

APPRENTICESHIP REPORT
PT. PERKEBUNAN
NUSANTARA IV REGIONAL I UNIT PKS SEI MANGKEI
SEI MANGKEI – SUMATERA UTARA



AGNES OKTAVIA GULTOM
5404201288

**APPLIED BACHELOR DEGREE OF INTERNATIONAL
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PT. PERKEBUNAN
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Written as one of the condition for completing Apprenticeship


AGNES OKTAVIA GULTOM

5404201288

Sei Mangkei, June 30th, 2024

Manager of PT. Perkebunan
Nusantara IV Regional I Unit
PKS Sei Mangkei




Hendra, S.T
NRK. 00.00.P.00661

Advisor



Armita Novriana Rambe, S. Pd., M.Hum
NIP. 198911302022032008

Approved by,
The Head of International Business
Administration Study Program



Wan Juliana Raflah, B.Sc., M.Ec. Dev
NIP. 19840614201803200

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Agnes Oktavia Gultom

NIM. 5404201288

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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

During globalization, every individual is expected to improve their quality and have competence in order to compete in various sectors, especially in industry. These demands arise because as college graduates, they are expected to be problem solvers for various problems that arise. To achieve comprehensive educational goals in higher education, it is important for students not to rely solely on theoretical knowledge from college. Therefore, the ability to apply the knowledge obtained is needed so that students can train the aspects needed to enter the industrial world readily.

State Polytechnic Of Bengkalis is a public higher education institution located in Riau province, Indonesia. The campus is located in the city of Bengkalis and was established in early 2000 at the initiative of the Bengkalis Regency Government through the Bahari Gema Foundation. In its development, the name of the institution was later changed to State Politeknik of Bengkalis and its management was transferred to Humanity Development Foundation. In July 2001, State Politeknik of Bengkalis began accepting new students for its first batch. Since then, the campus has produced many graduates who now work in various sectors, both in government agencies and in private companies, as well as in national and multinational companies spread throughout Indonesia.

State Polytechnic Of Bengkalis has a great responsibility in efforts to improve the quality of human resources (HR), especially in achieving high quality student standards. To fulfill and achieve educational goals in higher education, it is important for students to apply the knowledge gained during the study period. This is done so that students can practice various aspects needed to enter the industrial world. One of the methods used to achieve the goal is through the implementation of apprenticeship programs.

In line with the above, universities require their students to take part in an

internship program, especially in odd semesters. The aim is for students to have practical skills and direct experience in the field. Thus, students not only have theoretical knowledge, but also the practical skills needed to face the challenges of the world of work. Thus, the internship program is an important step in preparing students to become competent professionals who are ready to compete in the dynamic industrial world.

The implementation of apprenticeship activities provides a new perspective that makes it easier for students to think and understand the material they have learned. Here, the theory they have learned in the classroom will be implemented in the context of the real world of work, so that students can more easily understand and internalize the knowledge they have gained. Thus, apprenticeship not only provides practical experience, but also prepares students to face challenges in the world of work after they graduate.

As a college graduate, it is expected to be a reliable problem solver, who can face and overcome various problems that arise in the work environment. To achieve comprehensive educational goals in college, it is important for students not to rely solely on theoretical knowledge gained from college. Theoretical knowledge is indeed a strong foundation, but without the ability to apply it, the knowledge will not be maximized. Therefore, students need to develop practical skills through various activities such as apprenticeship and field projects. These activities provide opportunities for students to apply the knowledge they have learned, practice the skills needed, and gain real experience in the industrial world. Thus, they will be better prepared to face challenges in the world of work after graduation, have high confidence, and be able to contribute significantly in advancing the industry where they work.

Based on the foregoing, the author as a Student of the Business Administration Department of the International Business Administration Study Program is required to carry out apprenticeship activities for a minimum of 4 months and a maximum of 6 months. The author chose a place of Apprenticeship at PT Perkebunan Nusantara IV Regional I Sei MAngei PKS Unit is a state-owned company with PMDN capital, built in 1996. The establishment of the Sei Mangkei

PKS with a capacity of 30 tons of FFB / hour began on April 21, 1997 carried out by the Implementing Contractor PT. Kesco Teguh Prakarsa and Trikarya Presindo as the Planning and Supervisory Consultant. The PKS was completed on January 21, 1999, commissioning on March 8 to 17, 1999 and full operation began on April 25, 1999. In 2010 an increase in processing capacity was carried out by constructing a mill with a processing capacity of 45 tons of FFB / hour by PT Nindya Karya, bringing the total processing capacity to 75 tons of FFB / hour. Sei Mangkei Palm Oil Mill is one of the Work Units of PT Perkebunan Nusantara IV which is located in block 113 Afdeling 2 Kebun Dusun Hulu, Nagori Sei Mangkei District Bosar Maligas Simalungun Regency, North Sumatra Province, ± 165 Km southeast of Medan City.

The implementation of the apprenticeship began on March 04, 2024 until June 30, 2024. The implementation of apprenticeship is expected to broaden the author's knowledge to be able to face the real world of work.

1.2 Purpose of the Apprenticeship

The apprenticeship activities State Polytechnic of Bengkalis students, especially the D-IV International Business Administration study program have the following objectives:

1.2.1 Purpose of Apprenticeship

The general objective of the internship program is to introduce and prepare learners for the world of work with practical experience in a real work environment. Hopefully, it will improve learners' readiness and competence in the job market after graduation.

1.2.2 Specific Purpose of Apprenticeship

The specific objectives that are expected to be achieved in the Internship activities are as follows:

1. Gain an in-depth understanding of the management process in the company PT Perkebunan Nusantara IV Regional I Sei mangkei PKS Unit.

2. Understand the roles and responsibilities in various departments or work units.
3. To find out the documents used in the work process of PT Perkebunan Nusantara IV Regional I Sei mangkei PKS Unit.
4. To know the Apprenticeship system and procedures used in the implementation of work at PT. Perkebunan Nusantara IV Regional I Sei mangkei PKS Unit.
5. To find out the obstacles faced in completing work at PT Perkebunan Nusantara IV Regional I Sei mangkei PKS Unit.

1.3 Significances of the Apprenticeship

The apprenticeship carried out provides significant benefits for various parties, including students, State Politeknik of Bengkalis, and the Company:

1. For students
Apprenticeship enhances their knowledge and skills through direct involvement in various activities at PT Perkebunan Nusantara IV Regional I PKS Sei Mangkei. The experience provides valuable insight into the world of work and prepares them before entering a professional career, to improve knowledge and skills through direct involvement in various agency activities, especially at PT Inti Indosawit Subur and gain experience in the world of work to prepare and improve themselves before entering the world of work.
2. For State Polytechnic of Bengkalis
The apprenticeship program is expected to help establish cooperation and good relations with various related parties.
3. For the Company
Apprenticeship brings benefits by providing labor assistance from students who do apprenticeship. The helps ease the workload and simplify the work process in the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Perkebunan Nusantara IV (PTPN IV) is one of the State-Owned Enterprises (SOEs) in Indonesia engaged in plantation and processing of plantation products. PTPN IV plays an important role in Indonesia's agricultural sector, particularly in the cultivation and production of commodities such as oil palm and rubber. The company has a rich historical background that dates back to the Dutch colonial era.

Originally, PTPN IV originated from several Dutch plantation companies that operated in Indonesia during the Dutch East Indies rule. These companies were established to utilize the fertile land in Indonesia for various plantation crops. Some of the Dutch companies that became the basis of PTPN IV include:

1. NV. Rubber Cultuur Maatschappij Amsterdam (RCMA): The company focused on rubber cultivation, contributing significantly to the rubber industry in Indonesia.
2. Handels Vereeniging Amsterdam (HVA): The trade association dealt with various plantation products and played an important role in the economic activities of the Dutch East Indies.
3. Vereenigde Deli Maatschappij (VDM): Known for its vast plantations, especially in the Deli area, company was a major player in the plantation sector.
4. NV. Cultuur Maatschappij de Oekust (CMO): Another key company involved in the cultivation and processing of plantation crops, contributing to the development of agriculture in the region.

These companies, along with several others, were nationalized after Indonesia's independence, forming PTPN IV. Today, PTPN IV continues to thrive as a leading SOE in the plantation industry, maintaining its heritage while adapting

to modern agricultural practices and sustainability standards.

Perkebunan Nusantara IV (PTPN IV) plays a strategic role in the management and development of the plantation sector in Indonesia. Since its inception, PTPN IV has had a strong commitment to improve productivity and efficiency in the plantation sector, particularly palm oil, which is a national leading commodity. Headquartered in Medan, North Sumatra, the company has various business units spread throughout the province, with the aim of supporting local and national economic growth.

Sei Mangkei Palm Oil Mill (PKS) unit is one of the main units owned by PTPN IV in Region I. The factory was built with the aim of optimizing the processing of oil palm fruit into value-added products such as crude palm oil (CPO) and palm kernel. With modern processing technology, Sei Mangkei PKS is able to increase production efficiency and quality, which in turn supports the company's competitiveness in the global market. The existence of Sei Mangkei PKS is also expected to reduce Indonesia's dependence on imports of processed palm oil products.



**Figure 2.1 Company Logo of PT. Perkebunan Nusantara IV Regional 1 Unit
PKS Sei Mangkei**

Source Data: PT. Perkebunan Nusantara IV

PTPN IV us only focuses on business aspects, but is also committed to social and environmental responsibility. Since the beginning of its operations, PTPN IV has implemented various Corporate Social Responsibility (CSR) programs aimed at improving the welfare of the surrounding community. These programs include

education, health, and improving the quality of life of the community. In addition, PTPN IV also implements good environmental management practices, such as waste management and environmental conservation efforts, to ensure environmentally friendly business sustainability.

PTPN IV long history in the oil palm plantation industry has provided a wealth of experience and expertise in the management of plantations and processing plants. Various innovations and increases in production capacity continue to be carried out to respond to market challenges and maintain the company's competitive position. In addition, PTPN IV also actively participates in various international and national forums to promote sustainability practices in the palm oil industry, including becoming a member of the Roundtable on Sustainable Palm Oil (RSPO) and following the Indonesian Sustainable Palm Oil (ISPO) standard.

The Sei Mangkei PKS unit plays an important role in the PTPN IV palm oil supply chain. With a large production capacity, the unit not only serves domestic needs but also meets export demand. The products produced at Sei Mangkei PKS have met international quality standards, so they can compete in the global market. The operational success of the unit is also supported by a well-trained and experienced workforce, which is continuously updated with regular training and skills development.

