

AN APPRENTICESHIP REPORT
**AT DEPARTMENT OF TOURISM, CULTURE,
YOUTH AND SPORTS IN BENGKALIS REGENCY**

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



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LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS
2022

APPROVAL SHEET

APPROVAL SHEET

This Apprenticeship Report written by **Khairun Nisak**. Reg. Number **5203191109** who had done the apprenticeship at Department of Tourism, Culture, Youth and Sports Bengkalis Regency started from May 9th to July 15th, 2022 by the following advisor.

Bengkalis, July 15th, 2022

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Head of English Study Program
State Polytechnic of Bengkalis



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ACCEPTENCE SHEET

ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of **Khairun Nisak. Reg. Number 5203191109** who has done the apprenticeship at Department of Tourism, Culture, Youth and Sports Bengkalis Regency started from May 9th to 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 12th, 2022

Accepted by:

Advisor



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ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at Department of Tourism, Culture, Youth and Sports Bengkalis Regency timely.

During the writing process of this report, there were many people involved in giving advice, help, and support. In this occasion, the writer would like to say many thanks to:

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3. Ari Satria, M.Pd. B.I as the Head of D-III English Study Program.
4. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program.
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6. Safra Afriani Zahraa as the Advisor of Apprenticeship Report.
7. Lee Ikhwana, as a practical work mentor who has assisted and guided me in Kebudayaan Institute.
8. All Lectures of Language Department.
9. All co-workers in Subdivision Culture who provide explanations and assistance during apprenticeship.
10. Khairul Amri and Anin Sariah as my beloved parents who gave me support, prayer and motivation.

The Writer

Khairun Nisak

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CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

Apprenticeship is the process of applying knowledge or competence from the world of education to the world of work in a company, agency or organization. This program aims to enable interns to understand the work system in the professional world, gain experience and new skills. Apprenticeship is also one of the main requirements to go through the graduation process. It is one of the prerequisites before graduating. A successful apprenticeship will build great achievements in the workplace. State Polytechnic of Bengkalis is a vocational high education institution. This institution requires students to join an internship program in order to graduate and also ensures that students have adaptability, work ethic, and are responsible especially in the world of work.

Including the English Department is one of the study programs in State Polytechnic of Bengkalis which requires students to do an internship. This apprenticeship program at State Polytechnic of Bengkalis provides learning and training opportunities for all students at State Polytechnic of Bengkalis to develop professional skills in the field of science and technology. Therefore, the author had the opportunity to do an apprenticeship at the Bengkalis Regency Tourism Culture Youth and Sports Office. On this occasion the author was placed in the **Cultural Field** of the Department of Tourism Culture Youth and Sports, Bengkalis Regency.

The apprenticeship has been carried out from May 9, 2022 to July 15, 2022 as an apprenticeship at the Department Tourism, Culture, Youth and Sports. It was chosen in Culture Subdivision because the writer can implement her communication skills, time management, and also improve knowledge about workplace. It is located at Jl. Arif Rahman No. 24, Bengkalis City, Kec. Bengkalis, Kab. Bengkalis, Riau 28713.

1.2. Purpose of the Apprenticeship

The purpose of the apprenticeship as follows:

1. To know kinds of jobs in Culture subdivision of Bengkalis Tourism Office.
2. To know working procedures applied in Culture subdivison of Bengkalis Tourism Office.
3. To know documents used in Culture subdivision of Bengkalis Tourism Office.

1.3. Significances of the Apprenticeship

1.3.1. Significances for the apprentice

Apprenticeship provides an opportunity to implement the knowledge that has been learned and gained new knowledge and skill. By doing apprenticeship, students can increase their knowledge and creativity, and also know how to talk to others (Public Speaking) and keep people interested.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship helps Polytechnics to prepare and produce creative students who are already to work in the field once they complete their studies. Therefore, apprenticeships help polytechnics implement and organize their curriculum. Besides that, it can also build cooperation between polytechnic and the agency.

1.3.3. Significance for the Office

Apprenticeship gives the Regional Agency for Languages in Riau Province a chance to help and sharpen student's skill. In addition, this program is an opportunity for the office to promote image and perspective of the office towards public.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1. Company History

The Department Tourism, Culture, Youth and Sports (DISPARBUDPORA) was formed based on the Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Formation and Composition of the Bengkalis Regency Regional Apparatus. Furthermore, based on the provisions of Article 4 of Bengkalis Regent Regulation Number 54 of 2016 concerning Position, Organizational Structure, Eselonering, Duties, Functions and Job Descriptions and Work Procedures at the Department Tourism, Culture, Youth and Sports, has the task of assisting the Regent, carrying out government affairs which are the authority of the region and assisting the task in the fields of Tourism, Culture, Youth and Sports.



Figure 2. 1 The Department Tourism, Culture, Youth and Sports.

2.2. Vision and Mission

The vision and mission of the Department Tourism, Culture, Youth and Sports as implemented in the Bengkalis Regency's 2016-2021 Regional Medium-Term Development Plan by considering its potential and supporting aspects and based on the main tasks and functions of the Department Tourism, Culture, Youth and Sports in accordance with Regional Regulation Number 3 of 2016 concerning Formation and Composition of Bengkalis Regency Regional Apparatus.

2.2.1. Vision

The vision is "The Realization of Bengkalis Regency as a Cultural Tourism Destination Area, Independent Youth, Faithful and Has Noble Morals and Spirit of Patriotism With Healthy and Prosperous Society."

