

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

*In Partial Fulfillment of a Three - Year Diploma Program of English of
State Polytechnic of Bengkalis*



By:

WINDA FITRIYANTI

Reg. Number: 5203191115

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

2023

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2023**

APPROVAL SHEET

This apprenticeship report written by Winda Fitriyanti with Reg. Number 5203191115 who had done apprenticeship at PT. Riau Andalan Pulp and Paper started from January 12th to May 16th, 2023 by the following advisor:

Pangkalan Kerinci, May 16th, 2023

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Head of English Study Program
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ACCEPTANCE SHEET

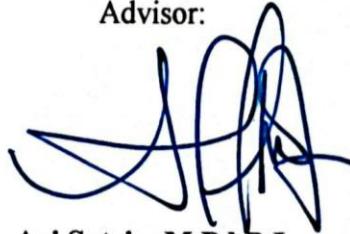
This is to certify that we have been examined the apprenticeship report of Winda Fitriyanti with Reg. Number 5203191115 who has done the apprenticeship at PT. Riau Andalan Pulp and Paper started from January 12th to May 16th, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

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

Bengkalis, June 6th, 2023

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Bengkalis, May 16th, 2023

The Writer



Winda Fitriyanti

Reg. Number: 5203191115

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship, also known as practical work are learning programs or field practices aimed at helping and developing students' abilities in the workplace. Through this program, students have the opportunity to apply what they have learned in class and further their knowledge and skills, both theoretical and practical, in a company or other organization. Apprenticeship provide students with work experience that allows them to gain valuable skills and qualifications, as well as job training that provides a snapshot of the real world of work.

The State Polytechnic of Bengkalis is a vocational high school in Riau Province with eight departments, one of which is the Language Department, where it provides two study programs: Diploma Three English Language and Bachelor of Applied English for Business and Professional Communication. This department provides fields of study in tourism and hospitality, professional administration, business communication, and public relations. Polytechnic graduates, including language department graduates, are generally prepared to work with a variety of skills and compete globally. One of the programs that assist students in directly applying scientific theory and knowledge gained during their study period is the apprenticeship program, which is also one of the graduation requirements.

This apprenticeship is a hands-on learning experience for students, with the goal of gaining experience that can be used for future professional development. This program also ensures that students have the ability to adapt, have a strong work ethic, are disciplined, and are responsible. The apprenticeship was implemented at PT. Riau Andalan Pulp and Paper (RAPP), one of Indonesia's largest and highest-quality sustainable paper producers. This industry offers many opportunities for intern's student to grow greatly. Interns can work on relevant projects, learn about the business, network, and improve both their hard and soft

skills in this optimal environment. For this reason, the author chose and was given the opportunity to do an apprenticeship at PT. Riau Andalan Pulp and Paper.

The apprenticeship program was held from January 12th to May 16th, 2023, at the corporate office of the Corporate Communications Department (CCD) at PT. Riau Andalan Pulp and Paper. Corporate Communications is a department that focuses on various aspects of communication, such as Public Relations (PR), Internal and External Communications, Including Corporate Visit and Event, and Digital Media.

1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship are as follow:

1. To find out the kinds of jobs done in Corporate Communications Department at PT. Riau Andalan Pulp and Paper.
2. To find out the working procedures, and business processes done in Corporate Communications Department at PT. Riau Andalan Pulp and Paper.
3. To find out the documents used for activities while doing the apprenticeship program in the Corporate Communications Department at PT. Riau Andalan Pulp and Paper.

1.3 Significances of the Apprenticeship

1.3.1 Significance for the Apprentice

An apprentice has the opportunity to implement what they have learned in class to gain valuable work experience, fulfill college requirements, and develop personal career goals. Apprenticeship also helps apprentices learn about the impact of business, gain confidence, learn time management, establish a professional network, and improve their workplace communication skills.

1.3.2 Significance for State Polytechnic Bengkalis

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learned in class to gain valuable work experience, fulfill college requirements, and develop personal career goals. Apprenticeship also helps apprentices learn about the impact of business, gain confidence, learn time management, establish a professional network, and improve their workplace communication skills.

1.3.3 Significance for the Company

Companies can establish or expand their connections with colleges through apprenticeships, giving them the opportunity to promote and brand their image. Furthermore, this internship program can help ease the workload of other employees, allowing companies to identify a potential workforce among students so that, if a company needs employees, it can hire these students.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company History

2.1.1 Royal Golden Eagle (RGE) Group

RGE, also known as Royal Golden Eagle, manages a group of world-class companies in the resource-based manufacturing industry. RGE was founded by Sukanto Tanoto in 1973 as *Raja Garuda Mas* (RGM). Under his leadership, RGE Group has grown into a global group, the assets held by RGE companies today exceed US\$30 billion. With more than 60,000 employees, established operations in Indonesia, China, Brazil, Spain, and Canada, and continue to expand to engage newer markets and communities.



Figure 2. 1 The RGE Group Logo
Source: www.rgei.com

RGE group of companies are involved in the following business segments:

1. Pulp and Paper –Asia Pacific Resources International Holding Limited (APRIL) and Asia Symbol
2. Palm Oil – Asian Agri and Apical
3. Dissolving Pulp – Bracell
4. Viscose Fibre – Sateri and Asia Pacific Rayon
5. Integrated Energy Provider – Pacific Energy

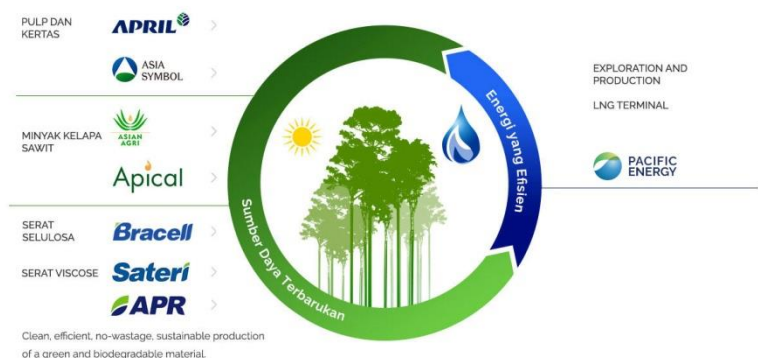


Figure 2. 2 RGE's Subsidiaries
Source: www.rgei.com

2.1.2 Asia Pacific Resources International Holding Limited (APRIL) Group

APRIL Group is a leading producer of renewable fiber and bio-based products, with forestry and manufacturing operations in Riau Province, Sumatra, Indonesia. The company is a business group of Singapore-headquartered global resources company, Royal Golden Eagle (RGE).

Headquartered in Singapore with offices in Jakarta, APRIL operates an integrated pulp and paper mill in Pangkalan Kerinci, Riau Province, Sumatra. APRIL's mill produces craft and dissolving pulp and paper and its products are exported to more than 70 countries around the world.



Figure 2. 3 The April Group Logo
Source: www.rgei.com

Founded in 1993, APRIL Group embraces Mr. Sukanto Tanoto's 5C's: that is, to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer and good for Company.

Accordingly, corporate social responsibility is woven into APRIL Group's operations and management to advance environmental and

community development and to fulfill the social responsibilities of a corporation. The Tanoto Foundation, established in 1981, implements this vision.

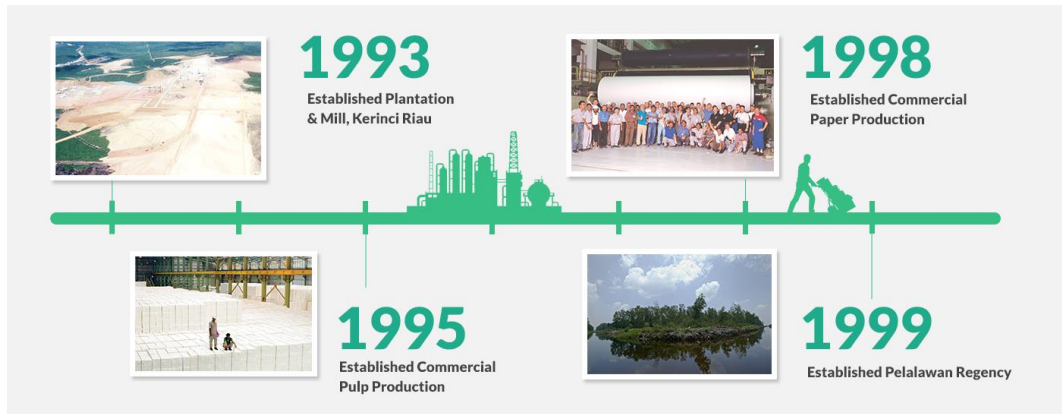


Figure 2. 4 Figure of a Path to Prosperity
Source: www.aprilasia.com

Through its subsidiaries in Indonesia, PT Riau Andalan Pulp and Paper. APRIL Group began plantation development in Sumatra's Riau province and mill construction at Pelalawan Kerinci from 1993. At this time, the Kerinci Township was home to 200 households; a population that would grow to more than 200,000 by 2010 as APRIL Group's business expanded and diversified, transforming Kerinci into a social and commercial regional hub.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia, with the Pelalawan Regency established in 1999, followed by the establishment of the Pelalawan Kerinci District with the Pelalawan Regency in 2001. Kerinci's continued growth would see its division into three areas in 2005.

In 2010, APRIL Group's forestry operations was measured to contribute 6.9% of Riau Province's total economic output. APRIL Group have created approximately 90,000 employment opportunities, which when

coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%.

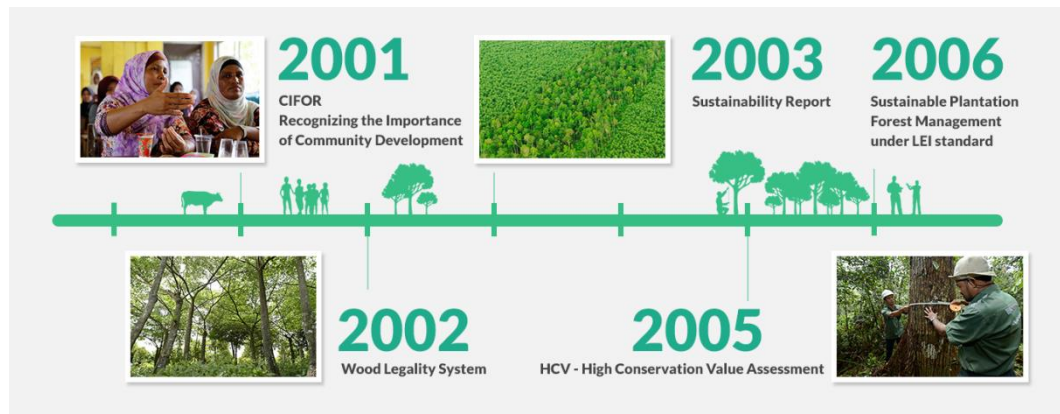


Figure 2. 5 Figure of Sowing the Seeds of Sustainable Forestry
Source: www.aprilasia.com

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also rolled out a series of economic development initiatives to assist the development of small and medium local enterprises (SMEs).

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fibre plantation through to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and inked a moratorium on further road building and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fibre estates and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry

operations. In the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established and APRIL Group received Green Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from the Indonesian Government.



Figure 2. 6 Figure of Growth and Recognition

Source: www.aprilasia.com

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re-certified under SPFM-LEI again in 2011 for a further five years.

In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of 2.8 million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self-sufficient energy generation.

Since 2010, APRIL Group's production facilities have been certified under the Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are supplied from legal and from non-controversial sources. APRIL also received certification from Hong Kong Green Label for its PaperOne™ product in 2010.

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

APRIL Group launched an upgraded Sustainable Forest Management Policy in January 2014. The new policy underlined APRIL Group's commitment to balancing the need to safeguard the environment and enhancing the interests of local communities, while continuing to operate a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and the implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group evolved its Sustainable Forest Management Policy following input from the SAC and a range of stakeholders, further strengthening its forest protection and conservation

commitments including the elimination of deforestation from its supply chain and the addition of High Carbon Stock assessments.

2.2 Vision and Mission

2.2.1 Vision

“To be one of the largest, best-managed and sustainable resource-based groups, creating failure for the Community, Country, Climate, Customer, and company”.

There are also Core Values, that is T.O.P.I.C.C, the goals of company. The T.O.P.I.C.C are:

1. Complementary Team
We are aligned by our common purpose and work together as **complementary team**.
2. Ownership
We take **ownership** to achieve outstanding results and seek value at all times.
3. People
We develop our **people** to grow with us.
4. Integrity
We act with **integrity** at all times.
5. Customers
We understand our **customers** and deliver best value to them.
6. Continuous Improvement
We act with zero complacency and always strive for **continuous improvement**.

2.2.2 Mission

- a. Established and develop a regional business group managed by an international business consisting of highly motivated and committed professionals.
- b. Producing sustainable growth and always being the best in the industry and market segment entered.

- c. Maximizing company results that bring benefits to related parties, by participating and contributing to regional national socio-economic development.

2.3 Kind of Business

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



Figure 2. 7 The Main Product of PT RAPP
Source: www.aprilasia.com

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

- a. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to the factory.
- b. Riau Pulp (RPL), is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.
- c. Riau Paper is a business unit that produces the paper based on customer needed such as cut size, roll and folio sheet.
- d. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills

and paper mills, while also dealing with energy and electric power issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.

- e. Shared services, is business unit that are manage personalia and administration in PT. RAPP including General Services, Personalia Administration, ALI, Security, Transportation, and Health Care.

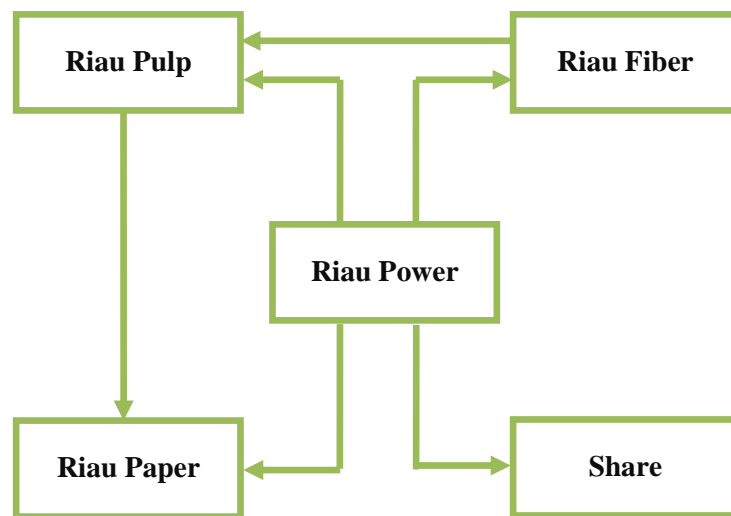


Figure 2. 8 Unit of Business in PT. RAPP

2.4 Structure of Organizational

PT RAPP is a company that has a specific community relations department to reach a wider range of stakeholders. A component of business operations that serves to bridge interests and smooth operations by interacting and collaborating with many stakeholders, both external and internal, is called Social Capital. Social Capital is the part that oversees several departments, there are Wood Supply, Land Dispute & Security (WLS), Corporate Communication (CORCOMM), Stakeholder Relations (SHR), Community Development (CD), and NGO Relation.

Each of these organizational structures has the following duties and responsibilities:

- a. Wood Supply, Land Dispute & Security
Wood Supply, Land Dispute, and Security is the department in charge of ensuring the smooth functioning and security of operational areas. To

maintain the security of operational areas, a routine program of joint patrols with TNI/POLRI and related agencies is carried out to protect the company's operational areas from activities such as encroachment, illegal logging, illegal mining, forest and land fires, theft, etc. Wood Supply is responsible for securing the wood delivery process so that it is not interrupted on the way. While Land Disputes are related to land claims and encroachment, handling land disputes effectively and appropriately through a fair and transparent process that emphasizes dialogue and consultation methods to reach consensus and prevent future disputes.

b. Stakeholder Relations

Stakeholder Relations is responsible for supporting the smooth operation of the company by building good relationships with stakeholders around the company's operational areas at the district and provincial levels, such as the government, legislative institutions, informal figures such as community leaders, traditional leaders, religious leaders, youth leaders, community organizations, youth organizations (OKP), local NGOs, and student organizations.

c. Non-Governmental Organization

NGO Relations are in charge of maintaining good relations with non-governmental communities to minimize issues that occur in the community or non-governmental organizations, as well as creating a positive impression for the company.

d. Community Development

Community Development is a department that plays a role in community empowerment programs implemented by the company as part of Corporate Responsibility. Corporate Responsibility is a manifestation of a company's commitment to contributing to sustainable economic development. CD's programs include those in the economic, educational, health, and social fields.

e. Corporate Communication

Corporate Communication is part of Social Capital, which is one of the spearheads in maintaining the company's image in the eyes of the public. In addition to its role in maintaining the flow of communication by delivering messages to employees and stakeholders, the Corporate Communications Department also has a role in creating a better brand image of the company in the eyes of the public through social media, as well as maintaining issues to journalists.

The Corporate Communications department is divided into the following divisions:

1. External Comms

The responsibility of External Communications is to manage media relations with diverse media, editors-in-chief, business leaders, journalists, and organizations. The goal of media relations is to develop mutually beneficial symbiotic connections with media persons in order to promote each positive company activity to the public, thereby promoting the firm's excellent reputation. The External Communications team is also in charge of conducting media monitoring, analyzing, and handling media crises. In addition to the aforementioned, External Communications also provides smart writing, which is usually intended for the media, company magazines, and others.

2. Internal Comms

The internal communications team of RAPP is in charge of the following tasks, such as public messenger, notice board, producing the company magazine (April Digest), RAPP news, graphic design, making billboards above the Standard Operating Procedure (SOP), internal campaign, and conduct data management.

3. Corporate Visit & Event

Corp Visit is a part of Corporate Communications that has an important role in every company guest visit and managing company activities. The visit program aims to provide an overview and information about the

company and improve the company's image in the eyes of stakeholders. The scope is all visits to the APRIL Riau Complex which consists of the Mill, Office, Townsite and Estate. Stakeholders include customers, financial community, business partners, employees, suppliers, government, media, NGOs, educational institutions/students, while Corp Event plays a role in managing the company's events.

4. Digital Media

Digital Media is a part of Corporate Communication whose role is to establish relationships and facilitate interaction with the public and consumers at large through digital media such as social media. The team is tasked with publishing and sharing company-related content online, one of the objectives of which is to increase brand awareness and also share APRIL Riau Complex and employee activities.

