

**AN APPRENTICESHIP REPORT
AT SIAK REGENCY TOURISM PALACE**

*In Partial Fulfillment of the Requirement for Three-Year Diploma Program of
English Study Program of State Polytechnic of Bengkalis*



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2022**

APPROVAL SHEET

APPROVAL SHEET

This Apprenticeship Report written by **Bella Safira**, Reg. Number **5203191103** who had done the apprenticeship at **Siak Regency Tourism Palace** Jl. Jend Sudirman, Siak District started from May 09th to July 15th, 2022, by the following advisor:

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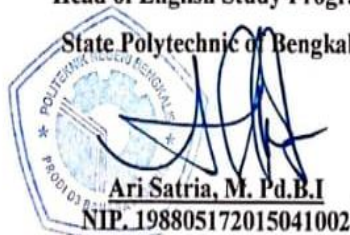
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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **BELLA SAFIRA Reg. Number 5203191103** who has done the apprenticeship at Siak Tourism Office started from May 09th – July 15th, 2022. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, August 11th, 2022

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There might be many mistakes in the writing of this apprenticeship report. Therefore, any suggestions and critics from any parties are important in making this report.

Bengkalis, July 09th, 2022

Writer,

Bella Safira

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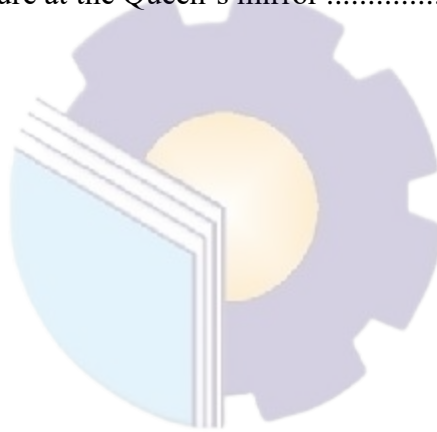
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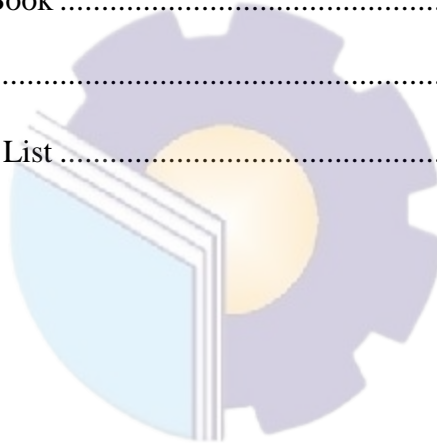
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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a program to acquire basic skills and recognized qualifications. The program creates a competent and qualified individual for the workplace by combining classroom learning and professional training. Competencies and qualifications are available for a variety of professions and occupations with different levels of training. Student levels include entry level, executive level and manager level. Trainees at each level are trained by professionals and the time required depends on the skills and abilities of the trainee. A successful education will lead to excellent performance in the workplace.

State Polytechnic of Bengkalis is a vocational high education institution that has eight departments including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. There are two compulsory graduation requirements for students at State Polytechnic of Bengkalis, they are apprenticeship and final project. Apprenticeship is supposed to be done in organizations that are proper to the student's background. This program also ensures the students have the capability of adaptation, have a work ethic, and are responsible, especially in the world of business. Besides, apprenticeship gives a lot of experience and knowledge for students.

The English Study Program is one of the study programs of the State Polytechnic of Bengkalis under the Language Department. The students of the English Study Program are prepared to have competencies in which they first can communicate in English (oral and written), then able to manage, operate, understand professional ethics, and master public speaking. Apprenticeship was held at Siak Palace, which is located on Jl. Jendral Sudirman, Siak District. The apprenticeship is meant to apply and fulfil the competency of the students. For this reason, the writer chose and got the opportunity to do an internship at the Siak

Regency Tourism Office. It was done from May 09th until July 09th, 2021 at Tourism Industry Destinations as a staff at the Siak Palace (Asserayah Hasyimiah Palace). It was chosen by the Siak Regency Tourism Office to attract tourist visits and to increase regional budget revenues from the tourism sector, especially at the Siak Palace. Furthermore, the writer can use her writing skills to be a guide, improve her communication skills, and improve her knowledge of the history of the Siak Palace.

1.2 Purpose of the Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out kinds of jobs done in the Destination Sector of the Siak Regency Tourism Office.
2. To find out working procedures applied in the Destination Sector of the Siak Regency Tourism Office.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

Apprenticeship gives a chance for the apprentice to implement knowledge that already learnt and get knowledge especially related to English. The apprentice knows how to speak with other people (Public Speaking) and make people interest.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship assists Polytechnic in preparing and producing skilled students who are ready to work in the field once their studies are completed. Therefore, the apprenticeship can strengthen the cooperation and socialization between the State Polytechnic of Bengkalis and the Siak Regency Tourism Office.

1.3.3 Significance for the Company

Apprenticeship gives The Siak Regency Tourism Office has a chance to help and sharpen students' skills. In addition, this program is an opportunity for the office to promote the image and perspective of the office towards the public.



CHAPTER II

GENERAL DESCRIPTON OF THE OFFICE

2.1 Office History

The Siak Regency Tourism Office is a regional work unit (SKPD) which is engaged in the task of tourism and has a duty to assist the Siak government in carrying out its duties in the tourism sector in Siak Regency. However, this is intended so that the tourist attraction that so many Siak possesses can be recognized by the people of Riau, Indonesia and abroad, with the aim of increasing the regional revenue budget from the tourism sector. There are numerous tourist attractions, such as the Siak Palace, the Dutch Tangsi, the Coastal Datuk House, the High Desity Hall, and so on. The area of the head of the Siak Regency Tourism Office is located at Jl. Sri Kembayat, Mempura District.