2.2.2. Mission

The missions of the Department Tourism, Culture, Youth and Sports is as follows:

1. Realizing the effective management of regional financial potential, natural resources and human resources in advancing the economy.
2. Realizing bureaucratic reform and strengthening Malay religious and cultural values towards good governance and community character.
3. Realizing the provision of quality infrastructure and developing the potential of border areas for the welfare of the people.

2.3. Kind of Business

In realizing Good Governance, accountability is one aspect important thing that must be implemented in government management. Accountability that it is hoped that not only the government's accountability to the community but also accountability to top government leadership. In this regard, the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency Government Agency Performance Reports as a form

of application for the implementation of tasks and mandated functions in a transparent and accountable manner.

Based on Regional Regulation Number 54 of 2016, the Position of the Department Tourism, Culture, Youth and Sports in Bengkalis Regency:

1. It is an element of implementing government affairs which is the authority of the region.
2. Domiciled under and responsible to the Regent through the Secretary Area.
3. Carry out other tasks assigned by the Regent in accordance with the duties and function.

2.4. Organizational Structure

The organizational structure is a chart that systematically describes the determination, duties, functions, authorities, and responsibilities of each with predetermined goals. Aims to foster work harmony so that work can be done regularly and well to achieve the desired goals to the fullest. Furthermore, the organizational structure of the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency can be described as follows.

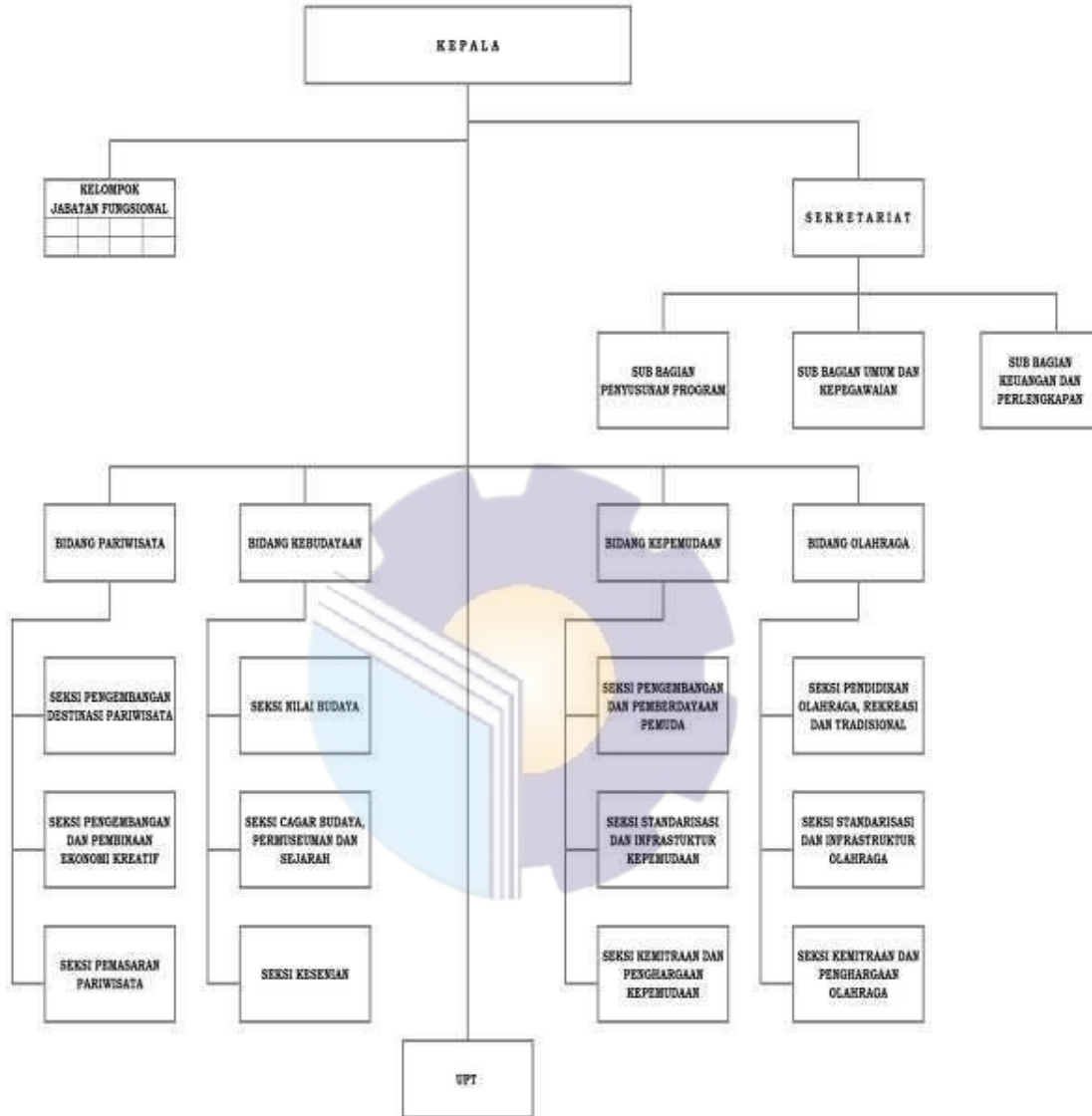


Figure 2. 2 . Organizational Structure of the Department Tourism, Culture, Youth and Sports in Bengkalis Regency.

The following is a description of each type of work:

1. Head of Department

The Head of the Department is the person in charge of policy formulation, coordination, guidance, supervision and control over the implementation of the activities of each division.

