

**AN APPRENTICESHIP REPORT AT  
TOURISM OFFICE OF RIAU PROVINCE**

*In Partial Fulfillment of a Three-Year Diploma Program of English of State  
Polytechnic of Bengkalis*



**By :**

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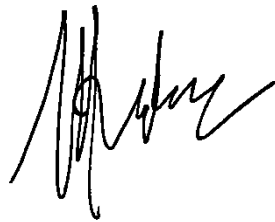
**ENGLISH STUDY PROGRAM  
LANGUAGE DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2022**

## APPROVAL SHEET

This apprenticeship report written by **M. Lutfi Novendra**, Reg. Number **5203191116** who had done apprenticeship at **Tourism Office of Riau Province at Jl. Jenderal Sudirman, Simpang Tiga, Bukit Raya No. 200, Pekanbaru-Riau**, started from May 09<sup>th</sup> to July 15<sup>th</sup>, 2022 has been approved by the following advisors:

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## ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **M. Lutfi Novendra, Reg. Number: 5203191116** who had done the apprenticeship at Riau Provincial Tourism Office started from May 09<sup>th</sup> until July 15<sup>th</sup> 2022. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revisions required by the apprenticeship report examining committee had been made.

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5. Boni Saputra, M.Pd as the Advisor of Apprenticeship.
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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 very important in making this report.

Bengkalis, November 28<sup>th</sup>, 2022

Writer



M. Lutfi Novendra Putra

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# CHAPTER I

## INTRODUCTION

### 1.1. Background of the Apprenticeship

Apprenticeship is an occupational skill training that combines on the job experiences with classroom instruction. It represents a tradition of providing young people with vital life skills. Part of this is the chance to learn a craft, to build expertise and to excel in a particular vocation. Skills and qualifications are available for various careers and occupations with different levels of apprentices. The level of apprentices is including entry level, supervisor level, and manager level. Every level of apprentices is trained by professionals and the time needed depends on skill and ability of the apprentices. A successful apprenticeship will build a great achievement in workplace.

State Polytechnic of Bengkalis requires their students to participate on apprenticeship program to graduate. This program also ensures the students has the capability of adaptation, has work ethic, and responsible especially in the world of business.

English is one of study program of State Polytechnic of Bengkalis. The apprenticeship program is one of the requirements before graduation. Therefore, State Polytechnic of Bengkalis provides a learning experience and training with this program to build the professional capabilities in science and technology for all students at State Polytechnic of Bengkalis. For this reason, the writer chooses and gets an opportunity to do apprenticeship in Tourism Office of Riau Province.

The apprenticeship started from May 9<sup>th</sup> until July 15<sup>th</sup>, 2022 as a plan program staff in Tourism Office of Riau Province. It was chosen because Tourism Office of Riau Province is a government agency working in the tourism sector, and managing all matters concerning tourism. So, it fits perfectly with the major in the field.

## **1.2. Purpose of the Apprenticeship**

The purpose of the apprenticeship as follows:

1. To find out the main jobs in Tourism Office of Riau Province.
2. To find out working procedure applied in Tourism Office of Riau Province.
3. To find out documents mostly used in Tourism Office of Riau Province.

## **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 learn and get knowledge especially related to English. The apprentice knows how to translating documents used in Tourism Office of Riau Province.

### **1.3.2. Significance for State Polytechnic of Bengkalis**

Apprenticeship helps of student of Polytechnic to prepare and generate skillful that are ready to work field once they finish their study.

### **1.3.3. Significance for the Office**

Apprenticeship gives Riau Provincial Tourism Department chance to help and sharpen students' skills. In addition, it is easy for Tourism Office of Riau Province to find and hire experienced employees because the practical students have had experience working in the company.

## **CHAPTER II**

### **GENERAL DESCRIPTON OF THE OFFICE**

#### **2.1. Office History**

In accordance with developments regarding the organizational arrangement of the Regional Government, the Riau Governor Regulation Number 85 of 2016 concerning Position, Organizational Structure, Duties and Functions, and Work Procedures of the Tourism Office of Riau Province was prepared. Based on the Riau Province Regional Regulation Number 4 of 2016, in 2017 the Tourism Office of Riau Province was originally named the Riau Province Tourism and Creative Economy Office. It is located in Jl. Jendral Sudirman, Simpang Tiga, Bukit Raya, No. 200 Pekanbaru-Riau.



**Figure 2.1**  
**The Building of Tourism Office of Riau Province**

The effort to realize the Riau vision is to implement "Strategy and Policy Direction for the Development of Riau Province" in which there are two important strategies in the preservation of Malay cultural values, namely the

strategy of preserving cultural values Malay and develop facilities and infrastructure for arts and culture. Apart from that, there are also strategies to develop superior tourist destinations and a creative economy in a way improvement of facilities and infrastructure for leading tourist objects and economic development creative. The tourism and culture office of Riau province has tried to preserve it and develop the traditional Malay culture of Riau by building a Riau Malay Cultural Park as a forum for traditional cultural activities to take place Malay Riau.

