

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

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



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

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APPRENTICESHIP REPORT
PT. WILMAR NABATI INDONESIA

Written as one of the conditions for completing Apprenticeship

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ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of Asya Ayu Sridewi with Reg. Number 5203201137 who has done the apprenticeship at PT. Wilmar Nabati Indonesia started from February 2nd to June 2nd, 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.

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ACKNOWLEDGEMENT

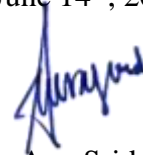
Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at the training section of the HRGA Department in the central office PT. WILMAR NABATI INDONESIA timely.

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

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There might be many mistakes in the writing of this apprenticeship report. Therefore, any suggestions and critics from any parties are very important in making this report.

Bengkalis, June 14th, 2023



Asya Ayu Sridewi

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CHAPTER 1

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a program that combines internships and on-the-job training. Apprenticeship is implemented so that students have the opportunity to apply what they have learned in the classroom and advance their knowledge, skills, and recognized qualifications. Internships provide students with work experience that allows them to gain valuable skills and qualifications, as well as on-the-job training that gives them an idea of the real world of work. Professional skills and qualifications are the qualities of an individual in order to show certain characteristics that are positive representations.

The State Polytechnic of Bengkalis is the only state polytechnic in Riau province. The State Polytechnic of Bengkalis has been established since 2000 and has eight departments, one of which is the Department of Language, which provides two study programs: D3-English and D4-English for Business and Professional Communication. This department provides fields of study in tourism and hospitality, professional administration, business communication, translation, interpreting, and public relations. Polytechnic graduates, including language graduates, are generally prepared to work with a variety of skills and compete globally. One of the programs that assists students in directly applying the knowledge gained during their studies is the apprenticeship program, which is also one of the graduation requirements.

This apprenticeship is a student experience to jump directly into the company or professional work in the future. This program also gives students the ability to adapt and have a strong work ethic, discipline, and sense of responsibility. Apprenticeship held at PT. Wilmar Nabati Indonesia. PT. Wilmar Nabati Indonesia is a company engaged in the field of oleochemicals that have production results such as cooking oil, fatty acids, methyl ester fractionation, methyl ester distillation, and other palm oil derivatives. In addition to

oleochemicals, PT. Wilmar Nabati Indonesia is also engaged in food manufacturing by producing products, one of which is wheat flour. Apprenticeship can work on relevant projects, learn about business, network, and improve their soft and hard skills in the work environment. For this reason, the author chose and was given an apprenticeship opportunity at PT. Wilmar Nabati Indonesia.

The apprenticeship program will be held from February 2 to June 2, 2023, at the training section of the HRGA Department in the central office PT. Wilmar Nabati Indonesia. PT. Wilmar Nabati Indonesia. HRGA is a department that regulates human resources and everything related to legal and corporate relations. The Training Section is a division that acts as a forum to provide fulfillment and development of employee competencies, such as analyzing employee training and development needs preparing internal training and certification programs, and evaluating training results.

1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship are as follow:

1. To find out the kinds of jobs done in Section Training at HRGA Department at PT. Wilmar Nabati Indonesia.
2. To apply the knowledge acquired on campus.
3. To find out the documents used for activities while doing the apprenticeship program in the Section Training at HRGA Department at PT. Wilmar Nabati Indonesia.

1.3 Significances of the Apprenticeship

1.3.1 Significances for the apprentice

Apprenticeship provide an opportunity to apply the knowledge already acquired in the classroom to gain new and valuable experience. By doing an Apprenticeship, Students can add to their knowledge and creativity, meet college requirements, and develop personal career goals. Apprenticeship also help students learn about the impact of business, how to develop human resources, gain confidence, learn time management, build a professional network, and improve

Public Speaking in their workplace.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship assists Polytechnic in preparing graduates with professional skills who are ready to enter the workforce and compete globally. Apprenticeships thus aid polytechnics in the implementation and development of their curriculum.

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 Apprenticeship 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 THE COMPANY

2.1 Company History



Figure 2. 1 The Wilmar Logo

Wilmar International Limited, founded in 1991 and headquartered in Singapore, is today Asia's leading agribusiness group. Wilmar is ranked amongst the largest listed companies by market capitalisation on the Singapore Exchange. Wilmar is one of the world's largest oil palm plantation owners with a total planted area of 231,697 hectares (ha) as at 31 December 2022, of which about 65% is in Indonesia, 26% in East Malaysia and 9% in Africa. In Indonesia, one of wilmar's plantations is located in Sumatra and also directly manages 36,390 ha of smallholder schemes in Indonesia. Wilmar is committed to purchasing all fruit produced by small landowner plantations. Wilmar has many businesses ranging from the cultivation and milling of palm oil and sugar cane, to the processing, branding and distribution of various edible food products in consumer, medium and bulk packaging, animal feed and industrial agricultural products such as oleochemicals and biodiesel.

Wilmar has several subsidiaries, one of which is Wilmar Nabati Indonesia. Wilmar Nabati Indonesia is an oleochemical company established in 1991. PT. Wilmar Nabati Indonesia, abbreviated PT. WINA, expanded with the construction of a second plant located on Jl. Datuk Laksamana Dumai, which was then used as a factory and Dumai regional headquarters. The development of PT WINA is also supported by a strategic factory location, namely a dock facility in

Pelindo that can dock international standard ships for product exports. Another development undertaken by the management of PT WINA was the early 2000 rebuilding of the factory in the industrial area of Dumai-Pelitung. PT. Kawasan Industri Dumai (PT.KID) is one of the companies in the Wilmar Wilmar Group, located in Pelintung Village, Medang Kampai District, Dumai City, Riau Province. This area is one of the exclusive economic zones or areas that have obtained a management permit from the government of the Republic of Indonesia. This area began to be built on August 31, 2000, and has been operating since 2007. PT Kawasan Industri Dumai is operationally one of the divisions or supporting work units of the Wilmar Group Dumai, which is one of the Wilmar Group regional units. Some units of PT. Wilmar Group in Kawasan Industri Dumai include:

1. PT. Wilmar Nabati Indonesia-Pelintung
2. PT. Wina Flourmill
3. PT. Wina Oleochemical
4. PT. Wilmar Bioenergi Indonesia
5. PT. Sentana Adidaya Pratama (PT. SADP)
6. PT. Murini Sam-sam (PT. MSS)
7. PT. Kawasan Industri Dumai (PT. KID)
8. PT. Petro Andalan Nusantara
9. PT. Wilmar Chemical Indonesia

Wilmar Nabati Indonesia has a central office that has a role as an executive such as planning, policy formulation, organization, decision making and so forth. At the Central Office of PT. Wilmar Nabati Indonesia there is a department that serves as the manager of human resources and General assets of the company, this department is the Department of Human Resources and General Affairs or commonly referred to as HRGA.

2.2 Vision and Mission

2.2.1 Vision

To be a dynamic, world-class company in the business of agriculture and related industries with dynamic growth while maintaining its position as a market leader in the world through partnerships and good management.

2.2.2 Mission

“Being a superior business partner and worthy of trust for stakeholders”

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

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

2.3 Kind of Business

PT. Wilmar Nabati Indonesia has several business units and business products, including oil palm cultivation, oilseed crushing, vegetable oil refining, sugar milling and refining, consumer product manufacturing, special fats, oleochemicals, biodiesel, fertilizers, and flour milling.

PT. Wilmar Nabati Indonesia produces oleochemicals and food manufacturing. The main product of PT. Wilmar Nabati Indonesia is cooking oil that is processed through palm fruit into crude palm oil (CPO), whose derivatives are refined bleached deodorized palm oil (RBDPO), elaborated again into refined bleached deodorized olein (RBDO), refined bleached deodorized sterin (RBDS), and other palm oil derivatives. Superior brands of cooking oil products produced by PT. Wilmar Nabati Indonesia are Sania, Fortune, Sovia, and Sip.



Figure 2. 2 Product of PT. Wilmar Nabati Indonesia

2.4 Structure of Organizational

PT Wina Pelintung is a company that has an HR and General Affairs Department, or HRGA Department. The HRGA Department is a combination of the Human Resources and General Affairs Departments. HRGA is the department that regulates human resources, general assets, and everything related to corporate relations. The HRGA department is divided into six sections, namely payroll, general affairs (GA), training, HRD, personnel, legal, and public relations.



Figure 2. 3 Structure Organizational of HRGA Wilmar

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

1. Manager of HRGA

The manager of HR GA is responsible for managing the part under his authority to achieve the set quality targets and objectives through the implementation of effective and efficient project management.

2. Payroll Section

The Payroll Section is responsible for the payroll of all employees, such as calculating the amount of salary and overtime pay to send money to the account of each employee and reporting to superiors.

3. General Affairs Section

General Affairs is responsible for supporting the company's operations related to employee transportation, procurement of office stationery, and ordering and maintaining the company's general assets.

4. Training Section

The Training Section is a section that acts as a container to provide fulfillment and development of employee competencies through analysis of training needs, organizing and controlling training programs, and evaluating them to improve employee performance according to company needs. Other processes, namely Section Training, also coordinate with units and trainers related to training needs and control the results of employee training.

5. HRD Section

The HRD Section has responsibilities ranging from implementing policies, regulations, and corporate strategies for employees to maintaining good relations between employees and the company, maximizing employee productivity, and protecting the company from problems. HR responsibilities also include compensation as well as benefits, hiring, dismissal, and always following the laws that may affect the employee and his company.

6. Personalia Section

The personalia section has the task of carrying out a series of HR management activities on administrative matters in order to regulate the working relationship between the company and its employees. The personnel section also deals with employee administrative matters such as managing employee databases, payroll, leave, attendance, and compensation.

7. Legal and Humas Section

This section has the responsibility to take care of licensing and establish good relations with the community and stakeholders.

2.5 Document Used for Activity

The are Several Document used for activity while doing apprenticeship as follows:

1. Training Evaluation Form
 - a. Form Participant Reaction

An evaluation sheet is used to determine the satisfaction and assessment of employees or trainees with the training that has been carried out and to provide input to the training section.

b. Form Participant Learning

It is a sheet that serves to fill out the post-test during the training, and in it there is already a column to fill in the score obtained by the training participants.

2. Participants Attendance List

It is a sheet that serves to organize the attendance information of all the people involved in an event or activity to ensure that all the participants are really present and following the event. On this sheet, there is a number, an employee ID, a unit/PT/department, and a signature.

3. List of Training Schedules

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

CHAPTER III SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The apprenticeship program had been done at the training section of the HRGA Department in the central office PT. Wilmar Nabati Indonesia-Pelitung. The period of apprenticeship is four months, starting from February 2 to June 2, 2023.

The schedule for apprentices at PT. Wilmar Nabati Indonesia-Pelitung as follows:

No	Day	Office Hours	Break
1	Monday to Friday	08.00 - 16.00	12.00 – 13.00
2	Saturday	08.00 - 13.00	12.00 – 12.30
3	Sunday	Holiday	-

Table 3.1 Office Hours Schedule

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

1. Archiving and recording employee certificate and SIO data
2. Recapitulating Training Report Data
3. Creating a design for the Mapp training evaluation report data archive.
4. Creating a name tag design for employee training.
5. Creating training implementation video content.
6. Filing Document

3.2 Working Procedure

The working procedures done at Training Section of the HRGA Department in the Central Office PT. Wilmar Nabati Indonesia, which are follows:

1. Archiving and recording employee certificate and SIO data

Each certificate and license owned by employees must be stored in a folder and then recaptured so as not to be scattered and lost and so that when the employee extends his license, the head department has no trouble finding his certificate or license. First of all, certificates and licenses must be arranged alphabetically and unified based on ownership, after which they are recapped into an Excel worksheet containing personal data from the unit, including the registration number, certificate number, license number, and license expiration date. The following are the working procedures:

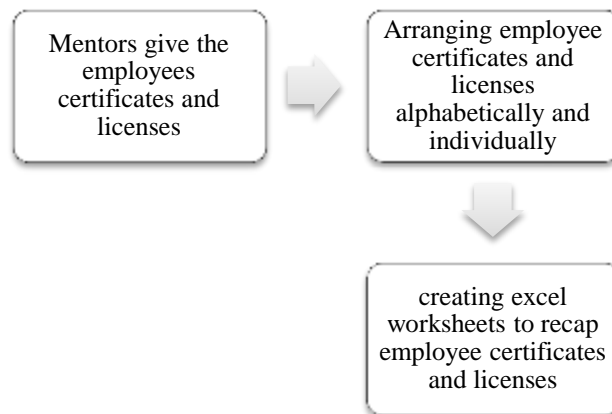


Figure 3. 1 Archiving and recording employee certificate and SIO data

2. Procedure Recapitulating Training Report Data

After conducting the training, the head of the training section will send the attendance list and evaluation form to the training section. The employee training post-test scores contained on the evaluation form will be entered into an Excel worksheet that already contains personal data about the employee and his Wilmar business unit. Further, after filling out the report worksheet, the report data must be inputted and correspond to the data on the resume. Then, the data is fed back into the Excel quality goals worksheet. The following are the working procedures:

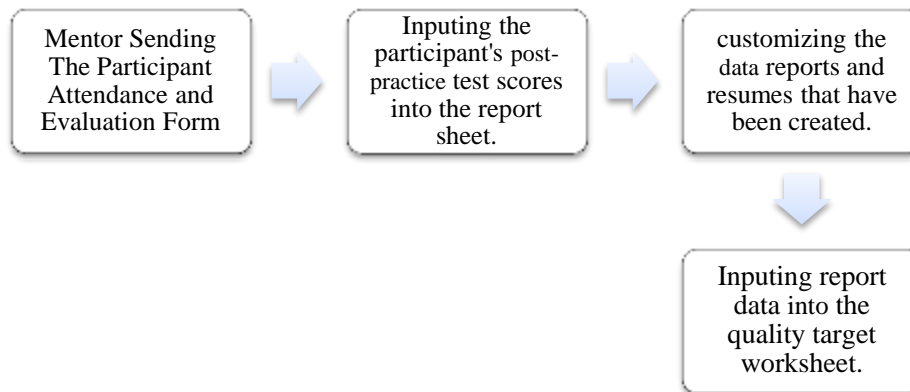


Figure 3.2 Procedure Recapitulate Training Report Data

3. Procedure design name tag design for the Mapp training evaluation report data archive

This design is made to add aesthetics to the training section. The design name tag is made for employees who will attend training. First, the mentor will provide the names of employees, then the design name tag is made with the Canva application, printed, and inserted into the lanyard. The following are the working procedures:



Figure 3.3 Procedure design name tag design for the Mapp training evaluation report data archive

4. Procedure Archiving employee training data hard files into soft files

The purpose of making a hard file Training data into soft files and sending training attendance data is to facilitate the reporting of any training that has been carried out and has not been carried out by Wilmar business units and as one of the internal audit implementation documents. This timesheet Data is transmitted when the head of the department requests to conduct an internal audit. The following are the working procedures:

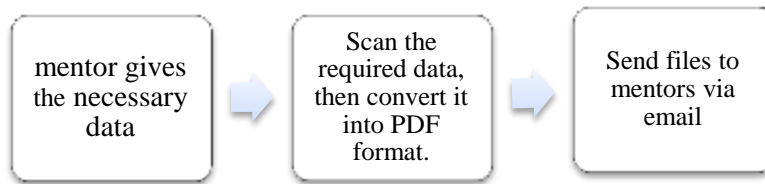


Figure 3.4 Procedure Archiving employee training data hard files into soft files

5. Creating training implementation video content.

PT Wilmar has an Instagram account for various activities inside and outside the company that are useful to facilitate interaction with the community and consumers. One of the videos made is an employee training video with Wilmar Training Center, starting with recording a video to get the moment when the training is done, then determining the sequence of videos to be edited, determining the duration, and backsound. The results of the video will be sent to the mentor, and the mentor will send them to the Instagram account infowilmar.com.

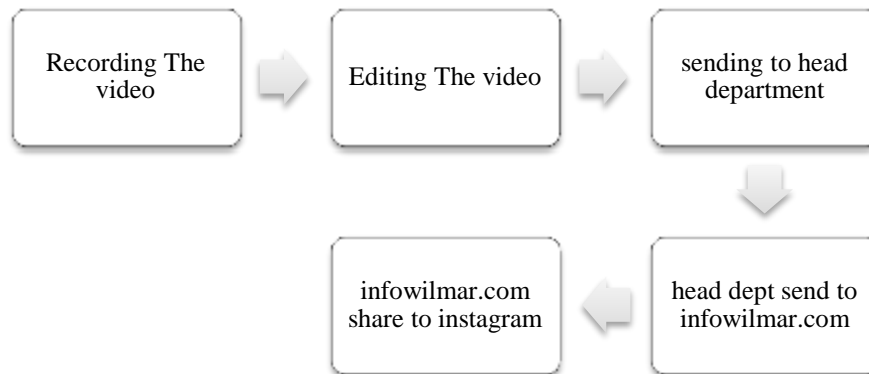


Figure 3.5 Create training implementation video content

6. Filing Document

Filing is the process of organizing archival documents using a specific system so that the document can be found easily and quickly if needed at any time. This activity includes archiving timesheet data and training report data and entering them into the file cabinet. The following are the working procedures:

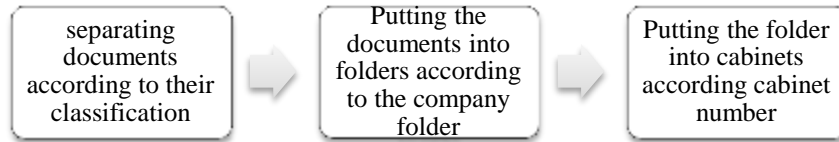


Figure 3.6 Filing Document

3.3 Place of Apprenticeship

The Apprenticeship was started from Feb 2nd, 2023 to June 2nd, 2023. It was conducted at the Training section of the HRGA Department in the central office PT. Wilmar Nabati Indonesia-Pselintung.

3.4 Kind of description oh the activity

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

Table 3.1 Agenda of the First Week Activities (Feb 2nd until Feb 8th, 2023)

No	Day/Date	Activity	Place
1	Thursday, February 2 nd , 2023	Making BPJS insurance Bpjs Ketenagakerjaan	BPJS Dumai Office
2	Friday, February 3 rd , 2023	<ul style="list-style-type: none"> • Safety Induction • Regulatory briefing in the Dumai Industrial Estate • Apprenticeship placement Introduction to the intern mentor	EHS Office Central Office
3	Saturday, February 4 th , 2023	<ul style="list-style-type: none"> • Explanation of apprenticeship assignments • Creating employee training materials 	Central Office
4	Sunday, February 5 th , 2023	OFF	-
5	Monday, February 6 th , 2023	<ul style="list-style-type: none"> • Making lesson plan material "greeting and leave taking" for short course employees 	Central Office

		<ul style="list-style-type: none"> • Making the material of "thanking and apologizing." 	
6	Tuesday, February 7 th , 2023	<ul style="list-style-type: none"> • Making lesson plan material "Introduction Oneself and Introduction Others" for short course employees • Creating teaching materials "Introduction Oneself and Introduction Others" 	Central Office
7	Wednesday, February 8 th , 2023	<ul style="list-style-type: none"> • Making lesson plan material "Time and Date" for short course employees • Creating teaching materials "Time and Date" 	Central Office

Table 3. 2 Agenda of the Second Week Activities (Feb 9th until Feb 15th, 2023)

No	Day/Date	Activity	Place
1	Thursday, February 9 th , 2023	<ul style="list-style-type: none"> • Making lesson plan material "Month and Year" for short course employees • Creating teaching materials "Month and Year" 	Central Office
2	Friday, February 10 th , 2023	<ul style="list-style-type: none"> • Making lesson plan material "JOB" for short course employees • Creating teaching materials "JOB" 	Central Office
3	Saturday, February 11 th , 2023	<ul style="list-style-type: none"> • Making lesson plan material "OCCUPATION" • Creating teaching materials "OCCUPATION" • Creating a set of evaluation questions "Occupation and Job" • Assessment of materials and revision of materials by mentors 	Central Office
4	Sunday, February 12 th ,	OFF	-

	2023		
5	Monday, February 13 th , 2023	<ul style="list-style-type: none"> Revising all lesson plans that have been made (Meetings 1, 2, and 3) Providing evaluation form during Wilmar Security Training Archiving Wilmar employee certificate documents(PT. PAN, PT. WCI, PT. ABS, PT. WBI) 	Central Office
6	Tuesday, February 14 th , 2023	<ul style="list-style-type: none"> Archiving Wilmar employee certificate documents (PT. Wina Pelintung, PT. Wina Flourmill, PT. Wina Dumai) 	Central Office
7	Wednesday, February 15 th , 2023	<ul style="list-style-type: none"> Archiving Wilmar employee certificate documents (PT. SADP, PT. KID, PT. Wina Olechemical) Recapitulating employee license data and training certificates (PT. WBI) 	Central Office

Table 3.3 Agenda of the Third Week Activities (Feb 16th until Jan 29th, 2023)

No	Day/Date	Activity	Place
1	Thursday, February 16 th , 2023	<ul style="list-style-type: none"> Recaping employee license data and training certificates (PT. Wina Flourmill) 	Central Office
2	Friday, February 17 th , 2023	<ul style="list-style-type: none"> Following the closing ceremony of the National K3 Month event Recaping employee license data and training certificates PT. Murini sam-sam (PT. MSS) 	Central Office
3	Saturday, February 18 th , 2023	OFF (Isra' Mira'j)	-
4	Sunday, February 19 th , 2023	OFF	-

5	Monday, February 20 th , 2023	<ul style="list-style-type: none"> Restocking logistics for employee training Recap employee license data and training certificates n PT. PAN, PT. WCI, PT. ABS. Recapitulating employee license data and training certificates PT. SADP. 	Central Office
6	Tuesday, February 21 st , 2023	<ul style="list-style-type: none"> Recapitulating employee license data and training certificates PT. SADP. Recapitulating employee license data and training certificates PT. Wina Oleo. 	Central Office
7	Wednesday, February 22 nd , 2023	<ul style="list-style-type: none"> Recapitulating employee license data and training certificates PT. Wina Oleo 	Central Office

Table 3.4 Agenda of the Fourth Week Activities (Feb 23rd until Mar 1st, 2023)

No	Day/Date	Activity	Place
1	Thursday, February 23 rd , 2023	<ul style="list-style-type: none"> Recapitulating employee license data and training certificates PT. Wina Pelintung 	Central Office
2	Friday, February 24 th , 2023	<ul style="list-style-type: none"> Recapitulating employee license data and training certificates PT. Wina Pelintung Recapitulating employee license data and training certificates PT. Kawasan Industri Dumai (KID) 	Central Office
3	Saturday, February 25 th , 2023	<ul style="list-style-type: none"> Recapitulating employee license data and training certificates PT. Kawasan Industri Dumai (KID) Recapitulating employee license data and training certificates PT. Wina Dumai 	Central Office
4	Sunday, February 26 th , 2023	OFF	-
5	Monday, February 27 th , 2023	<ul style="list-style-type: none"> Recapitulating employee license data 	Central Office

		<ul style="list-style-type: none"> and training certificates PT. Wina dumai Revising employee certification and licensing recap (PT. WBI, Wina Dumai, PAN,WCI,ABS) 	
6	Tuesday, February 28 th , 2023	<ul style="list-style-type: none"> Revising employee certification and licensing recap (PT. MSS, PT. Wina Oleo, PT. Wina Flourmill) 	Central Office
7	Wednesday, March 1 st , 2023	<ul style="list-style-type: none"> Revising employee certification and licensing recap (PT. KID, PT. Wina PELINTUNG, PT. SADP) 	Central Office

Table 3.5 Agenda of the Fifth Week Activities (Mar 2nd until Mar 8th, 2023)

No	Day/Date	Activity	Place
1	Thursday, March 2 nd , 2023	<ul style="list-style-type: none"> Creating the teaching material short course materi job and occupation Attending the final presentation of the UIN Suska Riau student internship 	Central Office
2	Friday, March 3 rd , 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. wina Pelintung Making Design name tag for Training 	Central Office
3	Saturday, March 4 th , 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT.wina pelintung 	Central Office
4	Sunday, March 5 th , 2023	OFF	-
5	Monday, March 6 th , 2023	<ul style="list-style-type: none"> Preparing facilities, rooms, and accommodation for External training. Recapitulating training report data for PT. Wina Pelintung 	Central Office
6	Tuesday, March 7 th , 2023	<ul style="list-style-type: none"> Creating design name tag for training Recapitulating training report data for PT. Wina Pelintung 	Central Office

7	Wednesday, March 8 th , 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. Wina Pelintung 	Central Office
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Table 3.6 Agenda of the Sixth Week Activities (Mar 9th until Mar 15th, 2023)

No	Day/Date	Activity	Place
1	Thursday, March 9 th , 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. Wina Pelintung 	Central Office
2	Friday, March 10 th , 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. Wina Oleochemical 	Central Office
3	Saturday, March 11 th , 2023	<ul style="list-style-type: none"> Participating in the monthly Safety Talk Creating A Design For The Employee Data Training Hard File Archive Folder In 2023 Recapitulating training report data for PT. Wina Oleochemical 	Central Office
4	Sunday, March 12 th , 2023	OFF	Central Office
5	Monday, March 13 th , 2023	<ul style="list-style-type: none"> Recapitulating training report data for PT. Wina Oleo Receiving dan Putaway Logistik Training March 2023 	Central Office
6	Tuesday, March 14 th , 2023	<ul style="list-style-type: none"> Re-checking Expired date all stock logistic Training Re-checking Expired date All stock logistic Training Picking and packing accommodation training 	Central Office
7	Wednesday, March 15 th , 2023	<ul style="list-style-type: none"> Making a report monitoring the achievement of training PT. Wina oleo Picking and packing accommodation training 	Central Office

