

APPRENTICESHIP REPORT
PT KILANG PERTAMINA INTERNATIONAL REFENERY
UNIT II PRODUCTION SUNGAI PAKNING



DEWI PURNAMASARI
5404191249

APPLIED BACHELOR OF INTERNATIONAL BUSINESS
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UNIT II PRODUCTION SUNGAI PAKNING

Written as one of the conditions for completing Job Training

DEWI PURNAMASARI
5404191249

Bengkalis, May 31th, 2023

Supervisor General Affair
PT Kilang Pertamina International
Refinery Unit II Production Sungai
Pakning

Advisor Lecturer of International
Business Administration Study
Program



Hutomo Atman Maulana.S.Pd.,M.Si
NIP. 198908312018031001

Approved by,
Head of Study Program
International Business Administration



Wan Junita Raffles, B.Sc., M.Ec.Dev
NIP. 198406142018032001

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Dewi Purnamasari
Nim.5404191249

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Education has an important role in shaping a person's skills and abilities to enter the world of work. With education, you will gain knowledge that will be realized while working in a company. In addition, expertise is also needed in understanding how to work before entering the company. The knowledge obtained from universities is only limited to theory and practice on a small scale. For this reason, it is necessary to expand understanding directly by doing practical work in companies. Expansion of understanding can be in the form of speaking skills, analyzing and understanding the work being carried out. To add insight to students, the campus provides a policy for doing apprenticeship to companies. In choosing a company for apprenticeship, you can do it by adjusting the learning areas on campus with the departments in the company.

In the apprenticeship activities, students are expected to be able to add insight and knowledge about how to work in a real world of work. In addition to attitude ability, it is an important criterion in the world of work, namely how to be polite and courteous when working in a company and dealing directly with important people, about how to communicate well between co-workers and also how to behave with fellow apprentices. To get good grades, students must have a good attitude and personality.

In this practical work activity the author is placed in the Corporate Social Responsibility (CSR) section, which is a concept that organizations, especially companies have responsibilities towards consumers, employees, shareholders, communities and the environment in all aspects of company operations such as problems that have an impact on the environment such as pollution, waste, product safety and labour.

The international business administration study program is one of the programs in the Bengkalis State Polytechnic majoring in Business Administration which requires students to do an internship for 4-6 months. The goal is for students to understand the concept of the world of work directly and prepare students to work in companies.

Based on the background above, the author as a student of the international business administration study program carried out practical work at PT Kilang Pertamina International Refinery Unit II Sungai Pakning. This practical work starts on February 1, 2023 and will finish on May 31, 2023.

1.2 Purpose of the Apprenticeship

To achieve and expect results from practical work carried out students are expected to have the following objectives:

1. To find out work activities at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
2. To find out how to work at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
3. To find out the work system and work procedures in the Corporate Social Responsibility (CSR) section of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
4. To find out the obstacles in the implementation of practical work and find solutions to overcome obstacles in the implementation of practical work at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

1.3 Significances of the Apprenticeship

1.3.1 Significances of the Apprenticeship for Students

The significances of practical work that students get when carrying out activities are as follows:

1. Students get the opportunity to apply theoretical or conceptual knowledge in the real world of work.
2. Students get direct experience of how to work in accordance with the theory obtained from the Bengkalis State Polytechnic.
3. Students have the opportunity to be able to analyze problems and how to address problems that exist in companies.
4. Students have the opportunity to know how to behave with colleagues, superiors, important people and the surrounding community.
5. Students have the opportunity to learn to work in teams and express creative ideas in teams.

1.3.2 Significances for State Polytechnic of Bengkalis

The Significances of practical work obtained for the Bengkalis State Polytechnic are as follows:

1. Practical work can improve the competence of Bengkalis State Polytechnic graduates.
2. Practical work can strengthen cooperation and socialization between the Bengkalis State Polytechnic and government agencies or companies where the practice is carried out.

1.3.3 Significances of the Apprenticeship for Companies

The Significances of practical work activities for government agencies or companies where the practice is carried out are as follows:

1. Companies get ideas from students that can be reconsidered to be implemented in the company.
2. Establishment of cooperation between the world of education with companies or certain agencies.
3. Companies get help from students who do practical work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

On November 13, 2017 PT Kilang Pertamina International (PT KPI) was established as the strategic holding company PT Pertamina (Persero) to run, control and manage investment and business activities related to processing and petrochemical megaprojects.

On November 28, 2017 PT Pertamina Rosneft Processing and Petrochemicals (PT PRPP) was established as a subsidiary of PT KPI to manage the construction of the Tuban New Grass Root Refinery (NGRR) project which is a collaborative project between PT Pertamina (Persero) and Rosneft Oil Company.



Figure 2.1 PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning
Source: Processed Data 2023

PT Kilang Pertamina International re-established a subsidiary on May 7 2019, namely PT Kilang Pertamina Balikpapan (PT KPB), which aims to manage the construction of the Refinery Unit V Balikpapan Refinery Development Master Plan

(RDMP) Project and is prepared to become a joint venture in collaboration with partners.

In June 2020, PT Kilang Pertamina International expanded its role apart from managing infrastructure projects as well as processing and petrochemical business development as well as managing processing & petrochemical refineries previously managed by PT Pertamina (Persero), namely Refinery Unit II Dumai, Refinery Unit III Plaju, Refinery Unit IV Cilacap, Refinery Unit V Balikpapan, Refinery Unit VI Balongan and Refinery Unit VII Sorong. The change in role was marked by the inauguration of PT Kilang Pertamina Internasional as Refining & Petrochemical Subholding as part of the formation of Oil and Gas Holding. This change in role was followed by the appointment of the new PT Kilang Pertamina International Board of Commissioners and Directors.