## **2.2. Vision and Mission**

### **2.2.1. Vision**

The vision of Tourism Office of Riau Province is “Leading Tourism Based on Malay Culture”

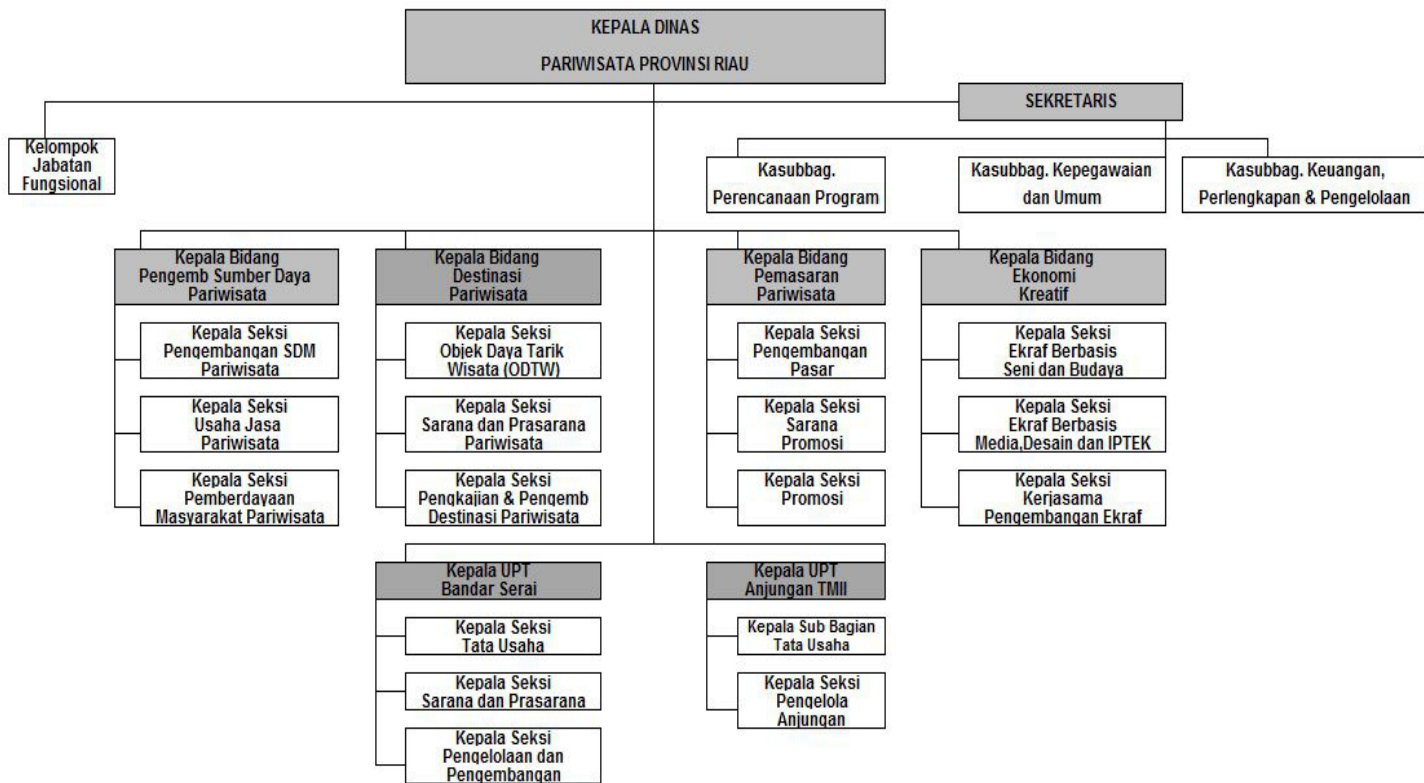
### **2.2.2. Mission**

1. Developing competitiveness and sustainable tourism destinations that are supported by a local wealth as a wealth and local awareness.
2. Improving the quality of tourism human resources
3. Improving stakeholder role and cooperation
4. Implementing the development of cowpons and sharia tourism.

## **2.3. Kinds of Business**

Tourism Office of Riau Province deals with giving service in term of accomodations, transportations, consumptions to the guest.

## 2.4. Organizational Structure



**Figure 2.2**  
**Organization of Structure**

From the picture above, there are several areas that are under the head of the tourism office and program planning, which later has its own function:

### 1. Head of the Tourism Office of Riau Province,

Has the tasks of carrying out regional autonomy affairs, managerial and technical duties related to tourism, as well as carrying out other tasks assigned by the Governor. The Head of Service is under and responsible to the Governor. To carry out his duties, the Head of the Tourism carries out the following functions:

- 1) Managing the formulation of managerial and technical policies at the secretariat, field, Technical Implementing Unit (UPT) and functional positions within the office;

- 2) Carrying out managerial and technical duties at the secretariat, field, Technical Implementing Unit (UPT) and functional positions within the service environment;
- 3) Carrying out monitoring, evaluation and reporting of managerial and technical duties at the Secretariat, Division, Technical Implementing Unit and Functional Positions within the office;
- 4) Carrying out other tasks given by superiors according to their duties and functions.

## 2. The Secretariat

Has the task of coordinating the implementation of the formulation of policies, implementation of duties and functions, monitoring, evaluation and reporting of managerial and technical duties in the subsections under it; and assists the Head of Service in coordinating the implementation of managerial and technical duties in the field, Technical Implementing Unit and functional positions. The secretary is under and responsible to the Head of the Service.

