

APPRENTICESHIP REPORT
PT RIAU ANDALAN PULP AN PAPER (PT. RAPP)
PANGKALAN KERINCI-RIAU

SUCI RAMADINA
5203201138



ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS-RIAU
2023

APPROVAL SHEET

This Apprenticeship Report written by **Suci Ramadina** with **Reg. Number 5203201138** who had done the Apprenticeship at PT. Riau Andalan Pulp and Paper started from January 16th to May 16th, 2023 by following advisor:

Pangkalan Kerinci, May 16th, 2023

Communications Manager
PT. Riau Andalan Pulp and Paper



Budi Firmansyah
SAP. 10006762

Apprenticeship Advisor



Diah Paramita Sari, M.Pd
NIK. 1200106

Approved by:

Head of English Study Program
State Polytechnic of Bengkalis



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

ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of Suci Ramadina with Reg. Number 5203201138 who had done the apprenticeship at PT. Riau Andalan Pulp and Paper from 16th January to 16th May, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respect, and any all revision required by the apprenticeship report examine commite had been made.

Bengkalis, June 14th ,2023

Accepted by:

Advisor



Diah Paramita Sari, M.Pd

NIK. 1200106

Approved by:

Head of English Study Program

State Polytechnic of Bengkalis



Ari Satria, M.Pd.B.I

NIP. 198805172015041002

ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at PT. Riau Andalan Pulp and Paper (RAPP) timely. During the writing process of this report, advice, help, and support were given by many people. On this occasion, thanks would like to be expressed:

1. Johny Custer, ST, MT as the Director of State Polytechnic of Bengkalis
2. Diah Paramita Sari, M.Pd as the Head of Language Department as the Department Head and Advisor of the Apprenticeship Report
3. Ari Satria, M.Pd.B.I as the Head of D-III English Study Program
4. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program
5. Agnes Arum Budiana, S.Pd, M.Pd as the Coordinator of Apprenticeship
6. Safra Apriani Zahra, S.Pd, M.Pd as an Academic Advisor of English Study Program Class 2020
7. Tengku Kespandiar, ST., MM as a Campus Relations Head in PT. Riau Andalan Pulp and Paper
8. Budhi Firmansyah, Fitri Jayanti, and all co-workers in Corporate Communications (CorpComms) Department who have been provided explanations, guided, assisted
9. My Beloved Family, who supported me emotionally and financially.

The parties that cannot be mentioned one by one. It means a lot to me because, without that help, I might not be able to complete my project.

Bengkalis, 16th May, 2023



Suci Ramadina

Reg. Number: 5203201138

TABLE OF CONTENTS

ACCEPTENCE SHEET	i
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS	v
LIST OF FIGURE	vii
LIST OF TABEL	vii
CHAPTER I INTRODUCTION Error! Bookmark not defined.	1
1.1 Background of Apprenticeship	1
1.2 Purpose of the Apprenticeship	2
1.3 Significances of the Apprenticeship.....	2
1.3.1 Significances of the Apprentice.....	2
1.3.2 Significances for the State Polytechnic of Bengkalis.....	2
1.3.3 Significances for the company.....	2
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company History.....	4
2.1.1 Royal Golden Eagle or Raja Garuda Emas (RGE) Group.....	4
2.1.1.1 Asia Pacific Resources International Holding Limited (APRIL) Group	6
2.1.2 Company Logo	8
2.2 Vision and Mission.....	8
2.2.1 Vision	8
2.2.2 Mision.....	8
2.3 Kind of Business Unit	9
2.4 Organization Structure	10
2.5 Document Used For Activity	15
CHAPTER III SCOPE OF APPRENTICESHIP	16
3.1 Job Description.....	15
3.2 System and Working Procedure.....	16
3.3 Place of Apprenticeship.....	37

3.4 Kind and Description of the Activity.....	38
CHAPTER IV CONCLUSION AND SUGGESTIONS	50
4.1 Conclusion.....	50
4.2 Suggestions.....	51
APPENDICES.....	52

