

APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER
(UNIGRAHA HOTEL DEPARTMENT HRD)
PELALAWAN – RIAU

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5404201313



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

APPROVAL SHEET

**APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER
(HOTEL UNIGRAHA DEPARTEMENT HRD)**

Written as one of the conditions for completing Job Training

AINIL AULIA
5404201313

Bengkalis , June 05 ,2024

**General Manager Hotel Unigraha
PT. RAPP Pelalawan**



**Advisor
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A handwritten signature in blue ink, appearing to be "YD".

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**Approved by.
Head of Study Program
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The image shows an official stamp of the Head of Study Program for International Business Administration. The stamp is circular and contains the text "Wan Junita Rallah, B.Sc., M.Ev., Dev" and "NIP. 198406142018032001". A handwritten signature is written over the stamp.

Wan Junita Rallah, B.Sc., M.Ev., Dev
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Pelalawan, 26 July 2024,



Ainil Aulia
5404201313

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

An apprenticeship is a training program that takes place at a government agency or specific business. Students have the opportunity to acquire new skills through this program, which also integrates classroom instruction to produce competent employees. Additionally, this program has benefits that can help people become more professional and develop the way they think and behave. The aim of this program is to help participants improve the knowledge and skills they acquired during college through practical experience.

State Polytechnic of Bengkalis is the only state polytechnic in Riau which was founded in 2001. There are eight departments at State Polytechnic of Bengkalis, namely Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Languages, Business Administration, Information Technology, and Maritime. The State Polytechnic of Bengkalis was built to meet the need for a ready-to-use workforce with a curriculum consisting of 40% theory and 60% practice, and the number of actual study hours from 22 to 32. There are two permit requirements that State Polytechnic of Bengkalis students must fulfill Final Report and Internship.

Internships are carried out in places that are suitable for the student's environment. There are two study programs in Business Administration, namely D-IV International Business Administration, D-IV Accounting, D-IV Digital Business. One of the graduation requirements is to complete an internship program. Therefore, Polytechnic of Bengkalis offers students the opportunity to learn while working and get training through this program, which helps them gain professional skills in the field of technology and science. In addition, this program can guarantee that students will be responsible, have a strong work spirit, and be able to adapt especially in a business context.

State Polytechnic of Bengkalis is a vocational institution that educates its students to become competent individuals in various fields. It implements a mandatory apprenticeship program for all final semester students. Apprenticeships serves as a means for students to develop themselves before entering the workforce. This program contributes significantly to the students' personal growth and enhances their competencies at State Polytechnic of Bengkalis.

Apprenticeships are carried out after students have completed a minimum of four semesters and achieved full credits. This program lasts for four months. Based on the information above, International Business Administration study program students are required to undergo Company Work Practices for four months. PT. Riau Andalan Pulp and Paper as a place to carry out to apply theoretical knowledge and concepts obtained during studies into real world work situations. In addition, practical work aims to gain direct experience in applying theoretical knowledge and concepts appropriate to the field of expertise. It also gives students the opportunity to analyze problems related to applied science in the field of study.

The selection of PT. Riau Andalan Pulp and Paper as a partner for these internships provides students with the opportunity to immerse themselves in a professional environment that aligns with their field of study. This collaboration allows students to experience firsthand the dynamics of the business world, applying their academic learning to solve real problems, and gaining valuable insights into the industry. The objectives and benefits of apprenticeship are as follows:

1.2 Purpose of the Apprenticeship

Based on the background above, the objectives and benefits of the Job Training Company are as follows:

1. To find out the type of work carried out by the Unigraha Hotel
2. To find out the documents used in the internship program at the Unigraha Hotel, which is operated by PT. Riau Andalan Pulp and Paper.

3. To learn work procedures at the Unigraha Hotel PT. Riau Andalan Pulp and Paper.
4. To understand the expected targets of the work performed at Hotel Unigraha in the HRD department.
5. To identify challenges and find solutions encountered during the Job Training Company at Unigraha Hotel in the HRD department.

1.3 Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State polytechnic of Bengkalis:

1. Significances for Students

By using this program, students can apply all the knowledge they learn in class according to their interests. They can also gain new knowledge, especially about the application of English in the business and hospitality industry.

2. Significances for State Polytechnic of Bengkalis

Apprenticeship helps Polytechnic prepare its graduates for the workforce and improve their level of education. Thus, the apprenticeship aids in the curriculum development and implementation at the polytechnic.

3. Significances for Company

The internship program allows PT. RAPP to seek and recruit experienced, dedicated, and skilled, while enhancing its image and brand.

1.4 Time and Duration of Apprenticeship

The Apprenticeship lasted for 4 (four) months, from February 5 2024 to June 5 2024 at the Unigraha Hotel, and are carried out in accordance with the regulations and guidelines for implementing Apprenticeship.

Table 1.1 Schedule of Practice Hours at Unigraha Hotel

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

Source: *Unigraha Hotel*

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 Royal Golden Eagle (RGE) Group

RGE founder, Sukanto Tanoto, started his business providing spare parts for the oil and construction industries more than fifty years ago. However, in 1967, Sukanto Tanoto started a plywood business. Mr. Sukanto Tanoto entered the business world in 1973 and continued his business as the oil industry developed in the area. He succeeded in establishing a plywood factory in Besitang, North Sumatra, after a long hiatus. He decided to invest in the Indonesian plywood industry after seeing that logs were imported from Indonesia and plywood was imported.



Figure 2.1 RGE Group
Source: <https://www.rgei.com/id/>

In Kerinci, Riau, Sukanto Tanoto then built the largest pulp and paper factory in the world. On the New York Stock Exchange, the April Group is listed. RGE expanded its operations in China, Brazil, Canada and Spain after overcoming challenges during the financial crisis of the late 1990s. RGE adheres to the 5C principles believed by its founder, Sukanto Tanoto. The aim is to provide benefits to all parties: Society, Country, Climate, Customers and Business.

The business groups under the Royal Golden Eagle (RGE) Group include the following:

1. APRIL and Asia Symbol (Pulp and Paper)
2. Palm Oil Industry - Asian Agri & Apical
3. Cellulose Fiber - Bracell
4. Viscose Fiber - Sateri, Asia Pacific Rayon (APR), Asia Pacific Yarn (APY)
5. Energy Resources Development - Pacific Oil & Gas

Asia Pacific Resources International Holdings Ltd (APRIL) is one of the largest pulp and paper producers in the world. The pulp produced by APRIL is used for various applications, including tissue and paper. PaperOne is APRIL Group's flagship brand made from 100% renewable plantation fiber.

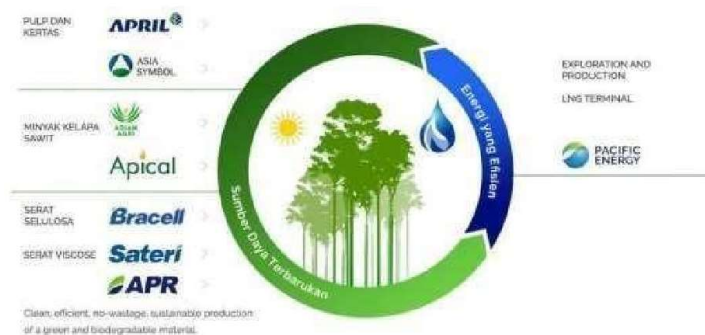


Figure 2.2 RGE Group Of Companies
Source: Internet

Royal Golden Eagle (RGE) Group has core values, which are T.O.P.I.C start with me. These values serve as guidelines for working within the RGE Group T.O.P.I.C stands for the following:

1. Complementary Team - We are united in our goals and complement each other in teamwork.
2. Ownership - We foster a sense of ownership to consistently achieve the best.
3. People - We develop human resources to grow together.
4. Integrity - We act with integrity.
5. Customer - We understand and provide the best for customers.

6. Continuous Improvement - We avoid complacency and strive for continuous improvement.

2.1.2 Asia Pacific Resources International Holding Limited (APRIL)

APRIL is one of the RGE Group's initial companies operating in the pulp and paper industry. It is one of the world's leading pulp and paper companies. APRIL is headquartered in Singapore, but has main production areas in Indonesia and China. Through sophisticated pulp and paper factories and industrial forest plantations in the provinces of Riau, Sumatra and Indonesia. APRIL's vision is "Improving lives by developing resources sustainably", and APRIL's mission is "To be one of the largest resource-based Groups, with the best and most sustainable management, creating value for the Community, Country, Climate, Customers and the Company”.



Figure 2.3 APRIL Group Logo
Source: aprilasia.com

APRIL operations and management fulfill its corporate social responsibility by advancing society and the environment. To realize this vision, the Tanoto Foundation was founded in 1981. In 1993, APRIL built a factory in Pangkalan Kerinci, Riau province, Indonesia, with an initial population of only 200 people. In 2010, Pangkalan Kerinci population increased to more than 200,000 people, and the APRIL Group made it a regional social and commercial center in Riau province. APRIL Group started commercial pulp production in 1995, and paper production began in 1998. After being established as Pelalawan Regency in 1999, this area became Pangkalan Kerinci Municipality in 2001.



Figure 2.4 The Road to Prosperity

Source: aprilasia.com

With rapid growth, Pangkalan Kerinci was divided into three regions in 2005. In 2010, APRIL Group's forestry operations contributed 6.9% to the economy of Riau Province by providing around 90,000 jobs for the community. APRIL Group also helps improve access to education and social support in various sectors such as health services and housing, and helps reduce poverty rates by 30%. APRIL Group recognizes the importance of community development as part of a long-term approach to sustainable business, APRIL Group launched a series of economic development initiatives to help develop local small and medium-sized entrepreneurs (SMEs).

To prevent the entry of illegal wood into the supply and production chain, April Group initiated a comprehensive wood legality system in 2002. This system verifies and tracks wood from the fiber plantation to the mill. APRIL is working with the World Wildlife Fund (WWF) to stop illegal logging in Tesso Nilo. In the same year, all of APRIL's fiber plantations and pulp and paper mills were certified to ISO 14001. In 2003, ten years after its founding, APRIL Group published its first Sustainability Report, demonstrating its commitment to sustainable forestry operations and community development initiatives. In the same year, the company established a branch in Guangzhou to support its business growth in China.



Figure 2.5 Sowing Sustainable Forest Seeds
 Source: *aprilasia.com*

In 2005, APRIL Group introduced a voluntary High Conservation Value (HCV) assessment system in its concession areas to assist in land use planning. This policy offers a practical and responsible solution to the problem of deforestation and forest degradation. In addition, APRIL established the APRIL Learning Institute (ALI) and received the Green Proper Rating award for its factory's environmental performance. APRIL also received a gold flag and accident-free award from the Indonesian government for its factory health and safety management.

APRIL Group signed the UN Global Covenant Principles in 2006. In the same year, APRIL subsidiary, PT Riau Andalan Pulp & Paper (RAPP), was certified for sustainable plantation forest management in accordance with the standards of the Indonesian Ecolabelling Institute (LEI). APRIL was successful in getting re-certification under SPFM-LEI in 2011 for the next five years. In 2007, APRIL's subsidiary became the first and only sustainable plantation forest manager. With a production capacity of 4 million tonnes per year, Riau became home to the world's largest integrated pulp and paper mill following the construction of Line 3 Pulp in 2008. The mill, which is ISO 9001:8000 and ISO 14001 certified, continues to invest in technology to ensure that Companies can be self-sufficient in meeting their own electricity needs. Since 2010, APRIL Group production facilities have

been certified by the Forest Recognition Awards Program (PEFC) on the Chains of Custody standard. This ensures that all raw materials entering the factory come from official sources and are free from problems. APRIL also obtained certification from the Hong Kong Green Label for its PaperOne™ products in 2010.