Pertamina Refinery Unit II Dumai consists of two refineries, namely the Putri Tujuh Refinery in Dumai and the Sei Pakning Refinery. Pertamina Refinery Unit II Dumai's seventh Putri Refinery itself was built in April 1969 based on a turnkey project contract between Pertamina and Far East Sumitomo Japan. The construction of the Refinery Unit II Dumai was confirmed by Decree of the Director General of PERTAMINA No. 33345/Kpts/DM/1967. Construction was carried out by a foreign contractor, Ishikawajima Harima Heavy Industries (IHHI). The contractor carried out the refinery finishing work and the Crude Oil Distillation Unit (CDU) utility, TAESI carried out civil works namely. H. other operational support facilities such as production tanks, jetties, special ports and pipelines. Refinery Unit II is the largest Pertamina refinery on the island of Sumatra and supplies 23% of national oil needs (Sukardi, 2013). Currently the working area of Dumai Processing Unit II includes:

1. Dumai Oil Refinery

The Dumai Oil Refinery was built in 1969 and has a capacity of 100,000 barrels per day to process Minas crude oil. Started working since it was inaugurated by President R.I. Suharto on September 8 1971 with 2 processing units including: Topping Unit / Crude Distilling Unit (CDU) and Gasoline Plant. The Dumai refinery

processes crude oil into: Gas, Gasoline/Premium, Kerosene, Automotive Diesel Oil (ADO), and Low Sulfur Wax Residue (LSWR).

With the increasing demand for oil and to maximize the refining of oil into products that are more economically valuable, the Dumai Oil Refinery Expansion Project was implemented, adding 11 processing units called the Hydrocracker Complex to utilize the capacity of the oil refinery. Dumai oil refinery exploded 120.00 barrels/day. The Dumai Refinery expansion project began in 1981 and after it was completed was inaugurated by the President of the Republic of Indonesia Soeharto on February 7, 1984, processing LSWR produced by the Crude Distillation Unit (CDU) at the Dumai Refinery and Sungai Pakning Refinery.

Prior to the addition of the new refinery, the old refinery was only able to process 37.73% of crude oil into fuel, while the new refinery's process unit had the same raw feed rate of 93.84% of fuel. produced, and the remaining processing (residue) from the new refinery is used as refinery fuel and green coke, the flagship product of the Dumai II refinery.

The construction of the Dumai Refinery Unit II oil refinery is carried out with the following considerations:

- a. The location of the city of Dumai which is located by the sea (Rupat Strait) with deep and calm sea conditions makes it easy for sea transportation.
- b. Availability of the required area
- c. The need for fuel oil continues to increase.
- d. Availability of crude oil from PT. CHEVRON.

The raw material processed is crude oil produced by PT. CHEVRON Indonesia is produced from the Duri (DCO) and Minas (SLC) oil fields with a ratio of 85% by volume of Minas Crude and 15% of Duri Crude oil.

Currently the Pertamina RU-II Dumai refinery is operating with a capacity of 130,000 barrels/day. Meanwhile, Pertamina Refinery Unit II Sei Pakning, an integration system with the Refinery Unit II Dumai refinery, processes oil from Handil and Lirik, the production capacity of the Pertamina Lirik Riau Exploration

Unit (UEP) is 50,000 barrels per day producing 8 products the same as the Crude Distillation Unit (CDU) at the Dumai refinery, while the residue produced by the Pertamina Refinery Unit II Sei Pakning (LSWR) refinery is sent to the Dumai refinery to be processed at the High Vacuum Unit (HVU).

2. Sungai Pakning Oil Refinery

The Refinery Unit II Sungai Pakning BBM production refinery is part of the Pertamina Refinery Unit II Dumai which is an oil refinery of the business group (BG) processing Pertamina. Workers who support Refinery Unit refinery activities II Sungai Pakning are 207 Pertamina employees and 61 PT EPT employees.

PT. Pertamina is one of the BUMN (State Owned Enterprises) which I engaged in oil and gas. The company was founded on December 10, 1957 under the name PT Perusahaan Mi Nasional which was abbreviated as PT. PERTAMINA. This PT changed its status to State Company (PN) Permina in 1960. 8 years later, on August 20, 1968, PN Permina merged with PN Pertamina to become the State Oil and Gas Mining PN (Pertamina).



Figure 2.2 Company Logo of Pertamina

Source: Processed Data 2023

Sungai Pakning Oil Refinery This oil refinery was built in November 1968 by Refining Associates (Canada). Ltd or Refican, completed and started production in December 1969. This oil refinery started operating with a capacity of 25,000 barrels/day. In September 1975 all refineries were transferred from the Refican refinery to Pertamina. The refinery was gradually repaired and its capacity was increased from 25,000 barrels per day to 35,000 barrels per day in 1977. In 1980, the capacity was increased again to 40,000 barrels per day. In 1982 the capacity of the

Sungai Pakning Oil Refinery was increased to 50,000 barrels per day according to the current design. The configuration of the Sungai Pakning Oil Refinery is the same as the Configuration of the Crude Distillate Unit (CDU) in the Dumai Oil Refinery. (Sukardi, 2013)

2.2 Vision and Mission

2.2.1 Vision

Vision is the future goal of an agency, organization, or company. Visions are also the thoughts that were in the minds of the founders. These thoughts are a picture of the future to be achieved. The vision of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is, "To become a competitive and environmentally friendly national oil and petrochemical refinery in Asia Pacific by 2025".

2.2.2 Mission

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. The mission of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, namely ""To do business in the field of oil and petrochemical processing that is managed professionally and with an environmental perspective based on Pertamina's values to provide added value for stakeholders".

2.3 Kind of Business

Pertamina fuel production refinery Refinery Unit II Sungai Pakning has the main task of processing crude oil into several types of fuel which is one of the suppliers of fuel to the Siak Depot for the needs of Riau Province, as well as Napta and LSWR products are exported and sent to Refinery Unit II Dumai.

In carrying out these main tasks, Pertamina's production plant BBM RU II

Sungai Pakning has a commitment to grow and develop with the community. This commitment is reflected in the form of activities carried out by companies and agencies in the company.

2.4 Structure of Organization

The organizational structure of the company is a visual diagram containing the components that make up the company that describes what employees do, to whom employees are responsible and how decisions are made within the company. The organizational structure determines how information flows between levels within the company so that company goals can be achieved. The organizational structure helps new employees get to know and learn about the management and departments in your company.

A poor organizational structure can result in ambiguous work roles, lack of trust in the team and superiors, a rigid work environment and slow decision making.

In this company structure there are several personnel or sections that belonging to the core ranks of the company structure, or what is commonly referred to as company officials. Consists of the board of directors, managers, and division heads or department. And in the composition below there are staff and para workers.