In implementing the policies and priority programs of the Siak Regency Government, the Tourism Office will carry out development, guidance, and supervision in the tourism sector to realize Siak Regency as an advanced tourism area while adhering to the Malay culture, which is closely related to religiosity. The tourism sector has an important meaning for the regional economy.

The Tourism Office seeks to optimize the use of tourism resources to boost economic growth, increase employment opportunities and local and community income.



Figure 2.1 Figure of the Siak Regency Tourism Office

2.2 Vision and Mission

2.2.1 Vision

The vision of the Siak Regency Tourism Office for 2016-2022 is the The vision of the Siak Regency Government, namely: "The realization of an Siak Regency is a Malay religious and cultural center, community environment and making Siak Regency a tourism destination in Sumatra. "

2.2.2 Mission

The mission of the Siak Regency Tourism Office as follow:

1. To build and develop tourism destinations that are competitive, attractive and have high selling value.
2. To improve and pursue tourism marketing at the national and international levels in a sustainable manner.
3. To build and improve competent and competitive Human Resources for Tourism and Creative Economy.

2.3 Kinds of Business

The Tourism Office Siak Regency is a technical agency under and responsible to the Siak Regent. The Siak Regency Government through the Tourism Office to continue to promote existing tourism so that it continues to grow and develop.

There are several events and main tasks in the tourism sector as follow:

1. Tour De Siak

The Tour De Siak Event is an annual bicycle racing agenda held in Siak Regency which is attended by national and international racers. This event is one of the government's programs in promoting Siak as a center for national and international tourist destinations. Tour de Siak was first held in 2013, seeing the great impact felt by the Siak community, this The Tour De Siak Event indirectly improved the Siak economy. It is a sport tourism which is the pride of Siak Regency.

The Tour De Siak Event is usually held in September every year, in this The Tour De Siak it is not only a bicycle racing event, but there are several agendas to support the success of the de Siak tour including: Fun Bike, Healthy Walk, Travel Photo Festival and so on. The purpose of the event is to promote local tourism.

2. The Siak Festival

The Siak Festival is a festival that is held to commemorate the anniversary of Siak Sri Indrapura City, this festival is held every year precisely in October by the Siak Regency Government, with various kinds of performances typical of Malay culture. As we know, Siak Regency has been known as an area that is rich in invaluable cultural heritage.

3. The Siak International Serindit Boat Race

The Siak International Serindit Boat Race or Dragon Boat Siak is an annual agenda of the Siak Regency Government in promoting all tourism in Siak Regency with a special target of increasing the number of tourists coming to Siak.

2.4 Structure of Organizational

There are several departments in the Siak Regency Tourism Office such Secretariat, Tourism Industry Destinations, Tourism Marketing Sector, Tourism Resources Development and Creative Economy Sector. The writer gets a chance to implement her knowledge that already learnt in Tourism Industry Destinations, especially at The Siak Palace (Asserayah AlHasyimiah). The organizational structure can be seen in the figure below:

Organizational Structure Tourism Industry Destinations

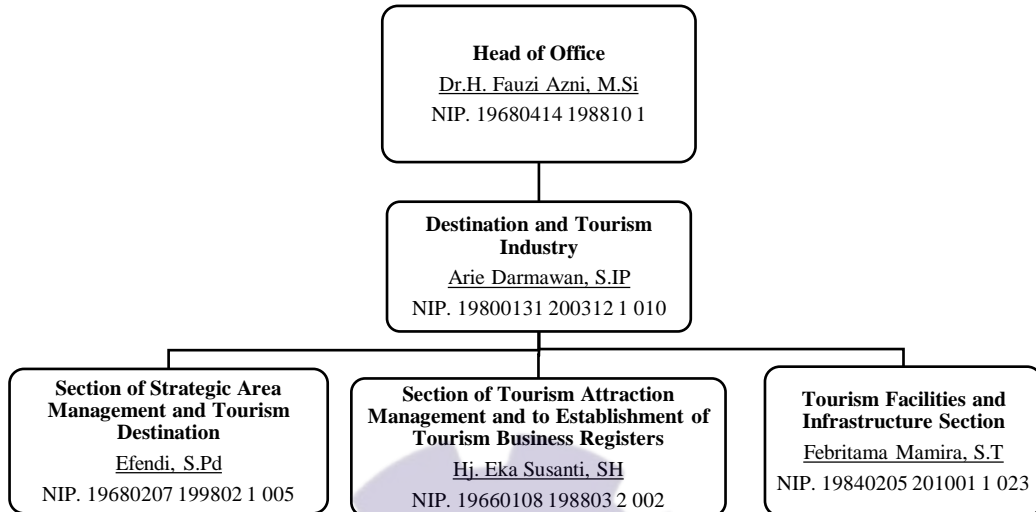


Figure 2.2 Tourism Industry Destinations Organizational Structure



Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each position:

1. Head of Office

1) The head of the Tourism Office has the task of assisting the Regent in carrying out government affairs which become the regional authority in the tourism sector. 2) In carrying out the tasks referred to in paragraph (1), the Head of Office carries out functions: a. Organizing the formulation of managerial and technical policies at the Secretariat, Field, Technical Implementing Unit (UPT) and functional positions within the service environment; b. Carrying out managerial and technical duties at the Secretariat, Field, Technical Implementing Unit (UPT) and functional positions within the service environment; c. Conducting monitoring, evaluation and reporting of managerial and technical duties at the Secretariat, Division, Technical Implementing Unit and Functional Positions within the office; and d. The implementation of other functions given by the leadership, either in writing or orally, in accordance with the authorities and areas of duty and function in the framework of smooth execution of duties.

