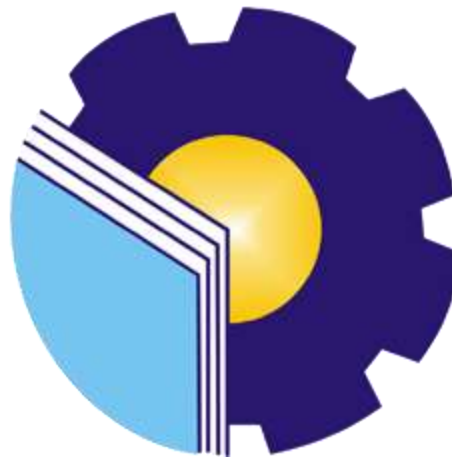


APPRENTICESHIP REPORT

**TRANSPORTATION DEPARTMENT OF BENGKALIS
REGENCY**

By :

**Gama Andrio
5404171066**



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

APPRENTICESHIP REPORT

APPRENTICESHIP REPORT FERRIAGE TECHNICAL IMPLEMENTATION UNIT OF TRANSPORTATION DEPARTMENT

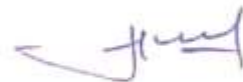
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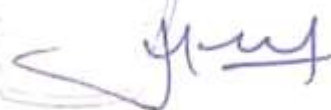

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PREFACE

Praise and gratitude the author prays to Allah SWT, because of His blessings and grace, the author was able to complete this Job Training Report. The Job Training Report was carried out in order to fulfill one of the requirements to complete the study in the D-IV International Business Administration Study Program at State Polytechnic of Bengkalis.

The author realizes that without the help and guidance of various parties, it is very difficult for the author to complete this Job Training Report. Therefore, the authors would like to thank to:

1. Mr. Johnny Custer, ST., MT as Director of State Polytechnic of Bengkalis.
2. Mr. Armada S.T., MT as Deputy Director I State Polytechnic of Bengkalis.
3. Ms. Yunelly Asra, SE., MM as the Head of Business Administration Department at State Polytechnic of Bengkalis.
4. Mr. Hutomo Atman Maulana, S.Pd., M.Si as the Head of the International Business Administration Study Program.
5. Mr. Hutomo Atman Maulana, S.Pd., M.Si as my Supervisor
6. All Lecturers especially the International Business Administration Study Program.
7. Mr H.Ngawidi, ST., MT as head of Shipping Sector, Mr.Aris Firmansyah, SE as Supervisor of Job Training, Mr. Jerry, Mr. Reno Emral, Mr. Rizal, Mr. Reza as coworker in Transportation Department of Bengkalis Regency.
8. To My Beloved Father, Mother and my Friends for their prayers and support.

During job training in the Transportation Department of Bengkalis Regency, many lessons and knowledge that the writer gained from employees in the office. Despite all that, the writer also realized there are still many mistakes in the 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, August 2021

Author



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CHAPTER I

INTRODUCTION

1.1 Background of the Internship

Apprenticeship is an activity carried out by Bengkalis State Polytechnic students as one of the requirements to complete lectures especially in the Business Administration Department, Diploma-IV International Business Administration Study Program. In addition, this practical work activity is also beneficial for the students themselves so that they can prepare themselves to enter the world of work and become reliable professional workers in carrying out their work. Implementation of practical work for students can increase a sense of discipline and responsibility as well as to train students to think critically in solving a problem in a job.

In addition to fulfilling academic obligations, it is hoped that these activities can be a good effect between the industrial world so that students will be able to overcome competition in the world of work. and considering that the quality of education has been in the spotlight in the eyes of the world of education both from within and outside the country for the sake of creating quality human resources capable of making the world more advanced and making it a better life. This very positive activity aims to train and educate students so as to create a superior and advanced human being with the knowledge they have while learning other things that are obtained through experience during practical work. enter the real world of work.

The Transportation Department of Bengkalis Regency is an element of the implementation of regional autonomy that carries out regional government affairs led by a Head of Department. The Transportation Department of Bengkalis Regency has the main task of carrying out regional government affairs in the fields of Road Traffic, Transportation and Mode Integration, Ports and Shipping based on the principle of autonomy and co-administration. Selection of the venue

Practical work This is done to implement the theories that have been learned, train yourself to add experience to adapt to the real world of work, to find out what things are needed by the Department of Transportation and to know what systems are running at the Transportation Department of Bengkalis Regency.

Carrying out activities Practical work at the Transportation Department of Bengkalis Regency because this agency has implemented several computerized systems and there are also some activities that still use it manually.

Based on this, the purpose of implementing Practical work in this agency to gain experience regarding the application of the system that has been used, to know activities about local government in the field of land transportation, sea transportation, post and telecommunications, so that they can gain insight and experience in the world of work and also to implement the knowledge gained during education on campus in terms of writing reports, analyzing and providing solutions to problems found in the Transportation Department of Bengkalis Regency.

1.2 Purposes of the Internship

Internship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the Job Training, which are as follows:

1. To know the services that are the duties of the Transportation Department of Bengkalis Regency.
2. To know the job description of the field of work being handled at Transportation Department of Bengkalis Regency.
3. To know documents used in the work process at the Transportation Departement of Bengkalis Regency
4. To know the system and procedures for Job Training used in carrying out work on Transportation Department of Bengkalis Regency.
5. To find out the obstacles during the job training process and solutions to overcome the obstacles faced in completing work at the Department of Bengkalis Regency.

1.3 Significances of the Internship

The benefits expected from the implementation of the Job Training are as follows:

1. As one of the requirements that must be met to complete vocational education at the Bengkalis State Polytechnic, especially the Diploma IV (D4) International Business Administration Study Program.
2. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
3. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
4. Students have the opportunity to analyze problems related to science applied in their work according to their study program.
5. State Polytechnic of Bengkalis received feedback from the Agency on the ability of students who took part in the Job Training in the world of work.
6. State Polytechnic of Bengkalis received feedback from the world of work for curriculum development and learning processes.

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 History of the Transportation Department of Bengkalis Regency



Figure 2. 1 Transportation Department of Bengkalis Regency Logo
Source : Google

The logo of the Department of Transportation is a symbolic form that depicts a large family of transportation. The logo consists of a circular shape that has elements of a Toothed Wheel, an Anchor, a Garuda bird, and an Earth Circle. The meaning of the Logo elements are :

1. Toothed wheel means land transportation dimension
2. Anchor means Sea Transportation Dimension
3. Garuda Bird means Air Transportation Dimension
4. The circle of the Earth means the Scope of Transportation Services
5. Logo color consists of Sky Blue (cerulean blue) which means peace and Yellow means Majesty.

The Transportation Department of Bengkalis Regency Office is located on Pramuka Street, Senggoro, Bengkalis Regency. Transportation Department is the implementing element of regional autonomy, led by a head who is under and

responsible to the Regent through the Regional Secretary. With the enactment of Law No. 12 of 1956 concerning the Establishment of District Autonomous Regions in the Regional Environment of Central Sumatra Province, the central government provides a decentralization policy, which means that local governments can carry out local government, development and services. This needs to be utilized by the Regional Government in order to accelerate the distribution of welfare for the people in the region.



Figure 2. 2 Transportation Department of Bengkulu Regency Office

Source : bengkalis.kab.go.id

Prior to the establishment of the Bengkulu Regency Transportation Department. Implementation of Regional Autonomy, Implementation of Government Duties, Development and Community Services in the Transportation Sector by the Central Government at the Provincial Level. Based on the Decree of the Minister of Transportation No. 19 of 1997 concerning the Organizational Structure of the Ferry Port and Bengkulu Regency is one of the regencies running the Transportation Sector under the name Bengkulu Ferry Port Organizational Structure under the authority of the Ministry of Transportation, Riau Province Regional Office. Furthermore, the Transportation Department of Bengkulu Regency was formed in 2001 based on the Bengkulu Regency Regional Regulation Number 23 of 2001 concerning the Organization and Work Procedure of the Transportation Department of Bengkulu Regency.

In 2005, based on the Bengkalis Regency Regulation Number 10 of 2005 concerning the Establishment of the Organization and Work Procedure of the Transportation Department of Bengkalis Regency, it was stipulated in Bengkalis on February 5, 2005 with the following organizational structure:

1. Head of Department ;
2. Administrative Section, consisting of:
 - a. Program Planning Sub Division;
 - b. Sub Division of General Administration and Finance.
3. Land Transportation Sector, consisting of:
 - a. Traffic and Land Transportation Section;
 - b. Section for Facilities and Infrastructure Technical Safety Infrastructure.
4. Sea Transportation Sector; consists of :
 - a. Sea Transport Traffic and Shipping Safety Section;
 - b. Harbor Section.
5. Air Transportation Sector; consists of :
 - a. Airport Section;
 - b. Aviation Safety Support Section.
6. Post and Telecommunications, consisting of:
 - a. Postal Section ;
 - b. Telecommunications Section.
7. Service Technical Implementation Unit.
8. Functional Position Group.