The tasks of the Head of Department are:

- a. Formulating regional policies in the fields of Tourism, Culture, Youth and Sports.
- b. Implementating regional policies in the fields of Tourism, Culture, Youth and Sports.
- c. Implementating coordination of the provision of infrastructure and support in the field of Tourism, Culture, Youth and Sports.
- d. Improving the quality of human resources in the fields of Tourism, Culture, Youth and Sports.
- e. Monitoring, supervision, evaluation and reporting of implementation in the field of Tourism, Culture, Youth and Sports.
- f. Implementating other functions assigned by the Regent.

2. Secretariat

The Secretariat has the task of providing technical and administrative services to all organizational units within the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency.

The tasks of the Secretariat are:

- a. Implementating coordination in the preparation of plans, programs, budgets in the field of Tourism, Culture, Youth and Sports.
- b. Guiding and providing administrative support which includes administration, staffing, finance, housekeeping, cooperation, public relations, archives and documentation.

- c. Fostering and structuring the organization and management.
- d. Implementing coordination and preparation of laws and regulations.
- e. Managing state property/wealth.
- f. Implementating other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Secretariat consists of:

1. Program Preparation Sub-Section
2. General and Personnel Sub-Section
3. Finance and Equipment Sub Division

3. Tourism Field

The field of tourism has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of tourism with established regulations.

The tasks of the Tourism are:

- a. Implementating technical guidance and development of authority in the field of Tourism is based on policies set by the Regent.
- b. Preparing and implementing development and control programs in the field of tourism which is the regional authority.
- c. Arranging strategic tourism area layout.
- d. Implementating the promotion of tourism objects both at home and abroad.
- e. Implementating and supervision of development and development tourist.
- f. Implementating and supervision of minimum standards in the tourism sector.
- g. Implementating other tasks assigned by the Head in accordance with the duties and function.

The Organizational Structure of the Tourism Sector, consisting of:

1. Tourism Destination Development Section
2. Creative Economy Development and Development Section
3. Tourism Marketing Section.

4. Culture Field

The field of culture has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of culture with established regulations.

The tasks of the Culture are:

- a. Implementating technical guidance and development of authority in the field of Culture is based on policies set by the Regent.
- b. Preparing and implementing development and control programs in the field of culture which is the authority of the region.
- c. Implementating and supervision of minimum standards in the field of Culture.
- d. Implementating security rescue, maintenance, restoration, excavation and research of cultural heritage objects on a Regency scale
- e. Implementating other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Cultural Sector, consists of:

1. Cultural Values Section
2. Section for Cultural Heritage, Museums and History
3. Art Section.

5. Youth Field

The Youth Sector has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of Youth with established regulations.

The tasks of the Youth are:

- a. Policy formulation in the context of planning, coaching and youth development.
- b. Implementating youth development and development policies that includes institutions, productivity and child development programs, youth and youth and planning, control and evaluation.
- c. Implementating coordination with relevant agencies, community institutions in the context of coaching and managing and controlling the program empowerment in the field of Youth.

- d. Formulating planning, utilization, control and evaluation policies, Youth facilities and infrastructure.
- e. Implementating other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Youth Sector, consists of:

1. Youth Development and Empowerment Section
2. Youth Standards and Infrastructure Section
3. Youth Partnership and Awards Section.

6. Sport Field

The field of sports has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of sports with established regulations.

Sports Sector in carrying out the tasks as intended, perform functions:

- a. Policy formulation in the context of planning, coaching and Sports development.
- b. Implementating policies for fostering and developing sports that includes the implementation of nursery problems, performance improvement and coordination of Sports activities as well as planning, controlling and evaluation.
- c. Implementating coordination with relevant agencies, community institutions in the context of coaching and managing and controlling the program utilization in the field of sports.
- d. Implementating other tasks assigned by the Head in accordance with the duties and function.

Organizational Structure in the Field of Sports, consisting of:

1. Sports, Recreation and Traditional Education Section
2. Sports Infrastructure and Standardization Section
3. Sports Partnership and Awards Section.

7. Technical Implementation Unit

The tasks of the Technical Implementation Unit are:

- a. At the Service, a Technical Implementation Unit (UPT) can be formed based on the needs and workload.
- b. UPT is a Technical Implementing Unit to carry out technical activities operational and/or technical support activities of the Office.
- c. UPT is led by a UPT Head who is under and responsible to the head.
- d. The formation of the UPT is determined by a Regent Regulation based on the guidelines to the applicable laws and regulations



CHAPTER III

SCOPE OF APPRENTICESHIP

3.1. Job Description

The apprenticeship started from May 9th to July 15th, 2022 at the Department of Tourism, Culture, Youth and Sports. The schedule starts at 08.00-12.00 then continued at 13.30-16.00 WIB.

There are several main types of work during apprenticeship:

1. Writing Incoming and Outgoing Letter
2. Arciving Incoming and Outgoing Letter
3. Printing Some Documents

3.2. Working Procedure

1. Writing Incoming Letter

The activity of recording letters was carried out after the letter received, the letter was write in the incoming letter book and a letter agenda number, the date of letter was received and the date stated in the letter.

