JOB TRAINING COMPANY

PT. RIAU ANDALAN PULP AND PAPER APRIL LEARNING INSTITUT (ALI)

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APPLIED BACHELOR OF INTERNATIONAL BUSINESS

ADMINISTRATIONSTUDY PROGRAM

BUSINESS ADMINISTRATION DEPARTMENT

STATEPOLYTECHNIC OF BENGKALIS 2023

APPROVAL SHEET

APPRENTICESHIP REPORT

PT. RIAU ANDALAN PULP AND PAPER (KOPERASI KARYAWAN PT. RAPP & STAKEHOLDER RELATION)

Written as one of the conditions to completing Job training

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Pangkalan Kerinci, May 26th 2023

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PREFACE

Puji syukur kehadirat Allah SWT yang selalu memberikan kesehatan, baik kesehatan jasmani maupun kesehatan rohani, dan memberikan kesempatan kepada penulis untuk dapat menyelesaikan laporan Kerja Praktek (KP). Shalawat dan salam tidak lupa juga dihadiahkan buat junjungan kita nabi besar Muhammad SAW, atas segala perjuangan dan amanah yang diberikannya yang membawa kita dari zaman jahiliyah menuju zaman ilmu pengetahuan ini.

Kerja Praktek ini merupakan salah satu program Politeknik Negeri Bengkalis khususnya Jurusan Administrasi Niaga yang wajib diikuti oleh seluruh mahasiswa Politeknik Negeri Bengkalis dalam menerapkan ilmu pengetahuan danpengalaman baru dalam menunjang ilmu yang diperoleh dibangku perkuliahan. Laporan ini diharapkan dapat menambah kreatifitas dan pengetahuan yang baik bagi penulis maupun pembaca, penulis mengucapkan terima kasih kepada semua pihak yang telah membantu dalam melaksanakan Kerja Praktek (KP) sampai tersusunnya laporan ini dengan baik. Pada kesempatan kali ini penulis ingin mengucapkan terima kasih yang sebesar-besarnya kepada pihak yangbersangkutan, yaitu:

1. Allah SWT, atas kesempatan hidup dan segala limpahan rahmat dan hidayah-Nya yang telah memberikan mukjizat serta kekuatan kepada penulis dalam menyelesaikan kegiatan Kerja Praktek (KP) ini.

2. Bapak Johny Custer, S.T., MT selaku Direktur Politeknik Negeri Bengkalis.

3. Ibu Wan Junita Raflah, B.Sc., M.Ec. Dev selaku Ketua Jurusan Administrasi Niaga PoliteknikNegeri Bengkalis.

4. Huromo Atman Maulana, S.Pd., M.Si Selaku Ketua Prodi Administrasi Bisnis Internasional Politeknik Negeri Bengkalis

5. Bapak Teguh Widodo, M.Sc., M.Rech Selaku Dosen Wali Kelas (VIII) 8 B AdministrasiBisnis Internasional Politeknik Negri Bengkalis

6. Bapak Muhammad Alkadri Perdana, B.IT., M.Sc selaku

7. All Lecturers and Laboratory Assistants for the Department of Business Administration, especially the Bengkalis State Polytechnic International Business Administration Study Program.

8. Mr. Tengku Kespandiar, S.T., M.M as Campus Relations Head of PT. RAPP Pelalawan.

9. Mr. Azka Aman S.Sc., M.Sc as the Practical Work Coordinator (KP) at the APRIL Learning Institute office PT. RAPP Pelalawan.

10. All employees of APRIL Learning Institute PT. RAPP Pelalawan.

11. Both parents and their beloved extended family who give all the love, prayer, sacrifice, patience and material and moral support that has been given so far.

13. Dear myself, thank you very much for wanting to fight to the end, thank you for forgiving everything that has happened on the way to getting this scholar, you did everything very well.

14. My 4 best older sisters, thank you for always being there and always giving me motivation to keep going

15. Lastly, don't forget to Maah, who has always accompanied me and always supported me in everything.

Hopefully the kindness and sincerity given will get a commensurate reward from Allah SWT, apologies to management, employees and all related parties for mistakes made during Job Training (KP) at PT. Riau Mainstay of Pelalawan Pulp and Paper. Hopefully this report can be useful for all parties who need it in the future.

Pangkalan Kerinci, 12 Mei 2023

Linda Wati
5404191251

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INTRODUCTION

1.1 Background of Apprenticeship

Higher education is the highest formal education that will produce human resources (HR) who have a high intellectual level to compete in the demands of the world of work. Both ability demands and quality demands. So that universities are required to prepare good quality human resources to face increasingly fierce competition. The current progress of time and technology in the current era of globalization is something that cannot be avoided. The same is true in education which always experiences development from time to time and the government is always trying to improve the quality of education. To be able to enter the world of work after graduating from college, every student must have the readiness to face the professionalism of work that is in accordance with the field they are in.

The development of science and technology is getting faster day by day, which is then followed by the need for human resources who can master adequate science and technology as well. It is intended that the development of science and technology can be balanced with the mastery of science and technology by these human resources. The existence of demands for adequate and reliable expertise in their respective fields is useful for getting jobs that are competitively adjusted in order to achieve the desired goals. Having adequate expertise will give birth to human resources who are ready to use both in terms of knowledge, morals, attitudes and other criteria needed.

The relationship between theory and practice in the world of education is important to compare and prove something that has been learned in theory with the actual situation in the world of work. The Bengkalis State Polytechnic has a responsibility in preparing its students to compete in the real world of work. One of them is by holding the implementation of Practical Work (KP) as a program that must be followed by students as One of the Requirements for Completing the Applied Undergraduate Study Program in International Business Administration.

Practical Work (KP) is a learning process to get to know the real world of work directly. In general, the implementation of Job Training is aimed at increasing the abilities and skills of students according to their fields to be applied directly in various activities in government agencies and private institutions. This practical work is carried out every year and is mandatory for every Bengkalis State Polytechnic student with the aim of being able to implement the knowledge they have learned into the world of work. Practical Work is a series of activities that include understanding scientific theories/concepts that are applied in work according to the profession in the field of study. Practical Work can add insight, knowledge and abilities to students, and be able to solve scientific problems in accordance with the theory obtained while in college.

After carrying out the Job Training for 17 (seventeen) weeks, students are required to make a Job Training report as a form of accountability for each activity carried out while carrying out the Job Training. Based on the provisions above, this Job Training is carried out at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci, Pelalawan Regency which was carried out for 17 (seventeen) weeks from 12 January to 16 May 2023.

1.2 Purpose of the Apprenticeship

The objectives of implementing the Bengkalis State Polytechnic Campus Practical Work are as follows:

1. To find out the equipment and supplies used in PT. Riau Andalan Pulp and Paper especially at APRIL Learning Institute.
2. To find out the data needed during the Job Training at PT. Riau Andalan Pulp and Paper especially at APRIL Learning Institute.
3. To find out the job specifications in PT. Riau Andalan Pulp and Paper at APRIL Learning Institute.
4. To find out the documents produced during the Job Training at PT. Riau Andalan Pulp and Paper especially at APRIL Learning Institute.
5. To find out the expected targets of the work in PT. Riau Andalan Pulp and Paper at APRIL Learning Institute.

6. To find out the hardware and software used at PT. RiauAndalan Pulp and Paper, especially at the APRIL Learning Institute.

7. To find out the obstacles and solutions encountered while doing practical work at PT. Riau Andalan Pulp and Paper especially at APRIL Learning Institute.

1.3   Significances of the Apprenticeship

The significances of implementing the Bengkalis State Polytechnic Campus Practical Work are as follows:

1. Students can apply the knowledge (theory/concept) they have learned to the real world of work and can increase their knowledge and skills through direct involvement in the work at PT. Riau Andalan Pulp and Paper especially at APRIL Learning Institute.

2. Students gain experience in the world of work to prepare themselves before being recruited into the world of work.

3. Can recognize and operate various equipment used by companies, agencies and offices in carrying out real work activities. Bengkalis State Polytechnic obtains feedback from organizations or companies on the abilities of students participating in internships in the world of work.

1.4   Time of the Apprenticeship

Time of implementation of Job Training at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci, Pelalawan Regency was carried out for 17 (seventeen) weeks. Starting from January 12, 2023, to May 12 2023. The work schedule at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci, Pelalawan Regency, is as follows:

Table 1.1 APRIL Learning Institute Office Hours Schedule PT. RAPP

No	Day	Working Hours	Rest
1	Monday - Friday	08.00 s/d 17.00 WIB	12.00 s/d 13.30 WIB
2	Saturday	08.00 s/d 12.00 WIB	-
3	Sunday	Leave	Leave

Source: PT. Riau Andalan Pulp and Paper

BAB 2

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 Royal Golden Eagle (RGE) Group

Royal Golden Eagle (RGE), formerly known as RGM (Raja Garuda Mas), was officially registered in 1973. RGE began as a spare parts supplier shop called Toko Motor in 1967 in Medan, Indonesia. It was there that the founder and chairman of the RGE Group, Mr. Sukanto Tanoto, first entered the business world. During the oil crisis in 1973, he was able to overcome the rapidly rising oil prices to expand his business as oil companies expanded in the region. After a long break, he succeeded in establishing a plywood factory in Besitang, North Sumatra. At that time, he had observed that Indonesia was exporting logs and importing plywood, so he decided to invest in plywood manufacturing in Indonesia.

Figure 2.1 RGE Logo
Source: Internet

Sukanto Tanoto then built the world's largest pulp and paper mill in Kerinci, Riau. April Group is listed on the New York Stock Exchange. After overcoming challenging conditions during the financial crisis in the late 1990s, RGE expanded

its presence in China, Brazil, Canada and Spain. RGE has 5C principles that are trusted by its founder, namely Sukanto Tanoto, to be able to bring goodness to the Community (community), Country (Country), Climate (climate), Customer (customer), and Company (company). The business groups under the auspices of the Royal Golden Eagle (RGE) Group include the following:

1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil Industry - Asian Agri & Apical
3. Cellulose Fiber – Bracell
4. Viscose Fiber –Sateri,Asia Pacific Rayon (APR) Asia Pacific Yarn (APY)
5. Development of Energy Resources - Pacific Oil & Gas
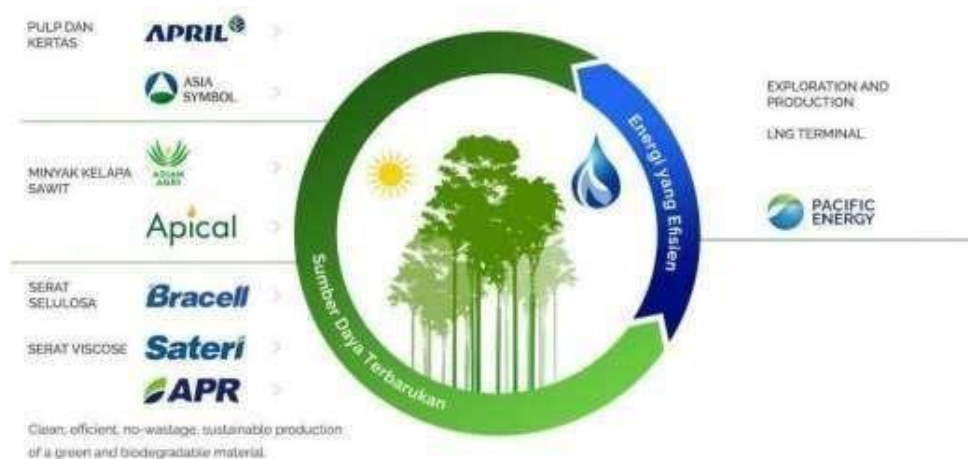
Figure 2.2 RGE Group of Companies
Source: Internet

The Royal Golden Eagle (RGE) Group has a core value, namely T.O.P.I.C.C start with me. This value is used as a guideline for working in RGE Group companies, T.O.P.I.C.C consists of the following abbreviations:

1. Complementary Team or (Teamwork), we are one in purpose and complement each other in teamwork.
2. Ownership or (Sense of Owning), we maintain a sense of belonging to always achieve the best.
3. People or (Human Resources), we develop human resources to grow together.
4. Integrity, we act with integrity.