Table 3.7 Agenda of the Seventh Week Activities (Mar 16th until Mar 26nd, 2023)

No	Day/Date	Activity	Place
1	Thursday, March 16 th , 2023	<ul style="list-style-type: none"> • Making a report monitoring the achievement of training PT. wina oleo • Sending data absensi for internal audit 	Central Office
2	Friday, March 17 th , 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. Wina Oleo 	Central Office
3	Saturday, March 18 th , 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. Wina Oleo 	Central Office
4	Sunday, March 19 th , 2023	OFF	-
5	Monday, March 20 th , 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. Kawasan Industri Dumai (KID) 	Central Office
6	Tuesday, March 21 st , 2023	<ul style="list-style-type: none"> • Recapitulating training report data for PT. Kawasan Industri Dumai (KID) 	Central Office
7	Wednesday, March 22 nd , 2023	<ul style="list-style-type: none"> • Recapitulating training report data for (KID) 	Central Office

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

No	Day/Date	Activity	Place
1	Thursday, March 23 rd , 2023	OFF (First day Of Fasting)	-
2	Friday, March 24 th , 2023	<ul style="list-style-type: none"> • Having Student Internship meeting with HRD Wilmar • Recapitulating training report data for PT. Kawasan Industri Dumai (KID) 	Central Office
3	Saturday, March 25 th , 2023	<ul style="list-style-type: none"> • Recapitulating Training report data PT. Kawasan Industri Dumai (KID) • Duplicating training data PT. Kawasan Industri Dumai 	Central Office
4	Sunday, March 26 th , 2023	OFF	-
5	Monday, March 27 th , 2023	<ul style="list-style-type: none"> • Recapitulating Training report data PT. Kawasan Industri Dumai (KID) 	Central Office

		<ul style="list-style-type: none"> Duplicating training data PT. Kawasan Industri Dumai 	
6	Tuesday, March 28 th , 2023	<ul style="list-style-type: none"> Archiving Hardfile Data Training PT. Wina Pelintung January, February, March 2023 Becomes Soft File 	Central Office
7	Wednesday, March 29 th , 2023	<ul style="list-style-type: none"> Archiving Hardfile Data Training PT. Wina Oleochemical January, February, March 2023 Becomes Soft File 	Central Office

Table 3.9 Agenda of the Ninth Week Activities (March 30th until Apr 5th, 2023)

No	Day/Date	Activity	Place
1	Thursday, March 30 th , 2023	<ul style="list-style-type: none"> Archiving Hardfile Data Training PT. Wina Oleochemical November and December 2022 Becomes Soft File 	Central Office
2	Friday, March 31 st , 2023	<ul style="list-style-type: none"> Archiving Hardfile Data Training Department Spent Earth and Tank Farm PT. Wina Pelintung 2023 Becomes Soft File Archiving Hardfile Data Training (Department Tank Farm) PT. Wina Oleochemical 2023 Becomes Soft File 	Central Office
3	Saturday, April 1 st , 2023	<ul style="list-style-type: none"> Creating A Design For The Employee Data Training Hard File Archive Folder In 2023 	Central Office
4	Sunday, April 2 nd , 2023	OFF	-
5	Monday, April 3 th , 2023	<ul style="list-style-type: none"> Creating A Design For The Employee Data Training Hard File Archive Folder In 2023 	Central Office
6	Tuesday, April 4 th ,	<ul style="list-style-type: none"> Archiving hard file training 	Central Office

	2023	in 2023	
7	Wednesday, April 5 th , 2023	<ul style="list-style-type: none"> • Archiving hard file training in 2023 • Preparing a map folder for the training hard file archive in 2023 • Archiving the 2023 training hard file into the folder 	Central Office

Table 3.10 Agenda of the Tenth Week Activities (Apr 6th until Apr 19th, 2023)

No	Day/Date	Activity	Place
1	Thursday, April 6 th , 2023	<ul style="list-style-type: none"> • Archiving hard file and soft file employee data training in 2018 	Central Office
2	Friday, April 7 th , 2023	OFF	-
3	Saturday, April 8 th , 2023	<ul style="list-style-type: none"> • Archiving hard file and soft file employee data training in 2018 	Central Office
4	Sunday, April 9 th , 2023	OFF	-
5	Monday, April 10 th , 2023	<ul style="list-style-type: none"> • Visiting to the Kawasan Industri Dumai (Jetty, Kawasan Berikat, PT. Wina Flourmills, and PT. SADP) • Archiving hard file and soft file employee data training in 2018 	Central Office
6	Tuesday, April 11 th , 2023	<ul style="list-style-type: none"> • Archiving hard file and soft file employee data training in 2018 	Central Office
7	Wednesday, April 12 th , 2023	<ul style="list-style-type: none"> • Joining the safety talk ceremony. • Archiving hard file and soft file employee data training in 2018 	Central Office

Table 3.11 Agenda of the Eleventh Week Activities (Apr 13th until Apr 19th, 2023)

No	Day/Date	Activity	Place
1	Thursday, April 13 th , 2023	<ul style="list-style-type: none"> Organizing all employee training folder archives into folder cabinets (folders in 2018, 2019, 2020, 2021, and 2022). 	Central Office
2	Friday, April 14 th , 2023	<ul style="list-style-type: none"> Recapitulating the training report data PT. Kawasan Industri Dumai (KID) 	Central Office
3	Saturday, April 15 th , 2023	<ul style="list-style-type: none"> Recapitulating the training report data PT. Kawasan Industri Dumai (KID) Archiving hard file training employee data 2023 becomes soft file 	Central Office
4	Sunday, April 16 th , 2023	OFF	-
5	Monday, April 17 th , 2023	<ul style="list-style-type: none"> Archiving hard file training employee data 2023 becomes soft file 	Central Office
6	Tuesday, April 18 th , 2023	<ul style="list-style-type: none"> Archiving hard file training employee data 2023 becomes soft file 	Central Office
7	Wednesday, April 19 th , 2023	<ul style="list-style-type: none"> Recapitulating the training report data PT. Kawasan Industri Dumai (KID) 	Central Office

Table 3.12 Agenda of the Twelfth Week Activities (Apr 20th until April 26th, 2023)

No	Day/Date	Activity	Place
1	Thursday, April 20 th , 2023	OFF(Eid al-Fitr)	-
2	Friday, April 21 st , 2023	OFF(Eid al-Fitr)	-
3	Saturday, April 22 nd , 2023	OFF(Eid al-Fitr)	-
4	Sunday, April 23 rd , 2023	OFF(Eid al-Fitr)	-
5	Monday, April 24 th , 2023	OFF(Eid al-Fitr)	-

6	Tuesday, April 25 th , 2023	<ul style="list-style-type: none"> • Preparing and send training accommodations. PT. SADP • Preparing and submit a timesheet and evaluation for training PT. SADP 	Central Office
7	Wednesday, April 26 th , 2023	OFF	-

Table 3.13 Agenda of the Thirteenth Week Activities (Apr 27th until May 3rd, 2023)

No	Day/Date	Activity	Place
1	Thursday, April 27 th , 2023	<ul style="list-style-type: none"> • Making the training report data PT. Wina Pelintung • Archiving hard file training employee data 2023 becomes soft file 	Central Office
2	Friday, April 28 st , 2023	<ul style="list-style-type: none"> • Making the training report data PT. Wina Pelintung 	Central Office
3	Saturday, April 29 nd , 2023	<ul style="list-style-type: none"> • Archiving hard file training employee data 2023 becomes soft file 	Central Office
4	Sunday, April 30 th , 2023	OFF	-
5	Monday, May 1 st , 2023	OFF (Buruh International Day)	-
6	Tuesday, May 2 nd , 2023	<ul style="list-style-type: none"> • Making the training report data PT. Wina Pelintung • Archiving hard file training employee data 2023 becomes soft file 	Central Office
7	Wednesday, May 3 rd , 2023	<ul style="list-style-type: none"> • Making the training report data PT. Wina Pelintung 	Central Office

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

No	Day/Date	Activity	Place
	Thursday, May 4 th , 2023	<ul style="list-style-type: none"> • Making the training report data PT. SADP 	Central Office
2	Friday, May 5 th , 2023	<ul style="list-style-type: none"> • Making the training report data PT. SADP 	Central Office

		<ul style="list-style-type: none"> Purchasing goods and office stationery with mentors for external training needs (Wilmar Learning Center) 	
3	Saturday, May 6 th , 2023	<ul style="list-style-type: none"> Setting up Illies multipurpose room for external training with Wilmar Learning Center Creating sticker designs for Illies multipurpose room 	Central Office
4	Sunday, May 7 th , 2023	OFF	Central Office
5	Monday, May 8 th , 2023	<ul style="list-style-type: none"> Monitoring ongoing training Documenting WLDP training activities, "Wilmar Learning Development Program." Batch 5 	Central Office
6	Tuesday, May 9 th , 2023	<ul style="list-style-type: none"> Documenting WLDP training activities, "Wilmar Learning Development Program." Batch 5 Making videos of WLDP training activities: "Wilmar Learning Development Program." 	Central Office
7	Wednesday, May 10 th , 2023	<ul style="list-style-type: none"> Documenting WLDP training activities, "Wilmar Learning Development Program." Batch 6 Making videos of WLDP training activities: "Wilmar Learning Development Program." 	Central Office

Table 3.15 Agenda of the Fifteenth Week Activities (May 11th until May 17th, 2023)

No	Day/Date	Activity	Place
1	Thursday, May 11 th , 2023	<ul style="list-style-type: none"> Documenting WLDP training activities, "Wilmar Learning Development Program." Batch 6 Making videos of WLDP training activities: "Wilmar Learning Development Program." 	Central Office

2	Friday, May 12 th , 2023	<ul style="list-style-type: none"> • Documenting WLDP training activities, "Wilmar Learning Development Program." Batch 7 • Making videos of WLDP training activities: "Wilmar Learning Development Program." • Editing the WLDP Training Activity Video, "Wilmar Learning Development Program." Batch 5 and 6. 	Central Office
3	Saturday, May 13 th , 2023	<ul style="list-style-type: none"> • Documenting WLDP training activities, "Wilmar Learning Development Program." Batch 7 • Making videos of WLDP training activities: "Wilmar Learning Development Program." • Editing the WLDP Training Activity Video, "Wilmar Learning Development Program." Batch 5 and 6. 	Central Office
4	Sunday, May 14 th , 2023	OFF	-
5	Monday, May 15 th , 2023	<ul style="list-style-type: none"> • Making the training report data PT. SADP • Editing the WLDP Training Activity Video, "Wilmar Learning Development Program." Batch 7. 	Central Office
6	Tuesday, May 16 th , 2023	<ul style="list-style-type: none"> • Editing the WLDP Training Activity Video, "Wilmar Learning Development Program." batch 7. 	Central Office
7	Wednesday, May 17 th , 2023	<ul style="list-style-type: none"> • Making the training report data PT. SADP 	Central Office

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

No	Day/Date	Activity	Place
1	Thursday, May 18 th , 2023	<ul style="list-style-type: none"> Editing the WLDP Training Activity Video Combined, "Wilmar Learning Development Program." Duplicating attendance and training evaluation 	Central Office
2	Friday, May 19 th , 2023	<ul style="list-style-type: none"> Editing the WLDP Training Activity Video Combined, "Wilmar Learning Development Program." Making the training report data PT. SADP 	Central Office
3	Saturday, May 20 th , 2023	<ul style="list-style-type: none"> Editing the WLDP Training Activity Video Combined, "Wilmar Learning Development Program." 	Central Office
4	Sunday, May 21 st , 2023	OFF	-
5	Monday, May 22 nd , 2023	<ul style="list-style-type: none"> Uploading the Wilmar Learning Development Program Training Documentation Files folder to the company's Google Drive. Making The power point for Internship final Presentasion Reading the Training Journals 	Central Office
6	Tuesday, May 23 rd , 2023	<ul style="list-style-type: none"> Making The power point for Internship final Presentasion Reading the Training Journals Duplicating attendance and training evaluation 	Central Office
7	Wednesday, May 24 th , 2023	<ul style="list-style-type: none"> Scanning active employee affidavits Scanning the application letter for the license renewal fee and employee SIO. Making the material for internship final presentation Making a label design for training plates. 	Central Office

Table 3.17 Agenda of the Seventeenth Week Activities (May 25th until May 31st, 2023)