The organizational structure of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is as follows:

**ORGANIZATIONAL STRUCTURE PT KILANG PERTAMINA
INTERNATIONAL REFINERY UNIT II PRODUCTION SUNGAI PAKNING**

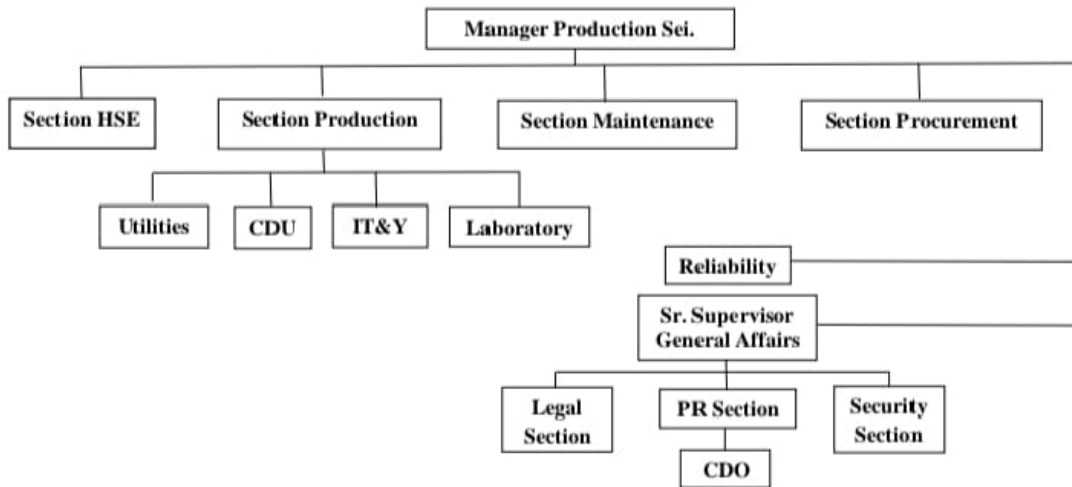


Figure 2.3 Organizational Structure of Pertamina

Source: Processed Data 2023

In the organizational structure of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning has their own work and duties. The following is an explanation of the tasks and work of the organizational structure:

1. Section HSE (Health, Safety, Environment)

The HSE Manager is in charge of and responsible for the creation of working conditions that is safe and seeks to avoid work accidents which include: humans, equipment, the environment and as an advisor on protection efforts environment. In carrying out its duties, HSE is divided into four sections, namely:

a. Fire Insurance Section

Fire Insurance Section have duties and responsibilities for eating a reliable fire suppression system for refinery operations, through the procurement of hardware, software and human resource development, coordinating the implementation of HSE aspects and carry out the administration of general

administration.

b. Safety Section

Have the duties and responsibilities to create and review work procedures, identify and control hazards and carry out K3 audits, supervise the use of safety equipment and provide an explanation of accident prevention and control for all workers.

c. Environmental Section

Have the duty and responsibility to create a clean environment by seeking to reduce and monitor air, liquid and solid waste emissions that have a negative impact on the environment, implement the ISO:14001 EMS Environmental Management System, ensure that environmental protection equipment is maintained and operated properly and create environmentally friendly corporate image.

d. Occupational Health Section

Have the duty and responsibility to overcome health-related problems regarding diseases caused by occupational risks.

2. Maintenance Section

The maintenance manager is in charge and responsible for executing or repairing the company's operational equipment.

3. Section Procurement

Procurement within the company is responsible for and the existence of supply activities, complaints of spare parts material that required for company operations. This field is in charge of four sections that is :

a. Inventory Control Section

b. Purchasing Section

c. Service Warehousing Section

d. Contract Office Section

4. Section Production

The production unit has the duties and responsibilities to ensure that the products produced are in accordance with the SOPs that have been set. This unit is divided into four parts, namely:

a. Utilities

This unit has the duty and responsibility to provide some of the needs of refinery utilities such as water, electricity, steam, air pressurized and nitrogen.

b. CDU (Crude Distillation Unit)

CDU has the duty and responsibility to separate crude oil into several products through a physical separation process based on differences in boiling points by a process known as distillation.

c. IT&Y

This field functions to organize internal and external communications for the refinery so that the information needed is immediately obtained. This field is responsible for smooth communication to obtain information for workers within PT Kilang Pertamina International RU II Production Sungai Pakning.

d. Laboratory

The main tasks of the Laboratory unit are Quality Control, Quality Insurance, Feed Intermediate Product, Feed Finished Product, production equipment and technical advice on maintenance and quality inspection of materials and spare parts.

5. Reliability

The Reliability Manager is in charge and responsible for all matters relating to the reliability of the refinery in terms of maintenance (specialist). This field is in charge of two sections, namely Plant Reliability and Equipment Reliability.

6. Sr. Supervisor General Affairs (GA)

The duties of a GA are quite complex and in their activities they must interact and coordinate both internally and externally with other departments or parties outside the company. There are many tasks carried out by GA including taking care of various permits needed by the company, maintaining good relations with the environment around the company, being responsible for the existence and condition of company assets. General Affairs oversees three sections, namely:

a. Legal Section

The Legal Section has the responsibility for preparing completeness, drafting and checking the validity of all company legal documents according to requests from other relevant managers who require them, taking care of licensing issues for each company unit and ensuring orderly administration related to the management of business operations in a complete, accurate, current and complete manner. .

b. Public Relations Section

PR or Public Relations within the company is very important. The job of public relations is to grow and develop good relationships between institutions (companies) and the community, internally and externally in order to instill understanding, grow motivation and community participation in an effort to create public opinion that benefits the company. Public Relations of PT. Pertamina is currently carrying out community development for the assisted groups assisted by several Community Development Officers (CDO).

c. Security Section

The Security Section is in charge of providing permits for guest visits to PT Kilang Pertamina International RU II Production Sungai Pakning. At the company

2.5 Business Process

Business is an activity carried out by individuals or organizations that involve production, sales, purchasing, and exchange of goods/services. The ultimate goal of all businesses is to earn a profit by producing goods and services needed by Public.

There are various forms of business that can be done, including: agricultural businesses engaged in agribusiness such as agriculture, plantations, husbandry, fisheries and others; manufacturing business engaged in processing raw materials or raw materials into finished materials; construction business engaged in construction or infrastructure development; business large/small trade which is engaged in commerce that plays a role in as an intermediary between producers and consumers; a service business engaged in creating and selling intangible products, namely services for make a profit; and raw material production business engaged in mining, forestry and other fields where the products produced are raw materials to be reprocessed.