In 2012 changes were made to the Organizational Structure based on the Bengkalis Regency Regional Regulation Number 03 of 2012 concerning Organization and Work Procedures of the Bengkalis Regency Transportation, Communication and Information Office and Bengkalis Regent Regulation Number 65 of 2012 concerning Main Duties and Functions and Details of Duties at the Department of Transportation, Communication. and Informatics Bengkalis Regency with the position of the main tasks and functions of the organization that

has the authority of regional autonomy in the field of transportation, communication and informatics with the organizational structure as follows:

1. Head of Department
2. Secretariat, in charge of:
 - a. Sub. Administration Section
 - b. Sub. Finance and Equipment Section
 - c. Sub. Programming Section
3. Land Transportation Sector, in charge of:
 - a. Land Transportation Facilities Section
 - b. Land Transportation Safety and Supervision Section
 - c. Section of Land Transportation and Land Transportation Infrastructure
4. Sea Transportation Sector, in charge of:
 - a. Sea Transportation Facilities Section
 - b. Sea Transport and Port Traffic Section
 - c. Sea Transportation Safety and Supervision Section
5. Field of Air Transportation, Communication and Information Technology, in charge of:
 - a. Air Transportation Section
 - b. Communication and Informatics Section
 - c. Communication and Informatics Infrastructure Section
6. Service Technical Implementation Unit (UPTD)
7. Functional Position Group.

In 2017 with the stipulation of Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Formation and Composition of Bengkalis Regency Regional Apparatuses, the Bengkalis Regency Transportation, Communication and Information Office became the Transportation Department of Bengkalis Regency with Bengkalis Regent Regulation Number 50 of 2016 (Regarding Position, Organizational Structure, Eselonering, Duties, Functions and Job Descriptions and Work Procedures at the Transportation Department of

Bengkalis Regency) by carrying out government affairs which are the regional authority and assistance tasks in the field of transportation with the following organizational structure:

1. Head of Department ;
2. Secretariat, consisting of:
 - a. Program Preparation Sub Division;
 - b. General and Personnel Sub-Section; and
 - c. Sub Division of Finance and Equipment.
3. Road Traffic Sector, consisting of:
 - a. Traffic Impact and Engineering Management Section;
 - b. Supervision Section, Traffic Operational Control; and
 - c. Traffic and Transportation Safety Section.
4. The field of transportation and fashion integration, consisting of:
 - a. Section for Insider Transportation of Routes and Terminals;
 - b. Section for the Transportation of Persons not on the Route and the Transportation of Goods; and
 - c. Transportation Planning and Development Section.
5. Port sector, consisting of:
 - a. Port Development Section;
 - b. Port Dredging and Reclamation Section; and
 - c. Port Operation and Management Section.
6. Shipping sector, consisting of:
 - a. Section of Business Entities and Services Related to Shipping Transportation;
 - b. Shipping Safety Section; and
 - c. River, Lake and Ferry Transportation Section.
7. Technical implementation Unit; and
8. Functional Position Group.

In addition, based on the Bengkalis Regent Regulation Number 50 of 2016 (Regarding Position, Organizational Structure, Echelonering, Duties, Functions

and Job Descriptions and Work Procedures at the Transportation Department of Bengkalis Regency), the Bengkalis Regency Transportation Office also structurally supervises 8 UPTs of the Transportation Department of Bengkalis Regency, namely:

1. UPT Motor Vehicle Testing with Bengkalis Regent Regulation Number 22 of 2017 dated 26 May 2017 concerning Organizational Establishment and Work Procedures UPT PKB has a class A classification based in Duri (work area throughout Bengkalis Regency)
2. UPT Crossing with Bengkalis Regent Regulation Number 26 of 2017 dated May 26, 2017 concerning Organizational Establishment and Work Procedures UPT Crossing has a class B classification domiciled in Bengkalis (working area of Bengkalis Subdistrict and Bukit Batu District)
3. UPT Terminal with Bengkalis Regent Regulation Number 23 of 2017 dated May 26, 2017 concerning Organizational Formation and Work Procedures UPT Terminal has a Class B classification domiciled in Duri (work area of Mandau District, Pinggir District, Talang Muandau District and Bathin Solapan District)
4. Parking UPT with Bengkalis Regent Regulation Number 24 of 2017 dated May 26, 2017 concerning Organizational Formation and Work Procedures of Parking UPT has a class A classification located in Duri (working area of Mandau District, Pinggir District, Talang Muandau District and Bathin Solapan District)
5. UPT Port of Bengkalis Subdistrict with Bengkalis Regent Regulation Number 25 of 2017 dated May 26, 2017 concerning the Establishment of Organization and Work Procedures of UPT Port in Bengkalis Subdistrict domiciled in Bengkalis with Class B Classification.
6. UPT Pelabuhan Bantan Subdistrict with Bengkalis Regent Regulation Number 25 of 2017 dated May 26, 2017 concerning the Establishment of Organization and Work Procedures of UPT Port in Bantan District domiciled in the New Strait with Class B Classification.

7. UPT Port of Rupert Sub-district with Bengkalis Regent Regulation Number 25 of 2017 dated May 26, 2017 concerning the Establishment of Organization and Work Procedures of UPT Port in Rupert District domiciled in Batu Panjang with Class B Classification.
8. UPT Port of North Rupert District with Bengkalis Regent Regulation Number 25 of 2017 dated May 26, 2017 concerning the Organization and Work Procedure of the Port UPT in North Rupert District domiciled in Tanjung Medang with Class B Classification.

The objectives of the Transportation Department of Bengkalis Regency Technical Implementation Unit are as follows:

1. To provide ease of service and public convenience in meeting needs in the field of transportation;
2. To improve the efficiency and effectiveness of performance in providing services to the community;
3. For the purpose of equal distribution of service fulfillment to the community in all sectors of facilities and infrastructure in the field of transportation;
4. Shorten lines of coordination and bureaucracy in handling urgent problems of an urgent nature;
5. Stringing integrated services between regions in order to realize the acceleration of regional development through transportation.

In managing the affairs of transportation facilities and infrastructure, the Bengkalis Regency Government through the Bengkalis Regent gives responsibility and authority to the Department of Transportation in running the transportation system in its territory. The role of the Department of Transportation is very vital, because there are community mobility activities that occur every day and are continuous in order to meet the needs of life and considering that the development of an area depends on whether or not the implementation of transportation services in the area is good.

Bengkalis Regency geographically consists of an archipelago which is bordered by waters and land. Administratively, Bengkalis Regency has an area of $\pm 7,773.93$ Km² which consists of 11 sub-districts including: Bengkalis District, Bantan District, Siak Kecil District, Bukit Batu District, Mandau District, Pinggir District, Rupert District, North Rupert District, Bathin Solapan District, Tualang Muandau District and Bandar Laksamana District with a total population an average of 543,987 million people with a total of 155 Kel/village.

The area of Bengkalis Regency in general can be grouped into 3 (three) geographic groups, namely: (1) geographical of coastal islands, (2) geographical of the coast and (3) geographical of land. Some areas of Bengkalis Regency are bordered by shallow waters and partly a canal from the mainland of the central and eastern parts of Sumatra Island. Bengkalis Regency which has geographically coastal islands, namely Bengkalis Island which consists of Bengkalis District and Bantan District with a total land area and surrounding waters of 938 Km². or 93,840 hectares and Rupert Island which consists of Rupert District and North Rupert District with a land area and surrounding waters of 62,850 Ha or 1,524.85 Km², where Rupert Island has 15 small islands that have names with characteristics of sediments. geological results of currents and wind dynamics in the surrounding waters. The 15 small islands are a group of islands located in the north of North Rupert District, namely: 1) Atung Island; 2) Mampu Beso; 3) Payung Island; 4) Mentele Island; 5) Baru Island; 6) Rampang Island; 7) Mampu Kecil Island; and 8) Ketam Island. Then the group of islands located in the western part of Rupert District which consists of: 9) Babi Island; 10) Kemunting Island; 11) Simpur Island; 12) Beting Aceh Island; 13) Beruk Island; 14) Pajak Island and 15) Tengah Island.