No	Day/Date	Activity	Place
1	Thursday, May 25 th , 2023	<ul style="list-style-type: none">• Archiving Hardfile Data Training 2019 PT. Murini sam-sam Becomes Soft File• Making a label design for training plates.Making the Internship Report.	Central Office
2	Friday, May 26 th , 2023	<ul style="list-style-type: none">• Making the Internship Report.• Revising the Internship Report with mentor	Central Office
3	Saturday, May 27 th , 2023	<ul style="list-style-type: none">• Making the Internship Report.• Duplicating attendance and training evaluation	Central Office
4	Sunday, May 28 th , 2023	OFF	-
5	Monday, May 29 th , 2023	<ul style="list-style-type: none">• Revising the Internship Report with mentor• Preparing attendance accommodation and evaluation for training	Central Office
6	Tuesday, May 30 th , 2023	<ul style="list-style-type: none">• Apprenticeship Final Presentation• Preparing attendance accommodation and evaluation for training	Central Office
7	Wednesday, May 31 st , 2023	<ul style="list-style-type: none">• Making the Internship Report.• Archiving Hardfile Data Training 2019 Becomes Soft File• Preparing attendance accommodation and evaluation for training	Central Office

Table 3.18 Agenda of the Eighteenth Week (June 1st until June 2nd, 2023)

No	Day/Date	Activity	Place
1	Thursday, June 1 st , 2023	OFF	-
2	Friday, June 2 nd , 2023	<ul style="list-style-type: none">• Last Day of Apprenticeship	Central Office

CHAPTER IV CONCLUSION AND SUGGESTION

3.1 Conclusion

After doing the apprenticeship program at PT. Wilmar Nabati Indonesia there is some conclusion as follow:

1. There are several types of work carried out during the apprenticeship: recapitulation of employee certification and licensing data; marking of the training schedule that has been carried out; archiving all important documents for audit needs; designing the map logo and nametag of employee training; and recapitulation of training report data.
2. After doing the apprenticeship program in the Central Office of PT. Wilmar Nabati Indonesia several subject materials acquired in campus such as; Business Writing, Business Communication, Digital Content Creator, Office management, Etika Profesi were applied in real practice such as in handling document, and recapitulate the report.
3. Working procedures are based on the Standard Operating Procedure (SOP) Training Section Head Office at PT. Wilmar Nabati Indonesia. There are several documents used for activities when implementing the apprenticeship program, namely certificates, licenses, participant attendance workbooks, evaluation forms, and training schedule lists.


4.2 Sugestion


The most important aspect is the focus when carrying out activities. assigned, develop soft and hard skills, and be responsible and honest.

APPENDICES
APPENDIX A Daily Activities of Internship

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Thursday
Date: February 2nd, 2023


No	Job Description	Supervisor	Signature
1.	Making BPJS insurance Bpjs Ketenagakerjaan	Jefri Yanto	
	Note :		

NO	Picture	Information
		As insurance against a workplace accident, BPJS Ketenagakerjaan is one of the documents that apprentice participants are required to have..

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: February 3rd, 2023


No	Job Description	Supervisor	Signature
1. 2.	Safety Induction Introducing of myself to mentor	Jefri Yanto	
	Note :		

NO	Picture	Information
		Safety induction is an introduction and training activity on the basics of safety and health in the work environment (K3) Dumai Industrial Area and checking motorized vehicles. Safety Induction are located in the EHS Office.

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: February 4th, 2023

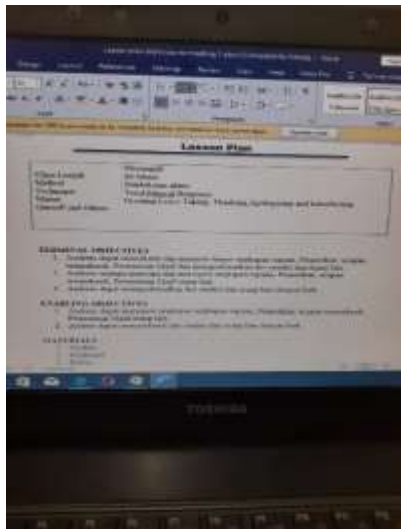
No	Job Description	Supervisor	Signature
1.	Apprenticeship placement and Introducing to the intern mentor	Jefri Yanto	
	Note :		

NO	Picture	Information
		The central office is the place of apprenticeship placement, precisely in the training section of the HRGA Department. In this part of the training, the job desk is provided to provide English language training to employees and assist the work of the head of department.

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: February 6th, 2023

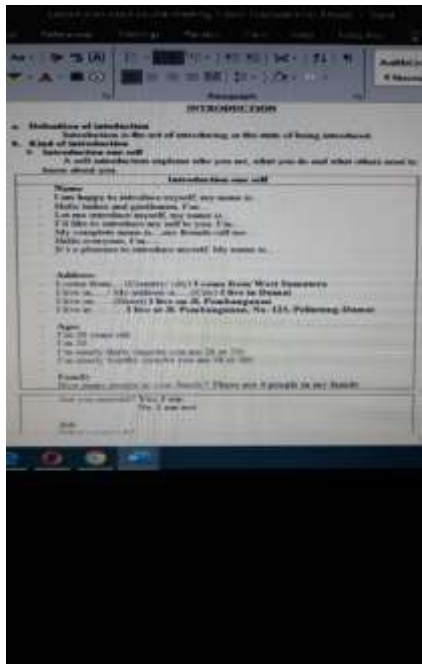
No	Job Description	Supervisor	Signature
1.	Making employee training materials Greeting and Introduction materials	Jefri Yanto	
	Note :		

NO	Picture	Information
		To the first training, the material will be given to employees is greetings and introduction.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: February 7th, 2023


No	Job Description	Supervisor	Signature
1.	Creating teaching materials "Introduction Oneself and Introduction Others"	Jefri Yanto	
	Note :		

NO	Picture	Information
		This teaching material contains materials and a collection of questions that will be given to employees who follow the short course.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: February 8th, 2023

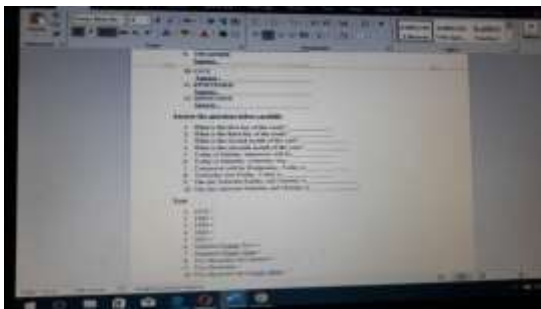
No	Job Description	Supervisor	Signature
1.	Making lesson plan material Time and date for short-course employees	Jefri Yanto	
	Note :		

NO	Picture	Information
		Learning implementation plan for a short course that contains material about the time and day

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: February 9th, 2023

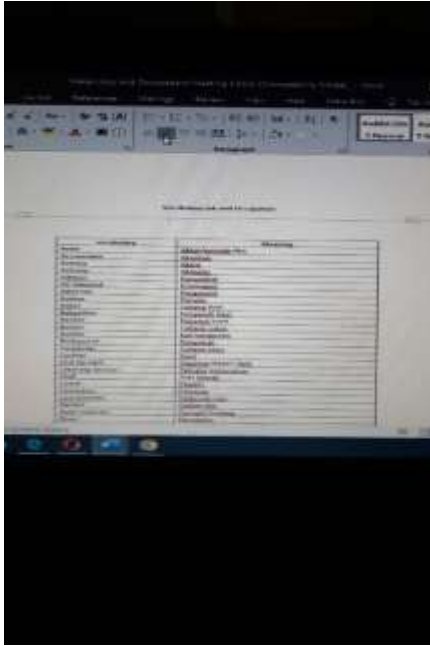
No	Job Description	Supervisor	Signature
1.	Creating teaching materials "months and years"	Jefri Yanto	
	Note :		

NO	Picture	Information
		Creating teaching materials that contain material and questions related to the month of the year to be done to increase employee understanding.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: February 10th, 2023


No	Job Description	Supervisor	Signature
1.	Making a lesson plan and worksheet "JOB" material for employee short course	Jefri Yanto	
	Note :		

NO	Picture	Information
		Making learning modules for work materials. Learning modules and worksheets contain explanations of materials and questions that will be asked to increase employee understanding.

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: February 11th, 2023


No	Job Description	Supervisor	Signature
1.	Material assessment and revision by mentors	Jefri Yanto	
	Note :		

Picture	Information
	The mentor apprentice double-checks the material. There are a number of materials that require the level of difficulty to be raised, and there are a number of portions where the material concept has to be altered.

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: February 13th, 2023


No	Job Description	Supervisor	Signature
1.	Archiving Wilmar employee certificate documents(PT. PAN, PT. WCI, PT. ABS, PT. WBI)	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving certificates and employee permits from PT. PAN, PT. WCI, PT. ABS, and PT. WBI into folders starting with alphabetical order A-Z

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: February 14th, 2023

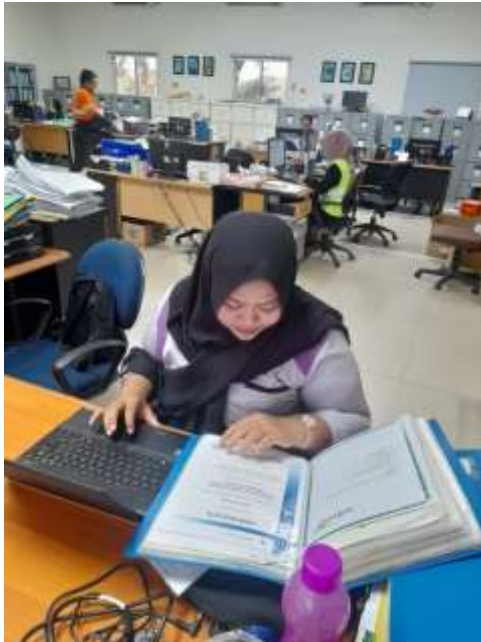
No	Job Description	Supervisor	Signature
1.	Archiving employee certificate documents Wilmar (PT. Wina Pelintung, PT. Wina Flourmill, PT. Wina Dumai)	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving certificates and employee permits from PT. Wina Pelintung, PT. Wina Flourmill, PT. Wina Dumai into folders starting with alphabetical order A-Z.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Wednesday
Date: February 15th, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating employee license data and training certificates	Jefri Yanto	
	Note :		

NO	Picture	Information
		Recapitulating the data for the employee license and employee training certificate of PT. WBI into Excel worksheets.

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: February 16th, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating employee license data and training certificates	Jefri Yanto	
	Note :		

NO	Picture	Information
		Recapitulating the data for the employee license and employee training certificate of PT. Wina Flourmill into Excel worksheets.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: February 17th, 2023


No	Job Description	Supervisor	Signature
1.	Following the closing ceremony of the National K3 Month event	Jefri Yanto	
	Note :		

NO	Picture	Information
		The National Occupational Safety and Health Month, or National K3 Month, is observed annually from January 12 through February 12.

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: February 18th, 2023


No	Job Description	Supervisor	Signature
1.	Restocking logistics for employee training	Jefri Yanto	
	Note :		

NO	Picture	Information
		In February, the store sends logistics that have been ordered by the training section, which are then adjusted to what has been ordered after the appropriate logistics are stored in the cupboard.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: February 21st, 2023

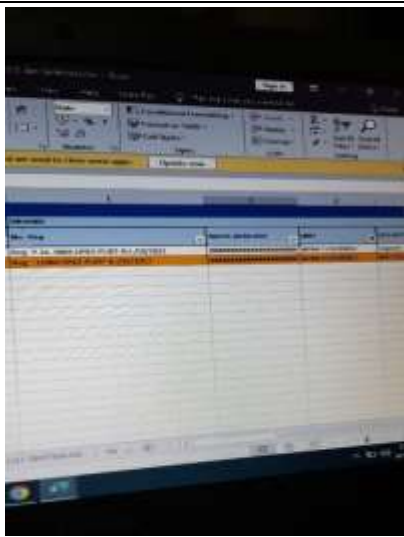
No	Job Description	Supervisor	Signature
1.	Recapitulating employee license data and training certificates	Jefri Yanto	
	Note :		

NO	Picture	Information
		Recapitulating the data for the employee license and employee training certificate of PT. SADP into Excel worksheets.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: February 22nd, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating employee license data and training certificates	Jefri Yanto	
	Note :		

NO	Picture	Information
		Recapitulating the data for the employee license and employee training certificate of PT. Wina Flourmill into Excel worksheets.

