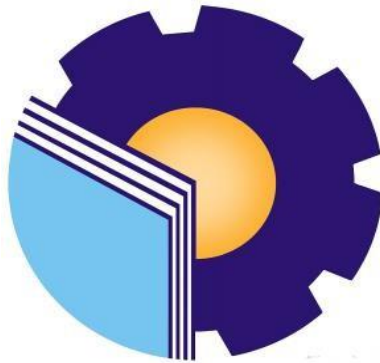


APPRENTICESHIP REPORT

**PT PERTAMINA INTERNATIONAL REFINERY UNIT II
DEPARTMENT HUMAN CAPITAL
DUMAI**

**NURHASIDA
5404201292**



**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2024

APPROVAL SHEET

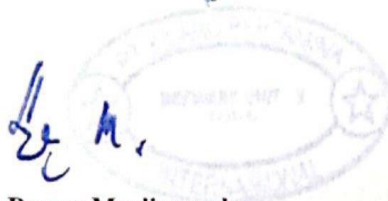
PT. KILANG PERTAMINA INTERNATIONAL
REFINERY UNIT II DUMAI
Written as one of the conditions for completing Apprenticeship

NURHASIDA
5404201292

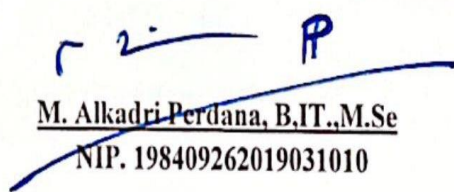
Dumai, June 28th, 2024

Manager of Human Capital
PT. Kilang Pertamina International
Refinery Unit II Dumai

Advisor
International Business
Administration



Donny Marliansyah
Nopeg. 88024765



M. Alkadri Perdana, B.IT., M.Se
NIP. 198409262019031010

Approved by,
Head of Study Program
International Business Administration



Wan Junita Raffah, B.Sc., M.Ev., Dev
NIP. 198406142018032001

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The Author realizes that in the preparation of this apprenticeship report is still far from perfect, both in terms of preparation, language and writing. Therefore, the author highly expects criticism and constructive suggestions to become a reference for writers in the future. Hopefully this apprenticeship report is useful for both writers and readers.

Dumai, 28 Juni 2024

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5404201315

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Higher education represents the pinnacle of formal learning, aimed at cultivating highly skilled professionals in human resources with advanced intellectual capabilities fit for the competitive landscape of the workplace. Both excellence and competency are indispensable. Consequently, educational institutions are tasked with grooming top-tier human resources to confront the ever-intensifying competition. In the contemporary era of globalization, the march of progress in technology and the passage of time are inevitable. This holds true for education as well, an arena in constant flux, where governments tirelessly endeavor to elevate standards. Every college attendee must be equipped to navigate the demands of professionalism within their chosen career path to thrive post-graduation. As scientific and technological advancements accelerate, the need for adept human resources capable of mastering these domains becomes paramount. It is envisaged that the march of scientific and technological progress can be matched by the mastery of these domains by skilled professionals.

The demand for competent and reliable expertise in specific fields is instrumental in securing roles that are increasingly dynamic in the pursuit of achieving desired objectives. Possessing adequate proficiency engenders human resources primed to leverage not only knowledge but also ethics, perspectives, and other requisite principles. The synergy between theory and practice in the realm of education is pivotal for validating and applying theoretical knowledge in real-world scenarios. It falls upon Bengkalis State Polytechnic to equip its students for success in the professional sphere, one aspect being the mandatory participation in Practical Work (KP) as a requisite component of completing the Applied Undergraduate Study Program in International Business Administration.

Practical Work (KP) embodies a learning journey wherein students directly immerse themselves in the workplace environment. Broadly speaking, the

execution of Occupational Training aims at enhancing students' capacities and skills aligned with their respective fields, to be directly applied across various engagements in governmental bodies and private enterprises. Each student at Bengkalis State Polytechnic is obligated to undergo this practical training annually to translate their academic learnings into practical workplace applications. Practical Work comprises a series of activities encompassing the application of scientific theories/concepts relevant to the profession within the field of study. Through practical work, students acquire insights, knowledge, and skills, bridging the gap between theoretical knowledge and practical application.

State polytechnic of bengkalis is a university established by the Bengkalis Regency Government through the Gema Bahari Foundation in early 2000, which at that time was still called the Bengkalis Shipbuilding Polytechnic. On its way, the Bengkalis Shipbuilding Polytechnic changed its name to Politeknik Bengkalis and was under the auspices of the Bangun Insani Foundation (YBI) Bengkalis, with 5 (five) study programs namely: Shipbuilding and Maritime Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, Politeknik Bengkalis accepted its first batch of new students. In 2009, Politeknik Bengkalis together with Yayasan Bangun Insani Bengkalis and the Bengkalis Regency Government proposed an increase in status from PTS to PTN to the Ministry of National Education through the Directorate General of Higher Education. On July 29, 2011, Politeknik Bengkalis officially became a PTN with the name State polytechnic of bengkalis through the Regulation of the Minister of National Education (Permendiknas) Number 28 of 2011 concerning the Establishment, Organization and Work Procedures of State polytechnic of bengkalis. On December 26, 2011, State polytechnic of bengkalis was inaugurated as a state by the Minister of Culture and Education of the Republic of Indonesia, Prof.Dr.Ir. Muhammad Nuh, DEA. Currently, state polytechnic of bengkalis has 8 (eight) departments including the Department of Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Commercial Administration, English, Informatics Engineering and Maritime Engineering. State polytechnic of bengkalis has 18 study programs

consisting of 8 (eight) D-III Study Programs including: Shipbuilding Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Information Technology, English, Nautical, and Commercial Shipping Management. State polytechnic of bengkalis also has 10 (ten) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Business Digital, Public Financial Accounting, Software Engineering, Marine Architecture Engineering Technology, English for Business and Professional Communication, and Information Systems Security. As a student of the International Business Administration Study Program, one of the programs that must be carried out as a student is practical work. This practical work is carried out after students have completed at least 7 (seven) semesters and are declared full graduates. The specified practical work is carried out for 4 (four) months. The author has carried out practical work at PT Kilang Pertamina International Refinery Unit II (KPI) placed in the Human Capital of the Main Office which has been carried out for approximately 4 (four) months starting from March 01st, 2024 to June 28th, 2024.

1.2 Purpose and Benefits of Apprenticeship

The purpose of the practical work program completed at PT Pertamina International Refinery Unit II Dumai are as per the following:

1. To figure out the determinations of the undertakings did during down to earth work PT Pertamina International Refinery Unit II Dumai
2. To figure out the spot and season of pragmatic work at PT Pertamina International Refinery Unit II Dumai.
3. To figure out the framework and common-sense work systems completed at PT Pertamina International Refinery Unit II Dumai.

1.3 Significances of the Apprenticeship

The apprenticeship carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students Students get the valuable chance to apply the information on hypothetical ideas got during addresses into genuine work circumstances. Students likewise gain pragmatic experience and the valuable chance to dissect issues connected with applied information during functional work.
2. For Organizations Can work on the organization's picture by giving great impressions and encounters to understudies who accomplish reasonable work. What's more, the presence of participation between the universe of schooling and industry or organizations can make it simpler for organizations to get imminent representatives who are known for their quality, devotion and believability while doing reasonable work.
3. For State Polytechnic of Bengkalis State Polytechnic gets input from the universe of work for educational plan advancement and growing experiences for understudies taking pragmatic work in order to work on the nature of talented alumni through commonsense work insight.

CHAPTER II
GENERAL DESCRIPTION OF PT PERTAMINA
INTERNATIONAL REFINERY UNIT II DUMAI

2.1 Company Profile

As a National Energy Company whose shares are 100% owned by the Government of Indonesia, PT Pertamina (Persero) has carried out its main mission as a producer of oil, gas, and the development of new and renewable energy, processing and distributing all fuel oil and gas needs in Indonesia since December 10, 1957. In line with the implementation of Oil and Gas Law No. 22/2001 followed by the enactment of PP No. 31/2003 concerning Pertamina Persero, Pertamina's business pattern has changed from previously having a special status as an oil and gas regulator and sole operator in the management of the Indonesian oil and gas industry on the basis of Government assignments, to just one of the players in the National Oil and Gas industry.

Pertamina is the only SOE appointed by the Government to conduct business in the production and distribution of fuel as Public Service Obligation (PSO). In addition, Pertamina also markets Special Fuel (BBK), non-BBM and Petrochemical products whose management follows a fair, healthy, transparent business competition mechanism with pricing according to what applies in the market. In order to realize the aspirations of PT Pertamina (Persero) towards a global energy champion, the Government through the Minister of BUMN at the General Meeting of Shareholders (GMS) of PT Pertamina (Persero) decided to change the organization as well as the composition of the Board of Directors in accordance with the Decree of the Minister of BUMN No. SK198 / MBU / 06/2020 dated June 12, 2020.

