

**APPRENTICESHIP REPORT**

**BKKBN KAB. BENGKALIS**

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**APPLIED BACHELOR OF INTERNASIONAL BUSINESS**

**ADMINISTRATION STUDY PROGRAM**

**BUSINESS ADMINISTRATION DEPARTMENT**

**STATE POLYTECHNIC OF BENGKALIS**

**2024**

**APPROVAL SHEET**  
**BKKBN KAB. BENGKALIS**

Written as one of the conditions for completing Apprenticeship

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Bengkalis, December 15, 2024

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## ACKNOWLEDGEMENT

Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that he can complete practical work activities and have completed practical work reports that the authors do at BKKBN KAB. BENGKALIS on time, namely from February 01<sup>st</sup> 2024 until May 31<sup>th</sup>, 2024.

In compiling this apprenticeship report, the author realizes that without the guidance from various parties this apprenticeship report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Johny Custer ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada ST., MT as Vice Director I of State Polytechnic of Bengkalis.
3. Ms. Supriati, S.ST, M.Si as Head of the Department of Business Administration.
4. Ms. Wan Junita Raflah, B.Sc, M.Ec Dev as Head of the International Business Administration Study Program
5. Mr. Hutomo Atman Maulana the advisor of this apprenticeship report.
6. All lecturers of the International Business Administration Study Program.
7. Mr. Hadi Darma SH. I as the supervisor of apprenticeship at BKKBN KAB. BENGKALIS
8. All employee of BKKBN KAB. BENGKALIS that already give the author guidance and lot of experience while did the apprenticeship.
9. Friends in arms of State Polytechnic of Bengkalis, especially the international Business Administration Study Program, thank you for your support and cooperation when completing this apprenticeship report.

During the apprenticeship at BKKBN KAB. BENGKALIS many lessons and knowledge that the writer gained from employees in the office. Despite all

that, the author also realized there are still many mistakes in process of writing this report. Therefore, we are happy to accept any suggestions or input and criticism from readers. Hopefully this report is useful for all interested parties.

Bengkalis, December 15 2024



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# CHAPTER I

## INTRODUCTION

### **1.1 Background of Job Training Company**

In vocational training programs, students are required to realize professional experience in the field of entrepreneurship or institutions that depend on their program. In addition, for graduates of Bengkalis State Polytechnic, students can use the experience to get better courses in the world of work. To enter the world of work, it is the essence of having a good education.

State Polytechnic of Bengkalis is a state university in Bengkalis, Riau, Indonesia with a special graduation program, Diploma IV in International Business Administration. State Polytechnic of Bengkalis has many visions and missions to advance and produce quality students who are intelligent, skeptical, honest, and have good ethics. Therefore, Internship has become part of the Diploma IV International Business Administration Study Program since its establishment until now, in order to improve the quality of graduates' abilities and skills, because in the future competition in the world of work will be increasingly tight.

Bengkalis State Polytechnic implements a work practice program that must be followed by all final semester students. Internship or better known as "Work Practice" or abbreviated as internship is a series of activities that include understanding scientific theories/concepts applied in work according to their field of study. Internships can improve students' knowledge and skills and can solve scientific problems according to the theories obtained in college. Internships are carried out so that students can understand and apply their fields of study well. In addition, so that students can find out the profession and work atmosphere that suits their study program.

Internship is a direct learning method in the world of work. The purpose of internship is to improve students' abilities according to their fields so that they can be applied directly in various tasks in government and private organizations to help students apply the knowledge they have learned to the world of work. When

students do work practice, students can broaden their horizons, knowledge, and abilities. Work practice can also help solve scientific problems by using the theories learned in class. Every student of State Polytechnic of Bengkalis is required to take part in this work practice every year.

During the implementation of the internship, the author was placed in the service section. The implementation of this internship was calculated from September to November, 2024. The implementation of this internship is expected to increase the author's insight into various good and correct implementations of tasks and to be able to face the real world of work with the experience gained.

## **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 obtain job description by Population and Family Planning Agency (BKKBN) Kab. Bengkalis.
2. To find out the hardware and software needed during work at Population and Family Planning Agency (BKKBN) Kab. Bengkalis.
3. To find out the system and procedure at Population and Family Planning Agency (BKKBN) Kab. Bengkalis.
4. To find out the kind and description of the activity at (BKKBN) Kab. Bengkalis.
5. To find out the obstacles and solutions faced during the implementation of internship at Population and Family Planning Agency (BKKBN) Kab. Bengkalis.

## **1.3 Benefits of Apprenticeship**

There are several benefits that can be taken from the implementation of this internship for students.

1. Get the opportunity to apply the knowledge/concepts gained during lectures into the real world of work.

2. Can train skills, creativity, and innovation in completing the work given in the company.
3. Students can train a sense of responsibility and discipline in the world of work.
4. Gain new experiences and new knowledge in the world of work.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile

##### 2.1.1 Company History

Family planning organizations began with the establishment of the Family Planning Association on December 23, 1957 at the Indonesian Doctors Association building. The name of the association itself developed into the Indonesian Family Planning Association (PKBI) or the Indonesian Planned Parenthood Federation (IPPF). PKBI fought for the realization of prosperous families through 3 types of service efforts, namely regulating pregnancy or spacing pregnancies, treating infertility and providing marriage advice.

In 1967, PKBI was recognized as a legal entity by the Ministry of Justice. The birth of the New Order at that time led to the rapid development of information and family planning services throughout the country. With the birth of the New Order in March 1966, population issues became the focus of the government's attention, which reviewed them from various perspectives. The political changes in the form of the birth of the New Order influenced the development of family planning in Indonesia. After the Contraception Symposium in Bandung in January 1967 and the 1st PKBI National Congress in Jakarta on February 25, 1967.

On August 16, 1967 in front of the DPRGR Session, President Soeharto in his speech said "Therefore we must pay serious attention to birth control efforts, with the concept of family planning that can be justified by religious morals and Pancasila morals". As a follow-up to the President's Speech, the Minister of Health formed an Ad Hoc Committee tasked with studying the possibility of making the KB program a National Program. Furthermore, on September 7, 1968 the President issued Presidential Instruction No. 26 of 1968 to the Minister of People's Welfare. Based on the Presidential Instruction, the Minister of Health on October 11, 1968 issued Decree No. 35/KPTS/Kesra/X/1968 concerning the

Formation of a Team that would prepare for the Establishment of the Family Planning Institute. After going through meetings between the Minister of Health and several other ministers and community leaders involved in KB efforts, on October 17, 1968 the National Family Planning Institute (LKBN) was formed with Decree No. 36/KPTS/Kesra/X/1968. This institution has the status of a semi-governmental institution.