The Secretariat consists of subsections led by the Head of the Subdivision who is in and responsible to the Secretary, among others:

### a. The Program Planning Sub-Section has the following duties:

- 1) Preparing and facilitate planning of tourism programming together with sectors in the Tourism and Creative Economy Office;
- 2) Coordinating the implementation of sub-division duties and responsibilities by providing division of tasks, directions, instructions and guidance to staff in order to optimize tasks;
- 3) Carrying out monitoring and evaluation of the performance of the implementation of programs and activities which are the scope and responsibility of the Program Planning Sub-Section;
- 4) Arranging identification of problems and providing input and consideration to the Secretary in order to make decisions;

- 5) Collecting data and information related to the preparation and preparation of annual programs, medium-term programs and long-term programs in the field of tourism and the creative economy;
- 6) Collecting and study laws and regulations, technical policies, and other materials related to the tasks and functions of the Program Planning Sub-Section;
- 7) Collecting and coordinate progress reports on the implementation of programs and activities from all fields;
- 8) Preparing reports on program performance achievements;
- 9) Carrying out other tasks given by superiors according to their duties and functions.

b. The Finance and Equipment Subdivision has the following duties:

- 1) Compiling and formulate programs and activities within the Finance and Equipment Sub-Section.
- 2) Coordinating the implementation of duties and responsibilities of the Subdivision by providing division of tasks, directions, instructions and guidance to staff in order to optimize tasks.
- 3) Carrying out monitoring and evaluation of the performance of the implementation of programs and activities which are the scope and responsibility of the Finance and Equipment Subdivision.
- 4) Arranging identification of problems and providing input and consideration to the Secretary in order to make decisions.
- 5) Collecting data and information related to the affairs of the Finance and Equipment Subdivision.

c. General Subdivision, has the following jobs:

- 1) Compiling and formulate programs and activities within the scope of the General Sub-Section
- 2) Coordinating the implementation of sub-division duties and responsibilities by providing division of tasks, directions, instructions and guidance to staff in order to optimize tasks

- 3) Carrying out monitoring and evaluation of the performance of the implementation of programs and activities which are the scope and responsibility of the General Subdivision
- 4) Arranging identification of problems and providing input and consideration to the Secretary in order to make decisions
- 5) Collecting data and information related to the affairs of the General Subdivision
- 6) Collecting and study laws and regulations, technical policies, and other materials, money related to the duties and functions of the General Subdivision
- 7) Evaluating the results of annual activities in the General Sub-Section Budget based on the achievements of the implementation of activities as material for its improvement
- 8) Managing administration and compiling work program Subdivision of personnel and general affairs
- 9) Collecting data and preparing proposals for promotion, periodic salary increases, making employment cards (KARPEG), health insurance (ASKES), TASPEN, husband / wife cards (KARSU / KARIS)
- 10) Compiling a list of ranks (DUK) and processing the personnel management information system and a list of employee developments

### 3. Tourism Development Division

The Head of Tourism Development Division has the task of coordinating the implementation of policy formulation, implementation of duties and functions, monitoring, evaluation and reporting of managerial and technical duties in the field he leads. The Head of the Tourism Development Division is under and responsible to the Head of the Service. to carry out this task the Head of the Division is assisted by the following:

#### a. The Tourism Section has the following duties

- 1) Compiling and formulating programs and activities within the scope of the Tourism Section



2) Coordinating the implementation of the duties and responsibilities of the Section by providing division of tasks, directions, instructions and guidance to staff in order to optimize tasks

b. Tourism Business Section, has the following duties:

1) Compiling and formulating programs and activities within the scope of the Tourism Business Section

2) Coordinating the implementation of duties and responsibilities of the Section by providing division of tasks, directions, instructions and guidance to staff in order to optimize tasks

c. The Tourism Community Empowerment Section has the following duties:

1) Compiling and formulating programs and activities within the Tourism Community Empowerment Section

2) Coordinating the implementation of duties and responsibilities of the Section by providing division of tasks, directions, instructions and guidance to staff in order to optimize tasks

3) Carrying out monitoring and evaluation of the performance of the implementation of programs and activities which are the scope and responsibility of the Tourism Community Empowerment Section.

#### 4. Tourism Marketing Division

Head of Tourism Marketing has the task of formulating program policies, coordinating program implementation, technical facilitation and guidance, monitoring and evaluating activities in the tourism marketing sector which include market development, promotional facilities and infrastructure and promotion implementation.

This field consists of Sections led by Section Heads who are under and responsible to the Head of the Division, namely:

a. Market Development Section. The Head of this Section is in charge of:

1) Compiling and formulating programs and activities within the Market Development Section

- 2) Coordinating the implementation of duties and responsibilities of the Section by providing division of tasks, directions, instructions and guidance to staff in order to optimize tasks
- 3) Carrying out monitoring and evaluation of the performance of the implementation of programs and activities which are the scope and responsibility of the Market Development Section.

b. The Section for Promotion Facilities. The Head of this Section has the following duties:

- 1) Compiling and formulating programs and activities within the scope of the Promotion Facilities Section.
- 2) Coordinating the implementation of duties and responsibilities of the Section by providing division of tasks, directions, instructions and guidance to staff in order to optimize tasks.
- 3) Carrying out monitoring and evaluation of the performance of the implementation of programs and activities which are the scope and responsibility of the Promotion Facilities Section.

#### 5. Creative Economy Sector Responsible

Has the task for coordinating the implementation of policy formulation, implementation of duties and functions, monitoring, evaluation and reporting of managerial and technical tasks in the field they lead.