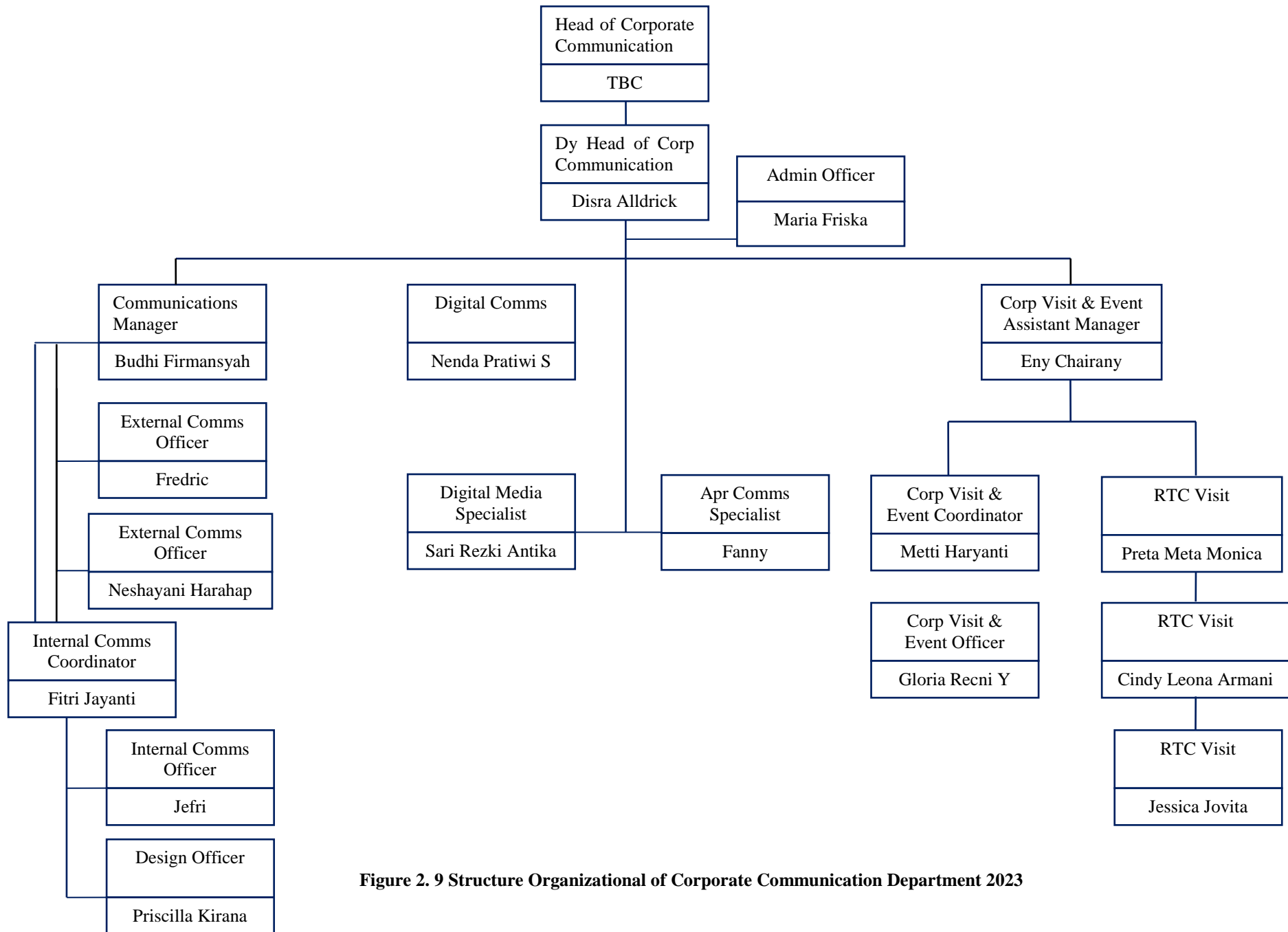


Figure 2. 9 Structure Organizational of Corporate Communication Department 2023

2.5 Document Used for the Activity

To manage the activities there are several documents which used in Corporate Communications department:

a. Form of Scoring proposal

As a preliminary step before the proposal is processed further, the form used to evaluate incoming proposals is based on the assessment that has been provided. This form contains the applicant's information, activities, and benefits to the company. This form also includes a grading system for the proposal evaluation.

b. RGE Exhibition Center Form

RGE Exhibition Center form is a form that must be filled out in order to obtain permission to visit the RGE Exhibition Center. This form was created as a list of stakeholder visits to the RGE Exhibition Center. One of the activities carried out is a history of RGE from its beginnings to the present.

c. Visit Request Form

Visit Request is a form containing a visit request that is approved by the company and is required for all visits from stakeholders to the company.

d. Feedback Form

During the series of tours at the RGE Exhibition Center, audience and participant satisfaction was evaluated using a form called the Feedback Form.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The apprenticeship program had been done in Corporate Communications Department at PT. Riau Andalan Pulp and Paper. The period of apprenticeship is four months, started from January 12 to May 16, 2023.

The schedule for apprentices at PT. Riau Andalan Pulp and Paper is as follows:

Table 3. 1 Office Hours Schedule

No	Day	Office Hours	Break
1	Monday to Friday	08.00 - 17.00	12.00 - 13.30
2	Saturday	08.00 - 12.00	-
3	Sunday	Holiday	-

The following are the main kinds of work performed by the author during the apprenticeship:

1. Monitoring media
2. Making content plan
3. Making proposal event, engaging in organizing an event, and making event report
4. Scoring proposals
5. Handling documents to Mill office
6. Accompanying guest to visit PT. RAPP

3.2 Working Procedure

A work procedure is a set of detailed instructions that can be used to help complete a task correctly. These procedures include various steps and instructions on how to complete each step. In the Corporate Communications department itself,

there are several work procedures carried out to complete each task assigned during the internship program. These procedures are as follows:

1. Monitoring Media

Monitoring is the process of scanning public informations on print or digital media by searching for keywords on certain topics in the Corporate Communication department itself, this activity is carried out every day to find out how much influence the news has been published in newspapers or print media, as well as online media. Media monitoring also functions as a means of detecting the development of company issues in the media in managing the company's reputations. Priority issues certainly need to be handled more quickly so that an issues does not reach a crisis situation and endanger the company's image. With earlier detection of issues, an issue is followed up more quickly.

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1	1-Feb	mediacenter.riau.go.id	Kunjungan ke APRIL Group, Kadin Ajak Swasta Contoh Pembangunan Solar Panel	Online	N/A	Raden Heru		https://mediacenter.riau.go.id/read/76509/kunjungan-ke-april-group-kadin-ajak-swasta-co.html
2	1-Feb	riau.go.id	Kunjungan ke APRIL Group, Kadin Ajak Swasta Contoh Pembangunan Solar Panel	Online	N/A	(Mediacenter Riau/rat)		https://www.riau.go.id/home/content/2023/02/01/14548-kunjungan-ke-april-group-kadin-ajak-swasta-contoh-sombangunan-solar
3	1-Feb	halloriau.com	Disnaker Pelalawan Apresiasi K3 di PT RAPP	Online	N/A	***		https://www.halloriau.com/read/pelalawan-1434790-2023-02-01-disnaker-pelalawan-apresiasi-k3-di-pt-rapp.html
4	1-Feb	halloriau.com	Kunjungan ke APRIL Group, Kadin apresiasi Komitmen Net Zero Emmission	Online	N/A	rilis		https://www.halloriau.com/read-ekonomi-1494149-2023-02-01-kunjungan-ke-april-group-kadin-apresiasi-komitmen-net-zero-emmission.html
5	3-Feb	halloriau.com	Dongkrak Ekonomi Pelaku UKM RAPP Diminta Terus Dukung Batik Kuansing	Online	N/A	***		https://www.halloriau.com/read/kuansing-1434793-2023-02-03-dongkrak-ekonomi-pelaku-ukm-rapp-diminta-terus-dukung-batik-kuansing.html
6	14-Feb	halloriau.com	PT RAPP Bantu Program Pemkab Kampar di Tiga Daerah Operasional	Online	N/A	***		https://www.halloriau.com/read/kampar-1434796-2023-02-14-pt-rapp-bantu-program-pemkab-kampar-di-tiga-daerah-operasional.html
7	16-Feb	halloriau.com	Kesigapan Damkar RAPP dan Pemkab Pelalawan Cegah Kebakaran di Simpang Perak Meluas	Online	N/A	Andi Indrayanto		https://www.halloriau.com/read/pelalawan-1434859-2023-02-16-kesigapan-damkar-rapp-dan-pemkab-pelalawan-cegah-kebakaran-di-simpang-perak-meluas.html

Figure 3. 1 Example of Monitoring Media Data

There are several procedure for doing media monitoring. The steps can be seen in the workflow below:

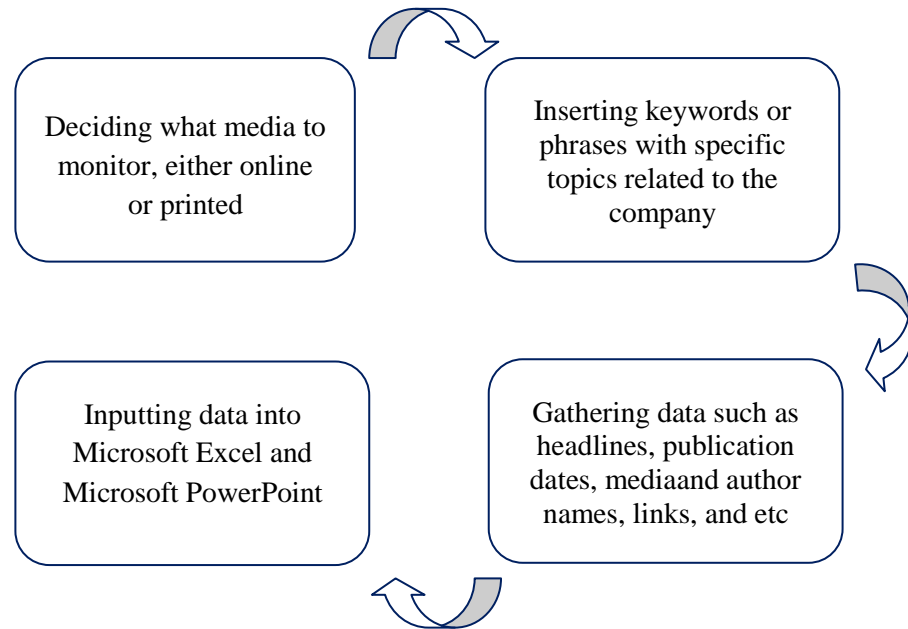


Figure 3. 2 Procedure of Monitoring Media

2. Making Content Plan

PT RAPP has and is active on various digital platforms, including Instagram, Twitter, and Facebook, to create ties and facilitate interaction with the community and consumers at large. Social media plays a significant role for businesses in disseminating messages and information as well as creating brand awareness. Of course, in addition to being informative, the content offered must be more creative, unique, and eye-catching. This is why it is important to create a content plan, which is a planning schedule for developing content, starting with determining what kind of content to create, on which platform, and when to publish it. A content plan is important to help make content preparation more consistent. Following are some processes for creating a content plan:

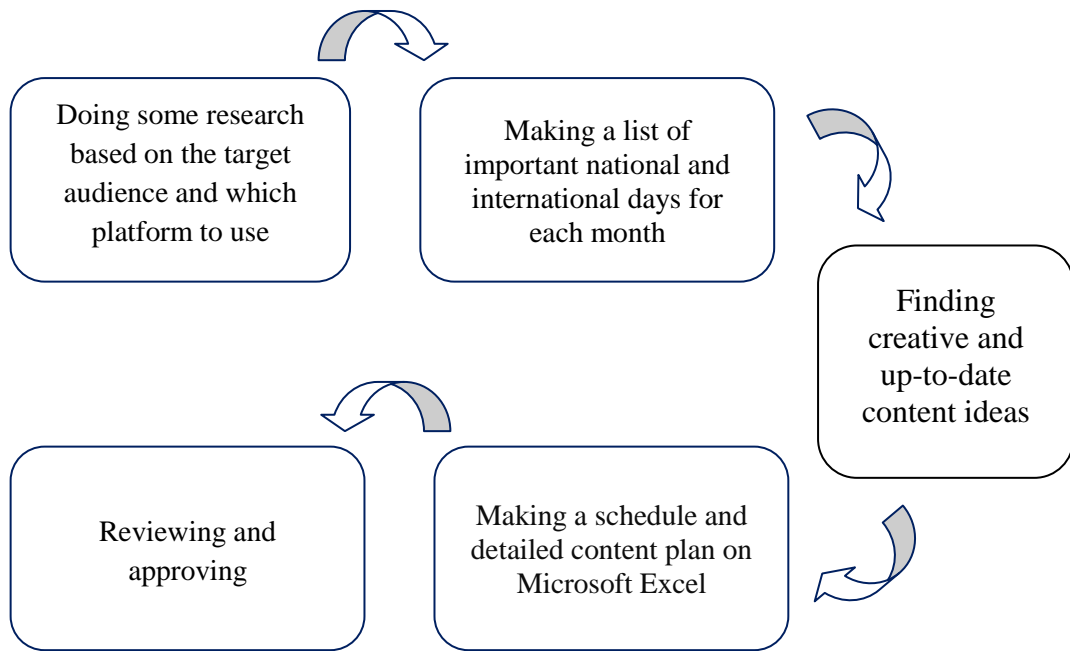


Figure 3. 3 Procedure of Making Content Plan

Date	Event	Facebook (Middle-Low, Local)	Instagram (Ethnic)
1	1. Question Siskam 2. Hari Pengajaran Nasional	Share books with a student Mahara Harapan or Global Andalan or Diphuneger	Post audience tentang book apa yang lagi mereka pengen tany atau bahas (Question Siskam)
2	Hari Buku Anak, Sekutua		Share books with a student Mahara Harapan or Global Andalan or Diphuneger
3	1. Hari Olahraga Internasional 2. Ngabuburit Alau Riau Kompleks	Gambar kegiatan ngabuburit di Plaza kompleks	Gambar kegiatan di pasar tradisional Riau Kompleks beburu tajil
4	1. Hari Koperasi Internasional 2. Walita Alauweh		1. [IG Community] Development phase nutrition/health awareness Theme : Health For All
5	Quotes of the day		1. People quotes from employee
6	Fun fact		1. Share a fact about Pagarone or BAPUP
7	Kiat Ramadatul Mubarakah (Jurnal Buku)		Kuis ABC G. Manakah di bawah ini yang bukan termasuk target dari APRL 2019... a. Film Poodle b. Launching yang berkembang c. Kemajuan ekonomi d. Pertumbuhan yang berkelanjutan
8	Fun at Work Day (Bap Group)		1. [IG Community] Development phase nutrition/health awareness Theme : Health For All
9	Hari Kartini		1. [IG Community] Development phase nutrition/health awareness Theme : Health For All
10	1. Hari Bumi Internasional 2. Hari Raya Idul Fitri 1444 H		1. [IG Community] Development phase nutrition/health awareness Theme : Health For All
11			1. [IG Community] Development phase nutrition/health awareness Theme : Health For All
12			1. [IG Community] Development phase nutrition/health awareness Theme : Health For All

Figure 3. 4 Example of Content Plan for April

3. Making Proposal Event, Engaging in Organizing an Event, and Making Event Report

When organizing a company event, making a proposal is a very important step. It's crucial because this step can determine the success or failure of the entire activity. This stage is carried out by the corporate events team; usually, in organizing a company event at RAPP, corporate events collaborate with other departments, and the topics raised must have a good impact on the audience and the company itself. There must also be targets and key messages to be achieved, both in offline and online events. After making an event proposal and a detailed preparation timeline, the next steps are the survey and event execution. The success of an event lies in careful preparation and maximum execution. The last stage in organizing an event is event evaluation and event report.

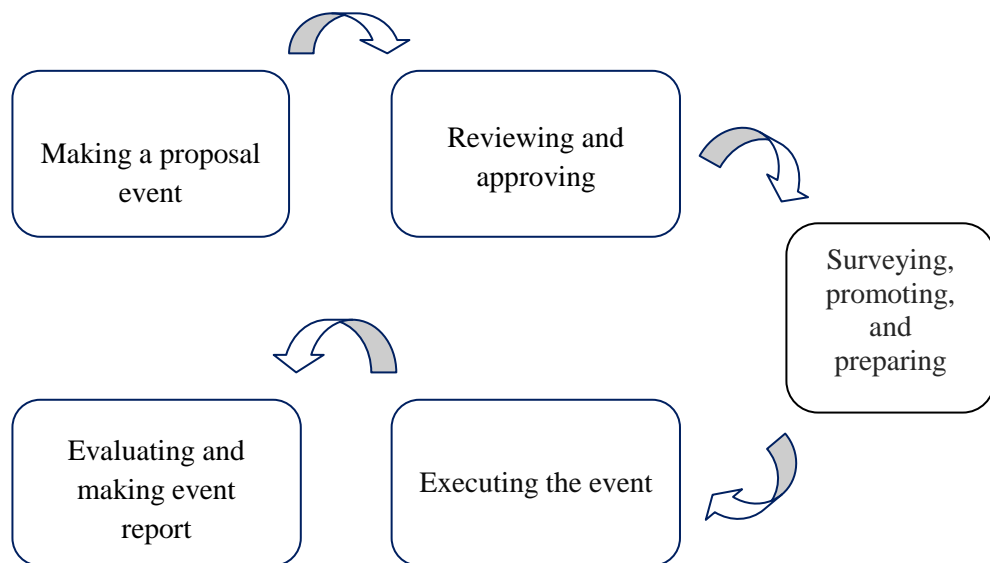


Figure 3. 5 Procedure of Organizing an Event

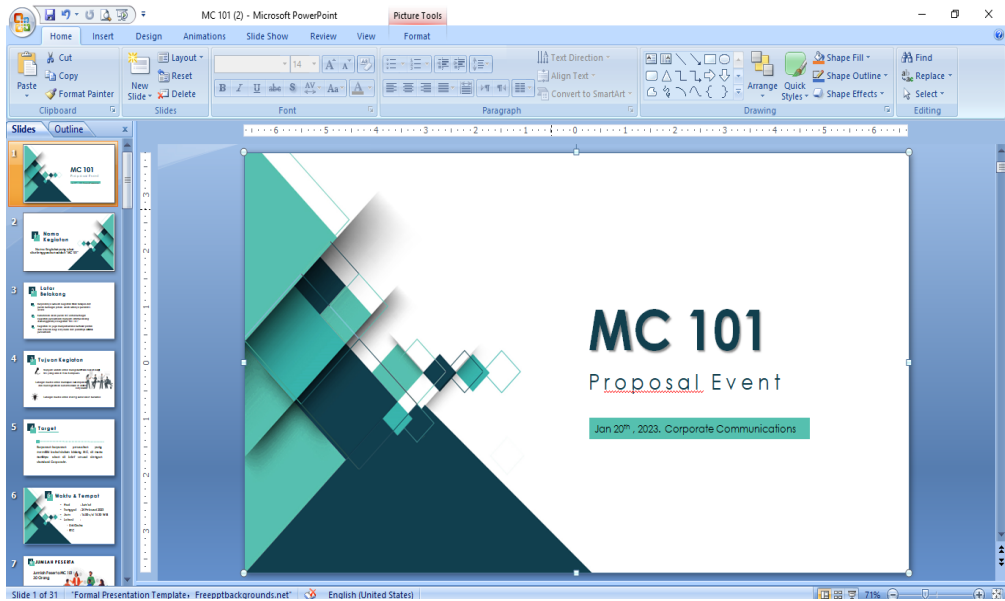


Figure 3. 6 Example of Making a Proposal Event



Figure 3. 7 Example of Event: City Tour E-bus (Above), Mental Health Webinar (Below)