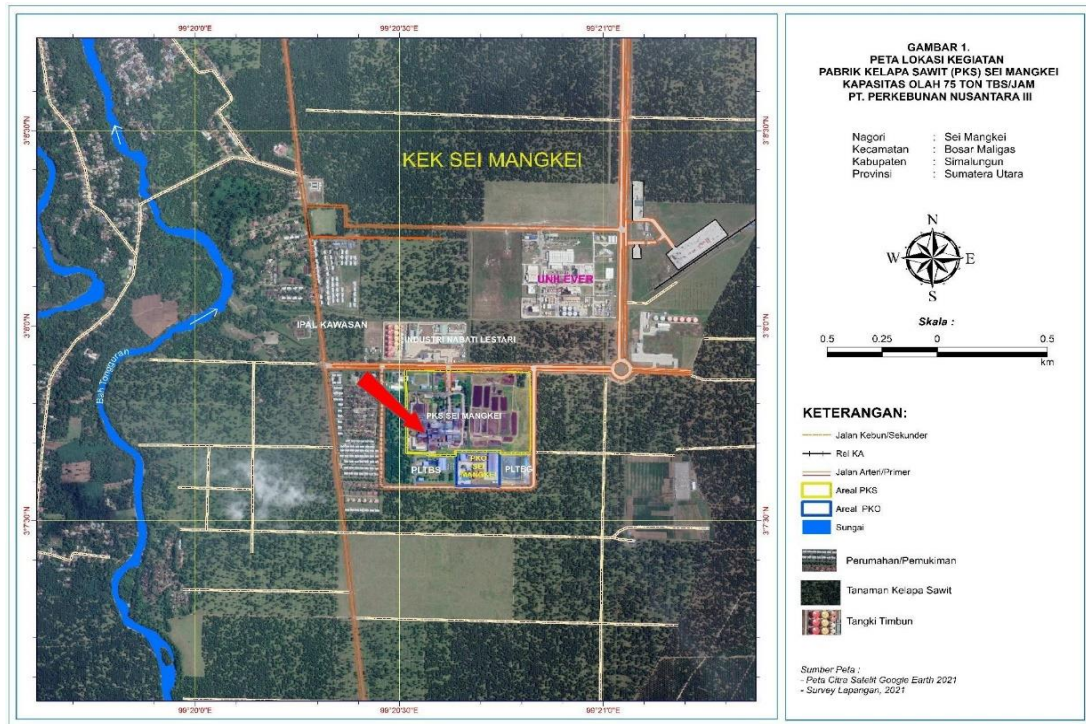


Figure 2.2 Map of PKS Factory Locations in the Sei Mangkei Special Economic Zone

Source Data: PTPN IV Regional I Unit PKS Sei MANGKEI

The Sei Mangkei Palm Oil Factory is one of the Work Units of PT. Perkebunan Nusantara IV is located in block 113 Afdeling 2 Kebun Dusun Hulu, Nagori Sei Mangkei, Bosar Maligas District, Simalungun Regency, North Sumatra Province, ± 165 Km southeast of Medan City. By address :

Unit : PKS Sei Mangkei
 District : Serdang I
 Company : PT. Perkebunan Nusantara IV
 Address : Sei Mangkei Special Industrial Zone

District Bosar Maligas, Regency Simalungun – North Sumatra
 21184

PKS Sei Mangkei (DSIMA) stands on an area of 17.50 Ha, with coordinate points (03°07'36.72"N and 99°20'35.85"E) where the source of the materials comes from the parent plantation and the third party's garden (from the people). Seinduk Gardens which consists of:

1. Kebun Dusun Hulu (KDSHU)

2. Kebun Bangun (KBANG)
3. Kebun Gunung Para (KGPAR)
4. Kebun Gunung Pamela (KGPMA)
5. Kebun Pulau Mandi (KPMDI)
6. Kebun Sei Dadap (KSDDP)
7. Kebun Bandar Selamat (KBDSL)
8. Kebun Bandar Betsy (KBDBY)
9. Archipelago Industrial Zone
10. The third party's plantation consists of, UD. Anastasia (Simalungun)

2.2 Vision and Mission

2.2.1 Vision of PT. Perkebunan Nusantara IV Regional I PKS Sei Mangkei

To be a world-class Agribusiness company with excellent performance and implement the best business governance.

2.2.2 Mission of PT. Perkebunan Nusantara IV Regional I PKS Sei Mangkei

PT. Perkebunan Nusantara IV Regional I PKS Sei Mangkei has several missions including the following:

1. Develop plantation-based downstream industry in a sustainable manner
2. Produce quality products for customers
3. Treat employees as strategic assets and develop them optimally
4. Create selected companies that provide the best returns for investors
5. Make it the most attractive company for business partners
6. Motivate employees to actively participate in community development
7. Carry out all company activities that are environmentally friendly

2.3 Kind Of Business

Sei Mangkei Palm Oil Mill (PSMKI) is one of 12 PKS of PT. PERKEBUNAN NUSANTARA IV, which produces CPO and Kernel. The acceptance of Fresh Fruit Bunches (FFB) raw materials through good fruit selection procedures has been implemented by the company to produce high-quality palm oil (CPO) and palm kernel. CPO and palm kernel owned by PT. Perkebunan Nusantara

IV Regional I PKS Sei Mangkei Unit, are the result of a production process that is strictly maintained and controlled through the implementation of a Quality Management System (ISO 9001).

PT. Perkebunan Nusantara VI Regional I PKS Sei Mangkei Unit is supported by a highly dedicated professional workforce who have expertise in their respective fields, are committed to the profitability and future growth of the company, and uphold the company's values.

The results of the factory processing activities in the form of solid waste and liquid waste are used to become renewable energy that can be beneficial for employees, the community and the environment around the factory. PT. Perkebunan Nusantara IV Regional I unit PKS Sei Mangkei implements a waste management policy towards 'zero waste' using the latest technology that significantly contributes to maintaining and preserving the environment. Every waste produced is reused further for processing purposes so as not to damage the environment and disrupt public health. Our products include:

1. Crude Palm Oil (CPO)
2. Palm Kernel (PK)
3. And Other Derivative Products in the form of Palm Fiber, Palm Shells, Empty Bunches

2.4 Organizational Structure and Employment

PT Perkebunan Nusantara IV - Regional I Sei Mangkei PKS unit implements a line and functional organizational structure. The structure allows a clear flow of orders and efficient division of tasks according to the expertise of each individual.

The highest leader of PKS is a manager who is fully responsible for the unit's operations. In carrying out his duties, the manager is assisted by several assistants and staff who have specific roles. One important position supporting the manager is the Chief Machinist (Maskep), who is in charge of overseeing technical operations in the field and ensuring that all equipment is functioning properly.

In addition, there are three Processing Assistants who are in charge of

managing the processing of plantation products, ensuring that the products produced meet the set quality standards. Technical Assistants play a role in supporting technical aspects and machine maintenance, so that operations can run smoothly and efficiently.

Administration and human resource management tasks are managed by the Administrative/Personnel Assistant. The position is responsible for administrative management, recording employee data, and other personnel matters. Finally, there is the Laboratory Assistant who is in charge of testing and analyzing product quality, as well as ensuring that the processing process is in accordance with predetermined standards.

The organizational structure is designed to ensure that each function within the Sei Mangkei PKS unit can run optimally and be well coordinated, thus supporting the achievement of the company's overall goals.

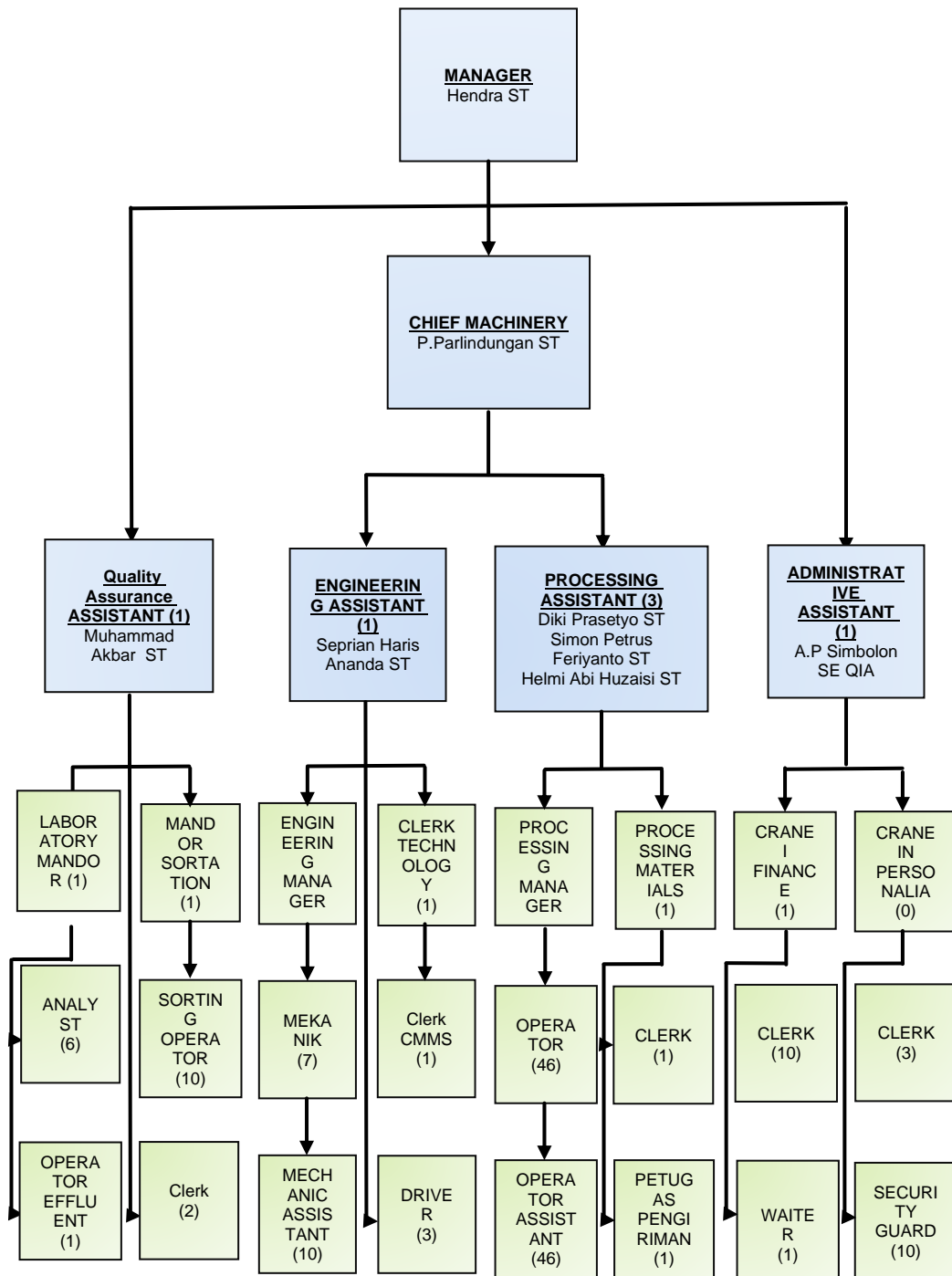


Figure 2.3 Organizational Structure and Employment
 Source Data: PTPN IV Regional I Unit PKS Sei MANGKEI

2.5 The Working Process

During the internship, the author was placed in the position of Secretary Manager, Engineering Admin, and Laboratory Admin. The following are the duties

and authorities of each position:

1. Secretary Manager Section

The Secretary Manager's Section has several tasks assigned to the author, including:

- a. Scanning and Sending Memorandums. After receiving the official memorandums that come into the office, the process begins by scanning the official memo document using a scanner. Sending, After scanning is complete, the scanned document is sent via email to the intended party according to the instructions or objectives stated in the official memorandum. Purpose process ensures that all incoming official memorandums are sent digitally to the relevant parties for further processing.
- b. Document Recording. All official letters, internal letters, and letters coming in and out of the office are recorded in a document recording system or notebook. Purpose, the recording aims to track and manage document flow properly, ensure that no documents are missed, and facilitate future searches and references.
- c. Attachment of Stamp. Every file entering or leaving the office is given an official office stamp. Purpose, the stamp serves to provide a valid mark on the document, and to ensure that the document has been received or sent with office authority.
- d. Making Letter Numbers and Cover Letters. For each incoming and outgoing letter, a letter number is created for administrative purposes and tracking. A cover letter is prepared for each letter to be sent from the office. Purpose, Creating a letter number helps in archiving and tracking documents, while a cover letter facilitates the process of sending letters to be more structured and clear to the recipient.
- e. Disposing of each Incoming Email. Every incoming email is carefully reviewed to ensure the content and required action. Purpose: The purpose of this review is to ensure that every email is handled in a timely manner and according to the needs or instructions, and to prevent errors or omissions

in the handling of email communications.

