

APPRENTICESHIP REPORT

BENGGALIS DEPARTMENT OF TRANSPORTATION

SECRETARIAT FIELD



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**APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGGALIS
2024**

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Written as one of the conditions to completing Job training

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Bengkalis, July 2024

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Praise to the presence of Allah SWT who has provided strength and smoothness so that the writer can complete the apprenticeship at Bengkalis Department of Transportation .

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The author realizes that this apprenticeship Report (KP) is still far from being perfect, therefore the authors expect constructive criticism and suggestions

to improve the perfection of this report in the future. Hopefully this report is useful for all of us.

Bengkalis, July ,2024

Author



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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete in various sectors, especially in the industrial sector.

To meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is not enough if students only rely on theoretical knowledge obtained from college. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world that they will pursue later. In line with that, the university requires its students to take the Field Work Practice course which is held in even semesters.

Field Work Practice (KP) is an intra-curricular activity which is part of the subject of State and Community Life (MBB) for all majors at Bengkalis State Polytechnic. In general, the implementation of Field Work Practices is intended to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

After carrying out specific Field Work Practices, students are expected to gain industrial experience which includes planning, processing and implementation in a work unit. The achievement of the apprenticeship objectives mentioned above ultimately refers to the formation of professional students who have broad skills and knowledge in the field of International Business Administration. With this ability, it is expected that graduates of the Bachelor of Applied International Business Administration of Bengkalis State Polytechnic can apply their skills and knowledge.

The Bengkalis State Polytechnic also seeks to improve students' abilities by holding training in companies, so that it can realize the Polytechnic's mission to make workforce ready to use and have a well-executed link and match between the world of industry and the world of education

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out an Internship activity for four months. The author has chosen the Bengkalis Transportation Office as the place to carry out the apprenticeship activities. During the internship, the author got a place in the General and Personnel Section. The implementation of this internship is expected to increase the author's insight into the implementation of various good and correct tasks and be able to face the real world of work with the experience he has gained.

1.2 Purpose of Apprenticeship

Partical work activity for Bengkalis State Polytechnic students, International Business Administration Study Program have the following objectives:

1. To find out the various job descriptions at the Transportation Department
2. To find out the systems and work procedures used at the Transportation Department
3. To find out the place and time of the internship
4. To find out the Kind of Business
5. To find out the obstacles faced and the solutions

1.3 Benefits of the Apprenticeship

The benefits of implementing Apprenticeship activities at the Bengkalis State Polytechnic are as follows:

1. Students get the opportunity to apply knowledge/theoretical concepts gained during lectures into the real world of work.
2. Students get hands-on experience in applying theories/concepts according to their area of expertise.
3. Bengkalis State Polytechnic obtains feedback from the world of work for curriculum development and learning processes.

1.4 Significance of Apprenticeship

The Apprenticeship carried out is very beneficial for several parties such as students, companies and Bengkalis State Polytechnic.

1. For Students

1. To increase experience in the world of work.
2. To increase thinking insights, expand knowledge both in theory and practice. In theory, it means gaining understanding and appreciation obtained during college. In practice, it is hoped that it can increase knowledge and application in the activities of companies/agencies, especially the Bengkalis Regency Transportation Office in measuring human resource performance through increasing organizational commitment.
3. Can give a clear and tangible overview of the activities and activities of a company.
4. As a material to complete the final exam results.

2. For Bengkalis State Polytechnic

This report can be used as additional material for information or as a reference for readers, as well as reference for future learning materials.

3. For Companies

This internship work lecture activity is one of the ways to form the Transportation Agency's concern in the field of education given to the community, especially students. Apart from that, it can be used as a means and research that can be developed by company. Where in this case students can also help with human resource planning in the agency.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

With the stipulation of Law Number 12 of 1956 concerning Establishment of Regency Autonomous Regions in the Provincial Region Central Sumatra, the central government provides a decentralization policy that This means that local governments can run government, development and service locally. This needs to be used by the Regional Government in order to accelerate the equitable distribution of welfare for the people in their regions.

Before the establishment of the Bengkalis Department of Transportation. Implementation of Regional Autonomy, Implementation of Government Duties, Development and Community Services in the Transportation Sector by Central Government at the Provincial Level. Based on the Minister's Decree Transportation No. 19 of 1997 concerning Organizational Structure of Work Procedures Crossing Port and Bengkalis Regency is one of the carry out the Transportation Field under the name of Port Organizational Structure The Bengkalis crossing is under the authority of the Department of Transportation Office Riau Province Region Next Bengkalis Department of Transportation formed in 2001 based on the Regional Regulation of Bengkalis Regency Number 23 of 2001 concerning the Organization and Work Procedures of the Transportation Department Bengkalis Regency.

As for the main duties and functions, the Tasks of the Transportation, Communication and Informatics Office have the main task of carrying out the affairs of the Regional Government based on the principle of autonomy and assistance duties in the field of Transportation, Communication and Informatics and carrying out the following functions:

1. Formulation of technical policies in the field of Transportation, Communication and Informatics;
2. Implementation of Government affairs and public services in the fields of Transportation, Communication and Informatics;

3. Coaching and Implementation of duties in the field of Transportation, Communication and Informatics;
4. Carry out other duties given by the Regent in accordance with their duties and functions.

2.2 Visi and Mission of Bengkalis Department of Transportation

2.2.1 Visi

The realization of the Bengkalis Department of Transportation System that supports the regional and national transportation systems.

2.2.2 Mission

1. Realizing safe, smooth, orderly and controlled traffic conditions.
2. Realize the suggestion of rural and urban public transportation.
3. Realize the quality of transportation services.
4. Realizing a good Management and Government System.

2.3 Kind of Business

Business activities carried out by the Bengkalis Department of Transportation to regulate and supervise transportation, are as follows:

1. Granting transportation business licenses to transportation operators to operate legally
2. Regulate and supervise port operations, such as Ro-Ro crossing ports including ship scheduling, cargo handling and port operational security.
3. Provision and service as well as Ro-Ro port facilities, dock repair and construction of transportation support facilities.

2.4 Organization Structure

In implementing a policy and activity program that is still related to transportation affairs that refer to several laws and regulations, the Bengkalis Department of Transportation still needs support in the form of professional apparatus resources. So that it can be systematically organized so that it can avoid

the overlap of main tasks and functions, therefore it still needs an organization of the Bengkalis Department of Transportation which includes the first head of the agency, the second secretariat which oversees the general subdivision of personnel, finance and assets as well as the sub-division of program preparation and evaluation, the third traffic field which oversees the management and engineering section traffic, road equipment section and also street lighting section, the four fields are subordinated to the people and goods transportation section and then there is a public transportation infrastructure section, the fifth is to comply with the field traffic operational control and also the parking section, and UPTD (Service Technical Implementation Unit). The following is a chart of the Organizational Structure of the Bengkalis Department of Transportation and also below the organizational structure chart.