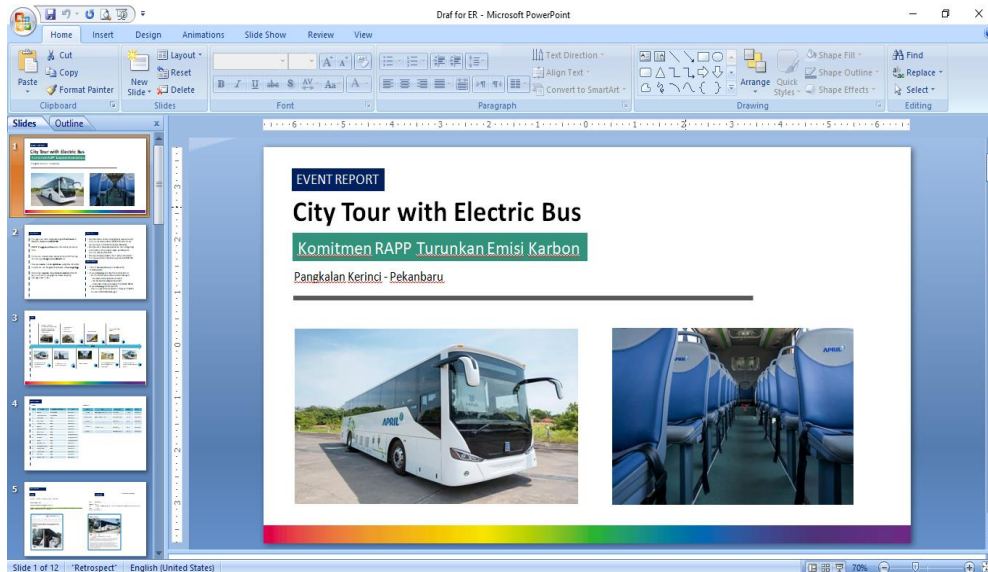


Figure 3. 8 Example of Making Event Report

4. Scoring Proposals

Scoring proposals is an evaluation procedure carried out in providing assessments on proposals submitted to public relations departments, one of which is the Corporate Communications department. These proposals are evaluated and rated to determine whether they can be supported or not. After the evaluation in the corporate communications department is carried out, the proposal will be sent to a special team for scoring. The proposal is then reassessed, one of which is whether the proposal submission has a good impact on the company or not. After getting approved, proposals that pass the evaluation stage will be handed over to the accounting department at the Mill office to get a handover signature.

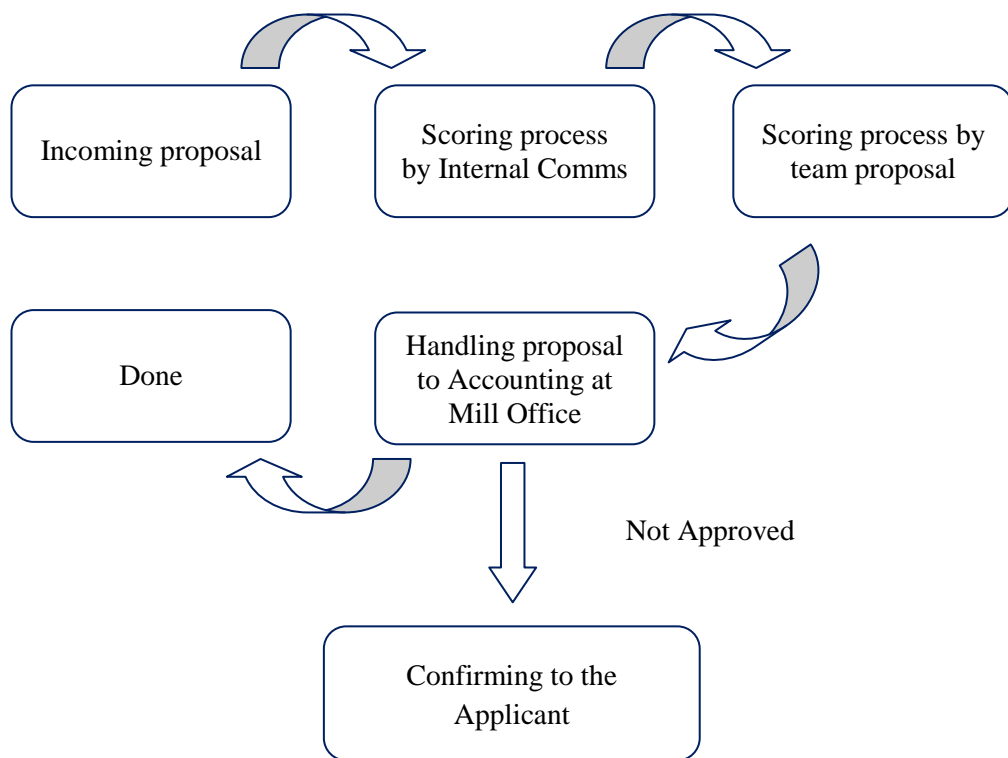


Figure 3. 9 Procedure of Scoring Proposal

5. Handling Documents to Mill Office

Company documents, such as requirement for contract documents and proposals that have passed the scoring process and have been approved, will be delivered to the accounting department at the Mill office. These are the kinds of documents handled by the author to be taken to the Mill office to obtain a handover signature by the accounting department.

The following is the procedure of handling documents to Mill office:

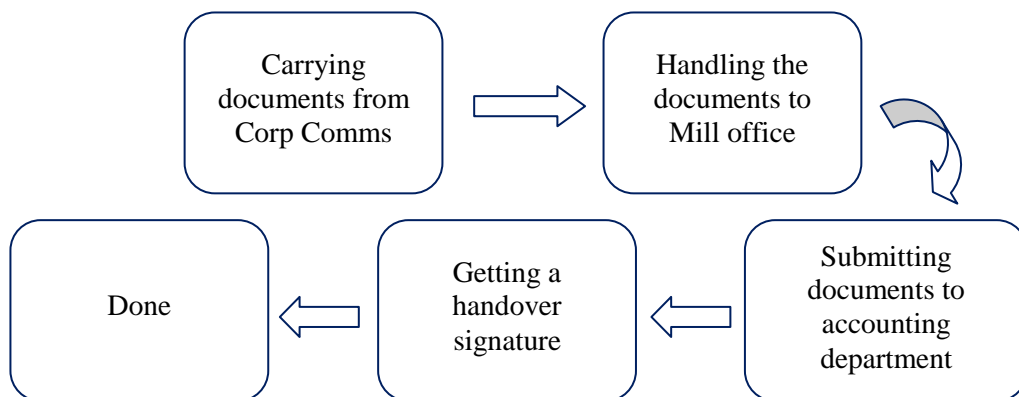


Figure 3. 10 Procedure of Handling Documents to Mill Office

6. Accompanying Guest Visit to PT. RAPP

Corporate visits are day-long trips from stakeholders/sponsor organizations where guests can experience a company overview. Type of stakeholder such as customer, business colleague, employees, suppliers, government, media, NGOs, students/educational institutions. The scope is all visits to the APRIL Riau Complex which consists of the Mill, Office, Town site and Estate. Visit requests must be made at least 5 (working) days prior to the visit; then the visit team will facilitate the approval request, and the sponsor or PIC of the visit must complete the entire approval process. After the visit request has been approved, Corp Visit & Event will create the itinerary and organize the visit program, and the visit will be done based on schedule.

The following is the procedure of accompanying a guest visit:

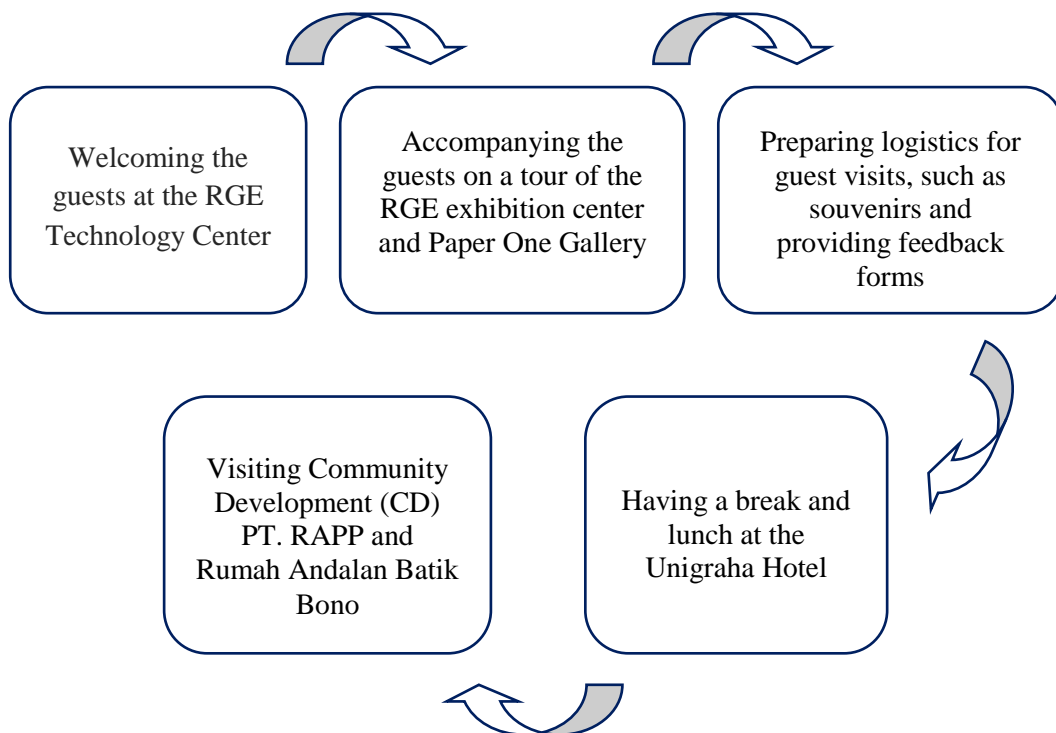


Figure 3. 11 Procedure of Accompanying Guest Visit



Figure 3. 12 Accompanying a Visit from FKD Kompas Gramedia to PT. RAPP

3.3 Place of Apprenticeship

The apprenticeship was started from January 12 to May 16, 2023. It was done in Corporate Communications Department at PT. Riau Andalan Pulp and Paper.

3.4 Kind and Description of the Activity

The daily activity in Corporate Communications Department can be seen in the tables below:

Table 3. 2
Agenda of the First Week Activities
(Jan 12th until Jan 15th, 2023)

No	Day/Date	Activity	Place
1	Thursday, January 12 th , 2023	1. Meeting Mr. Kespondiar and Mr. Haira from Campus Relation Department 2. Signing the internship contract	Mess Tanoto Foundation, Townsite 2
2	Friday, January 13 th , 2023	Briefing about safety induction	Safety Office
3	Saturday, January 14 th , 2023	OFF	-
4	Sunday, January 15 th , 2023	OFF	-

Table 3. 3

**Agenda of the Second Week Activities
(Jan 16th until Jan 22nd, 2023)**

No	Day/Date	Activity	Place
1	Monday, January 16 th , 2023	1. Self-introducing and greeting all employees in the Corporate Communications Department 2. Reading a book about APRIL	Corporate Office, Corporate Communications Department
2	Tuesday, January 17 th , 2023	Matching up and compiling the invoice documents	Corporate Office
3	Wednesday, January 18 th , 2023	1. Monitoring the news about the RAPP Electric Bus on the internet 2. Entering the monitoring data into Excel 3. VMB (Visual Management Board)	Corporate Office
4	Thursday, January 19 th , 2023	Debriefing knowledge about the company and internal communications by Mrs. Fitri Jayanti as Internal Comms Coordinator	Corporate Office
5	Friday, January 20 th , 2023	Debriefing knowledge about digital media by Mr. Fedrick as External Comms Officer	Corporate Office
6	Saturday, January 21 st , 2023	OFF	-
7	Sunday, January 22 nd , 2023	OFF	-

Table 3. 4**Agenda of the Third Week Activities
(Jan 23nd until Jan 29th, 2023)**

No	Day/Date	Activity	Place
1	Monday, January 23 rd , 2023	Inputting the data of journalism award participants into Excel	Corporate Office
2	Tuesday, January 24 th , 2023	Participating in the Kick of Meeting (KOM) Mineral Soil 2023 Event in Tesso	Tesso, Pangkalan Kerinci, Pelalawan
3	Wednesday, January 25 th , 2023	<ol style="list-style-type: none"> 1. Changing the file format of Anugerah Jurnalis participants 2. Converting files in Publisher format to PDF 3. Receiving an explanation of RAPP products and the plantation process by Mrs. Eni as Corp Visit & Event Manager 	Corporate Office
4	Thursday, January 26 th , 2023	<ol style="list-style-type: none"> 1. Making an Instagram Live Script for @sahabatrapp account 2. Making an event proposal for the MC 101 event 	Corporate Office
5	Friday, January 27 th , 2023	<ol style="list-style-type: none"> 1. Making a travel route for an electric bus city tour to Pekanbaru 2. Translating some pages from the book RGE 50 Years in Business 3. Visiting Unigraha Hotel with Mrs. Neshayani Harahap to conduct interviews with foreign clients 	<ol style="list-style-type: none"> 1. Corporate Office 2. Unigraha Hotel
6	Saturday, January 28 th , 2023	<ol style="list-style-type: none"> 1. Making a content plan for the @sahabatrapp Instagram account for February 2. Attending the Toastmaster Contest 2023 as a guest 	<ol style="list-style-type: none"> 1. Corporate Office 2. April Learning Institute
7.	Sunday, January 29 th , 2023	OFF	-

Table 3. 5

**Agenda of the Fourth Week Activities
(Jan 30th until Feb 5th, 2023)**

No	Day/Date	Activity	Place
1	Monday, January 30 th , 2023	Reviewing proposal event and adding the details	Corporate Office
2	Tuesday, January 31 st , 2023	<ol style="list-style-type: none">1. Continuing to make content plan for the @sahabatrapp Instagram account for February2. Assisting in pasting invoices to HVS paper	Corporate Office
3	Wednesday, February 1 st , 2023	<ol style="list-style-type: none">1. Monitoring media coverage of PT. RAPP news, both online and printed2. Inputting the monitoring data into Excel	Corporate Office
4	Thursday, February 2 nd , 2023	<ol style="list-style-type: none">1. Reviewing a content plan for Instagram @sahabatrapp2. Monitoring media3. Inputting the monitoring data into Excel	Corporate Office
5	Friday, February 3 rd , 2023	<ol style="list-style-type: none">1. Making a quiz for content on @sahabatrapp Instagram account2. Monitoring news about Kadin's visit to April Group3. Inputting the monitoring data into Excel	Corporate Office
6	Saturday, February 4 th , 2023	OFF	-
7	Sunday, February 5 th , 2023	OFF	-

Table 3. 6

**Agenda of the Fifth Week Activities
(Feb 6th until Feb 12th, 2023)**

No	Day/Date	Activity	Place
1	Monday, February 6 th , 2023	<ol style="list-style-type: none">1. Monitoring RAPP news in Haluan Riau and Metro Riau newspaper files2. Inputting the monitoring data into PPT3. Booking room for meeting	Corporate Office
2	Tuesday, February 7 th , 2023	Visiting the finance department at Mill to verify that the handover of external proposal is signed	Corporate Office
3	Wednesday, February 8 th , 2023	<ol style="list-style-type: none">1. Making a draft self-introduction for joining Toastmasters meeting2. Making a resume of internship activities	Corporate Office
4	Thursday, February 9 th , 2023	<ol style="list-style-type: none">1. Continuing to make a resume of apprenticeship activities2. Making a photo frame	Corporate Office
5	Friday, February 10 th , 2023	<ol style="list-style-type: none">1. Seeking influencers to participate in the electric bus city tour to Pekanbaru2. Making a PPT for proposed influencers	Corporate Office
6	Saturday, February 11 th , 2023	Joining the Toasmasters' meeting in Jati room	Corporate Office
7	Sunday, February 12 th , 2023	OFF	-

Table 3. 7**Agenda of the Sixth Week Activities
(Feb 13th until Feb 19th, 2023)**

No	Day/Date	Activity	Place
1	Monday, February 13 th , 2023	<ol style="list-style-type: none"> 1. Monitoring media that published PT.RAPP news about the link and match program with UNRI 2. Inputting the monitoring data into Excel 3. Helping to cut some illustrated papers for the @discoverapril account content materials 4. VMB 	Corporate Communication, Corporate Office
2	Tuesday, February 14 th , 2023	Assisting in the creation of property for the Kick Off Meeting (KOM) Sustainability event	Rukan
3	Wednesday, February 15 th , 2023	<ol style="list-style-type: none"> 1. Monitoring accounts that post about RAPP operations on TikTok and making a list in Excel 2. Continuing to make property for the Kick Off Meeting (KOM) Sustainability event. 	<ol style="list-style-type: none"> 1. Corporate Office 2. Rukan
4	Thursday, February 16 th , 2023	<ol style="list-style-type: none"> 1. Monitoring PT. RAPP news in online and printed media for the January-February period 2. Inputting the monitoring data into Excel and PowerPoint 	Corporate Office
5	Friday, February 17 th , 2023	<ol style="list-style-type: none"> 1. Monitoring PT. RAPP news in online and printed media for the January-February period 2. Inputting the monitoring data into Excel 	Corporate Office
6	Saturday, February 18 th , 2023	OFF	-
7	Sunday, February 19 th , 2023	OFF	-

Table 3. 8**Agenda of the Seventh Week Activities
(Feb 20th until Feb 26th, 2023)**