#### 6. Head of UPT Bandar Serai

In charge of formulating and carrying out work and activities related to the management, development, marketing and control of UPT Bandar Serai.

### **2.5. Document used for activity**

To manage the activities, there are several documents which used in Plan Program staff department:

1. LKPJ (Performance Report of Government Agencies)

2. RENSTRA (Strategic Plan)
3. PLAN (Work Plan)
4. LPPD (Report on Regional Government Implementation)
5. Tourism Statistics of Riau Province
6. Incoming Mail

## CHAPTER III

### SCOPE OF APPRENTICESHIP

#### 3.1. Job Description

Apprenticeship began on May 9<sup>th</sup> until July 15<sup>th</sup>, 2022 at Tourism Office of Riau Province. The working hour divide into morning five days on week. Starts at 8 am until 4 pm for Monday until Wednesday, and starts at 8 am until 4.30 pm for Thursday and Friday.

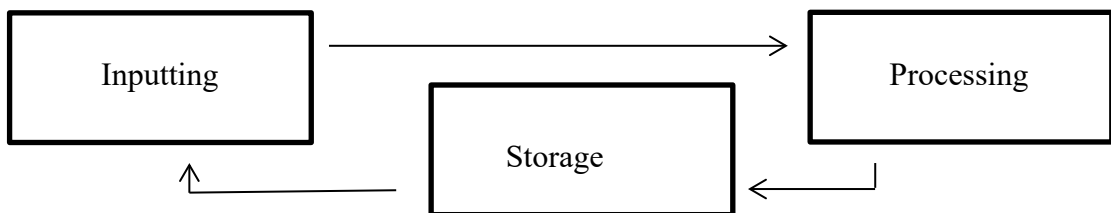
There is a break in the noon at 12 pm until 1 pm. There were kinds of main jobs during the apprenticeship which are follows:

- 1) Inputting the Data
- 2) Making an Organization Room Structure
- 3) Making a Destination Room Plan

#### 3.2. Working Procedure

##### 1. Inputting the data

Incoming mail data input was done using Microsoft excel to facilitate inputting the data. The steps were as follows:



**Figure 3.1**  
**Inputting Data Procedure**

## 2. Making an Organizational Room Structure

Organizational Room Structure is useful for allocating authority and responsibility. Structure helps each member of the organization to understanding their position and how it relates to others.



Figure 3.2

Destination Division Room Structure

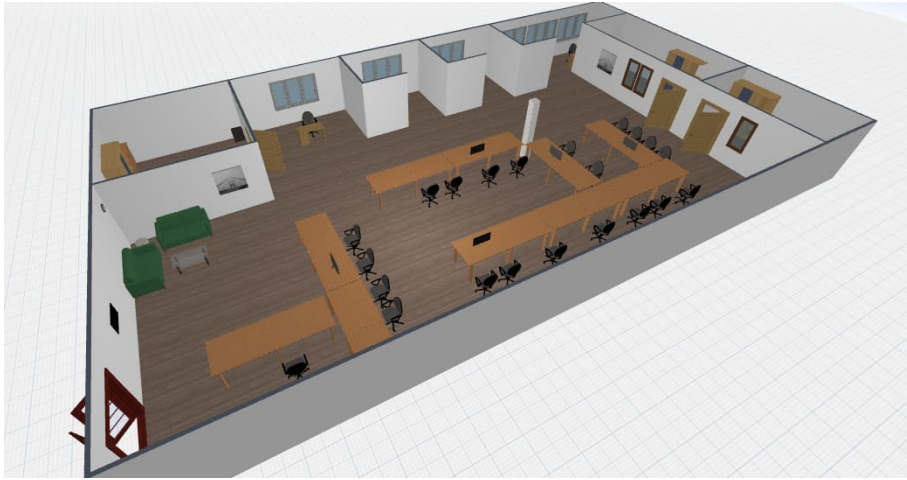
### 3. Making a Destination Division Room Plan



**Figure 3.3**  
**Destination Division Room Plan**



**Figure 3.4**  
**Destination Division Room Plan**



**Figure 3.5**  
**Destination Division Room Plan**



**Figure 3.6**  
**Destination Division Room Plan**

### 3.3. Place of Apprenticeship

The apprenticeship was started from May 9<sup>th</sup> until July 15<sup>th</sup>, 2022. It was done at Tourism Office of Riau Province in Pekanbaru as staff in Destination Division Room.

### 3.4. Kind and Description of the Activity

The daily activities at Tourism Office of Riau Province in Pekanbaru can be seen in the tables below:

**Table 3.1**  
**Agenda of Activities of the First Week of Apprenticeship**  
**(May 09<sup>th</sup> – 13<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday May 9 <sup>th</sup> ,2022	Introducing Self to Division	Destination Division Room
2	Tuesday May 10 <sup>th</sup> , 2022	<i>Halal Bihalal</i>	Supervisor's House
3	Wednesday May 11 <sup>th</sup> , 2022	<i>Halal Bihalal</i>	Head of Tourism Office of Riau Province's House
4	Thursday May 12 <sup>th</sup> , 2022	Archive Mails	Destination Division Room
5	Friday May 13 <sup>th</sup> , 2022	Inputting Data	Destination Division Room