**ORGANIZATIONAL STRUCTURE OF THE BENGKALIS
DEPARTMENT OF TRANSPORTATION**

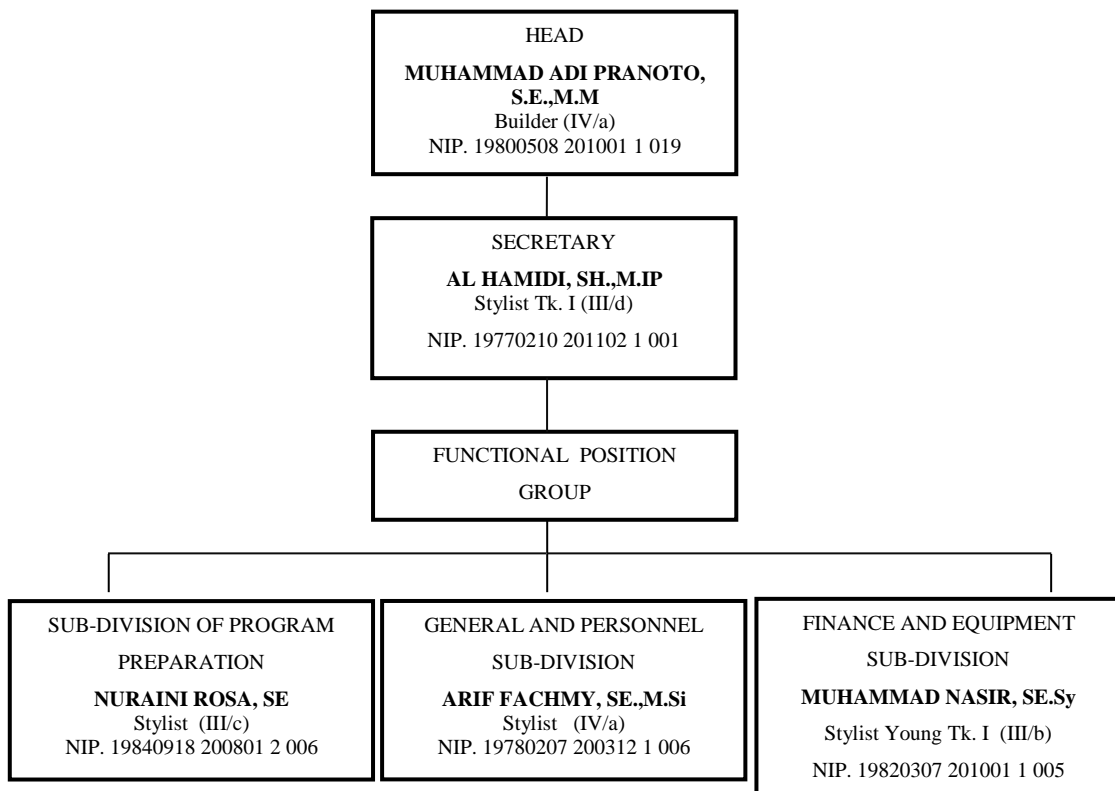


Figure 2.3 Organizational Structure of the Bengkalis Department of Transportation

Source: Bengkalis Department of Transportation

2.5 The Working Process

In the general sub-division, personnel, finance and assets have the task of preparing data and information for the preparation of technical and operational policies in the field of transportation and then carrying out administration such as personnel, coaching, improving discipline and also carrying out general administrative affairs, households, official trips, equipment and archives. In compiling and implementing cleanliness, beauty and also office security, in addition to coordinating and compiling standard operating procedures (SOPs), compiling and evaluating the implementation of minimum service standards (SPM) in the field of transportation. Furthermore, carry out supervision activities attached to the scope of the Transportation Office, prepare plans for the needs of goods, supervise, manage and investigail, carry out public relations and literature activities of the Transportation Office, handle public complaints related to the implementation of duties, carry out financial administration, carry out management of official trips, compensation, employee salaries and payment of financial rights and so on, then compiling and implementing the budget accountability of the Transportation Office, assisting the secretary in carrying out the coordination of the implementation of organizational tasks and apparatus management and finally carrying out other tasks given by the secretary.

The Sub-division of Program Preparation and Evaluation has the task of collecting, managing, reviewing and researching data for the preparation of program plans, activities and budgets, then carrying out planning activities, as well as compiling documents in the field of transportation, in addition to having a task in terms of coordinating in the planning of programs, activities and budgets in the field of transportation. The next main task is to carry out coordination with related units in the context of analyzing and assessing the implementation of programs and budgets, making feedback on the results of the preparation and determination of the budget for program and budget planning for the next year, after that carrying out supervision, reporting, evaluation and monitoring of the implementation of tasks and carrying out other tasks that have been given by the secretary.

The main task of the inner Traffic Sector carries out some of the tasks of the Transportation Department in the field of traffic engineering management and traffic impact analysis and also road equipment and street lighting. The functions in the main tasks include the preparation of programs and activities in the field of traffic engineering management as well as the analysis of the impact of traffic on road equipment and road equipment. The next function is the preparation of policy formulation materials in the field of traffic engineering management and traffic impact analysis, road equipment and street lighting, the next task is in the implementation of policies in the field of traffic engineering management and traffic impact analysis, road equipment and street lighting, in addition to that it also has the function of carrying out coordination in the field of traffic and also monitoring, evaluating and reporting on the implementation of policies in the field of traffic engineering management as well as traffic impact analysis, road equipment and street lighting and finally carrying out other functions that have been given by the head of the Transportation Agency.

The Traffic Management and Rekyasa Section has the task of carrying out management and engineering located in the district traffic and road transportation network, carrying out traffic impact analysis assessments and then having the task of inventorying data on motor vehicles, road sections, road users and road traffic, carrying out coaching in the field of traffic and also compiling technical guidelines for operational standards in the field of traffic management and engineering, Carry out monitoring, evaluation and reporting in the field of traffic management and engineering and the last task is to carry out as well as other tasks that have been given by the Head of the Traffic Division.

The task of the road maintenance section is to carry out activities in preparing plans for the improvement and development of road equipment facilities. After that, they also compiled technical guidelines and standard operating procedures in the field of road equipment, then carried out the procurement of installation and construction of road equipment facilities, in addition to that they also carried out the maintenance of other equipment facilities, prepared materials and also carried out monitoring, evaluation and reporting in the field of road equipment, carried

out railway crossing facilitation activities on district roads and finally carried out tasks such as carry out the tasks given by the Head of Field.

