

**APPRENTICESHIP REPORT**  
**PT. RIAU ANDALAN PULP AND PAPER**  
**DEPARTMENT OF APRIL LEARNING INSTITUTE**  
**PELALAWAN - RIAU**

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**INTERNATIONAL BUSINESS ADMINISTRATION**  
**STUDY PROGRAMS**  
**BUSINESS ADMINISTRATION DEPARTMENT**  
**POLYTECHNIC STATE OF BENGKALIS**  
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**APPRENTICESHIP REPORT  
PT. RIAU ANDALAN PULP AND PAPER**

Written as one of the conditions for completing Apprenticeship


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Pangkalan Kerinci, May 15<sup>th</sup>, 2023



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Pelalawan, May 15<sup>th</sup> 2023



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# CHAPTER I

## INTRODUCTION

### **1.1 Background of the Apprenticeship**

The development of science and technology is getting faster day by day, which is then followed by the need for human resources who can master adequate science and technology as well. It is intended that the development of science and technology can be balanced with the mastery of science and technology by these human resources. The existence of demands for adequate and reliable expertise in their respective fields is useful for getting jobs that are competitively adjusted in order to achieve the desired goals. Having adequate expertise will give birth to ready-to-use human resources (HR) both in terms of knowledge, morals, attitudes and other criteria needed.

Higher education is the highest formal education that will produce human resources (HR) who have a high intellectual level to compete in the demands of the world of work. Both ability demands and quality demands. So that universities are required to prepare good quality human resources to face increasingly fierce competition. The relationship between theory and practice in the world of education is important to compare and prove something that has been learned in theory with the actual situation in the world of work. The Bengkalis State Polytechnic has a responsibility in preparing its students to compete in the real world of work.

Apprenticeship is a learning process to get to know the real world of work directly. This Apprenticeship is carried out every year and must be attended by every Bengkalis State Polytechnic student with the aim of being able to implement the knowledge they have learned into the world of work. Apprenticeship is a series of activities that include understanding scientific theories/concepts that are applied in work according to the profession in the field of study. Apprenticeship can add insight, knowledge and abilities to students, and be able to solve scientific problems in accordance with the theory obtained while in college.

Polytechnic is a vocational college. Bengkalis State Polytechnic is a tertiary institution established by the Bengkalis Regency Government through the Gema Bahari Foundation in early 2000, which at that time was still called the Bengkalis Shipping Polytechnic. During its journey, the Bengkalis Shipping Polytechnic changed its name to Bengkalis Polytechnic and is under the auspices of the Bengkalis Bangun Insani Foundation, with 5 (five) study programs, namely: Naval Architecture and Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

In July 2001, Bengkalis Polytechnic accepted its first batch of new students. In early 2008 the Bengkalis Polytechnic requested support from YBI Bengkalis, the Bengkalis Regency Government and the Bengkalis Regency DPRD to propose an increase in status from Private Higher Education (PTS) to State Higher Education (PTN). In 2009, the Bengkalis Polytechnic together with YBI Bengkalis and the Bengkalis Regency Government proposed an increase in status from PTS to PTN to the Ministry of National Education through the Directorate General of Higher Education. On February 9, 2011 the Bengkalis Polytechnic together with YBI Bengkalis and the Bengkalis Regency Government made a presentation to the Minister of Administrative Reform and Bureaucratic Reform to complete the feasibility of Bengkalis Polytechnic.

On July 29, 2011, the Bengkalis Polytechnic officially became a PTN with the name Bengkalis State Polytechnic through the Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Bengkalis State Polytechnic has 8 (eight) majors, namely Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Informatics Engineering, Language and Maritime. The 8 (eight) majors were then broken down into 18 (eighteen) study programs consisting of 9 (nine) D3 (diploma three) study programs, including Marine Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration.

The Department of Business Administration is one of the majors at the Bengkalis State Polytechnic. The Department of Business Administration has 3 (three) study programs, 1 (one) of which is a D3 (diploma three) study program, namely D3-Business Administration. In 2016, 2 (two) study programs were added, one of which was D4-International Business Administration.

The International Business Administration Study Program is one of the study programs at the Bengkalis State Polytechnic campus which concentrates on the fields of Business Administration, Office Administration, Import Export. In accordance with the curriculum of the Bengkalis State Polytechnic International Business Administration study program, that every student who will complete the study must carry out the Apprenticeship that has been stipulated in the decision of the Director of the Bengkalis State Polytechnic in a special regulation.

After carrying out the Apprenticeship for 15 (fifteen) weeks, students are required to make a Apprenticeship report as a form of accountability for each activity carried out while carrying out the Apprenticeship.

Based on the provisions above, this Apprenticeship is carried out at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci, Pelalawan Regency which was carried out for 15 (fifteen) weeks from 12 January 2023 to 15 May 2023.

## **1.2 Purpose of the Apprenticeship**

The purpose of the Apprenticeship program carried out at PT. Riau Andalan Pulp and Paper are as follows:

1. To find out the Job Description and Job Specifications that were carried out during Apprenticeship at PT. Mainstay of Riau Pulp and Paper.
2. To find out the system and practical work procedures carried out at PT. Mainstay of Riau Pulp and Paper.
2. To find out the place and time of Apprenticeship at PT. Mainstay of Riau Pulp and Paper.
4. To find out the obstacles faced and the solutions when doing Apprenticeship at PT. Mainstay of Riau Pulp and Paper.

### **1.3 Significanes of the Apprenticeship**

The Apprenticeship carried out is expected to provide benefits to various parties. These benefits are as follows:

1. For Students

Student get the opportunity to apply the knowledge (theory/concept) they have learned to the real world of work and can increase their knowledge and skills through direct involvement in the work at PT. Riau Andalan Pulp and Paper especially at APRIL Learning Institute. Students gain experience in the world of work to prepare themselves before being recruited into the world of work. Can recognize and operate various equipment used by companies, agencies and offices in carrying out real work activities.

2. For Companies

Can improve the company's image by providing good impressions and experiences for students who do Apprenticeship. In addition, the existance of cooperation between the world of education and industry or companies can make it easier for companies to get prospective employees who are know for their quality,dedication and credibility while carried out Apprenticeship.

3. For Campus

For The Bengkalis State Polytechnic obtains feedback from organizations or companies on the capabilities and output of students participating in internships in the world of work.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

##### 2.1.1 Royal Golden Eagle (RGE) Group

Royal Golden Eagle (RGE), formerly known as RGM (Raja Garuda Mas), was officially registered in 1973. RGE began as a spare parts supplier shop called Toko Motor in 1967 in Medan, Indonesia. It was there that the founder and chairman of the RGE Group, Mr. Sukanto Tanoto, first entered the business world. During the oil crisis in 1973, he was able to overcome the rapidly rising oil prices to expand his business as oil companies expanded in the region. After a long break, he succeeded in establishing a plywood factory in Besitang, North Sumatra. At that time, he had observed that Indonesia was exporting logs and importing plywood, so he decided to invest in plywood manufacturing in Indonesia.



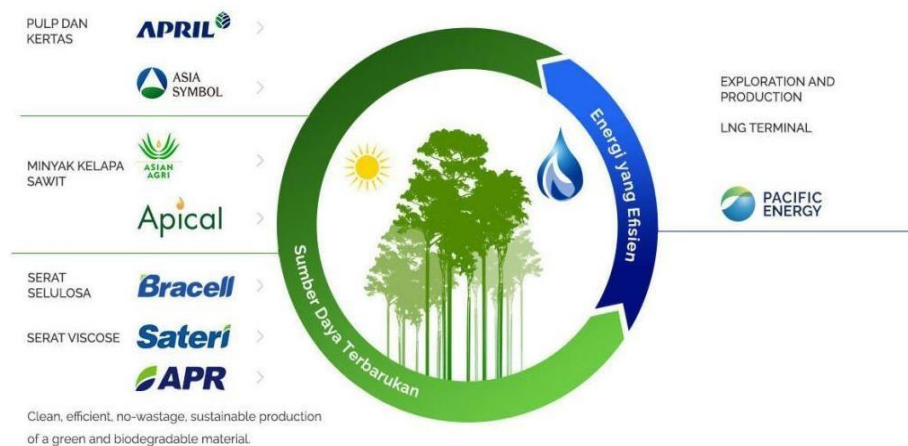
**Figure 2.1 RGE Group Logo**  
*Source: <https://www.rgei.com/id/>*

Sukanto Tanoto then built the world's largest pulp and paper mill in Kerinci, Riau. April Group is listed on the New York Stock Exchange. After overcoming

challenging conditions during the financial crisis in the late 1990s, RGE expanded its footprint in China, Brazil, Canada and Spain. RGE has 5C principles that are trusted by its founder, namely Sukanto Tanoto, to be able to bring goodness to the Community (community), Country (Country), Climate (climate), Customer (customer), and Company (company).

The business groups under the auspices of the Royal Golden Eagle (RGE) Group include the following:

- a) *Pulp and Paper* - APRIL & Asia Symbol
- b) *Palm Oil Industry* - Asian Agri & Apical
- c) *Cellulose Fiber* - Bracell
- d) *Viscose Fiber* - Sateri & Asia Pacific Rayon (APR)
- e) *Development of Energy Resources* - Pacific Oil & Gas



**Figure 2.2 The RGE Group of Companies**

Source: <https://www.rgei.com/id/>

The Royal Golden Eagle (RGE) Group has a core value, namely TOPICC start with me. This value is used as a guideline for working in RGE Group companies, TOPICC consists of the following abbreviations:

1. *Complementary Teamor* (Teamwork), we are one in purpose and complement each other in teamwork.
2. *ownershipor* (Sense of Belonging), we maintain a sense of belonging to always achieve the best. People or (Human Resources), we develop human resources to grow together.



3. *integrity*or (Integrity), we act with integrity.
4. *customers*or (Customers), we understand and provide the best for customers.
5. *Continuous Improvement*or (Continuous Improvement), we avoid indifference and make improvements continuously.

#### 2.1.2 Asia Pacific Resources International Holding Limited (APRIL) Group

APRIL Group is one of the pioneer companies from the RGE Group which is engaged in the pulp and paper business segment, and is one of the leading pulp and paper companies in the world. APRIL has its head office in Asia, namely Singapore and also has main production areas in Indonesia and China. Through state-of-the-art pulp and paper mills and industrial forest plantations operating in Riau province, Sumatra, Indonesia, as a large company, APRIL has a vision of "Improving lives by developing resources sustainably" and a mission of "To be one of the largest, best managed and sustainable resource-based Groups, creating value for the Community, Country, Climate, Customer, and Company". Therefore, Corporate social responsibility is applied to APRIL Group's operations and management to promote the environment and develop society and to fulfill corporate social responsibility. The Tanoto Foundation, founded in 1981, is the implementation of this vision.

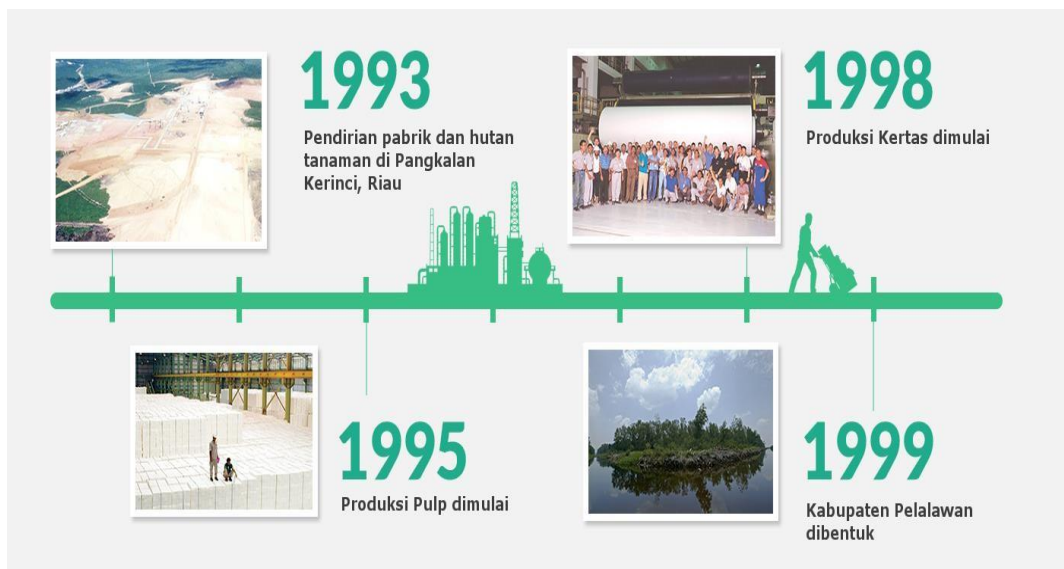


**Figure 2.3 APRIL Group Logo**  
Source: <https://www.rgei.com/id/>

Through its subsidiary in Indonesia. APRIL Group started developing plantations in Riau Province, Sumatra and built a factory in Pelalawan Kerinci from 1993. At that time, kerinci was home to 200 families. This population grew to over 200,000 in 2010 as APRIL Group's development and business diversification transformed Kerinci into the regional social and commercial hub of the Province.

APRIL Group started commercial pulp production in 1995, followed by commercial paper production in 1998. This regional growth mirrored the growth of APRIL Group's operations in Indonesia, with the establishment of Pelalawan District in 1999 and later the municipality of Kerinci in 2001. Kerinci's rapid growth this later allowed it to be divided into three regions in 2005.

In 2010, APRIL Group's forestry operations contributed 6.9% to the total economy of Riau Province. APRIL Group has created around 90,000 jobs for the community. APRIL is also contributing to providing better access to education and social support in areas such as health care and housing. The APRIL Group has helped improve living standards and reduce the poverty rate by 30%.



**Figure 2.4 The Path to Prosperity**

Source: <https://www.aprilasia.com/en/about-april/history>

In 2002, APRIL Group implemented a comprehensive timber legality system to prevent illegal timber from entering supply and production chains. The system verifies and tracks wood from the company's fiber plantations to the mills. APRIL Group also collaborated with the World Wildlife Fund (WWF) to tackle illegal logging in Tesso Nilo and signed a moratorium on further road construction and development of Acacia plantations in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for pulp and paper mill fiber plantations.

In 2003, a decade after the company was founded, the APRIL Group published its first Sustainability Report, detailing its community development initiatives and commitment to sustainable forestry operations. In the same year, APRIL Group established a branch in Guangzhou to support the development of the company's operations in China.

In 2005, APRIL Group introduced a voluntary High Conservation Value (HCV) scoring system in its concession areas for land use planning. This policy provides practical and responsible solutions to the challenges of deforestation and degradation. APRIL also established the APRIL Learning Institute and received a Green Proper Rating for factory environmental performance as well as a Golden Flag Choice & Zero Accident Award for factory health and safety management from the Government of Indonesia.



**Figure 2.5 Sowing Sustainable Forest Seeds**

Source: <https://www.aprilasia.com/en/about-april/history>

In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT . Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, is certified for Sustainable Plantation Forest Management according to the Indonesian Ecolabelling Institute (LEI) standards.