Geographically, the coastal area consists of Bukit Batu District and Siak Kecil District with a land and water area of 187,021 Ha or 1,870.21 Km². The area is located in the waters of the Paking Strait which connects the area with Bengkalis Island and Merbau Island (Meranti Islands Regency). Furthermore, the geographical land area consists of Mandau District and Pinggir District which is

the central and eastern stretch located on the island of Sumatra with undulating land elevation conditions with a total land area of 3,440.47 Km².

2.2 Vision and Mission

The vision of the Transportation Department of Bengkalis Regency is "The realization of a reliable Bengkalis Regency Transportation System in supporting regional and national transportation systems". and the Mission are :

1. Realizing safe, smooth, orderly and controlled traffic conditions.
2. Realizing Rural and Urban public transportation facilities.
3. Realizing the quality of transportation services.
4. Realizing a good Management and Governance System.

2.3 Kind of Business

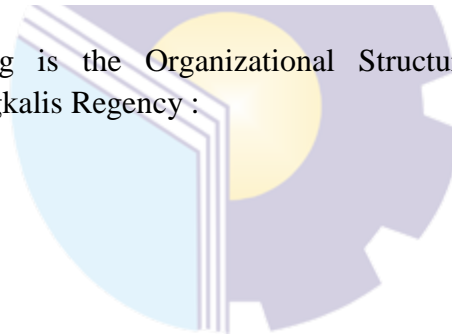
In managing the affairs of transportation facilities and infrastructure, the Bengkalis Regency Government through the Bengkalis Regent gives responsibility and authority to the Transportation Department of Bengkalis Regency in running the transportation system in its territory. The role of the Department of Transportation is very vital, because there are community mobility activities that occur every day and are continuous in order to meet the needs of life and considering that the development of an area depends on whether or not the implementation of transportation services in the area is good. The Transportation Department of Bengkalis Regency has activities that are engaged in the formulation of technical policies in the field of transportation, implementation of government affairs and public services in the field of transportation, guidance and implementation of tasks in the field of transportation.

2.4 Organisation Structure

Since the establishment of the Transportation Department of Bengkalis Regency, the Head of the Transportation Department of Bengkalis Regency has changed 13 times from 2001 until now, as for the names that have been the Transportation Department of Bengkalis Regency Head, including:

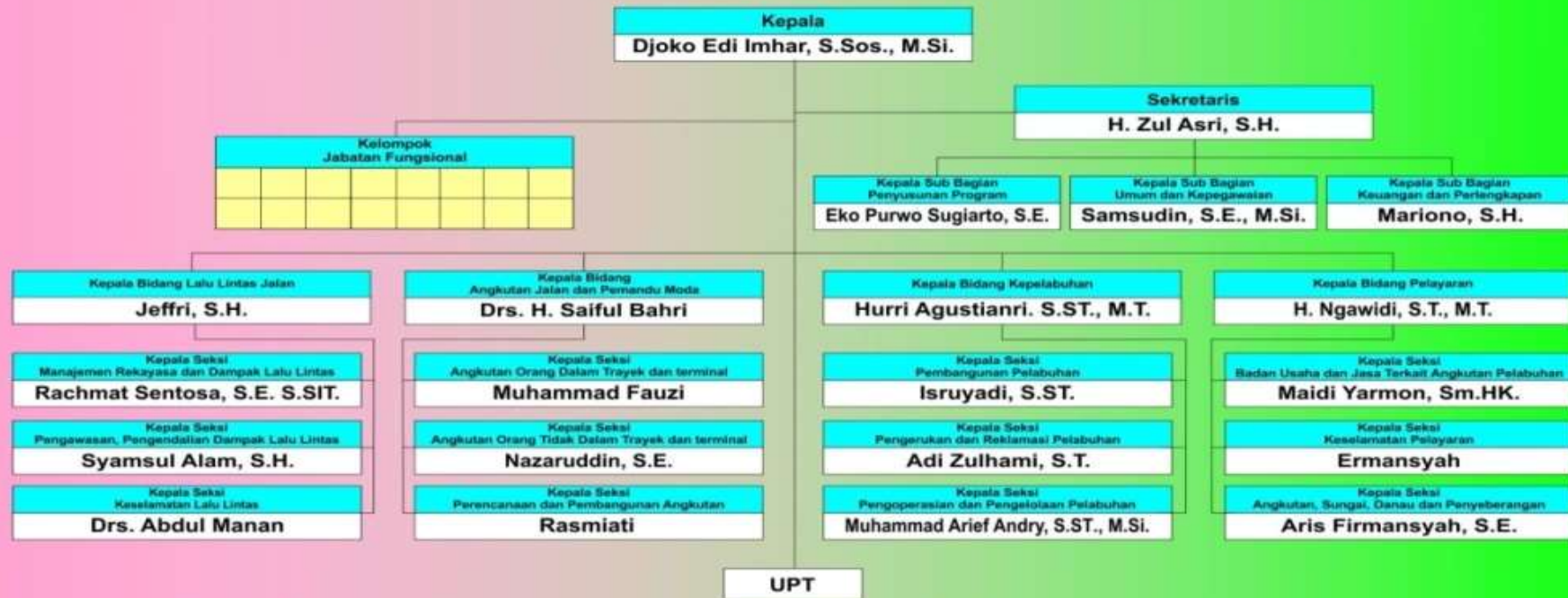
1. Drs. H. Nurdin Bakar (2001)
2. H. Idris Ibrahim, SH (2002)
3. Drs. H. Zulkarnain, MM (2003)
4. Drs. Suhendri, MM (2006)
5. Ir. H. Anwar Zainal, MM (2007)
6. H. Wan Mukhtar, SH. MH (2008)
7. Drs. H. Jhoni Syafrizal(2009 to December 2011)
8. Drs. H. Elfian Ramli(January 2011 to March 2012)
9. Drs. H. Abdul Hamid Ahmadi(April 2012 to September 2012)
10. Ir. Emri Juliharnis, MT. Ph.D(October 2012 to February 2013)
11. H. Arman Aa, SE (March 2013 to October 2013)
12. H. Jaafar Arief, S. Sos. M.Si(November 2013 to September 2017)
13. Djoko Edy Imhar, S. Sos. M.Si(September 2017 to Present)

The following is the Organizational Structure of the Transportation Department of Bengkalis Regency :





STRUKTUR ORGANISASI DINAS PERHUBUNGAN KABUPATEN BENGKALIS



Diskominfotik Kab. Bengkulu

Figure 2. 3 Organizational Structure of the Transportation Department of Bengkulu Regency

Source : bengkalis.kab.go.id

2.5 The Working Process

During Apprenticeship at the Transportation Department of Bengkalis Regency, the author was placed in the Shipping sector. In carrying out these tasks, the Transportation Department of Bengkalis Regency has the following functions:

1. Formulation, policy planning, technical development and management, general guidance, provision of licensing guidance in accordance with the policies set by the Regent.
2. Supervision and technical control in the field of transportation in accordance with the policies set by the Regent.
3. Guidance to the Department of Transportation which are technical and functional in nature based on the policies established by the regional government and the central government based on the statutory regulations that have been stipulated.
4. Administrative Management of the Office.
5. Management of the Technical Implementation Unit. Organizational Structure of the Transportation Department of Bengkalis Regency.

The shipping sector has the task of carrying out preparation and implementation, policies, providing assistance as well as monitoring and evaluation in the shipping sector.

The organizational structure of the shipping sector consists of a section for business entities and services related to port transportation, a shipping safety section and a transportation section, rivers, lakes, and crossings.

Each work or project is carried out on the basis of the use of a pre-arranged budget. Stages of project implementation 1 work package there are 3 contracts, namely Planning, Physical and Monitoring. The flow of development work at the Bengkalis Regency Transportation Service can be seen in Figure 2.4 below.