**Figure 2.1 BKKBN Logo**  
*Source: Google*

The position of BKKBN in Presidential Decree No. 38 of 1978 is as a non-departmental government institution that is under and responsible to the President. Its main task is to prepare general policies and coordinate the implementation of national family planning programs and supporting population programs, both at the central and regional levels, and to coordinate the implementation in the field. During this period, the guidance and approach of the program, which was originally oriented towards health, began to be combined with other development sectors, known as the Integrative Approach (Beyond Family Planning). In this regard, in 1973-1975, Population Education was pioneered as a pilot project.

In line with the era of decentralization, the existence of national family planning programs and institutions in the regions experienced critical times. In accordance with Presidential Decree Number 103 of 2001, which was later amended to Presidential Decree Number 09 of 2004 concerning the Position,

Duties, Functions, Authorities, Organizational Structure and Work Procedures of Non-Departmental Government Institutions, it states that some matters in the field of family planning are handed over to district and city governments no later than December 2003. This is in line with the essence of Law Number 22 of 1999 (which has been amended to Law Number 32 of 2004). Thus, 2004 was the first year of National Family Planning in the era of decentralization.

Law Number 52 of 2009 concerning Population Development and Family Development, which was ratified on October 29, 2009, has implications for changes in the institutions, vision, and mission of BKKBN. The law mandates changes to the BKKBN institution, which was originally the National Family Planning Coordinating Agency, to the National Population and Family Planning Agency.

BKKBN has the task of carrying out government duties in the field of population control and family planning. In carrying out its duties, BKKBN carries out the following functions:

1. Formulating national policies in the field of population control and family planning.
2. Determining norms, standards, procedures, and criteria in the field of population control and family planning.
3. Implementing advocacy and coordination in the field of population control and family planning.
4. Organizing communication, information, and education in the field of population control and family planning.
5. Organizing monitoring and evaluation in the field of population control and family planning.
6. Guidance, guidance, and facilitation in the field of population control and family planning.
7. Organizing training, research, and development in the field of population control and family planning.
8. Guidance and coordination of the implementation of general administrative tasks within the BKKBN.

9. Management of state property/assets that are the responsibility of BKKBN.
10. Supervision of the implementation of tasks within the BKKBN, and Submission of reports, suggestions, and considerations in the field of population control and family planning.

## **2.2 Vision and Mission of BKKBN**

In carrying out its business operational activities, BKKBN has a vision and mission, namely:

### **2.2.1 Vision of BKKBN**

“Realizing Balanced Population Growth and Quality Families”.

### **2.2.2 Mission of BKKBN**

The mission is an elaboration and manifestation of the vision that has been formulated by mission of BKKBN is:

1. Realizing the strategic control of population quantity
2. Community Empowerment in Building a quality small family.
3. Increasing Family Resilience.
4. Realizing a good management and governance system.

## **2.3 Kind of Business**

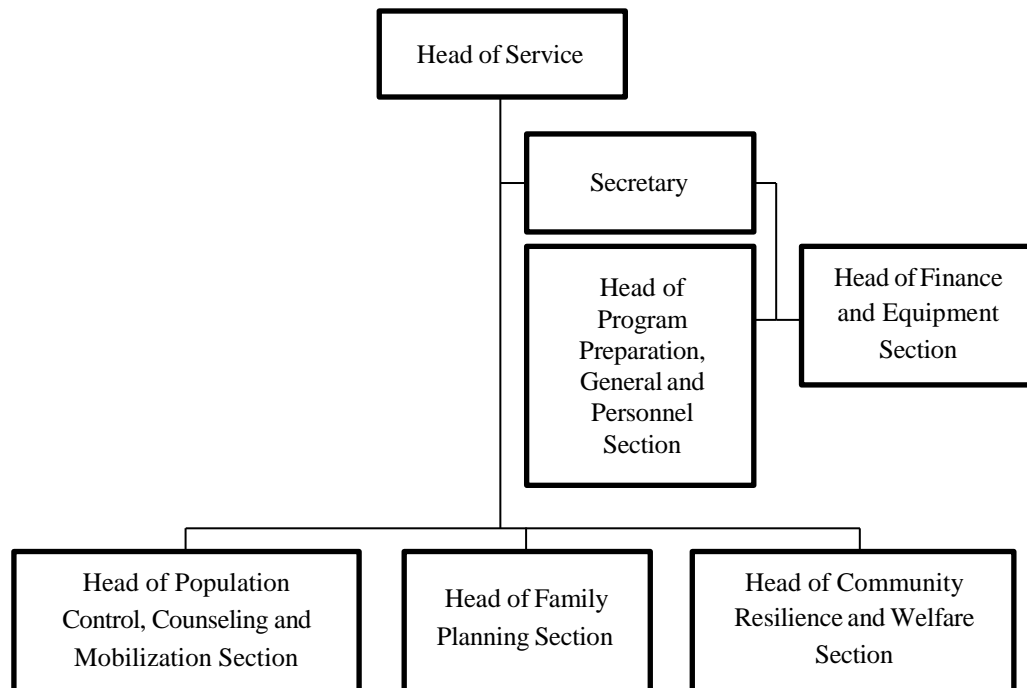
1. Economic business training activities.
2. Development of family economic empowerment through business type strategies in order to support stunting prevention.
3. Micro, small and medium enterprises.
4. Acceptor family income improvement business group (UPPKA).
5. Prosperous family income improvement business (UPPKS).

## **2.4 Organizational Structure of BKKBN**

Organizational structure is a structure and relationship between parts in a company. With the existence of an organizational structure, employees can clearly know their duties, authorities and responsibilities so that effective and efficient



cooperation can be established to achieve company goals. The organizational structure of Family planning organizations began with the establishment of the Family Planning Association (NKKBN) is as follows:



**Figure 2.2 Structure Organization**  
*Source: BKKBN Kab. Bengkalis*

From the structure above, the author presents a general description of the composition, division and implementation of tasks, authority and responsibility of each section. The general description of the composition, division and implementation of tasks of each section of the organization is as follows:

1. Head of Service

The Head of the Service has the task of assisting the Regent, carrying out regional affairs and assistance tasks in the field of population control and family planning. has the following tasks:

- a. Formulating regional policies in the field of population control, counseling and mobilization, family planning, and family welfare;
- b. Implementing regional policies in the field of population control, counseling and mobilization, family planning and family welfare;

- c. Implementing coordination of infrastructure provision and support in the field of population control, counseling and mobilization, family planning and family welfare;
- d. Improving the quality of human resources in the field of population control, counseling and mobilization, family planning and family welfare;
- e. Monitoring, supervision, evaluation and reporting on the implementation in the field of population control, counseling and mobilization, family planning and family welfare;
- f. Implementing the administration of the population control and family planning service; and
- g. Implementing other functions assigned by the regent.

2. Secretary

The Secretary of the BKKBN Office of Bengkalis Regency is tasked with coordinating the implementation of general administrative, financial, and personnel duties to support the smooth running of the main tasks and functions of the office.