5. Customer, we understand and provide the best for customers.

6. Continuous Improvement, we avoid indifference and make improvements continuously.

2.1.2 Asia Pacific Resources International Holding Limited (APRIL) *Group*

APRIL Group is one of the pioneer companies from the RGE Group which is engaged in the pulp and paper business segment and is one of the leading pulp and paper companies in the world. APRIL has its head office in Asia, namely Singapore and also has main production areas in Indonesia and China. Through state-of-the-art pulp and paper mills and industrial forest plantations operating in Riau province, Sumatra, Indonesia, as a large company, APRIL has a vision of "Improving lives by developing resources sustainably" and a vision of "To be one of the largest, best managed and sustainable resource-based Groups, creating value for the Community, Country, Climate, Customer, and Company" . As such, corporate social responsibility is applied to APRIL Group's operations and management to promote the environment and develop society and to fulfill corporate social responsibility. The Tanoto Foundation, founded in 1981, is the implementation of this vision.

Figure 2.3 April Logo
Source: Internet

Through its subsidiary in Indonesia. APRIL Group started developing plantations in Riau Province, Sumatra and built a factory in Pelalawan Kerinci from 1993. At that time, kerinci was home to 200 families. This population grew to over 200,000 in 2010 as APRIL Group's development and business diversification transformed Kerinci into the regional social and commercial hub of the Province.

APRIL Group started commercial pulp production in 1995, followed by commercial paper production in 1998. This regional growth mirrored the growth of APRIL Group's operations in Indonesia, with the establishment of Pelalawan District in 1999 and later the municipality of Kerinci in 2001. Kerinci's rapid growth this later allowed it to be divided into three regions in 2005.

In 2010, APRIL Group's forestry operations contributed 6.9% to the total economy of Riau Province. APRIL Group has created around 90,000 jobs for the community. APRIL is also contributing to providing better access to education and social support in areas such as health care and housing. APRIL Group has helped improve living standards and reduce the poverty rate by 30%.
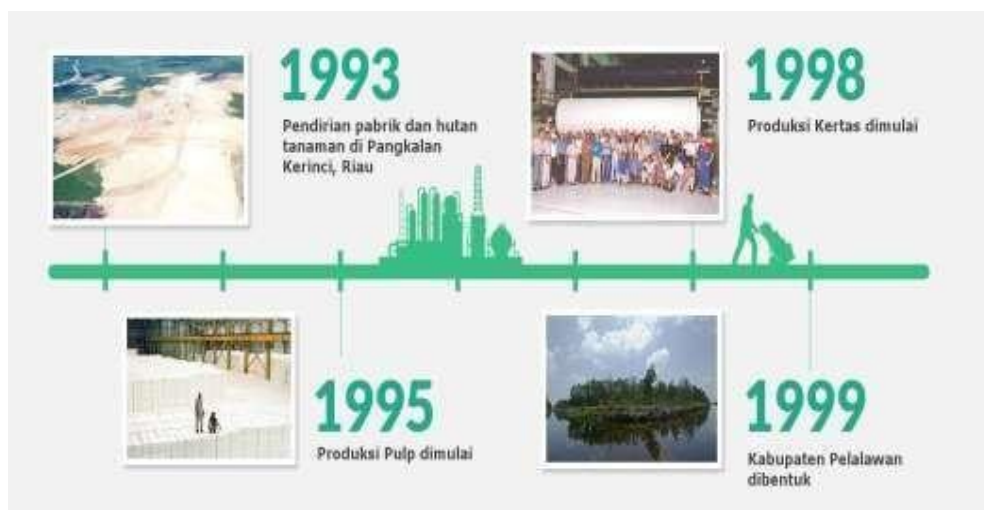
Figure 2.4 The Path to Prosperity
Source: Internet

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group has also launched a series of economic development initiatives to assist the development of small and medium scale local entrepreneurs (SMEs).

In 2002, APRIL Group implemented a comprehensive timber legality system to prevent illegal timber from entering supply and production chains. The system verifies and tracks wood from the company's fiber plantations to the mills. APRIL Group also collaborated with the World Wildlife Fund (WWF) to tackle

illegal logging in Tesso Nilo and signed a moratorium on further road construction and development of Acacia plantations in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for pulp and paper mill fiber plantations. In 2003, a decade after the company was founded, the APRIL Group published its first Sustainability Report, detailing its community development initiatives and commitment to sustainable forestry operations. In the same year, APRIL Group established a branch in Guangzhou to support the development of the company's operations in China. In 2005, APRIL Group introduced a voluntary High Conservation Value (HCV) scoring system in its concession areas for land use planning. This policy provides practical and responsible solutions to the challenges of deforestation and degradation. APRIL also established the APRIL Learning Institute and received a Green Proper Rating for factory environmental performance as well as a Golden Flag Choice & Zero Accident Award for factory health and safety management from the Government of Indonesia.

In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT. Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, is certified for Sustainable Plantation Forest Management according to the Indonesian Ecolabelling Institute (LEI) standards.

In 2007, APRIL through its subsidiaries became the first and only Indonesian company to be recognized by the World Business Council for Sustainable Development (WBCSD). In 2008, the completion of Pulp Line 3 made Riau home to the world's largest integrated pulp and paper mill, with a production capacity of 2.8 million tons per year. ISO 9001, 8000 and ISO 14001 certified factories continue to invest in technology to ensure the company can be self-sufficient to meet its own electricity needs.

Since 2010, APRIL Group's production facilities have been certified by the Program for the Endorsement of Forest Certification (PEFC) on the Chains of Custody standard, which ensures that all raw materials entering the factory are supplied from legal and unproblematic sources. APRIL also obtained certification from the Hong Kong Green Label for its PaperOneTM products in 2010.

In October 2011, APRIL's subsidiary RAPP was successfully certified by Bureau Veritas standards for Timber Origin and Legality (OLB). RAPP is the first Asian plantation company in the industry to receive this certification. APRIL Group's OLB standard for forestry company certification covers production facility forestry activities. The supply partners for RAPP have also successfully passed audits based on OLB's "Chain of Custody-Acceptable Wood" standards.

APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balance the need to save the environment and prioritize the interests of local communities, while continuing to run a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and implementation of Sustainable Forest Management Policy.

Figure 2.5 Growth and Recognition
Source: Internet

APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balance the need to save the environment and prioritize the interests of local communities, while continuing to run a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and implementation of Sustainable Forest Management Policy.

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In June 2015, APRIL Group developed a Sustainable Forest Management Policy based on input from SAC and various other stakeholders. APRIL is also strengthening its forest protection and conservation commitments including removing deforestation from its supply chain and adding a High Carbon Stock (HCV) assessment aspect.

2.1.3 PT. Riau Andalan Pulp and Paper (RAPP)

PT. Riau Andalan Pulp and Paper is a private company engaged in the manufacture of pulp (pulp) and paper (paper) and is the largest pulp company in Asia Pacific. PT. RAPP is a subsidiary of APRIL Group (Asia Pacific Resource Internasional Holding Ltd) which is one of the pioneer companies of the Royal Golden Eagle (RGE) Group. PT. Riau Andalan Pulp and Paper was based in Jakarta in 1992, at which time a field survey was conducted for a factory location in Riau Province to be precise in Pangkalan Kerinci Village, Pelalawan Regency. PT. RAPP obtained HTI permits based on Minister of Forestry Decree No. 327/Menhut-II/1992.

PT. Riau Andalan Pulp and Paper was built and designed to produce high-quality pulp and paper, where the pulp is produced chemically using a sulfate (kraft) process. The control system in this company has entered into the ISO system which is used as a sign to determine the world quality of a product. Some of the chemicals used in factories include CIO2, CI2.

Figure 2.6 Riau Andalan Pulp and Paper (RAPP) Logo
Source: Internet

Besides that, PT. Riau Andalan Pulp and Paper is a fast-growing private company and has received ISO 9002 and ISO 14001 certificates. PT. Riau Andalan Pulp and Paper is a company that uses sophisticated production technology, namely a super batch administrator digester system and a good production system with a sophisticated control system and good management, both in terms of production and cooperation.

2.1.4 April Learning Institute (ALI)

APRIL Learning Institute (ALI) is the largest pulp and paper industry employee training and development center in Indonesia. ALI was founded on the initiative of the founder of APRIL Group, namely Sukanto Tanoto, who is very concerned about the development and quality improvement of each employee. ALI is responsible for making all employees able to carry out the strategies that have been prepared by the company, both technically and soft skills. In the corporate organizational structure, ALI is one of the Departments under the auspices of Shared Service/Human Resource which is responsible for human resources (HR) in the company.

In the process of creating and running ALI training, there are 10 (ten) sections, namely Assessment Center, Technical Mill, Leadership & Development, ALI Technical Maintenance, Fiber Operation Training, PTSI Training Center, Education Program, Technical Rayon, Learning Support and Future Learning. Where each of these sections has different tasks according to the scope they have,

behind different scopes, they have the same main task in order to create good human resources and in accordance with what the company expects. The main tasks of APRIL Learning Institute are as follows:

1. Module Development, namely making modules that are used for learning materials in training with a focus according to the field that will carry out the training.

2. Execution, namely carrying out trainings that aim to improve the ability of employees with a focus on areas according to what is needed by these employees.

3. Certification, namely assessing employees to find out whether the employee is competent or not as a condition in operating the machine, one of which is the provision of DLP (Driving License Program).

ALI also conducts a training needs analysis before designing and executing their training. ALI also facilitates employees with programs that assist employees in the development process and their own capabilities. One of them is the IDP (Individual Development Plan) which contains individual/employee development plans in each capacity process. ALI is responsible for increasing the Core Value of its employees through technical and soft skill training. The following is a picture of the APRIL Learning Institute building.

Figure 2.7 ALI Building
Source: Internet

2.2   Vision dan Mission PT. Riau Andalan Pulp and Paper

2.2.1 Vision PT. Riau Andalan Pulp and Paper

The vision of PT. Riau Andalan Pulp and Paper is "Becoming a world-scale pulp and paper company with the best management and performance, the most profitable and sustainable, as well as being the first choice of consumers and employees".

2.2.2 Mission PT. Riau Andalan Pulp and Paper

The mission of PT. Riau Andalan Pulp and Paper used in realizing the expected goals are as follows:

1.   Creating sustainable growth throughout the value chain.
2.   Be an industry leader in every operational aspect.
3.   Maximizing reciprocal profits for shareholders while continuing to contribute to the socio-economic development of local communities and their regions. Creating values through modern technology and impacting industry knowledge, valuable assets, networks and people (HR).

2.3   Organization Structure PT. Riau Andalan Pulp and Paper

The company's organizational structure has an important meaning in a company to achieve the goals set or planned by the company. Without a good organizational structure, the company's activities will not run smoothly because it is not clear who should carry out a task. Therefore, the organizational structure can provide firm boundaries and at the same time be responsible for these tasks.