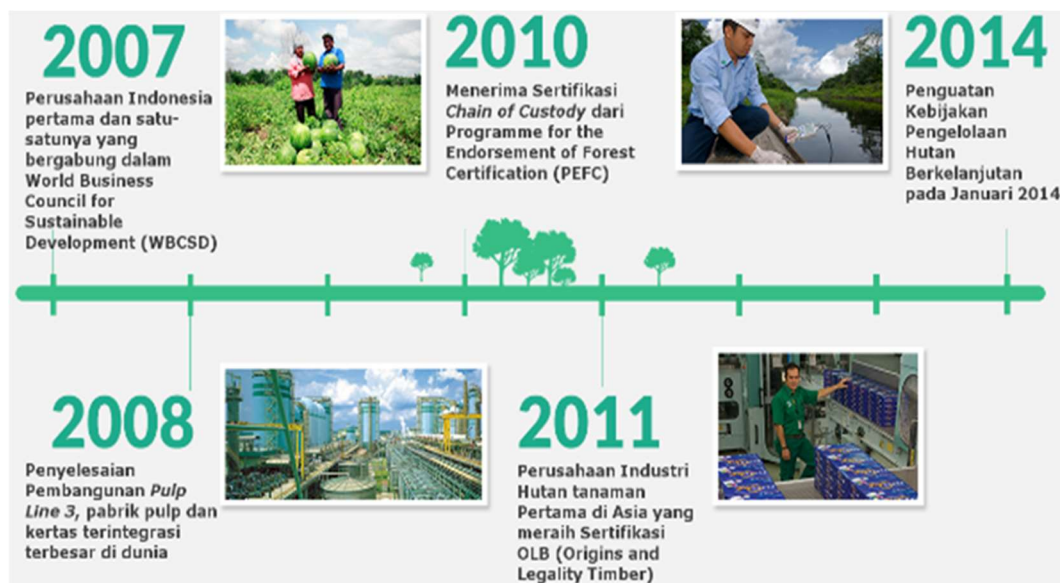


Figure 2.6 Growth and Recognition
Source: aprilasia.com

In October 2011, APRIL subsidiary, PT. RAPP, successfully received certification from Bureau Veritas for the Origin and Legality of Wood (OLB). This makes it the first plantation company in Asia to receive this certification. APRIL's OLB Group standards for forestry company certification cover forestry activities and production facilities. In addition, the audit carried out by RAPP supplier partners in accordance with OLB (Chain of Custody-Acceptable Wood) standards was successful.

The sustainable forest management policy was launched by April in January 2014. Additionally, an independent stakeholder advisory committee was formed to ensure that the sustainable forest management policy was implemented properly. In June 2015, APRIL developed a sustainable forest management Policy based on suggestions from SAC and various other stakeholders. APRIL is also increasing its forest conservation and protection commitments, including stopping deforestation in the supply chain and adding assessment elements for High Carbon Stock (HCV).

2.1.3 PT. Riau Andalan pulp and Paper

PT. Riau Andalan Pulp and Paper is a private company engaged in pulp and paper production and is the largest pulp company in Asia Pacific. PT. RAPP is a subsidiary of APRIL Group (Asia Pacific Resource International Holdings Ltd.), which is one of the pioneer companies of the Royal Golden Eagle (RGE) Group. In 1992, PT. Riau Andalan Pulp and Paper was founded in Jakarta and conducted a field survey to find a factory in Pangkalan Kerinci Village, Pelalawan Regency, Riau Province. Minister of Forestry Decree No. 327/Menhut-II/1992 grants HTI permits to PT. RAPP.

PT. Riau Andalan Pulp and Paper is a fast-growing private company that has received ISO 9002 and ISO 14001 certificates. This company uses advanced production technology, such as a super batch administrator digestion system and a good production system with a sophisticated control system. The company also has good management in terms of production and cooperation.

2.1.1 Unigraha Hotel

Hotel Unigraha is a Malay themed hotel located at Townsite 1, Pangkalan Kerinci, on East Bypass Road, in the PT. Riau Andalan Pulp and Paper factory complex. This hotel was founded in 1996. Hotel Unigraha was built to meet the needs of business guests who wanted to stay closer to the project location. Foreign nationals working in companies associated with the PT. Riau Andalan pulp and paper mill are the main clients of this hotel. With 108 rooms, Hotel Unigraha has a restaurant, lounge, bar, food shop, meeting room, health club, swimming pool, laundry service and business center. For events, there are six meeting rooms available. Every time there is a visit to a factory in the PT. RAPP, meetings are always held at the Unigraha Hotel in rooms such as the Bengkalis Room, Batam Room, Bintan Room, Singkep Room, Sebangka Room and Bakung Room. There also meetings, conferences and lunches are held.



Figure 2.7 Unigraha Hotel

Source: Unigraha Hotel PT. RAPP

Unigraha Hotel operates non-smoking room and has a total of 108 rooms with 3 different room types, namely Deluxe Room, Junior Suite, and Executive with Mill and Pool as a view. The details of the room layout changes at Unigraha Hotel since 1996:

1. Unigraha Hotel 1st Floor
 - a. Lobby (1996-Now)
 - b. Toilet (1966-Now)
 - c. Pastry Shop (1966-2013) → Taxi Office (2013-2015) → Cake Shop (2018-Now)
 - d. Drug Store (1996-2007) → Wine Room (2007-Now)
 - e. Pharmacy (1996-2002) → Salon (2002) → Game Room (2007) → Delima Lounge (2013-Now)
 - f. Room number 131 (1996-2007) → Game Room (2007) → Pomegranate Lounge (2013-Now)
 - g. Palm Restaurant (1996-Now)
 - h. Cactus Bar (1996-Now)
 - i. Front Office (1996-Now)
 - j. Kitchen (1996 - pastry kitchen and butcher room expansion 2018-present)
2. Unigraha Hotel 2nd Floor
 - a. Lobby (1996-Now)
 - b. Toilet (1996-Now)

- c. Business Center (1996-2016) → Thin Client Room (2017-Now)
 - d. FBM Office (1996-2007) → GM Office (2007-2010) → HRD Office (2010-2012) → Design and Marketing (2014-2019) → Cost Control(2019-Now)
 - e. Meeting Rooms (Batam, Bintan, Bengkalis, Singkep, Sebangka, Bakung (1996-Now)
 - f. Bintan Room (1996-2003) → VIP Dining Room (2003-Now)
 - g. Deck Lobby Entrance (1996-2003) VIP Room (2003-Now)
 - h. Room number 201 (1996-2003) → Entrance to the VIP Lounge (2003-Now)
3. Unigraha Hotel Left Wing Basement (Inside and Outside Building)
- a. Inside - Laundry (1996-now)
 - b. Inside - Changing room employee (1996-now)
 - c. Inside - House Keeping Office (1996-2000) → Employee's Prayer Room (2000-Now)
 - d. Inside - HRD Office (1996-1997) → Main store (1997-Now)
 - e. Inside - Engineering Office (1996-2016) → House Keeping Office (2018-Now)
 - f. Outside - Engineering workshop → Parking area for employees (2005-Now)
 - g. Outside - EDR (2002-Now)
4. Unigraha Hotel Right Wing Basement (Inside and Outside Building)
- a. Inside - GM Office & HRD Office (1996-2000 → Fitness Center expansion (2000-2012) → Massage Room (2012-2014) → Salon (2016) → Engineering Office (2016-Now)
 - b. Inside - Accounting Office (1996-2000) → Fitness Center expansion (2000-Now)
 - c. Inside - Fitness Center (1996-Now)
 - d. Inside - Sauna and Public Toilet (1996-Now)
 - e. Deck Pump & Generator room (1996-2012) → Outside Gym (2012-Now)

- f. Tennis Court (1996-2019) → Futsal court (2019-Now)
- g. Pool side area (1996-Now)
- 5. Unigraha Hotel Left Wing 1st Floor
 - a. Room number 131-157 (Bath Room renovation 2015 and 2016)
 - b. Room number 132 (1996-2008) → Purchasing Office (2008-2010)
→ Room 132 (2010-now)
- 6. Unigraha Hotel Right Wing 1st Floor
 - a. Room number 101-128 (1996-Bath Room renovation 2015)
- 7. Unigraha Hotel Left Wing 2nd Floor
 - a. Room number 235-263
- 8. Unigraha Hotel Right Wing 2nd Floor
 - a. Room number 201-233 (1996-Now)
 - b. Room number 233 (1996-2000) → Accounting Office (2000-2002)
→ Room number 233 (2002-Now)

2.2 Vision and Mission

2.2.1 Vision

The Vision of PT. Riau Andalan Pulp and Paper is "To be a world-scale pulp and paper company with the best management and performance, the most profitable and sustainable, and to be the first choice of consumers and employees".

2.2.2 Mission

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

- a. Create sustainable growth across the value chain.
- b. Become an industry leader in every operational aspect.
- c. Maximizing mutual benefits for shareholders while still contributing to the socio-economic development of local communities and the region.
- d. Create value through modern technology and influence industry knowledge, valuable assets, networks and human resources (HR).

2.3 Kind of Business

PT. Riau Andalan Pulp and Paper currently sells their products to more than 70 different countries. BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) are PT. RAPP's primary products, which range in weight from 55 to 150 gsm and are extensively used in printing and photocopying. Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, and BMO are some of the paper brands produced by PT. RAPP Bright White Multi-Purpose Office). PaperOne™ products are superior at PT. Riau Andalan Pulp and Paper.



Figure 2.8 Paper One Product
Source: <https://www.rgei.com/id/>

2.4 Organizational Structure

An organizational structure is a system or network of tasks, reporting, and communication mechanisms that connect individuals and groups. Structural design ensures that the organization is designed in the most effective way to achieve its goals and objectives. Without a good organizational structure, company operations will not run smoothly because it is not clear who should complete the tasks. It is clear that an organizational structure can establish clear boundaries and assign responsibilities. The organizational structure of PT. Riau Andalan Pulp and Paper follows a line and staff organizational type, where authority and responsibilities branch out to each leader from top to bottom. Each position is not responsible for each other but only accountable to their respective directors. Each superior has a specific number of subordinates, and the subordinates receive orders from their respective superiors

2.4.1 Organizational Structure of PT. Riau Andalan Pulp And Paper

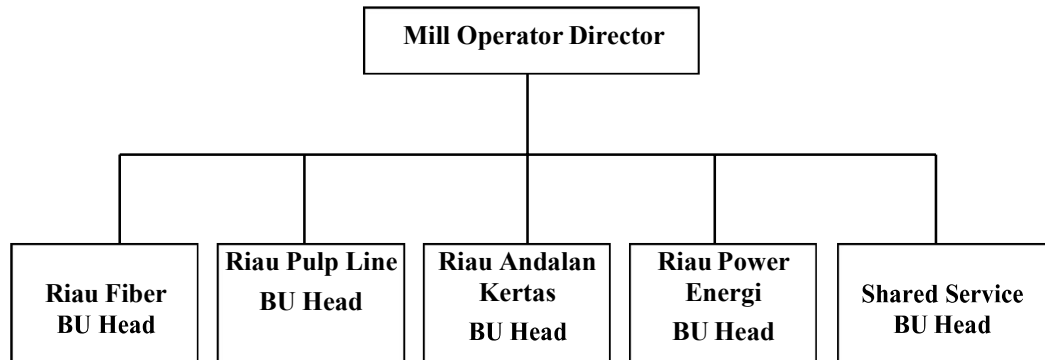


Figure 2.9 Organizational Structure of PT. Riau Andalan Pulp and Paper
Source: Internet

PT. RAPP is divided into several business units (BU) where these BU are members of the APRIL Group, namely:

1. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to the factory.
2. Riau Pulp (RPL), is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.
3. Riau Paper is a business unit that produces the paper based on customer needed such as cut size, roll and folio sheet.
4. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, while also dealing with energy and electric power issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
5. Share Services Shared services is business unit that are manage personalia and administration in PT. RAPP including General Services, Personalia Administration, ALI, Security, Transportation, and Health Care.

In addition, PT. RAPP also has another business unit, Unigraha Hotel, which functions as a place to stay for business guests and PT. RAPP employees.