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

In 2008, the completion of Pulp Line 3 made Riau home to the world's

largest integrated pulp and paper mill, with a production capacity of 2.8 million tons per year. Manufacturers certified to ISO 9001, 8000 and ISO 14001 continue to invest in technology to ensure the company can self-sufficiently meet its own electricity needs.

Since 2010, APRIL Group's production facilities have been certified by the Program for the Endorsement of Forest Certification (PEFC) on the Chains of Custody standard, which ensures that all raw materials entering the factory are supplied from legal and unproblematic sources. APRIL also obtained certification from the Hong Kong Green Label for its PaperOne™ products in 2010.

In October 2011, APRIL's subsidiary RAPP was successfully certified by Bureau Veritas standards for Timber Origin and Legality (OLB). RAPP is the first Asian plantation company in the industry to receive this certification. APRIL Group's OLB standard for forestry company certification covers production facility forestry activities. The supply partners for RAPP have also successfully passed audits based on OLB's “Chain of Custody-Acceptable Wood” standards.



**Figure 2.6 Growth and Recognition**

Source: <https://www.aprilasia.com/en/about-april/history>

APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balance the need to save the environment and prioritize the interests of local communities, while continuing to run a sustainable business. An independent

Stakeholder Advisory Committee was also introduced to ensure transparency and implementation Sustainable Forest Management Policy.

In June 2015, APRIL Group developed a Sustainable Forest Management Policy based on input from SAC and various other stakeholders. APRIL is also strengthening its forest protection and conservation commitments including removing deforestation from its supply chain and adding a High Carbon Stock (HCV) assessment aspect.

### 2.1.3 PT. Riau Andalan Pulp and Paper (RAPP)

PT. Riau Andalan Pulp and Paper is a private company engaged in the manufacture of pulp (pulp) and paper (paper) and is the largest pulp company in Asia Pacific. PT. RAPP is a subsidiary of APRIL Group (Asia Pacific Resource Internasional Holding Ltd) which is one of the pioneer companies of the Royal Golden Eagle (RGE) Group. PT. Riau Andalan Pulp and Paper was domiciled in Jakarta in 1992, at which time a field survey was conducted for a factory location in Riau Province to be precise in Pangkalan Kerinci Village, Pelalawan Regency. PT. RAPP obtained HTI permits based on Minister of Forestry Decree No. 327/Menhut-II/1992.

PT. Riau Andalan Pulp and Paper was built and designed to produce high-quality pulp and paper, where the pulp is produced chemically using a sulfite (kraft) process. The control system in this company has entered into the ISO system which is used as a sign to determine the world quality of a product. Some of the chemicals used in factories include CIO.

Besides that PT. Riau Andalan Pulp and Paper is a fast growing private company and has received ISO 9001 and ISO 14001 certificates. PT. Riau Andalan Pulp and Paper is a company that uses sophisticated production technology, namely a superbatch administrator digester system and a good production system with a sophisticated control system and good management, both in terms of production and cooperation.

#### 2.1.4 APRIL Learning Institute

APRIL Learning Institute (ALI) is the largest pulp and paper industry employee training and development center in Indonesia. ALI was founded on the initiative of the founder of APRIL Group, namely Sukanto Tanoto, who is very concerned about the development and quality improvement of each employee. ALI is responsible for making all employees able to carry out the strategies that have been prepared by the company, both technically and soft skills. In the company's organizational structure, ALI is one of the Departments under the auspices of Shared Service/Human Resource which is responsible for human resources (HR) in the company.

In the process of creating and running ALI training, there are 10 (ten) sections, namely Assessment Center, Technical Mill, Leadership & Development, ALI Technical Maintenance, Fiber Operation Training, PTSI Training Center, Education Program, Technical Rayon, Learning Support and Future Learning. Where each of these sections has different tasks according to the scope they have, behind different scopes, they have the same main task in order to create good human resources and in accordance with what the company expects.

The main tasks of APRIL Learning Institute are as follows:

- a) *Module Development*, namely making modules that are used for learning materials in training with a focus according to the field that will carry out the training.
- b) *execution*, namely carrying out trainings that aim to improve the ability of employees with a focus on areas in accordance with what is needed by these employees.
- c) *Certification*, namely conducting an assessment of employees to find out whether the employee is competent or not as a condition in operating the machine, one of which is the provision of DLP (Driving License Program).

ALI also conducts a training needs analysis before designing and executing their training. ALI also facilitates employees with programs that assist employees in the development process and their own capabilities. One of them is the IDP (Individual Development Plan) which contains planning in every capacity process.

ALI is responsible for increasing the Core Value of its employees through technical and soft skill training. The following is a picture of the APRIL Learning Institute building:



**Figure 2.7 APRIL Learning Institute Building**  
*Source: PT. Riau Andalan Pulp and Paper*

## **2.2 Vision and Mission**

### **a. Vision**

To become a world-class pulp and paper company with the best management and performance, the most profitable and sustainable and the first choice of consumers and employees.

### **b. Mission**

1. Creating sustainable growth throughout the value chain.
2. To be an industry leader in every operational aspect.
3. Maximize benefits for stakeholder while helping to promote local and regional socio-economic development.
4. Creating added value through a talented and motivated workforce and the effective use of technology.

## **2.3 Kind of Business**

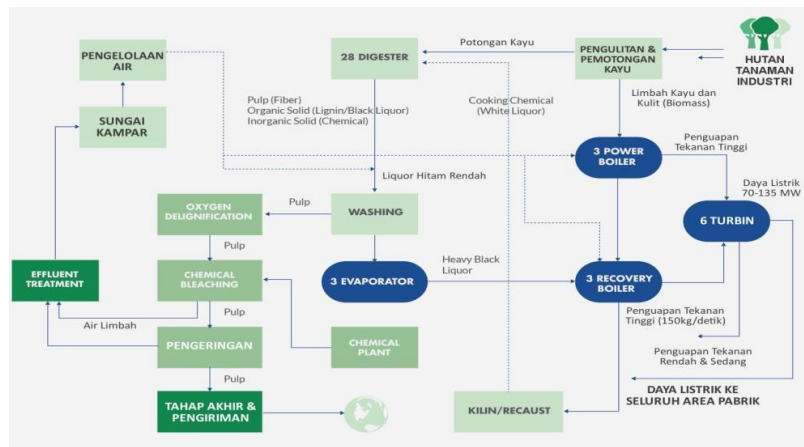
PT. Riau Andalan Pulp and Paper is a company engaged in the production

of pulp (pulp) and paper (paper). Cellulose fiber is the main raw material for pulp production. Most of these cellulose fibers are obtained from wood. The wood itself is divided into 2 (two), namely hardwood and softwood and from several other plants.

## 1. Pulp

Paper pulp is the result of separating fiber from fibrous raw materials through various manufacturing processes. Pulp consists of fibers as raw material for paper. The process of making pulp includes mechanical, chemical, and semi-chemical processes. To produce pulp, small wood chips are processed and used as an admixture. The mixture is processed to produce a natural adhesive that functions to bind wood fibers. This mixture is then cleaned and bleached for further processing.

The most basic material in producing pulp is lignin, which is a black liquid that functions as a material to trigger the boiling point to generate energy for the production process. After being dried, trimmed, and packaged, the pulp is then ready to be processed into various products. The following is the flow of the pulp production process carried out by PT.



**Figure 2.8 Pulp Production Process Flow**

Source: <https://www.aprilasia.com/id/product/product-pulp>

## 2. Paper

Paper is a thin material resulting from the compression of fibers originating from the pulp. The fiber used is usually natural and contains cellulose and hemicellulose. PaperOne™ is the flagship brand of PT. RAPP offers a variety of paper with premium quality and is made from



100% renewable plantation fiber which is produced to meet the high demand in society. PaperOne™ has also been PEFC certified which ensures that this product comes from plantations that are managed in a sustainable manner. All PaperOne™ products are manufactured using the latest ProDigi™ HD Print Technology to produce superior quality for printing purposes.



**Figure 2.9 Featured Paper Products**

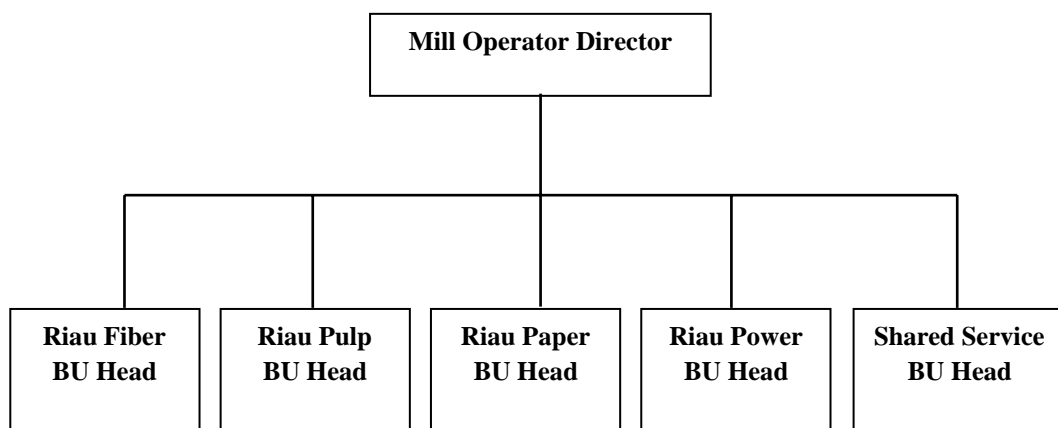
*Source: <https://www.rgei.com/id/bisnis-kami/april>*

The resulting paper is 3 times finer and 33% stronger because it has 100% Elemental Chlorine Free (ECF) production material from sustainably managed plantations. Paper is produced through a pulp drying process which is then mixed with cellulose fibers to bond and blend together. While still wet, the paper is processed by a series of heated rolling processes for flattening and drying purposes. The product is then coated with adhesive and various additives to improve its quality. Finally, to produce smooth and shiny paper, the rolling process is carried out repeatedly until the product is judged to be ready for use and marketed.

#### **2.4 Structure Of Organization PT. Riau Andalan Pulp and Paper**

The company's organizational structure has an important meaning in a company to achieve the goals set or planned by the company. Without a good organizational structure, the company's activities will not run smoothly because it is not clear who should carry out a task. Therefore it is clear that the organizational structure can provide firm boundaries and at the same time be responsible for these duties.

Organizational structure of PT. Riau Andalan Pulp and Paper follows the type of line and staff organization where the powers and responsibilities are branched to each leader from top to bottom, each position is not responsible for one another but only responsible for their respective directors. Each superior has a certain number of subordinates and his subordinates receive orders from their respective superiors. The following is the organizational structure of PT. Riau Andalan Pulp and Paper Pelalawan, which is as shown below:



**Figure 2.10 Structure of Organizational PT. RAPP**

*Source: PT. Riau Andalan Pulp and Paper*

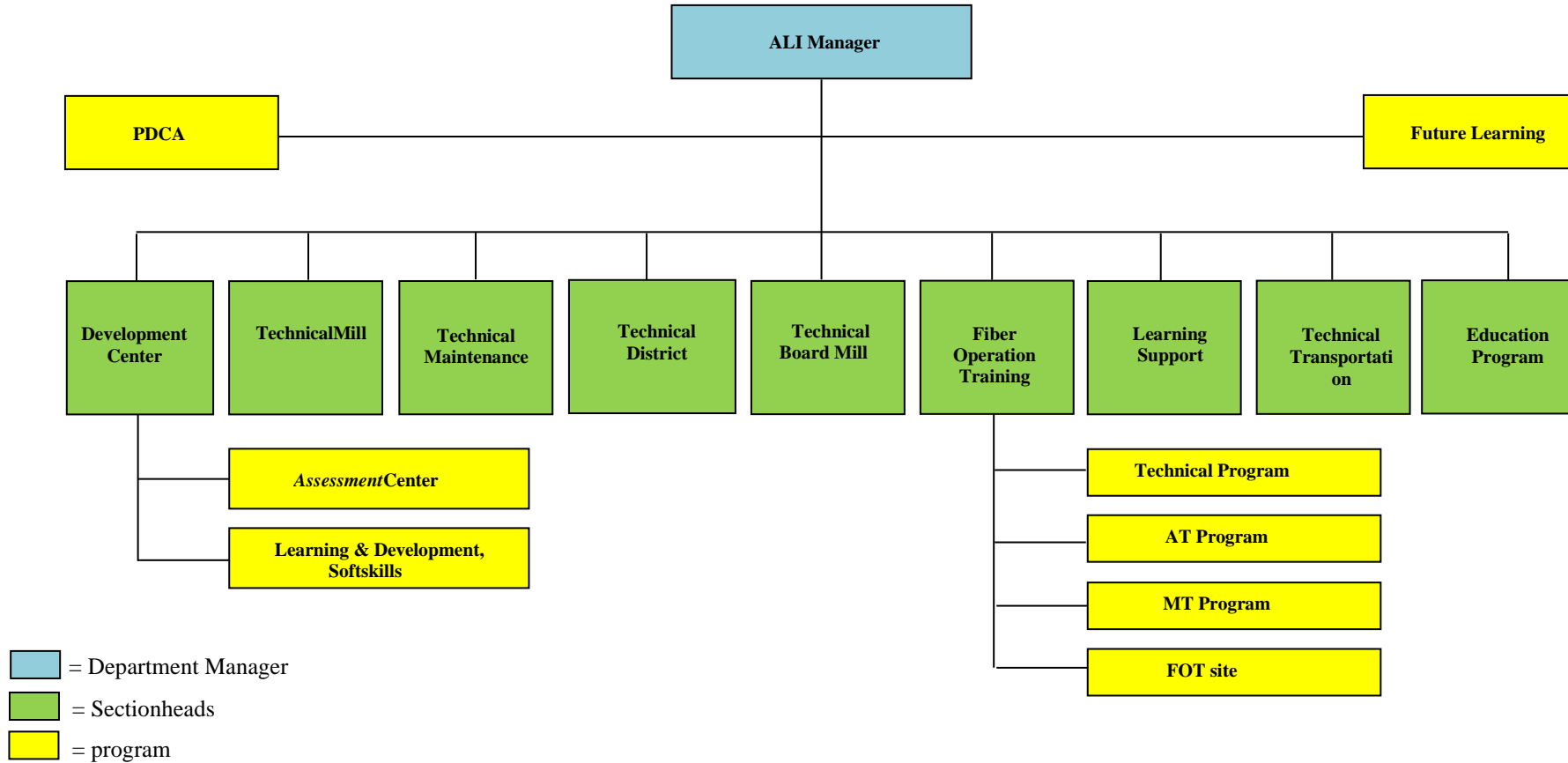
PT. Riau Andalan Pulp and Paper, which is engaged in the pulp and paper production business, has various company divisions or unit bodies, as follows:

1. Riau Fiber, is a business unit that manages wood starting from the fields of nursery, planting, maintenance, harvesting, and development of wood to become the production of raw materials as well as the development of types of wood seeds.
2. Riau Pulp, is a business unit that produces pulp where wood from Riau Fiber is managed and processed into pulp.
3. Riau Paper, is a business unit that produces paper where the raw material for making paper is pulp, the pulp itself is produced by Riau Pulp, now the dry wood fiber from the pulp is used to make paper.
4. Riau Power, is a business unit that manages the field of generating electricity and reprocessing black liquor, water and chemicals, where the electricity generated is used for power generation in all business units.

