

**AN APPRENTICESHIP REPORT
AT PT. WILMAR NABATI INDONESIA**

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

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**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023**

APPRENTICESHIP REPORT
PT. WILMAR NABATI INDONESIA

Written as one of the conditions for completing Apprenticeship

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Pelitung, June 2nd 2023

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ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Yuni Atika Sari Reg. Number: 5203201135** who has done the apprenticeship at PT. Wilmar Nabati Indonesia started from February 3rd to June 2nd, 2023. This report is used to 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 committe had been made.

Bengkalis, 26th June 2023

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ACKNOWLEDGEMENT

First and foremost, I want to express my gratitude to Allah SWT for providing me with the ability to think clearly and complete this apprenticeship report at the Central Office of PT. Wilmar Nabati Indonesia on time.

During the writing process of this report, there were many people involved in giving advice, help, instructions and support. In this occasion, the writer would like to express gratitude is given:

1. Johny 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 English Study Program
4. Aswandi, M.Pd as the Head English fo Bussiness and Professional Communication Study Program
5. Agnes Arum Budiana, S.Pd., M.Pd as the Coordinator of Apprenticeship
6. Rionaldi, M.Pd as the advisor of the apprenticeship report
7. Nursaid Muslim, as the Manager HRGA of PT. Wilmar Nabati Indonesia
8. Jefri Yanto, as a mentor in Section Training of HRGA
9. All HRGA department staff who guided me well
10. All Lecturers of English Study Program
11. My beloved family, who always gave me advice and encouragement, enabling them to lift my spirits when I was about to give up

Although the writer has given the best effort to minimize the errors, this report is still imperfect and needs more revisions. Therefore, any kind of advice, criticism, and comment are gladly accepted so that the next writing will be better. Finally, the writer hopes that this report can be useful for readers and students.

Bengkalis, June 26th, 2023



Yuni Atika Sari

Reg. Number: 5203201135

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Education plays an important role in exploring skills and developing student knowledge. The education provided in tertiary institutions includes material and practice, which are considered to be given on a small scale. To gain the ability to solve any problems that arise in the world of work, students need to take part in direct job training activities in a company or organization that is relevant to education. So that the competence of students is in accordance with what is expected. The procurement of apprenticeship programs for students is one way to improve the quality of graduate students, both in terms of skills and knowledge. An apprenticeship is a work placement activity in a company or organization that is relevant to education by providing work experience and new skills to students so they can practice working directly within a certain time frame.

The State Polytechnic of Bengkalis is the only state polytechnic in Riau Province. It consists of eight departments with 21 study programs. This campus emphasizes vocational education, where the educational process is carried out with more practical activities than theory. Each department and study program has different characteristics and advantages for achieving student competency. One way to achieve this goal is for students to take part in apprenticeships. The Apprenticeship Program is one of the compulsory subjects that must be taken by students of each department, one of which is the Language Department at the State Polytechnic of Bengkalis. The Diploma-III English Study Program is one of the study programs under the Language Department of the State Polytechnic of Bengkalis, which has the goal of producing professional and competent undergraduate graduates in the fields of business administration and hospitality that occur in industry or companies and can support theoretical knowledge from lecture material. With this apprenticeship program, students are expected to gain

knowledge from the company where the apprenticeship is held and be able to directly apply the theory got from the subjects taken at English Study Program.

The apprenticeship was held in the Training Section of the HRGA Department of PT. Wilmar Nabati Indonesia, Jl. Pulau Sumatera. PT. Wilmar Nabati Indonesia is a subsidiary of Wilmar International engaged in the oleochemical and food sectors. It was chosen because it is an international company that has spread across 50 countries and has good management system and training. Moreover, it is hoped that the intern will gain good knowledge and skills related to management and training when they have carried out the internship. The internship was carried out for four months, starting from February 2nd to June 2nd, 2023.

1.2 Purposes of the Apprenticeship

The purposes of the apprenticeship are as follows:

- a. To find out the kinds of jobs done in the Training Section of Department HRGA at PT. Wilmar Nabati Indonesia
- b. To find out working procedures and business processes applied in the Training Section of Department HRGA at PT. Wilmar Nabati Indonesia
- c. To practice the knowledge got from the subjects taken at English Study Program in the internship program at Training Section of Department HRGA at PT. Wilmar Nabati Indonesia

1.3 Significances of the Apprenticeship

1.3.1 Significance for the Apprentice

- a. Provide a place for students to apply the knowledge and theory they have acquired in class at the internship site
- b. Students can improve their interpersonal skills. Having good interpersonal skills will enable interns to build good relationships with people during the internship.

- c. Students gain street smarts (practical intelligence), namely the ability to adapt quickly, sensitivity to environmental situations, and direct experience in the world of work.

1.3.2 Significance for State Polytechnic of Bengkalis

- a. Help improve the quality of human resources for State Polytechnic of Bengkalis graduates through an apprenticeship program
- a. The State Polytechnic of Bengkalis received feedback regarding student competencies, including the abilities and knowledge of students participating in practical work.

1.3.3 Significance for the Company

- a. Increase company productivity by helping carry out the duties and work of employees
- b. Improving the positive image of agencies or companies in society.

CHAPTER II

GENERAL DESCRIPTON OF THE COMPANY

2.1 Company History

Wilmar International is a foreign investment company (PMA) founded by Martua Sitorus and Khuok Khoon Hong in 1991 with its head office in Singapore. The first company formed was Wilmar Trading Pte. Ltd., which had a paid-up capital of SGD 100,000 and five employees.



Figure 2.1 Wilmar Logo

The company's first project was PT. Agra Masang Perkasa (AMP). It is a company with a 7,000-hectare oil palm plantation in West Sumatra, Indonesia. Today, Wilmar is one of the world's largest oil palm plantation owners, with upstream operations in Indonesia, Malaysia, Uganda, Ivory Coast, Ghana, and Nigeria. The pantation project was followed by a 50 MT/day palm kernel crushing plant in North Sumatra and a 700 MT/day refinery in Dumai, Indonesia.

Bukit Kapur Reksa, which is currently PT. Wilmar Nabati Indonesia was previously a company founded in 1989 and located in Bukit Kapur, Dumai. This company produces Palm Kernel Oil (PKO). This company continues to experience development which is Markinged by the establishment of the company in 2005, namely PT. Bukit Kapur Reksa in the Dumai-Pelintung Industrial Area. This development is supported by a port with a length of 425 m and a depth of 14 m that can be unloaded by ships weighing 50,000 DWT (Dead Weight Tonnage). And in 2006, this company joined the Wilmar Group consortium. Then, in 2009

the name PT. Bukit Kapur Reksa changed to PT. Wilmar Nabati Indonesia. PT. Wilmar Nabati Indonesia is a company that produces oleochemicals and is also engaged in food manufacturing. This company is located in Dumai precisely on Jl. Datuk Laksmana and in Pelintung precisely on Jl. Pulau Sumatra. Wilmar Unit Dumai-Pelintung as follows:

1. PT. Wilmar Nabati Indonesia
2. PT. Wilmar Bioenergi Indonesia (PT. WBI)
3. PT. Murini Sam-sam II (PT. MSS II)
4. PT. Sentana Adidaya Pratama (PT. SADP)
5. PT. Kawasan Industri Dumai (PT. KID)
6. PT. Petro Andalan Pratama (PT. PAN)
7. PT. Wilmar Chemical Indonesia (PT. WCI)

All business activities of the above business units are managed at the Central Office, which is located within the Dumai Industrial Estate. In this Central Office there are 3 departments, namely the Department of Quality Analysis (QA), Cost Control and HRGA. The HRGA Department is a combined department between Human Resources and General Affair. This department has several sections in carrying out its implementation, including the Personnel Section, General Affair Section (GA), HRD Section, Training Section, Payroll Section, and Public Relations & Legal Section.

2.2 Vision and Mission

Every company must have a vision and mission. For the company's vision and mission it is important to determine business direction, set long-term goals, and realize what has been previously set. The Vision and mission of PT. Wilmar Nabati Indonesia are as follows:

2.2.1 Vision

A dynamic world-class company in the agricultural and industrial business related to dynamic growth while maintaining its position as a Market leader in the world through good partnerships and management.

2.2.2 Mission

Become a superior and trustworthy business partner for stakeholders.

There are also core values. Core values become the foundation or standard for carrying out work. These core values are as follows:

1. Professionalism based on a sense of belonging
2. Humility based on simplicity
3. Integrity based on honesty
4. Hard work based on team synergy
5. Global insightful leadership

2.3 Kind of Business

PT. Wilmar Nabati Indonesia is a company engaged in the oleochemical and food sectors. The palm fruit to be processed is the mesocarp and the kernel (palm kernel). The flesh of the palm fruit will be processed into crude palm oil (CPO) and various types of its derivatives. The first derivative of CPO is RBDPO (Refined Bleached Deodorized Palm Oil). This RBDPO will be further broken down into RBD Olein and RBD Stearin. RBD Olein is liquid palm oil, while RBD Stearin is solid palm oil. The products produced are cooking oil, fatty acids, fractionated methyl ester, distilled methyl ester, and other palm oil derivatives. Apart from the above products, PT. Wilmar Nabati Indonesia is also engaged in food manufacturing, namely wheat flour. The flour produced by this company is wheat flour under the brands Mila, Tulip, Fortune, and Sania.

Meanwhile, the kernel part (palm kernel) will be processed into Palm Kernel Oil (PKO) from the crushing process of palm kernel which becomes palm kernel olein and palm kernel stearin. The products produced from Palm Kernel Oil are also the same, namely cooking oil and margarine.



Figure 2.2 Products of PT. Wilmar Nabati Indonesia

2.4 Organizational Structure

HRGA is a combination of Human Resources and General Affair. Human resources are tasked with carrying out a series of Human Resources management activities related to employee administration and development. Meanwhile, General Affair is in charge of supporting the various operational needs of the company.

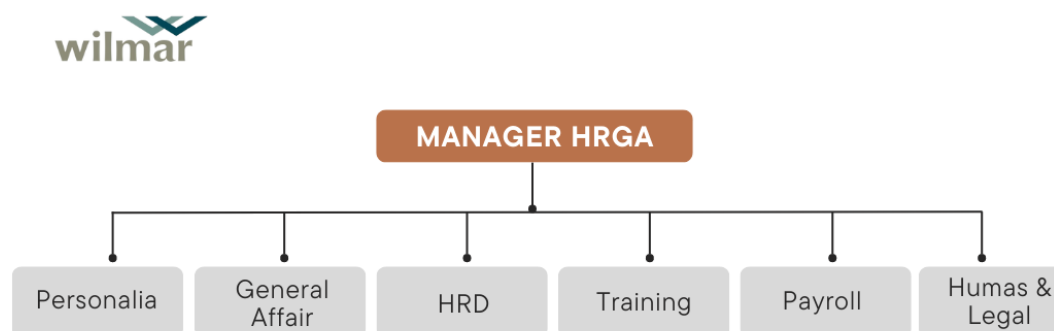


Figure 2.3 Structure Organization

Each job in the organizational structure has its own responsibility and duty to reach the goals of the organization. These are the descriptions of each position:

1. Personnel Section

The personnel section is in charge of carrying out various activities related to employee administrative matters, such as managing employee databases, employee leave, employee absences that will be submitted to the payroll section, employee compensation, employee loans, and managing employee dismissals.

2. General Affair Section (GA)

GA or General Affair is one of the positions in the company and develops the task of managing all the general affairs of the company. In practice, GA is tasked with providing office operational needs such as procurement of office stationery, employee transportation, ordering and maintenance of general assets such as air conditioners, vehicles, chairs, and desks.

3. HRD Section

The HRD section has several main functions and tasks, namely: carrying out the recruitment and selection of new employees, employee development and employee counseling.

4. Training Section

The Training Section is an important section of developing employee competence. The duties of this training section are to analyze training needs, design employee training and conduct training evaluations.

5. Payroll Section

The payroll section is a section related to employee payroll, BPJS payments, paying taxes, Inputting employee attendance related to payroll that has been given by the personnel section, preparing payslips, and preparing salary reports.

6. Public Relations & Legal Section

The public relations and legal sections are tasked with establishing good cooperation with the community and stakeholders.

2.5 Document Used for Activity

There are several documents used for activities while doing an apprenticeship, as follows:

1. Attendance List

This is a sheet of paper that is used to take attendance for employees who take part in training activities carried out by the training

section. This paper contains the subject of the training, the day and date of the training, the time and place and the name of the trainer.

2. Evaluation Form

This Evaluation Form contains two pages. The first page is a Training evaluation form level 1 which is filled out by participants, which is an evaluation paper for the HRGA training section. What evaluates the training materials, how is the quality of the trainers in the training and how are the training services provided.

While the second page is the training evaluation form level 2 which functions as an employee pre-test paper during training. On the sheet of paper there is a table of names, training titles, dates and participant score tables.

3. List of Training Schedule

The list of training schedules contains training schedules that have previously gone through several processes that have finally been approved. This list contains a scheduled training schedule complete with time, mentor name, training title arranged per unit.

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

The apprenticeship program conducted in the training section of department HRGA at PT. Wilmar Nabati Indonesia started from February 2nd to June 2nd, 2023. Working hours are from 08.00 to 16.00, with a lunch break from 12.00 to 13.00, except on Sundays. On Saturdays, working hours are until 13.00, with a lunch break from 12:00 to 12:30.