Organizational structure of PT. Riau Andalan Pulp and Paper follows the type of line and staff organization where the powers and responsibilities are branched to each leader from top to bottom, each position is not responsible for one another but only responsible for their respective directors. Each superior has a certain number of subordinates, and his subordinates receive orders from their respective superiors. The following is the organizational structure of PT. Riau Andalan Pulp and Paper Pelalawan, which is as shown below:
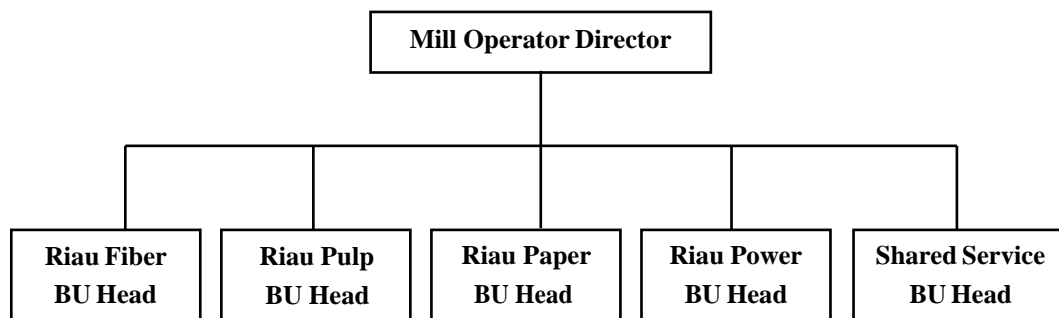
```
                    ┌─────────────────────────┐
                    │  Mill Operator Director  │
                    └─────────────────────────┘
```

| Riau Fiber BU Head | Riau Pulp BU Head | Riau Paper BU Head | Riau Power BU Head | Shared Service BU Head |

Figure 2.8 Organization Structure PT. RAPP
Source: Internet

PT. Riau Andalan Pulp and Paper, which is engaged in the pulp and paper production business, has various company parts or unit bodies, namely as follows:

1. Riau Fiber is a business unit that manages wood starting from the field of nursery, planting, maintenance, harvesting, and development of wood to become the production of raw materials as well as the development of types of wood seeds.

2. Riau Pulp is a business unit that produces pulp where wood from Riau Fiber is managed and processed into pulp.

3. Riau Paper is a business unit that produces paper where the raw material for making paper is pulp, the pulp itself is produced by Riau Pulp, now the dry wood fiber from the pulp is used to make paper.

4. Riau Power is a business unit that manages the field of generating electricity and reprocessing black liquor, water and chemicals, where the electricity produced is used for power generation in all business units.

5. Shared Service (Common Service) is a unit that manages the service sector for all units and manages the entire logistics of the company, including supply chain management, finance, HRD, accounting and IT/IS.

The organizational structure of the APRIL Learning Institute Department can be seen in the image below:

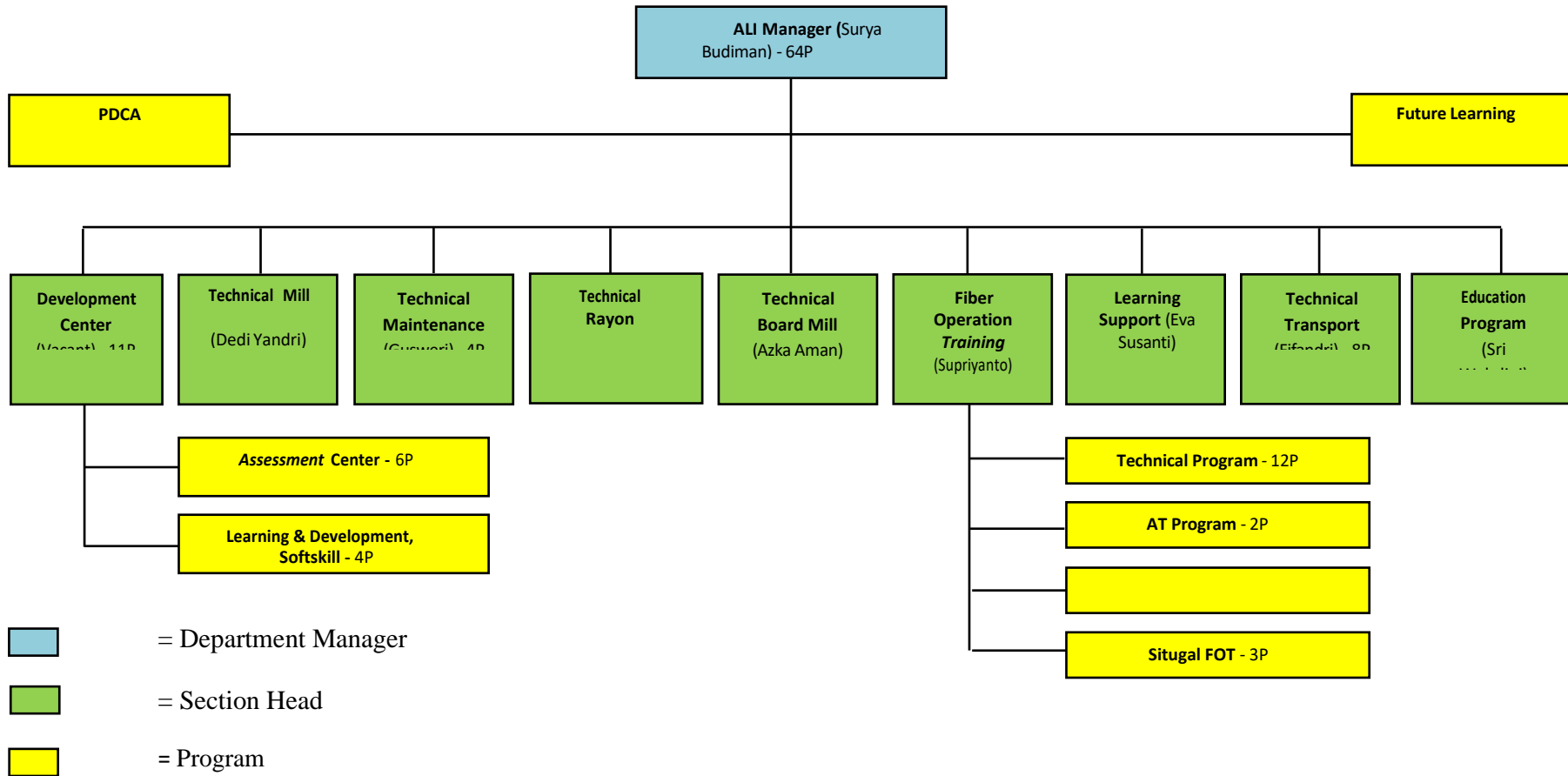# Organizational Structure APRIL Learning Institute (ALI)

Figure 2.9 Organizational APRIL Learning Institute
Source: PT. Riau Andalan Pulp and Paper

In a company or institution, you have something you want to achieve. To realize this, an appropriate organizational structure is needed in the field so that it can achieve the goals to be achieved. The organizational structure of the APRIL Learning Institute Office is prepared in accordance with applicable regulations, which in essence explain all the functions, obligations and responsibilities of each part occupied.

The duties and responsibilities of each section contained in the organizational structure of APRIL Learning Institute are as follows:

1. ALI Manager

    APRIL Learning Institute is a department under the auspices of Human Resources, where the role of ALI is very important in developing the company's human resources. The manager plays an active role in managing all parts in the department, in carrying out the manager's duties a program is formed, namely:

    a) PDCA (Plan Do Check Act) is a management method that aims to solve problems with four iterative steps. Usually, this method is used in quality control.

    b) Future Learning is a future learning method by utilizing ICT, namely computer-based learning, mobile phones, smartphones, mobile learning, and augmented reality. Where this program is needed in planning learning that will be given to company employees.

2. Development Center Is the part that is responsible for the company's HR development center at ALI, one of its tasks is to provide material on the soft skills needed by an employee and provide an assessment of the training they have done, this section has 2 (two) programs, namely as follows:

    a) Assessment Center is a program that functions to provide an assessment of each employee who has conducted training so that they know whether the employee is competent or not.

    b) Learning and Development, Soft skill, is a program that functions to provide learning about soft skills and material that can change the mindset of an employee.

3. Technical Mill Is a part that is responsible for the development of factory employees engaged in engineering. Employees included in the supervision of this section are IT, production and other technician employees. One of his duties is the development of mill employees.

4. Technical Maintenance Is the part that is responsible for factory maintenance. One of the tasks of this section is to provide learning and skill development materials for maintenance of machines in factories.

5. Technical Rayon Is the part that is responsible for the production of rayon, this section is tasked with providing learning and skill development materials needed by employees related to the rayon field.

6. Technical Board Mill Is the part that is responsible for issues that exist in the factory, besides that this section has the task of providing learning and skill development materials needed by employees in this field.

7. Fiber Operation Training Is the part that is responsible in the field of fiber, where this section is tasked with providing learning and skill development materials for employees who work in the fiber section.

8. General Training and Services Is the part that is responsible for all learning carried out by all sections in ALI, where General Training and Services is the part that manages finances and agendas to be carried out by each other section.

9. Technical Transport Is the part that is responsible for the transportation sector in the company, everything related to transportation is the part that will organize and carry out the execution. At ALI, this section has the task of developing employee driving skills. Such as crane parts, bus drivers, etc.

10. Education Program Is the part that is responsible for the educational development program at APRIL Learning Institute, where this section has one of the tasks, namely making modules that will later be used as learning media for employee training.

2.4 Kind of Business

PT. Riau Andalan Pulp and Paper is a company engaged in the production of pulp (pulp) and paper (paper). Cellulose fiber is the main raw material for pulp production. Most of these cellulose fibers are obtained from wood. The wood itself is divided into 2 (two), namely hardwood and softwood and from several other plants.

1. Pulp

    Paper pulp is the result of separating fiber from fibrous raw materials through various manufacturing processes. Pulp consists of fibers as raw material for paper. The process of making pulp includes mechanical, chemical, and semi-chemical processes. To produce pulp, small wood chips are processed and used as an admixture. The mixture is processed to produce a natural adhesive that functions to bind wood fibers. This mixture is then cleaned and bleached for further processing. The most basic material in producing pulp is lignin, which is a black liquid that functions as a material to trigger the boiling point to generate energy for the production process. After being dried, trimmed, and packaged, the pulp is then ready to be processed into various products. The following is the flow of the pulp production process carried out by PT. Riau Mainstay Pulp and Paper.
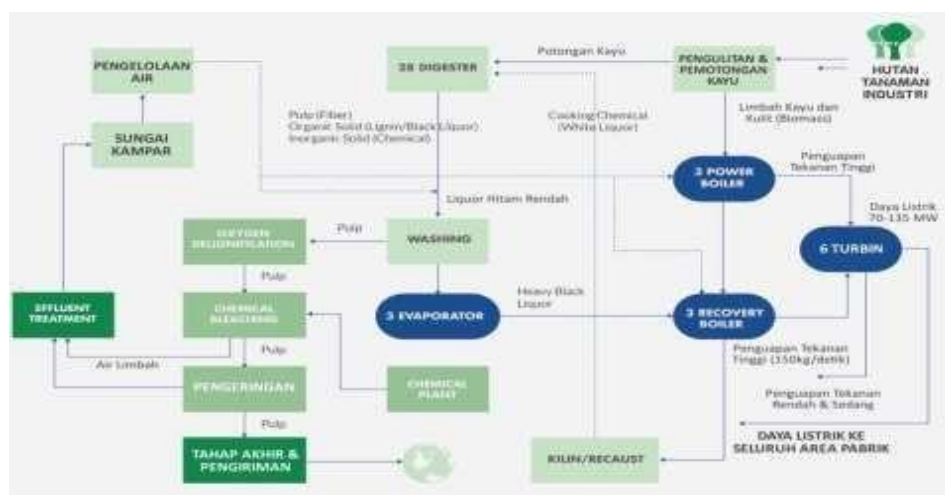

Figure 2.10 Pulp Production Process
Source: Internet

2. Paper

Paper is a thin material resulting from the compression of fibers originating from the pulp. The fiber used is usually natural and contains cellulose and hemicellulose. PaperOneTM is the flagship brand of PT. RAPP offers a variety of paper with premium quality and is made from 100% renewable plantation fiber which is produced to meet the high demand in society. PaperOneTM has also been PEFC certified which ensures that this product comes from plantations that are managed in a sustainable manner. All PaperOneTM products are manufactured using the latest ProDigiTM HD Print Technology to produce superior quality for printing purposes. The resulting paper is 3 times finer and 33% stronger because it has 100% Elemental Chlorine Free (ECF) production material from sustainably managed plantations. Paper is produced through a pulp drying process which is then mixed with cellulose fibers to bond and blend together. While still wet, the paper is processed by a series of heated rolling processes for flattening and drying purposes. The product is then coated with adhesive and various additives to improve its quality. Finally, to produce smooth and shiny paper, the rolling process is repeated several times.