5. *Shared Services*(Common Service) is a unit that manages the service sector for all units and manages the entire logistics of the company, including supply chain management, finance, HRD, accounting and IT/IS.

The duties and responsibilities of each organizational structure of PT. Riau Andalan Pulp and Paper which is organized based on the functions carried out by the company, namely the Mill General Manager. The organizational structure of the APRIL Learning Institute Department can be seen in the image below.

## Structure of Organizational APRIL Learning Institute (ALI)



**Figure 2.11 Structure of Organizational APRIL Learning Institute**

*Source: PT. Riau Andalan Pulp and Pape*

In a company or institution, you have something you want to achieve. To realize this, an appropriate organizational structure is needed in the field so that it is able to achieve the goals to be achieved. The organizational structure of the APRIL Learning Institute Office is prepared in accordance with applicable regulations, which in essence explain all the functions, obligations and responsibilities of each division occupied.

The duties and responsibilities of each section contained in the organizational structure of APRIL Learning Institute are as follows:

1. ALI Manager

APRIL Learning Institute is a department under the auspices of Human Resources, where the role of ALI is very important in developing the company's human resources. The manager plays an active role in managing all parts in the department, in carrying out the manager's duties a program is formed, namely:

- a. PDCA(Plan Do Check Act) is a management method that aims to solve problems with four steps iteratively. Usually this method is used in quality control.
- b. Future Learning is a future learning method by utilizing ICT, namely computer-based learning, mobile phones, smartphones, mobile learning, and augmented reality. Where this program is needed in planning learning that will be given to company employees.

2. Development Center

Is the part that is responsible for the company's HR development center at ALI, one of its duties is to provide material on the soft skills needed by an employee and provide an assessment of the training they have undertaken, this section has 2 (two) programs, which are as follows:

- a. Assessment Center, is a program that functions to provide an assessment of each employee who has conducted training so that they know whether the employee is competent or not.
- b. Learning and Development, Soft Skills, is a program that functions to provide learning about soft skills and material that can change the

mindset of an employee.

3. Technical Mill

Is the part that is responsible for the development of factory employees engaged in engineering. Employees included in the supervision of this section are IT, production and other technician employees. One of his duties is the development of mill employees.

4. Technical Maintenance

Is responsible for the maintenance of the factory. One of the tasks of this section is to provide learning and skill development materials for the maintenance of machines in factories.

5. Technical District

Is the part that is responsible for the production of rayon, this section is tasked with providing learning and skill development materials needed by employees related to the rayon field.

6. Technical Board Mill

Is the part that is responsible for issues that exist in the factory, besides that this section has the task of providing learning and skills development materials needed by employees in this field.

7. Fiber Operation Training

Is the part that is responsible for the field of fiber, where this section is tasked with providing learning and skill development materials for employees who work in the fiber section.

8. Learning Support

Is the part that is responsible for all the learning carried out by all the parts in ALI, where learning support is the part that manages finances and the agenda that will be carried out by each other part.

9. Technical Transportation

Is the part that is responsible for the transportation sector in the company, everything related to transportation is the part that will organize and carry out the execution. At ALI, this section has the task of developing employee driving skills. Such as crane parts, bus drivers, etc.

## 10. Education Program

Is the part that is responsible for the educational development program at APRIL Learning Institute, where this section has one of the tasks, namely making modules that will later be used as learning media for employee training.

### 2.5. Working Process

In carrying out this Apprenticeship activity which lasted for four months. The author is placed in the Technical Board Mill section at the April Learning Institute Department, PT. Riau Andalan Pulp and Paper. As for the duties and responsibilities carried out by the Technical Board Mill section are:

1. Solve problems that occur in PT. Riau Andalan Pulp and Paper.

The problems that occur include human resources such as how to behave and how to dismantle each employee, their behavior and performance.

2. Provide provision in the form of training to new employees before starting work in the factory.

Training is provided if the company recruits a new workforce specifically for the pulp and paper mill and those related to the factory will be handled directly by the technical board mill section, new employees will attend training at the April Learning Institute building for 3 (three) weeks with a variety of material will be provided by the Technical Board Mill section. Learning materials are provided in the form of printed out material modules with trainers who are reliable in their fields.

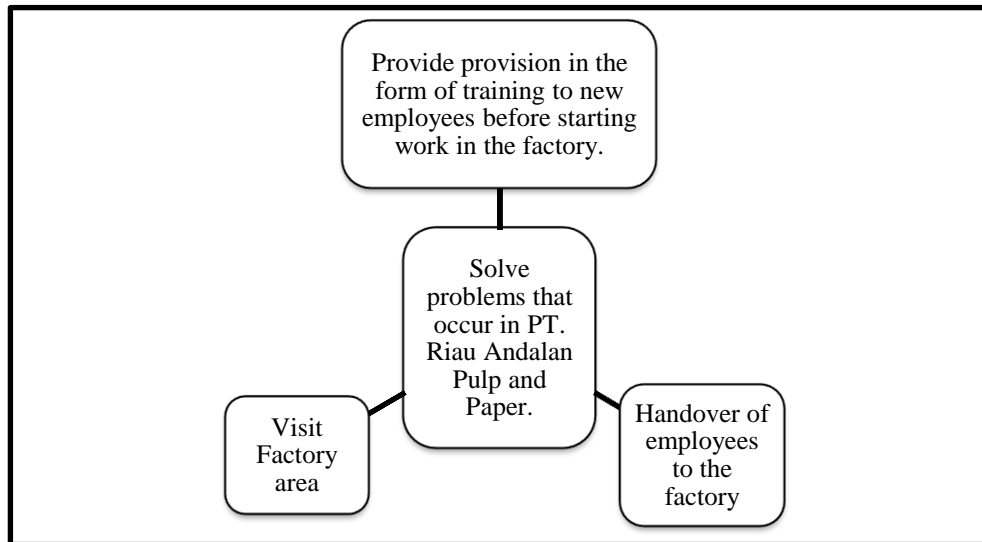
3. Visit Factory area

After receiving training for 3 (three) weeks the new employees will visit the factory, namely in the production section PM1, PM2, PM3, finishing section and warehouse. activities carried out for approximately 2 days visit the area. the first day visiting the production department and the second day visiting the finishing and warehouse department.

4. Handover of employees to the factory

After participating in the training and visiting the factory area the activities of new employees at the April Learning Institute were closed by handing over

to the factory sections according to their respective departments, this activity was also carried out by the Technical Board Mill team. after the handover, the employee will continue learning, namely directly at the factory location which aims to assess whether the employee is eligible to continue his career path at PT.Riau Andalan Pulp and Paper.



**Figure 2.12 Flowchart Working Process**  
*Source: Process Data 2023*

## 2.6. Documents Used for Activity

In the implementation of the Apprenticeship, there are several documents needed to complete the work given. the document are as follows :

1. Interview Report
2. Housing/Mess Request Form
3. Employe Welfer Claim Form
4. Leave Form
5. Travel Request Form



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

The Apprenticeship was carried out for 4 months, starting from January 12 to May 15 2023 at PT. Riau Andalan Pulp and Paper Especially at APRIL Learning Institute.

During the implementation of the Apprenticeship, there were many opportunities to do the work that was the assignment of the APRIL Learning Institute (ALI), as well as a lot of new knowledge and experience that could be taken in the world of work, especially in the field of administration. To make it clearer and easier to report on activities that have been carried out, there are several descriptions of weekly activities, so that each work carried out can be reported clearly and in detail.

Tasks that have been practiced for 15 (fifteen) weeks at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office are as follows:

1. Scan documents.
2. Duplicate documents.
3. Conduct an Assessment on the Employee Written Test.
4. Enter the results of the Employee Written Test Value.
5. Create a Valmet Module PPT.
6. Participate in Paper Making Overview Training.
7. Supervise the Written Test Trainer at ALI.
8. Follow the Sharing Book process.
9. Participate in NEO (New Employee Orientation) 1 & 2 Training.
10. Visit RAK (Riau Andalan Kertas).
11. Help with the preparation of the Team Building Board Machine Event and Implementation.
12. Follow Hand Over Trainee to RAK.
13. Provide Attendance List to Training Room.

14. Visit IHP (In House Packaging).
15. Enter the data of employees who attended the training.
16. Assist in sorting BM Event Tools.
17. Print the Training Module.
18. Help Check and Prepare Training Room.
19. Follow Welcoming ALI.
20. Visit RTC (RGE Exhibition Center).
21. Scan the Module (Commissioning Manual).
22. Following a Visit to Paper Machine & RAK.
23. Records WD employee IDs from Workday.

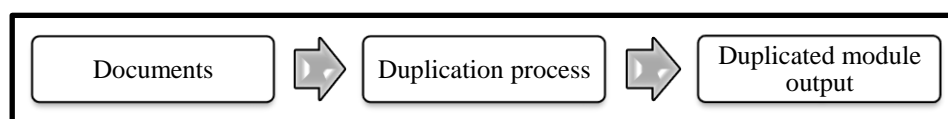
### 3.2 System and Procedure

There are several procedures used in the operational activities during carrying out Apprenticeship. Description of the activities carried out during the implementation of Apprenticeship at PT. Riau Andalan Pulp and Paper as Specifically at APRIL Learning Institute are as follows:

#### 1. Duplicate documents

Document duplication is a process, method, act of duplicating documents as needed by using a duplicating device. So the word duplicating can be interpreted, an attempt to reproduce or multiply documents. Doubling of documents can also be interpreted as an act of duplicating or reproducing documents as needed by using duplicating devices such as photocopiers, printers, risographs and stencil machines.

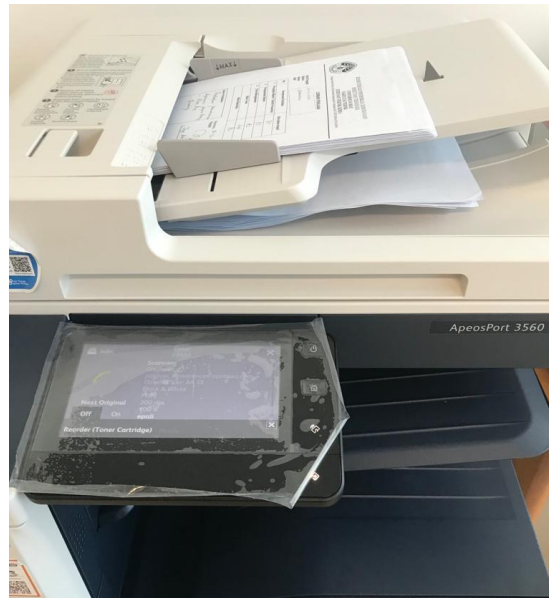
Documents that are often duplicated on the technical board mill section are the training modules issued by Valmet, the modules are used for training materials and then distributed to all participants who take part in the training on the day it takes place. These module documents are printed as many times as there are trainees to avoid waste on paper.



**Figure 3.1 Flowchart Duplicating Documents**

*Source: Data Process 2023*

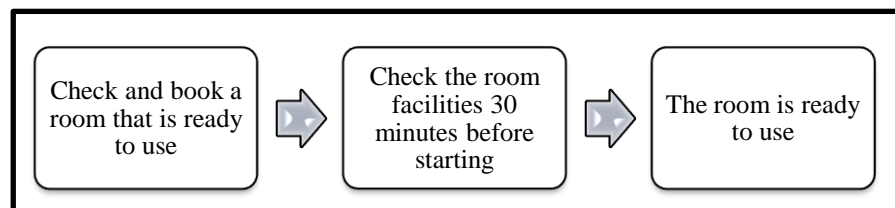
The following is the activity of duplicating documents:



**Figure 3.2 Duplicating Documents**  
*Source: PT. Riau Andalan Pulp and Paper*

2. Prepare room for employee training

In preparing for training, there are many things that must be considered properly, one of which is preparing the room. In preparing the room we need to prepare the equipment or supporting facilities needed in conducting training activities. There are things that we need to pay attention to when preparing a room such as blackboards or whiteboards, markers, benches, tables, projectors, books, and others related to the teaching material that will be provided. At APRIL Learning Institute, employees usually prepare the room 30 minutes before the training schedule.



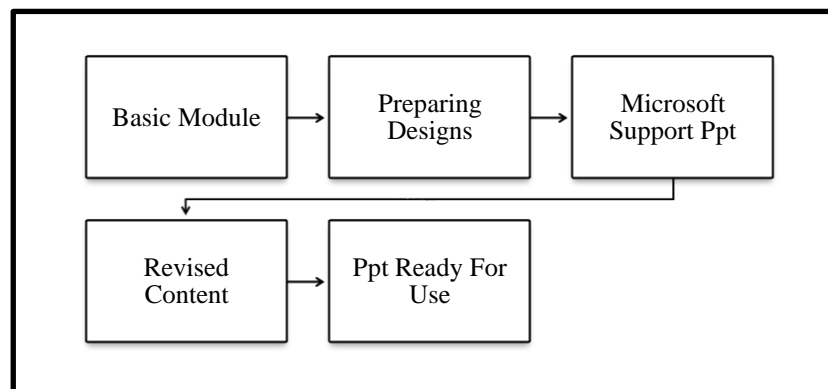
**Figure 3.3 Flowchart Preparing the room for employee training**  
*Source: Data Process 2023*



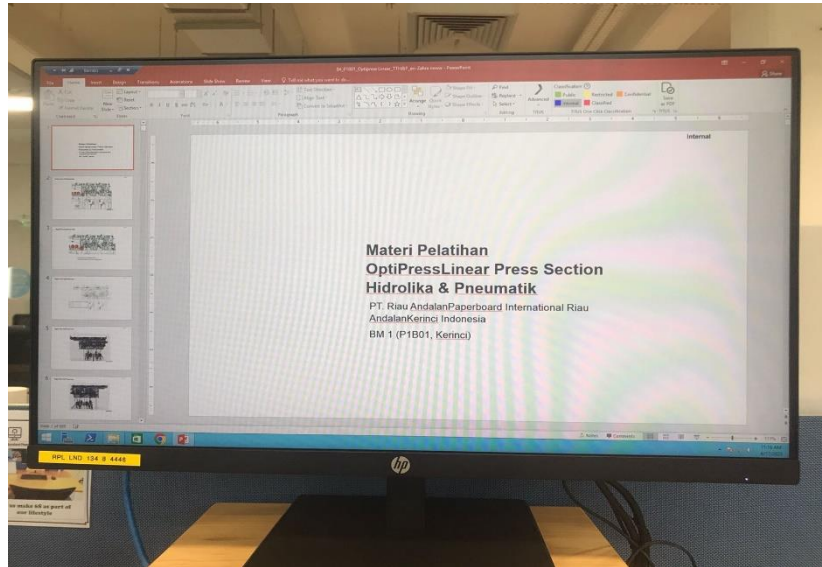
**Figure 3.4 Preparing the room for employee training**  
*Source: PT. Riau Andalan Pulp and Paper*

3. Making PPT for Modules

In its application in Apprenticeship, makes PPT according to the material and directions from the mentor based on the modules provided, usually the practitioner only makes the basic core PPT, then the mentor himself will complete the contents of the PPT which will be used when teaching or conducting training to the students. employees attending training sessions. The following is a PPT image that the practitioner made according to the directions from the trainer who asked to make a PPT presentation.