PT Pertamina is included in the business of producing raw materials which engaged in the mining of raw materials in the form of petroleum. PT Kilang Pertamina International Refinery Unit II Dumai which is the parent of the oil refinery that located in the Sungai Pakning is included in the downstream industry of Pertamina which is moving in the business of processing, marketing & commerce and shipping and distribution downstream products. As for PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning focuses on the business of processing raw materials petroleum into fuel oil and semi-finished products will be distributed to various places such as Dumai and Siak.

The business processes at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning in processing crude oil is as follows:

1. **Raw Material Receipt**

As a refinery that processes crude oil into various processed products, the Sungai Pakning refinery will receive shipments of raw materials from various

regions. There are 4 types of oil that are sent to the Sungai Pakning refinery, namely:

- a. Sumatran Light Crude (SLC)
- b. Crude Oil (LCO) lyrics
- c. Banyu Urip Crude Oil (BUCO)
- d. Crude Oil Control (PDN)

The four types of oil sent to the Sungai Pakning refinery come from different areas. LCO comes from Lyrics, BUCO comes from Banyu Urip field (Cepu), and SLC comes from rokan block. All these raw materials will be distributed to refineries to be processed into various final and semi- finished products.

2. Raw material processing

The processes that take place in the Sungai Pakning oil refinery can be classified into 5 parts, namely:

- a. Distillation process, namely the distillation process based on differences in boiling points; This process takes place in an atmospheric distillation column and a vacuum distillation column. In these two processing units, crude oil is refined into its fractions, namely gas, light distillate, intermediate distillate, fuel oil and residue. Separation based on boiling point.

The distillation column is a high cylindrical pressure vessel (about 40 m) and inside there are trays that function to separate and collect the hot fluid that evaporates upwards. The heavy hydrocarbon fractions collect at the bottom of the column, while the lighter fractions accumulate at the top of the column.

The hydrocarbon fractions obtained from this distillation column will be further processed in other process units such as Fluid Catalytic Crackers.

- b. Conversion process, which is a process to change the size and structure of hydrocarbon compounds. The results of chemical compounds from the

distillation stage will be re-processed in 5 ways below:

1. Alkalization
 2. Cracking
 3. Polymerization
 4. Reform
 5. Isomeration
- c. Extraction process, namely the separation process. The separation is usually carried out depending on the solubility. In dissolving, use a substance such as a solvent or furfural.
 - d. Crystallization process, which also includes a separation process carried out at the melting point through a cooling process.
 - e. Treating process, which is a cleaning process that aims to dispose of substances that can harm humans.
3. Product distribution
- There are several products produced from the Sungai Pakning refinery and will be redistributed to various regions including :
- a. Naptha: the results will be taken to the Dumai refinery to be processed into gasoline
 - b. Kerosene: the results will be taken to the Dumai refinery to be processed into avtur
 - c. Diesel: the results will be distributed to the Siak depot for blending into B20, and also distributed to PLN Bengkalis for fuel
 - d. LSWR : the result will be brought to Dumai for secondary process.

2.6 Documents Used for Activity

Documents used in daily activities at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning are as follows :

1. The budget plan (RAB) form
- The budget plan or RAB is the main document in planning this financing

budget, so it is mandatory for you to understand this document properly. The RAB itself must be prepared carefully, so that it can cover all costs that will be incurred by the company in the coming year.

2. Attendance Form

The attendance form is usually used when there is an event or activity for the participants who are present at the event or activity that day. Attendance form consists of name, dept or section, and signature. At the top of the form there is the day, date, time, speaker.

3. Term of Reference (TOR) form

Term of Reference is a document that contains references or guidelines in the implementation of a project. The document contains an explanation of the background, objectives and vision of the project proposed by a project management team.

4. Minutes form

The minutes form is used to write the results of the meetings/activities carried out. Contains the title of the meeting, day/date, place and participants of the meeting in addition to a description of the discussion and actions carried out and signed by the person in charge of the meeting. The minutes form is accompanied by the absence of participants as evidence of the daily activities carried out.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program was carried out at PT Kilang Pertamina International Refinery Unit II Production of Sungai Pakning for four months, starting from February 1, 2023 to May 31, 2023. During the Apprenticeship period (KP), apprentices are placed in the Public Relations section. There are several tasks during the Field Work Practice (KP) in the Public Relations Section at PT Kilang Pertamina International Refining Unit II Production of the Pakning River are as follows:

1. Leban Designing a logo for Posyandu Sehat dan Kader Berkarya (POSKARYA)
2. Make a TOR for activities held by CSR PT. Kilang Pertamina International Refinery Unit II Production of Sungai Pakning
3. Participate in activities and become a committee in activities held by CSR PT. Kilang Pertamina International Refinery Unit II Production of Sungai Pakning
4. Make a summary of the seminar activities held by the Head of Bukit Batu Village
5. Going out into the field and directly helping the people who are the CSR target group of PT Kilang Pertamina International Refinery Unit II Production of Sungai Pakning
6. Review journals related to journals that will be published by the internship supervisor
7. Assisting the CSR treasurer in processing data on the Budget Plan (RAB).
8. Go down to the field and help the supervisor in completing the PROKLIM.
9. Make a business development plan in the village of Tanjung Leban
10. Conduct business analysis related to derivative products that can be developed by Madu Biene in Tanjung Leban Village.

11. Assist supervisors in completing assignments in filling out the Community Satisfaction Index (IKM) questionnaire.

3.2 System and Procedure

3.2.1 The Working System

The work system carried out by PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, which is an online system, using applications and manuals. Work online, namely by holding zoom meetings regarding activities that will be carried out and materials shared together. The application that is often used is Canvas to design brochures and logos. For manual activities, it is usually used to fill in work reports or documents related to the activities carried out.

3.2.2 Working procedure

The following are some of the work procedures carried out as assignments during the Job Training which are explained as follows:

1. Designing a logo for Posyandu Sehat dan Kader Berkarya (POSKARYA)

A logo serves to create and convey a positive image of a company. to give a good impression and trust to the public towards a company or organization. A good logo design also contributes to the formation of an impression of professionalism and indirectly shapes consumer perceptions that the company's human resources are also very professional.