The task of the road equipment section is to design a plan for improving and developing road equipment facilities, design technical guidelines for standard operating procedures in the field of road equipment then carry out the procurement of installation and construction of road equipment facilities and then carry out maintenance of road equipment facilities road, preparing materials and carrying out monitoring, evaluation and reporting in the field of road equipment, carrying out railway crossing facilitation activities on district roads and the last task is to carry out other tasks that have been given by the head of the Bengkalis Regency transportation office.

In the street lighting section, it has the task of designing planning data and maps of the street lighting network, drafting technical guidelines and standard operating procedures in the field of street lighting, after which to prepare technical planning guidelines for the street lighting network after designing these three things, the next task is to carry out operational development and also carry out maintenance of the street lighting network after that, Carry out monitoring and control of the maintenance of the street lighting network and also carry out other tasks that have been given by the traffic sector.

The main task of the transportation sector is to carry out part of the duties of the transportation service in the field of transporting people and goods, as well as public transportation infrastructure. The functions of the public transportation sector include preparing policy formulation materials in the field of transporting people and also transporting goods and public transportation infrastructure. The second function is the preparation of programs and activities in the field of transportation of people and goods and public transportation infrastructure, then the implementation of programs and activities in the field of transportation of people and goods as well as public transportation facilities and infrastructure, then monitoring, evaluating and reporting on the implementation of policies in the field of transportation of people and goods as well as public transportation

infrastructure and the most important function of carrying out the duties of the head of the transportation agency.

The task of the transportation of people and goods section is to prepare technical guidelines and standard operating procedures in the field of transportation of people and goods, then issue business licenses for the transportation of people and goods in the region and then issue permits for the transportation of people that have been operating in the region, Prepare materials and prepare a plan for establishing economy class tariffs for transportation of people serving routes within the region, after which prepare materials and prepare a plan for determining economy class tariffs for transportation of people serving the route in the region. The next task is to prepare a plan for the transportation needs of people on the route and freight transportation, carry out public transportation safety coaching and river crossing.

The duties of the field of operational control and transportation are where part of the tasks of the Transportation Office are in the field of traffic and transportation operational control and have a function in the preparation of policy formulation materials in the field of traffic and transportation operational control, formulation of programs and activities in the field of traffic and transportation operational control, implementation of programs and activities in the field of traffic and transportation operational control. The next function is to monitor, evaluate and report policies in the field of operational control of traffic traffic The last function is to carry out the functions that have been given by the head of the service.

The main task of UTPD is to test vehicles and carry out some of the tasks of the Jombang Regency Transportation Office in the field of motor vehicle testing, in addition to UPTD motor vehicle testers also have several functions in order to prepare program plans, activities in the context of implementing technical policies in the field of management, regulation and motor vehicle testing services (PKB) then have a function as an implementer of work programs and technical policies that Regarding general administration and in the field of the first periodic test as well as the process for mutation vehicles for entry and exit tests, the

implementation of non-follow-up programs and technical policies set by the Transportation Agency which include data collection, determination, supervision, reporting of motor vehicle test results. The function is to carry out research on administrative requirements for the periodic test process and technical research in the form of inspections and testing regarding special requirements such as technical completeness owned by motor vehicles. The next function is the process of completing the test by providing proof of passing the periodic test to each motor vehicle that has been declared passed in the form of a test book and test mark as well as the implementation of the collection of testing service retribution in accordance with the provisions of the law.

CHAPTER III
SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Description of Internship Jobs at the Bengkalis Department of Transportation starting from March 1 to June 30, 2024. The specifications of the tasks carried out for 17 (seventeen) weeks in the Secretariat Field are as follows:

1. Receiving Letters and Invitations.
2. Doubling Incoming Letters and Invitations.
3. Distributing mail.
4. Archiving incoming letters & official notes.
5. Numbering of outgoing letters.
6. Destroying documents.

3.2 Systems and Procedures

3.2.1 Systems

To make it easier for employees to do their jobs, the company uses an internet-based system. Each computer in one division is connected to other divisions in all Business Units at the Bengkalis Transportation Office Office. But not all work is done online, some are done offline and manually, some of the work I do is done more offline than online.

3.2.2 Procedure

The apprenticeship procedure that has been carried out at the Bengkalis Department of Transportation from March 1 to June 30, 2024 in the secretariat division is as follows:

1. Receiving Letters and Invitations

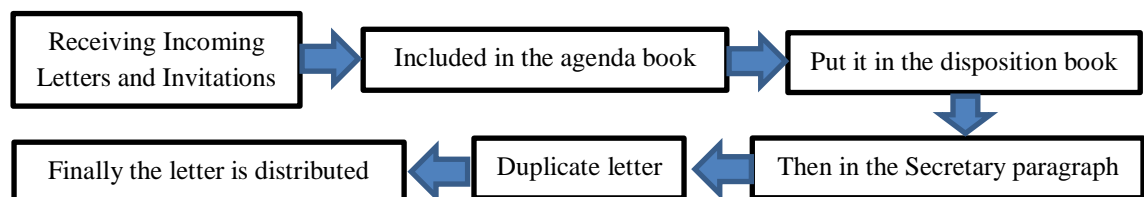


Figure 3.1 Receiving Letters and Invitations Flow Chart

Source: Data Processed 2024

Incoming Letters and Invitations received every day, will be processed as shown in the flow diagram above.

2. Doubling Incoming Letters and Invitations

There are two ways to duplicate incoming letters and invitations, namely, by scanner and machine.

1. Using the Scanner

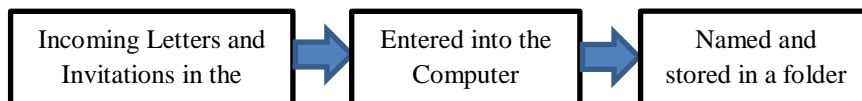


Figure 3.2 Using the Scanner Flow Chart

Source: Data Processed 2024

2. Using the Machine

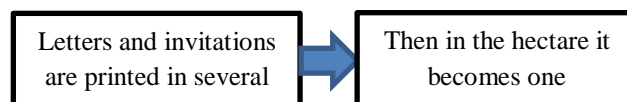


Figure 3.3 Using the Machine Flow Chart

Source: Data Processed 2024

Incoming letters and invitations need to be scanned and duplicated so that they are easy to find when needed.

