a Disposition Sheet for BI ERP Honorarium for Third Parties in the Sharia Competition 	Kantor Perwakilan Bank Indonesia Provinsi Riau

		<ol style="list-style-type: none"> 4. Creating a Disposition Sheet for BI ERP Consumption Expenses for the Sharia Competition Event 5. Creating a Third-Party Hotel Sharia Competition BI ERP Disposition Sheet 6. Preparatory Meeting for the 2024 Sumatra Regional Sharia Economic Festival 	
4.	Thursday, April 25 th 2024	<ol style="list-style-type: none"> 1. Production of the Closing Video for Riau Sharia Week 2024 2. Creation of the Closing Video for Riau Sharia Week 2024 	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, April 26 th 2024	<ol style="list-style-type: none"> 1. Drafting a Letter of Request for Event Permit 2. Preparing the Evaluation Form for the Islamic Nasheed Creativity Competition at Riau Sharia Week 2024 	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau April 29th, 2024 to May 03rd, 2024 can be seen in the table below as follows:

Table 3.15 Daily Activities from April 29th, 2024 to May 03rd, 2024

No.	Date	Activities	Place
1.	Monday, April 29 th 2024	1. Preparatory Meeting for FESyar Sumatera 2024 Competition Participants	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, April 30 th 2024	<ol style="list-style-type: none"> 1. Recapitulation of Exercise Uniforms for the GBBI 2024 Joint Activity 2. Creating the Invitation List for GNPIP (<i>Gerakan Nasional Pengendalian Inflasi Pangan</i>) 2024 3. Recapitulation of Exercise Uniforms for the Joint Activities of GBBI 2024 	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, May 01 st 2024	Public Holiday	-
4.	Thursday, May 02 nd 2024	<ol style="list-style-type: none"> 1. Scan Document M.02 2. Recapitulation of Riau Sharia Week 2024 Activity Receipts 	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, May 03 rd 2024	<ol style="list-style-type: none"> 1. Person in Charge of the Bank Indonesia Booth at the GBBI and BBWI Events in Riau Province 2024 during the Lancang Kuning Carnival 2. Recapitulation of Riau Sharia Week 2024 Activity Receipts 	Riau Governor's Office

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank

Indonesia Provinsi Riau May 06th, 2024 to May 10th, 2024 can be seen in the table below as follows:

Table 3.16 Daily Activities from May 06th, 2024 to May 10th, 2024

No.	Date	Activities	Place
1.	Monday, May 06 th 2024	1. Discussion on the Preparation of Outstanding Pesantren Participants for the FESYAR Regional Sumatra 2024 Competition 2. Recapitulation of Riau Sharia Week 2024 Activity Receipts	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, May 07 th 2024	1. Scanned Payment Receipts for the Riau Sharia Week 2024 Event 2. Create an Attendance List for the Preparation of Participants in the FESYAR Sumatra 2024 Competition	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, May 08 th 2024	1. Meeting with Gapoktan (Combined Farmers Group) Mukti Jaya 2024 2. Printing Documents for the 2024 BI Outstanding MSME Training 3. Recapitulation of PSBI KPwBI Riau 2024	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, May 09 th 2024	Public Holiday	-
5.	Friday, May 10 th 2024	Public Holiday	-

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau May 13th, 2024 to May 17th, 2024 can be seen in the table below as follows:

Table 3.17 Daily Activities from May 13th, 2024 to May 17th, 2024

No.	Date	Activities	Place
1.	Monday, May 13 th 2024	1. Creating an LDP for GBBI and BBWI activities through the Lancang Kuning Carnival 2. Create a Memorandum for Expenditure Expenditure Activities of the National Movement Proudly Made in Indonesia and Proud to Travel in Indonesia (Gernas BBI and BBWI) KPwBI Riau Province in 2024 3. Online Survey of Prospective PSBI recipients in 3T (Disadvantaged, Frontier and Outermost) areas on several islands in Riau Province	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, May 14 th 2024	1. Creating an Officer Disposition Sheet for the Payment Order Speakers for Nazhir Certification Education 2. Scanned Payment Receipts for the Riau Sharia Week 2024 Event	Kantor Perwakilan Bank Indonesia Provinsi Riau

3.	Wednesday, May 15 th 2024	<ol style="list-style-type: none"> 1. Creating M.02 Cost Allocation for Consumption Expenses for FPPUKIS Activities with Riau Stakeholders 2. Anecdotal National Newspaper 	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, May 16 th 2024	<ol style="list-style-type: none"> 1. Distributing GNPIP Shirts for the Sumatra Region 2024 at Hotel Pangeran 2. Distributing goods for the Coordination Meeting of TPIP and TPID across Sumatra at Pangeran Hotel Pekanbaru 3. The organizing committee for the Coordination Meeting of TPIP and TPID across Sumatra at Pangeran Hotel 	Pangeran Hotel
5.	Friday, May 17 th 2024	<ol style="list-style-type: none"> 1. Preparing the guest list for the Meet and Greet Event with the Senior Deputy Governor of Bank Indonesia 2. Preparing souvenirs for the Heads of Bank Indonesia Offices from all provinces in Sumatra 	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau May 20th, 2024 to May 24th, 2024 can be seen in the table below as follows:

Table 3.18 Daily Activities from May 20th, 2024 to May 24th, 2024

No.	Date	Activities	Place
1.	Monday, May 20 th 2024	<ol style="list-style-type: none"> 1. Scan the PSBI documents 	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, May 21 st 2024	<ol style="list-style-type: none"> 1. Organizing Committee for the Bank Indonesia Teaching Event with the Head of the Bank Indonesia Representative Office for Riau Province 2. Creating a Participant List for the 2024 World Book Day Event 	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, May 22 nd 2024	<ol style="list-style-type: none"> 1. Preparing Souvenirs for the 2024 World Book Day Event 2. The Organizing Committee for the 2024 World Book Day Event 	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, May 23 rd 2024	Public Holiday	-
5.	Friday, May 24 th 2024	Public Holiday	-

Source: Processed Data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of the apprenticeship at Kantor Perwakilan Bank

Indonesia Provinsi Riau May 27th, 2024 to May 31st, 2024 can be seen in the table below as follows:

Table 3.19 Daily Activities from May 27th, 2024 to May 31st, 2024

No.	Date	Activities	Place
1.	Monday, May 27 th 2024	<ol style="list-style-type: none"> 1. Online Survey for Prospective Recipients of the PSBI in Pedang Island and Tebingtinggi Island 2. Delivering the Payment Invoice for the Catering of the Meet and Greet Event with the Senior Governor of Bank Indonesia to the Payment Systems (SP) Unit 3. Archiving Data of Organic and Non-organic Employees Who Received PDDN at the National Movement Proud of Indonesian Products and Proud to Travel in Indonesia (Gernas BBI and BBWI) KPwBI Riau Province 2024 Event 4. Preparing the LDP for Payment Order of Catering Expenses for the FPPUKIS Event with Stakeholders 	Kantor Perwakilan Bank Indonesia Provinsi Riau
2.	Tuesday, May 28 th 2024	<ol style="list-style-type: none"> 1. Online Survey for Prospective Recipients of the PSBI on Merbau Island 2. Liaison Officer (LO) for the Study Visit of SMK Negeri 1 Kepenuhan Rokan Hulu to Bank Indonesia 3. Scan of Payment Receipt for the GNPIP (National Movement for Food Inflation Control) Event in the Sumatra Region 2024 from the Public Relations Unit 	Kantor Perwakilan Bank Indonesia Provinsi Riau
3.	Wednesday, May 29 th 2024	<ol style="list-style-type: none"> 1. Online Survey for Prospective Recipients of the PSBI on Rupert Island 2. Archiving of Bank Indonesia Scholarship Recipients' Files for 2024 	Kantor Perwakilan Bank Indonesia Provinsi Riau
4.	Thursday, May 30 th 2024	<ol style="list-style-type: none"> 1. Online Survey for Prospective Recipients of the PSBI on Rengsang Island 2. Destroying Documents 	Kantor Perwakilan Bank Indonesia Provinsi Riau
5.	Friday, May 31 st 2024	<ol style="list-style-type: none"> 1. Online Survey for Prospective Recipients of the PSBI in Bengkalis Regency 2. Destroying Documents 	Kantor Perwakilan Bank Indonesia Provinsi Riau

Source: Processed Data, 2024

3.5 Obstacle and Solution of Apprenticeship

3.5.1 Obstacle of Apprenticeship

The following are the obstacles experienced by Apprentice during the apprenticeship at the Kantor Perwakilan Bank Indonesia Provinsi Riau included:

1. Limited access to the office website. Access required a username, password, and a specific office laptop, which was assigned to and used by only one employee. Consequently, this restricted the Apprentice ability to access necessary resources.
2. The demanding workload often requires the Apprentice to work long hours. However, overtime schedules are frequently not communicated in advance, causing the Apprentice work to become rushed, piled up, and completed late into the night.
3. It is difficult to understand the work instructions given by the Supervisor and other employees, leading to confusion and inefficiency in completing tasks.

3.5.2 Solution of Apprenticeship

The following are solutions to resolve the obstacles experienced by Apprentice during the apprenticeship at the Kantor Perwakilan Bank Indonesia Provinsi Riau included:

1. Create a new website specifically for apprentices, providing access needed to complete tasks. The password for this website should be changed periodically, every three months, coinciding with the rotation of apprentice batches, to reduce the risk of data breaches.
2. Overtime schedules are communicated at least 24 hours in advance to plan and manage their workload effectively.
3. Mentors and other employees should provide clearer and more structured instructions, with detailed and specific steps.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusions

After carrying out an apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau, the following conclusions can be drawn:

1. The place and time of apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau, which is located at Jl. Jend. Sudirman No.464, Jadirejo, Sukajadi District, Pekanbaru City, Riau 28121. The program is carried out for 4 (months) starting from February 01st, 2024, to May 31st, 2024. The working schedule of the apprenticeship is 5 (five) days a week from Monday to Friday. The working hours start at 07:40 AM WIB, followed by filling in the attendance and beginning work activities. The lunch break is at 12:00 PM WIB, returning to work at 1:00 PM WIB, and finishing the day at 05:15 PM WIB, with weekends off.
2. The job description during apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau as follows; Checking Completeness of Files and Data Recapitulation of Bank Indonesia Scholarships, Person in Charge for the 2024 Bank Indonesia Scholarship Candidate Interviews, Survey and Data Recapitulation of Prospective Recipients of PSBI (Bank Indonesia Social Program), Conducting Official Trip PSBI, Liaison Officer of Study Visit, Duplicating and Scanning Documents, Attending Meetings and Gatherings, Recapitulation of data from the Task Force for the Acceleration and Expansion of Regional Digitalization (Satgas P2DD) across Sumatra, Liaison Officer Riau Sharia Week 2024 ROAD TO FESyar Regional Sumatera 2024, Socialization of QRIS (Quick Response Code Indonesian Standard), Creating LDP BI ERP, Archiving and Destroying Files.

3. The apprenticeship systems and procedures at Kantor Perwakilan Bank Indonesia Provinsi Riau use online and offline systems, these two systems complement each other to ensure the stability and operational efficiency of Bank Indonesia. In addition, this apprenticeship program is also designed to provide in-depth practical experience to participants, thus that relevant skills can be developed and readiness to enter the world of work increases. The work procedures in this apprenticeship include initial orientation to introduce the work environment, supervision and guidance by experienced mentors, as well as regular evaluations to assess participants' progress and performance. Thus, apprenticeship at Bank Indonesia not only aim to support internal operations but also to contribute to the development of quality human resources in Indonesia.
4. The obstacle encountered by the Apprentice during the apprenticeship at the Kantor Perwakilan Bank Indonesia Provinsi Riau included limited access to the office website. The other obstacle is the limited access cards for entering the rooms. The proposed solution is to create a new website specifically for apprentices, providing access needed to complete tasks. The solution to other obstacles is to replace lost or damaged access cards.

4.2 Suggestions

After completing the apprenticeship at Kantor Perwakilan Bank Indonesia Provinsi Riau, there are several suggestions, namely:

1. For students are as follows: students should choose a company or institution for an apprenticeship that aligns with the knowledge acquired to practice what has been learned, then the student establishing good communication with the host organization to create a positive relationship. Additionally, equipping oneself with skills beyond those learned in college, such as computer skills, English language proficiency, effective communication, and organizational skills, is essential for entering the workforce.
2. For State Polytechnic of Bengkalis, should provide guidance and counseling to students in selecting apprenticeship placements that align with students' abilities and interests, ensuring that the apprenticeship experience offers maximum benefits and is relevant to the field of study. Additionally, the campus should offer support in the form of pre-apprenticeship training, career counseling sessions, and access to alumni networks and partner companies to expand apprenticeship opportunities. Consequently, students will be better prepared and more confident in facing the workforce after graduation.
3. For companies, the company should provide several computers for apprentices to support smooth and efficient task execution. Additionally, ensuring access to necessary work websites and technical support will enhance productivity and learning experience during the apprenticeship. It is also hoped that the company will be willing to accept apprentices from State Polytechnic of Bengkalis, especially from the Applied Bachelor's Program in International Business Administration, in the upcoming periods.