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: February 23rd, 2023

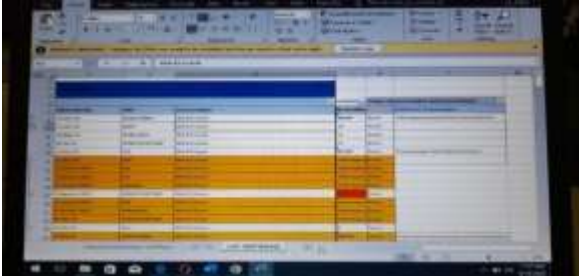
No	Job Description	Supervisor	Signature
1.	Recapitulating employee license data and training certificates	Jefri Yanto	
	Note :		

NO	Picture	Information
		Recapitulating the data for the employee license and employee training certificate of PT. Wina Pelintung into Excel worksheets.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: February 24th, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating employee licensedata and training certificates	Jefri Yanto	
	Note :		

NO	Picture	Information
		Recapitulating the data for the employee license and employee training certificate of PT. Kawasan Industri Dumai into Excel worksheets.

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: February 25th, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating employee license data and training certificates	Jefri Yanto	
	Note :		

NO	Picture	Information
		Recapitulating the data for the employee license and employee training certificate of PT. Wina Dumai into Excel worksheets

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: February 27th, 2023


No	Job Description	Supervisor	Signature
1.	Revising employee certification and licensing recap (PT. WBI, Wina Dumai, PAN, WCI, ABS)	Jefri Yanto	
	Note :		

NO	Picture	Information
		Revising the recap of employee permit data and the employee training certificate for PT. WBI, Wina Dumai, PAN, WCI, ABS that has been input into the Excel worksheet.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: February 28th, 2023


No	Job Description	Supervisor	Signature
1.	Revising employee certification and licensing recap (PT. MSS, PT. Wina Oleo, PT. Wina Flourmill)	Jefri Yanto	
	Note :		

NO	Picture	Information
		Revising the recap of employee permit data and the employee training certificate for PT. PT. MSS, PT. Wina Oleo, PT. Wina Flourmill that has been input into the Excel worksheet.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: March 1st, 2023


No	Job Description	Supervisor	Signature
1.	Revising employee certification and licensing recap (PT. KID, PT. Wina PELINTUNG, PT. SADP)	Jefri Yanto	
	Note :		

NO	Picture	Information
		Revising the recap of employee permit data and the employee training certificate for PT. KID, PT. Wina PELINTUNG, PT. SADP that has been input into the Excel worksheet.

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: March 2nd, 2023

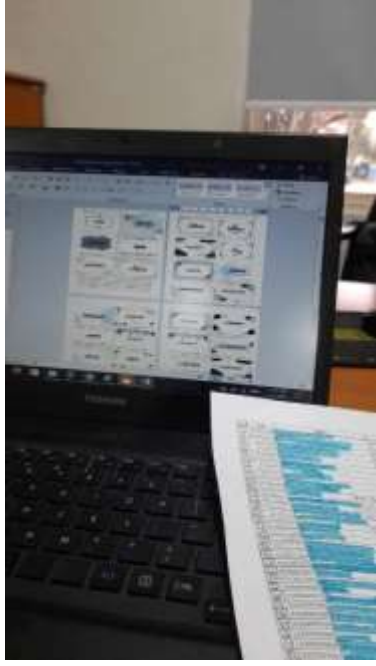
No	Job Description	Supervisor	Signature
1.	Attending the final presentation of the UIN Suska Riau student internship	Jefri Yanto	
	Note :		

NO	Picture	Information
		The final presentation of the UIN Suska Riau student internship was held in the Fortune meeting room and attended by the HRGA manager, mentor, and other staff.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: March 3rd, 2023


No	Job Description	Supervisor	Signature
1.	Creating design name tags for training	Jefri Yanto	
	Note :		

NO	Picture	Information
		Creating a design name tag to be used during training, then printed and inserted into the lanyard

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: March 4th, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Wina Pelintung 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation of PT. Wina Pelintung that has been implemented is input into an excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: March 6th, 2023


No	Job Description	Supervisor	Signature
1.	Preparing facilities, rooms, and accommodation for External training.	Jefri Yanto	
	Note :		

NO	Picture	Information
		Preparing all the needs for external training starting from the room, accomodation to the training equipment.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: March 7th, 2023

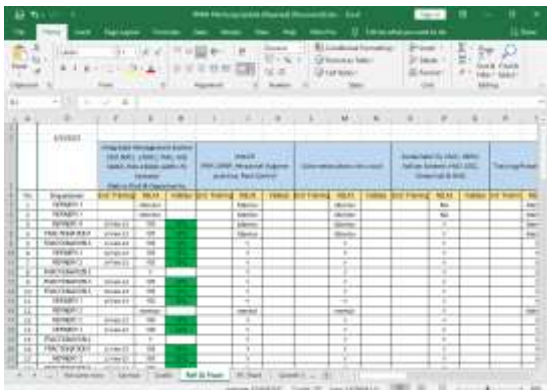
No	Job Description	Supervisor	Signature
1.	Creating design name tag for training	Jefri Yanto	
	Note :		

NO	Picture	Information
		Creating a design name tag to be used during training, then printed and inserted into the lanyard

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: March 8th, 2023

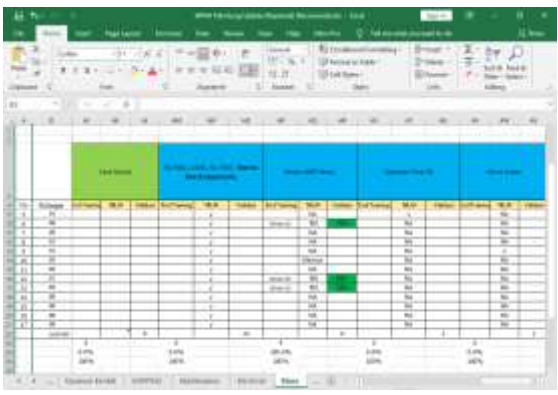
No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Wina Pelintang 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation of PT. Wina Pelintang that has been implemented is input into an excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: March 9th, 2023

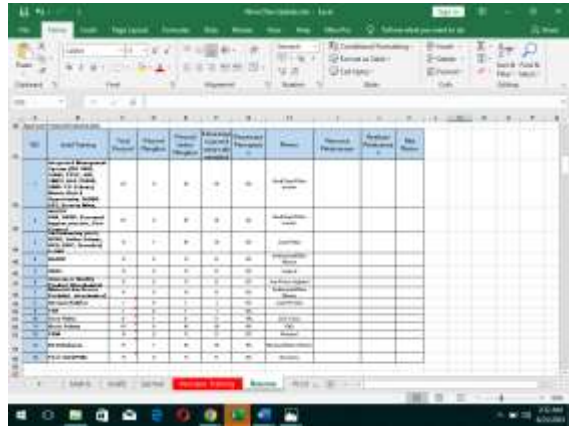
No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Wina Pelintung 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation of PT. Wina Pelintung that has been implemented is input into an excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: March 10th, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Wina Oleochemical	Jefri Yanto	
	Note :		

NO	Picture	Information
		<p>Attendance and evaluation of PT. Wina Oleochemical that has been implemented is input into an excel worksheet report.</p>

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Saturday
Date: March 11th, 2023


No	Job Description	Supervisor	Signature
1.	Participating in the monthly Safety Talk	Jefri Yanto	
	Note :		

NO	Picture	Information
		The safety talk ceremony is held every 12th of every month by the EHS team in the courtyard of the central office.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Monday
Date: March 13th, 2023


No	Job Description	Supervisor	Signature
1.	Receiving and putaway training logistics entering March 2023	Jefri Yanto	
Note :			

NO	Picture	Information
		<p>In March, the store sends logistics that have been ordered by the training section, which are then adjusted to what has been ordered after the appropriate logistics are stored in the cupboard.</p>

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Tuesday
Date: March 14th, 2023


No	Job Description	Supervisor	Signature
1.	Re-checking Expired date All stock logistic Training	Jefri Yanto	
Note :			

NO	Picture	Information
		<p>Double-checking the expiration date of all logistics training stocks and return products that are close to expiration to the seller (expiration date less than 1 month).</p>

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Wednesday
Date: March 15th, 2023

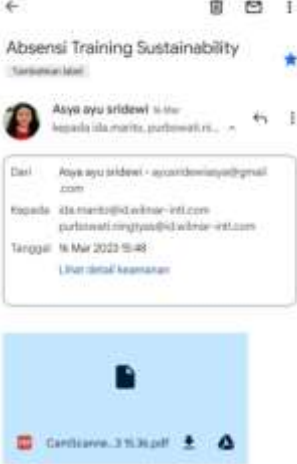
No	Job Description	Supervisor	Signature
1.	Picking and packing accommodation training for employees	Jefri Yanto	
Note :			

NO	Picture	Information
		<p>Preparing employee training accommodation for training purposes at the PT. Wina Flourmill.</p>

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: March 16th, 2023

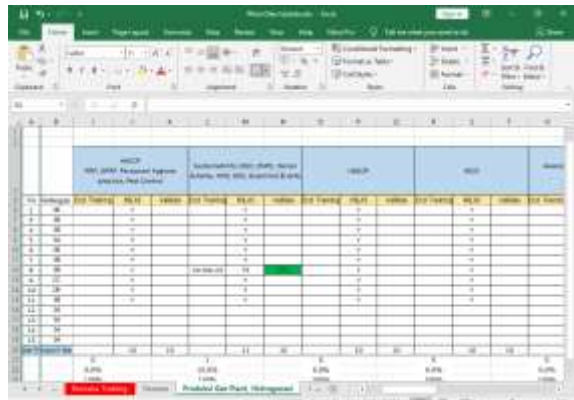
No	Job Description	Supervisor	Signature
1.	Sending of attendance data for internal audit	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance data is needed by the head of QA to conduct internal audits.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: March 17th, 2023

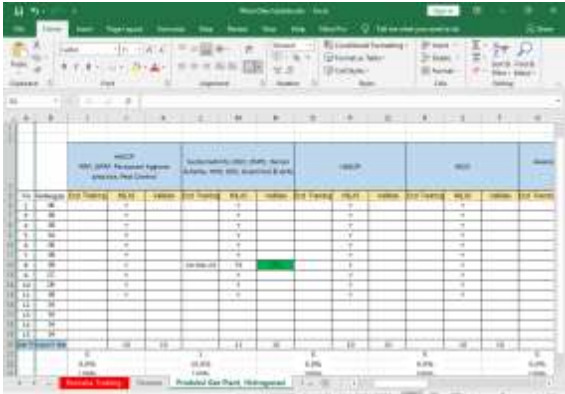
No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Wina Oleochemical 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Wina Oleochemical has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY ON APPRENTICESHIP


Day : Saturday
Date: March 18th, 2023

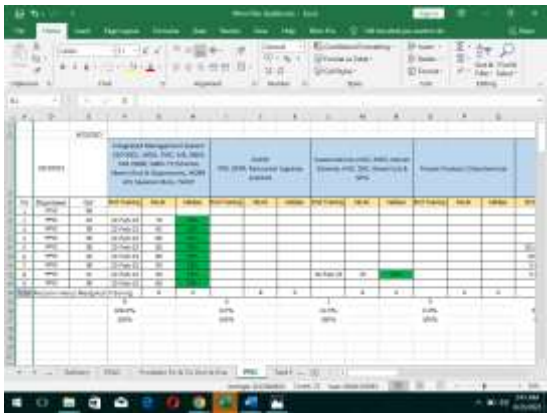
No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Wina Oleochemical 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Wina Oleochemical has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: March 20th, 2023

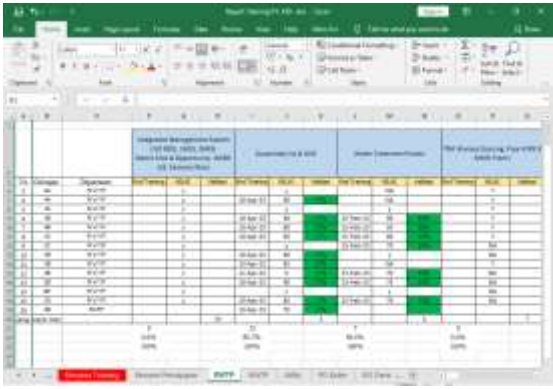
No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Wina Oleochemical 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Wina Oleochemical has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: March 22nd, 2023

No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Kawasan Industri Dumai 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Kawasan Industri Dumai has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: March 24th, 2023

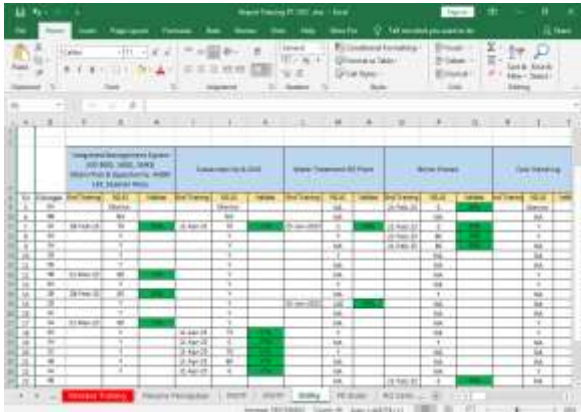
No	Job Description	Supervisor	Signature
1.	Student internship meeting with HRD Wilmar	Jefri Yanto	
	Note :		

