

**APPRENTICESHIP REPORT**  
**DINAS PERDAGANGAN DAN PERINDUSTRIAN**

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

**APPROVAL SHEET**

**APPRENTICESHIP REPORT  
DINAS PERDAGANGAN DAN PERINDUSTRIAN**

Written as one of the requirement to complete the Apprenticeship

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Bengkalis, November 01, 2024

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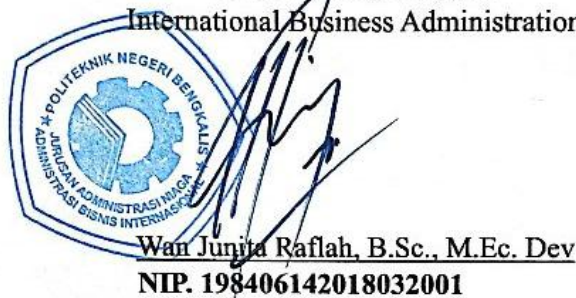
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# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Internship is an obligation for every Diploma IV student Final level International Business Administration as one of the main requirements for complete the educational process. Internship activities are a form of training work for students to accommodate theories or concepts what is learned in lectures with practice in the field. In activities.

Internships, can increase skills and increase the ability to compete in the business world and government agencies after completing his education. Apart from that, internships are applied to apply knowledge learned in college and learn the details of work standards professional. This experience then becomes a provision in undergoing depth career in the world of work.

The author did an internship at the Department of Industry and Trade, which is one of the government agencies that is often used as a place for practical work because of its vital role in managing the regional industrial and trade sectors. and the author places it in the Secretary section. The Secretary is responsible for ensuring that all administrative and operational activities at Disperindag run well and efficiently. Some of the main duties of the Secretary Section include:

1. Mail and Archive Management: This section is tasked with managing incoming and outgoing mail, both from other agencies and internally, as well as maintaining the archive system so that it is neatly organized and easy to access.
2. Coordination of Internal and External Activities The Secretary also plays a role in organizing and coordinating meetings, official meetings, and other events involving internal institutions and external parties such as

companies, non-governmental organizations, or other government institutions.

3. Management of Leadership Agendas and Schedules: Prepare schedules for meetings, work visits and leadership activities within the Department of Industry and Trade.
4. Compiling Activity Reports: The secretary is often tasked with compiling periodic reports that summarize the activities that have been carried out by the department. This report was prepared with the aim of evaluating and accounting for performance to leadership and the community.

## **1.2 Objectives of Apprenticeship**

Internship is an activity that realizes Bengkalis State Polytechnic students to complete their studies. To achieve the expected results, it is important to understand the goals and benefits of this internship experience. Here are the goals of internship:

1. To get a job description of Dinas Perdagangan dan Perindustrian
2. To find out the hardware and software needed while working at the Dinas Perdagangan dan Perindustrian.
3. To find out the systems and procedures at the Dinas Perdagangan dan Perindustrian.
4. To find out the types and description of activities at the Dinas Perdagangan dan Perindustrian.
5. To find out the obstacles and solutions faced during implementation internship at the Dinas Perdagangan dan Perindustrian.

### **1.2.1 General Purpose**

The internship program at the Department of Industry and Trade (Disperindag) aims to provide students and students with the opportunity to gain practical experience and direct understanding of the duties and functions of

government agencies related to the industrial and trade sectors. The general objectives of the internship program at Disperindag include:

1. To know about job description and specification at the apprenticeship.
2. To know system and procedure at the apprenticeship
3. To know place of the apprenticeship
4. To know kind and description of the activity at the apprenticeship
5. To know obstacle and solution at the apprenticeship

### **1.3 Significances of Apprenticeship**

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

#### **1. For Students**

Students have the opportunity to apply the knowledge and theoretical concepts knowledge and theoretical concepts obtained during lectures into the real world of work and get hands-on experience in the workplace directly in the world of work.

#### **2. For Companies**

There is collaboration between the world of education and the world of industry or companies which makes these companies closer to the community and known by academics and companies to get alternative prospective employees who are known for their quality, dedication and credibility.