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APPENDICES

Appendix 1: Application Letter of Apprenticeship



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 4220/PL31/TU/2023
Hal : Permohonan Kerja Praktek (KP)

07 November 2023

Yth. Kepala Kantor Perwakilan Bank Indonesia Provinsi Riau
Jl. Jend. Sudirman No.464, Jadirejo, Kec. Sukajadi, Kota Pekanbaru, Riau 28121
di Pekanbaru

Dengan hormat,
Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Kantor, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Kantor yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada 15 Januari s/d 15 Mei 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	R. Nur Aini Pertiwi	5404201275	D4 Administrasi Bisnis Internasional
2	Alfi Suhaila	5404201294	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP:197906172014041001

Contact Person:
M. Alkadri Perdana, B.IT., M.Sc (0812 7648 4321)

Appendix 2: Response of Application Letter



No. 26/72a/Pbr /Srt/B

Pekanbaru, 25 Januari 2024

Kepada Yth,
Wakil Direktur I
PoltekNIK Negeri Bengkalis
Jl. Bathin Alam, Sungai Alam
KABUPATEN BENGKALIS

Perihal: Praktek Kerja Lapangan di Bank Indonesia

Menunjuk Surat Saudara No. 4220/PL31/TU/2023 tanggal 4 Desember 2023 perihal "Permohonan Kerja Praktek (KP)", dengan ini kami informasikan bahwa permohonan Praktek Kerja Lapangan (PKL) Mahasiswa Saudara a.n Alfi Suhaila (NIM: 5404201294), dan R. Nur Aini Pertiwi (NIM: 54042012275) jurusan Administrasi Bisnis Internasional dapat kami setujui dengan periode waktu PKL pada tanggal 1 Februari – 30 April 2024.

Sehubungan dengan hal tersebut, kami meminta agar peserta PKL dimaksud dapat mematuhi seluruh peraturan dan tata tertib yang berlaku di lingkungan Kantor Perwakilan Bank Indonesia Provinsi Riau meliputi, namun tidak terbatas pada:

1. Kewajiban memenuhi jam kerja minimal mulai pukul 07.40 s.d 16.45 WIB;
2. Kewajiban berpakaian rapi dan bersepatu serta menjalankan norma sosial dan agama;
3. Kewajiban menjaga ketertiban dan nama baik Bank Indonesia;
4. Kewajiban menjaga kerahasiaan data dan informasi yang bersumber dari Bank Indonesia, kecuali data dan informasi yang dapat diakses oleh publik; dan
5. Kewajiban membuat laporan PKL mengenai tugas dan fungsi Bank Indonesia.

Apabila diperlukan informasi lebih lanjut, dapat menghubungi Sdr. Fahmi Irsyad/HP. 085355480894.

Demikian agar maklum. Atas perhatian dan kerjasama Saudara, kami mengucapkan terima kasih.

KANTOR PERWAKILAN BANK INDONESIA
PROVINSI RIAU
Deputi Kepala Perwakilan



Sudiro Pambudi
Deputi Direktur

Dokumen ini Ditandatangani secara Elektronik
Validasi dapat dilihat melalui Scan QR-Code

No. 26/373/Pbr/srt/B

Pekanbaru, 7 Mei 2024

Kepada Yth,
Wakil Direktur I
Polteknik Negeri Bengkalis
Jl. Bathin Alam, Sungai Alam
KABUPATEN BENGKALIS

Perihal : Perpanjangan Praktek Kerja Lapangan di Bank Indonesia

Menunjuk Surat kami sebelumnya No. 26/72a/Pbr/Srt/B tanggal 25 Januari 2024 perihal Praktek Kerja Lapangan di Bank Indonesia, dengan ini kami informasikan bahwa Praktek Kerja Lapangan (PKL) Mahasiswa Saudara kami perpanjang dengan rincian sebagai berikut:

No	Nama	NIM	Periode Magang (Sebelumnya)	Periode Magang (Perpanjangan)
1.	Alfi Suhaila	5404201294	1 Februari s/d 30 April 2024	1 Mei s/d 31 Mei 2024 (1 Bulan)
2.	R. Nur Aini Pertiwi	54042012275		

Sehubungan dengan hal tersebut, kami meminta agar peserta PKL dimaksud dapat mematuhi seluruh peraturan dan tata tertib yang berlaku di lingkungan Kantor Perwakilan Bank Indonesia Provinsi Riau meliputi, namun tidak terbatas pada:

1. Kewajiban memenuhi jam kerja minimal mulai pukul 07.40 s.d 16.45 WIB;
2. Kewajiban berpakaian rapi dan bersepatu serta menjalankan norma sosial dan agama;
3. Kewajiban menjaga ketertiban dan nama baik Bank Indonesia;
4. Kewajiban menjaga kerahasiaan data dan informasi yang bersumber dari Bank Indonesia, kecuali data dan informasi yang dapat diakses oleh publik; dan
5. Kewajiban membuat laporan PKL mengenai tugas dan fungsi Bank Indonesia.

Apabila diperlukan informasi lebih lanjut, dapat menghubungi Sdr. Fahmi Irsyad/HP. 085355480894.
Demikian agar maklum. Atas perhatian dan kerjasama Saudara, kami mengucapkan terima kasih.

**KANTOR PERWAKILAN BANK INDONESIA
PROVINSI RIAU**

Deputi Kepala Perwakilan



Sudiro Pambudi
Deputi Direktur

Dokumen ini Ditandatangani secara Elektronik
Validasi dapat dilihat melalui Scan QR-Code

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Appendix 3: Apprenticeship Attendance List







Apprenticeship Attendance List

Kantor Perwakilan Bank Indonesia Provinsi Riau

Name : ALFI SUHAILA

Student's Identity Number : 5404201294

Month : February

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Thursday, 01 February 2024	08.00	12.00	13.00	17.15	
2	Friday, 02 February 2024	07.40	12.00	13.00	17.15	
3	Saturday, 03 February 2024	Weekend				-
4	Sunday, 04 February 2024	Weekend				-
5	Monday, 05 February 2024	07.40	12.00	13.00	17.15	
6	Tuesday, 06 February 2024	07.40	12.00	13.00	17.15	
7	Wednesday, 07 February 2024	07.40	12.00	13.00	17.15	
8	Thursday, 08 February 2024	Public Holiday				-
9	Friday, 09 February 2024	Public Holiday				-
10	Saturday, 10 February 2024	Weekend				-
11	Sunday, 11 February 2024	Weekend				-
12	Monday, 12 February 2024	07.40	12.00	13.00	17.15	
13	Tuesday, 13 February 2024	Permission				-
14	Wednesday, 14 February 2024	Public Holiday				-
15	Thursday, 15 February 2024	Permission				-
16	Friday, 16 February 2024	Permission				-