LIST OF FIGURES

Figure 2. 1 RGE Group Logo	4
Figure 2. 2 Company of RGE Group	5
Figure 2. 3 a Pathway to Prosperity	6
Figure 2. 4 Sowing the Seeds of Sustainable Forestry	6
Figure 2. 5 APRIL2030.....	7
Figure 2. 6 Company Logo	8
Figure 2. 7 Kinds of Business Unit	9
Figure 2. 8 the Main Product of RAPP	10
Figure 2. 9 Corpcomm Organization Structures 2023	11
Figure 2. 10 External Communications apprentice’s jobdesks	12
Figure 2. 11 Internal Communications apprentice’s jobdesk	12
Figure 2. 12 Guests Categories According to the SOP	13
Figure 2. 13 Digital Media Jobdesk	14
Figure 3. 1 The Apprentice’s Main Job in CCD	17
Figure 3. 2 The Working Procedure of Interviewing Stakeholder	18
Figure 3. 3 The Working Procedure of Updating VMB	18
Figure 3. 4 The Standarization and Final Display Work Area	19
Figure 3. 5 The Working Procedure Before 6s Audit	19
Figure 3. 6 The History of Fish in Riau	20
Figure 3. 7 The Working Procedure of Collecting Data for Infography	20
Figure 3. 8 The Working Procedure of Filing	20
Figure 3. 9 The Working Procedure of Matching Up Purchasing Invoices	21
Figure 3. 10 The Working Procedure of Sortering PM.....	21
Figure 3. 11 The Work Procedure of Renaming APRIL Digest	21
Figure 3. 12 The Work Procedure of Collecting Content for Campaign Making- Process	22
Figure 3. 13 The Work Procedure of Translating APRIL Digest Quiz	22
Figure 3. 14 The Work Procedure of Translating	22
Figure 3. 15 The Work Procedure of Summarizing	23
Figure 3. 16 Chairman's RT/RW Data	23
Figure 3. 17 The Work Procedure of Making Employee Data.....	23
Figure 3. 18 The Work Procedure of Making List.....	24
Figure 3. 19 The Gift for Outstanding Employee	24
Figure 3. 20 The Working Procedure of Serving the Gift	24
Figure 3. 21 The Working of Rewriting the File.....	25
Figure 3. 22 The Working of Making 3D Styrofoam Letters.....	25

Figure 3. 23 The Working Procedure of News Monitoring.....	26
Figure 3. 24 Monitoring Publishing	26
Figure 3. 25 Working Procedures of Media Monitoring	26
Figure 3. 26 Translating an Article	27
Figure 3. 27 Translating PPT.....	27
Figure 3. 28 The Working Procedures of Translating PPT	27
Figure 3. 29 Visitting Housing-Productions in Siak Regency.....	28
Figure 3. 30 Several Examples of Smart Writing Titles.....	28
Figure 3. 31 The Working Procedure of Smart Writing Production.....	28
Figure 3. 32 Documenting an Event	29
Figure 3. 33 Working Procedure of Documenting Event	30
Figure 3. 34 Product Photoshoot	30
Figure 3. 35 The Working Procedure of Product Photoshoot	30
Figure 3. 36 The Working Procedure of Scoring The Proposal.....	31
Figure 3. 37 The Working Procedure of Typing Error Checking	31
Figure 3. 38 Subtiling of Speech	31
Figure 3. 39 Working Procedure of Making Subtitling	32
Figure 3. 40 IG Live Script.....	32
Figure 3. 41 Working Procedure of Making IG Live Script.....	33
Figure 3. 42 SOW.....	33
Figure 3. 43 The Working Procedure of Making SOW	33
Figure 3. 44 Welcome Drink	34
Figure 3. 45 Things to Check	34
Figure 3. 46 Souvenir Checking Process	34
Figure 3. 47 The Working Procedure of Taking Guests for Corporate Visit	35
Figure 3. 48 Apprentices Corporate Visit	35
Figure 3. 49 Event Proposal.....	35
Figure 3. 50 Event Proposals and Event Working Procedure	36
Figure 3. 51 Webinar.....	36
Figure 3. 52 Seminar	37
Figure 3. 53 Even Report.....	37
Figure 3. 54 The Working Procedure of Event Report	37
Figure 3. 55 Visual Management Board (VMB) Presentation	38
Figure 3. 56 Toast Mster	38
Figure 3. 57 <i>Rumah Batik Bono</i>	

LIST OF TABLES

Table 3. 1 Agenda of the First Week Activities	39
Table 3. 2 Agenda of the Second Week Activities	40
Table 3. 3 Agenda of the Third Week Activities	41
Table 3. 4 Agenda of the Fourth Week	42
Table 3. 5 Agenda of the Fifth Week Activities.....	42
Table 3. 6 Agenda of the Sixth Week	43
Table 3. 7 Agenda of the Seventh Week Activities	44
Table 3. 8 Agenda of the Eighth Week Activities.....	44
Table 3. 9 Agenda of the Ninth Week Activities	45
Table 3. 10 Agenda of the Tenth Week Activities.....	46
Table 3. 11 Agenda of the Eleventh Week Activities.....	46
Table 3. 12 Agenda of the Twelveth Week Activities	47
Table 3. 13 Agenda of the Thirteenth Week Activities	47
Table 3. 14 Agenda of the Thirteenth Week Activities	48
Table 3. 15 Agenda of the Fifteenth Week Activities	48
Table 3. 16 Agenda of the Sixteenth Week Activities	48
Table 3. 17 Agenda of the Seventeenth Week Activities	49
Table 3. 18 Agenda of the Last Week Activities	49

LIST OF APENDICES

APENDIX A Certificate	51
APENDIX B Evaluation Form	52
APENDIX C Reply of Apprenticeship Letter	53
APENDIX D Revision List	54
APENDIX E Attending List	55
APENDIX F Corporate Communications	58
APENDIX G Overview in RGE Exhibition Center (RTC)	59
APENDIX H Overview in Kerinci Center Nursery	60
APENDIX I Overview in Asia Pacific Rayon (APR).....	61
APENDIX J Daily Activity on the Job Training	62