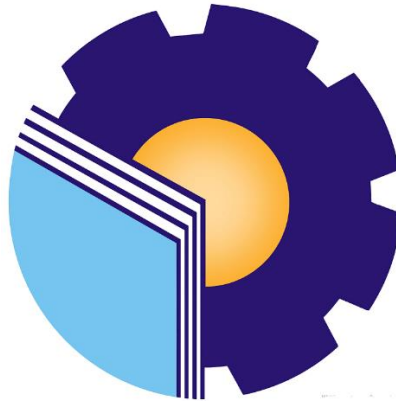


APPRENTICESHIP REPORT

**PT. KILANG PERTAMINA INTERNATIONAL REFINERY
UNIT (RU) II PRODUCTION SUNGAI PAKNING**

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**APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2024**

APPRENTICESHIP REPORT

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Written as one of the requirements to complete Apprenticeship

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Sungai Pakning, July 10th 2024

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ACKNOWLEDGEMENT

Praise be to Allah SWT who has given His grace and guidance so that the author can complete this practical work report properly. This report was prepared as one of the requirements to complete the practical work program at PT. Kilang Pertamina International Refinery Unit II Production Sungai Pakning. The author realizes that this report will not be completed without the help and support of various parties. Therefore, the author would like to thank:

1. Allah SWT, for opportunity to live and all the abundance of His grace and guidance which has given miracles and strength to the author in completing this Job Training (KP) activity
2. Mr. Johnny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
3. Mr. Armada, S.T., MT as Deputy Director I of State Polytechnic of Bengkalis.
4. Mrs. Supriati, M.Si as Head of Business Administration the Department.
5. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of the International Business Administration Study Program.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as Coordinator of Practical Work (KP), and as Lecturer of Practical Work Advisors (KP) who have provided guidance, instructions, and suggestions so that this report is realized in accordance with the conditions and time specified.
7. All Lecturers, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.
8. All lecturers and employees of Politeknik Negeri Bengkalis who have collaborated in the lecture process until the preparation of this Practical Work Advisors (KP) assignment

9. Mr. R. Moh. Kun Tauchid, as the Production Manager of PT Kilang Pertamina International Refinery Unit Production II Sungai Pakning for the opportunity that has been given so that the author can carry out practical work at PT Kilang Pertamina International Refinery Unit II Sungai Pakning.
10. Mrs. Erna Imelda, as Spv. General Affairs of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning for the opportunity that has been given so that the author can carry out practical work at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
11. Mr. Rahmad Hidayat, Jr. Officer II Commrel & CSR PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning for the opportunity that has been given so that the author can carry out practical work at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
12. All CDOs of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning for the guidance, knowledge, and experience that have been given during the practical work.
13. Especially for both parents, Sukatman and Sri Murti who have given many material to help and provide convenience during the lecture period in realizing the ideal.
14. To my friends Arief Fadilah, Era Dahnia, Putri Ratna Sari, Raudahthul Jannah And Karisma wati. thank you for providing support in completing. For unlimited support and motivation, as well as always providing infinite help.
15. For the special person who is currently with me, Melisa. The person who always encourages me to make thesis reports, the person who always supports me in any situation, the person who always hears my complaints, thank you for the support that is always given, hopefully you will stay here.

The author realizes that this report is far from perfect, therefore, constructive criticism and suggestions are highly expected for the improvement of this report in the future. Finally, I hope this report can provide benefits and positive contributions for all those who read it

Sungai Pakning, 03 July 2024

A handwritten signature in blue ink, appearing to read 'Dhoiri Mulyadi', with a stylized, cursive script.

Dhoiri Mulyadi

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Polytechnic is one of the campuses that requires all students to take part in practical work in order to complete their studies. Politeknik Negeri Bengkalis is a Diploma III and Applied Bachelor Education Institution established by the Bengkalis Regency government. The Business Administration Department is one of the departments in the Bengkalis State Polytechnic. In 2016, this department opened new study programs, namely D4-International Business Administration and D4-Public Finance Accounting. The D4 International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope. To prepare students to be ready for use in this field, the International Business Administration study program requires students to take part in practical work in both companies.

The era of scientific and technological advances that are increasingly developing has a huge impact on human civilization, one of which is in the world of education from the lowest to the highest level of education. As Human Resources (HR) who have good values, they must be able to be independent, able to communicate well, have broad knowledge, be able to make decisions and must be sensitive to the times.

With the development of the times, it is increasingly difficult for Human Resources (HR) to find work because there is a lot of competition, especially for college graduates, many graduates from various campuses who want to find work, while the available jobs are very limited. After graduating, of course, a diploma will be the main guide in finding a job. But in reality, currently a diploma is not the main guideline for accepting someone to work either in a company or agency. Other, but the main guideline today is a person's experience and skills at work, because academic grades cannot guarantee a person has experience and skills.

The international business administration study program hopes that with the practical work for 4 (four) months, students can get to know firsthand how the world of work is, and can add insight and experience, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be responsible for the results, therefore the campus requires students to take part in a practical work program which is a form of implementation of lectures carried out directly to an agency or company. The existence of practical work activities is able to provide experience, hone students' skills and abilities in the world of work. Each student is required to go directly to the world of work which is their respective fields, so it is hoped that each student can directly apply the knowledge they have learned before into the world of work.

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Based on the foregoing, the author as a student of the International Business Administration study program chose to do practical work at PT Pertamina RU II Sungai Pakning, which was placed in the Corporate Social Responsibility (CSR) section which was mentored by the Community Development Officer (CDO) starting from February 19 - June 28, 2024.

1.2 Purpose of the Apprenticeship

Based on this background, in order to achieve the expected results, it is necessary to know the objectives of apprenticeship, which are as follows:

1. To know the job description and activities at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning.
2. To know the systems and procedures at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning.

3. To find out the place and time of the internship at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning
4. To understand the type and description of Job Training activities at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning.
5. To find out the obstacles and solutions during practical work

1.3 Significances of the Apprenticeship

1.3.1 Significance for Internship

The Internship carried out is expected to have several benefits for students as follows:

1. Students directly experience the world of work and have direct experience in applying the theory or concept of knowledge in accordance with their study program.
2. Students have the opportunity to be able to analyze problems related to the knowledge applied in the world of work in accordance with their study program.
3. Students are given the opportunity to work in a team consisting of several people so that they can share ideas and abilities with each other.

1.3.2. Significance for Politeknik Negeri Bengkalis

The job training carried out is expected to have several benefits for the Bengkalis State Polytechnic as follows:

1. Job training can strengthen cooperation and friendship between the Bengkalis State Polytechnic and PT Pertamina Refinery Unit (RU) II Production Sungai Pakning.
2. Job training can improve the competence of experienced Bengkalis State Polytechnic graduates.
3. Job training at PT Kilang Internasional Pertamina Refinery Unit (RU) II Production Sungai Pakning can provide benefits and work experience in the International Business Administration study program which is in accordance with the course on CSR (Corporate Social Responsibility).

1.3.3 Significance to the Company

The Job Training conducted is expected to have several benefits for the company as follows:

1. Practical Work is an opportunity for cooperation for companies and campuses that send their students to do internships in their companies.
2. The company gets labor assistance with students who do practical work in the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profil



Figure 2.1 PT. Pertamina RU II Production Sungai Pakning
Source: Process Data 2024

PT Pertamina is one of the State-Owned Enterprises (BUMN). BUMN stands for State-Owned Enterprises engaged in the oil and gas sector. The company was established on December 10, 1957 under the name PT Perusahaan Minyak Nasional, abbreviated as PT PERTAMINA. This PT changed its status to Pertamina State Company in 1960. Eight years later, on August 20, 1968, State Company Pertamina merged with State Company Pertamina to become State Oil and Gas Mining Company (Pertamina). To strengthen the company, the Government passed Law No. 8 of 1971 which established Pertamina as a state-owned oil and gas company. Under this law, all oil companies wishing to do business in Indonesia were required to cooperate with Pertamina.

On June 18, 2003, based on Company Regulation No. 31 of 2003, the State Oil and Gas Mining Company changed its name to PT Pertamina (Persero) which runs oil and gas business activities in the Upstream to Downstream Sectors. Initially, Pertamina had a symbol in the form of a pair of seahorses flanking a yellow star. On December 10, 2005, Pertamina changed the symbol to an arrow forming the letter "P" with green, blue and red base colors that reflect the dynamic element and concern for the environment.

At the beginning of the refinery operation, the processing capacity only reached 25,000 barrels per day, in September 1975 the entire refinery operation was transferred from the reference to Pertamina. Since then the refinery began to make gradual improvements, so that its products and capacity could be increased again. By the end of 1977, the refinery capacity increased to 35,000 barrels per day, and reached 40,000 barrels in April 1980. Since then PT Pertamina RU II Sungai Pakning has gradually expanded, and from 2002 to 2018 its production capacity has reached 50,000 barrels per day.



Figure 2.2 Company Logo of Pertamina

Source: *CSR RU II Sungai Pakning*

Since its operation in 1971, the Putri Tujuh Dumai and Sungai Pakning oil refineries have made a real contribution to the development and progress of the region, especially the city of Dumai and its surroundings and have contributed greatly to meeting national fuel needs. Various fuel oil and non-fuel oil products have been produced from the Dumai Seven Dumai - Sungai Pakning refinery and

have been distributed to various parts of the country and abroad. This national pride refinery, so the program to improve the quality of information and communication is important. PT Pertamina International Refinery Unit RU) II Production Sungai Pakning is a Refining and Process (R&P) unit, which holds the Refinery Unit II Production Sungai Pakning.

2.2 Vision And Mision

2.2.1 Vision

A vision is the future goal of an institution, organization or company. A vision is also a thought that exists in the minds of the founders. This thought is a picture of the future to be achieved. The vision of PT Pertamina International Refinery Unit (RU) II Production Sungai Pakning is, "To become a competitive and environmentally friendly national oil and petrochemical refinery in Asia Pacific by 2025".

2.2.2 Mission

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. The mission of PT Pertamina Refinery Unit (RU) II Production Sungai Pakning "To run a business in the field of oil processing and petrochemicals that is managed professionally and environmentally sound based on Pertamina's values to provide added value to stakeholders".

2.3 Kind of Business

PT kilang Pertamina Internasional Refinery Unit (RU) II Sungai Pakning Production is a subsidiary of PT Kilang Pertamina Internasional RU II Dumai. The Sungai Pakning refinery focuses on the crude oil processing business. PT Pertamina Refinery Unit (RU) II Production Sungai Pakning has the main task of processing crude oil into several types of fuel oil (BBM) which is one of the suppliers of BBM to Depot Siak for the needs of Riau Province, as well as Napta and LSWR products which are exported and sent to RU II Dumai.

In carrying out these main tasks, PT Kilang Pertamina Refinery Unit (RU) II Sungai Pakning Production has a commitment to grow and develop with the community. This commitment is reflected in the activities carried out by the company and the agencies within the company.