2. Destination and Tourism Industry

1) The Head of the Destination and Tourism Industry Division has the task of planning operationalization, assigning tasks, provide guidance, supervise, organize, evaluate, and report on the implementation of duties in the Destination and Tourism Industry Sector. 2) In carrying out the tasks referred to in paragraph (1), the Head of the Tourism Destination and Industry Division, has the following functions:

- a. Preparation of field work plans and programs.
- b. Coordinating the work program of each section.
- c. Coordinating the Section Heads within the Destination and Tourism Industry Sector.
- d. Performance appraisal of subordinates.
- e. Giving instructions to the Section Head and subordinates.

- f. Coordinating, fostering, compiling program plans for the Determination and Development of Destinations, Strategic Areas, and the Tourism Industry.
- g. Coordinating the preparation of plans for the management of tourist attractions, strategic areas, and tourism destinations.
- h. Conducting studies, assessments in the framework of developing and managing tourist attractions, tourist destinations.
- I. The implementation of other functions given by the leadership, either in writing or orally, in accordance with the authorities and areas of duty and function in the framework of smooth execution of duties.

3. Section of Tourism Attraction Management and To Establishment of Tourism Business Registers.

The Head of the Section for Management of Tourist Attractions and the Establishment of a Tourism Business Registration Certificate has the following duties:

- a. Compiling a section work program plan.
- b. Providing instructions to subordinates.
- c. Assessing the work performance of subordinates.
- d. Compiling a tourist attraction management plan.
- e. Carrying out data collection and identification of conditions of potential tourist attractions.
- f. Carrying out technical guidance on the management of tourist attractions.
- g. Carrying out monitoring and evaluation of the implementation of the tourism attraction management.
- h. Doing update and inventory of the list of tourism businesses.
- I. Compiling materials for implementing performance synergy with other tourism stakeholders in the framework of implementing determination.
- j. Carrying out socialization and technical guidance on the application of standardization and.
- k. Carrying out the recommendation process for the basic requirements of the tourism business classification / reclassification.

- l. Carrying out the process of legal action against violations of the tourism business in accordance with the provisions of the applicable laws.
- m. Carrying out monitoring and evaluation, control, and supervision of the implementation of programs and activities; and
- n. Carrying out other tasks given by the leadership, either in writing or orally, in accordance with the authority and areas of duty and function in the framework of smoothness.

4. Tourism Facilities and Infrastructure Section

The Head of the Tourism Facilities and Infrastructure Section has the following duties:

- a. Compiling a plan of activities section.
- b. providing instructions to subordinates.
- c. Assessing the work performance of subordinates.
- d. Compiling a work plan for the tourism facilities and prasarana section; e. Collecting and process data to analyze the development, procurement, maintenance, maintenance of tourism facilities and infrastructure.
- f. Compiling and implement technical guidance guidelines regarding the construction, procurement, maintenance, maintenance of tourism facilities and infrastructure.
- g. Carrying out the construction, maintenance, maintenance and procurement of tourism facilities and infrastructure based on media, science, and technology.
- h. Implementing an internal control system.
- I. Reporting the results of implementation of duties to the head of the division; and
- j. Carrying out other tasks given by the leadership, either in writing or orally, in accordance with the authorities and areas of duty and function in the context of smooth execution of duties.

2.5 Document Used for Activity

There are several documents used for activity while doing Apprenticeship, as follows:

1. Attendance list
2. Guest book
3. Tickets



CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

The apprenticeship started from May 09th until July 15th, 2022, at The Siak Regency Tourism Office. The working hour divided into two shifts. On Tuesday and Thursday shift A, On Wednesday and Friday shift B. Meanwhile On Saturday, Sunday and Monday shifts A and B. Working hours were opening from at 09.00 am to 17.00 pm.

There were several kinds of main jobs during the apprenticeship at Tourism Industry Destinations:

1. Being a Tour Guide
2. Being a Receptionist
3. Documenting Visitor Activities at the Palace

3.2 Working Procedure

The working procedures are based on the Standard Operating Procedure (SOP) of the Siak Regency Tourism Office. A Standard Operating Procedure is a guideline or reference for carrying out work tasks in accordance with the functions, work procedures, and work systems of the relevant agency.

There were several working procedures in Siak Tourism Office, as follows:

1. Being a Tour Guide

Being a tour guide has an important role in tourism activities. Tour guides are responsible for accompanying tourists and providing directions and guidance to tourists. A tour guide in the Siak *Peraduan* Palace must be able to explain the origin of the Siak Kingdom and all the historical objects in the *Peraduan* Palace.

When visitors had entered the palace contest, the guide explained the brief history of the palace's construction as a gift or wedding dowry for the queen. Then visitors will be taken to the living room, the king and queen's bedrooms, and the dining room. The contest palace has a design called a "diorama room" because its spatial arrangement is like a museum.