**Table 3.2**  
**Agenda of Activities of the Second Week of Apprenticeship**  
**(May 16<sup>th</sup> - 20<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday May 16 <sup>th</sup> , 2022	OFF	OFF
2	Tuesday May 17 <sup>th</sup> , 2022	-	Destination Division Room
3	Wednesday May 18 <sup>th</sup> , 2022	Inputting Data	Destination Division Room
4	Thursday May 19 <sup>th</sup> , 2022	Inputting Data	Destination Division Room
5	Friday May 20 <sup>th</sup> , 2022	Archive Mails	Destination Division Room

**Table 3.3**  
**Agenda of Activities of the Third Week of Apprenticeship**  
**(May 23<sup>rd</sup> – 27<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday May 23 <sup>rd</sup> , 2022	Making Organizational Room Structure	Destination Division Room
2	Tuesday May 24 <sup>th</sup> , 2022	Making Organizational Room Structure	Destination Division Room
3	Wednesday May 25 <sup>th</sup> , 2022	Making Organizational Room Structure	Destination Division Room
4	Thursday May 26 <sup>th</sup> , 2022	OFF	OFF
5	Friday May 27 <sup>th</sup> , 2022	Making Organizational Room Structure	Destination Division Room

**Table 3.4**  
**Agenda of Activities of the Fourth Week of Apprenticeship**  
**(May 30<sup>th</sup> – June 3<sup>rd</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday May 30 <sup>th</sup> , 2022	Making Organizational Room Structure	Destination Division Room
2	Tuesday May 31 <sup>th</sup> , 2022	Making Organizational Room Structure	Destination Division Room
3	Wednesday June 1 <sup>st</sup> , 2022	OFF	OFF
4	Thursday June 2 <sup>nd</sup> , 2022	Making Organizational Room Structure	Destination Division Room
5	Friday June 3 <sup>rd</sup> , 2022	Making Organizational Room Structure	Destination Division Room

**Table 3.5**  
**Agenda of Activities of the Fifth Week of Apprenticeship**  
**(June 6<sup>th</sup> – 10<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday June 6 <sup>th</sup> , 2022	-	Destination Division Room
2	Tuesday June 7 <sup>th</sup> , 2022	Making Destination Division Room Plan	Destination Division Room
3	Wednesday June 8 <sup>th</sup> , 2022	Making Destination Division Room Plan	Destination Division Room
4	Thursday June 9 <sup>th</sup> , 2022	Making Destination Division Room Plan	Destination Division Room
5	Friday June 10 <sup>th</sup> , 2022	Making Destination Division Room Plan	Destination Division Room

**Table 3.6**  
**Agenda of Activities of the Sixth Week of Apprenticeship**  
**(June 13<sup>th</sup> - 17<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday June 13 <sup>th</sup> , 2022	Making Destination Division Room Plan	Destination Division Room
2	Tuesday June 14 <sup>th</sup> , 2022	Making Destination Division Room Plan	Destination Division Room
3	Wednesday June 15 <sup>th</sup> , 2022	Making Destination Division Room Plan	Destination Division Room
4	Thursday June 16 <sup>th</sup> , 2022	Making Destination Division Room Plan	Destination Division Room
5	Friday June 17 <sup>th</sup> , 2022	SICK	-

**Table 3.7**  
**Agenda of Activities of the Seventh Week of Apprenticeship**  
**(June 20<sup>th</sup> - 24<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday June 20 <sup>th</sup> , 2022	SICK	-
2	Tuesday June 21 <sup>st</sup> , 2022	Finishing Destination Division Room Plan	Destination Division Room
3	Wednesday June 22 <sup>th</sup> , 2022	Join the Bandar Serai Festival 2022	Tourism Office of Riau Province
4	Thursday June 23 <sup>th</sup> , 2022	Join the Bandar Serai Festival 2022	Tourism Office of Riau Province
5	Friday June 24 <sup>th</sup> , 2022	Join the Bandar Serai Festival 2022	Tourism Office of Riau Province

**Table 3.8**  
**Agenda of Activities of the Eight Week of Apprenticeship**  
**(June 27<sup>th</sup> – July 1<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday June 27 <sup>th</sup> , 2022	Archive Mails	Destination Division Room
2	Tuesday June 28 <sup>th</sup> , 2022	-	Destination Division Room
3	Wednesday June 29 <sup>th</sup> , 2022	Cleaning the Trophies	Destination Division Room
4	Thursday June 30 <sup>th</sup> , 2022	-	Destination Division Room
5	Friday July 1 <sup>st</sup> , 2022	Archive Mails	Destination Division Room

**Table 3.9**  
**Agenda of Activities of the Ninth Week of Apprenticeship**  
**(July 4<sup>th</sup> - 8<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday July 4 <sup>th</sup> , 2022	Receiving Mails	Destination Division Room
2	Tuesday July 5 <sup>th</sup> , 2022	Inputting Data	Destination Division Room
3	Wednesday July 6 <sup>th</sup> , 2022	Inputting Data	Destination Division Room
4	Thursday July 7 <sup>th</sup> , 2022	-	-
5	Friday July 8 <sup>th</sup> , 2022	Archive Mails	Destination Division Room



**Table 3.10**  
**Agenda of Activities of the Ten Week of Apprenticeship**  
**(July 11<sup>th</sup> - 15<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday July 11 <sup>th</sup> , 2022	SICK	-
2	Tuesday July 12 <sup>th</sup> , 2022	Receiving Mails	Destination Division Room
3	Wednesday July 13 <sup>th</sup> , 2022	Archive Mails	Destination Division Room
4	Thursday July 14 <sup>th</sup> , 2022	Meeting with Head of Tourism Office of Riau Province	Head of Tourism Office of Riau Province's Room
5	Friday July 15 <sup>th</sup> , 2022	Finished Apprenticeship	-