#### **3. For State Polytechnic of Bengkalis State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in apprenticeship which can improve the quality of their graduates through practical work experience.**

## CHAPER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile

The Bengkalis Regency Industry and Trade Service is located at Agricultural Road, No. Tel (0766) 8001028 Fax. (0766) 8001028 Bengkalis 28712. Founded on July 11 2008, which was inaugurated by the Regent of Bengkalis H. Syamsurizal. In accordance with Law Number 57 of 2005 concerning Services Industry and Trade, namely the formation of an organizational structure in the Department Industry and Trade are determined by Regional Regulations.

In this regard, with the approval of the House of Representatives The Bengkalis Regency area is determined by the Bengkalis Regency Regional Regulations Number 31 of 2009 concerning the Establishment of Service Organizations and Work Procedures Bengkalis Regency Industry and Trade.

According to Regional Regulation Number 31 of 2009 concerning Organization Formation The work procedures of the Bengkalis Regency Industry and Trade Service consist of from:

1. Head
2. Secretariat, consist of:
  - a. Program Planning Sub-Section
  - b. Sub Finance and Equipment
  - c. General Administration Sub
3. The fields of Agro Industry, Chemicals, Transportation Equipment and Telematics, consist of from :
  - a. Agro Industry Section
  - b. Chemical Industry Section
  - c. Transportation Equipment and Telematics Industry Section

4. The Metal, Machinery, Textile and Miscellaneous Industry sectors consist of:
  - a. Metal and Machinery Industry Section
  - b. Textile and Miscellaneous Industry Section
  - c. Small and Medium Industry Section

## 2.2 Vision and Mission

The following is an example of the vision and mission for the Bengkalis Regency Industry and Trade Service (Disperindag) in 2024:

### 1. Vision:

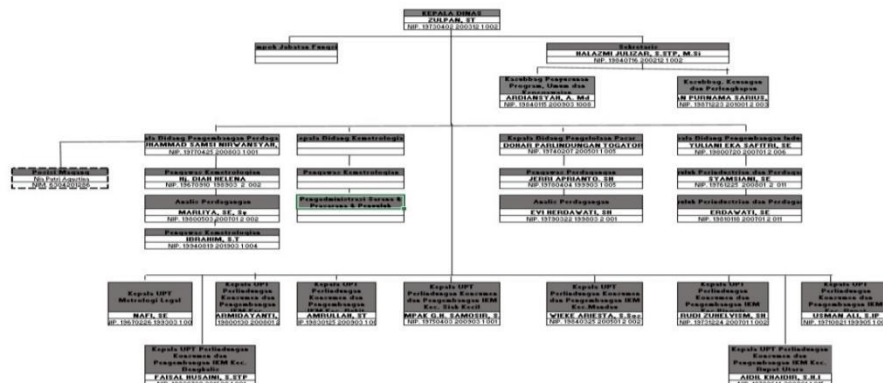
The realization of Bengkalis as a superior industrial and trade center based on local potential towards a prosperous and globally competitive society

### 2. Mission:

Increasing the competitiveness of local industry through coaching, training and developing innovative and environmentally friendly technology as well Encourage the development of the trade sector.

## 2.3 Organization Structure

Organizational structure of the Bengkalis district trade and industry office can be seen on figure 2.1 as follow:



**Figure 2.1 Organization Structure**  
 Source: Dinas Perdagangan dan Perindustrian

The following is a description of the main and functions of the Department of Industry and Bengkalis Regency Trade:

1. Head

The head has the following duties:

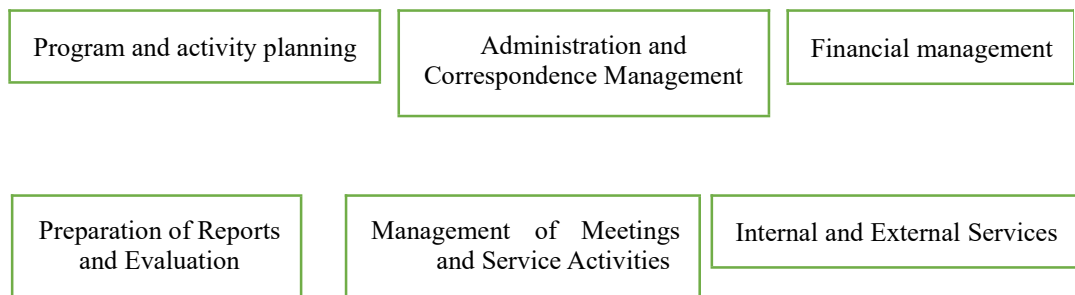
- a. Leads in the implementation of duties and functions as intended in articles 3 and 4 of the Regulations this area.
  - b. Lead and develop subordinates in order carrying out tasks and achieving organizational goals.
  - c. Carry out other tasks assigned by Regional Heads according to their fields and duties.
2. The Secretariat of the Administration Section has the task of carrying out planning matters, correspondence, personnel, finance, household, equipment and general. Part administration has the following functions Industrial, Chemical, Transportation Equipment and Telematics sectors
3. The Industrial Sector has the task of carrying out processing Industries which include chemical, agro and forest products industries, as well as metal, machinery and miscellaneous industries. Industrial Sector has the function:
- a. Technical implementation in industrial processing, agro, chemicals and means of transportation.
  - b. Implementation of Industrial, Agro, chemical, and means of transportation.
  - c. Implementation of disaster control caused by industrial activities.
  - d. Implementation of Agro industrial development through high-level technology.
  - e. Implementation of industrial supervision general.
  - f. Fostering the utilization of natural resources(SDA) for industrial development.
  - g. Carry out other tasks assigned by superior.
4. Domestic Trade Sector Metrology and Consumer Protection has an Administrative duty metrology in the Region as well as implementation of

coaching as an effort to protect consumers. Metrology Field and Consumer Protection has the following functions:

- a. Technical implementation of promotion and outbound investment area.
- b. Implementation of coordination of related agencies and institutions others in the context of promotional development and investment.
- c. Management of data and information processing as well evaluation in implementing promotions and investments.
- d. Implementation of promotion monitoring and supervision and investment.
- e. Carry out other tasks assigned by superior.

## 2.4 Working Process

work process of the Trade and Industry Service Secretariat, which includes administrative, financial and communication tasks in supporting the office's operations:



**Figure 2.2: Working Process**

*Source: Processed Data 2024*

### 1. Program and Activity Planning

- a. Drawing up a work plan: Plan annual, quarterly and monthly activity schedules in accordance with the service's vision, mission and targets.
- b. Internal coordination: Coordinate with heads of departments and related fields to ensure agenda synchronization.
- c. Budget preparation: Prepare a draft activity budget based on the operational needs of the department.



2. Administration and Correspondence Management
  - a. Reception and distribution of letters: Receive, record and distribute incoming letters to related fields or units.
  - b. Preparation of outgoing letters: Compile and archive outgoing letters, both internal and external.
  - c. Document archiving: Store important documents in an organized manner, both manually and digitally.
3. Financial Management
  - a. Financial recording: Manage operational budgets, such as official travel, purchasing office stationery (ATK), and other needs.
  - b. Financial accountability: Prepare financial reports that include expenditure and use of funds.
  - c. Budget oversight: Ensure all expenses comply with regulations and planning.
4. Internal and external services
  - a. Employee services: Providing operational needs for employees, such as office facilities, equipment and administrative information.
  - b. Services to the public: Provide information or documents required by the public or other agencies according to the authority of the department.
  - c. Facilitate external coordination: Manage communications with external parties, such as government agencies, the private sector and the community.
5. Management of meetings and official activities
  - a. Meeting preparation: Prepare the agenda, invite participants, and prepare the place and meeting documents.
  - b. Documentation: Make meeting minutes and distribute the results to participants.
  - c. Follow-up monitoring: Ensure that meeting decisions are implemented according to plan.

## 6. Preparation of reports and evaluations

- a. Activity Report: Prepare daily, weekly or monthly activity reports for leadership.
- b. Program evaluation: Evaluate the effectiveness of programs and activities that have been implemented.
- c. Liability: Prepare administrative documents for official accountability to related agencies.