- a. Prepare the annual work plan and budget of the office secretariat.
- b. Coordinate the preparation of strategic planning documents (Renstra) and annual work plans (Renja) of the office.
- c. Manage correspondence, archiving, and documentation of office activities.
- d. Provide administrative services for the head of the office and work units below it.
- e. Manage personnel administration, including promotions, leave, transfers, and employee retirement.
- f. Coordinate inter-field relations within the office to ensure that the implementation of tasks runs synergistically.
- g. Inventory and manage office assets, including buildings, vehicles, and office equipment.

3. Head of Program Preparation, General and Personnel Section

The Head of Program Preparation, General, and Personnel Section is tasked with planning, coordinating, implementing, and controlling program preparation activities, general administration, and personnel management to support the implementation of agency tasks efficiently and effectively.

- a. Planning and compiling annual work programs based on Managing personnel administration, including employee needs planning, competency development, and employee data management.
- b. Handling the process of mutation, promotion, retirement, promotion, and employee discipline.
- c. Supervising the implementation of personnel regulations in accordance with applicable provisions.
- d. Supervising the implementation of section staff duties.
- e. Compiling periodic reports on the implementation of tasks in the section to superiors.

4. Head of Finance and Equipment Section

The Head of Finance and Equipment Section is tasked with managing finances, budgets, and office equipment assets to support the smooth implementation of the duties and functions of the Bengkalis Regency BKKBN effectively and efficiently.

- a. Prepare a budget requirement plan based on office programs and activities.
- b. Implement budget management in accordance with government financial regulations.
- c. Monitor and evaluate budget realization and create financial accountability reports.
- d. Prepare periodic financial reports in accordance with government accounting standards.
- e. Ensure the implementation of internal and external audits related to office finances.

- f. Inventory, maintain, and manage fixed and movable assets owned by the office, including buildings, vehicles, and work equipment.
  - g. Supervise the procurement, distribution, and use of office equipment and ensure its operational feasibility.
  - h. Prepare periodic asset inventory reports in accordance with the provisions.
5. Head of Population Control, Counseling and Mobilization Section
- The Head of Population Control, Counseling, and Mobilization Section is tasked with planning, coordinating, implementing, and evaluating activities related to population control as well as counseling and community mobilization in order to support the Population, Family Planning, and Family Development program.
- a. Carrying out analysis, planning, and implementation of population growth rate control activities.
  - b. Managing data and information related to population dynamics as a basis for policy formulation.
  - c. Monitoring and evaluating the implementation of population control programs in the work area.
  - d. Planning and compiling materials and strategies for KKBPK program counseling.
  - e. Organizing counseling activities to improve community knowledge, attitudes, and behavior related to population control and family planning.
  - f. Providing technical guidance and supervision to field counselors and cadres.
6. Head of Family Planning Section
- The Head of the Family Planning Section is tasked with planning, coordinating, implementing, integrating, and launching Family Planning (KB) program activities to support the achievement of the Population, Family Planning, and Family Development (KKBPK) program targets.

- a. Prepare annual work plans and budgets for KB program activities in accordance with applicable policies.
- b. Convey strategies for implementing KB programs to increase service coverage and community participation.
- c. Manage and supervise the implementation of KB programs, both in health facilities and in the community.
- d. Explain cooperation with health facilities, community organizations, and related institutions in implementing KB programs.
- e. Conduct counseling and socialization of KB programs to the community to increase awareness and participation.
- f. Purchase of KB services meets quality standards and is in accordance with applicable regulations.
- g. Supervise compliance with medical protocols and KB service procedures in the field.

7. Head of Community Resilience and Welfare Section

The Head of the Community Resilience and Welfare Section is tasked with planning, implementing, coordinating, and evaluating activities that support strengthening family resilience and improving community welfare.

- a. Planning programs that aim to improve family resilience in economic, social, cultural, and environmental aspects.
- b. Preparing strategic activities that support community welfare in accordance with government policies.
- c. Implementing community empowerment programs through education, training, and productive economic access activities.
- d. Preparing and implementing strategies for developing family development groups (such as BKB, BKR, and BKL).
- e. Preparing and implementing counseling and campaigns to increase public awareness of the importance of family resilience and welfare.
- f. Monitoring the implementation of community resilience and welfare programs in the work area.

- g. Preparing reports on the results of program implementation to be evaluated and reported to superiors.

## **2.5 The Work Process**

Here is the work process at National Population and Family Planning Agency (BKKBN):

1. Program and Activity Planning
  - a. Inputting data and information related to population, family planning, and family development (KKBPK).
  - b. National, provincial, and district strategic policies related to the KKBPK program.
  - c. Holding coordination meetings to identify program needs and priorities.
  - d. Preparing the annual Strategic Plan (Renstra) and Work Plan (Renja).
  - e. Preparing the program budget (RKAKL) and determining it in the APBD/APBN document.
2. Program Implementation
  - a. Approved program plans and budgets.
  - b. Available human resources, funds, and logistics.
  - c. Implementing family planning service activities (provision of contraceptive devices and drugs, education, and counseling).
  - d. Organizing population control activities, counseling, and community mobilization.
  - e. Developing family resilience programs (BKB, BKR, BKL) and community empowerment.
  - f. Coordinating and supervising work partners and field workers (PLKB).
  - g. Direct services to the community and implementation of the KKBPK program in the field.
3. Monitoring and Evaluation
  - a. Program implementation reports from various fields and sub-districts.

- b. Data on service results and implementation of field activities.
  - c. Conducting field visits to monitor activity implementation.
  - d. Conducting evaluation meetings to review program implementation achievements and constraints.
  - e. Analyzing data to measure program effectiveness and efficiency.
4. Reporting
- a. Results of monitoring, evaluation, and activity achievements.
  - b. Statistical data and indicators of KKBPK program success.
  - c. Preparing monthly, quarterly, and annual performance reports.
  - d. Reporting program implementation results to local, provincial, and central governments.
  - e. Submitting reports to the public through stakeholder forums.
  - f. Publishing program results to the public.
5. Coordination and Guidance
- a. Coordinating with work partners, related agencies, and the community.
  - b. Providing technical guidance and training to field personnel and cadres.
  - c. Building partnerships with community organizations and private institutions.
  - d. Realizing synergy between stakeholders in implementing the KKBPK program.
6. Resource Management
- a. Human resources, funds, contraceptive devices and drugs (Alokon), and logistics.
  - b. Manage budget and finances according to applicable procedures.
  - c. Ensure availability and distribution of Alokon for family planning services.
  - d. Maintain assets and office facilities to support operations.
  - e. Optimally managed resources to support program implementation.