Figure 2.11 Paper Product by PT. RAPP
Source: Internet

2.5 Working Process

ALI requires ongoing planning to benefit growth companies. This is based on the belief that corporate life is also influenced by public opinion. Therefore, ALI activities must be carried out to form a positive response from public opinion. Public Relations that occurred at PT. Riau Andalan Pulp and Paper is a two-way

relationship. On the one hand, its function is to interpret the company for society. Meanwhile, on the other hand, ALI activities can produce information about what is expected by the community from the company.

Bearing in mind, ALI activities are not only concerned with the results, but also the methods taken to obtain the results. The work process of the April Learning Institute (ALI) Division can be seen in Figure 2.15 below as follows:
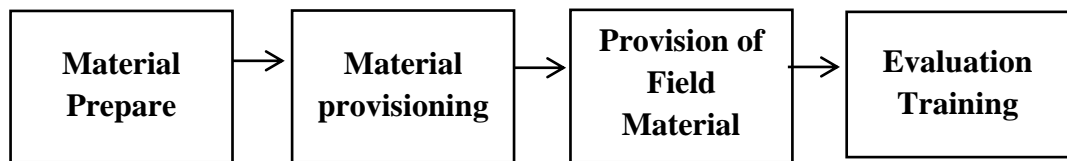
| **Material Prepare** | → | **Material provisioning** | → | **Provision of Field Material** | → | **Evaluation Training** |

Figure 2.12 The Working Process SHR Departement (Stakeholder Management)
Source: PT. Riau Andalan Pulp and Paper 2023

1. Material.

   Before the training participants enter the April Learning Institution (ALI) training at RAPP, the first thing to do is prepare the material that will be conveyed later to the April Learning Institution (ALI) Training participants according to their bacth.

2. Material Provisioning.

   Material provisioning is a proper learning and teaching activity on campus which contains material about the company and the objects of their work as new employees. The provision of this material is carried out in writing or not in practice which takes place at the April Learning Institution (ALI).

3. Provision of field material. Provision of field material is a proper learning and teaching activity on campus which contains material about companies and the object of their work as new employees. In this material debriefing is carried out directly in the field or in operational areas such as factory areas which are also accompanied by mentors.

3. Evaluation.

   The way to find out whether the process has been completed or not is to evaluate the steps that have been taken. The main purpose of evaluation is to measure the overall effectiveness of the process and make sure that the

trainer was capable as a new employee. At this stage, ALI is required to be thorough and thorough for the accuracy of existing data and facts.

2.6 Documents Used for Activities

In the implementation of practical work there are several documents needed to complete the work given. These documents are as follows:

1. Velmet Moduls

    Making Ppt Valmet Modules is aimed at making modules that are used by trainees to study, modules that are converted into Indonesian so that the trainees who take part in the training are easy and there are no obstaclesto understanding the material provided, so that when the trainees are in the field they don't difficulty in carrying out the work that has been given.
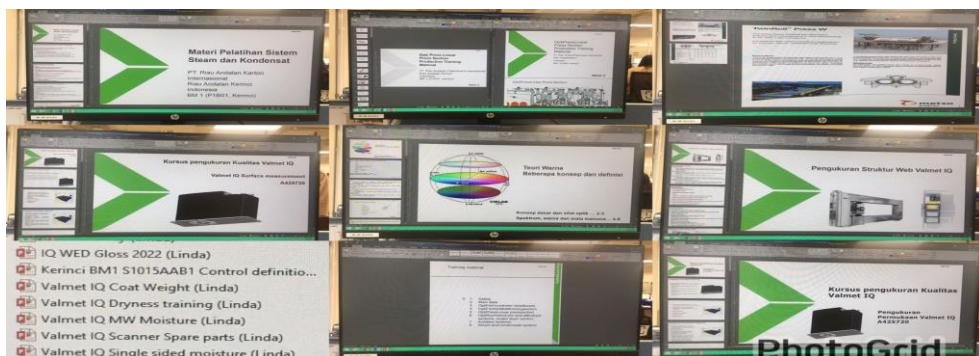

Figure 2.13 Velmet Moduls
Source: PT. Riau Andalan Pulp and Paper 2023

2. Employee Absence Data Input

    Create employee absence data, this is needed to monitor the attendance schedule of new employees. in other words absences will be used to monitor employee attendance on every working day.
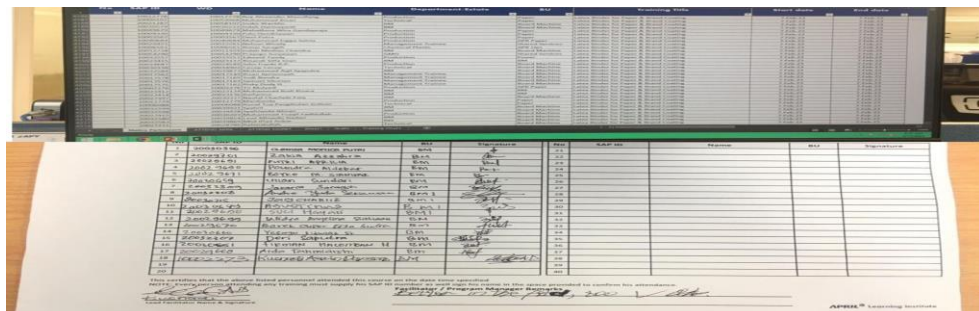
Figure 2.14 Employee Absence Data
Source: PT. Riau Andalan Pulp and Paper 2023

3. Duplicate Learnng Material

Select and photocopy learning materials that will be given to employees who take part in the training. Later, duplicated photocopies will be given to new employees as teaching materials that will be used during the training period.
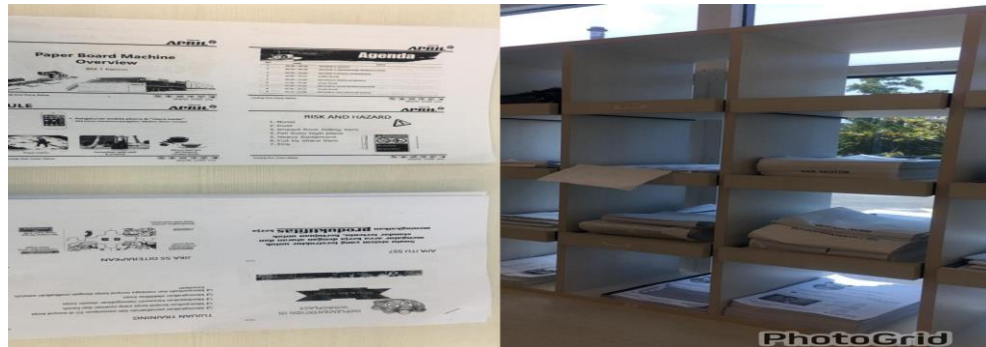
Figure 2.15 Duplicate Learning Material
Source: PT. Riau Andalan Pulp and Paper 2023

4. Board Machine (BM) Layout

Help make and design layouts or positions for photos of employees who take part in events made by ALI. Later, a photo of BM as proof that they have participated in the event that BM made, according to the training schedule it is mandatory for BM employees (engine board). The BM event is held every 3 months or every 6 months
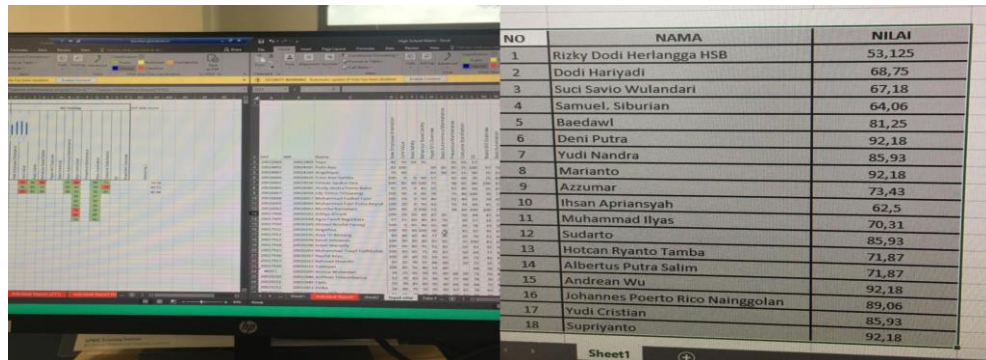
Figure 2.16 Board Machine (BM) Layout
Source: PT. Riau Andalan Pulp and Paper 2023

5. Input Evaluation Trainee Data

After getting the material delivered both at ALI and in the field in the factory operational area, the trainees will carry out an evaluation which will later be input as shown above and handed over to the mentor for monitoring its development.

Figure 2.17 Inpt Evaluation Trainee Data
Source: PT. Riau Andalan Pulp and Paper 2023

CHAPTER 3
SCOPE OF THE APPRENTICHESIP

3.1 Job Description

Practical Work is carried out for 4 months, starting from January 12 to May 16 2023 at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office. During the implementation of the Job Training, there were many opportunities and opportunities given to do the work that was the assignment of the APRIL Learning Institute (ALI), as well as a lot of new knowledge and experience that could be taken in the world of work, especially in the areas of administration, Human Resource Development. To make it clearer and easier to report the activities that have been carried out, there are several descriptions of weekly activities, so that each work carried out can be reported clearly and in detail.

Tasks that have been practiced for 17 (seventeen) weeks at PT. The Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

1. Following the Welcoming ALI
2. Enter the results of the Employee Written Test Value
3. Create Valmet Module PPT
4. Printing the Training Module
5. Help Check and Prepare Training Room
6. Visit RTC (RGE Exhibition Center)
7. Following a Visit to the Paper Machine & RAK
8. Participate in Paper Making Overview\ Training
9. Supervise the Written Test Trainer at ALI
10. Participated in NEO (New Employee Orientation) 1 & 2 Training
11. Assist with the preparation of the Team Building Board Machine Event
12. Follow Hand Over Trainee to RAK
13. Enter data on employees who attended training.

3.2   Systems & Procedures

3.2.1 Systems

Companies need a system to support company activities, in other words, a system is a series of procedures that are interconnected and together form a function that aims to achieve company goals. The system used by PT Riau Andalan Pulp & Paper. At the factory operational activities are online and offline/manual system processes. PT Riau Andalan Pulp & Paper is a company engaged in the paper sector whose main raw materials are acacia wood and eucalyptus wood. Apart from Pangkalan Kerinci, PT Riau Andalan Pulp & Paper is also located in Jakarta. For these areas to be separate to be connected to one another, in its operational activities, in terms of sending data, PT Riau Andalan Pulp & Paper uses a special internet-based company application.

As an online media, namely lotus notes. In the form of manual media, it can be seen from the data input and processing using Word Office.