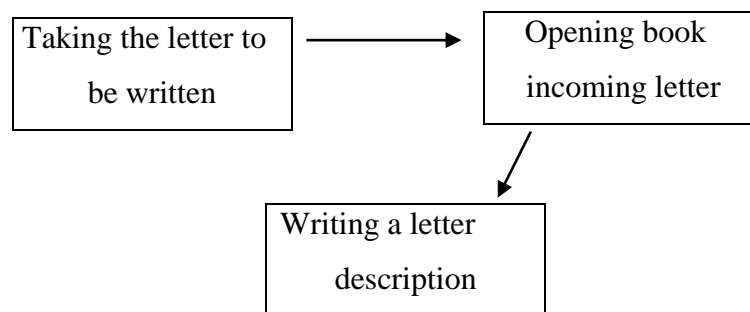
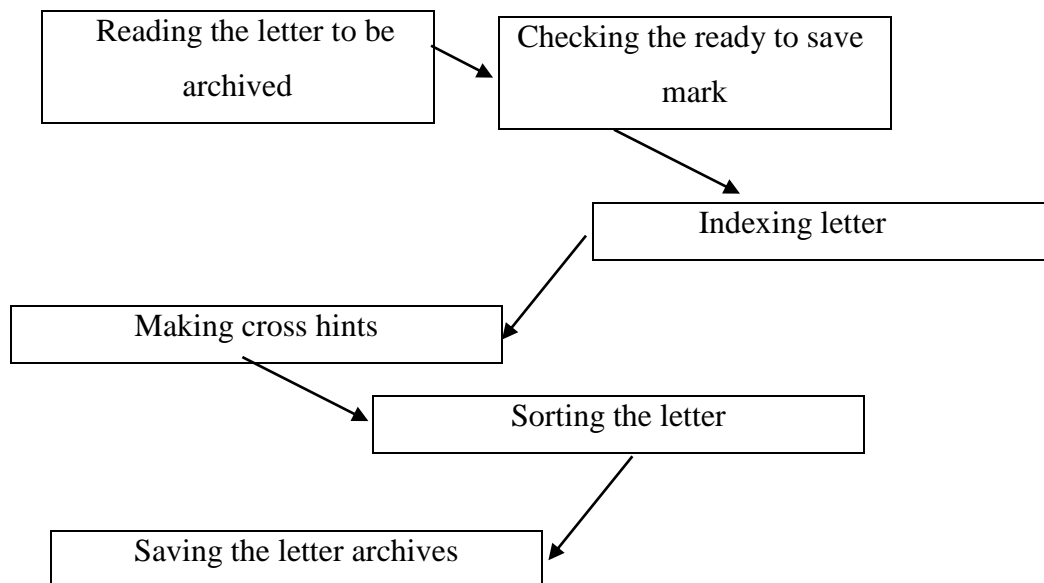




Figure 3. 1 Writing Incoming Letter

2. Archiving Incoming Letter

Archiving letters is an important thing to do in a company, organization or institution. Basically, archives are not only related to letters, but also related to various other types of documents.



3. Printing Some Documents

Printer is a device or hardware device that is used to display or output tangible results from a computer by printing on a medium (paper, banner) using ink or toner.

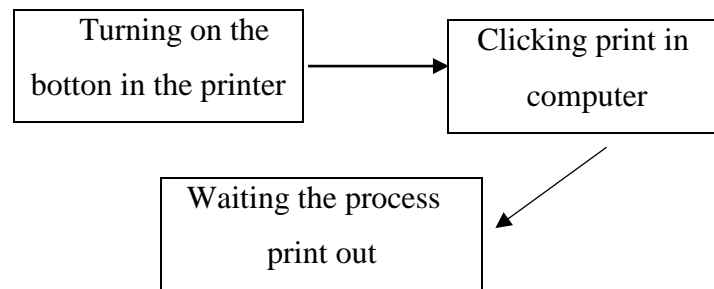


Figure 3. 2 Printing Some Documents

3.3 Documents Used for Activity

To manage the activities, there were documents used for activity by the culture Subdivision at Department Tourism, Culture, Youth and Sports. The documents were:

- Incoming letter was received and recorded in the entry book or register book.
- Outgoing letter was drafted in the dispatch book.
- Agenda Book was written to record the information got from the letters.

3.4. Place of Apprenticeship

Apprenticeship starts from May 9th, 2022 to July 15th, 2022. It was done in The Culture Subdivision of Bengkalis Regency Office Tourism, Culture, Youth and Sports.

3.5. Kind and Description of the Activity

Daily activities can be seen in the table below:

Agenda of Activities of The First Week of May
(May 9th – 15th, 2022)

No	Day/Date	Activity	Place
1	Monday, May 09 th , 2022	1. Room placement	Culture Subdivision
2	Tuesday, May 10 th , 2022	OFF	
3	Wednesday, May 11 th , 2022	1. Gift sticking for Bujang Dara	Culture Subdivision
4	Thursday, May 12 th 2022	OFF	
5	Friday, May 13 th , 2022	1. Interview Bujang Dara	Aula
6	Saturday, May 14 th , 2022	OFF	
7	Sunday, May 15 th , 2022	OFF	

(May 16th – 22th, 2022)

No	Day/Date	Activity	Place
1	Monday, May 16 th , 2022	OFF	
2	Tuesday, May 17 th , 2022	1. Halal Bihalal with the regent of Bengkalis. 2. Printing the number of Bujang Dara participants	1.Monument field 2. Culture Subdivision
3	Wednesday, May 18 th , 2022	1. Writing incoming letter	Culture Subdivision
4	Thursday, May 19 th , 2022	1. Archiving the letter	Culture Subdivision
5	Friday, May 20 th , 2022	1. Writing incoming letter	Culture Subdivision
6	Saturday, May 21 th , 2022	OFF	
7	Sunday, May 22 th , 2022	OFF	

(May 23th – 29th, 2022)