Figure 3.1 Logo Poskarya

Source :Public Relation Section of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

Poskarya is a Healthy Posyandu and Working Cadre which is a CSR group fostered by PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning located in Pangkalan Jambi Village. The logo must be in accordance with the function of the group members, namely the theme of and health and green leaves symbolize life, shade and coolness. The following is how to make a logo design using the Canva application:

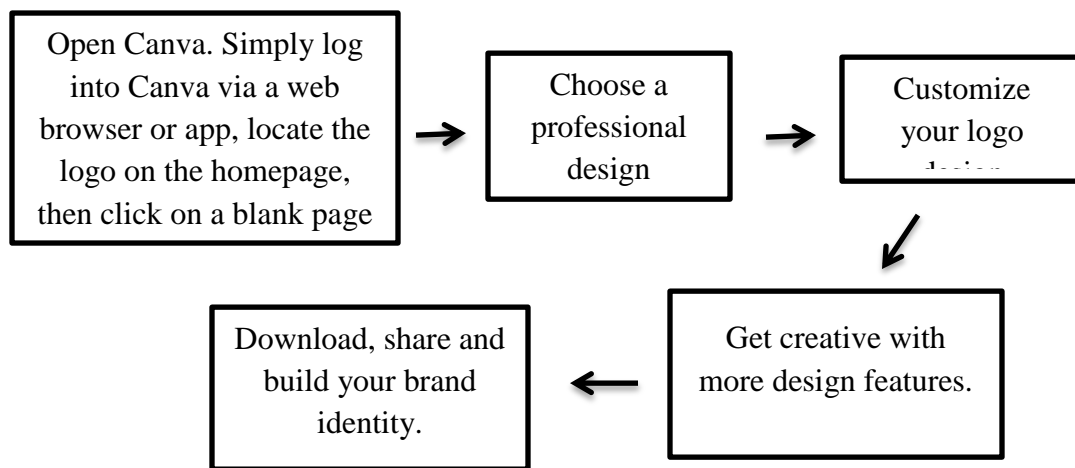


Figure 3.2 Steps Make A Logo Design Using the Canva Application

Source : Processed Data 2023

2. Make a TOR for activities held by CSR PT. Pertamina Refinery Unit II Production of Sungai Pakning

Terms of Reference (TOR) are generally in the form of documents or files that contain objectives, foundations, or files that contain objectives, foundations and project structures that are planned to be carried out. The Term Of Reference (TOR) contains an activity that explains the purpose, scope, work, activities, tasks to be performed, responsibilities, as well as expected results and assignment results. The Tor created was used in the "Secrening Prevent Stunting" seminar organized by PT. Pertamina Refinery Unit II Production of Sungai Pakning.

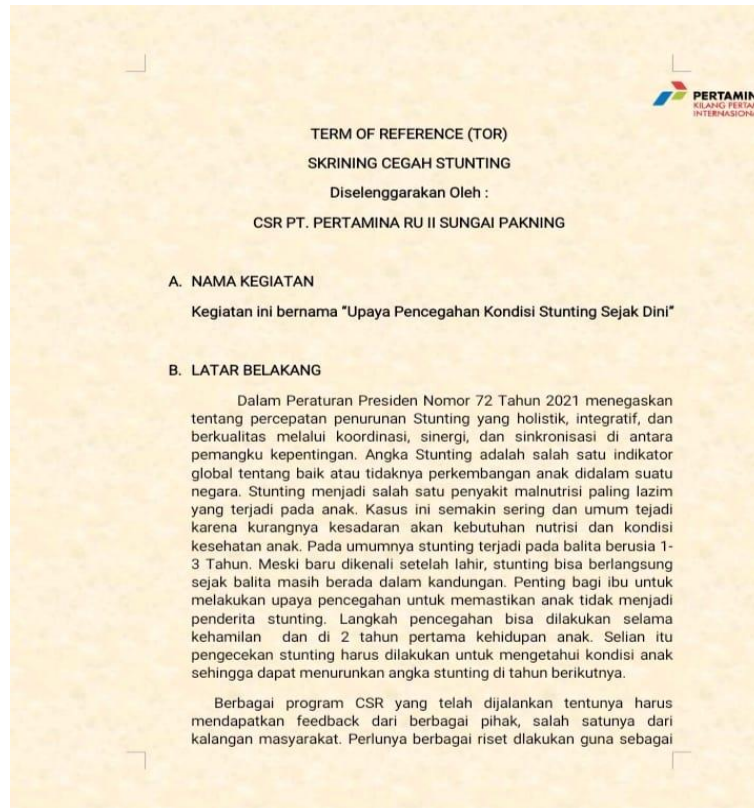


Figure 3.3 Term Of Reference (TOR)

Source: Processed Data 2023

3. Participate in activities and become a committee in activities held by CSR PT. Pertamina Refinery Unit II Production of Sungai Pakning
PT. Pertamina Refinery Unit II Sungai Pakning Production held a seminar with the theme " Lingkungan, Kesehatan dan Keselamatan Berlalu Lintas " in which the participants consisted of SMA and MAN students in the Bukit Batu sub-district. During the event, they were given the responsibility of filling in absences and distributing souvenirs to participants. In addition, he is also responsible for consumption.



Figure 3.4 Seminar Lingkungan, Kesehatan dan Keselamatan Ber Lalu Lintas
Source : Processed Data 2023

CSR Pertamina Refinery Unit II Production Sungai Pakning also held a seminar "Screening cegah Stunting" whose participants consisted of toddlers and pregnant women. This event was held to answer questions from the public about the company's concern for the high stunting rate in Bengkalis. In this seminar given the task of preparing the event, the event takes place and the event is closed. Was given responsibility in the consumption, documentation, and distribution of souvenirs to event participants.



Figure 3.5 Seminar Screening Cegah Stunting
Source : Processed Data 2023

4. . Make a summary of the seminar activities held by the Head of Bukit Batu Village

PT Pertamina Sungai Pakning's CSR program received an invitation from the Head of Bukit Batu Village to a seminar on " Lokarya Mini Lintas Sektor di Bidang Kesehatan ". The author is given the task to participate in and be responsible as a note taker who will later prepare a summary of activities. When writing a summary, it is very important to note that you are not allowed to change the main idea of the original text. In addition, they also asked for help in the documentation session.