## **2.6 Documents Used for Activities**

In the implementation of practical work there are several documents needed to complete the work given. These documents are as follows:

The following is a list of documents required by the operator of the Bengkalis Regency BKKBN Service to input data, especially in the implementation of the Population, Family Planning, and Family Development (KKBPK) program:

1. Population Data Documents
  - a. Family Card (KK)
  - b. Population Identification Number (NIK)
  - c. Name of Head of Family and complete family members Address and other demographic information (RT/RW, hamlet/village).
  - d. Data on births, deaths, migration, and arrivals of residents.
  - e. Population data from Disdukcapil.
  
2. Family Planning Program Documents
  - a. FP participant identity number (NIK/Name/KK).
  - b. Type of contraception used (IUD, implant, pill, injection, condom, etc.).
  - c. History of use of contraceptive devices and drugs (Alokon).
  - d. FP service recording form from health facilities. Recapitulation of the results of FP services in the field.
  
3. Family Resilience Program Documents
  - a. List of members of the BKB (Toddler Family Development), BKR (Teenager Family Development), and BKL (Elderly Family Development) groups.
  - b. Recapitulation of the results of family development group activities.
  - c. Data on families receiving intervention (training, counseling, assistance).
  - d. Forms for supporting family resilience activities.



4. Monitoring and Evaluation Documents
  - a. Monthly/quarterly reports from family planning counselors or field workers.
  - b. Monitoring activity forms at the sub-district/village level.
  - c. Recapitulation of the achievement of KKBPK program targets.
  - d. Results of surveys or assessments of program success in the work area.
5. Data Management and Information System Documents
  - a. Indonesian Family Database (BDKI).
  - b. Data for the Family Information System (SIGA).
  - c. Data for applications or other electronic systems (if any).
  - d. Information system usage guidebook (SIGA or related applications).
  - e. Assignment letter or official letter regarding data access authority.

#### 2.6.1 Devices Used During Internship BKKBN Kab. Bengkalis

To support the smooth running of the tasks and work given, there are several things that must be considered and prepared so that the work results are as expected. The devices used are divided into 2 (two) types, namely hardware and software. The following is the software and hardware used during the implementation of Practical Work (KP) at the Office of Bank Rakyat Indonesia as follows:

##### 1. Software

The software used during the Internship at BKKBN Kab. Bengkalis namely:

##### a. Website SIGA

Family Information System (SIGA) is a digital platform developed by the National Population and Family Planning Agency (BKKBN) to support the management of data and information related to the Population, Family Planning, and Family Development (KKBPK) program. SIGA functions as a center for collecting, managing, and reporting family data covering various aspects such as socio-economic

conditions, population status, family planning services, and family resilience. With this system, data from the village to district levels can be accessed in real-time, facilitating program monitoring and supporting data-based decision making.



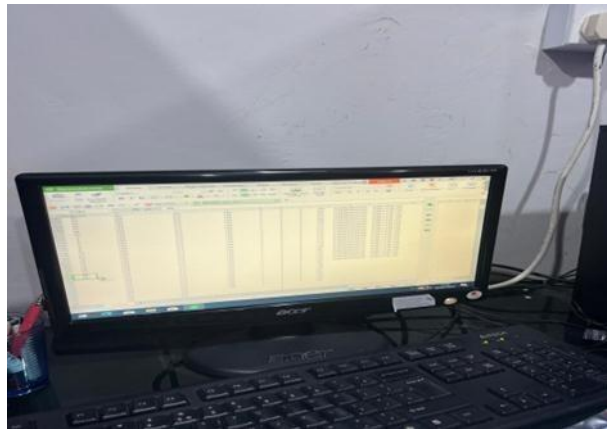
**Figure 2.3 Website SIGA**  
*Source: BKKBN Kab. Bengkalis*

The SIGA application is designed to improve the efficiency of recording and reporting the KKBPK program by field officers (PLKB), cadres, and operators. In addition, this platform helps ensure the accuracy and integration of family data, such as data collection of family planning participants and distribution of contraceptives. The information available in SIGA is also used to plan family resilience program interventions and support evaluation of program success in various regions. With modern and easy-to-use features, SIGA is a digital solution in accelerating the implementation of family planning and community welfare programs.

b. Microsoft Excell

Microsoft Excel plays an important role for BKKBN Bengkalis Regency operators in managing and analyzing population data, family planning, and family development. With its ability to store and process large amounts of data, Excel is used to record information related to

population numbers, KB participant data, types of contraceptives used, and family conditions in each region. Features such as tables and filters allow operators to structure data based on region, family status, or programs being run. This simplifies the process of grouping and archiving data for routine reporting and evaluation needs.



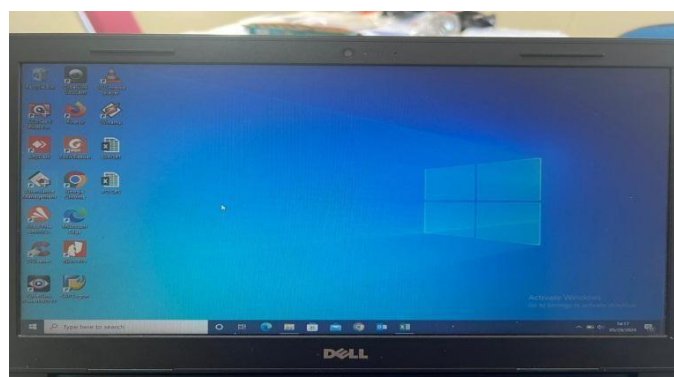
**Figure 2.4 Microsoft Excel**  
*Source: BKKBN Kab. Bengkalis*

## 2. Hardware

The hardware used when doing internship at BKKBN Kab. Bengkalis is as follows:

### a. Computer

Computers at BKKBN are electronic devices used to support various banking operations, including customer data management, transaction processing, financial analysis, and inter-departmental communication. These computers are designed to ensure security, reliability, and efficiency in the management of banking information and services.



**Figure 2.5 Computer**  
*Source: BKKBN Kab. Bengkalis*

b. Mouse

A computer mouse is an input device used to control the cursor on a computer screen. computer mouse serves as an important tool to facilitate the interaction of bank officers with the computer system. By using a mouse, officers can navigate, select, and execute commands on banking applications more quickly and efficiently.



**Figure 2.6 Mouse**

*Source: BKKBN Kab. Bengkalis*

2.6.2 Office Equipment Used at BKKBN Kab. Bengkalis

The equipment that is often used during the Internship at BKKBN Kab. Bengkalis is as follows:

1. Printer

A printer is an external computer device that can display computer data in printed form. The data can be in the form of text or images printed on paper, cloth, etc. The hardware image can be seen in the following image.



**Figure 2.7 Printer**

*Source: BKKBN Kab. Bengkalis*

2. Pen

A pen is one of the writing tools that must be used for writing, drawing. A pen is also one of the equipment that must be used to fill in data. The documentation of office equipment can be seen in the following picture.