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1. Conclusion**

After doing apprenticeship in Tourism Office of Riau Province, there are some conclusions as follows:

1. There are main job done during apprenticeship. They are; inputting data and print out the letters.
2. There are some working procedure and kinds of work plan applied in Tourism Office of Riau Province as follows; making organizational structural, making room plan, inputting data, incoming letters archive, outgoing letters archive and official note archive.
3. There are documents mostly used in Tourism Office of Riau Province as follows; LKPJ (Performance Report of Government Agencies), RENSTRA (Strategic Plan), PLAN (Work Plan), LPPD (Report on Regional Government Implementation) and Tourism Statistic of Riau Province.

#### **4.2. Suggestion**

##### **4.2.1. Suggestion for the Office**

In certain condition there was unstable network. Therefore, it is hard to finish the jobs soon. It was suggested to add modem in rooms to support a job using online system.

##### **4.2.2. Suggestion for State Polytechnic of Bengkalis**

It was suggested to build good relationships with agencies so that it is easy to doing practical work.



# APPENDICES

## APPENDIX A

### SCORING OF APPRENTICESHIP

**PEMERINTAH PROVINSI RIAU**  
**DINAS PARIWISATA**

Jl. Jend. Sudirman (Komplek Bandar Serai Purna MTQ)  
Telp/ Fax (0761) 40356 - 858886 Pekanbaru 28282  
Website : [www.disparekraf.riau.go.id](http://www.disparekraf.riau.go.id) / Email : [disparekraf@riau.go.id](mailto:disparekraf@riau.go.id)

 pesona indonesia 

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**RATING FROM APPRENTICESHIP COMPANY**

RIAU PROVINCIAL TOURISM OFFICE  
Jl. Jend. Sudirman (Komplek Bandar Serai Purna MTQ)

Name : **M. Lutfi Novendra Putra**

Reg. Number : 5203191116

Program Study : English Study Program  
State Polytechnic of Bengkalis


No.	Aspect of the Assesments	Quality	Score
1	Discipline	20%	70
2	Responsible	25%	72
3	Adjustment	10%	73
4	Work Result	30%	75
5	Behavior in General	15%	74
	Total	100%	

Information  
**Score : Criteria**  
81-100 : Special  
71-80 : Very Good  
66-70 : Good  
61-65 : Pretty Good  
56-60 : Enough

Note:

Pekanbaru, July 2022

**DINAS PARIWISATA PROVINSI RIAU**  
**BIDANG DESTINASI PARIWISATA**  
**KASI OBJEK DAYA TARIK WISATA**

  
**Elfie Andriana, S. Pd, M.Si**  
PENATA (II/d)  
NIP. 19701018 199603 2 007

## APPENDIX B

### LETTER OF COMPLETION OF APPRENTICESHIP

**PEMERINTAH PROVINSI RIAU**  
**DINAS PARIWISATA**  
Jl. Jend. Sudirman, (Komplek Bandar Serai Purus MTQ)  
Telp/ Fax. (0761) 40356 - 858886 Pekanbaru 28282  
Website : www.disparekrif.riau.go.id / Email : disparekrif@riau.go.id

pesona  
Indonesia

**SURAT KETERANGAN**  
Nomor :

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : M. Lutfi Novendra Putra

NIM : 5203191116

Program Studi : D3 Bahasa Inggris

Telah melakukan Kerja Praktek pada perusahaan kami, Dinas Pariwisata Provinsi Riau selama 2 (Dua) bulan terhitung sejak tanggal 9 Mei sampai dengan 15 Juli sebagai Tenaga Kerja Praktek.

Demikian Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya

Pekanbaru, Juli 2022

Kepala Dinas Pariwisata  
Provinsi Riau

  
**RONI RAKHMAT, S.STP, M.Si**  
Pembina Utama Muda  
NIP. 19771026 199612 1 001

APPENDIX C












































CERTIFICATE OF APPRENTICESHIP




## APPENDIX D

### Attendance List of Apprenticeship at Tourism Office of Riau Province

Attendance List of Apprenticeship at Tourism Office of Riau Province

May Date	M. Lutfi Novendra	June Date	M. Lutfi Novendra	July Date	M. Lutfi Novendra
9		1	OFF	1	
10		2		4	
11		3		5	
12		6		6	
13		7		7	
16	OFF	8		8	
17		9		11	
18		10		12	
19		13		13	
20		14		14	
23		15		15	
24		16			
25		17			
26	OFF	20			
27		21			
30		22			
31		23			
















**Supervisor**  


**Elfie Andriana, S.Pd, M.Si**  
NIP. 19701018 199603 2 007

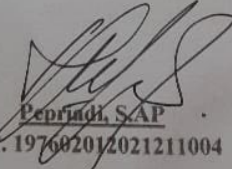
APPENDIX E

Attendance List of Apprenticeship at English Department

Attendance List of Apprenticeship at Ruang Admin Jurusan Bahasa Inggris  
Politeknik Bengkalis

No.	Oct	M. Lutfi Novendra
	Date	
1	3	
2	4	
3	5	
4	6	
5	7	
6	10	
7	11	
8	12	
9	13	
10	14	
11	17	
12	18	
13	19	
14	20	
15	21	

