

APPRENTICESHIP REPORT
PT ENERGI SEJAHTERA MAS
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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

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APPROVAL SHEET

APPRENTICESHIP REPORT PT ENERGI SEJAHTERA MAS

Written as one of the requirements to completing for apprenticeship

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Bengkalis, June 18th, 2024

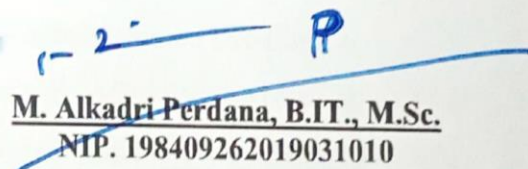
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Lubuk Gaung, February 19th, 2024

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CHAPTER I

INTRODUCTION

1.1 Background

Apprenticeship is an activity that must be followed by students or students to apply the knowledge that has been learned in college or school in a real work situation. This activity aims to provide practical experience and a deeper understanding of the world of work, so that participants can develop the technical, managerial, and interpersonal skills needed to enter the professional world. In addition, Apprenticeship also allow participants to build professional networks, gain industry insights, and identify and solve real problems encountered in the work environment. This process usually involves being assigned to real projects in specific companies or organisations, under the direct guidance and supervision of an experienced mentor or supervisor, to ensure that participants gain maximum benefit from the experience.

Apprenticeship also plays an important role in helping students develop good work ethics, such as discipline, responsibility, and commitment to assigned tasks. Through Apprenticeship, participants can evaluate and adapt their academic abilities to the needs of the industry, as well as improve their competence and confidence in carrying out professional tasks. Apprenticeship also provide an opportunity to learn the dynamics of working in a team, hone communication skills, and understand the work culture in different environments. Thus, Apprenticeship is an effective means to prepare oneself to face the challenges and demands in an increasingly competitive and dynamic world of work. This experience also often becomes an added value in participants' resumes, which can increase their chances of getting a job after completing formal education.

The importance of Apprenticeship by referring to the regulations and laws that govern the implementation of Apprenticeship in Indonesia. One of the legal bases that support the implementation of Technical Apprenticeships is Law No. 20/2003 on the National Education System. In Article 15, this law emphasises the

importance of vocational education and vocational education as an integral part of the national education system that aims to prepare students to enter the world of work.

Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 81A of 2013 on Curriculum Implementation also regulates the implementation of Apprenticeship. This regulation confirms that Apprenticeship is part of the education curriculum that must be implemented by vocational high schools and vocational higher education institutions to provide practical experience to students. In this regulation, it is stipulated that each learner must undergo a Apprenticeship programme for a certain period to meet the graduation requirements.

Minister of Manpower Regulation No. 36/2016 on the Implementation of Domestic Apprenticeship also provides a legal basis for the implementation of Technical Apprenticeships. This regulation regulates the rights and obligations of apprentices, companies, and educational institutions, as well as setting standards for the implementation of Apprenticeship that must be followed. This includes aspects such as the protection of the rights of apprentices, the provision of incentives, and the responsibility of companies to provide appropriate guidance and training.

With these laws and regulations, the implementation of Apprenticeship in Indonesia has become more structured and quality assured. These regulations ensure that Apprenticeship participants gain useful experience that is relevant to industry needs, and that their rights are protected during the Apprenticeship programme. It also encourages closer cooperation between educational institutions and the industrial world in preparing a competent and ready to use workforce.

Apprenticeship also provides an opportunity for students to identify their interests and talents more specifically. During the course of the Apprenticeship, participants can try out various roles and tasks that they may not have experienced before, so as to find the field of work that best suits their interests and abilities. Apprenticeships also serve to enrich participants' insights into various operational and management aspects within organisations, including how business processes work, how decisions are made, and how strategies are developed and implemented.

Apprenticeship often create opportunities for research and innovation. Participants can collect relevant data and information from their workplace to complete their final project or research. This not only improves the academic quality of the participants, but also makes a real contribution to the organisation where they do their Apprenticeship.

In addition to the direct benefits for the participants, Apprenticeship is also beneficial for the company or organisation that receives the Apprenticeship participants. They can utilise additional eager and fresh-minded personnel to help complete certain projects, and even find potential employees who already understand the company's culture and needs.

As such, Apprenticeships are a win-win experience for all parties involved, providing long-term benefits for both the personal and professional development of the participant, as well as for sustainability and innovation within the organisation.

1.2 Purpose of the Apprenticeship

Based on the implementation of the Apprenticeship carried out at the company PT Energi Sejahtera Mas, there are the following objectives of the Apprenticeship:

1. As an initial introduction to employment before going directly into the world of work
2. As an implementer of one of the compulsory courses carried out, namely Apprenticeship.
3. Getting the opportunity for students to apply the knowledge that has been learnt during lectures related to the field studied.
4. Increase students' knowledge and experience about work practices in the world of work.
5. To find out how the Strategy of Training and Development of Human Resources at PT Energi Sejahtera Mas Company.

1.3 Significances of the Apprenticeship

The Apprenticeship carried out is expected to provide various benefits to the parties. The benefits that can be obtained from these Apprenticeship activities are as follows:

1. For Authors

Add insight and knowledge to prepare yourself before entering the world of work, get a form of real experience and problems faced by the world of work.

2. For Politeknik Negeri Bengkalis

To expand the introduction of Politeknik Negeri Bengkalis and especially the International Business Administration study program to the community and the company and strengthen cooperation between academics and government agencies and private companies.

3. For the Company

As a means to improve the relationship between PT Energi Sejahtera Mas and Politeknik Negeri Bengkalis, especially the International Business Administration study programme.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company Profile

PT Energi Sejahtera Mas, an Oleochemical producer located in Dumai, Riau, Indonesia is a subsidiary of Sinarmas Cepsa Pte Ltd, a joint venture between Golden Agri-Resources (GAR) and Cepsa. It was established in 2014 and is headquartered in Jakarta and with production facilities in Lubuk Gaung. This Oleochemical company produces products in the form of Fatty Alcohol, Fatty Acid and Glycerine with raw materials CPKO (Crude Palm Kernel Oil), RBDPO (Refined Bleached Deodorised Palm Sterin) in (PT ESM Archives, 2020). The following is the logo of PT Energi Sejahtera Mas:

PT ENERGI SEJAHTERA MAS

Figure 2.1 Logo of PT Energi Sejahtera Mas

Source : id.jobplanet.com, 2024

PT Energi Sejahtera Mas (PT ESM) is one of the largest fatty alcohol manufacturers in the world, which also produces basic Oleochemicals from palm oil and Palm Kernel Oil (PKO). The Company's ambition is to achieve a leading position in fatty alcohols and derivatives thanks to the combined strength of its shareholders: Cepsa, as the world leader in linear alkylbenzene (LAB), the most versatile surfactant precursor worldwide linear alkylbenzene sulfonate (LAS) and GAR, the largest palm oil producer in Indonesia, the most efficient vegetable oil in terms of productivity. As a result, Sinar Mas Cepsa is able to offer a unique integrated business model in the Oleochemical industry that integrates 'tree to customer' activities, together with industry best practices and the strictest

sustainability policies. Sinar Mas Cepsa currently operates a world-class fatty alcohol plant in Indonesia and produces surfactants in Germany for the European Market (PT ESM Archives, 2020). The following is the logo of Sinarmas Cepsa:



Figure 2.2 Logo of Sinarmas and Cepsa

Source : sinarmascepsa.com, 2024

PT ESM also has a privileged position with respect to raw material integration. PT ESM allows to produce and market Oleochemicals in RSPO certified sustainable variants they also provide product traceability of various grades. PT ESM also complies with national environmental & social laws, as reflected in the Environmental Impact Assessment (AMDAL in Indonesia) granted in 2013 (PT ESM Archives, 2020).

2.2 Company Vision and Mission

Vision is the main goal or main idea of an organisation, institution or company. In essence, the vision becomes the main reason for the establishment of the institution. It is so fundamental that it is impossible for an organisation to be established without a clear and strong vision. The vision serves as the main guide that determines the direction and long-term goals of the organisation, describes what it wants to achieve in the future and provides inspiration and motivation for all its members.

While the mission in general is a series of things that are done to achieve the vision. The mission includes the actions, policies and strategies implemented to make the vision a reality. The mission also provides a more specific framework of

the steps to be taken and how resources will be utilised effectively to achieve the set goals. As such, the mission plays a crucial role in bridging the gap between the current state and the desired vision of the future.

With a clear vision and mission, PT Energi Sejahtera Mas strives to continue to grow and make a positive contribution in the energy sector, while ensuring sustainability and prosperity for the wider community, is the main foundation and strategic guidance in every step and decision taken by the company. This vision and mission not only reflects the ultimate goal to be achieved by PT Energi Sejahtera Mas, but also explains a series of concrete steps and firmly held commitments to achieve that goal. The following is the Vision and Mission of PT Energi Sejahtera Mas:

Vision

“To become a global leading player in the fatty alcohol surfactant market focus on creating value for our customers and stakeholders while being a responsible and sustainable corporate citizen in all the communities where we are present” (Arsip PT ESM, 2021).

Mission

1. Build factories and enter factories on a global scale.
2. Develop competitive advantages in technology and production capabilities.
3. Excellence in safety, operations and supply chain.
4. Provide innovative solutions, reliable quality and service for all customers.
5. To be the leading company in environment and sustainable products

2.3 Layout and Location of PT Energi Sejahtera Mas

The initial development of PT Energi Sejahtera Mas Dumai, the land area used for the factory site is 55 ha, in addition to a reserve site of 41.7965 ha which is intended to supply the expansion of the factory complex. Before being used for expansion, the reserve location was used as a community sports venue (PT ESM Archives, 2020).

Daerah PT ESM terbagi menjadi 3 zona yaitu, zona hijau, zona kuning dan zona merah. Zona hijau merupakan bagian depan kompleks industri yang terdapat

kantor pusat yang merupakan kantor staf direksi dan administrasi umum PT Energi Sejahtera Mas (PT ESM), zona hijau digunakan untuk lahan parkir karyawan dan visitor perusahaan. Didalam zona kuning merupakan tempat warehouse pabrik dan pengemasan produk berupa solid maupun liquid, letak daerah pengemasan yang jauh dari pelabuhan dikarnakan untuk menghindari produk yang terpapar lembabnya udara laut yang dapat mengakibatkan kualitas produk menurun. Pada area pabrik yang disebut zona merah, setiap unit-unit operasi pabrik berada berdekatan satu sama lain agar sistem piping dan instrumen tidak terlalu Panjang dan mempermudah komunikasi antar unit. Mengingat semua unit operasi di PT ESM Oleochemical sangat berkaitan satu sama lain, maka letak control room antar unit operasi selalu berada dalam satu gedung departemen produk (PT ESM Archives, 2020).

The area leading to the waterfront is used as a harbour area (jetty) which is used for all ship loading and unloading activities for the delivery of processed products. During loading and unloading, trucks will transport the yellow zone products in the centre to the port. Then the ships transport the products and sell them in the export market (PT ESM Archives, 2020).