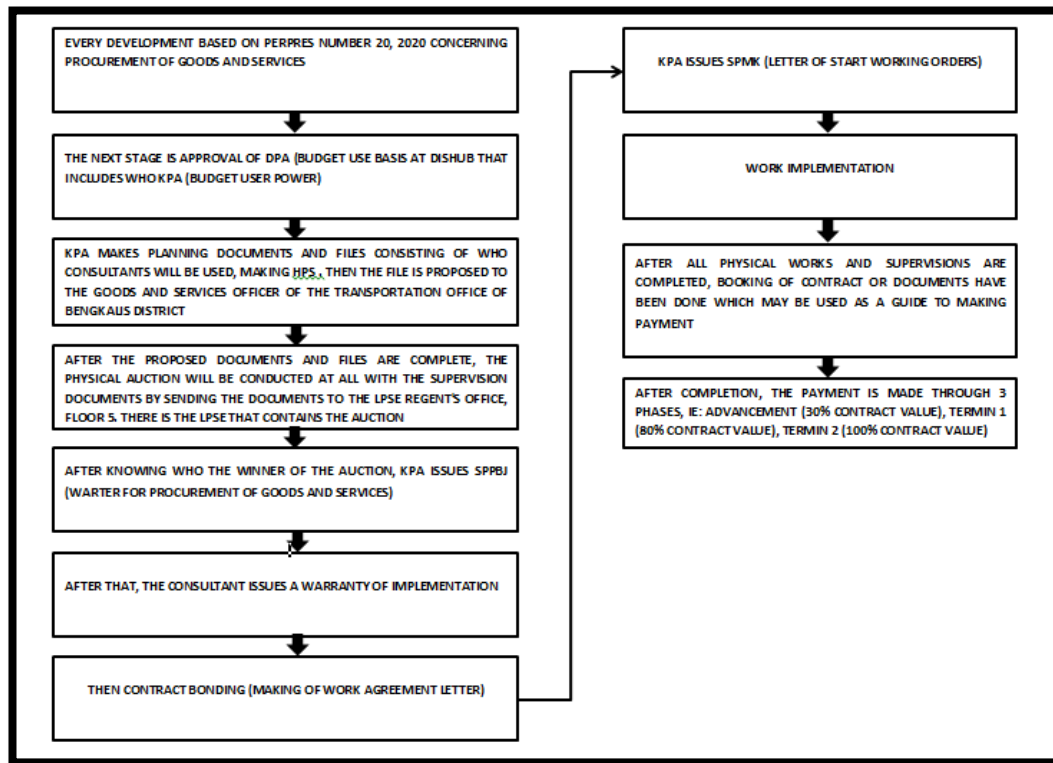


Figure 2. 4 Flowchart of Project Work at Transportation Department of Bengkalis Regency
Source: Processed Data, 2021

After all documents and all administrative processes are completed. Document bookkeeping based on its stages, namely planning, physical and supervision. Then archived according to the year the project was carried out.



Figure 2. 5 Project Document Archive
Source: Writer Documentation, 2021

2.6 Document Used for Activity

Documents commonly used in activities in the Shipping Sector of Transportation Department of Bengkalis Regency are as follows:

1. Letters

Letters are one of the documents that are often made. Some examples of letters that are often used include company warning letters, direct procurement process letters, proposal letters for shifting APBD for Fiscal Year 2021 and assignment orders.

2. Budget Execution Documents (DPA)

a document containing a list of work to be carried out in one year of service which includes a work plan and the budget used

3. Form Online SKP

In the Shipping Sector of the Transportation Department of Bengkalis Regency, every month filling Employee Performance Target (SKP) which is filled in according to the workload.

4. Assignment order (SPT)

This assignment order is made when one of the employees carries out his duties, one example of his duty is to bring the regent of the entourage by using a patrol boat.

5. Work Start Order (SPMK)

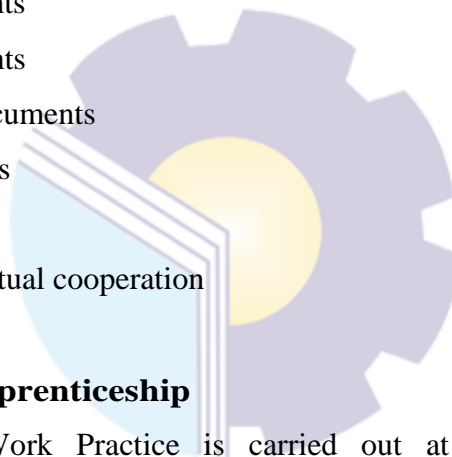
Work Start Order (SPMK) is a work order issued by the Commitment Making Officer/PPK in the contract document/Contract Agreement to immediately start the execution of work.

CHAPTER III SCOPE OF INTERNSHIP

3.1 Job Description

Job descriptions of Job Training at the Bengkalis Regency Transportation Office starting from February 22 to June 30, 2021. The work and Task Specifications carried out for 16 (Sixteen) weeks at the Department of Transportation, especially in the Shipping Sector are as follows:

1. Recording and archiving incoming and outgoing mail
2. Scan documents
3. Print documents
4. Duplicate documents
5. Writing letters
6. Mail delivery
7. Following mutual cooperation



3.2 Place of Apprenticeship

The Field Work Practice is carried out at the Bengkalis Regency Transportation Service for the Shipping Sector which is located at Jalan Pramuka No. 050 Bengkalis District, Bengkalis Regency, Riau Province.

Time of Implementation of Job Training is carried out for 93 working days. From Monday 22 February 2021 to Wednesday 30 June 2021.

Table 3. 1 Job Training Schedule

No	Day	Working Hours		Place
1	Monday to Thursday	Morning	08:00 to 12:00	Transportation Department of Bengkalis Regency
		Afternoon	14:00 to 16:00	
	Friday	Morning	08:00 to 11:30	
		Afternoon	14:00 to 16:30	
2	Saturday-Sunday	Holiday		

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during practical work at the Transportation Department of Bengkalis Regency, especially in the Port Sector, can be seen in the following table:

In the first week, The author began to adjust and started doing internships starting from recording and recording incoming letters and sending letters to several government agencies and companies.

Table 3. 2 Job Training Report on the First Week (Week 1)

No	Day/Date	Activities	Place
1	Monday February 22, 2021	Directions from the Head of the General and Civil Service Subdivision on Practical Work in the Transportation Department of Bengkalis Regency	Bengkalis Regency Transportation Office
2	Tuesday February 23, 2021	a. Introduction to the Shipping Field Work Environment b. Transfer of Head of Field Registration Files c. Recording and filing of incoming letters from the Ministry of Transportation	Shipping Sector
3	Wednesday February 24, 2021	Print a letter for one of the staff of the Department of Transportation for the Office of the Education and Training Personnel Board of Bengkalis Regency	Shipping Sector
4	Thursday February 25, 2021	Delivery of letters to the Office of the Education and Training Personnel Board of Bengkalis Regency	Shipping Sector
5	Friday February 26, 2021	Delivery of the letter to the Bengkalis District Attorney's office	Shipping Sector

Source: Processed Data, 2021

In the second week, writers do a lot of work, such as photocopying some documents, recording official records and filing incoming mail.

Table 3. 3 Job Training Report on the Second Week (Week 2)

No	Day/Date	Activities	Place
1	Monday March 01 , 2021	Recording and Archiving Official Notes	Shipping Sector
2	Tuesday March 02, 2021	Archiving of Incoming Letters from the Information Communications and Statistics Service	Shipping Sector
3	Wednesday March 03, 2021	Recording and Archiving of incoming invitations for meetings with the Head of the Bengkalis Regency Transportation Service	Shipping Sector
4	Thursday	Recording of incoming mail from UPT	Shipping Sector

	March 04, 2021	crossing	
5	Friday March 05, 2021	Photocopy of shipping documents from the Bengkalis Regency Transportation Service	Shipping Sector

Source: Processed Data, 2021

In the third week, The writer has some work to do, but the writer was told to take a break because the writer is sick, so the writer is taking time off.

Table 3. 4 Job Training Report on the Third Week (Week 3)

No	Day/Date	Activities	Place
1	Monday March 08, 2021	sick	Shipping Sector
2	Tuesday March 09, 2021	Archiving incoming letters from the regional secretariat	Shipping Sector
3	Wednesday March 10, 2021	sick	Shipping Sector
4	Thursday March 11, 2021	Isra Mi'raj . Holiday	
5	Friday March 12, 2021	Email creation for one of the shipping staff	Shipping Sector

Source: Processed Data, 2021

This week, making receipts and recording incoming letters from several government agencies.

Table 3. 5 Job Training Report on the Fourth Week (Week 4)

No	Day/Date	Activities	Place
1	Monday March 15, 2021	Make a receipt	Shipping Sector
2	Tuesday March 16, 2021	a. Recap and Archive of Incoming Letters from the Regional Secretary regarding the 2021 Clean City Assessment b. Delivery of letters to several places from the transportation service in the shipping sector	Shipping Sector
3	Wednesday March 17, 2021	Recording of incoming letters from UPT marine and fishery resources region II	Shipping Sector
4	Thursday March 18, 2021	Recap and Archive of Letters from Bengkalis Regent	Shipping Sector
5	Friday March 19, 2021	Recording of incoming mail from Basarnas	Shipping Sector

Source: Processed Data, 2021

This week, carry out the work of recording incoming letters, delivering letters and doing mutual cooperation at the ro-ro air putih port.