NO	Picture	Information
		Intern student meeting with Wilmar HRD discussing the company, starting from the history of employee positions, departments, and business units of Wilmar Group

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: March 25th,2023

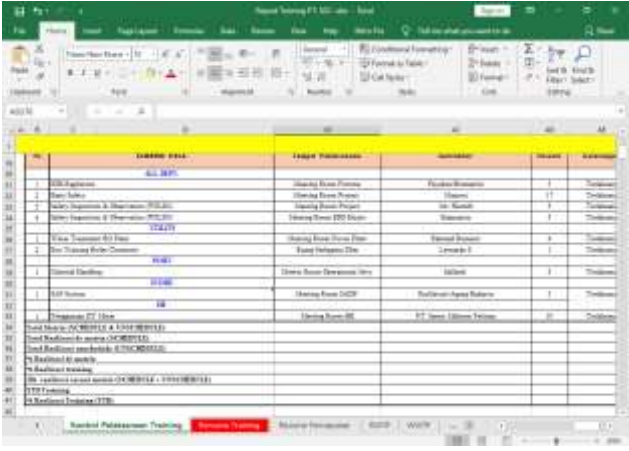
No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Kawasan Industri Dumai 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Kawasan Industri Dumai has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: March 27th, 2023

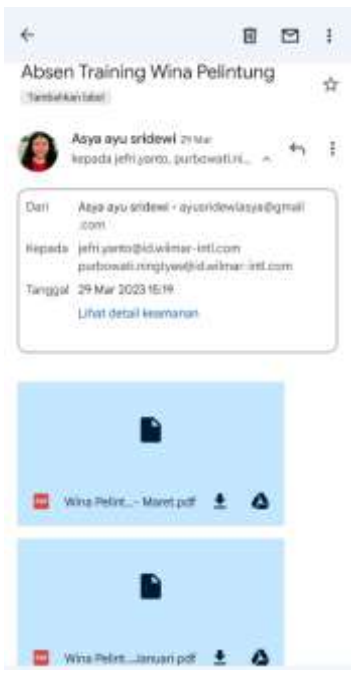
No	Job Description	Supervisor	Signature
1.	Recapitulating training report data for PT. Kawasan Industri Dumai 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Kawasan Industri Dumai has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: March 28th, 2023

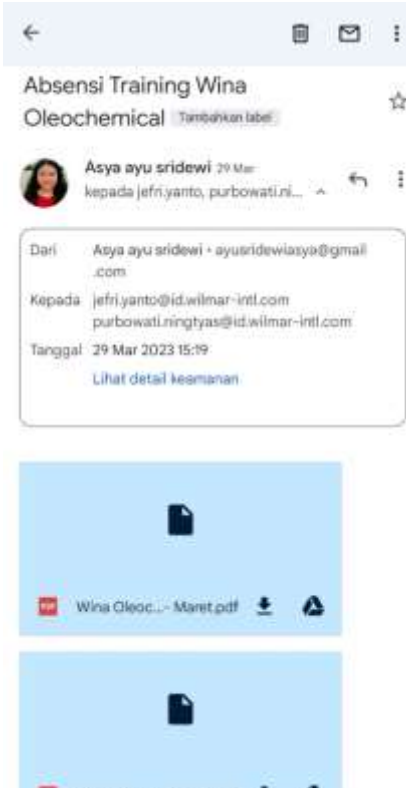
No	Job Description	Supervisor	Signature
1.	Archiving Hardfile Data Training PT. Wina Pelintung 2023 into soft file	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving hard data files PT. Wina Pelintung January, February, March 2023 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: March 29th, 2023

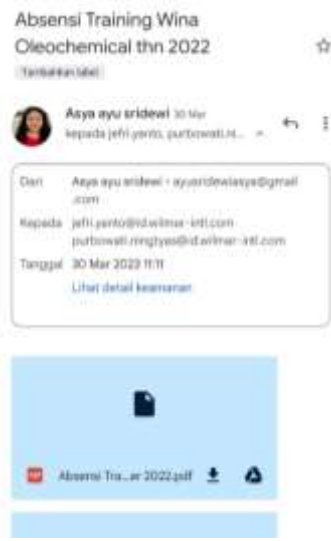
No	Job Description	Supervisor	Signature
1.	Archiving Hardfile Data Training PT. Wina Oleochemical 2023 into soft file	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving hard data files PT. Wina Oleochemical January, February, March 2023 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: March 30th, 2023

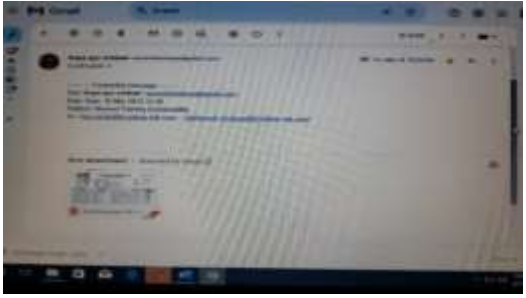
No	Job Description	Supervisor	Signature
1.	Archiving Hardfile Data Training PT. Wina Oleochemical 2022 into soft file	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving hard data files PT. Wina Oleochemical November and December 2022 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: March 31st, 2023


No	Job Description	Supervisor	Signature
1.	Archiving Hardfile Data Training Department Spent Earth and Tank Farm PT. Wina Pelintung 2023 Becomes Soft File	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving hard data files Training Department Spent Earth and Tank Farm PT. Wina Pelintung 2023 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: April 1st, 2023


No	Job Description	Supervisor	Signature
1.	Creating A Design For The Employee Data Training Hard File Archive Folder In 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Creating a design for a hard skills training file archive folder and employee system in 2023 using the Canva app

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Monday
Date: April 3rd, 2023


No	Job Description	Supervisor	Signature
1.	Creating A Design For The Employee Data Training Hard File Archive Folder In 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Creating a Design for the Employee Data Training Hard File Archive Folder in 2023 using Microsoft PowerPoint for the design background, then input again into Microsoft Publisher to be edited again, printed, and pasted into the folder.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: April 4th, 2023


No	Job Description	Supervisor	Signature
1.	Archiving hard file training in 2023	Jefri Yanto	
	Note :		

NO	Picture	Information
		Files that have been realized by the mentor are inserted into the folder so as not to be scattered.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: April 5th, 2023


No	Job Description	Supervisor	Signature
1.	Archiving the 2023 training hard file into the folder	Jefri Yanto	
	Note :		

NO	Picture	Information
		Files that have been realized by the mentor are inserted into the folder so as not to be scattered.

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: April 6th, 2023


No	Job Description	Supervisor	Signature
1.	Archiving hard file and soft file employee data training in 2018	Jefri Yanto	
	Note :		

NO	Picture	Information
		<p>archiving the 2018 training data file into a soft file and then sent to email for audit needs</p>

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: April 8th, 2023

No	Job Description	Supervisor	Signature
1.	Archiving hard file and soft file employee data training in 2018	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving the 2018 training data file into a soft file and then sent to email for audit needs

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: April 10th, 2023


No	Job Description	Supervisor	Signature
1.	Visiting to the Kawasan Industri Dumai	Jefri Yanto	
	Note :		

NO	Picture	Information
		Go around the Dumai Industrial Area to see and find out about the units and area, such as Jetty, Kawasan Berikat, PT. Wina Flour Mills, and PT. SADP.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: April 11th, 2023


No	Job Description	Supervisor	Signature
1.	Archiving hard file and soft file employee data training in 2018	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving the 2018 training data file into a soft file and then sent to email for audit needs

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Wednesday
Date: April 12th, 2023


No	Job Description	Supervisor	Signature
1.	Following the safety talk ceremony.	Jefri Yanto	
	Note :		

NO	Picture	Information
		The safety talk ceremony is held every 12th of every month by the EHS team in the courtyard of the central office.

DAILY ACTIVITY APPRENTICESHIP

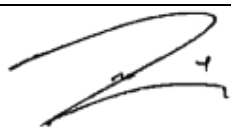
Day : Thursday
Date: April 13th, 2023

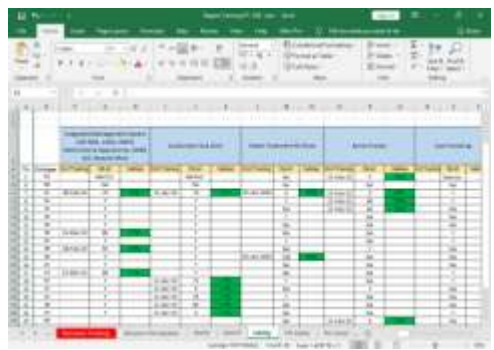
No	Job Description	Supervisor	Signature
1.	Organizing all employee training folder archives into folder cabinets	Jefri Yanto	
	Note :		

NO	Picture	Information
		Organizing all employee training folder archives into folder cabinets (folders in 2018, 2019, 2020, 2021, and 2022).

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: April 14th, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating the training report data PT. Kawasan Industri Dumai (KID)	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Kawasan Industri Dumai has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: April 15th, 2023


No	Job Description	Supervisor	Signature
1.	Archiving hard file training employee data 2023 becomes soft file	Jefri Yanto	
Note :			

NO	Picture	Information
		Archiving the 2023 training data file into a soft file and then sent to email for audit needs

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: April 17th, 2023


No	Job Description	Supervisor	Signature
1.	Archiving hard file training employee data 2023 becomes soft file	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving the 2023 training data file into a soft file and then sent to email for audit needs

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: April 18th, 2023


No	Job Description	Supervisor	Signature
1.	Archiving hard file training employee data 2023 becomes soft file	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving the 2023 training data file into a soft file and then sent to email for audit needs

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: April 19th, 2023


No	Job Description	Supervisor	Signature
1.	Recapitulating the training report data PT. Kawasan Industri Dumai (KID)	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Kawasan Industri Dumai has been implemented and input into the Excel worksheet report.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Tuesday
Date: April 25th, 2023

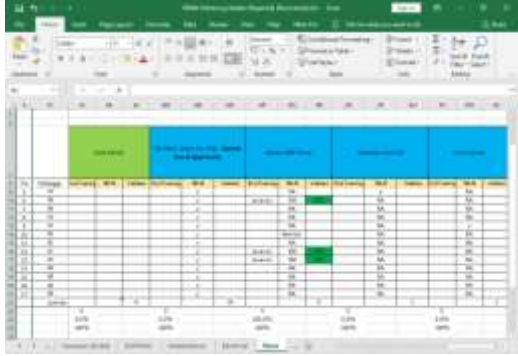
No	Job Description	Supervisor	Signature
1.	Preparing and send training accommodations. PT. SADP	Jefri Yanto	
Note :			

NO	Picture	Information
		<p>Preparing training accommodation for employees PT. SADP such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.</p>

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: April 27th, 2023

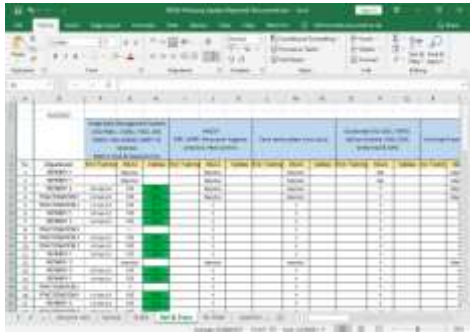
No	Job Description	Supervisor	Signature
1.	Making the training report data PT. Wina Pelintung	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Wina Pelintung has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: April 28th, 2023


No	Job Description	Supervisor	Signature
1.	Making the training report data PT. Wina Pelintung	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Wina Pelintung has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: April 29th, 2023

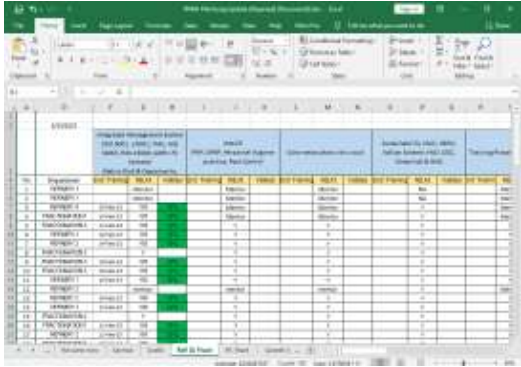
No	Job Description	Supervisor	Signature
1.	Archiving hard file training employee data 2023 becomes soft file	Jefri Yanto	
	Note :		