2. Technical Admin Section

In the Administration Section of the engineering office, the author has several tasks, including:

- a. Tidying up Archives in the Technical Administration Section. A process that involves organizing and organizing archives in the Technical Administration section, including archives from various CVs of other companies. The aim is to ensure that all archive documents are stored neatly and structured, so that they are easy to access and manage in the future. By tidying up archives, it can reduce the risk of losing important documents and increase efficiency in information management.
- b. Copying Data on Requests and Expenditures of Goods. In the process, data from the 2023 PT Nusantara III Requisition and Expenditure Bill file is copied into the Repair Card folder. The aim is to update and organize data in the appropriate format, facilitating monitoring and administration related to goods requested and issued. This helps ensure that data is recorded correctly and ready for future reference or audit.
- c. Creating a List of the Latest Engineering Company Files: The process involves creating a list of the latest engineering company files in Word format, which are then printed and inserted into an existing folder. The purpose is to ensure that all the latest file lists are available in a structured and easily accessible format, and to facilitate the search for important information related to the engineering company.
- d. Making Carbon Copy of Goods and Material File (DPBB). At this stage, carbon copy of DPBB file is made according to farm/unit needs and district authorization. The purpose of making carbon copy is to provide the necessary documents in the appropriate amount for administration and authorization related to goods and materials, and to ensure the availability of necessary documents at various levels of the organization.
- e. Operating SAP Application. Operating SAP application in the Vehicle section at PT Perkebunan Nusantara IV Regional I PKS Sei Mangkei is a

process that involves the use of SAP (System Application and Product in Data Processing) application system to manage and process vehicle related data. The purpose of using the application is to improve efficiency in vehicle data management and ensure accurate and up-to-date information in the system.

- f. Processing PPAB and P4T into PPAB and DPBB Investment Book: This process involves processing PPAB and P4T documents and entering them into PPAB and DPBB investment books. The purpose of the steps is to document investment data in an organized manner in a book format that is easy to access and refer to. By processing and documenting investment data properly, this process supports efficient administration and effective investment monitoring.

3. Laboratory Admin Section

In the Administration Section at the Laboratory office, the author has several tasks, including:

- a. Photocopying Documents. A process that involves making copies of documents using a photocopier. The step aims to provide duplicate documents needed for archiving, distribution, or further reference. With photocopying, the original document remains intact while the copy can be used as needed.
- b. Calculating CPO and Palm Kernel Losses during the Production Process. At this stage, calculations are made regarding the loss of CPO (Crude Palm Oil) and palm kernel that occurs during the production process. The purpose of the calculation is to identify and measure the level of loss, as well as optimize the efficiency of the production process by reducing material losses.
- c. Recapitulating the Quality of CPO and Palm Kernel Products. A process that involves collecting and recording data on the quality of CPO and palm kernel products produced. Quality recapitulation is carried out to monitor product quality standards, ensure that products meet the specifications and standards set, and for evaluation and improvement of the production

process.

- d. Preparing Environmental Documents such as the Public Information Disclosure Program for Environmental Compliance (PROPER): In the process, environmental documents, including the PROPER program, are prepared to ensure compliance with environmental regulations. The purpose is to present transparent information regarding the company's environmental efforts, as well as to meet compliance requirements and improve environmental responsibility.
- e. Filing Various Files in the Laboratory Office. The process involves organizing and storing various files in the laboratory office, including letters, internal documents, and memoranda, into designated folders. The purpose of this filing is to ensure that all documents are stored neatly and easily accessible for administrative and reference purposes.
- f. Taking Attendance and Sorting of Laboratory Personnel. At this stage, the attendance of each laboratory employee is recorded in detail and accurately. The process aims to monitor personnel attendance, manage absenteeism, and ensure that attendance records are updated correctly for administration and human resource planning.
- g. Calculating Daily Harvest Sorting Results from Each Oil Palm Plantation. The process involves calculating the daily oil palm harvest sorting results from each plantation. The purpose of the calculation is to monitor the harvest, ensure appropriate quality and quantity, and to support production planning and management.
- h. Recording Harvest Sorting Results into a Worksheet. At this stage, the results of the harvest sorting are recorded in the worksheet provided. The process aims to systematically document the sorting results data, facilitate analysis, and ensure accurate information is available for evaluation and production management.
- i. Recording the Arrival Time of Trucks Loaded with Palm Oil to the Sei Mangkei PKS. The process involves recording the arrival time of trucks carrying palm oil to the Sei Mangkei Palm Oil Mill (PKS). The aim is to

monitor and manage the arrival schedule, ensure the receiving process runs smoothly, and facilitate coordination and control of logistics.

2.6 Document Used for activity

In carrying out the internship, several documents are required to complete the work given. These documents include:

1. Incoming memos and outgoing memos, internal letters and letters entering or leaving the company, letter number data.
2. Files such as goods requisition receipts, repair cards
3. Daily data on vehicle trips at PKS Sei Mangkei
4. PPAB and P4T files
5. Daily data on loss of CPO and palm kernel oil
6. Laboratory and sorting attendance book
7. Daily Harvest Sorting Results File from each oil palm plantation
8. Data on the arrival time of trucks loaded with palm oil at the Sei Mangkei PKS.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The job description at PT Perkebunan Nusantara IV Regional I PKS Sei Mangkei starts from March 04, 2024 to June 30, 2024. The specifications of the work carried out for 4 months generally at PT. Inti of Plasma Plantation are as follows:

1. Scanning and emailing every memorandum that comes into the office to the intended party.
2. Record every memorandum, internal letter, and letter that enters or leaves the office.
3. Include a stamp on every file that comes in or out of the office at PTPN IV PKS Sei Mangkei.
4. Create a letter number for each incoming and outgoing letter, and compile a cover letter for each letter to be sent from PTPN IV PKS Sei Mangkei.
5. Disposition for each incoming email is carefully reviewed and processed to ensure timely and appropriate actions are taken.



Figure 3.1 Sending an email Memorandum letter
Source Data: Personal Documentation 2024

6. Tidying up the archives in the Engineering Administration section, including archives from various CVs of other companies



Figure 3.2 Tidying up the archives in the Engineering Administration section
Source Data: Personal Documentation 2024



Figure 3.3 archive documents
Source Data: Personal Documentation 2024

7. Copying from the Bon file of PT Nusantara III's goods request and expenditure in 2023, into the Reparation Card folder.

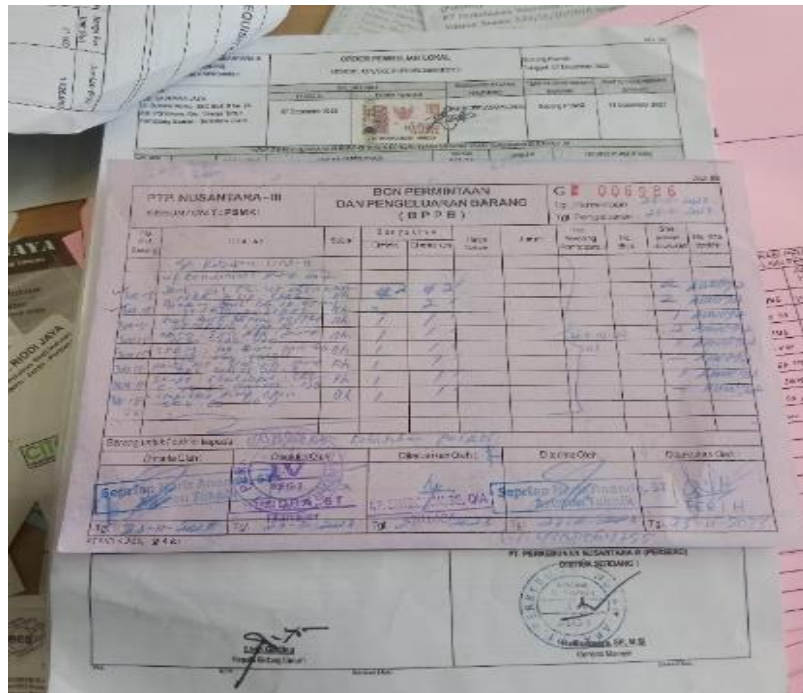


Figure 3.4 Goods demand and release receipts

Source Data: Personal Documentation 2024

8. Recreate all the latest Engineering company file lists in Word format, then print them out and put them in the existing folders.
9. Make carbon copies of the Goods and Materials file (DPBB) in accordance with the needs of the farm/unit and district authorization.



Figure 3.5 Organize and carbonize documents

Source Data: Personal Documentation 2024

10. operating the sap application (System Application and Product in Data

Processing) in the Vehicle section at PT. Perkebunan Nusantara IV Regional I PKS Sei Mangkei.

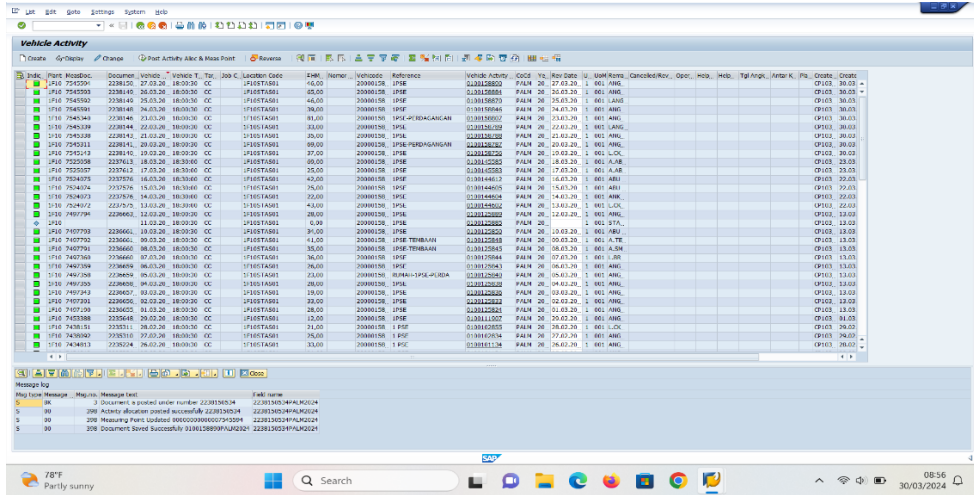


Figure 3.6 SAP application data
Source Data: Personal Documentation 2024

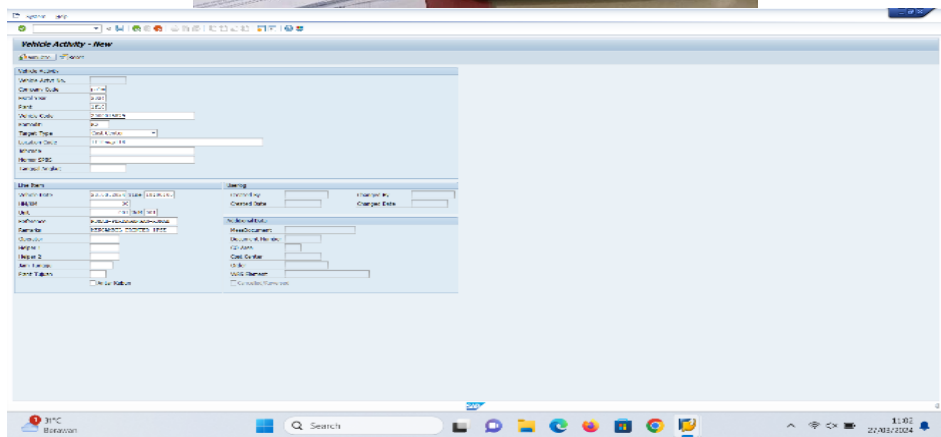
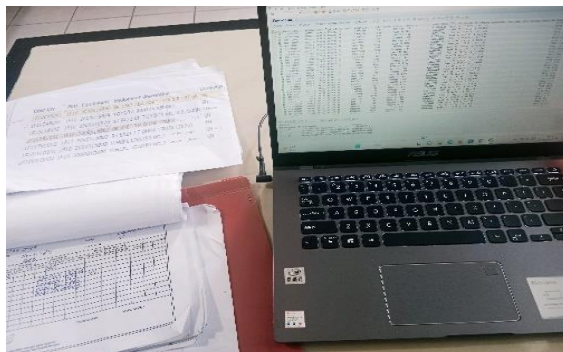