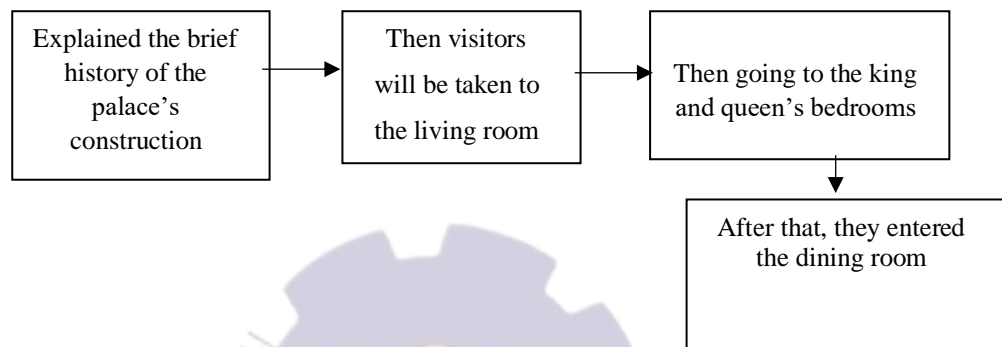


Figure 3. 1 Steps of Guiding Visitor



Figure 3. 2 Guiding Visitor

2. Being a Receptionist

A receptionist at the Siak Palace welcomes visitors and asks them to follow the procedure by wearing masks and asking them to leave the food and drinks in the place provided by the palace. Then a receptionist asked visitors to fill out a guest book by writing down the date, name, number of visitors, area of origin, occupation, and signature.

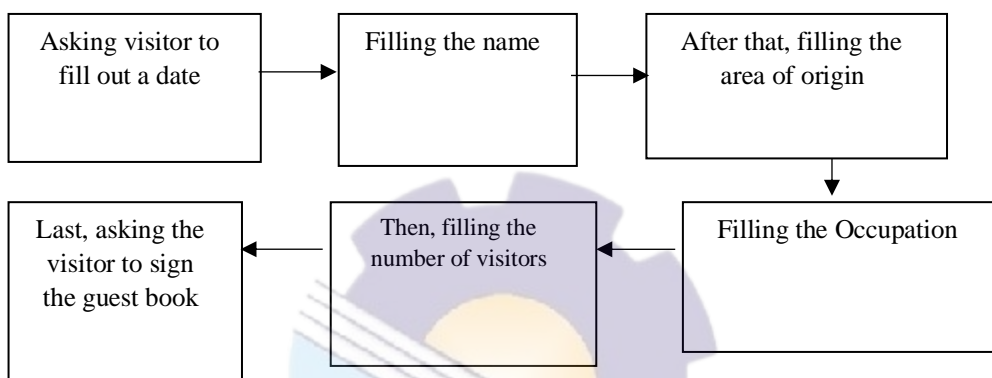


Figure 3. 3 Steps of Filling Guest Book

NO	NAMA	DAFTAR	DAFTAR	DAFTAR	DAFTAR
1	TIKA	10/5/2021	DAFTAR	DAFTAR	DAFTAR
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Figure 3. 4 Guest Book

3. Documenting Visitor Activities at the Palace

Another job in Siak Palace is being a photographer and taking pictures of visitors in some good photo spots. Because visitors do not know where the good spots are, the photographer usually asks visitors to take pictures in places that are usually used for taking pictures, such as the queen's mirror, on the stairs, the crown of the king, the throne chair, and so on.



Figure 3. 5 Take picture at the Queen's mirror

4. Place of Apprenticeship

The apprenticeship was started from May 09th 2022 until July 09th 2022. It was done at Siak Regency Tourism Palace Jl. Jend Sudirman, Siak District.

5. Kind and Description of the Activity

The daily activities in Siak Regency Tourism Palace can be seen in the tables below:

Table 3. 1 Agenda of Activities of the Second Week of May

(May 09th-15th, 2022)

NO	Day/Date	Activity	Place
1	Monday, 09 th May 2022	Having introduction to staff at the Palace by supervisor	Palace, Ticket counter, and <i>Peraduan</i> Palace
2	Tuesday, 10 th May 2022	1. Asking visitors to fill out the guest book. 2. Learning the history of Siak Palace collection items with the guide.	Palace
3	Wednesday, 11 st May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors from North Sumatra.	Palace
4	Thursday, 12 nd May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors and explain about strongbox	Palace
5	Friday, 13 rd May 2022	OFF	OFF

6	Saturday, 14 th May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors from West Sumatra.	Palace
7	Sunday, 15 th May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors from Australia.	Palace

Table 3. 2 Agenda of Activities of the Third Week of Mei
(Mei 16th-22nd, 2022)

NO	Day/Date	Activity	Place
1	Monday, 16 th May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors to saw and heard the Gramophone	Palace
2	Tuesday, 17 th May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> Palace
3	Wednesday, 18 th May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> Palace

4	Thursday, 19 th May 2022	1. Asking visitors to fill out the guest book. 2. Learning the history of <i>Peraduan</i> Palace.	<i>Peraduan</i> Palace
5	Friday, 20 th May 2022	OFF	OFF
6	Saturday, 21 st May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> Palace
7	Sunday, 22 nd May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> Palace

Table 3. 3 Agenda of Activities of the Fourth Week of Mei
(Mei 23rd-29th, 2022)

NO	Day/Date	Activity	Place
1	Monday, 23 rd May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> Palace
2	Tuesday, 24 th May 2022	1. Serving visitors who will buy an entrance ticket according to the number and age.	Ticket counter