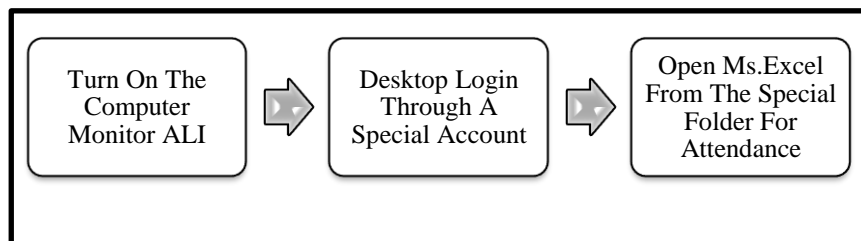


**Figure 3.5 Flowchart Making PPT for presentations**  
*Source: Data Process 2023*



**Figure 3.6 Making PPT for presentations**  
*Source: PT. Riau Andalan Pulp and Paper*

4. Enter the data of employees who attended the training  
 In implementing this section, the practitioner is given the task of entering data on employees who attended the training, this is one of the routine activities carried out by ALI employees in the learning support section as a report material for their training achievement targets. The application used to input data is the Workday application. an application that can only be accessed by employees who do not have an ID that is used as a login Username to the Workday application.



**Figure 3.7 Flowchart Enter Data Attended the training**  
*Source: Data Process 2023*

APRIL<sup>®</sup> Learning Institute Attendance List

Course Title : Lat. End Chemical Training Facilitator : PEKHA INTERNATIONAL  
 Venue : BAPB Date : 10 APRIL 2023  
 Program Mgr : \_\_\_\_\_ Start - Finish Time : 08.00.30 - 12.15.00

No	SAP ID	Name	BU	Signature	No	SAP ID	Name	BU	Signature
1	2002536	Hendrian MHO	BM	[Signature]	21	2002494	Sugid Zain Wampudi	BM	[Signature]
2	2002489	Edwin H. Lani	BM	[Signature]	22	2002704	Ahmad Rafi Panan	BM	[Signature]
3	2002312	Muhammad Rizki Asyraf	BM	[Signature]	23	2001716	Ilham Apriansyah	BM	[Signature]
4	2002963	Micus Sukmaning	BM	[Signature]	24	2002358	Yusuf Nurcahyo	BM	[Signature]
5	2002486	LIAN CHANDRA	BM	[Signature]	25	2002495	Dan Harsito	BM	[Signature]
6	2002492	M. Fahmi Agung	BM	[Signature]	26	2002476	Yusuf Rizki	BM	[Signature]
7	2002470	Indocing Sul F. S.	BM	[Signature]	27	2002349	Rendi Raja Pongoran	BM	[Signature]
8	2002450	FADHLAN REZA	BM	[Signature]	28	2002125	Mulya Komadhono	BM	[Signature]
9	2002404	Vico Jabino	BM	[Signature]	29	2002507	Muhammad Rizki Rizki	BM	[Signature]
10	2002443	Wulan Maulana	BM	[Signature]	30	2002471	Rizka Widiya	BM	[Signature]
11	2002467	JHAN FRANKI R. P.	BM	[Signature]	31	2002497	Prasasti Wibisono	BM	[Signature]
12	2002456	Iman Rivaldo	BM	[Signature]	32	2002155	Maryono	BM	[Signature]
13	2002417	FIRDAUS HUDA RIZKI	BM	[Signature]	33	2002772	Boy Alexander M	BM	[Signature]
14	2002208	Amalia Nur Hafidat	BM	[Signature]	34	2002140	ROM ANINDA PUTRA	BM	[Signature]
15	2002507	Hendrya Rivaldo	BM	[Signature]	35	2002267	URUSULI WUSGA	BM	[Signature]
16	2002352	Prasasti Wina Gita	BM	[Signature]	36	2002444	Rizka Sila Gema	BM	[Signature]
17	2002302	Alvinus S. Satrio	BM	[Signature]	37	200275	Rizka Aisy H. Nisa	BM	[Signature]
18	2002495	Renzhan Rizki	BM	[Signature]	38	2002332	Dunia Anwar Stawan	BM	[Signature]
19	2002481	Muhammad Rizki	BM	[Signature]	39	2002459	MARFA CHANDRA ENIQ	BM	[Signature]
20	2002474	PRINCE Satrio	BM	[Signature]	40	2002491	Piky Ayu KURNIAWATI	BM	[Signature]

This certifies that the above listed personnel attended this course on the date time specified.  
 (NOTE: Every person attending any training must supply his SAP ID number as well sign his name in the space provided to confirm his attendance.)  
 Facilitator / Program Manager Remarks: \_\_\_\_\_

Head Facilitator Name & Signature: \_\_\_\_\_ APRIL<sup>®</sup> Learning Institute

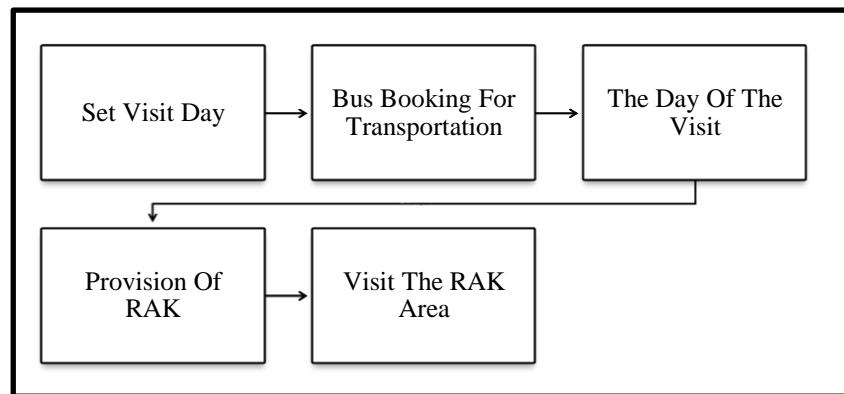
**Figure 3.8 Entering employee data attended training**  
 Source: PT. Riau Andalan Pulp and Paper

In entering employee data, there are 3 stages that we will do, namely first we make a schedule in advance, second we do mass enrollment of employees participating in the training, third we manage the roster which aims to ensure their names are recorded as training participants. The steps in entering employee data are as follows:

- a. Turn on the computer monitor (because in ALI the computer is connected to the office network, so it is not justified to turn off the computer, just turn off the monitor).
  - b. Login via remote desktop using a special account provided by ALI.
  - c. Then, open the excel application and look for a special folder for inputting absences (this is confidential), the excel application is a special application for inputting data and an application that is used by all employees at work.
5. Visit Riau Paper (RAK) factory

Visiting the Riau Andalan Kertas (RAK) factory is one of the activities carried out by ALI employees/trainers in the education program section, the purpose of this visit is to find out firsthand how wood is processed and processed into paper, and how marketing/marketing is used in selling paper products. Usually this

information will be used as information for making modules, making it easier for trainers to explain to new employees or employees participating in training classes at the APRIL Learning Institute.



**Figure 3.9 Flowchart Visiting the RAK Factory**  
*Source: Data Process 2023*



**Figure 3.10 Visiting the RAK Factory**  
*Source: PT. Riau Andalan Pulp and Paper*

### 3.3 Place of Apprenticeship

Apprenticeship carried out after students occupy semester VII, while the Apprenticeship activities last for approximately four 15 weeks, starting from January 12<sup>th</sup> 2023 to May 15<sup>th</sup> 2023 at PT. Riau Andalan Pulp and Paper Department of APRIL Learning Institute which is located at Jl. Lintas Timur,

Pangkalan Kerinci, Pelalawan Regency, Riau (28300). Tel: +62 761 491 000, Fax: +62 761 491 846.

Time of implementation of Apprenticeship at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci, Pelalawan Regency is held for 15 (fifteen) weeks. Starting from January 12<sup>th</sup> 2023 to May 15<sup>th</sup> 2023. The work schedule at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci, Pelalawan Regency, are as follows:

**Table 3.1 Schedule of Working Hours of APRIL Learning Institute PT. RAPP**

No	Day	Working hours	Rest
1	Monday to Friday	08.00 to 17.00 WIB	12.00 to 13.30 WIB
2	Saturday	08.00 to 12.00 WIB	-
3	Sunday	Holiday	Holiday

Source: PT. Riau Andalan Pulp and Paper

The activity carried out by the author during practice are in the April Learning Institute. A description of the work that was carried out during the Apprenticeship which began on January 12<sup>th</sup> to May 15<sup>th</sup> 2023 at PT. Riau Andalan Pulp and Paper especially at APRIL Learning Institute. The details of the activities can be seen in the following table:

**Table 3.2 Work Agenda Report for Week 1, 12 January-21 January 2023**

No	Date and time	Activity	Place of execution
1.	Friday, 13 January 2023	1. Safety Induction (know the rules and safety while in the work environment)	Safety campus
2.	Monday, 16 January 2023	1. Welcome Ali (Mario sent Anugrah)	Bayas Room
3.	Tuesday, 17 January 2023	1. Doing task 1 to make the BM#1 Module PPT	ALI Library Room
4.	Wednesday, 18 January 2023	1. Doing task 1 to make PPT Module BM#1 (safety 942 things)	ALI Library Room
5.	Thursday, 19 January 2023	1. Participate in Paper Making Over View Training (Mario Sent Anugrah)	Training Room <i>Baserah</i>
6	Friday, 20 January 2023	1. Doing task 1 to make PPT Module BM#1 (safety 942 things)	ALI Library Room
7	Saturday, 21 January 2023	1. Day Off	-

Source: Processed Data 2023



The following is the display of the work report in week 2 (two), namely, day/date, activity and place of implementation :

**Table 3.3 Week 2 Work Agenda Report, 23 January-31 January 2023**

No	Date and time	Activity	Place of execution
1.	Monday, 23 January 2023	1. Ali Morning Briefing 2. Doing task 1 to make PPT Module BM#1 (safety 942 things)	ALI Library Room
2.	Tuesday, 24 January 2023	1. Ali Morning Briefing 2. Doing task 1 to make PPT Module BM#1 (safety 942 things). 3. Oversee Training exams Session 1 (10:00-11:00) Session 2 (15:00- 14:00)	Training Room Baserah
3.	Wednesday, 25 January 2023	1. Ali Morning Briefing 2. Doing task 1 to make PPT Module BM#1 (safety 942 things).	ALI Library Room
4.	Thursday, 26 January 2023	1. Ali Morning Briefing 2. Doing task 1 to make PPT Module BM#1 (safety 942 things).	RoomALI Office
5.	Friday, 27 January 2023	1. Ali Morning Briefing 2. Doing task 1 to make PPT Module BM#1 (safety 942 things).	RoomALI Office
6.	Saturday, 28 January 2023	1. Ali Morning Briefing 2. Sharing Book (Organizational Behavior)	RoomALI Office, Training room Pay
7.	Monday, 30 January 2023	1. Ali Morning Briefing 2. Training Paper Board (Board Machine Overview)	-

Source: Processed Data 2023

The following is the display of the work report in week 3 (three), namely, day/date, activity and place of implementation :

**Table 3.4 Week 3 Work Agenda Report 31 January-07 February 2023**

No	Date and time	Activity	Place of execution
1.	Tuesday, January 31, 2023	1. Ali Morning Briefing 2. Doing task 1 to make PPT Module BM#1 (Wet and operator training).	RoomALI Office
2.	Wednesday, 01 February 2023	1. Ali Morning Briefing 2. Factory Visit Day 1 Trainee Batch 8 Location : Finishing and Warehouse	Riau Mainstay Paper / RAK and PMO
3.	Thursday, 02 February 2023	1. Ali Morning briefing 2. Factory Visit Day 2 Trainee Batch 8 Location: Paper Machine	Paper Machines 1,2,3
4.	Friday 03 February 2023	1. Ali Morning Briefing 2. Doing task 1 to make PPT Module BM#1 (Wet and operator training). 3. Workday input	RoomALI Office
5.	Saturday, 04 February 2023	1. Ali Morning Briefing 2. Supervising Batch 8 Trainee Exams Session 1 (09:00- 10:00) RGE Core Values 3. Continues Making PPT Modules	-
6.	Monday, 06 February 2023	1. Ali Morning Briefing 2. Doing task 1 to make PPT Module BM#1 (Multi Forming OptiFormer).	RoomALI Office
7.	Tuesday, 07 February 2023	1. Ali Morning Briefing 2. Supervising Batch 8 Trainee Exams Session 1 (09:00- 10:00) BM Overview Session 2 (11:00 – 12:00) 6S 3. Doing task 1 to make PPT Module BM#1 (Multi Forming OptiFormer).	RoomALI Office

Source: Processed Data 2023

The following is the display of the work report in week 4 (four), namely, day/date, activity and place of implementation :

**Table 3.5 Work Agenda Report for Week 4 of 08 February -15 February 2023**

No	Date and time	Activity	Place of execution
1.	Wednesday, 08 February 2023	<ol style="list-style-type: none"> <li>1. Ali Morning Briefing</li> <li>2. Participate in the NEO (New Employee Orientation) Day 1 training <ul style="list-style-type: none"> <li>- safety</li> <li>- Core Values</li> <li>- Certification</li> <li>- it department</li> </ul> </li> </ol>	Pelalawan South Room
2.	Thursday, 09 February 2023	<ol style="list-style-type: none"> <li>1. Ali Morning Briefing</li> <li>- Participate in the NEO (New Employee Orientation) Day 2 training</li> <li>- Miil Overview</li> </ol>	Pelalawan South Room
3.	Friday, 10 February 2023	<ul style="list-style-type: none"> <li>- ALI Briefing Morning</li> <li>- Prepare Event BM 1</li> <li>- Doing task 1 to make the BM#1 Module PPT</li> </ul>	Room <i>ALI Office</i>
4.	Saturday, 11 February 2023	<ol style="list-style-type: none"> <li>1. Ali Morning Briefing</li> <li>2. Join Event BM 1 (Team Building)</li> <li>Give t-shirts</li> </ol>	April Learning Institute
5.	Monday, 13 February 2023	<ul style="list-style-type: none"> <li>- ALI Morning Briefing</li> <li>- Oversee exams</li> <li>- Hand Over Trainee Batch 8 to RAK</li> </ul>	Room <i>ALI Office</i>
6.	Tuesday, 14 February 2023	<ul style="list-style-type: none"> <li>- ALI Morning Briefing</li> <li>- Doing task 1 to make the BM#1 Module PPT</li> <li>- Prepare for the BM event on February 25th</li> </ul>	Room <i>ALI Office</i>
7.	Wednesday, 15 February 2023	<ul style="list-style-type: none"> <li>- ALI Morning Briefing</li> <li>- Doing task 1 to make the BM#1 Module PPT</li> </ul>	Room <i>ALI Office</i>