3.2.2 Procedures

A company in carrying out its activities requires a procedure so that everything that is done or done is uniform or in accordance with the standards set by the company. Procedure is a sequence of work involving several people in one or more parts, arranged to ensure the same treatment of transactions that frequently occur. A description of the procedures carried out when carrying out work activity practicum (KP) at, PT Riau Andalan Pulp & Paper as follows:

1.   Join in Welcoming ALI

Discuss introduction and knowledge about PT RAPP. Take a look and get to know more about what must be followed and obeyed during training at Ali, you will be told what is in ALI.
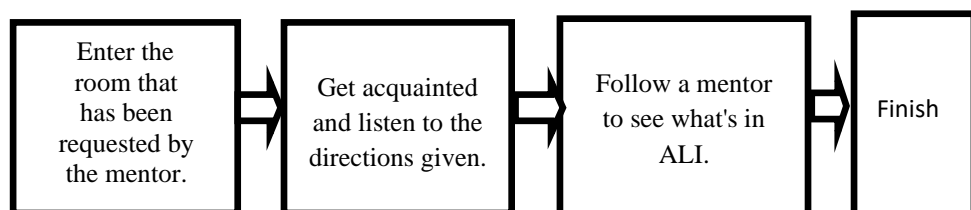
Figure 3.1 Welcoming ALI
Source: PT. Riau Andalan Pulp and Paper

2. Made Valmet Module PPT

Making the Valmet Ppt Module aims to create modules that are used by training participants to study, modules that are converted into Indonesian so that training participants who take part in the training are easy and there are no obstacles to understanding the material provided, so that when the trainees are in the field, they have no difficulty in carry out the work that has been given.
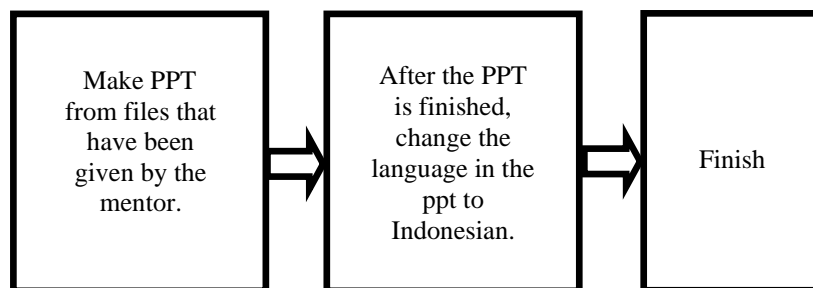
Figure 3.2 Make Modul Velmet
Source: PT. Riau Andalan Pulp and Paper

3. Supervise Written Test Trainees in ALI

Supervising the Written Test Traine is aimed at supervising the trainees who are doing written so that they do it honestly without cheating. The written test is carried out only once a week. the trainees study seriously or not.
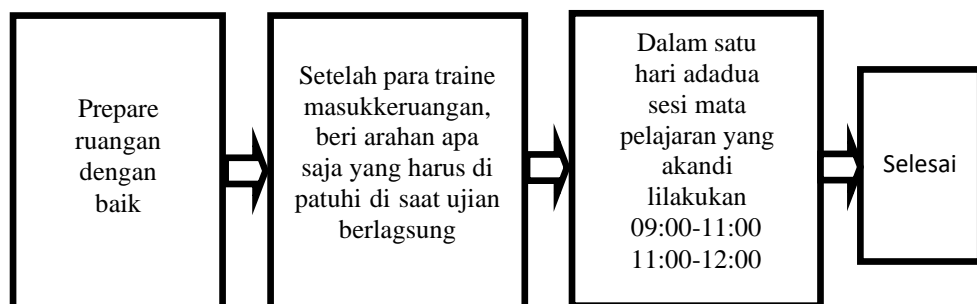
Figure 3.3 Supervise Written Test Trainees in ALI
Source: PT. Riau Andalan Pulp and Paper

4. Input training employee absences

In implementing this section, the practitioner is given the task of entering data on employees who have attended training, this is one of the routine

activities carried out by ALI employees in the learning support section as report material for their training achievement targets.

| Enter attendance data using the computer provided | → | Enter the data into the excel file one by one | → | Or you can also use workday | → | Finish |
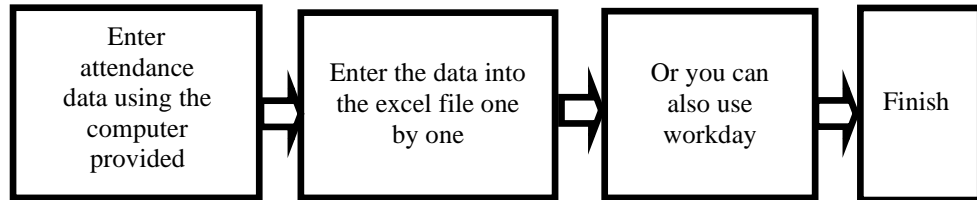
Figure 3.4 Input Training Employee Absenteeism
Source: PT. Riau Andalan Pulp and Paper

5. Following a Visit to Paper Machine & RAK

Visiting the Riau Andalan Kertas (RAK) factory is one of the activities carried out by ALI employees/trainers in the education program section, the purpose of this visit is to find out firsthand how wood is processed and processed into paper, and how marketing/marketing is used in selling paper products.

| Following the Trainee visit to RAK Using APD | → | Seeing the process of making paper directly explained by the guide | → | Supervise and document the trainees and then report to the mentor | → | Finish |
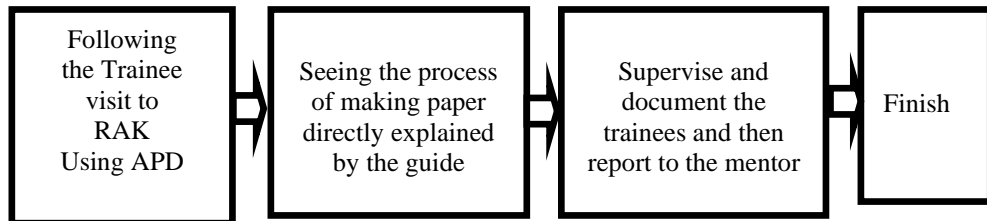
Figure 3.5 Visit the Paper Machine and RAK
Sumber: PT. Riau Andalan Pulp and Paper

6. Visit RTC (RGE Exhibition Center)

Visiting the RTC or Rge Exhibition Canter, Royal Golden Eagle is a globally integrated resource-based industry group, with businesses in paper, palm oil, viscose, construction and energy, property and asset management..

| Gathered with RAPP apprentices from Bengkalis State Polytechnic | → | Arriving at the RTC, we were directed to enter the History Building & listen to a series of history & processes from RAPP | → | Question and answer session and group photo |
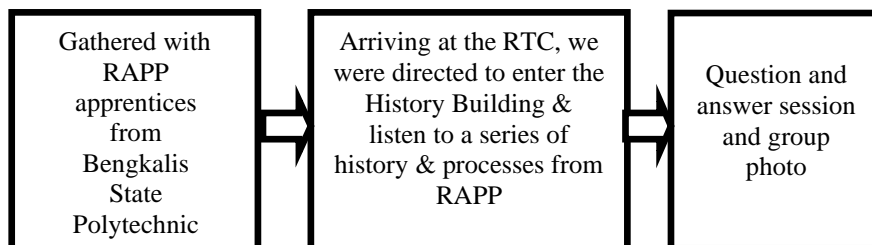
Figure 3.6 RTC Visit
Source: PT. Riau Andalan Pulp and Paper

7. Input Employee Written Test Value

Entering the results of the trainees' scores when taking the written test into an excel file so that it is easy to record.
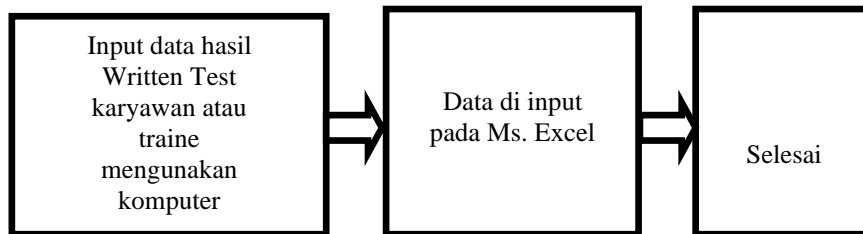
Figure 3.7 Input Employee Written Test Value
Source: PT. Riau Andalan Pulp and Paper

8. Prepare room for training

In preparing for training, there are many things that must be considered properly, one of which is preparing the room. In preparing the room we need to prepare the equipment or supporting facilities needed in conducting training activities. There are things that we need to pay attention to when preparing a room such as blackboards or whiteboards, markers, benches, tables, projectors, books, and others related to the teaching material that will be given.

9. Assist with the preparation of the Team Building Board Machine Event

In preparing for the Team Building Board Machine Event, there are many things that must be considered carefully. In preparing for the Building Board Machine Team Event, we need to prepare the equipment or supporting facilities needed to hold activities. There are things that we need to pay attention to when preparing for activities such as participant clothes, or markers, benches, tables, projectors, and others related to the Team Building Board Machine Event activities.
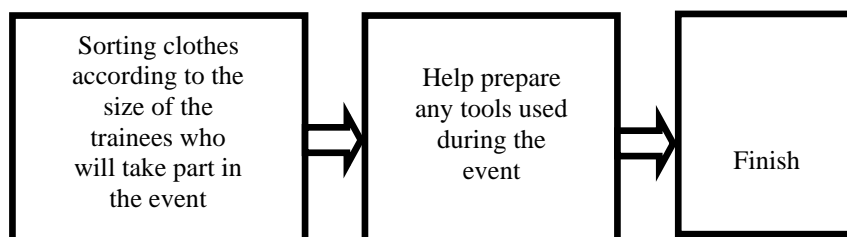
Figure 3.8 Preparation for the Team Building Board Machine event
Source:PT.Riau Andalan Pulp and Paper

10. Print the Training Module.

Printing Training Modules is usually done by printing modules with the tools provided by the office. Materials that are complete and have been provided must be printed to be given to the trainees who will take part in the training in accordance with what must be learned, printing modules also cannot be done carelessly so that it will waste paper. The modules that have been printed will then be neatly arranged after which they will be distributed to the trainees.

| Prepare the file that must be printed, then print the file | After the files are printed, arrange the files by title | Unite the separate modules using a hecter | After that, separate the modules that have been printed according to their respective titles |
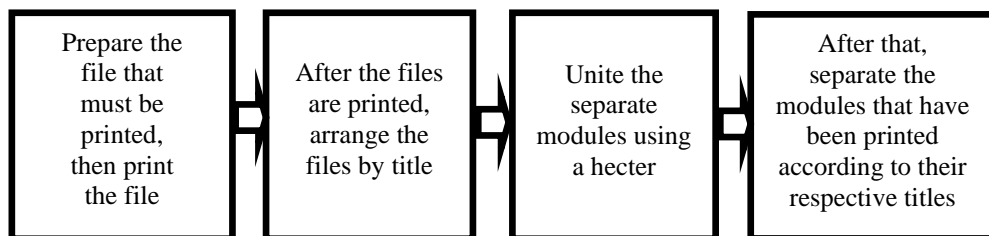
Figure 3.9 Print the Training Module
Source: PT. Riau Andalan Pulp and Paper

11. Participate in Paper Making Overview Training

This training aims by conducting training, employees can have the knowledge, abilities, and skills in accordance with the work they do. Companies always need competent personnel in their fields to increase profits and develop the company. This training provides a lot of knowledge about how to make paper from start to finish, this training also shows a lot of what tools are used for making paper, training II aims to make the trainees know what tools are needed when working, the names of the tools, and its function, so that when the trainees have been sent down, the trainees already know what to do.