### **2.5 Document Used for Activities**

Documents Used for Activities In carrying out practical work there are several documents necessary to complete the assigned work. These documents are as follows:

The following is a list of documents required in the secretarial field:

1. Cover Letter: From an academic institution to authorize a work practice placement.
2. Practical Work Letter: From the Department of Trade and Industry stating the practical work permit.
3. Daily Report: To record daily activities during practical work.
4. Final Report: An official report documenting all work and learning during practical work.
5. Personal Identity: Such as KTP or student card.
6. Attendance Register: To record daily attendance during practical work.
7. Supervisor Assessment: Assessment from lecturers or supervisors at academic institutions.
8. Health Documents: Proof of valid health tests.
9. Drug Free Statement: Some agencies may require this as an additional requirement.

### 2.5.1 Device Used During Internship Dinas Perdagangan dan Perindustrian

To support the smooth running of assigned tasks and work, there are several things that must be considered and prepared so that the results of the work are as follows expect. The devices used are divided into 2 (two) types, namely hardware and software. The following is the software and hardware used so far implementation of Practical Work (KP) at the Trade and Industry Service Follows: 1. Software

The software used during the internship at Dinas Perdagangan dan Perindustrian namely:

a. Microsoft Office (Word, Excel and Power Point)

Create, edit, and save documents in various formats, such as text, video, and audio Organize text into notebooks, sections, and pages Share and collaborate on documents with other users Process data in the form of text and numbers Create presentation slides Sending emails.



**Figure 2.3 Microsoft Word, Microsoft Excel, Power Point**

*Source: Dinas Perdagangan Dan Perindustrian*

b. SIPD (Regional Government Information System)

A place to unite national references such as activity programs, subactivities, sources of funds, balance sheets, to budgets and Budget Realization Reports (LRA). As a regional data center where regional planning and financial processes are carried out using electronic systems.



**Figure 2.4 SIPD**

*Source:* Dinas Perdagangan Dan Perindustrian

- c. SIMAK BMN (State Property Management and Accounting Information System) assists in the accurate management and supervision of state property (BMN), starting from recording, organizing, to final reports, enabling realtime monitoring and evaluation of BMN, so as to ensure that all goods are in good condition and used efficiently, transparency and accountability in BMN management, helping prevent abuse and fraud.



**Figure 2.5 SIMAK BMN**

*Source:* Dinas Perdagangan dan Perindustrian

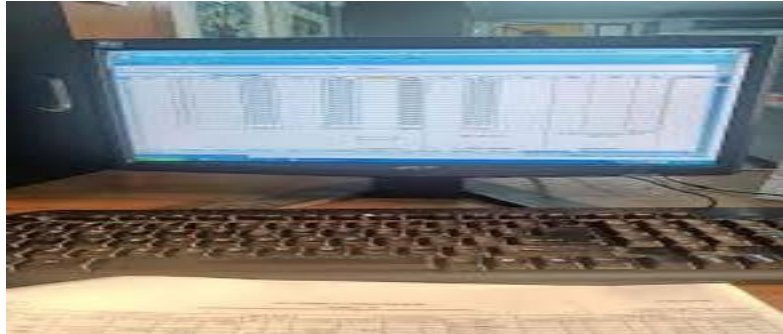
## 2. Hardware

The hardware used when doing internship at Dinas Perdagangan dan Perindustrian is as follows:

### a. Computer

Department of Trade and Industry, computers have various important uses, namely Data Processing. Computers are used to process administrative data, such as employee data, correspondence documents and reports, making it easier to store and manage digital

documents, thereby minimizing the use of paper and increasing efficiency, making archiving easier and digital document search, thereby increasing accessibility and work efficiency.



**Figure 2.6 Computer**

*Source: Dinas Perdagangan dan Perindustrian*

b. Mouse

A computer mouse is an input device used to control a cursor on a computer screen. The computer mouse serves as an important tool for facilitate the work process.