There were kinds of main jobs during the apprenticeship which are following:

1. Picking and packing for employee training accommodations
2. Marking the training schedule that has been implemented
3. Inputting training logistics that have been used
4. Recapitulating training report data

3.2 Working Procedure

The working procedures done in the training section of department HRGA at PT. Wilmar Nabati Indonesia, which are follows:

1. Procedure for picking and packing employee training accommodations

Employee training accommodations is an accommodation that is prepared every time a training activity is carried out by the HRGA training section. The accommodations prepared include: Participant attendance list, Evaluation forms level 1 & 2, and snack training. The number of documents and snacks that will be sent is in accordance with the number of training participants. Administrative staff from the training section will follow up the participants and mentors who will carry out the training. If training can be carried out, the training section administration staff will ask to prepare training accommodations (snack training, participant

attendance list, and evaluation form). Then the training accommodation package will be sent to the unit that will carry out the training through the general affairs section. The general affairs section will ask the driver to deliver training accommodation to the units that will carry out the training.

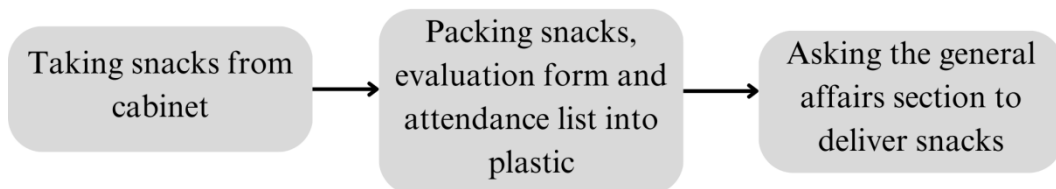


Figure 3.1 Procedure of Picking and Packing

2. Procedure for Marking the Training Schedule that has been Implemented

Every business unit in Wilmar has a regular monthly training schedule. The training schedule contains all employee training according to the training matrix. This schedule has more detailed training schedule details and is made by the administration of the training section. The training administration staff will receive an email from the mentor who was previously followed up by the training section administration staff. Next is the activity of preparing training accommodations and sending training accommodations. After that, in the training schedule folder, an activity must be marking that the training has been carried out and the training accommodations has been sent.

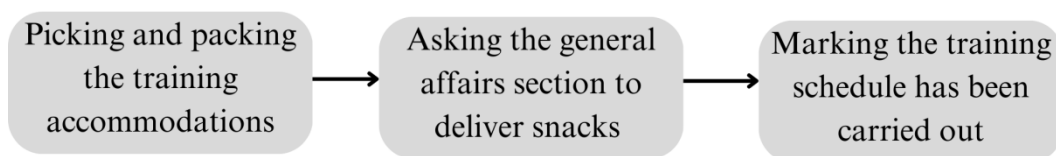


Figure 3.2 Procedure of Marking the Training Schedule

3. Procedures of Inputting Training Logistic that have been Used

Every packing and delivery of training accommodations must note how many training snacks were used and the type used for the training. In

the Excel worksheet, inputting the subject of the training, implementation time, who was sent to it and the number of snacks and types sent. The next stage is calculating the cost to accommodate the training. After it has been calculated, the total cost is inputting into an Excel worksheet. This is done for later inputting into the Wilmar system.

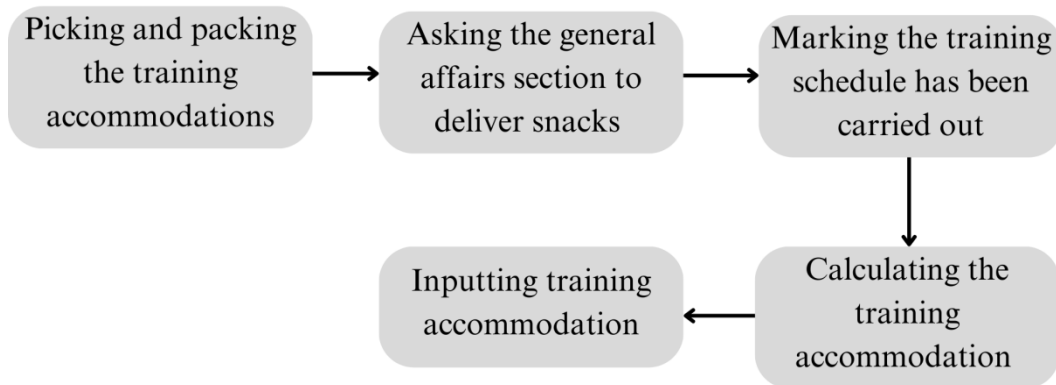


Figure 3.3 Procedure of Inputting Training Logistic

4. Procedure for Recapitulating Training Report Data

After carrying out the training, the training mentor will send the Participant Attendance List and Evaluation Form to the training section. The training employee post test scores contained in the evaluation form will be inputting into the training report Excel worksheet for each Wilmar business unit. Furthermore, after filling out the report worksheet, report data must be inputting and in accordance with the data in the resume. Then, the data is inputting again into the quality objectives Excel worksheet.



Figure 3.4 Procedure of Recapitulating

3.3 Place of Apprenticeship

The apprenticeship was started from February 2nd, 2023 until June 02nd, 2023. It was conducted at the Training Section of Department HRGA at PT. Wilmar Nabati Indonesia, Jalan Pulau Sumatera, Kec. Medang Kampai, Pelintung.

3.3 Kind of Description of the Activity

The daily activities in Central office PT. Wilmar Nabati Indonesia can be seen in the tables below:

Table 3.1
Agenda of the First Week Activities
(2nd February 2023- 8th February 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 2 nd February 2023	<ul style="list-style-type: none">• Making a <i>BPJS</i> Employment Insurance Card	<ul style="list-style-type: none">• BPJS Office Dumai
2.	Friday, 3 rd February 2023	<ul style="list-style-type: none">• Doing Safety Induction• Regulatory briefing in the Dumai Industrial Estate• Apprenticeship placementing• Introducing to the intern mentor	<ul style="list-style-type: none">• EHS Office• Central Office
3.	Saturday, 4 th February 2023	<ul style="list-style-type: none">• Explaining of apprenticeship assignments• Creating employee training materials	Central Office
4.	Sunday, 5 th February 2023	OFF	-
5.	Monday, 6 th February 2023	<ul style="list-style-type: none">• Making employee training materials Greeting and Introduction materials• Creating training aid media (Flashcard)	Central Office
6.	Tuesday, 7 th February 2023	<ul style="list-style-type: none">• Revisioning lesson plan material "Greeting"• Making a lesson plan for the next material	Central Office

7.	Wednesday, 8 th February 2023	<ul style="list-style-type: none"> • Creating supporting media for each material training (Flashcard, Ice Breaking, Quiz Online) 	Central Office
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Table 3.2
Agenda of the Second Week Activities
(09th February 2023- 15th February 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 9 th February 2023	<ul style="list-style-type: none"> • Creating learning modules and training worksheets 	Central Office
2.	Friday, 10 th February 2023	<ul style="list-style-type: none"> • Creating learning modules and worksheets for training materials 	Central Office
3.	Saturday, 11 th February 2023	<ul style="list-style-type: none"> • Revisioning materials and lesson plans 	Central Office
4.	Sunday, 12 th February 2023	OFF	-
5.	Monday, 13 th February 2023	<ul style="list-style-type: none"> • Picking and packing accommodation training for employees of PT. SADP • Marking the training schedule that has been implemented 	Central Office
6.	Tuesday, 14 th February 2023	<ul style="list-style-type: none"> • Picking and packing snacks for a meeting regarding the 2023 Matrix Training 	Central Office
7.	Wednesday, 15 th February 2023	<ul style="list-style-type: none"> • Picking and packing of employee training accommodation • Inputting training logistics that have been used • Marking the training schedule that has been implemented 	Central Office

Table 3.3
Agenda of the Third Week Activities
(16th February 2023- 22nd February 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 16 th February 2023	<ul style="list-style-type: none"> • Picking and packing of employee training accommodation • Inputting employee license data and training certificates 	Central Office
2.	Friday, 17 th February 2023	<ul style="list-style-type: none"> • Following the closing ceremony of the National K3 Month event • Duplicating Attendance List and Evaluation Form training • Picking and Packing HACCP and ISO training accommodation for training at every PT 	Central Office
3.	Saturday, 18 th February 2023	OFF (Isra' Mi'raj)	-
4.	Sunday, 19 th February 2023	OFF	-
5.	Monday, 20 th February 2023	<ul style="list-style-type: none"> • Duplicating Attendance List and Evaluation Form Training • Receiving and Putaway training logistics • Inputting training logistics that have been used • Picking and packing of employee training accommodation 	Central Office
6.	Tuesday, 21 st February 2023	<ul style="list-style-type: none"> • Picking and packing of employee training accommodation • Inputting training logistics that have been used 	Central Office

7.	Wednesday, 22 nd February 2023	<ul style="list-style-type: none"> • Picking and packing of employee training accommodation • Inputting training logistics that have been used • Marking the training schedule that has been implemented 	Central Office
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Table 3.4
Agenda of the Fourth Week Activities
(23rd February 2023- 1st March 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 23 rd February 2023	<ul style="list-style-type: none"> • Picking and packing of employee training accommodation • Inputting training logistics that have been used • Marking the training schedule that has been implemented 	Central Office
2.	Friday, 24 th February 2023	<ul style="list-style-type: none"> • Picking and packing of employee training accommodation • Inputting the training logistics that have been used • Creating training logistics reports 	Central Office
3.	Saturday, 25 th February 2023	<ul style="list-style-type: none"> • Picking and Packing of employee training accommodation PT. Wina Flour Mill, PT. Wina Dumai, Power Plant • Inputting the training logistics that have been used 	Central Office
4.	Sunday, 26 th February 2023	OFF	-

5.	Monday, 27 th February 2023	<ul style="list-style-type: none"> • Re-checking training logistics stock • Picking and Packing of employee training accommodation PT. WINA OLEO • Inputting the training logistics that have been used 	Central Office
6.	Tuesday, 28 th February 2023	<ul style="list-style-type: none"> • Picking and Packing of employee training accommodation PT. Wina Flour Mill, PT. SADP, PT. Wina Pelintung, PT. MSS, and Power Plant • Inputting the training logistics that have been used 	Central Office
7.	Wednesday, 1 st March 2023	<ul style="list-style-type: none"> • Picking and Packing of employee training accommodation PT. Wina Pelintung, PT. Wina Flour Mill, PT. SADP • Inputting training logistics that have been used • Marking the training schedule that has been implemented 	Central Office

Table 3.5
Agenda of the Fifth Week Activities
(2nd March 2023- 8th March 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 2 nd March 2023	<ul style="list-style-type: none"> • Doing the sum of consumption expenditure for each training that has been carried out • Picking and packing new hires training accommodation 	Central Office

2.	Friday, 3 rd March 2023	<ul style="list-style-type: none"> • Picking and packing new hires training accommodation • Inputting training logistics that have been used • Recapitulating training report data for PT. SADP 2023 	Central Office
3.	Saturday, 4 th March 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. SADP 2023 	Central Office
4.	Sunday, 5 th March 2023	OFF	-
5.	Monday, 6 th March 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. SADP 2023 • Preparing all external training needs (room, accommodation) 	Central Office
6.	Tuesday, 7 th March 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. SADP 2023 • Inputting training logistics that have been used • Duplicating Attendance List and Evaluation Form training 	Central Office
7.	Wednesday, 8 th March 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. SADP 2023 • Picking and packing of employee training accommodation 	Central Office

Table 3.6
Agenda of the Sixth Week Activities
(09th March 2023- 15th March 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 9 th March 2023	<ul style="list-style-type: none"> • Picking and packing accommodation training for employees of PT. KID and PT. WINA OLEO • Duplicating Attendance List and Evaluation Form training 	Central Office
2.	Friday, 10 th March 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. SADP 2023, and PT. WINA FLOUR MILL 2023 	Central Office
3.	Saturday, 11 th March 2023	<ul style="list-style-type: none"> • Participating in the monthly Safety Talk Ceremony • Recapitulating training report data for PT. SADP 2023, PT. WINA FLOUR MILL 2023, and PT. MSS 2023 	Central Office
4.	Sunday, 12 th March 2023	OFF	-
5.	Monday, 13 th March 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. SADP 2023 and PT. WBI 2023 • Duplicating Attendance List and Evaluation Form training • Receiving and putaway training logistics entering March 2023 	Central Office
6.	Tuesday, 14 th March 2023	<ul style="list-style-type: none"> • Re-checking the expiration date of all training accommodation • Returning new training logistics that are nearing the expiration date • Picking and packing accommodation training for employees of PT. Wina 	Central Office

		Flour Mill	
7.	Wednesday, 15 th March 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. MSS and PT. WBI 	Central Office

Table 3.7
Agenda of the Seventh Week Activities
(16th March 2023- 22nd March 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 16 th March 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. MSS and PT. WBI Recapitulating training report data for PT. MSS 2023 and PT. WBI 2023 	Central Office
2.	Friday, 17 th March 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. MSS 2023 Picking and packing accommodation training for employees of PT. MSS 	Central Office
3.	Saturday, 18 th March 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. MSS, PT. WBI, and PT. WINA OLEO Recapitulating training report data for PT. MSS 2023 	Central Office
4.	Sunday, 19 th March 2023	OFF	-
5.	Monday, 20 th March 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. MSS 2023 Picking and packing accommodation training for 	Central Office

		employees of PT.SADP, PT. FLOUR MILL, PT. WINA OLEO and PT. KID	
6.	Tuesday, 21 st March 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. WINA OLEO Recapitulating training report data for PT. MSS 2023 	Central Office
7.	Wednesday, 22 nd March 2023	OFF (H+1 Fasting)	-