2.4 Organization structure

The company's organizational structure can be interpreted as a multilevel line containing the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is intended so that each component within the company can function optimally and the wheels of the company can always move effectively and efficiently. In addition, it also clearly illustrates the separation of work activities from one another and how the relationship between activities and functions is limited. In a good organizational structure, it must explain the relationship of authority of who reports to whom, so that there is one responsibility for what will be done. The organizational structure at PT Pertamina Refinery Unit (RU) II Production Sungai Pakning is as follows:

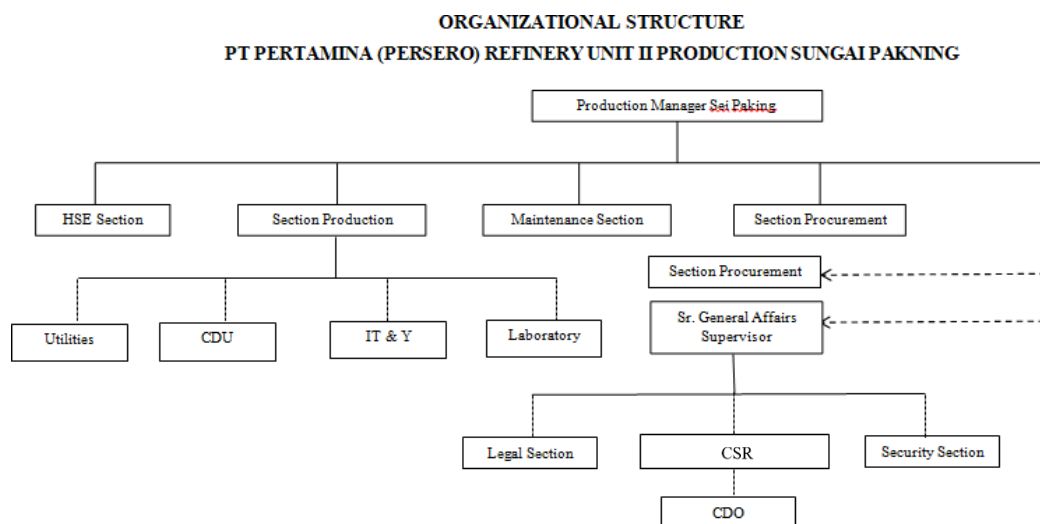


Figure 2.3 Organization Structure
Source: CSR RU II Sungai Pakning

Each work position in the organizational structure of PT Pertamina Refinery Unit (RU) II Production Sungai Pakning has duties and responsibilities to achieve

company goals. The following is a description of the duties of each organizational structure, namely:

1. HSE Section (Health, Safety, Environment)

The HSE Manager is responsible for creating safe working conditions and trying to prevent work accidents involving humans, equipment, the environment and as an advisor in environmental protection efforts.

a. Fire Insurance Section

The Fire Insurance Section has the duty and responsibility to create a reliable fire prevention system for refinery operations, through the procurement of hardware, software and human resource development, coordinating the implementation of HSE aspects and carrying out general administrative order.

b. Work Safety Section

The Occupational Safety Section has the duty and responsibility to create and review work procedures, identify and control hazards and conduct OHS audits, supervise the use of occupational safety equipment and provide explanations on the prevention and control of occupational accidents to all workers.

c. Environmental Section

The Environment Section has the duty and responsibility to create a clean environment by striving to reduce and monitor air emissions, liquid and solid waste that have a negative impact on the environment, implement the ISO: 14001 EMS Environmental Management System, ensure that environmental protection equipment is maintained and operating properly, and create an environmentally sound corporate image.

d. Occupational Health Section

The Occupational Health Section has the duty and responsibility to handle health-related issues related to diseases caused by occupational risks.

2. Maintenance Section

The maintenance manager is in charge and responsible for carrying out or repairing the company's operational equipment.

3. Procurement Section

The procurement division within the company is in charge and responsible for the supply and collection of spare parts needed in the company's operations.

This field oversees four sections, namely:

- a. Inventory Control Section
- b. Purchasing Section
- c. Warehousing Service Section
- d. Counter Office Section

4. Production Section

The production unit has the duty and responsibility to ensure that the products produced are in accordance with the established SOPs. This unit is divided into 4 (four) sections, namely:

a. Utilities

This unit has the duty and responsibility to provide several refinery unit needs such as water, electricity, steam, compressed air and nitrogen.

b. CDU (Crude Distillation Unit)

CDU has the duty and responsibility to separate crude oil into several products through a physical separation process based on differences in boiling points with a process known as distillation.

c. IT&Y

This field functions to organize internal and external refinery communications so that the information needed is immediately obtained. This field is responsible for the smooth communication to obtain information for workers in the PT Pertamina Refinery Unit (RU) II Sungai Pakning Production environment.

d. Laboratory

The main tasks of the Laboratory unit are quality control, quality insurance, feed intermediate products, feed finished products, production equipment and technical advice for maintenance and quality inspection of materials and spare parts.

5. Reliability

The Reliability Manager is in charge and responsible for all matters relating to refinery reliability in terms of (socialized) maintenance. This area oversees two sections, namely refinery reliability and equipment reliability.

6. Sr. Supervisor General Affairs (GA)

The duties of a General Affairs are quite complex and its activities must interact and coordinate both internally and externally with other departments or parties outside the company. There are many tasks carried out by General Affairs including taking care of various licenses needed by the company, maintaining good relations with the environment around the company, being responsible for the existence and condition of company assets. General Affairs oversees three sections, namely:

a. Legal Section

The Legal Department has the responsibility to prepare, compile and check the validity of all company legal documents in accordance with the requests of other relevant managers who require, take care of licensing issues for each unit of the company and ensure administrative order relating to the management of business operations in a complete, accurate, current and intact manner.

b. Corporate Social Responsibility Section

Corporate Social Responsibility (CSR) within the company are very important. The task of Corporate Social Responsibility is to carry out various initiatives that aim to create a positive impact on the community, environment, and economy around the company. Corporate Social Responsibility of PT. Pertamina International Refinery is currently conducting community development for fostered groups assisted by several Community Development Officers (CDO).

7. Security Section

The Security Section is in charge of granting permission for guest visits to PT. Pertamina RU II Production Sungai Pakning. Within the company there are 5 (five) security posts that are guarded according to a predetermined schedule.

2.5 Working Process

The author during his internship was placed in the Corporate Social Responsibility (CSR) department at PT. Pertamina RU II Refinery Production Sungai Pakning. Corporate Social Responsibility (CSR) is a concept in which companies not only focus on financial returns, but also pay attention to the social and environmental impacts of their business activities. It involves efforts to act ethically and contribute to sustainable economic development by improving the quality of life of employees, local communities and society at large. The duties and functions of the Public Relations Division of PT. Pertamina Refinery Unit (RU) II Sungai Pakning Production are as follows:

1. Main Tasks of the Corporate Social Responsibility (CSR) Division

The task of Corporate Social Responsibility (CSR) is to carry out various initiatives that aim to create a positive impact on the community, environment, and economy around the company. There are several main objectives of CSR, including the following:

- a. Care for the environment through the reduction of greenhouse gas emissions, good waste management, and efficient use of natural resources.
- b. Empowerment of local communities by participating in social programs, supporting infrastructure development projects such as schools and health facilities, and providing financial support or other resources.
- c. In terms of business ethics, the company is responsible for ensuring transparency, integrity and avoiding corrupt practices. Employee welfare is also a priority by providing a safe working environment, training and development programs, and ensuring their physical and mental well-being.

- d. Development of safe and environmentally friendly products and ensuring ethical production practices. Compliance with regulations and industry standards is important for responsible business operations.
- e. Companies should compile regular CSR reports to monitor and communicate their social and environmental performance, and engage stakeholders in CSR initiatives to build good and transparent relationships.

2. Key Objectives of Corporate Social Responsibility (CSR)

The main objective of Corporate Social Responsibility (CSR) is to create a positive impact on society, the environment, and the economy, while still achieving long-term business sustainability. The main tasks of Corporate Social Responsibility (CSR) in a company or organization are:

- a. CSR aims to improve the company's reputation by building a positive image in the eyes of the public and stakeholders.
- b. Reducing negative impacts on the environment, such as reducing carbon footprint and excessive use of natural resources.
- c. Improving relationships with local communities through various social programs, as well as improving employee welfare by providing a healthy work environment and self-development opportunities.
- d. Building consumer trust by providing responsible and transparent products and services.
- e. Ensure compliance with laws and regulations, avoid future legal issues, and contribute to sustainable economic development.

2.6 Documents used for activity

The documents used for an activity at PT Kilang Pertamina Refinery Unit (RU) II Sungai Pakning Production are as follows:

1. Attendance Form

Attendance forms are usually used when there is an event, activity, or meeting that is filled in by participants who are present at that time. At the top of

the form there is a day, date, time, speaker and attendance form consisting of name, department or section, and signature.

NO	NAMA/NAME	FUNGSI - BAGIAN/ DEPT. - SECTION	TANDA-TANGAN/ SIGNATURE
01	St. Cahyani		
02	Nur. Rochaya Is		
03	Ayu. Subandono		
04	Hj. Elira		
05	Prayitno		
06	Suwardi		
07	Ris. Violeth		
08	R. W. W. W.		
09	A. H. H.		
10	Sula. Zeban. W.		
11	K. H. H.		
12			
13			
14			
15			
16			
17			
18			
19			
20			

Figure 2.4 Term of Reference (TOR)

Source: CSR RU II Sungai Pakning

2, Minutes Form

The minutes form is a brief record of the proceedings, meetings and presentations, along with what was discussed and decided in them. The minutes form is used to write down the results of meetings/activities carried out which include the title of the meeting, day/date, place and participants of the meeting as well as a description of the discussion and actions taken and signed by the person in charge of the meeting.

Figure 2.5 Minute Form

Source: CSR RU II Sungai Pakning

3. Terms of Reference (TOR)

Term of Reference (TOR) is a complete explanation in the form of a file or document regarding the basis, purpose, and structure of activities that will soon be implemented. Term of Reference (TOR) also contains agreements, meeting schedules, and negotiations that have been or will be carried out by parties related to the activity.



Figure 2.6 Term of Reference (TOR)

Source: *Process Data 2024*

4. Form of Cooperation Agreement

The form of cooperation agreement is the main agreement that contains provisions on how a cooperation is carried out including the rights and obligations of the parties. The cooperation agreement between companies contains a description of the terms and conditions of the cooperation relationship between the parties, the responsibilities of each party, and the prohibitions for the parties during the cooperation.



Figure 2.7 Cooperation Agreement Form

Source: *Process Data 2024*

5. Social Mapping

A social mapping book is an important document for public relations. Social mapping is a way for companies to see what problems are being faced by the community or group and what potential they have so that the company can create or provide what can be accepted by the community or group in accordance with the new program so that the existing problems and potential.

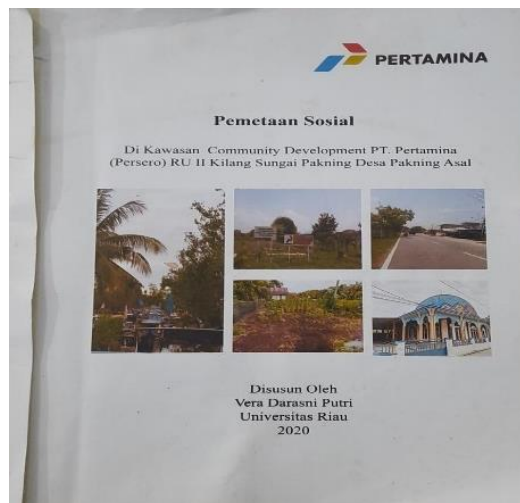


Figure 2.8 Sosial Mapping
Source: *CSR RU II Sungai Pakning*

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program was carried out at PT Pertamina Refinery Unit II Production Sungai Pakning for four months, starting from 19 February 2024 to 28 June 2024. During the period of Practical Work (KP), interns are placed in the CSR Section. There are several tasks during the Practical Work (KP) in the CSR Section at PT. Kilang Pertamina International Refinery Unit II Production Sungai Pakning, namely as follows:

1. Field Monitoring the activities of assisted partners of PT. Kilang Pertamina International Refinery Unit II Production Sungai Pakning
2. Perform Administration Task
3. Documentation of Corporate Social Responsibility program activities PT Kilang Pertamina refinery unit II Production Sungai Pakning
4. Preparing for a working visit
5. Conducting interviews
6. Creating adiwiyata profile video at SDN 08 Siak Kecil
7. Writing journal with the title "Empowerment of Women Farmers in Facing Climate Change in Horticultural Agriculture in Peatlands".
8. Organizing Community Capacity Building Training to Sumber Rezeki Farmers Group

3.2 Systems and Procedures

3.2.1 Work System

To facilitate employees in carrying out their duties, the company uses an internet-based system to facilitate online work, using applications and using manual systems. Online systems such as publishing press releases from activities that have been carried out, sending all documentation requirements via e-mail for the Hero race throughout Pertamina in Indonesia. While applications that are often used in work are Canva, Pixelab, Corel draw, Photoshop to create banner, banner

or brochure designs. While the manual system used to record minutes, implementation of activities.