Bengkalis, 22 November 2022  
Supervisor

  
Peprandi, S.AP  
NIP. 197602012021211004





APPENDIX F

DAILY ACTIVITY  
APPRENTICESHIP

Day: Wednesday

Date: June 15th, 2022

No.	Job Description	Supervisor	Signature
1	<i>Halal Bihalal</i>	Elfie Andriana, S.Pd, M.Si	
<b>Note:</b>			


No.	The Picture of Activity	Information
1		<i>Halal bihalal</i> is an activity to forgive each other during or after <i>Eid al-Fitr</i>

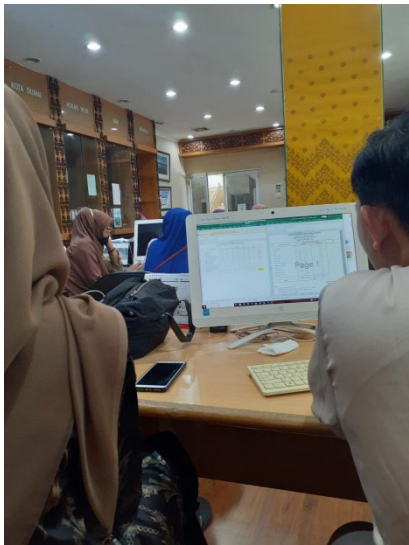


DAILY ACTIVITY  
APPRENTICESHIP

Day: Wednesday


Date: June 15th, 2022


No.	Job Description	Supervisor	Signature
1	Inputting Data	Elfie Andriana, S.Pd, M.Si	
<b>Note:</b>			

No.	The Picture of Activity	Information
1		Incoming mail data input was done using Microsoft excel to facilitate inputting the data

## DAILY ACTIVITY APPRENTICESHIP


Date: May 23<sup>rd</sup> – June 3<sup>rd</sup>, 2022


No.	Job Description	Supervisor	Signature
1	Making an Organizational Room Structure	Elfie Andriana, S.Pd, M.Si	
<b>Note:</b>			

No.	The Picture of Activity	Information
1	 <p>The organizational chart for 'KABOD DESTINASI PARWISATA' is headed by Aulia Fachran Nasution. The structure is as follows:</p> <ul style="list-style-type: none"> <li><b>Level 1 (Direct Reports):</b> <ul style="list-style-type: none"> <li>Adyatama Eferik Dinar Ari Nudia (Supervisor: Saparman)</li> <li>Adyatama Eferik Dinar Ari Nudia (Supervisor: Cicep Mandar)</li> <li>Adyatama Eferik Dinar Ari Nudia (Supervisor: Elfie Andriana)</li> </ul> </li> <li><b>Level 2 (Direct Reports):</b> <ul style="list-style-type: none"> <li>Saejono (Supervisor: Nurbani)</li> <li>Sandi Effendi (Supervisor: Nurbani)</li> <li>Freda Reza (Supervisor: Nurbani)</li> <li>Best Himalety (Supervisor: Beo)</li> <li>Beo (Supervisor: Beo)</li> <li>Sidiqine Sy (Supervisor: Beo)</li> <li>Tulus Saetia (Supervisor: Beo)</li> <li>Kamari (Supervisor: Aldi Rika Saputra)</li> <li>M. Rizkiyulha (Supervisor: M. Rizkiyulha)</li> <li>R. Rania Yeharyo (Supervisor: M. Rizkiyulha)</li> <li>Harlene Esti Adol (Supervisor: M. Rizkiyulha)</li> <li>Novalia (Supervisor: M. Rizkiyulha)</li> <li>R. Alunwati (Supervisor: M. Rizkiyulha)</li> <li>Eko Adustawan (Supervisor: M. Rizkiyulha)</li> <li>Andrita Wihandini (Supervisor: M. Rizkiyulha)</li> <li>M. Lutfi Novendra Putra (Supervisor: M. Rizkiyulha)</li> <li>Rezy Ayu Hidayati (Supervisor: M. Rizkiyulha)</li> <li>Aurora Gita P. I. (Supervisor: M. Rizkiyulha)</li> </ul> </li> <li><b>Level 3 (Direct Reports):</b> <ul style="list-style-type: none"> <li>Talitha Vania Nodie (Supervisor: M. Rizkiyulha)</li> </ul> </li> </ul>	<p>Organizational Room Structure is useful for allocating authority and responsibility. Structure helps each member of the organization to understanding their position and how it relates to others.</p>

DAILY ACTIVITY  
APPRENTICESHIP

Date: June 7<sup>th</sup> – 21<sup>th</sup>, 2022

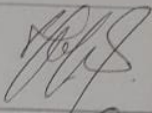

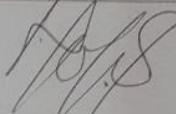
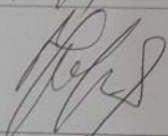
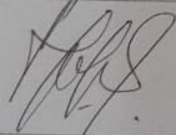
No.	Job Description	Supervisor	Signature
1	Making Destination Division Room Plan	Elfie Andriana, S.Pd, M.Si	
<p><b>Note:</b></p>			

No.	The Picture of Activity	Information
1		


## DAILY ACTIVITY

## APPRENTICESHIP

Table 3.11  
Agenda of Activities of the Ninth Week of Apprenticeship  
(October 3<sup>rd</sup> - 7<sup>th</sup>, 2022)