Organizational Structure of Unigraha Hotel

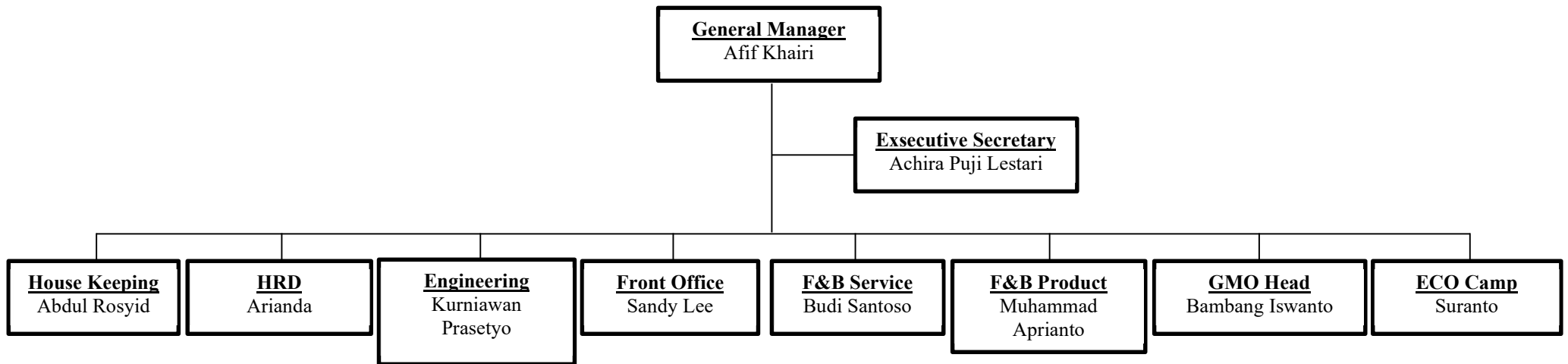


Figure 2.10 Unigraha Hotel Organization Structure

Source: Unigraha Hotel PT. RAPP

Unigraha Hotel offers accommodation services, provides food and drinks and other services. This hotel has eight departments, each department has different duties. The duties and responsibilities of each organizational structure are as follows:

1. House Keeping

An organization has a housekeeping department whose job is to maintain cleanliness, tidiness and comfort within it. Most of these departments are related to the hospitality industry. Housekeeping consists of Gardener, Laundry, Public Area, and Room Attendant.

2. HRD

The Human Resources Department, often abbreviated as HR, is the part of the hotel responsible for human resources management. The Human Resources Department, often abbreviated as HR, is the part of the hotel responsible for human resources management.

3. Engineering

This department is responsible for evaluating and inspecting machine and workspace damage. All physical structures' maintenance, including plumbing, heating, ventilation, air conditioning, and electricity, is under the purview of engineering.

4. Front Office

The front office is the part of an organization or business where clients, clients, or guests interact directly with the company. The front office of a hotel is very important for maintaining the hotel's reputation and welcoming guests, providing information, checking in and out, and handling various guest needs during their stay. The success of this department depends on effective communication, friendliness, and the ability to handle a variety of guest needs.

5. F&B Service

The Food and Beverage Service Department (Food & Beverage Service Department) is one of the departments commonly found in the hotel and restaurant industry. This department is responsible for providing food and beverage services to guests or customers. The main function of this department involves providing and serving food and beverages in accordance with the quality and service standards set by the company.

6. F&B Product

F&B product is one of departments in the hotel that is responsible for processing food from raw to ready to eat.

7. General Manager Office (GMO Head)

GMO department in a hotel is responsible for managing the financial and accounting aspects of hotel operations. The primary duties of a hotel finance department involve financial management, reporting, and financial planning to ensure the financial health and sustainability of the hotel business.

8. ECO Camp

Eco camp is a resort located in Teluk Meranti District, Pelalawan Regency, and is a business unit of Unigraha Hotel.

2.5 The Working Process

Hotel Unigraha serves as accommodation for corporate guests, specifically employees working within the PT. Riau Andalan Pulp and Paper company and its subsidiaries such as PT. Asia Pacific Rayon (APY), PT. Riau Andalan Kertas (RAK), PT. Anugrah Kertas Utama, PT. Gemilang Cipta Nusantara, PT. PEC-Tech Services Indonesi (PTSI), PT. Riau Prima Energi, and other companies. These employees are the guests of Hotel Unigraha.

In addition to providing accommodation, the hotel also offers meeting rooms for companies that wish to hold meetings with their clients. It also serves as a dining and resting place for guests who have completed their visits to the factories

2.6 Documents Used For Activity

An apprenticeship was conducted at PT. Riau Andalan Pulp and Paper (Unigraha Hotel Department HRD) from February 5 to June 5, 2024. During this internship, I was placed in the HRD department. In Hotel Unigraha, this division is responsible for managing all employees to work according to the company's standard operating procedures (SOP), recruiting new employees, checking employee fingerprint attendance, determining salaries, handling registered employees' health and employment BPJS, creating service charges, managing necessary documents for company operations, creating inter-office memos, drafting letters, making certificates for trainees, and other tasks.

1. Check attendance

I was assigned to check the attendance of all employees. This attendance check is conducted monthly to determine the service charge and the discipline regarding employee attendance. In this process, I matched the predetermined schedule with the fingerprint attendance to ensure whether the employee was present on time according to the set schedule.

2. Memo making

I was also tasked with creating inter-office memos. An inter-office memo is a short and clear message created by one division and directed to another. The inter-office memos I created were addressed to the Food & Beverage Division and the Accounting Division, usually related to payment requests.

The image shows a form from Hotel Unigraha. At the top left is the hotel logo and name 'HOTEL UNIGRAHA RESIDENSI'. To the right is the number 'No. 004426'. Further right are four checkboxes labeled 'Rebate', 'Miscellaneous Allowance', and 'Paid Out'. Below this is the title 'REBATE / MISC.CHARGE/ALLOWANCE/PAID OUT VOUCHER'. The form has several sections: a top section for 'Guest Name' and 'Date'; a section for 'Room No.' and 'Folio No.'; a table with 'Description of service' and 'Amount' columns; a section for 'Authorized' and 'Guest Signature'; and a section for 'Total Amount' and 'Transaction Code'. At the bottom center is the code 'FN001084'.

Figure 2.11 Misc Charge Form
Sources: Processed Data 2024

3. Recruiting new employees

As HRD, I am also involved in recruiting new employees. In this regard, I was assigned to help and contact prospective new employees for interviews. Job vacancies for laundry, f&b product, f&b service, and engineering positions. The interview process begins with an introduction, followed by giving a job application form to the applicant. After applicants fill out the form, I ask basic questions then hand over the interview to the head of the relevant division.

4. Inter Department Transfer

is a form used to transfer items between departments and aim to fulfill the needs of goods needed by a department.

STOCK NO.	REQUESTED QTY	UNIT	ITEM	ISSUED QTY	UNIT	PRICE	AMOUNT	ACCOUNT
001341	100	Kg	Kopi	100	Kg	1	100	

STOCK NO.	REQUESTED QTY	UNIT	ITEM	ISSUED QTY	UNIT	PRICE	AMOUNT	ACCOUNT
001342	1	Kg	Kopi	1	Kg	1	1	

Figure 2.12 Inter Transfer Form
Sources: Processed Data 2024

5. Leave Form

A leave form is a letter requesting permission to come to work for certain reasons to the company.

6. Over Time Work Order (SPKL Form)

Is a letter of command made by employee's superior that contain r to do o k in order to complete certain work outside of working hours.

7. Over Time Form

is evidence mutual agreement and approval between employee's superior and the employee

CHAPTER III

SCOPE THE APPRENTICESHIP

3.1 Job Description

In this chapter, there are several descriptions of activities or tasks carried out during the Apprenticeship report. The Internship Program lasts for 4 months, from February 5th to June 5th, 2024, at Unigraha Hotel in the HRD department.

During the implementation of the Internship Program, many opportunities were given to perform tasks assigned by Unigraha Hotel in the HRD department. There were also numerous new knowledge and experiences that could be gained in the working world, especially in the field of administration. To provide a clear and detailed report of the activities carried out, there are weekly activity descriptions to ensure that each task can be reported clearly and comprehensively.

The tasks performed during the 17 (seventeen) weeks at Unigraha Hotel in the HRD department are as follows:

1. Filing documents: Overtime, Employee Application form, Leave, Expense Claim,
2. Record the intern's meal intertransfer.
3. Approve the data.
4. Separate homework from year to year.
5. Record hotel employee leave
6. Deliver the file to the mill.
7. Check office stationery.
8. Fill out the cleaning checklist.
9. Fill in overtime.
10. Record employee absences.
11. prepare outsourcing invoices
12. Raiding hotel employees & staff.
13. Create a uniform list.

3.2 Systematics and Procedures

3.2.1 Systematics

The organization necessitates a robust system to facilitate its operational activities. A system, in this context, is defined as a network of interconnected procedures that collectively perform functions aimed at achieving the company's strategic goals. At PT Riau Andalan Pulp & Paper, the employed system integrates both digital and manual processes to ensure efficiency and accuracy in its operations. This paper manufacturing company primarily utilizes acacia and eucalyptus wood as its core raw materials, with its production facilities located in Pangkalan Kerinci and an additional office in Jakarta.

To maintain seamless data communication between these locations, PT Riau Andalan Pulp & Paper employs a dedicated internet service tailored to the company's specific application requirements. For digital communication, the company relies on Lotus Notes, which facilitates online collaboration and data management. On the manual side, data entry and processing are handled through WPS Office, ensuring that offline tasks are efficiently managed and integrated with the overall system. This comprehensive approach enables the company to optimize its workflow, enhance productivity, and achieve its business objectives effectively.

3.2.2 Procedures

Procedures are a collection of regulations, guidelines or references made by a company to carry out work tasks in accordance with the functions and responsibilities of each individual in the company, as well as being a performance assessment tool for government and non-government agencies, business and non-business, based on technical, administrative and procedural indicators in accordance with work procedures, work procedures and work systems in the work unit concerned. The purpose of a procedure is to show or explain how to do something using sequential steps. To make clear the role and function of each position in the organization. Avoid overlapping and ambiguous work situations. Clarify the flow of task stages. Clarify the authority and responsibilities of each relevant officer/employee.

The working procedures done at Human Resources Department which are follows:

1. Filing Document

Filing out documents in the form of separating personal documents of employees in Unigraha Hotel.

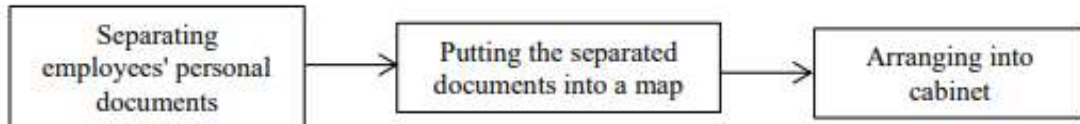


Figure 3.1 Working procedures of filing document

2. Accompanying Visitors

Helping to accompany and guide a visit from Asian Agri to Unigraha Hotel, the visitors were directed to several places and departments in the hotel to provide more information.