Table 3.8
Agenda of the Eighth Week Activities
(23rd March 2023- 29th March 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 23 rd March 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. SADP and PT. WINA OLEO 	Central Office
2.	Friday, 24 th March 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. MSS 2023 	Central Office
3.	Saturday, 25 th March 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. SADP Recapitulating training report data for PT. MSS 2023 	Central Office
4.	Sunday, 26 th March 2023	OFF	-
5.	Monday, 27 th March 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. MSS 2023 	Central Office
6.	Tuesday, 28 th	<ul style="list-style-type: none"> Recapitulating training 	Central Office

	March 2023	report data for PT. MSS 2023	
7.	Wednesday, 29 th March 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. SADP Recapitulating training report data for PT. MSS 2023 	Central Office

Table 3.9
Agenda of the Nineth Week Activities
(30th March 2023- 5th April 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 30 th March 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. SADP Recapitulating training report data for PT. MSS 2023 	Central Office
2.	Friday, 31 st March 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. MSS 2023 	Central Office
3.	Saturday, 1 st April 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. WINA DUMAI 2023 Archiving the evaluation form and attendance list training 2021, and 2022 into the ordner map 	Central Office
4.	Sunday, 2 nd April 2023	OFF	-
5.	Monday, 3 rd April 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. WINA DUMAI 2023 Picking and packing accommodation training for 	Central Office

		employees of PT. SADP	
6.	Tuesday, 4 th April 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. SADP Recapitulating training report data for PT. WINA DUMAI 2023 	Central Office
7.	Wednesday, 5 th April 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. WINA DUMAI 2023 Picking and packing accommodation training for employees of PT. SADP Creating an archive guide for attendance list and evaluation form training 	Central Office

Table 3.10
Agenda of the Tenth Week Activities
(6th April 2023- 12nd April 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 6 th April 2023	<ul style="list-style-type: none"> Picking and packing accommodation training for employees of PT. SADP Recapitulating training report data for PT. WINA DUMAI 2023 	Central Office
2.	Friday, 7 th April 2023	OFF (Wafat isa almasih)	-
3.	Saturday, 8 th April 2023	<ul style="list-style-type: none"> Picking and packing of employee training accommodation Recapitulating training report data for PT. WINA DUMAI 2023 	Central Office
4.	Sunday, 9 th April 2023	OFF	-

5.	Monday, 10 th April 2023	<ul style="list-style-type: none"> • Visiting Industry into the Dumai Industrial Area • Picking and packing of employee training accommodation 	Central Office
6.	Tuesday, 11 st April 2023	<ul style="list-style-type: none"> • Making improvements to PT. employee training report data. MSS 2023 and PT. VINA DUMAI 	Central Office
7.	Wednesday, 12 nd April 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. WINA DUMAI 2023 	Central Office

Table 3.11
Agenda of the Eleventh Week Activities
(13rd April 2023- 19th April 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 13 rd April 2023	<ul style="list-style-type: none"> • Picking and packing of employee training accommodation • Recapitulating training report data for PT. Wina Dumai 2023 	Central Office
2.	Friday, 14 th April 2023	<ul style="list-style-type: none"> • Picking and Packing Refinery employee training accommodation • Archiving the loan form of goods • Recapitulating training report data for PT. MSS 2023 	Central Office
3.	Saturday, 15 th April 2023	<ul style="list-style-type: none"> • Re-checking the training report data for employees of PT. MSS 2023 and PT. WINA DUMAI before being handed over 	Central Office
4.	Sunday, 16 th April	OFF	-

	2023		
5.	Monday, 17 th April 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. WINA OLEO 2023 	Central Office
6.	Tuesday, 18 th April 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. WINA DUMAI 2023 	Central Office
7.	Wednesday, 19 th March 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. WINA OLEO 2023 and PT. WINA DUMAI 	Central Office

Table 3.12
Agenda of the Twelveth Week Activities
(20th April 2023- 26th April 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 20 th April 2023	OFF (Eid Mubarak)	-
2.	Friday, 21 st April 2023	OFF	-
3.	Saturday, 22 nd April 2023	OFF	-
4.	Sunday, 23 rd April 2023	OFF	-
5.	Monday, 24 th April 2023	OFF	-
6.	Tuesday, 25 th April 2023	OFF	-
7.	Wednesday, 26 th April 2023	<ul style="list-style-type: none"> Tidying up the training data Tidying up the training folder for every PT Re-checking the Attendance list training that has not been recapitulate 	Central Office

Table 3.13
Agenda of the Thirteenth Week Activities
(27th April 2023- 3rd Mei 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 27 th April 2023	<ul style="list-style-type: none"> Re-checking the Attendance list training that has not been Recapitulatingd 	Central Office
2.	Friday, 28 th April 2023	<ul style="list-style-type: none"> Checking the suitability of training report data in Excel 	Central Office
3.	Saturday, 29 th April 2023	<ul style="list-style-type: none"> Separating employee absence training system and evaluation form based on implementation date 	Central Office
4.	Sunday, 30 th April 2023	OFF	-
5.	Monday, 1 st May 2023	<ul style="list-style-type: none"> Inputting training report data PT. SADP 	Central Office
6.	Tuesday, 2 nd May 2023	<ul style="list-style-type: none"> Tidying up the PT. Wina Oleo training report format and Re-checking the PT. Wina Oleo training report 	Central Office
7.	Wednesday, 3 rd May 2023	<ul style="list-style-type: none"> Inputting training report data PT. SADP 	Central Office

Table 3.14
Agenda of the Fourteenth Week Activities
(4th May 2023- 10th May 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 4 th May 2023	<ul style="list-style-type: none"> Inputting training report data PT. SADP 	Central Office
2.	Friday, 5 st May 2023	<ul style="list-style-type: none"> Accompanying staf to shop for external training purposes 	Central Office

3.	Saturday, 6 th May 2023	<ul style="list-style-type: none"> Preparing the room for external training and its needs 	Central Office
4.	Sunday, 7 th May 2023	OFF	-
5.	Monday, 8 th May 2023	<ul style="list-style-type: none"> Sending the training report data that has been checked Re-checking the training report data that has been Recapitulating 	Central Office
6.	Tuesday, 9 th May 2023	<ul style="list-style-type: none"> Picking and Packing PT. SADP, PT. WBI and PT. Wina Flour Mill employees training accommodation 	Central Office
7.	Wednesday, 10 th May 2023	<ul style="list-style-type: none"> Help preparing the needs of external training activities by WLC 	Central Office

Table 3.15
Agenda of the Fifteenth Week Activities
(11st May 2023- 17th May 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 11 th May 2023	<ul style="list-style-type: none"> Help preparing the needs of external training activities by WLC 	Central Office
2.	Friday, 12 nd May 2023	<ul style="list-style-type: none"> Documenting external leadership training by WLC 	Central Office
3.	Saturday, 13 rd May 2023	<ul style="list-style-type: none"> Documenting external leadership training by WLC 	Central Office
4.	Sunday, 14 th May 2023	OFF	-
5.	Monday, 15 th May 2023	<ul style="list-style-type: none"> Checking the training report of PT. Wina Dumai 	Central Office

6.	Tuesday, 16 th May 2023	<ul style="list-style-type: none"> • Inputting training report data PT. Murini Samsam 	Central Office
7.	Wednesday, 17 th May 2023	<ul style="list-style-type: none"> • Inputting training report data PT. Wina Dumai 	Central Office

Table 3.16
Agenda of the Sixteenth Week Activities
(18th May 2023- 24th May 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 18 th May 2023	OFF	-
2.	Friday, 19 th May 2023	<ul style="list-style-type: none"> • Inputting RFID number to Excel 	Central Office
3.	Saturday, 20 th May 2023	<ul style="list-style-type: none"> • Picking & packing training accommodation for employees of PT. KID • Accompanying staff to shop for security training needs 	Central Office
4.	Sunday, 21 st May 2023	OFF	-
5.	Monday, 22 nd May 2023	<ul style="list-style-type: none"> • Picking & packing training accommodation for employees of PT. WINA Oleo • Making Power Point presentations • Inputting the RFID number to the system 	Central Office
6.	Tuesday, 23 rd May 2023	<ul style="list-style-type: none"> • Picking & packing training accommodation for employees • Making Power Point presentations • Revisioning the PowerPoint 	Central Office
7.	Wednesday, 24 th	<ul style="list-style-type: none"> • Picking & packing training 	Central Office

	May 2023	accommodation for employees PT. SADP and PT. Wina Flour Mill <ul style="list-style-type: none"> • Making Power Point presentations 	
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Table 3.17
Agenda of the Seventeenth Week Activities
(25th May 2023- 31st May 2023)

No	Day/ Date	Activity	Place
1.	Thursday, 25 th May 2023	<ul style="list-style-type: none"> • Picking & packing training accommodation for employees PT. SADP • Scanning employee training attendance PT. Wina Oleo 2019 	Central Office
2.	Friday, 26 th May 2023	<ul style="list-style-type: none"> • Making a final apprenticeship report • Picking & packing training accommodation for employees PT. SADP and PT. WBI 	Central Office
3.	Saturday, 27 th May 2023	<ul style="list-style-type: none"> • Making a final apprenticeship report • Revisioning of the apprenticeship report 	Central Office
4.	Sunday, 28 th May 2023	OFF	-
5.	Monday, 29 th May 2023	<ul style="list-style-type: none"> • Creating and revise Power Point Presentations 	Central Office
6.	Tuesday, 30 th May 2023	<ul style="list-style-type: none"> • Presenting the Final Report of Apprenticeship at Wilmar 	Central Office
7.	Wednesday, 31 st May 2023	<ul style="list-style-type: none"> • Packing and picking training accommodation for employees of PT. SADP, 	Central Office

		PT. Wina Oleo and PT. KID	
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Table 3.18
Agenda of the Eighteenth Week Activities
(01st June 2023- 2nd June 2023)

No	Day/ Date	Activity	Place
1	Thursday, 1 st June 2023	OFF	-
2	Friday, 2 nd June 2023	<ul style="list-style-type: none"> • Scanning employee training attendance at PT. Wina Oleo 2019 	Central Office

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program in the training section of department HRGA at PT. Wilmar Nabati Indonesia. There is some conclusion as follow:

1. There are some kinds of job done during the apprenticeship: picking and packing of employee training accommodation; Marking the training schedule that has been implemented; Inputting training logistics that have been used; Recapitulating training report data.
2. The working procedures are based on Standard Operating Procedure (SOP) of Section Training of Department HRGA in PT. Wilmar Nabati Indonesia. There were several documents used for activity while doing apprenticeship program: participant attendance list, evaluation form, list of training schedule.
3. After doing the apprenticeship program in the training section of department HRGA at PT. Wilmar Nabati Indonesia, knowledge that has been applied based on subjects taken in the English Study Program, such as; Digital Content Creation, Archives and Secretariat, Public Speaking and Business Presentation, Professional Ethics, and Business Simulation applied in real practice such as in interacting with employees, making designs, filing documents and recapitulating training data reports.

4.2 Suggestion

Based on the internship activities that have been carried out in the training section of the HRGA department at PT. Wilmar Nabati Indonesia has several suggestions, as follow:

1. It is suggested to students majoring in language that they further improve their English skills and deepen their knowledge and abilities in the field of administration. Furthermore, students majoring in language must also improve their soft skills. One of the several soft skills, the most important is discipline.
2. It is recommended that the Language Department increase the credits for courses related to business administration in each semester.

APPENDICES

APPENDIX A


Daily Activity of Apprenticeship

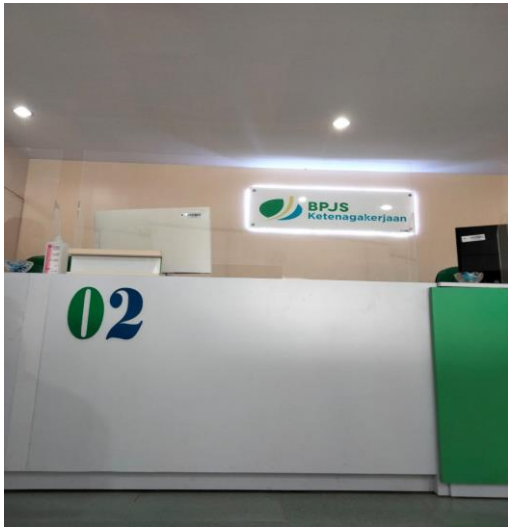
DAILY ACTIVITY 1

APPRENTICESHIP

Day : Thursday

Date : February 02nd, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Making a <i>BPJS</i> Employment Insurance Card	Jefri Yanto	
NOTE: Good			

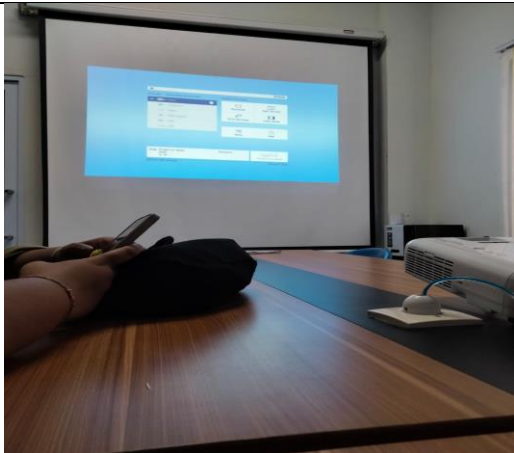
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<i>BPJS</i> Employment Insurance Card is one of the documents that must be owned by apprentice participants as insurance in the event of a work accident at the company.