Table 3. 6 Job Training Report on the Fifth Week (Week 5)

No	Day/Date	Activities	Place
1	Monday March 22, 2021	a. Preparation of assignment orders and recording of shipping tax returns b. Registration of incoming letters of P.T Atosim Lampung shipping	Shipping Sector
2	Tuesday March 23, 2021	a. Recording of incoming letters from the Riau Provincial Government b. Recording of incoming letters from Bank Riau Kepri	Shipping Sector
3	Wednesday March 24, 2021	Delivery of documents to the BPKAD office	Shipping Sector
4	Thursday March 25, 2021	Archive of Letters from the Regional Secretariat	Shipping Sector
5	Friday March 26, 2021	mutual cooperation for the transportation at ro-ro air putih port	Ferry Port. Air Putih

Source: Processed Data, 2021

In the 6th week, carry out the task of making Patrol SPT and recording incoming letters from government agencies and companies.

Table 3. 7 Job Training Report on the Sixth Week (Week 6)

No	Day/Date	Activities	Place
1	Monday March 29, 2021	Registration of incoming letters of PT. Atosim Lampung pelayaran	Shipping Sector
2	Tuesday March 30, 2021	Recording of incoming letters from UPT crossing	Shipping Sector
3	Wednesday March 31, 2021	Request for recording letter numbers in the secretariat	Shipping Sector
4	Thursday April 01, 2021	a. Photocopy of incoming letter b. Making SPT Patroli	Shipping Sector
5	Friday April 02, 2021	Isa Al-Masi's Holiday	

Source: Processed Data, 2021

This week, carry out numbering work on outgoing letters, recording incoming letters and photocopying documents.

Table 3. 8 Job Training Report on the Seventh Week (Week 7)

No	Day/Date	Activities	Place
1	Monday April 05, 2021	Numbering on outgoing mail	Shipping Sector

2	Tuesday April 06, 2021	Arrangement of letters to the inspector's office	Shipping Sector
3	Wednesday April 07, 2021	Permission	
4	Thursday April 08, 2021	Recording and numbering of outgoing letters	Shipping Sector
5	Friday April 09, 2021	Photocopy of letter	Shipping Sector

Source: Processed Data, 2021

In the 8th week, The work carried out is to help prepare for the inauguration of the 24-hour Roro crossing operation at the Roro Air Putih port

Table 3. 9 Job Training Report on the Eighth Week (Week 8)

No	Day/Date	Activities	Place
1	Monday April 12, 2021	Preparations to carry out the inauguration of the 24-hour roro operation at the roro air putih port	Shipping Sector
2	Tuesday April 13, 2021	Recording of incoming letters from the Directorate General of Land Transportation	Shipping Sector
3	Wednesday April 14, 2021	Recording of incoming letters from P.T jmbatan Nusantara	Shipping Sector
4	Thursday April 15, 2021	Recording of incoming letters from the Directorate General of Land Transportation	Shipping Sector
5	Friday April 16, 2021		

Source: Processed Data, 2021

This week, not much work to do, just recording incoming mail and photocopying some documents.

Table 3. 10 Job Training Report on the Ninth Week (Week 9)

No	Day/Date	Activities	Place
1	Monday April 19, 2021	Recording of incoming letters from the Riau LSM DPD coalition	Shipping Sector
2	Tuesday April 20, 2021	a. Disabled incoming letter from the regional secretariat b. Defective incoming letter from PT jmbatan Nusantara	Shipping Sector
3	Wednesday April 21, 2021	Recording of letters from the darma wanita	Shipping Sector
4	Thursday April 22, 2021	Recording of incoming letters from the directorate general of land transportation	Shipping Sector
5	Friday April 23, 2021	photocopy of letter	Shipping Sector

Source: Processed Data, 2021

This week, make a list of pedestrian passenger departures at port crossings, archiving incoming letters and photocopying several documents.

Table 3. 11 Job Training Report on the Tenth Week (Week 10)

No	Day/Date	Activities	Place
1	Monday April 26, 2021	Making a list of pedestrian passenger departures at the crossing port.sei Selari Bengkalis Regency.	Shipping Sector
2	Tuesday April 27, 2021	Photocopy of several departure lists for pedestrians at the crossing port.sei Selari Bengkalis Regency.	Shipping Sector
3	Wednesday April 28, 2021	Archiving incoming letters from the Regional Secretariat	Shipping Sector
4	Thursday April 29, 2021	Recording of incoming letters from the provincial government of the Department of Transportation	Shipping Sector
5	Friday April 30, 2021	Making a work order	Shipping Sector

Source: Processed Data, 2021

In the 11th week, the work carried out included helping to make a departure list for two-wheeled passengers, photocopying documents and recapitulating incoming and outgoing letters.

Table 3. 12 Job Training Report on the Eleven Week (Week 11)

No	Day/Date	Activities	Place
1	Monday May 03, 2021	Incoming mail defects	Shipping Sector
2	Tuesday May 04, 2021	Making a list of departures for two-wheeled passengers at the crossing port. Sei Selari Bengkalis Regency.	Shipping Sector
3	Wednesday May 05, 2021	Photocopying several departure lists for two-wheeled passengers at the Sei crossing port. Selari Bengkalis Regency.	Shipping Sector
4	Thursday May 06, 2021	Recap the passenger satisfaction data questionnaire	Shipping Sector
5	Friday May 07, 2021	Recap the passenger satisfaction data questionnaire	Shipping Sector

Source: Processed Data, 2021

This week is facing the atmosphere of Eid so the writer was given a few days off before welcoming Eid.

Table 3. 13 Job Training Report on the Twelveth Week (Week 12)

No	Day/Date	Activities	Place
1	Monday May 10, 2021	Permission	
2	Tuesday May 11, 2021	Permission	
3	Wednesday May 12, 2021	Eid Al-Fitr 1442 H . Holiday	
4	Thursday May 13, 2021	Eid Al-Fitr 1442 H . Holiday	
5	Friday May 14, 2021	Eid Al-Fitr 1442 H . Holiday	

Source: Processed Data, 2021

This week, Some of the work the author does is photocopying documents and filing incoming and outgoing mail.

Table 3. 14 Job Training Report on the Thirteenth Week (Week 13)

No	Day/Date	Activities	Place
1	Monday May 17, 2021	Photocopy of documents	Shipping Sector
2	Tuesday May 18, 2021	Creation of data on the name of the shipping field employee	Shipping Sector
3	Wednesday May 19, 2021	Recording of incoming letters from the regent of Bengkalis	Shipping Sector
4	Thursday May 20, 2021	Recording of incoming letters from the regional secretariat	Shipping Sector
5	Friday May 21, 2021	a. Recording of incoming mail from UPT crossing b. Making an assignment order	Shipping Sector

Source: Processed Data, 2021

This week, making a list of crossing passengers and photocopying several incoming letters and recaping several letters given in the shipping sector.

Table 3. 15 Job Training Report on the Fourteenth Week (Week 14)

No	Day/Date	Activities	Place
1	Monday May 24, 2021	Photocopying the absence of the shipping staff	Shipping Sector
2	Tuesday May 25, 2021	Making a list of vehicle departures at the crossing port. Sei Selari Bengkalis Regency.	Shipping Sector
3	Wednesday May 26, 2021	Vesak Day Holiday	
4	Thursday	Photocopy of archived documents of	Shipping Sector

	May 27, 2021	incoming letters from the regent of Bengkalis	
5	Friday May 28, 2021	Recap the community satisfaction questionnaire for the crossing technical service unit	Shipping Sector

Source: Processed Data, 2021

This week, making a list of crossing passengers and photocopying several incoming letters and recapping some letters given in the shipping sector as well as delivering some letters to the company

Table 3. 16 Job Training Report on the Fifth Week (Week 15)

No	Day/Date	Activities	Place
1	Monday May 31, 2021	Making a proposal letter for shifting the budget for the 2021 budget year	Shipping Sector
2	Tuesday June 01, 2021	Pancasila Birthday Holiday	
3	Wednesday June 02, 2021	Making a proposal letter for shifting the budget for the 2021 budget year	Shipping Sector
4	Thursday June 03, 2021	Record incoming mail	Shipping Sector
5	Friday June 04, 2021	Writing letters to the secretariat	Shipping Sector

Source: Processed Data, 2021

In week 16, Some of the work the author does is photocopying documents and filing incoming and outgoing mail.