Source: Processed Data 2023

The following is the display of the work report in week 5 (five), namely, day/date, activity and place of implementation :

**Table 3.6 Week 5 Work Agenda Report, 16 February -24 February 2023**

No	Date and time	Activity	Place of execution
1.	Thursday, 16 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefings</li> <li>2. Prepare absences for training classes</li> <li>3. Join class Training</li> </ol>	ALI Office
2.	Friday, 17 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Doing task 1 to make the BM#1 Module PPT.</li> </ol>	ALI Office
3.	Saturday, 18 February 2023	Day Off	-
4.	Monday, 20 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Doing task 1 to make the BM#1 Module PPT.</li> <li>3. Prepare event BM 1</li> </ol>	ALI Office
5.	Tuesday, 21 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Doing task 1 to make the BM#1 Module PPT.</li> <li>3. Prepare Event Pick up stuff in IHP (in house packaging)</li> </ol>	ALI Office, IHP
6.	Wednesday, 22 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Doing task 1 to make the BM#1 Module PPT.</li> </ol>	ALI Office
7.	Thursday, 23 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Join Training NEO (New Employee Orientation) Mill Overview.</li> </ol>	ALI Office, Pelalawan South

Source: Processed Data 2023

The following is the display of the work report in week 6 (six), namely, day/date, activity and place of implementation :

**Table 3.7 Work Agenda Report for Week 6 of 24 February – 03 March 2023**

No	Date and time	Activity	Place of execution
1.	Friday, 24 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefings</li> <li>2. Prepare Event BM 1</li> <li>3. Sort Clothes</li> </ol>	ALI Office
2.	Saturday, 25 February 2023	Event BM 1 Team Building	ALI Building
3.	Monday, 27 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Input Score operator and High school Trainee (written Test)</li> <li>3. Batch 9 trainee PPE shoe value input</li> <li>4. Sort PPE (shoes, earplugs, helmets)</li> <li>5. Check the stock of training material modules</li> <li>6. print module</li> <li>7. Sort BM event clothes</li> <li>8. Input Absent Training</li> </ol>	ALI Office
4.	Tuesday, 28 February 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Welcome ALI Batch 9</li> <li>3. Overview of the ALI Building</li> <li>4. Input Absent training</li> </ol>	ALI Building
5.	Wednesday, March 01, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Print the Training Module</li> <li>3. Making Project 6S</li> </ol>	ALI Office
6.	Thursday, 02 March 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Making Project 6S</li> <li>3. Input Absent Training</li> <li>4. Main Data (average and Filter functions)</li> </ol>	ALI Office
7.	Friday, March 03, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Join the Paper Making Overview Training.</li> <li>3. Visit RTC (RGE Exhibition Center)</li> </ol>	ALIOffice, RTC

Source: Processed Data 2023

The following is the display of the work report in week 7 (seven), namely, day/date, activity and place of implementation :

**Table 3.8 Week 7 Work Agenda Report March 04 – March 11 2023**

No	Date and time	Activity	Place of execution
1.	Saturday, 04 March 2023	1. ALI Morning Briefings 2. Oversee exams	ALI Office, Baserah
2.	Monday, March 06, 2023	1. ALI Morning Briefings 2. Doing task 1 to make the BM#1 Module PPT	ALI Office
3.	Tuesday, March 07, 2023	1. ALI Morning Briefings 2. Doing task 1 to make the BM#1 Module PPT	ALI Office
4.	Wednesday, March 08, 2023	1. ALI Morning Briefings 2. Input Absent training 3. Exam scores and value recap 4. Doing task 1 to make the BM#1 Module PPT	ALI Office
5.	Thursday, 09 March 2023	1. ALI Morning Briefings 2. Scan Module (Commissioning Manual) 3. Doing task 1 to make the BM#1 Module PPT 4. Supervise Core Value Examination and Preventive Maintenance	ALI Office
6.	Friday, March 10, 2023	1. Ali Morning Breefing 2. Doing task 1 to make the BM#1 Module PPT	Ali Office
7.	Saturday, March 11, 2023	Day Off	-

Source: Processed Data 2023

The following is the display of the work report in week 8 (eight), namely, day/date, activity and place of implementation :

**Table 3.9 Work Agenda Report for the 8th Week April 25-30 April 2023**

No	Date and time	Activity	Place of execution
1.	Monday, March 13, 2023	1. ALI Morning Briefings 2. Scoring Valmet Test 3. Enter training absences	ALI Office
2.	Tuesday, March 14, 2023	1. ALI Morning Briefings 2. Oversee exams 3. Input training absences 4. Join Training 6S (Presentation section)	ALI Office,
3.	Wednesday, March 15, 2023	1. ALI Morning Briefing 2. Doing task 1 to make the BM#1 Module PPT	ALI Office
4.	Thursday, March 16, 2023	1. ALI Morning Briefing 2. Visit Batch 9 RAK Finishing and Warehouse	ALI Office, RAK
5.	Friday, March 17, 2023	1. ALI Morning Briefing 2. Board Warehouse Overview Training Mr. Syahril	ALI Office
6.	Saturday, March 18, 2023	Day Off	-
7.	Monday, March 20, 2023	1. ALI Morning Briefing 2. Input Absent Training 3. Supervise Trinee Exams	ALI Office

Source: Processed Data 2023

The following is the display of the work report in week 9 (nine), namely, day/date, activity and place of implementation :

**Table 3.10 Work Agenda Report for the 9th Week May 02-May 7 2023**

No	Date and time	Activity	Place of execution
1.	Wednesday, March 22, 2023	Nyepi Day Holiday	-
2.	Thursday, March 23, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Doing task 1 to make the BM#1 Module PPT</li> <li>3. Valet test scoring</li> <li>4. Excel entries</li> </ol>	<i>ALI Office</i>
3.	Friday, March 24, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Doing task 1 to make the BM#1 Module PPT</li> </ol>	<i>ALI Office</i>
4.	Saturday, March 25, 2023	Day Off	-
5.	Monday, March 27, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Doing task 1 to make the BM#1 Module PPT</li> </ol>	ALI Office
6.	Tuesday, March 28, 2023	Off (Sick)	-
7.	Wednesday, March 29, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefing</li> <li>2. Take note of the Feedback Assessment Center</li> <li>3. Absent input</li> </ol>	ALI Office

Source: Processed Data 2023



The following is the display of the work report in week 10 (ten), namely, day/date, activity and place of implementation :

**Table 3.11 Week 10 Work Agenda Report March 30 - April 6 2023**

No	Date and time	Activity	Place of execution
1.	Thursday, March 30, 2023	Permission Off	-
2.	Friday, March 31, 2023	Permission Off	ALI Office
3.	Saturday, April 01, 2023	Permission Off	ALI Office
4.	Monday, April 03, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefings</li> <li>2. Input Absent Training</li> <li>3. Input Basic Autonomous and Preventive Test Values</li> </ol>	ALI Office
5.	Tuesday, April 04, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefings</li> <li>2. Doing task 1 to make the BM#1 Module PPT</li> </ol>	ALI Office
6.	Wednesday, April 05, 2023	<ol style="list-style-type: none"> <li>1. ALI Morning Briefings</li> <li>2. Input Absent Training</li> <li>3. Doing task 1 to make the BM#1 Module PPT</li> </ol>	ALI Office
7.	Thursday, April 06, 2023	<ol style="list-style-type: none"> <li>1. Ali Morning Breefing</li> <li>2. Creating and repairing Voice Over Use Workday Scripts (Ce Dian)</li> </ol>	ALI Office

Source: Processed Data 2023

The following is the display of the work report in week 11 (eleven), namely, day/date, activity and place of implementation :

**Table 3.12 Work Agenda Report for Week 11 April 7 -14 April 2023**

No	Date and time	Activity	Place of execution
1.	Friday, April 07, 2023	Post Holidays	-
2.	Saturday, April 08, 2023	Day Off	-
3.	Monday, April 10, 2023	<ul style="list-style-type: none"> <li>- Ali Morning Briefing</li> <li>- Prepare voice over WD</li> <li>- Absence input</li> </ul>	Ali Office
4.	Tuesday, April 11, 2023	<ul style="list-style-type: none"> <li>- Ali Moring briefing</li> <li>- Prepare voice over</li> <li>- Absence input</li> </ul>	Ali Office
5.	Wednesday, April 12, 2023	<ul style="list-style-type: none"> <li>- Ali Morning Briefing</li> <li>- Join core value training</li> </ul>	Room trap
6.	Thursday, April 13, 2023	<ul style="list-style-type: none"> <li>- Ali Morning Briefing</li> <li>- Doing task 1 to make the BM#1 Module PPT</li> <li>- Join the COC Training</li> </ul>	ALI Office, Lake Belat
7.	Friday, April 14, 2023	<ul style="list-style-type: none"> <li>- Ali morning Briefing</li> <li>- Doing task 1 to make the BM#1 Module PPT</li> </ul>	Ali Office

Source: Processed Data 2023

The following is the display of the work report in week 12 (twelve), namely, day/date, activity and place of implementation :

**Table 3.13 Work Agenda Report for Week 12 April 15 -22 April 2023**

No	Date and time	Activity	Place of execution
1.	Saturday, April 15, 2023	<ol style="list-style-type: none"> <li>1. Ali Morning Briefing.</li> <li>2. Supervising Exams</li> <li>3. kp report</li> </ol>	Ukui, ALI Office
2.	Monday, April 17, 2023	<ol style="list-style-type: none"> <li>1. <i>Ali morning briefing</i></li> <li>2. <i>kp report</i></li> <li>3. <i>Became the moderator of the POLMED internship final presentation</i></li> </ol>	ALI office, Ukui
3.	Tuesday, April 18, 2023	<ol style="list-style-type: none"> <li>1. Ali Morning Briefing</li> <li>2. Doing task 1 to make the BM#1 Module PPT</li> <li>3. Submit an assessment form</li> <li>4. Report Kp</li> </ol>	ALI Office
4.	Wednesday, April 19, 2023	<ol style="list-style-type: none"> <li>1. Ali Morning Briefing</li> <li>2. Report Kp</li> <li>3. PPT draft preparation</li> </ol>	ALI Office
5.	Thursday, April 20, 2023	<ol style="list-style-type: none"> <li>1. Ali Morning Briefing</li> <li>2. KP report</li> <li>3. PPT draft preparation</li> </ol>	ALI Office
6.	Friday, April 21, 2023	Off Eid	-
7.	Saturday, April 22, 2023	Off Eid	-

Source: Processed Data 2023

The following is the display of the work report in week 13 (thirteen), namely, day/date, activity and place of implementation :

**Table 3.14 Week 13 Work Agenda Report April 23 -May 1 2023**

No	Date and time	Activity	Place of execution
1.	Monday, April 23, 2023	Off Eid	-
2.	Tuesday, April 25, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>Input Value Written test</i></li> <li>- <i>CP report</i></li> </ul>	ALI Office
3.	Wednesday, April 26, 2023	<ul style="list-style-type: none"> <li>- Ali Morning Briefing</li> <li>- Enter Trainee Absence</li> <li>- CP report</li> </ul>	ALI Office
4.	Thursday, April 27, 2023	<i>Permission off</i>	-
5.	Friday, April 28, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>Overseeing Batch 10 Exams</i></li> <li>- <i>kp report</i></li> <li>- <i>Draft PPT</i></li> </ul>	Ukui, ALI Office
6.	Saturday, April 29, 2023	Day Off	-
7.	Monday, May 1, 2023	National Labor Day	-

Source: Processed Data 2023

The following is the display of the work report in week 14 (fourteen), namely, day/date, activity and place of implementation :

**Table 3.15 Work Agenda Report for Week 14 May 02 -May 9 2023**

No	Date and time	Activity	Place of execution
1.	Tuesday, May 2, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>kp report</i></li> <li>- <i>Draft PPT</i></li> </ul>	ALI Office
2.	Wednesday, May 3, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>Join Training Core Values</i></li> <li>- <i>CP report</i></li> </ul>	ALIOffice, Teso
3.	Thursday, May 4, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>CP report</i></li> <li>- <i>Draft PPT</i></li> </ul>	ALI Office
4.	Friday, May 5, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>CP report</i></li> <li>- <i>Draft PPT</i></li> </ul>	ALI Office
5.	Saturday, May 6, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>CP report</i></li> <li>- <i>Draft PPT</i></li> </ul>	ALI Office
6.	Monday, May 8, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>kp report</i></li> <li>- <i>Final PPT</i></li> </ul>	ALI Office
7.	Tuesday, May 9, 2023	<ul style="list-style-type: none"> <li>- <i>Ali Morning Briefing</i></li> <li>- <i>Final PPT</i></li> </ul>	ALI Office

Source: *Processed Data 2023*

The following is the display of the work report in week 15 (fiveteen), namely, day/date, activity and place of implementation :

**Table 3.16 Week 15 Work Agenda Report May 10 -May 15 2023**

No	Date and time	Activity	Place of execution
1.	Wednesday, May 10, 2023	- <i>Ali Morning Briefing</i> - <i>Supervise the EXAM</i> - <i>KP Final Presentation</i>	ALI Office, Teso, Ukui
2.	Thursday, 11 May 2023	- <i>Ali Morning Briefing</i> - <i>Print Module</i> - <i>Prepare Internship Letters</i>	ALI Office
3.	Friday, May 12, 2023	- <i>Ali morning Briefing</i>	ALI Office
4.	Saturday, May 13, 2023	- <i>Ali Morning Briefing</i>	ALI Office
5.	Monday, 15 May 2023	- <i>Visit Area</i> - <i>Last day Internship</i>	ALI Office, RAK

Source: *Processed Data 2023*

### **3.4 Kind and Description of the Activity**

Every job that is done there is always something expected from the job, as well as Apprenticeship at PT. RAPP. What is expected from the job is to know the work system in the APRIL Learning Institute office. The expected work targets during the Apprenticeship at the APRIL Learning Institute office are as follows:

1. Duplicate documents

The expected target in duplicating documents is being able to duplicate documents in accordance with procedures and being able to operate paper duplicating machines, one of which is a printer.

2. Assist in auditing the room

The expected target in this activity is to find out what things need to be prepared before conducting an audit and how to arrange a good layout of goods and rooms.

3. Prepare room for employee training

The expected target in preparing the room is to find out what needs to be prepared in the room so that the training runs smoothly and employees feel

comfortable.