**Figure 2.7 Mouse**

*Source: Dinas Perdagangan dan Perindustrian*

## CHAPTER III

### SCOPE OF THE APPRENTICESHIP

#### 3.1 Job Specification

Practical work activities are carried out for 2 (Two) Months implemented from Monday 09 September 2024 until the date 01 November 2024, Practical work activities at the Department of Trade and Industry in Bengkalis Regency includes:

##### 3.1.1 General duties of the secretariat

The following are the general duties of the Dinas Perdagangan dan Perindustrian in the secretariat sector:

1. Administrative management:
  - a. Manage incoming and outgoing mail
  - b. Archive official documents according to applicable regulations
2. Financial management:
  - a. Prepare departmental budget plans (RAPBD and financial reports).
  - b. Manage bookkeeping, employee salaries and other operational expenses.
  - c. Prepare budget realization reports.
3. Internal Coordination and Services:
  - a. Provide administrative support for other areas of the service.
  - b. Organize and facilitate internal and external communications.

##### 3.1.2 Human resource management.

Human Resources Management in the field of secretary of the Department of Trade and Industry aims to manage administration professionally and efficiently This role supports smooth operations and strategic coordination between work units as follows:

1. Manage personnel administration, such as data on attendance, leave and promotions.

2. Preparing employee training and competency development needs.
3. performance reports and employee evaluations.

### **3.1.3 Logistics and Inventory.**

Logistics and inventory are vital elements in supporting the smooth running of duties and functions in the field of secretary of the Department of Trade and Industry which can be seen as follows:

1. Manage the procurement of goods and services for the department's operational needs.
2. Carry out recording and maintenance of service assets.
3. Ensure the availability of facilities and infrastructure to support official activities.

### **3.1.4 Preparation of Planning and Reporting.**

Preparation of planning and reporting is an important part in supporting transparency and accountability of work in the secretarial sector of the Office of Trade and Industry. It can be seen as follows:

1. Assist in the preparation of strategic plans (Renstra) and annual work plans.
2. Prepare activity reports, both periodically (monthly, quarterly) and annually.
3. Support the implementation of monitoring and evaluation of service work programs.

### **3.1.5 Communication and Public Relations.**

Communication and Public Relations (PR) in the field of secretary of the Office of Trade and Industry has a strategic role in building a positive image and establishing harmonious relationships with the community and stakeholders, which can be seen as follows:

1. Establish communication with external parties such as the community, industry and trade players.
2. Documenting official activities for reporting and publication needs.
3. Assist in managing Disperindag's official website or information media.

### 3.1.6 Additional task specifications.

The main focus of the Bengkalis Regency Industry and Trade Department is on the industrial and trade sectors, the secretariat's duties can also support the implementation of related programs administrative preparation for the implementation of training or seminars for local business actors and Logistics support for activities involving small and medium enterprises (MSMEs).

### 3.2 Place of the Apprenticeship

Place of internship at the Department of Trade and Industry Starting from 09 September to 01 November 2024. The work schedule at the Department of Trade and Industry is as follows:

**Table 3.1 Working Hours Schedule for the Department of Industry and Trade**

No	Day	Working Hours	Rest
1	Monday-Friday	08.00 s/d 16.00 WIB	12.00 s/d 13.00 WIB

*Source: Dinas perdagangan dan Perindustrian Bengkalis 2024*

Description of the work carried out during Job Training. Details of the activities can be seen in the following table:

**Table 3.2 First Week Work Agenda Report 09 September – 13 September 2024**

No	Day/Date	Activity	Place
1	Monday, 09 September 2024	Archive Incoming Mail	Secretary's Room
2	Tuesday, 10 September 2024	Archive Incoming Mail	Secretary's Room
3	Wednesday, 11 September 2024	Archive Incoming Mail	Secretary's Room
4	Thursday, 12 September 2024	Archive Incoming Mail	Secretary's Room
5	Friday, 13 September 2024	Archive Incoming Mail	Secretary's Room

*Source: Processed Data 2024*



Agenda of activities or work that the author has carried out during the implementation of practical work from September 16 to September 20, 2024 can be seen in the table below:

**Table 3.3 Second Week Work Agenda Report, 16 September – 20 September 2024**

No	Day/Date	Activity	Place
1	Monday, 16 September 2024	Archive Incoming Mail	Secretary's Room
2	Tuesday, 17 September 2024	Archive Incoming Mail	Secretary's Room
3	Wednesday, 18 September 2024	Archive Incoming Mail	Secretary's Room
4	Thursday, 19 September 2024	Archive Incoming Mail	Secretary's Room
5	Friday, 20 September 2024	Archive Incoming Mail	Secretary's Room