**DAILY ACTIVITY 2
APPRENTICESHIP**

Day : Friday


Date : February 03rd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1	Safety Induction	Jefri Yanto	
2.	Introducing of myself to mentor		
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Safety Induction activities are located in the EHS Office. Apprentice are given a safety briefing in the Dumai Industrial Area and checking motorized vehicles. After that, the apprentice goes to the Head Office to meet with the intern mentor.

DAILY ACTIVITY 3
APPRENTICESHIP

Day : Saturday
Date : February 04th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Explanation of apprenticeship assignments	Jefri Yanto	

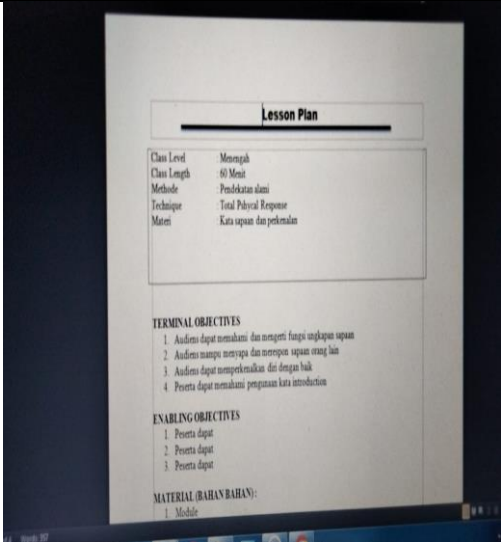
NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
1.		The Central Office is the place where the apprenticeship will be placed, to be precise in the training section of the HRGA department. In this training section the jobdesk provided is to provide English language training to employees.

DAILY ACTIVITY 4
APPRENTICESHIP


Day : Monday
Date : February 06th, 2023

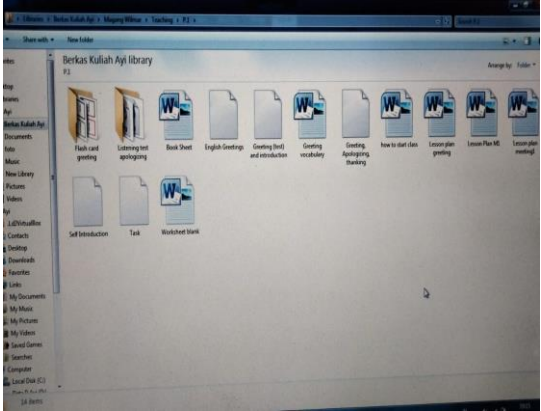
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Making employee training materials Greeting and Introduction materials	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
1.		To the first training, the material will be given to employees is greetings and introduction.

DAILY ACTIVITY 5
APPRENTICESHIP


Day : Tuesday
Date : February 07th, 2023

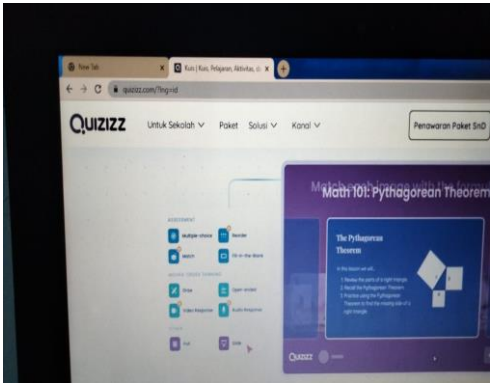
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Revisoning of the lesson plan material "Greeting"	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
1.		The apprentice mentor rechecks the material. There are several materials that need to be increased in difficulty level and there are several sections that must change the delivery concept.

DAILY ACTIVITY 6
APPRENTICESHIP


Day : Wednesday
Date : February 8th, 2023

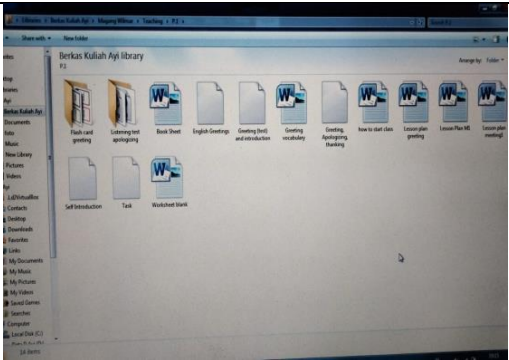
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Creating supporting media for each material training (Quiz Online)	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
1.		Creating online quizzes (Quizizz) to support employees in helping increase understanding during training.

DAILY ACTIVITY 7
APPRENTICESHIP


Day : Thursday
Date : February 09th, 2023

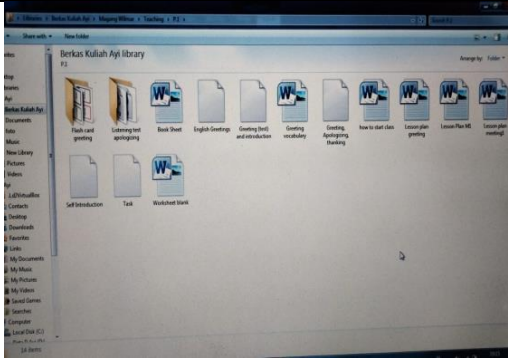
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Creating learning modules and training worksheets	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
1.		Creating a learning module regarding greeting and introduction material. Learning modules and worksheets contain explanations of the material and questions to be worked on to increase understanding.

DAILY ACTIVITY 8
APPRENTICESHIP


Day : Friday
Date : February 10th, 2023

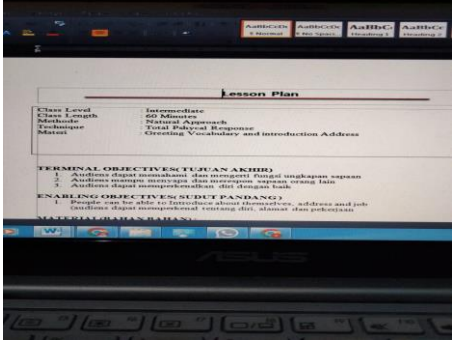
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Creating learning modules and worksheets for training materials	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
1.		<p>Creating a learning module regarding greeting and introduction material. Learning modules and worksheets contain explanations of the material and questions to be worked on to increase understanding.</p>

DAILY ACTIVITY 9
APPRENTICESHIP

Day : Saturday
Date : February 11th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Revisioning of materials and lesson plans	Jefri Yanto	
NOTE: Good			

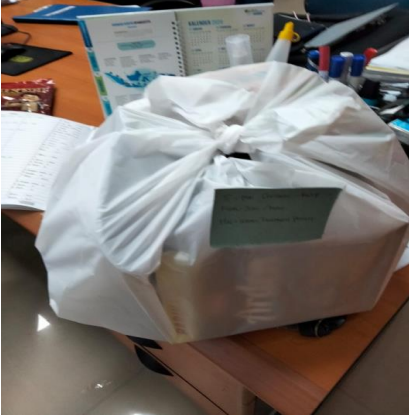
NO	THE PICTURE OF ACTIVITY	INFORMATION
		The apprentice mentor rechecks the material. There are several materials that need to be increased in difficulty level and there are several sections that must change the delivery concept.

DAILY ACTIVITY 10
APPRENTICESHIP

Day : Monday


Date : February 13th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing accommodation training for employees of PT. SADP	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The training accommodation prepared is training attendance, training evaluation (level 1 & 2) and training snacks.

DAILY ACTIVITY 11
APPRENTICESHIP


Day : Tuesday
Date : February 14th, 2023

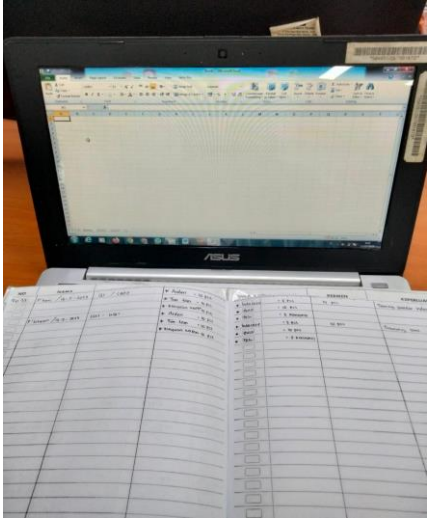
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing snacks for a meeting regarding the 2023 Matrix Training	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The training accommodation prepared is training attendance, training evaluation (level 1 & 2) and training snacks.

DAILY ACTIVITY 12
APPRENTICESHIP

Day : Wednesday
Date : February 15th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training logistics that have been used	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Inputting logistics that have been used (snacks) into an Excel worksheet. This data will later be Inputtingted into the Wilmar system regarding expenses in conducting training


DAILY ACTIVITY 13

APPRENTICESHIP

Day : Thursday

Date : February 16th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting employee license data and training certificates	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Inputting employee license data and employee training certificates into an Excel worksheet.


DAILY ACTIVITY 14

APPRENTICESHIP

Day : Friday

Date : February 17th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1. 2.	Following the closing ceremony of the National K3 Month event	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		National K3 Month is the National Occupational Safety and Health Month which is commemorated on January 12-February 12 each year.

DAILY ACTIVITY15
APPRENTICESHIP

Day : Monday


Date : February 20th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Receiving and Putaway training logistics	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Training logistics in January came from the store to the training department. Adjust the logistics stock to what was ordered, then put away the training logistics in the cupboard.</p>

DAILY ACTIVITY 16
APPRENTICESHIP


Day : Tuesday
Date : February 21st, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing of employee training accommodation.	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The training accommodation prepared is training attendance, training evaluation (level 1 & 2) and training snacks.</p>

DAILY ACTIVITY 17
APPRENTICESHIP

Day : Wednesday
Date : February 22nd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Marking the training schedule that has been implemented	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Any training that is carried out must be Markinged with a highlighter. While training that cannot be carried out will be Markinged.


DAILY ACTIVITY 18

APPRENTICESHIP

Day : Thursday


Date : February 23rd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing of employee training accommodation	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Preparing training attendance, training evaluation (level 1 & 2) and training snacks for employee training activities.

DAILY ACTIVITY 19
APPRENTICESHIP


Day : Friday
Date : February 24th, 2023

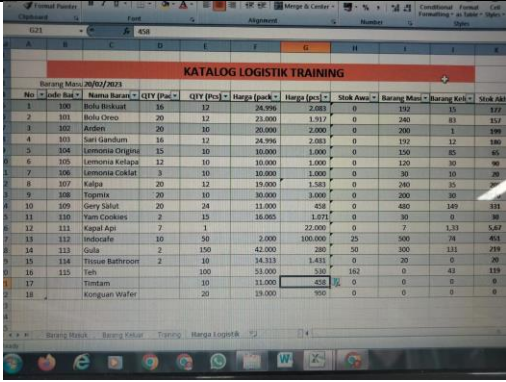
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training logistics that have been used	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Record every training logistics used for employee training purposes.

DAILY ACTIVITY 20
APPRENTICESHIP


Day : Saturday
Date : February 25th, 2023

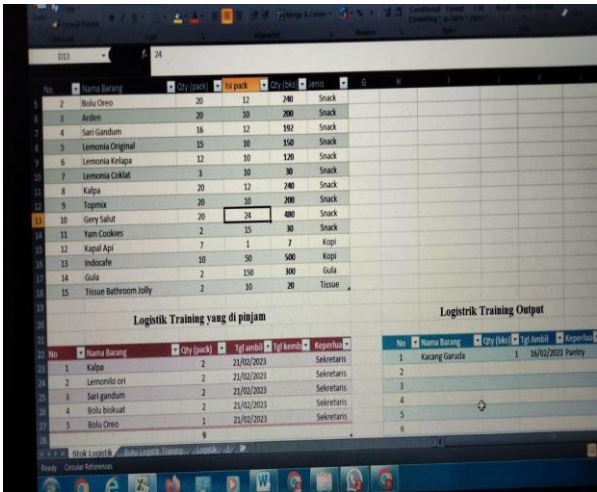
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training logistics that have been used	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Logistics training that has been packaged and packaged for employee training activities is Inputting in an Excel worksheet.

DAILY ACTIVITY 21
APPRENTICESHIP


Day : Monday
Date : February 27th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Re-checking training logistics stock	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Re-checking the training logistics report data according to the training logistics book.</p>

DAILY ACTIVITY 22
APPRENTICESHIP

Day : Tuesday
Date : February 28th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and Packing of employee training accommodation PT. Wina Flour Mill, PT. SADP, PT. Wina Pelintung, PT. MSS, and Power Plant	Jefri Yanto	
NOTE: Good			

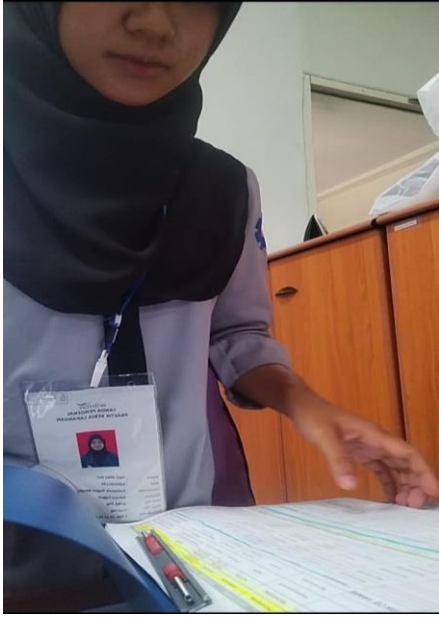
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Preparing accommodation for employee training, including: Participant Attendance list sheet, Evaluation Form (level 1 & 2), and snack training.

DAILY ACTIVITY 23
APPRENTICESHIP

Day : Wednesday


Date : March 1st, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Marking the training schedule that has been implemented	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Any training that is carried out must be Markinged with a highlighter. While training that cannot be carried out will be Markinged.</p>

DAILY ACTIVITY 24
APPRENTICESHIP

Day : Thursday
Date : March 2nd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Doing the sum of consumption expenditure for each training that has been carried out	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Add up all training logistics expenditures used in each training.