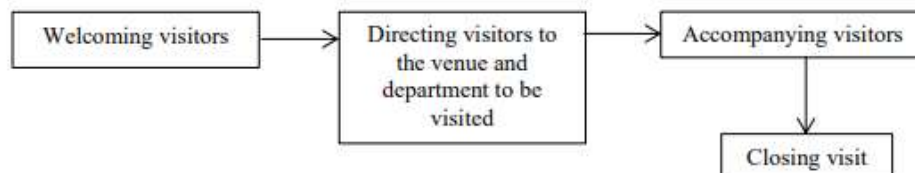


Figure 3.2 Working Procedures of Accompanying Visitors

3.3 Location of Apprenticeship

The Job Training activities are conducted at PT. Riau Andalan Pulp and Paper. During the internship, the author was placed in the HRD Department at Unigraha Hotel. The company's provisions regarding the schedule or duration of the internship are as follows:

3.4 Daily Activities Report

Description of the work carried out during the job training, which started on February 5th until June 5th, 2023, at PT. Riau Andalan Pulp and Paper at Unigraha Hotel. The detailed activities can be seen in the following table:

Table 3.1 Daily Activities Report First Week, February 5th - February 11th, 2024

No	Day/Date	Activities	Location
1	Monday, February 5, 2024	<ul style="list-style-type: none"> • Id Badge • NOU 	Rukan
2	Tuesday, February 6, 2024	April Learning (Briefing)	ALI
3	Wednesday, February 7, 2024	<ul style="list-style-type: none"> • Safety Introduction • Delivery to the internship location 	Safety Campus
4	Thursday, February 8, 2024	Off (preparation for the Chinese New Year holiday)	
5	Friday, February 9, 2024	Off (preparation for the Chinese New Year holiday)	
6	Saturday, February 10, 2024	Off	
7	Sunday, February 11, 2024	Off	

Sources: Processed Data 2024

Agenda of work that has been done during the implementation of job training at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD Institute are as follows:

Table 3.2 Daily Activities Report Second Week, February 12th - February 18th, 2024

No	Day/Date	Activities	Location
1	Monday, February 12, 2024	<ul style="list-style-type: none"> • Introduction to the Hotel Environment • Assisting HRD in arranging hotel employees' uniforms onto the racks • Organizing documents into the provided folders 	HRD office
2	Tuesday, February 13, 2024	<ul style="list-style-type: none"> • recording lunch receipts • approving data • filling in the expedition book 	HRD office
3	Wednesday, February 14, 2024	<ul style="list-style-type: none"> • recording inter-transfer of meals for interns 	HRD office
4	Thursday, February 15, 2024	Holiday	
5	Friday, February 16, 2024	<ul style="list-style-type: none"> • separating PR files year by year • separating expense claim files year by year 	HRD office
6	Saturday, February 17, 2024	<ul style="list-style-type: none"> • Making intertransfer • Filling Data 	HRD office
7	Sunday, February 18, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3. 3 Daily Activities Report Third Week, February 19th - February 25th , 2024

No	Day/Date	Activities	Location
1	Monday, February 19, 2024	<ul style="list-style-type: none"> • Making a tag number • Delivering intertransfer to chicken • Checking office stationery • Going to the mill 	HRD office
2	Tuesday, February 20, 2024	<ul style="list-style-type: none"> • Making intertransfer • Delivering the schedule for signature • Delivering intertransfer to chicken 	HRD office
3	Wednesday, February 21, 2024	<ul style="list-style-type: none"> • Making intertransfer • Recording leave/remaining leave of hotel employees • To the mill to deliver documents 	HRD office
4	Thursday, February 22, 2024	<ul style="list-style-type: none"> • Making intertransfer • Filling Data 	HRD office
5	Friday, February 23, 2024	<ul style="list-style-type: none"> • separating PR files year by year • separating expense claim files year by year 	HRD office
6	Saturday, February 24, 2024	Off	
7	Sunday, February 25, 2024	Off	

Sources: Processed Data 2024

Agenda of work that has been done during the implementation of job training at PT. Riau Andalan Pulp and Paper at the Hotel Unigraha Department HRD Institute are as follows:

Table 3. 4 Daily Activities Report Fourth Week, February 26th - March 3th , 2024

No	Day/Date	Activities	Location
1	Monday, February 26, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Recording employee sick leave or absence information • Organizing employee sick leave files • Fetching and dropping off overtime from the GMO room 	HRD office
2	Tuesday, February 27, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Filling out cleaning checklists • Clipping OT according to Employee Name • Delivering Intertransfers to Chicken • Attending Mentor to GSM event in Botom room 	HRD office

3	Wednesday, February 28, 2024	<ul style="list-style-type: none"> • Making intertransfer • Delivering Intertransfer • Filling out OT (Overtime) • Filling out Employee Data 	HRD office
4	Thursday, February 29, 2024	<ul style="list-style-type: none"> • Recording attendance • Recording leaves • Closing OT (Over Time) 	HRD office
5	Friday, March 1, 2024	<ul style="list-style-type: none"> • Recording Attendance • Final Closing OT • Recording payslip & SPT (Tax Return) 	HRD office
6	Saturday, March 2, 2024	<ul style="list-style-type: none"> • Recap absence • Filling Data 	HRD office
7	Sunday, March 3, 2024	Off	

Sources: Processed Data 2024

Agenda of work that has been done during the implementation of job training at PT. Riau Andalan Pulp and Paper at the Hotel Unigraha Department HRD Institute are as follows:

Table 3. 5 Daily Activities Report Fifth Week, March 3th - March 10th, 2024

No	Day/Date	Activities	Location
1	Monday, March 4, 2024	<ul style="list-style-type: none"> • Making intertransfer • Introducing the Hotel Environment to Interns from Harapan High School • Creating OT 	HRD office
2	Tuesday, March 5, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Creating PR(Purchase Request) • Closing OT (Over Time) 	HRD office
3	Wednesday, March 6, 2024	<ul style="list-style-type: none"> • Creating inter-transfer for school events • Organizing PR & Extence • Compiling Staff Attendance • Grouping between paper attendance and time clock attendance 	HRD office
4	Thursday, March 7, 2024	<ul style="list-style-type: none"> • Arranging employee work contracts • Creating intertransfer • Taking a form to order a flower board • Preparing outsourcing invoices 	HRD office
5	Friday, March 8, 2024	<ul style="list-style-type: none"> • Creating intertransfer for intern meals • Creating intertransfer for vocational school students • Cleaning the office room to welcome the month of Ramadan 	HRD office
6	Saturday, March 9, 2024	Off	
7	Sunday, March 10, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3. 6 Daily Activities Report Sixth Week, March 11th - March 17th, 2024

No	Day/Date	Activities	Location
1	Monday, March 11, 2024	Holiday	
2	Tuesday, March 12, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Creating intertransfer for iftar (breaking the fast) • Conducting employee and hotel staff raids 	HRD office
3	Wednesday, March 13, 2024	<ul style="list-style-type: none"> • Creating meal inter-transfers • Creating intertransfer for iftar (breaking the fast) • Preparing purchase requests (PR) • Requesting signatures and delivering PR • Delivering inter-transfers to the kitchen 	HRD office
4	Thursday, March 14, 2024	<ul style="list-style-type: none"> • Recording newly arrived safety shoes • Requesting PR signatures • Delivering THR documents to the mentor 	HRD office
5	Friday, March 15, 2024	<ul style="list-style-type: none"> • Creating intertransfer • Collect donation money from each department • Ask for signature for PR 	HRD office
6	Saturday, March 16, 2024	<ul style="list-style-type: none"> • Creating intertransfer • Approving data • Organizing PR 	HRD office
7	Sunday, March 17, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Hotel Unigraha Department HRD office is as follows:

Table 3. 7 Daily Activities Report Seventh Week, March 18th - March 24th, 2024

No	Day/Date	Activities	Location
1	Monday, March 18, 2024	<ul style="list-style-type: none"> • Creating intertransfer • Creating name tag • Accompany mentor to Paijp's Farewell event (hotel employee) 	HRD office
2	Tuesday, March 19, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Create Training Calendar 	HRD office

3	Wednesday, March 20, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Create Uniform List • Delivering overtime (OT) to the General Manager's Office (GMO) 	HRD office
4	Thursday, March 21, 2024	<ul style="list-style-type: none"> • Sick leave 	
5	Friday, March 22, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Preparing expense claims 	HRD office
6	Saturday, March 23, 2024	Off	
7	Sunday, March 24, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is as follows:

Table 3. 8 Daily Activities Report Eighth Week, March 25th - March 31th, 2024

No	Day/Date	Activities	Location
1	Monday, March 25, 2024	<ul style="list-style-type: none"> • Creating intertransfer • Organizing OT & Overtime Pay 	HRD office
2	Tuesday, March 26, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Organizing uniforms for newly arrived employees according to Department • Distributing uniforms according to Department 	HRD office
3	Wednesday, March 27, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Combining employee leave according to their respective names • Creating interdepartmental transfer of snacks from March 30 to April 9 	HRD office
4	Thursday, March 28, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Filling Data 	HRD office
5	Friday, March 29, 2024	Holiday	
6	Saturday, March 30, 2024	<ul style="list-style-type: none"> • Sick leave 	
7	Sunday, March 31, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 9 Daily Activities Report Ninth Week, April 1st – April 7th, 2024

No	Day/Date	Activities	Location
1	Monday, April 1, 2024	<ul style="list-style-type: none"> Recapping employee attendance Preparing a breaking fast event with orphans 	HRD office
2	Tuesday, April 2, 2024	<ul style="list-style-type: none"> Creating Intertransfers Recapping employee attendace Filling leave documents into each employee's folder 	HRD office
3	Wednesday, April 3, 2024	<ul style="list-style-type: none"> Creating Intertransfers Closing final Employee attendance 	HRD office
4	Thursday, April 4, 2024	<ul style="list-style-type: none"> Creating Intertransfers Creating SAP names for employees Checking off employee SAP data 	HRD office
5	Friday, April 5, 2024	<ul style="list-style-type: none"> Creating Intertransfers Summarizing employee leave 	HRD office
6	Saturday, April 6, 2024	Off	
7	Sunday, April 7, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 10 Daily Activities Report Tenth Week, April 8th – April 14th, 2024

No	Day/Date	Activities	Location
1	Thursday, April 8, 2024	<ul style="list-style-type: none"> Eid Mubarak Vacation 	-
2	Friday, April 9, 2024	<ul style="list-style-type: none"> Eid Mubarak Vacation 	-
3	Saturday, April 10, 2024	<ul style="list-style-type: none"> Eid Mubarak Vacation 	-
4	Sunday, April 11, 2024	<ul style="list-style-type: none"> Eid Mubarak Vacation 	-
5	Thursday, April 12, 2024	<ul style="list-style-type: none"> Eid Mubarak Vacation 	-
6	Friday, April 13, 2024	<ul style="list-style-type: none"> Eid Mubarak Vacation 	-
7	Saturday, April 14, 2024	<ul style="list-style-type: none"> Eid Mubarak Vacation 	-

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 11 Daily Activities Report Eleventh Week, April 15th – April 21th, 2024

No	Day/Date	Activities	Location
1	Thursday, April 15, 2024	Eid Mubarak Vacation	-
2	Friday, April 16, 2024	Eid Mubarak Vacation	-
3	Saturday, April 17, 2024	Eid Mubarak Vacation	-
4	Sunday, April 18, 2024	Eid Mubarak Vacation	-
5	Thursday, April 19, 2024	Eid Mubarak Vacation	-
6	Friday, April 20, 2024	Eid Mubarak Vacation	-
7	Saturday, April 21, 2024	Eid Mubarak Vacation	-

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 12 Daily Activities Report Twelfth Week, April 22th – April 28th, 2024

No	Day/Date	Activities	Location
1	Monday, April 22, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Delivering Intertransfers • Contacting job applicants who will be interviewed 	HRD office
2	Tuesday, April 23, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Recapping employee attendace • Assisting the mentor with interviewing job applicants 	HRD office
3	Wednesday, April 24, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Delivering Intertransfers • Attending mentor meeting on the topic 	HRD office
4	Thursday, April 25, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Requesting OT list • Checking the bottom room for the event 	HRD office
5	Friday, April 26, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Contacting candidates • Creating and recording OT 	HRD office

6	Saturday, April 27, 2024	• Creating Intertransfers	HRD office
7	Sunday, April 28, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 13 Daily Activities Report Thirteenth Week, April 29th – May 5th, 2024