3.2.2 Work Procedure

There were several work procedures performed as tasks and are described as follows:

1. Field monitoring

Field monitoring is a process of supervision, monitoring, and evaluation conducted directly at a specific location to collect data or information relevant to a specific purpose. The Flowchart of Field monitoring is as follows:

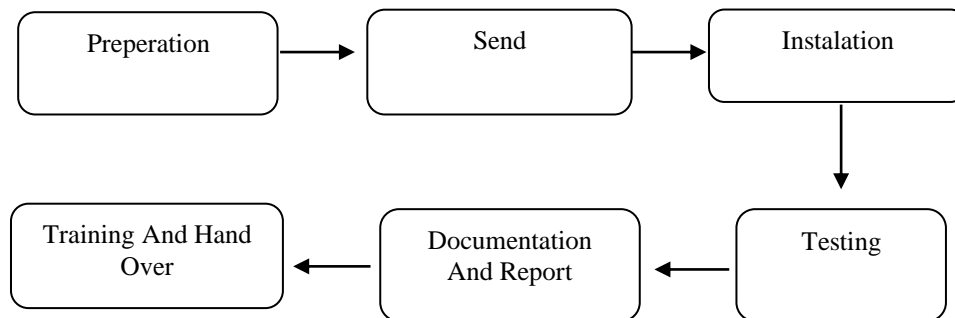


Figure 3.1 Flowchart Monitoring Installation Solar Panel

Source: Process Data 2024

Field monitoring often involves the use of certain tools and technologies, such as sensors, drones, cameras, and GPS devices to improve accuracy and efficiency. In addition, field monitoring can also involve direct interaction with staff or personnel working at the site to gain more in-depth information. The monitoring activities carried out are:

- a. Monitoring the activities of csr fostered partners PT Kilang Pertamina Ru II Production sungai pakning
- b. Monitoring the installation of solar panel installations
- c. Monitored the construction of the Green House



Figure 3.2 Monitoring Kale Harvest
Source: Process Data 2024

2. Perform Administrative tasks

Administration is the process of organizing and managing work and resources to achieve specific goals. It involves planning, organizing, directing, and controlling activities within an organization or project. Administrative tasks performed are handling incoming and outgoing mail. The Flowchart handling of outgoing mail is as follows:

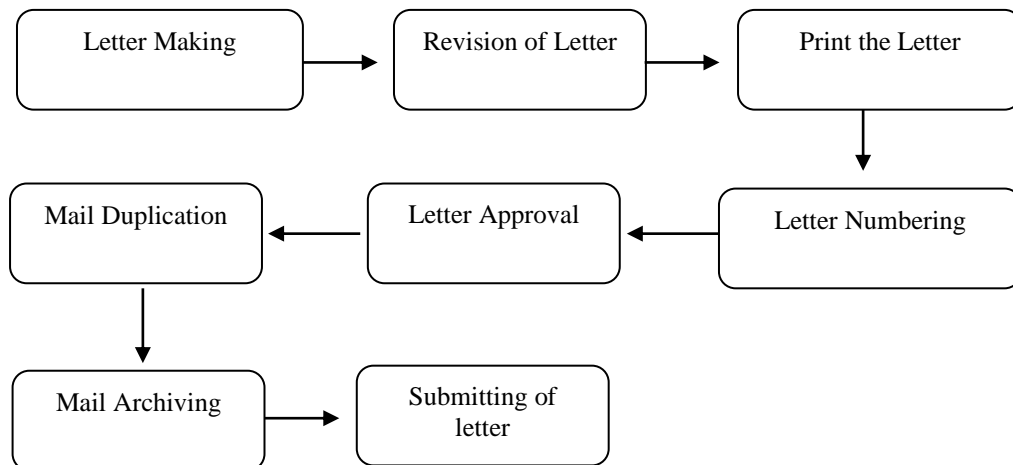


Figure 3.3 Flowchart handling of outgoing mail
Source: Process Data 2024

Mail handling is the process of managing mail, both incoming mail and outgoing mail, which is carried out in a systematic and organized manner in an organization or company. Mail Handling aims to ensure that letters are received, distributed, recorded and archived properly so that information can be managed

and tracked efficiently.

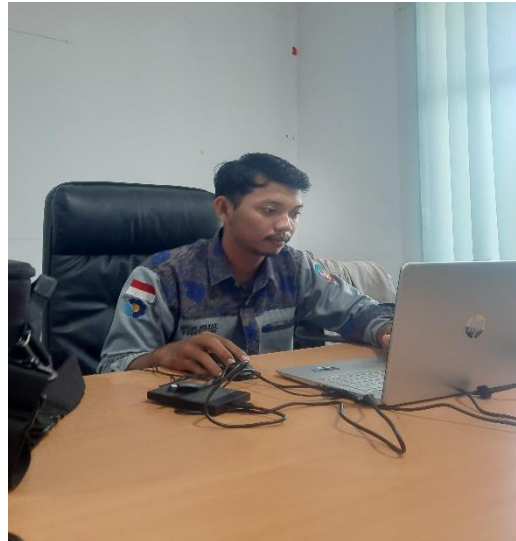


Figure 3.4 Perform Administrative tasks
Source: Process Data 2024

3. Documentation of Corporate Social Responsibility program activities PT Kilang Pertamina refinery unit II Production Sungai Pakning

Documentation is the process of collecting, recording, and storing various forms of information and data regarding an activity or event. This may include photographs, videos, written notes, audio recordings, reports, and other types of relevant data. The Flowchart Documentation is as follows:

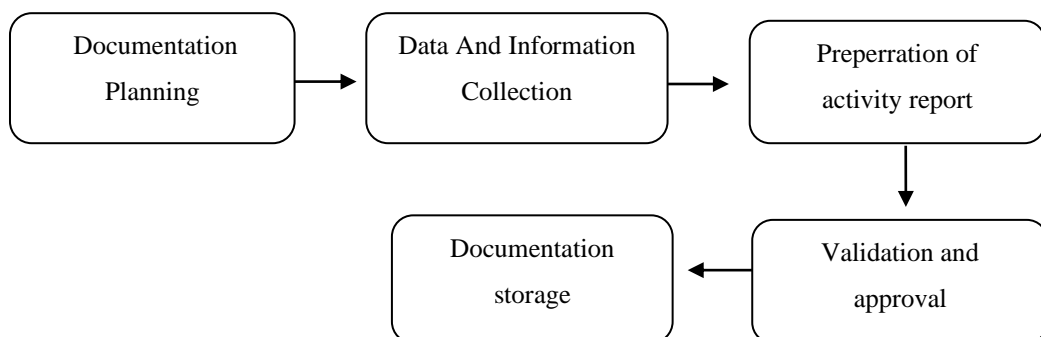


Figure 3.5 Flowchart Documentation
Source: Process Data 2024

During the intership, the Author Actively conducted Documentation As follow:

- a. Documentation Visit from the Ministry of Environment and Forestry for simultaneous tree planting throughout Indonesia in conjunction with the 41st Forester's Day at Eduwisata Mangrove Pangkalan Jambi and Marsawa Peat Arboretum on March 7, 2024.
- b. Documentation Make To Profile Video Proklam (Program Kampung Iklim) on April 04, 2024
- c. Documentation Visit of Lecturers and Students of S2 Riau University majoring in Environmental Engineering to Eduwisata Magrove Pangkalan Jambi on April 19, 2024.
- d. Documentation Visit of Bakti BUMN Volunteers from approximately 10 companies in Indonesia to the fostered groups on May 20, 2024 to May 22, 2024.
- e. Documentation Visit Working Vice President Pertamina on June 27, 2024



Figure 3.6 Documentation of Profile Video Making
Source: Process Data 2024

4. Preparing for a working visit

Corporate Social Responsibility, which is engaged in the community, has a very strong relationship with the community around the company. Especially now that PT Pertamina RU II Spk has several developed and well-known fostered groups. Therefore, there are many visits made by universities, government and

private parties who want to see firsthand how Pertamina's CSR fostered groups are.

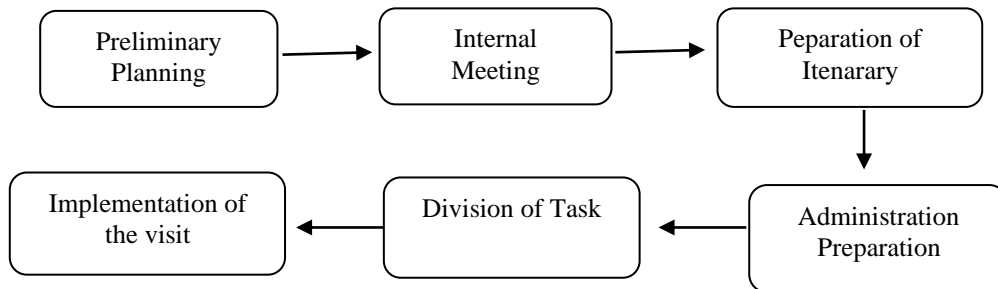


Figure 3.7 Flowchart Preparing for a working visit

Source: Process Data 2024

Preparation of The visits of several guests during the practical work period are as follows:

- a. A visit from the Ministry of Environment and Forestry for simultaneous tree planting throughout Indonesia in conjunction with the 41st Forester's Day at Eduwisata Mangrove Pangkalan Jambi and Marsawa Peat Arboretum on March 7, 2024.
- b. Visit of Lecturers and Students of S2 Riau University majoring in Environmental Engineering to Eduwisata Magrove Pangkalan Jambi on April 19, 2024.
- c. Visit of Bakti BUMN Volunteers from approximately 10 companies in Indonesia to the fostered groups on May 20, 2024 to May 22, 2024.
- d. Visit Working Vice President Pertamina on June 27, 2024



Figure 3.8 Visit of Minister of Environment and Forestry Visit at Arboretum

Source: CSR RU II Production Sungai Pakning



Figure 3.9 Group Discussion on BUMN Day
Source: CSR RU II Production Sungai Pakning

5. Conducting an interview

An interview is an information gathering method in which an interviewer asks questions to an interviewee to obtain relevant and in-depth answers about a particular topic. The Flowchart Conducting an interview as follows:

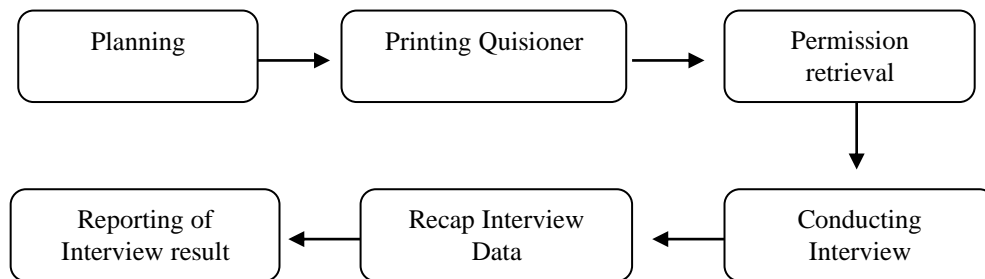


Figure 3.10 Flowchart conducting interview
Source: Process Data 2024

The interviews that have been conducted during the practical work are as follows:

- a. Interview to the Fire Care Community (MPA) group related to forest and land fires.
- b. Interviews with Maju Jaya Bersama, Masyarakat Peduli Api (MPA), Poskarya Group, Berkah Jaya Bersama Cooperative and Madu Biene regarding the Community Satisfaction Index (IKM).