**Figure 2.8 Pen**

*Source: BKKBN Kab. Bengkalis*

3. Stapler

A stapler is a tool used to join paper. For office supplies, a standard stapler is usually used which is capable of joining 10-30 sheets of paper. In its application, a stapler is used to join receipts and join documents.



**Figure 2.9 Stapler**

*Source: BKKBN Kab. Bengkalis*

4. HVS Paper (High Quality Paper)

HVS Paper (High Quality Paper) is a type of white paper that is often used to print documents.



**Figure 2.14 HVS Paper**

*Source: Google*

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Specification During Internship at BKKBN Kab. Bengkalis**

In this chapter there are several descriptions of activities or tasks during the implementation of the Internship. The Internship was carried out for 2 (two) months, starting from September 2 to October 30, 2024 at BKKBN Kab. Bengkalis. During the implementation of the Internship, many opportunities were given to do work that was the task of the staff, as well as a lot of new knowledge and experience that could be taken in the world of work, especially in the field of Administration. To be clearer and easier in reporting the activities that have been carried out, there are several descriptions of weekly activities, so that each job that is done can be reported clearly and in detail. The tasks that have been carried out 8 (eight) weeks at BKKBN Kab. Bengkalis are as follows:

1. Inputting data into the SIGA website
2. Family planning program counseling

#### **3.2 Systems and Procedures**

##### **3.2.1 System**

The work system of the Bengkalis Regency BKKBN aims to ensure that the implementation of the Population, Family Planning, and Family Development (KKBPK) program runs effectively and efficiently. The work process begins with program planning, where population and family data are collected and analyzed as a basis for policy formulation. At this stage, various parties such as field officers, village governments, and work partners are involved to ensure that the program designed is in accordance with the needs of the local community. The results of this stage are in the form of an annual work plan that serves as a reference for program implementation throughout the district.

After planning, program implementation is carried out through various activities, such as family planning services, population control, and family empowerment. Field officers (PLKB) work directly in the village to provide

counseling, distribute contraceptives, and provide assistance to family development groups such as BKB, BKR, and BKL. This implementation also involves collaboration with health facilities such as health centers, village midwives, and other partners to ensure equitable access to family planning services for the community.

The next stage is monitoring and evaluation, which aims to ensure that the program runs according to plan and achieves the targets that have been set. BKKBN officer conduct field visits to monitor activities, record achievements, and identify obstacles faced. Data collected at this stage is analyzed to produce a performance report that will be used as material for evaluation and improvement of the program in the future.

In addition to technical implementation, BKKBN Bengkalis Regency also coordinates with stakeholders to strengthen program synergy and effectiveness. Regency, sub-district, and village governments, together with community organizations, religious leaders, and other partners, are invited to play an active role in supporting the success of the KKBPK program. Coordination forums, training, and socialization are routinely held to ensure that each party understands their respective roles and works together towards the same goal.

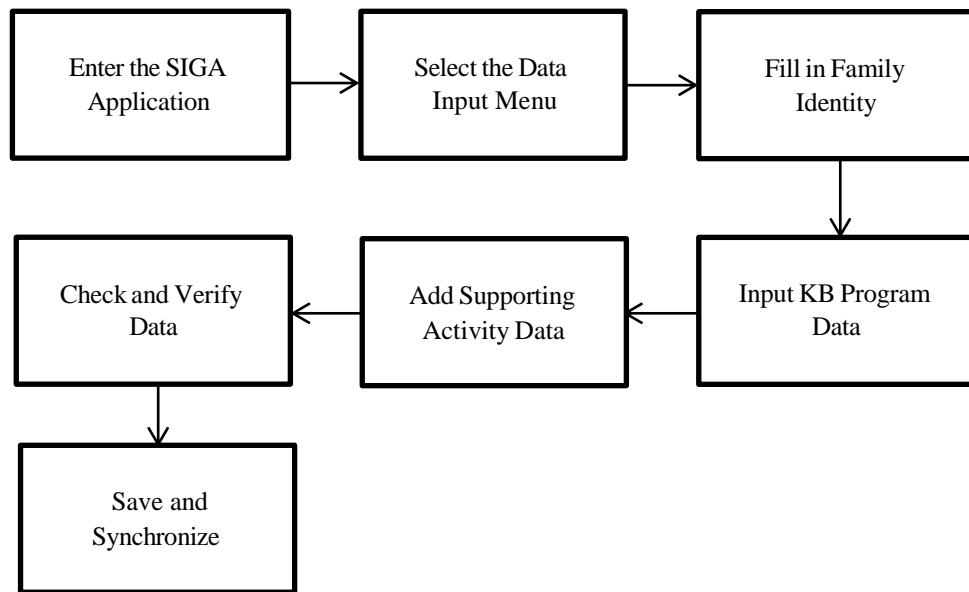
### 3.2.2 Procedures

BKKBN Office of Bengkalis Regency carrying out its activities requires a procedure so that everything that is done or carried out is uniform or in accordance with the standards set by the company. A procedure is a sequence of work involving several people in one or more sections, which is arranged to ensure equal treatment of transactions that occur frequently. A description of the procedures carried out when carrying out internship at BKKBN Kab. Bengkalis is as follows:

1. Inputting data into the SIGA website

By following these steps, This platform helps ensure the accuracy and integration of family data, such as family planning participant data collection and contraceptive distribution. The information available in

SIGA is also used to plan family program resilience interventions and support evaluation of program success in various regions. The following are the steps in the inputting data into the SIGA procedure:



**Figure 3.1 Sorting Money Procedure**  
*Source: BKKBN Kab. Bengkalis*

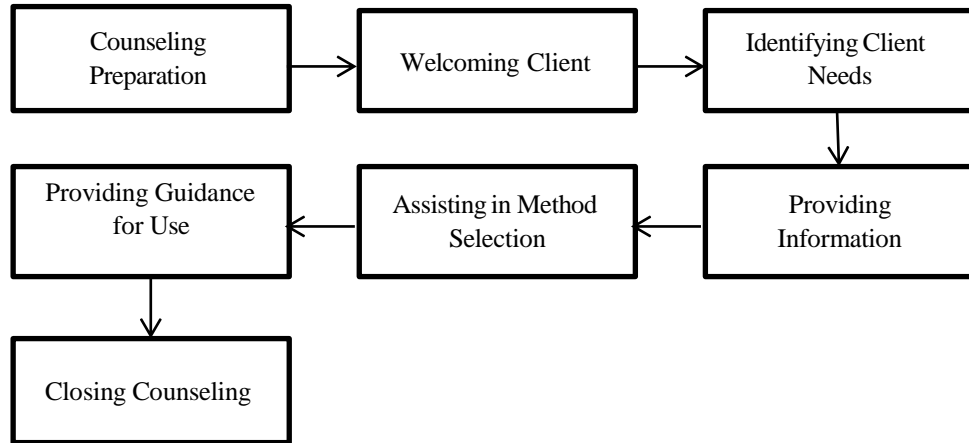
2. Family planning program counseling

By following these steps, family planning program counseling is a communication process between counselors, such as health workers or personnel, and individuals or couples to provide information, education, and guidance on how to manage pregnancy in a healthy and planned manner. This counseling aims to help couples understand the various contraceptive methods available, choose the method that best suits their health conditions, needs, and preferences, and ensure correct and effective use.