3	Wednesday, 25 th May 2022	1. Serving visitors who will buy an entrance ticket according to the number and age. 2. Following the staff to the Bank to deposit money daily.	Ticket counter and Bank
4	Thursday, 26 th May 2022	1. Serving visitors who will buy an entrance ticket according to the number and age.	Ticket counter
5	Friday, 27 th May 2022	OFF	OFF
6	Saturday, 28 th May 2022	1. Serving visitors who will buy an entrance ticket according to the number and age. 2. Compiling 50 block adult and child	Ticket counter
7	Sunday, 29 th May 2022	1. Serving visitors who will buy an entrance ticket according to the number and age. 2. Compiling 50 block adult and child	Ticket counter

Table 3. 4 Agenda of Activities of the First Week of June

(June 30th-04th, 2022)

NO	Day/Date	Activity	Place
1	Monday, 30 th May 2022	1. Serving visitors who will buy an entrance ticket according to the number and age.	Ticket counter
2	Tuesday, 31 st May 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	Palace
3	Wednesday, 01 st June 2022	1. Learning how to take photos in the queen's mirror.	Palace
4	Thursday, 02 nd June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	Palace
5	Friday, 03 rd June 2022	OFF	OFF
5	Saturday, 04 th June 2022	1. Asking visitors to fill out the guest book. 2. Following the palace staff go to the wedding party	Palace, Wedding place

5	Sunday, 05 th June 2022	1. Asking visitors to fill out the guest book. 2. Making the guest book	Palace
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Table 3. 5 Agenda of Activities of the Second Week of June
(June 6th-12th, 2022)

NO	Day/Date	Activity	Place
1	Monday, 06 th June 2022	1. Asking visitors to fill out the guest book. 2. Following the palace staff go to the wedding party	Palace, Wedding place
2	Tuesday, 07 th June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace
3	Wednesday, 08 th June 2022	1. Asking visitors to fill out the guest book. 2. Guiding visitors	<i>Peraduan</i> palace
4	Thursday, 09 th June 2022	1. Asking visitors to fill out the guest book. 2. Documenting visitor activities	<i>Peraduan</i> palace

5	Friday, 10 th June 2022	OFF	OFF
5	Saturday, 11 st June 2022	1. Asking visitors to fill out the guest book. 2. Reprimanding visitor who do not wearing mask	<i>Peraduan</i> palace
5	Sunday, 12 nd June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace

Table 3. 6 Agenda of Activities of the Third Week of June
(June 13th-14th, 2022)

NO	Day/Date	Activity	Place
1	Monday, 13 rd June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace
2	Tuesday, 14 th June 2022	1. Asking visitors to fill out the guest book. 2. Making the guest book	<i>Peraduan</i> palace

3	Wednesday, 15 th June 2022	1. Asking visitors to fill out the guest book. 2. Reprimanding visitor who do not wearing mask	<i>Peraduan</i> palace
4	Thursday, 16 th June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace
5	Friday 17 th June 2022	OFF	OFF
6	Saturday 18 th June 2022	1. Asking visitors to fill out the guest book. 2. Guiding visitors	<i>Peraduan</i> palace
7	Sunday 19 th June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace

Table 3. 7 Agenda of Activities of the Fourth Week of June

(June 20th-26th, 2022)

NO	Day/Date	Activity	Place
1	Monday 20 th June 2022	1. Asking visitors to fill out the guest book. 2. Documenting visitor activities	<i>Peraduan</i> palace
2	Tuesday 21 st June 2022	1. Asking visitors to fill out the guest book. 2. Reprimanding visitor who do not wearing mask	<i>Peraduan</i> palace
3	Wednesday 22 nd June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace
4	Thursday 23 rd June 2022	1. Asking visitors to fill out the guest book. 2. Guiding visitors	<i>Peraduan</i> palace
5	Friday 24 th June 2022	OFF	OFF

6	Saturday 25 th June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace
7	Sunday 26 th June 2022	1. Asking visitors to fill out the guest book. 2. Reprimanding visitor who do not wearing mask	<i>Peraduan</i> palace

Table 3. 8 Agenda of Activities of the Last Week of June
(June 27th- July 02nd, 2022)

NO	Day/Date	Activity	Place
1	Monday 27 th June 2022	1. Asking visitors to fill out the guest book. 2. Guiding visitors	<i>Peraduan</i> palace
2	Tuesday 28 th June 2022	1. Asking visitors to fill out the guest book. 2. Reprimanding visitor who do not wearing mask	<i>Peraduan</i> palace
3	Wednesday 29 th June 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace

4	Thursday 30 th June 2022	1. Asking visitors to fill out the guest book. 2. Documenting visitor activities	<i>Peraduan</i> palace
5	Friday 01 st July 2022	OFF	OFF
6	Saturday 02 nd July 2022	1. Asking visitors to fill out the guest book. 2. Reprimanding visitor who do not wearing mask	<i>Peraduan</i> palace
7	Sunday 03 rd July 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace

Table 3. 9 Agenda of Activities of the First Week of July

(July 04th- July 10th, 2022)

NO	Day/Date	Activity	Place
1	Monday 04 th July 2022	1. Asking visitors to fill out the guest book. 2. Reprimanding visitor who do not wearing mask	<i>Peraduan</i> palace

2	Tuesday 05 th July 2022	1. Asking visitors to fill out the guest book. 2. Documenting visitor activities	<i>Peraduan</i> palace
3	Wednesday 06 th July 2022	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors.	<i>Peraduan</i> palace
4	Thursday 07 th July 2022	1. Asking visitors to fill out the guest book. 2. Guiding visitors	<i>Peraduan</i> palace
5	Friday 08 th July 2022	OFF	OFF
6	Saturday 09 th July 2022	OFF	OFF
7	Sunday 10 th July 2022	OFF	OFF

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

Following doing an apprenticeship at Siak Regency Tourism Palace, there were several conclusions as follows:

1. There were several kinds of jobs done during the apprenticeship: First, as a tour guide in the Siak Palace, you must be able to explain the origin of the Siak Kingdom and all the historical objects in it. Being a receptionist, asking visitors to fill out the guest book and to put food and drink in the space provided. Then, while making documentation of visitor activities at the palace, take photos of visitors to get good angles.