No	Day/Date	Activities	Location
1	Monday, April 29, 2024	• Creating Intertransfers	HRD office
2	Tuesday, April 30, 2024	• Creating Intertransfers • collecting overtime	HRD office
3	Wednesday, May 1, 2024	Holiday	
4	Thursday, May 2, 2024	• Sick Leave	
5	Friday, May 3, 2024	• Sick Leave	
6	Saturday, May 4, 2024	Off	
7	Sunday, May 5, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 14 Daily Activities Report Fourteenth Week, May 6th – May 12th, 2024

No	Day/Date	Activities	Location
1	Monday, May 6, 2024	• Creating Intertransfers • Creating PR envelopes • Creating outsourcing employee badge IDs	HRD office
2	Tuesday, May 7, 2024	• Creating Intertransfers • Closing final Employee attendance	HRD office
3	Wednesday, May 8, 2024	• Creating Intertransfers • Creating attendance ID badge names • Distributing ID badge stickers • Recording employee leave	HRD office
4	Thursday, May 9, 2024	Off	
5	Friday, May 10, 2024	• Creating Intertransfers • Filling data	HRD office

		<ul style="list-style-type: none"> • Attending mandarin classes 	
6	Saturday, May 11, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Filling Data 	HRD office
7	Sunday, May 12, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 15 Daily Activities Report Fifteenth Week, May 13th – May 19th, 2024

No	Day/Date	Activities	Location
1	Monday, May 13, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Recording employee leave • Filling data 	HRD office
2	Tuesday, May 14, 2024	<ul style="list-style-type: none"> • Leave Permission 	
3	Wednesday, May 15, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Separating new uniforms and old uniforms • Sorting documents that are still used and unused 	HRD office
4	Thursday, May 16, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Sorting documents that are still used and unused 	HRD office
5	Friday, May 17, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Choosing old uniforms • Filing permission and leave forms in the employee file 	HRD office
6	Saturday, May 18, 2024	Off	
7	Sunday, May 19, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 16 Daily Activities Report Sixteenth Week, May 20th – May 26th, 2024

No	Day/Date	Activities	Location
1	Monday, May 20, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • prepare interview & start interview 	HRD office
2	Tuesday, May 21, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Filling Data 	HRD office
3	Wednesday, May 22, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Taking Milk orders • Taking envelope orders • Making Gallon ice 	HRD office
4	Thursday, May 23, 2024	Off	
5	Friday, May 24, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Filling Data 	HRD office
6	Saturday, May 25, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Closing overtime • Approving 	HRD office
7	Sunday, May 26, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 17 Daily Activities Report Seventeenth Week, May 27th – June 2th, 2024

No	Day/Date	Activities	Location
1	Monday, May 27, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Closing overtime • Assisting the mentor's preparation for the interview • Closing (or returning) from leave 	HRD office
2	Tuesday, May 28, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Distributing uniforms to ecocamp employees • Closing overtime 	HRD office
3	Wednesday, May 29, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Listing overtime for PT Yose 	HRD office
4	Thursday, May 30, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Assisting the mentor in preparing documents for the interview 	HRD office

		<ul style="list-style-type: none"> • Listing overtime for PT NMP 	
5	Friday, May 31, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Listing & closing overtime • Being taken to the mill by the mentor 	HRD office
6	Saturday, June 1, 2024	<ul style="list-style-type: none"> • Check employee lockers • Attendance recap 	HRD office
7	Sunday, June 2, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. Riau Andalan Pulp and Paper at the Unigraha Hotel Department HRD office is as follows:

Table 3. 18 Daily Activities Report eighteenth Week, June 3th – June 5th, 2024

No	Day/Date	Activities	Location
1	Monday, June 3, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Closing overtime • Failing Data • Information Board 	HRD office
2	Tuesday, June 4, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Creating PR safety Shoes • Closing OT 	HRD office
3	Wednesday, June 5, 2024	<ul style="list-style-type: none"> • Creating Intertransfers • Failing Data • Closing Final Overtime 	HRD office

Sources: Processed Data 2024

3.5 Obstacles and Solution

3.5.1 Obstacles

Apprenticeship is an essential component of academic training, providing students with practical experience and a deeper understanding of their field of study. During the apprenticeship at PT. Riau Andalan Pulp and Paper, specifically within the HRD department of Hotel Unigraha, several challenges may arise that can impact the learning experience. Identifying these obstacles and finding effective solutions is crucial for maximizing the benefits of the apprenticeship. The following are the obstacles experienced during the apprenticeship process:

1. Building a professional network within the organization can be challenging for interns, which is essential for career growth and gaining industry insights.
2. Interns often struggled with applying theoretical knowledge to practical HR scenarios, such as handling employee grievances or conducting interviews.
3. Balancing the internship responsibilities with academic requirements and personal life was a significant challenge for the interns.

3.5.2 Solution

Addressing the obstacles faced during the apprenticeship is essential for a productive and enriching experience. By implementing practical solutions, interns can overcome these challenges and maximize their learning opportunities. The following are solutions that can overcome obstacles during the apprenticeship process

1. Interns should actively participate in networking events, workshops, and company meetings. Introducing themselves to colleagues and maintaining a professional demeanor can help in building valuable connections.
2. Organize workshops and role-playing exercises to simulate real HR scenarios.
3. Conduct time management workshops and provide tools such as planners and scheduling apps. Encourage regular check-ins with supervisors to ensure workload is manageable.

CHAPTER IV

CONCLUSIONS AND SEGGESTIONS

4.1 Conclusion

The internship program at PT. Riau Andalan Pulp and Paper (RAPP), specifically at Hotel Unigraha, provided a comprehensive and enriching experience in the HRD department. Over the four-month period from February 5th to June 5th, 2024, various tasks were undertaken, offering significant practical knowledge and understanding of HR operations within a large organization. Tasks ranged from document filing, meal inter-transfer recording, data approval, to leave recording and more, enabling the intern to apply theoretical knowledge to real-world scenarios, thereby enhancing administrative and HR management skills.

This experience also offered valuable insights into the organizational structure and operations of PT. RAPP, highlighting the roles and responsibilities of different departments within the company. The internship fostered a sense of responsibility, improved work ethic, and provided an opportunity to adapt to a professional working environment, preparing the intern for future career opportunities in the field of human resources and administration.

4.2 Suggestion

1. Future interns should actively participate in tasks and seek to understand the broader context of their assignments to gain a more holistic understanding of the company's operations.
2. Efficiently managing time and prioritizing tasks will ensure all responsibilities are met within deadlines, enhancing productivity and learning.
3. Interns should continually seek learning opportunities, ask questions, and be open to feedback to improve their performance and adaptability in a professional setting.

4. institution should consider incorporating more practical sessions that simulate real-world working conditions, thus better preparing students for internships.
5. Building stronger partnerships with industry players like PT. RAPP can provide more internship opportunities and ensure students gain relevant industry experience.
6. Developing a more structured internship program with clear objectives and outcomes will help interns maximize their learning experience.
7. Providing dedicated mentors for interns can help guide them through their tasks and offer valuable industry insights, enhancing the overall internship experience.
8. Implementing a feedback mechanism where interns can share their experiences and suggestions can help improve the internship program for future participants and ensure it meets educational and professional standards.

The internship at Unigraha Hotel within the HRD department of PT. RAPP was a valuable experience, offering practical insights and enhancing professional skills. These suggestions aim to further improve the internship program, ensuring it continues to provide significant learning opportunities and prepare students for successful careers.

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APPENDICES

Appendix 1: Logbook of Daily Activities

Day : Monday

Date : 5th February 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Id Bedge creation, agreement letter signing, and departmental division.	Tengku Kespandiar	
Notes from Industry Advisors			

NO	THE PICTURE OF ACTIVITY	INFORMATION
1		<p>. Creating and managing ID badges is crucial for ensuring the security and smooth operation of the workplace. This involves designing badges with necessary employee information, overseeing the distribution process, and regularly updating the badge database.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 6th February 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	April Learning (Briefing) and overview Of the company	Tengku Kespondiar	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		focuses on updating team members with the latest company policies, procedures, and upcoming projects. It serves as a platform for sharing knowledge, addressing concerns, and ensuring everyone is aligned with the company's objectives

DAILY ACTIVITY
APPRENTICESHIP

Day : Wednesday

Date : 7th February 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Brief on Safety Introduction	Tengku Kespandiar	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
1		Conducting a safety introduction aims to ensure that all individuals are aware of the necessary safety protocols

DAILY ACTIVITY
APPRENTICESHIP

Day : Monday

Date : 12nd February 2024


NO	Job Deskripsi	Supervisor	Signature
1	Organizing documents into the provided folders	Annisa Liona	
<p>Notes from Industry Advisors</p>			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Employees must ensure all documents are correctly organized and placed into the designated folders, adhering to the company's filing system and protocols to maintain efficient record-keeping and accessibility</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Tuesday

Date : 13rd February 2024


NO	Job Deskripsi	Supervisor	Signature
1	Filling in the expedition book	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Filling in the expedition book involves recording all incoming and outgoing documents and packages, ensuring that every entry is accurately documented with the date, time, sender, recipient, and description in accordance with the company's standard operating procedures.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : 15rd February 2024


NO	Job Deskripsi	Supervisor	Signature
1	Recording inter-transfer of meals for interns	Annisa Liona	
<p>Notes from Industry Advisors</p>			

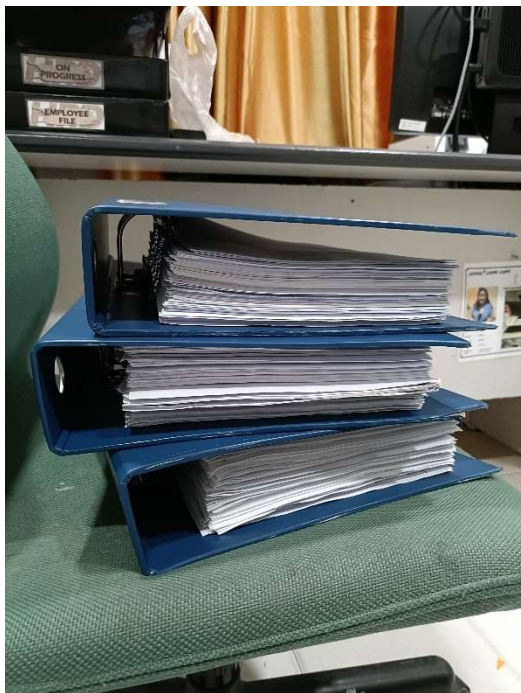
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Responsible for accurately documenting the transfer of meal provisions among interns, ensuring that records are maintained according to the established procedures and policies.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 16th February 2024


NO	Job Deskription	Supervisor	Signature
1	Separating expense claim files year by Year	Annisa Liona	
Notes from Industry Advisors			

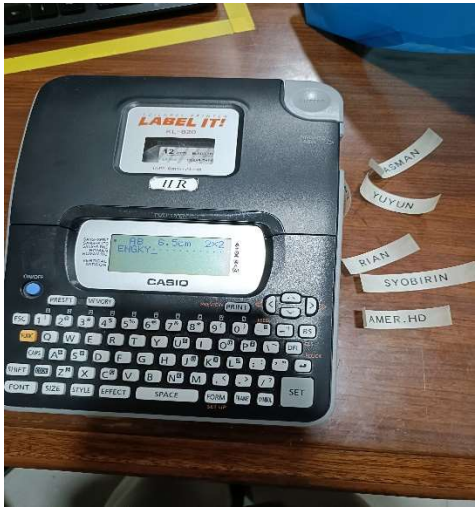
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Organizing PR files year by year requires meticulous attention to detail to ensure all documents are properly categorized and easily retrievable. This process helps maintain an efficient workflow and supports the accurate management of historical records</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Monday

Date : 19th February 2024


NO	Job Deskripsi	Supervisor	Signature
1	Making a tag Number	Annisa Liona	
Notes from Industry Advisors			