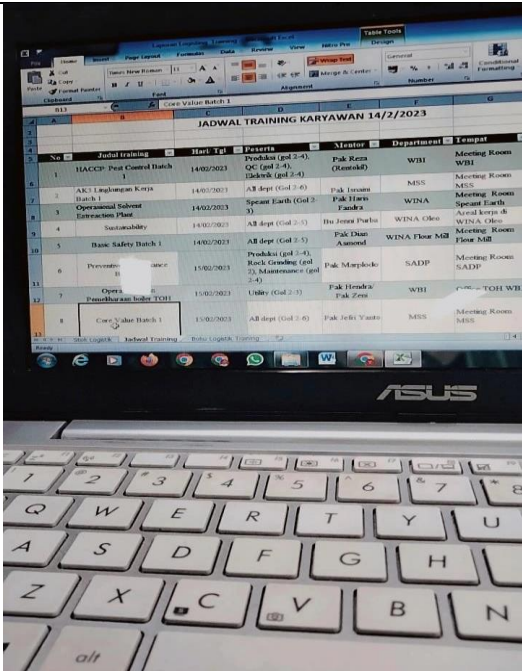
DAILY ACTIVITY 25

APPRENTICESHIP

Day : Friday


Date : March 3rd, 2023

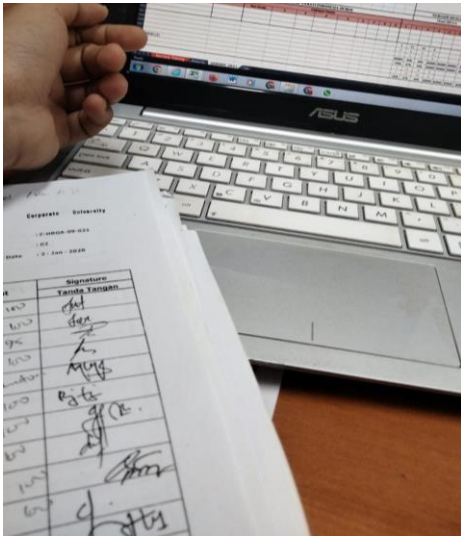
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training logistics that have been used	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Training logistics that have been picked and packed for employee training needs are Inputting into an Excel worksheet.</p>

DAILY ACTIVITY 26
APPRENTICESHIP

Day : Saturday
Date : March 4th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. SADP 2023	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation of PT. The SADP that has been implemented is Inputting into an Excel worksheet report.

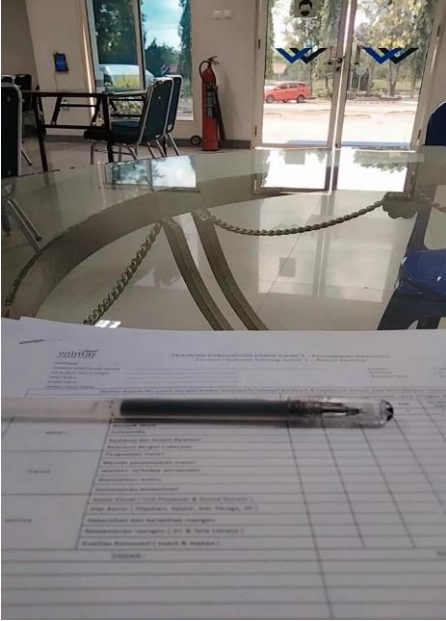
DAILY ACTIVITY 27

APPRENTICESHIP

Day : Monday

Date : March 6th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Preparing all external training needs (room, accommodation)	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare all the needs for external training starting from the room, to the training equipment.

DAILY ACTIVITY 28
APPRENTICESHIP

Day : Tuesday

Date : March 7th, 2023

N O	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Duplicating Attendance List and Evaluation Form training	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Duplikat Attendance List and Training Evaluation Form Level 1 and Level 2.


DAILY ACTIVITY 29

APPRENTICESHIP

Day : Wednesday

Date : March 8th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing of employee training accommodation	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare Participant Attendance list sheet, Evaluation Form (level 1 & 2) for training.


DAILY ACTIVITY 30

APPRENTICESHIP

Day : Thursday


Date : March 9th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Duplicating Attendance List and Evaluation Form training	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Duplicating Training Evaluation Form level 1 and level 2.

DAILY ACTIVITY 31
APPRENTICESHIP

Day : Friday
Date : March 10th, 2023

N O	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. SADP 2023, and PT. WINA FLOUR MILL 2023	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation of PT. The SADP, and PT. Wina Flour Mill that has been implemented is Inputting into an Excel worksheet report.


DAILY ACTIVITY 32

APPRENTICESHIP

Day : Saturday

Date : March 11th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Participate in the monthly Safety Talk Ceremony	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The safety talk ceremony is held every 12th of every month by the EHS team in the courtyard of the central office.


DAILY ACTIVITY 33

APPRENTICESHIP

Day : Monday

Date : March 13th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Receiving and putaway training logistics entering February 2023	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Training logistics in February came from the store to the training section. Adjust the logistics stock to what was ordered, then put away the training logistics in the cupboard.


DAILY ACTIVITY 34

APPRENTICESHIP

Day : Tuesday


Date : March 14th, 2023

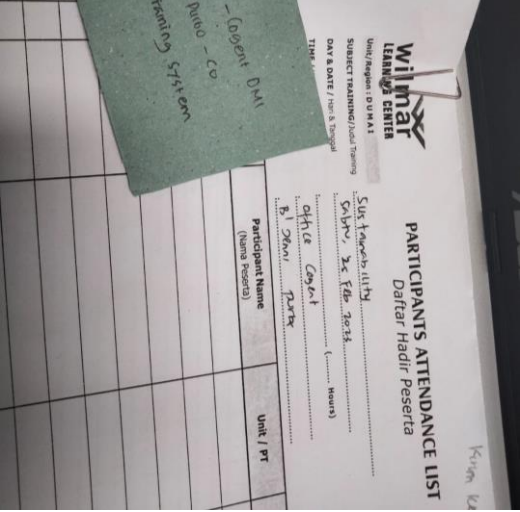
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Re-checking the expiration date of all training accommodation	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The February Logistics Training that entered yesterday Re-checked the expiration date.

DAILY ACTIVITY 35
APPRENTICESHIP


Day : Wednesday
Date : March 15th, 2023

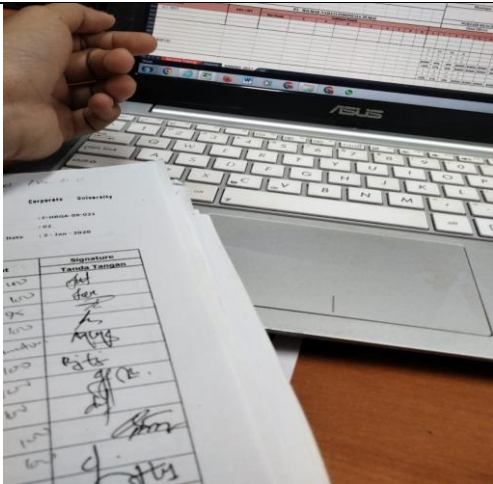
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing accommodation training for employees of PT. MSS and PT. WBI	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare employee training accommodation for training purposes at the PT. MSS and PT WBI.

DAILY ACTIVITY 36
APPRENTICESHIP

Day : Thursday
Date : March 16th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023 and PT. WBI 2023	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. MSS and PT. WBI that has been implemented is Inputting into an Excel worksheet report.

DAILY ACTIVITY 37

APPRENTICESHIP

Day : Friday


Date : March 17th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing accommodation training for employees of PT. MSS	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare employee training accommodation for training purposes at the PT. MSS

DAILY ACTIVITY 38
APPRENTICESHIP


Day : Saturday
Date : March 18th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023	Jefri Yanto	
NOTE: Good			

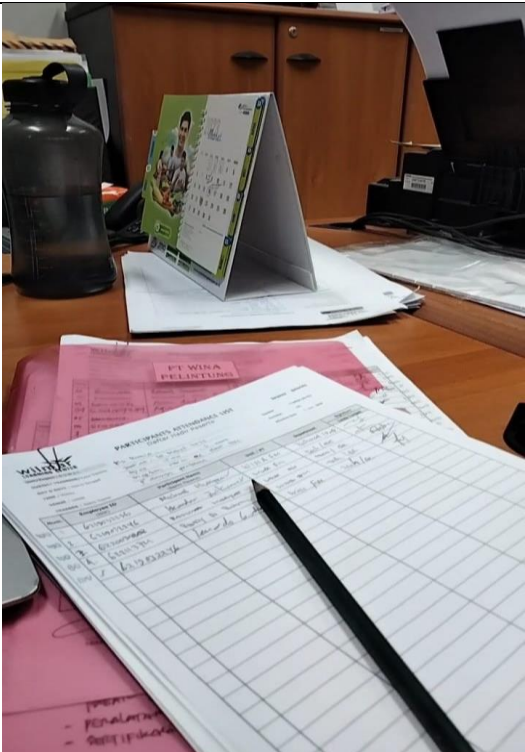
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. MSS that has been implemented is Inputting into an Excel worksheet report.

DAILY ACTIVITY 39
APPRENTICESHIP

Day : Monday
Date : March 20th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023	Jefri Yanto	

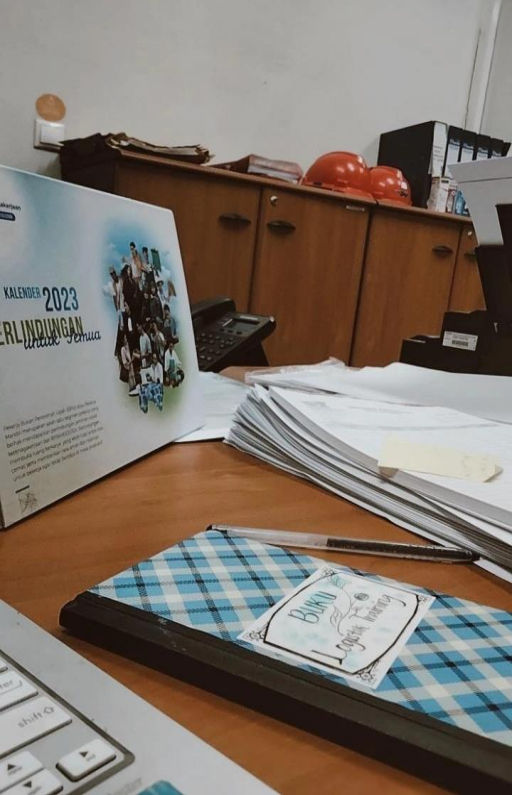
NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. MSS has been implemented is Inputting into an Excel worksheet report.

DAILY ACTIVITY 40
APPRENTICESHIP

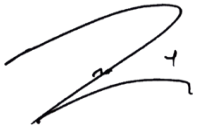
Day : Tuesday
Date : March 21st, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing accommodation training for employees of PT. WINA OLEO	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare employee training accommodation for training purposes at the PT. Wina Oleo

DAILY ACTIVITY 41
APPRENTICESHIP

Day : Thursday
Date : March 23rd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing accommodation training for employees of PT. SADP and PT. WINA OLEO	Jefri Yanto	
NOTE: Good			

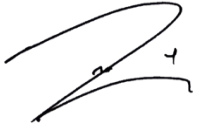
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare employee training accommodation for training purposes at the PT. SADP and PT. Wina Oleo


DAILY ACTIVITY 42

APPRENTICESHIP

Day : Friday

Date : March 24th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare employee training accommodation for training purposes at the PT. MSS

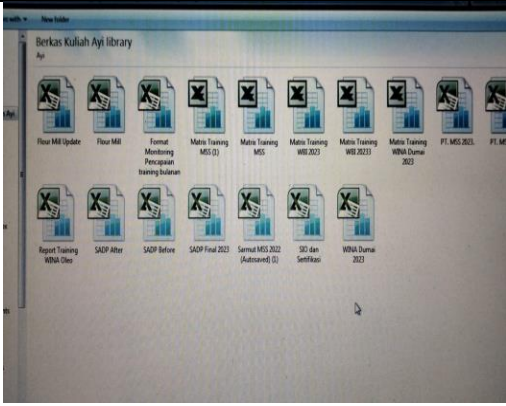
DAILY ACTIVITY 43

APPRENTICESHIP

Day : Saturday

Date : March 25th, 2023

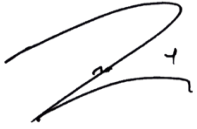
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. MSS that has been implemented is Inputting into an Excel worksheet report.