2. The working procedures are based on the Standard Operating Procedure (SOP) of the Siak Regency Tourism Office. It is a guideline or reference for carrying out work tasks in accordance with the functions, work procedures, and work systems of the relevant agency. such as guiding visitors, asking visitors to fill out the guest book, documenting visitor activities, and making a guest book.

4.2 Suggestion

4.2.1 Suggestion for the office

During the apprenticeship program, the apprenticeship has suggestion for the office. The suggestions are below:

1. The Siak tourism office should provide hand sanitizers at the guest book table. During the apprenticeship program, the apprentice found that several visitors were asking for hand sanitizer after filling in the guest book.

2. All the staff should be more disciplined with the rules that have been determined to show a good performance to the visitors.

3. Palace Police (OPAS) should stand by at the exit gate because visitors enter without buying a ticket and wearing a mask.

4.2.2 Suggestion for State Polytechnic of Bengkalis

During the apprenticeship program, the apprenticeship has suggestion for the English Study Program. The suggestions are below:

1. The English Study Program should improve the Tourism subject by training students to work as tour guides.

2. The English Study Program should place students in workplaces according to their expertise.



APPENDIX A



NOTA – DINAS

Kepada : Yth. Kepala Bidang Destinasi Pariwisata
Dari : Plt Kepala Dinas Pariwisata Kabupaten Siak
Tembusan : -
Tanggal : 23 Mei 2022
Nomor : 895.4/DISPAR-SEKR-UM/
Sifat : Biasa
Lampiran : 1 (satu) Berkas
Hal : Penempatan MahaSiswa pada Program On The Job Training


Dengan hormat,

Berdasarkan surat dari Politeknik Negeri Bengkalis, Tanggal 20 April 2022, Perihal Pengajuan Program **On The Job Training**. Dengan ini saya menunjuk bidang yang saudara pimpin sebagai tempat pelaksanaan **On The Job Training** Bagi Maha Siswa yang namanya tersebut di bawah ini :

1. Nama : **BELLA SAFIRA**
NIM : 5203191103
JURUSAN : BAHASA INGGRIS
DEPARTEMEN : DINAS PARIWISATA
2. Nama : **APITA JUNIYARTI**
NIM : 5203191111
JURUSAN : BAHASA INGGRIS
DEPARTEMEN : DINAS PARIWISATA

Demikian disampaikan, untuk dapat dimaklumi.

PLT. KEPALA DINAS PARIWISATA
KABUPATEN SIAK


H. DJUMANOTIAS, S.Sos, M.Si
Pembina Tk. I (IV/b)
NIP. 19691107 199003 1 005



APPENDIX B

**DAFTAR HADIR MAHASISWA MAGANG DI ISTANA ASYERAYAH HASIMYAH SIAK
DINAS PARIWISATA KABUPATEN SIAK
TAHUN 2022**

BULAN: MEI

NO	NAMA	ASAL	HARI/TANGGAL																																		
			S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K																	
1.	BELLA SAFIRA	POLITEKNIK NEGERI BENGKALIS	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	-	h	h	h	-	h	h	h	h	h	h	h	h	h	h	h	h

HARI/TANGGAL				
J	S	M	S	S
27	28	29	30	31
-	h	h	h	h

Siak Sri Indrapura, 31 Mei 2022

Kasi Pengelolaan Kawasan,
Strategi dan Destinasi Pariwisata
Efendi
EFENDI, S.Pd
NIP. 19680207 199802 1 004



Appendix B Attendance List

APPENDIX C

**DAFTAR HADIR MAHASISWA MAGANG DI ISTANA ASYERAYAH HASIMIYAH SIAK
DINAS PARIWISATA KABUPATEN SIAK
TAHUN 2022**

BULAN: JUNI

NO	NAMA	ASAL	HARI/TANGGAL																	
			R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S
1.	BELLA SAFIRA	POLITEKNIK NEGERI BENGKALIS	h	h	-	h	h	h	h	h	h	-	h	h	h	h	h	h	h	

HARI/TANGGAL												
M	S	S	R	K	J	S	M	S	S	R	K	
19	20	21	22	23	24	25	26	27	28	29	30	
h	h	h	h	h	-	h	h	h	h	h	h	h

Siak Sri Indrapura, 30 Juni 2022

Kasi Pengelolaan Kawasan,
Strategi dan Destinasi Pariwisata


EFENDI, S.Pd
NIP. 19680207 199802 1 004



APPENDIX D

**DAFTAR HADIR MAHASISWA MAGANG DI ISTANA ASYERAYAH HASIMİYAH SIAK
DINAS PARIWISATA KABUPATEN SIAK
TAHUN 2022**

BULAN: JULI

NO	NAMA	ASAL	HARI/TANGGAL														
			J	S	M	S	S	R	K	J	S	M	S	S	R	K	J
1.	BELLA SAFIRA	POLITEKNIK NEGERI BENGKALIS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			-	h	h	h	h	h	h	h	-	-	-	-	-	-	-