3. Distributing Mail



Figure 3.4 Distributing Mail Flow Chart

Source: Data Processed 2024

Distributing incoming letters and invitations is very necessary, because the letters received list the duties of which field will handle the content of the letters listed in the letters and invitations.

4. Archiving incoming letters & official notes

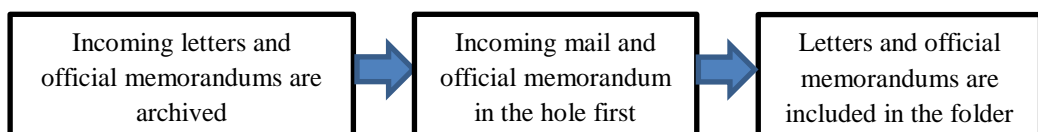


Figure 3.5 Archiving incoming letter & official notes Flow Chart

Source: Data Processed 2024

Archiving incoming letters and official memorandums is very important, because later when you need it again, it is easy to find it again.

5. Numbering of outgoing letters

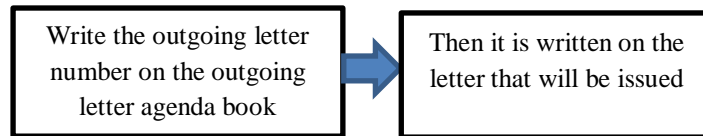


Figure 3.6 Numbering of outgoing letters Flow Chart

Source: Data Processed 2024

Giving a number to the letter that will be issued is very important, because later if given a feeding number, the letter that comes out is original and official from the office that issued the letter.

6. Destroying documents

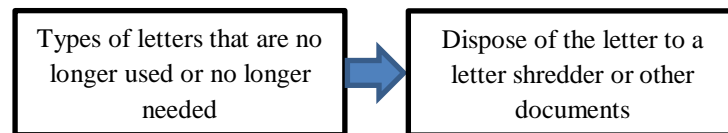


Figure 3.7 Destroying documents Flow Chart

Source: Data Processed 2024

Destroying the letter is very necessary, because if the letter is no longer used or made incorrectly, it must be destroyed so that there is not much paper waste piled up.

3.3 Time and Place of Apprenticeship

3.3.1 Apprenticeship Time

The implementation of the Internship was carried out for 4 months. Starting from 01 March to 30 June 2024.

No	Day	Working Hours	Agency
1	Monday to Wednesday	08:00 to 16:00	Bengkalis Transportation Office
2	Thursday to Friday	08:00 to 16:30	Bengkalis Transportation Office
3	Saturday and Sunday	Holiday	Holiday

Table 3.1. Apprenticeship Schedule

Source: Processed Data, 2024

3.3.2 Apprenticeship Place

Transportation Agency (Jl. Pramuka, Senggoro, Pekanbaru, Bengkalis Regency, Riau 28711). Starting from March 1, 2024 to June 31, 2024, and will be carried out in groups. Practical Work (KP) carried out by all students of the Bengkalis State Polytechnic.



Figure 3.8 Bengkalis Department of Transportation

Source : Bengkalis Department of Transportation

3.4 Daily Report Activities

To find out more clearly, the description of the activities carried out during the KP at the Bengkalis Department of Transportation can be seen in the following table:

Table 3.2. Week 1 Apprenticeship Report (01 March 2024)

No	Date and Time	Activity Description	Place
1	Friday 01 March 2024	Introduction to the Environment of the Bengkalis Department of Transportation	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in March 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.3. Week 2 Apprenticeship Report (March 4th March 8, 2024)

No	Date and Time	Activity Description	Place
1	Monday 04 March 2024	Write the entrance letter and invitation to enter the agenda book and then put it in the disposition book	Secretariat Field
2	Tuesday	Write the entrance letter and invitation to enter the	Secretariat Field

	05 March 2024	agenda book and then put it in the disposition book	
3	Wednesday 06 March 2024	Write the entrance letter and invitation to enter the agenda book and then put it in the disposition book	Secretariat Field
4	Thursday 07 March 2024	Write the entrance letter and invitation to enter the agenda book and then put it in the disposition book	Secretariat Field
5	Friday 08 March 2024	Write the entrance letter and invitation to enter the agenda book and then put it in the disposition book	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in March 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.4. Week 3 Apprenticeship Report (March 11th March 15, 2024)

No	Date and Time	Activity Description	Place
1	Monday 11 March 2024	Holiday	Holiday
2	Tuesday 12 March 2024	Holiday	Holiday
3	Wednesday 13 March 2024	Write the entrance letter and invitation to enter the agenda book and then put it in the disposition book	Secretariat Field
4	Thursday 14 March 2024	Give numbering to outgoing letters, then put them in the disposition book	Secretariat Field
5	Friday 15 March 2024	Write the number of the letter to be issued	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in March 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.5. Week 4 Apprenticeship Report (March 18th March 22, 2024)

No	Date and Time	Activity Description	Place
1	Monday 18 March 2024	Writing a letter of admission to a disposition book	Secretariat Field
2	Tuesday 19 March 2024	Writing an invitation to enter the disposition book	Secretariat Field
3	Wednesday 20 March 2024	Writing entrance letters and invitations to the disposition book	Secretariat Field
4	Thursday 21 March 2024	-Write the numbering on the outgoing letter -Write admission letters and invitations to the	Secretariat Field

		disposition book	
5	Friday 22 March 2024	-Write letters and invitations to the agenda book and then in the disposition book -Giving a numbering to the letter to be issued	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in March 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.6. Week 5 Apprenticeship Report (March 25th March 29, 2024)

No	Date and Time	Activity Description	Place
1	Monday 25 March 2024	-Write letters and invitations to the agenda book and then in the disposition book -Giving a numbering to the letter to be issued	Secretariat Field
2	Tuesday 26 March 2024	-Write letters and invitations to the agenda book and then in the disposition book -Write down the name of the person to be given the letter	Secretariat Field
3	Wednesday 27 March 2024	Recording letters and invitations in the agenda book and disposition	Secretariat Field
4	Thursday 28 March 2024	-Write down the numbering of the outgoing letter -Arrange the order of outgoing letters	Secretariat Field
5	Friday 29 March 2024	Holiday	Holiday

Source: Processed Data, 2024

Report on the Weekly Internship activities in April 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.7. Week 6 Apprenticeship Report (April 01^{to} April 05, 2024)