Figure 3.11 Interview Ikm
Source: Process Data 2024

6. Creating adiwiyata profile video at SDN 08 Siak Kecil

Video editing is a process where in organizing video segments to produce the desired content. While Photo editing is the process by which one edits digital images to enhance or change their appearance. The method of editing video is as follows:

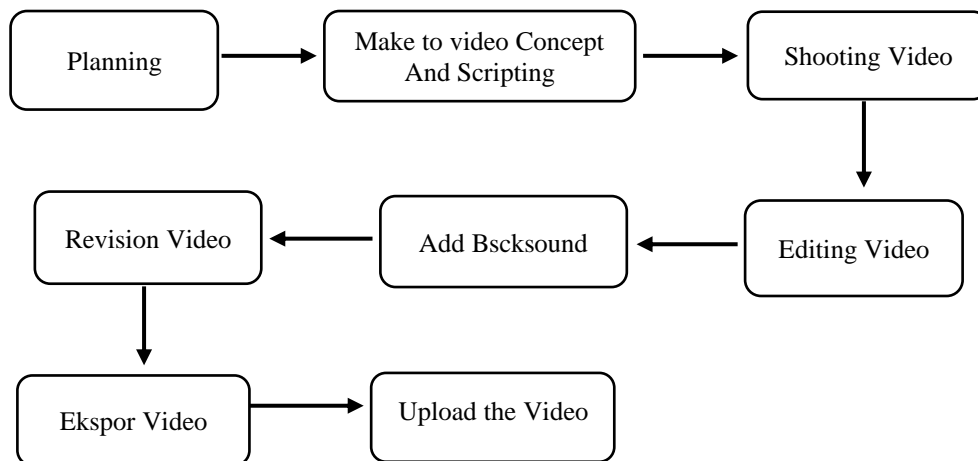


Figure 3.12 Process Make to Video Profile SDN 08 Siak Kecil
Source: Process Data 2024

In the process of creating and editing videos, the author uses the CapCut application to maximize creativity and produce high-quality content. This application provides various features and tools that make it easy for writers to add effects, transitions, text, and music, so that the resulting videos become more attractive and professional.

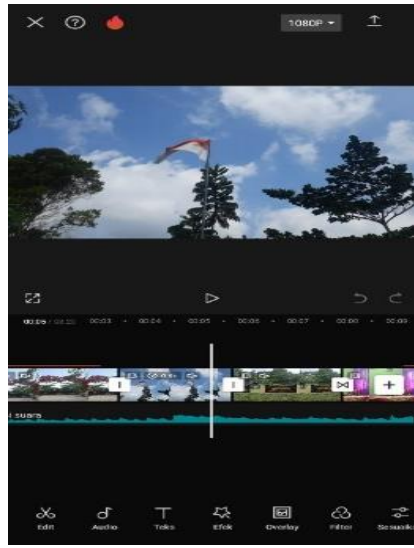


Figure 3.13 Screenshot editing Video
Source: Process Data 2024

7. Writing Journal

As part of the internship assignment, the author also created an article with the title "Empowerment of Women Farmers in Facing Climate Change through Horticultural Agriculture Program in Peatlands". This article discusses the various efforts made by Women Farmers in facing climate change in Horticultural land in the current era. The Flowchart Writing Journal as follows:

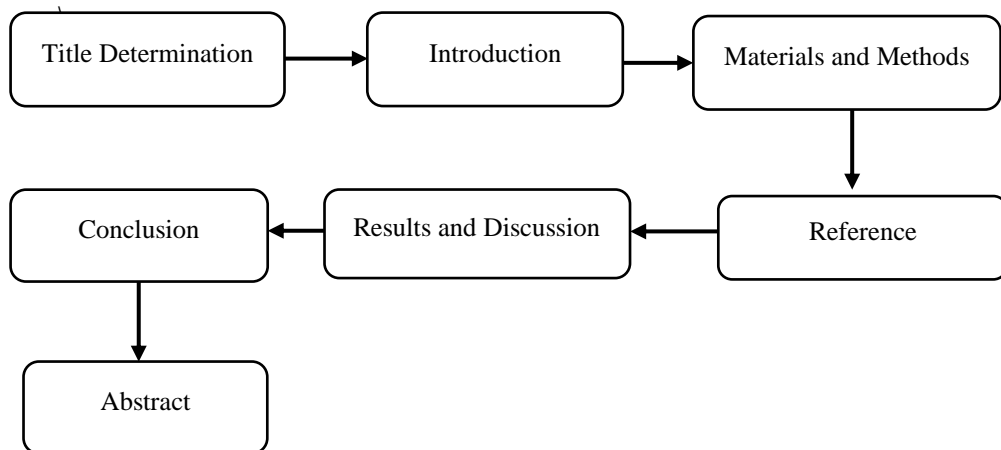


Figure 3.14 Proses Writing Journal
Source: Process Data 2024

Journal with the title Empowerment of Women Farmers in Facing Climate Change through Horticultural Agriculture Program in Peatland. PT. Kilang Pertamina International Refinery Unit II Production Sungai Pakning Received a Platinum Award at the Indonesian Social Responsibility Award (ISRA) event.



Figure 3.15 Isra Event

Source: Csr Ru II Sungai Pakning

8. Organizing community capacity building training

In addition to helping with work in the CSR team office, the author was also given a final project to create a community capacity building training with the theme "Integrated Administrative Management" together. The stages in the implementation of this training are as follows:

a. Proposal submission

A proposal is a document that contains a plan or proposal about a particular project, research, or activity that is submitted to obtain approval, funds, or cooperation from other parties. The details of the proposal that has been submitted are as follows:

b. Background

In this digital era, many groups face difficulties in managing administration efficiently due to lack of knowledge and skills in integrated administrative systems. This often results in wasted resources, administrative errors, and decreased productivity. With structured training based on best practices in administrative management, it is expected that communities can improve their skills in effectively

managing data, documents, and other administrative processes, thus supporting more efficient, transparent, and accountable management of their organizations and daily activities.

c. Objectives and benefits

Improve the group's skills and knowledge in managing administration in an efficient and integrated manner and The group understands the concepts and practices of systematic administrative management, optimizing the use of resources, and improving accuracy and transparency in administrative recording and reporting.

d. Activity participants

The participants who will be given training are the Sumber Rejeki Farmer Group, which consists of 12 members.



Figure 3.16 Activity Participant

Source: Process Data 2024

e. Time and place

This community capacity building training was held on Tuesday, June 25, 2024 and was held at Wisma Pertamina.

e. Cost budget details

The cost that will be incurred for this activity is Rp. 2,000,000. This activity is fully funded by PT Pertamina International Refinery RU II Sungai Pakning Production.

f. Preparation phase

The activity preparation stage is the initial phase in planning and implementing an event or project, where various important aspects are

prepared so that the activity can run smoothly and successfully such as preparation of consumption, training materials, invitations, preparation of souvenirs, and making certificates.

g. Preparation of training materials

Training materials are a collection of information, knowledge and skills presented during training sessions to achieve specific learning objectives. These materials are designed to provide participants with the understanding and skills required to handle a specific topic or task. The training material provided to the group is the Procedure for writing the After Program Report.

h. Making invitations

Making invitations is the process of compiling and sending information to individuals or groups to invite them to attend an event or activity. Invitations serve as an official notification and as a way to ensure the attendance of desired guests.



Figure 3.17 Invitations

Source: CSR RU II Sungai Pakning

i. Preparing souvenirs

Preparing souvenirs is the process of planning, selecting, and providing items or small gifts that will be given to participants or guests in an event or activity as a form of appreciation or memento.



Figure 3.18 Preparing Souvenirs
Source: Process Data 2024

j. Creating a certificate

A certificate is an official document given as recognition or proof that a person has achieved or completed something, such as training, a course, a competition or a specific accomplishment. Certificates usually include important information that confirms the achievement



Figure 3.19 Certificate
Source: Process Data 2024

k. Implementation of training

This training was held on June 25, 2024 at 13.30 WIB at the Pertamina guesthouse which was attended by 12 members of the Sumber Rejeki Farmer Group and 2 CDOs. The details of the activities began with registration and attendance for the participants as well as providing souvenirs and snacks. This training has two sessions of providing material, while the first session was presented by Syirwan Hadi who delivered material about making cover letters and systematic proposal

writing. Then the second session was continued by the author himself who delivered material about the report after the program runs.



Figure 3.20 Take Picture After Training

Source: CSR RU II Production Sungai Pakning

1. Training Methods

The methods used include interactive discussions between presenters and groups, as well as hands-on practice. Trainees are given the opportunity to apply the theory they have learned through simulations and case studies. This approach is designed to facilitate in-depth understanding and practical application of the concepts taught in a real context, so that participants can develop their administrative skills in an effective and measurable manner.

m. Evaluation of Trainers and

Practical observation is used as a method to assess participants' practical skills. This approach allows direct evaluation of participants' ability to implement the concepts learned in real or simulated situations. By conducting practical observations, we can directly observe how participants put their knowledge into action, identify their strengths, as well as areas that may need to be improved or enhanced. This method helps in evaluating the level of readiness of participants in facing

challenges that may occur in the field or in daily work situations.

Interviews are used as a method to get direct feedback from participants regarding their experience during a particular training or activity. This approach allows us to hear directly from participants about what they learned, their impressions of the material presented, and their experiences in participating in the training activity.

In interviews, we can ask in-depth questions to understand participants' understanding, their level of satisfaction with the learning provided, and how well they feel they are prepared to implement the skills learned in daily practice. Interviews also provide an opportunity for participants to provide feedback on what can be improved or enhanced in future trainings, so that we can continue to improve the quality and relevance of our training programs.

n. Training Results

The training successfully improved the participants' administrative skills, especially in terms of more efficient data management and preparation of more accurate financial reports. In addition, participants also gained a deeper understanding of the importance of applying information technology in administration, which helped improve the productivity and quality of information produced by their group.

3.3 Place of Apprenticeship

3.3.1 Place of the Apprenticeship

Job Training activities carried out at PT. Kilang Pertamina International Refinery Unit II Production Sungai Pakning which is located ondi which is located at Jalan Cendana No. 1 Pakning River, Bukit Batu District, Bengkalis Regency. During the internship the author was placed in the Corporate Social Responsibility (CSR) section which was monitored by the Community Development Officers (CDO). Practical work activities began on February 19, 2024 until June 28, 2024

3.3.2 Time of the Apprenticeship

The regulations and provisions of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning regarding the timing of job training are as follows:

Table 3.1 Schedule Working Hours at PT Kilang Pertamina RU II Production Sungai

No.	Day	Working Hours	Rest
1	Monday to Friday	07.30 to 16.00 WIB	12.00 to 13.00 WIB
2	Saturday and Sunday	Day Off	Off Day

Pakning

Source: Processed Data 2024

3.4 Kind and Description of the Activity

The following is an explanation of the activities carried out during this job training at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning:

Tabel 3.2 Agenda of Activities of the first Week (February 19th until 23st, 2024)

Day/Date	Activities	Place
Monday, February 19 th 2024	<ol style="list-style-type: none"> 1. Submission of internship documents 2. Safety Induction 3. Security Talk 4. Introduction to CSR section 5. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove 6. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa Committee formation meeting for the K3 seminar 	Demo Room And CSR
Tuesday, February 20 th 2024	<ol style="list-style-type: none"> 1. Handing over ID card by the head of Security 2. Monitoring production activities for making pineapple crackers at Arboretum Gambut Marsawa 	Security And CSR
Wednesday, February 21 th 2024	<ol style="list-style-type: none"> 1. Packing souvenirs for the K3 seminar event 	CSR
Thursday, February 22 th 2024	<ol style="list-style-type: none"> 1. Monitoring the visit of the Secretary General of the Ministry of Environment and Forestry at Arboretum Gambut Marsawa 	CSR
Friday, February 23 th 2024	<ol style="list-style-type: none"> 1. Monitoring the visit of the Secretary General of the Ministry of Environment and Forestry at Arboretum Gambut Marsawa 	CSR

Source: Processed Data 2024

The following table 3.2 In the first week of January for job training activities, the author registers to enter the company and the author conducts safety induction training at PT Pertamina International Refinery Unit (RU) II Sungai Pakning in the first week the author is placed in the Corporate Social Responsibility (Csr) section.