Siak Sri Indrapura, 11 Juli 2022

**Kasi Pengelolaan Kawasan,
Strategi dan Destinasi Pariwisata**

EFENDI, S.Pd
NIP. 19680207 199802 1 004



CS Dipindai dengan CamScanner

Appendix D Attendance List

APPENDIX E

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK DINAS PARIWISATA KABUPATEN SIAK

Nama : Bella Safira
NIM : 5203191103
Program Studi : Bahasa Inggris
Politeknik Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	90
2.	Tanggung-jawab	25%	87
3.	Penyesuaian diri	10%	86
4.	Hasil Kerja	30%	86
5.	Perilaku secara umum	15%	92
Total Jumlah (1+2+3+4+5)		100%	441

Keterangan :

Nilai : Kriteria

81 – 100 : Istimewa

71 – 80 : Baik sekali

66 – 70 : Baik

61 – 65 : Cukup Baik

56 – 60 : Cukup

Catatan : Dalam melaksanakan tugas cukup baik,
diharapkan dapat mempertahankan hasil nilai
yang tercapai ini.

Siak Sri Indrapura, 07 Juli 2022


Efendi, S.Pd.
Kasi Pengelolaan Kawasan,
Strategi dan Destinasi Pariwisata



APPENDIX F



PEMERINTAH KABUPATEN SIAK
DINAS PARIWISATA
Gedung Eko Wisata
Jl. Sri Kembayat, Kecamatan Mempura,
Siak Sri Indrapura, Propinsi Riau



pesona
indonesia

SERTIFIKAT

Kami yang bertanda tangan dibawah ini menerangkan bahwa :

Nama	:	Bella Safira
NIM	:	5203191103
Tempat/Tanggal	:	Lubuk Muda, 30 Juli 2001
Lahir	:	
Sekolah	:	Politeknik negeri Bengkalis
Jurusan	:	D3 Bahasa Inggris

Adalah benar nama tersebut diatas telah melaksanakan magang pada Dinas Pariwisata Kabupaten Siak terhitung mulai bulan Mei 2022 s/d Juli 2022 dengan **Baik**

Demikian sertifikat ini dibuat, untuk dapat dipergunakan sebagaimana mestinya.

Siak Sri Indrapura, Juli 2022
PLT KEPALA DINAS PARIWISATA
KABUPATEN SIAK,



H. D. JUMANOTIAS, S. Sos, M. Si
Pembina Tk. I (IV/b)
NIP. 19691107 199003 1 005



APPENDIX G

TANGGAL	NAMA	DAFTAR DARI DAERAH	PEKERJAAN	JLH DRG	TANDA TANGAN
12/05/22	CORAY Bedona	Pekalongan	IRT	7	[Signature]
12/05/22	Adhe Yucca	Pekalongan	IRT	3	[Signature]
12/05/22	Liana Usama	Pekalongan	IRT	6	[Signature]
12/05/22	MUSNO	Pekalongan	WIRASWASTA	5	[Signature]
12/05/22	MURAHYADI	Pekalongan	IRT	4	[Signature]
12/05/22	Hafidz	Dumai	PNS	4	[Signature]
12/05/22	Ton Sapul	Ep. Bolak	Driver	2	[Signature]
12/05/22	Agus	Banekung	Driver	6	[Signature]
12/05/22	Riska	Pekalongan	Wiraswasta	5	[Signature]
12/05/22	Nora	B. Losari	Tani	3	[Signature]
12/05/22	Anri	Duri	Siswa	3	[Signature]
12/05/22	Hariyad. Pirel	Pajakumbuh	IRT	5	[Signature]
12/05/22	Agung	Kerumitan	Tani	4	[Signature]
12/05/22	Rydi	Pekalongan	Muda Mula	2	[Signature]
12/05/22	Rahmat	Cobek	IRT	11	[Signature]
12/05/22	ADHAL	Pajakumbuh	Tani	6	[Signature]
12/05/22	Sumini	Sekeloa	Wiraswasta	3	[Signature]
12/05/22	Dwi	Duri	Mahasiswa	3	[Signature]
12/05/22	Ufi	PEKANBARU	MAHASISWA	11	[Signature]
12/05/22	Umu	DURI	IRT	10	[Signature]
12/05/22	Sulir	Pajakumbuh	IRT	2	[Signature]
12/05/22	Maji	Duri	Ibu RT	2	[Signature]
12/05/22	Rini	Dagun	Ibu RT	4	[Signature]
12/05/22	SUPRONG	Pekanbaru	Tani	13	[Signature]
12/05/22	Melga Hendri	Sambas	Tani	5	[Signature]
12/05/22	Inah Pr. Ayu	K. Kam	Swasta	7	[Signature]
12/05/22	Dinni	Lingsar	Penasih	7	[Signature]
12/05/22	Nita Moy	Dumai	Mahasiswa	4	[Signature]
12/05/22	Arani	Pudang	Wiraswasta	6	[Signature]
12/05/22	Endang.	Dumai	"	10	[Signature]
12/05/22	Kursi	Petalawan	Mahasiswa	6	[Signature]
12/05/22	Chik Ann	PKU/IKT	IRT	5	[Signature]
12/05/22	Edy Sastra.	Dwai	Tani	5	[Signature]
12/05/22	Dun Afif	Simpay Benang	Wiraswasta	6	[Signature]
12/05/22	Angelcy 798	Pekanbaru	Swasta	6	[Signature]
12/05/22	IKa	Pan Lesung	Swasta	4	[Signature]
		Pajakumbuh	IRT	2	[Signature]
		PKU KEMICI	IRT	10	[Signature]