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
17	Saturday, 17 February 2024	Weekend				-
18	Sunday, 18 February 2024	Weekend				-
19	Monday, 19 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
20	Tuesday, 20 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
21	Wednesday, 21 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
22	Thursday, 22 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
23	Friday, 23 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
24	Saturday, 24 February 2024	Weekend				-
25	Sunday, 25 February 2024	Weekend				-
26	Monday, 26 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
27	Tuesday, 27 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
28	Wednesday, 28 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
29	Thursday, 29 February 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>

Kantor Perwakilan Bank Indonesia
Provinsi Riau










Manager,



Rai Gian Danny Wijaya
NIP. 16101

Apprenticeship Attendance List
Kantor Perwakilan Bank Indonesia Provinsi Riau

Name : ALFI SUHAILA
 Student's Identity Number : 5404201294
 Month : March

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Friday, 01 March 2024	07.40	12.00	13.00	17.15	
2	Saturday, 02 March 2024	Weekend				-
3	Sunday, 03 March 2024	Weekend				-
4	Monday, 04 March 2024	07.40	12.00	13.00	17.15	
5	Tuesday, 05 March 2024	07.40	12.00	13.00	17.15	
6	Wednesday, 06 March 2024	07.40	12.00	13.00	17.15	
7	Thursday, 07 March 2024	07.40	12.00	13.00	17.15	
8	Friday, 08 March 2024	07.40	12.00	13.00	17.15	
9	Saturday, 09 March 2024	Weekend				-
10	Sunday, 10 March 2024	Weekend				-
11	Monday, 11 March 2024	Public Holiday				-
12	Tuesday, 12 March 2024	Public Holiday				-
13	Wednesday, 13 March 2024	07.40	12.00	13.00	17.15	
14	Thursday, 14 March 2024	07.40	12.00	13.00	17.15	
15	Friday, 15 March 2024	07.40	12.00	13.00	17.15	
16	Saturday, 16 March 2024	Weekend				-

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
17	Sunday, 17 March 2024	Weekend				-
18	Monday, 18 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
19	Tuesday, 19 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
20	Wednesday, 20 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
21	Thursday, 21 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
22	Friday, 22 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
23	Saturday, 23 March 2024	Weekend				-
24	Sunday, 24 March 2024	Weekend				-
25	Monday, 25 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
26	Tuesday, 26 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
27	Wednesday, 27 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
28	Thursday, 28 March 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
29	Friday, 29 March 2024	Public Holiday				-
30	Saturday, 30 March 2024	Weekend				-
31	Sunday, 31 March 2024	Weekend				-

Kantor Perwakilan Bank Indonesia
Provinsi Riau

Manager,









[Signature]
Rai Gian Danny Wijaya
NIP. 16101

Apprenticeship Attendance List
Kantor Perwakilan Bank Indonesia Provinsi Riau

Name : ALFI SUHAILA

Student's Identity Number : 5404201294

Month : April

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Monday, 01 April 2024	07.40	12.00	13.00	17.15	
2	Tuesday, 02 April 2024	07.40	12.00	13.00	17.15	
3	Wednesday, 03 April 2024	07.40	12.00	13.00	17.15	
4	Thursday, 04 April 2024	07.40	12.00	13.00	17.15	
5	Friday, 05 April 2024	07.40	12.00	13.00	17.15	
6	Saturday, 06 April 2024	Weekend				-
7	Friday, 07 April 2024	Weekend				-
8	Monday, 08 April 2024	Public Holiday				-
9	Tuesday, 09 April 2024	Public Holiday				-
10	Wednesday, 10 April 2024	Public Holiday				-
11	Thursday, 11 April 2024	Public Holiday				-
12	Friday, 12 April 2024	Public Holiday				-
13	Saturday, 13 April 2024	Weekend				-
14	Friday, 14 April 2024	Weekend				-
15	Monday, 15 April 2024	Public Holiday				-
16	Tuesday, 16 April 2024	07.40	12.00	13.00	17.15	

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
17	Wednesday, 17 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
18	Thursday, 18 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
19	Friday, 19 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
20	Saturday, 20 April 2024	Weekend				-
21	Friday, 21 April 2024	Weekend				-
22	Monday, 22 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
23	Tuesday, 23 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
24	Wednesday, 24 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
25	Thursday, 25 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
26	Friday, 26 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
27	Saturday, 27 April 2024	Weekend				-
28	Friday, 28 April 2024	Weekend				-
29	Monday, 29 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>
30	Tuesday, 30 April 2024	07.40	12.00	13.00	17.15	<i>[Signature]</i>

Kantor Perwakilan Bank Indonesia
Provinsi Riau

Manager,



[Signature]
Rai Gian Danny Wijaya
NIP. 16101

Apprenticeship Attendance List










Kantor Perwakilan Bank Indonesia Provinsi Riau

Name : ALFI SUHAILA

Student's Identity Number : 5404201294

Month : May

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Wednesday, 01 May 2024	Public Holiday				-
2	Thursday, 02 May 2024	07.40	12.00	13.00	17.15	
3	Friday, 03 May 2024	07.40	12.00	13.00	17.15	
4	Saturday, 04 May 2024	Weekend				-
5	Sunday, 05 May 2024	Weekend				-
6	Monday, 06 May 2024	07.40	12.00	13.00	17.15	
7	Monday, 07 May 2024	07.40	12.00	13.00	17.15	
8	Wednesday, 08 May 2024	07.40	12.00	13.00	17.15	
9	Thursday, 09 May 2024	Public Holiday				-
10	Friday, 10 May 2024	Public Holiday				-
11	Saturday, 11 May 2024	Weekend				-
12	Sunday, 12 May 2024	Weekend				-
13	Monday, 13 May 2024	07.40	12.00	13.00	17.15	
14	Monday, 14 May 2024	07.40	12.00	13.00	17.15	
15	Wednesday, 15 May 2024	07.40	12.00	13.00	17.15	
16	Thursday, 16 May 2024	07.40	12.00	13.00	17.15	