Table 3.3 Agenda of Activities of the Second Week (February 26th until March 01th, 2024)

Day/Date	Activities	Section
Monday, February 26 th 2024	1. Monitoring the visit of the Secretary General of the Ministry of Environment and Forestry at Arboretum Gambut Marsawa	Arboretum Gambut
Tuesday, February 27 th 2024	1. Monitoring and taking documentation at the K3 Seminar for high school and vocational high school students in Bukit Batu District	SMA 1 Bukit Batu
Wednesday, February 28 th 2024	1. Packing souvenirs for Family Gathering event	CSR
Thursday, February 29 th 2024	1. Buying items to prepare for the Family Gathering event 2. Monitoring the construction of a compost bin at SDN 08 Siak Kecil	SDN 08 Siak Kecil
Friday, March 01 th 2024	1. Create Master of Ceremony dialogues and event arrangements for Family Gathering events	Pertamina Homestead

Source: Processed Data 2024

Following table 3.3 in the second week of February for job training activities, the author was monitoring di arboretum, SDN 08 Siak Kecil and Prepare for the family gathering event with Corporate Social Responsibility (CSR).

Table 3.4 Agenda of Activities of the Third Week (March 04th until 08th, 2024)

Day/Date	Activities	Place
Monday, March 04 th 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa	Arboretum Gambut

Tuesday, March 05 th 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa	Arboretum Gambut
Wednesday, March 06 th 2024	1. Rehearsal in preparation for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove and Arboretum Gambut Marsawa 2. Scanning documents	Eduwisaata Mangrove And Arboretum Gambut
Thursday, March 07 th 2024	1. Monitoring the visit of the Minister of Environment and Forestry in the context “Hari Penanaman Pohon Serentak Diseluruh Indonesia” 2. Packing souvenirs for guests attending the event	Eduwisata Mangrove
Friday, March 08 st 2024	Off	-

Source: Processed Data 2024

Following table 3.4 in the Third week of March for job training activities, the author was Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa.

Tabel 3.5 Agenda of Activities of the Fourth Week (March 11th until 15th, 2024)

Day/Date	Activities	Place
Monday, March 11 th 2024	Holiday - Nyepi (Saka New Year)	-
Tuesday, March 12 th 2024	Holiday - Ramadan Start	-
Wednesday, March 13 th 2024	1. Do interviews with MPA, Tani Tunas Makmur and Hortikultura groups	Kampung Jawa Village
Thursday, March 14 th 2024	1. Visit and provision of PMT assistance at Posyandu Sekar Melati, Pakning Asal Village	Pakning Asal Village
Friday, March 15 st 2024	1. Scan documents	CSR

Source: Processed Data 2024

Following table 3.5 in the Fourth week of March for job training activities, the author was Do interviews with MPA, Tani Tunas Makmur, Hortikultura groups and Visit of PMT assistance at Posyandu Sekar Melati, Pakning Asal Village.

Tabel 3.6 Agenda of Activities of the Fifth Week (March 18th until 22th, 2024)

Day/Date	Activities	Place
Monday, March 18 th 2024	1. Scan documents	CSR
Tuesday, March 19 th 2024	1. Helping friends to create video profiles at Arboretum Gambut Marsawa	Arboretum Gambut
Wednesday, March 20 th 2024	1. Helping friends to create video profiles at Eduwisata Mangrove	Pangkalan Jambi Village
Thursday, March 21 st 2024	1. Helping friends to create video profiles at SDN 08 Siak Kecil 2. Scan documents	SDN 08 Siak Kecil And CSR
Friday, March 22 nd 2024	1. Helping friends to create video profiles at BumDes Mekar Jaya	Pakning Asal Village

Source: Processed Data 2024

Following table 3.6 in the Fifth week of March for job training activities, the author was Make to create video profiles at SDN 08 Siak Kecil, Eduwisata Mangrove, Arboretum gambut Marsawa and Bumdes Mekar Jaya.

Tabel 3.7 Agenda of Activities of the Sixth Week (March 25st until 29th, 2024)

Day/Date	Activities	Section
Monday, March 25 th 2024	1. Helping friends Create to product videos	CSR
Tuesday, March 26 th 2024	1. Editing Video Profile SDN 08 Siak Kecil	CSR
Wednesday, March 27 th 2024	1. Sorting products from CSR fostered partners	CSR
Thursday, March 28 th 2024	1. Helping friends Create to product videos 2. Scan documents	CSR
Friday, March 29 th 2024	Holiday - Good Friday	-

Source: *Processed Data 2024*

Following table 3.7 in the Sixth week of March for job training activities, the author was helping friends Create to product videos and Editing Video Profile SDN 08 Siak Kecil.

Tabel 3.8 Agenda of Activities of the Seventh Week (April 01th until 05th, 2024)

Day/Date	Activities	Place
Monday, April 01 st 2024	1. Scan documents	CSR
Tuesday, April 02 nd 2024	1. Create a script for the Madu Biene group video profile	CSR
Wednesday, April 03 rd 2024	1. Create a script for the Filagam group video profile	CSR
Thursday, April 04 th 2024	1. Scan documents 2. Take part in making a video profile of the Madu Biene group in Tanjung Leban	CSR And Tanjung Leban Village
Friday, April 05 th 2024	1. Take part in making a video profile of the Filagam group in Lubuk Muda	Filagam Group

Source: *Processed Data 2024*

Following table 3.8 in the Seventh week of April for job training activities, the author was a script for the Filagam group and Madu Biene video profile. The authors also Take part in making a video profile of the Madu Biene group in Tanjung Leban and Filagam Group in Lubuk Muda.

Tabel 3.9 Agenda of Activities of the Eighth Week (April 08th until 12th, 2024)

Day/Date	Activities	Place
Monday, April 08 th 2024	Holiday – Eid Al-Fitr	-
Tuesday, April 09 th 2024	Holiday – Eid Al-Fitr	-
Wednesday, April 10 th 2024	Holiday – Eid Al-Fitr	-
Thursday, April 11 th 2024	Holiday – Eid Al-Fitr	-

Friday, April 12 th 2024	Holiday – Eid Al-Fitr	-
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Source: Processed Data 2024

Following table 3.9 in the eighth week of April for job training activities, the author was off Holiday – Eid Al-Fitr.

Tabel 3.10 Agenda of Activities of the Ninth Week (April 15th until 19th, 2024)

Day/Date	Activities	Section
Monday, April 15 th 2024	Holiday – Eid Al-Fitr	-
Tuesday, April 16 th 2024	1. Pick up the product at Filagam and package it for delivery	Filagam
Wednesday, April 17 th 2024	1. Make interim reports during the internship 2. Scan documents	CSR
Thursday, April 18 th 2024	1. Packing souvenirs in preparation for a visit from UNRI	CSR
Friday, April 19 th 2024	1. Monitoring visits from UNRI University students and lectutres at Eduwisata Mangrove	Eduwisata Mangrove

Source: Processed Data 2024

Following table 3.10 in the Ninth week of April for job training activities, the author was Packing souvenirs in preparation for a visit from UNRI, Monitoring visits from UNRI University students and lectutres at Eduwisata Mangrove and Pick up the product at Filagam and package it for delivery.

Tabel 3.11 Agenda of Activities of the Tenth Week (April 22th until 26th, 2024)

Day/Date	Activities	Place
Monday, April 22 nd 2024	1. Discussion with the CSR Team regarding Blood Donation activities 1. Monitoring the construction of nursery houses at Hortikultura	CSR and Batang Duku Village
Tuesday, April 23 rd 2024	1. Discussion with SIMPENDA members regarding Blood Donation activities	Cafe Kongkow
Wednesday, April 24 th 2024	1. Monitoring the installation of solar panels at Hortikultura	CSR And Batang Duku

	2. Harvesting vegetables with group at Hortikultura 3. Make a proposal for Ms. Office Workshop	Village
Thursday, April 25 th 2024	1. Monitoring the installation of solar panels at Filagam	Lubuk Muda Village
Friday, April 26 th 2024	1. Make a packaging label for Peyek Daun Kelor products 2. Participate and become a Videographer in fish harvesting activities at Eduwisata Mangrove	CSR And Pangkalan Jambi Village

Source: Processed Data 2024

Following table 3.11 in the tenth week of April for job training activities, the author Monitoring the installation of solar panels at Hortikultura, Monitoring the installation of solar panels at Filagam and Participate and become a Videographer in fish harvesting activities at Eduwisata Mangrove.

Day/Date	Activities	Place
Monday, April 29 th 2024	1. Field survey (Mangrove & Arboretum) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN 1. Looking for resource persons to become training instructors for integrated agricultural land management	Pangkalan Jambi and Kampung Jawa Village
Tuesday, April 30 th 2024	1. Field survey (Hortikultura, Bengkalis Mahir & Filagam) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN	Pakning Asal, Batang Duku, And Lubuk Muda Village
Wednesday, May 01 st 2024	1. Holiday - International Workers Day	-
Thursday, May 02 nd 2024	1. Visit to SDN 08 Siak Kecil in the context of National Education Day as well as handing over books and joint discussions regarding Hari Bakti BUMN 2. Discussion with Simpenda as well as helping in making the cover letter	SDN 08 Siak Kecil

Friday, May 03 rd 2024	1. Make video reels of fish harvesting activities in Eduwisata Mangrove for Instagram content 2. Create certificates for Ms. Office Workshop	Pangkalan Jambi Village
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Tabel 3.12 Agenda of Activities of the Eleventh Week (April 29th until May 03st, 2024)

Source: Processed Data 2024

Following table 3.12 in the eleventh week of April to May for job training activities, the author was introduced to what Field survey (Mangrove & Arboretum) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN, Field survey (Hortikultura, Bengkalis Mahir & Filagam) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN and Visit to SDN 08 Siak Kecil in the context of National Education Day as well as handing over books and joint discussions regarding Hari Bakti BUMN with Corporate Social Responsibility (CSR).

Tabel 3.13 Agenda of Activities of the Twelfth Week (May 06nd until 10th, 2024)

Day/Date	Activities	Place
Monday, May 06 th 2024	1. Create a sample official letter in preparation for Ms. Office Workshop 2. Create PPT Material for Ms. Office Workshop 3. Checklist of equipment for Blood Donation activities 4. Scan a proposal	CSR
Tuesday, May 07 th 2024	1. Survey Blood Donation locations at the Bandar Laksamana sub-district office 2. Make posters and broadcasts for blood donation activities	Sub-district Bandar Laksama
Wednesday, May 08 th 2024	1. Create a caption to broadcast the Blood Donation activity and share it on social media 2. Scan the record of transfer	CSR
Thursday, May 09 th 2024	Holiday - Ascension Day of Jesus	-
Friday, May 10 th 2024	Holiday - Ascension Day of Jesus	-

Source: Processed Data 2024

Following table 3.13 in the Twelfth week of May for job training activities, the author was Create a caption to broadcast the Blood Donation activity and share it on social media Corporate Social Responsibility (CSR) Instagram.

Tabel 3.14 Agenda of Activities of the Thirteenth Week (May 13th until 17th, 2024)

Day/Date	Activities	Place
Monday, May 13 th 2024	1. Follow up on consumption preparations for Blood Donation activities 2. Harvesting vegetables with a group at Hortikultura	CSR And Batang Duku Village
Tuesday, May 14 th 2024	1. Monitoring consumption at Blood Donation activities 2. Monitoring the socialization of the importance of Blood Donation	Sub-district Bandar Laksamana
Wednesday, May 15 th 2024	1. Become a photographer in socialization activities and simulations on the use of fire extinguishers 2. Collect documentation of socialization activities and simulations of fire extinguisher use to Google Drive	CSR
Thursday, May 16 th 2024	1. Harvest and pack vegetables to test residue 2. Scan the document	CSR
Friday, May 17 th 2024	1. Compile a consumption list for the BUMN service event	CSR

Source: Processed Data 2024

Following table 3.14 in the Thirteenth week of May for job training activities, the author was Become a videographer in socialization activities and simulations on the use of fire extinguishers and monitoring the socialization of the importance of Blood Donation.