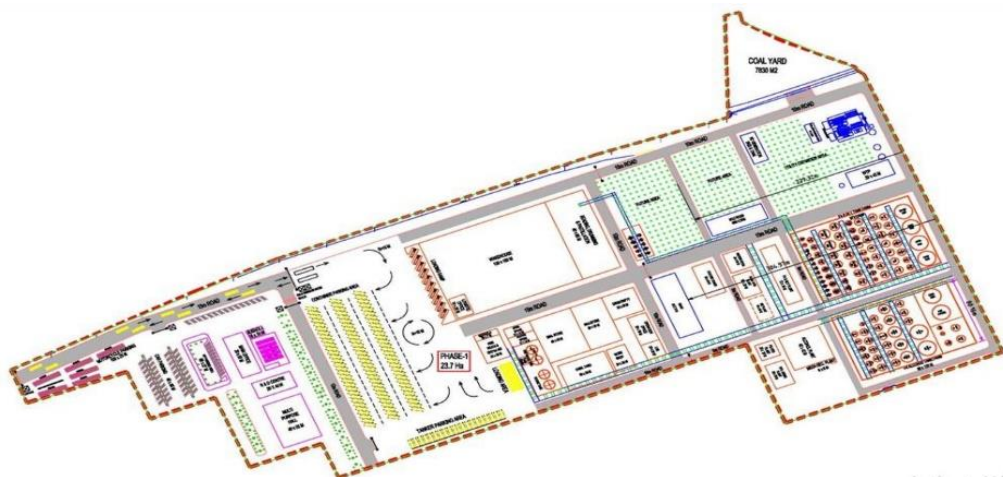


Figure 2.3 Yellow Zone, Green Zone, and Red Zone of PT ESM

Source: PT ESM Archives, 2020

PT ESM applies the product lay out layout type, where the location of production machinery and equipment is arranged in accordance with the order of the production process. This type of layout is used by the company to facilitate the gradual production process from start to finish and the company can produce large quantities of products continuously because the process will be more effective and efficient because the distance between stations is sequential (PT ESM Archives, 2020).

Figure 2.1 is the location of PT ESM which is located on Jalan Kelapa, Lubuk Gaung-Nerbit Village, Sungai Sembilan District, Dumai City, Riau Province. The ESM oleochemical plant was established approximately 30 km from the city centre of Dumai. The boundaries of the plant location based on PT ESM Archives, 2020 with the surrounding area are as follows:

1. North : PT Ivo Mas Tunggal.
2. South : PT Apical Group.
3. East : PT Energi Sejahtera Mas (ESM) harbour.
4. West : Resident Area.

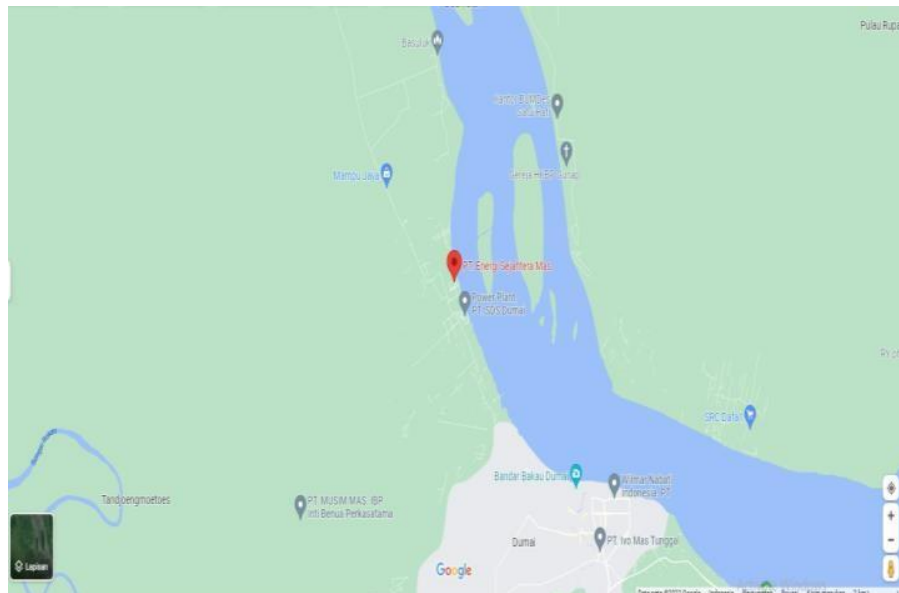


Figure 2.4 Location of PT Energi Sejahtera Mas

Source: Google Maps, 2022

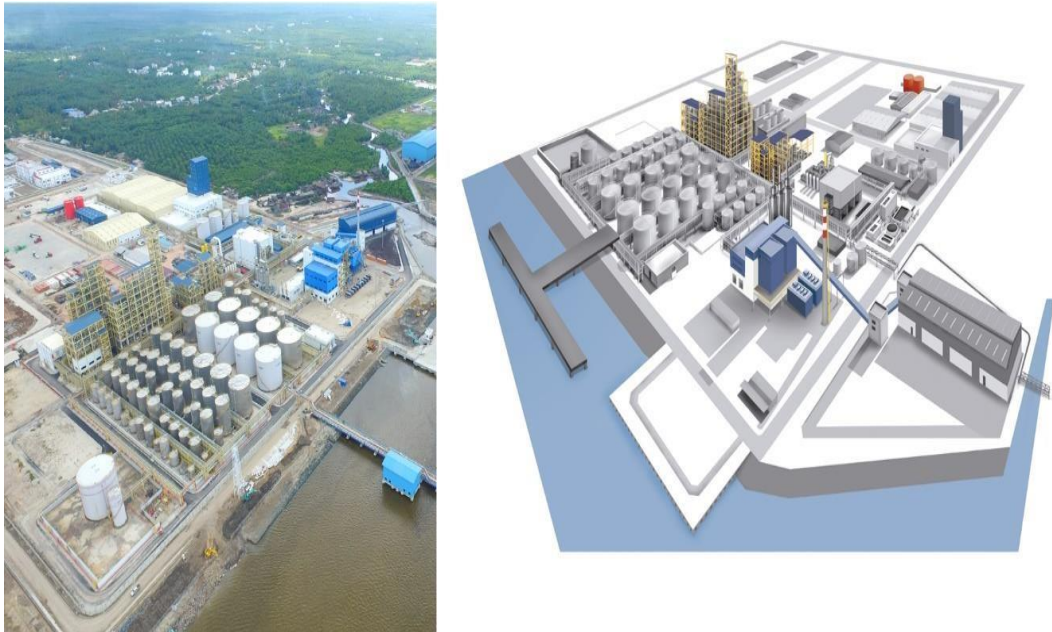


Figure 2.5 Layout of PT Energi Sejahtera Mas

Source: PT ESM Archives, 2020

PT ESM applies an odd-angle material flow type, where the flow pattern is odd or irregular. The aim is to obtain flow paths between groups of neighbouring areas and the room conditions do not allow other patterns to be used (PT ESM Archives, 2020).

2.4 Labour and Working Hours of PT Energi Sejahtera Mas

PT Energi Sejahtera Mas has approximately 452 employees. The workforce at PT ESM is dominated by male workers. The employee wage system is the responsibility of the HRD department, including arrangements for overtime work, leave, service, bonuses, service contracts, and employee turnover. To improve the general welfare of staff and factory employees PT Energi Sejahtera Mas provides several facilities, which affect the productivity of staff and employees at work, namely as follows:

1. Canteen for employees during their lunch break.
2. The company provides locker rooms for each employee as a means of storage for employees.

3. Work facilities to support employee safety during work, such as safety helmets, masks, safety shoes, glasses and uniforms.
4. Accident insurance if employees fall ill or have an accident at work.
Based on PT Energi Sejahtera Mas company regulations for 2022-2024, employee working hours can be divided into 2, namely:

1. Shift Working Hours

These working hours are implemented on a rotational basis for employees who are directly involved in the production and food activities of the factory. Shift working hours are organised as follows:

Shift 1 : 08.00 – 16.00 Wib

Shift 2 : 16.00 – 24.00 Wib

Shift 3 : 24.00 – 08.00 Wib

Shift employees are divided into four groups where each group's work schedule is five working days and two days off, then the next five days have one day off.

2. Regular Working Hours

These regular working hours apply to employees who are not directly involved in production and plant safety activities. These working hours apply to staff employees. Regular working hours are organised as follows.

- a. For five working days

Monday to Friday : 08.00 to 17.00 Wib

Break Time : 12.00 to 13.00 Wib

- b. For six working days

Monday to Thursday : 08.00 to 16.00 Wib

Friday : 08.00 to 16.30 Wib

Saturday : 08.00 to 13.00 Wib

Rest hours:

Monday to Thursday : 12.00 to 13.00 Wib

Friday : 11.30 s/d 13.00 Wib

2.5 Organization Structure

PT Energi Sejahtera Mas has a line and functional organisational structure, where the authority of the highest leader is delegated to the manager of each department who has a functional position to be carried out to executors who have special skills. The division of departments and work placement is determined based on the ability and experience of each employee working in the company. In the implementation of operational activities, superiors are very instrumental and subordinates in carrying out the duties and responsibilities of the job description used (PT ESM Archives, 2020).

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

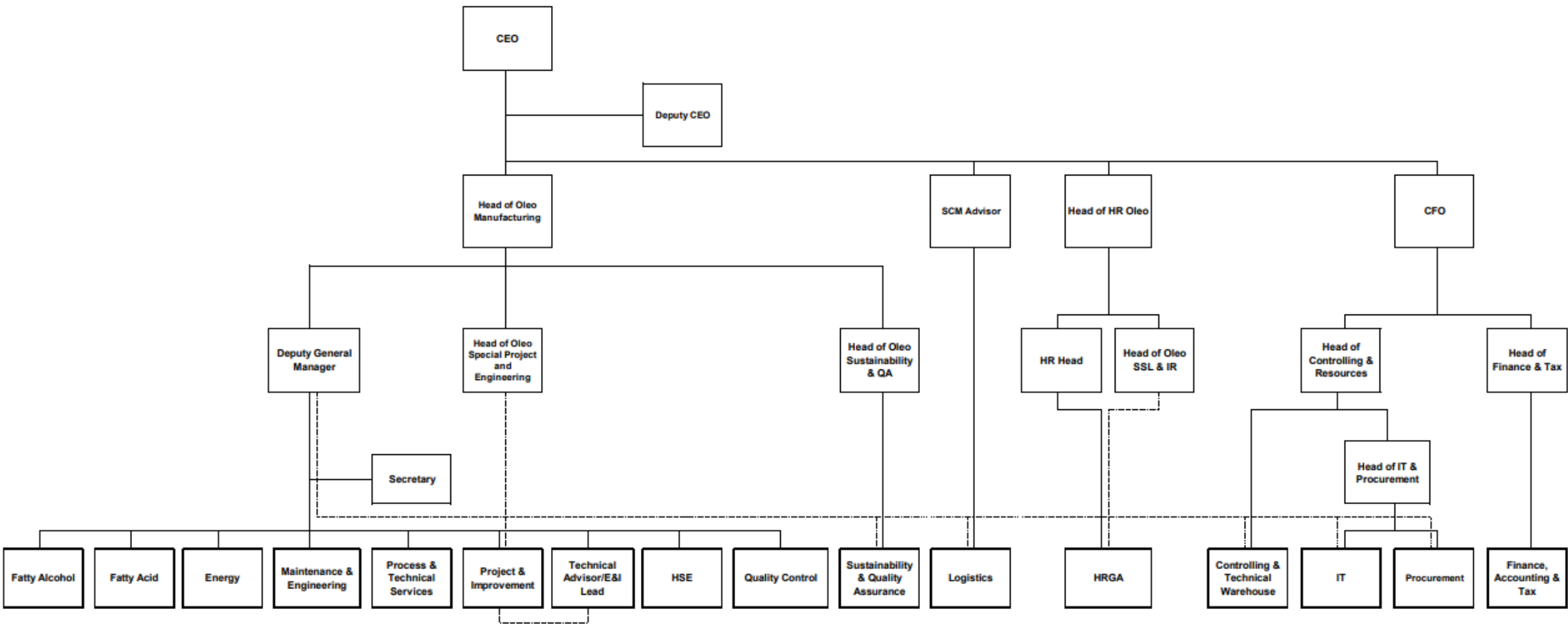


Figure 2.6 Legal Organization Structure
 Source: PT ESM Archive, 2024

2.6 Job Description of the Field Work Practice Unit Section

Based on the place of implementation of the Field Work Practice, which is placed in the HRGA (Human Resource General Affair) Department, the HR (Human Resource) section is the part that manages and produces human resources in the company or related to employment. The GA (General Affair) section is a general department, which deals with interaction and coordination both internally and externally to the company, besides that GA (General Affair) also plays a role in maintaining assets owned by the company (PT ESM Archives, 2021).