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
17	Friday, 17 May 2024	07.40	12.00	13.00	17.15	
18	Saturday, 18 May 2024	Weekend				-
19	Sunday, 19 May 2024	Weekend				-
20	Monday, 20 May 2024	07.40	12.00	13.00	17.15	
21	Monday, 21 May 2024	07.40	12.00	13.00	17.15	
22	Wednesday, 22 May 2024	07.40	12.00	13.00	17.15	
23	Thursday, 23 May 2024	Public Holiday				-
24	Friday, 24 May 2024	Public Holiday				-
25	Saturday, 25 May 2024	Weekend				-
26	Sunday, 26 May 2024	Weekend				-
27	Monday, 27 May 2024	07.40	12.00	13.00	17.15	
28	Monday, 28 May 2024	07.40	12.00	13.00	17.15	
29	Wednesday, 29 May 2024	07.40	12.00	13.00	17.15	
30	Thursday, 30 May 2024	07.40	12.00	13.00	17.15	
31	Friday, 31 May 2024	07.40	12.00	13.00	17.15	

Kantor Perwakilan Bank Indonesia
Provinsi Riau

Manager,



Rai Gian Danny Wijaya
NIP. 16101

Appendix 4: Statement of Completion Apprenticeship



No. 26/447a/Pbr/Srt/B

Pekanbaru, 13 Juni 2024

Kepada Yth,
Wakil Direktur I
Politeknik Negeri Bengkalis
Jl. Bathin Alam, Sungai Alam
KABUPATEN BENGKALIS

Perihal : Surat Keterangan Magang

Menunjuk Surat Saudara No. 4220/PL31/TU/2023 tanggal 4 Desember 2023 perihal "Permohonan Kerja Praktek (KP)", dengan ini kami menerangkan bahwa mahasiswi Saudara atas nama Alfi Suhaila (NIM: 5404201294), jurusan Administrasi Bisnis Internasional telah menyelesaikan Program Magang/Kerja Praktek di Kantor Perwakilan Bank Indonesia Provinsi Riau pada periode 1 Februari s.d 31 Mei 2024. Atas partisipasi mahasiswi Saudara dalam program tersebut, kami mengucapkan terima kasih.

Demikian kami sampaikan agar Saudara maklum.

**KANTOR PERWAKILAN BANK INDONESIA
PROVINSI RIAU**
Deputi Kepala Perwakilan



Sudiro Pambudi
Deputi Direktur

Dokumen ini Ditandatangani secara Elektronik
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Appendix 5: Apprenticeship Assessment

**EVALUATION RESULT FROM APPRENTICESHIP
COMPANY APPRAISAL
KANTOR PERWAKILAN BANK INDONESIA PROVINSI RIAU**

Name : ALFI SUHAILA
Student's Identity No : 5404201294
Study Program : International Business Administration
College : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	95
2.	Responsibility	25%	98
3.	Adjustment/Adaptation	10%	95
4.	Work Result	30%	98
5.	Behavior in General	15%	98
	Total (1+2+3+4+5)	100%	97,1

Explanation:

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

Notes:

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Pekanbaru, May 31th, 2024

Manager

Rai Gidanny Wijaya
NIP. 16101

Appendix 6: Daily Activities of Apprenticeship


WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Month : 1

Week : 1

Day : Thursday - Friday

Date : February 01st – February 02nd, 2024

Date	Description of Activities	Assignor	Signature
Thursday, February 01 st 2024	1. Introduction and debriefing of apprenticeship 2. Examining the Memorandum of Approval for the Implementation of the 2024 IKRA Selection Preparation Meeting	Fahmi Irsyad	
Friday, February 02 nd 2024	1. File Archiving of PSBI 2. Decoration Preparations for the 2024 Farewell and Welcome Event of the Head of the Bank Indonesia Representative of Riau Province		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 1

Week : 2

Day : Monday - Friday

Date : February 05th – February 09th, 2024

Date	Description of Activities	Assignor	Signature
Monday, February 05 th 2024	<ol style="list-style-type: none"> 1. Archiving of PSBI Documents 2. Developing a Strategy for the Preparation of a Study Visit by SMKN 1 Bandar Sei Kijang 	Fahmi Irsyad	
Tuesday, February 06 th 2024	<ol style="list-style-type: none"> 1. Committee Operators for the Study Visit Activity of SMK Negeri 1 Bandar Sei Kijang and Guides for the Library Visit 2. Decoration for the 2024 Farewell and Welcome Event of the Head of the Bank Indonesia Representative Office in Riau Province 3. Analysis of News on Inflation, Monetary Policy, Regional Budget (APBD), National Budget (APBN), Investment, Natural Disasters, Damaged Roads, Regional Gross Domestic Product (PDRB), as well as Fiscal and Financial Issues 		
Wednesday, February 07 th 2024	<ol style="list-style-type: none"> 1. Archiving of Survey Documents on Stakeholder Satisfaction with the Quality of the Provincial Economic Report (LPP) of Riau 2. Analysis of News on the Pulp and Paper Industry 		
Thursday, February 08 th 2024	Public Holiday	-	-
Friday, February 09 th 2024	Public Holiday	-	-


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 1

Week : 3

Day : Monday - Friday

Date : February 12th – February 16th, 2024

Date	Description of Activities	Assignor	Signature
Monday, February 12 th 2024	1. Scanning of PSBI Documents	Fahmi Irsyad	
Tuesday, February 13 th 2024	Permission	-	-
Wednesday, February 14 th 2024	Public Holiday	-	-
Thursday, February 15 th 2024	Permission	-	-
Friday, February 16 th 2024	Permission	-	-


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 1

Week : 4

Day : Monday - Friday

Date : February 19th – February 23th, 2024

Date	Description of Activities	Assignor	Signature
Monday, February 19 th 2024	<ol style="list-style-type: none"> 1. Scanning of Transaction Records for Bank Indonesia Teaching Activities and Scholarship Socialization in Bengkalis 2. Discussion with Prospective IKRA 2024 Participants for Competition Preparation in Palembang 	Fahmi Irsyad	
Tuesday, February 20 th 2024	<ol style="list-style-type: none"> 1. Stamping the Internship Acceptance Letter 2. Scanning the Document Acceptance Letter 		
Wednesday, February 21 th 2024	<ol style="list-style-type: none"> 1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024 2. Participation in the GENBILITION (GenBI Business Plan and Competition) 2024 event at the Bank Indonesia Provincial Hall in Riau 		
Thursday, February 22 th 2024	<ol style="list-style-type: none"> 1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024 2. Scanning the invitation documents for the Launch of the 2023 Indonesian Economic and Financial History Study (KEKSI) and the National Seminar on Sharia Economic & Financial Outlook (ShEFO) 2024 		
Friday, February 23 th 2024	<ol style="list-style-type: none"> 1. Scanning of PSBI Documents 2. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024 		