4. Help make PPT for Modules

The expected target in helping to make PPT for the presentation module is to make it easier for trainers to convey training material to employees.

5. Enter the data of employees who attended the training

The expected target in entering training employee data is to facilitate employee attendance recapitulation and facilitate their certification process after attending training at ALI.

6. Visit Riau Mainstay Paper (RAK) factory

The expected target in visiting the RAK factory is to get information and explanation directly about how the paper production process goes from the beginning of wood processing to paper products and marketing, to make modules according to the module requests needed by new employees who attend training at ALI.

7. Visit the Asia Pacific Yarn (APY) factory

The expected target in visiting the APY factory is to ask for approval signatures and see how the processing of cellulose fiber is processed into yarn, then made into cloth to produce clothes with high selling value.

### 3.4.1 Devices Used During Apprenticeship

To support the smooth running of the tasks and work assigned, there are several things that must be considered and prepared so that the results of the work are as expected. One of them is knowing how to use office equipment and devices to be used. The devices used are divided into 2 (two) types, namely hardware and software. The following is the software (software) and hardware (hardware) used during carrying out Apprenticeship activities:

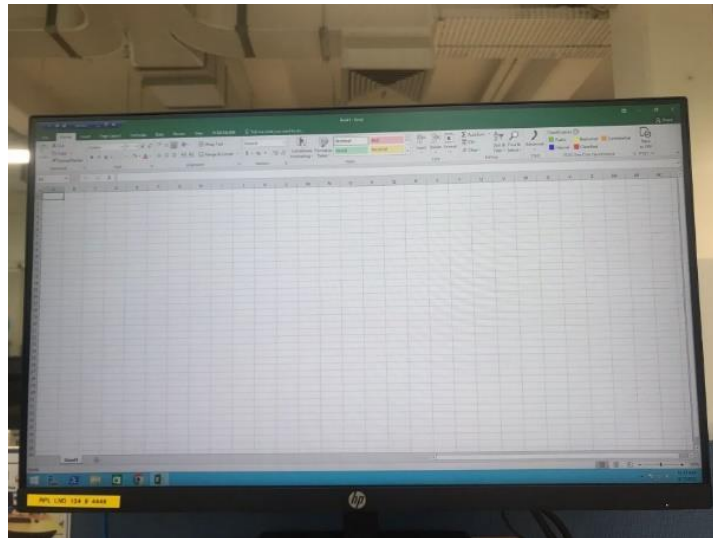
a. Software (software)

The software used while carrying out Apprenticeship activities at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office are as follows:

1. Microsoft Excel

Microsoft Excel software for processing data automatically includes basic

calculations, use of functions, graphing and data management, usually used to recap training data, data on attendance of training participants, recapitulation of data on activities that took place especially at the technical council factory. besides that excel is also used for various activities related to numbers, one example is the recap of uniform numbers used for Board Mill events.



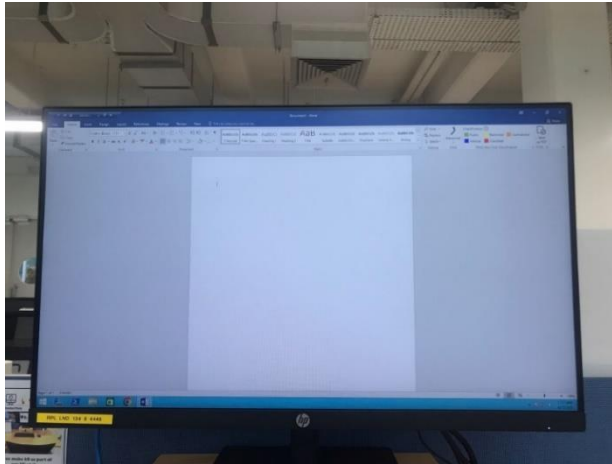
**Figure 3.11 Microsoft Excel**

*Source: PT. Riau Andalan Pulp and Paper*

## 2. Microsoft Word

*Microsoft Word* is a program that is part of the Microsoft Office installation package, functions as a word processing software including creating, editing, and formatting documents. In the world of work, especially in the field of office or office, an employee must be required to be able to use Microsoft Word, because it is needed in making documents or letters. In its application when doing practical work (KP), Microsoft Word is used to make incoming and outgoing letters of goods at the April Learning Institute PT office. Riau Mainstay Pulp and Paper. The initial appearance of Microsoft Word is as follows.

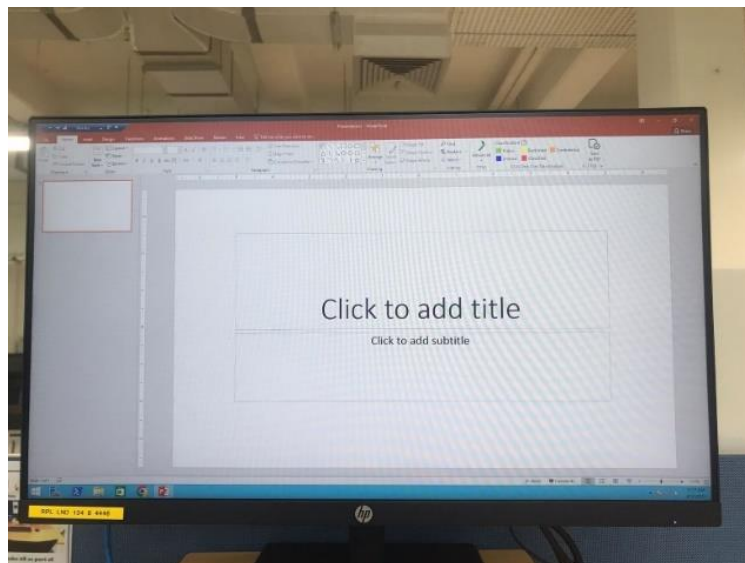




**Figure 3.12 Microsoft Word**  
*Source: PT. Riau Andalan Pulp and Paper*

3. Microsoft PowerPoint

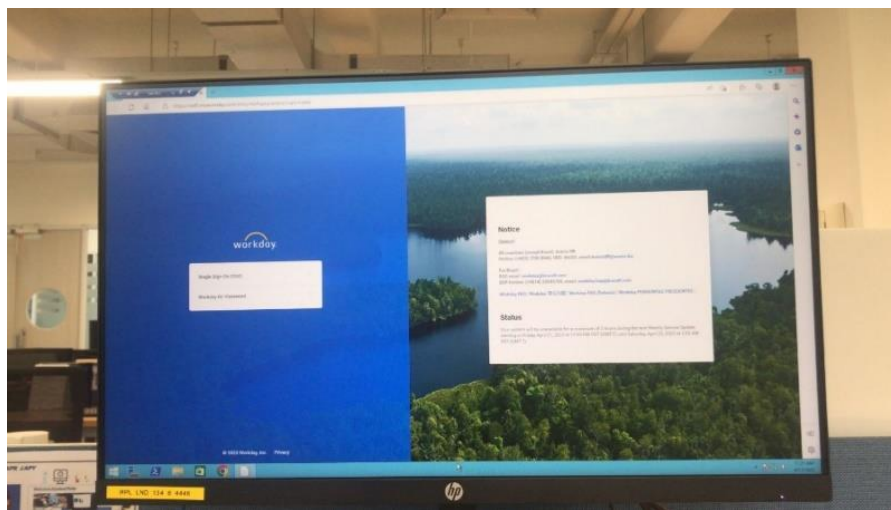
Microsoft PowerPoint is an application from Microsoft Office that is intended as a means to make it easier to make presentations, create presentation material, and facilitate the learning process so that listeners or audiences can easily understand it. Microsoft Power Point is used to make presentation material for trainers who will conduct training for new employees, besides that ppt is used to report activities that will be carried out every morning at 8 before starting an activity known as Ali morning briefing.



**Figure 3.13 Microsoft PowerPoint**  
*Source: PT. Riau Andalan Pulp and Paper*

4. workdays

workdays is a program that has the same meaning as weekdays. Of course, the number or number of working days of employees needs to be calculated correctly because this could be related to income or salaries or wages of employees. In its application, the Workday application is used to enter employee data, both register their names to attend training, input their attendance or absences, and find out the personal data of company employees. The initial appearance of the Workday application can be seen below:

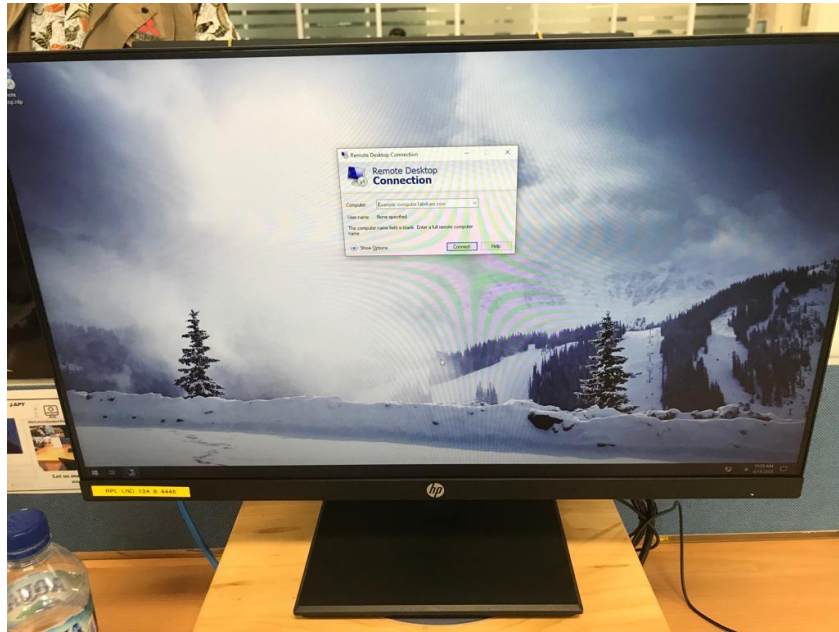


**Figure 3.14 Workdays**

*Source: PT. Riau Andalan Pulp and Paper*

5. Remote desktops

Remote desktop is a computer program that functions to remotely access computers and share computers with other people in an office network. Remote desktop is used to login to each employee database account according to the username and password that is owned in the office network. This remote desktop contains several features that facilitate the daily activities of employees, and a number of information is provided via this remote desktop, access can only be made within the scope of PT.RAPP if the computer has a connection to the office network. The initial appearance of the remote desktop application can be seen below:



**Figure 3.15 Remote desktops**

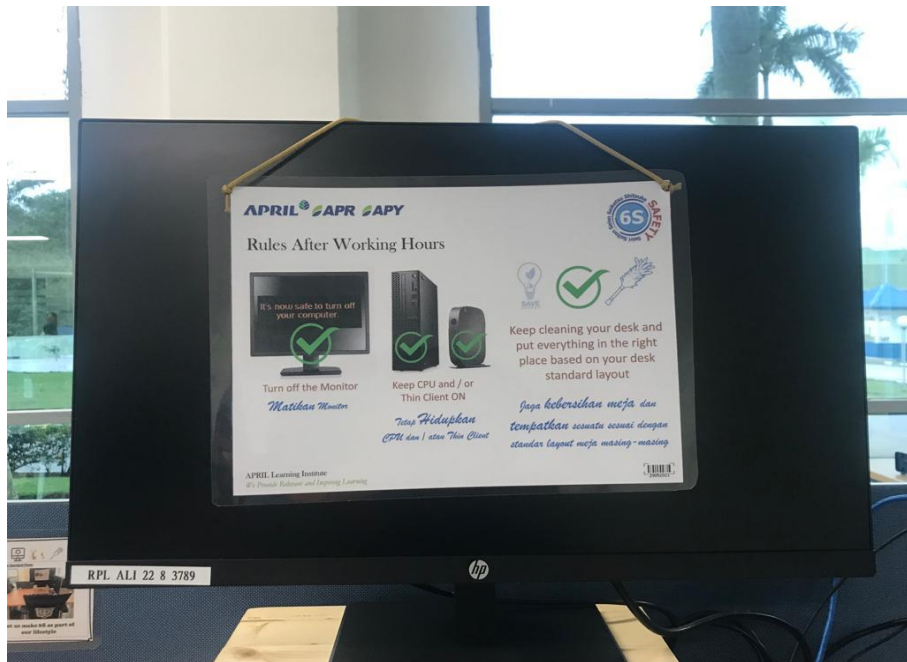
*Source: PT. Riau Andalan Pulp and Paper*

b. Hardware

The hardware used while carrying out Job Training activities at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office are as follows:

1. Monitors

The monitor is a hardware device that functions to display graphical display data on the CPU (Central Process Unit) so that users can see the data created, besides that the monitor functions as an output device from computer memory. Uniquely ALI Office here is not allowed to turn off or shutdown the computer, because here it uses a database server system, so it is only allowed to turn off the monitor when it is not working. It is used when working or doing office activities. monitoring is given to each employee and arranged based on each related division. each monitor that is obtained already has supporting equipment to support the running of the monitor.



**Figure 3.16 Monitors**

*Source: PT. Riau Andalan Pulp and Paper*

## 2. Keyboards

serves as a tool to enter data in the form of letters, numbers, and symbols. The function of the keyboard is very important because most of the commands in the form of text and other controls are entered into the computer system via the keyboard. Each monitor provided is equipped with a similar keyboard as a supporting tool in carrying out tasks.



**Figure 3.17 Keyboards**

*Source: PT. Riau Andalan Pulp and Paper*

### 3. Mouse

The mouse functions to run a program contained in the mousecomputer, besides that with the mouse we can also open files. By using a mouse, it will be easier for us to select files or programs that we want to open/run. At ALI Office, they don't use napkins for the mouse pads, instead they use stickers that have been laminated for the mouse pad itself. The pictures of the mouse and mat used can be seen in the image below:

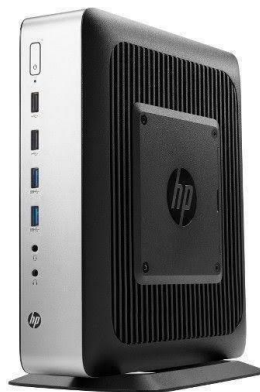


**Figure 3.18 Mouse**

*Source: PT. Riau Andalan Pulp and Paper*

### 4. Thin Clients

Thin Clients or PC Station is a hardware/terminal whose function is to replace a computer/PC on a client in a network that has the same capabilities as a normal computer. This PC Station device is a new break through in computer technology which can maximize 1 computer/PC to be used simultaneously by many users/users to reduce and save costs.



**Figure 3.19 Thin Clients**

*Source: Internet*

c. **Required Data**

The data needed in completing the tasks carried out during the Apprenticeship at PT. Riau Andalan Pulp and Paper especially in the APRIL Learning institute office are as follows:

1. **Destroy documents**

The data needed in destroying documents are documents that are no longer used in work.

2. **Duplicate documents**

The data needed in duplicating documents are documents that you want to duplicate, usually in the form of labels, writing stickers, and attendance.