Rangkuman

Judul : Lokarya Mini Lintas Sektor di bidang Kesehatan

Tujuan : Sebagai bentuk dukungan di bidang kesehatan seperti bebas stop buang air besar sembarangan, posyandu, dan stanting.

1. Dalam capaian standar pelayanan minimum (SPM) Bidang kesehatan UPT Puskesmas sungai pakning Tahun 2022 menjelaskan bahwa ada 3 capaian yang memiliki persentase rendah yaitu :
 - Indikator Setiap ibu bersalin mendapatkan pelayanan persalinan sesuai standar dengan capaian 68,54 %.
 - Indikator Setiap bayi baru lahir mendapatkan pelayanan kesehatan sesuai standar dengan capaian 71,10 %.
 - Indikator balita mendapatkan pelayanan kesehatan sesuai standar dengan capaian 54,47 %.
2. Yang menjadi faktor penyebab rendahnya indikator capaian standar pelayanan minimum (SPM) yaitu karena partisipasi masyarakat untuk datang ke posyandu sangat rendah.
3. Untuk menarik minat masyarakat datang ke posyandu diharapkan pihak kelurahan atau desa membuat program inovasi seperti:
 - Membuat bangunan posyandu yang lebih besar dan nyaman.
 - Menambah kegiatan di posyandu dengan melakukan kegiatan seperti arisan telur.
 - Melakukan sosialisasi dan memastikan setiap warga tentang tempat posyandu yang akan dikunjungi.
 - Memberikan reward kepada bayi dan balita yang rutin datang ke posyandu.
 - Meningkatkan kapasitas kader posyandu desa atau kelurahan.

Figure 3.6 Activity Summary

Source : Processed Data 2023

5. Field activities and directly helping the community who are the CSR target group of PT. Pertamina Refinery Unit II Production of Sungai Pakning
One of the fostered groups from PT. Pertamina Refinery Unit II Production of the Sungai Pakning, namely the Biene honey group in Tanjung Leban Village. The author got the opportunity and went down in the field directly to see Honey Bee Cultivation which is cultivated around the home environment. The author had the opportunity to ask about the history and methods of cultivation carried out by group members who had earned hundreds of millions in turnover during Covid. At that time community members experienced a decrease in income but members of this group experienced an increase in income. In

addition, the authors are asked for help to find ideas for developing this business to the next stage in order to get more profit from a business perspective and what are the next stages in developing the existing business in the Madu Biene group.



Figure 3.7 Interview With the Head of the Madu Biene Group
Source : Processed Data 2023

6. Review journals related to journals that will be published by internship supervisors

A journal review is an evaluation, assessment, or review of the content and format of writing scientific articles or subject matter. Journal review as a way to make it easier for someone to understand the quality of the content of a study. Journal review has the goal of understanding and finding the main ideas presented in a scientific journal. The author was given the task of looking for several journals related to women's involvement in the agricultural sector.

Review Jurnal

1. Jurnal Pertama

No	Bagian Jurnal	Keterangan
1.	Judul	Keterlibatan perempuan dalam sektor pertanian untuk menunjang kesejahteraan keluarga menurut perspektif Feminisme (Studi kasus di Desa Songan, Bangli, Bali).
2.	Volume dan Halaman	Volume 9, Nomor. 2
3.	Tahun	2021
4.	Penulis	Ni luh Sinta Yani, Luh Indrayani
5.	Tanggal	25 December 2021
6.	Tujuan Penelitian	Tujuan utama dilakukannya penelitian ini untuk mendeskripsikan factor yang menyebabkan perempuan Desa Songan terlibat dalam sector pertanian, mendeskripsikan keterlibatan perempuan terhadap sector pertanian untuk menunjang kesejahteraan keluarga, dan mendeskripsikan pandangan femanisme terhadap petani perempuan di Desa Songan.
7.	Populasi dan Sampel	Populasi : Petani di Desa Songan Sampel : Petani perempuan di Desa Songan
8.	Metode Penelitian	Dengan menggunakan pendekatan kualitatif dengan metode study kasus.
9.	Hasil dan Pembahasan	Berdasarkan data yang diperoleh peneliti, terdapat empat faktor utama perempuan Songan terlibat dalam sektor pertanian, yaitu faktor geografis, faktor desakan ekonomi, faktor kebiasaan, dan faktor pendidikan.

Figure 3.8 Review Journal
Source: Processed Data 2023

7. Assisting the CSR treasurer in processing data regarding the Budget Plan (RAB).

The Cost Budget Plan is an estimate of the calculation of the amount of costs required for materials, tools and wages and other costs related to the implementation of a job or project. Budget Plan (RAB) as a guideline for the implementation of the work and as a means of controlling the implementation of the work. Through the RAB, you can calculate and know exactly how much it will cost to carry out the work according to the request. The author was asked to assist the CSR treasurer in compiling the RAB and calculating the amount of costs needed by the company.

8. Field activities and assist supervisors in completing the Climate Village Program (Proklim).

Climate Village Proklim Is a national program managed by the Ministry of Environment and Forestry in order to increase the involvement of communities and other stakeholders to strengthen adaptation capacity to the impacts of climate change and reduce GHG emissions and to provide recognition for climate change adaptation and mitigation efforts that have been made which can improve welfare at the local level in accordance with regional conditions. The author assists the supervisor in working on the proklim and is given the following tasks:

- a. Surveying the field where the chosen place is in Pakning Origin Hamlet.
- b. Take documentation about the photos needed in filling out the Proklim documentation
- c. Insert the photos that have been obtained into the word file which contains adaptation and mitigation
- d. Make several Logos needed in filling in Proklim data
- e. Helping the Field Survey supervisor in filling in the Spectrum.



Figure 3.9 Proklim Activities
Source : Processed Data 2023

9. Make a business development plan in the village of Tanjung Leban

The author makes a business development plan through the Business Model Canvas (BMC) which is carried out using a SWOT analysis through Internal factors and External Factors. The Business Model Canvas (BMC) is a framework that discusses business models presented in a visual form. The Business Model Canvas is made in an idea picture so that everyone has the same understanding of the type of consumer, expenses, how the company works which consists of nine elements.