Table 3. 17 Job Training Report on the Sixteenth Week (Week 16)

No	Day/Date	Activities	Place
1	Monday June 07, 2021	Photocopy of documents	Shipping Sector
2	Tuesday June 08, 2021	Archive incoming mail.	Shipping Sector
3	Wednesday June 09, 2021	Photocopy of documents	Shipping Sector
4	Thursday June 10, 2021	Photocopy of archived documents of incoming letters	Shipping Sector
5	Friday June 11, 2021	Recap the community satisfaction questionnaire for the crossing technical service unit	Shipping Sector

Source: Processed Data, 2021

This week, Some of the work the author does is photocopying documents and filing incoming and outgoing mail.

Table 3. 18 Job Training Report on the Seventeenth Week (Week 17)

No	Day/Date	Activities	Place
1	Monday June 14, 2021	Photocopy of documents	Shipping Sector
2	Tuesday June 15, 2021	Photocopy of documents	Shipping Sector
3	Wednesday June 16, 2021	Mail delivery	Shipping Sector
4	Thursday June 17, 2021	Record incoming mail	Shipping Sector
5	Friday 18 June 2021	Writing letters to the secretariat	Shipping Sector

Source: Processed Data, 2021

On the 18th week, Some of the work the author does is photocopying documents and filing incoming and outgoing mail.

Table 3. 19 Job Training Report on the Eighteenth Week (Week 18)

No	Day/Date	Activities	Place
1	Monday June 21, 2021	Photocopy of documents	Shipping Sector
2	Tuesday June 22, 2021	Photocopy of documents	Shipping Sector
3	Wednesday June 23, 2021	delivery of letters to the secretariat	Shipping Sector
4	Thursday June 24, 2021	Photocopy of documents	Shipping Sector
5	Friday June 25, 2021	Photocopy of documents	Shipping Sector

Source: Processed Data, 2021

This week, the author does not do much work, the author prepares a file to be signed by the field head and continues to make practical work reports.

Table 3. 20 Job Training Report on the Nineteenth Week (Week 19)

No	Day/Date	Activities	Place
1	Monday June 28, 2021	Prepare files for internships	Shipping Sector
2	Tuesday June 29, 2021	Prepare files for internships	Shipping Sector
3	Wednesday June 30, 2021	Prepare files for internships	Shipping Sector

Source: Processed Data, 2021

3.3 System and Procedures

To make it easier for employees to carry out work in the shipping sector, the Bengkalis Regency Transportation Service uses an internet-based system to facilitate online work, uses applications and uses a manual system. Online systems such as filling in SKP and CCTV surveillance at Roro Bengkalis Port. While the applications that are often used in work are: Microsoft excel, Microsoft power point, Microsoft word for making letters and other documents, while the manual system is used to record outgoing and incoming letters.

The Job Training Procedures that have been carried out at the Bengkalis Regency Transportation Service from February 22 to June 30, 2021 in the shipping sector are as follows:

1. Recording and Archiving Outgoing and Incoming Letters.

Every outgoing letter, Incoming Letter, Invitation, SPT and Official Note are recorded in a book according to the date of the letter, the origin of the letter and the subject submitted and then archived according to the Bundle that has been made.



Figure 3. 1 Recording and Archiving Outgoing and Incoming Letters

Source : Writer Documentation, 2021

2. Scan Dokumen

Every document that has been created usually requires a soft file which must also be prepared by scanning the document using a scanner machine.

With the Scanner Engine the results will appear on the computer monitor screen so that after that they can be modified as desired and saved as text files, documents and images. Scanned documents include SPT Documents, Orders from relevant agencies, and Employment Agreement Cover Documents.

- a. First, make sure the scan engine is turned on.
- b. From Connect the scanner with the computer.
- c. After that, Place the document to be scanned on the paper loading port.
- d. Make sure the computer you are using has the scanner drive in use, after this select the scan menu and the document will run.
- e. Finally, after completion, the scanned document can be selected whether to save as a file, image or pdf



Figure 3. 2 Scanning Project Documents

Source : Writer Documentation, 2021

3. Printing Documents/Reports

Printing is the activity of converting softcopy into hardcopy which requires a tool in the form of a printer. One of the uses of this printer is when printing work orders and printing a list of departures for two-wheeled vehicles at the roro air white port. Examples of printed documents are as follows:



Figure 3. 3 Prepare and Print a Report

Source : Writer Documentation, 2021

4. Duplicate Document

Document duplicating is the process of reproducing documents with a specific purpose and purpose. Documents that are often duplicated are warning letters to companies and documents from government agencies.

How to duplicate a document is as follows:

- a. Press the ON button to turn on the copier.
- b. Place the paper to be copied on the glass which is the copy area. Usually located under the scanner and adjusts the paper position
- c. Press the select paper button, then set the paper size to be used.
- d. number keys to set how many sheets of paper to be copied.
- e. Press the start button, then wait a few moments for the copier to finish ejecting the photocopied paper.
- f. After the machine is finished, turn it off by pressing the OFF button.



Figure 3. 4 Duplicate Document
Source : Writer Documentation, 2021

5. Writing letter

writing a letter is one of the jobs that is often done, some of the letters that the author makes include an assignment letter, a proposal letter for shifting the budget for the 2021 fiscal year, receipts and letters of reprimand from the company. Here is an example of writing a letter:

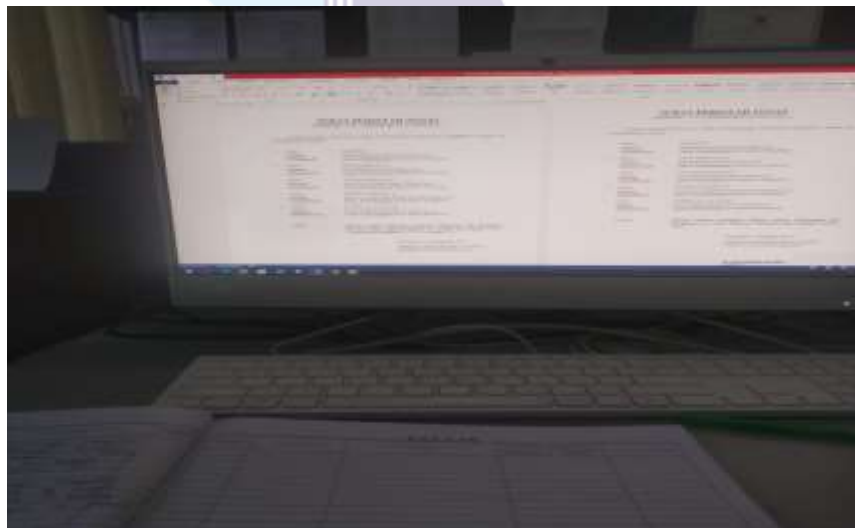


Figure 3. 5 Making a work order
Source : Writer Documentation, 2021

6. Mail delivery

Handling letters is one of the jobs that the author does, there are several places where the author delivers letters, namely in government agencies and companies. One example of a letter for a government agency is an invitation letter for the inauguration of a 24-hour ro-ro crossing and a sample letter for a company is a warning letter for a related company. The following is an example of an image of a letter in a government agency:



Figure 3. 6 delivery of letters to government agencies

Source : Writer Documentation, 2021

7. Following Mutual Cooperation

Gotong Royong within the Transportation Department of Bengkalis Regency during the last 4 months was carried out 3 times, including at the Air Putih Ferry Port, Sei Selari Pakning Ferry Port and Bandar Sri Laksamana



Figure 3. 7 Mutual Cooperation of the Transportation Service at the Port of roro Air Putih Bengkalis

Source : Writer Documentation, 2021

3.4 Obstacle and Solution

The obstacles faced during the Job Training process at Transportation Department of Bengkalis Regency are as follows:

1. Frequent disruption of Wifi Internet Connection in the Shipping Sector, such as frequent errors and slow connections so that it interferes with data entry such as online SKP data entry.
2. Printers that sometimes experience problems such as often getting stuck when photocopying documents.

Solutions that can be done to face obstacles during the Job Training process include :

1. Using a Personal Hotspot Connection or using another Field Connection although sometimes it has a slower connection.
2. when writer are going to photocopy documents in large quantities, writer have to do it in a larger photocopying machine in the secretariat room.