No	Day/Date	Activity	Place
1	Monday, May 23 th , 2022	3. Sending an invitation letter to the Department of Health 2. Attach the prize nominal for the winner of the Lampu Colok festival	1. Department of Health 2. Culture Subdivision
2	Tuesday, May 24 th , 2022	1. Bujang Dara committee 2. Printing the question sheet for Bujang Dara 3. Grand final Bujang Dara	1. Marina hotel 2. Culture Subdivision 3. Monument field
3	Wednesday, May 25 th , 2022	OFF	
4	Thursday, May 26 th , 2022	OFF	
5	Friday, May 27 th , 2022	1. Writing incoming letter	Culture Subdivision
6	Saturday, May 28 th , 2022	OFF	
7	Sunday, May 29 th , 2022	OFF	

(May 30th – June 5th, 2022)

No	Day/Date	Activity	Place
1	Monday, May 30 th , 2022	OFF	
2	Tuesday, May 31 th , 2022	OFF	
3	Wednesday, June 01 th , 2022	OFF	
4	Thursday, June 02 th , 2022	1. Archiving letters	Culture Subdivision
5	Friday, June 03 th , 2022	1. Paying taxes	Bengkalis Regency Revenue Office
6	Saturday, June 04 th , 2022	OFF	
7	Sunday, June 05 th , 2022	OFF	

(June 06th – 12th, 2022)

No	Day/Date	Activity	Place
1	Monday, May 06 th , 2022	1. Asking for the letter number at the secretariat	Secretariat Subdivision
2	Tuesday, May 07 th , 2022	OFF	
3	Wednesday, June 08 th , 2022	OFF	
4	Thursday, June 09 th , 2022	OFF	
5	Friday, June 10 th , 2022	1. Writing incoming letter	Culture Subdivision
6	Saturday, June 11 th , 2022	OFF	
7	Sunday, June 12 th , 2022	OFF	

(June 13th – 19th, 2022)

No	Day/Date	Activity	Place
1	Monday, May 13 th , 2022	OFF	
2	Tuesday, May 14 th , 2022	1. Museum events	Museum Sang Nila Utama
3	Wednesday, June 15 th , 2022	OFF	
4	Thursday, June 16 th 2022	OFF	
5	Friday, June 17 th , 2022	OFF	
6	Saturday, June 18 th , 2022	OFF	
7	Sunday, June 19 th , 2022	OFF	

(June 20th – 26th, 2022)

No	Day/Date	Activity	Place
1	Monday, May 20 th , 2022	1. Writing incoming letter	Culture Subdivision
2	Tuesday, May 21 th , 2022	OFF	
3	Wednesday, June 22 th , 2022	OFF	
4	Thursday, June 23 th , 2022	OFF	
5	Friday, June 24 th , 2022	1. Writing incoming letter	Culture Subdivision
6	Saturday, June 25 th , 2022	OFF	
7	Sunday, June 26 th , 2022	OFF	

(June 27th – July 03th, 2022)

No	Day/Date	Activity	Place
1	Monday, June 27 th , 2022	1. Writing incoming letter	Culture Subdivision
2	Tuesday, June 28 th , 2022	1. Free durian event	Bantan Tengah Village
3	Wednesday, June 29 th , 2022	1. Printing document	Culture Subdivision
4	Thursday, June 30 th 2022	OFF	
5	Friday, July 01 th , 2022	OFF	
6	Saturday, July 02 th , 2022	OFF	
7	Sunday, July 03 th , 2022	OFF	

(July 04th – 10th, 2022)

No	Day/Date	Activity	Place
1	Monday, July 04 th , 2022	1. Writing incoming letter	Culture Subdivision
2	Tuesday, July 05 th , 2022	OFF	
3	Wednesday, July 06 th , 2022	1. Printing documents	Culture Subdivision
4	Thursday, July 07 th , 2022	OFF	
5	Friday, July 08 th , 2022	OFF	
6	Saturday, July 09 th , 2022	OFF	
7	Sunday, July 10 th , 2022	OFF	

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1. Conclusion

After doing an apprenticeship in the Culture Subdivision at Department Tourism, Culture, Youth and Sports. There are several conclusions as follows:

There were several main jobs done carried out during the apprenticeship. They are:

1. Writing and archiving incoming letters, printing some documents.
2. The work procedure is based on the operational standards of the Department Tourism, Culture, Youth and Sports.
3. The documents used during the apprenticeship are usually a incoming letter book.