No	Date and Time	Activity Description	Place
1	Monday 01 April 2024	Inserting letters and invitations into the archive folder	Secretariat Field
2	Tuesday 02 April 2024	Writing incoming letters into agenda books and disposition books	Secretariat Field
3	Wednesday 03 April 2024	Writing an invitation to enter the disposition book	Secretariat Field
4	Thursday 04 April 2024	Write the numbering on the outgoing letter in the agenda book	Secretariat Field
5	Friday 05 April 2024	Write the numbering on the outgoing letter	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in April 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.8. Week 7 Apprenticeship Report (April 08^{to} April 12, 2024)

No	Date and Time	Activity Description	Place
1	Monday 08 April 2024	Holiday	Eid holiday
2	Tuesday 09 April 2024	Holiday	Eid holiday
3	Wednesday 10 April 2024	Holiday	Eid holiday
4	Thursday 11 April 2024	Holiday	Eid holiday
5	Friday 12 April 2024	Holiday	Eid holiday

Source: Processed Data, 2024

Report on the Weekly Internship activities in April 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.9. Week 8 Apprenticeship Report (April 15^{to} April 19, 2024)

No	Date and Time	Activity Description	Place
1	Monday 15 April 2024	Holiday	Eid holiday
2	Tuesday	Helping to collect 10 tax returns, Official	Secretariat Field

	16 April 2024	Memorandums and incoming letters from each field	
3	Wednesday 17 April 2024	Continue to collect tax returns, official memorandums and incoming letters	Secretariat Field
4	Thursday 18 April 2024	Continue to collect tax returns, official memorandums and incoming letters	Secretariat Field
5	Friday 19 April 2024	Continue to collect tax returns, official memorandums and incoming letters	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in April 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.10. Week 9 Apprenticeship Report (April 22^{to} April 26, 2024)

No	Date and Time	Activity Description	Place
1	Monday 22 April 2024	Writing a letter of admission to a disposition book	Secretariat Field
2	Tuesday 23 April 2024	Writing an incoming letter into the agenda book and disposition	Secretariat Field
3	Wednesday 24 April 2024	Typing Purchase Bonds/Invoices in Microsoft Excel	Secretariat Field
4	Thursday 25 April 2024	Neatly and sequentially compile official memorandum documents and incoming letters	Secretariat Field
5	Friday 26 April 2024	Writing incoming letters into agenda books and disposition books	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in April-May 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.11. Week 10 Apprenticeship Report (April 29^{to} May 03, 2024)

No	Date and Time	Activity Description	Place
1	Monday 29 April 2024	Organize documents to be archived to a folder	Secretariat Field
2	Tuesday 30 April 2024	Writing letters and invitations to the agenda and disposition book	Secretariat Field
3	Wednesday 01 May 2024	Holiday	Holiday

4	Thursday 02 May 2024	Writing an invitation to enter the agenda book and disposition	Secretariat Field
5	Friday 03 May 2024	Writing letters and invitations to the agenda and disposition book	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in May 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.12. Week 11 Apprenticeship Report (May 06th May 10, 2024)

No	Date and Time	Activity Description	Place
1	Monday 06 May 2024	Writing an incoming letter into the agenda book and disposition	Secretariat Field
2	Tuesday 07 May 2024	Writing an invitation to enter the agenda book and disposition	Secretariat Field
3	Wednesday 08 May 2024	-Compile documents of letters and invitations to the archive folder -Eating together at Ross's buk house	Secretariat Field
4	Thursday 09 May 2024	Holiday	Holiday
5	Friday 10 May 2024	Holiday	Holiday

Source: Processed Data, 2024

Report on the Weekly Internship activities in May 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.13. Week 12 Apprenticeship Report (May 13th May 17, 2024)

No	Date and Time	Activity Description	Place
1	Monday 13 May 2024	Deliver incoming mail to the field listed in the letter after disposition	Secretariat Field
2	Tuesday 14 May 2024	Writing an incoming letter into the agenda book and disposition	Secretariat Field
3	Wednesday 15 May 2024	Write the numbering on the outgoing letter on the agenda book	Secretariat Field
4	Thursday 16 May 2024	Entering a letter into the archive folder	Secretariat Field
5	Friday 17 May 2024	Write a letter of reprimand for the reprimanded employee to the agenda book	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in May 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.14. Week 13 Apprenticeship Report (May 20th May 24, 2024)

No	Date and Time	Activity Description	Place
1	Monday 20 May 2024	Writing a letter into the agenda book and disposition	Secretariat Field
2	Tuesday 21 May 2024	Write the number on the outgoing letter in the agenda book	Secretariat Field
3	Wednesday 22 May 2024	Write the number on the outgoing letter for SPK on the agenda book	Secretariat Field
4	Thursday 23 May 2024	Holiday	Holiday
5	Friday 24 May 2024	Holiday	Holiday

Source: Processed Data, 2024

Report on the Weekly Internship activities in May 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.15. Week 14 Apprenticeship Report (May 27th May 31, 2024)

No	Date and Time	Activity Description	Place
1	Monday 27 May 2024	Compile SPK according to their field of work	Secretariat Field
2	Tuesday 28 May 2024	Writing incoming letters into agenda books and disposition books	Secretariat Field
3	Wednesday 29 May 2024	Writing letters and invitations to the agenda book and disposition book	Secretariat Field
4	Thursday 30 May 2024	Writing incoming letters into agenda books and disposition books	Secretariat Field
5	Friday 31 May 2024	Write an invitation to enter the agenda book and the disposition book	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in June 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.16. Week 15 Apprenticeship Report (June 03rd June 07, 2024)

No	Date and Time	Activity Description	Place
1	Monday	Writing incoming letters into agenda books	Secretariat Field

	03 June 2024	and disposition books	
2	Tuesday 04 June 2024	Scan incoming letters and invitations to save to your computer	Secretariat Field
3	Wednesday 05 June 2024	Photocopy of the incoming letter that has been signed by the head of the village head	Secretariat Field
4	Thursday 06 June 2024	Picking up documents at the Regent's Office	Regent's Office
5	Friday 07 June 2024	Giving a stamp on the SK sheet	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in June 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.17. Week 16 Apprenticeship Report (June 10th June 14, 2024)

No	Date and Time	Activity Description	Place
1	Monday 10 June 2024	Delivering letters that have been disposed of to the Port Sector	Secretariat Field
2	Tuesday 11 June 2024	-	Secretariat Field
3	Wednesday 12 June 2023	-	Secretariat Field
4	Thursday 13 June 2024	Photocopy of the incoming letter that has been signed by the head of the village head	Secretariat Field
5	Friday 14 June 2024	-Writing letters into the agenda book and disposition -Cutting the paper of the sacrificial meat coupon	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in June 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.18. Week 17 Apprenticeship Report (June 17th June 21, 2024)