The operational directorates previously in Pertamina are included in several subholdings that have been formed, namely Upstream Subholding (PT Pertamina Hulu Energi), Refining & Petrochemical Subholding (PT Pertamina International Refinery), Commercial & Trading Subholding (PT Patra Niaga), Power & New and Renewable Energy Subholding (PT Pertamina Power Indonesia), Gas

Subholding (PT Perusahaan Gas Negara) and Integrated Marine Logistic Company Subholding (PT Pertamina International Shipping). The following is a mapping of the subholding roles of Pertamina Group, which can be seen in Figure 2.1 below as follows:

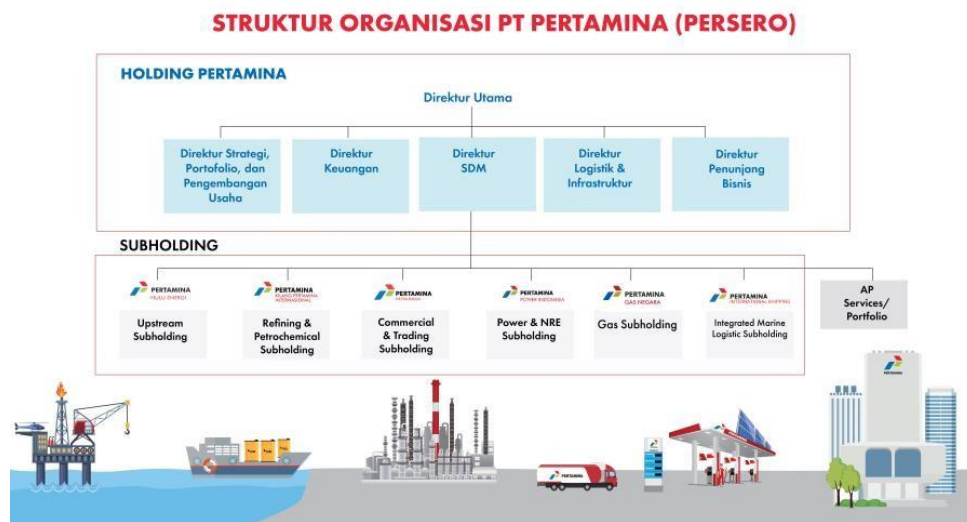


figure1. 1 structure

Figure 2.1 Structure Organisasi PT Pertamina (Persero)

Source: Pertamina.com

The management of all refineries owned by PT Pertamina (Persero) starting from September 1, 2022 has been fully carried out by PT Kilang Pertamina Internasional which is a company under the Refinery & Petrochemical Subholding. PT Kilang Pertamina Internasional's business activities are currently supported by six refineries namely Refinery Unit (RU) II Dumai & Sei Pakning, RU III Plaju & Sei Gerong, RU IV Cilacap, RU V Balikpapan, RU VI Balongan, and RU VII Kasim. Pertamina continues strategic steps to secure the supply chain and fulfill market regulations at home and abroad. Assets managed by RU II consist of three refineries, namely Dumai Refinery, Sei Pakning Refinery, and Pangkalan Brandan Refinery. The Pangkalan Brandan LPG Refinery was first built in 1993 and completed commissioning on May 19th, 1995.

This refinery functions to process feed gas into LPG, Condensate and Lean Gas products. Currently, the tank assets at Pangkalan Brandan Refinery are

utilized by SH Commercial & Trading as a storage for LPG Products. Sei Pakning Refinery was first built by Refinery Associated Canada in 1968-1969. The process unit built was the Crude Distillation Unit. In 1975 Sei Pakning Refinery was taken over by Pertamina, and from 1977 to 1982 capacity was added with the composition of Crude Oil SLC and Lirik.

The Dumai refinery was built in 1969 in cooperation between the Indonesian government and Far East Sumitomo Japan. The construction of this refinery was confirmed in the Decree of the President Director of Pertamina No.334/Kpts/DM/1967. The technical implementation of the construction was carried out by foreign contractors, namely IHHI (Ishikawajima-Harima Heavy Industries) for the construction of machinery and installations and TAESEI construction, Co for the construction of refinery construction.

Pertamina International Refinery (KPI) RU II Dumai was completed on September 8, 1971 under the name Putri Tujuh Refinery. The first units established were the Crude Distillation Unit (CDU-100) and Gasoline Plant (HBN-PL1) designed to process Sumatra Light Crude (SLC) crude oil. In 1972, the Putri Tujuh Refinery was expanded to process bottom products. This expansion was carried out by establishing new units, namely the Plate forming Unit, Naphtha Rerun Unit and Mogas Component Blending Plant. The main product of the refinery is Premium RON 88.

The Dumai Refinery Development Project increased the ability of the Dumai Refinery to process Long Residue into fuel (Premium, Kerosene, Solar) and NBM (LPG) products that are needed by consumers. In 1991, the Dumai CDU was expanded to include SLC and Duri Crude. Furthermore, to increase the flexibility of raw materials, an open access development plan phase-1 was carried out, namely the Crude Tank Construction Project so that since 2016 RU II can receive Banyu Urip Crude Oil (BUCO) and other foreign crudes via ships. RU II has also built an external gas reception facility so that since 2019 RU II has started using natural gas as a substitute for fuel oil for the operational needs of boilers and furnaces in the refinery. The following is a table of RU II Refinery development history, which can be seen in Table 2.1 below as follows:

Tabel 2.1 Sejarah Pengembangan Kilang RU II

Tahun	Aktifitas
LPG Pangkalan Brandan	
1993	Konstruksi
1995	Commisioning
2006	Idle
2009	LPG Plant Reoperation
2012	Idle
Kilang Sei Pakning	
1969	Construction by Refican
1974	Acquisiton by Pertamina
1977-1979	Revamp Tahap II
Kilang Dumai	
1971-1972	Grass Root Refinery

Source: PT KPI RU II Dumai

2.2 Logo Meaning PT Kilang Pertamina Internasional

The following is an image of the Pertamina International Refinery logo, which can be seen in Figure 1.2 below as follows:



Figure 1. 2 Logo PT Kilang Pertamina Internasional

Source: kpi.pertamina.com

PT Kilang Pertamina Internasional (PT KPI) is the Refining & Petrochemical Subholding of PT Pertamina (Persero) which is a strategic holding company. PT KPI develops investments and runs Pertamina's business related to processing oil and gas and other materials into high-value fuel, lubrication, petrochemical and pharmaceutical products as well as developing processing and

petrochemical businesses in order to meet the needs of refined and petrochemical products according to market developments. The meaning of the Pertamina logo is that the blue color means reliable, trustworthy and responsible. The green color means environmentally sound energy resources. The red color means tenacity and firmness and courage in facing various kinds of difficulties.

The graphic symbols in the logo have meanings, namely, the arrow shape depicts Pertamina's organizational aspirations to always move forward, forward and progressive, where this symbol also hints at the letter "P", the first letter of Pertamina. The three colored elements symbolize the islands of various scales that make up the country of Indonesia. The value system used by PT Kilang Pertamina Internasional is AKHLAK, which stands for Amanah, Kompeten, Harmonious, Loyal, Adaptive, and Collaborative.

2.3 Vision and Mission PT Kilang Pertamina Internasional RU II Dumai

To synergize the vision and mission of PT KPI, RU II revisioning was carried out on June 17, 2023 which was attended by all parts and functions in RU II, it was agreed that the Vision and Mission of RU II was prepared as a continuation of the results of the previous period's performance review which was in line with Strategic Planning (Long Term Plan of Subholding Refining & Petrochemical). The determination of this strategic planning is very important as a reference for the company to achieve performance targets. The following is a picture of the vision and mission house of RU II Dumai:

Vision

"To become a world-class competitive green and ecofriendly refinery and petrochemical refinery by 2028."

Mission

Conducting business in the field of oil processing and petrochemicals managed in a professional environmentally sound manner based on corporate values to provide added value.

2.4 Kind of Business

PT Pertamina International Refinery RU II Dumai processes crude oil into: Gas, Gasoline/Premium, Kerosene, Automotive Diesel Oil, and Low Sulfur Wax Residue. With the increasing demand for petroleum and to maximize the refining of oil into more economically valuable products, the Dumai Oil Refinery Expansion Project was implemented by adding 11 processing units called the Hydrocracker Complex to utilize the capacity of the oil refinery. The Dumai oil refinery produces 120.00 barrels/day.

The raw material processed is crude oil produced by PT CHEVRON Indonesia produced from Duri (DCO) and Minas (SLC) oil fields with a ratio of 85% volume of Minas Crude Oil and 15% Duri Crude oil.

1. Project Infrastructure

Infrastructure development of oil refinery and petrochemical projects, mainly RDMP megaprojects, GRR, Green Refinery, etc. to increase processing capacity and product quality.

2. Product Management

Product management and product inventory as well as product handover (sales) activities primarily to SH Commercial & Trading/PT Patra Niaga, including lifting and distribution activities.

3. Crude Oil and Feedstock Management

Procurement, receipt and management of crude oil and other feedstocks including feedstock optimization and trading. Management of state share of domestic crude oil (MMKBN).

4. Refinery Processing

Processing of crude oil and other feedstock at existing facilities (six RU's Pertamina refineries) in Indonesia, with a processing capacity of up to 1 million bpd as well as cooperation in processing feedstock through toll fee mechanisms.

2.5 Organizational Structure

The organizational structure of a company holds significant importance in achieving its established goals. A well-defined structure ensures smooth operations by clarifying task assignments. It serves as a framework for delineating responsibilities, thereby promoting sound corporate governance.