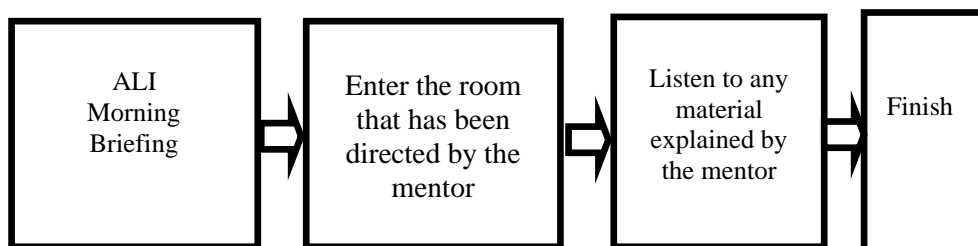| ALI Morning Briefing | Enter the room that has been directed by the mentor | Listen to any material explained by the mentor | Finish |

Figure 3.10 Participate in the Making Overview Training
Source: PT. Riau Andalan Pulp and Paper

12. Participate in NEO (New Employee Orientation) 1 & 2 Training

The NEO training is basic and important information that must be known by the trainees, there is a lot of important knowledge that can be obtained in this training, from the history of this company, what this company uses, who this company is related to, what does this company have, the presenter for day 1 is Mr. Sudirwan and the speaker for day 2 is Mrs. Lucy.
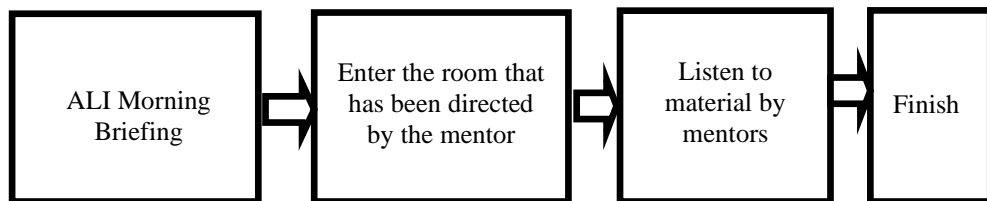
```
┌──────────────┐    ┌──────────────┐    ┌──────────────┐    ┌──────────┐
│  ALI Morning │ ▶  │ Enter the room│ ▶  │  Listen to   │ ▶  │  Finish  │
│   Briefing   │    │ that has been │    │ material by  │    │          │
│              │    │ directed by   │    │  mentors     │    │          │
│              │    │ the mentor    │    │              │    │          │
└──────────────┘    └──────────────┘    └──────────────┘    └──────────┘
```

Figure 3.11 Participated in NEO (New Employee Orientation) 1 & 2
Source: PT. Riau Andalan Pulp and Paper

13. Participated in Hand Over Trainee at RAK

Following the Hand Over Train to RAK is an activity carried out to take the trainees to RAK as proof that the trainers are ready to be dropped off. Trainees will be handed over to their respective superiors.

```
┌──────────────┐    ┌──────────────┐    ┌──────────────┐    ┌──────────────┐
│ Supervise the│ ▶  │Escort trainees│ ▶  │Hand over the │ ▶  │ Follow the   │
│  exams of the│    │   at RAK     │    │ trainees to  │    │ mentors back │
│  trainees 1  │    │ Use the      │    │ superiors and│    │ to Ali office│
│ material for │    │ transportation│    │ tell what the│    │              │
│  the last    │    │ that has been │    │ trainees have│    │              │
│              │    │  provided    │    │ learned while│    │              │
│              │    │              │    │   at ALI     │    │              │
└──────────────┘    └──────────────┘    └──────────────┘    └──────────────┘
```
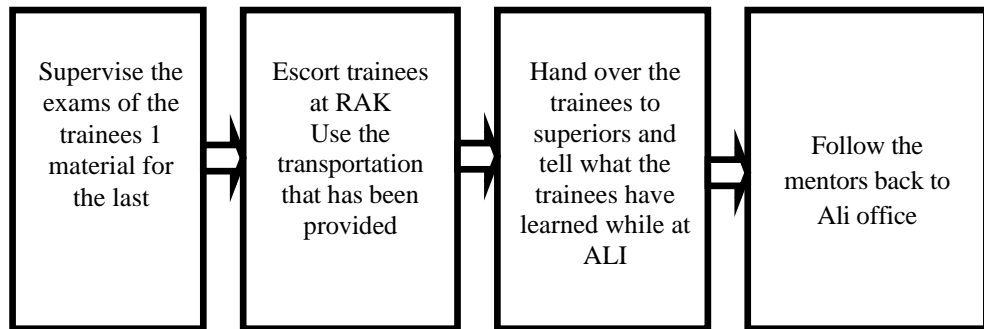
Figure 3.11 Follow the Hand Over Trainee to RAK
Source: PT. Riau Andalan Pulp and Paper

14. Help sorting BM1 Event Tools

Assisting in sorting BM1 Event Tools is an activity for sorting out clothes for trainees who attend the event, sorting clothes into predetermined sizes. Not only clothes but the equipment that is used during the event must also be prepared.
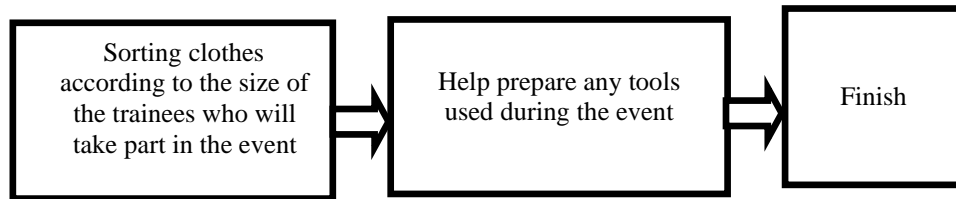
Figure 3.8 Preparation for the Team Building Board Machine event
Source:PT.Riau Andalan Pulp and Paper

3.3 Place of the Apprenticeship

This Job Training activity was carried out at PT. Riau Andalan Pulp and Paper at. During practical work the author was placed in the APRIL Learning Institute (ALI) Section. The company's provisions regarding the schedule or time for carrying out practical work are as follows:

Table 3.1 Working Schedule at PT.Riau Andalan Pulp and Paper

No	Day	Woring Hours	Rest
1	Monday to Friday	08:00-17:00 WIB	12:00-13:00 WIB
2	Saturday	08:00-12:00 WIB	-
3	Sunday	Leave	Leave

Sumber: PT. Riau Andalan Pulp and Paper 2023

A description of the work that was carried out during the Job Training which began on 12 January to 12 May 2022 at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office. The details of the activities can be seen in the following table:

Table 3.2 Week 1 Employment Report January 16-January 21, 2023

No	Date/Day	Activity	Place
1	Monday, 16 Januari 2023	1. Introduction 2. Direction and Learning of the KP system at ALI (April Learning Institute) by Mr. Azka Aman, chairman of the Board Mill PT. RAPP as the supervisor of Kp 3. Wellcoming Ali	Bayas Room
2	Tuesday, 17 Januari 2023	1. Make PPT Modul Valmet	Library Ali
3	Wednesday, 18 Januari 2023	1. Make PPT Modul Valmet	Library Ali
4	Thursday, 19 Januari 2023	1. Training paper making overview	Baserah Room
5	Fiday, 20 Januari 2023	1. Make PPT Modul Valmet	Library Ali
6	Saturday, 21 Januari 2023	1. OFF	-

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3. 3 Week 2 Employment Report January 23 - January 28, 2023

No	Date/Day	Activity	Place
1	Monday, 23 Januari 2023	1. ALI Morning Briefing 2. Make PPT Modul Valmet	Ali office
2	Tuesday, 24 Januari 2023	1. ALI Morning Briefing 2. Make PPT Modul Valmet 3. Supervise BM trainee exams	Ali Office & Baserah Room
3	Wednesday, 25 Januari 2023	1. ALI Morning Briefing 2. Make PPT Modul Valmet	Ali office
4	Thursday, 26 Januari 2023	1. ALI Morning Briefing 2. Make PPT Modul Valmet	Ali office
5	Friday, 27 Januari 2023	1. ALI Morning Briefing 2. Make PPT Modul Valmet	Ali office
6	Saturday, 28 Januari 2023	1. Join zoom metting	Bayas room

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.4 Week 3 Employment Report January 30 –February 04, 2023

No	Date/Day	Activity	Place
1	Monday, 30 Januari 2023	1. ALI Morning Briefing 2. Join training (Paper Board)	Ali office
2	Tuesday, 31 Januari 2023	1. ALI Morning Briefing 2. Translate modul	Ali Office
3	Wednesday, 1 Februari 2023	1. ALI Morning Briefing 2. Factory Visit Day 1	RAK
4	Thursday, 2 Februari 2023	1. ALI Morning Briefing 2. Factory Visit Day 2	RAK
5	Friday, 3 Februari 2023	1. ALI Morning Briefing 2. Translate modul	Ali office
6	Saturday, 4 Februari 2023	1. OFF	-

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.5 Week 4 Employment Report February 5 – February 10, 2023

No	Date/Day	Activity	Place
1	Monday, 5 Februari 2023	1. OFF	-
2	Tuesday, 6 Februari 2023	1. ALI Morning Briefing 2. Printing modul training 3. Supervise Training 4. Translate Modul	Ali Office
3	Wednesday, 7 Februari 2023	1. ALI Morning Briefing 2. Training NEO day 1	RAK
4	Thursday, 8 Februari 2023	1. ALI Morning Briefing 2. Training NEO day 2	RAK
5	Friday, 9 Februari 2023	1. ALI Morning Briefing 2. Prepare event BM 1 (Bacth 1)	Ali office
6	Saturday, 10 Februari 2023	1. ALI Morning Briefing 2. Distribution of clothes and administration of BM event members 1 (Batch 1) 3. Supervise Training for Trainers	ALI Office & UKUI Room

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. The Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.6 Week 5 Jobs Report February 11–16, 2023

No	Date/Day	Activity	Place
1	Monday, 11 Februari 2023	1. ALI Morning Briefing 2. Mengawasi ujian para Trainee 3. Handover training. From operator training batch 8 ke RAK	ALI Office
2	Tuesday, 12 Februari 2023	1. ALI Morning Briefing 2. Translate modul 3. Shortir baju untuk eventBM 1 tanggal 25 februari2023 (Bach 2)	ALI Office & UKUI Room
3	Wednesday, 13 Februari 2023	1. ALI Morning Briefing 2. Translate modul	ALI Office
4	Thursday, 14 Februari 2023	1. ALI Morning Briefing 2. Translate modul	ALI Office
5	Friday, 15 Februari 2023	1. ALI Morning Briefing 2. Prepare event BM 1 (Bacth 1)	ALI Office & UKUI Room
6	Saturday, 16 Februari 2023	1. ALI Morning Briefing 2. Event BM (Bacth 2)	ALI Office

Sumber: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.7 Week 6 Work Report February 18 – February 23, 2023

No	Date/Day	Activity	Place
1	Monday, 18 Februari 2023	1. ALI Morning Briefing 2. Translate modul 3. Input data training 4. Prepare event BM 1 (Bacth 2)	ALI Office
2	Tuesday, 19 Februari 2023	1. ALI Morning Briefing 2. Translate modul 3. Input training data 4. Prepare event BM 1 (Bacth 2)	ALI Office
3	Wednesday, 20 Februari 2023	1. ALI Morning Briefing 2. Translate modul 3. Input training data	ALI Office
4	Thursday, 21 Februari 2023	1. ALI Morning Briefing 2. Training NEO	ALI Office & Pelalawan Room
5	Friday, 22 Februari 2023	1. ALI Morning Briefing 2. Prepare event BM 1 (Bacth 2)	ALI Office
6	Saturday, 23 Februari 2023	1. ALI Morning Briefing 2. Event BM (Bacth 2)	ALI Office

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. The Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.8 Week 7 Employment Report February 24 – February 29 2023