No	Date and Time	Activity Description	Place
1	Monday 17 June 2024	Holiday	Holiday
2	Tuesday 18 June 2024	Holiday	Holiday

3	Wednesday 19 June 2024	Writing incoming letters into agenda books and disposition books	Secretariat Field
4	Thursday 20 June 2024	Giving a stamp on the Employee Decree	Secretariat Field
5	Friday 21 June 2024	-Deliver the disposition letter to the Traffic Field -Deliver letters that have been disposed of to the Financial Sector -Deliver the letter that has been disposed of to the Transportation Sector	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in June 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

Table 3.19. Week 18 Apprenticeship Report (June 24th June 28, 2024)

No	Date and Time	Activity Description	Place
1	Monday 24 June 2024	-	Secretariat Field
2	Tuesday 25 June 2024	Photocopy of the letter that has been signed by the head of the village head	Secretariat Field
3	Wednesday 26 June 2024	- Photocopy of incoming letter and invitation that has been signed by the head of the village head - Deliver the salary receipt details file to Bank BCA -Deliver the disposition letter to the Traffic Field	- Secretariat Field -Bank BCA - Secretariat Field
4	Thursday 27 June 2024	-	Secretariat Field
5	Friday 28 June 2024	Closing of the KP and the handover of souvenirs to the Bengkalis Regency Transportation Office	Secretariat Field

Source: Processed Data, 2024

Report on the Weekly Internship activities in June 2024 which was held at the Office of the Department of Transportation in the Secretariat division.

3.5 Obstacles and Solutions Apprenticeship

3.5.1 Apprenticeship Obstacles

During the implementation of practical work at the Department of Transportation in the implementation of its workers, there are obstacles that occur as follows:

1. Errors in entering letter information into the agenda or disposition book, making it difficult to collect mail data efficiently and accurately.
2. The occurrence of an error in saving the document that is scanned into the computer, making it difficult to trace the document.

3.5.2 Apprenticeship Solutions

During the implementation of practical work at the Bengkalis Department of Transportation in the Secretariat Field, in facing the obstacles that occurred, there were several solutions that were carried out, namely as follows:

1. More clearly and thoroughly in carrying out the procedure for entering letter information into the agenda or disposition book, by verifying and double checking the information entered into the agenda before being stored.
2. Try to recheck the place where the document is stored, if it is wrong, you have to move the document back to the place where it should be. Also always do regular backups for the files from the mail scanner.

CHAPTER IV

CONCLUSION AND SUGESTION

4.1 Conclusion

In the implementation of Practical Work activities at the Bengkalis Department of Transportation in the Secretariat Field, the following conclusions can be drawn:

1. The description of the work carried out by the author during the Practical Work in the Secretariat Field is receiving and distributing incoming and outgoing letters.
2. The system and work procedures used at the Transportation Agency are companies that use an internet-based system to make it easier for employees to do their work.
3. Place and time of internship at the Transportation Agency will be held on Jl. Pramuka, Senggoro, Bengkalis from March 1, 2024 to June 31, 2024.
4. The type of business carried out by the Transportation Department to regulate and supervise transportation is to regulate, supervise, and provide and service facilities at the Ro-Ro crossing port.
5. The obstacles faced when carrying out practical work are to find solutions to what is being done such as entering wrong letter information, as well as storing it incorrectly document scanner on the computer. The solution to the obstacles faced is to be clearer and more thorough and double check the letter information, also always check the storage of documents and make regular backups for the files of the mail scanner.

4.2 Sugestion

After carrying out Practical Work at the Bengkalis Department of Transportation in the Secretariat Field, there are several suggestions, namely as follows:

1. It is better before entering the letter information into the agenda or disposition book. We must check the information of the letter carefully, make sure all the data listed is correct and complete. Also make sure we understand the priority of the letter, whether it needs to be followed up immediately or can be handled later. And always monitor the information of the letter that has been included in the agenda or disposition book.
2. It is recommended that before saving the documents that are scanned into the computer, first check the storage folder. Make sure to store in the right folder and are easily accessible and according to the appropriate categories, as well as organize and classify documents systematically. And don't forget to always make regular backups of your documents.

REFERENCES

Kantor Dishub Bengkalis,(2024)<https://dishub.bengkaliskab.go.id/>
Dishub 01 Januari 1997 [https://bengkaliskab.go.id/perangkat-
daerah/dinas-perhubungan](https://bengkaliskab.go.id/perangkat-daerah/dinas-perhubungan)

APPENDICES

Appendix 1: Apprenticeship Reply letter

 PEMERINTAH KABUPATEN BENGKALIS
DINAS PERHUBUNGAN
Jalan Pramuka Nomor 050, Desa Senggoro, Bengkalis, Riau 28714, Telepon (0766) 21865
Laman dishub.bengkalis.kab.go.id, Pos-el dishub@bengkalis.kab.go.id, dishub.bengkalis@gmail.com

Bengkalis, 26 Februari 2024

Nomor : 000.1/Dishub-Set/II/2024/GI
Sifat : Biasa
Lampiran : -
Hal : Persetujuan Kerja Praktik

Yth. Direktur Politeknik Negeri Bengkalis
di-
Bengkalis

Berdasarkan surat Politeknik Negeri Bengkalis Nomor : 542/PL31/TU/2024 Tanggal 21 Februari 2024 Hal : Permohonan Kerja Praktik (KP), bersama ini disampaikan bahwa :

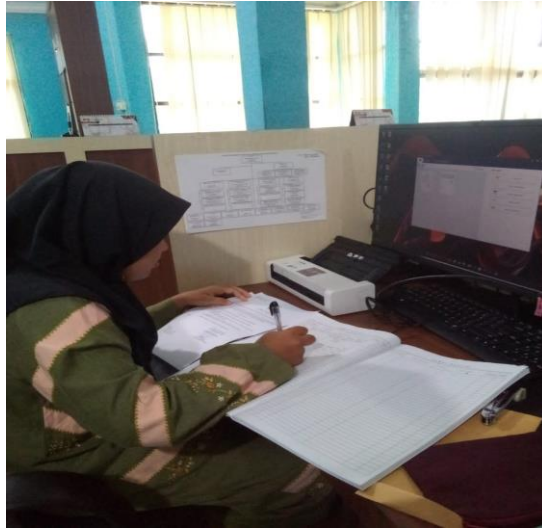
1. Pada prinsipnya dapat disetujui melaksanakan kerja praktik bagi peserta mahasiswa/i Politeknik Negeri Bengkalis di Kantor Dinas Perhubungan Kabupaten Bengkalis.
2. Selama pelaksanaan kerja praktik diharapkan agar yang bersangkutan mematuhi ketentuan / tata tertib yang berlaku pada Kantor Dinas Perhubungan Kabupaten Bengkalis, terhitung mulai tanggal 1 Maret 2024 s/d 31 Mei 2024.