Figure 3.7 Input PTPN IV PKS Sei Mangkei vehicle trip data into the SAP application

Source Data: Personal Documentation 2024

11. Working on PPAB and P4T into PPAB and DPBB investment books



Figure 3.8 enter PPAB and P4T into the PPAB and DPBB investment books
Source Data: Personal Documentation 2024

12. Photocopy of Document

13. Calculating CPO and Palm Kernel Losses during the Production Process.

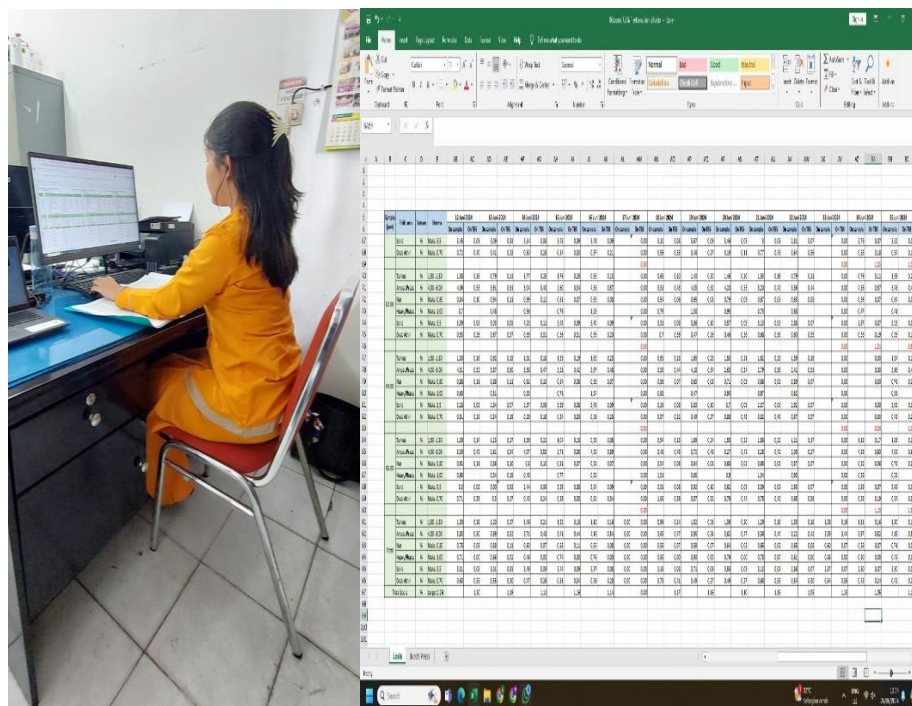


Figure 3.9 Calculating CPO and Palm Kernel Losses
Source Data: Personal Documentation 2024

14. Recap the Quality of CPO and Palm Kernel Products.

Figure 3.10 Capture CPO and Palm Kernel Losses into a Spreadsheet
Source Data: Personal Documentation 2024

15. Prepare Environmental Documents such as the Public Disclosure Program for Environmental Compliance (PROPER).

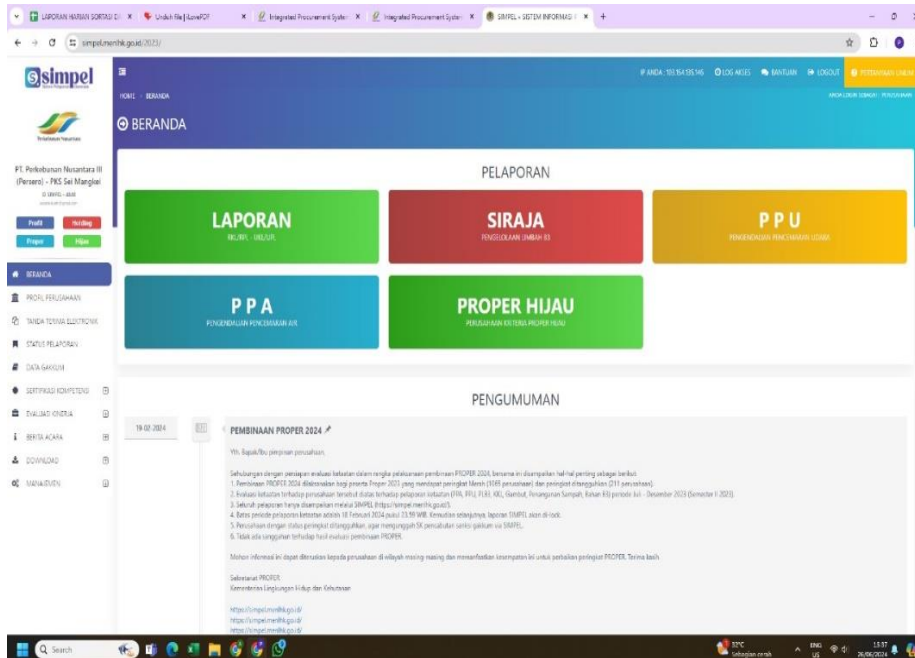


Figure 3.11 Preparing PROPER
Source Data: Personal Documentation 2024

16. Archiving various files in the Laboratory office, such as letters, internal documents, memoranda, and so on, into designated folders. The archiving process involves grouping and organizing files according to their categories and types for easy search and future reference. Each file is placed in a folder specifically reserved for that type of document, ensuring organization and order in the filing system..



Figure 3.12 Archiving Laboratory Files
Source Data: Personal Documentation 2024

17. Taking attendance and sorting laboratory personnel involves recording the attendance of each laboratory employee in detail and accurately. This process includes recording arrival and departure times, as well as recording reasons for absence, leave, or permission. In addition, sorting of laboratory personnel is done based on each individual's qualifications, expertise, and responsibilities. The sorting helps in efficiently organizing and assigning manpower according to the laboratory's operational needs, ensuring that each task is performed by the right personnel.

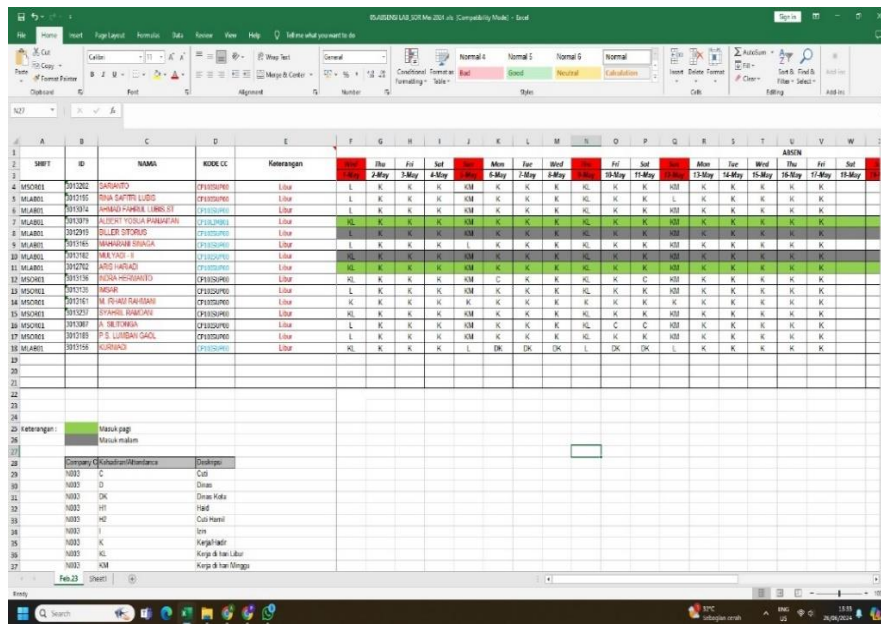


Figure 3.13 Recapitulate Sortation and Laboratory Attendance
Source Data: Personal Documentation 2024

18. Calculating Daily Harvest Sorting Results from Each Palm Oil Plantation.

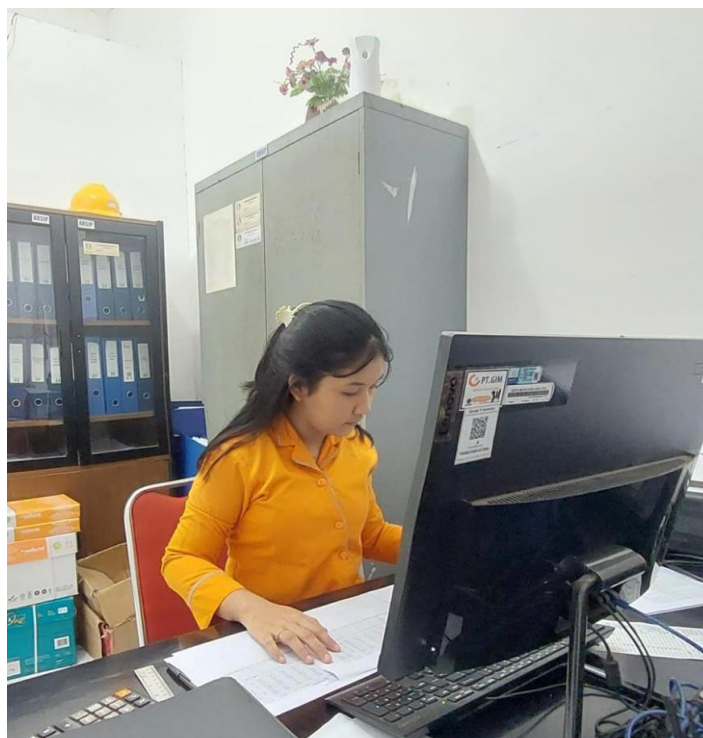


Figure 3.14 Calculating the Daily Harvest Sorting Result
Source Data: Personal Documentation 2024

19. Recording Harvest Sorting Results into a Spreadsheet.

Figure 3.15 Recapitulate Sortation and Laboratory Attendance
 Source Data: Personal Documentation 2024

- Carefully record the arrival time of trucks loaded with palm oil to the Sei Mangkei PKS, detailed arrival times to ensure the smooth process of receiving and processing palm oil at the factory as well as monitoring logistics efficiency and vehicle waiting times. Recording Arrival Time for Trucks Loaded with Palm Oil to Sei Mangkei PKS.



Figure 3.16 Recording the arrival time of oil palm loading trucks to Sei Mangkei mill
Source Data: Personal Documentation 2024

3.2 System and Procedure

3.2.1 System

To facilitate employees to carry out tasks more efficiently, the company has implemented a special local network system for office employees of PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei. Each computer in one division is connected to a computer in another division in the business unit. However, not all work is done online, some tasks are still carried out offline and manually.