Appendix G Guest Book

APPENDIX H




Appendix H Tickets

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: May 09th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Having introduction to staff at the Palace by supervisor	Efendi,S.P.d	
NOTE:			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Having introduction to staff and waiting the supervisor at ticket counter.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: May 10th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Asking visitors to fill out the guest book.	Efendi,S.P.d	
2	Learning the history of Siak Palace collection items with the guide.		
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Being a receptionist and ask visitor to fill out the guest book

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: May 11st, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors from North Sumatra.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the palace guide bringing visitor and listen what did he said about historical palace.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: May 12nd, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	1. Asking visitors to fill out the guest book. 2. Following the Palace guide bringing visitors and explain about strongbox.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors and listen him explaining about strongbox.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Saturday

Date: May 14th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors from Australia.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors from Australia.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Sunday

Date: May 15th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors to saw and heard the Gramophone	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors to saw and heard the Gramophone.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: May 16th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Being a receptionist and ask visitor to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: May 17th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Being a receptionist and ask visitor to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: May 18th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the palace guide bringing visitors at <i>Peraduan</i> palace.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: May 19th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Learning the history of <i>Peraduan</i> Palace.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Learning the history of <i>Peraduan</i> Palace.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Saturday

Date: May 21th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the palace guide bringing visitors at <i>Peraduan</i> palace.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Sunday

Date: May 22th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Being a receptionist and ask visitor to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: May 23rd, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the palace guide bringing visitors at <i>Peraduan</i> palace.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: May 24th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Serving visitors who will buy an entrance ticket according to the number and age.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Serving visitor who will buy an entrance ticket.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: May 25th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Serving visitors who will buy an entrance ticket according to the number and age. Following the staff to the Bank to deposit money daily.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the staff to the Bank to deposit money daily.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: May 26th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Serving visitors who will buy an entrance ticket according to the number and age.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Serving visitor who will buy an entrance ticket.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Saturday,

Date: May 28th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Serving visitors who will buy an entrance ticket according to the number and age. Compiling 50 block adult and child	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Compiling 50 block adult and child ticket

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Sunday

Date: May 29th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Serving visitors who will buy an entrance ticket according to the number and age. Compiling 50 block adult and child	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		The staff restocked the tickets that have been sold

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: May 30th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Serving visitors who will buy an entrance ticket according to the number and age.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Serving visitors who will buy an entrance ticket

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: May 31st, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: June 01st, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Learning how to take photos in the queen's mirror.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Learning how to take photos in the queen's mirror.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: June 02th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Saturday

Date: June 04th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the palace staff go to the wedding party	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the palace staff go to the wedding party.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Sunday

Date: June 05th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Making the guest book	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Making the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: June 06th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the palace staff go to the wedding party	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the palace staff go to the wedding party.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: June 07th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: June 08th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Guiding visitors	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Guiding visitors

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: June 09th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Documenting visitor activities	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Documenting visitor activities.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Saturday

Date: June 11st, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Reprimanding visitor who not wearing mask	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Being a receptionist and ask visitor to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Sunday

Date: June 12nd, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Being a receptionist and ask visitor to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: June 13th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: June 14th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Making the guest book	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Making the guest book

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: June 16^h, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Reprimanding visitor who not wearing mask	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: June 17th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Saturday

Date: June 18th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Guiding visitors	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Guiding visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Sunday

Date: June 19th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: June 20th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Documenting visitor activities	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Documenting visitor activities.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: June 21st, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Reprimanding visitor who not wearing mask	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: June 22nd, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Following the Palace guide bringing visitors.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: June 23rd, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Guiding visitors	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Guiding visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Saturday

Date: June 25th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Sunday

Date: June 26th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Reprimanding visitor who not wearing mask	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Being a receptionist and ask visitor to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: June 27th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Guiding visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Guiding visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: June 28th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Reprimanding visitor who not wearing mask	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: June 29th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: June 30th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Documenting visitor activities	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Documenting visitor activities.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Saturday

Date: July 02nd, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Reprimanding visitor who not wearing mask	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Sunday

Date: July 03rd, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Following the Palace guide bringing visitors.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Monday

Date: July 04th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Reprimanding visitor who not wearing mask	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Tuesday

Date: July 05th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Documenting visitor activities	Efendi,S.P.d	
NOTE:			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Take a picture with visitor from Pekanbaru

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Wednesday

Date: July 06th, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Following the Palace guide bringing visitors.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Asking visitors to fill out the guest book.

**DAILY ACTIVITY
APPRENTICESHIP**

Day: Thursday

Date: July 07th, 2022





No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Asking visitors to fill out the guest book. Guiding visitors.	Efendi,S.P.d	
NOTE:			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Guiding visitors.

APPENDIX I

REVISION LIST APPRENTICESHIP REPORT

Name : Bella Safira
Registration Number : 5203191103
Advisor : Fanalisa Elfa, M.Pd
Location : Siak Tourism Palace

NO.	DAY/DATE	REVISION	ADVISOR
1.	29/07-22	Grammar	
2.	01/08-22	page layout / chapter II	
3.	02/08-22	chapter III	
4.		Acc for Summary	
5.			

Bengkalis, July 29th, 2022

Advisor



Fanalisa Elfa, M.Pd

NIP:198510082019032015

Appendix I Revision List