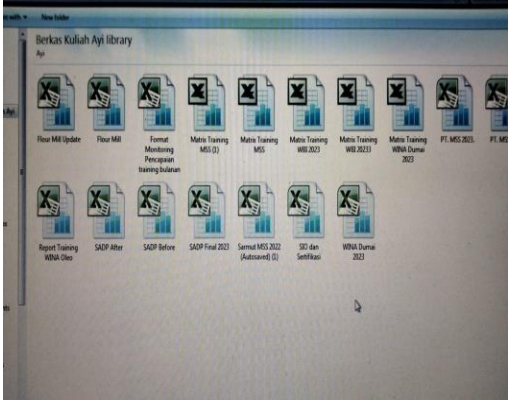
DAILY ACTIVITY 44
APPRENTICESHIP

Day : Monday

Date : March 27th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023	Jefri Yanto	

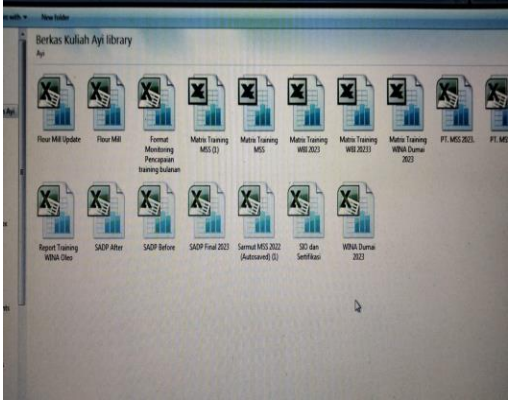
NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Attendance and evaluation training of PT. MSS that has been implemented is Inputting into an Excel worksheet report.</p>

DAILY ACTIVITY 45
APPRENTICESHIP

Day : Tuesday
Date : March 28th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. MSS that has been implemented is Inputting into an Excel worksheet report.


DAILY ACTIVITY 46

APPRENTICESHIP

Day : Wednesday

Date : March 29th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing accommodation training for employees of PT. SADP	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare training accommodation for employees of PT. SADP such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.

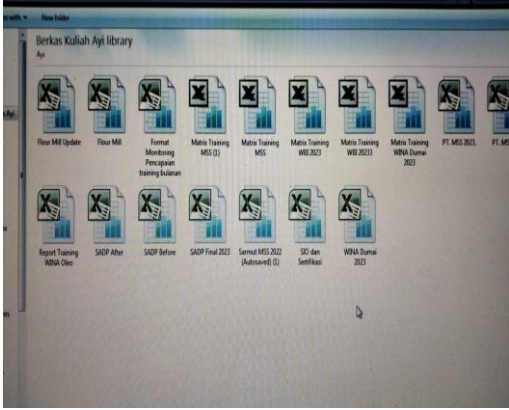
DAILY ACTIVITY 47

APPRENTICESHIP

Day : Thursday


Date : March 30th, 2023

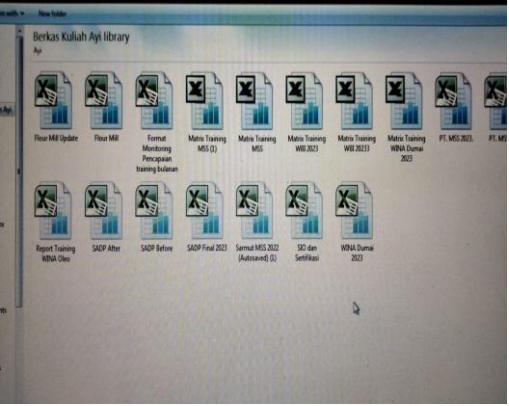
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. MSS that has been implemented is Inputting into an Excel worksheet report.

DAILY ACTIVITY 48
APPRENTICESHIP

Day : Friday
Date : March 31st, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. MSS 2023	Jefri Yanto	
NOTE: Good			

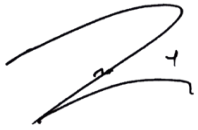
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Attendance and evaluation training of PT. MSS that has been implemented is Inputting into an Excel worksheet report.</p>


DAILY ACTIVITY 49

APPRENTICESHIP

Day : Saturday


Date : April 1st, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Archiving the evaluation form and attendance list training 2021, and 2022 into the ordner map	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Participant attendace lists and training evaluation forms training 2021 and 2022 are archived in an ordner map.

DAILY ACTIVITY 50
APPRENTICESHIP


Day : Monday
Date : April 3rd, 2023

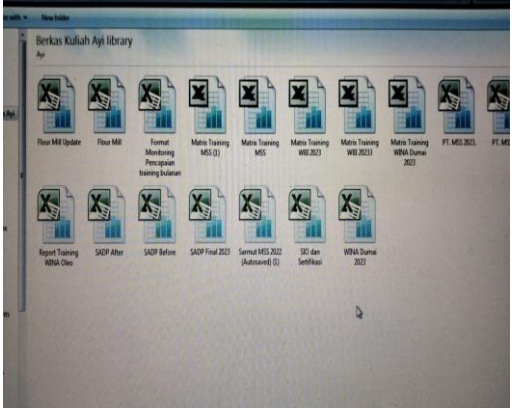
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing accommodation training for employees of PT. SADP	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare training accommodation for employees of PT. SADP such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.

DAILY ACTIVITY 51
APPRENTICESHIP

Day : Tuesday
Date : April 4th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. WINA DUMAI 2023	Jefri Yanto	
NOTE: Good			

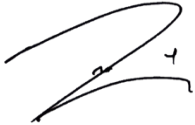
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Attendance and evaluation training of PT. Wina Dumai that has been implemented is Inputting into an Excel worksheet report.</p>


DAILY ACTIVITY 52

APPRENTICESHIP

Day : Wednesday


Date : April 5th, 2023

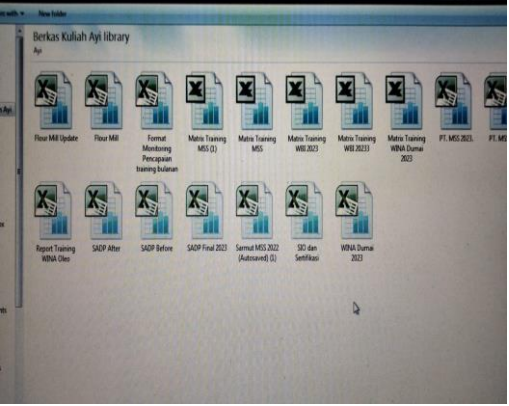
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing accommodation training for employees of PT. SADP	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare training accommodation for employees of PT. SADP such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.

DAILY ACTIVITY 53
APPRENTICESHIP


Day : Thursday
Date : April 6th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. WINA DUMAI 2023	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Attendance and evaluation training of PT. Wina Dumai that has been implemented is Inputting into an Excel worksheet report.</p>

DAILY ACTIVITY 54
APPRENTICESHIP


Day : Saturday
Date : April 8th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing of employee training accommodation	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prepare training accommodation for employees such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.

DAILY ACTIVITY 55
APPRENTICESHIP

Day : Monday
Date : April 10th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Visit Industry into the Dumai Industrial Area	Jefri Yanto	
NOTE: Good			

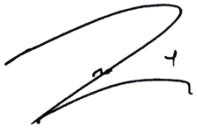
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Go around the Dumai Industrial Area to see and find out about the units in the area.

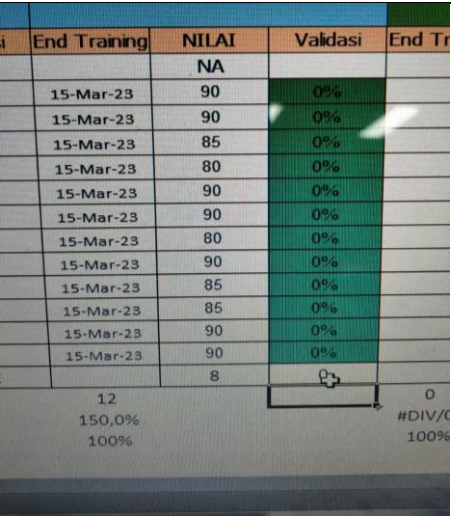
DAILY ACTIVITY 56

APPRENTICESHIP

Day : Tuesday

Date : April 11th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Making improvements to PT. employee training report data. MSS 2023 and PT. WINA DUMAI	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Adding new employee training data submitted to PT. MSS and PT. Wina Dumai.

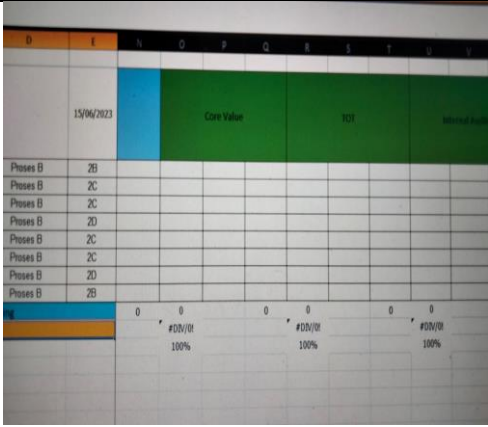
DAILY ACTIVITY 57

APPRENTICESHIP

Day : Wednesday

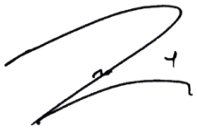
Date : April 12th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. WINA DUMAI 2023	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. Wina Dumai that has been implemented is Inputting into an Excel worksheet report.

DAILY ACTIVITY 58
APPRENTICESHIP

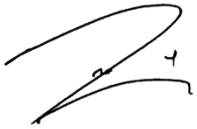
Day : Thursday
Date : April 13th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and packing of employee training accommodation	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Prepare training accommodation for employees such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.</p>

DAILY ACTIVITY 59
APPRENTICESHIP


Day : Friday
Date : April 14th, 2023

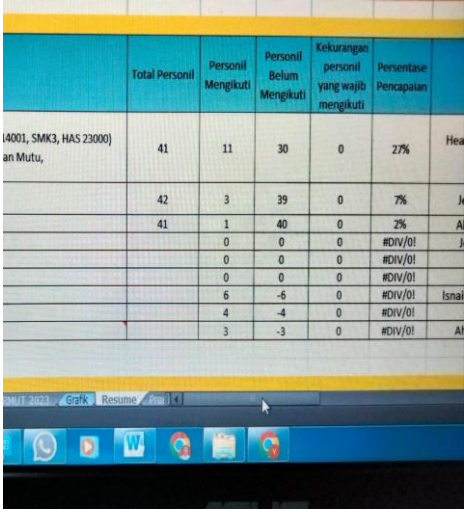
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and Packing Refinery employee training accommodation	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Prepare training accommodation for employees of Refinery such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.</p>

DAILY ACTIVITY 60
APPRENTICESHIP


Day : Saturday
Date : April 15th, 2023

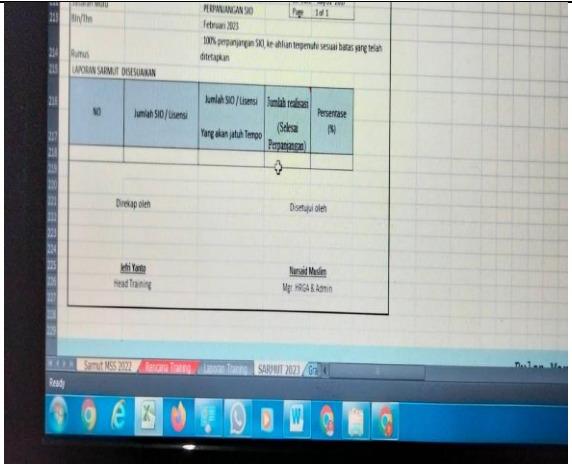
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Re-checking the training report data for employees of PT. MSS 2023 and PT. WINA DUMAI before being handed over	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Re-checking the employee training report data according to the data sent by the training mentor.

DAILY ACTIVITY 61
APPRENTICESHIP


Day : Monday
Date : April 17th, 2023

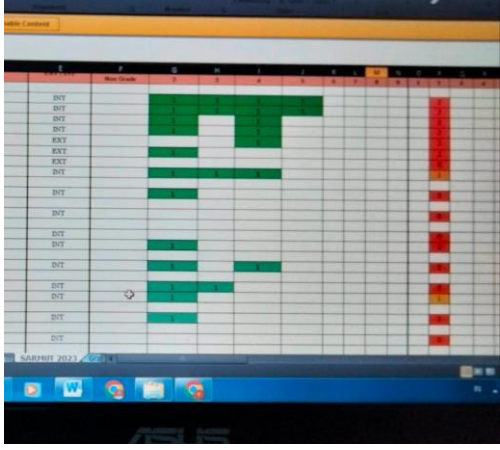
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. WINA OLEO 2023	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. Wina Oleo that has been implemented is Inputting into an Excel worksheet report.

DAILY ACTIVITY 62
APPRENTICESHIP

Day : Tuesday
Date : April 18th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. WINA DUMAI 2023	Jefri Yanto	
NOTE: Good			

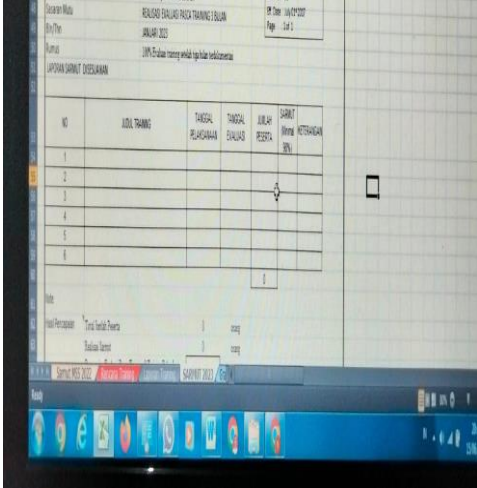
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Attendance and evaluation training of PT. Wina Dumai that has been implemented is Inputting into an Excel worksheet report.</p>

DAILY ACTIVITY 63
APPRENTICESHIP

Day : Wednesday

Date : April 19th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Recapitulating training report data for PT. WINA OLEO 2023 and PT. WINA DUMAI	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Attendance and evaluation training of PT. Wina Oleo and PT. Wina Dumai that has been implemented is Inputting into an Excel worksheet report.</p>


DAILY ACTIVITY 64

APPRENTICESHIP

Day : Wednesday


Date : April 26th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
	Re-checking the Attendance list training that has not been Recapitulatingd	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Re-checking the employee training report data that does not recap.