3.2.2 Procedure

The internship procedures that have been carried out at PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei from March 4, 2024 to June 30, 2024 are as follows. Prepare reports, presentations, and other documents as required by the manager. Review and edit correspondence and documents before submitting them to the manager. Handle incoming phone calls, emails, and mail for the manager. Maintain communication between the manager and staff, clients, and other external parties. Maintain an organized filing system for important documents and records, ensuring the security and confidentiality of company documents. Handle daily administrative tasks such as photocopying, filing, and mailing documents.



Figure 3.17 Work Procedures in the Secretary Manager Section

Source: Process Data 2024

Working procedures in the engineering admin office are: Collecting, compiling, and storing all engineering documents such as engineering drawings, specifications, and project reports. Ensuring all documents are neatly filed and easily accessible. Entering engineering data into the company's computer system or database. Ensuring that the data entered is accurate and updated regularly. Handling daily administrative tasks such as filing, typing, and copying documents. Preparing correspondence and official communications related to engineering, and Assisting in managing the engineering budget. Compiling expense reports and ensuring that they are in accordance with the established budget.

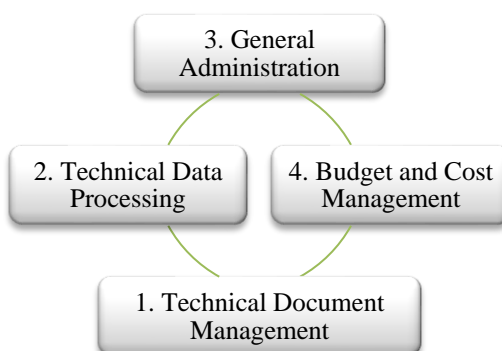


Figure 3.18 Work procedures in the technical admin office

Source: Process Data 2024

Entering analysis data into the laboratory computer system or database, Storing analysis results in an organized archive for reference and audit. Managing inventory of chemicals, reagents, and laboratory equipment. Ensuring that consumables are always available and in good condition. Preparing monthly or

periodic reports on laboratory activities and analysis results. Receiving and archiving completed analysis reports and Sending analysis reports to departments that require them.

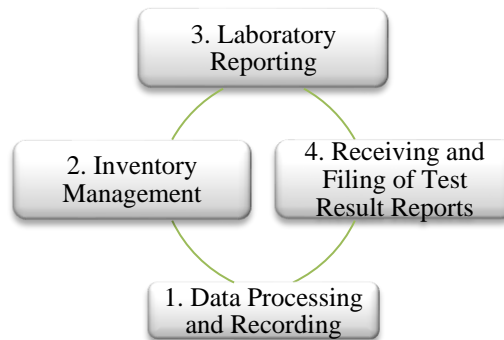


Figure 3.19 Working procedures at the Laboratory Office

Source: Process Data 2024

3.3 Place of Apprenticeship

The apprenticeship will be held for 4 months. Starting from March 4, 2024 to June 30, 2024. The apprenticeship will be held at PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei.

Table 3.1 Working Hours

No	Information	Working hours
1.	a. Monday-Thursday	Working hours 07.00-16.00 WIB
		Break time 12.00-14.00 WIB
	b. Friday-Saturday	Working hours 07.00-12.00 WIB
		c. Sunday

Source Data: PTPN IV Regional I Unit PKS Sei Mangkei

3.4 Kind and Description of the Activity

PT. Perkebunan Nusantara IV Regional I Sei Mangkei Unit has special provisions regarding the schedule and time for carrying out apprenticeship . These provisions are important to ensure that all apprenticeship activities can run smoothly and in accordance with the plans that have been set. The apprenticeship schedule and time can be seen in detail in Table 3.1 below, which includes information about days and hours.

Table 3.2 Apprenticeship schedule

No	Day	Working hours	Company
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1.	Monday to Thursday	07:00 to 16:00	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei
2.	Friday to Saturday	07:00 to 12:00	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei

Source Data: PTPN IV Regional I Unit PKS Sei Mangkei

On the first week's agenda, the author met Mr. A.P Simbolon, S.E., QIA, as PT Administrative Assistant. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit. The meeting aims to coordinate apprenticeship acceptance letters and discuss procedures for implementing apprenticeship at the company.

Table 3.3 Activity Agenda for Week 1 (04 March 2024 to 09 March 2024)

No.	Day and Time	Activities	Place
1.	Monday, March 04, 2024	Met with the Head of Administration to discuss the apprenticeship acceptance letter and explain a little about the company profile. Then learn to scan and send the Memorandum of the report on the results of the composition of the seiinduk plantation in PSMKI to DSER 1 and record the incoming Memo, what letters came from Dapenbun.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Manager's Office Section)
2.	Tuesday, March 05, 2024	Introductions with all Engineering Office employees. Then tidying up the Archives in the Engineering section, Archives from various CVs from other companies.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
3.	Wednesday, March 06, 2024	Create a Reparation Card from PT. Nusantara IV Goods Request and Expenditure Bon for the month of 9 know 2023.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
4.	Thursday, March 07, 2024	Recreate all the latest Engineering Section company file archive lists in word then print them out and put them in the previous folder. Some of the list names are: 1. PSMKI solid waste report list No.14 2. PSMKI Quality target evaluation report list No.1 3. List of identification for the year 2011 No.10	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)

5.	Friday, March 08, 2024	Make a Reparation Card from the requisition and expenditure receipt of PT Nusantara IV goods in month 10 of 2023.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
6.	Saturday, March 09, 2024	Working on DPBB Exploditation in 2024. Number Dpbb/1PSE/69/2024 to 80, factory purposes line I, line II, Factory installation needs Line I, line II. And Summing up the Norms and Realization of Fuel and Lubricants for December 2023 and January, February 2024.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)

Source: Processed Data, 2024

On the agenda of the second week the author was directed by Mr. Benny Syaputra as Admin CMMS (Computerized Maintenance Management System) at the Engineering Office of PT Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei to Assist in Making repair cards from receipts Requests and expenditures of PT Nusantara IV goods in month 11 of 2023 and Filing documents.

Table 3.4 Activity Agenda for Week 2 (11 March 2024 to 16 March 2024)

No.	Day and Time	Activities	Place
1.	Monday, March 11, 2024	Holy Day of Silence Holiday	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
2.	Tuesday, March 12, 2024	Ramadan Holiday Start	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
3.	Wednesday, March 13, 2024	Make a Reparation Card from the requisition and expenditure of PT Nusantara IV goods in month 11 of 2023 and archive the minutes, P4T, PPAB, P4S files.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
4.	Thursday, March 14, 2024	Create a repair card from PT Nusantara IV's goods requisition and expenditure receipts in	PT. Perkebunan Nusantara IV

		month 11 of 2023 and create a new list of PPAB numbers 16 and 17.	Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
5.	Friday, March 15, 2024	Continue to make repair cards from PT Nusantara IV's requisition and goods expenditure receipts in month 11 2023.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
6.	Saturday, March 16, 2024	Carbonize the Trunk Goods and Materials (DPBB) file Farm/unit needs, district authority) and Work on DPBB/P4T From number 61 to number 85.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)

Source: Processed Data, 2024

On the third week's agenda, the work that the author did during the Field Work Practice at PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit was learning to operate the SAP application (Application Systems and Products in Data Processing).

Table 3.5 Activity Agenda for Week 3 (18 March 2024 to 23 March 2024)

No.	Day and Time	Activities	Place
1.	Monday, March 18, 2024	Filing PPAB documents completely by 2023, and P4T by 2023 and Working on Repair cards from Requisition Bon and goods expenditure.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
2.	Tuesday, March 19, 2024	Working PPAB into the PPAB/DPBB Investment book in 2024 and Working P4T in 2024.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
3.	Wednesday, March 20, 2024	File the PPAB 2024 document and Assist in working on P4T into the P4T investment book list in 2024.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)

4.	Thursday, March 21, 2024	Working on DPBB and P4T in 2024 then working on PPAB into the PPAB investment book in 2024 and learning to operate the SAP (System Application and Product in Data Processing) application.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
5.	Friday, March 22, 2024	Perform various tasks such as inputting data on Proof of Travel for manager and maskep PT. Perkebunan Nusantara III. Kebun unit 1PSE. Proof of travel starting from 06-03-2024.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
6.	Saturday, March 23, 2024	Input data from proof of travel of car maskep and wheel loader number 1 into the SAP application section (vehicle activity program) in month 03 of 2024.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)

Source: Processed Data, 2024

On the fourth week's agenda, the author was directed by Mr. Seprian Haris Ananda, S.T., as the Engineering Assistant of PT Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit, in the engineering office to input data into Excel from the warehouse stock book in February and March.

Table 3.6 Activity Agenda for Week 4 (25 March 2024 to 30 March 2024)

No.	Day and Time	Activities	Place
1.	Monday, March 25, 2024	Inputting data into excel from the warehouse stock book from January February and March and inputting data from proof of travel for wheel loader no. 2, into the SAP application.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
2.	Tuesday, March 26, 2024	Continue to input data from the warehouse stock book in March and make the unit price and total price and input data from wheel loader trip no. 1 on the 21st to the 24th.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
3.	Wednesday, March 27, 2024	Inputting wheel loader trip data number 1 and 2 into the SAP application and sending the completed warehouse stock book data to the 1PSE engineering google drive.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei

			(Engineering Admin Office Section)
4.	Thursday, March 28, 2024	Working on Engineering employee payroll in March 2024.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
5.	Friday, March 29, 2024	Good Friday Day	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)
6.	Saturday, March 30, 2024	Working on PPAB and P4T into the PPAB and DPBB investment book and inputting dump truck trip data from March 18 to March 29, 2024 into the SAP application and inputting maskep trips into the SAP application.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangkei (Engineering Admin Office Section)

Source: Processed Data, 2024

On the fifth week's agenda, the author again reported the activities during the month in the technical office to Mr. Anthoni P. Simbolon, S.E., QIA, as Head of Administration. In the report, the author detailed the various tasks and achievements that had been completed. After the report was accepted and evaluated, the author was directed to continue working practices in the laboratory office, so that the author could gain new experience and knowledge about the Laboratory office.

Table 3.7 Activity Agenda for Week 5 (01 April 2024 to 06 April 2024)

No.	Day and Time	Activities	Place
1.	Monday, April 01, 2024	Stamped vehicle requests for maskep, manager, etc. And send various files to Maskep.	PT. Perkebunan Nusantara IV Regional I Unit PKS Sei Mangke (Manager's Office Section)
2.	Tuesday, April 02, 2024	Learn about Losis then input and calculate the Losis of cpo oil and palm kernel on April 01, 2024 then type the PPPA and PPPU exam questions.	PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit (Laboratory Admin Office)

3.	Wednesday, April 03, 2024	Input and calculate the losis of cpo oil and palm kernel on April 02, 2024 and work on the Labor Analysis form on April 02, 2024.	PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit (Laboratory Admin Office)
4.	Thursday, April 04, 2024	Inputt and calculate CPO oil position data on May 3, 2024, and working on spreadsheets.	PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit (Laboratory Admin Office)
5.	Friday, April 05, 2024	Input and calculate the losis of cpo oil and palm kernel on April 04, 2024 and input the arrival time of sorting on April 04, 2024.	PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit (Laboratory Admin Office)
6.	Wednesday, April 06, 2024	Inputt and calculate the losis of cpo oil and palm kernel on April 05, 2024 and inputting the arrival time of sorting.	PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit (Laboratory Admin Office)

Source: Processed Data, 2024

In the Fifth Week, April 8 to April 15 2024, PT. Perkebunan Nusantara IV Regional I PKS Sei Mangkei Unit gives apprenticeship Participants a Week Off.