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at the Transportation Department of Bengkalis Regency, especially in the Shipping Sector, the following conclusions can be obtained:

- 1 The kind of business (the main task and function) of the Transportation Department of Bengkalis Regency are formulation of technical policies in the field of transportation, implementation of government affairs and public services in the field of transportation, guidance and implementation of tasks in the field of transportation.
- 2 The work process at the Bengkalis Regency Transportation Service, especially in the Shipping Sector, Documents used in the work process at the Bengkalis Regency Transportation Office include: direct procurement process letter, proposal letter for shifting APBD for Fiscal Year 2021 and Task Order (SPT), Work Start Order (SPMK). warning letter to the company.
- 3 The job description during the internship process at the Bengkalis Regency Transportation Service is Recording and Archiving Incoming/Outgoing Letters, Scanning Documents/Reports, Printing Documents/Reports, Duplicate Documents/Reports, making letters, arranging letters and mutual cooperation.
- 4 Work systems and procedures at the Bengkalis Regency Shipping Sector Transportation Service use online systems, application systems and manual systems. All of these systems make it easier to do work, especially on jobs that involve administrative processes in the Shipping Sector.
- 5 During the implementation of practical work at the Bengkalis Regency Transportation Office, several obstacles were encountered, such as internet connection problems and inadequate work equipment to handle large

amounts of documents. The solution in overcoming obstacles during the Job Training process at the Bengkalis Regency Transportation Service is to use a personal internet connection and photocopies of documents in large quantities using larger equipment in the Secretariat Room.

4.2 Suggestion

Suggestion that can be given during the implementation of Apprenticeship at the transportation Departement of Bengkalis Regency are as follows :

Author

Suggestions for writers to be more careful, thorough and concentrated in writing works. Get in the habit of reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

Student

The author also provides suggestions that may be useful for students who will carry out practical work activities for the next period, namely prioritizing occupational safety and health, making the best use of time, doing work according to ability, thinking before acting, always being patient and obedient and must learn set everything up. Assigned work.

Company

After the author runs an Internship at the Bengkalis Department of Transportation. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to Internship students to be supervised, guided and taught the steps.

Bengkalis State Polytechnic

Suggestions for the Bengkalis State Polytechnic campus are to:

1. In order for the work to run smoothly and quickly, more adequate

equipment and equipment are needed such as computers, more sophisticated printer machines and larger photocopiers.

2. Internet network access must be improved because many jobs are based online.
3. The suggestion for the state polytechnic of Bengkalis campus is to hold this Apprenticeship can be used as an evaluation, and should be provided to students before carrying out the Apprenticeship company. And the person concerned will deliver students who will do practical work on the first day of entry, and pick them back up when students have finished doing practical work.



REFERENCE

Publikasi. 2019. Laporan Akuntabilitas Kinerja Instansi Pemerintah Kabupaten Bengkalis Tahun. Accessed on July 26th, 2021 at 10.44 PM

<https://dishub.bengkaliskab.go.id/view/info/sejarah-dinas-perhubungan-kabupaten-bengkalis>

<https://bengkaliskab.go.id/view/opd/dinas-perhubungan>

<https://ppid.bengkaliskab.go.id/web/tampilkan/218/43410414131> profil_dishub.pdf



APPENDICES

Appendix 1 Internship Reply Letter



PEMERINTAH KABUPATEN BENGKALIS
DINAS PERHUBUNGAN
Jalan Pramuka No. 859 Bengkulu, Kode Pos: 38714
Telp. (0766) 21863 Fax. (0766) 21865 E-Mail: dishub@bengkalisab.go.id

NOTA DINAS

Kepada : 1. Kepala Bidang Kepelabuhan
2. Kepala Bidang Pelayaran
3. Kepala UPT Penyeberangan
4. Kepala UPT Pelabuhan Kecamatan Bengkulu

Dari : Kepala Dinas Perhubungan Kabupaten Bengkulu

Tanggal : 15 Februari 2021

Nomor : 800/dishub/2021/

Perihal : Penempatan Mahasiswa Kerja Praktik (KP)

Sehubungan dengan Surat Direktur Politeknik Negeri Bengkulu Nomor : 3567/PL/31/AK/2020 Tanggal 30 November 2020 Hal Permohonan Kerja Praktik (KP). Bersama ini disampaikan nama mahasiswa untuk ditempatkan pada bidang saudara. Mahasiswa dimaksud agar diberdayakan dan dibina sesuai dengan disiplin ilmunya terhitung mulai tanggal 15 Februari 2021 s/d 30 Juni 2021, sebagai berikut:

No	Nama	Program	Penempatan
1	HENDRI KURNIAWAN	D-IV Administrasi Bisnis Internasional	Bidang Kepelabuhan
2	GAMA ANDRIO	D-IV Administrasi Bisnis Internasional	Bidang Pelayaran
3	KURNIASARI	D-IV Administrasi Bisnis Internasional	UPT Penyeberangan
5	MRNA NELFIANI	D-IV Administrasi Bisnis Internasional	UPT Pelabuhan Kecamatan Bengkulu

Demikian di sampaikan atas perhatiannya diucapkan terimakasih.


H. ZUL ASRI, SH
NIP. 19660118 199203 1 004

Appendix 2 Internship Statement Letter



PEMERINTAH KABUPATEN BENGKALIS DINAS PERHUBUNGAN

Jalan Pramuka No. 050 Bengkulu, Kode Pos: 28714
Telp. (0766) 21865 Fax. (0766) 21865 E-Mail: dishub@bengkalis.go.id

SURAT KETERANGAN

No. 27 / KPA - BAP / PPK / DISHUB / 2021

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Gama Andrio
Tempat/Tanggal Lahir : Bengkulu, 13 Agustus 1999
Alamat : Jalan Pramuka Desa Senggoro Kecamatan Bengkulu,
Kab. Bengkulu

Telah melakukan Kerja Praktek pada Instansi kami, Dinas Perhubungan Kabupaten Bengkulu sejak tanggal 15 Februari 2021 sampai dengan 30 Juni 2021 sebagai tenaga Kerja Praktik (KP).

Selama bekerja di Instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan Baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

KEPALA BIDANG PELAYARAN
DINAS PERHUBUNGAN
KABUPATEN BENGKALIS

H. NGAWIDI, ST.MT

Pembina (IV/a)

NIP : 196608181990031004

Appendix 3 Internship Assessment Sheet

**PENILAIAN KERJA PRAKTIK (KP)
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

Nama : Gama Andrio
NIM : 5404171066
Program Studi : D4 Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	82
2.	Tanggung- jawab	25%	80
3.	Penyesuaian diri	10%	85
4.	Hasil Kerja	30%	80
5.	Perilaku secara umum	15%	85
Total Jumlah (1+2+3+4+5)		100%	412

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

Catatan :

*KEMBANGAN KEMBALI ILMU & PENGETAHUAN
YANG TELAH DITERIMA*

Bengkalis, 30 Juni 2021
Pembimbing Bidang Pelayaran
Dinas Perhubungan Kabupaten Bengkalis


ARIS FIRMANSYAH SE
NIP. 19761023 200501 1 003

Appendix 4 List of Internship Attendance Sheet

DAFTAR HADIR MAHASISWA KERJA PRAKTIK (KP)
 POLITEKNIK NEGERI BENGKALIS
 DINAS PERHUBUNGAN KABUPATEN BENGKALIS
 BIDANG KEPELABAHAN TAHUN 2021

NAMA : GAMIA ANDRIO

NIM : 5404171066

1	2	3																															4
BULAN	JAM KERJA	TANGGAL																															KETERANGAN
FEBRUARI	TANGGAL																																
	PAGI																																
	SANG																																
MARET	TANGGAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	PAGI																																
	SANG																																
APRIL	TANGGAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
	PAGI																																
	SANG																																
MAY	TANGGAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	PAGI																																
	SANG																																
JUNI	TANGGAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
	PAGI																																
	SANG																																

= HARI KERJA
 = HARI LIBUR

PEMIMPIN BIDANG PELAYARAN
 DINAS PERHUBUNGAN KABUPATEN BENGKALIS

 ARIS FIRMANSYAH, SE
 NIP. 19760222065011003

Appendix 5 Internship Certificate






Appendix 6 Internship Revision List

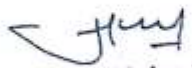
Appendix 6 Internship Revision List

REVISION LIST
APPRENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION
STATE OF POLYTECHNIC BENGKALIS

NAMA : Gama Andrio
NIM : 5404171066
PLACE : Transportation Department of Bengkalis Regency
ADVISOR : Hutomo Atman Maulana, S.Pd., M.Si


NO	DAY DATE	REVISION	ADVISOR
1	30/07/2021	Diskusi tentang penulisan dan penumbuhan sarun	
2	02/08/2021	Diskusi tentang chapter 4	
3	11/08/2021	Acc Seminar	



Bengkalis, Agustus 2021
Advisor


Hutomo Atman Maulana, S.Pd., M.Si
NIP. 198908312018031001

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday-Saturday
Date : February 22th - 26th, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Directions from the Head of the General and Civil Service Subdivision on Practical Work in the Transportation Department of Bengkalis Regency	ARIS FIRMANSYAH .S.E	
2.	Print a letter for one of the staff of the Department of Transportation for the Office of the Education and Training Personnel Board of Bengkalis Regency		
3.	Delivery of letters to the Office of the Education and Training Personnel Board of Bengkalis Regency		
4.	Delivery of the letter to the Bengkalis District Attorney's office		
5.	Introduction to the Shipping Field Work Environment		
Note by Industrial Coach			



NO	WORKING	EXPLANATION
1.		1. Pengenalan pertama di ruangan bidang pelayaran 2. Pengarsipan surat masuk dan pencatatan surat masuk 3. Pengantaran surat ke beberapa instansi pemerintahan dan perusahaan
2.		
3.		