4.2. Suggestion

4.2.1. Suggestion for Company

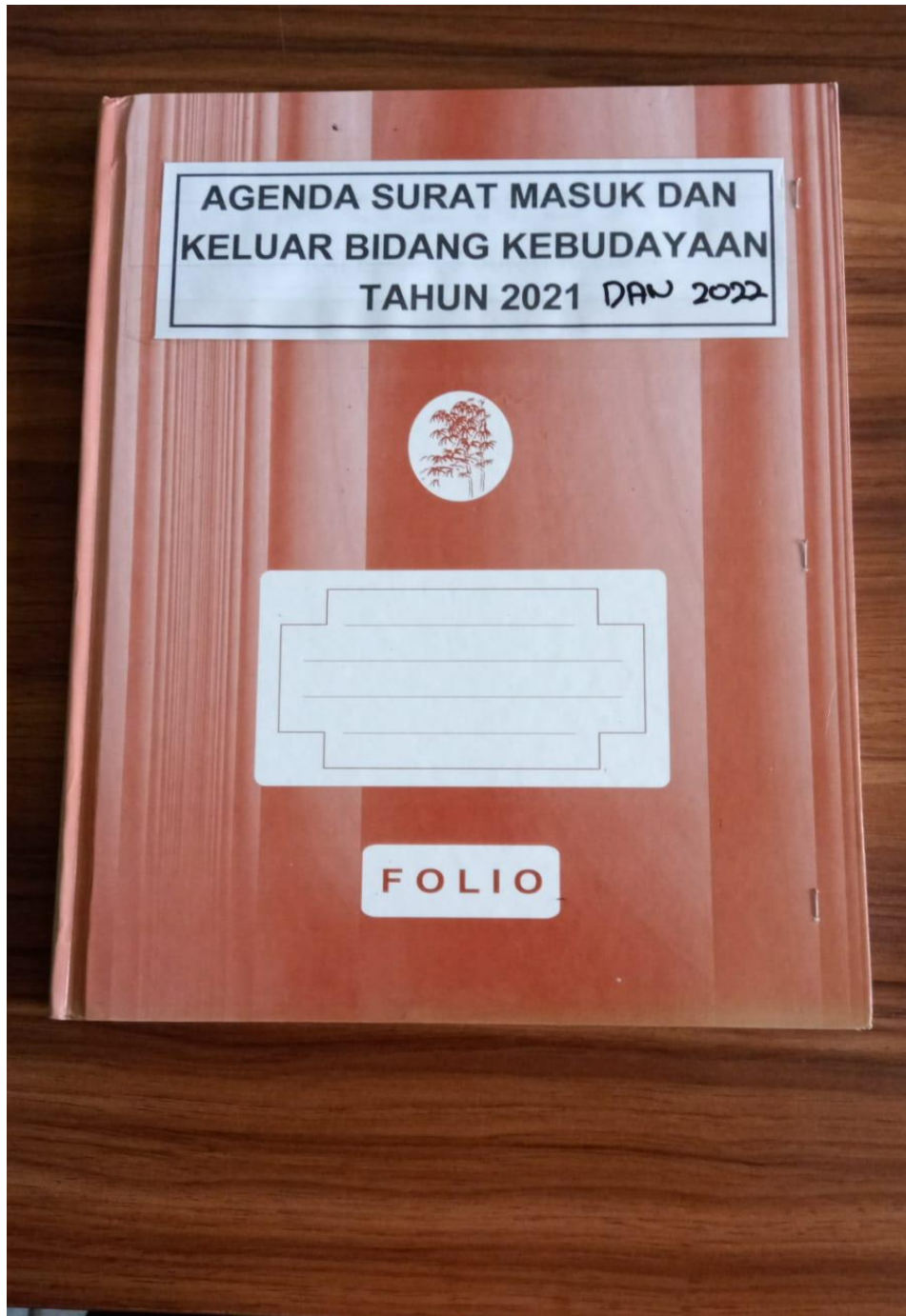
There were some suggestions given to Department Tourism, Culture, Youth and Sports:

1. Improving a more satisfying service system.
2. Improving work facilities such as a document printing machine and save more paper to print letters

4.2.2. Suggestion for English Study Program

English study program should improve more relations with various agencies or companies.

APPENDIX A
BOOK OF INCOMING AND OUTGOING LETTER



APPENDIX B

SCORING OF APPRENTICESHIP

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK DINAS PARIWISATA, KEBUDAYAAN, KEPEMUDAAN, DAN OLAHRAGA KABUPATEN BENGKALIS

Nama : Khairun Nisak
NIM : 5203191109
Program Studi : Bahasa Inggris
Politeknik Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	80
2.	Tanggung-jawab	25%	80
3.	Penyesuaian diri	10%	81
4.	Hasil Kerja	30%	80
5.	Perilaku secara umum	15%	80
	Total Jumlah (1+2+3+4+5)	100%	

Keterangan :

Nilai : Kriteria

81 – 100 : Istimewa

71 – 80 : Baik sekali

66 – 70 : Baik

61 – 65 : Cukup Baik

56 – 60 : Cukup

Catatan :

.....
.....
.....
.....

Bengkalis, 07 Juli 2022



Lee Ikhwana
Ket. Pengatur Tk.1 (H/d)

APPENDIX C

LETTER OF COMPLETION OF APPRENTICESHIP



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PARIWISATA, KEBUDAYAAN,
KEPEMUDAAN DAN OLAHRAHA**

Jl. Arief Rachman No. 024 Telp. (0766) 21098 - 22720 Fax. (0766) 22720
BENGKALIS 28712

SURAT KETERANGAN

Nomor : 556/Disparbudpora/VII/2022/275

Yang bertanda tangan dibawah ini :

Nama : MUKHTARIYADI, SH
NIP : NIP. 19650823 198803 1 003
Jabatan : Kepala Sub Bagian Umum dan Kepegawaian

Menyatakan bahwa nama yang tercantum dibawah ini benar sudah melakukan Kerja Praktek di Dinas Pariwisata, Kebudayaan, Kepemudaan dan Olahraga Kabupaten Bengkalis Terhitung mulai tanggal 9 Mei 2022 sampai dengan 7 Juli 2022, adapun nama yang dimaksud adalah :

Nama : **KHAIRUN NISAK**
NIM : 5203191109
Prodi : D3 Bahasa Inggris
Universitas : Politeknik Negeri Bengkalis

Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Bengkalis, 31 Mei 2021

a.n. KEPALA DINAS PARIWISATA, KEBUDAYAAN,
KEPEMUDAAN DAN OLAHRAHA KAB. BENGKALIS
Sekretaris


Kasubbag Umum dan Kepegawaian



MUKHTARIYADI, SH

Penata Tingkat I
NIP. 19650823 198803 1 003

APPENDIX D
OFFICIAL MEMO

**PEMERINTAH KABUPATEN BENGKALIS**
DINAS PARIWISATA, KEBUDAYAAN,
KEPEMUDAAN DAN OLAAHRAGA
Jl. Arief Rachman No. 024 Telp. (0766) 21098 - 22720 Fax. (0766) 22720
BENGKALIS 28712