Tabel 3.15 Agenda of Activities of the Fourteenth Week (May 20th until 24nd, 2024)

Day/Date	Activities	Place
Monday, May 20 th 2024	1. Participate in BUMN service events in the Mangrove group and Arboretum while also taking documentation	Arboretum Gambut, Hortikultura

	2. Send vegetables from the Hortikultura group to Pekanbaru for residue testing	And CSR
Tuesday, May 21 st 2024	1. Participate in BUMN service events in the Hortikultura and Filagam groups while taking documentation 2. Take products from the group for souvenirs 3. Help packing products for souvenirs	Filagam, Hortikultura And CSR
Wednesday, May 22 nd 2024	1. Participate in BUMN service events at the Bengkalis Mahir, Sekolah Cinta Gambut Group and take documentation 2. Take products from the group for souvenirs 3. Participate in the BUMN service peak evening event at the Bukit Batu sub-district office and monitor consumption and take documentation	SDN 08 Siak Kceil, CSR And Sub-district Bukit Batu
Thursday, May 23 rd 2024	Holiday - Vesak Day	-
Friday, May 24 th 2024	Holiday - Vesak Day	-

Source: Processed Data 2024

Following table 3.15 in the fourteenth week of May for job training activities, the author was Participate in the BUMN service peak evening event at the Bukit Batu sub-district office and monitor consumption and take documentation with corporate social responsibility (CSR)

Tabel 3.16 Agenda of Activities of the Fifteenth Week (May 27rd until 31th, 2024)

Day/Date	Activities	Place
Monday, May 27 th 2024	1. Interview at Tani Sumber Rejeki Pakning Asal village 2. Make a report on the results of the interview 3. Give the voucher to a local hero	Pakning Asal Village And CSR
Tuesday, May 28 th 2024	1. Take part in the blood donation event in Bulopa and take documentation 2. Look for data on the number of RK5 residents at the subdistrict office	Bulopa Building And CSR
Wednesday,	1. Monitoring the installation of solar panels at	Lubuk Muda

May 29 th 2024	Filagam	Village
Thursday, May 30 rd 2024	1. Taking water samples at Filagam & monitoring the installation of solar panels 2. Do IKM interviews with the Hortikultura Group	Lubuk Muda Village And Batang Duku village
Friday, May 31 st 2024	1. Do IKM interviews with the Tani Tunas Makmur Group	Kampung Jawa Village And CSR

Source: Processed Data 2024

Following table 3.16 in the fifteenth week of may for job training activities, the author was Take part in the blood donation event in Bulopa and take documentation, Monitoring the installation of solar panels at Filagam and Do IKM interviews with the Hortikultura Group.

Tabel 3.17 Agenda of Activities of the Sixteenth Week (June 03th until 07th, 2024)

Day/Date	Activities	Place
Monday, June 03 rd 2024	1. Fulfill the invitation for the farewell event at SDN 8 Siak Kecil with Jr. Officers & CDO 2. Scanning document 3. Collectblood donation documentation to Google Drive	SDN 08 Siak Kecil And CSR
Tuesday, June 04 th 2024	1. Make a letter of approval to receive and carry out group assistance 2. Photocopy of files 3. Revise the program assistance confirmation letter	CSR
Wednesday, June 05 th 2024	1. Make a proposal for mass circumcision activities in Bukit Batu sub-district	CSR
Thursday, June 06 th 2024	1. Print out the IKM's questionnaire 2. Scan documents	CSR
Friday, June 07 th 2024	1. Do IKM interviews with Tani Sumber Rejeki Group 2. Upload photos of PWP activities to Google Drive 3. Scan documents	Pakning Asal Village and CSR

Source: Processed Data 2024

Following table 3.17 in the sixteenth week of June for job training activities, the author was Fulfill the invitation for the farewell event at SDN 8 Siak Kecil with Jr. Officers & CDO and Do IKM interviews with Tani Sumber Rejeki Group.

Tabel 3.18 Agenda of Activities of the Seventeenth Week (June 10th until 14th, 2024)

Day/Date	Activities	Place
Monday, June 10 th 2024	off	-
Tuesday, June 11 th 2024	1. Prepare gifts and snacks for the class meeting at SDN 8 Siak Kecil 2. Visit to SDN 8 Siak Kecil school as part of a class meeting	CSR And SDN 08 Siak Kecil
Wednesday, June 12 th 2024	1. Monitoring interviews of group members with the Ministry of Environment and Forestry 2. Packing gifts for the SDN 8 Siak Kecil class meeting	Sukajadi Village And CSR
Thursday, June 13 th 2024	1. Become the class meeting committee at SDN 8 Siak Kecil 2. Packing snacks for class meetings	SDN 08 Siak Kecil And CSR
Friday, June 14 th 2024	1. Become the class meeting committee at SDN 8 Siak Kecil 2. Revise the TJSL survey form	SDN 08 Siak Kecil And CSR

Source: *Processed Data 2024*

Following table 3.18 in the seventeenth week of June for job training activities, the author was Prepare gifts and snacks for the class meeting at SDN 8 Siak Kecil, Monitoring interviews of group members with the Ministry of Environment and Forestry, Packing gifts for the SDN 8 Siak Kecil class meeting.

Tabel 3.19 Agenda of Activities of the Eighteenth Week (June 17th until 21th, 2024)

Day/Date	Activities	Place
Monday, June 17 th 2024	Holiday - Eid Al-Adha	-
Tuesday, June 18 th 2024	Holiday - Eid Al-Adha	-

Wednesday, June 19 th 2024	1. Print out an invitation letter for integrated administration training	CSR
Thursday, June 20 th 2024	1. Print out integrated administration training materials	CSR
Friday, June 21 st 2024	1. Conducting interviews in MPA and Poskarya groups	Java Village And Pangkalan Jambi Village

Source: Processed Data 2024

Following table 3.19 in the Eighteenth week of June for job training activities, the author was Conducting interviews in MPA and Poskarya groups and Print out integrated administration training materials.

Tabel 3.20 Agenda of Activities of the Ninetenth Week (June 24th until 21th, 2024)

Day/Date	Activities	Place
Monday, June 24 th 2024	1. Print out certificates for “Pengelolaan Administrasi Terpadu” training 2. Completed PPT for “Pengelolaan Administrasi Terpadu” training 3. Make attendance for integrated administration training	CSR
Tuesday, June 25 th 2024	1. Implementation of “Pengelolaan Administrasi Terpadu” training 2. Moved “Pengelolaan Administrasi Terpadu” training documentation to Google Drive	Pertamina Homestead
Wednesday, June 26 th 2024	1. Take documentation of the STQ parade	Mosque Pertamina
Thursday, June 27 th 2024	1. Preparing souvenirs for the visit from the vice president of PT Pertamina	CSR
Friday, June 21 st 2024	1. Conducting interviews in MPA and Poskarya groups	Java Village And Pangkalan Jambi Village

Source: Processed Data 2024

Following table 3.20 in the nineteenth week of June for job training activities, the author was Implementation of “Pengelolaan Administrasi Terpadu” training, Preparing souvenirs for the visit from the vice president of PT Pertamina.

3.5 Obstacle and Solution of Apprenticeship

3.5.1 Obstacles of Apprenticeship

The obstacles faced by the author during the internship process at PT Pertamina Refinery Unit (RU) II Sungai Pakning Production are the difficulty of using photoshop applications in photo editing and the difficulty of using adobe premier applications in video editing.

3.5.2 Solution of Apprenticeship

The solution to the obstacles faced by the author during the internship work process at PT Kilang Pertamina Refinery Unit (RU) II Produksi Sungai Pakning is to use other applications that are easy to use and get good results for photo and video editing. for photo editing using the pixelab application and for video editing using capcut.

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

After conducting field work practices at PT Kilang Pertamina International Refinery Unit (RU) II Sungai Pakning Production, the following conclusions can be drawn:

1. There are several types of work during the internship, namely: Monitoring the activities of assisted partners of PT. Kilang Pertamina International Refinery Unit II Production Sungai Pakning, Involved in CSR Administration, Taking documentation of activities, Preparing for the visit of the Minister of Environment and Forestry, Lecturers and Master Students of Riau University and Batch V Bakti BUMN Volunteers, Conducting interviews related to SMEs and forest and land fires to community groups, Editing videos and photos for Instagram posts of CSR Pertamina Ru II Sungai Pakning, Creating an article/journal with the title "Empowerment of Women Farmers in Facing Climate Change in Horticultural Agriculture in Peatlands" And Organizing Community Capacity Building Training to Sumber Rezeki Farmers Group.
2. During the internship the author got three projects from Pertamina, namely, making a video profile of SDN 08 Siak Kecil, making scientific articles with the title "Empowerment of Women Farmers in Facing Climate Change in Horticultural Agriculture in Peatlands" and providing training to the Sumber Rezeki farmer group in terms of administration.
3. This job training program was carried out at PT Pertamina International Refinery Unit (RU) II Production Sungai Pakning for 4 months starting February 19, 2023 - June 28, 2024. During the Job Training, they were placed in the Corporate Social Responsibility (CSR) section which was guided by the Community Development Team Officer (CDO).
4. The work system or activities carried out during job training in the Corporate Social Responsibility (CSR) section of PT Pertamina

International Refinery Unit (RU) II Sungai Pakning Production is an Online and Offline system. Where work is done online such as sending emails and applications that are often used are Canva to design brochures or banners, Zoom and Google Meetings to conduct online meetings. For Offline systems in the form of Monitoring Group Activities and recording through forms using existing formats used to carry out activities, meetings and presentations.

5. The obstacles faced by the author during the internship process at PT Pertamina Refinery Unit (RU) II Sungai Pakning Production are the difficulty of using photoshop applications in photo editing and the difficulty of using adobe premier applications in video editing. The solution is to use other applications that are easy to use and get good results for photo and video editing. for photo editing using the pixelab application and for video editing using capcut.

4.2 Suggestion

After doing an internship at PT Pertamina Refinery Unit (RU) II Sungai Pakning Production, there are several suggestions from the author as follows:

1. It is recommended that the International Business Administration Study Program hold courses on design, so that international business administration students international business administration students who are doing job training at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning can provide the best design in completing the tasks given by the training work supervisor.
2. It is recommended to the Community Development Officer (CDO) Team at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning to introduce internship students to all CSR (Corporate Social Responsibility) members who are fostered and who have become partners so that internship students are not awkward and make it easier for internship students to request the necessary data from the group.

REFERENCES

- Huda, N. (2020) "Job Training Company Pertamina (Persero) Refinery Unit II Production Sungai Pakning".
- Nadia, (2021) "Apprenticeship Report PT. Pertamina (Persero) Refiney Unit II Production Sungai Pakning".
- Pujianti, C. D. (2020) "Implementasi Cyber Public Relations Dalam Membangun Reputasi PT. Pertamina (Persero) Refinary Unit II Dumai". Skripsi.
- Putri, D. I (2023) Job Training Company PT. Kilang Pertamina Internasional Refinery Unit II Production Sungai Pakning.

Appendix 1 : Apprenticeship Request Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 469/PL31/TU/2024

07 Februari 2024

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Pertamina (PERSERO) RU II Sungai Pakning
di
Sungai Pakning


Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Pertamina (PERSERO) RU II Sungai Pakning yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 19 Februari s/d 19 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1.	Dhoiri Mulyadi	5404201290	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

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

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP.197906172014041001

Contact Person:

M. Alkadri Perdana, B.IT., M.Sc (0812 7648 4321)

Appendix 2 : Apprenticeship Reply Letter



Sungai Pakning, 22 Februari 2024
Nomor : 032/KPI45123/2024-S8
Perihal : Balasan Surat Permohonan Kerja Praktek

Yang Terhormat,
Armada, ST., MT
Politeknik Negeri Bengkalis
Di –
Bengkalis

Dengan hormat,

Sehubungan dengan surat Saudara No. : 469/PL31/TU/2024 tanggal 7 Februari 2024 perihal Permohonan Kerja Praktek, dengan ini diberitahukan bahwa kami *cepat menerima* siswa saudara untuk melakukan kerja praktik, adapun siswa yang diterima atas nama :

NO.	N A M A	N I M	J U R U S A N
1.	Dhoiri Mulyadi	5404201290	D4 Administrasi Bisnis Internasional

Untuk melakukan kerja praktek di PT. Pertamina (Persero) Sei Pakning mulai *19 Feb/d. 19 Juni* .. dengan membawa persyaratan sebagai berikut :

1. Surat keterangan berkelakuan baik dari institusi / lembaga pendidikan
2. Surat kesehatan dari dokter / pemerintah yang menyatakan sehat fisik
3. Pas foto berwarna ukuran 3 x 4 (2 lembar) berpakaian rapi.
4. Menyiapkan pakaian praktek wear pack, sepatu safety dan helm (untuk KP dalam kilang)
5. Map 1 bh (persiswa)

Dan perlu kami informasikan semua biaya selama bersangkutan melaksanakan Kerja Praktek di PT. Pertamina (Persero) Sei Pakning menjadi beban yang bersangkutan dan apabila ada Penundaan jadwal pelaksanaan kami harap agar segera melakukan konfirmasi.