No	Day/Date	Activity	Place
1	Monday, February 20 th , 2023	Monitoring news in the Riau Pos E-Paper	Online
2	Tuesday, February 21 st , 2023	<ol style="list-style-type: none"> 1. Monitoring the media that published PT. RAPP's news about the gas leak 2. Inputting the data monitoring into Excel 3. Handling documents to the Mill office and requesting a receipt signature 	<ol style="list-style-type: none"> 1. Corporate Office 2. Mill Office
3	Wednesday, February 22 nd , 2023	Visiting Rumah Batik Andalan, a PT. RAPP-assisted MSME, to learn how to make batik	BBPUT, CD PT RAPP
4	Thursday, February 23 rd , 2023	<ol style="list-style-type: none"> 1. Making a transcript of Mr. Jokowi's speech audio at the Inauguration of Asia Pacific Rayon three years ago 2. Participating in training with Assistance Training (AT) in Rukan 	Corporate Office, Rukan
5	Friday, February 24 th , 2023	<ol style="list-style-type: none"> 1. VMB (Visual Management Board) 2. Wrapping the souvenir and helping to laminate the photos for the event 	Corporate Office
6	Saturday, February 25 th , 2023	<ol style="list-style-type: none"> 1. Monitoring media 2. Inputting the monitoring data into Excel 	Corporate Office
7	Sunday, February 26 th , 2023	OFF	-

Table 3. 9**Agenda of the Eighth Week Activities
(Feb 27th until March 5th, 2023)**

No	Day/Date	Activity	Place
1	Monday, February 27 th , 2023	<ol style="list-style-type: none"> 1. Monitoring media coverage of RAPP news, both online and printed 2. Inputting the monitoring data into Excel 3. Making participant list for E-bus city tour to Pekanbaru 	Corporate Office
2	Tuesday, February 28 st , 2023	Participating in E-bus city tour to Pekanbaru	Pangkalan Kerinci-Pekanbaru
3	Wednesday, March 1 st , 2023	Monitoring accounts that post about RAPP operations on Tiktok and Instagram and making a list in Excel	Corporate Office
4	Thursday, March 2 nd , 2023	Participating in a tour with Tribune Media to several operational sectors of RAPP, APR, and APY	Hotel Unigraha, RTC, Mill, APR, APY, and CD
5	Friday, March 3 rd , 2023	<ol style="list-style-type: none"> 1. Monitoring RAPP news in online and printed media for the February period 2. Visiting the RGE Technology Center (RTC) with Assistant Training members and Polbeng students 	<ol style="list-style-type: none"> 1. Corporate Office 2. RTC
6	Saturday, March 4 th , 2023	OFF	-
7	Sunday, March 5 th , 2023	OFF	-

Table 3. 10**Agenda of the Ninth Week Activities
(March 6th until March 12th, 2023)**

No	Day/Date	Activity	Place
1	Monday, March 6 th , 2023	<ol style="list-style-type: none">1. Monitoring RAPP news in online media for the March period2. Inputting the monitoring data into Excel	Corporate Office
2	Tuesday, March 7 th , 2023	<ol style="list-style-type: none">1. Assisting in pasting invoices to HVS paper2. Checking the company magazine (April Digest) for typos and other errors before printing3. Helping to fill out the form of scoring proposals	Corporate Office
3	Wednesday, March 8 th , 2023	Monitoring accounts that post about RAPP operations on Tiktok and Instagram and making a list in Excel	Corporate Office
4	Thursday, March 9 th , 2023	Participating in a visit with Riau University communication science students to several sectors of PT. RAPP	Hotel Unigraha, RTC, KCN, and CD
5	Friday, March 10 th , 2023	<ol style="list-style-type: none">1. Monitoring Instagram accounts that publish about RAPP operations2. VMB3. Training at the April Learning Institute (ALI) with other interns	<ol style="list-style-type: none">1. Corporate Office2. ALI
6	Saturday, March 11 th , 2023	Joining the Toastmaster meeting	-
7	Sunday, March 12 th , 2023	OFF	-

Table 3. 11

**Agenda of the Tenth Week Activities
(March 13th until March 19th, 2023)**

No	Day/Date	Activity	Place
1	Monday, March 13 th , 2023	Monitoring PT RAPP news on March 2023 in the media online (Muffest, Pelalawan Tax Award, Kapolda)	Corporate Office
2	Tuesday, March 14 th , 2023	Writing an article about the visit of Riau University Communication Science students to several sectors of PT RAPP	Corporate Office
3	Wednesday, March 15 th , 2023	Making content plan for PT RAPP's social media accounts for April	Corporate Office
4	Thursday, March 16 th , 2023	<ol style="list-style-type: none">1. Continue making Making content plan for PT RAPP's social media accounts for April2. Monitoring media of Haluan Riau Newspaper for the March Period	Corporate Office
5	Friday, March 17 th , 2023	<ol style="list-style-type: none">1. Monitoring media of Metro Riau and Riau Pos Newspaper for the March Period2. Visiting RTC	<ol style="list-style-type: none">1. Corporate Office2. RTC
6	Saturday, March 18 th , 2023	OFF	-
7	Sunday, March 19 th , 2023	OFF	-

Table 3. 12**Agenda of the Eleventh Week Activities
(March 20th until March 26th, 2023)**

No	Day/Date	Activity	Place
1	Monday, March 20 th , 2023	Participating in Tonggak Tonggul and Balimau Kasai Potang Mogang festivals (Tradition of welcoming the month of Ramadan) in Langgam village, Pelalawan Regency.	Langgam village, Pelalawan Regency.
2	Tuesday, March 21 st , 2023	<ol style="list-style-type: none"> 1. Reviewing a content plan 2. Accompanying the digital media team to create content documenting PT.RAPP employees in several departments 	Corporate Office, RTC, Mill, RAK, etc.
3	Wednesday, March 22 nd , 2023	Bali's Day of Silence and Hindu New Year (Nyepi)	OFF
4	Thursday, March 23 rd , 2023	<ol style="list-style-type: none"> 1. Handling documents to the Mill office and requesting a receipt signature 2. Assisting in pasting invoices to HVS paper 3. Participating in Visual Management Board (VMB) activities 	Corporate Office
5	Friday, March 24 th , 2023	Monitoring RAPP news in online media for the March period and inputting the monitoring data into Excel	Corporate Office
6	Saturday, March 25 th , 2023	Making an event report E-Bus city tour to Pekanbaru	Corporate Office
7	Sunday, March 26 th , 2023	OFF	-

Table 3. 13

**Agenda of the Twelfth Week Activities
(March 27th until April 2nd, 2023)**

No	Day/Date	Activity	Place
1	Monday, March 27 th , 2023	Continuing to make event report E-Bus city tour to Pekanbaru	Corporate Office
2	Tuesday, March 28 th , 2023	1. Monitoring RAPP news in Haluan Riau and Metro Riau online newspapers 2. Inputting the data monitoring into Excel	Corporate Office
3	Wednesday, March 29 th , 2023	Picking up Corp Comms contract requirement documents at Mill	Corporate Office, Mill
4	Thursday, March 30 th , 2023	1. Monitoring media 2. Inputting the data monitoring into Excel	Corporate Office
5	Friday, March 31 st , 2023	Making a story board for the content "RAPP Employees Hunting for Takjil"	Corporate Office
6	Saturday, April 1 st , 2023	OFF	-
7	Sunday, April 2 nd , 2023	OFF	-

Table 3. 14

**Agenda of the Thirteenth Week Activities
(April 3rd until April 9th, 2023)**

No	Day/Date	Activity	Place
1	Monday, April 3 rd , 2023	1. Monitoring media 2. Inputting the data monitoring into Excel	Corporate Office
2	Tuesday, April 4 th , 2023	1. Monitoring media 2. Inputting the data monitoring into Excel 3. Participating in organizing a webinar on mental health. Webinar Theme: Get to Know Psychology Closer and How Fun it is to Confide with a Psychologist	Corporate Office, RTC
3	Wednesday, April 5 th , 2023	1. Monitoring media 2. Inputting the data monitoring into Excel	Corporate Office
4	Thursday, April 6 th , 2023	1. Participating in Visual Management Board (VMB) activities 2. Making a Mental Health Webinar event report	Corporate Office
5	Friday, April 7 th , 2023	The Good Friday (Wafat Isa Al Masih)	. Public Holiday
6	Saturday, April 8 th , 2023	Checking and listing all news documents from goriau.com about PT. RAPP	Corporate Office
7	Sunday, April 9 th , 2023	OFF	-

Table 3. 15

**Agenda of the Fourteenth Week Activities
(April 10th until April 16th, 2023)**

No	Day/Date	Activity	Place
1	Monday, April 10 th , 2023	Continuing to make a Mental Health Webinar event report	Corporate Office
2	Tuesday, April 11 th , 2023	<ol style="list-style-type: none">1. Picking up parcels for employees at the Mill office2. Assisting in the distribution of parcels to employees3. Matching up and compiling the invoice documents	Corporate Office
3	Wednesday, April 12 th , 2023	<ol style="list-style-type: none">1. Monitoring RAPP news from 1994–2023 in online media about environment and culture2. Inputting the data monitoring into Excel	Corporate Office
4	Thursday, April 13 th , 2023	<ol style="list-style-type: none">1. Monitoring PT. RAPP news from 1994–2023 in online media about environment and culture2. Inputting the data monitoring into Excel	Corporate Office
5	Friday, April 14 th , 2023	Participating in "Break the Bias Training" event at APRIL Learning Institute (ALI)	. ALI
6	Saturday, April 15 th , 2023	Joining the Toastmaster meeting	-
7	Sunday, April 16 th , 2023	OFF	-

Table 3. 16

**Agenda of the Fifteenth Week Activities
(April 17th until April 23rd, 2023)**

No	Day/Date	Activity	Place
1	Monday, April 17 th , 2023	1. Monitoring media 2. Inputting the data monitoring into Excel 3. Assisting in the souvenir checking process	Corporate Office
2	Tuesday, April 18 th , 2023	Monitoring media and inputting the data monitoring into Excel	Corporate Office
3	Wednesday, April 19 th , 2023	-	OFF WORK
4	Thursday, April 20 th , 2023	-	
5	Friday, April 21 st , 2023	Eid al-Fitr Joint Holiday	Public Holiday
6	Saturday, April 22 nd , 2023	Eid al-Fitr	Public Holiday
7	Sunday, April 23 rd , 2023	-	OFF WORK

Table 3. 17

**Agenda of the Sixteenth Week Activities
(April 24th until April 30th, 2023)**

No	Day/Date	Activity	Place
1	Monday, April 24 th , 2023	-	OFF WORK
2	Tuesday, April 25 th , 2023	-	OFF WORK
3	Wednesday, April 26 th , 2023	-	OFF WORK
4	Thursday, April 27 th , 2023	-	OFF WORK
5	Friday, April 28 th , 2023	-	OFF WORK
6	Saturday, April 29 th , 2023	-	OFF WORK
7	Sunday, April 30 th , 2023	-	OFF WORK

Table 3. 18**Agenda of the Seventeenth Week Activities
(May 1st until May 7th, 2023)**

No	Day/Date	Activity	Place
1	Monday, May 1 st , 2023	International Labor Day	Public Holiday
2	Tuesday, May 2 nd , 2023	<ol style="list-style-type: none"> 1. Monitoring RAPP news in online media for the April period 2. Inputting the data monitoring into Excel 3. Helping to make name tags for event souvenirs 	Corporate Office
3	Wednesday, May 3 rd , 2023	<ol style="list-style-type: none"> 1. Monitoring RAPP news in online media for the April period 2. Inputting the data monitoring into Excel 	Corporate Office
4	Thursday, May 4 th , 2023	<ol style="list-style-type: none"> 1. Monitoring RAPP news in online media for the April period 2. Monitoring RAPP news in E-Paper Riau Pos for the April period 3. Inputting the data monitoring into Excel 	Corporate Office
5	Friday, May 5 th , 2023	<ol style="list-style-type: none"> 1. Monitoring media coverage of RAPP news, both online and printed 2. Inputting the data monitoring into Excel 3. Making content plan for PT RAPP's social media accounts for June 	<ol style="list-style-type: none"> 1. Corporate Office 2. RTC
6	Saturday, May 6 th , 2023	Debriefing knowledge about the Corporate Communication department in comprehensive terms, specifically about the Corp Visit and Event divisions.	RTC
7	Sunday, May 7 th , 2023	OFF	-

Table 3. 19**Agenda of the Eighteenth Week Activities
(May 8th until May 14th, 2023)**

No	Day/Date	Activity	Place
1	Monday, May 8 th , 2023	Participating in accompanying a visit from the Faculty of Engineering at UGM and PT. AKR and KAO to RGE Technology Center (RTC) and to PaperOne Gallery (POG)	RTC and POG
2	Tuesday, May 9 th , 2023	<ol style="list-style-type: none">1. Making daily report and PowerPoint for final presentation2. Assisting in preparing logistics for guest visits	Corporate Office
3	Wednesday, May 10 th , 2023	Participating in Genba activities (work area checking activities)	RTC
4	Thursday, May 11 th , 2023	Reviewing an Apprenticeship Report	RTC
5	Friday, May 12 th , 2023	Monitoring news in the Riau Pos E-Paper	Online
6	Saturday, May 13 th , 2023	Assisting in preparing logistics for guest visits	RTC
7	Sunday, May 14 th , 2023	OFF	-

Table 3. 20

**Agenda of the Nineteenth Week Activities
(May 15th until May 16th, 2023)**

No	Day/Date	Activity	Place
1	Monday, May 15 th , 2023	Participating in accompanying a visit from students of Riau Islamic University and University Technology Petronas	RTC
2	Tuesday, May 16 th , 2023	Final Presentation after doing an internship for four months	Corporate Office

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing apprenticeship program in Corporate Communications Department, PT. Riau Andalan Pulp and Paper, there are several conclusions as follows:

1. There are some kinds of job done during the apprenticeship; monitoring media, making content plan, making proposal event, engaging in organizing an event, and making even report, helping to fill out the form of scoring proposals, handling the documents to Mill office, and accompanying in guest visits to PT. RAPP.
2. The working procedures are based on Standard Operating Procedure (SOP) of Corporate Communications in PT. Riau Andalan Pulp and Paper.
3. There were several documents used for activities while doing apprenticeship program; scoring proposal form, RGE Exhibition Center form, visit request form and feedback form.

4.2 Suggestion

It is suggested to the State Polytechnic of Bengkalis that the implementation of this apprenticeship could be used as an evaluation, and students who will engage in practical work activities before engaging in practical work should receive a debriefing in accordance with the field or course material related to systems and procedures at the company where the work is practiced.

APPENDICES

APPENDIX A

Certificate



APPENDIX B

Evaluation Form

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
CORPORATE COMMUNICATIONS
PT. RIAU ANDALAN PULP AND PAPER**

Nama : Winda Fitriyanti
NIM : 5203191115
Program Studi : Bahasa Inggris

No	Aspek Penilaian	Bobot	Nilai
1	Displin	20 %	18 %
2	Tanggung jawab	25%	23 %
3	Penyesuaian diri	10%	8 %
4	Hasil kerja	30%	28 %
5	Perilaku secara umum	15%	15 %
	Total Jumlah (1+2+3+4+5)	100%	92 %

Keterangan :
Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik Sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Catatan :

.....
.....
.....
.....

Pangkalan Kerinci, 16 Mei 2023



Budi Firmansvah
Comms Manager

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
CORPORATE COMMUNICATIONS
PT. RIAU ANDALAN PULP AND PAPER**

Nama : Winda Fitriyanti

NIM : 5203191115

Program Studi : Bahasa Inggris

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20 %	90
2	Tanggung jawab	25%	98
3	Penyesuaian diri	10%	95
4	Hasil kerja	30%	98
5	Perilaku secara umum	15%	100
	Total Jumlah (1+2+3+4+5)	100%	481

Keterangan :

Nilai : Kriteria

81-100 : Istimewa

71-80 : Baik Sekali

66-70 : Baik

61-65 : Cukup Baik

56-60 : Cukup

Catatan :

- Keep a good work, keep part

- Increase your confidence level

- Learn to work in detail

- Learn to do public speaking

Pangkalan Kerinci, 16 Mei 2023


Eny Chairany

Corp Visit and Event Assistant Manager

APPENDIX C

Reply of Apprenticeship Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 804

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

www.aprilasia.com
www.paperone.com

Nomor : /XII/CR/KP/RAPP/2022
Lamp : -
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,
Direktur Politeknik Negeri Bengkalis

Dengan hormat,
Sehubungan dengan surat permohonan izin peraktek pada PT RAPP, untuk Mahasiswa/
Pelajar sebagai berikut:

NO	Nama	NIP	Jurusan
1	Dinda Leoni Rizky	5203201126	B. Inggris
2	Suci Ramadina	5203201138	B. Inggris
3	Beni Situmorang	5203201128	B. Inggris
4	Winda Fitriyanti	5203191115	B. Inggris

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP periode **Januari-Maret 2023**. Kepada yang bersangkutan harus mengikuti **safety induction terlebih dahulu**. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedatangan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar **membawa masing masing**.