Through counseling, couples are also given an understanding of the benefits of family planning programs, such as improving the quality of maternal and child health, and supporting overall family welfare. Counseling is carried out personally, empathetically, and based on the needs of each individual or family, so that couples feel comfortable asking questions and discussing their reproductive plans. This is an important



component in supporting the success of family planning programs in the community.



**Figure 3. Family planning program counseling procedure**  
*Source: BKKBN Kab. Bengkalis*

### 3.3 Place of the Apprenticeship

Place of implementation of Apprenticeship at BKKBN Kab. Bengkalis was carried out for 8 (Eight) weeks. Starting from September 2, to October 30 2024. The work schedule at BKKBN Kab. Bengkalis, is as follows:

**Table 3.1 Office Hours Schedule BKKBN Kab. Bengkalis**

No	Day	Working Hours	Rest
1	Monday-Friday	08.00 s/d 17.00 WIB	12.00 s/d 13.00 WIB
2	Saturday	-	-
3	Sunday	-	-

*Source: BKKBN Kab. Bengkalis 2024*

A description of the work that was carried out during the internship which began on September 2 to October 30 2024 at BKKBN Kab. Bengkalis. The details of the activities can be seen in the following table:

**Table 3.2 First Week Work Agenda Report, 2 – 6 September 2024**

No	Day/Date	Activity	Place
1	Monday 2 September 2024	1. Inputting data into the SIGA website	Office
2	Tuesday 3 September 2024	1. Inputting data into the SIGA website	Office
3	Wednesday 4 September 2024	1. Inputting data into the SIGA website	Office
4	Thursday 5 September 2024	1. Inputting data into the	Office

		SIGA website	
5	Friday 6 September 2024	1. Inputting data into the SIGA website	Office

Source: Processed Data 2024

Report on the agenda of activities or work that has been carried out at BKKBN Kab. Bengkalis in the second week can be seen in full in the following table 3.4:

**Table 3.4 Second Week Work Agenda Report, 16 - 20 September 2024**

No	Day/Date	Activity	Place
1	Monday 16 September 2024	1. Inputting data into the SIGA website	Office
2	Tuesday 17 September 2024	1. Inputting data into the SIGA website	Office
3	Wednesday 18 September 2024	1. Inputting data into the SIGA website	Office
4	Thursday 19 September 2024	1. Inputting data into the SIGA website	Office
5	Friday 20 September 2024	1. Inputting data into the SIGA website	Office

Source: Processed Data 2024

Report on the agenda of activities or work that has been carried out at BKKBN Kab. Bengkalis in the third week can be seen in full in the following table 3.5:

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

No	Day/Date	Activity	Place
1	Monday 23 September 2024	1. Inputting data into the SIGA website	Office
2	Tuesday 24 September 2024	1. Inputting data into the SIGA website	Office
3	Wednesday 25 September 2024	1. Family planning program counseling	Village Office Jangkang
4	Thursday 26 September 2024	1. Inputting data into the SIGA website	Office
5	Friday 27 September 2024	1. Inputting data into the SIGA website	Office

Source: Processed Data 2024

Report on the agenda of activities or work that has been carried out at BKKBN Kab. Bengkalis in the fourth week can be seen in full in the following table 3.6:

**Table 3.6 Fourth Week Work Agenda Report, 30 September – 4 October 2024**

No	Day/Date	Activity	Place
1	Monday 30 September 2024	1. Inputting data into the SIGA website	Office
2	Tuesday 1 October 2024	1. Inputting data into the	Office

		SIGA website	
3	Wednesday 2 October 2024	1. Inputting data into the SIGA website	Office
4	Thursday 3 October 2024	1. Inputting data into the SIGA website	Office
5	Friday 4 October 2024	1. Inputting data into the SIGA website	Office

Source: Processed Data 2024

Report on the agenda of activities or work that has been carried out at BKKBN Kab. Bengkalis in the fifth week can be seen in full in the following table 3.7:

**Table 3.7 Fifth Week Work Agenda Report, 7 – 11 October 2024**

No	Day/Date	Activity	Place
1	Monday 7 October 2024	1. Inputting data into the SIGA website	Office
2	Tuesday 8 October 2024	1. Inputting data into the SIGA website	Office
3	Wednesday 9 October 2024	1. Family planning program counseling	Village Office Bantan Tengah
4	Thursday 10 October 2024	1. Inputting data into the SIGA website	Office
5	Friday 11 September 2024	1. Inputting data into the SIGA website	Office

Source: Processed Data 2024

Report on the agenda of activities or work that has been carried out at BKKBN Kab. Bengkalis in the sixth week can be seen in full in the following table 3.8:

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

No	Day/Date	Activity	Place
1	Monday 14 October 2024	1. Inputting data into the SIGA website	Office
2	Tuesday 15 October 2024	1. Inputting data into the SIGA website	Office
3	Wednesday 16 October 2024	1. Inputting data into the SIGA website	Office
4	Thursday 17 October 2024	1. Inputting data into the SIGA website	Office
5	Friday 18 October 2024	1. Inputting data into the SIGA website	Office

Source: Processed Data 2024

Report on the agenda of activities or work that has been carried out at the BKKBN Kab. Bengkalis in the seventh week can be seen in full in the following table 3.8:

**Table 3.8 Work Agenda Report for the Seventh Week, 21 – 25 October 2024**

No	Day/Date	Activity	Place
1	Monday 21 October 2024	1. Inputting data into the SIGA website	Office
2	Tuesday 22 October 2024	1. Inputting data into the SIGA website	Office
3	Wednesday 23 October 2024	1. Family planning program counseling	Sub-district Office Bantan
4	Thursday 24 October 2024	1. Inputting data into the SIGA website	Office
5	Friday 25 October 2024	1. Inputting data into the SIGA website	Office

Source: Processed Data 2024

Report on the agenda of activities or work that has been carried out at the BKKBN Kab. Bengkalis in the seventh week can be seen in full in the following table 3.9:

**Table 3.9 Work Agenda Report for the Eighth Week, 28 – 31 October 2024**

No	Day/Date	Activity	Place
1	Monday 28 October 2024	1. Inputting data into the SIGA website	Office
2	Tuesday 29 October 2024	1. Inputting data into the SIGA website	Office
3	Wednesday 30 October 2024	1. Family planning program counseling	Village Office Bantan Air
4	Thursday 31 October 2024	1. Inputting data into the SIGA website	Office