**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 1

Week : 5

Day : Monday - Friday

Date : February 26th – March 01th, 2024

Date	Description of Activities	Assignor	Signature
Monday, February 26 th 2024	1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024	Fahmi Irsyad	
Tuesday, February 27 th 2024	1. Documentation committee for the Study Visit to Bank Indonesia from SMK Akbar Pekanbaru and the guide for the library visit 2. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024		
Wednesday, February 28 th 2024	1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024		
Thursday, February 29 th 2024	1. Exchanging Rupiah Banknotes 2. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024		
Friday, March 01 th 2024	1. Recapitulation of Documents for Prospective Bank Indonesia Scholarship Recipients for 2024 2. Organizing the Interview Schedule for the 2024 Bank Indonesia Scholarship Candidates		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 2

Week : 6

Day : Monday - Friday

Date : March 04th – March 08th 2024

Date	Description of Activities	Assignor	Signature
Monday, March 04 th 2024	1. Registration Committee for the Interview Stage of the 2024 Bank Indonesia Scholarship Candidates from UNRI and UIR at the Bank Indonesia Auditorium	Fahmi Irsyad	
Tuesday, March 05 th 2024	1. Registration Committee for the Interview Stage of the 2024 Bank Indonesia Scholarship Candidates from UNRI and UMRI at the Bank Indonesia Auditorium		
Wednesday, February 06 th 2024	1. Registration Committee for the Interview Stage of the 2024 Bank Indonesia Scholarship Candidates from UNILAK and UIN SUSKA at the Bank Indonesia Auditorium		
Thursday, March 07 th 2024	1. Registration Committee for the Interview Stage of the 2024 Bank Indonesia Scholarship Candidates from UMRI and UIN SUSKA at the Bank Indonesia Auditorium 2. Person in Charge (PIC) for the Interview of Bank Indonesia Scholarship Candidates 2024 at UMRI Campus in the Bank Indonesia Hall		
Friday, March 08 th 2024	1. Recapitulation of the Interview Results for Bank Indonesia Scholarship Applicants 2024 at UNRI Campus		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 2

Week : 7

Day : Monday - Friday

Date : March 11th – March 15th 2024

Date	Description of Activities	Assignor	Signature
Monday, March 11 th 2024	Public Holiday	-	-
Tuesday, March 12 th 2024	Public Holiday	-	-
Wednesday, March 13 th 2024	1. Recapitulation of the Interview Results for Bank Indonesia Scholarship Applicants 2024 at UMRI Campus	Fahmi Irsyad	
Thursday, March 14 th 2024	1. Recapitulation of the Interview Results for Bank Indonesia Scholarship Applicants 2024 at Sekolah Tinggi Teknologi Dumai Campus 2. Scan the Official Disposition Sheet		
Friday, March 15 th 2024	1. Recapitulation of the Interview Results for Bank Indonesia Scholarship Applicants 2024 at State Polytechnic of Bengkalis Campus 2. Preparing Iftar (Takjil) for the Bank Indonesia Riau Province Gathering 3. Data Recapitulation of the Regional Digitalization Acceleration and Expansion Task Force (Satgas P2DD) across Sumatra		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 2

Week : 8

Day : Monday - Friday

Date : March 18th – March 22th 2024

Date	Description of Activities	Assignor	Signature
Monday, March 18 th 2024	<ol style="list-style-type: none"> 1. Recapitulation of Final Stage Passers for the Bank Indonesia Scholarship 2024 2. Scan the documents for the Cheap Food Movement (GPM), Cash Payment Order, and Memorandum 3. Data Recapitulation of the Regional Digitalization Acceleration and Expansion Task Force (Satgas P2DD) across Sumatra 	Fahmi Irsyad	
Tuesday, March 19 th 2024	<ol style="list-style-type: none"> 1. Recapitulation of the Final Stage Passers List for the Bank Indonesia Scholarship 2024 2. Preparation for the HighLevel Meeting (HLM) of the Regional Inflation Control Team (TPID) of Pekanbaru City 		
Wednesday, March 20 th 2024	<ol style="list-style-type: none"> 1. Editing the Rumah Zakat Flyer 		
Thursday, March 21 th 2024	<ol style="list-style-type: none"> 1. Exchanging Rupiah Denominations 		
Friday, March 22 th 2024	<ol style="list-style-type: none"> 1. Attending the Planning Meeting for the Sharia Competition 2024 2. Creating a List of MSMEs that will be attending the SERAMBI 2024 Event 		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 2

Week : 9

Day : Monday - Friday

Date : March 25th – March 29th 2024

Date	Description of Activities	Assignor	Signature
Monday, March 25 th 2024	<ol style="list-style-type: none"> 1. Transcription of the Work Order Letter for Consulting Services for MSMEs at the Riau Representative Office of Bank Indonesia 2. Inputting Participant Numbers for the Nazhir Wakaf Capacity Building Program 3. Preparation for the Productive Nazhir Wakaf Capacity Building Activity 	Fahmi Irsyad	
Tuesday, March 26 th 2024	<ol style="list-style-type: none"> 1. Preparation for the Productive Nazhir Wakaf Capacity Building Activity 2. Exchanging Rupiah Denominations 		
Wednesday, March 27 th 2024	<ol style="list-style-type: none"> 1. Registration Committee for the Productive Nazhir Wakaf Capacity Building Activity 2. Zoom Host for the Productive Nazhir Wakaf Capacity Building Activity 3. Registration Committee for the SANTRI Activity 4. Preparing Souvenirs for the SANTRI Activity and Iftar with Orphanage Children 		
Thursday, March 28 th 2024	<ol style="list-style-type: none"> 1. Exchanging Indonesian Rupiah Denominations 		
Friday, March 29 th 2024	Public Holiday	-	-