DAILY ACTIVITY 65
APPRENTICESHIP


Day : Thursday
Date : April 27th, 2023

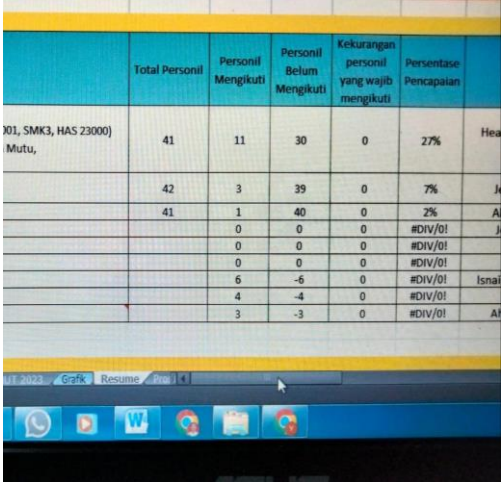
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
	Re-checking the Attendance list training that has not been Recapitulatngd	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Re-checking the employee training report data that does not recap.

DAILY ACTIVITY 66
APPRENTICESHIP

Day : Friday
Date : April 28th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
	Check the suitability of training report data in Excel	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Check the suitability of report data between sheet 1, sheet 2 and so on in the report.

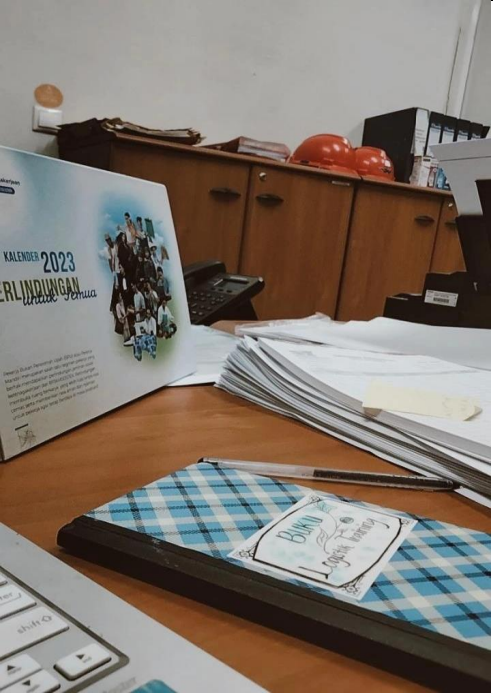
DAILY ACTIVITY 67

APPRENTICESHIP

Day : Saturday

Date : April 29th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Separate employee absence training system and evaluation form based on implementation date	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Helps separate absences and evaluation of training systems based on implementation dates.

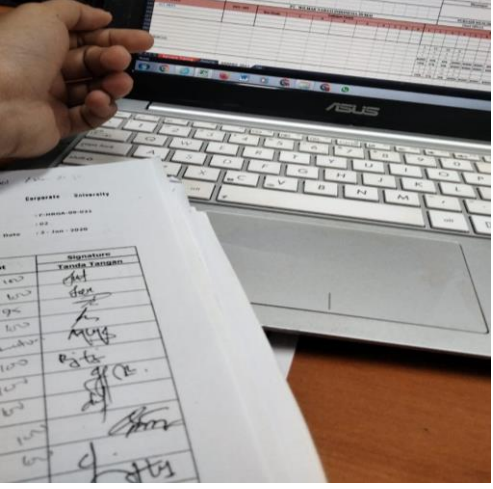
DAILY ACTIVITY 68

APPRENTICESHIP

Day : Monday

Date : May 1st, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training report data PT. SADP	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. SADP that has been implemented is Inputting into an Excel worksheet report.


DAILY ACTIVITY 69

APPRENTICESHIP

Day : Tuesday


Date : May 2nd, 2023

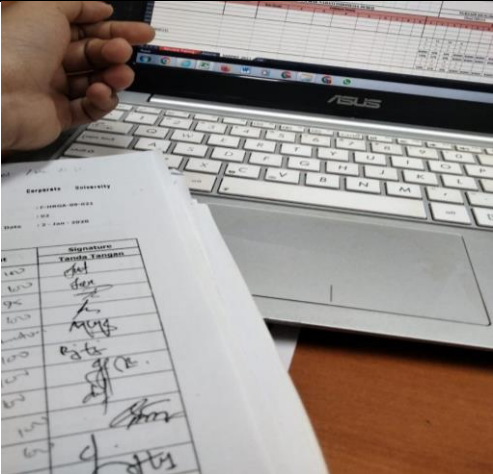
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Tidying up the PT. Wina Oleo training report format and Re-checking the PT. Wina Oleo training report	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Tidying up the employee training report data format on an Excel worksheet.

DAILY ACTIVITY 70
APPRENTICESHIP

Day : Wednesday
Date : May 3rd, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training report data PT. SADP	Jefri Yanto	
NOTE: Good			

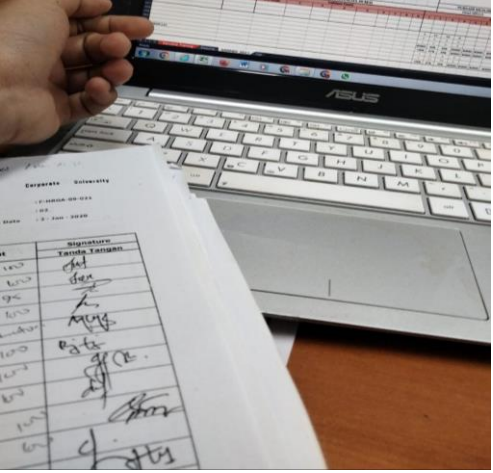
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Attendance and evaluation training of PT. SADP that has been implemented is Inputting into an Excel worksheet report.</p>

DAILY ACTIVITY 71
APPRENTICESHIP

Day : Thursday

Date : May 4th. 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training report data PT. SADP	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. SADP that has been implemented is Inputting into an Excel worksheet report.


DAILY ACTIVITY 72

APPRENTICESHIP

Day : Friday

Date : May 5th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Accompanying staff to shop	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Accompanying staff to shop for external leadership training needs in the City of Dumai.


DAILY ACTIVITY 73

APPRENTICESHIP

Day : Saturday


Date : May 6th, 2023

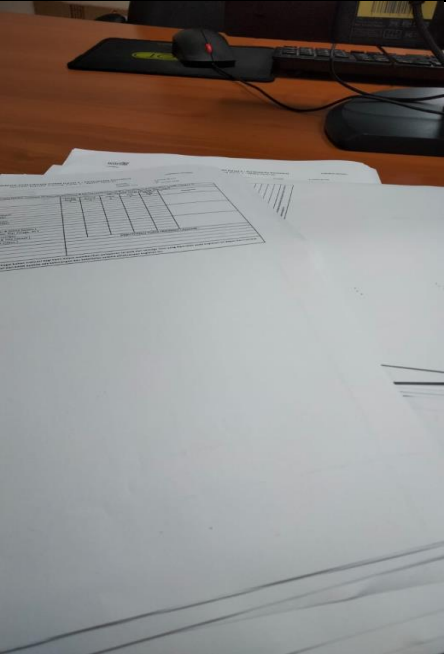
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Prepare the room for external training and its needs	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Help prepare the room for leadership training for level 5 was delivered by WLC (Wilmar Learning Center) leaders and staff.

DAILY ACTIVITY 74
APPRENTICESHIP


Day : Monday
Date : May 8th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Re-checking the training report data that has been Recapitulatingd	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Re-checking the employee training report data that does not recap.

DAILY ACTIVITY 75
APPRENTICESHIP

Day : Tuesday
Date : May 9th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Picking and Packing PT. SADP, PT. WBI and PT. WINA Flour Mill employees training accommodation	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Prepare training accommodation for employees of PT. SADP, PT. WBI, and PT. Wina Flour Mill such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.</p>


DAILY ACTIVITY 76

APPRENTICESHIP

Day : Wednesday

Date : May 10th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Help prepare the needs of external training activities by WLC	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Help prepare the needs of leadership training for level 5 was delivered by WLC (Wilmar Learning Center) leaders and staff.


DAILY ACTIVITY 77

APPRENTICESHIP

Day : Thursday

Date : May 11th, 2023

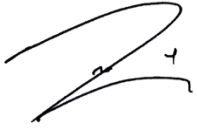
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Help prepare the needs of external training activities by WLC	Jefri Yanto	
NOTE: Good			

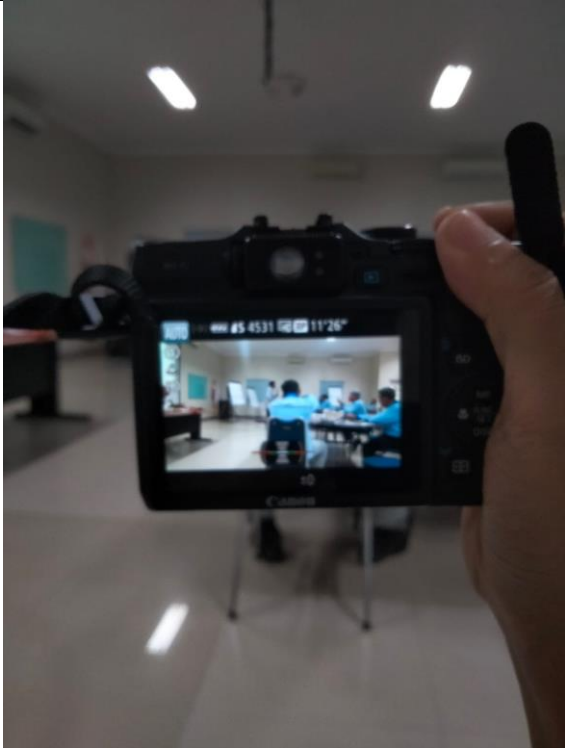
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Help prepare the needs of leadership training for level 5 was delivered by WLC (Wilmar Learning Center) leaders and staff.

DAILY ACTIVITY 78
APPRENTICESHIP

Day : Friday

Date : May 12th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Documenting external leadership training by WLC	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Documenting leadership training for level 5 was delivered by WLC (Wilmar Learning Center) leaders and staff.


DAILY ACTIVITY 79

APPRENTICESHIP

Day : Saturday

Date : May 13th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Documenting external leadership training by WLC	Jefri Yanto	
NOTE: Good			

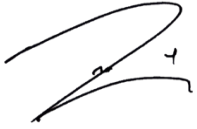
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Documenting leadership training for level 5 was delivered by WLC (Wilmar Learning Center) leaders and staff.

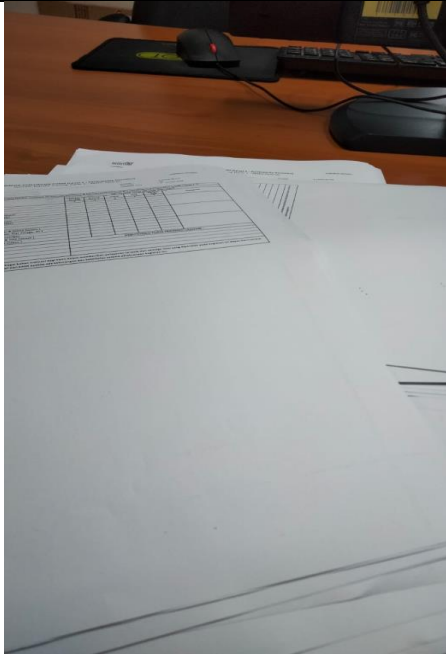
DAILY ACTIVITY 80

APPRENTICESHIP

Day : Monday

Date : May 15th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Check the training report of PT.Wina Dumai	Jefri Yanto	
NOTE: Good			

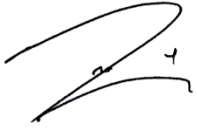
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Check the training report of PT.Wina Dumai

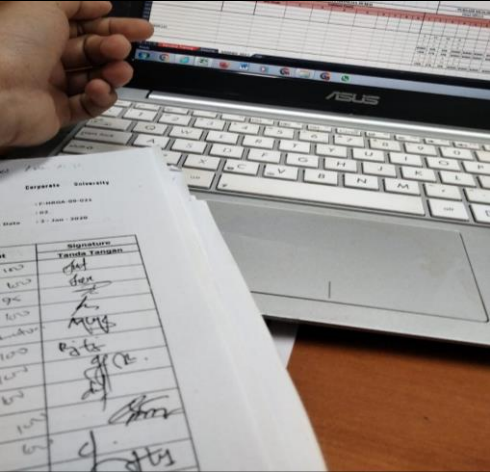
DAILY ACTIVITY 81

APPRENTICESHIP

Day : Tuesday

Date : May 16th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training report data PT. Murini Sam-sam	Jefri Yanto	
NOTE: Good			

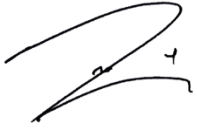
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. Murini Sam-sam that has been implemented is Inputting into an Excel worksheet report.

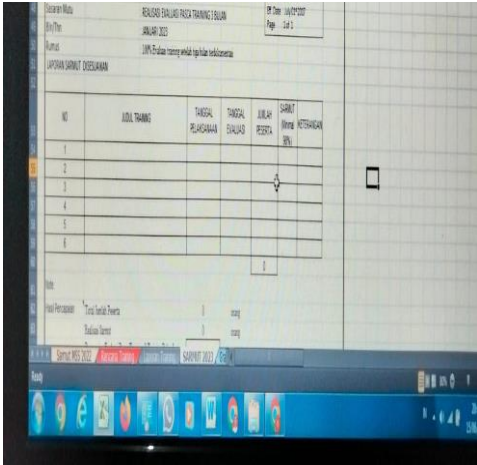
DAILY ACTIVITY 82

APPRENTICESHIP

Day : Wednesday

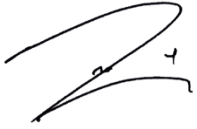
Date : May 17th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting training report data PT. Wina Dumai	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance and evaluation training of PT. Wina Dumai that has been implemented is Inputting into an Excel worksheet report.