NOTA DINAS

Dari : Sekretaris Dinas Pariwisata, Kebudayaan, Kepemudaan dan Olahraga Kabupaten Bengkalis
Kepada : Yth. Kepala Bidang Kebudayaan
Tanggal : 09 Mei 2022
Nomor : 556/Disparbudpora-Sekr/V/2022/24
Lampiran: -
Perihal : **Penempatan Mahasiswa Kerja Praktek**

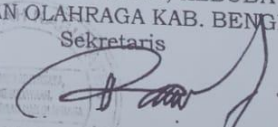
Dengan hormat,

Berdasarkan Surat dari Politeknik Negeri Bengkalis, Nomor : 1195/PL31/TU/2022 tanggal 20 April 2022.

Sehubungan dengan hal tersebut diatas, untuk meningkatkan kinerja dan kelancaran pelaksanaan tugas kerja Praktek Mahasiswa Politeknik Negeri Bengkalis dipandang perlu menempatkan Saudara :

Nama : **KHAIRUN NISAK**
Nim : 5203191109
Prodi : D3 Bahasa Inggris

Demikian Nota Dinas ini dikeluarkan untuk dapat dilaksanakan dengan penuh tanggungjawab, atas perhatiannya diucapkan terima kasih.













a.n. KEPALA DINAS PARIWISATA, KEBUDAYAAN,
KEPEMUDAAN DAN OLAAHRAGA KAB. BENGKALIS
Sekretaris

REZA NOVERINDRA, S.STP, M.Si
Pembina Tingkat I
NIP. 19821115 200112 1 002

- Undur
- nrip kuu
10/5.2022.

APPENDIX E



















ATTENDANT LIST OF APPRENTICESHIP

**ABSENSI KERJA PRAKTEK (KP) TAHUN 2022
DI DINAS PARIWISATA KEBUDAYAAN KEPEMUDAAN DAN
OLAHRAGA KABUPATEN BENGKALIS**





No.	Tanggal	Khairun Nisak NIM: 5203191109	
		Masuk	Pulang
1	09 Mei 2022		
2	10 Mei 2022		
3	11 Mei 2022		
4	12 Mei 2022		
5	13 Mei 2022		
6	14 Mei 2022	-	-
7	15 Mei 2022	-	-
8	16 Mei 2022	-	-
9	17 Mei 2022		

10	18 Mei 2022	<i>Gezocht.</i>	<i>Gezocht.</i>
11	19 Mei 2022	<i>Gezocht.</i>	<i>Gezocht.</i>
12	20 Mei 2022	<i>Gezocht.</i>	<i>Gezocht.</i>
13	21 Mei 2022	-	-
14	22 Mei 2022	-	-
15	23 Mei 2022	<i>Gezocht.</i>	<i>Gezocht.</i>
16	24 Mei 2022	<i>Gezocht.</i>	<i>Gezocht.</i>
17	25 Mei 2022	<i>Gezocht.</i>	<i>Gezocht.</i>
18	26 Mei 2022	-	-
19	27 Mei 2022	<i>Gezocht.</i>	<i>Gezocht.</i>
20	28 Mei 2022	-	-
21	29 Mei 2022	-	-
22	30 Mei 2022	<i>Gezocht.</i>	<i>Gezocht.</i>

23	31 Mei 2022	<i>Geurt.</i>	<i>Geurt.</i>
24	01 Juni 2022	-	-
25	02 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
26	03 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
27	04 Juni 2022	-	-
28	05 Juni 2022	-	-
29	06 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
30	07 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
31	08 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
32	09 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
33	10 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
34	11 Juni 2022	-	-
35	12 Juni 2022	-	-

36	13 Juni 2022		
37	14 Juni 2022		
38	15 Juni 2022		
39	16 Juni 2022		
40	17 Juni 2022		
41	18 Juni 2022	-	-
42	19 Juni 2022	-	-
43	20 Juni 2022		
44	21 Juni 2022		
45	22 Juni 2022		
46	23 Juni 2022		

47	24 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
48	25 Juni 2022	-	-
49	26 Juni 2022	-	-
50	27 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
51	28 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
52	29 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
53	30 Juni 2022	<i>Geurt.</i>	<i>Geurt.</i>
54	1 Juli 2022	<i>Geurt.</i>	<i>Geurt.</i>
55	2 Juli 2022	-	-
56	3 Juli 2022	-	-
57	4 Juli 2022	<i>Geurt.</i>	<i>Geurt.</i>
58	5 Juli 2022	<i>Geurt.</i>	<i>Geurt.</i>

59	6 Juli 2022		
60	7 Juli 2022		

PENANGGUNG JAWAB
BIDANG KEBUDAYAAN,



Lee Ikhwana
NIP. 1918007072008012010

Mengetahui,

PEMBIMBING KP,





Safra Apriani Zahraa, M.Pd
NIP.1983040520122001

APPENDIX F
DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day: Monday

Date: May 9th, 2022


No.	Job Description	Supervisor	Signature
1.	Room Placement	Lee Ikhawana	


Picture	Information
	Cultural room

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Tuesday

Date: May 13th, 2022


No.	Job Description	Supervisor	Signature
1.	Interview Bujang Dara	Lee Ikhawana	


Picture	Information
	Interview Bujang Dara

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Tuesday

Date: May 17th, 2022


No.	Job Description	Supervisor	Signature
1.	Halal Bihalal with the regent of Bengkulu	Lee Ikhawana	