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada Senin (9 Januari 2023) Pukul 09.00 WIB dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).
Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 8 Desember 2022



Tengku Kespandiar, ST., MM
Campus Relation Manager

APPENDIX D

Attendance List

**ATTENDANCE LIST OF APPRENTICESHIP
AT CORPORATE COMMUNICATIONS DEPARTMENT
PT RIAU ANDALAN PAPER AND PULP**

Name : Winda Fitriyanti
NIM : 5203191115
Period : Jan 16 - May 16 2023

No	Day	Date	Time		Signature
			Morning	Afternoon	
1	Monday	1/16/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
2	Tuesday	1/17/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
3	Wednesday	1/18/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
4	Thursday	1/19/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
5	Friday	1/20/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
6	Saturday	1/21/2023	-	-	OFF
7	Sunday	1/22/2023	-	-	OFF
8	Monday	1/23/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
9	Tuesday	1/24/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
10	Wednesday	1/25/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
11	Thursday	1/26/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
12	Friday	1/27/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
13	Saturday	1/28/2023	08.00 - 12.00	-	<i>Winda Fitriyanti</i>
14	Sunday	1/29/2023	-	-	OFF
15	Monday	1/30/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
16	Tuesday	1/31/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
17	Wednesday	2/1/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
18	Thursday	2/2/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
19	Friday	2/3/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
20	Saturday	2/4/2023	-	-	OFF
21	Sunday	2/5/2023	-	-	OFF
22	Monday	2/6/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
23	Tuesday	2/7/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
24	Wednesday	2/8/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>
25	Thursday	2/9/2023	08.00 - 12.00	13.30 - 17.00	<i>Winda Fitriyanti</i>

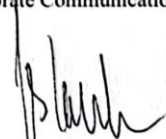
26	Friday	2/10/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
27	Saturday	2/11/2023	08.00 - 12.00	-	<i>Busy</i>
28	Sunday	2/12/2023	-	-	OFF
29	Monday	2/13/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
30	Tuesday	2/14/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
31	Wednesday	2/15/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
32	Thursday	2/16/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
33	Friday	2/17/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
34	Saturday	2/18/2023	-	-	OFF
35	Sunday	2/19/2023	-	-	OFF
36	Monday	2/20/2023	-	-	Sick
37	Tuesday	2/21/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
38	Wednesday	2/22/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
39	Thursday	2/23/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
40	Friday	2/24/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
41	Saturday	2/25/2023	08.00 - 12.00	-	<i>Busy</i>
42	Sunday	2/26/2023	-	-	OFF
43	Monday	2/27/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
44	Tuesday	2/28/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
45	Wednesday	3/1/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
46	Thursday	3/2/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
47	Friday	3/3/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
48	Saturday	3/4/2023	-	-	OFF
49	Sunday	3/5/2023	-	-	OFF
50	Monday	3/6/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
51	Tuesday	3/7/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
52	Wednesday	3/8/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
53	Thursday	3/9/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
54	Friday	3/10/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
55	Saturday	3/11/2023	08.00 - 12.00	-	<i>Busy</i>
56	Sunday	3/12/2023	-	-	OFF
57	Monday	3/13/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
58	Tuesday	3/14/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
59	Wednesday	3/15/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>
60	Thursday	3/16/2023	08.00 - 12.00	13.30 - 17.00	<i>Busy</i>

61	Friday	3/17/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
62	Saturday	3/18/2023	-	-	OFF
63	Sunday	3/19/2023	-	-	OFF
64	Monday	3/20/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
65	Tuesday	3/21/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
66	Wednesday	3/22/2023	-	-	PH
67	Thursday	3/23/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
68	Friday	3/24/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
69	Saturday	3/25/2023	08.00 - 12.00	-	<i>Wf</i>
70	Sunday	3/26/2023	-	-	OFF
71	Monday	3/27/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
72	Tuesday	3/28/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
73	Wednesday	3/29/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
74	Thursday	3/30/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
75	Friday	3/31/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
76	Saturday	4/1/2023	-	-	OFF
77	Sunday	4/2/2023	-	-	OFF
78	Monday	4/3/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
79	Tuesday	4/4/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
80	Wednesday	4/5/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
81	Thursday	4/6/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
82	Friday	4/7/2023	-	-	PH
83	Saturday	4/8/2023	08.00 - 12.00	-	<i>Wf</i>
84	Sunday	4/9/2023	-	-	OFF
85	Monday	4/10/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
86	Tuesday	4/11/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
87	Wednesday	4/12/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
88	Thursday	4/13/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
89	Friday	4/14/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
90	Saturday	4/15/2023	08.00 - 12.00	-	OFF
91	Sunday	4/16/2023	-	-	OFF
92	Monday	4/17/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
93	Tuesday	4/18/2023	08.00 - 12.00	13.30 - 17.00	<i>Wf</i>
94	Wednesday	4/19/2023	-	-	OFF WORK
95	Thursday	4/20/2023	-	-	OFF WORK

96	Friday	4/21/2023	-	-	PH
97	Saturday	4/22/2023	-	-	PH
98	Sunday	4/23/2023	-	-	OFF WORK
99	Monday	4/24/2023	-	-	OFF WORK
100	Tuesday	4/25/2023	-	-	OFF WORK
101	Wednesday	4/26/2023	-	-	OFF WORK
102	Thursday	4/27/2023	-	-	OFF WORK
103	Friday	4/28/2023	-	-	OFF WORK
104	Saturday	4/29/2023	-	-	OFF WORK
105	Sunday	4/30/2023	-	-	OFF WORK
106	Monday	5/1/2023	-	-	PH
107	Tuesday	5/2/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
108	Wednesday	5/3/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
109	Thursday	5/4/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
110	Friday	5/5/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
111	Saturday	5/6/2023	08.00 - 12.00	-	<i>Budhi</i>
112	Sunday	5/7/2023	-	-	OFF
113	Monday	5/8/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
114	Tuesday	5/9/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
115	Wednesday	5/10/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
116	Thursday	5/11/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
117	Friday	5/12/2023	-	-	Sick
118	Saturday	5/13/2023	08.00 - 12.00	-	<i>Budhi</i>
119	Sunday	5/14/2023	-	-	OFF
120	Monday	5/15/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>
121	Tuesday	5/16/2023	08.00 - 12.00	13.30 - 17.00	<i>Budhi</i>

Pangkalan Kerinci, May 16th 2023

Corporate Communications



Budhi Firmansyah
Comms Manager

APPENDIX E

Visit Request Form

VISIT REQUEST FORM

Internal

CORPORATE VISIT REQUEST FORM IS REQUIRED FOR ALL CORPORATE VISITS

Visit Details

TYPE:
**filled out by Corporate Visit Team*

CATEGORY:
**filled out by Corporate Visit Team*

Guest / Company: _____

Country: _____

Visit Schedule (DDMMYYYY): _____

Host & BU/Dept: _____

Purpose of the Visit: _____
**required*

Number of Guest: _____

Name of Guest's Companion: Attachment

Visit Arrangement:

TOUR:

RGE Exhibition Center

Kerinci Central Nursery

Kerinci Tissue Culture

CD Center

PaperOne Gallery

Others: _____

MILL TOUR: *(For customers, bankers and VIP only)*

Power

Pulp

Paper

Rayon

Yarn

Requested by:	Name:	
Acknowledged by requester's BU Head	Name:	
Verified by:	Corporate Visit Team	
Endorsed by:	<u>Disra Alldrick</u> Dy. Head Corporate Comms	
Approved by:	<u>Mulia Nauli</u> Social Capital Head	
	<u>Eduward Ginting / Mhd. Ali Shabri</u> COO / Ops. Support Director	

Visit Request Form 2020

APPENDIX F
RGE Exhibition Center Form



RGE EXHIBITION CENTER
PANGKALAN KERINCI
Application Form

No:**

Name of Organisation/s Visiting:	Internal		
Name/s of Visit Delegation Leaders:			
<small>* Please use the attached form to provide names of all visitors</small>			
Total number of visitors: Max 15 pax	__ Pax (es)		
Preferred Visit Time:	Date:	Arrival:	Depart:
Purpose of Visit			
Language required for presentation	1. Bahasa		
	2. English		
Remarks:			
Name of Requester/User:	Date:	Signature:	
Name of Dept. Head/ BU Head of Requester/User:	Date:	Signature:	
Endorsed by Dy.Head of Corporate Communications: Disra Alldrick	Date:	Signature:	
Approved by Social Capital BU Head: Mulia Nauli	Date:	Signature:	
For RGE Exhibition Centre:			
Application received:	Visit Approved for:	Gallery : Yes / No	
Date:		Exhibition Hall : Yes / No	
Corporate Visit & Event Coordinator			
Date			



RGE EXHIBITION CENTER
PANGKALAN KERINCI
Application Form

No:**

Internal

Important Notes:

1. All visit requests to visit the RGE Exhibition Center must be made at least 5 days in advance by submitting this application form to Corporate Visit Section, Corporate Communications Department. Last minute applications will not be processed.
2. During the pandemic of COVID-19, a visit can only take place after getting approval from the Management.
3. The host of the visiting group should ensure punctual arrival
4. No photography and videography are allowed inside the RGE Exhibition Center.
5. All visitors must have got minimum 2nd dose of COVID-19 vaccine

Please provide the names of all visitors who will be visiting the RGE Exhibition Center.

No.	Name	Organization	Title
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

APPENDIX G

Feedback Form



RGE EXHIBITION CENTER, PANGKALAN KERINCI

FEEDBACK FORM

Thank you for visiting the RGE Exhibition Center in Pangkalan Kerinci. In our effort to continuously improve the experience of our visitors, we would appreciate receiving your feedback and suggestions. On a scale of 1 to 5, with "1" representing Poor and "5" representing Excellent, please checkmark (✓) your rating for the questions below.

1. How did you find the (length of time) duration of the tour?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Did you find the information on the exhibition panels interesting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Was your guide clear in his/her explanation of the information from Exhibition Hall?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. How would you rate your overall impression of the exhibition centre?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. How would you rate your perception about RGE/RAPP after visiting RGE Exhibition Center?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. What did you enjoy most about your visit?					
7. Do you have any suggestions how we can make future visits better for our visitors?					
8. What is your perception and opinion about RGE/RAPP after visiting RGE Exhibition Center?					

Your Name : _____
Date of your visit : _____
Your Organization : _____
Visit Host : _____

Thank you for taking the time to give us your feedback!

APPENDIX H

Scoring Proposal Form



LEMBAR PENILAIAN PROPOSAL DONASI

Tanggal diterima Proposal		Tanda Tangan	
Diterima oleh			








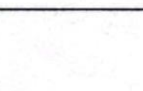
I. PEMOHON (20 %)	Klasifikasi Nilai			Nilai
	30	20	10	
1. Nama Pemohon				
2. Status	Tokoh	Organisasi	Perorangan	
3. Tingkat pengaruh	Besar	Sedang	Kecil	
4. Data Pemohon (*)	Lengkap	Kurang Lengkap	Tidak Jelas	
a. Alamat				
b. Telepon / HP				
c. No. Rekening				
d. Email				
5. Popularitas pemohon / Organisasi	Sangat Dikenal	Dikenal	Tidak Dikenal	
6. Hubungan Perusahaan	Sangat Baik	Baik	Kurang Baik	
Score I = 20 % x Jumlah nilai I				
II. KEGIATAN (30 %)				
1. Jadwal pelaksanaan (*)				
2. Tempat pelaksanaan (*)				
3. Pelaksana	Organisasi	Komunitas	Individu	
4. Tujuan/Kepentingan keg.	Sosial - masyarakat	Organisasi	Individu	
5. Lokasi Kegiatan	Ring I	Ring II	Ring III	
6. Waktu kegiatan sejak diterima proposal	≥ 1 Bulan	2 – 3 minggu	1 minggu	
7. Estimasi dana kegiatan	Rasional	Kurang Rasional	Tidak Rasional	
Score II = 30 % x Jumlah nilai II				
III. MANFAAT BAGI PERUSAHAAN (50 %)				
1. Dampak kegiatan	Besar	Sedang	Kecil	
2. Partisipasi Perusahaan	Partisipasi Aktif		Partisipasi Pasif	
3. Pengaruh terhadap hubungan	Besar	Sedang	Kecil	
4. Pencitraan kegiatan bagi perusahaan	Positif		Netral	
5. Pencantuman Logo Perusahaan	Ada		Tidak ada	
Score III = 50 % x Jumlah nilai III				
IV. REFERENSI (NILAI TAMBAH) (tidak ada nilai tambah jika tidak ada prominent stakeholder)**				
1. Nama pemberi rekomendasi				
2. Pengaruh prominent stakeholder	Besar (nilai 10)	Sedang (nilai 5)	Kecil (nilai 2)	
Score IV =				
Total Score (Score I + II + III + IV)				
V. SCORE DAN KESIMPULAN				
83 – 121				
47 – 82				
Dibantu				
Tidak dibantu				
VI. YANG MENGUSULKAN				
Penjelasan, Catatan dan Saran (Gunakan halaman berikut jika perlu)				
Dibuat oleh:	Usulan Bantuan :	Disetujui oleh:		
		Manager	Dept. Head	SoCap / BU Head
VII. PERSETUJUAN KOMITE PROPOSAL				
Dibantu Sebesar Rp.		Tanda tangan Komite Proposal		Tanggal
Proposal diarahkan ke				
VIII. KEPUTUSAN DEPT. HEAD / BU HEAD				
Rp.				
*) Wajib diisi				
**) Jika ada				

APPENDIX I

Revision List

REVISION LIST APPRENTICESHIP REPORT

Name : Winda Fitriyanti
NIM : 5203191115
Advisor : Ari Satria, M.Pd.B.I
Location : PT. Riau Andalan Pulp and Paper

NO	DAY/DATE	REVISION	ADVISOR
1	7 Mar 2023	Chapter I Background	
2	8 Mar 2023	Chapter II purpose of the Apprenticeship	
3	17 May 2023	Chapter II Company History	
4	26 May 2023	Chapter II kind of Business	
5	29 May 2023	Chapter II Structure of organizational	
6	30 May 2023	Chapter III Working procedure	
7	31 May 2023	Chapter IV Conclusion	
8	5 June 2023	ACC	

Bengkalis, June 5th, 2023

Advisor



Ari Satria, M.Pd.B.I

NIP. 198805172015041002


APPENDIX J


Daily Activities of Apprenticeship

DAILY ACTIVITY 1 APPRENTICESHIP

Day : Thursday


Date : Jan 12th, 2023

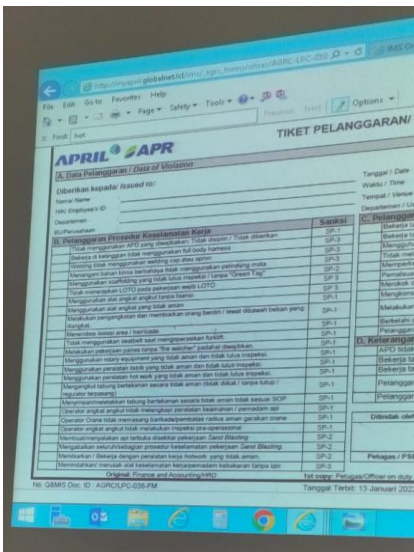
No	Job Description	Supervisor	Signature
1.	Meeting Mr. Kespandiar and Mr. Haira from Campus Relation Department	Tengku Kespandiar, ST.,MM	
	Note :		

Picture	Information
	Signing the Apprenticeship contract. Mr. Kespandiar and Mr. Haira from Campus Relations Department explained about the contract and some rules during the apprenticeship. The Apprenticeship started from Jan 12 th 2023 – May 16 th 2023.

DAILY ACTIVITY 2 APPRENTICESHIP

Day : Friday
Date : Jan 13th, 2023


No	Job Description	Supervisor	Signature
1.	Doing Safety Induction class in Safety Campus	Tengku Kespandiar, ST.,MM	
	Note :		


Picture	Information
	<p>Safety induction is an introduction and training activity on the basics of safety and health in the work environment (K3).</p>

DAILY ACTIVITY 3
APPRENTICESHIP

Day : Monday

Date : Jan 16th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Self-introduction and greetings all employees in Corporate Communications Department	Budhi Firmansyah	
2	Reading and learning a book about APRIL		
	Note :		

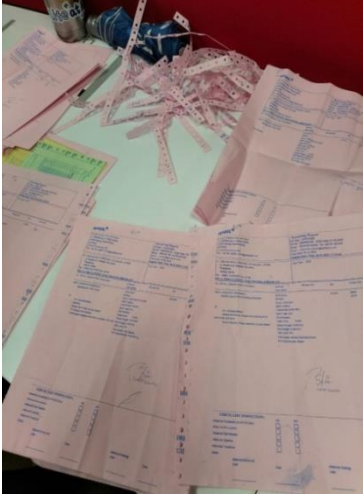
Picture	Information
	Reading and comprehending APRIL's profile through a specialized book about APRIL.

DAILY ACTIVITY 4
APPRENTICESHIP

Day : Tuesday

Date : Jan 17th, 2023


No	Job Description	Mentor/Advisor	Signature
1.	Matching up and compiling the invoice documents	Budhi Firmansyah	
	Note :		

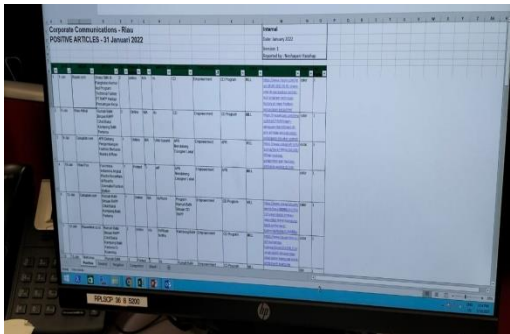

Picture	Information
	<p>Matching up the invoice documents.</p>

DAILY ACTIVITY 5
APPRENTICESHIP

Day : Wednesday


Date : Jan 18th, 2023

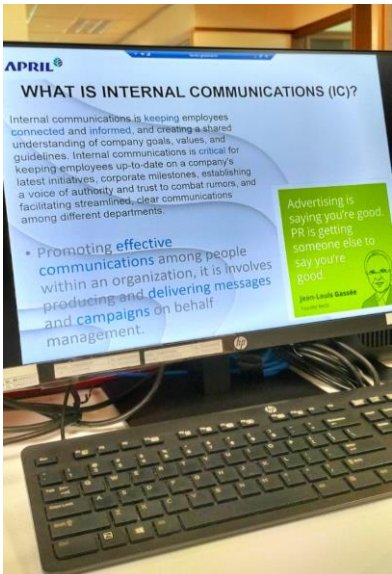
No	Job Description	Mentor/Advisor	Signature
1	Monitoring the news about PT. RAPP on media online	Budhi Firmansyah	
2	VMB (Visual Management Board)		
	Note :		

Picture	Information
	Monitoring the news about PT.RAPP on media online.
	Corp Comms staffs have a routine meeting once every two weeks called VMB.

DAILY ACTIVITY 6
APPRENTICESHIP

Day : Thursday
Date : Jan 19th, 2023


No	Job Description	Mentor/Advisor	Signature
1.	Debriefing knowledge about the company and internal communications by Mrs. Fitri Jayanti as Internal Comms Coordinator	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Getting an explanation about the Internal Comms division.</p>

DAILY ACTIVITY 7
APPRENTICESHIP

Day : Friday

Date : Jan 20th, 2023

No	Job Description	Mentor/Advisor	Signature
1.	Debriefing knowledge about digital media by Mr. Fedrick as External Comms Officer	Budhi Firmansyah	
	Note :		

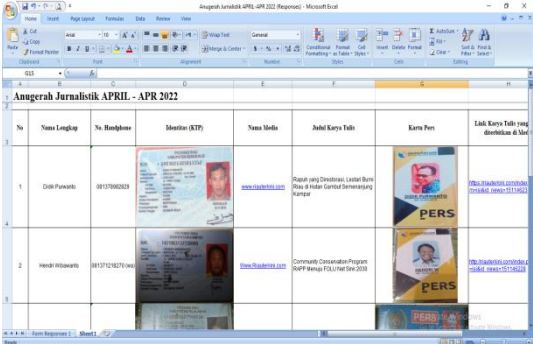
Picture	Information
	Getting an explanation about the External Comms division.