- a. *Customer Segments*
 Segmen konsumen Budidaya Lebah Madu Di Desa Tanjung Leban adalah semua kalangan mulai dari anak-anak, remaja, hingga dewasa. Pada Blok ini anggota kelompok perlu melakukan perbaikan yakni dengan mensegmentasi konsumennya dan proyeksi pembelian berdasarkan loyalitas dan prioritas. Kelompok Madu Biene harus mensegmen konsumennya yang mana konsumen corporate beserta proyeksi kebutuhannya, konsumen perorangan atau lokal yang loyal dan perorangan atau lokal konsumen biasa. Apabila anggota kelompok telah membuat segmentasi tersebut, maka akan mempermudah menjaga loyalitas pelanggan untuk mengatasi produk bersifat musiman sehingga ketersediaan produk selalu ada.
- b. *Value Propositions*
 Produk yang diproduksi dari Budidaya Lebah Madu di Desa Tanjung Leban adalah harga terjangkau, jaminan keaslian dan higienis yang telah tersertifikasi, rendah kadar air, pencegah Covid-19 dan madu yang dipanen mementingkan aspek kelestarian hutan. Pada Blok ini sudah menjadi kekuatan Madu Biene Tanjung Leban dan perlu dipertahankan standarnya. Selanjutnya perbaikan yang perlu ditingkatkan adalah melakukan sertifikasi produk ke lembaga sertifikasi level internasional untuk meningkatkan nilai tambah madu produksi anggota kelompok Madu Biene. Selain itu juga perlu mendapatkan sertifikasi label BPOM yang menandakan bahwa produk memiliki status produk yang sudah terjamin dari Badan Pengawas Obat dan Makanan sehingga konsumen dan calon konsumennya lebih merasa aman dan percaya untuk mengonsumsi atau menggunakan produk.
- c. *Channels*
 Saluran yang digunakan oleh Madu Biene Tanjung Leban terbagi menjadi dua yaitu dengan sistem offline dan online. Saluran yang telah dijalani selama ini hanya untuk offline dengan metode yang digunakan adalah word of mouth dan penitipan di warung. Sedangkan perbaikan yang perlu diperbaiki pada blok

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Figure 3.10 Business Model Canvas (BMC)

Source : Processed data 2023

Meanwhile, SWOT analysis is a strategic planning analysis method used to monitor and evaluate the company's environment, both external and internal, for a particular business objective.

Tabel 4.3 Analisis Faktor Eksternal Budidaya Lebah Madu Desa Tanjung Leban

N o.	OPPORTUNITIES/Peluang	NARASUMBER				JU ML AH	BOBOT	RATI NG	Weighted Score
		Ke-1	Ke-2	Ke-3	Ke-4				
1.	Sudah memasarkan produknya ke toko atau warung terdekat	4	3	3	3	13	0,1074380165	3,25	0,3491735537
2.	Melakukan inovasi produk turunan madu	2	1	2	3	8	0,06611570248	2	0,132231405
3.	Memiliki konsumen yang besar secara local, nasional dan internasional	2	1	1	2	6	0,04958677686	1,5	0,07438016529
4.	Kepercayaan konsumen terhadap madu sangat tinggi	4	4	4	3	15	0,1239669421	3,75	0,4648760331
5.	Menginginkan mesin teknologi yang baru	4	4	4	3	15	0,1239669421	3,75	0,4648760331
6.	Ketersedian kurir jasa antar	1	1	1	1	4	0,03305785124	1	0,03305785124
Total						61	0,5041322314		1,518595041
N o.	THREATS/Ancaman	NARASUMBER				JU ML AH	BOBOT	RATI NG	Weighted Score
		Ke-1	Ke-2	Ke-3	Ke-4				
1.	Produk bersifat musiman sehingga ketersediaan produk tidak selalu ada	2	4	4	3	13	0,1074380165	3,25	0,3491735537
2.	Bunga pohon pakan lebah dan koloni semakin berkurang akibat cuaca tak menentu	3	4	3	3	13	0,1074380165	3,25	0,3491735537
3.	Memiliki pesaing dengan brand image bagus & harga murah	2	1	1	3	7	0,05785123967	1,75	0,1012396694

Figure 3.11 Analysis SWOT

Source : Processed data 2023

- Conduct business analysis related to derivative products that can be developed by Madu Biene in Tanjung Leban Village.

One of the business plans that can be developed is Biene's honey derivative product, Honey Sachet. With the existence of derivative products, it can provide added value, namely in terms of prices that are affordable for all people and convenience, which is practically easy to carry. With this consideration, it is hoped that it will increase the total income of members of the Biene honey group. The author gives an idea about the packaging used, labels and cost analysis calculations.



Figure 3.12 Honey Biene Sachet
Source : Processed Data 2023

11. Assist supervisors in completing assignments in filling out the Community Satisfaction Index (IKM) questionnaire.

The Community Satisfaction Index (IKM) is information data about the level of community satisfaction obtained from quantitative and qualitative measurement results of public opinion in obtaining services from public service delivery apparatus by comparing their expectations and needs. The Community Satisfaction Index (IKM) can be used as a benchmark to assess the level of quality of services provided to the public by government agencies. The author was given the responsibility to assist group members in Tanjung Leban Village to fill out the Community Satisfaction Index Questionnaire (IKM).

3.3 Place of Apprenticeship

The place for this Practical Work activity (KP) is at PT Pertamina Refinery Unit II Production Sungai Pakning which is located at Jalan Cendana No. 1 Sungai Pakning, Bukit Batu District, Bengkalis Regency. During practical work the author is placed in the Public Relations or Public Relations Section.



Figure 3.13 Workshop of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

Source: Processed Data 2023

The time for application of the Practical Work (KP) starts from February 01, 2023 to May 31, 2023.

