

**AN APPRENTICESHIP REPORT
AT PT RIAU ANDALAN PULP AND PAPER**

*In Partial Fulfillment of the Requirement for Three-Year Diploma
Program of English Study Program of State Polytechnic of Bengkalis*



NIA KURNIATI

Reg.Number : 5203191108

**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS**


2022

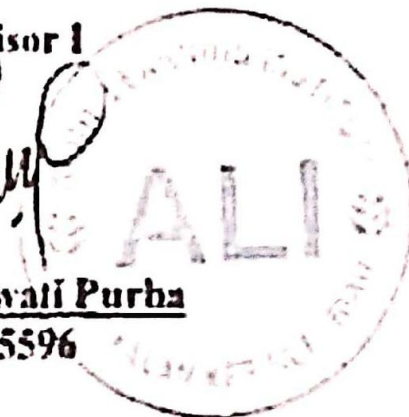
APPROVAL SHEET

This Apprenticeship Report written by **Nia Kurniati**. **Reg. Number 5203191108** who had done the apprenticeship at PT. Riau Andalan Pulp and Paper started from May 9th to July 15th, 2022 by the following advisor:


Pangkalan Kerinci, July 15th, 2022

Advisor I


Lusi Verawati Purba
SAP. 10005596





Advisor II


M. Sabri, S.Pd, M.Par
NIP. 197710292014041001

Approved by:

**Head of English Study Program
State Polytechnic of Bengkalis**


Ari Satria, M.Pd.B.I
NIP. 198805172015041002



ACCEPTENCE SHEET

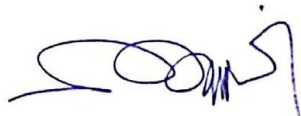
This is to certify that we have been examined the apprenticeship report of **Nia Kurniati Reg. Number 5203191108** who has done the apprenticeship at PT. Riau Andalan Pulp and Paper started from May 9th to July 15th, 2022. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, August 12th, 2022

Accepted by:

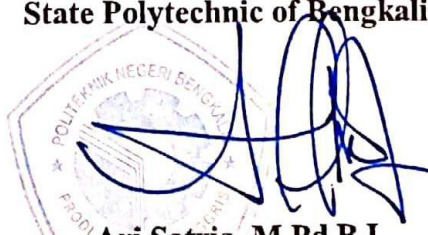
Advisor



M.Sabri, S.Pd., M.Par.
NIP. 197710292014041001

Approved by:

**Head of English Study Program
State Polytechnic of Bengkalis**



Ari Satria, M.Pd.B.I
NIP. 198805172015041002

ACKNOWLEDGEMNET

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at PT. Riau Andalan Pulp and Paper timely.

During the writing process of this report, there were many people involved in giving advice, help, and support. In this occasion, the writer would like to say many thanks to:

1. Johnny Custer, ST.,MT as the Director of State Polytechnic of Bengkalis
2. Diah Paramita Sari, M.Pd as the Head of Language Department
3. Ari Satria, M.Pd. B.I as the Head of D-III English Study Program
4. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program
5. Fanlisa Elfa, M.Pd., as the Coordinator of Apprenticeship.
6. M. Sabri, M.Par., M.Rech as the Advisor of Apprenticeship Report.
7. Tengku Kespandiar, ST., MM as a Campus Relations Department in PT. Riau Andalan Pulp and Paper
8. Lusi Verawati Purba, as a practical work mentor who has assisted and guided me in April Learning Institute
9. All Lectures of Language Department
10. All co-workers in April Learning Institute office who provide explanations and assistance during apprenticeship in April Learning Institute
11. Sukatno and Purwati as my beloved parents who gave me support, prayer and motivation.
12. Mr. K, all of my family members and all friends who gave never ending contributions in my physic and mental health