HRGA is a department that organises human resources and everything related to legal and company relations. Some people also refer to HRGA as the development of HRD into HRM. The job descriptions in the HRGA department based on PT ESM Archives, 2021 are as follows:

1. HRD Section (Human Resource Development)

Has a role in recruiting, selecting human resources, and supervising employees. The function of HRD internally is to carry out HR planning, recruitment, job descriptions, HR development, performance management, and procurement of training activities for employees so that they can work in accordance with company expectations. Specifically, HRD is divided into several divisions, each of which has different duties and responsibilities in accordance with the Jobdes.

a. Training and People Development

Human resource (HR) development is important. HR development will have an impact on improving quality, performance, productivity, company effectiveness / efficiency and have competencies that are in accordance with the job. One of the HR development is done through training. Training and People Development has a function that implements the learning and development process. The principle of training is to help companies fulfil employee competencies through planning, implementation and evaluation.

b. Organization Development

Organising relates to the relationship between departments so that each department can contribute to achieving a company goal. Working in teams to

ensure organisational alignment, so that employees are clear about the existence of the organisation, through actual and good Organisational Structures and Job Descriptions. The purpose of alignment, for example, is to balance the number of employees with their workload. The duties of Organisation Development are:

- 1) Create employee job descriptions.

Jobdes or job descriptions are job descriptions that guide a person to carry out their duties and responsibilities in accordance with their position. There are two competencies in Organisational Development, namely hard skills and soft skills. Hard skills are specific abilities needed for a particular job, for example in operating Microsoft Excel, fluency in foreign languages, and so on, and usually the hard skills possessed will be recorded in the Curriculum Vitae (CV) when applying for a job. Soft skills are the abilities of a person who can complete their work, as well as the ability to relate or communicate with others needed to succeed in a job, for example the ability to negotiate, think critically and creatively, and have a leadership spirit.

- 2) Update and monitor policies and procedures (SOP) in HRGA.
- 3) Talent Management

A series of human resource processes in organisations designed to develop, motivate or hone and sustain productivity, for employees who have been selected from the best or talented to continue to provide maximum performance in increasing the value of the company and make them star employees in their own departments. There are two sources of talent: potential and high performance.

c. Recruitment

Recruitment is a process of finding and attracting job applicants through motivation, ability and knowledge that is useful to meet the human resource needs of the company. Overall, recruitment is the process of finding workers according to the required specifications with a specific purpose.

2. SSL (Social, Security and License)

SSL is a concept that oversees the relationship between companies and society, ensuring that companies not only comply with regulations and laws governing the relationship between employees, companies and governments, but

also conduct socially and environmentally responsible operations, by creating a safe, fair and sustainable working environment, and strengthening the company's reputation in the eyes of employees and the surrounding community. SSL covers and integrates two key areas of corporate management:

a. IR Section (Industrial Relation and Security)

This section is the part that manages and maintains relationships between employees, employees with companies and employees with the government. The jobdes of IR itself usually handle regulatory issues, provide solutions to employee problems, assist in negotiating agreements, employment and regulatory issues. Conflict management includes discussing problems, solving problems and providing solutions. Representation includes representing a party, depending on the agreement. Analysis includes analyzing legal issues, industry disputes and creating new regulations. Communication includes bridging between employees and management, employees and employees, employees and companies and employees and the government.

b. Social Communication License Section

Often referred to as HUMAS (Public Relations) is the concept that the company has a social responsibility to the community and the environment in all aspects of the company's operations such as on issues that have an impact on the environment such as congestion, pollution, waste, product safety and labor. The function of this section is specifically to reduce the company's business risk, widen access to resources, widen access to the market, improve relations with stake holders, improve relations with regulators, and increase employee productivity. In its work, HUMAS takes care of and records incoming and outgoing letters as well as proposals for financial assistance from external parties or licensing or legal issues (licenses).

3. Comben Section

Comben is a combination of Compensation and Benefit. Comben is responsible for recording and checking employee izi, sifft, change and overtime request forms. Preparing and planning budgets in terms of compensation, which monitors budget adjustments and reports to superiors. Collect any data, related to

employee personal information to be submitted and used when needed. Record and verify attendance data. Perform payroll processing based on existing data. Processing insurance administration, and employee taxes. While the Benefit section is part of the additional benefits provided to employees such as Sinarmas Insurance and bonuses for employees.

4. GA Section (General Affair)

GA is the department that takes care of both routine and unexpected operational matters. GA is needed in a large-scale company with many employees and a large office, because their function is to pay attention and fix everything that belongs to the company except HR, because that is the job of HR. GA has the task of taking care of non-technical facilities and infrastructure. Managing employee transportation, parking lots, and employee housing for those outside the city / country, cleaning or housekeeping maintenance and maintenance of office facilities.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The practice was carried out for 4 months starting from February 19, 2024 to June 18, 2024 at PT Energi Sejahtera Mas in the HRGA department office. The duties and responsibilities assigned to the author while carrying out Apprenticeship are as follows:

1. Preparing for Training
2. Making Training Attendance
3. Recap Training Hours
4. Recap of Session Evaluation
5. Recap of Trainer Reward Points
6. Stamp the Voucher in the form of Shopping Coupon
7. Recap IKD Documents
8. Filing IKD documents
9. Categorizing HR documents by Document type
10. Making a reply letter to PKL students

3.2 Systems and Procedures

There are several systems and procedures used in the process of describing the operational activities required during the implementation of Field Work Practices carried out at PT Energi Sejahtera Mas in the HRGA Department office. The author was given several responsibilities to assist in carrying out the following tasks:

1. Creating Attendance List

People Development will make an Attendance List (Absence Training) based on employee names obtained from the Head of Department to attend training in accordance with the Department of each employee. The

following below is a flowchat display of the Creating Attendance List activity, which can be seen as follows:

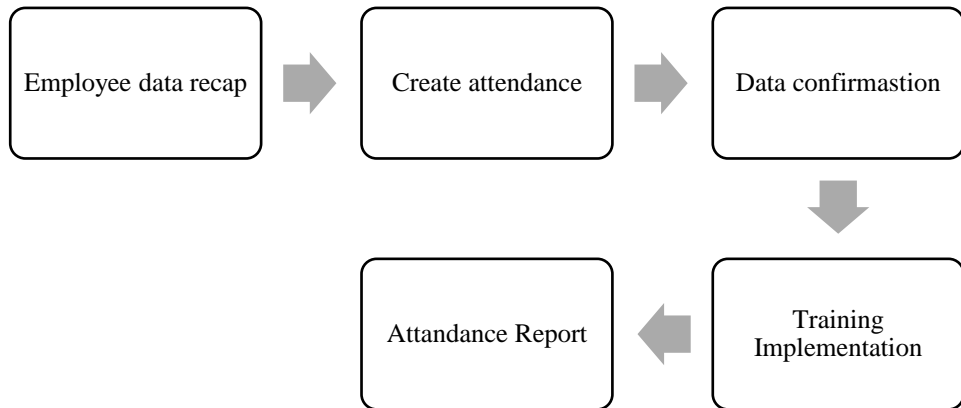


Figure 3.1 Flowchart of Creating Attendance List

Source : Procesed Data, 2024

2. Preparing Trainig

Preparing for Training is an activity carried out by People Development to prepare training needs to facilitate trainers who will carry out trainings starting from completing presentation equipment by preparing laptops, pointers, microphone batteries, training attendance, and consumption. The following below is a flowchat display of the Preparing Training activity, which can be seen as follows:

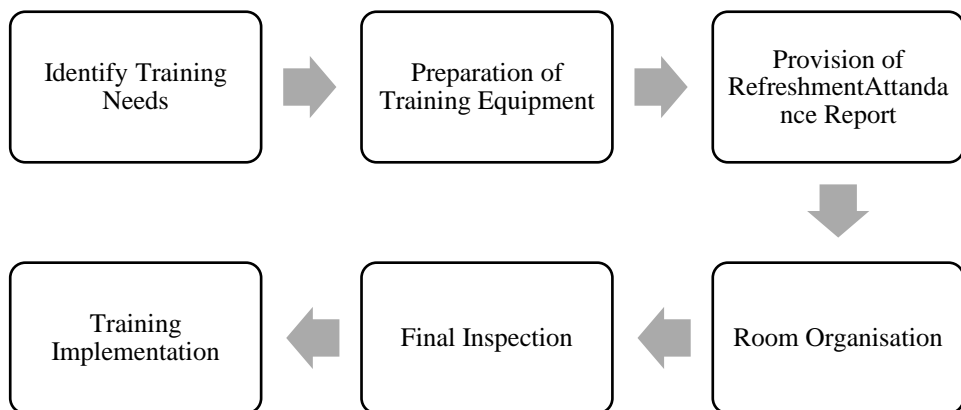


Figure 3.2 Flowchart of Preparing Training

Source : Procesed Data, 2024

3. Recap of Training Hours

Recap Training Hours is the process of inputting employee names based on the training attended by the employee in the Employee Trainig Hours form so as to obtain employee performance improvement points. The following below is a flowchat display of the Recap of Training Hours activity, which can be seen as follows:

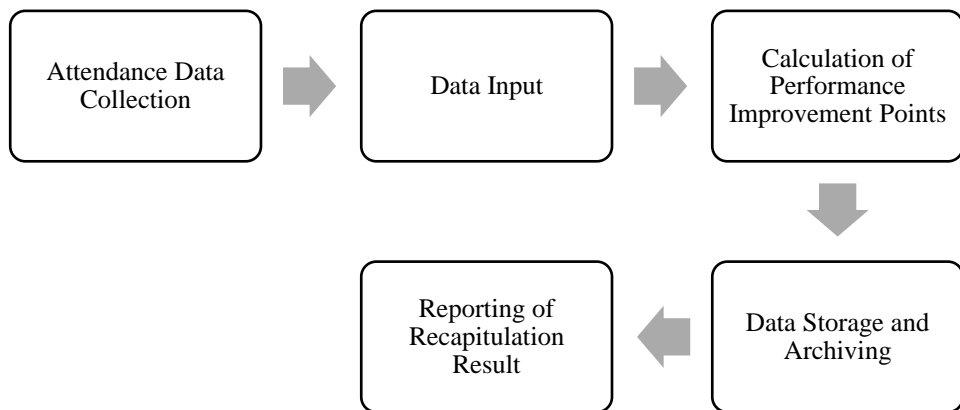


Figure 3.3 Flowchart Recap of Training Hours

Source : Proses2d Data, 2024

4. Session Evaluation Recap

Session Evaluation Recap is the process of summarizing the number of points obtained by the Trainer from the Trainig session form held by the Trainer, which is calculated through the Session Evaluation Recap form to Session Evaluation. The following below is a flowchat display of the Session Evaluation Recap activity, which can be seen as follows:

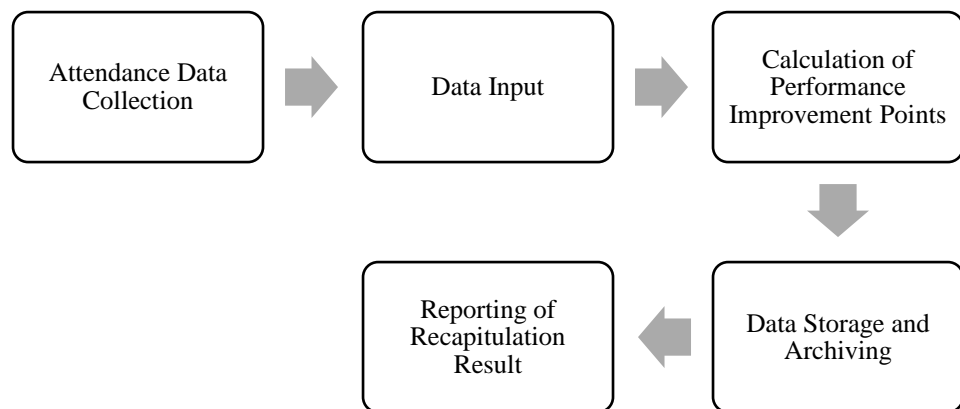


Figure 3.4 Flowchart of Session Evaluation Recap

Source : Prosesed Data, 2024

5. Trainer Reward Point Recap

This stage is the process resulting from the Session Evaluation points divided by the number of Trainig who follow the formulas which will later become Reward points for Trainers. The following below is a flowchat display of the Trainer Reward Point Recap activity, which can be seen as follows:

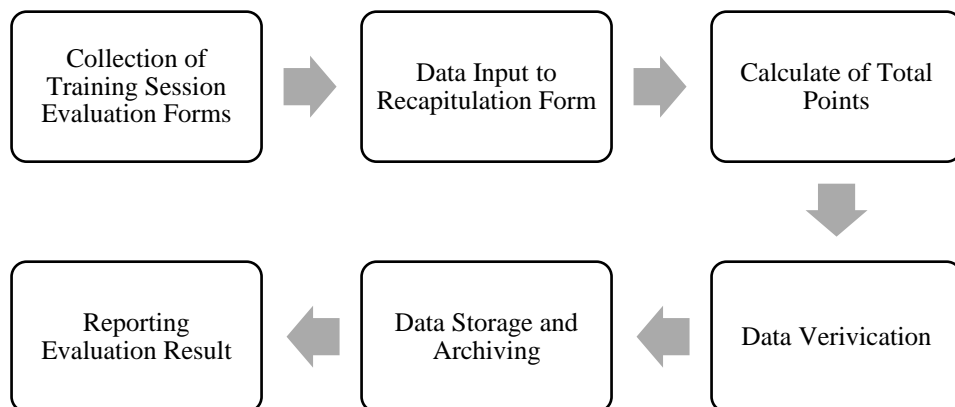


Figure 3.5 Flowchart of Trainer Reward Point Recap

Source : Proccesed Data, 2024

6. Stamp the Voucher in the form of Shopping Coupon

It is a process of affixing a stamp on the Voucher to certify the voucher which will later be given by the Trainer based on the points obtained by the Trainer. This voucher also applies to permanent employees of PT Energi Sejahtera Mas who participate in activities held by the company in the form of shopping voucher rewards. The following below is a flowchat display of the Stamp the voucher activity, which can be seen as follows:

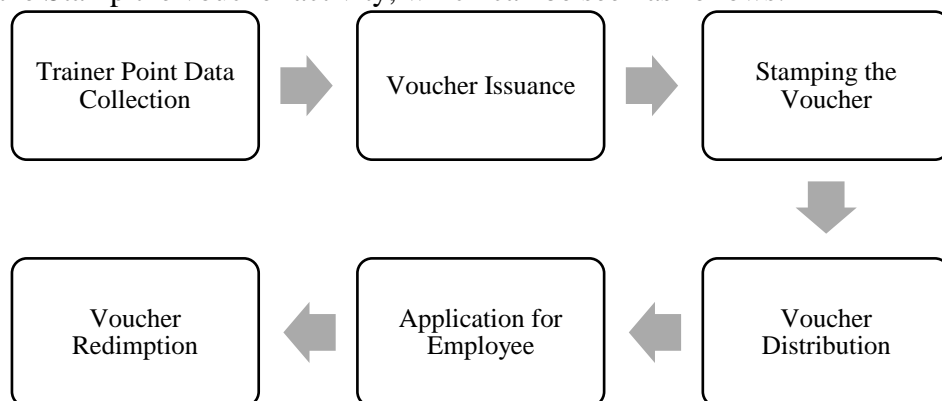


Figure 3.6 Flowchart of Stamp the Voucher

Source : Proseses Data, 2024

7. Recapitulate IKD Documents

IKD Document Recap is the process of inputting a number of data in the form of employee names, Employee Department, Service Type, Implementation Date, Implementation End Date and Costs while carrying out the Service. This process is carried out to make it easier to read the data and identify the data of employees who carry out the service. The following below is a flowchat display of the Recapitulation IKD Document activity, which can be seen as follows:

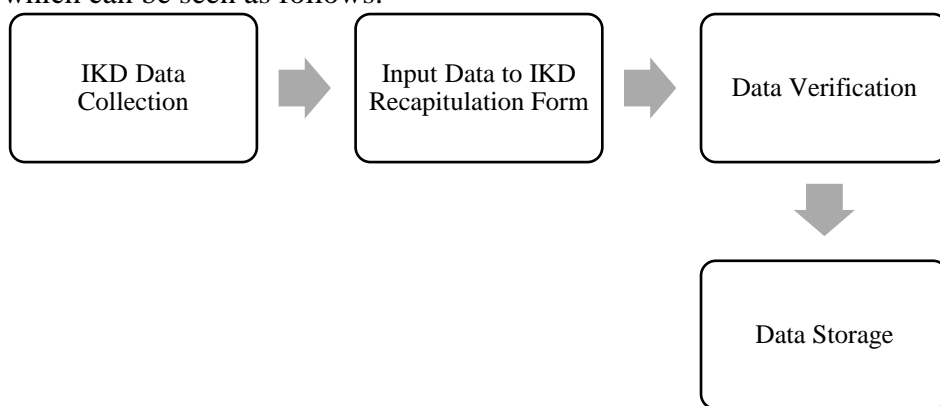


Figure 3.7 Flowchart of Recapitulate IKD Document

Source : Proseses Data, 2024

8. IKD Document Archiving

Archiving is a process and way of storing important data or information in the form of documents that are stored safely for a certain period of time. Archiving documents correctly in order to prevent the loss of documents and make it easier to identify documents if needed again in the future. The document can be in the form of hard files and soft files stored on a computer. The following below is a flowchat display of the IKD Document Archiving activity, which can be seen as follows:

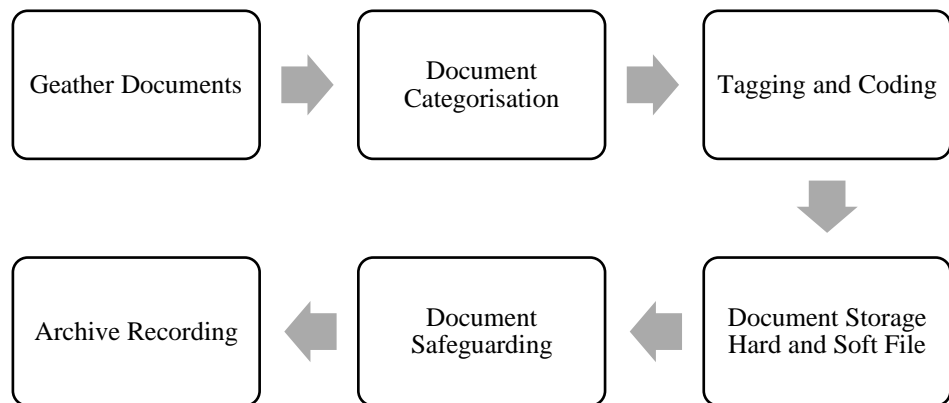


Figure 3.8 Flowchart of IKD Document Archiving

Source : Proseses Data, 2024

9. Categorize HR Documents by Document type

Grouping of HR documents is usually done at the end of each month after the documents have been input and scanned which are stored on the HR server, then the documents will be arranged based on the type of document which will be stored in the HRGA locker. The following below is a flowchat display of the Categorize HR Documents activity, which can be seen as follows:

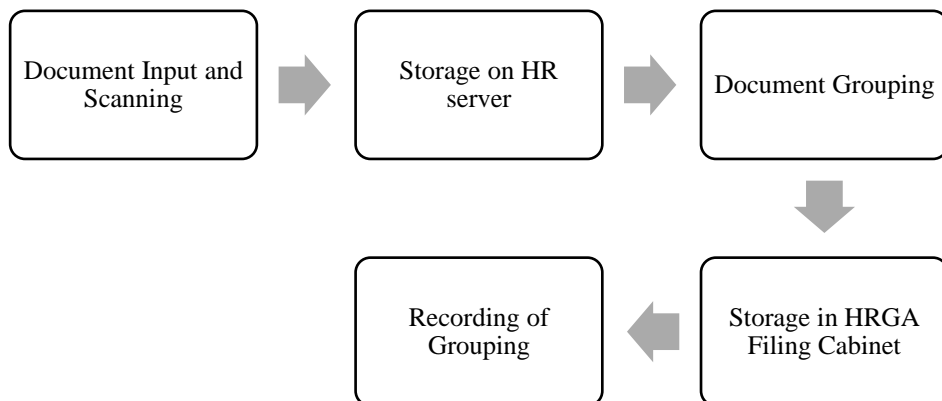


Figure 3.9 Flowchart of Categorize HR Documents

Source : Prosesed Data, 2024

10. Make a Reply Letter to Apprenticeship Students

Making a PKL Reply Letter is usually made when there are students who submit a Apprenticeship proposal letter to the company, if the company needs PKL students according to the company's majors and departments, it will make a reply letter Accepted, but if the company does not need Apprenticeship students or majors that are not in accordance with the

proposed company department, it will make a reply letter Rejected. The following below is a flowchat display of Make a reply letter to apprenticeship students activity, which can be seen as follows:

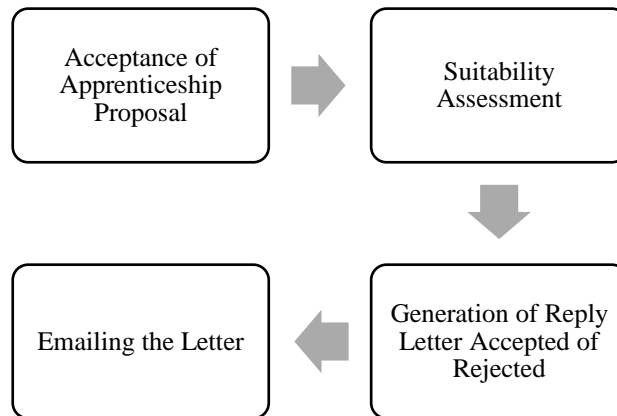


Figure 3.10 Flowchart Make a Reply Letter Apprenticeship

Source : Proccesed Data, 2024

3.3 Expected targets

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

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

the author's mentality to become a graduate who is better prepared to fill the job field.