Below is the work or activities carried out:

Table 3.8 Activity Agenda for Week 5 (08 April 2024 to 13 April 2024)

No.	Day and Time	Activities	Place
1.	Monday, April 08, 2024	Collective Leave	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
2.	Tuesday, April 09, 2024	Collective Leave	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, April 10, 2024	Happy Eid Mubarak	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday, April 11, 2024	Happy Eid Mubarak	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

5.	Friday, April 12, 2024	Collective Leave	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
6.	Wednesday, April 13, 2024	Collective Leave	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: Processed Data, 2024

The work or activity agenda for the sixth week at the Laboratory office was directed directly by Mr. Albert Yosua Panjaitan S.T as Quality Assurance (QA) Admin to help carry out the CPO and Palm Kernel Losses and Prepare Environmental Documents such as the Public Disclosure Program for Environmental Compliance (PROPER).

Table 3.9 Activity Agenda for Week 6 (15 April 2024 to 20 April 2024)

No.	Day and Time	Activities	Place
1.	Monday April 15, 2024	Collective Leave	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
2.	Tuesday April 16, 2024	Input and calculate the losis of cpo oil and palm kernel on April 15, 2024 and input the daily sorting report of Sei Mangkei PKS.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday April 17, 2024	Input and calculate the losis of cpo oil and palm kernel on April 16, 2024 and input the arrival time of sorting.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday April 18, 2024	<ol style="list-style-type: none"> 1. Input and calculate CPO oil losis data on May 17, 2024. And worked on the spreadsheet. 2. Input daily sorting report data into the spreadsheet. 3. Working on Proper PPU. 	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
5.	Friday April 19, 2024	Input and calculate the losis of cpo oil and palm kernel on April 18, 2024 and input the arrival time of sorting.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
6.	Wednesday April 20, 2024	Inputt and calculate CPO oil losis data on April 19, 2024 and working on daily sorting data.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: Processed Data, 2024

In the seventh week, the work carried out by the author was working on a daily report calculating the loss of CPO and palm kernel. Below are the job details, namely:

Table 3.10 Activity Agenda for Week 7 (22 April 2024 to 27 April 2024)

No.	Day and Time	Activities	Place
1.	Monday, April 22, 2024	Input and calculate CPO oil dosage data on April 21, 2024 and input machine working hours from July 2023-December 2023.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
2.	Tuesday, April 23, 2024	Input and calculate CPO oil loss data on April 22, 2024, and helping to make requests for stationery in the laboratory office.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, April 24, 2024	Input and calculate the CPO oil loss data on April 23, 2024.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday, April 25, 2024	Input and calculate CPO oil loss data on April 24, 2024.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
5.	Friday, April 26, 2024	Permission	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
6.	Wednesday, April 27, 2024	Permission	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: *Processed Data, 2024*

On the eighth week's agenda, the author reported to Mr. Anthoni .P. Simbolon, S.E., QIA, as Head of Administration, that apprenticeship activities in the laboratory have been completed. However, there is still a lot of work to be done in the laboratory office. Therefore, for the next three months, the author will be placed in the laboratory office to continue these tasks.

Table 3.11 Activity Agenda for Week 8 (29 April 2024 to 04 May 2024)

No.	Day and Time	Activities	Place
1.	Monday, April 29, 2024	Input and calculate the CPO oil loss data on April 28, 2024.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

2.	Tuesday, April 30, 2024	Input and calculate CPO oil loss data on April 29, 2024. Working on Extra Voiding.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, May 01, 2024	International Labor Day	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday, May 02, 2024	Input and calculate CPO oil loss data on May 1, 2024. And working on spreadsheets.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
5.	Friday, May 03 2024	Input and calculate CPO oil loss data on May 2, 2024. And working on spreadsheets.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
6.	Wednesday May 04, 2024	Input and calculate CPO oil loss data on 3 MAY 2024. And working on spreadsheets.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: Processed Data, 2024

Work In the ninth week, the author carried out daily reports on CPO and palm kernel losses and then archived laboratory admin documents. The following work carried out by the author is listed in table 3.11 below:

Table 3.12 Activity Agenda for Week 9 (06 May 2024 to 11 May 2024)

No.	Day and Time	Activities	Place
1.	Monday, May 06, 2024	Input and calculate CPO oil loss data on May 5, 2024. And worked on spreadsheets and daily sorting reports.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
2.	Tuesday, May 07, 2024	Input and calculate CPO oil loss data on May 6, 2024. And worked on the spreadsheet. Input daily sorting report data into the spreadsheet.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, May 08, 2024	1. Input and calculate CPO oil loss data on May 7, 2024. And worked on the spreadsheet. 2. Input daily sorting report data into the spreadsheet. 3. Filing lab documents.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday, May 09, 2024	Ascension of Jesus Christ	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

5.	Friday, May 10, 2024	Collective Leave	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
6.	Wednesday, May 11, 2024	<ol style="list-style-type: none"> 1. Input and calculate CPO oil losis data on May 10, 2024. And worked on the spreadsheet. 2. Input daily sorting report data into the spreadsheet. 3. Learned to work on PPU proper. 	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: Processed Data, 2024

The activities or work carried out by the author in the tenth week were calculating the loss of CPO and palm kernel and calculating the daily harvest sorting results from each palm oil plantation and recording the harvest sorting results into a spreadsheet. Below is Table 3.13 below the job details:

Table 3.13 Activity Agenda for Week 10 (13 May 2024 to 16 May 2024)

No.	Day and Time	Activities	Place
1.	Monday, May 13, 2024	<ol style="list-style-type: none"> 1. Input and calculate CPO oil losis data on May 12, 2024. And worked on the spreadsheet. 2. Input daily sorting report data into the spreadsheet. 3. Working on PPU proper data. 	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
2.	Tuesday, May 14, 2024	<ol style="list-style-type: none"> 1. Input and calculate CPO oil losis data on May 13, 2024. And worked on the spreadsheet. 2. Input daily sorting report data into the spreadsheet. 3. Filing memorandum and internal documents. 	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, May 15, 2024	Input and calculate CPO oil losis data on May 14, 2024. And worked on the spreadsheet and Input daily sorting report data into the spreadsheet.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday,, May 16, 2024	<ol style="list-style-type: none"> 1. Input and calculate CPO oil losis data on May 15, 2024. And worked on the spreadsheet. 2. Input daily sorting report data into the spreadsheet. 3. Inputting laboratory attendance 	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
5.	Friday, May 17, 2024	Input and calculate CPO oil losis data on May 16, 2024. And worked on the spreadsheet and	PTPN IV PKS Sei Mangkei

		Input daily sorting report data into the spreadsheet.	(Laboratory Admin Office)
6.	Wednesday, May 18, 2024	Input and calculate CPO oil losis data on May 17, 2024. And working on spreadsheets and inputting daily sorting report data into spreadsheets and working on Proper PPU.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: *Processed Data, 2024*

The eleventh week that the author did was Prepare Environmental Documents such as the Public Disclosure Program for Environmental Compliance (PROPER). Calculating CPO and palm kernel loss and calculating daily harvest sorting results from each palm oil plantation and recording harvest sorting results into a spreadsheet. In Table 3.14 below are the details of the work, namely as follows:

Table 3.14 Activity Agenda for Week 11 (20 May 2024 to 25 May 2024)

No.	Day and Time	Activities	Place
1.	Monday, May 20, 2024	1. Input and calculate CPO oil losis data on May 19,2024. And worked on the spreadsheet. 2. Input daily sorting report data into thespreadsheet. 3. Working on PPU Proper Report.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
2.	Tuesday, May 21, 2024	Input and calculate CPO oil losis data on May 20, 2024. And working on spreadsheets then inputting daily sorting report data into spreadsheets and working on PPU Proper Reports.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, May 22, 2024	Input and calculate CPO oil losis data on May 21, 2024. And worked on the spreadsheet. Input daily sorting report data into the spreadsheet.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday, May 23, 2024	Vesak Day	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
5.	Friday, May 24, 2024	Collective Leave	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
6.	Wednesday, May 25, 2024	Input and calculate CPO oil losis data on May 24, 2024. and work on spreadsheets.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: *Processed Data, 2024*

In the twelfth week, the author was asked by the Manager's Secretary to

understand his duties and responsibilities, because the author will replace the Manager's Secretary for one week. The following work carried out by the author is listed in table 3.15 below:

Table 3.15 Activity Agenda for Week 12 (27 May 2024 to 01 June 2024)

No.	Day and Time	Activities	Place
1.	Monday, May 27, 2024	Input and calculate CPO oil losis data on May 26, 2024. And working on spreadsheets then delivering Laboratory samples.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
2.	Tuesday, May 28, 2024	Input and calculate CPO oil losis data on May 27, 2024. And worked on the spreadsheet	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, May 29, 2024	Sick	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday, May 30, 2024	Inputting and calculating CPO oil losis data on May 29, 2024. Studied the duties of the assistant manager, such as incoming memos, outgoing memos. Making letter numbers, letter dispositions etc.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
5.	Friday, May 31, 2024	Inputting and calculating CPO oil losis data on May 29, 2024. Studied the duties of the assistant manager, such as incoming memos, outgoing memos. Making letter numbers, letter dispositions etc.	PTPN IV PKS Sei Mangkei (Manager's Office)
6.	Wednesday, June 01, 2024	Birthday of Pancasila	PTPN IV PKS Sei Mangkei (Manager's Office)

Source: Processed Data, 2024

In the thirteenth week, the author was unable to attend work practice as usual. The above is because the author suffers from typhus and requires intensive care in the hospital. For four days, the author must undergo various examinations and treatments to ensure that his condition improves. Therefore, the author cannot be present at the Field Work Practice location during the period, considering the importance of optimal health recovery before returning to activities.