No	Date/Day	Activity	Place
1	Monday, 24 Februari 2023	1. ALI Morning Briefing 2. Enter the participant's clothing data 3. Foto Copy modul training 4. Input data training	ALI Office
2	Tuesday, 25 Februari 2023	1. ALI Morning Briefing 2. Input data training 3. Join Welcoming ALI (Trainee BM Bacth 9)	ALI Office & UKUI Room
3	Wednesday, 26 Februari 2023	1. ALI Morning Briefing 2. Input data Training 3. Make an assignment 6S	ALI Office
4	Thursday, 27 Februari 2023	1. ALI Morning Briefing 2. Training NEO 3. Mill Overview	ALI Office & Pelalawan Room
5	Friday, 28 Februari 2023	1. ALI Morning Briefing 2. Training Paper Making 3. Visit on RAK	ALI Office , Seraya Room & RJE Office
6	Saturday, 29 Februari 2023	1. ALI Morning Briefing 2. Spervise ujian basic safety	ALI Office

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3. 9 Week 8 Work Report March 6 – March 11, 2023

No	Date/Day	Activity	Place
1	Monday, 6 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Input data training	ALI Office
2	Tuesday, 7 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Input data training	ALI Office
3	Wednesday, 8 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Input data training	ALI Office
4	Thursday, 9 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Supervise trainee test	ALI Office
5	Friday, 10 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Input data training	ALI Office
6	Saturday, 11 Maret 2023	1. OFF	ALI Office

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. The Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.10 Week 9 Employment Report March 13 – March 18, 2023

No	Date/Day	Activity	Place
1	Monday, 13 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Input data training	ALI Office
2	Tuesday, 14 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Mengawasi ujian para trainee	ALI Office & Pelalawan Room
3	Wednesday, 15 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Input data training	ALI Office
4	Thursday, 16 Maret 2023	1. ALI Morning Briefing 2. Visit training at the RAK (Batch 9)	ALI Office & RAK
5	Friday, 17 Maret 2023	1. ALI Morning Briefing 2. Translate module 3. Input data training	ALI Office
6	Saturday, 18 Maret 2023	1. ALI Morning Briefing 2. Supervise trainee test	ALI Office & Pelalawan Room

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.11 Week 10 Employment Report March 20 – March 25, 2023

No	Date/Day	Activity	Place
1	Monday, 20 March 2023	1. ALI Morning Briefing 2. Translate module 3. Supervise trainee test	ALI Office
2	Tuesday, 21 March 2023	1. ALI Morning Briefing 2. Supervise trainee test	ALI Office & Baseerah Room
3	Wednesday, 22 March 2023	HOLIDAY	-
4	Thursday, 23 March 2023	LEAVE	-
5	Friday, 24 March 2023	LEAVE	-
6	Saturday, 25 March 2023	OFF	-

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.12 Week 11 Employment Report March 20 – March 25, 2023

No	Date/Day	Activity	Place
1	Monday, 20 March 2023	LEAVE	-
2	Tuesday, 21 March 2023	1. Sharing Session 2. Input employees SAP	ALI Office & Pelalawan Room
3	Wednesday, 22 March 2023	1 Input employees SAP	ALI Office
4	Thursday, 23 March 2023	1. Input employees SAP	ALI Office
5	Friday, 24 March 2023	1. Input employees SAP	ALI Office
6	Saturday, 25 March 2023	1. Input employees SAP	ALI Office

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.13 Laporan Pekerjaan Minggu Ke-12 tanggal 3 April – 8 April 2023

No	Date/Day	Activity	Place
1	Monday, 3 April 2023	LEAVE	-
2	Tuesday, 4 April 2023	1. ALI Morning Briefing 2. Absence data input 3. Make PPT	ALI Office
3	Wednesday, 5 April 2023	1. ALI Morning Briefing 2. Make PPT	ALI Office
No	Date/Day	Activity	Place

No	Date/Day	Activity	Place
4	Thursday, 6 April 2023	1. ALI Morning Briefing 2. Make PPT	ALI Office
5	Friday, 7 April 2023	LIBUR	-
6	Saturday, 8 April 2023	OFF	-

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.14 Week 13 Work Report April 10 – April 15 2023

No	Date/Day	Activity	Place
1	Monday, 10 April 2023	1. ALI Morning Briefing 2. Make PPT	ALI Office
2	Tuesday, 11 April 2023	1. ALI Morning Briefing 2. Make PPT	ALI Office
3	Wednesday, 12 April 2023	1. ALI Morning Briefing 2. Training core values 3. Make PPT	ALI Office
4	Thursday, 13 April 2023	1. ALI Morning Briefing 2. Training COC 3. Make PPT	ALI Office
5	Friday, 14 April 2023	1. ALI Morning Briefing 2. Make PPT	ALI Office
6	Saturday, 15 April 2023	1. ALI Morning Briefing 2. Supervise trainee test	ALI Office

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.15 Week 14 Work Report April 17 – April 22, 2023

No	Date/Day	Activity	Place
1	Monday, 17 April 2023	EID HOLIDAY	-
2	Tuesday, 18 April 2023	EID HOLIDAY	-
3	Wednesday, 19 April 2023	EID HOLIDAY	-
4	Thursday, 20 April 2023	EID HOLIDAY	-
5	Friday, 21 April 2023	EID HOLIDAY	-
6	Saturday, 22 April 2023	EID HOLIDAY	-

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.16 Week 15 Work Report April 24 – April 29 2023

No	Date/Day	Activity	Place
1	Monday, 24April 2023	EID HOLIDAY	-
2	Tuesday, 25 April 2023	EID HOLIDAY	-
3	Wednesday, 26 April 2023	EID HOLIDAY	-
4	Thursday, 27 April 2023	EID HOLIDAY	-
5	Friday, 28 April 2023	EID HOLIDAY	-
6	Saturday, 29 April 2023	EID HOLIDAY	-

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. The Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.17 Week 16 Employment Report May 1– May 6, 2023

No	Date/Day	Activity	Place
1	Monday, 1 Mei 2023	LIBUR NASIONAL	ALI Office
2	Tuesday, 2 Mei 2023	1. ALI Morning Brifieng 2. Revision of practical work reports	ALI Office
3	Wednesday, 3 Mei 2023	1. ALI Morning Brifieng 2. Training core values 3. Revision of practical work reports	ALI Office & Baseerah Room
4	Thursday, 4 Mei 2023	1. ALI Morning Brifieng 2. Revision of practical work reports	ALI Office
5	Friday, 5 Mei 2023	1. ALI Morning Brifieng 2. Revision of practical work reports	ALI Office
6	Saturday, 6 Mei 2023	1. ALI Morning Brifieng 2. Supervise trainee test	ALI Office & Baseerah Room

Source: PT. Riau Andalan Pulp and Paper 2023

Agenda of activities or work that has been carried out by the author during the implementation of Field Work Practices at PT. The Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3.18 Week 17 Employment Report May 8– May 13, 2023

No	Date/Day	Activity	Place
1	Monday, 8 Mei 2023	1. ALI Morning Brifieng 2. Revision of practical work reports	ALI Office
2	Tuesday, 9 Mei 2023	1. ALI Morning Brifieng 2. Revision of practical work reports	ALI Office
3	Wednesday, 10 Mei 2023	1. ALI Morning Brifieng 2. FINAL Presentation	ALI Office & Baseerah Room
4	Thursday, 11 Mei 2023	SAKIT	-
5	Friday, 12 Mei 2023	1. ALI Morning Brifieng 2. Translate modul training	ALI Office
6	Saturday, 13 Mei 2023	OFF	-

Source: PT. Riau Andalan Pulp and Paper 2023

3.4   Obstacle and Solution

3.4.1 Obstacle

Obstacles that the author got while carrying out work practices at PT. The Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

1.   The amount of data provided is more than expected so it takes a long time to work on it.

2.   When entering training employee data it often occurs or it is found that the employee's SAP number does not appear in the company database.

3.4.2 Solution

As for the solution to the obstacles that the author gets during the Field Work Practice, we hope that in the future it will be:

1.   Work on modules quickly.

2.   Re-check the SAP-ID and Workday-ID owned by the employee, usually the employee's name data is known if you look at the SAP-ID and Workday-ID numbers (because each employee has a different identity number for everyone)

CHAPTER 4
CONCLUSION AND SUGESTION

4.1 Conclusion

In carrying out Job Training activities (KP) at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office, the author gets a lot of real knowledge in applying the knowledge gained in lectures, so that it can be practiced optimally and optimally when carrying out practical work. Practical Work is a means for students to get to know the real world of work as well as get to know the environment and working conditions that students will face after graduating from college.

Based on the description of the Job Training (KP) report, it can be concluded that there are several theories and practices that have been taught in lectures that are applied during Job Training. Theory and practical work used is archiving, computer application, accounting. The following is the conclusion of the work carried out during the Job Training: Job specifications in PT. Riau Andalan Pulp and Paper APRIL Learning Institute office is:

1. Job specifications in PT. Riau Andalan Pulp and Paper APRIL Learning Institute office is Participating in Welcoming ALI, Entering Employee Written Test Score results, Creating PPT Valmet Modules, Printing Training Modules, Helping Check and Prepare Training Rooms, Visiting RTC (RGE Exhibition Center), Attending Visits to Paper Machines & RAK, Participated in Paper Making Overview Training, Supervised Written Test Traine at ALI, Participated in NEO (New Employe Orientation) 1 & 2 Training, Visited RAK (Riau Andalan Kertas), Assisted in preparation for Team Building Board Machine Event, Attended Hand Over Trainee to RAK , Entering employee data who attended training, Assisting in sorting BM Event Tools 1.

2. The expected target of the work that has been carried out during the Job Training at PT. Riau Andalan Pulp and Paper in the APRIL Learning Institute office is what rooms are in ALI and what are their uses, filling in the data and scores of the trainees' test results, documents that you want to make into modules, documents that you want to print and make into modules or exam questions for the trainees, preparing the room you want to use for training, modules for reference for making power points, absenteeism lists for employees who attended training at ALI, visiting RTC, viewing documentation about company history, seeing the process of making paper from start to finish, learning about what is needed for making paper and what are the names of the tools used, knowing the company's movement path from small to big like this, which companies are related to PT.RAPP, preparations for the BM1 event which must run perfectly without get the slightest problem, and the equipment used in the event is sufficient and nothing is lacking, escort the trainees to RAK and submit them to their respective superiors - proof that the trainees have been taught in Ali about several things in their work later, shortening the clothes used by the BM1 participants so that everyone gets the clothes that the team has provided.

3. While carrying out Job Training at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office, the author uses software including: microsoft excel, microsoft power point, microsoft, Workday and remote desktop. As for the hardware (hardware), among others: monitor, keyboard, mouse and thin client.

4. The equipment used during the implementation of Job Training activities, namely: printing machines (printers), duplicating machines (photocopiers). As for the equipment used during the implementation of Job Training activities, namely: pens, staplers and file boxes.

5. The data needed when carrying out the Practical Work are documents that are no longer used, documents that you want to duplicate, data trainers and rooms that you want to use, modules for making power point

references, attendance lists of employees who attended training at ALI, documents containing assessment or results regarding the Employee Written Test.

6. Documents produced while carrying out Job Training activities are the results of module documents that have been printed, documents that have been duplicated, attendance documents that have been input into the company database.

7. The obstacles encountered when carrying out the Practical Work were first: the amount of data provided was more than expected so it took a long time to do it and the second obstacle when entering training employee data often occurs or it is found that the same employee name appears more than 1 person in the database company. The solution to the obstacles encountered is to work on the module quickly and continuously so that the module being worked on is successfully ready before it reaches the target. The second is to check the employee's SAP-ID and Workday-ID again, usually the same employee name data can be identified if you look at the SAP-ID and Workday-ID numbers (because each employee has a different identity number for each individual). while the solution to the second constraint is.

4.2 Solution

After carrying out Job Training at PT. Riau Andalan Pulp and Paper office of APRIL Learning Institute, so there are some suggestions from the author himself, which are as follows:

1. When carrying out Job Training at the company, students must better recognize and adapt to the characteristics of each employee in the company because at first they are usually busy with their respective office jobs so that we personally as apprentices are required to be more active and take the initiative to ask mentors or the coordinator where we carry out Job Training as well as our opportunity to introduce ourselves and adapt.