3.4 The software/hardware used

3.4.1 The hardware used

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

3.4.1.1 Desktop PC

Desktop PC is a type of computer that consists of separate hardware. This computer device is usually used for office purposes that require stability and long working hours. This computer is accessed for work activities using a system whose network can only be accessed by workers in the Admin Building, which is used for input and recapitulation activities. The following below is a display of the computer used when carrying out tasks during the Apprenticeship, can be seen in Figure 3.11 as follows:



Figure 3.11 Dekstop PC

Source : Proces Data, 2024

3.4.1.2 Canon iR 2525w

Document printing machine is a machine used to photocopy, scan and print documents. The following below is a display of Canon iR 2525w can be seen in Figure 3.12 as follows:



Figure 3.12 Canon iR 2525w

Source : Proces Data, 2024

3.4.1.3 Paper Shredder

Shredder is used in Apprenticeship to destroy important documents so that they are not misused. The following below is the appearance of the shredder can be seen in Figure 3.13 as follows:



Figure 3.13 Paper Shredder

Source : Proces Data, 2024

3.4.2 The software used

3.4.2.1 Microsoft Excel

Microsoft Excel was used in the Apprenticeship to process data efficiently. Microsoft Excel is also used in Apprenticeship to create graphs, tables, and reports that facilitate data visualization and decision making. The following below is a display of Ms. Excel can be seen in Figure 3.14 as follows:

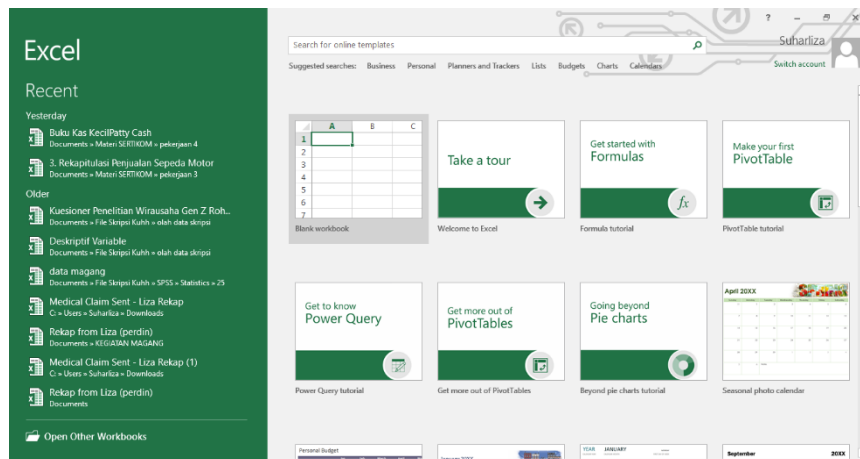
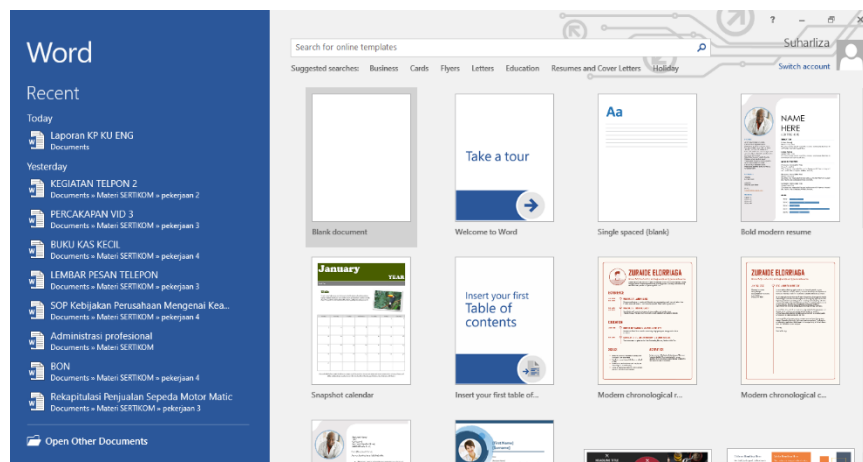


Figure 3.14 Microsoft Excel

Source : Microsoft Office, 2024

3.4.2.2 Microsoft Word

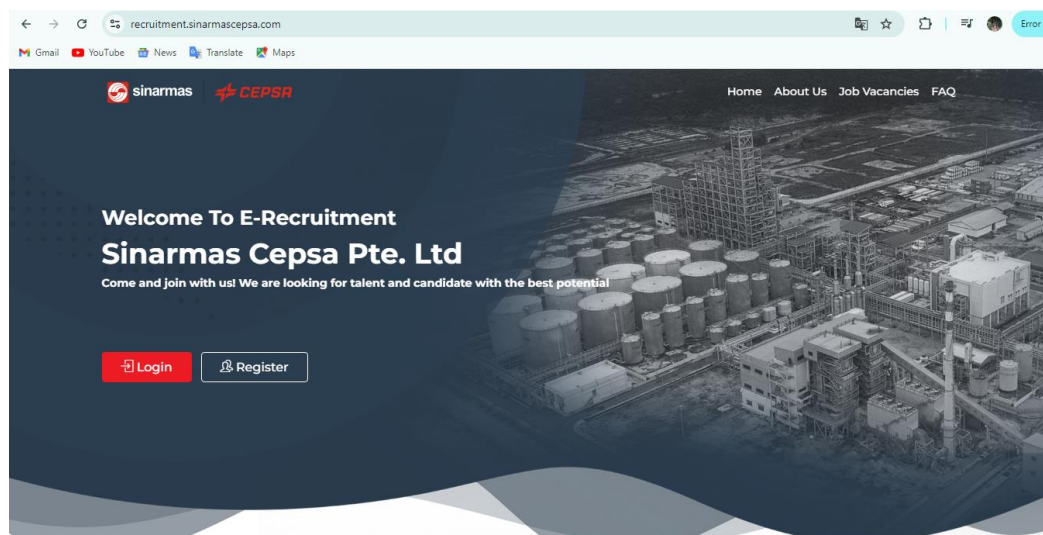
Microsoft Word is used in the Apprenticeship to draft and edit text documents professionally. Microsoft Word is also used in the Apprenticeship to create templates, insert images and tables, and set document formats to conform to certain standards. The following below is the appearance of Ms. Word can be seen in Figure 3.15 as follows:



Source : Microsoft Office, 2024

3.4.2.3 E-Recruitment Sinarmas Cepsa

The Sinar Mas Cepsa recruitment platform is designed to attract and hire qualified candidates for various positions within the company. It emphasizes teamwork, communication, collaboration, trust, and initiative. The platform offers career development and training opportunities, aiming to recruit individuals who align with their core values and success factors. This site allows job seekers to search for available positions and learn about the company's values, career growth potential, and commitment to employee development. The following is a view of the Sinarmas Cepsa E-Recruitment platform can be seen in Figure 3.16 as follows:



Source : <https://recruitment.sinarmascepsa.com>, 2024

3.5 Required Data

The data required in completing the work carried out during the implementation of the Apprenticeship at PT Energi Sejahtera Mas are as follows:

1. Employee training name reporting: The process of recording and reporting the list of names of employees who participated in training programs, including details such as training dates and types of training attended.
2. Training attendance recapitulation: The collection and calculation of employee attendance data during training, including daily attendance, absence, and reasons for absence.
3. IKD recapitulation: Recapitulation of Divisional Performance Information

- (IKD) data which involves collecting, analyzing and reporting on specific divisional work performance for performance evaluation and improvement.
4. HR Document Recapitulation: The collection, organization, and reporting of human resources (HR) related documents, such as employment contracts, performance appraisals, and other administrative documents.
 5. HRGA warehouse goods document check: The process of checking and verifying documents related to goods in the HRGA (Human Resources & General Affairs) warehouse, ensuring conformity between documents and physical goods.
 6. Reporting the names of Apprenticeship students: Recording and reporting the list of names of students who participated in Apprenticeship activities, including information regarding placement, Apprenticeship period, and supervisor in charge.

3.6 Documents Files Generated

The documents produced in completing the work carried out during the implementation of the Apprenticeship at PT Energi Sejahtera Mas are as follows:

1. Training Attendance: The collection of employee attendance data during training sessions, including information on who was present and absent and the time of attendance.
2. Training Hours Recapitulation: Calculation of total training hours attended by employees to assess commitment and engagement in skills development.
3. External Training Recapitulation: The collection and organization of data on training attended by employees outside the company to monitor skills enhancement from external sources.
4. In-house Training Recapitulation: Recording and accounting of training data organized within the company to assess the effectiveness of internal training programs.

5. Apprenticeship Reply Letters: Processing of official letters sent by the company to educational institutions in response to students' Apprenticeship requests.
6. Recapitulation of Apprenticeship Reply Letters: Collecting and reporting data on return letters to monitor the company's response to students' Apprenticeship applications.

3.7 Place of Fieldwork Practice

Field work practice was carried out for four months starting February 19 at PT Energi Sejahtera Mas which is located on Jl. Nerbit kecil, Lubuk Gaung Village, Sungai Sembilan District, Dumai. Apprenticeship activities are carried out in the HRGA section of the PT Energi Sejahtera Mas company office with the following schedule:

Table 3.1 Working Hours Schedule

No	Day	Office Hour	Break
1.	Monday - Thursday	08.00 – 17.00	12.00 – 13.30
2.	Friday	08.00 – 17.00	11.30 – 13.30
3.	Saturday - Sunday	Day Off	-

Source : PT Energi Sejahtera Mas

3.8 Description of the Activity

The implementation schedule detailing the activities of the implementation of the Apprenticeship at PT Energi Sejahtera Mas in the HRGA section starting February 19, 2024, is carried out based on the table below as follows:

Table 3.2 Daily Activity of February 19th, 2024 to February 23th, 2024

No.	Date	Activities	Place
1.	Monday, 19 th February 2024	1. Oleochemicals Process Knowledge	Training Room – Fatty Alcohol
2.	Tuesday, 20 th February 2024	1. New Employee Orientation Program 2. Tour Pabrik PT. ESM	Training Room – Fatty Alcohol
3.	Wednesday, 21 th February 2024	1. SOP	Admin Building

4.	Thursday, 22 th February 2024	1. Scan	Admin Building
5.	Friday, 23 th February 2024	1. Training Safety Induction 2. Social Communication	Training Room – Fatty Alcohol

Source : Processed Data 2024

The following are Apprenticeship activities carried out from February 26th, 2024 to March 01th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.3 below:

Table 3.3 Daily Activities of February 26th, 2024 to March 01th, 2024

No.	Date	Activities	Place
1.	Monday, 26 th February 2024	1. Recap employee attendance in 2023 based on date and Employee Department	Admin Building
2.	Tuesday, 27 th February 2024	1. Recording IKD files of employees who carry out services at PT. ESM (Job Training Agreement). 2. Make a list of employees involved in activities that have been determined by HRGA.	Admin Building
3.	Wednesday, 28 th February 2024	1. Training Health Talk	Trainig Room – Fatty Alcohol
4.	Thursday, 29 th February 2024	1. List of employees who have participated in training activities that will later be evaluated by the HRGA Division (List Monitoring Evaluation Keefektifan Training)	Admin Building
5.	Friday, 01 th March 2024	1. Attendance List 2. List Monitoring Evaluation Keefektifan Trainig 3. Evaluation Sesi	Admin Building