Table 3.16 Activity Agenda for Week 13 (03 June 2024 08 June 2024)

No.	Day and Time	Activities	Place
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1.	Monday, June 03, 2024	Sick	PTPN IV PKS Sei Mangkei (Manager's Office)
2.	Tuesday, June 04, 2024		PTPN IV PKS Sei Mangkei (Manager's Office)
3.	Wednesday, June 05, 2024		PTPN IV PKS Sei Mangkei (Manager's Office)
4.	Thursday, June 06, 2024		PTPN IV PKS Sei Mangkei (Manager's Office)
5.	Friday, June 07, 2024		PTPN IV PKS Sei Mangkei (Manager's Office)
6.	Wednesday, June 08, 2024		PTPN IV PKS Sei Mangkei (Manager's Office)

Source: Processed Data, 2024

Work in the fourteenth week, the writer was in the manager's office and was asked directly by the manager's secretary to take his place for a week because he was on leave. During his leave, the writer did almost all the work that the secretary did. Below are the job details:

Table 3.17 Activity Agenda for Week 14 (10 June 2024 15 June 2024)

No.	Day and Time	Activities	Place
1.	Monday, June 10, 2024	<ol style="list-style-type: none"> 1. Print and dispose of every incoming email. 2. Record every memorandum, internal letter, and letter that enters or leaves the office. 3. Scan, provide a letter number, and email every memorandum that comes into the office to the intended party. 4. Put a stamp on every file that enters or leaves the office at PTPN IV PKS Sei Mangkei. 	PTPN IV PKS Sei Mangkei (Manager's Office)
2.	Tuesday, June 11, 2024	<ol style="list-style-type: none"> 1. Print and dispose of every incoming email. 2. Record every memorandum, internal letter, and letter that enters or leaves the office. 3. Scan, provide a letter number, and email every memorandum that comes into the office to the intended party. 	PTPN IV PKS Sei Mangkei (Manager's Office)

		4. Put a stamp on every file that enters or leaves the office at PTPN IV PKS Sei Mangkei.	
3.	Wednesday, June 12, 2024	<ol style="list-style-type: none"> 1. Create a cover letter for letters to be sent to the district. 2. Print and dispose of every incoming email. 3. Record every memorandum, internal letter, and letter that enters or leaves the office. 4. Scan, provide a letter number, and email every memorandum that comes into the office to the intended party. 5. Put a stamp on every file that enters or leaves the office at PTPN IV PKS Sei Mangkei. 	PTPN IV PKS Sei Mangkei (Manager's Office)
4.	Thursday, June 13, 2024	<ol style="list-style-type: none"> 1. Photocopy and distribute various letters to be distributed to each respective division. 2. Print and dispose of every incoming email. 3. Record every memorandum, internal letter, and letter that enters or leaves the office. 4. Scan, provide a letter number, and email every memorandum that comes into the office to the intended party. 5. Put a stamp on every file that enters or leaves the office at PTPN IV PKS Sei Mangkei. 	PTPN IV PKS Sei Mangkei (Manager's Office)
5.	Friday, June 14, 2024	<ol style="list-style-type: none"> 1. Print and dispose of every incoming email. 2. Record every memorandum, internal letter, and letter that enters or leaves the office. 3. Scan, provide a letter number, and email every memorandum that comes into the office to the intended party. 4. Put a stamp on every file that enters or leaves the office at PTPN IV PKS Sei Mangkei. 	PTPN IV PKS Sei Mangkei (Manager's Office)
6.	Wednesday, June 15, 2024	<ol style="list-style-type: none"> 1. Photocopy the document 2. Print and dispose of every incoming email. 3. Record every memorandum, internal letter, and letter that enters or leaves the office. 4. Scan, provide a letter number, and email every memorandum that comes into the office to the intended party. 5. Put a stamp on every file that enters or leaves the office at PTPN IV PKS Sei Mangkei. 	PTPN IV PKS Sei Mangkei (Manager's Office)

Source: Processed Data, 2024

Work Agenda in the fifteenth week, the author was asked by Mr. Albert Yosua Panjaitan S.T to return to the Labor Office to help work on PROPER. Following are the activity details in table 3.18, namely:

Table 3.18 Activity Agenda for Week 15 (17 June 2024 22 June 2024)

No.	Day and Time	Activities	Place
1.	Monday, June 17, 2024	Eid al-Adha	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
2.	Tuesday, June 18, 2024	Holiday with Eid al-Adha	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, June 19, 2024	Input and calculate CPO oil sales data on June 18 2024 and work on spreadsheets. Input daily sorting report data into a spreadsheet.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday, June 20, 2024	Input and calculate CPO oil sales data on June 19 2024 and work on spreadsheets. Working on PROPER Work Environment.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
5.	Friday, June 21, 2024	Input and calculate CPO oil loss data on June 20 2024 and work on spreadsheets then work on PROPER Work Environment and Work on Daily Sorting Reports.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
6.	Wednesday, June 22, 2024	Input and calculate CPO oil losses data on June 21 2024 and work on a spreadsheet then work on Work Environment PROPER.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: *Processed Data, 2024*

Activities or work carried out by the author at PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit in the eighteenth week included inputting and calculating CPO oil losses, recapping the quality of CPO and palm kernel products, as well as working on spreadsheets. The following is the work plan listed in table 3.19:

Table 3.19 Activity Agenda for Week 16 (24 June 2024 29 June 2024)

No.	Day and Time	Activities	Place
1.	Monday, June 24, 2024	Input and calculate CPO oil license data on June 23 2024 and work on spreadsheets then prepare attendance and sort laboratory personnel.	PTPN IV PKS Sei Mangkei

			(Laboratory Admin Office)
2.	Tuesday, June 25, 2024	Input and calculate CPO oil loss data on June 24 2024 and work on a spreadsheet then calculate the daily harvest sorting results from each palm oil plantation.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
3.	Wednesday, June 26, 2024	Input and calculate CPO oil loss data on June 25 2024 and work on a spreadsheet then calculate the daily harvest sorting results from each palm oil plantation and record the harvest sorting results into the spreadsheet.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
4.	Thursday, June 27, 2024	Input and calculate CPO oil loss data on June 26 2024, Recap the Quality of CPO and Palm Kernel Products and work on a spreadsheet then calculate the daily harvest sorting results from each palm oil plantation and record the harvest sorting results into the spreadsheet.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
5.	Friday, June 28, 2024	Input and calculate CPO oil sales data on June 27 2024, Recap the Quality of CPO and Palm Kernel Products and work on spreadsheets.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)
6.	Wednesday, June 29, 2024	Input and calculate CPO oil loss data on June 28 2024, CPO and Palm Kernel Product Quality Recap and work on spreadsheets.	PTPN IV PKS Sei Mangkei (Laboratory Admin Office)

Source: *Processed Data, 2024*

In the last month, the author has ensured that all important files and items are in their place and arranged according to the system implemented. The aim is to make it easier for future apprentices or employees of PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit in searching for files. The author also set the final target to tidy up all stored files and organize them based on product type and group each type of field according to archive bundles. Each type of archive is then arranged neatly in the available filing cabinets, making it easier to access and manage in the future.

3.5 Obstacles and Solution

3.5.1 Obstacles

There are several obstacles that occur when carrying out apprenticeship at PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit, including:

1. The lack of guidance or initial training makes it difficult for interns to understand their duties and responsibilities.

2. Internet access via a Wifi network that is not fast enough causes delays in data processing.
3. Difficulty finding archived documents in the engineering office because they are not arranged according to product type, archive folder color and year.
4. Dependence on other employees. The need to often wait for direction or approval from permanent employees, which slows down the work process.
5. The data given by the foreman to be input is sometimes unclear, such as writing the data, so I have to ask the task giver again about data that is still in doubt.

3.5.2 Solution

Solutions that can be found from the obstacles encountered during the apprenticeship at PT. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit includes:

1. Search for information independently about duties and responsibilities through available sources, such as company documents, the internet, or asking colleagues. Make personal notes and guides based on daily experiences that can be used as references. Initiative to ask for help or further explanation from PT employees. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit.
2. For internet access problems, sometimes authors use personal internet or arrange work schedules to avoid peak internet usage times and maximize available speeds. Saves work that doesn't require the internet to do when the network is slow.
3. Create a simple filing system for frequently used documents such as listing the file name and year. Rearrange documents by group to make them easier to access.
4. Improve skills and knowledge independently through the internet, books or other learning sources. Try to complete tasks as much as possible on your own before asking for help, and only ask for approval or direction when

absolutely necessary. Make notes of every interaction and instruction given by permanent employees to use as a guide in the future. The number of computer units needs to be increased so that I don't have to take turns in inputting data, so that the office operational process runs smoothly.

5. Hold regular communication sessions between apprentices and foremen to ensure the data provided is clear and complete.

CHAPTER IV CONCLUSION AND SUGESTION

4.1 Conclusion

Based on the explanation in the previous chapter, the author draws conclusions in several ways, namely as follows:

1. The author was given a job position in the admin section in the technical office, laboratory office and manager's office at the PT company. Perkebunan Nusantara IV Regional I Sei Mangkei PKS Unit.
2. Work or activities carried out by the writer during practical work placed in the manager's office, namely Scanning and emailing every memorandum that comes into the office to the intended party, Recording every memorandum, internal letter, and letter that comes in or out of the office, Making letter numbers for every incoming and outgoing letter, as well as preparing a cover letter for every letter to be sent from PTPN IV PKS Sei Mangkei and the Disposition for every incoming email is carefully reviewed and processed to ensure timely and appropriate action is taken.
3. Calculating the dosage of CPO and Palm Kernel in the Production Process, Recap the Quality of CPO and Palm Kernel Products, Preparing Environmental Documents such as the Public Information Openness Program for Environmental Compliance (PROPER), Calculating the Daily Harvest Sorting Results from Each Palm Oil Plantation and Recording the Results of Sorting Results Harvest into Spreadsheet.
4. In the Engineering Office section, there are several jobs being carried out, one of which is tidying up the archives in the Engineering Administration section, including archives from various CVs from other companies, copying the 2023 PT Nusantara III goods and expenditure receipt documents into the Repair Card folder. , and operate the sap application (Application Systems and Products in Data Processing) in the Vehicle section at PT. Perkebunan Nusantara IV

Regional I Sei Mangkei PKS Unit. Writers can develop skills in using specific software used in industry, such as SAP and Excel, which are very important for data analysis and information management.

5. The author knows in depth the work processes and procedures implemented in the palm oil processing industry, including operational standards and best practices followed by the company.

Apprenticeship not only provide technical knowledge and skills but also hone interpersonal and professional skills that are invaluable for a writer's future career.

4.2 Sugestion

After carrying out apprenticeship at PT. Perkebunan Nusantara IV Regional 1 Unit PKS Sei Mangkei, the author provides several suggestions to various parties, namely to the author himself, students who will carry out apprenticeship in field in the next period, companies, and the State Polytechnic of Bengkalis:

1. First, for the author himself, it is recommended to think more creatively, be disciplined, be careful, patient, obedient and thorough, as well as focus on implementing the apprenticeship. It is also important not to be afraid to try something, read and understand first before acting, and think realistically and rationally.
2. Second, for students who will carry out apprenticeship in the next period, it is recommended to prioritize safety and mental health so that they are strong enough to face the world of work, make the best use of their time, and carry out work in accordance with their authority. Apart from that, it is very important to do your best during the apprenticeship process, expand connections, and gain as much experience as possible in the world of work because the will have a positive impact on students, campuses, and companies.
3. Third, for companies, it is recommended that when giving apprenticeship assignments that have great responsibility and high risk, it is necessary to supervise, guide and teach the necessary steps to minimize mistakes.
4. Finally, for the State Polytechnic of Bengkalis, it is recommended to utilize apprenticeships as evaluation material and to train students before they

undertake apprenticeships aligned with the field or lecture material related to systems and procedures at their respective companies.