Source: Processed Data 2024

### 3.4 Kind and Description of the Activity

Kind and Description of the Activity of the tasks carried out during the implementation of Internship at BKKBN Kab. Bengkalis, namely:

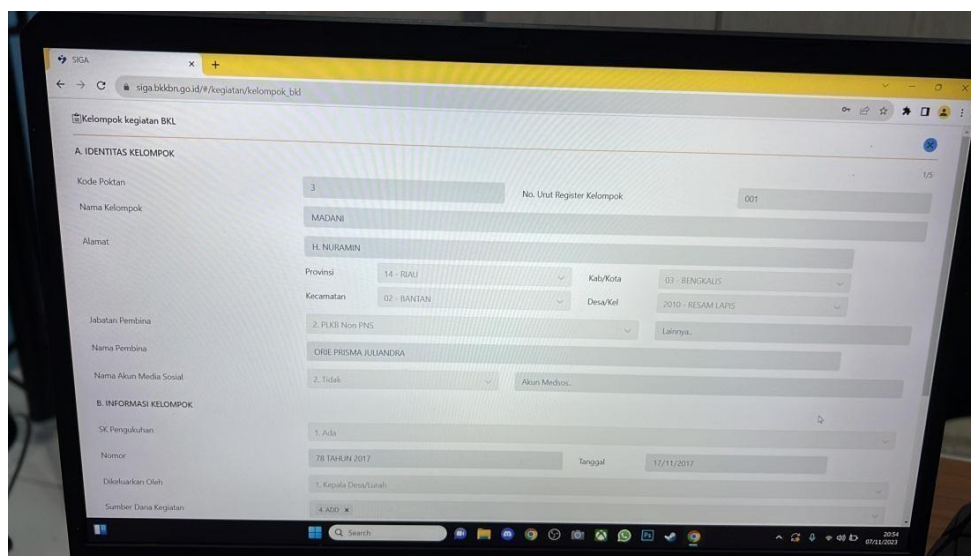
#### 1. Inputting data into the SIGA website

Is one of the important tasks for operators in the BKKBN environment, including at the district level such as Bengkalis. This process involves inputting information related to population data, family planning, and family development programs into a web-based platform. The data entered includes family identity, demographic data, family planning participant status, type of contraception used, and family development group activities

such as BKB, BKR, and BKL. Operators are responsible for ensuring the accuracy of the data entered to support more effective program planning and implementation.

This work requires high accuracy because the data entered will be used by various parties, from field officers to policy makers at the central level. Operators begin the process by collecting data from various sources, such as field officer reports (PLKB), service data at health facilities, or field data collection results. After that, the data is summarized and entered into the appropriate module in the SIGA application. During this process, operators use features such as tables and input forms that are designed to facilitate systematic information management.

In addition to inputting data, operators must also verify and synchronize so that the uploaded data is in accordance with real conditions in the field. Verification is carried out to avoid errors such as duplication or inconsistency of information. Synchronization is important to ensure that data entered into the SIGA site can be accessed by the entire system in real time. In this way, operators support the smooth reporting, monitoring, and evaluation of BKKBN programs based on data. This process is the foundation for more accurate and sustainable family development planning efforts.



The image shows a screenshot of a web browser displaying the SIGA application interface. The browser address bar shows the URL: [siga.bkkbn.go.id/#/kegiatan/kelompok\\_bkl](http://siga.bkkbn.go.id/#/kegiatan/kelompok_bkl). The page title is "Kelompok kegiatan BKL". The form is divided into two main sections: "A. IDENTITAS KELOMPOK" and "B. INFORMASI KELOMPOK".

**A. IDENTITAS KELOMPOK**

Kode Poktan	3	No. Urut Register Kelompok	001
Nama Kelompok	MADANI		
Alamat	HL. NURAMIN		
Provinsi	14 - RIAU	Kab/Kota	09 - BENGKALIS
Kecamatan	02 - BANTIAN	Desa/Kel	2010 - RESAM LAPIS
Jabatan Pembina	2. PUKU Non PNS	Lainnya...	
Nama Pembina	ORBI PRISMA JULIANDRA		
Nama Akun Media Sosial	2. Tidak	Akun Medsos...	

**B. INFORMASI KELOMPOK**

SK Pengukuhan	1. Ada		
Nomor	78 TAHUN 2017	Tanggal	17/11/2017
Dibuat/diarsipkan Oleh	1. Kepala Desa/Lurah		
Sumber Dana Kegiatan	4. ASU		

**Figure 3.5** Inputting data into the SIGA website

*Source: BKKBN Kab. Bengkalis*

## 2. Family planning program counseling

Family planning counseling is an activity that provides education and information to individuals, couples, or community groups about the importance of pregnancy planning and family management. The main objective of this counseling is to increase public awareness of the benefits of the family planning (KB) program in supporting family welfare, such as maternal and child health, economic stability, and a better quality of life. Counseling is carried out by field officers or BKKBN cadres through direct meetings, group discussions, or other communication media.

In counseling, the community is given complete information about the various contraceptive methods available, including how they work, their advantages, disadvantages, and side effects. Officers also explain the importance of choosing a contraceptive method that suits the health conditions and needs of the couple. In addition, counseling includes a discussion of the benefits of KB in delaying, planning, or limiting the number of pregnancies to create a healthy and prosperous family. The material is delivered interactively and adjusted to the needs of the audience, so that the community can understand and make decisions with confidence.



**Figure 3.6 Family planning program counseling.**

*Source: BKKBN Kab. Bengkalis*

### **3.5 Obstacles and Solutions Faced During Internship BKKBN Kab. Bengkalis**

#### **3.5.1 Obstacle Faced During Internship**

The obstacles faced during the internship in the operator at BKKBN Kab. Bengkalis are:

1. Interns often have limited understanding of the Population, Family Planning, and Family Development (KKBPK) program and the tasks that must be carried out. This can cause difficulties in carrying out work and slow down adaptation to the work environment.
2. The implementation of internships can be disrupted by limited facilities, such as computer access, internet network, or software needed to manage data. These technical obstacles can reduce the efficiency of interns' work, especially if they are involved in data input tasks using systems such as SIGA.
3. Not all interns receive adequate assistance from officers or mentors at the internship location. This can result in errors in carrying out tasks, lack of understanding of procedures, or lost opportunities to learn more deeply about the BKKBN program.

#### **3.5.2 Solutions**

Some of the obstacles faced during the internship can be overcome in the following ways:

1. To address the lack of initial understanding of the program and tasks, BKKBN can organize orientation sessions or special training for interns. The materials include an introduction to the KKBPK program, main tasks, and a guide to using systems such as SIGA
2. BKKBN can ensure that technical facilities such as computers, internet networks, and necessary software are available and functioning properly
3. To ensure that interns receive adequate supervision, BKKBN can appoint a special mentor or supervisor for students.