PT Kilang Pertamina Internasional uses a line and functional organizational structure, where the authority of top management is delegated to the managers of each department who have functional positions to be carried out by executors who have special expertise. The division of departments and work placement in this company is determined based on the abilities and experience possessed by each employee, thus ensuring that each individual is placed in a position that suits their expertise to achieve optimal work efficiency and effectiveness. In the implementation of daily operational activities, the role of superiors is very important in providing direction and supervision to their subordinates. Subordinates are expected to carry out their duties and responsibilities in accordance with the job description that has been determined. The organizational structure of PT Kilang Pertamina Internasional shows a clear flow of coordination and division of authority among various levels of management and departments. This organizational model allows PT Kilang Pertamina Internasional to maximize the performance of each department and ensure that every aspect of the company's operations runs well and is well coordinated. The organizational structure of PT Kilang Pertamina Internasional can be seen in Figure 2.4 as follows:

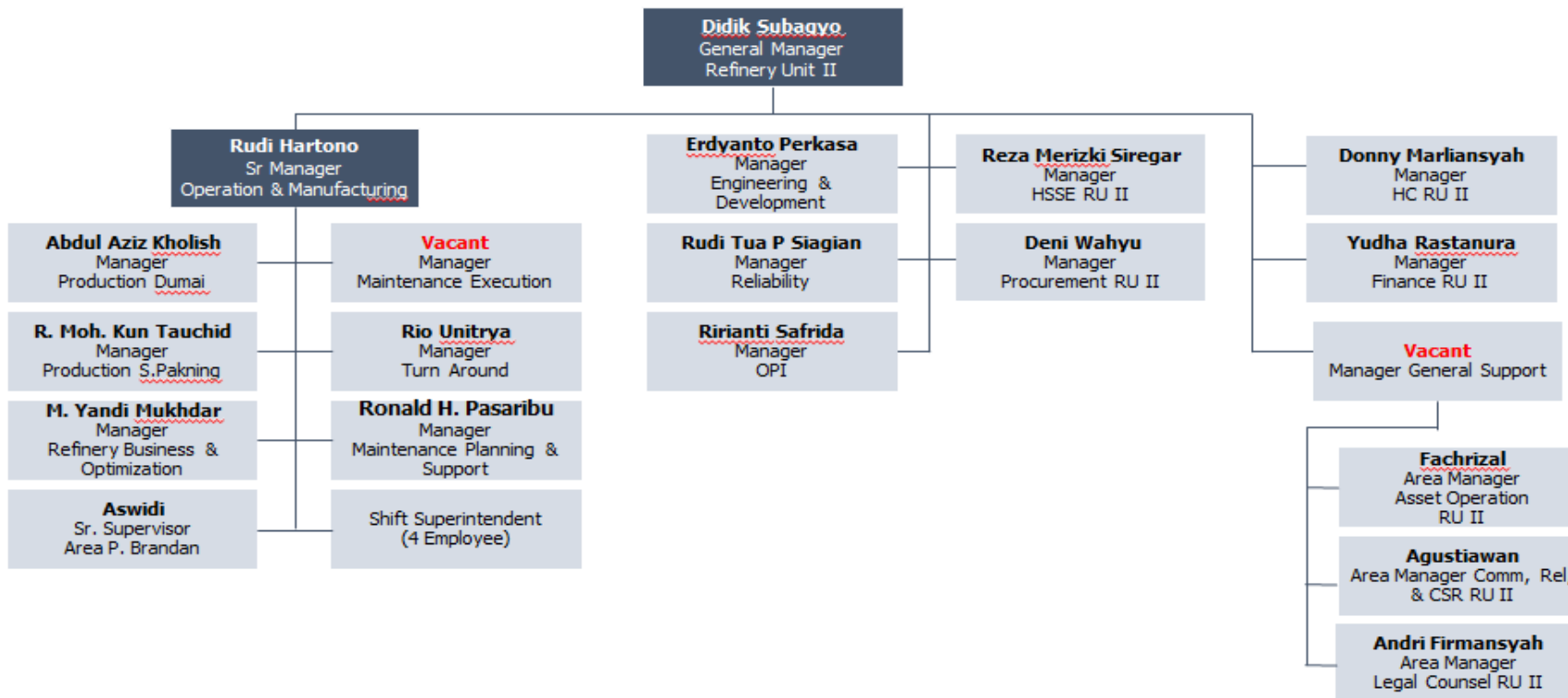


Figure 2.4 Organisation Structure PT KPI RU II Dumai

Source: PT. KPI RU II Dumai

2.6 Job Description of the Field Work Practice Unit Section

Based on the place of practical work, which is placed in the HC (Human Capital) Department, it generally includes specific responsibilities and qualifications such as Human Resources Management; Managing the employee life cycle from recruitment to retirement, including performance management, career development, compensation and benefits arrangements. As well as maintaining good relations between management and labor unions or employee representatives to ensure a harmonious and productive work environment.

The job descriptions in the HC Department based on (Archives of PT. Kilang Pertamina Internasional, 2020) are as follows:

1. **Manager HC**
2. **Human Capital Managers** are responsible for planning and implementing a human capital strategy that aligns with the organization's goals and vision. This includes workforce needs assessment, success planning, talent development, and managing HR-related organizational change.
3. **Business Partner**
Business Partners are in charge of Development (Training & Certification), Career Development (Transfer-Promotion), Manpower & Recruitment and are responsible for building strategic relationships between the HR department and business units in an organization. They work closely with managers and business leaders to understand business needs, analyze HR data, provide strategic human resources advice, and help develop and execute HR initiatives that support the company's business objectives.
4. **Workforce Service**
Workforce Service is part of Industrial Relation (Dispute Resolution & Worker Problems or Disnaker), OS Management (TKJP & Contract Workers), Compensation & Benefit (Payroll, Overtime, etc.) and human resource management (HR) that focus on planning, developing, and managing employee performance within the organization. Its main tasks include planning workforce needs based on business projections, conducting recruitment processes to find suitable employees, organizing

training programs to develop skills. suitable employees, developing training programs to develop employee skills, and implementing a performance evaluation system to provide constructive feedback. Overall, Workforce Service aims to ensure that the organization has the right human resources who are skilled and productively engaged in achieving company goals.

5. Quality Management

Quality Management is the function responsible for ensuring that the products or services produced by the organization meet or exceed the established quality standards. Its main tasks include designing and implementing quality policies, managing quality control systems to ensure that the production or service process runs according to standards, conducting internal audits to verify compliance with quality standards, and identifying and implementing improvements needed to improve the efficiency and quality of products or services. Quality Management plays an important role in ensuring customer satisfaction, meeting regulations, and supporting the growth and positive reputation of the company.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1. Job Description

This chapter contains a description of the activities or duties while carrying out practical work at PT KPI for 4 (Four) months which was carried out from March 01, 2024 to June 28, 2024 and was placed in the Business Partner Section. During practical work there are many opportunities to do work that is the task of the Business Partner section and a lot of knowledge can be taken. To make it clearer and easier to report the activities that have been carried out, there are several weekly activity descriptions so that every job done can be reported clearly. The tasks that have been carried out for 4 months at PT KPI in the Business Partner section are as follows:

1. Recapitulation of overtime above 60 and 100 hours
2. Recapitulating application documents for extension of Worker's House letter to Excell
3. Check the mapping of Pertamina Worker's House and field survey
4. Induction of the Apprenticeship
5. Making PPT for Socialization of Career Path for TO Worker Development
6. Copying the TKO document for the management of Pertamina RU VI Office House
7. Contribute to BPA User interview activities
8. Contribute to BPS User interview activities

3.2 System and Procedures

3.2.1 The Working System

PT Pertamina International Refinery RU II Dumai implements various systems to support operations and facilitate employees in carrying out their duties. The company combines the use of internet-based systems with manual methods to ensure efficiency and accuracy in daily work.

1. Internet-based System
 - a. Report Submission

Work and production reports are submitted online using email. This facilitates quick and accurate dissemination of information among various departments.
 - b. Confirmation

Confirmation of tasks, meetings and other activities is also done via email. This allows for more efficient coordination and ensures all relevant parties receive information in a timely manner.
2. Manual System
 - a. Recording of Meeting Minutes Form

Meeting minutes are recorded manually using a special form. This manual recording helps in documenting the discussions and decisions taken during the meeting in a detailed and structured manner.
 - b. Activity Implementation Form

The execution of various operational activities is recorded using manual forms. These forms include important details about the activities performed, the personnel involved, as well as the results or outputs of those activities.

By implementing these two systems, PT Pertamina International Refinery RU II Dumai is able to maintain a balance between operational ease and data accuracy, ensuring all processes run smoothly and efficiently.

3.2.2 Working Procedures

There are several systems and procedures used in the process of describing the operational activities carried out during the practicum work at PT Kilang Pertamina International RU II in the company's office in the Human Capital department.

In the Human Capital department, the author was given several responsibilities to assist in carrying out the following tasks:

1. Recapitulation of overtime above 60 and 100 hours

Recap overtime is a summary or list that details overtime worked, where the total number of overtime hours exceeds 100 hours. This explanation provides information that the data provided relates to overtime performed in significant amounts, exceeding a certain set threshold (i.e. 100 hours). When carrying out practical work at Business Partner, the author was given the task of recapitulating the overtime results of workers exceeding 60 hours and 100 hours, the activity carried out was that workers from various departments or units were asked to collect their overtime data. This data can be obtained from the time management system or approved overtime records, then the author ensures that overtime hours are in accordance with those in the Overtime Work Order (SPKL).