NO	Picture	Information
		Archiving hard data files PT. SADP March 2023 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: May 2nd, 2023

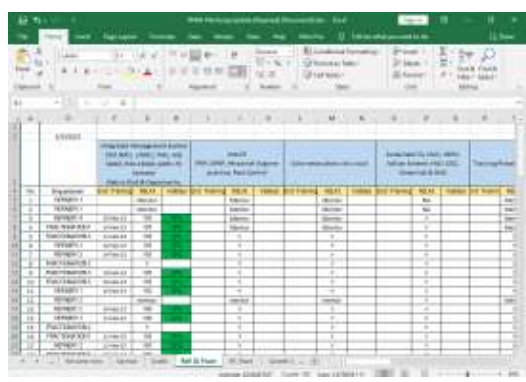
No	Job Description	Supervisor	Signature
1.	Making the training report data PT. Wina Pelintung	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Wina Pelintung has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: May 3rd, 2023

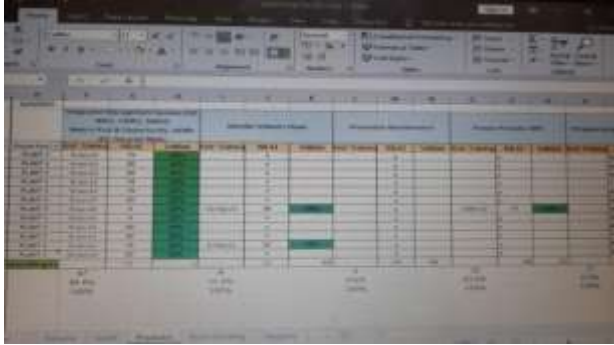
No	Job Description	Supervisor	Signature
1.	Making the training report data PT. Wina Pelintung	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. Wina Pelintung has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: May 4th, 2023

No	Job Description	Supervisor	Signature
1.	Making the training report data PT. SADP	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. SADP has been implemented and input into the Excel worksheet report.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Friday
Date: May 5th, 2023


No	Job Description	Supervisor	Signature
1.	Purchasing goods and office stationery with mentors for external training needs (Wilmar Learning Center)	Jefri Yanto	
	Note :		

NO	Picture	Information
		Go to dumai city for purchase goods and office stationery with mentors for external training needs (Wilmar Learning Center)

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: May 6th, 2023

No	Job Description	Supervisor	Signature
1.	Setting up Illies multipurpose room for external training with Wilmar Learning Center	Jefri Yanto	
	Note :		

NO	Picture	Information
		Helping prepare and Setting up Illies multipurpose for leadership training was delivered by WLC (Wilmar Learning Center) leaders and staff.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Monday
Date: May 8th, 2023


No	Job Description	Supervisor	Signature
1.	Documenting WLDP training activities, "Wilmar Learning Development Program." Batch 5	Jefri Yanto	
	Note :		

NO	Picture	Information
		Documenting leadership training for batch 5 was delivered by WLC (Wilmar Learning Center) leaders and staff batch 5.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Tuesday
Date: May 9th, 2023


No	Job Description	Supervisor	Signature
1.	Making videos of WLDP training activities: "Wilmar Learning Development Program."	Jefri Yanto	
Note :			

NO	Picture	Information
		<p>Making videos of WLDP training activities: "Wilmar Learning Development Program." For share at Instagram infowilmar.com</p>

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: May 10th, 2023


No	Job Description	Supervisor	Signature
1.	Documenting WLDP training activities, "Wilmar Learning Development Program." Batch 6	Jefri Yanto	
	Note :		

NO	Picture	Information
		Documenting leadership training for batch 6 was delivered by WLC (Wilmar Learning Center) leaders and staff batch 5.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Thursday
Date: May 11th, 2023


No	Job Description	Supervisor	Signature
1.	Making videos of WLDP training activities: "Wilmar Learning Development Program."	Jefri Yanto	
Note :			

NO	Picture	Information
		<p>Making videos of WLDP training activities: "Wilmar Learning Development Program." For share at Instagram infowilmar.com</p>

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Friday
Date: May 12th, 2023


No	Job Description	Supervisor	Signature
1.	Editing the WLDP Training Activity Video, "Wilmar Learning Development Program." Batch 5 and 6.	Jefri Yanto	
Note :			

NO	Picture	Information
		Editing videos of WLDP training activities: "Wilmar Learning Development Program." With capcut apk For share at Instagram infowilmar.com

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Saturday
Date: May 13th, 2023


No	Job Description	Supervisor	Signature
1.	Making videos of WLDP training activities: "Wilmar Learning Development Program."	Jefri Yanto	
Note :			

NO	Picture	Information
		<p>Making videos of WLDP training activities: "Wilmar Learning Development Program." For share at Instagram infowilmar.com</p>

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: May 15th, 2023


No	Job Description	Supervisor	Signature
1.	Making the training report data PT. SADP	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. SADP has been implemented and input into the Excel worksheet report.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Tuesday
Date: May 16th, 2023

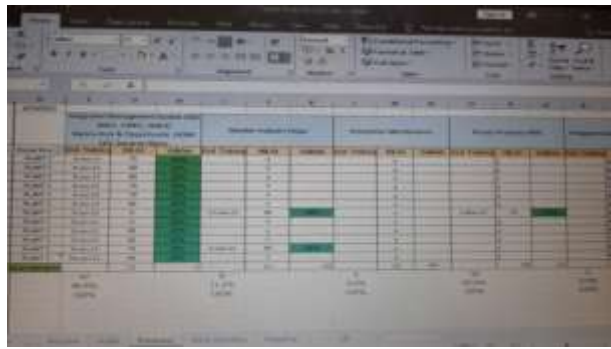
No	Job Description	Supervisor	Signature
1.	Editing the WLDP Training Activity Video, "Wilmar Learning Development Program." Batch 7.	Jefri Yanto	
	Note :		

NO	Picture	Information
		Editing videos of WLDP training activities: "Wilmar Learning Development Program." With capcut apk For share at Instagram infowilmar.com

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: May 17th, 2023


No	Job Description	Supervisor	Signature
1.	Making the training report data PT. SADP	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. SADP has been implemented and input into the Excel worksheet report.

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: May 18th, 2023


No	Job Description	Supervisor	Signature
1.	Duplicating attendance and training evaluation	Jefri Yanto	
	Note :		

NO	Picture	Information
		Duplicating attendance forms and level 1&2 evaluation forms for training purposes.

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: May 19th, 2023


No	Job Description	Supervisor	Signature
1.	Making the training report data PT. SADP	Jefri Yanto	
	Note :		

NO	Picture	Information
		Attendance and evaluation training with PT. SADP has been implemented and input into the Excel worksheet report.

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Saturday
Date: May 20th, 2023


No	Job Description	Supervisor	Signature
1.	Editing the WLDP Training Activity Video Combined, "Wilmar Learning Development Program."	Jefri Yanto	
Note :			

NO	Picture	Information
		Editing videos of WLDP training activities: "Wilmar Learning Development Program." With capcut apk For share at Instagram infowilmar.com

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Monday
Date: May 22nd, 2023


No	Job Description	Supervisor	Signature
1.	Uploading the Wilmar Learning Development Program Training Documentation Files folder to the company's Google Drive.	Jefri Yanto	
	Note :		

NO	Picture	Information
		Uploading the Wilmar Learning Development Program training documentation File folder to the company's Google Drive to share with employees so that they can view the documentation of the activity.

DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday
Date: May 23rd, 2023


No	Job Description	Supervisor	Signature
1.	Making The power point for Internship final Presentasion	Jefri Yanto	
	Note :		

NO	Picture	Information
		The apprentice mentor checks the presentation material that will be presented in the power point and then gives suggestions for changes to be made.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: May 24th, 2023


No	Job Description	Supervisor	Signature
1.	Scanning the application letter for the license renewal fee and employee SIO.	Jefri Yanto	
	Note :		

NO	Picture	Information
		letter of application to the General Manager for the cost of renewal of permits and Sio employees

DAILY ACTIVITY APPRENTICESHIP


Day : Thursday
Date: May 25th, 2023


No	Job Description	Supervisor	Signature
1.	Making a label design for training plates and Glass.	Jefri Yanto	
	Note :		

NO	Picture	Information
		Making a label design then in print and paste it to the marker of goods training goods

DAILY ACTIVITY APPRENTICESHIP


Day : Friday
Date: May 26th, 2023


No	Job Description	Supervisor	Signature
1.	Revising the Apprenticeship Report with mentor	Jefri Yanto	
	Note :		

NO	Picture	Information
		<p>The apprenticeship report is a report that is made when we finish an apprenticeship in the company. Apprenticeship report made based on campus format. The apprenticeship mentor will read the contents of the report and correct the apprenticeship report</p>

DAILY ACTIVITY APPRENTICESHIP


Day : Saturday
Date: May 27th, 2023

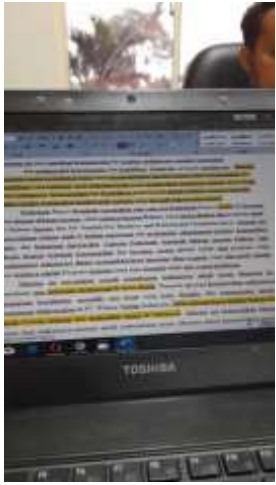
No	Job Description	Supervisor	Signature
1.	Making the apprenticeship Report.	Jefri Yanto	
	Note :		

NO	Picture	Information
		The apprenticeship report is a report that is made when we finish an apprenticeship in the company. Apprenticeship report made based on campus format.

DAILY ACTIVITY APPRENTICESHIP


Day : Monday
Date: May 29th, 2023

No	Job Description	Supervisor	Signature
1.	Revising the Apprenticeship report with mentor	Jefri Yanto	
	Note :		

NO	Picture	Information
		The apprenticeship mentor will read the contents of the report and revisison the apprenticeship report

**DAILY ACTIVITY
APPRENTICESHIP**


Day : Tuesday
Date: May 30th, 2023


No	Job Description	Supervisor	Signature
1.	Apprenticeship Final Presentation	Jefri Yanto	
	Note :		

NO	Picture	Information
		Doing an Apprenticeship presentation at Gedung Serbaguna Illies, where this presentation is one of the requirements for completing the Apprenticeship program at Wilmar Nabati Indonesia.

DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday
Date: May 31st, 2023

No	Job Description	Supervisor	Signature
1.	Preparing attendance accommodation and evaluation for training	Jefri Yanto	
	Note :		

NO	Picture	Information
		Duplicating attendance forms and level 1&2 evaluation forms for training purposes.

DAILY ACTIVITY APPRENTICESHIP

Day : Friday
Date: June 2, 2023

No	Job Description	Supervisor	Signature
1.	Last Day of Apprenticeship	Jefri Yanto	
	Note :		


NO	Picture	Information
		the last day of Apprenticeship and farewell to mentors and staff, as well as providing souvenirs for mentors and staff.

APPENDIX B Certificated of Apprenticeship



APPENDIX C Apprenticeship Acceptance Letter

PT. WILMAR NABATI INDONESIA



No. : 005/SBPKL-HRD/1/2023
Hal : Praktek Kerja Lapangan
Lamp : -

Kepada Yth :
Bapak Direktur/ Wakil Direktur I
Politeknik Negeri Bengkalis

Di - Tempat

Dengan Hormat,


Sehubungan surat permohonan kerja praktik dengan nomor surat **567/PL31/TU/2023** yang diterima **30 Januari 2023**, tentang Proposal Kerja Praktek, maka dengan ini disampaikan bahwa Pengajuan Kerja Praktek ini **Diterima**. Peserta yang akan Praktek Kerja Lapangan di **PT. Wilmar Nabati Indonesia** adalah sebagai berikut:

No.	Nama	Jurusan	Penempatan
1	Yuni Atika Sari	Bahasa Inggris	Training
2	Asya Ayu Sridewi	Bahasa Inggris	Training

Magang dilaksanakan terhitung mulai tanggal **04 April 2023** - **02 Juni 2023** dan peserta magang harus mematuhi peraturan dan ketentuan yang berlaku di perusahaan. Dokumen yang menjadi persyaratan magang akan dikirimkan via *e-mail*.