Demikian untuk saudara maklumi.

Spv. General Affair Spk

Erna Imelda

Contact Person :
Erna Imelda : 085271072354
Rahmad Hidayat : 085265933386
Amril Norman : 08127611794

PRODUCTION SEI PAKNING
Jalan Cendana No. 1 Komplek Pertamina RU II Sei Pakning
Telp. (0766) 912220-91221-91222 Ext. 4200
Fax. (0766) 91227

Appendix 3 : Apprenticeship Statement Letter



SURAT KETERANGAN
No. : 134 / KPI45123 / 2024 - S8

Yang bertanda tangan dibawah ini Spv. General Affair PT. Kilang Pertamina Internasional RU II Sungai Pakning menerangkan bahwa :

Nama : DHOIRI MULYADI
Jurusan : ADMINISTRASI NIAGA
Institusi : POLITEKNIK NEGERI BENGKALIS

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di POLITEKNIK NEGERI BENGKALIS Jurusan ADMINISTRASI NIAGA di CSR PT. KILANG PERTAMINA INTERNASIONAL RU II Sungai Pakning, mulai tanggal 19 Februari sampai dengan 28 Juni 2024.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 28 Juni 2024.

PT. Kilang Pertamina Internasional
Spv. General Affair Spk



Appendix 4 : Apprenticeship Certificate



SERTIFIKAT
Nomor : /33 / KP145123 / 2024 - S8

Dengan ini menewangkan bahwa :

N a m a : **DHOIRI MULYADI**
NIM : 5404201290
Tempat & Tanggal lahir : Langkat, 21 Mei 2002
Jurusan : Administrasi Niaga
Inststitusi : POLITEKNIK NEGERI BENGKALIS
Telah melaksanakan : Kerja Praktek / Magang di CSR
PT. Kilang Pertamina Internasional RU II Sungai Pakning
Yang diselenggarakan dari tanggal : 19 Februari s/d 28 Juni 2024

Sungai Pakning, 28 Juni 2024
Spv. General Affair Spk



www.pertamina.com

Appendix 5 : Apprenticeship Assesment Sheet

FORM PENILAIAN MAHASISWA PRAKTEK DI PT PERTAMINA (PERSERO) RU II SEI PAKNING

NAMA : Dhoiri Mulyadi
 NIM : 5404201290
 INSTITUSI : Politeknik Negeri Bengkalis
 JURUSAN : Administrasi Niaga
 TEMPAT/TGL LAHIR : Langkat/ 21 Mei 2002
 PELAKSANAAN MAGANG : 19 Februari S/D 28 Juni 2024

NO	FAKTOR YANG DINILAI	ANGKA	HURUF
1	KEDISIPLINAN	88	Delapan Puluh Delapan
2	KEJUJURAN	90	Sembilan Puluh
3	KERAJINAN	92	Sembilan Puluh Dua
4	PENGUASAAN MATERI/ TUGAS POKOK	85	Delapan Puluh Lima
5	HUBUNGAN DENGAN PEKERJA	95	Sembilan Puluh Lima
6	HUBUNGAN DENGAN SESAMA MAHASISWA / SISWA	95	Sembilan Puluh Lima
RATA - RATA		90,8	Sembilan Puluh Koma Delapan

Sei Pakning, 05 Juli 2024
Pembimbing



Leonardo Manullang


Appendix 6 : ID Card During Apprenticeship




Appendix 8: Daily Activities

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Date : 19 – 23 February 2024


Date	Description Of Activities	Task Assignor	Signature
19/02	<ol style="list-style-type: none"> 1. Submission of internship documents 2. Safety Induction 3. Security Talk 4. Introduction to CSR section 5. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove 6. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa Committee formation meeting for the K3 seminar 	Vera Putri	
20/02	<ol style="list-style-type: none"> 1. Handing over ID card by the head of Security 2. Monitoring production activities for making pineapple crackers at Arboretum Gambut Marsawa 		
21/02	<ol style="list-style-type: none"> 1. Packing souvenirs for the K3 seminar event 		
22/02	<ol style="list-style-type: none"> 1. Monitoring the visit of the Secretary General of the Ministry of Environment and Forestry at Arboretum Gambut Marsawa 		
23/02	<ol style="list-style-type: none"> 1. Monitoring the visit of the Secretary General of the Ministry of Environment and Forestry at Arboretum Gambut Marsawa 		


No.	Documentation	Explanation
1		Monitoring preparations for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove

2		<p>Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa Committee formation meeting for the K3 seminar</p>
3		<p>Packing souvenirs for the K3 seminar event</p>

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Date : 04 – 08 March 2024

Date	Description Of Activities	Task Assignor	Signature
04/03	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa	Vera Putri Darasni	
05/03	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa		
06/03	1. Rehearsal in preparation for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove and Arboretum Gambut Marsawa 2. Scanning documents		
07/03	1. Monitoring the visit of the Minister of Environment and Forestry in the context “Hari Penanaman Pohon Serentak Diseluruh Indonesia” 2. Packing souvenirs for guests attending the event		
08/03	Off		

No.	Documentation	Explanation
1		Monitoring the visit of the Minister of Environment and Forestry in the context “Hari Penanaman Pohon Serentak Diseluruh Indonesia”

2




Packing souvenirs for guests attending the event

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 11 – 15 March 2024

Date	Description Of Activities	Task Assignor	Signature
11/03	Holiday - Nyepi (Saka New Year)		
12/03	Holiday - Ramadan Start		
13/03	1. Do interviews with MPA, Tani Tunas Makmur and Hortikultura groups	Asri Dewi	
14/03	1. Visit and provision of PMT assistance at Posyandu Sekar Melati, Pakning Asal Village	Vera Darasni Putri	
15/03	1. Scan documents		

No.	Documentation	Explanation
1		Do interviews with MPA, Tani Tunas Makmur and Hortikultura groups

2






Visit and provision of PMT assistance at Posyandu Sekar Melati, Pakning Asal Village

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 18 – 22 March 2024



Date	Description Of Activities	Task Assignor	Signature
18/03	1. Scan documents	Vera Darasni Putri	
19/03	1. Helping friends to create video profiles at Arboretum Gambut Marsawa		
20/03	1. Helping friends to create video profiles at Eduwisata Mangrove		
21/03	1. Helping friends to create video profiles at SDN 08 Siak Kecil 2. Scan documents		
22/03	1. Helping friends to create video profiles at BumDes Mekar Jaya		


No.	Documentation	Explanation
1		Helping friends to create video profiles at Arboretum Gambut Marsawa
2		Helping friends to create video profiles at Eduwisata Mangrove

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 25 – 29 March 2024


Date	Description Of Activities	Task Assignor	Signature
25/03	1. Helping friends become an actors for making product videos	Vera Putri Darasni	
26/03	Off		
27/03	1. Sorting products from CSR fostered partners	Vera Putri Darasni	
28/03	1. Helping friends become an actors for making product videos 2. Scan documents		
29/03	Holiday - Good Friday		

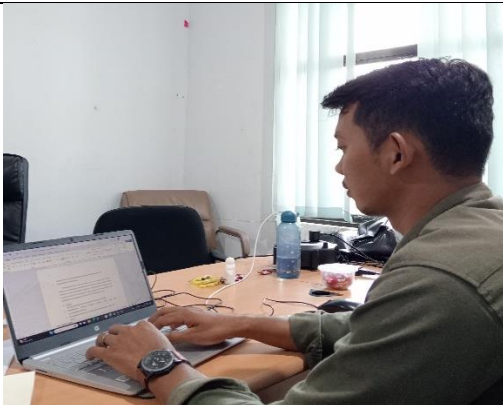
No.	Documentation	Explanation
1		Sorting products from CSR fostered partners

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 01 – 05 April 2024

Date	Description Of Activities	Task Assignor	Signature
01/04	1. Scan documents	Leonardo Manullang	
02/04	1. Create a script for the Madu Biene group video profile		
03/04	1. Create a script for the Filagam group video profile		
04/04	1. Scan documents 2. Take part in making a video profile of the Madu Biene group in Tanjung Leban		
05/04	1. Take part in making a video profile of the Filagam group in Lubuk Muda		

No.	Documentation	Explanation
1		Create a script for the Madu Biene group video profile

2		Take part in making a video profile of the Madu Biene group in Tanjung Leban
3		Take part in making a video profile of the Filagam group in Lubuk

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday


Date : 08 – 12 April 2024



Date	Description Of Activities	Task Assignor	Signature
08/04	Holiday – Eid Al-Fitr		
09/04	Holiday – Eid Al-Fitr		
10/04	Holiday – Eid Al-Fitr		
11/04	Holiday – Eid Al-Fitr		
12/04	Holiday – Eid Al-Fitr		

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 15 – 19 April 2024




Date	Description Of Activities	Task Assignor	Signature
15/05	Holiday – Eid Al-Fitr		
16/04	1. Pick up the product at Filagam and package it for delivery	Vera Darasni Putri	
17/04	1. Make interim reports during the internship 2. Scan documents		
18/04	1. Packing souvenirs in preparation for a visit from UNRI		
19/04	1. Monitoring visits from UNRI University students and lectutres at Eduwisata Mangrove 2. Documentation in Mangrove		


No.	Documentation	Explanation
1		Packing souvenirs in preparation for a visit from UNRI
2		Monitoring visits from UNRI University students and lectutres at Eduwisata Mangrove

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 22 – 26 April 2024




Date	Description Of Activities	Task Assignor	Signature
22/04	<ol style="list-style-type: none"> 1. Discussion with the CSR Team regarding Blood Donation activities 2. Monitoring the construction of nursery houses at Hortikultura 	Vera Darasni Putri	
23/04	<ol style="list-style-type: none"> 1. Discussion with SIMPENDA members regarding Blood Donation activities 	Asri Dewi	
24/04	<ol style="list-style-type: none"> 1. Monitoring the installation of solar panels at Hortikultura 2. Harvesting vegetables with group at Hortikultura 3. Make a proposal for Ms. Office Workshop 	Leonardo Manullang	
25/04	<ol style="list-style-type: none"> 1. Monitoring the installation of solar panels at Filagam 		
26/04	<ol style="list-style-type: none"> 1. Make a packaging label for Peyek Daun Kelor products 2. Participate and become a photographer in fish harvesting activities at Eduwisata Mangrove 		

No.	Documentation	Explanation
1		Monitoring the installation of solar panels at Hortikultura




2		Monitoring the installation of solar panels at Filagam
3		Participate and become a videographer in fish harvesting activities at Eduwisata Mangrove

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Date : 29 April – 03 May 2024

Date	Description Of Activities	Task Assignor	Signature
29/04	<ol style="list-style-type: none"> Field survey (Mangrove & Arboretum) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN Looking for resource persons to become training instructors for integrated agricultural land management 	Leonardo Manullang	
30/04	<ol style="list-style-type: none"> Field survey (Hortikultura, Bengkalis Mahir & Filagam) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN 		
01/05	Holiday - International Workers Day		
02/05	<ol style="list-style-type: none"> Visit to SDN 08 Siak Kecil in the context of National Education Day as well as handing over books and joint discussions regarding Hari Bakti BUMN Discussion with Simpenda as well as helping in making the cover letter 	Vera Darasni Putri	
03/05	<ol style="list-style-type: none"> Make video reels of fish harvesting activities in Eduwisata Mangrove for Instagram content Create certificates for Ms. Office Workshop 	Rizal Indra Primbada	