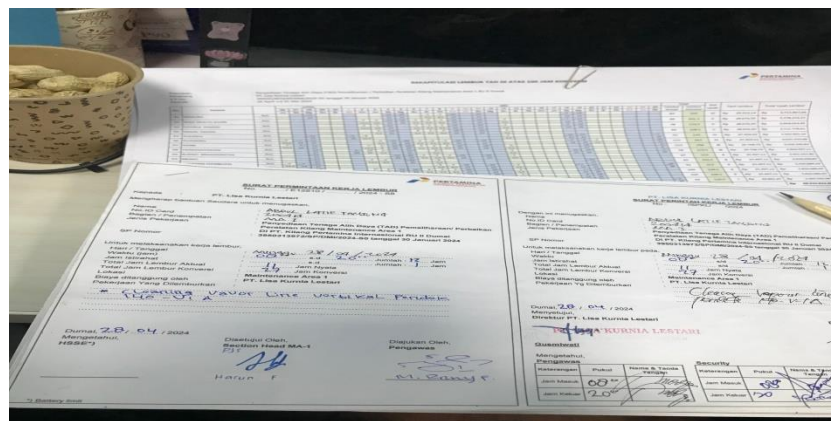


Figure 3.1 Recapitulation of overtime for TAD RU II Dumai workers.

Source: Human Capital Department PT. KPI RU II Dumai

2. Check the mapping of Pertamina Worker's House and field survey

The correction of the MAPS of a company's official residence (RDP) is the process of reviewing and updating the location map data of official residence owned or managed by the company, with the aim of ensuring that the information used is accurate and reflects the current condition of the official residence. The process begins with planning and preparation,

as well as the collection of existing map data, maintenance records, previous survey reports, and other relevant information stored in the company's Excel file.

As part of the MAPS correction activities for the company's official residence (RDP), the team also verified whether or not the official residence already had an occupant through the data in the company's Excel file. This information is important to ensure that the allocation of official houses is in line with the company's needs and policies, as well as to identify official houses that are vacant and may require special attention or repairs before being occupied. This verification is done by matching field data with occupant data recorded in the Excel file, ensuring all information is appropriate and up-to-date. The following is the procedure for correcting the Company's House of Service (RDP) map on a laptop:

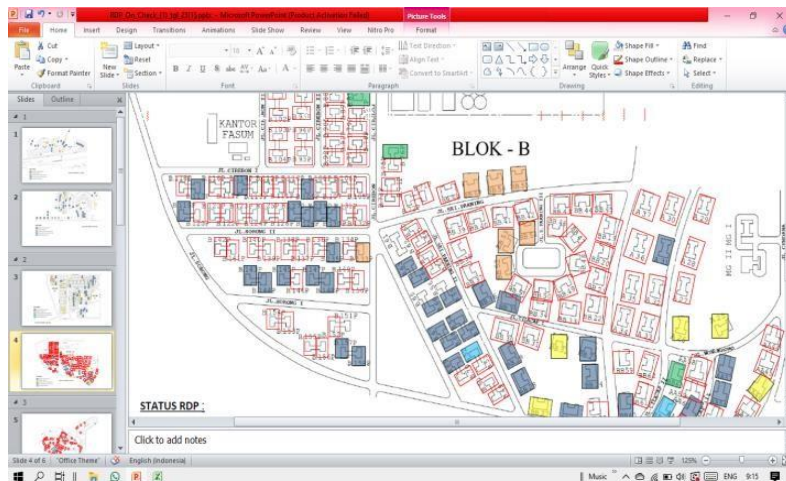


Figure 3.2 MAPS Correction of Company Office House (RDP)
*Source: Human Capital Department PT. KPI RU
II Dumai*

3. Induction of apprenticeship students

Is the process of welcoming and orienting them to their new workplace. This includes providing information about the work environment, the tasks to be performed, the rules that apply, as well as an introduction to the work team and colleagues. The purpose of induction is to make students feel comfortable and ready to start their duties properly during the period of the internship.



Figure 3.3 Induction of apprenticeship students

Sources : Human Capital Department RU II Dumai

4. Making documents TKO Management of Company Office House

This document is prepared to provide guidelines and procedures for the management of official residence in the company. The background to the preparation of this document is the need to establish clear and consistent operational standards to ensure that official residence is managed in an effective manner and in accordance with company policy. With this guideline, the company can ensure that the use of official residence is optimized, maintenance is carried out properly, and administration is carried out in an orderly manner.

The steps to create a TKO (Governance Organization) document based on an existing document in PDF format: Open Microsoft Word, Retype the Entire Content of the PDF Document, Make sure all informing elements

such as numbering, bullet, points, tables, and text styles match the original PDF Document.

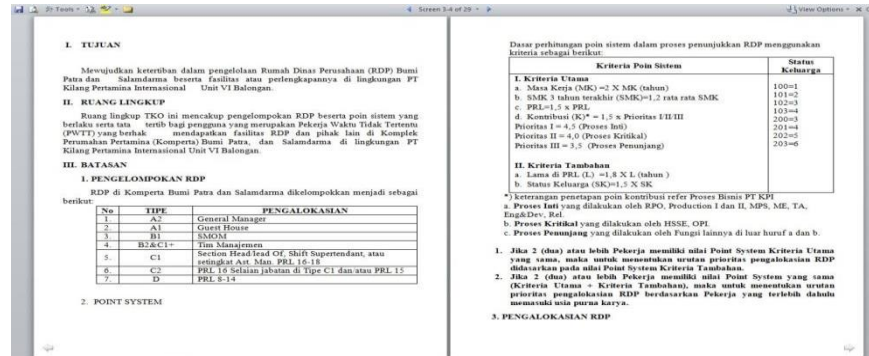


Figure 3.4 document TKO Management of Company Office House
Source: Human Capital Department PT. KPI RU II Dumai

5. Making presentation (PPT) for the socialization of Career Path for TO (Technical Operation) Worker Development.

Career development is a systematic process of developing the potential and skills of the workforce through training, work experience, and development opportunities in order to achieve higher positions in the organization. The goal is to ensure that the workforce has the necessary skills and knowledge for career growth and greater contribution to the company.

Creating a PowerPoint presentation (PPT) for the socialization of Career Ladder Development for the TO Workforce is a process for creating presentation materials that will be used in a socialization or training event regarding career ladders and TO workforce development.

Conducting effective socialization, companies can ensure that the workforce in the field of operations engineering has the necessary knowledge and tools to manage and develop their careers, which in turn will support the achievement of company goals and employee growth.

Determine the purpose of the presentation, Gather relevant information and data and Develop a presentation outline (introduction, main body, conclusion), Open the Microsoft PowerPoint application, Create a new presentation, Create an introduction slide, Add a presentation title,

Include a subtitle and date, Add an image or company logo, Create a slide introducing the objectives and agenda, Add slides with the main points you want to convey, Use graphs, tables and images to clarify the information, Create a slide summarizing the main points, Add a slide for the Q&A session, Include contact information if required, Choose a suitable design template, Use easy-to-read fonts and contrasting colours and Make sure all visual elements are organized and not too busy.

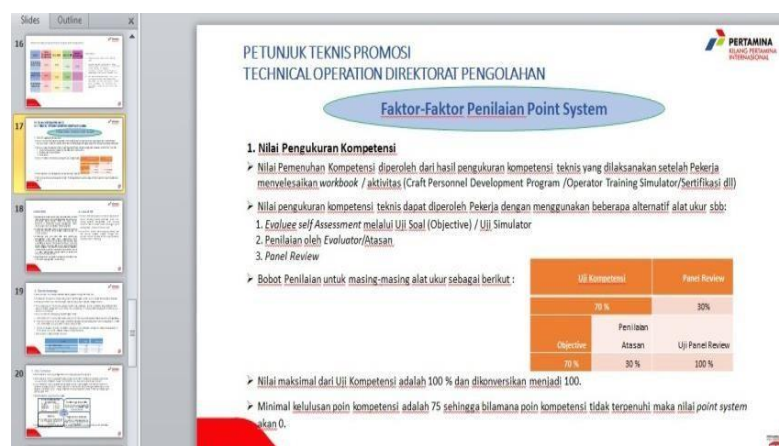


Figure 3.5 Making ppt for the Socialization of Career Path of TO Worker Development
 Source: Human Capital Department PT. KPI RU II Dumai

6. Organizing the BPA and BPS User interviews.

The User Interview for BPA (Expert Practical Guidance) positions is an evaluation process designed to assess a candidate's technical abilities, practical skills, and suitability for the role, through a series of in-depth questions, case studies, and simulated work situations involving the application of technical knowledge and problem-solving abilities.