Demikian disampaikan, atas kerja samanya diucapkan terima kasih

Pelitung, 30 Januari 2023



Nursaid Muslim
Head HRGA & Adm

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

APPENDIX D Evaluation Form

PT WILMAR NABATI INDONESIA



No : F-HRGA-11-002
Rev : 00
Date : 01 April 2011
Page : 2 of 2

HASIL PENILAIAN 058/SK-PKI/HRD/VI/2023

NO	URAIAN	NILAI	
		SCORE	HURUF
1	DISIPLIN	90	A
2	ETIKA	95	A
3	AKTIFITAS	90	A
4	KREATIVITAS	88	B
5	KERJASAMA	87	B
6	PRAKARSA	85	B
7	PENGUASAAN MATERI (PRESENTASI)	85	B
RATA - RATA		88.6	B

KETERANGAN NILAI:

A = Sangat Baik (89-100)

B = Baik (77-88)

C = Cukup (63-76)

D = Kurang (53-64)

E = Kurang Sekali (41-52)

Pelitung, 07 Juni 2023
Penanggung Jawab Pembimbing

Praktik Kerja Lapangan



APPENDIX E internship Completion Letter

PT WILMAR NABATI INDONESIA



SURAT KETERANGAN
NOMOR: 0058/SK-PKL/HRD/VI/2023

No : F-005A-13-002
Rev : 00
Date : 01 April 2011
Page : 1 of 2

Yang bertanda tangan dibawah ini menerangkan bahwa :

NAMA : Asya Ayu Sridewi
NIM : 5203201137
PROGRAM STUDI / JURUSAN : Bahasa Inggris
UNIVERSITAS : Politeknik Negeri Bengkalis

Telah melaksanakan Kerja Praktik (Magang) pada Departemen Training di PT. Wilmar Nabati Indonesia sejak tanggal 02 Februari 2023 s/d 31 Mei 2023, dengan hasil terlampir di belakang.

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

Pelitung, 07 Juni 2023
PT. Wilmar Nabati Indonesia



Nursaid Muslim
Head Dept. HRGA & Adm.

APPENDIX F Attendance List



No : F-HRGA-09-019
Rev : 01
Date : 03 February 2023
Page : 01 Of 1

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Anja Ayu Sridewi
 NIS/NIM : 520220137
 SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkulu
 PERIODE : 2 Februari - 2 Juni 2023
 NOMOR HANDPHONE : 082524344145 Tlpn Orang Tua: 03926754005

BULAN : FEBRUARI

NO	TANGGAL	ABSENSI				KETERANGAN
		MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	3 Februari 2023	08.00	ditandatangani	18.05	ditandatangani	
2	4 Februari 2023	07.59	ditandatangani	18.10	ditandatangani	
3	5 Februari 2023					Hari Minggu
4	6 Februari 2023	07.58	ditandatangani	16.15	ditandatangani	
5	7 Februari 2023	08.00	ditandatangani	16.10	ditandatangani	
6	8 Februari 2023	07.53	ditandatangani	16.20	ditandatangani	
7	9 Februari 2023	08.00	ditandatangani	16.10	ditandatangani	
8	10 Februari 2023	08.20	ditandatangani	16.15	ditandatangani	
9	11 Februari 2023	07.55	ditandatangani	16.05	ditandatangani	
10	12 Februari 2023	07.46	ditandatangani			Hari Minggu
11	13 Februari 2023	07.46	ditandatangani	16.12	ditandatangani	
12	14 Februari 2023	07.35	ditandatangani	16.10	ditandatangani	
13	15 Februari 2023	07.40	ditandatangani	16.13	ditandatangani	
14	16 Februari 2023	07.48	ditandatangani	16.21	ditandatangani	
15	17 Februari 2023	07.55	ditandatangani	16.10	ditandatangani	
16	18 Februari 2023					Ista Miah
17	19 Februari 2023					Hari Minggu
18	20 Februari 2023	08.04	ditandatangani	16.10	ditandatangani	
19	21 Februari 2023	07.38	ditandatangani	16.14	ditandatangani	
20	22 Februari 2023	07.53	ditandatangani	16.06	ditandatangani	
21	23 Februari 2023	07.58	ditandatangani	16.11	ditandatangani	
22	24 Februari 2023	07.59	ditandatangani	16.04	ditandatangani	
23	25 Februari 2023	07.39	ditandatangani	16.04	ditandatangani	
24	26 Februari 2023					Hari Minggu
25	27 Februari 2023	07.53	ditandatangani	16.07	ditandatangani	
26	28 Februari 2023	07.57	ditandatangani	16.05	ditandatangani	
27	1 Maret 2023	07.59	ditandatangani	16.08	ditandatangani	
28						
29						
30						
31						

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

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No : F-HRGA-05-019
 Rev : 01
 Date : 03 February 2023
 Page : 01 Of 1

**DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
 WILMAR GROUP UNIT DUMAI - PELINTUNG**

NAMA : ASYA A-TU SRIPEW1
 NIS/NIM : 520320157
 SEKOLAH/UNIVERSITAS : Politeknik Negeri Bergkalt
 PERIODE : 02 Februari - 02 Juni 2023
 NOMOR HANDPHONE : 08238434445 Tlpn Orang Tua: 08126724105

BULAN : Maret

NO	TANGGAL	ABSENSI				KETERANGAN
		MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	1 Maret 2023	07:59	Asyud	16:04	Asyud	
2	2 Maret 2023	08:07	Asyud	16:12	Asyud	
3	3 Maret 2023	08:05	Asyud	16:06	Asyud	
4	4 Maret 2023	08:05	Asyud	13:10	Asyud	
5	5 Maret 2023					
6	6 Maret 2023	08:00	Asyud	16:00	Asyud	
7	7 Maret 2023	07:30	Asyud	16:10	Asyud	
8	8 Maret 2023	07:37	Asyud	16:00	Asyud	
9	9 Maret 2023	07:59	Asyud	16:18	Asyud	
10	10 Maret 2023	08:00	Asyud	16:10	Asyud	
11	11 Maret 2023	07:10	Asyud	13:12	Asyud	
12	12 Maret 2023					
13	13 Maret 2023	07:42	Asyud	16:12	Asyud	
14	14 Maret 2023	07:51	Asyud	16:05	Asyud	
15	15 Maret 2023	07:54	Asyud	16:28	Asyud	
16	16 Maret 2023	07:59	Asyud	16:10	Asyud	
17	17 Maret 2023	07:45	Asyud	16:07	Asyud	
18	18 Maret 2023	07:55	Asyud	12:15	Asyud	
19	19 Maret 2023					
20	20 Maret 2023	07:58	Asyud	16:00	Asyud	
21	21 Maret 2023	07:56	Asyud	16:06	Asyud	
22	22 Maret 2023					
23	23 Maret 2023					
24	24 Maret 2023	07:56	Asyud	16:07	Asyud	
25	25 Maret 2023	07:55	Asyud	13:00	Asyud	
26	26 Maret 2023					
27	27 Maret 2023	07:58	Asyud	16:08	Asyud	
28	28 Maret 2023	07:48	Asyud	16:08	Asyud	
29	29 Maret 2023	07:52	Asyud	16:19	Asyud	
30	30 Maret 2023	07:55	Asyud	16:09	Asyud	
31	31 Maret 2023	07:50	Asyud	16:16	Asyud	

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

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DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Ayya ATU SAIDENI
 NIS/NIM : 010420497
 SEKOLAH/UNIVERSITAS : Politeknik Negeri Kragan
 PERIODE : 02 Februari 2022 - 02 Juni 2022
 NOMOR HANDPHONE : 08220424141 Tlpn Orang Tua: 0826724807

BULAN April

NO	TANGGAL	ABSENSI				KETERANGAN
		MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	01 April 2023	07:40	Ayya	13:07	Ayya	
2	02 April 2023					
3	03 April 2023	07:49	Ayya	16:13	Ayya	
4	04 April 2023	07:53	Ayya	16:13	Ayya	
5	05 April 2023	07:56	Ayya	16:12	Ayya	
6	06 April 2023	07:58	Ayya	16:04	Ayya	
7	07 April 2023					
8	08 April 2023	07:40	Ayya	13:07	Ayya	
9	09 April 2023					
10	10 April 2023	07:53	Ayya	16:17	Ayya	
11	11 April 2023	07:49	Ayya	16:04	Ayya	
12	12 April 2023	07:45	Ayya	16:13	Ayya	
13	13 April 2023	07:24	Ayya	16:08	Ayya	
14	14 April 2023	07:46	Ayya	16:10	Ayya	
15	15 April 2023	07:56	Ayya	16:07	Ayya	
16	16 April 2023					
17	17 April 2023	07:50	Ayya	16:06	Ayya	
18	18 April 2023	07:49	Ayya	16:10	Ayya	
19	19 April 2023	07:53	Ayya	16:15	Ayya	
20	20 April 2023					
21	21 April 2023					
22	22 April 2023					
23	23 April 2023					
24	24 April 2023					
25	25 April 2023	09:30	Ayya	16:07	Ayya	
26	26 April 2023					Sakit
27	27 April 2023	08:00	Ayya	16:05	Ayya	
28	28 April 2023	07:59	Ayya	16:22	Ayya	
29	29 April 2023	07:58	Ayya	17:03	Ayya	
30	30 April 2023					
31						

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

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DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
 WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : ASYA AYU SRIBEWI
 NIS/NIM : 520320137
 SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkulu
 PERIODE : 02 Februari
 NOMOR HANDPHONE : 08234424445
 Tipe Orang Tua: 08126744805

BULAN : Mei

NO	TANGGAL	ABSENSI				KETERANGAN
		MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	1 Mei 2022					
2	2 Mei 2022	07.35	ditandatangani	16.07	ditandatangani	
3	3 Mei 2022	07.35	ditandatangani	16.10	ditandatangani	
4	4 Mei 2022	07.34	ditandatangani	16.13	ditandatangani	
5	5 Mei 2022	07.57	ditandatangani	16.10	ditandatangani	
6	6 Mei 2022	07.36	ditandatangani	15.03	ditandatangani	
7	7 Mei 2022					
8	8 Mei 2022	07.57	ditandatangani	16.22	ditandatangani	
9	9 Mei 2022	07.52	ditandatangani	16.15	ditandatangani	
10	10 Mei 2022	07.53	ditandatangani	16.24	ditandatangani	
11	11 Mei 2022	07.49	ditandatangani	16.22	ditandatangani	
12	12 Mei 2022	07.50	ditandatangani	16.00	ditandatangani	
13	13 Mei 2022	07.52	ditandatangani	17.30	ditandatangani	
14	14 Mei 2022					
15	15 Mei 2022	07.38	ditandatangani	16.09	ditandatangani	
16	16 Mei 2022	07.36	ditandatangani	16.12	ditandatangani	
17	17 Mei 2022	07.40	ditandatangani	16.15	ditandatangani	
18	18 Mei 2022					libur
19	19 Mei 2022	07.39	ditandatangani	16.09	ditandatangani	
20	20 Mei 2022					
21	21 Mei 2022	07.35	ditandatangani	16.07	ditandatangani	
22	22 Mei 2022	07.45	ditandatangani	16.07	ditandatangani	
23	23 Mei 2022	07.55	ditandatangani	16.15	ditandatangani	
24	24 Mei 2022	07.48	ditandatangani	16.11	ditandatangani	
25	25 Mei 2022	07.55	ditandatangani	16.12	ditandatangani	
26	26 Mei 2022	07.50	ditandatangani	16.10	ditandatangani	
27	27 Mei 2022	07.45	ditandatangani	15.11	ditandatangani	
28	28 Mei 2022					
29	29 Mei 2022	07.55	ditandatangani	16.15	ditandatangani	
30	30 Mei 2022	07.55	ditandatangani	16.06	ditandatangani	
31	31 Mei 2022	07.55	ditandatangani	16.10	ditandatangani	

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

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DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
 WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Asya Ayu Sidewi
 NIS/NIM : 520520037
 SEKOLAH/UNIVERSITAS : Politeknik Negeri Semarang
 PERIODE : 02 Feb - 02 Juni 2021
 NOMOR HANDPHONE : 08228334145 Tlpn Orang Tua: 0811674805

BULAN : Juni

NO	TANGGAL	ABSENSI				KETERANGAN
		MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	1 Juni 2021					hari minggu libur
2	2 Juni 2021	07.55	ditandatangani	16.26	ditandatangani	
3						
4						
5						
6						
7						
8						
9						
10						
11						
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24						
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26						
27						
28						
29						
30						
31						

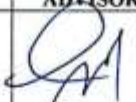





NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

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APPENDIX G Revision List

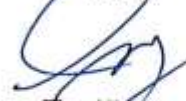
REVISION LIST
APPRENTICESHIP REPORT

Name : Asya Ayu Sridewi
NIM : 5203201137
Advisor : Rionaldi, M.Pd.
Location : PT. Wilmar Nabati Indonesia

NO	DAY/DATE	REVISION	ADVISOR
1.	2 May 2023	Improve Background	
2.	11 June 2023	Improve Chapter II	
3.	12 June 2023	Improve Chapter II	
4.	18 June 2023	Improve Chapter IV	
5.	19 June 2023	Improve Chapter IV	
6.	28 June 2023	OK	

Bengkalis, June 26th, 2023

Advisor



Rionaldi, M.Pd.

NIP. 198402122014041001

APPENDIX H Presentation of Apprenticeship Report at PT. Wilmar Nabati Indonesia

