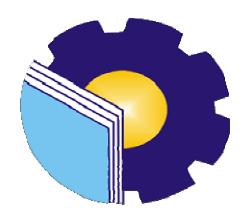
### **APPRENTICESHIPREPORT**

# COMMUNITY AND VILLAGE EMPOWERMENTOFFICE OF BENGKALIS REGENCY

**SURIYANI** 5404171119



APPLIED BACHELOR STUDY PROGRAM OF INTERNATIONAL BUSINESS ADMINISTRATION BUSINESS ADMINISTRATION DEPARTMENT STATE POLYTECHNIC OF BENGKALIS BENGKALIS-RIAU 2021

#### VALIDATION SHEET

#### APPRENTICESHIP REPORT COMMUNITY AND VILLAGE EMPOWERMENT OFFICE OFBENGKALIS REGENCY

Written as one of the conditions for completing Job Training

SURIYANI NIM: 5404171119

Bengkalis, August05th 2021

Head of Sub-Section for Program, General and Staffing

Community and Village Empowerment Office of Bengkalis Advisor Lecturer of International Business Administration Study Program

Afrizal, SE

AH KA

DANS / BITTERDAY IN

NIP. 197704162007011012

Teguh Widodo, S. Sos., M.SM., M. Rech

NIK. 0905062

Approved by,

Head of Study Program International

**Business Administration** 

Hutomo Atman Maulana, S.Pd., M.Si

NJP:198908312018031001

#### **PREFACE**

Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunities to the author so that he can complete internship activities and has completed the practical work report that the author did at the OfficeOf Community And Village Empowerment on time, from February 15 to with Juny 30, 2021.

The author would also like to thank all Office Of Community And Village Empowerment and Office Of Community And Village Empowerment employees who are kind, friendly and welcome the author to join and have the opportunity to become one of the family members of the Office Of Community And Village Empowerment. This report was created to meet the needs of the campus as one of the programs for final semester students majoring in Commerce Administration, D4 International Business Administration study program, which is used as an application of learning gained during lectures in their respective fields.

In compiling this practical work report, the author realize that without the guidance and guidance of various parties this practical work report could not be completed in a timely manner, therefore the authors would like to thank all those who have been involved and helped the author. Related parties include:

- 1. Mr. Johny Custer ST.,MT as the Director of State Polytechnic of Bengkalis who has given approval for the implementation of job training.
- 2. Mr. Armada., ST.,MT as Vice Director I of State Polytechnic of Bengkalis
- 3. Ms. Yunelly Asra SE.,MM as Head of the Department Commerce Administration.
- 4. Mr. Hutomo Atman Maulana, S.Pd.,M.Si as Head of study program International Business Administration.
- 5. Mr. Teguh widodo, S. Sos., M.SM., M. Rech of visor who has provided a lot of guidance and information, assistance and guidance.

- 6. Mr. Drs. Yuhelmi as the Head of the OfficeOf Community And Village Empowerment.
- 7. Mr. Syahrial, S.Sos, MMas the Secrteariatof the OfficeOf Community And Village Empowerment.
- 8. To Mr. Afrizal, SE Preparation, Program and Generalas and practical work supervisor who always provides guidance from the beginning to the end and always gives advice, direction and attention to the author.
- 9. Kind employees and employees of the OfficeOf Community And Village Empowerment, attention and understanding to the author during his internship at the company.
- 8. Parents and friends who always give encouragement and support to theauthor.

Thus this report the author makes earnestly, hopefully this practical workreport can provide benefits for all parties and the author also requires criticism and suggestions from readers so that in the future the preparation of this report can be more perfect and easily digested by the reader.

Bengkalis, July 2021

Suriyani

# TABLE OF CONTENTS

COVER	i
VALIDATI	ON FORMii
PREFACE.	iii
TABLE OF	CONTENTSv
LIST OFFI	GURESvii
LIST OF T	ABLESviii
LIST OF A	PPENDIXx
CHAPTER	I INTRODUCTION1
1.1.	Background of the Apprenticeship1
1.2.	Purpose of the Apprenticeship
1.3.	
CHAPTER	II GENERAL DESCRIPTION OF THE COMPANY5
2.1.	Company History5
2.2.	Vision and Mission6
	2.2.1 Vision
	2.2.2 Mission
2.3.	Kind of Business8
2.4.	Organization Structure
2.5.	The Working Process
2.6.	Document Used for Activity
CHAPTER	III SCOPE OF THE APPRENTICESHIP21
3.1.	Job Description
3.2.	System and Procedure of the Apprenticeship23
3.3.	Place of Apprenticeship

	3.2.1 Place of the Apprenticeship	27
	3.2.2. Time of the Apprenticeship	27
3.4.	Kind and Descriptionof the Activitiy	28
3.5.	Obstacle and Solution	37
	3.5.1. Obstacles of Apprenticeship	37
	3.5.2. Solutions	37
CHAPTER	IV CONCLUSION	38
4.1.	Conclusion	38
4.2.	Suggestion	39
REFEREN	CE	40
APPENDIX	۲	41