Source : Proses data 2024

The following are Apprenticeship activities carried out from March 04th, 2024 to March 8th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.4 below:

Table 3.4 Daily Activities of March 04th, 2024 to March 08th, 2024

No.	Date	Activities	Place
1.	Monday, 04 th March 2024	<ol style="list-style-type: none"> List of Session Evaluation Forms. Attendance List for Motor Efficiency Training 	Admin Building
2.	Tuesday, 05 th March 2024	<ol style="list-style-type: none"> Attend an interview session 	Interview Room
3.	Wednesday, 06 th March 2024	<ol style="list-style-type: none"> Recap the list of employees who participated in the 2024 training programme. Lunch together to welcome the holy month of Ramadan Participating in the Sikotes Session 	Cantin PT Energi Sejahtera Mas
4.	Thursday, 07 th March 2024	<ol style="list-style-type: none"> Recap CVs of recruitment candidates based on major and domicile 	Admin Building
5.	Friday, 08 th March 2024	<ol style="list-style-type: none"> Recap CVs of Recruitment candidates Participate in MoU Signing activities 	Admin Building and Training Room – Fatty Alcohol

Source : Proses data 2024

The following are Apprenticeship activities carried out from March 11th, 2024 to March 15th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.5 below:

Table 3.5 Daily Activities of March 11th, 2024 to March 15th, 2024

No.	Date	Activities	Place
1.	Monday, 11 th March 2024	<ol style="list-style-type: none"> Recap employee attendance in 2023 based on date and Employee Department 	Admin Building

2.	Tuesday, 12 th March 2024	1. Recap employee attendance in 2023 based on date and Employee Department	Admin Building
3.	Wednesday, 13 th March 2024	1. Program Talent Management	Trainig Room – Fatty Alcohol
4.	Thursday, 14 th March 2024	1. List of Employee names who participated in Training Hours from all Departments	Admin Building
5.	Friday, 15 th March 2024	1. List Training Hours All Department. 2. List Poin Reward to Trainer	Admin Building

Source : Proses data 2024

The following are Apprenticeship activities carried out from March 18th, 2024 to March 22th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.6 below:

Table 3.6 Daily Activities of March 18th, 2024 to March 22th, 2024

No.	Date	Activities	Place
1.	Monday, 18 th March 2024	1. Participated in the Ati Padang Polytechnic Student PKL Presentation session 2. List LMS Evaluation 360	Training Room – Fatty Alcohol and Admin Building
2.	Tuesday, 19 th March 2024	1. Recap employee attendance in 2023 based on date and Employee Department	Admin Building
3.	Wednesday, 20 th March 2024	1. Program Talent Management	Trainig Room – Fatty Alcohol
4.	Thursday, 21 th March 2024	1. List of Employee names who participated in Training Hours from all Departments	Admin Building
5.	Friday, 22 th March 2024	1. List Training Hours All Department. 2. List Poin Reward to Trainer	Admin Building

Source : Proses data 2024

The following are Apprenticeship activities carried out from March 25th, 2024 to March 29th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.7 below:

Table 3.7 Daily Activities of March 25th, 2024 to March 29th, 2024

No.	Date	Activities	Place
1.	Monday, 25 th March 2024	1. List Safety Training Record HSE 2. Attendance List Tax Reporting Socialization & Assistance	Admin Building
2.	Tuesday, 26 th March 2024	1. List Training Hours Maret 2024	Admin Building
3.	Wednesday, 27 th March 2024	1. Sick Permission	-
4.	Thursday, 28 th March 2024	1. Recap LSM 2024	Admin Building
5.	Friday, 29 th March 2024	1. Day Off (Jumat Agung)	-

Source : Proses data 2024

The following are Apprenticeship activities carried out from April 01th, 2024 to April 05th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.8 below:

Table 3.8 Daily Activities of April 01th, 2024 to April 05th, 2024

No.	Date	Activities	Place
1.	Monday, 01 th April 2024	1. List Sertifikasi Lisensi K3 2. Interview Session	Admin Building
2.	Tuesday, 02 th April 2024	1. List Reward Point to Trainer	Admin Building
3.	Wednesday, 03 th April 2024	1. Review journal for report 2. Assist with Training preparation	Admin Building
4.	Thursday, 04 th April 2024	1. Attendance List 2. PKL Submission List	Admin Building
5.	Friday, 05 th April 2024	1. List of PKL Submission 2. Preparing 5R Training External Sharing	Admin Building

Source : Proses data 2024

The following are Apprenticeship activities carried out from April 08th, 2024 to April 12th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.9 below:

Table 3.9 Daily Activities of April 08th, 2024 to April 12th, 2024

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

Source : *Proces data 2024*

The following are Apprenticeship activities carried out from April 15th, 2024 to April 19th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.10 below:

Table 3.10 Daily Activities of April 15th, 2024 to April 19th, 2024

No.	Date	Activities	Place
1.	Monday, 15 th April 2024	Day off (Eid Mubarak)	-
2.	Tuesday, 16 th April 2024	Day off (Eid Mubarak)	-
3.	Wednesday, 17 th April 2024	1. Classify documents according to document type	Admin Building
4.	Thursday, 18 th April 2024	1. Classify documents according to document type. 2. Make a Apprenticeship report	Admin Building
5.	Friday, 19 th April 2024	1. HRGA division residual stock reporting	HRGA Warehouse

Source : *Proces data 2024*

The following are Apprenticeship activities carried out from April 22th, 2024 to April 26th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.11 below:

Table 3.11 Daily Activities of April 22th, 2024 to April 26th, 2024

No.	Date	Activities	Place
1.	Monday, 22 th April 2024	1. Attendance List 2. New Employee On Boarding Claims	Admin Building
2.	Tuesday, 23 th April 2024	1. Training Preparation	Training Room – Admin Building

		2. Review Job Desc Numbering	
3.	Wednesday, 24 th April 2024	1. Trainig Hours	Admin Building
4.	Thursday, 25 th April 2024	Sick Permission	-
5.	Friday, 26 th April 2024	Sick Permission	-

Source : *Proces data 2024*

The following are Apprenticeship activities carried out from April 29th, 2024 to May 03th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.12 below:

Table 3.12 Daily Activities of April 29th, 2024 to May 03th, 2024

No.	Date	Activities	Place
1.	Monday, 29 th April 2024	1. Training Hours 2. PKL Reply Letter	Admin Building
2.	Tuesday, 30 th April 2024	1. Training Hours 2. PKL Certificate	Admin Building
3.	Wednesday, 01 th May 2024	Day Off (Buhuh Internasional)	-
4.	Thursday, 02 th May 2024	1. Training Hours 2. Create PKL reply letter	Admin Building
5.	Friday, 03 th May 2024	1. Following the Interview session	Admin Building

Source : *Proces data 2024*

The following are Apprenticeship activities carried out from May 06th, 2024 to May 10th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.13 below:

Table 3.13 Daily Activities of May 06th, 2024 to May 10th, 2024

No.	Date	Activities	Place
1.	Monday, 06 th May 2024	1. Fill out the Probation Form for permanent employees	Admin Building
2.	Tuesday, 07 th May 2024	1. Preparing for Training 2. Preparing the Apprenticeship report	Admin Building
3.	Wednesday, 08 th May 2024	Day Off (Kenaikan Isa Al Masih)	-

4.	Thursday, 09 th May 2024	1. List of Points Earned by Employees of PT Energi Sejahtera Mas	Admin Building
5.	Friday, 10 th May 2024	1. List of Calender of Training for QC and HSE division in 2023	Admin Building

Source : *Proces data 2024*

The following are Apprenticeship activities carried out from May 13th, 2024 to May 17th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.14 below:

Table 3.14 Daily Activities of May 13th, 2024 to May 17th, 2024

No.	Date	Activities	Place
1.	Monday, 13 th May 2024	1. Employee Data Recap	Admin Building
2.	Tuesday, 14 th May 2024	1. Recap Employee Data Completeness 2. Attendance List	Admin Building
3.	Wednesday, 15 th May 2024	1. Recap Employee Data Completeness 2. Attendance List	Admin Building
4.	Thursday, 16 th May 2024	Sick Permission	-
5.	Friday, 17 th May 2024	1. Recap Employee Data Completeness	Admin Building

Source : *Proces data 2024*

The following are Apprenticeship activities carried out from May 20th, 2024 to May 24th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.15 below:

Table 3.15 Daily Activities of May 20th, 2024 to May 24th, 2024

No.	Date	Activities	Place
1.	Monday, 20 th May 2024	1. Recap Training Hours 2. Recap Employee Data Completeness	Admin Building
2.	Tuesday, 21 th May 2024	1. Employee Data Completeness Recap 2. PKL reply letter	Admin Building

3.	Wednesday, 22 th May 2024	1. Recap Employee Data Completeness 2. Create Pre Post Test Point results table	Admin Building
4.	Thursday, 23 th May 2024	Day Off (Hari Raya Waisak)	-
5.	Friday, 24 th May 2024	1. LMS Recap	Admin Building

Source : *Proces data 2024*

The following are Apprenticeship activities carried out from May 27th, 2024 to May 31th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.16 below:

Table 3.16 Daily Activities of May 27th, 2024 to May 31th, 2024

No.	Date	Activities	Place
1.	Monday, 27 th May 2024	1. Recap of Employee Data Completeness 2. Training Hours 3. Attendance List	Admin Building
2.	Tuesday, 28 th May 2024	1. Recap Training Hours & Attendance List	Admin Building
3.	Wednesday, 29 th May 2024	1. Recap of Training Evaluation	Admin Building
4.	Thursday, 30 th May 2024	1. External Trainig Recap	Admin Building
5.	Friday, 31 th May 2024	1. LMS Recap	Admin Building

Source : *Proces data 2024*

The following are Apprenticeship activities carried out from June 03th, 2024 to June 07th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.17 below:

Table 3.17 Daily Activities of June 03th, 2024 to June 07th, 2024

No.	Date	Activities	Place
1.	Monday, 03 th June 2024	1. Training Hours 2. PKL Reply Letter	Admin Building
2.	Tuesday, 04 th June 2024	1. Attendance List 2. Perdin Recap 3. Medical Claim Recap 4. Reward point to trainer in May	Admin Building

		5. Sharing Sesion	
3.	Wednesday, 05 th June 2024	1. Recap Perdin 2. Medical Claim	Admin Building
4.	Thursday, 06 th June 2024	1. Point Earning Recap 2. ISO 14001 & 45001 Training Recap	Admin Building
5.	Friday, 07 th June 2024	1. Recap Perdin 2. Medical Check Up	Admin Building

Source : Proses data 2024

The following are Apprenticeship activities carried out from June 10th, 2024 to June 14th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.18 below:

Table 3.18 Daily Activities of June 10th, 2024 to June 14th, 2024

No.	Date	Activities	Place
1.	Monday, 10 th June 2024	1. Recap of K3 certification training 2. Sharing session for Apprenticeship Presentation	Admin Building
2.	Tuesday, 11 th June 2024	1. Attendance List 2. K3 certification training recap 3. perdin recap	Admin Building
3.	Wednesday, 12 th June 2024	1. Recap of K3 certification training 2. Attendance List	Admin Building
4.	Thursday, 13 th June 2024	1. Training Hours 2. Apprenticeship reply letter	Admin Building
5.	Friday, 14 th June 2024	1. Training Hours 2. Presentation of Apprenticeship Report	Admin Building

Source : Proses data 2024

The following are Apprenticeship activities carried out from June 17th, 2024 to June 18th, 2024 at PT Energi Sejahtera Mas in the HRGA Department, can see in the table 3.19 below:

Table 3.19 Daily Activities of June 17th, 2024 to June 18th, 2024

No.	Date	Activities	Place
1.	Monday, 17 th June 2024	Day Off (Lebaran Haji)	-
2.	Tuesday, 18 th June 2024	1. Training Hours 2. Farewell and submission of Apprenticeship files	Admin Building

Source : *Proces data 2024*

3.9 Obstacles and Solution

3.9.1 Obstacles

There are obstacles obtained by the author when carrying out Work Practice activities at PT Energi Sejahtera Mas. the obstacles are as follows:

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

3.9.2 Solution

Solutions to the obstacles obtained by the author when carrying out Work Practice activities at PT Energi Sejahtera Mas. the solutions are as follows:

1. For this solution, the author asked for help from the field supervisor to provide an understanding of how to use a photocopier, its functions, and the right procedures to achieve certain desired goals. Thus, the author can better understand using a photocopier for the purposes needed.
2. Keeping up with the activities held with frequent interactions can gradually help the author feel more comfortable in starting and maintaining conversations in crowded work environments or in large groups.