Bengkalis, August 12th, 2022

The Writer



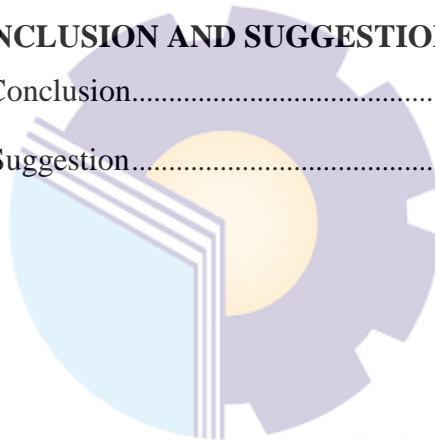
Nia Kurniati

Reg. Number: 5203191108

TABLE OF CONTENTS

COVER	i
APPROVAL SHEET	ii
ACCEPTENCE SHEET	iii
ACKNOWLEDGEMNET.....	iii
TABLE OF CONTENTS.....	v
LIST OF TABLES	vii
LIST OF FIGURES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION.....	1
1.1. Background of the Apprenticeship.....	1
1.2. Purpose of the Apprenticeship	2
1.3. Significances of the Apprenticeship.....	2
1.3.1. Significances for the apprentice.....	2
1.3.2. Significance for State Polytechnic of Bengkalis	2
1.3.3. Significance for the Company.....	2
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	4
2.1. Company History	4
2.2. Company Logo	7
2.3. Vision and Mission	8
2.3.1. Vision.....	8
2.3.2. Mission	8

2.4. Kind of Business	9
2.5. Organization Structure	10
2.6. Document Used for Activity	15
CHAPTER III SCOPE OF THE APPERNTICESHIP	16
3.1. Job Description.....	16
3.2. Working Procedure	17
3.2.1. Library Administration.....	17
3.2.2. Learning Support Department	18
3.4. Kind and Description of the Activity.	22
CHAPTER IV CONCLUSION AND SUGGESTION.....	34
4.1. Conclusion.....	34
4.2. Suggestion.....	34
APPENDICES	



LIST OF TABLES

Table 3. 1. Agenda of the First Week Activities.....	23
Table 3. 2. Agenda of the Second Week Activities	24
Table 3. 3. Agenda of the Third Week Activities	25
Table 3. 4. Agenda of the Fourth Week Activities	26
Table 3. 5. Agenda of the Fifth Week Activities	27
Table 3. 6. Agenda of the Sixth Week Activities.....	28
Table 3. 7. Agenda of the Seventh Week Activities	29
Table 3. 8. Agenda of the Eighth Week Activities	31
Table 3. 9. Agenda of the Ninth Week Activities	33



LIST OF FIGURES

Figure 2. 1. RGE's Subsidiaries	4
Figure 2. 2. Timeline (1993-1999).....	4
Figure 2. 3. PT. Riau Andalan Pulp and Paper (RAPP).....	5
Figure 2. 4. Timeline (2001-2005).....	6
Figure 2. 5. Timeline (2007-2011).....	7
Figure 2. 6. Company Logo	7
Figure 2. 7. Kinds of Business in PT. RAPP	9
Figure 2. 8. The Main Products of PT. RAPP.....	10
Figure 2. 9. Organization Structure of RGE	11
Figure 2. 10. Structure Organization in PT. RAPP	11
Figure 2. 11. APRIL Learning Institute	14
Figure 3. 1. Example of Entry Books Data.....	17
Figure 3. 2. How to Entry Books Data	18
Figure 3. 3. Inputing Schedule Corner Offering in Workday	18
Figure 3. 4. How to Offering Schedule in Workday	19
Figure 3. 5. Handling Over Books	19
Figure 3. 6. How to Make Handling Over Books	19
Figure 3. 7. Example of Entry Data Interns	20
Figure 3. 8. How to Entry Data Intern	20
Figure 3. 9. Example of In Tray Data	21
Figure 3. 10. How to Input Data In Tray	21
Figure 3. 11. Example of Audio Bathin	22
Figure 3. 12. How to Audio Bathin.....	22

LIST OF APPENDICES

APPENDIX A Certificate	35
APPENDIX B Evaluation Form	36
APPENDIX C Reply of Apprenticeship Letter	37
APPENDIX D Attendance List.....	38
APPENDIX E Overview in RAK	41
APPENDIX F Overview in APY	42
APPENDIX G Overview in KCN.....	43
APPENDIX H APRIL Learning Institute.....	44
APPENDIX I Training Room	45
APPENDIX J Library	46