DAILY ACTIVITY 8 APPRENTICESHIP

Day : Monday

Date : Jan 23rd, 2023


No	Job Description	Mentor/Advisor	Signature
1.	Inputting the data of journalism award participants into Excel	Budhi Firmansyah	
	Note :		

Picture	Information
	<p>Collecting the data from participants' responses on Google Drive and inputting the data into Excel.</p>

DAILY ACTIVITY 9
APPRENTICESHIP

Day : Tuesday

Date : Jan 24th, 2023


No	Job Description	Mentor/Advisor	Signature
1.	Participating in the Kick of Meeting (KOM) Mineral Soil 2023 Event in Tesso	Budhi Firmansyah	
	Note :		


Picture	Information
	Presentation session from the Corporate Communications Department.
	Photo with the KOM Soil 2023 event committee.

DAILY ACTIVITY 10
APPRENTICESHIP

Day : Wednesday

Date : Jan 25th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Changing the file format of Anugerah Jurnalis participants	Budhi Firmansyah	
2	Converting files in Publisher format to PDF		
3	Receiving an explanation of RAPP products and the plantation process by Mrs. Eni as Corp Visit & Event Manager		
	Note :		

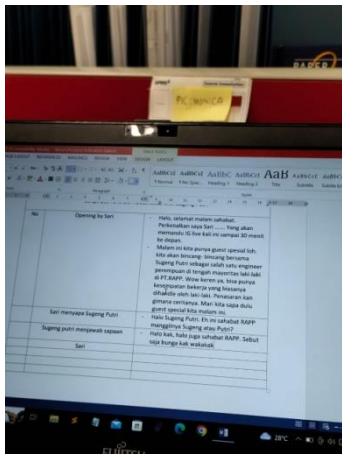

Picture	Information
	Changing the writing format of the Anugerah Jurnalis competition files, such as changing the font, size, and other writing rules.

DAILY ACTIVITY 11

APPRENTICESHIP

Day : Thursday
 Date : Jan 26th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making an Instagram Live Script for @sahabatrapp account	Budhi Firmansyah	
2	Making an event proposal for the MC 101 event		
	Note :		

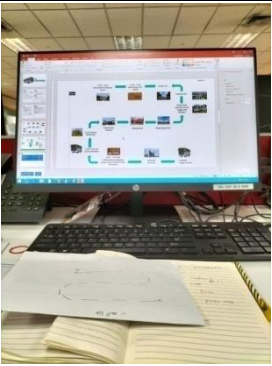

Picture	Information
	IG live script with PT RAPP engineer employee. Live on PT RAPP social media account @sahabatrapp.
	Making an event proposal for the “MC 101” event.

DAILY ACTIVITY 12
APPRENTICESHIP

Day : Friday

Date : Jan 27th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making a travel route for an electric bus city tour to Pekanbaru	Budhi Firmansyah	
2	Visiting Unigraha Hotel with Mrs. Neshayani Harahap to conduct interviews with foreign clients		
	Note :		

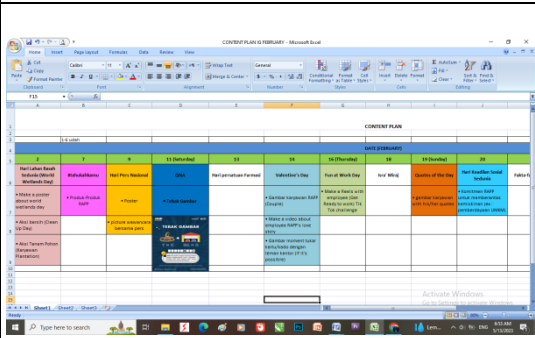

Picture	Information
	Travel route for an electric bus city tour to Pekanbaru.
	Lobby Hotel Unigraha.

DAILY ACTIVITY 13 APPRENTICESHIP

Day : Saturday

Date : Jan 28th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making a content plan for the @sahabatrapp Instagram account for February	Budhi Firmansyah	
2	Attending the Toastmaster Contest 2023 as a guest		
	Note :		

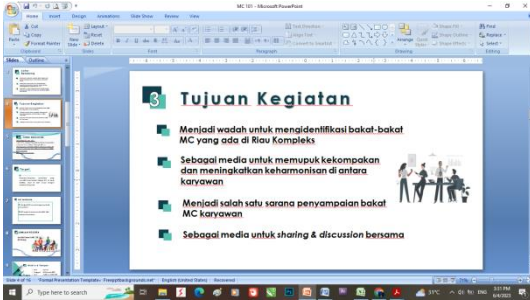
Picture	Information
	Content plan for the @sahabatrapp Instagram account for February.
	Toastmaster Contest 2023 at April Learning Institute (ALI).

DAILY ACTIVITY 14
APPRENTICESHIP

Day : Monday

Date : Jan 30th, 2023


No	Job Description	Mentor/Advisor	Signature
1.	Reviewing proposal event and adding the details	Budhi Firmansyah	
	Note :		

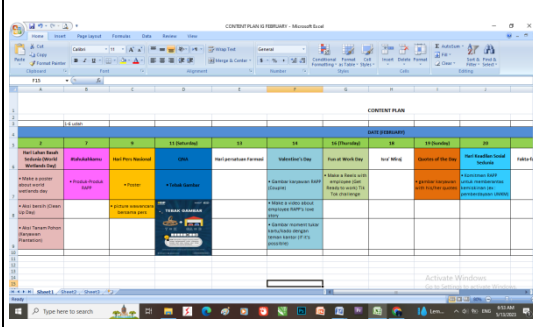
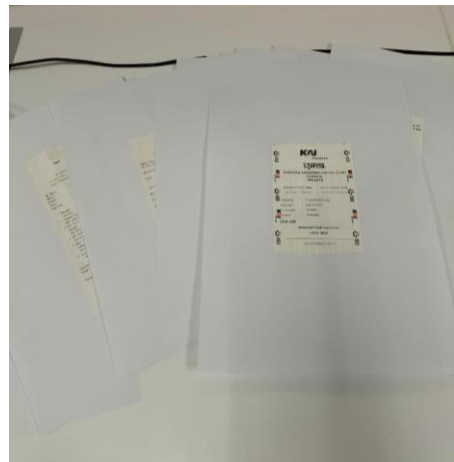
Picture	Information
	<p>Reviewing proposal event and adding the details.</p>

DAILY ACTIVITY 15
APPRENTICESHIP

Day : Tuesday

Date : Jan 31st, 2023


No	Job Description	Mentor/Advisor	Signature
1	Continuing to make content plan for the @sahabatrapp Instagram account for February	Budhi Firmansyah	
2	Assisting in pasting invoices to HVS paper		
	Note :		

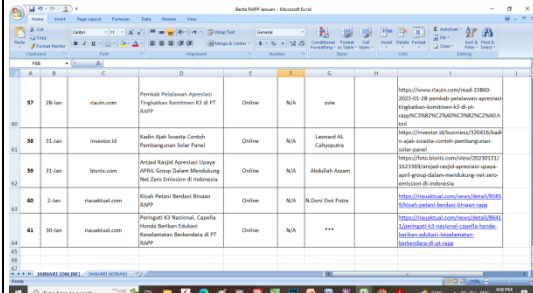
Picture	Information
	Continuing to make content plan.
	Assisting in pasting invoices to HVS paper.

DAILY ACTIVITY 16 APPRENTICESHIP

Day : Wednesday


Date : Feb 1st, 2023

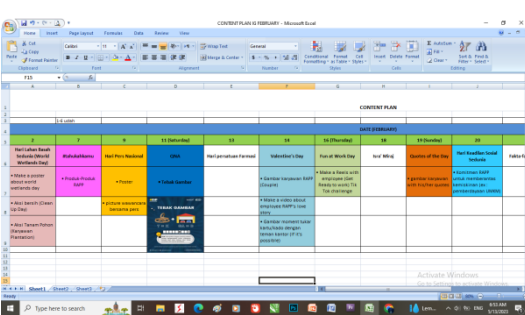
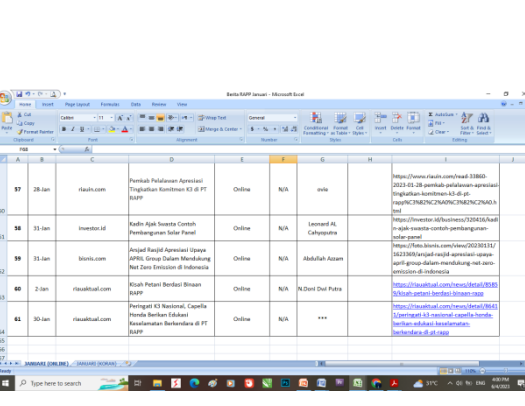
No	Job Description	Mentor/Advisor	Signature
1	Monitoring media coverage of PT. RAPP news, both online and printed	Budhi Firmansyah	
2	Inputting the monitoring data into Excel		
Note :			

Picture	Information
	<p>Monitoring media coverage of PT. RAPP news, both online and printed and inputting the monitoring data into Excel.</p>

DAILY ACTIVITY 17 APPRENTICESHIP

Day : Thursday
Date : Feb 2nd, 2023

No	Job Description	Mentor/Advisor	Signature
1	Reviewing the content plan for Instagram @sahabatrapp	Budhi Firmansyah	
2	Monitoring media and Inputting the monitoring data into Excel		
	Note :		


Picture	Information
	Reviewing the content plan.
	Monitoring data results for January.

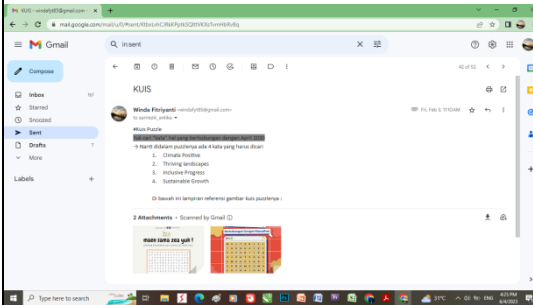
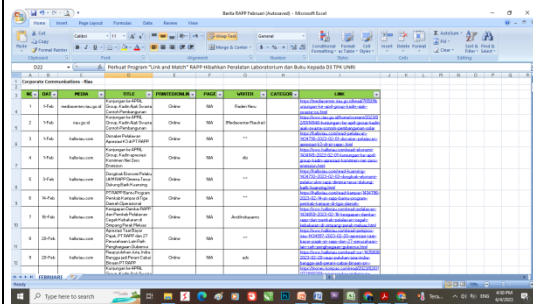
DAILY ACTIVITY 18

APPRENTICESHIP

Day : Friday

Date : Feb 3rd, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making a quiz for content on @sahabatrapp Instagram account	Budhi Firmansyah	
2	Monitoring media and Inputting the monitoring data into Excel		
	Note :		

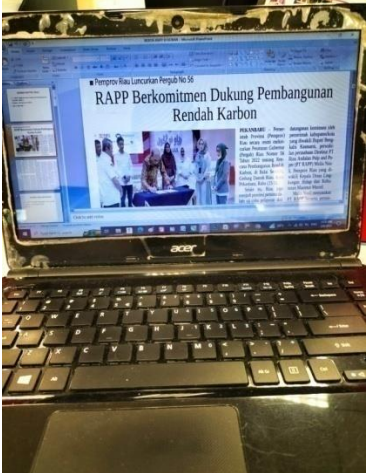
Picture	Information
	<p>Example quiz for content on @sahabatrapp Instagram account.</p>
	<p>Monitoring news about Kadin's visit to April Group</p>

DAILY ACTIVITY 19
APPRENTICESHIP

Day : Monday

Date : Feb 6th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in Haluan Riau and Metro Riau newspaper files	Budhi Firmansyah	
2	Inputting the monitoring data into PPT		
	Note :		


Picture	Information
	Haluan Riau and Metro Riau printed news about PT. RAPP.

DAILY ACTIVITY 20
APPRENTICESHIP

Day : Tuesday

Date : Feb 7th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Visiting the finance department at Mill to verify that the handover of external proposal is signed	Budhi Firmansyah	
	Note :		


Picture	Information
	Going to the Mill office

DAILY ACTIVITY 21
APPRENTICESHIP

Day : Wednesday

Date : Feb 8th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making a draft self-introduction for joining Toastmasters meeting and Making a resume of apprenticeship activities	Budhi Firmansyah	
	Note :		

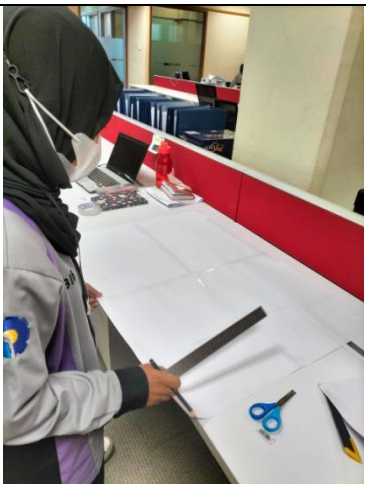
Picture	Information
	Making a resume of apprenticeship activities for 3 weeks in the Corporate Communications department and making a draft introduction to join the toastmaster meeting.

DAILY ACTIVITY 22
APPRENTICESHIP

Day : Thursday

Date : Feb 9th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making a photo frame	Budhi Firmansyah	
	Note :		

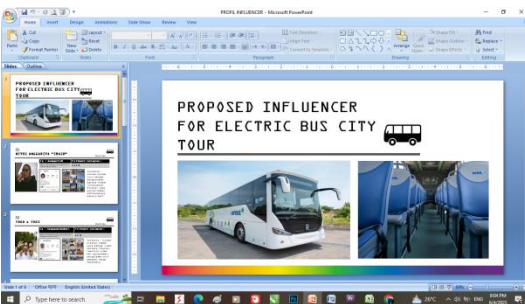
Picture	Information
	Making photo frames from large size HVS paper

DAILY ACTIVITY 23
APPRENTICESHIP

Day : Friday

Date : Feb 10th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Seeking influencers to participate in the electric bus city tour to Pekanbaru	Budhi Firmansyah	
2	Making a PPT for proposed influencers		
	Note :		


Picture	Information
	<p>Collecting data on several influencers from Pekanbaru to accompany a city tour around Pekanbaru using the E-Bus.</p>

DAILY ACTIVITY 24
APPRENTICESHIP

Day : Saturday

Date : Feb 11th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Joining the Toastmasters' meeting in Jati room	Budhi Firmansyah	
	Note :		

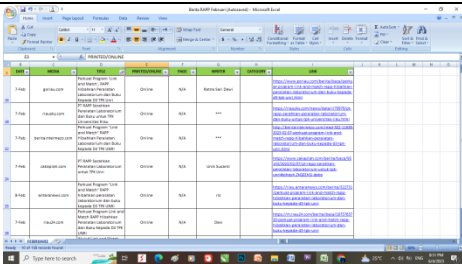


Picture	Information
	<p>Toastmasters is an organization that teaches public speaking and leadership skills through a worldwide network of clubs. A Toastmasters meeting provides an opportunity and a supportive environment to improve your public speaking, communication, and leadership skills.</p>

DAILY ACTIVITY 25
APPRENTICESHIP

Day : Monday

Date : Feb 13th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring media and Inputting the monitoring data into Excel	Budhi Firmansyah	
2	VMB		
3	Helping to cut some papers for the @discoverapril account content material		
	Note :		


Picture	Information
	Monitoring media that published PT. RAPP news about the link and match program with UNRI and inputting the monitoring data into Excel
	VMB
	Helping to cut some papers for the @discoverapril account content material

DAILY ACTIVITY 26
APPRENTICESHIP

Day : Monday

Date : Feb 14th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Assisting in the creation of property for the Kick Off Meeting (KOM) Sustainability event	Budhi Firmansyah	
	Note :		

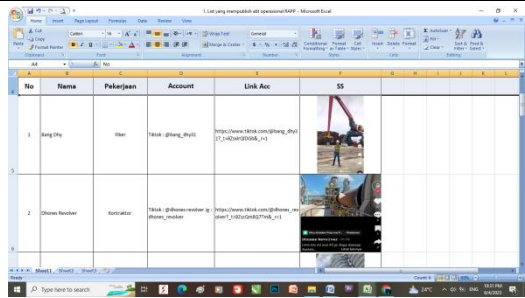

Picture	Information
	Creating the April logo

DAILY ACTIVITY 27
APPRENTICESHIP

Day : Monday

Date : Feb 15th, 2023

No	Job Description	Mentor/Advisor	Signature
1	Monitoring accounts that post about RAPP operations on TikTok and making a list in Excel	Budhi Firmansyah	
2	Continuing to make property for the Kick Off Meeting (KOM) Sustainability event.		
	Note :		


Picture	Information
	In PT. RAPP, there are several areas where documentation is prohibited, so those who violate the rules by publishing on social media will be recorded and sanctioned.
	Helping to create the April logo and some properties for the event.

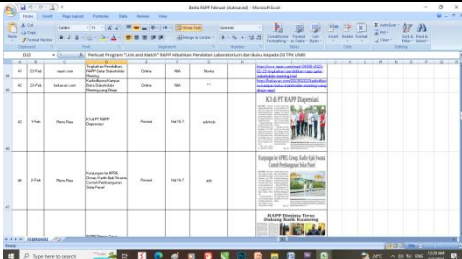
DAILY ACTIVITY 28

APPRENTICESHIP

Day : Thursday

Date : Feb 16th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online and printed media for the January-February period and inputting the monitoring data into Excel and PowerPoint	Budhi Firmansyah	
	Note :		

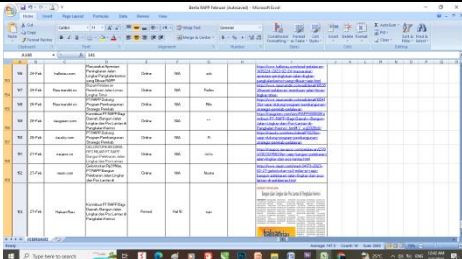
Picture	Information
	Recap of media monitoring data

DAILY ACTIVITY 29
APPRENTICESHIP

Day : Friday

Date : Feb 17th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online and printed media for the January-February period and inputting the monitoring data into Excel and PowerPoint	Budhi Firmansyah	
	Note :		

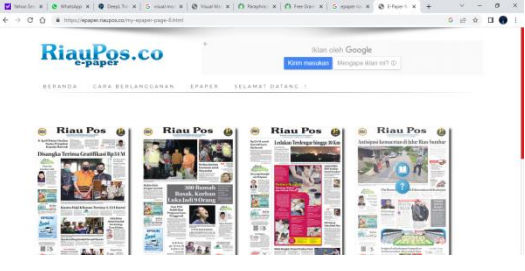
Picture	Information
	Recap of media monitoring data for the January-February period

DAILY ACTIVITY 30
APPRENTICESHIP

Day : Monday

Date : Feb 20th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring news in the Riau Pos E-Paper	Budhi Firmansyah	
	Note :		

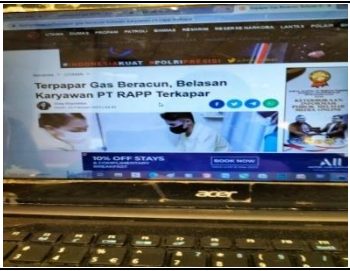

Picture	Information
	Electronic newspapers, or digital newspapers (E-paper), are newspapers in electronic format that can be accessed with a computer or Smartphone. Due to technological developments, newspapers, which are only printed, now have a digital or electronic version of the print version available.