Meanwhile, the User interview for BPS (Undergraduate Professional Guidance) positions is an assessment process that aims to evaluate a candidate's managerial competence, communication skills, and cultural fit with the company, through questions regarding leadership experience, management case studies, and simulated situations that test interpersonal and organizational skills. Interview chaperones in BPA (Expert Practical

Guidance) and BPS (Undergraduate Professional Guidance) activities are responsible for ensuring that participants' interview experience runs smoothly and professionally. Steps of Contribute to BPA and BPS Interview activities namely: Accompanied the interviewees by welcoming them when they arrived, Direct interviewees to the Daily Check-up section to check their blood pressure first, Be sure to check and match the participant's name with the interview schedule list to ensure attendance, Next, verify the identity of the participant by matching with the data provided to ensure that they are present as scheduled, After verification is complete, escort the participant to the Waiting Room and inform them of the next procedure and estimated waiting time until they are called for an interview. Here's a picture of BPS and BPS interview users:



Figure 3.6 Contributing to BPA and BPS Interview activities
Source: Human Capital Department PT. KPI RU II Dumai

3.3 The Expected Targets

The expected targets of several types of learning and work that have been carried out are as follows:

1. Attendance input in the Training Hours system using the Microsoft Excel application makes the author able to operate the Microsoft Excel system properly, know the use of several formulas that are often used by the company, know the procedure for inputting attendance documents into Training Hours to the process of earning Employee points which is an additional knowledge for the author.
2. Courses learned in college and applied during KP such as Business Computers, Business Communication, Human Resource Management, and there is new knowledge, namely Human Resource Training and Development obtained by the author during KP. So that a link and match is created between the world of education and the industrial world in its application, the author gets the opportunity to be able to directly enter the world of work so that he can interact with workers directly, complete work on time, be skillful and disciplined which can train the author's mentality to become a graduate who is better prepared to fill the job field.
3. Courses learned in college and applied during KP such as tax accounting, Human Resources. So that a link and match between the world of education and the industrial world is created in its application, the author gets the opportunity to be able to directly enter the world of work so that he can interact with workers directly, complete work on time, be skilled and disciplined which can train the author's mentality to become a graduate who is better prepared to fill the job field.

3.4 The software/hardware used

3.4.1 The Hardware Used

Hardware is part of a computer system as a device that can be touched, physically seen, and acts to carry out instructions from software. The hardware used when doing KP is:

3.4.1.1 Desktop PC

Desktop PC is a type of computer that consists of separate hardware. This computer device is usually used for office purposes that require stability and long working hours. This computer is accessed for work activities using a system whose network can only be accessed by workers in the Admin Building, which is used for input and recapitulation activities.

3.4.1.2 Canon iR 2525w

Document printing machine is a machine used to photocopy, scan and print documents.

3.4.1.3 Paper Shredder

Shredder is used in practical work to destroy important documents so that they are not misused.

3.4.2 The software used

3.4.2.1 Microsoft Excel

Microsoft Excel was used in the practical work to process data efficiently. Excel is also used in practical work to create graphs, tables, and reports that facilitate data visualization and decision making.

3.4.2.2 Microsoft Word

Microsoft Word is used in the practical work to draft and edit text documents professionally. Microsoft Word is also used in the practical work to create templates, insert images and tables, and set document formats to conform to certain standards.

3.5 Place of Apprenticeship

Practical Work is carried out at PT Pertamina International Refinery RU II Dumai which is located at Jl. Putri Tujuh Dumai 28815 Riau-Indonesia, right at the Main Office RU II Dumai. The following is the location of KP, which can be seen in the picture below as follows:

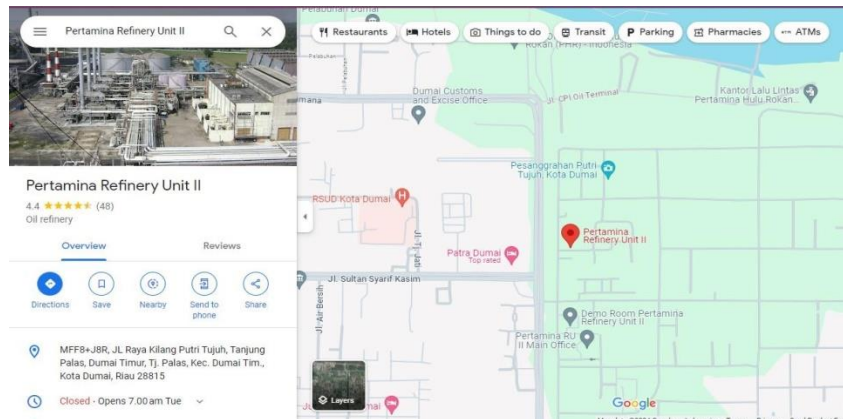


Figure 3.7 Location PT KPI RU II Dumai
Source: Google Maps



Figure 3.8 Main Office RU II
Sources: Processes Data 2024

3.6 Time of Apprenticeship

This Practical Work activity is carried out in accordance with the provisions of PT Pertamina International Refinery RU II Dumai, the KP period is for 4 (four) months, starting from March 01, 2024 to June 28, 2024. The following is the time of practical work implementation presented in Figure 3.1 as follows:

Tabel 3.1 Office Hours Schedule

No	Day	Office Hour	Break
1.	Monday	07.00 - 16.00 WIB	12.00-13.30 WIB
2.	Tuesday	07.00 – 16.00 WIB	12.00-13.30 WIB

3.	Wednesday	07.00 – 16.00 WIB	12.00-13.30 WIB
4.	Thursday	07.00 – 16.00 WIB	12.00-13.30 WIB
5.	Friday	07.00 – 16.00 WIB	12.00-13.30 WIB

Source:PT. KPI RU II Dumai

3.7 Description of the Activity

The timeline detailing the author's activities during their practical work at PT. Kilang Pertamina Internasional in the Human Capital from March 01st, 2024, to March 08th, 2024, is outlined as follows:

Table 3.2 Daily Activities of March 01st, 2024 to March 08th, 2024

No	Date	Activities	Place
1.	Friday, 01 st March, 2024	1. Submission of internship requirements 2. Explanation of Pertamina Refinery	Human Cpital (HC)
2.	Monday, 04 th March 2024	1. Safety Induction 2. Tour Main Office & Demo Room	Demo Room & Main Office
3.	Tuesday, 05 th March 2024	1. Making ID cards, being delivered to the practical workplace and introducing themselves to all HC workers.	Kantor Kuning & Hc
4.	Wednesday, 06 th March 2024	1. Explanation of Business Partner 2. Explanation of Overtime Recapitulation	HC
5.	Thursday, 07 th March 2024	1. Recapitulation of Worker Overtime exceeding 100 hours	HC
6.	Friday, 08 th March 2024	1. Preparing a meal together in order to welcome the Holy month of Ramadan 2. Copy RU II Worker Master Data file- December 2023	HC

Sources: Peocesses data 2024

Agenda of activities or work that has been done by the author during the implementation of practical work at PT KPI RU II Dumai in the Human Capital department from March 11th, 2024 to March 15th, 2024 can be seen in the table below:

Table 3. 3 Daily Activities of March 11th, 2024 to March 15th, 2024

No	Tanggal	Kegiatan	Tempat
1.	Monday, 11 th March 2024	Day Off (Hari Raya Nyepi)	HC
2.	Tuesday, 12 th March 2024	Day Off (Ramadhan)	HC
3.	Wednesday, 13 th March 2024	1. Copies of materials related to coaching technical operation workers. 2. Prepare coveralls for guests	HC & Diklat
4.	Thursday, 14 th March 2024	1. Make PPT regarding TKO for technical operation worker development. 2. Recapitulation of overtime above 60 hours PT Schone Mann Indonesia	HC
5.	Friday, 15 th March 2024	1. Recapitulation of Overtime above 100 Hours PT Tunas Griya Lestari	HC

Sources: Peocesses data 2024

The following are practical work activities carried out from March 18th, 2024 to March 22th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.4 Daily Activities of March 18th, 2024 to March 22th, 2024

No	Tanggal	Kegiatan	Tempat
1.	Monday, 18 th March 2024	1. Recapitulation of Overtime above 60 Hours	HC
2.	Thuesday, 19 th March 2024	Permission	-
3.	Wednesday, 20 th March 2024	1. February Overtime Recapitulation PT Lisa Kurnia Lestari 2. Calculating March Coverall Stock	HC & Diklat
4.	Thursday, 21th March 2024	1. Checking the calibration division of EYPR 2023 RU II	HC
5.	Friday, 22th March 2024	1. Recapitulation of Overtime PT. Banuarea Hotma Mandiri	HC

Sources: Peocesses data 2024

The following are practical work activities carried out from March 25th, 2024 to March 29th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.5 Daily Activities of March 25th, 2024 to March 29th, 2024

No	Tanggal	Kegiatan	Tempat
1.	Monday, 25 th March 2024	1. HC Review Recapitulation For TKJP / Contract Worker overtime	HC
2.	Thursday, 26 th March 2024	1. Recap and calculate worker overtime exceeding 60 hours PT. Lisa Kurnia Lestari	HC
3.	Wednesday, 27 th March 2024	1. Prepare PPE for Visitors 2. Revision calculate worker overtime exceeding 60 hours PT. Lisa Kurnia Lestari	Diklat & HC
4.	Thursday, 28 th March	1. Rekapitulation SPKL Overtime PT. Admira Mulia Perdana	Hc
5.	Friday, 29 th March 2024	Day Off (Jumat Agung)	

Sources: Peocesses data 2024

The following are practical work activities carried out from April 01st, 2024 to April 05th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.6 Daily Activities of April 01st, 2024 to April 05th, 2024