DAILY ACTIVITY 83
APPRENTICESHIP

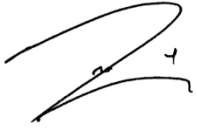
Day : Friday
Date : May 19th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting RFID number to Excel	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		RFID (Radio Frequency Identification) is an access card provided to contractors in the Dumai Industrial Area.

DAILY ACTIVITY 84
APPRENTICESHIP

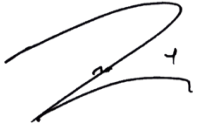
Day : Saturday
Date : May 20th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Accompanying staf to shop for security training needs	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Accompanying staf to shop for security training needs at a store in Pelintung.

DAILY ACTIVITY 85
APPRENTICESHIP


Day : Monday
Date : May 22nd, 2023

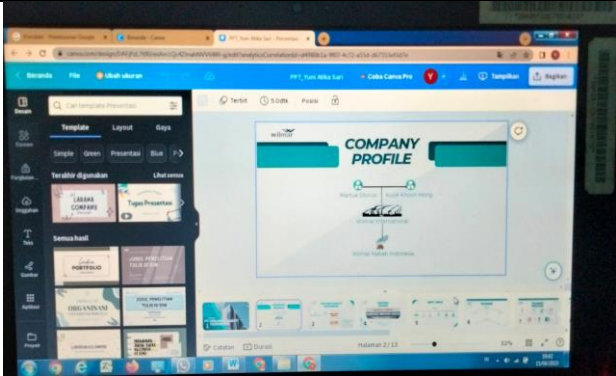
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Inputting the RFID number to the system	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		RFID (Radio Frequency Identification) is an access card provided to contractors in the Dumai Industrial Area.

DAILY ACTIVITY 86
APPRENTICESHIP

Day : Tuesday
Date : May 23rd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Making Power Point presentations	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Power Point presentations are supporting media in the final presentation of the internship so that presentations are easier to understand.

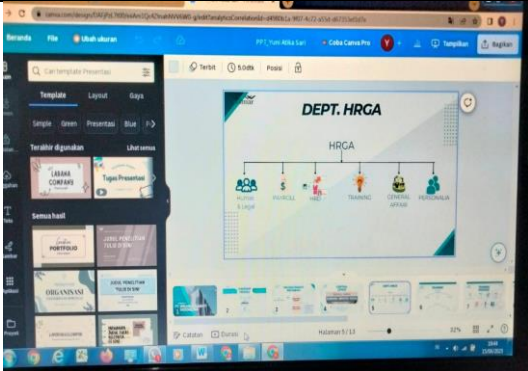
DAILY ACTIVITY 87

APPRENTICESHIP

Day : Wednesday


Date : May 24th, 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Making Power Point presentations	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		

DAILY ACTIVITY 88
APPRENTICESHIP


Day : Thursday
Date : May 25th, 2023

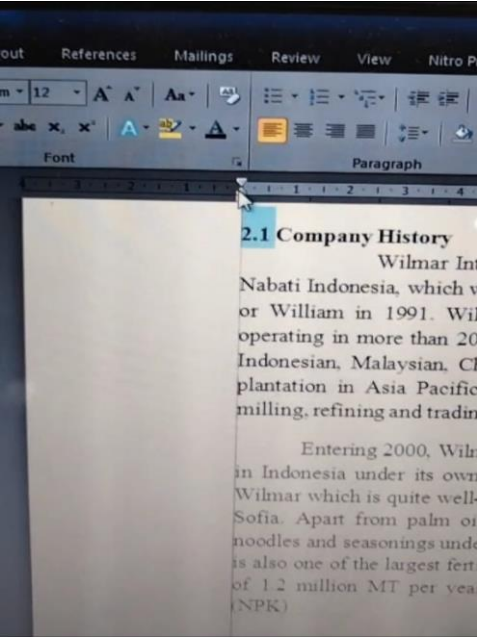
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Scan employee training attendance PT. Wina Oleo 2019	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Training attendance and evaluation of employee training in 2019 in folders arranged in cupboards are scanned and then packed in cardboard boxes to be archived in the warehouse.</p>

DAILY ACTIVITY 89
APPRENTICESHIP


Day : Friday
Date : May 26th, 2023

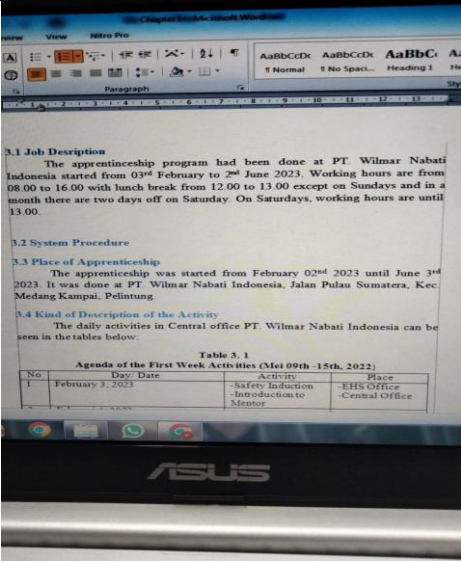
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Making a final apprenticeship report	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The apprenticeship report is a report that is made when we finish an apprenticeship in the company. Apprenticeship report made based on campus format.

DAILY ACTIVITY 90
APPRENTICESHIP

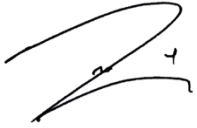
Day : Saturday
Date : May 27th, 2023

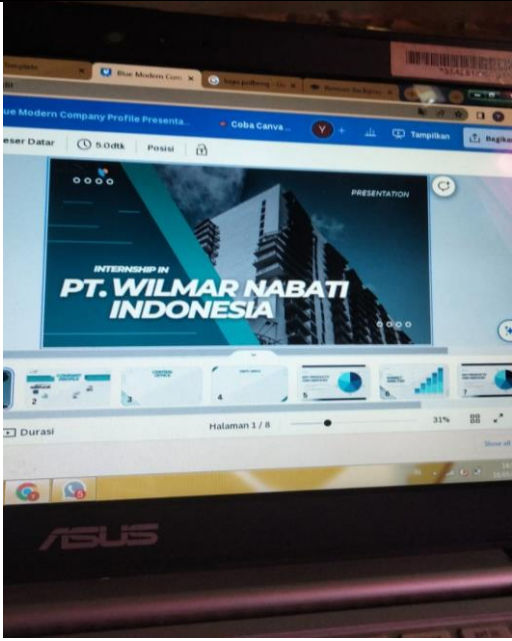
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Making a final apprenticeship report	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The apprenticeship report is a report that is made when we finish an apprenticeship in the company. Apprenticeship report made based on campus format. The apprenticeship mentor will read the contents of the report and correct the apprenticeship report

DAILY ACTIVITY 91
APPRENTICESHIP

Day : Monday
Date : May 29th 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Creating and revise Power Point Presentations	Jefri Yanto	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The apprentice mentor checks the presentation material that will be presented in the power point and then gives suggestions for changes to be made.

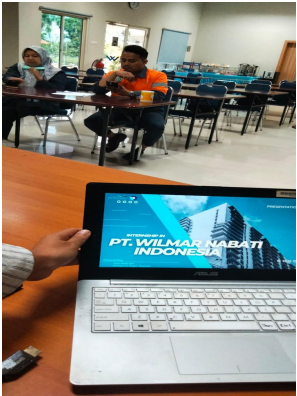
DAILY ACTIVITY 92

APPRENTICESHIP

Day : Tuesday


Date : May 30th 2023

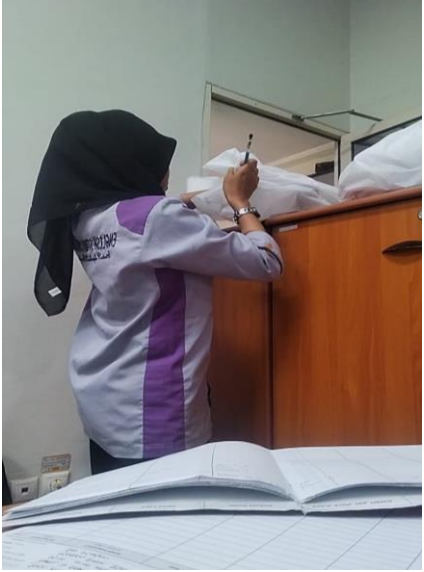
NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Presentation of Final Report of Apprenticeship at Wilmar	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Final presentation of the apprenticeship in front of the apprenticeship mentor (head of training section) and staff of training section.

DAILY ACTIVITY 93
APPRENTICESHIP


Day : Tuesday
Date : May 31st 2023


NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Packing and picking training accommodation for employees of PT. SADP, PT. Wina Oleo and PT. KID	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Prepare training accommodation for employees of PT. SADP, PT. Wina Oleo and PT. KID such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.</p>

DAILY ACTIVITY 94
APPRENTICESHIP


Day : Tuesday
Date : June 2nd 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Scan employee training attendance at PT. Wina Oleo 2019	Jefri Yanto	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Training attendance and evaluation of employee training in 2019 in folders arranged in cupboards are scanned and then packed in cardboard boxes to be archived in the warehouse.

APPENDIX B

Evaluation Form Level 1



UNW/Regin : _____
 TRAINING SUBJEK/Isi/Modul Training : _____
 DAY & DATE/ Hari & Tanggal : _____
 TIME/ Waktu : _____
 VENUE/ Lokasi : _____
 TRAINER/ Nama Trainer : _____

TRAINING EVALUATION FORM (Level 1 : Participants Reaction)
 Formulir Evaluasi Training (Level 1 : Reaksi Peserta)

COMPOSITE UNIVERSITY

Number : P.HMGA-09-042
 Revision : 05
 Effective Date : 01 Januari 2020

Mohon Bapak/Ibu untuk mengisi lembar evaluasi ini sebagai feedback & koreksi perbaikan bagi kami dengan memberikan tanda ceklist (✓)

Scoring Criteria (Kriteria Penilaian)	Satisfaction Level (Tingkat Kepuasan)					Komentar
	Sangat Kurang 1	Kurang 2	Cukup 3	Baik 4	Sangat Baik 5	
Materi	Penambahan wawasan					
	Menarik Minat					
	Sistematis					
	Relevansi dan mudah dipahami					
Trainer	Penguasaan materi					
	Metode penyampaian materi					
	Jawaban terhadap pertanyaan					
	Manajemen waktu					
Service	Kemampuan memotivasi					
	Audit Visual (LCD Projector & Sound System)					
	Alat Bantu (Flipchart, Spidol, Alat Penaga, dll)					
	Kebersihan dan kerapian ruangan					
	Kenyamanan ruangan (AC & Tata Cahaya)					
	Kualitas konsumsi (snack & makan)					
SARAN :		KEBUTUHAN TOPIK TRAINING LAINNYA :				

Terima kasih atas ketertarikan ANDA dalam mengisi angket ini sebagai bahan evaluasi bagi kami dalam memberikan pelayanan terbaik dan semoga ilmu yang diperoleh pada kegiatan ini dapat bermanfaat.
 Mohon maaf dari KAMI apabila ada kekurangan dan kebutuhan selama pelaksanaan kegiatan ini.

APPENDIX C
Evaluation Form Level 2



CORPORATE UNIVERSITY

Unit/Region : Dumol

TRAINING EVALUATION FORM (Level 2 : Participants Learning)

Formulir Evaluasi Training (Level 2 : Hasil Belajar Peserta)

TRAINING SUBJECT / Judul Training	:	Score / Nilai
DAY & DATE / Hari & Tanggal	:	
TIME / WAKTU	:	
VENUE / Lokasi	:	
TRAINER / Nama Trainer	:	
PARTICIPANTS / Nama Peserta	:	

APPENDIX D
Certificate of Apprenticeship



APPENDIX E

Certificated of Internship from Company

PT WILMAR NABATI INDONESIA



SURAT KETERANGAN
NOMOR: 0057/SK-PKL/HRD/VI/2023

No : F-HRGA-11-092
Rev : 00
Date : 01 April 2011
Page : 1 of 2

Yang bertanda tangan dibawah ini menerangkan bahwa :

NAMA : Yuni Atika Sari
NIM : 5203201135
PROGRAM STUDI / JURUSAN : Bahasa Inggris
UNIVERSITAS : Politeknik Negeri Bengkalis

Telah melaksanakan Kerja Praktik (Magang) pada Departemen Training di PT. Wilmar Nabati Indonesia sejak tanggal 02 Februari 2023 s/d 02 Juni 2023, dengan hasil terlampir di belakang.

Demikian Surat Keterangan ini dibuat semoga dapat dipergunakan dengan semestinya, terima kasih.

Pelitung, 07 Juni 2023

PT. Wilmar Nabati Indonesia


Nursaid Muslim
Head Dept. HRGA & Adm.

Medan Office : B&G Tower, Lt 7, Jl. Putri Hijau No. 10, Medan - 20111, Tel. +62 61 4102 7777 , Fax. +62 61 4154891
Dumai Office : Jl. Pulau Belitung, Kawasan Industri Dumai, Pelitung - 28816, Telp +62 765 33533, Fax +62 765 33553

APPENDIX F

Presentation at PT. Wilmar Nabati Indonesia