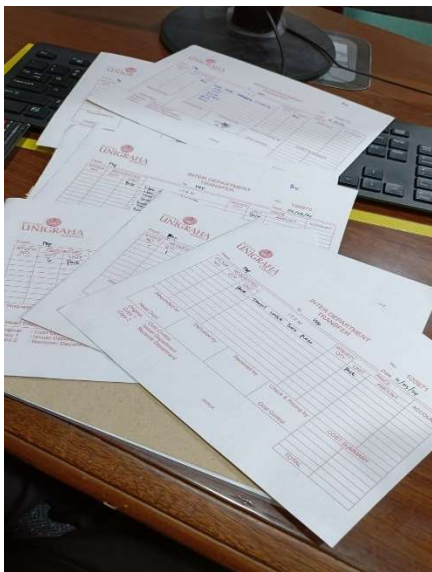
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Creating tag numbers involves generating unique identifiers for items or documents, ensuring accurate tracking and organization in accordance with the company's standards and procedures</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 20th February 2024


NO	Job Deskripsi	Supervisor	Signature
1	Making intertransfer	Annisa Liona	
Notes from Industry Advisors			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Handling intertransfers involves accurately processing the transfer of funds between accounts within the organization</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Wednesday

Date : 21st February 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Recording leave/remaining leave of hotel employees	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Recording leave and remaining leave of hotel employees involves accurately tracking and documenting the days off taken by staff, as well as their remaining leave balances, in accordance with the hotel's HR policies and procedures</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : 22nd February 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Filling Data	Annisa Liona	
<p>Notes from Industry Advisors</p>			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Accurate data entry and organization are crucial for maintaining a streamlined workflow, ensuring that information is readily accessible and up-to-date</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Friday

Date : 23rd February 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Separating expense claim files year by year	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This task involves organizing and categorizing expense claim files based on their respective years, ensuring a systematic and efficient record-keeping process.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 26th February 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Organizing employee sick leave files	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Ensuring proper organization of employee sick leave files according to established procedures to facilitate efficient record-keeping and management</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Tuesday

Date : 27th February 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Making intertransfer	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Handling intertransfers involves accurately processing the transfer of funds between accounts within the organization

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : 29th February 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Recording leaves	Annisa Liona	
<p>Notes from Industry Advisors</p>			

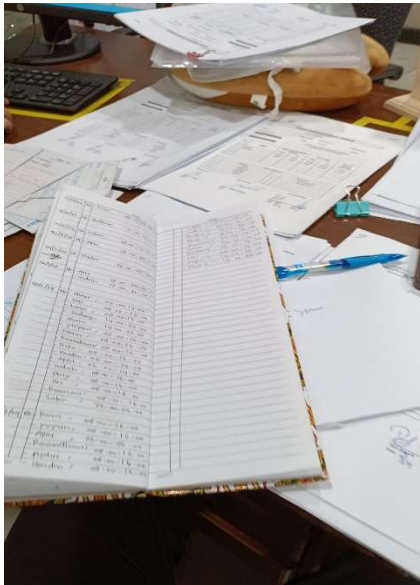
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Recording leaves involves documenting employee leave requests and approvals in accordance with company policies and procedures</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 1st March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Final Closing OT	Annisa Liona	
Notes from Industry Advisors			

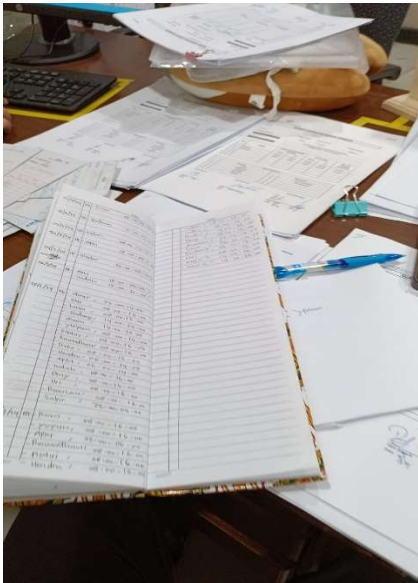
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Final Closing OT involves the process of verifying and reconciling all overtime records at the end of a payroll period. This ensures that all overtime hours are accurately recorded and employees are compensated correctly, adhering to company policies and legal requirements</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Saturday

Date : 2nd March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Recap absence	Annisa Liona	
<p>Notes from Industry Advisors</p>			

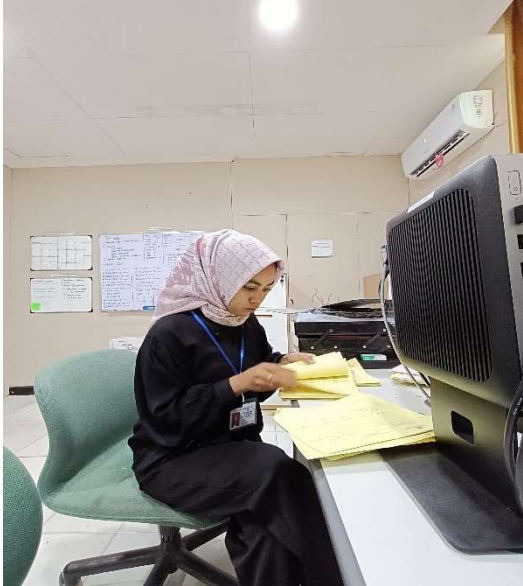
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This includes tracking daily attendance, noting absences, and updating the system accordingly to maintain accurate and up-to-date records</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 4th March 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Creating OT	Annisa Liona	
Note :			

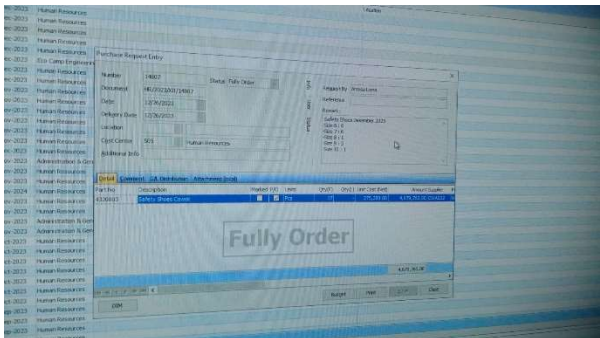
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Creating OT (Overtime) involves accurately recording and managing employees' extra working hours to ensure proper compensation and adherence to company policies</p>

DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday

Date : 5th March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating PR	Annisa Liona	
Notes from Industry Advisors			

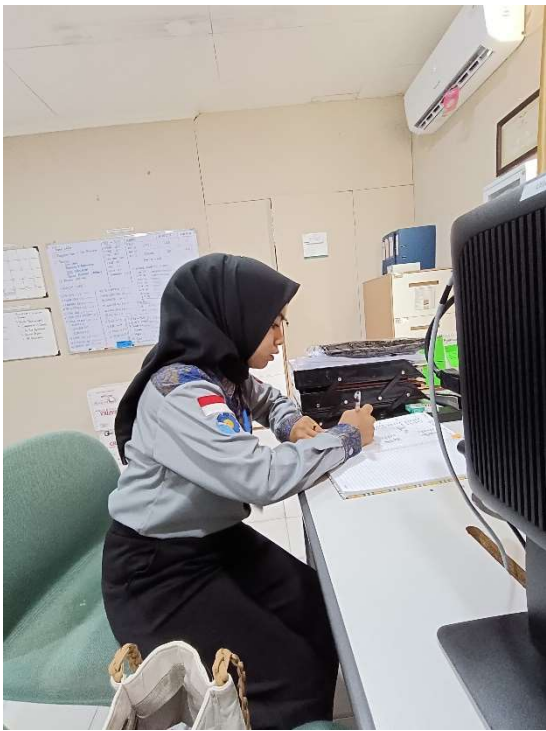
NO	THE PICTURE OF ACTIVITY	INFORMATION
		In creating Purchase Requests, it is necessary to ensure all required details are accurately filled out, including item descriptions, quantities, and necessary approvals, in compliance with the company's procurement procedures

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 6th March 2024


NO	JOB DESKRIPSI	SUPERVISOR	SIGNATURE
1	Creating inter-transfer for school events	Annisa Liona	
Notes from Industry Advisors			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The task involves organizing inter-transfers for school events, ensuring smooth coordination between different locations and adhering to the relevant protocols and procedures

DAILY ACTIVITY
APPRENTICESHIP

Day : Thursday

Date : 7th March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Taking a form to order a flower board	Annisa Liona	
Notes from Industry Advisors			

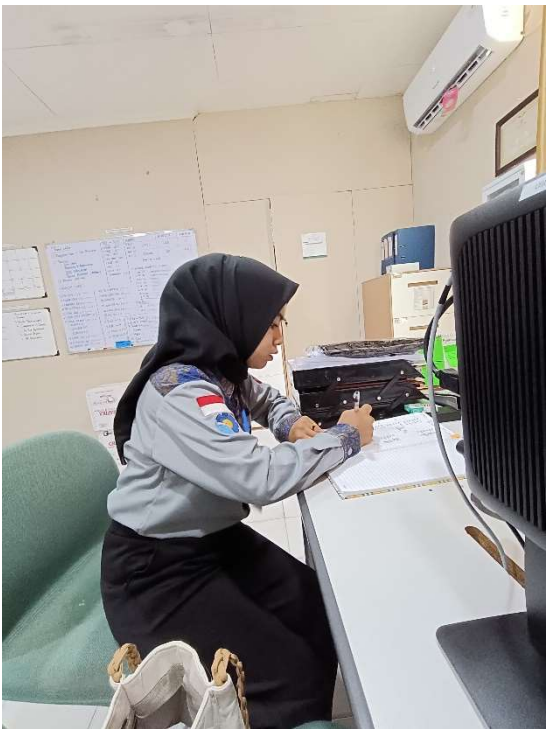
NO	THE PICTURE OF ACTIVITY	INFORMATION

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 8th March 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Creating intertransfer for vocational school students	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		It is essential to facilitate the transfer process for vocational school students

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 12nd March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating intertransfer for iftar (breaking the fast)	Annisa Liona	
<p>Notes from Industry Advisors</p>			

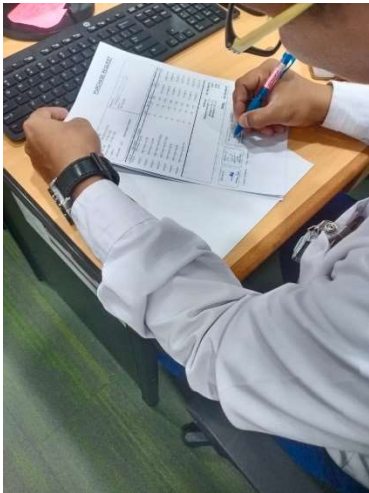
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Employees are responsible for arranging the intertransfer process for iftar, ensuring that all necessary resources and logistics are coordinated according to the company's procedures to provide a seamless experience for participants</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 13nd March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Requesting signatures and delivering PR	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting signatures and delivering homework involves ensuring that all required documents receive approval and signature from the appropriate authorities</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : 14th March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Recording newly arrived safety shoes	Annisa Liona	
<p>Notes from Industry Advisors</p>			

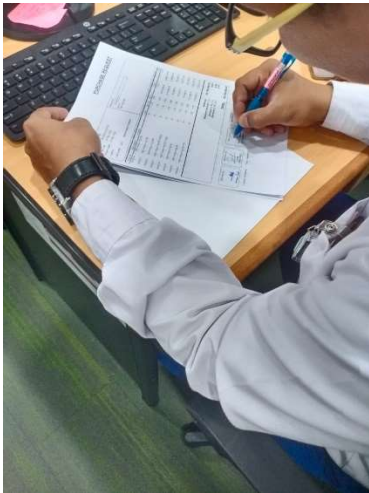
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>As part of my internship duties, I am responsible for accurately documenting the arrival of new equipment, including specifications such as model numbers, quantities, and condition, to assist in inventory management and compliance with safety protocols</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Friday