2. If you are already familiar with company employees, please maintain your attitude and attitude in talking or joking, this is done to avoid saying things that offend employees.

3. If you have been entrusted with holding the employee's password or account password in carrying out daily activities, you should maintain this trust and confirm with the mentor if a problem occurs or changes to the password.

4. Considering that company data is an important asset that is confidential, so that unwanted errors do not occur, it is better to input the data requires accuracy and understanding in implementing it. Therefore, follow the guidelines that have been taught and do the internship with focus and thoroughness.

APPENDICES

Appendix 1 Daily Activities Apprenticeship

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (1st Week)

Date: January, 16th -21th 2023

No	Description of Activities	Task Assignor	Signature
1	Introduction	Mario Sent	
2	Direction and Learning of the KP system at ALI (April Learning Institute) by Mr. Azka Aman, chairman of the Board Mill PT. RAPP as the supervisor of Kp Wellcoming Ali)		
3	Make PPT Modul Valmet		
4	Training paper making overview		
5	Safety Campus		
Noted by Supervisor:			

No	Documentation
1	
2	Explanation
	In the first week, the interns conducted an orientation in the form of a welcoming ALI which was presented by Mr. Azka Aman as a representative from ALI. As part of the ALI, interns are assigned to prepare materials to be used during training and carry out activities related to support training.

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (2nd Week)

Date: February, 23rd -28th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Make PPT Modul Valmet		
3	Supervise BM trainee exams		
4	Join zoom metting		
Noted by Supervisor:			

No	Documentation
1	
2	**Explanation**
	In the second week, activities began to focus on preparing material and also supervising the trainees' exams which are held once a week.

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday- Saturday (3rd Week)

Date: January, 30th-February, 04th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Join training (Paper Board)		
3	Translate modul		
4	Factory Visit Day 1		
5	Factory Visit Day 2		
Noted by Supervisor:			

No	Documentation
2	**Explanation**
	In the third week, the activity continued with a visit to the factory area as a form of direct presentation of material that was sourced by ali staff in their respective fields according to their respective units.

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (4th Week)

Date: February, 6th-February, 11th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Printing modul training		
3	Supervise Training		
4	Translate Modul		
5	Training NEO day 1		
6	Training NEO day 2		
7	Prepare event BM 1 (Bacth 1)		
8	Distribution of clothes and administration of BM event members 1 (Batch 1)		
9	Supervise Training for Trainers		
Noted by Supervisor:			
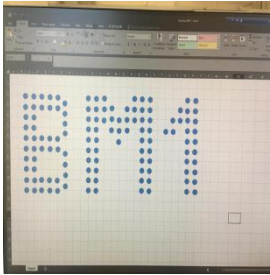
No	Documentation
1	
2	Explanation
	In the fourth week, activities are centered on new employee or NEO training which are carried out on two days a week and continued with the BM 1 event and some other work that is usually done.

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (5th Week)

Date: February, 13rd-February 18th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Mengawasi ujian para Trainee		
3	Handover training.		
4	From operator training batch 8 ke RAK		
5	Translate modul		
6	Shortir baju untuk event BM 1 tanggal 25 februari 2023 (Bach 2)		
7	Prepare event BM 1 (Bacth 1)		
8	Event BM (Bacth 2)		
Noted by Supervisor:			

No	Documentation
1	
2	**Explanation**
	In week five, the work was carried out as usual and added with some work in preparation for the BM event for batches 1 and 2. During this week, visits were also made with the trainees to the factory area or operational area.

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (6th Week)

Date: February, 20th -25th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Translate modul		
3	Input data training		
4	Prepare event BM 1 (Bacth 2)		
5	Training NEO		
6	Event BM (Bacth 2)		
Noted by Supervisor:			

No	Documentation
1	
2	**Explanation**
	In sixth week, the work was carried out as usual and added with some work in preparation for the BM event for batches 1 and 2. During this week, visits were also madeinput data training and cariying the Training NEO

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (7th Week)

Date: February, 27th- March, 04th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Enter the participant's clothing data		
3	Foto Copy modul training		
4	Input data training		
5	Join Welcoming ALI (Trainee BM Bacth 9)		
6	Make an assignment 6S		
7	Training NEO		
8	Mill Overview		
10	Training Paper Making		
11	Visit on RAK		
12	Spervise ujian basic safety		
Noted by Supervisor:			
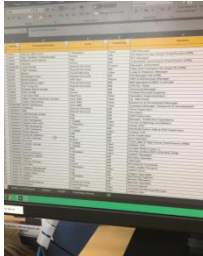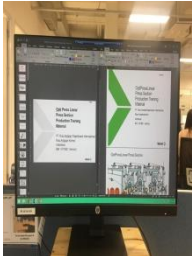
No	Documentation
1	
2	**Explanation** In the seventh week, the activities were quite dense with several exam activities, visits to factories and also events for trainees which were carried out and had been prepared.

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (8th Week)

Date: March, 6th-11st 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Translate module		
3	Input data training		
4	Supervise trainee test		
Noted by Supervisor:			
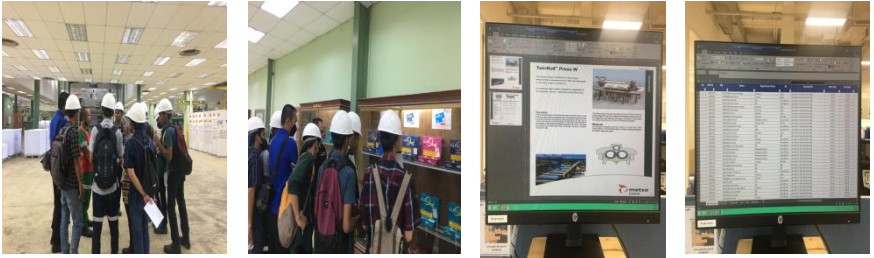
No	Documentation
1	
2	**Explanation**
	On the eighth week, when it was even two months running. This week the activities carried out were only preparing material with the translate module and also carrying out exams and inputting exam data

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (9th Week)

Date: March, 13rd-18th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Translate module		
3	Input data training		
4	Supervise trainee test		
5	Visit training at the RAK (Batch 9)		
Noted by Supervisor:			
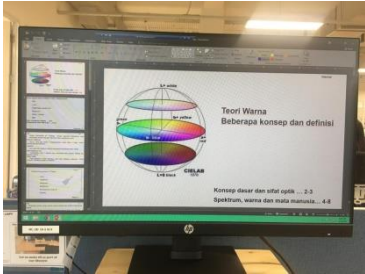
No	Documentation
1	
2	**Explanation**
	On the ninth week, the activities carried out were only preparing material with the translate module and also carrying out exams and inputting exam data and also visitto the factory or operational location of PT. RAPP

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (10th Week)

Date: March, 20th-25th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Translate module		
3	Supervise trainee test		
Noted by Supervisor:			

No	Documentation
1	
2	**Explanation**
	On the tenth week, this week the activities carried out were only preparing material with the translate module and also carrying out exams and supervise the trainee during test

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (11th Week)

Date: March, 27th-April, 1st 2023

No	Description of Activities	Task Assignor	Signature
1	Sharing Session with trainee by mr. Edo	Mario Sent	
2	Input employees SAP		
Noted by Supervisor:			
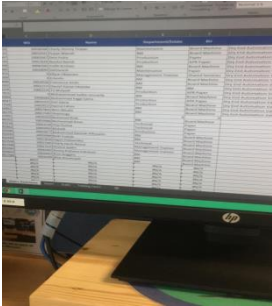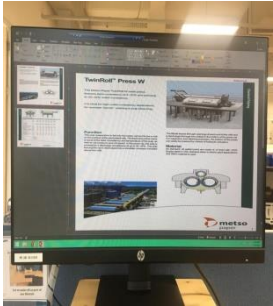
No	Documentation
1	
2	**Explanation**
	On this week, this week the activities carried out were only sharing session with new employee and the mentor and also input the new SAP for employees

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (12th Week)

Date: April, 3rd-8th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Absence data input		
3	Make PPT		
Noted by Supervisor:			

No	Documentation
1	
2	**Explanation**
	On this week, the activities carried out were only input absence data an employee and make a PPT for the employee material

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (13rdWeek)

Date: April, 10th-15th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Training core values		
3	Make PPT		
4	Supervise trainee test		
5	Training COC		
Noted by Supervisor:			

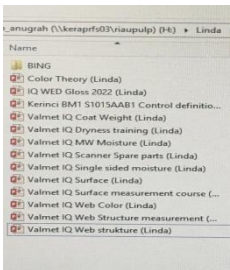| No	Documentation
1	
2	**Explanation**
	On this week, the activities carried out were training for traineeand make a PPT for the final report for the company report and don't forget the evaluation

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (14th Week)

Date: April, 17th-22th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Input data SAP employee		
3	Translate modul velmet		
4	Make a PPT for final report		
Noted by Supervisor:			

No	Documentation
1	
2	**Explanation**
	On this week, the activities carried out were input SAP for new employee and prepatre the material for training and also make a PPT for the final report for the company report

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (16th Week)

Date: May, 2nd-6th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Revision of practical work reports		
3	Training core values		
4	Supervise trainee test		
Noted by Supervisor:			

No	Documentation
1	
2	**Explanation**
	On this week, the activities carried out were training for traineeand make a PPT for the final report for the company report and revision the report. don't forget the evaluation

WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICHESIP

Day: Monday-Saturday (17th Week)

Date: May, 8th-13th 2023

No	Description of Activities	Task Assignor	Signature
1	ALI Morning Briefing	Mario Sent	
2	Revision of practical work reports		
3	Translate module training		
4	FINAL Presentation		
Noted by Supervisor:			

No	Documentation
1	
2	**Explanation**
	On this week, the activities carried out were translate modul for trainee and resenting a PPT for the final report for the company report .

Internal

APRIL

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Kepada Yth,
Direktur Politeknik Negeri Bengkalis

Dengan hormat,
Sehubungan dengan surat permohonan izin peraktek pada PT RAPP, untuk Mahasiswa/ Pelajar sebagai berikut:

NO	Nama	NIP	Jurusan
1	Zahara		D4/ Adm Bis Internasional
2	M Ridho Haslam		D4/ Adm Bis Internasional
3	Muhammad Nuriansyah		D4/ Adm Bis Internasional
4	Reza Syafitri		D4/ Adm Bis Internasional
5	Anindhia Pratiwi		D4/ Adm Bis Internasional
6	Linda Wati		D4/ Adm Bis Internasional
7	Nurul Nabillah		D4/ Adm Bis Internasional

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP periode **Januari-Maret** 2023. Kepada yang bersangkutan harus mengikuti **safety induction terlebih dahulu.** Kepada peserta KP harap memperhatikan:
- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedapatan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar **membawa masing masing**.

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada Senin (9 Januari 2023) Pukul 09.00 WIB dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).
Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci 20 Desember 2022

Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 3 Apprenticeship Assessment Sheet

EVALUATION RESULTS FROM JOB TRAINING COMPANY.
PT. Riau Andalan Pulp and Paper
Pangkalan Kerinci, Kabupaten Pelalawan

Name : Linda WATI
Student's Identity No. : 5404191251
Study Program : International Business Administration
Politeknik Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	83
2.	Responsibility	25%	81
3.	Adjustment/Adaptation	10%	90
4.	Work Result	30%	90
5.	Behavior in General	15%	96
	Total (1+2+3+4+5)	100%	87,25

Explanation :
Score : Criteria
81 – 100 : Excelence
71 – 80 : Very Good
66 – 70 : Good
61 – 65 : Good Enough
56 – 60 : Enough
Notes:

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Pelalawan May 16, 2023
Technical Training Officer

Mario Sent Anugrah. S.Si
SAP ID. 20011555