BAB IV

CONCLUSION AND SUGGESTION

4.1 Conclusions

Training and human resource development at PT Energi Sejahtera Mas plays an important role in improving employees' skills, knowledge and competencies. A structured training process, from needs analysis to effectiveness evaluation, ensures that the training conducted is truly in line with individual, business and organizational needs. Comprehensive training evaluations help measure the impact of training on employee performance and ensure continuous improvement. The benefits of training and development include improved performance, readiness for new tasks, regulatory compliance, and increased employee motivation and morale. Overall, the training and development program at PT Energi Sejahtera Mas reflects the company's commitment in building competent human resources who are ready to face future challenges.

4.2 Suggestion

To improve the effectiveness of training and development at PT Energi Sejahtera Mas, it is recommended that the company continue to update and adjust training programs in accordance with technological developments and market needs. In addition, improvements should be made in training evaluation methods, including the use of digital technology to monitor and measure employee performance in real-time. Furthermore, companies can consider increasing employee involvement in the training planning process, so that the programs are more relevant and targeted. Finally, it is important to improve communication between the HR department and all employees regarding the benefits and objectives of training, so that employees are more motivated and committed to the training programs provided. With these steps, it is expected that training and development at PT Energi Sejahtera Mas can achieve more optimal and sustainable results.

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APPENDICES

Appendix 1 : Apprenticeship Reply Letter

PT ENERGI SEJAHTERA MAS

Dumai, 16 Februari 2024

No 126/HRD-PKL/II/2024

Kepada Yth.
Armada, ST., MT
Wakil Direktur I Politeknik Negeri Bengkalis

Di
Tempat

Hal: Balasan Surat Permohonan Praktek Kerja Lapangan (PKL)

Dengan Hormat,

Berdasarkan surat dari Politeknik Negeri Bengkalis Nomor 544/PL31/TU/2024 tanggal 13 Februari 2024 tentang Permohonan Izin Praktek Kerja Lapangan (PKL) di PT Energi Sejahtera Mas, maka dengan ini disampaikan bahwa kami terima sebanyak 2 orang atas nama Suharlizay dan M. Zulkarnain untuk melakukan Magang di PT Energi Sejahtera Mas Dumai mulai tanggal 19 Februari – 19 Juni 2024.

Demikianlah hal ini disampaikan, atas perhatian dan kerja samanya kami ucapkan terima kasih.

Hormat kami,


PT Energi Sejahtera Mas
Dedi Nala
HRGA Manager

Appendix 2 : Apprenticeship Certificate

PT ENERGI SEJAHTERA MAS

SURAT KETERANGAN

Nomor: 163/SK-INTERNSHIP/HRD/LG/VI/2024

Yang bertanda tangan di bawah ini:

Nama : Dedi Nala
Jabatan : HRGA Manager
Alamat : Jl. Raya Lubuk Gaung, Kel. Lubuk Gaung, Kec. Sungai Sembilan
Dumai, Riau.

Dengan ini menerangkan bahwa:

Nama : Suharlizay
Asal Sekolah : Politeknik Bengkalis
Jurusan : Administrasi Bisnis Internasional

Bahwa yang bersangkutan telah melaksanakan PKL di PT Energi Sejahtera Mas. PKL tersebut telah dilaksanakan selama empat bulan, yaitu mulai tanggal 19 Februari – 18 Juni 2024.

Selama Praktek Kerja Lapangan di PT Energi Sejahtera Mas yang bersangkutan telah mempelajari dan berkontribusi dengan baik di Department HRGA. Dan pada saat surat ini dikeluarkan, yang bersangkutan telah melaksanakan tugas dan tanggung jawabnya dengan baik.

Demikian surat keterangan ini kami buat untuk dapat dipergunakan sebagaimana mestinya.

Dumai, 18 Juni 2024

PT Energi Sejahtera Mas

Dedi Nala
HRGA Manager

Appendix 3 : List of Apprenticeship Assessment Sheet

**EVALUATION RESULT FROM APPRENTICESHIP
COMPANY APPRAISAL
PT ENERGI SEJAHTERA MAS**

Name : Suharlizay
 Student's Identity No : 5404201293
 Study Program : International Business Administration
 Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	82
2.	Responsibility	25%	95
3.	Adjustment/Adaptation	10%	95
4.	Work Result	30%	98
5.	Behavior in General	15%	98
Total (1+2+3+4+5)		100%	97.

Explanation:

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

Notes :

Keep the learning ability because this is the key for
 your next career in the future.

Dumai, June , 2024
 HR Development

PT Energi Sejahtera Mas

Wile Octovianus
 NIK. 1900001

Appendix 4 : List of Apprenticeship Attendance

**ABSEN WORK PRACTISE
PT ENERGI SEJAHTERA MAS
LUBUK GAUNG DUMAI**

Name : Suharlizay
Student Number : 5404201293
Sec/Dept : HRGA

February				
No.	Day	Date	Signed	Explanation
1.	Monday	February 19, 2024	<i>Sy.</i>	
2.	Tuesday	February 20, 2024	<i>Sy.</i>	
3.	Wednesday	February 21, 2024	<i>Sy.</i>	
4.	Thursday	February 22, 2024	<i>Sy.</i>	
5.	Friday	February 23, 2024	<i>Sy.</i>	
6.	Monday	February 26, 2024	<i>Sy.</i>	
7.	Tuesday	February 27, 2024	<i>Sy.</i>	
8.	Wednesday	February 28, 2024	<i>Sy.</i>	
9.	Thursday	February 29, 2024	<i>Sy.</i>	

ABSEN WORK PRACTISE
PT ENERGI SEJAHTERA MAS
LUBUK GAUNG DUMAI

Name : Suharlizay
Student Number : 5404201293
Sec/Dept : HRGA

March				
No.	Day	Date	Signed	Explanation
1.	Friday	March 01, 2024	<i>Sy</i>	
2.	Monday	March 04, 2024	<i>Sy</i>	
3.	Tuesday	March 05, 2024	<i>Sy</i>	
4.	Wednesday	March 06, 2024	<i>Sy</i>	
5.	Thursday	March 07, 2024	<i>Sy</i>	
6.	Friday	March 08, 2024	<i>Sy</i>	
7.	Monday	March 11, 2024	<i>Sy</i>	
8.	Tuesday	March 12, 2024	<i>Sy</i>	
9.	Wednesday	March 13, 2024	<i>Sy</i>	
10.	Thursday	March 14, 2024	<i>Sy</i>	
11.	Friday	March 15, 2024	<i>Sy</i>	
12.	Monday	March 18, 2024	<i>Sy</i>	
13.	Tuesday	March 19, 2024	<i>Sy</i>	
14.	Wednesday	March 20, 2024	<i>Sy</i>	

15.	Thrusday	March 21, 2024	<i>Ty</i>	
16.	Friday	March 22, 2024	<i>Ty</i>	
17.	Monday	March 25, 2024	<i>Ty</i>	
18.	Tuesday	March 26, 2024	<i>Ty</i>	
19.	Wednesday	March 27, 2024	-	Sick Permission
20.	Thrusday	March 28, 2024	<i>Ty</i>	
21.	Friday	March 29, 2024	-	Jum'at Agung

ABSEN WORK PRACTISE
PT ENERGI SEJAHTERA MAS
LUBUK GAUNG DUMAI

Name : Suharlizay
Student Number : 5404201293
Sec/Dept : HRGA

April				
No.	Day	Date	Signed	Explanation
1.	Monday	April 01, 2024	<i>Sy</i>	
2.	Tuesday	April 02, 2024	<i>Sy</i>	
3.	Wednesday	April 03, 2024	<i>Sy</i>	
4.	Thursday	April 04, 2024	<i>Sy</i>	
5.	Friday	April 05, 2024	<i>Sy</i>	
6.	Monday	April 08, 2024	-	Eid Mubarak
7.	Tuesday	April 09, 2024	-	Eid Mubarak
8.	Wednesday	April 10, 2024	-	Eid Mubarak
9.	Thursday	April 11, 2024	-	Eid Mubarak
10.	Friday	April 12, 2024	-	Eid Mubarak
11.	Monday	April 15, 2024	-	Eid Mubarak
12.	Tuesday	April 16, 2024	-	Eid Mubarak
13.	Wednesday	April 17, 2024	<i>Sy</i>	
14.	Thursday	April 18, 2024	<i>Sy</i>	

15.	Friday	April 19, 2024	<i>Jy.</i>	
16.	Monday	April 22, 2024	<i>Jy.</i>	
17.	Tuesday	April 23, 2024	<i>Jy.</i>	
18.	Wednesday	April 24, 2024	<i>Jy.</i>	
19.	Thursday	April 25, 2024	-	Sick Permission
20.	Friday	April 26, 2024	-	Sick Permission
21.	Monday	April 29, 2024	<i>Jy.</i>	
22.	Tuesday	April 30, 2024	<i>Jy.</i>	

ABSEN WORK PRACTISE
PT ENERGI SEJAHTERA MAS
LUBUK GAUNG DUMAI

Name : Suharlizay
Student Number : 5404201293
Sec/Dept : HRGA

May				
No.	Day	Date	Signed	Explanation
1.	Wednesday	May 01, 2024	-	Buruh Internasional
2.	Thursday	May 02, 2024	<i>Fy</i>	
3.	Friday	May 03, 2024	<i>Fy</i>	
4.	Monday	May 06, 2024	<i>Fy</i>	
5.	Tuesday	May 07, 2024	<i>Fy</i>	
6.	Wednesday	May 08, 2024	-	Kenaikan Isa Al Masih
7.	Thursday	May 09, 2024	<i>Fy</i>	
8.	Friday	May 10, 2024	<i>Fy</i>	
9.	Monday	May 13, 2024	<i>Fy</i>	
10.	Tuesday	May 14, 2024	<i>Fy</i>	
11.	Wednesday	May 15, 2024	<i>Fy</i>	
12.	Thursday	May 16, 2024	-	Sick Permission
13.	Friday	May 17, 2024	<i>Fy</i>	
14.	Monday	May 20, 2024	<i>Fy</i>	