Date : 15th March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Ask for signature for PR	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This task involves obtaining signatures from authorized personnel for Purchase Requests</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 16th March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Organizing PR	Annisa Liona	
Notes from Industry Advisors			

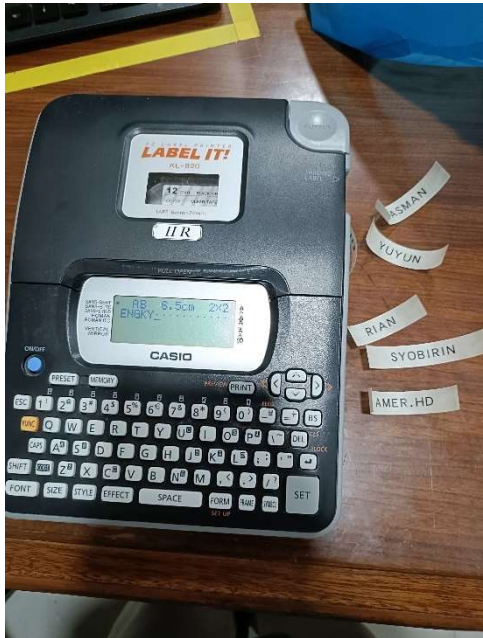
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This involves planning and coordinating public relations activities such as events, press releases, and media communications to promote a positive image and enhance brand visibility</p>

DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday

Date : 18th May 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Creating name tag	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Interns are tasked with designing and producing name tags for staff members, ensuring clarity and professionalism in identification processes.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 19th April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating intertransfer	Annisa Liona	
Notes from Industry Advisors			

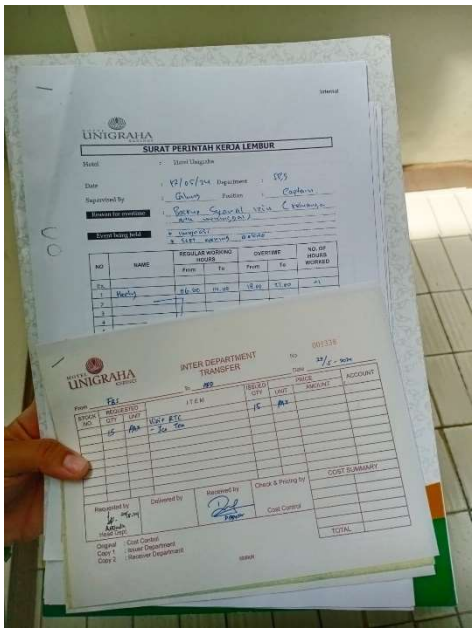
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves generating interdepartmental transfers, ensuring accurate documentation and adherence to company protocols for seamless internal operations</p>

DAILY ACTIVITY APPRENTICESHIP

Day : Wednesday

Date : 20th March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Delivering overtime (OT) to the General Manager's Office (GMO)	Annisa Liona	
Notes from Industry Advisors			

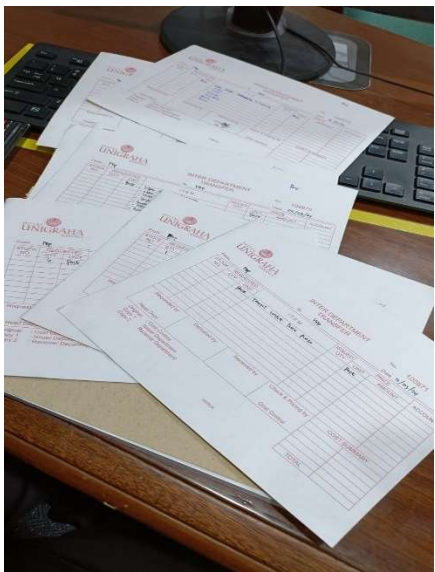
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>As part of my internship, I am responsible for delivering overtime (OT) documents to the General Manager's Office (GMO) according to the established procedures</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 22st March 2024


NO	JOB DESKRIPSI	SUPERVISOR	SIGNATURE
1	Creating intertransfer	Annisa Liona	
<p>Notes from Industry Advisors</p>			

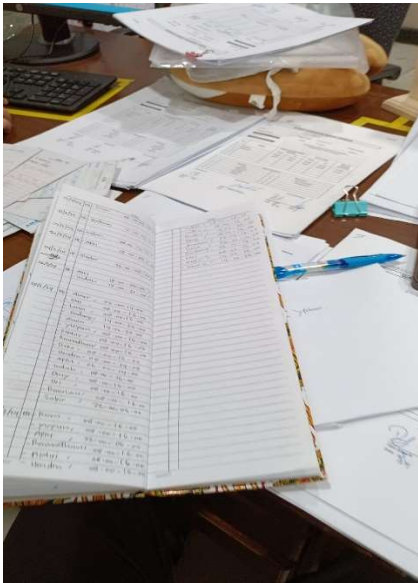
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves generating interdepartmental transfers, ensuring accurate documentation and adherence to company protocols for seamless internal operations</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 25st March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Collecting overtime	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The task of collecting overtime involves gathering and verifying all records of employees' extra working hours. This must be done accurately and promptly to ensure proper compensation according to company policies</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Tuesday

Date : 26st March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Distributing uniforms according to Department	Annisa Liona	
<p>Notes from Industry Advisors</p>			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Interns are responsible for distributing uniforms based on departmental guidelines and ensuring proper inventory management</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : 27th March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating intertransfer	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		This activity involves generating interdepartmental transfers, ensuring accurate documentation and adherence to company protocols for seamless internal operations

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 1st April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Preparing a breaking fast event with orphans	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		As part of my internship, I organized a breaking fast event for orphans, coordinating logistics, arranging meals

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 2nd April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Recapping employee attendace	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves reviewing and summarizing the attendance records of employees, ensuring accuracy and compliance with organizational policies and procedures</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 3rd April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Closing final Employee attendance	Annisa Liona	
<p>Notes from Industry Advisors</p>			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>As part of the internship, I was responsible for concluding the final attendance records of employees, ensuring accuracy and compliance with company policies and procedures.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 5th April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating intertransfer	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves generating interdepartmental transfers, ensuring accurate documentation and adherence to company protocols for seamless internal operations</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 22nd March 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating intertransfer	Annisa Liona	
<p>Notes from Industry Advisors</p>			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves generating interdepartmental transfers, ensuring accurate documentation and adherence to company protocols for seamless internal operations</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Tuesday

Date : 23rd May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Assisting the mentor's preparation for the interview	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Assisting in the mentor's interview preparation involves coordinating schedules, gathering necessary materials, and ensuring all logistical aspects are in place for a smooth and successful interview process

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : 24th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Attending mentor meeting on the topic	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		attend to accompany the mentor in meetings related to company affairs

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : 25th April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Requesting OT list	Annisa Liona	
Notes from Industry Advisors			

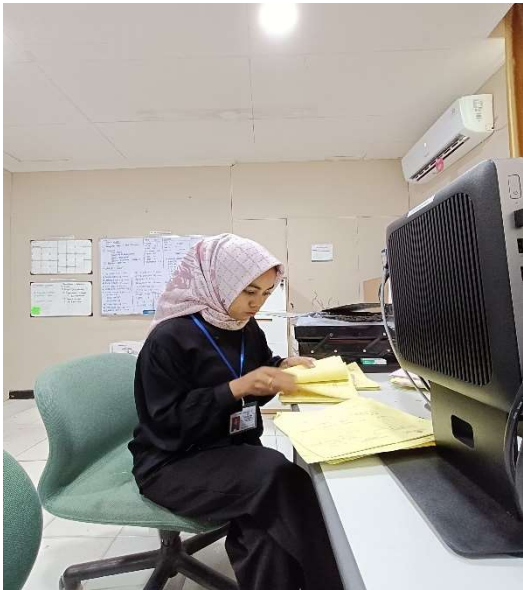
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Ensuring timely completion of tasks beyond regular hours, adhering to company policies and procedures for overtime management

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 26th April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating OT	Annisa Liona	
Notes from Industry Advisors			

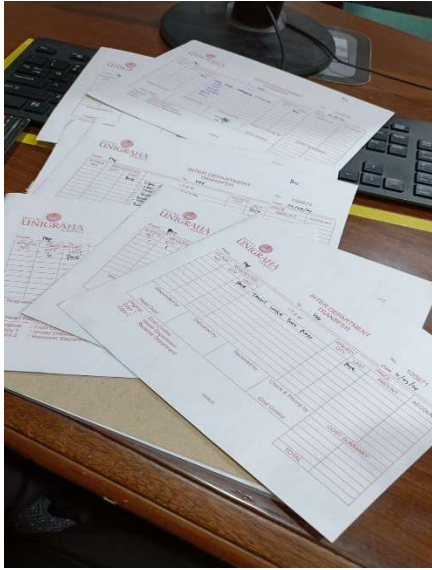
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Creating OT (Overtime) involves accurately recording and managing employees' extra working hours to ensure proper compensation and adherence to company policies</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Saturday

Date : 27th April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating and recording OT	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves generating interdepartmental transfers, ensuring accurate documentation and adherence to company protocols for seamless internal operations</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 29th April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Creating intertransfer	Annisa Liona	
Notes from Industry Advisors			

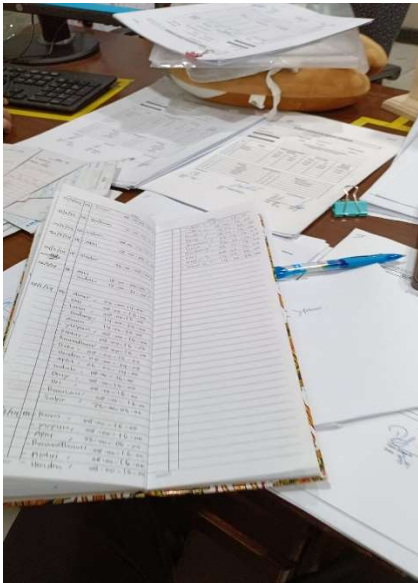
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves generating interdepartmental transfers, ensuring accurate documentation and adherence to company protocols for seamless internal operations</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 30th April 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Collecting overtime	Annisa Liona	
<p>Notes from Industry Advisors</p>			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The task of collecting overtime involves gathering and verifying all records of employees' extra working hours. This must be done accurately and promptly to ensure proper compensation according to company policies</p>

DAILY ACTIVITY APPRENTICESHIP

Day : Monday

Date : 6th May 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Creating outsourcing employee badge IDs	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>As an intern, I am responsible for assisting the HR department in the creation and distribution of badge IDs for outsourcing employees</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 7th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Closing final Employee attendance	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>As an intern, I am responsible for assisting in finalizing employee attendance records at the end of each month, ensuring all entries are accurate and comply with company policies before they are submitted for payroll processing</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Wednesday

Date : 8th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Distributing ID badge stickers	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Interns are tasked with distributing ID badge stickers to employees in compliance with company guidelines

DAILY ACTIVITY
APPRENTICESHIP

Day : Friday

Date : 10th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Attending mandarin classes	Annisa Liona	
Notes from Industry Advisors			

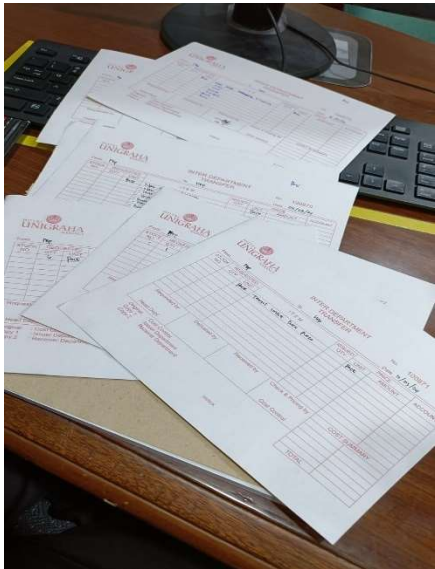
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Interns are required to participate in Mandarin language courses to enhance their communication skills and cultural understanding, as part of their internship program