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**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday-Saturday
Date : March 1st - 6th, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recording and Archiving Official Notes	ARIS FIRMANSYAH ,S.E	
2.	Archiving of Incoming Letters from the Information Communications and Statistics Service		
3.	Recording and Archiving of incoming invitations for meetings with the Head of the Bengkalis Regency Transportation Service		
4.	Recording of incoming mail from UPT crossing		
5.	Photocopy of shipping documents from the Bengkalis Regency Transportation Service		
Note by Industrial Coach			




NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Memfotocopy dokumen di bagian sekretaris 2. Pencatatan surat masuk dari dinas komunikasi informasi dan statistic 3. Pembuatan surat tanda terima
2.		
3.		

Dipindai dengan CamScanner

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday-Saturday
Date : March 8th - 13th, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archiving incoming letters from the regional secretariat	ARIS FIRMANSYAH ,S.E	
2.	Email creation for one of the shipping staff		
3.			
4.			
5.			
Note by Industrial Coach			



NO	WORKING	EXPLANATION
1.		1. Pengantaran surat ke bagian secretariat 2. Pencatatan surat masuk dari instansi terkait
2.		
3.		

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DAILY ACTIVITIES OF THE JOB TRAINING


Day : Monday-Saturday
Date : March 15th - 20th, 2021


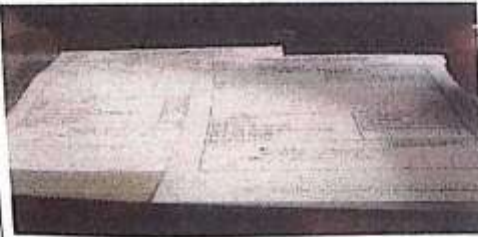
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make a receipt		
2.	Recording of incoming letters from UPT marine and fishery resources region II		
3.	Recap and Archive of Letters from Bengkalis Regent		
4.	Recording of incoming mail from Basarnas		
5.	Delivery of letters to several places from the transportation service in the shipping sector		
Note by Industrial Coach			

NO	WORKING	EXPLANATION
1.		1. Pengantaran surat ke instansi pemerintahan 2. Pencacatan surat masuk dan pengarsipan
2.		

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday-Saturday
Date : March 22nd - 27th, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Preparation of assignment orders and recording of shipping tax returns		
2.	Recording of incoming letters from Bank Riau Kepri		
3.	Delivery of documents to the BPKAD office		
4.	Archive of Letters from the Regional Secretariat		
5.	mutual cooperation for the transportation at ro-ro air putih port		
Note by Industrial Coach			



NO	WORKING	EXPLANATION
1.		1. Melakukan gotong royong bersama di pelabuhan ro-ro air putih 2. Pencatatan surat masuk dari beberapa instansi pemerintahan
2.		

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**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday-Saturday
Date : March 29th- April 3rd, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Registration of incoming letters of PT. Atosim Lampung pelayaran	ARIS FIRMANSYAH ,S.E	
2.	Recording of incoming letters from UPT crossing		
3.	Request for recording letter numbers in the secretariat		
4.	a. Photocopy of incoming letter b. Making SPT Patroli		
5.			
Note by Industrial Coach			



NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Pembuatan surat perintah tugas dan memfotocopy untuk dibuatkan arsip 2. Pencatatan surat masuk dari beberapa perusahaan
2.		

Dipindai dengan CamScanner

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday-Saturday
Date : April 5th- 10th, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Numbering on outgoing mail	ARIS FIRMANSYAH ,S.E	
2.	Arrangement of letters to the inspector's office		
3.	Recording and numbering of outgoing letters		
4.	Photocopy of letter		
5.			
Note by Industrial Coach			



NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Memfotocopy beberapa dokumen 2. Pencatatan surat masuk dari instansi pemerintahan dan perusahaan
2.		

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DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday-Saturday
Date : April 12th- 17th, 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Preparations to carry out the inauguration of the 24-hour ro-ro operation at the ro-ro air putih port	ARIS FIRMANSYAH .S.E	
2.	Recording of incoming letters from the Directorate General of Land Transportation		
3.	Recording of incoming letters from the Directorate General of Land Transportation		
Note by Industrial Coach			


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Pembuatan data keberangkatan penumpang 2. pencatatan surat masuk dari beberapa instansi
2.		



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DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday-Saturday

Date : May 3rd - 8th, 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recording of incoming letters from the Riau LSM DPD coalition	ARIS FIRMANSYAH ,S.E	
2.	Recording of incoming letters from the directorate general of land transportation		
3.	photocopy of letter		
Note by Industrial Coach			


NO	WORKING	EXPLANATION
1.		1. Pencatatan surat masuk 2. Memfotocopy beberapa dokumen
2.		



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DAILY ACTIVITIES OF THE JOB TRAINING

Monday-Saturday


May 17th - 22nd, 2021



DAY	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Date NO			
1	Incoming mail defects	ARIS FIRMANSYAH .SE	
2	Making a list of departures for two-wheeled passengers at the crossing port Sei Selari Hengkalis Regency		
3	Photocopying several departure lists for two-wheeled passengers at the Sei crossing port Selari Hengkalis Regency		
4	Recap the passenger satisfaction data questionnaire		
5	Recap the passenger satisfaction data questionnaire		
Note by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Mencatat surat masuk dan pengarsipan 2. Membuat skp patroli
2.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday-Saturday
Date : May 10th - 15th, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making a list of pedestrian passenger departures at the crossing port.sei Selari Bengkalis Regency		
2	Photocopy of several departure lists for pedestrians at the crossing port.sei Selari Bengkalis Regency.		
Note by Industrial Coach			



NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Pembuatan data keberangkatan penumpang roda dua 2. Memfotocopy dokumen untuk dibuatkan arsip
2.		

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**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday-Saturday
Date : May 24th- 29th, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Photocopy of documents	ARIS FIRMANSYAH .SE	
2.	Creation of data on the name of the shipping field employee		
3.	Recording of incoming letters from the regent of Bengkalis		
4.	Recording of incoming letters from the regional secretariat		
5.	Recording of incoming mail from UPT crossing		
Note by Industrial Coach			



NO	WORKING	EXPLANATION
Jajap1.		1.
2.		

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**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday-Saturday
Date : May 31st- June 5th, 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making a proposal letter for shifting the budget for the 2021 budget year	ARIS FIRMANSYAH ,S.E	
2.	Making a proposal letter for shifting the budget for the 2021 budget year		
3.	Record incoming mail		
4.	Writing letters to the secretariat		
Note by Industrial Coach			


NO	WORKING	EXPLANATION
1.		1.
2.		



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DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday-Saturday

Date : June 7th- 12th, 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Photocopy of documents		
2.	Archive incoming mail.		
3.	Photocopy of documents		
4.	Photocopy of archived documents of incoming letters		
5.	Recap the community satisfaction questionnaire for the crossing technical service unit		
Note by Industrial Coach			


NO	WORKING	EXPLANATION
1.		1.
2.		


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DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday-Wednesday

Date : June 28th - 30th, 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Photocopy of documents	ARIS FIRMANSYAH ,S.E	
2	Prepare files for internships		
Note by Industrial Coach			

NO	WORKING	EXPLANATION
1.		1. Penyerahan kenangan-kenangan kepada kepala bagian bidang pelayaran
2.		