Demikian surat ini disampaikan untuk dapat dipergunakan sebagaimana semestinya.

KEPALA DINAS PERHUBUNGAN
KABUPATEN BENGKALIS


MUHAMMAD ADI PRANOTO, SE.,MM
Pembina
NIP. 19800508 201001 1 019

Appendix 2: Photos during Practical Work activities





Appendix 3: Handover of souvenirs after apprenticeship














Appendix 5: Daily Activities

FORMULIR KEGIATAN HARIAN MAHASISWA

Nama : Fatihatus Solcha
 NIM : 5404201265
 Program Studi : Administrasi Bisnis Internasional
 Tempat KP : Dinas Perhubungan Kabupaten Bengkalis
 Bagian/Bidang : Sekretariat

Minggu Ke	Tanggal	Jenis Kegiatan	Paraf
I	1 Maret 2024	Perkenalan lingkungan Dishub	
II	4 Maret 2024	Menulis surat masuk dan undangan masuk ke buku agenda lalu disposisikan	
	5 Maret 2024	Menulis surat masuk dan undangan masuk ke buku agenda lalu disposisikan	
	6 Maret 2024	Menulis surat masuk dan undangan masuk ke buku agenda lalu disposisikan	
	7 Maret 2024	Menuliskan surat masuk dan undangan masuk ke buku agenda lalu disposisikan	
	8 Maret 2024	Menuliskan surat dan undangan masuk ke buku agenda lalu disposisikan	
III	11 Maret 2024	Tanggal Merah	
	12 Maret 2024	Tanggal Merah	
	13 Maret 2024	Menuliskan surat dan undangan masuk ke buku agenda lalu disposisikan	
	14 Maret 2024	Memberikan penomoran surat keluar, lalu memasukan ke buku disposisi	
	15 Maret 2024	Menulis nomor pada surat yang akan dikeluarkan	

IV	18 Maret 2024	Menuliskan surat masuk ke buku disposisi	CH
	19 Maret 2024	Menuliskan undangan masuk ke buku disposisi	CH
	20 Maret 2024	Menuliskan surat dan undangan masuk ke buku disposisi	CH
	21 Maret 2024	-Menuliskan penomoran pada surat keluar -Menuliskan surat dan undangan keluar ke buku disposisi	CH
	22 Maret 2024	-Menuliskan surat dan undangan masuk ke buku agenda lalu disiposisikan -Memberikan penomoran pada surat keluar	CH
V	25 Maret 2024	-Menuliskan surat dan undangan masuk ke buku disposisi -Memberikan penomoran pada surat keluar	CH
	26 Maret 2024	-Menuliskan surat dan undangan masuk ke buku disposisi -Menuliskan nama orang yang akan diberi surat	CH
	27 Maret 2024	Mencatat surat dan undangan masuk ke dalam buku agenda dan disposisi	CH
	28 Maret 2024	-Menuliskan penomoran surat keluar -Menyusun urutan surat masuk	CH
	29 Maret 2024	Tanggal Merah	
VI	1 April 2024	Memasukan kan surat dan undangan masuk ke dalam map arsip	CH
	2 April 2024	Menuliskan surat masuk ke buku agenda dan buku disposisi	CH
	3 April 2024	Menuliskan undangan masuk ke buku disposisi	CH

	4 April 2024	Menuliskan penomoran pada surat keluar di buku agenda	CH
	5 April 2024	Menuliskan penomoran pada surat keluar	CH
VII	8 April 2024	Tanggal Merah	
	9 April 2024	Tanggal Merah	
	10 April 2024	Tanggal Merah	
	11 April 2024	Tanggal Merah	
	12 April 2024	Tanggal Merah	
VIII	15 April 2024	Tanggal Merah	
	16 April 2024	Membantu mengumpulkan SPT, Nota dinas dan Surat masuk dari setiap bidang sebanyak 10 lembar	CH
	17 April 2024	Melanjutkan mengumpulkan SPT, Nota dinas dan Surat masuk	CH
	18 April 2024	Melanjutkan mengumpulkan SPT, Nota dinas dan Surat masuk	CH
	19 April 2024	Melanjutkan mengumpulkan SPT, Nota dinas dan Surat masuk	CH
IX	22 April 2024	Menuliskan surat masuk ke buku disposisi	CH
	23 April 2024	Menuliskan surat masuk ke buku agenda dan disosisikan	CH
	24 April 2024	Menetik Bon/Faktur Pembelian di Microsoft Excel	CH
	25 April 2024	Menyusun rapi dan berurutan dokumen nota dinas dan surat masuk	CH
	26 April 2024	Menuliskan surat masuk ke buku agenda dan buku disposisi	CH

X	29 April 2024	Menyusun dokumen yang akan diarsipkan ke map	CH
	30 April 2024	Menuliskan surat dan undangan masuk ke buku agenda dan disposisi	CH
	1 Mei 2024	Tanggal Merah	
	2 Mei 2024	Menuliskan undangan masuk ke buku agenda dan disposisi	CH
	3 Mei 2024	Menuliskan surat dan undangan masuk ke buku agenda dan disposisi kan	CH
XI	6 Mei 2024	Menuliskan surat masuk ke buku agenda dan disposisi kan	CH
	7 Mei 2024	Menuliskan undangan masuk ke buku agenda dan disposisi	CH
	8 Mei 2024	-Menyusun dokumen surat dan undangan masuk ke map arsip -Makan bersama di rumah buk Rosa	CH
	9 Mei 2024	Tanggal Merah	
	10 Mei 2024	Tanggal Merah	
XII	13 Mei 2024	Mengantarkan surat masuk ke bidang yang tercantum disurat setelah disposisi kan	CH
	14 Mei 2024	Menuliskan surat masuk ke buku agenda dan disposisi kan	CH
	15 Mei 2024	Menuliskan penomoran pada surat keluar pada buku agenda	CH
	16 Mei 2024	Memasukan surat masuk ke map arsip	CH
	17 Mei 2024	Menuliskan surat teguran untuk karyawan yg ditegur	CH
XIII	20 Mei 2024	Menuliskan surat masuk ke buku agenda lalu disosisikan	CH