No.	Documentation	Explanation
1		Field survey (Hortikultura, Bengkalis Mahir & Filagam) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN

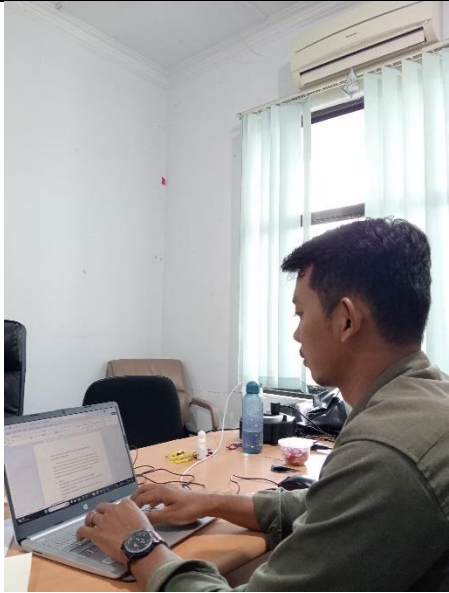
2		<p>Field survey (Mangrove & Arboretum) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN</p>
3	 	<p>Visit to SDN 08 Siak Kecil in the context of National Education Day as well as handing over books and joint discussions regarding Hari Bakti BUMN</p>

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 06 – 10 May 2024




Date	Description Of Activities	Task Assignor	Signature
06/05	<ol style="list-style-type: none"> 1. Create a sample official letter in preparation for Ms. Office Workshop 2. Create PPT Material for Ms. Office Workshop 3. Checklist of equipment for Blood Donation activities 4. Scan a proposal 	Asri Dewi	
07/05	<ol style="list-style-type: none"> 1. Make posters and broadcasts for blood donation activities 		
08/05	<ol style="list-style-type: none"> 1. Create a caption to broadcast the Blood Donation activity and share it on social media 2. Scan the record of transfer 		
09/05	Holiday - Ascension Day of Jesus		
10/05	Holiday - Ascension Day of Jesus		

No.	Documentation	Explanation
1		Make posters and broadcasts for blood donation activities

DAILY ACTIVITIES JOB TRAINING

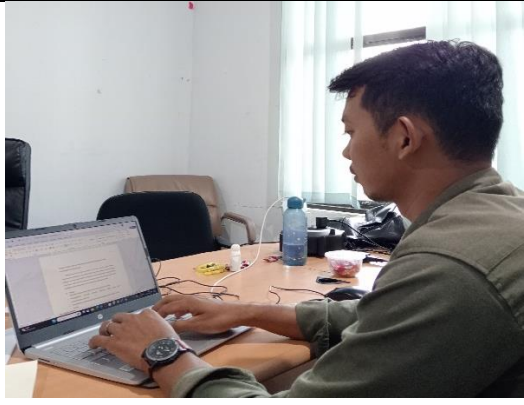
Day : Monday - Friday

Date : 13 – 17 May 2024

Date	Description Of Activities	Task Assignor	Signature
13/05	<ol style="list-style-type: none"> Follow up on consumption preparations for Blood Donation activities Harvesting vegetables with a group at Hortikultura 	Asri Dewi	
14/05	<ol style="list-style-type: none"> Monitoring consumption at Blood Donation activities Monitoring the socialization of the importance of Blood Donation 		
15/05	<ol style="list-style-type: none"> Become a photographer in socialization activities and simulations on the use of fire extinguishers Collect documentation of socialization activities and simulations of fire extinguisher use to Google Drive 	Nurfajrian	
16/05	<ol style="list-style-type: none"> Harvest and pack vegetables to test residue Scan the document 	Vera Darasni Putri	
17/05	<ol style="list-style-type: none"> Compile a consumption list for the BUMN service event 		

No.	Documentation	Explanation
1		Become a videographer in socialization activities and simulations on the use of fire extinguishers

2




Compile a consumption list for the BUMN service event

DAILY ACTIVITIES JOB TRAINING

Day : Sunday - Friday

Date : 19 – 24 May 2024

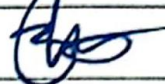



Date	Description Of Activities	Task Assignor	Signature
19/05	<ol style="list-style-type: none"> 1. Packing of souvenir products 2. Organizing the opening of the Batch V Volunteer Bakti BUMN event and participating in the dinner with volunteer members 3. Meeting with the consumption committee 	Vera Putri	
20/05	<ol style="list-style-type: none"> 1. Became a committee member of the event documentation division at Mangrove 2. Became the committee of the event documentation division at the Arboretum 3. Became the committee of the documentation division at the Pineapple Garden Land 4. Helping to prepare refreshments for the dinner at Telaga Suri Perdana. 		
21/05	<ol style="list-style-type: none"> 1. Documentation at Horticulture 2. Documentation in Filagam 3. Documentation at Telaga Suri Perdana 4. Preparing refreshments for the dinner together at Telaga Suri Perdana 		
22/05	<ol style="list-style-type: none"> 1. Distributing clothes to Invited Guests and Participants for the Batch V SOE Volunteer Summit Event 2. Documentation at SD N 08 Siak Kecil 3. Preparing dinner at the peak night event 4. Documentation at the Summit Event 		
23/05	Holiday - Vesak Day		
24/05	Holiday - Vesak Day		



No.	Documentation	Explanation
1		Packing of souvenir products
2		Became the committee of the event documentation division at the Arboretum
3		Documentation at SD N 08 Siak Kecil

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 27 – 31 May 2024





Date	Description Of Activities	Task Assignor	Signature
27/05	1. Monitoring to Horticulture 2. Document scan	Leonardo Manullang	
28/05	1. Served on the documentation committee for the blood donor event in Bulopak. 2. Preparing and editing documentation photos	Asri Dewi	
29/05	1. IKM Printing 2. Participated in delivering solar panels to Filagam 3. Monitoring the installation of solar panels in Filagam	Nurfajrian	
30/05	1. Make a journal Journal 2. IKM reprinting 3. Participated in IKM Interview activities in Horticulture	Nurfajrian	
31/05	Birth of Pancasila		


No.	Documentation	Explanation
1.		Documentation blood donor event in bulopak
2.		Monitoring The Installation of solar panels in filagam

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 03 – 07 June 2024

Date	Description Of Activities	Task Assignor	Signature
03/06	<ol style="list-style-type: none"> 1. Fulfill the invitation for the farewell event at SDN 8 Siak Kecil with Jr. Officers & CDO 2. Creating a journal 	Vera Darasni Putri	
04/06	<ol style="list-style-type: none"> 1. Creating a Journal 2. Filling in MCC data 3. Creating RAB 	Leonardo Manullang	
05/06	<ol style="list-style-type: none"> 1. Fill in the survey form data 2. Recording MSME product purchase receipts 	Vera Darasni Putri	
06/06	<ol style="list-style-type: none"> 1. Filling in survey data 2. IKM printing 	Nurfajrian	
07/06	<ol style="list-style-type: none"> 1. Participate in the IKM Interview activity at Mangrove 		


No.	Documentation	Explanation
1.		Creating a Journal


<p>2.</p>		<p>Participate in the IKM Interview activity at Mangrove</p>
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DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 10 – 14 June 2024


Date	Description Of Activities	Task Assignor	Signature
10/06	Sick		
11/06	<ol style="list-style-type: none"> 1. Prepare gifts and snacks for the class meeting at SDN 8 Siak Kecil 2. Visit to SDN 8 Siak Kecil school as part of a class meeting 	Vera Darasni Putri	
12/06	<ol style="list-style-type: none"> 1. Monitoring to the MPA group in Sukajadi village in order to observe the construction of canal blocks and the growth of coffee plants. 2. Monitoring to Madu Biene group in Tanjung Leban Village and interview related to IKM. 		
13/06	<ol style="list-style-type: none"> 1. Visit to SDN 8 Siak Kecil 2. Organizing Classmeeting at SDN 8 Siak Kecil 3. Recap the documentation file 4. Shopping for prizes for the children's competition at SDN Siak Kecil 5. Packing the prizes for Classmeeting 		
14/06	<ol style="list-style-type: none"> 1. Visit to State Elementary School 2. Participating in Yasinan activities at SD Negeri 3. Closing of Class Meeting and distribution of children's competition prizes 4. Editing videos for the company's Intagram Content Reels 		

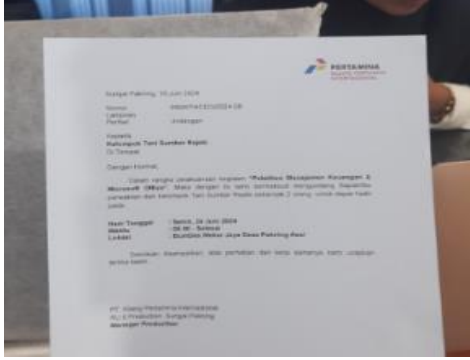

No.	Documentation	Explanation
1		Organizing Classmeeting at SDN 08 Siak Kecil

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 17 – 21 June 2024




Date	Description Of Activities	Task Assignor	Signature
17/06	Holiday - Eid Al-Adha		
18/06	Holiday - Eid Al-Adha		
19/06	<ol style="list-style-type: none"> 1. Filling in IKM data 2. Editing banners for "Laporan Sesudah Program Teraksana" training 3. Editing Certificates for "Laporan Sesudah Program Teraksana" training 	Vera Darasni Putri	
20/06	1. Make to Materi "Laporan Sesudah Terlaksana"		
21/06	1. Make to Materi "Laporan Sesudah Terlaksana"		

No.	Documentation	Keterangan
1.		Editing Certificates for "Laporan Sesudah Program Teraksana" training
2.		Make to Materi "Laporan Sesudah Terlaksana"

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 24 – 28 June 2024

Date	Description Of Activities	Task Assignor	Signature
24/06	<ol style="list-style-type: none"> Develop training materials for "Laporan Sesudah Program Teraksana" Picked up the banner for the training "Laporan Sesudah Program Teraksana" Designing Certificate for "Laporan Sesudah Program Teraksana" training Printing Certificates for the "Laporan Sesudah Program Teraksana" training 	Vera Putri Darasni	
25/06	<ol style="list-style-type: none"> Printing the training materials Preparing the training venue Became a speaker at the "After Program Report" training. Training Documentation 		
26/06	<ol style="list-style-type: none"> Documentation of MTQ activities at Pertamina Mosque Creating a Journal 	Rizal Indra Primbada	
27/06	<ol style="list-style-type: none"> Documentation of MWT Pertamina's vice president's visit Creating a Journal 	Asri dewi	
28/05	<ol style="list-style-type: none"> Creating a Journal 		

No.	Documentation	Explanation
1		Became a speaker at the "After Program Report" training and Training Documentation

2	 A photograph showing a group of people, likely employees or officials, seated around a long conference table in a meeting room. They are wearing blue and red uniforms. The room has a large screen at the front and fluorescent lighting on the ceiling.	Documentation of MWT Pertamina's vice president's visit
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Appendix 9. Figures of Apprenticeship





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

Name : Dhoiri Mulyadi
 Student's Identify No : 5404201290
 Apprenticeship Place : PT. Kilang Pertamina International Refinery Unit
 (RU) II Production Sungai Pakning
 Advisor : Hutomo Atman Maulana, S.Pd., M.Si

No.	Date	Revision	Advisor Initials
1	July 12, 2024	Table revision Add procedure Flow	
2	July 15, 2024	add Purpose of the Apprenticeship	
3	July 16, 2024	add the Appendix. revision work procedure	
4	July 17, 2024	add obstacle and Solution	
5	July 18, 2024	add conclusion	
6	July 19, 2024	<u>AEC Jilid.</u>	

Bengkalis July 19, 2024

Advisor


Hutomo Atman Maulana, S.Pd., M.Si
 NIP. 198908312018031001