No	Day/Date	Activity	Signature
1	Monday October 3 <sup>rd</sup> , 2022	Making English Department's Repository of 2009 Class	
2	Tuesday October 4 <sup>th</sup> , 2022	Making English Department's Repository of 2010 Class	
3	Wednesday October 5 <sup>th</sup> , 2022	Making English Department's Repository of 2011 Class	
4	Thursday October 6 <sup>th</sup> , 2022	Making English Department's Repository of 2012 Class	
5	Friday October 7 <sup>th</sup> , 2022	Making English Department's Repository of 2013 Class	

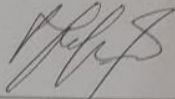
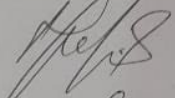
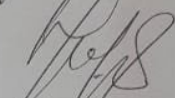
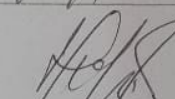
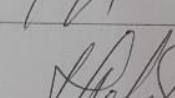
Supervisor

  
Pepriadi, S.AP  
NIP. 197602012021211004

# DAILY ACTIVITY

# APPRENTICESHIP

Table 3.12  
Agenda of Activities of the Ninth Week of Apprenticeship  
(October 10<sup>th</sup> - 14<sup>th</sup>, 2022)

No	Day/Date	Activity	Signature
1	Monday October 10 <sup>th</sup> , 2022	Making English Department's Repository of 2014 Class	
2	Tuesday October 11 <sup>th</sup> , 2022	Making English Department's Repository of 2015 Class	
3	Wednesday October 12 <sup>th</sup> , 2022	Making English Department's Repository of 2016 Class	
4	Thursday October 13 <sup>th</sup> , 2022	Making English Department's Repository of 2017 Class	
5	Friday October 14 <sup>th</sup> , 2022	Making English Department's Repository of 2018 Class	

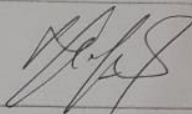
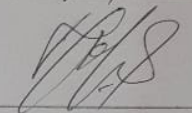
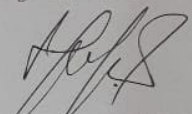
Supervisor

  
**Pepriadi, S.AP**  
NIP. 197602012021211004

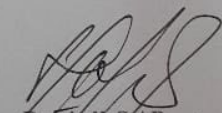
## DAILY ACTIVITY

## APPRENTICESHIP

Table 3.13  
Agenda of Activities of the Ninth Week of Apprenticeship  
(October 17<sup>th</sup> – 21<sup>st</sup>, 2022)

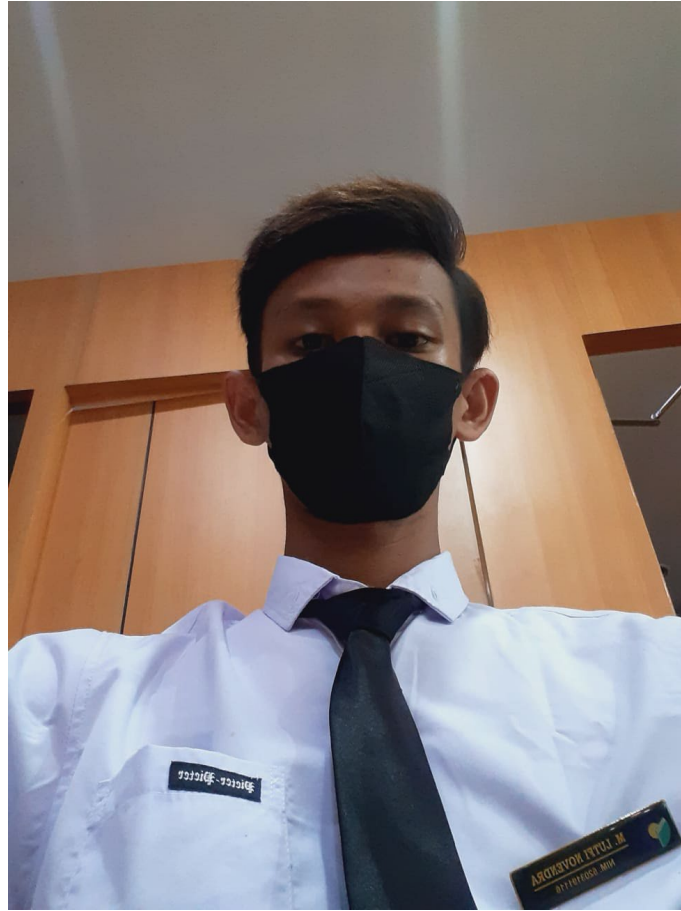
No	Day/Date	Activity	Signature
1	Monday October 17 <sup>th</sup> , 2022	Making English Department's Repository of 2019 Class	
2	Tuesday October 18 <sup>th</sup> , 2022	Making English Department's Repository of 2020 Class	
3	Wednesday October 19 <sup>th</sup> , 2022	Making English Department's Repository of 2021 Class	
4	Thursday October 20 <sup>th</sup> , 2022	-	
5	Friday October 21 <sup>st</sup> , 2022	-	

Supervisor

  
Pepriadi, S.AP  
NIR.197602012021211004

## APPENDIX G

### First Day of Apprenticeship



## APPENDIX H

### Destination Division Room View





## APPENDIX I

### File Chest



## APPENDIX J

### Trophies Chest