*Source: Processed Data 2024*

Agenda of activities or work that the author has carried out during the internship from 23 September 2024 to 27 September, 2024 can be seen in the table below:

**Table 3.4 Third Week Work Agenda Report, 23 September – 25 September 2024**

No	Day/Date	Activity	Place
1	Monday, 16 September 2024	Counselling and Socialization	Outdoor
2	Tuesday, 17 September 2024	Counselling and Socialization	Outdoor
3	Wednesday, 18 September 2024	Counselling and Socialization	Outdoor
4	Thursday, 19 September 2024	Counselling and Socialization	Outdoor
5	Friday, 20 September 2024	Counselling and Socialization	Outdoor

*Source: Processed Data 2024*

Agenda of activities or work that the author has carried out during the internship from September 23 2024 to September 27, 2024 can be seen in the table below:

**Table 3.5 Fourth Week Work Agenda Report, 23 September – 27 September 2024**

No	Day/Date	Activity	Place
1	Monday, 23 September 2024	Monitoring Distributor warehouses	Outdoor
2	Tuesday, 24 September 2024	Monitoring Distributor warehouses	Outdoor
3	Wednesday, 25 September 2024	Monitoring Distributor warehouses	Outdoor
4	Thursday, 26 September 2024	Monitoring Distributor warehouses	Outdoor
5	Friday, 27 September 2024	Monitoring Distributor warehouses	Outdoor

*Source: Processed Data 2024*

Agenda of activities or work that the author has carried out during the internship from 30 September 2024 to 04 Oktober, 2024 can be seen in the table below:

**Table 3.6 Fifth Week Work Agenda Report, 30 September – 04 Oktober 2024**

No	Day/Date	Activity	Place
1	Monday, 30 September 2024	Controlling Street Vemdors and DLH	Outdoor
2	Tuesday, 01 Oktober 2024	Controlling Street Vemdors and DLH	Outdoor
3	Wednesday, 02 Oktober 2024	Controlling Street Vemdors and DLH	Outdoor
4	Thursday, 03 Oktober 2024	Controlling Street Vemdors and DLH	Outdoor
5	Friday, 04 Oktober 2024	Controlling Street Vemdors and DLH	Outdoor

*Source: Processed Data 2024*

Agenda of activities or work that the author has carried out during the internship from 07 Oktober 2024 to 11 Oktober, 2024 can be seen in the table below:

**Table 3.7 Sixth Week Work Agenda Report, 07 October – 11 October 2024**

No	Day/Date	Activity	Place
1	Monday, 07 Oktober 2024		
2	Tuesday, 08 Oktober 2024		
3	Wednesday, 09 Oktober 2024		
4	Thursday, 10 Oktober 2024		
5	Friday, 11 Oktober 2024		

*Source: Processed Data 2024*

Agenda of activities or work that the author has carried out during the internship from 14 Oktober 2024 to 18 Oktober, 2024 can be seen in the table below:

**Table 3.8 Work Agenda Report for the Seventh Week, 14 October – 18 October, 2024**

No	Day/Date	Activity	Place
1	Monday, 14 October 2024		
2	Tuesday 15 October 2024		
3	Wednesday, 16 October 2024		
4	Thursday, 17 October 2024		
5	Friday, 18 October 2024		

*Source: Processed Data 2024*

Agenda of activities or work that the author has carried out during the internship from 21 October 2024 to 25 October, 2024 can be seen in the table below:

**Work Agenda Report for the Eighth Week, 21 October– 25 October, 2024**

No	Day/Date	Activity	Place
1	Monday, 21 October 2024		

2	Tuesday 22 October 2024		
3	Wednesday, 23 October 2024		
4	Thursday, 24 October 2024		
5	Friday, 25 October 2024		

*Source: Processed Data 2024*

Agenda of activities or work that the author has carried out during the internship from 28 October 2024 to 01 November, 2024 can be seen in the table below:

**Work Agenda Report for the Ninth Week, 28 October – 01 November, 2024**

No	Day/Date	Activity	Place
1	Monday, 28 October 2024		
2	Tuesday 29 October 2024		
3	Wednesday, 30 October 2024		
4	Thursday, 31 October 2024		
5	Friday, 01 November 2024		

*Source: Processed Data 2024*

### 3.3 Kind and Description of the Activity

The Department of Industry and Trade is a regional apparatus implementing government affairs which is located below and is responsible to the governor through the regional secretary Collection activities:

1. General Administration  
Manage incoming and outgoing mail, both manually and electronically, Compile, store and document archives and official documents, Prepare monthly, quarterly and annual administrative reports, Manage inventory of official goods, Prepare a schedule of official activities.
2. Internal Coordination and Communication  
Coordinate between fields or sections within the service, Arrange coordination meeting schedules and ensure their implementation, Provide

meeting minutes and distribute them to related parties, Maintain active communication with service leaders and staff.

3. Financial and Budget Management

Prepare a Work Plan and Budget (RKA) for the secretariat, Manage financial administration including honorarium payments, official travel and procurement, Carry out financial recording and reporting in accordance with applicable regulations, Carry out financial recording and reporting in accordance with applicable regulations, Supervise the implementation of budget use at the secretariat.

4. Human Resources Management (HR)

Manage personnel administration such as attendance, leave and performance appraisals, Prepare regular official personnel data reports, Providing administrative support for training or increasing employee competency.

5. Procurement of goods and services

Prepare administrative documents for the procurement of goods and services, Supervise the procurement process until the handover of goods/services, Melakukan pencatatan inventaris barang kantor.

6. Preparing and Monitoring Reports

Collect and compile reports on service performance achievements periodically, Monitoring and evaluating planned activities, Prepare administrative accountability reports to leadership.

7. Information Technology Management

Manage internal information systems such as e-Letter or e-Planning applications, Provide technical support for the operation of technological devices in the secretariat, Ensure the security of data and information used by the department.

8. Public service

Providing administrative information to the public regarding official activities, Assist in coordinating public services related to the industrial

and trade sectors, Providing facilities to accommodate public complaints and follow up on them to related areas.

### **3.4 Obstacles and Solutions Faced During Internship (KP) at Dinas Perdagangan dan Perindustrian**

#### **3.4.1 Obstacles Faced During Internship**

The following are some of the obstacles that may be faced during an internship at the Bengkalis Regency Industry and Trade Service (Disperindag), especially in the secretarial sector:

1. Limitations of Initial Understanding: Lack of experience: As an intern, you usually don't fully understand the administrative workflow in government. Lack of understanding of bureaucratic procedures: Many administrative procedures have to be followed strictly, which may be confusing at first.
2. Software mastery: Not all interns are proficient in using applications used in government agencies.
3. Lack of learning opportunities: The focus on administrative tasks may make interns less involved in other development activities.

#### **3.4.2 Solutions**

Some of the obstacles faced during the Internship (KP) at the Industry and Trade Service Office can be overcome in the following ways:

1. Observe the work environment to understand work habits and patterns.
2. Note down every direction given to avoid mistakes or forgetfulness.
3. Study documents or references related to industry and trade to broaden.

## CHAPTER IV

### CONCLUSIONS AND SUGGESTIONS

#### 4.1 Conclusions

In implementing Internships (KP) at the Department of Industry and Trade in the Secretariat Sector, there are several the following conclusions can be drawn:

1. Provides the opportunity to understand the secretary's duties directly, including document management, preparation of meeting agendas, correspondence, and administrative coordination.
2. Internships in government environments provide a real picture of bureaucratic processes, including decision-making procedures and carrying out tasks according to regulations.

#### 4.2 Suggestions

Based on the description and experience of internship at the industry and trade office, the author hopes:

1. To Dinas Perindustrian dan Perdagangan  
Intensive Mentoring: Providing special direction or mentoring for intern students to better understand the tasks given and complete them well.  
Improved Training Facilities: Provide short training or orientation at the start of the internship to explain duties, SOPs, and work systems in the secretarial field. Evaluation and Feedback: Provide regular evaluations to interns so they understand strengths and weaknesses that need improvement.
2. To the Campus  
The campus should give students the right to choose to stay or move to the KP location that has been determined, because there will definitely be discomfort for students who are undergoing the KP process and it is strongly recommended that they be fair to students.