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 3

Week : 10

Day : Monday - Friday

Date : April 01st – April 05th 2024

Date	Description of Activities	Assignor	Signature
Monday, April 01 st 2024	<ol style="list-style-type: none"> 1. Monitoring the Recipients of PSBI in Kampar – Pekanbaru 2. Preparing Attendance List for Media Discussion Event 3. Preparing Attendance List for the Welcoming and Symbolic Scholarship Handover Ceremony of Bank Indonesia for the Year 2024 4. Creating an Invitation List for the Bank Indonesia Scholarship Welcoming and Symbolic Handover Event of 2024 5. Filling Bank Indonesia Souvenirs 	Fahmi Irsyad	
Tuesday, April 02 nd 2024	<ol style="list-style-type: none"> 1. The Registration Committee for the 2024 Bank Indonesia Scholarship Welcoming and Symbolic Handover Ceremony 		
Wednesday, April 03 rd 2024	<ol style="list-style-type: none"> 1. The Registration Committee for the “Pesantren Kilat Duta CBP Milenial” Event 2. Participating in the “Pesantren Kilat Duta CBP Milenial” Event 3. Survey of Prospective PSBI Recipients to Baiturrahmah Orphanage in Kampar – Pekanbaru 4. Survey of Prospective PSBI Recipients to Al-Hikmah Prayer Room in Labuhbaru Barat - Pekanbaru 		
Thursday, April 04 th 2024	<ol style="list-style-type: none"> 1. The Registration Committee for the “Pesantren Kilat Duta CBP Milenial” Event 2. Survey of Prospective PSBI Recipients in Rokan Hilir 		
Friday, April 05 th 2024	<ol style="list-style-type: none"> 1. Survey of Prospective PSBI Recipients in Rokan Hilir 		

**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 3

Week : 11

Day : Monday - Friday

Date : April 08th – April 12th 2024

Date	Description of Activities	Assignor	Signature
Monday, April 08 th 2024	Public Holiday (Eid Al-Fitr 1445 H)	-	-
Tuesday, April 09 th 2024	Public Holiday (Eid Al-Fitr 1445 H)		
Wednesday, April 10 th 2024	Public Holiday (Eid Al-Fitr 1445 H)		
Thursday, April 11 th 2024	Public Holiday (Eid Al-Fitr 1445 H)		
Friday, April 12 th 2024	Public Holiday (Eid Al-Fitr 1445 H)		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 3

Week : 12

Day : Monday - Friday

Date : April 15th – April 19th 2024

Date	Description of Activities	Assignor	Signature
Monday, April 15 th 2024	Public Holiday (Eid Al-Fitr 1445 H)	-	-
Tuesday, April 16 th 2024	1. Scan the PSBI documents	Fahmi Irsyad	
Wednesday, April 17 th 2024	1. Analysis of Forest and Land Fire News (KARHUTLA) 2. Data Archive for Rice Commodity Stock Availability Control April 16, 2024 3. Archive of Realization Data for the Food Supply and Price Stabilization Program (SPHP) for Medium Rice, Riau-Kepri Office, April 16, 2024 4. Archived Data Report on the Distribution Realization of Food Aid Rice 2024 Regional Office and Kepri as of March 30, 2024		
Thursday, April 18 th 2024	1. PSBI Document Archive		
Friday, April 19 th 2024	1. Preparation Meeting for Riau Sharia Week 2024 Event 2. Preparing Presentation Material for Participants of the Riau Sharia Week 2024 Event Competition		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 3

Week : 13

Day : Monday - Friday

Date : April 22th – April 26th 2024

Date	Description of Activities	Assignor	Signature
Monday, April 22 th 2024	<ol style="list-style-type: none"> 1. Preparing Evaluation Form and Evaluation Recapitulation for the Islamic Economy Preaching Competition Riau Sharia Week 2024 2. Creating Minutes of the Winners Announcement for the Riau Sharia Week 2024 Competition 3. The Registration Committee for the Islamic Economy Preaching Competition Riau Sharia Week 2024 4. The Summit Event Meeting of Riau Sharia Week 2024 5. Preparing Presentation Materials for the Competition at the Sharia Competition of Riau Sharia Week 2024 6. Preparing the Evaluation Form and Recapitulation of Scores for the Sharia Young Entrepreneurs Competition at Riau Sharia Week 2024 	Fahmi Irsyad	
Tuesday, April 23 th 2024	<ol style="list-style-type: none"> 1. LO PIC for the Sharia Young Entrepreneurs Competition at Riau Sharia Week 2024 2. Evaluation Meeting for the Competition at Riau Sharia Week 2024 		
Wednesday, April 24 th 2024	<ol style="list-style-type: none"> 1. Scan of the Minutes of the Winners of the Competition at Riau Sharia Week 2024 2. Creating a List of Competition Winners for Riau Sharia Week 2024 in Microsoft Excel 3. Creating a Disposition Sheet for BI ERP Honorarium for Third Parties in the Sharia Competition 4. Creating a Disposition Sheet for BI ERP Consumption Expenses for the Sharia Competition Event 5. Creating a Third-Party Hotel Sharia Competition BI ERP Disposition Sheet 6. Preparatory Meeting for the 2024 Sumatra Regional Sharia Economic Festival 		
Thursday, April 25 th 2024	<ol style="list-style-type: none"> 1. Production of the Closing Video for Riau Sharia Week 2024 		
Friday, April 26 th 2024	<ol style="list-style-type: none"> 1. Drafting a Letter of Request for Event Permit 2. Preparing the Evaluation Form for the Islamic Nasheed Creativity Competition at Riau Sharia Week 2024 		

**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 3

Week : 14

Day : Monday - Friday

Date : April 29th – May 03rd 2024

Date	Description of Activities	Assignor	Signature
Monday, April 29 th 2024	1. Preparatory Meeting for FESyar Sumatera 2024 Competition Participants	Fahmi Irsyad	
Tuesday, April 30 th 2024	1. Recapitulation of Exercise Uniforms for the GBBI 2024 Joint Activity 2. Creating the Invitation List for GNPIP 2024		
Wednesday, May 01 st 2024	Public Holiday	-	-
Thursday, May 02 nd 2024	1. Scan Document M.02 2. Recapitulation of Riau Sharia Week 2024 Activity Receipts	Fahmi Irsyad	
Friday, May 03 rd 2024	1. Person in Charge of the Bank Indonesia Booth at the GBBI and BBWI Events in Riau Province 2024 during the Lancang Kuning Carnival 2. Recapitulation of Riau Sharia Week 2024 Activity Receipts		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 4

Week : 15


Day : Monday - Friday

Date : May 06th – May 10th 2024

Date	Description of Activities	Assignor	Signature
Monday, May 06 th 2024	<ol style="list-style-type: none"> 1. Discussion on the Preparation of Outstanding Pesantren Participants for the FESYAR Regional Sumatra 2024 Competition 2. Recapitulation of Riau Sharia Week 2024 Activity Receipts 	Fahmi Irsyad	
Tuesday, May 07 th 2024	<ol style="list-style-type: none"> 1. Scanned Payment Receipts for the Riau Sharia Week 2024 Event 2. Create an Attendance List for the Preparation of Participants in the FESyar Sumatra 2024 Competition 		
Wednesday, May 08 th 2024	<ol style="list-style-type: none"> 1. Printing Documents for the 2024 BI Outstanding MSME Training 2. Recapitulation of PSBI KPwBI Riau 2024 		
Thursday, May 09 th 2024	Public Holiday	-	-
Friday, May 10 th 2024			