DAILY ACTIVITY 31
APPRENTICESHIP

Day : Tuesday

Date : Feb 21st, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring media and Inputting the monitoring data into Excel	Budhi Firmansyah	
2	Handling documents to the Mill office and requesting a receipt signature		
	Note :		


Picture	Information
	Monitoring the media that published PT. RAPP's news about the gas leak.
	Going to the Mill office

DAILY ACTIVITY 32
APPRENTICESHIP

Day : Wednesday

Date : Feb 22nd, 2023


No	Job Description	Mentor/Advisor	Signature
1	Visiting Rumah Batik Andalan, a PT. RAPP-assisted MSME, to learn how to make batik	Budhi Firmansyah	
	Note :		

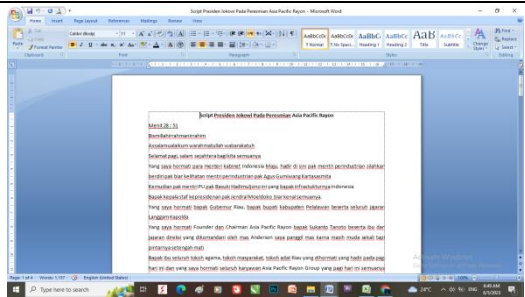

Picture	Information
	Learning to make batik.

DAILY ACTIVITY 33
APPRENTICESHIP

Day : Wednesday

Date : Feb 23rd, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making a transcript of Mr. Jokowi's speech audio at the Inauguration of Asia Pacific Rayon three years ago	Budhi Firmansyah	
2	Participating in training with Assistant Training (AT) in Rukan		
	Note :		



Picture	Information
	Transcript of Mr. Jokowi's speech audio at the Inauguration of Asia Pacific Rayon three years ago.
	Getting an explanation about the company profile and External Corporate Communications department.

DAILY ACTIVITY 34
APPRENTICESHIP

Day : Wednesday

Date : Feb 24th, 2023


No	Job Description	Mentor/Advisor	Signature
1	VMB (Visual Management Board)	Budhi Firmansyah	
2	Wrapping the souvenir and helping to laminate the photos for the event		
	Note :		

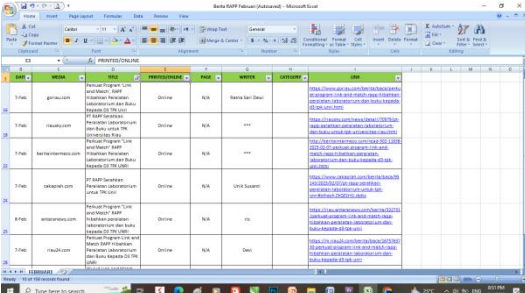
Picture	Information
	Participating in VMB activity.
	Helping to wrap the souvenir and to laminate the photos for the event.

DAILY ACTIVITY 35
APPRENTICESHIP

Day : Saturday

Date : Feb 25th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring media coverage of PT. RAPP news, both online and printed and inputting the monitoring data into Excel	Budhi Firmansyah	
2	Inputting the monitoring data into Excel		
	Note :		

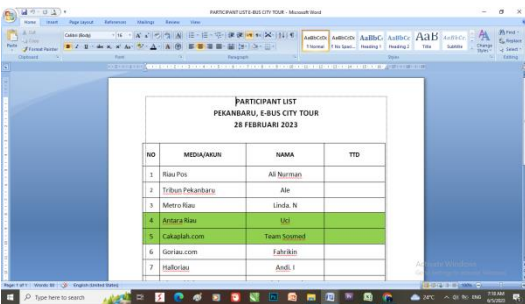
Picture	Information
	Monitoring data results for February.

DAILY ACTIVITY 36
APPRENTICESHIP

Day : Monday

Date : Feb 27th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making participant list for E-bus city tour to Pekanbaru	Budhi Firmansyah	
	Note :		



Picture	Information
	<p>This is participant list from media and influencers for city tour event around Pekanbaru using E-Bus.</p>

DAILY ACTIVITY 37
APPRENTICESHIP

Day : Tuesday

Date : Feb 28th, 2023

No	Job Description	Mentor/Advisor	Signature
1	Participating in E-bus city tour to Pekanbaru	Budhi Firmansyah	
	Note :		


Picture	Information
	One of the objectives of the event was to provide media/influencers with experience and campaign for APRIL2030 commitments, one of which is to reduce carbon emissions by using the E-Bus.
	Photo with Pekanbaru influencers

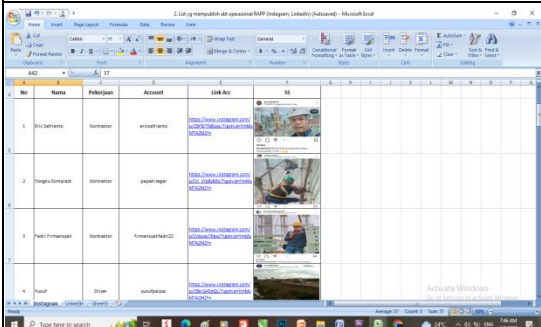
DAILY ACTIVITY 38

APPRENTICESHIP

Day : Wednesday

Date : March 1st, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring accounts that post about RAPP operations on TikTok and instagram and making a list in Excel	Budhi Firmansyah	
	Note :		

Picture	Information
	<p>In PT. RAPP, there are several areas where documentation is prohibited, so those who violate the rules by publishing on social media will be recorded and sanctioned.</p>

DAILY ACTIVITY 39
APPRENTICESHIP

Day : Thursday

Date : March 2nd, 2023


No	Job Description	Mentor/Advisor	Signature
1	Participating in a tour with Tribune Media to several operational sectors of RAPP, APR, and APY	Budhi Firmansyah	
	Note :		


Picture	Information
	Group photo at the finishing board.

DAILY ACTIVITY 40
APPRENTICESHIP

Day : Friday

Date : March 3rd, 2023


No	Job Description	Mentor/Advisor	Signature
1	Visiting the RGE Technology Center (RTC) with Assistant Training members and Polbeng students	Budhi Firmansyah	
	Note :		

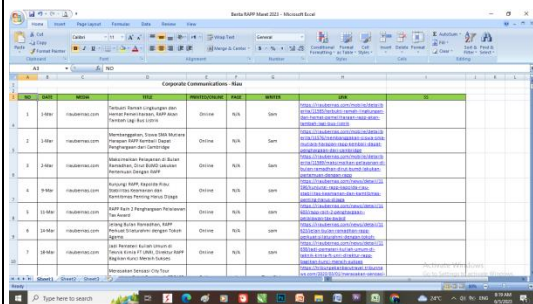
Picture	Information
	In this activity, we participated in a tour at the RGE Exhibition Center and received an explanation and overview of the company.

DAILY ACTIVITY 41 APPRENTICESHIP

Day : Monday

Date : March 6th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online media for the March period	Budhi Firmansyah	
2	Inputting the monitoring data into Excel		
	Note :		

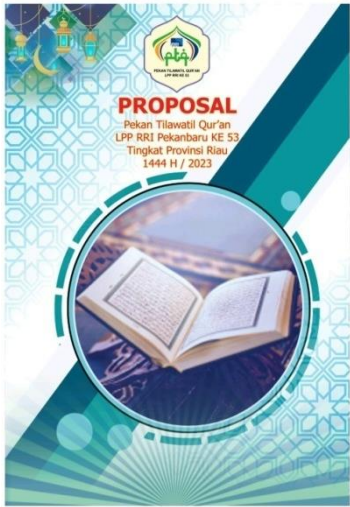
Picture	Information
	<p>Monitoring the media that published PT RAPP's news about E-Bus city tour to Pekanbaru.</p>

DAILY ACTIVITY 42
APPRENTICESHIP

Day : Tuesday

Date : March 7th, 2023

No	Job Description	Mentor/Advisor	Signature
1	Helping to fill out the form of scoring proposals	Budhi Firmansyah	
	Note :		


Picture	Information
	An example of a proposal submitted to PT. RAPP

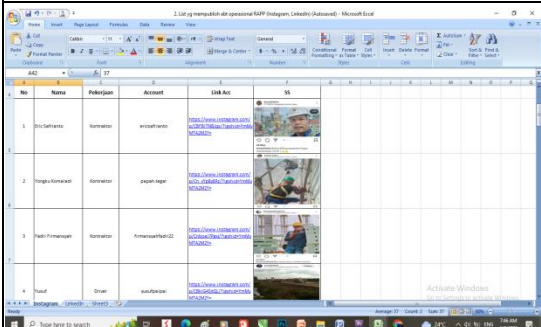
DAILY ACTIVITY 43

APPRENTICESHIP

Day : Wednesday

Date : March 8th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring accounts that post about RAPP operations on TikTok and instagram and making a list in Excel	Budhi Firmansyah	
	Note :		

Picture	Information
	<p>In PT. RAPP, there are several areas where documentation is prohibited, so those who violate the rules by publishing on social media will be recorded and sanctioned.</p>

DAILY ACTIVITY 44
APPRENTICESHIP

Day : Thursday

Date : March 9th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Participating in a visit with Riau University communication science students to several sectors of PT. RAPP	Budhi Firmansyah	
	Note :		



Picture	Information
	Getting an explanation about public relations and April2030 commitments.

DAILY ACTIVITY 45
APPRENTICESHIP

Day : Friday

Date : March 10th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Training at the April Learning Institute (ALI) with other interns	Budhi Firmansyah	
2	VMB		
	Note :		


Picture	Information
	VMB
	Training at the April Learning Institute (ALI) with other interns.

DAILY ACTIVITY 46
APPRENTICESHIP

Day : Saturday

Date : March 11th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Joining the Toastmaster meeting	Budhi Firmansyah	
	Note :		

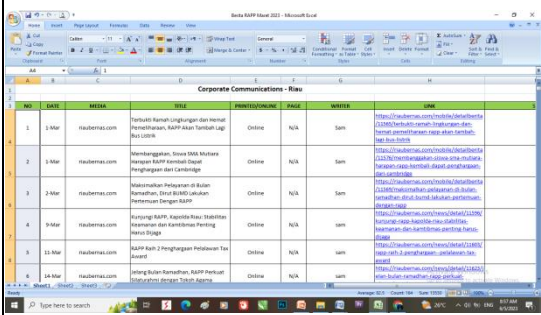
Picture	Information
	Joining the Riau Fiber Toastmaster Club. The theme of meeting this week is the Cherry Blossom Festival.

DAILY ACTIVITY 47 APPRENTICESHIP

Day : Monday

Date : March 13th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring PT RAPP news on March 2023 in the media online (Muffest, Pelalawan Tax Award, Kapolda)	Budhi Firmansyah	
Note :			


Picture	Information
	<p>Inputting the monitoring data into Excel.</p>

DAILY ACTIVITY 48
APPRENTICESHIP

Day : Tuesday

Date : March 14th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Writing an article about the visit of Riau University Communication Science students to several sectors of PT RAPP	Budhi Firmansyah	
	Note :		

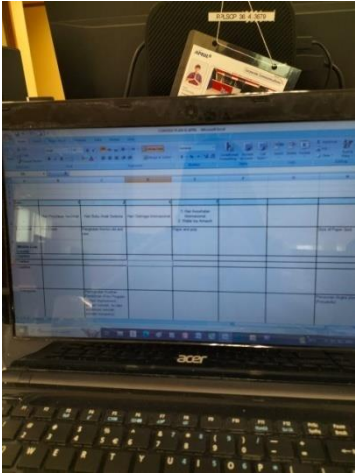
Picture	Information
	Writing an article with the title "UNRI Communication Science Students' Visit to RAPP Warmly Welcomed by PT RAPP Management".

DAILY ACTIVITY 49
APPRENTICESHIP

Day : Wednesday

Date : March 15th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making content plan for PT RAPP's social media accounts for April	Budhi Firmansyah	
	Note :		

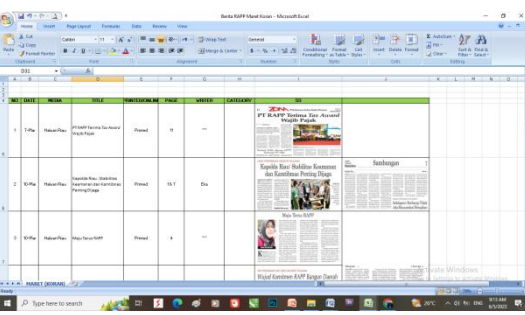
Picture	Information
	Content plan for the @sahabatrapp Instagram account for April.

DAILY ACTIVITY 50
APPRENTICESHIP

Day : Thursday

Date : March 16th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring media of Haluan Riau Newspaper for the March Period	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Inputting the monitoring data into Excel.</p>

DAILY ACTIVITY 51
APPRENTICESHIP

Day : Friday

Date : March 17th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Visiting RTC and Assisting in the souvenir checking process	Budhi Firmansyah	
	Note :		


Picture	Information
	Checking the souvenir.

DAILY ACTIVITY 52
APPRENTICESHIP

Day : Monday

Date : March 20th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Participating in Tonggak Tonggul and Balimau Kasai Potang Mogang festivals (Tradition of welcoming the month of Ramadan) in Langgam village, Pelalawan Regency.	Tengku Kespandiar, ST.,MM	
	Note :		


Picture	Information
	<p>The festival is held to welcome the month of Ramadan.</p>

DAILY ACTIVITY 53
APPRENTICESHIP

Day : Tuesday

Date : March 21st, 2023


No	Job Description	Mentor/Advisor	Signature
1	Accompanying the digital media team to create content documenting PT.RAPP employees in several departments	Budhi Firmansyah	
	Note :		


Picture	Information
	This content will be published to welcome the month of Ramadan.

DAILY ACTIVITY 54
APPRENTICESHIP

Day : Thursday

Date : March 23rd, 2023

No	Job Description	Mentor/Advisor	Signature
1	Handling documents to the Mill office and requesting a receipt signature	Budhi Firmansyah	
2	Visual Management Board (VMB) activities		
	Note :		


Picture	Information
	Participating in Visual Management Board (VMB) activities

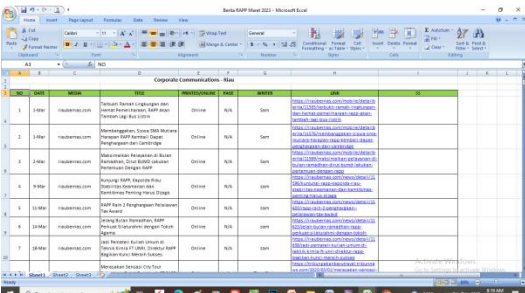
DAILY ACTIVITY 55

APPRENTICESHIP

Day : Friday

Date : March 24th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online media for the March period	Budhi Firmansyah	
	Note :		

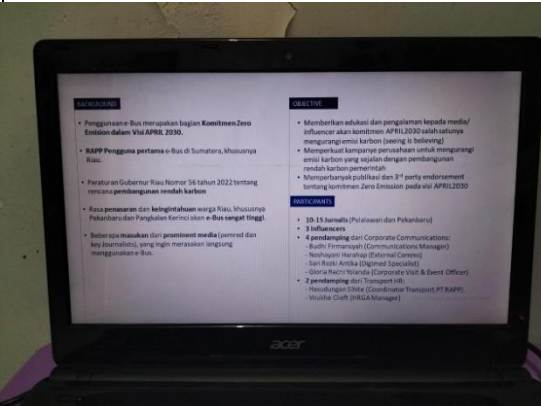
Picture	Information
	<p>Inputting the monitoring data into Excel.</p>

DAILY ACTIVITY 56
APPRENTICESHIP

Day : Saturday

Date : March 25th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making an event report E-Bus city tour to Pekanbaru	Budhi Firmansyah	
	Note :		

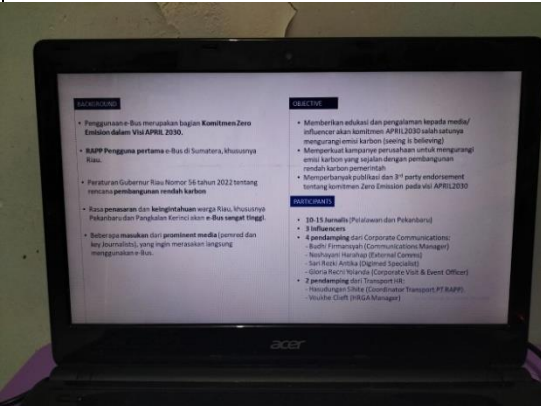
Picture	Information
	<p>Event report E-Bus city tour to Pekanbaru.</p>

DAILY ACTIVITY 57
APPRENTICESHIP

Day : Monday

Date : March 27th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Continuing to make event report E-Bus city tour to Pekanbaru	Budhi Firmansyah	
	Note :		

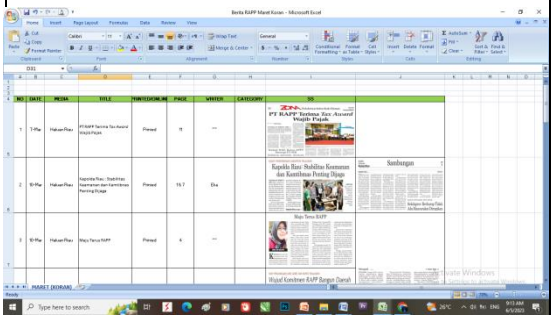
Picture	Information
	<p>Event report E-Bus city tour to Pekanbaru.</p>

DAILY ACTIVITY 58
APPRENTICESHIP

Day : Tuesday

Date : March 28th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in Haluan Riau and Metro Riau online newspapers	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Inputting the data monitoring into Excel.</p>

DAILY ACTIVITY 59
APPRENTICESHIP

Day : Tuesday

Date : March 29th, 2023

No	Job Description	Mentor/Advisor	Signature
1	Picking up Corp Comms contract requirement documents at Mill office	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Going to the Mill Office</p>