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Saturday

Date : 11st May 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Creating intertransfer	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves generating interdepartmental transfers, ensuring accurate documentation and adherence to company protocols for seamless internal operations</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 13rd May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Filling Data	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Accurate data entry and organization are crucial for maintaining a streamlined workflow, ensuring that information is readily accessible and up-to-date

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : 15th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Separating new uniforms and old uniforms	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity involves categorizing freshly acquired uniforms from the old ones, ensuring proper organization and upkeep of uniform inventory in compliance with established standards</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : 16th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Sorting documents that are still used and unused	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Interns are tasked with organizing documents, distinguishing between those currently in use and those no longer needed, as part of streamlining office procedures.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Friday

Date : 17th May 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Filing permission and leave forms in the employee file	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Filing permission and leave forms in the employee file involves organizing and storing documents related to employee absences and permissions, ensuring they are properly recorded and easily accessible when needed.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 20th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Prepare interview & start interview	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Interns assist in interview preparation and conduct interviews as part of their responsibilities during their internship</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 21st May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Filling Data	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Accurate data entry and organization are crucial for maintaining a streamlined workflow, ensuring that information is readily accessible and up-to-date

DAILY ACTIVITY APPRENTICESHIP

Day : Wednesday

Date : 22nd May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Taking Milk orders	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This activity encompasses receiving, recording, and fulfilling customer orders for milk products</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 24th May 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Filling Data	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Accurate data entry and organization are crucial for maintaining a streamlined workflow, ensuring that information is readily accessible and up-to-date

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Saturday

Date : 25th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Closing overtime	Annisa Liona	
Notes from Industry Advisors			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Ensuring timely completion of tasks beyond regular hours, adhering to company policies and procedures for overtime management</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : 27th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Assisting the mentor's preparation for the interview	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Assisting in the mentor's interview preparation involves coordinating schedules, gathering necessary materials, and ensuring all logistical aspects are in place for a smooth and successful interview process

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : 28th May 2024


NO	JOB DESKRIPSI	SUPERVISOR	SIGNATURE
1	Closing overtime	Annisa Liona	
Notes from Industry Advisors			

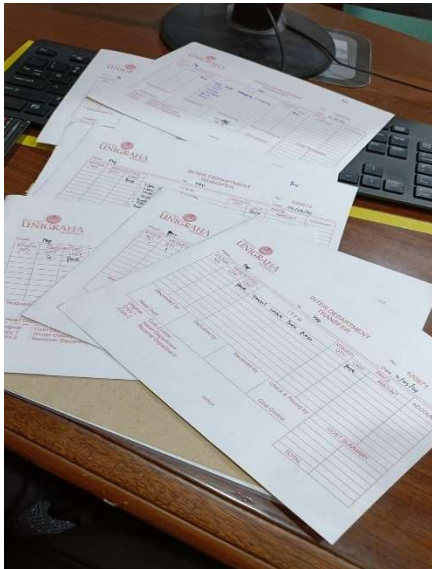
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Ensuring timely completion of tasks beyond regular hours, adhering to company policies and procedures for overtime management</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : 29th May 2024


NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Making intertransfer	Annisa Liona	
<p>Notes from Industry Advisors</p>			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Handling intertransfers involves accurately processing the transfer of funds between accounts within the organization</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Thursday

Date : 30th May 2024


NO	Job Deskripsi	Supervisor	Signature
1	Assisting the mentor in preparing documents for the interview	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Assisting the mentor in preparing documents for the interview involves gathering and organizing all necessary materials, ensuring that they are complete and ready for use

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : 31st May 2024


NO	JOB DESKRPTION	SUPERVISOR	SIGNATURE
1	Listing & closing overtime	Annisa Liona	
Notes from Industry Advisors			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Employees are required to accurately list and close overtime hours, ensuring all records are updated and in compliance with company policies and labor regulations.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Saturday

Date : 1st June 2024

NO	JOB DESKRIPTION	SUPERVISOR	SIGNATURE
1	Checking the Locker	Annisa Liona	
Notes from Industry Advisors			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Ensuring the security and orderliness of staff lockers involves regular inspections, adhering to company guidelines, and addressing any issue promptly to maintain a safe and organized workplace environment</p>

Appendix 2: Certificate of Apprenticeship



Appendix 3: Evaluation Form

Internal

EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRASIAL

PT. Riau Andalan Pulp and Paper (PT. RAPP)
 PT. Unimegah Utama Raya (Hotel Unigraha)
 Kompleks PT.RAPP, Jl. Lintas Timur, Pangkalan Kerinci Kota,
 Kec. Pangkalan Kerinci, Kabupaten Pelalawan, Riau 28654

Name : Ainil Aulia
 NIM : 5404201313
 Study Program : International Business Administration
 College : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentage	Score
1.	Discipline	20%	85
2.	Responsibility	25%	80
3.	Adjustment/Adaptation	10%	70
4.	Work Result	30%	75
5.	Behavior in General	15%	85
	Total (1+2+3+4+5)	100%	-395-

Explanation:

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

Notes:

In Overall, Aulia has a good personality and discipline during her training in unigraha hotel. Point to be improve are to remove barrier and self confidence to communicate with others.

Pangkalan Kerinci, June 05th 2024


 Aulia

Appendix 4: List of Attendance

LIST OF ATTENDENCE

UNIGRAHA HOTEL PT. RIAU ANDALAN PULP AND PAPER

No	Date	Morning		Siganture
		In	Out	
1	Friday, 1 March 2024	07:45	17:00	
2	Saturday, 2 March 2024	07:48	12:10	
3	Sunday, 3 March 2024	Day Off		
4	Monday, 4 March 2024	07:58	17:25	
5	Tuesday, 5 March 2024	07:49	17:15	
6	Wednesday, 6 March 2024	08:03	17:22	
7	Thursday, 7 March 2024	07:55	17:00	
8	Friday, 8 March 2024	07:50	17:18	
9	Saturday, 9 March 2024	Day Off		
10	Sunday, 10 March 2024	Day Off		
11	Monday, 11 March 2024	Holiday		
12	Tuesday, 12 March 2024	07:38	17:00	
13	Wednesday, 13 March 2024	07:53	17:00	
14	Thursday, 14 March 2024	07:55	17:00	
15	Friday, 15 March 2024	07:50	17:00	
16	Saturday, 16 March 2024	07:51	12:00	
17	Sunday, 17 March 2024	Day Off		
18	Monday, 18 March 2024	07:38	17:00	
19	Tuesday, 19 March 2024	08:51	17:00	
20	Wednesday, 20 March 2024	07:39	17:00	
21	Thursday, 21 March 2024	Sick Leave		
22	Friday, 22 March 2024	07:15	17:00	
23	Saturday, 23 March 2024	Day Off		
24	Sunday, 24 March 2024	Day Off		
25	Monday, 25 March 2024	07:49	17:00	
26	Tuesday, 26 March 2024	07:58	17:00	
27	Wednesday, 27 March 2024	07:30	17:00	
28	Thursday, 28 March 2024	08:38	17:00	
29	Friday, 29 March 2024	Holiday		
30	Saturday, 30 March 2024	Sick Leave		
31	Sunday, 31 March 2024	Day Off		

Pelalawan, 31 March 2024
Mentor

Annisa liona

LIST OF ATTENDENCE

UNIGRAHA HOTEL PT. RIAU ANDALAN PULP AND PAPER

Name
Month

Ainil Aulia
May

No	Date	Morning		Signature
		In	Out	
1	Wednesday, 1 May 2024	Holiday		
2	Thursday, 2 May 2024	Sick Leave		
3	Friday, 3 May 2024	Sick Leave		
4	Saturday, 4 May 2024	Day Off		
5	Sunday, 5 May 2024	Day Off		
6	Monday, 6 May 2024	07:30	17:00	<i>[Signature]</i>
7	Tuesday, 7 May 2024	07:35	17:00	<i>[Signature]</i>
8	Wednesday, 8 May 2024	07:32	17:00	<i>[Signature]</i>
9	Thursday, 9 May 2024	Day Off		
10	Friday, 10 May 2024	07:45	17:00	<i>[Signature]</i>
11	Saturday, 11 May 2024	07:39	12:00	<i>[Signature]</i>
12	Sunday, 12 May 2024	Day Off		
13	Monday, 13 May 2024	07:39	17:00	<i>[Signature]</i>
14	Tuesday, 14 May 2024	Leave Permission		
15	Wednesday, 15 May 2024	07:28	17:00	<i>[Signature]</i>
16	Thursday, 16 May 2024	07:35	17:00	<i>[Signature]</i>
17	Friday, 17 May 2024	07:48	17:00	<i>[Signature]</i>
18	Saturday, 18 May 2024	Day Off		
19	Sunday, 19 May 2024	Day Off		
20	Monday, 20 May 2024	07:30	17:00	<i>[Signature]</i>
21	Tuesday, 21 May 2024	07:25	17:00	<i>[Signature]</i>
22	Wednesday, 22 May 2024	07:33	17:00	<i>[Signature]</i>
23	Thursday, 23 May 2024	Day Off		
24	Friday, 24 May 2024	07:45	17:00	<i>[Signature]</i>
25	Saturday, 25 May 2024	07:47	12:00	<i>[Signature]</i>
26	Sunday, 26 May 2024	Day Off		
27	Monday, 27 May 2024	07:24	17:00	<i>[Signature]</i>
28	Tuesday, 28 May 2024	07:28	17:00	<i>[Signature]</i>
29	Wednesday, 29 May 2024	07:29	17:00	<i>[Signature]</i>
30	Thursday, 30 May 2024	07:30	17:00	<i>[Signature]</i>
31	Friday, 31 May 2024	07:43	17:00	<i>[Signature]</i>

Pelalawan, 31 May 2024
Mentor

[Signature]
Annisa liona

LIST OF ATTENDENCE

UNIGRAHA HOTEL PT. RIAU ANDALAN PULP AND PAPER

Name Ainil Aulia

Month June

No	Date	Morning		Siganture
		In	Out	
1	Saturday, 1 June 2024	07:40	17:00	<i>[Signature]</i>
2	Sunday, 2 June 2024	Day Off		
3	Monday, 3 June 2024	07:48	17:00	<i>[Signature]</i>
4	Tuesday, 4 June 2024	07:46	17:00	<i>[Signature]</i>
5	Wednesday, 5 June 2024	07:43	17:00	<i>[Signature]</i>
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Pelalawan, 05 June 2024
Mentor

[Signature]
Annisa liona

Appendix 5: Apprenticeship Reply Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com
www.paperone.com

Nomor : 324/VI/IIICR/KP/RAPP/2024
Lamp : -
Hal : Surat Keterangan Magang

Kepada Yth,
Direktur Politeknik Negeri Bengkalis

Di –
Tempat

Dengan hormat,
Sehubungan dengan telah berakhirnya Kerja Praktek (KP) di pada PT RAPP, untuk Mahasiswa sebagai berikut:

NO	Nama	NIM	Jurusan
1	Dimas Alif Alfikri	5404201327	D4 – Administrasi Bisnis Internasional
2	Nisa Asyshfa	5404201304	D4 – Administrasi Bisnis Internasional
3	Sindi Ayu Lestari	5404201345	D4 – Administrasi Bisnis Internasional
4	Ainil Aulia	5404201313	D4 – Administrasi Bisnis Internasional
5	Juanda	5404201271	D4 – Administrasi Bisnis Internasional
6	Hayanti	5404201291	D4 – Administrasi Bisnis Internasional
7	Nurul Fajar	5404201258	D4 – Administrasi Bisnis Internasional

Dengan ini menerangkan bahwa mahasiswa tersebut diatas telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper (PT.RAPP) pada 05 Februari 2024 s/d 05 Juni 2024. Demikian Surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, Juni 2024

APRIL
PT. Riau Andalan Pulp and Paper

Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 6: Visit RGE Office