15.	Tuesday	May 21, 2024	<i>Ty</i>	
16.	Wednesday	May 22, 2024	<i>Ty</i>	
17.	Thursday	May 23, 2024	-	Hari Raya Waisak
18.	Friday	May 24, 2024	<i>Ty</i>	
19.	Monday	May 27, 2024	<i>Ty</i>	
20.	Tuesday	May 28, 2024	<i>Ty</i>	
21.	Wednesday	May 29, 2024	<i>Ty</i>	
22.	Thursday	May 30, 2024	<i>Ty</i>	
23.	Friday	May 31, 2024	<i>Ty</i>	

ABSEN WORK PRACTISE
PT ENERGI SEJAHTERA MAS
LUBUK GAUNG DUMAI

Name : Suharlizay
Student Number : 5404201293
Sec/Dept : HRGA

June				
No.	Day	Date	Signed	Explanation
1.	Monday	June 03, 2024	<i>Fy.</i>	
2.	Tuesday	June 04, 2024	<i>Fy.</i>	
3.	Wednesday	June 05, 2024	<i>Fy.</i>	
4.	Thursday	June 06, 2024	<i>Fy.</i>	
5.	Friday	June 07, 2024	<i>Fy.</i>	
6.	Monday	June 10, 2024	<i>Fy.</i>	
7.	Tuesday	June 11, 2024	<i>Fy.</i>	
8.	Wednesday	June 12, 2024	<i>Fy.</i>	
9.	Thursday	June 13, 2024	<i>Fy.</i>	
10.	Friday	June 14, 2024	<i>Fy.</i>	
11.	Monday	June 17, 2024	-	Lebaran Haji
12.	Tuesday	June 18, 2024	<i>Fy.</i>	

Lubuk Gaung 18th, 2024
Advisor


Wide Octavianus

Appendix 5 : Section's Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Friday
DATE : February 19th until 23th, 2024

Day/Date	Activity	Task Assignor	Signature
Monday 19 th February 2024	1. Oleochemicals Process Knowledge	Riki Sucipto	
Tuesday 20 th February 2024	1. New Employee Orientation Program 2. Tour Pabrik PT. ESM	Riki Sucipto	
Wednesday 21 th February 2024	1. SOP	Romadani Fitra	
Thursday 22 th February 2024	1. Scan	Romadani Fitra	
Friday 23 th February 2024	1. Training Safety Induction 2. Social Communication	Diana Abian	
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday


DATE : February 26th until 01th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 26 th February 2024	1. Recap employee attendance in 2023	Wide Octovianus	
Tuesday 27 th February 2024	1. Recording IKD files of employees who carry out services at PT. ESM 2. Make a list of employees involved in activities determined by HRGA.		
Wednesday 28 th February 2024	1. Training Health Talk		
Thursday 29 th February 2024	1. List of employees who have participated in training activities		
Friday 01 th March 2024	1. Attendance List 2. List Monitoring Evaluation Keefektifan Trainig 3. Evaluation Sesi		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 04th until 08th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 04 th March 2024	1. List of Session Evaluation Forms. 2. Attendance List for Motor Efficiency Training	Wide Octavianus	
Tuesday 05 th March 2024	1. Attend an interview session		
Wednesday 06 th March 2024	1. Recap the list of employees who participated in the 2024 training programme. 2. Participating in the Sikotes Session		
Thursday 07 th March 2024	1. Recap CVs of recruitment candidates		
Friday 08 th March 2024	1. Recap CVs of Recruitment candidates 2. Participate in MoU Signing activities		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday


DATE : February 11th until 15th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 11 th March 2024	1. Recap employee attendance in 2023	Wide Octavianus	
Tuesday 12 th March 2024	1. Recap employee attendance in 2023 based on date and Employee Department		
Wednesday 13 th March 2024	1. Program Talent Management		
Thursday 14 th March 2024	1. List of Employee names who participated in Training Hours from all Departments		
Friday 15 th March 2024	1. List Training Hours All Department. 2. List Poin Reward to Trainer		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 18th until 22th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 18 th March 2024	1. Participated in PKL Presentation session 2. List LMS Evaluation 360	Wide Octovianus	
Tuesday 19 th March 2024	1. Recap employee attendance in 2023 based on date and Employee Department		
Wednesday 20 th March 2024	1. Program Talent Management		
Thursday 21 th March 2024	1. List of Employee names who participated in Training Hours from all Departments		
Friday 22 th March 2024	1. List Training Hours All Department. 2. List Poin Reward to Trainer		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday


DATE : February 25th until 29th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 25 th March 2024	1. List Safety Training Record HSE 2. Attendance List Tax Reporting Socialization & Assistance	Wide Octovianus	
Tuesday 26 th March 2024	1. List Training Hours Maret 2024		
Wednesday 27 th March 2024	1. Sick Permission		
Thursday 28 th March 2024	1. Recap LSM 2024		
Friday 29 th March 2024	1. Day Off (Jumat Agung)		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 01th until 05th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 01 th April 2024	1. List Sertifikasi Lisensi K3 2. Interview Session	Wide Octavianus	
Tuesday 02 th April 2024	1. List Reward Point to Trainer		
Wednesday 03 th April 2024	1. Review journal for report 2. Assist with Training preparation		
Thursday 04 th April 2024	1. Attendance List 2. PKL Submission List		
Friday 05 th April 2024	1. List of PKL Submission 2. Preparing 5R Training External Sharing		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 08th until 12th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 08 th April 2024	Day off (Eid Mubarak)	Wide Octovianus	
Tuesday 09 th April 2024	Day off (Eid Mubarak)		
Wednesday 10 th April 2024	Day off (Eid Mubarak)		
Thursday 11 th April 2024	Day off (Eid Mubarak)		
Friday 12 th April 2024	Day off (Eid Mubarak)		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 15th until 19th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 15 th April 2024	Day off (Eid Mubarak)	Wide Octovianus	
Tuesday 16 th April 2024	Day off (Eid Mubarak)		
Wednesday 17 th April 2024	1. Classify documents according to document type		
Thursday 18 th April 2024	1. Classify documents according to document type. 2. Make a Apprenticeship report		
Friday 19 th April 2024	1. HRGA division residual stock reporting		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday


DATE : February 22th until 26th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 22 th April 2024	1. Attendance List 2. New Employee On Boarding Claims	Wide Octovianus	
Tuesday 23 th April 2024	1. Training Preparation 2. Review Job Desc Numbering		
Wednesday 24 th April 2024	1. Trainig Hours		
Thursday 25 th April 2024	Sick Permission		
Friday 26 th April 2024	Sick Permission		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday


DATE : February 29th until 03th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 29 th April 2024	1. Training Hours 2. PKL Reply Letter	Wide Octovianus	
Tuesday 30 th April 2024	1. Training Hours 2. PKL Certificate		
Wednesday 01 th May 2024	Day Off (Buhuh Internasional)		
Thursday 02 th May 2024	1. Training Hours 2. Create PKL reply letter		
Friday 03 th May 2024	1. Following the Interview session		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 06th until 10th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 06 th May 2024	1. Fill out the Probation Form for permanent employees	Wide Octovianus	
Tuesday 07 th May 2024	1. Preparing for Training 2. Preparing the Apprenticeship report		
Wednesday 08 th May 2024	Day Off (Kenaikan Isa Al Masih)		
Thursday 09 th May 2024	1. List of Points Earned by Employees of PT Energi Sejah Tera Mas		
Friday 10 th May 2024	1. List of Calender of Training for QC and HSE division in 2023		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 13th until 17th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 13 th May 2024	1. Employee Data Recap	Wide Octavianus	
Tuesday 14 th May 2024	1. Recap Employee Data Completeness 2. Attendance List		
Wednesday 15 th May 2024	1. Recap Employee Data Completeness 2. Attendance List		
Thursday 16 th May 2024	Sick Permission		
Friday 17 th May 2024	1. Recap Employee Data Completeness		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 20th until 24th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 20 th May 2024	1. Recap Training Hours 2. Recap Employee Data Completeness	Wide Octovianus	
Tuesday 21 th May 2024	1. Employee Data Completeness Recap 2. PKL reply letter		
Wednesday 22 th May 2024	1. Recap Employee Data Completeness 2. Create Pre Post Test Point results table		
Thursday 23 th May 2024	Day Off (Hari Raya Waisak)		
Friday 24 th May 2024	1. LMS Recap		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 27th until 31th, 2024

Day/Date	Activities	Place	
Monday 27 th May 2024	1. Recap of Employee Data Completeness 2. Training Hours 3. Attendance List	Wide Octovianus	
Tuesday 28 th May 2024	1. Recap Training Hours & Attendance List		
Wednesday 29 th May 2024	1. Recap of Training Evaluation		
Thursday 30 th May 2024	1. External Trainig Recap		
Friday 31 th May 2024	1. LMS Recap		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday


DATE : February 03th until 07th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 03 th June 2024	1. Training Hours 2. PKL Reply Letter	Wide Octovianus	
Tuesday 04 th June 2024	1. Attendance List 2. Perdin Recap 3. Medical Claim Recap 4. Reward point to trainer in May 5. Sharing Sesion		
Wednesday 05 th June 2024	1. Recap Perdin 2. Medical Claim		
Thursday 06 th June 2024	1. Point Earning Recap 2. ISO 14001 & 45001 Training Recap		
Friday 07 th June 2024	1. Recap Perdin 2. Medical Check Up		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday


DATE : February 10th until 14th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 10 th June 2024	1. Recap of K3 certification training 2. Sharing session for Apprenticeship Presentation	Wide Octovianus	
Tuesday 11 th June 2024	1. Attendance List 2. K3 certification training recap 3. perdin recap		
Wednesday 12 th June 2024	1. Recap of K3 certification training 2. Attendance List		
Thursday 13 th June 2024	1. Training Hours 2. Apprenticeship reply letter		
Friday 14 th June 2024	1. Training Hours 2. Presentation of Apprenticeship Report		
Note by Industrial Coach			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday – Friday

DATE : February 17th until 18th, 2024

Day/Date	Activities	Task Assignor	Signature
Monday 17 th June 2024	Day Off (Lebaran Haji)	Wide Octovianus	
Tuesday 18 th June 2024	1. Training Hours 2. Farewell and submission of Apprenticeship files		
Note by Industries Coach			

Appendix 6 : Oleochemicals Process Knowledge



Appendix 7 : Signing of MoU Apprenticeship Polbeng and PT ESM



Appendix 8 : Apprenticeship Presentation and Farewell





Appendix 9 : Employee Training Documentation



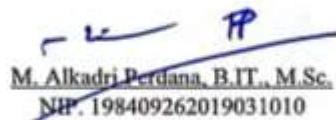
Appendix 10 : Apprenticeship Revision Sheet

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

Name : Suharlizay
Student Number : 5404201293
Apprenticeship Place : PT Energi Sejahtera Mas
Advisor : M. Alkadri Perdana, B.IT., M.Sc.

NO.	DAY/DATE	REVISION	SIGNATURE
1.	26/07/2021	Peru: copy logo + Gambut + logo	
2.	25/07/21	Acc to journal	
3.			

Advisor


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