## APPENDICES

### Appendix 1 Daily Activities Apprenticeship

#### WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN PERINDUSTRIAN

Date: 2- 6 September 2024

NO	Description of Activities	Task Assignor	Signature	
1	Archive incoming mail	Neni		
Note by Mentor:				


Documentation	Explanation
	Archive incoming mail

#### WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN PERINDUSTRIAN

Date: 9- 13 September 2024

NO	Description of Activities	Task Assignor	Signature	
1	Archive incoming mail	Neni		
Note by Mentor:				




Documentation	Explanation
	Archive incoming mail

## WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN PERINDUSTRIAN

Date: 16-20 September 2024

NO	Description of Activities	Task Assignor	Signature	
1	Counseling and Socialization for IKM recipients of goods assistance	Neni		
Note by Mentor:				

Documentation	Explanation
	Counseling and Socialization for IKM recipients of goods assistance

**WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN  
PERINDUSTRIAN**

Date: 23-27 September 2024


NO	Description of Activities	Task Assignor	Signature	
1	Monitoring distributor warehouses	Neni		
Note by Mentor:				

Documentation	Explanation
	Monitoring distributor warehouses

**WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN  
PERINDUSTRIAN**

Date: 30-4 October 2024

NO	Description of Activities	Task Assignor	Signature	
1	Controlling street vendors together with Sat PP and DLH in the context of Adipura	Neni		
Note by Mentor:				

Documentation	Explanation
	Controlling street vendors together with Sat PP and DLH in the context of Adipura

### WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN PERINDUSTRIAN

Date: 7-11 October 2024

NO	Description of Activities	Task Assignor	Signature	
1	No Job	Neni		
Note by Mentor:				

Documentation	Explanation
-	No Job

### WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN PERINDUSTRIAN

Date: 14-18 October 2024

NO	Description of Activities	Task Assignor	Signature	
1	No Job	Neni		
Note by Mentor:				

<b>Documentation</b>	<b>Explanation</b>
-	No job

**WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN  
PERINDUSTRIAN**

Date: 21-25 October 2024

<b>NO</b>	<b>Description of Activities</b>	<b>Task Assignor</b>	<b>Signature</b>	
1	No Job	Neni		
Note by Mentor:				

<b>Documentation</b>	<b>Explanation</b>
-	No Job

**WEEKLY ACTIVITIES OF DINAS PERDAGANGAN DAN  
PERINDUSTRIAN**

Date: 28-31 October 2024

<b>NO</b>	<b>Description of Activities</b>	<b>Task Assignor</b>	<b>Signature</b>	
1	No Job	Neni		
Note by Mentor:				

<b>Documentation</b>	<b>Explanation</b>
-	No Job

## Appendix 2: Apprenticeship Statement Letter

Surat Keterangan

### SURAT KETERANGAN

<.....>

Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : Juwendy Audita

Tempat/Tgl. Lahir : Bengkalis 30 Agustus 2002

Alamat : Jalan Antara Ujung

Telah melakukan Kerja Praktek pada Dinas Perdagangan Dan Perindustrian sejak tanggal 09 September sampai dengan 01 November 2024 sebagai tenaga Kerja Praktek (KP)

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Bengkalis, 01 November 2024



ARDIANSYAH, A.Md>

NIP-198401155200903

Kasubag Penyusunan Program, Umum dan Kepegawaian

### Appendix 3: Apprenticeship Assesment Sheet

Form-4:

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
DINAS PERDAGANGAN DAN PERINDUSTRIAN

Nama : Juwendy Audita  
NIM : 5404201331  
Program Studi : Administrasi Bisnis Internasional  
Politeknik Bengkalis

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

Keterangan :

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

Catatan :

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.....  
.....

Bengkalis, 01 November 2024



Adriansyah, A.Md  
NIP. 198401155200903

Kasubag Penyusunan Program, Umum dan Kepegawaian