3. **Assist in auditing the room**

Audits are usually carried out every 3 months as a form of assessment of the cleanliness and comfort of the office. The data needed to assist in auditing the room are writing stickers that have been laminated, labels, lining to provide boundaries

4. **Prepare room for employee training**

The data needed when preparing the room is a list of items needed by the trainer and what items need to be checked, usually this list data is needed the first time you do this activity.

5. **Help make PPT for module presentations**

The data needed in making a presentation is a file or activity module that we will use as a source in making presentation material.

6. **Enter the data of employees who attended the training**

Entering employee data is a routine activity carried out by the learning support section, while the data needed is the attendance list of employees who attended training at ALI.

7. **Visit Riau Andalan Kertas (RAK) factory** No data required.

### **3.5 Obstacles and Solutions Faced During Apprenticeship**

a. **Obstacles encountered during the Work Practice.**

The obstacles faced during the internship carried out the Apprenticeship at

PT. Riau Andalan Pulp and Paper are as follows:

1. When entering training employee data in the Workday application, it often occurs or it is found that the same employee name appears in more than 1 person in the company database.
  2. It is difficult to get a Training Room at the April Learning Institute due to the large number of trainings that are taking place.
- b. Solutions to the obstacles encountered.

Some of the obstacles faced by the practitioner while carrying out the Apprenticeship can be overcome in the following way:

1. Checking the SAP-ID and Workday-ID owned by the employee, usually the same employee name data can be identified by looking at the SAP-ID and Workday-ID numbers (because each employee has a different identity number for each individual).
2. Check the room through the Get Your Room application to see which rooms have been booked for training and which rooms are empty, the training schedule, check the start and end schedules of the training, and confirm with the presenters if the training schedule is completed or postponed more quickly.

## **CHAPTER 4**

### **CONCLUSIONS AND SUGGESTIONS**

#### **4.1 Conclusions**

In carrying out Apprenticeship activities at PT. Riau Andalan Pulp and Paper, especially at the APRIL Learning Institute office, the author gained a lot of real knowledge in applying the knowledge gained in lectures, so that it can be practiced optimally and optimally when carrying out Apprenticeship. Apprenticeship is a means for students to get to know the real world of work as well as get to know the environment and working conditions that students will face after graduating from college.

Based on the description of the Apprenticeship report, it can be concluded that there are several theories and practices that have been taught during lectures that are applied during Apprenticeship. Theory and Apprenticeship used is archiving, computer application, accounting. The following is the conclusion of the work carried out during the Apprenticeship:

1. Job specifications in PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is Duplicating documents, Assisting in Preparing rooms for employee training, Assisting in making PPT for Modules. Visiting the Riau Andalan Kertas (RAK) factory.
2. The expected target of the work that has been carried out during the Apprenticeship at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office is able to find out, Duplicate documents, Assist in preparing the room, Visit the Riau Andalan Kertas (RAK) factory.
3. While carrying out Apprenticeship at PT. Riau Andalan Pulp and Paper in the offices of the APRIL Learning Institute, the authors use software including: Microsoft Word, Microsoft Excel, Microsoft



Power Point, Workday and Remote Desktop. As for the hardware (hardware), among others: monitor, keyboard, mouse and thin client.

4. The equipment used during the implementation of Apprenticeship activities, namely: printing machines (printers), duplicating machines (photocopiers). As for the equipment used during the implementation of Apprenticeship activities, namely: pens, scissors, paper clips (paper-clips), staplers and file boxes.
5. The data needed when carrying out Apprenticeship are module documents that have been provided to be worked into ppt presentations, documents that you want to duplicate, trainer data and rooms that you want to use, modules for reference for making power points, attendance lists of employees who attended training at ALI, a document containing employee performance appraisals and responses.
6. Documents produced while carrying out Apprenticeship activities are the results of documents that have been duplicated, attendance documents that have been input into the company database, documents that have scored exam scores that have been input.
7. The obstacles encountered when carrying out Apprenticeship were the first when entering training employee data in the Workday application it often occurred or it was found that the same employee name appeared more than 1 person in the company database and the second obstacle. The solution to the constraints faced is to check the SAP-ID and Workday-ID of the employee again, usually the same employee name data can be identified when viewed from the SAP-ID and Workday-ID numbers (because each employee has a different identity number). different for each individual).

## **4.2 Suggestions**

After carrying out Apprenticeship at PT. Riau Andalan Pulp and Paper at the APRIL Learning Institute office, so there are some suggestions from the author himself, namely as follows:

1. When carrying out Apprenticeship at the company, students must better recognize and adapt to the characteristics of each employee in the company because at first they are usually busy with their respective office jobs so that we personally as apprentices are required to be more active and take the initiative to ask questions. the mentor or coordinator where we carry out the Apprenticeship as well as our opportunity to introduce ourselves and adapt.
2. If you are already familiar with company employees, please maintain your attitude and attitude in talking or joking, this is done to avoid saying things that offend employees.
3. If you have been entrusted with holding the employee's password or account password in carrying out daily activities, you should maintain this trust and confirm with the mentor if a problem occurs or changes to the password.
4. Considering that company data is an important asset that is confidential in nature, so that unwanted errors do not occur, inputting the data requires accuracy and understanding in implementing it. Therefore, follow the guidelines that have been taught and do the internship with focus and thoroughness.

## **REFERENCES**

- PT. Riau Andalan Pulp and Paper Profile. <https://www.aprilasia.com/id/tentang-april/sejarah.>, accessed on April 23, 2023.
- PT. RAPP Product. <https://www.aprilasia.com/id/produk/produk-pulp.>, accessed on April 15, 2023.
- Vision And Mission RGE., <https://repository.uir.ac.id/3340/7/bab4.pdf.>, accessed on April 15, 2023.

## APPENDICES

### Appendix 1: Application for Apprenticeship



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 5625/PL31/TU/2022

05 Desember 2022

Hal : Permohonan Kerja Praktek (KP)

**Yth. Pimpinan PT. Riau Andalan Pulp & Paper Tbk  
di  
Pelalawan**

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan Februari – Juli 2023, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Zahara	5404191191	D4 Administrasi Bisnis Internasional
2	M. Ridho Haslam	5404191242	D4 Administrasi Bisnis Internasional
3	Muhammad Nuriansyah	5404191201	D4 Administrasi Bisnis Internasional
4	Reza Syafitri	5404191216	D4 Administrasi Bisnis Internasional
5	Anindhia Pratiwi	5404191232	D4 Administrasi Bisnis Internasional
6	Linda Wati	5404191251	D4 Administrasi Bisnis Internasional
7	Nurul Nabillah	5404191245	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.




Armeda, ST., MT  
NIP 197906172014041001

Contact Person:

Adrian Irnanda Pratama, S.Sos., M.BA (082384323018)

## Appendix 2: Reply Letter from the Employment Practice Company

**Internal**



**PT Riau Andalan Pulp and Paper**  
Jakarta Office  
Jalan Teluk Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

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

www.aprilasia.com  
www.paperone.com

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

Kepada Yth,  
**Direktur Politeknik Negeri Bengkalis**

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

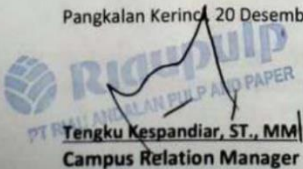
NO	Nama	NIP	Jurusan
1	Zahara		D4/ Adm Bis Internasional
2	M Ridho Haslam		D4/ Adm Bis Internasional
3	Muhammad Nuriansyah		D4/ Adm Bis Internasional
4	Reza Syafitri		D4/ Adm Bis Internasional
5	Anindhia Pratiwi		D4/ Adm Bis Internasional
6	Linda Wati		D4/ Adm Bis Internasional
7	Nurul Nabillah		D4/ Adm Bis Internasional

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

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

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

Pangkalan Kerinci, 20 Desember 2022

  
**Tengku Kespandiar, ST., MM**  
Campus Relation Manager

### Appendix 3: Certificate of Carrying Out Apprenticeship

#### **REFERENCE LETTER**

No: 008/RAPP/ALI/KP/V/2023

The undersigned below explains that :

Name : ZAHARA

Place/Date of Birth : Kedaburapat/ March 30, 2001

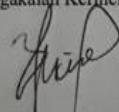
Address : Parit Gantung, Rangsang Pesisir  
Meranti Regency.

Has done Job Training in our company, PT. Riau Andalan Pulp and Paper, since date January 12, 2023 up to May 12, 2023 as a Trainee.

While working in our company, the person concerned has shown perseverance and seriousness to work well.

This certificate is given to be used appropriately.

Pangakalan Kerinci, May 16, 2023



Lusi Verawati Purba, A.Md., Kom.  
SAP ID. 10005596

## Appendix 4: Attendance List of Apprenticeship

### LIST OF ATTENDEES OF JOB TRAINING SEMINAR

Name : ZAHARA  
 Student's Identity No. : 5404191191  
 Title of the Job Trainig : Recap of attendance at the  
 Team Technical Support Board Mill Section

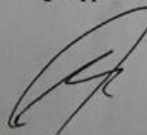
NO	Hari/Tanggal	Keterangan	Paraf
1	Senin, 16 Januari 2023	Hadir	
2	Selasa, 17 Januari 2023	Hadir	
3	Rabu, 18 Januari 2023	Hadir	
4	Kamis, 19 Januari 2023	Hadir	
5	Jum'at, 20 Januari 2023	Hadir	
6	Sabtu, 21 Januari 2023	Day off	
7	Senin, 23 Januari 2023	Hadir	
8	Selasa, 24 Januari 2023	Hadir	
9	Rabu, 25 Januari 2023	Hadir	
10	Kamis, 26 Januari 2023	Hadir	
11	Jum'at, 27 Januari 2023	Hadir	
12	Sabtu, 28 Januari 2023	Hadir	
13	Senin, 30 Januari 2023	Hadir	
14	Selasa, 31 Januari 2023	Hadir	
15	Rabu, 1 Febuari 2023	Hadir	
16	Kamis, 2 Febuari 2023	Hadir	
17	Jum'at, 3 Febuari 2023	Hadir	
18	Sabtu, 4 Febuari 2023	Hadir	
19	Senin, 6 Febuari 2023	Hadir	
20	Selasa, 7 Febuari 2023	Hadir	
21	Rabu, 8 Febuari 2023	Hadir	
22	Kamis, 9 Febuari 2023	Hadir	
23	Jumat, 10 Febuari 2023	Hadir	
24	Sabtu, 11 Febuari 2023	Hadir	
25	Senin, 13 Febuari 2023	Hadir	
26	Selasa, 14 Febuari 2023	Hadir	
27	Rabu, 15 Febuari 2023	Hadir	
28	Kamis, 16 Febuari 2023	Hadir	
29	Jumat, 17 Febuari 2023	Hadir	
30	Sabtu, 18 Febuari 2023	Day off	
31	Senin, 20 Febuari 2023	Hadir	
32	Selasa, 21 Febuari 2023	Hadir	
33	Rabu, 22 Febuari 2023	Hadir	

34	Kamis, 23 Febuari 2023	Hadir	
35	Jumat, 24 Febuari 2023	Hadir	
36	Sabtu, 25 Febuari 2023	Hadir	
37	Senin, 27 Febuari 2023	Hadir	
38	Selasa, 28 Febuari 2023	Hadir	
39	Rabu, 1 Maret 2023	Hadir	
40	Kamis, 2 Maret 2023	Hadir	
41	Jumat, 3 Maret 2023	Hadir	
42	Sabtu, 4 Maret 2023	Hadir	
43	Senin, 6 Maret 2023	Hadir	
44	Selasa, 7 Maret 2023	Hadir	
45	Rabu, 8 Maret 2023	Hadir	
46	Kamis, 9 Maret 2023	Hadir	
47	Jumat, 10 Maret 2023	Hadir	
48	Sabtu, 11 Maret 2023	Day off	
49	Senin, 13 Maret 2023	Hadir	
50	Selasa, 14 Maret 2023	Hadir	
51	Rabu, 15 Maret 2023	Hadir	
52	Kamis, 16 Maret 2023	Hadir	
53	Jum'at, 17 Maret 2023	Hadir	
54	Sabtu, 18 Maret 2023	Day off	
55	Senin, 20 Maret 2023	Hadir	
56	Selasa, 21 Maret 2023	Hadir	
57	Rabu, 22 Maret 2023	Libur Nyepi	
58	Kamis, 23 Maret 2023	Hadir	
59	Jum'at, 24 Maret 2023	Hadir	
60	Sabtu, 25 Maret 2023	Day off	
61	Senin, 27 Maret 2023	Hadir	
62	Selasa, 28 Maret 2023	Sakit	
63	Rabu, 29 Maret 2023	Hadir	
64	Kamis, 30 Maret 2023	Cuti	
65	Jum'at, 31 Maret 2023	Cuti	
66	Sabtu, 1 April 2023	Day off	
67	Senin, 3 April 2023	Hadir	
68	Selasa, 4 April 2023	Hadir	
69	Rabu, 5 April 2023	Hadir	
70	Kamis, 6 April 2023	Hadir	
71	Jum'at, 7 April 2023	Libur Paska	
72	Sabtu, 8 April 2023	Day off	
73	Senin, 10 April 2023	Hadir	
74	Selasa, 11 April 2023	Hadir	
75	Rabu, 12 April 2023	Hadir	
76	Kamis, 13 April 2023	Hadir	
77	Jum'at, 14 April 2023	Hadir	
78	Sabtu, 15 April 2023	Hadir	
79	Senin, 17 April 2023	Hadir	



80	Selasa, 18 April 2023	Hadir	
81	Rabu, 19 April 2023	Hadir	
82	Kamis, 20 April 2023	Hadir	
83	Jum'at, 21 April 2023	Libur Lebaran	
84	Sabtu, 22 April 2023	Libur Lebaran	
85	Senin, 24 April 2023	Libur Lebaran	
86	Selasa, 25 April 2023	Hadir	
87	Rabu, 26 April 2023	Hadir	
88	Kamis, 27 April 2023	Izin	
89	Jum'at, 28 April 2023	Hadir	
90	Sabtu, 29 April 2023	Day off	
92	Senin, 1 Mei 2023	Libur Hari Buruh	
93	Selasa, 2 Mei 2023	Hadir	
94	Rabu, 3 Mei 2023	Hadir	
95	Kamis, 4 Mei 2023	Hadir	
96	Jum'at, 5 Mei 2023	Hadir	
97	Sabtu, 6 Mei 2023	Hadir	
98	Senin, 8 Mei 2023	Hadir	
99	Selasa, 9 Mei 2023	Hadir	
100	Rabu, 10 Mei 2023	Hadir	
101	Kamis, 11 Mei 2023	Hadir	
102	Jum'at, 12 Mei 2023	Hadir	
103	Sabtu, 13 Mei 2023	Hadir	
104	Senin, 15 Mei 2023	Hadir	