**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 4
 Week : 16
 Day : Monday - Friday
 Date : May 13th – May 17th 2024

Date	Description of Activities	Assignor	Signature
Monday, May 13 th 2024	1. Creating an LDP for GBBi and BBWi activities through the Lancang Kuning Carnival 2. Create a Memorandum for Expenditure Expenditure Activities of the National Movement Proudly Made in Indonesia and Proud to Travel in Indonesia (Gernas BBI and BBWi) KPwBI Riau Province in 2024 3. Online Survey of Prospective PSBI recipients in 3T (Disadvantaged, Frontier and Outermost) areas on several islands in Riau Province	Fahmi Irsyad	
Tuesday, May 14 th 2024	1. Creating an Officer Disposition Sheet for the Payment Order Speakers for Nazhir Certification Education 2. Scanned Payment Receipts for the Riau Sharia Week 2024 Event		
Wednesday, May 15 th 2024	1. Creating M.02 Cost Allocation for Consumption Expenses for FPPUKIS Activities with Riau Stakeholders 2. Anecdotal National Newspaper		
Thursday, May 16 th 2024	1. Distributing GNPIP Shirts for the Sumatra Region 2024 at Hotel Pangeran 2. Distributing goods for the Coordination Meeting of TPIP and TPID across Sumatra at Pangeran Hotel Pekanbaru 3. The organizing committee for the Coordination Meeting of TPIP and TPID across Sumatra at Pangeran Hotel		
Friday, May 17 th 2024	1. Preparing the guest list for the Meet and Greet Event with the Senior Deputy Governor of Bank Indonesia 2. Preparing souvenirs for the Heads of Bank Indonesia Offices from all provinces in Sumatra		


**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 4

Week : 17


Day : Monday - Friday

Date : May 20th – May 24th 2024

Date	Description of Activities	Assignor	Signature
Monday, May 20 th 2024	1. Scan the PSBI documents	Fahmi Irsyad	
Tuesday, May 21 th 2024	1. Organizing Committee for the Bank Indonesia Teaching Event with the Head of the Bank Indonesia Representative Office for Riau Province 2. Creating a Participant List for the 2024 World Book Day Event		
Wednesday, May 22 th 2024	1. Preparing Souvenirs for the 2024 World Book Day Event 2. The Organizing Committee for the 2024 World Book Day Event		
Thursday, May 23 th 2024	Public Holiday	-	-
Friday, May 24 th 2024			

**WEEKLY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 4
 Week : 18
 Day : Monday - Friday
 Date : May 27th – May 31th 2024

Date	Description of Activities	Assignor	Signature
Monday, May 27 th 2024	1. Online Survey for Prospective Recipients of the PSBI in Pedang Island and Tebingtinggi Island 2. Delivering the Payment Invoice for the Catering of the Meet and Greet Event with the Senior Governor of Bank Indonesia to the Payment Systems (SP) Unit 3. Archiving Data of Organic and Non-organic Employees Who Received PDDN at the National Movement Proud of Indonesian Products and Proud to Travel in Indonesia (Gernas BBI and BBWI) KPwBI Riau Province 2024 Event 4. Preparing the LDP for Payment Order of Catering Expenses for the FPPUKIS Event with Stakeholders	Fahmi Irsyad	
Tuesday, May 28 th 2024	1. Online Survey for Prospective Recipients of the PSBI on Merbau Island 2. Liaison Officer (LO) for the Study Visit of SMK Negeri 1 Kepenuhan Rokan Hulu to Bank Indonesia 3. Scan of Payment Receipt for the GNPIP (National Movement for Food Inflation Control) Event in the Sumatra Region 2024 from the Public Relations Unit		
Wednesday, May 29 th 2024	1. Online Survey for Prospective Recipients of the PSBI on Rupert Island		
Thursday, May 30 th 2024	1. Online Survey for Prospective Recipients of the PSBI on Rengsang Island 2. Destroying Documents		
Friday, May 31 th 2024	1. Online Survey for Prospective Recipients of the PSBI in Bengkalis Regency		

Appendix 7: Documentation of Apprenticeship Activities

1. Committee and library guide for the High School/Vocational School Study Visit activity to Bank Indonesia Riau



2. Preparation for the High Level Meeting (HLM) of the Regional Inflation Control Team (TPID) of Pekanbaru City



3. Welcoming and Symbolic Scholarship Handover Ceremony of Bank Indonesia for the Year 2024



4. Survey of Prospective PSBI (*Program Sosial Bank Indonesia*) Recipients
- Monitoring the Recipients of PSBI in Kampar - Pekanbaru



- Survey of Prospective PSBI Recipients to Baiturrahmah Orphanage in Kampar – Pekanbaru



- Survey of Prospective PSBI Recipients to Al-Hikmah Prayer Room in Labuh Baru Barat – Pekanbaru



- Official Travel to Rokan Hilir for PSBI Survey



5. Person in Charge of the Bank Indonesia Booth at the GBBi and BBWI Events in Riau Province 2024 during the Lancang Kuning Carnival

- Socialization of QRIS



6. The organizing committee for the Coordination Meeting of TPIP and TPID across Sumatra at Pangeran Hotel



7. Meet and Greet Event with the Senior Deputy Governor of Bank Indonesia



8. Riau Sharia Week 2024 ROAD TO FESyar Regional Sumatra 2024

- Attending Meetings and Gatherings



- Liaison Officer Riau Sharia Week 2024 ROAD TO FESyar Regional Sumatra 2024





9. Farewell End of Apprenticeship

- Photo with Deputi Kepala Perwakilan KEKDA Division



- Photo with Manager






Photo with Supervisor, KEKDA Division, Team of MI, and Team of SP



Appendix 8: Apprenticeship Revision List

REVISION SHEET
STUDENT PRACTICE GUIDANCE
D-IV INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : ALFI SUHAILA
Student's Identity No. : 5404201294
Apprenticeship Place : Kantor Perwakilan Bank Indonesia Provinsi Riau
Advisor : Nageeta Tara Rosa, SE., MBA

No	Date	Revision	Advisor Initials
1.	28/06 /2024	- add sources to quotes - make the organizational structure a full page - improve the writing (consistency in writing)	
2.	12/07 /2024	- add a bibliography	
3.	25/07 /2024	Accepted	
4.			

Bengkalis, July 25, 2024

Advisor



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