No	Date	Activity	Place
1.	Monday, 01 st April 2024	1. Duplicate Mutation Certificate and Retirement Certificate documents and type letters using a manual typewriter.	HC
2.	Tuesday, 02 nd April 2024	1. Recap the loan letter (Pertamina Worker's House) to Excell	HC
3.	Wednesday, 03 rd April 2024	1. Made the attendance list of Human Capital division workers for the month of April	HC
4.	Thursday, 04 th	1. Copying the March 2023 Biparit	HC

	April 2024	Minutes file	
5.	Friday, 05 th April 2024	1. Print of Technical Operation 2. Preparing hampers for Human Capital and Turn Around division workers + Halal bihalal	HC

Sources: Peocesses data 2024

The following are practical work activities carried out from April 08th, 2024 to April 12th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.7 Daily Activities of April 08th, 2024 to April 12th, 2024

No	Date	Activity	Place
1.	Monday, 08 th April 2024	Day Off (Eid Mubarak)	-
2.	Tuesday, 09 th April 2024	Day Off (Eid Mubarak)	-
3.	Wednesday, 10 th April 2024	Day Off (Eid Mubarak)	-
4.	Thursday, 11 th April 2024	Day Off (Eid Mubarak)	-
5.	Friday, 12 th April 2024	Day Off (Eid Mubarak)	-

Sources: Peocesses data 2024

The following are practical work activities carried out from April 15th, 2024 to April 19th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.8 Daily Activities of April 15th, 2024 to April 19th, 2024

No	Date	Activity	Place
1.	Monday, 15 th April 2024	Day Off (Eid Mubarak)	-
2.	Tuesday, 16 th April 2024	Permission	-
3.	Wednesday, 17 th April 2024	1. Recapitulation of 100 Hours Overtime Work Request Letter (SPKL) absences	HC

4.	Thursday, 18 th April 2024	<ol style="list-style-type: none"> Recap requests for extension of Worker's House letter into Excell Recapitulation of overtime work of PT Schone Mann Indonesia 	CH
5.	Friday, 19 th April 2024	<ol style="list-style-type: none"> Calculated and recapitulated the Coverall Stock for the month of April. Revise Recap of request for extension of Worker's House letter to Excell 	HC

Sources: Peocesses data 2024

The following are practical work activities carried out from April 22th, 2024 to April 26th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.9 Daily Activities of April 22th, 2024 to April 26th, 2024

No	Date	Activity	Place
1.	Monday, 22 th April 2024	1. Recapitulate Certificate of Mutation of Worker Position Year 2023	HC
2.	Tuesday, 23 th April 2024	1. Recapitulation of SPKL above 60 hours	HC
3.	Wednesday, 24 th April 2024	1. Revision of SPKL PT. PBAS	HC
4.	Thursday, 25 th April 2024	<ol style="list-style-type: none"> Meeting related to admission of new PKL students Scan of Labour Insurance File 	CH
5.	Friday, 26 th April 2024	1. Chek mapping Rumah Dinas Pertamina	HC

Sources: Peocesses data 2024

The following are practical work activities carried out from April 29th, 2024 to May 03rd, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.10 Daily Activities of April 29th, 2024 to May 03rd, 2024

No	Date	Activity	Place
1.	Monday, 29 th April 2024	1. Chek mapping Rumah Dinas Pertamina	HC
2.	Tuesday, 30 th April 2024	1. Field Survey of Pertamina Office House	Komplek Perumahan Pertamina Bukit Datuk
3.	Wednesday, 01 st May 2024	Day Off (Hari Buruh Internasional)	HC
4.	Thursday, 02 nd May 2024	1. Student recruitment committee	CH
5.	Friday, 03 rd May 2024	1. Accompanying PKL students to make badges	Kantor Kuning

Sources: Peocesses data 2024

The following are practical work activities carried out from May 06th, 2024 to May 10th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.11 Daily Activities of May 06th, 2024 to May 10th, 2024

No	Date	Activity	Place
1.	Monday, 06 th May 2024	1. Recap May Stock Coveral 2. Badge Reewal	Diklat & Kantor kuning
2.	Tuesday, 07 th May 2024	1. Recapitulasi overtime above 60 Hour PT. PBAS	Pantai Koneng
3.	Wednesday, 08 th May 2024	1. Revision SPKL PT PBAS	
4.	Thursday, 09 th May 2024	Day Off (Kenaikan Isa Almasih)	-
5.	Friday, 10 th May 2024	Day Off (Cuti Bersama)	-

Sources: Peocesses data 2024

The following are practical work activities carried out from May 13th, 2024 to May 17th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.12 Daily Activities of May 13th, 2024 to May 17th, 2024

No	Date	Activity	Place
1.	Monday, 13 th May 2024	1. Copy file Notulen Biparit March 2024	HC

2.	Tuesday, 14 th May 2024	Family Gathering Human Capital	Pantai Koneng
3.	Wednesday, 15 th May 2024	1. Recapitulation of 60-hour overtime request PT Tunas Griya Sejahtera	HC
4.	Thursday, 16 th May 2024	1. Revision SPKL 60 jam PT. Tunas Griya Sejahtera	HC
5.	Friday, 17 th May 2024	1. KPI 2024 User & HC BPA Interview committee meeting 2. Revision of PT TGS overtime hour recapitulation	HC

Sources: Peocesses data 2024

The following are practical work activities carried out from May 20th, 2024 to May 24th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.13 Daily Activities of May 20th, 2024 to May 25th, 2024

No	Date	Activity	Place
1.	Monday, 20 th May 2024	1. Copying materials related to TKO Technical Operation Worker Development	HC
2.	Tuesday, 21 th May 2024	1. Make a power point related to the Technical Operation Worker Development TKO Mateial	HC
3.	Wednesday, 22 th May 2024	1. Create an attendance list of candidates for the BPA KPI 2024 New Employee Candidate interview. 2. Copy Document User BPA	HC
4.	Thursday, 23 th May 2024	Day Off (Hari Raya Waisak)	-
5.	Friday, 24 th May 2024	Day Off (Cuti Bersama)	HC

Sources: Peocesses data 2024

The following are practical work activities carried out from May 27th, 2024 to May 31th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.14 Daily Activities of May 27th, 2024 to May 31th, 2024

No	Date	Activity	Place
1.	Monday, 27 th May 2024	1. Organisers BPA Non Process 2024	Audio Visual
2.	Tuesday, 28 th May 2024	1. Organisers BPA Non Process 2024	Audio Visual
3.	Wednesday, 29 th May 2024	1. Organisers BPA Non Process 2024	Audio Visual
4.	Thursday, 30 th May 2024	1. Copying the TKO file of Pertamina RU II Office House Management	HC
5.	Friday, 31 th May 2024	1. HC Review Recapitulation For TKJP / Contract Worker overtime	HC

Sources: Peocesses data 2024

The following are practical work activities carried out from June 03rd, 2024 to June 07th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.15 Daily Activities of June 03th, 2024 to June 07th, 2024

No	Date	Activity	Place
1.	Monday, 03 rd June 2024	1. Admission committee of June PKL students	HC&Demo Room
2.	Tuesday, 04 th June 2024	1. Accompanying PKL students to make badges	Kantor Kuning
3.	Wednesday, 05 th June 2024	1. Technical Operation Ujikom Supervisor	Hotel The Zuri
4.	Thursday, 06 th June 2024	1. Technical Operation Ujikom Supervisor	Hotel The Zuri
5.	Friday, 07 th June 2024	1. Copying the Organisation Working Procedure file on Technical Operation Development and Coaching	PSAIMS

Sources: Peocesses data 2024

The following are practical work activities carried out from June 10th, 2024 to June 14th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.16 Daily Activities of June 10th, 2024 to June 15th, 2024

No	Date	Activity	Place
1.	Monday, 10 th June 2024	1. User & HC Interview committee meeting BPS KPI 2024 2. Power Point about Career Path of PT KPI	Audio Visual & HC
2.	Tuesday, 11 th June 2024	1. Recapitulation of SPKL above 100 hours PT Lisa Kurnia Lestari	HC
3.	Wednesday, 12 th June 2024	1. BPS 2024 User Committee	Audio Visual
4.	Thursday, 13 th June 2024	1. BPS 2024 User Committee	PSAIMS
5.	Friday, 14 th June 2024	1. BPS 2024 User Committee	PSAIMS

Sources: Peocesses data 2024

The following are practical work activities carried out from June 17th, 2024 to June 21th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.17 Daily Activities of June 17th, 2024 to June 21th, 2024

No	Date	Activity	Place
1.	Monday, 17 th June 2024	Day Off (Eid Adha)	-
2.	Tuesday, 18 th June 2024	Day Off (Cuti Bersama)	-
3.	Wednesday, 19 th June 2024	1. Recapitulation of PT TGS 60 Hours SPKL	HC
4.	Thursday, 20 th June 2024	1. Make Power Point about Student Competencies that Need to be Developed to Enter the World of Work	HC
5.	Friday, 21 th June 2024	1. Prepare coveralls for MWT guests 2. Recapitulation SPKL PT.	Diklat

Sources: Peocesses data 2024

The following are practical work activities carried out from June 24th, 2024 to June 28th, 2024 at PT KPI RU II Dumai in the Human Capital Department.