	21 Mei 2024	Menuliskan nomor pada surat keluar di buku agenda	CH
	22 Mei 2024	Menuliskan nomor surat keluar untuk SPK pada buku agenda	CH
	23 Mei 2024	Tanggal Merah	
	24 Mei 2024	Tanggal Merah	
XIV	27 Mei 2024	Menyusun SPK sesuai dengan bidang pekerjaanya	CH
	28 Mei 2024	Menuliskan surat masuk ke buku agenda lalu disposisi kan	CH
	29 Mei 2024	Menuliskan surat dan undangan masuk ke agenda lalu disposisi kan	CH
	30 Mei 2024	Menuliskan surat masuk ke buku agenda lalu disposisikan	CH
	31 Mei 2024	Menuliskan undangan masuk ke buku agenda lalu disposisikan	CH
XV	3 Juni 2024	Menuliskan surat masuk ke buku agenda lalu disposisikan	CH
	4 Juni 2025	Menscan surat dan undangan masuk untuk di simpan ke komputer	CH
	5 Juni 2024	Fotocopy surat masuk yang sudah di tanda tangan Kades	CH
	6 Juni 2024	Mengambil dokumen di kantor Bupati	CH
	7 Juni 2024	Memberikan stempel pada lembar SK	CH
XVI	10 Juni 2024	Mengantar surat yang sudah disposisi ke Bidang Pelabuhan	CH
	11 Juni 2024	-	
	12 Juni 2024	-	
	13 Juni 2024	Fotocopy surat masuk yang sudah di tanda tangan Kades	CH

	14 Juni 2024	-Menuliskan surat masuk ke buku agenda lalu di disposisikan -Menggantung kertas kupon daging kurban	CH
XVII	17 Juni 2024	Tanggal Merah	
	18 Juni 2024	Tanggal Merah	
	19 Juni 2024	Menuliskan surat masuk ke buku agenda lalu disposisikan	CH
	20 Juni 2024	Memberikan materai pada SK Karyawan	CH
	21 Juni 2024	-Mengantar surat yang sudah disposisi ke Bidang Lalin - Mengantar surat yang sudah disposisi ke Bidang Keuangan - Mengantar surat yang sudah disposisi ke Bidang Angkutan	CH
XVIII	24 Juni 2024	-	
	25 Juni 2024	Fotocopy surat masuk yang sudah di tanda tangan Kades	CH
	26 Juni 2024	-Fotocopy surat dan undangan masuk yg sudah di tanda tangan Kades -Mengantar berkas perincian penerimaan gaji ke Bank BCA -Mengantar surat yang sudah disposisi ke Bidang Lalin	CH
	27 Juni 2024	-	
	28 Juni 2024	Penutupan KP serta penyerahan cinderamata pada Dinas Perhubungan Kabupate Bengkalis	CH

Appendix 6: Certificates

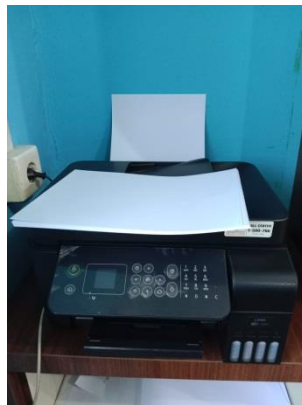


KEPUTUSAN KEPALA DINAS PERHUBUNGAN KABUPATEN
SINGARAJAYA : 500.11/KP/2024
TANGGAL : 2 JANUARI 2024

LAMPIRAN :
DAFTAR TENAGA HARIAN LEPAS PERTAMANAN/PERHUBUNGAN RUMAH LINGKAR PERLENGKAPAN JALAN
DILINGKUP LINGKUP PERHUBUNGAN KABUPATEN SINGARAJAYA
TAHUN ANGGARAN 2024

No.	Nama	Tempor /Jd. Lahir	Pendidikan	Tempor Tugas	Ket
1.	KHUSNI	Widagati 13 Juni 1974	SMK	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan Bidang Lahu Lintaa Jalan	
2.	IRWANTO	Sri Prahling, 03 Desember 1973	STM	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan Bidang Lahu Lintaa Jalan	
3.	SUMASTO	Wasoneni, 30 Juni 1976	SD	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan Bidang Lahu Lintaa Jalan	
4.	WINDA SAPUTRA	Tebek Latak, 10 Juli 1981	SMK	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan Bidang Lahu Lintaa Jalan	
5.	ULFA SRI ANGRANILA M	Perawang, 09 Juli 2003	D-3 Teknik Sipil	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan Bidang Lahu Lintaa Jalan	
6.	SUAFER ROHSNI, A.M	Prahelara, 03 Maret 1998	D-3 Administrasi Humas	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan Bidang Lahu Lintaa Jalan	
7.	SUYATNO	Selatuwari, 04 Oktober 1981	SLTP	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan (UPT/Pelabuhan Kec. Ripart)	
8.	IRWANDI	Sri Prahling, 30 September 1983	SMK	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan (Poa Lahu Kec. Bukit Bata)	
9.	FERRY RIANDI	Tanjung Pinang, 14 September 1970	SMA	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan (UPT/Pelabuhan Kec. Ripart)	
10.	ZULNABRI, A.M	Tekong, 15 April 1986	D3 Teknik Elektro	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan (UPT/Pelabuhan Kec. Ripart)	
11.	ADI SUSELO	Medan, 17 Mei 1982	SMP	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan (UPT, Parkir)	
12.	DEFIS SYAHPUTRA	Duri, 14 Maret 1991	SMK	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan (UPT, Parkir)	
13.	INDRA SYAHDEL	Duri, 10 September 1982	SMA	Pertamanan/Pereliharaan PUL/Fasilitas Perleengkapan Jalan (UPT, Parkir)	





Appendix 8: Evaluation Sheet

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
KANTOR DINAS PERHUBUNGAN KABUPATEN BENGKALIS

Nama : Fatihatus Soleha
NIM : 5404201265
Program Studi : Administrasi Bisnis Internasional
Politeknik Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	90
2.	Tanggung- jawab	25%	85
3.	Penyesuaian diri	10%	70
4.	Hasil Kerja	30%	80
5.	Perilaku secara umum	15%	80
Total Jumlah (1+2+3+4+5)		100%	405

Keterangan :
Nilai : Kriteria
81 – 100 : Istimewa
71 – 80 : Baik sekali
66 – 70 : Baik
61 – 65 : Cukup Baik
56 – 60 : Cukup

Catatan : *Kurang Bergaul dengan rekan kerja.*
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Bengkalis, 1 Juli 2024

PENILAI
KASUBBAG UMUM & KEPEGAWAIAN
DINAS PERHUBUNGAN

MENGETAHUI,
SEKRETARIS
DINAS PERHUBUNGAN

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