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

In the implementation of work practice activities internship at BKKBN Kab. Bengkalis, several conclusions can be drawn as follows:

1. Specifications of work carried out during work practice at BKKBN Kab. Bengkalis is Inputting data into the SIGA website, Family planning program counseling.
2. The hardware used at BKKBN Kab. Bengkalis is a computer, Mouse while the software, SIGA website, and Microsoft Excel.
3. The equipment and supplies used at BKKBN Kab. Bengkalis are printers, staplers, pens, HVS paper.
4. The documents produced during the internship at bkkbn kab. Bengkalis are population data documents, family card (kk), fp participant identity number (nik/name/kk), family resilience program documents
5. The obstacles faced during the internship at BKKBN Kab. Bengkalis were Interns often have limited understanding of the Population, Family Planning, and Family Development (KKBPK) program and the tasks that must be carried out, the implementation of internships can be disrupted by limited facilities, such as computer access, internet network, or software needed to manage data, not all interns receive adequate assistance from officers or mentors at the internship location.
6. The solution to the obstacles faced when carrying out the internship at BKKBN Kab. Bengkalis is to address the lack of initial understanding of the program and tasks, BKKBN can organize orientation sessions or special training for interns, BKKBN can ensure that technical facilities such as computers, internet networks, and necessary software are available and functioning properly, to ensure that interns receive adequate supervision, bkkbn can appoint a special mentor or supervisor for students



## **4.2 Suggestions**

After carrying out internship at BKKBN Kab. Bengkalis, the author provides several suggestions as follows:

1. BKKBN can develop a structured orientation program for student interns, including an introduction to the agency, main work programs, and tasks to be carried out. Thus, students can adapt more quickly to the work environment and understand their contribution in supporting BKKBN programs.
2. Increasing access to facilities such as computers, internet networks, and relevant software will help students work more effectively. In addition, providing work guides in the form of modules or digital documents can make it easier for them to carry out their duties.
3. BKKBN can appoint special supervisors for student interns to provide direction, evaluation, and motivation during the internship. Consistent mentoring will help students feel supported and encourage them to work optimally.
4. To make the internship experience more meaningful, students should be involved in relevant real projects or programs, such as field data collection or family planning counseling. This not only provides practical experience, but also increases students' contribution to BKKBN programs in Bengkalis Regency.

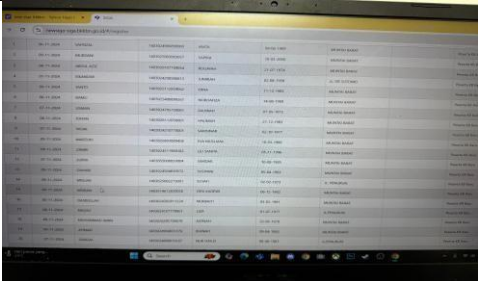
## APPENDICES

### Appendix 1 Daily Activities Apprenticeship

#### WEEKLY ACTIVITIES OF BKKBN KAB. BENGKALIS

Date: 2 – 6 September 2024

NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP. 198001222014071001	
Note by Mentor:			

Documentation	Explanation
	

#### WEEKLY ACTIVITIES OF BKKBN KAB. BENGKALIS

Date: 9 – 13 September 2024

NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP. 198001222014071001	
Note by Mentor:			

Documentation	Explanation
	

**WEEKLY ACTIVITIES OF  
BKKBN KAB. BENGKALIS**

Date: 16 – 20 September 2024

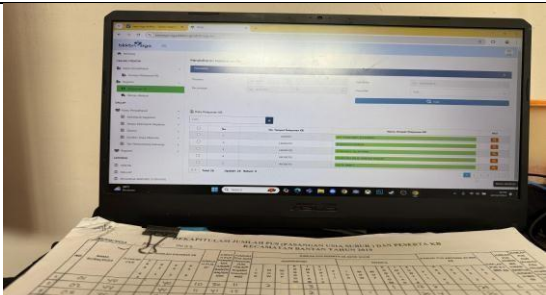
NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP. 198001222014071001	
2	Family planning program counseling		
Note by Mentor:			

Documentation	Explanation
	

**WEEKLY ACTIVITIES OF  
BKKBN KAB. BENGKALIS**

Date: 23 – 27 September 2024

NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP. 198001222014071001	
Note by Mentor:			

Documentation	Explanation
	

**WEEKLY ACTIVITIES OF  
BKKBN KAB. BENGKALIS**

Date: 30 September – 4 October 2024

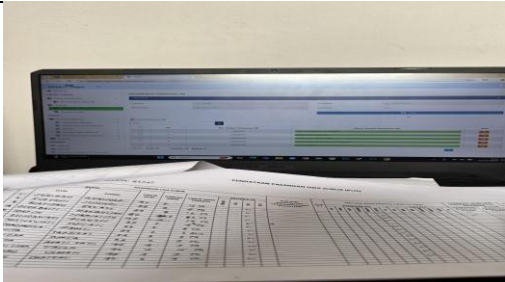
NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP. 198001222014071001	
2	Family planning program counseling		
Note by Mentor:			

Documentation	Explanation
	

**WEEKLY ACTIVITIES OF  
BKKBN KAB. BENGKALIS**

Date: 7 – 11 October 2024

NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP. 198001222014071001	
Note by Mentor:			

Documentation	Explanation
	

## WEEKLY ACTIVITIES OF BKKBN KAB. BENGKALIS

Date: 14 – 18 October 2024

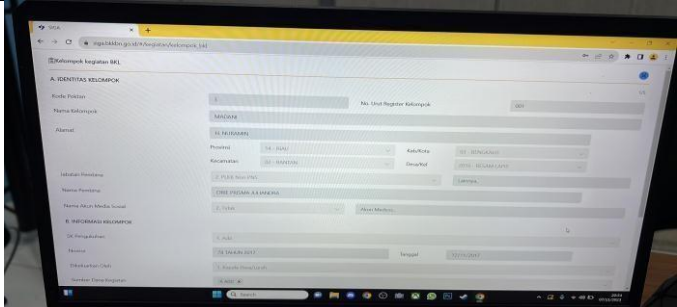
NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP. 198001222014071001	
2	Family planning program counseling		
Note by Mentor:			

Documentation	Explanation
	

## WEEKLY ACTIVITIES OF BKKBN KAB. BENGKALIS

Date: 21 – 25 October 2024

NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP. 198001222014071001	
Note by Mentor:			

Documentation	Explanation
	

**WEEKLY ACTIVITIES OF  
BKKBN KAB. BENGKALIS**

Date: 28 – 31 October 2024

NO	Description of Activities	Task Assignor	Signature
1	Inputting data into the SIGA website	Hadi Darma, SH.I NIP.198001222014071001	
2	Family planning program counseling		
Note by Mentor:			

Documentation	Explanation