Table 3.18 Daily Activities of June 24th, 2024 to June 28th, 2024

No	Date	Activity	Place
1.	Monday, 24 th June 2024	1. Rekapitulation SPKL Overtime PT. Admira Mulia Perdana	-
2.	Tuesday, 25 th June 2024	1. Copy file Report Sintesis 2023	-
3.	Wednesday, 26 th June 2024	1. Create a letter regarding the Patra Hotel Contract for SAPA RDP 2. Prepare PPE for Visitors	HC&Diklat
4.	Thursday, 27 th June 2024	1. Rekapitulation SPKL PT. Tunas Griya Sejahtera	HC
5.	Friday, 28 th June 2024	1. Copy and Scan file SPKL 2. Perpisahan	HC

Sources: Peocesses data 2024

3.8 Obstacle and Solutions

3.8.1 Obstacle

There are obstacles obtained by the author when carrying out Work Practice activities at PT Pertamina International RU II Dumai. the obstacles are as follows:

1. The author is not yet accustomed to using a photocopier for specific purposes as she has no prior experience with such a device.
2. The author has difficulty in starting and maintaining conversations with others, especially in crowded environments or in large groups.

3.8.2 Solutions

Solutions to the obstacles obtained by the author when carrying out Work Practice activities at PT Pertamina Intenational RU II Dumai. the solutions are as follows:

1. For this solution, the author asked for help from the field supervisor to provide an understanding of how to use a photocopier, its functions, and

the right procedures to achieve certain desired goals. Thus, the author can better understand using a photocopier for the purposes needed.

2. Keeping up with the activities held with frequent interactions can gradually help the author feel more comfortable in starting and maintaining conversations in crowded work environments or in large groups.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

Following the discussion in the preceding chapter, the author presents conclusions through various avenues, outlined as follows:

1. The writer's responsibilities include assisting Human Capital in various tasks, such as recapitulating overtime hours of workers from various departments, scanning and copying documents, contributing to the recruitment of User Interviews & HC BPA & BPS KPI 2024, archiving documents, renaming scanned document files, creating contract letters, checking the floor plan of Pertamina official houses and field surveys. categorizing documents based on document type and document number, checking mapping (Rumah Dinas Pertamina) and conducting field surveys.
2. The practical work program is carried out at PT Pertamina International Refinery Unit II Dumai, precisely in the field of Business Partner, precisely the Human Capital section. The program was carried out for 4 (months) starting from March 01, 2024 to June 28, 2024.
3. Work systems and procedures in the Human Capital department use online systems, application systems and manual systems. All of these systems make it easy to doing the work of the Human Capital department.

4.2 Suggestion

The author provides several suggestions to various parties, namely the author herself, students who will do practical work in the next semester, companies and State Polytechnic of Bengkalis.

1. **Author**
The author suggests refining personal work habits by emphasizing attention to detail, thoroughness, and focus. They advocate for the development of a habit of thorough pre-action reading and the execution

of tasks in accordance with provided instructions or guidance. By adopting these practices, the author aims to enhance the quality and efficiency of their work, ensuring it aligns with the expectations and directions of relevant stakeholders.

2. In terms of recommendations for companies hosting practical students, the author proposes several areas for improvement. Firstly, they suggest assigning high-responsibility, high-risk tasks to practical students under proper mentorship and guidance. Additionally, it is recommended that companies align student placements with their educational backgrounds to enhance learning outcomes. Lastly, the author encourages companies to actively involve practical students in various company activities conducive to learning, thereby enriching their overall experience.
3. State Polytechnic of Bengkalis Finally, the author offers suggestions for State Polytechnic of Bengkalis to optimize the internship program. They propose utilizing internship experiences as a tool for performance evaluation and as material for completing practicum assignments. Moreover, it is advised to tailor the curriculum to align with industry requirements and practices, particularly in areas relevant to external work placements. By integrating practical experiences into academic learning, State Polytechnic of Bengkalis can better prepare students for future career endeavors.

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Regulasi Menteri Pendidikan dan Kebudayaan Republik Indonesia No. 81a Tahun 2013 Tentang Implementasi Kurikulum

APPENDICES

Appendix 1 : Apprenticeship Reply Letter



Dumai, 19 Februari 2024
No. 078 /KPI45800/2023-S8

Lampiran :
Perihal : Pelaksanaan Kerja Praktek Mahasiswa Politeknik Negeri Bengkalis

Yang terhormat
Direktur Politeknik Negeri Bengkalis
Di -
Tempat

Dengan Hormat,

Menunjuk surat Direktur Politeknik Negeri Bengkalis No. 6101/PL31/TU/2024 tanggal 01 Februari 2024 perihal Kerja Praktek Mahasiswa dari Universitas terkait, bersamaan dengan ini disampaikan bahwa kami dapat menerima mahasiswa Politeknik Negeri Bengkalis di PT. Kilang Pertamina Internasional Refinery Unit II Dumai atas nama :

No	Jumlah Peserta	Jurusan	Tanggal	Lokasi KP
1.	Nurhasida	Administrasi Bisnis Internasional (D4)	01 Maret s.d 31 Mei 2024	HC RU II
2.	Putri Nursyafrika			

Berdasarkan hal tersebut, untuk peserta Lokasi KP Dumai dapat datang langsung ke PT. Kilang Pertamina Internasional RU II c/q kantor HC RU II Dumai, jalan Kilang Putri Tujuh Dumai Pada tanggal 01 Maret 2024 sesuai jadwal pukul 07.30 WIB dengan membawa dan mengirim persyaratan dalam bentuk pdf ke alamat email adm.hrdevelopment1@pertamina.com berupa :

- . KTP Asli
- . Foto Copy Kartu Mahasiswa
- . Surat Keterangan Kelakuan Baik dari Kampus / Kepolisian
- . Mengenakan Jas Almamater pada hari pertama di lokasi PKL

Perlu kami informasikan bahwa semua biaya selama mengikuti kerja praktek di PT. Kilang Pertamina Internasional Refinery Unit II Dumai menjadi beban yang bersangkutan.

Demikian disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Manager HC RU II



Donny Marliansyah

Refinery Unit II
Jalan Putri Tujuh
Dumai 28815 Riau - Indonesia
T +62 765 44 3701 F +62 765 31913
www.pertamina-up2.com

Appendix 2: List of Apprenticeship Attendance

**ABSEN WORK PRACTISE
PT. KILANG PERTAMINA INTERNATIONAL
RU II DUMAI**

Name : Nurhasida
Student Number : 5404201292
Sec/Dept : Business Partner

March				
No	Day	Date	Signed	Keterangan
1.	Friday	1/3/2024	<i>Nurhasida</i>	
2.	Monday	4/3/2024	<i>Nurhasida</i>	
3.	Tuesday	5/3/2024	<i>Nurhasida</i>	
4.	Wednesday	6/3/2024	<i>Nurhasida</i>	
5.	Thursday	7/3/2024	<i>Nurhasida</i>	
6.	Friday	8/3/2024	<i>Nurhasida</i>	
7.	Monday	11/3/2024		Hari Raya Nyepi
8.	Tuesday	12/3/2024		Cuti Bersama
9.	Wednesday	13/3/2024	<i>Nurhasida</i>	
10.	Thursday	14/3/2024	<i>Nurhasida</i>	
11.	Friday	15/3/2024	<i>Nurhasida</i>	
12.	Monday	18/3/2024	<i>Nurhasida</i>	
13.	Tuesday	19/3/2024		Permission
14.	Wednesday	20/3/2024	<i>Nurhasida</i>	
15.	Thursday	21/3/2024	<i>Nurhasida</i>	
16.	Friday	22/3/2024	<i>Nurhasida</i>	
17.	Monday	25/3/2024	<i>Nurhasida</i>	
18.	Tuesday	26/3/2024	<i>Nurhasida</i>	
19.	Wednesday	27/3/2024	<i>Nurhasida</i>	
20.	Thursday	28/3/2024	<i>Nurhasida</i>	
21.	Friday	29/3/2024		Jumat Agung

ABSEN WORK PRACTISE
PT. KILANG PERTAMINA INTERNASIONAL
RU II DUMAI

Name : Nurhasida
Student Number : 5404201292
Sec/Dept : Business Partner

April				
No.	Day	Date	Signed	Keterangan
1.	Monday	April 1, 2024	<i>Nurhasida</i>	
2.	Tuesday	April 2, 2024	<i>Nurhasida</i>	
3.	Wednesday	April 3, 2024	<i>Nurhasida</i>	
4.	Thursday	April 4, 2024	<i>Nurhasida</i>	
5.	Friday	April 5, 2024	<i>Nurhasida</i>	
6.	Monday	April 8, 2024		Cuti Bersama
7.	Tuesday	April 9, 2024		Cuti Bersama
8.	Wednesday	April 10, 2024		Hari Raya Idul Fitri
9.	Thursday	April 11, 2024		Hari Raya Idul Fitri
10.	Friday	April 12, 2024		Cuti Bersama
11.	Monday	April 15, 2024		Cuti Bersama
12.	Tuesday	April 16, 2024		Permission
13.	Wednesday	April 17, 2024	<i>Nurhasida</i>	
14.	Thursday	April 18, 2024	<i>Nurhasida</i>	
15.	Friday	April 19, 2024	<i>Nurhasida</i>	
16.	Monday	April 22, 2024	<i>Nurhasida</i>	
17.	Tuesday	April 23, 2024	<i>Nurhasida</i>	
18.	Wednesday	April 24, 2024	<i>Nurhasida</i>	
19.	Thursday	April 25, 2024	<i>Nurhasida</i>	
20.	Friday	April 26, 2024	<i>Nurhasida</i>	
21.	Monday	April 29, 2024	<i>Nurhasida</i>	
22.	Tuesday	April 30, 2024	<i>Nurhasida</i>	