# LIST OFFIGURES

Figure 2.1	Office of Community and Village Empowerment	
	Office (DPMD) Bengkalis Regency	. 5
Figure 2.2	Organizational Structure of Community and Village	
	Empowerment Office Institutions	.9
Figure 2.3	Budget Shift Work Plan	.19
Figure 2.4	Accountability Letter	.19
Figure 2.5	Strategic Plan Change Book	.20
Figure 3.1.	Letter of Accountability	. 24
Figure 3.2.	Chart Making aLetter	.26

## LIST OF TABLES

Table 3.1	ApprenticeshipSchedule	27
Table 3.2	Apprenticeship Report 1st Week (First) Date 15 to 19	
	February 2021	29
Table 3.3.	Apprenticeship Report for the 2nd (Two) Week of 22	
	to 26 February 2021	30
Table 3.4	Apprenticeship Report for the 3 th (Three) Week of	
	01 to 05 March 20212	30
Table 3.5	Apprenticeship Report for the 4th (Fourth) Week of	
	08 to 12 March 2021	31
Table 3.6	Apprenticeship Report for the 5th (Fifth) Week of 15	
	to 19 March 2021	31
Table 3.7	Apprenticeship Report for the 6th (Sixth) Week of 22	
	to 26 March 2021	31
Table 3.8	ApprenticeshipReport for the 7th (Seventh) Week 29	
	March to 02 April 2021	32
Table 3.9	ApprenticeshipReport for the 7th (Seventh) Week 29	
	March to 02 April 2021	32
Table 3.10	ApprenticeshipReport 9th (Nine) Week 12 to 16	
	April 2021	33
Table 3.11	Apprenticeship Report for the 10th (Tenth) Week of	
	19 to 23 April 2021	33
Table 3.12	Apprenticeship Report for the 11th (Eleventh) Week	
	of April 25 to 30, 2021	33
Table 3.13	Apprenticeship Report for the 12th (Twelfth) Week	
	of 03 to 07 May 2021	34
Table 3.14	ApprenticeshipReport for the 13th (Thirteenth) Week	
	10 to 14 May 2021	34

Table 3.15	ApprenticeshipReport for the 14th (Fourteenth) Week	
	17 to 21 May 2021	34
Table 3.16	Report of Internship Week 15 (Fifteenth) 24 to 28	
	May 2021	35
Table 3.17	ApprenticeshipReport 16th (Sixteenth) Week 31 May	
	to 04 June 2021	35
Table 3.18	ApprenticeshipReport 17th (Seventeenth) Week 07 to	
	11 June 2021	35
Table 3.19	Report of Apprenticeship Week 18 (Eighteen) Date	
	14 to 18 June 2021	36
Table 3.20	Report of Apprenticeship Week 19 (Nineteen) 21 to	
	25 June 2021	36
Table 3.21	Apprenticeship Report for the 20th (Twentieth) Week	
	of 28 to 30 June 2021	37

## LIST OF APPENDIX

Appendix 1	: Apprenticeship Approval Letter	41
Appendix 2	: Letter of Statement	42
Appendix 3	: Apprenticeship Assessment Sheet	43
Appendix 4	: Certificate Has Done Internship	44
Appendix5	: 3rd Week of February Attendance List	45
Appendix 6	: 4th Week of February Attendance List	46
Appendix 7	: March Attendance List 1st Week	47
Appendix 8	: March 2nd Week Absent	48
Appendix 9	: April 1st Week Absent	49
Appendix 10	: April 2nd Week Absent	50
Appendix 11	: April 3rd Week Absent	51
Appendix 12	: Absent April 4th Week	52
Appendix 13	: Absent April 5th Week	53
Appendix 14	: May Absent Week 1	54
Appendix 15	: May Absent Week 2	55
Appendix 16	: Absent in May Week 3	56
Appendix 17	: Absent in May Week 4	57
Appendix 18	: Absent in May Week 5	58
Appendix 19	: June 1st Week Absent	59
Appendix 20	: Absent for the Month of June 2nd Week	60
Appendix 21	: 3rd Week of June Absent	61
Appendix 8	: June 3rd Week Attendance List	62
Appendix 9	: 4th Week Attendance Register for June	63
Appendix 10	: Proposal Letter Regarding Changes to the Apbd	
	Budget	64
Appendix 11	: Performance Agreement	65
Appendix 12	: Leter of Progress on the Implementation of	
	Village/Inter-Village Posyantek Activities	66

Appendix 13	: Documents for Implementing Regional Work Unit	
	Budgets	67
Appendix 14	: Entering The Activity Budget Plan	68
Appendix 15	: Filling Indicator	68
Appendix 16	: Collecting the Words of ohe Letters	69
Appendix 17	: Farewell to the Head of the Sub-Department of	
	Program	69
Appendix 18	:Farewell to the Secretary of Community and	
	Village Empowerment Department	70