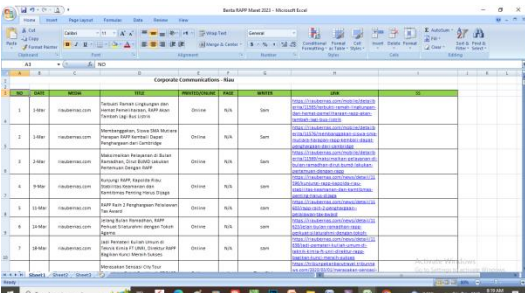
DAILY ACTIVITY 60

APPRENTICESHIP

Day : Friday

Date : March 30th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online media for the March period	Budhi Firmansyah	
	Note :		

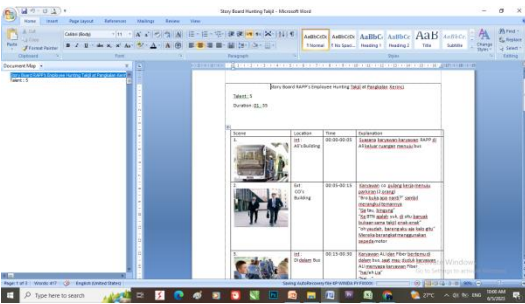
Picture	Information
	<p>Recap of media monitoring data for the March period.</p>

DAILY ACTIVITY 61
APPRENTICESHIP

Day : Friday

Date : March 31st, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making a story board for the content "RAPP Employees Hunting for Takjil"	Budhi Firmansyah	
	Note :		

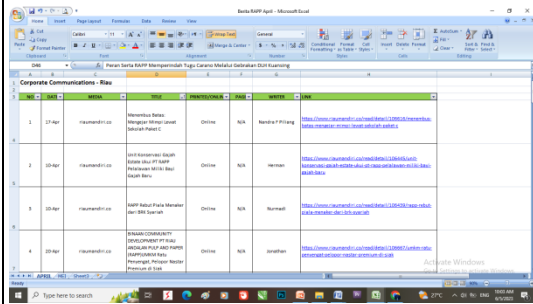
Picture	Information
	<p>Story board for the content "RAPP Employees Hunting for Takjil"</p>

DAILY ACTIVITY 62
APPRENTICESHIP

Day : Monday

Date : April 3rd, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online media for the April period	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Inputting the monitoring data into Excel.</p>

DAILY ACTIVITY 63
APPRENTICESHIP

Day : Tuesday

Date : April 4th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Participating in organizing a webinar on mental health. Webinar Theme: Get to Know Psychology Closer and How Fun it is to Confide with a Psychologist.	Budhi Firmansyah	
	Note :		

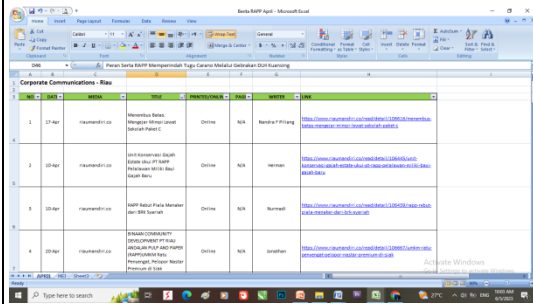
Picture	Information
	The webinar activity invited PT RAPP Psychologist Mrs. Salby Dita Adela, S.Psi, M.Psi, Psikolog

DAILY ACTIVITY 64
APPRENTICESHIP

Day : Wednesday


Date : April 5th, 2023

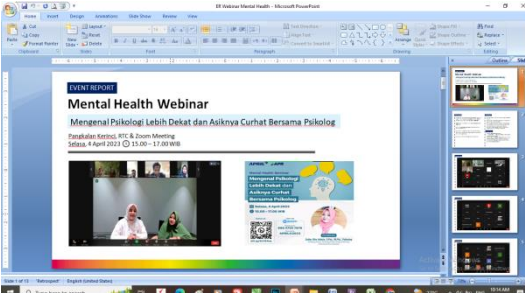

No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online media for the April period	Budhi Firmansyah	
	Note :		

Picture	Information
	<p>Inputting the monitoring data into Excel.</p>

DAILY ACTIVITY 65
APPRENTICESHIP

Day : Thursday
Date : April 6th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making a Mental Health Webinar event report	Budhi Firmansyah	
2	Visual Management Board (VMB) activities		
	Note :		

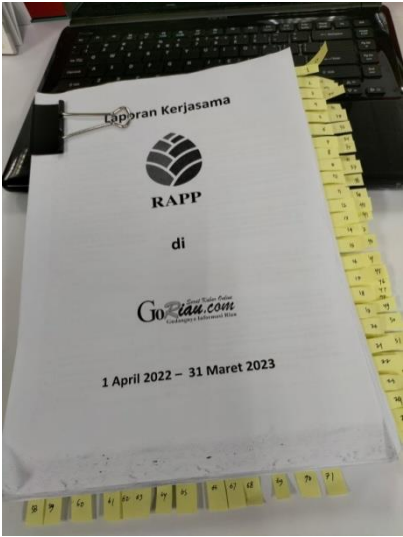
Picture	Information
	This event aims to increase employee awareness of the importance of maintaining mental, emotional, and psychological health in order to maintain stability, stigma, and performance.
	Participating in Visual Management Board (VMB) activities

DAILY ACTIVITY 66
APPRENTICESHIP

Day : Saturday

Date : April 8th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Checking and listing all news documents from goriau.com about PT. RAPP	Budhi Firmansyah	
	Note :		

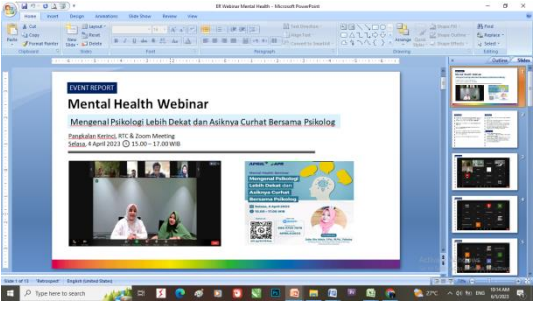
Picture	Information
	<p>Checking oriau.com media news about PT RAPP for the period April 2022- March 2023</p>

DAILY ACTIVITY 67
APPRENTICESHIP

Day : Monday

Date : April 10th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Continuing to make a Mental Health Webinar event report	Budhi Firmansyah	
	Note :		



Picture	Information
	Mental Health Webinar event report

DAILY ACTIVITY 68
APPRENTICESHIP

Day : Tuesday

Date : April 11th, 2023

No	Job Description	Mentor/Advisor	Signature
1	Picking up parcels for employees at the Mill office	Budhi Firmansyah	
2	Matching up and compiling the invoice documents		
	Note :		


Picture	Information
	Assisting in the distribution of parcels to employees.
	Matching up the invoice documents.

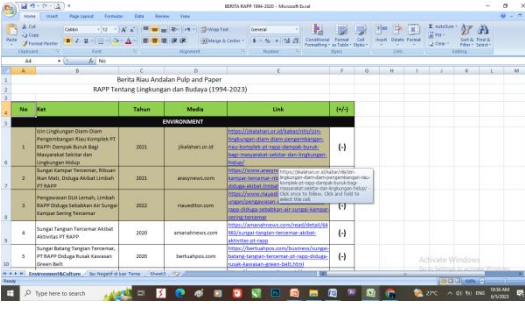
DAILY ACTIVITY 69

APPRENTICESHIP

Day : Wednesday

Date : April 12th, 2023

No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news from 1994–2023 in online media about environment and culture	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Inputting the data monitoring into Excel.</p>

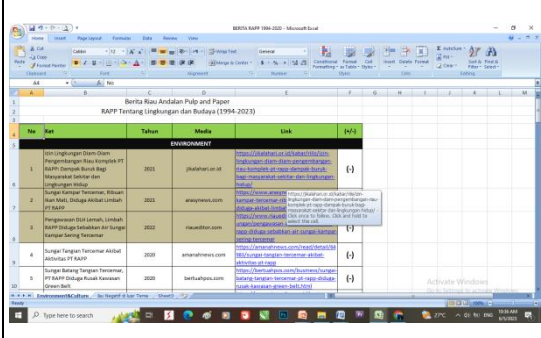
DAILY ACTIVITY 70

APPRENTICESHIP

Day : Thursday

Date : April 13th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Continuing to monitor RAPP news from 1994–2023 in online media about environment and culture	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Inputting the data monitoring into Excel.</p>

DAILY ACTIVITY 71
APPRENTICESHIP

Day : Friday

Date : April 14th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Participating in "Break the Bias Training" event at APRIL Learning Institute (ALI)	Budhi Firmansyah	
	Note :		


Picture	Information
	Break the Bias Training event.

DAILY ACTIVITY 72
APPRENTICESHIP

Day : Saturday

Date : April 15th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Joining the Toastmaster meeting at ALI	Budhi Firmansyah	
	Note :		

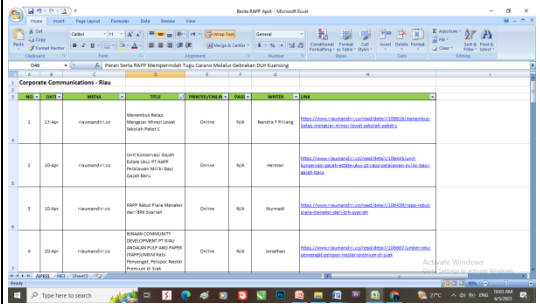
Picture	Information
	In this meeting I took the role as "Ah Counter". The purpose of Ah Counter is to note words and sounds that are used as a "crutch" or "pause filler" by anyone who speaks.

DAILY ACTIVITY 73
APPRENTICESHIP

Day : Monday

Date : April 17th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online media for the April period	Budhi Firmansyah	
	Note :		

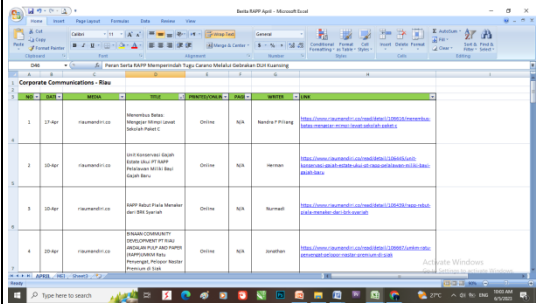
Picture	Information
	<p>Inputting the monitoring data into Excel.</p>

DAILY ACTIVITY 74
APPRENTICESHIP

Day : Tuesday

Date : April 18th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online media for the April period	Budhi Firmansyah	
	Note :		

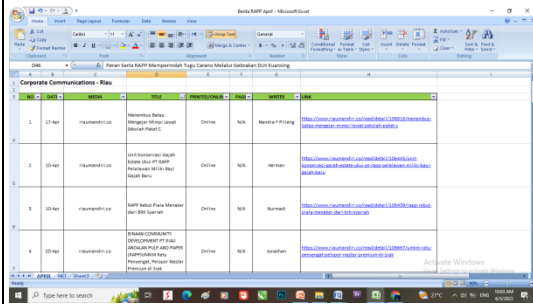
Picture	Information
	<p>Inputting the monitoring data into Excel.</p>

DAILY ACTIVITY 75
APPRENTICESHIP

Day : Tuesday

Date : April 18th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online media for the April period	Budhi Firmansyah	
	Note :		

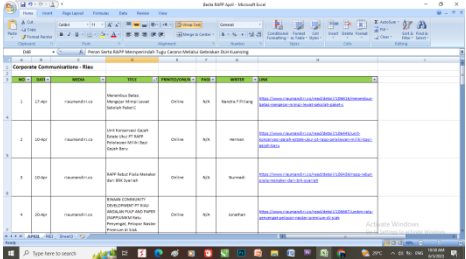

Picture	Information
	Recap of media monitoring data for the April period.

DAILY ACTIVITY 76
APPRENTICESHIP

Day : Tuesday

Date : May 2nd, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online and printed media for the April-May period	Budhi Firmansyah	
2	Helping to make name tags for event souvenirs		
	Note :		

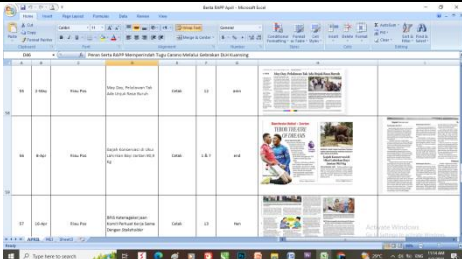
Picture	Information
	Inputting the monitoring data into Excel .
	Souvenirs for employees who participate and are involved in the event.

DAILY ACTIVITY 77
APPRENTICESHIP

Day : Wednesday

Date : May 3rd, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in online and printed media for the April-May period	Budhi Firmansyah	
	Note :		

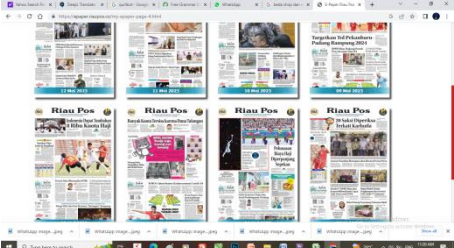
Picture	Information
	Recap of media monitoring data for the April-May period.

DAILY ACTIVITY 78
APPRENTICESHIP

Day : Thursday

Date : May 4th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in E-Paper Riau Pos for the April period	Budhi Firmansyah	
	Note :		

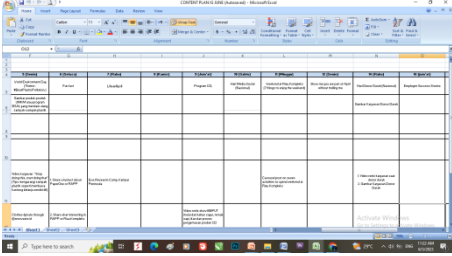
Picture	Information
	<p>Electronic newspapers, or digital newspapers (E-paper), are newspapers in electronic format that can be accessed with a computer or Smartphone. Due to technological developments, newspapers, which are only printed, now have a digital or electronic version of the print version available.</p>

DAILY ACTIVITY 79
APPRENTICESHIP

Day : Friday

Date : May 5th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Making content plan for PT RAPP's social media accounts for June	Budhi Firmansyah	
	Note :		

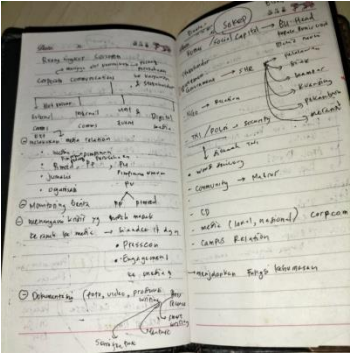
Picture	Information
	Content plan for PT RAPP's social media accounts for June

DAILY ACTIVITY 80
APPRENTICESHIP

Day : Saturday

Date : May 6th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Debriefing knowledge about the Corporate Communication department in comprehensive terms, specifically about the Corp Visit and Event divisions.	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Corporate visits are day-long trips from stakeholders/sponsor organizations where guests can experience a company overview.</p>

DAILY ACTIVITY 81
APPRENTICESHIP

Day : Monday

Date : May 8th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Participating in accompanying a visit from the Faculty of Engineering at UGM and PT. AKR and KAO to RGE Technology Center (RTC) and to Paper One Gallery (POG)	Budhi Firmansyah	
	Note :		


Picture	Information
	<p>Accompanying a visit to RGE Exhibition Center and to Paper One Gallery.</p>

DAILY ACTIVITY 82
APPRENTICESHIP

Day : Tuesday

Date : May 9th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Assisting in preparing logistics for guest visits	Budhi Firmansyah	
	Note :		


Picture	Information
	Logistics that must be prepared such as souvenirs and visit equipment.

DAILY ACTIVITY 83
APPRENTICESHIP

Day : Wednesday


Date : May 10th, 2023

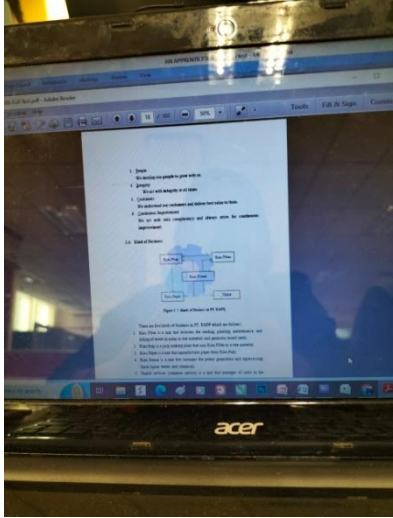
No	Job Description	Mentor/Advisor	Signature
1	Participating in Genba activities	Budhi Firmansyah	
	Note :		

Picture	Information
	Work area checking activities.

DAILY ACTIVITY 84
APPRENTICESHIP

Day : Thursday
Date : May 11th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Reviewing an Apprenticeship Report	Budhi Firmansyah	
	Note :		

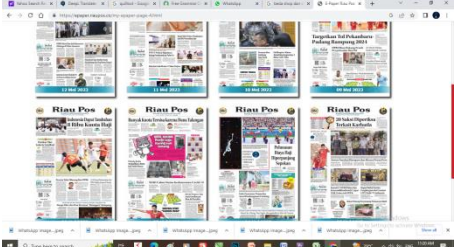
Picture	Information
	<p>Reviewing an Apprenticeship Report.</p>

DAILY ACTIVITY 85
APPRENTICESHIP

Day : Friday

Date : May 12th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Monitoring RAPP news in E-Paper Riau Pos for the May period	Budhi Firmansyah	
	Note :		


Picture	Information
	E-Paper Riau Pos for the May period.

DAILY ACTIVITY 86
APPRENTICESHIP

Day : Saturday

Date : May 13th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Assisting in preparing logistics for guest visits	Budhi Firmansyah	
Note :			


Picture	Information
	Checking souvenirs are in good condition or not.

DAILY ACTIVITY 87
APPRENTICESHIP

Day : Monday

Date : May 15th, 2023


No	Job Description	Mentor/Advisor	Signature
1	Participating in accompanying a visit from students of Riau Islamic University and University Technology Petronas	Budhi Firmansyah	
	Note :		



Picture	Information
	<p>Accompanying a visit to RGE Exhibition Center</p>

DAILY ACTIVITY 88
APPRENTICESHIP

Day : Tuesday

Date : May 16th, 2023

No	Job Description	Mentor/Advisor	Signature
1	Final Presentation after doing an apprenticeship for four months	Budhi Firmansyah	
	Note :		

Picture	Information
	Final Presentation.
	With the Corporate Communications Team, who have contributed a lot to guiding and providing knowledge during the internship at PT RAPP.

APPENDIX K
Apprenticeship Seminar