ABSEN WORK PRACTISE
PT. KILANG PERTAMINA INTERNASIONAL
RU II DUMAI

Name : Nurhasida
 Student Number : 5404201292
 Sec/Dept : Business Partner

May				
No.	Day	Date	Signed	Keterangan
1.	Wednesday	May 1, 2024		Hari Buruh Internasional
2.	Thursday	May 2, 2024	<i>Nurhasida</i>	
3.	Friday	May 3, 2024	<i>Nurhasida</i>	
4.	Monday	May 6, 2024	<i>Nurhasida</i>	
5.	Tuesday	May 7, 2024	<i>Nurhasida</i>	
6.	Wednesday	May 8, 2024	<i>Nurhasida</i>	
7.	Thursday	May 9, 2024		Kenaikan Isa Al Masih
8.	Friday	May 10, 2024		Cuti Bersama
9.	Monday	May 13, 2024	<i>Nurhasida</i>	
10.	Tuesday	May 14, 2024	<i>Nurhasida</i>	
11.	Wednesday	May 15, 2024	<i>Nurhasida</i>	
12.	Thursday	May 16, 2024	<i>Nurhasida</i>	
13.	Friday	May 17, 2024	<i>Nurhasida</i>	
14.	Monday	May 20, 2024	<i>Nurhasida</i>	
15.	Tuesday	May 21, 2024	<i>Nurhasida</i>	
16.	Wednesday	May 22, 2024	<i>Nurhasida</i>	
17.	Thursday	May 23, 2024		Hari Raya Waisak
18.	Friday	May 24, 2024		Cuti Bersama
19.	Monday	May 27, 2024	<i>Nurhasida</i>	
20.	Tuesday	May 28, 2024	<i>Nurhasida</i>	
21.	Wednesday	May 29, 2024	<i>Nurhasida</i>	
22.	Thursday	May 30, 2024	<i>Nurhasida</i>	
23.	Friday	May 31, 2024	<i>Nurhasida</i>	

**ABSEN WORK PRACTISE
PT. KILANG PERTAMINA INTERNASIONAL
RU II DUMAI**

Name : Nurhasida
Student Number : 5404201292
Sec/Dept : Business Partner

June				
No.	Day	Date	Signed	Keterangan
1.	Monday	June 3, 2024	<i>Nurhasida</i>	
2.	Tuesday	June 4, 2024	<i>Nurhasida</i>	
3.	Wednesday	June 5, 2024	<i>Nurhasida</i>	
4.	Thursday	June 6, 2024	<i>Nurhasida</i>	
5.	Friday	June 7, 2024	<i>Nurhasida</i>	
6.	Monday	June 10, 2024	<i>Nurhasida</i>	
7.	Tuesday	June 11, 2024	<i>Nurhasida</i>	
8.	Wednesday	June 12, 2024	<i>Nurhasida</i>	
9.	Thursday	June 13, 2024	<i>Nurhasida</i>	
10.	Friday	June 14, 2024	<i>Nurhasida</i>	
11.	Monday	June 17, 2024		Idul Adha
12.	Tuesday	June 18, 2024		Idul Adha
13.	Wednesday	June 19, 2024	<i>Nurhasida</i>	
14.	Thursday	June 20, 2024	<i>Nurhasida</i>	
15.	Friday	June 21, 2024	<i>Nurhasida</i>	
16.	Monday	June 24, 2024	<i>Nurhasida</i>	
17.	Tuesday	June 25, 2024	<i>Nurhasida</i>	
18.	Wednesday	June 26, 2024	<i>Nurhasida</i>	
19.	Thursday	June 27, 2024	<i>Nurhasida</i>	
20.	Friday	June 28, 2024	<i>Nurhasida</i>	

Dumai June 28th, 2024
 Advisor

Nurhasida

Widi Hastuti Ridhani

Appendix 3 : List of Apprenticeship Assessment Sheet



FORMULIR PENILAIAN MAHASISWA PRAKTEK KERJA LAPANGAN DI PT. KILANG PERTAMINA INTERNASIONAL RU II DUMAI

Nama : Nurhasida
NIM : 5404201292
Asal Kampus : Politeknik Negeri Bengkalis
Jurusan : DV Administrasi Bisnis Internasional

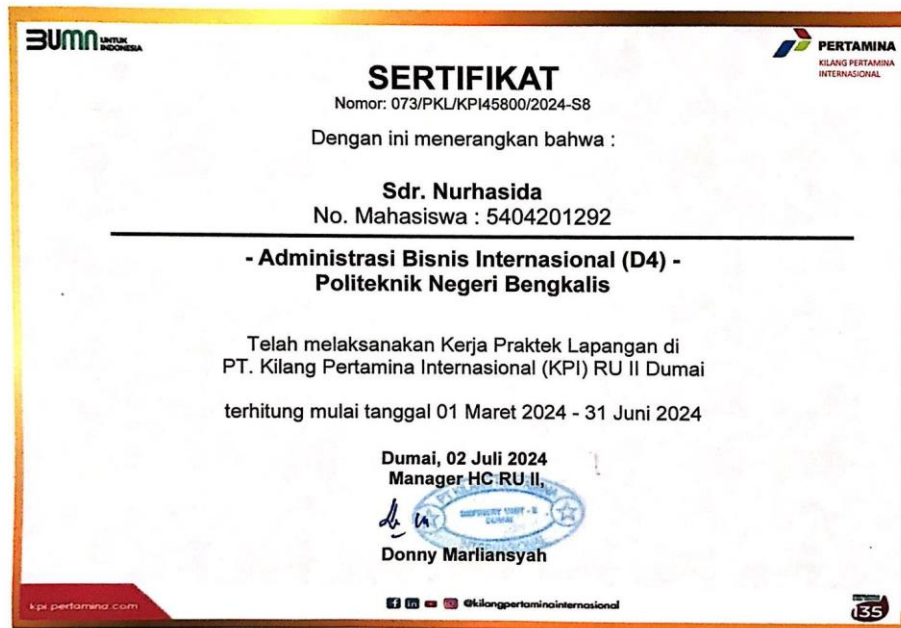
No	Faktor yang Dinilai	Angka	Terbilang
1	Penguasaan Materi	90	Sembilan Puluh
2	Sikap Kerja	90	Sembilan Puluh
3	Kualitas Pekerjaan	90	Sembilan Puluh
4	Kedisiplinan	90	Sembilan Puluh
5	Ide / Gagasan	90	Sembilan Puluh
6	Hubungan dengan Pekerja RU II	85	Delapan Puluh Lima

Dumai, 28 Juni 2024
Pembimbing Mahasiswa PKL



Nama Pekerja : Widi Hastuti Ridhani
Bagian/Fungsi : HC RU II

Appendix 4 : Apprenticeship Certificate

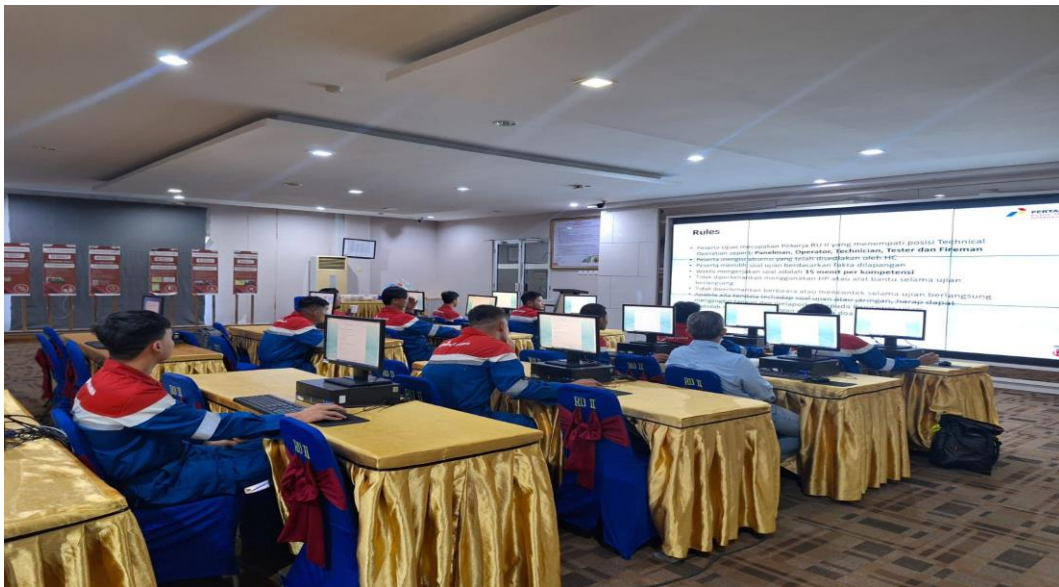


Source: Processed Data, 2024

Appendix : 5 Handover of souvenir after apprenticeship



Appendix 6 : Documentation of Practical Work Activities



Source : Processed Data, 2024



Source : Processed Data, 2024