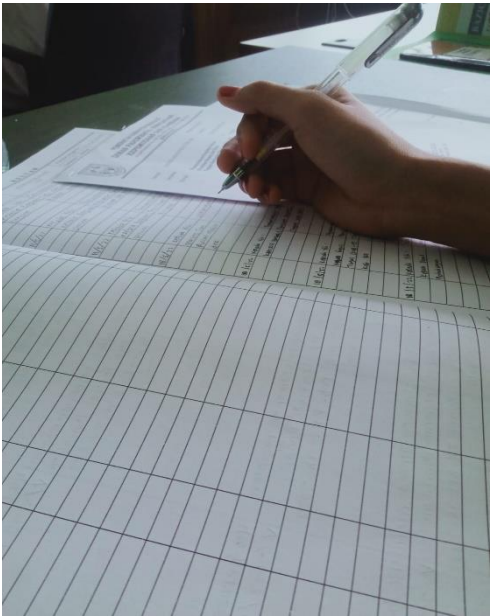
Picture	Information
	Attend a Halal Bihalal event

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Tuesday

Date: May 18th, 2022


No.	Job Description	Supervisor	Signature
1.	Writing incoming letter	Lee Ikhawana	


Picture	Information
	Writing incoming letter

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Tuesday

Date: May 24th, 2022


No.	Job Description	Supervisor	Signature
1.	Bujang Dara committee	Lee Ikhawana	

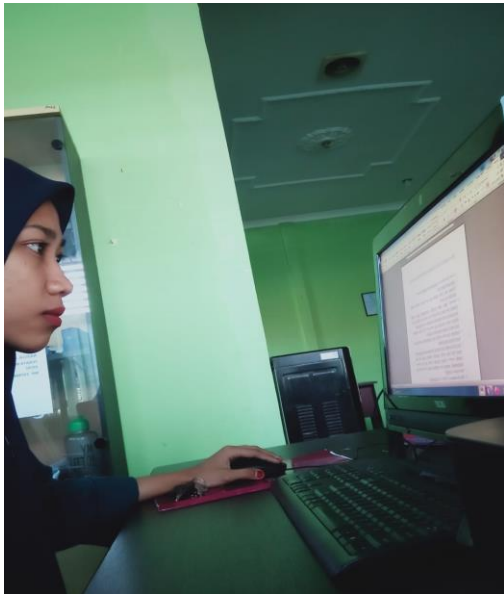
Picture	Information
	Bujang Dara committee

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Tuesday

Date: May 24th, 2022


No.	Job Description	Supervisor	Signature
1.	Print the question sheet for Bujang Dara	Lee Ikhawana	


Picture	Information
	The process of printing the Bujang Dara question sheet

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Tuesday

Date: May 24th, 2022


No.	Job Description	Supervisor	Signature
1.	Grand final Bujang Dara	Lee Ikhawana	

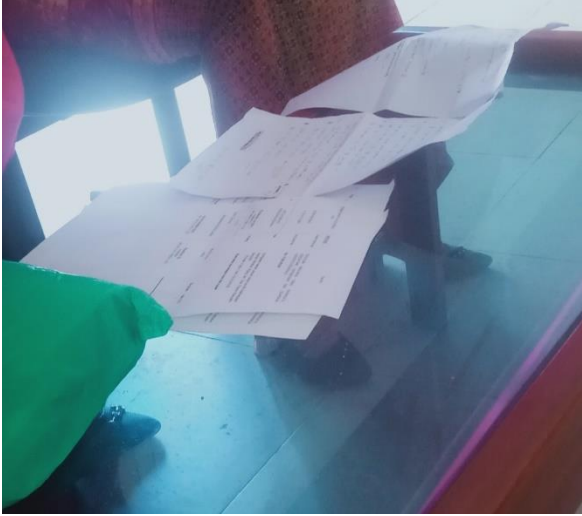
Picture	Information
	One of the Bujang Dara participants

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Friday

Date: June 3th, 2022


No.	Job Description	Supervisor	Signature
1.	Paying taxes	Lee Ikhawana	


Picture	Information
	Tax payment process

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Tuesday

Date: June 14th, 2022


No.	Job Description	Supervisor	Signature
1.	Museum events	Lee Ikhawana	


Picture	Information
	Attend museum events

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Friday

Date: June 24th, 2022


No.	Job Description	Supervisor	Signature
1.	Writing incoming letter	Lee Ikhawana	


Picture	Information
	Writing incoming letter

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Wednesday

Date: June 29th, 2022


No.	Job Description	Supervisor	Signature
1.	Free durian event	Lee Ikhawana	


Picture	Information
	Free durian event

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OTJ)**

Day: Wednesday

Date: June 29th, 2022

No.	Job Description	Supervisor	Signature
1.	Print document	Lee Ikhawana	





Picture	Information
	Document printing process

APPENDIX G

REVISION LIST

REVISION LIST APPRENTICESHIP REPORT

Name : Khairun Nisak
 NIM : 5203191109
 Advisor : Safra Afriani Zahraa, M.Pd
 Location : Department of Tourism, Culture, Youth and Sports

NO	DAY/DATE	REVISION	ADVISOR
1.	02/08/2022	Grammar	
2.	03/08/2022	Job description /chap III	
3.	04/08/2022	chapter II / Grammar	
4.	04/08/2022	ACC for Seminar	

Bengkalis, August 2022

Advisor



Safra Afriani Zahraa, M.Pd

NIP. 1983040520122001