Pangkalan Kerinci, 15 Mei 2023  
 Learning Support Program Assistant





Mario Sent Anugrah, S.Si  
 SAP ID. 20011555

**Appendix 5: Daily Apprenticeship Activities**

**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

DAY : Thursday  
DATE : March 9<sup>th</sup> 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Perform document scans	Azka Aman	
	Industry Advisory Notes:		


No	WORKING	EXPLANATION
1.		The documents required for scanning are in the form of physical data owned by each employee, the results of the scan are sent directly via the employee's email, sent in pdf format. Document scans aim to make it easier for employees to store archives in the form of soft files if the physical documents stored are damaged or lost.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Tuesday

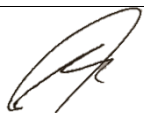
DATE : April 11<sup>th</sup> 2023, May 6<sup>th</sup> 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Duplicate Documents	Azka Aman	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.		Duplicating documents is one of the activities carried out by employees, duplicated documents are documents used for trainee material, namely learning modules, each department is multiplied by duplicating documents according to the number of needs of each.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Wednesday, Tuesday  
DATE : March 3 and 23, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Provide An Assessment of The Trainee Exam Results	Mario Sent	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.		Giving an assessment of the results of the trainee exam is carried out after the trainees complete the exam on the training material that has been given, the trainees will prepare the appropriate answer keys which are then matched with the trainees' answers, the results of the scores obtained will be input into the recap of the trainee exam scores

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday, Thursday, Tuesday

DATE : February 27<sup>th</sup>, March 23<sup>th</sup>, April 3 and 25<sup>th</sup> 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Enter the value of the trainee exam results	Mario Sent	
	Industry Advisory Notes:		

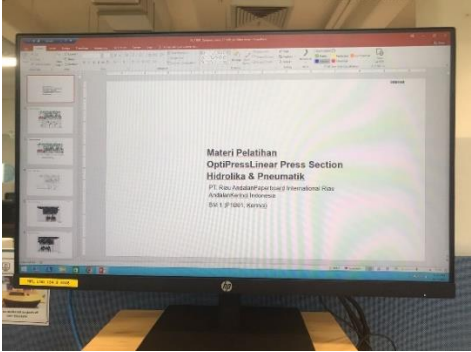
No	WORKING	EXPLANATION
1.		The input of the trainee exam results is carried out after the assessment is completed, the results are archived by each department that carries out the exam which aims to see the understanding of each employee in participating in the training provided.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : -

DATE : January 17<sup>th</sup> 2023 until April 18<sup>th</sup> 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create Ppt Module	Azka Aman	
	Industry Advisory Notes :		


No	WORKING	EXPLANATION
1.		Make ppt modules that are carried out by employees to get teaching materials in training classes which will be carried out before the company provides modules and each speaker will use these modules to fill in training by making separate ppt modules.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday

DATE : February 19<sup>th</sup> 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Follow The Papermaking Overview Training	Mario Sent	
	Industry Advisory Notes :		


No	WORKING	EXPLANATION
1.		Following the papermaking overview training is a training given to new employees who join PT.RAPP, this training explains how the process of making paper from the beginning to becoming a finished product and up to the stage of sending goods to customers.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY :-

DATE : January 24<sup>th</sup>, February 4<sup>th</sup>, March 4,9,14,20,21, April 15,28<sup>th</sup>, May 6<sup>th</sup>  
2023

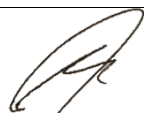
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Supervise Trainee Exams	Mario Sent	
	Industry Advisory Notes:		


No	WORKING	EXPLANATION
1.		Supervising the exam is an activity carried out by the person in charge in each department, supervising the exam aims to avoid cheating in carrying out the exam such as asking friends, using cellphones etc.



## DAILY ACTIVITIES OF THE APPRENTICESHIP


DAY : Saturday  
DATE : January 28<sup>th</sup> 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participate in sharing book activities	Azka Aman	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.		Participating in book sharing which is held every Saturday is an activity that aims to create good habits for employees, especially the April Learning Institute, this activity explains organizational behavior and company culture and the presenter for this activity is Mr. Azka Aman who serves as head of the training from the technical board mill.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Wednesday, Thursday  
DATE : February 8<sup>th</sup>, 23th 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participate in NEO (New Employee Orientation) 1 & 2 Training.	Lusi Verawati Purba	
	Industry Advisory Notes:		


No	WORKING	EXPLANATION
1.		Participate in NEO (New Employee Orientation) 1 & 2 Training. This training is an activity that must be attended by all PT.RAPP employees where this activity explains K3, Core Value, integrated management system, IT department, Mill Overview. training is provided so that all employees can apply each section of the material provided and increase knowledge, this training is not only attended by new employees but old employees are also required to take part in this activity if they have not participated in this activity at all.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Wednesday, Thursday, Monday

DATE : February 1-2, March 16<sup>th</sup>, May 15<sup>th</sup> 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	RAK factory visit	Mario Sent	
	Industry Advisory Notes:		


No	WORKING	EXPLANATION
1.		Conducting a visit to the PT.RAPP factory area is an activity for new employees to see directly the process of processing pulp and paper, previously new employees attended training at the April Learning Institute for approximately 3 weeks ago in the 3rd week a field visit was held to observe directly situation on the ground.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Saturday

DATE : February 11 and 25<sup>th</sup> 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participated in the preparation of the Team Building Board Machine Event and Implementation.	Mario Sent	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.		BM 1 activity is an activity carried out by all employees who are members of the Mill's technical Board Department, this activity aims to strengthen the introductory rope for superiors and also subordinates who are members of the Mill's technical Board department. This activity was carried out 2 times in February, namely the 11th and 25th

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday

DATE : February 13<sup>th</sup> 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Follow Hand Over Trainee to RAK.	Mario Sent	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.		Hand over employees who have carried out learning at the April Learning Institute for approximately 3 weeks and in the last week after carrying out a visit to the factory, then the trainees carry out work based learning at RAK to determine whether the employee is eligible to join and become a permanent employee at PT. RAPP with an assessment period of 6 months.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY :-

DATE : January 2023 until May 2023

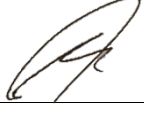
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Prepare attendance and give to presenters	Mario Sent	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.		Prepare attendance and give it to presenters before the training begins, this is done by the person in charge of each department that carries out training activities

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Tuesday

DATE : February 21th 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visit IHP (In House Packaging).	Mario Sent	
	Industry Advisory Notes:		

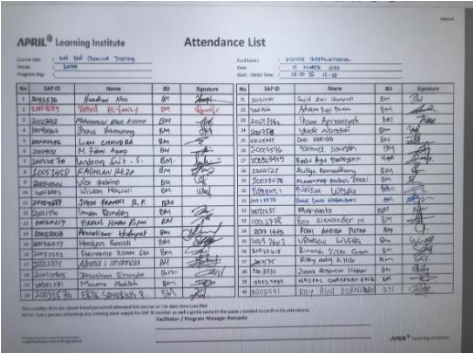
No	WORKING	EXPLANATION
1.		IHP (In House Packaging), is part of the production at the factory at PT.RAPP whose activities are producing packaging for paper and pulp products, this packaging is not only for brand mills but also for other customer brands, PT.RAPP produces from start to finish the product finished including with packaging so that customers only receive goods that are ready to be sold.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : -

DATE : January until May 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Enter employee attendance during training	Mario Sent	
Industry Advisory Notes:			


No	WORKING	EXPLANATION
1.		Absenteeism obtained from training that has been completed is physical data as evidence of the presence of training participants which will later be recapitulated and inputted into excel, starting from the date, training title, presenters, facilitators, time and training room.




## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY :-

DATE : February 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Sort BM 1 event tools and equipment	Mario Sent	
	Industry Advisory Notes:		


No	WORKING	EXPLANATION
1.		Sorting BM event tools I equipment is a form of preparatory activity carried out by all committees who are Technical Board Mill employees, starting from concept determination meetings, field clothing selection, location determination and photo designs for all BM employees. the author had the opportunity to assist in designing photo sketches that were used at the end of the event, preparations were made a week before the event started, the event was held on 11 and 25 February 2023.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY :-

DATE : January until May 2023

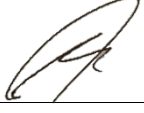
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Print Training Modules	Mario Sent	
	Industry Advisory Notes:		


No	WORKING	EXPLANATION
1.		<p>Print modules that will be used for training on certain topics such as the BM Overview module, preventive maintenance modules and so on, the modules are used for trainees as a guide when attending training at the April Learning Institute</p>

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : -

DATE : January until May 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Prepare Training Rooms	Mario Sent	
	Industry Advisory Notes:		


No	WORKING	EXPLANATION
1.		Preparing the room before the training takes place is an activity that must be carried out by the person in charge in each department, from booking the room to checking the facilities that will be used by the trainees.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday, Tuesday


DATE : January 16<sup>th</sup> , February 28<sup>th</sup> 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Follow Welcoming Ali	Mario Sent	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.		Welcoming Ali is the first activity carried out by new trainees who join PT.RAPP, especially at the Technical Board Miiil, the activity is in the form of an overview of the April Learning Institute building and introduces the pulp and paper production process which is displayed on the ALI display

## DAILY ACTIVITIES OF THE APPRENTICESHIP


DAY : Friday  
DATE : March 3th 2023

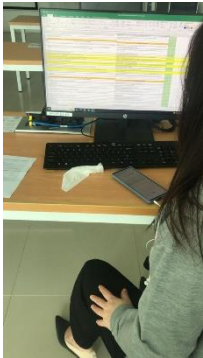
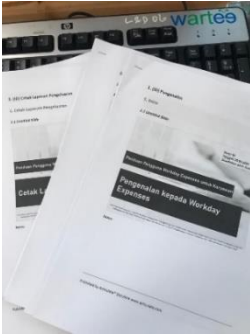
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visit RTC (RGE Exhibition Center)	Mario Sent	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.		Visiting the RTC (RGE Exhibition Center), RTC is the center of PT.RAPP where this building is located in the middle of the PT.RAPP environment, visitors who come to visit will be presented with a display of the company's history starting from the beginning until RAPP became big as well as product displays produced by APRIL.

## DAILY ACTIVITIES OF THE APPRENTICESHIP


DAY : Monday, Tuesday  
DATE : April 10, 11<sup>th</sup> 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participating in the Meeting with Averis Malaysia (VO.wd)	Mario Sent	
	Industry Advisory Notes:		

No	WORKING	EXPLANATION
1.	 	Participated in the Meeting with Averis Malaysia (VO.wd), discussed guidelines for using workday in making travel requests and then asked to make a voice over, this activity was given directly to future learning, workday is an application used and must be owned by APRIL employees and the application it has a management admin based in Malaysia.

## DAILY ACTIVITIES OF THE APPRENTICESHIP


DAY : Monday, Tuesday  
DATE : April 10, 11<sup>th</sup> 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Retrieve WD employee ID from Workday	Mario Sent	
	Industry Advisory Notes :		

No	WORKING	EXPLANATION
1.	=	This activity is carried out to check the validity of the WD ID of each employee. each employee has a WD id and SAP id which are used to carry out all administration in PT.RAPP. for example, absences and also to access the WorkDay application provided by the Company.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Wednesday  
DATE : March 29<sup>th</sup> 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Transfer The Results of The Feedback Assessment Center	Mario Sent	
	Industry Advisory Notes :		


No	WORKING	EXPLANATION
1.		The result of this feedback assessment center is a confidential document managed by the assessment center section, feedback is carried out to assess whether the employee is fit to carry out the tasks described. assessment of employees who want to be promoted and others.

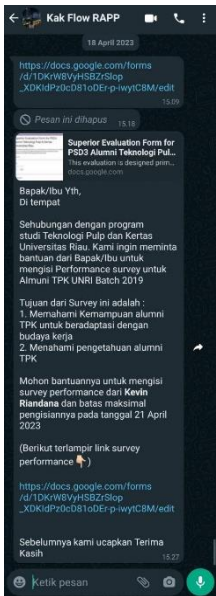


## DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Wednesday

DATE : March 29<sup>th</sup> 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Help Submit Form Performance Survey.	Mario Sent	
	Industry Advisory Notes :		

No	WORKING	EXPLANATION
1.		<p>Help send a performance survey form to TPK alumni unri Batch 2019, this survey was carried out aiming to understand the ability of TPK alumni to adapt to work culture, and understand the knowledge of TPK alumni.</p>

## Appendix 6 : Apprenticeship Assessment Sheet

EVALUATION RESULTS FROM JOB TRAINING COMPANY.  
PT. Riau Andalan Pulp and Paper  
Pangkalan Kerinci, Kabupaten Pelalawan

Name : ZAHARA  
Student's Identity No. : 5404191191  
Study Program : International Business Administration  
Politeknik Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	85
2.	Responsibility	25%	82
3.	Adjustment/Adaptation	10%	88
4.	Work Result	30%	90
5.	Behavior in General	15%	95
Total ( 1+2+3+4+5 )		100%	87,55

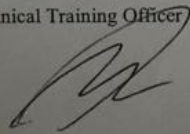
Explanation :

**Score : Criteria**  
81 – 100 : Excellence  
71 – 80 : Very Good  
66 – 70 : Good  
61 – 65 : Good Enough  
56 – 60 : Enough

Notes:

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Pelalawan May 16, 2023  
Technical Training Officer



Mario Sent Anugrah, S.Si  
SAP ID. 20011555

**Appendix 7 : Photo with Mentor ALI Department Section Technical Board Mill**



## Appendix 8 : Apprenticeship Consultation Sheet

<b>KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI</b> <b>POLITEKNIK NEGERI BENGKALIS</b> <b>JURUSAN ADMINISTRASI NIAGA</b> <b>PROGRAM STUDI DIV ADMINISTRASI BISNIS INTERNASIONAL</b> Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714 Telepon: (0766) 7008877, Faximile (0766) 8001000 Website : <a href="http://www.polbeng.ac.id">http://www.polbeng.ac.id</a>											
LEMBAR SARAN DAN PERBAIKAN SIDANG KERJA PRAKTEK		Tahun : 2023									
Nama : Zahara NIM : 5404191191 Judul : PT. Riau Andalan Pulp and Paper ( Technical BM Section)											
Nama Dosen Penguji : Yanisha Dwi Astari, S.S.,M.Hum Materi perbaikan dari Dosen Penguji :											
16/8-2023 fix the writing errors, take a look at guide <sup>book</sup> again											
2/8-2023 still need to revise errors in writing.											
23/11-2023 ACC for binding the doc											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">16-08-2023</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">23-08-2023</td> </tr> <tr> <td style="text-align: center;">Tanda Tangan</td> <td style="text-align: center;"><i>YI</i></td> <td style="text-align: center;">Tanda Tangan</td> <td style="text-align: center;"><i>YI</i></td> </tr> </table>					16-08-2023		23-08-2023	Tanda Tangan	<i>YI</i>	Tanda Tangan	<i>YI</i>
	16-08-2023		23-08-2023								
Tanda Tangan	<i>YI</i>	Tanda Tangan	<i>YI</i>								