REFERENCES

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Perkebunan Nusantara IV. Wikipedia Ensiklopedia Bebas, <http://surl.li/adevbu>, Accessed on June 19th, 2024

APPENDICES

Appendix 1: Letter of Acceptance for Apprenticeship



Nomor : ISKH/eX/29/II/2024
Lampiran : -
Hal : Izin Kerja Praktek

Medan, 26 Februari 2024

Kepada Yth:
Direktur Politeknik Negeri Bengkalis
Jl. Bathin alam
di -
Bengkalis Riau

Berkenaan dengan Surat dari Politeknik Negeri Bengkalis Nomor : 548/PL31/TU/2024 tanggal 19 Februari 2024 perihal tersebut di atas, dapat kami sampaikan bahwa Permohonan Kerja Praktek di PT Perkebunan Nusantara IV Regional IPabrik Kelapa Sawit Sei Mangkei (IPSE) terhitung mulai tanggal 04 Maret s/d 30 Juni 2024, pada prinsipnya dapat disetujui. Adapun nama Mahasiswa/i yang akan melaksanakan Kerja Praktek sebagai berikut :

No	Nama	NIM	Program Studi
1	Agnes Oktavia Gultom	5404201288	Administrasi Bisnis Internasional

Selama melaksanakan Kerja Praktek diwajibkan untuk memenuhi dan melaksanakan segala ketentuan yang ada pada PT Perkebunan Nusantara IV Regional I antara lain :

1. Mahasiswa/i tidak dibenarkan memasuki area kerja yang memiliki resiko bahaya tinggi dan segala biaya yang timbul berkaitan dengan Kerja Praktek dimaksud (bila ada) ditanggung sepenuhnya oleh Mahasiswa/i yang bersangkutan.
2. Pakaian yang digunakan oleh Mahasiswa/i adalah Seragam Praktek dari Universitas Mahasiswa/i yang bersangkutan dan menggunakan Alat Pelindung Diri (APD).
3. Hasil melaksanakan Kerja Praktek semata-mata dipergunakan untuk kepentingan Ilmiah, dan surat selesai Kerja Praktek dikeluarkan setelah menyerahkan laporan hasil Kerja Praktek dalam bentuk Soft Copy (CD), Hard Copy sebanyak 1 (satu) eksemplar kepada PT Perkebunan Nusantara IV Regional I Bagian Sekretariat & Hukum.
4. Perusahaan tidak dapat memberikan data dan dokumen yang bersifat rahasia.
5. Tetap Melaksanakan Protokol Kesehatan.

Kepada Kebun/unit tempat Mahasiswa/i melaksanakan Kerja Praktek, diminta bantuan memberikan penilaian kepada Mahasiswa/i yang bersangkutan dan membuat Memorandum telah selesai melaksanakan Kerja Praktek ditujukan ke Bagian Sekretariat & Hukum.

Demikian disampaikan agar maklum.

PTPN IV REGIONAL I

Bagian Sekretariat dan Hukum



Dokumen ini ditandatangani secara elektronik oleh:



Christian Orchard Tharanon

NIK : 3000254

Jabatan : Kepala Bagian Sekretariat & Hukum

Email : christianorchard@ptpn4.co.id

Tembusan :

- IPSE
- Arsip

AKHLAK - Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif

Head Office : Gedung Agro Plaza Lantai 8

Jl. H. R. Rasuna Said Kav X2 -1, Jakarta 12950

+62 21 31119000 +62 21 31119001

ptpnusantara4@ptpn4.co.id

Regional I - Medan

Jl. Sei Batanghari No. 2 Medan 20122

+62 61 8452244

regional1@ptpn4.co.id

Tandatangan Elektronik
diterbitkan oleh



Appendix 2: List of the Apprenticeship Attendance

LIST PRESENT OF THE JOB TRAINING

PT. PEREKBUNAN NUSANTARA IV REGIONAL I UNIT PKS SEI MANGKEI

Name : AGNES OKTAVIA GULTOM

Nim : 5404201288

Program Study : INTERNATIONAL BUSINESS ADMINISTRATION

MARCH			
No.	Day	Date	Signature
1.	Monday	March, 04 th 2024	<i>AG</i>
2.	Tuesday	March, 05 th 2024	<i>AG</i>
3.	Wednesday	March, 06 th 2024	<i>AG</i>
4.	Thursday	March, 07 th 2024	<i>AG</i>
5.	Friday	March, 08 th 2024	<i>AG</i>
6.	Saturday	March, 09 th 2024	<i>AG</i>
7.	Monday	March, 11 th 2024	<i>Hari Raya Nyepi</i>
8.	Tuesday	March, 12 th 2024	<i>Cuti Bersama</i>
9.	Wednesday	March, 13 th 2024	<i>AG</i>
10.	Thursday	March, 14 th 2024	<i>AG</i>
11.	Friday	March, 15 th 2024	<i>AG</i>
12.	Saturday	March, 16 th 2024	<i>AG</i>
13.	Monday	March, 18 th 2024	<i>AG</i>
14.	Tuesday	March, 19 th 2024	<i>AG</i>
15.	Wednesday	March, 20 th 2024	<i>AG</i>
16.	Thursday	March, 21 st 2024	<i>AG</i>

17.	Friday	March, 22 nd 2024	Adi
18.	Saturday	March, 23 rd 2024	Adi
19.	Monday	March, 25 th 2024	Adi
20.	Tuesday	March, 26 th 2024	Adi
21.	Wednesday	March, 27 th 2024	Adi
22.	Thursday	March, 28 th 2024	Adi
23.	Friday	March, 29 th 2024	Wafat Isa zl Masih
24.	Saturday	March, 30 th 2024	Adi

APRIL			
No.	Day	Date	Signature
1.	Monday	April, 01 st 2024	Adi
2.	Tuesday	April, 02 nd 2024	Adi
3.	Wednesday	April, 03 rd 2024	Adi
4.	Thursday	April, 04 th 2024	Adi
5.	Friday	April, 05 th 2024	Adi
6.	Saturday	April, 06 th 2024	Adi
7.	Monday	April, 08 th 2024	Cuti Bersama
8.	Tuesday	April, 09 th 2024	Cuti Bersama
9.	Wednesday	April, 10 th 2024	Hari Raya Idul Fitri
10.	Thursday	April, 11 th 2024	Hari Raya Idul Fitri
11.	Friday	April, 12 th 2024	Cuti Bersama
12.	Saturday	April, 13 th 2024	Cuti Bersama
13.	Monday	April, 15 th 2024	Cuti Bersama
14.	Tuesday	April, 16 th 2024	Adi
15.	Wednesday	April, 17 th 2024	Adi

16.	Thursday	April, 18 th 2024	Adi
17.	Friday	April, 19 th 2024	Adi
18.	Saturday	April, 20 th 2024	Adi
19.	Monday	April, 22 nd 2024	Adi
20.	Tuesday	April, 23 rd 2024	Adi
21.	Wednesday	April, 24 th 2024	Adi
22.	Thursday	April, 25 th 2024	Adi
23.	Friday	April, 26 th 2024	Ijin
24.	Saturday	April, 27 th 2024	Ijin
25.	Monday	April, 28 th 2024	Adi
26.	Tuesday	April, 29 th 2024	Adi
27.	Wednesday	April, 30 th 2024	Adi

MAY			
No.	Day	Date	Signature
1.	Monday	May, 01 st 2024	Hani Buruh Internasional
2.	Tuesday	May, 02 nd 2024	Adi
3.	Wednesday	May, 03 rd 2024	Adi
4.	Thursday	May, 04 th 2024	Adi
5.	Friday	May, 05 th 2024	Adi
6.	Saturday	May, 06 th 2024	Adi
7.	Monday	May, 08 th 2024	Adi
8.	Tuesday	May, 09 th 2024	Kenzikan Isa Al Masih
9.	Wednesday	May, 10 th 2024	Cuti Bersama
10.	Thursday	May, 11 th 2024	Adi
11.	Friday	May, 12 th 2024	Adi

12.	Saturday	May, 13 th 2024	Adi
13.	Monday	May, 15 th 2024	Adi
14.	Tuesday	May, 16 th 2024	Adi
15.	Wednesday	May, 17 th 2024	Adi
16.	Thursday	May 18 th 2024	Adi
17.	Friday	May, 19 th 2024	Adi
18.	Saturday	May, 20 th 2024	Adi
19.	Monday	May, 22 nd 2024	Adi
20.	Tuesday	May, 23 rd 2024	Hzi Raza Weisak
21.	Wednesday	May, 24 th 2024	Cuti Bersama
22.	Thursday	May, 25 th 2024	Adi
23.	Friday	May, 26 th 2024	Adi
24.	Saturday	May, 27 th 2024	Adi
25.	Monday	May, 28 th 2024	Adi
26.	Tuesday	May, 29 th 2024	Sakit
27.	Wednesday	May, 30 th 2024	Adi

JUNE			
No.	Day	Date	Signature
1.	Monday	June, 03 rd 2024	Hzi Lahir Pancasila
2.	Tuesday	June, 04 th 2024	Sakit
3.	Wednesday	June, 05 th 2024	Sakit
4.	Thursday	June, 06 th 2024	Sakit
5.	Friday	June, 07 th 2024	Sakit
6.	Saturday	June, 08 th 2024	Sakit
7.	Monday	June, 10 th 2024	Adi

8.	Tuesday	June, 11 th 2024	Adi
9.	Wednesday	June, 12 th 2024	Adi
10.	Thursday	June, 13 th 2024	Adi
11.	Friday	June, 14 th 2024	Adi
12.	Saturday	June, 15 th 2024	Adi
13.	Monday	June, 17 th 2024	Hari Raya Idul zehra
14.	Tuesday	June, 18 th 2024	Cuti Bersama
15.	Wednesday	June, 19 th 2024	Adi
16.	Thursday	June, 20 th 2024	Adi
17.	Friday	June, 21 st 2024	Adi
18.	Saturday	June, 22 nd 2024	Adi
19.	Monday	June, 24 th 2024	Adi
20.	Tuesday	June, 25 th 2024	Adi
21.	Wednesday	June, 26 th 2024	Adi
22.	Thursday	June, 27 th 2024	Adi
23.	Friday	June, 28 th 2024	Adi
24.	Saturday	June, 29 th 2024	Adi


Sei Mangkei, June 30th 2024

Manager of PT. Perkebunan Nusantara IV
Regional I Unit PKS Sei Mangkei



Bendra, S.T
NRK. 00.00.P.00661

Administrative assistant of PT. Perkebunan
Nusantara IV Regional I Unit PKS Sei Mangkei



A.P Simbolon SE QIA
NRK. 00.00.P.00712

Appendix 3: Photo of Plaque Handover to PKS Manager Sei Mangkei



Appendix 4: Apprenticeship Assessment Sheet

**PENILAIAN PERUSAHAAN KERJA PRAKTEK
PT. PERKEBUNAN NUSANTARA IV REGIONAL I
UNIT PKS SEI MANGKEI**

Nama : Agnes Oktavia Gultom
NIM : 5404201288
Program Studi : Administrasi Bisnis Internasional
Politeknik Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	100
2.	Tanggung- jawab	25%	100
3.	Penyesuaian diri	10%	90
4.	Hasil Kerja	30%	100
5.	Perilaku secara umum	15%	100
	Total Jumlah (1+2+3+4+5)	100%	98


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

Catatan :

Semua pekerjaan yang diberikan dikerjakan dengan penuh tanggung jawab dan tepat. Semoga lebih beradaptasi ditempat dan lingkungan yang baru.

Sei Mangkei, 29 Juni 2024

Quality Assurance PT. Perkebunan Nusantara IV
Regional Unit PKS Sei Mangkei






Albert Gosua Panjaitan
 NPK 13.41.11105

Appendix 5: Certificate of Apprenticeship



REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION
D-IV STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : Agnes Oktavia Gultom
 Student Identity Number : 5404201288
 Apprenticeship Place ; PT. Perkebunan Nusantara IV Regional I Unit
 PKS Sei Mangkei
 Advisor : Armita Novriana Rambe, S. Pd., M.Hum

No.	Date and Time	Revision	Advisor Initials
1.	19 / Juli 2024	Buatlah Sesuai dengan Panduan KP	
2.	26 / Juli 2024	-Perbaiki tata tulis & spasi -Tambahkan Background pada Bab I	
3.	29 / Juli 2024	-Perbaiki tata letak dokumentasi -Referensi	
4	02 / Agustus 2024	Accepted.	

Bengkalis, 02 Agustus, 2024

Advisor



Armita Novriana Rambe, S. Pd., M.Hum
 NIP.19891130202203200