3.4 Kind and Description of the Activity

The following is an explanation of the activities carried out during the internship at PT Kilang Pertamina international Refinery Unit II Sungai Pakning :

Table 3.1 Agenda of Activities of the First Week (February 01st – 03th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	February 1, 2023	1. Submit internship requirements 2. Interview by Pertamina's head of security Sungai Pakning	1. Public Relations department 2. Public Relations Department

2.	February 2, 2023	<ol style="list-style-type: none"> 1. Introduction and presentation of material about K3 Occupational Safety and Health 2. Introduction to CSR Pertamina Sungai Pakning 	<ol style="list-style-type: none"> 1. Demo Room 2. Public Relations department
3.	February 3, 2023	<ol style="list-style-type: none"> 1. Morning Exercise 2. Workplace introduction 3. Conduct discussions with posyandu cadres and puskesmas midwives regarding events from CSR regarding stunting 	<ol style="list-style-type: none"> 1. Telaga Suri Perdana Field 2. Public Relations department 3. Wisma

Source : Processed Data, 2023

Table 3.2 Agenda of Activities of the Second Week (February 06st – 10th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	February 6, 2023	<ol style="list-style-type: none"> 1. Make a TOR for stunting activities 2. Conducted a visit to Poskarya Bunga Tanjung II with the CSR for PMT preparation for toddlers 	<ol style="list-style-type: none"> 1. Public Relations department 2. Poskarya Bunga Tanjung II
2.	February 7, 2023	<ol style="list-style-type: none"> 1. Conduct discussions regarding the planning of the "Screening Prevent Stunting" activity 	<ol style="list-style-type: none"> 1. Telaga Suri Perdana Field
3.	February 8, 2023	<ol style="list-style-type: none"> 1. Visits to 4 schools in Bukit Batu sub-district to provide invitation letters to take part in the GERNAS Outreach. 2. Conducted visits to Pertamina's Sungai Pakning CSR group 	<ol style="list-style-type: none"> 1. School at Bukit Batu 2. Kampung Jawa Village
4.	February 9, 2023	<ol style="list-style-type: none"> 1. Design a Logo for Poskarya Bunga Tanjung II Conducted discussions about the GERNAS event with HSE 	<ol style="list-style-type: none"> 1. Telaga Suri Perdana Field
5.	February 10, 2023	<ol style="list-style-type: none"> 1. Morning Exercise 2. Conducted visits to the Pertamina CSR assisted group with lecturers from Gajah Mada University at the Tanjung II Flower Post, Jambi Base and the Batang Duku Horticulture group. 	<ol style="list-style-type: none"> 1. Telaga Suri Perdana Field 2. Batang Duku Field

Source : Processed Data, 2023

Table 3.3 Agenda of Activities of the Third Week (February 13st – 17th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	February 13, 2023	<ol style="list-style-type: none"> 1. Collaborating with several CSR-assisted SMEs to prepare souvenirs for GERNAS activities. 2. Conduct discussions regarding food that is suitable for pregnant women and toddlers. 	<ol style="list-style-type: none"> 1. Public Relations Department 2. Telaga Suri Perdana Field

	February 14, 2023	1. Helping prepare HSE activities with CSR for the GERNAS event	1. Telaga Suri Perdana Field
2.	February 15, 2023	1. Become a committee in the environmental, health and traffic safety Seminar at the GERNAS event.	1. Gedung Budaya Loka Patra
3.	February 16, 2023	1. Conduct discussions regarding the preparation of "Stunting Prevent Screening" 2. Checking the location in the BULOPA Building (Loka Patra Culture) 3. Go down to agricultural land to conduct a survey regarding activities on the farm.	1. Telaga Suri Perdana Field 2. Gedung Budaya Loka Patra 3. Batang Duku Field
4.	February 17, 2023	1. Morning Exercise 2. Assist with the preparation of the "Screening Prevent Stunting" activity	1. Telaga Suri Perdana Field 2. Gedung Budaya Loka Patra

Source : Processed Data, 2023

Table 3.4 Agenda of Activities of the Fourth Week (February 20st – 24th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	February 20, 2023	1. Become a Committee to assist in the "Screening Prevent Stunting" event.	1. Gedung Budaya Loka Patra
2.	February 21, 2023	1. Conduct a Journal Review on women's involvement in agriculture or the role of women in agricultural development.	1. Public Relations Department
3.	February 22, 2023	1. Attending Quiz activities conducted by HSE in the K3 month series of events	1. Telaga Suri Perdana Field
4.	February 23, 2023	1. Participated in a seminar on "Cross-Sectoral Mini Workshops in the Health Sector" organized by the Bukit Batu sub-district head.	1. Bukit Batu District office
5.	February 24, 2023	1. Morning Exercise 2. Discussions related to the Journal about women's involvement in agriculture or the role of women in agricultural development with supervisors. 3. Make a summary of the seminar on "Cross-Sectoral Mini Workshops in the Health Sector" which was held by the Bukit Batu sub-district head.	1. Telaga Suri Perdana Field 2. Public Relations Department 3. Public Relations Department

Source : Processed Data, 2023

Table 3.5 Agenda of Activities of the Fifth Week (February 27st – March 3th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	February 27, 2023	1. Conducting discussions about tilapia cultivation carried out by fostered partners from Pertamina Sei. Pakning	1. Public Relations Department
2.	February 28, 2023	1. Conduct an analysis of posyandu features that can attract parents to visit the posyandu based on the journals and articles found.	1. Public Relations Department
3.	March 1, 2023	1. Conduct discussions about posyandu features that can attract parents to visit posyandu.	1. Public Relations Department
4.	March 2, 2023	1. Conducting discussions on toman fish cultivation carried out by fostered partners from Pertamina Ru II Sungai Pakning	1. Public Relations Department
5.	March 3, 2023	1. Morning Exercise 2. Participating in Gernas Month K3 activities, namely One Day Finish 2023	1. Telaga Suri Perdana Field 2. Telaga Suri Perdana Field

Source : Processed Data, 2023

Table 3.6 Agenda of Activities of the Sixth Week (March 6st – 10th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	March 6, 2023	1. Make a plan regarding the development of the bee Tourism Park business in Tanjung Leban	1. Public Relations Department
2.	March 7, 2023	1. Meeting of CSR members about proklam	1. Public Relations Department
3.	March 8, 2023	1. Discussion with the supervisor about the project monitoring presentation material that has been given	1. Public Relations Department
4.	March 9, 2023	1. Monitoring presentations by supervisors, namely Sungai Pakning CSR regarding practical work projects (KP) or temporary value monitoring.	1. Public Relations Department
5.	March 10, 2023	1. Morning exercise 2. Visiting the Tanjung Leban village fostered group, namely madu bene with CSR Pertamina Sungai Pakning.	1. Telaga Suri Perdana Field 2. Tanjung Leban Village

Source : Processed Data, 2023

Table 3.7 Agenda of Activities of the Seventh Week (March 13st – 17th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	March 13, 2023	1. Visiting Filagam (Peat Water Filtration) and interviewing members of the Tirta Muda group	1. Lubuk Muda Field

2.	March 14, 2023	1. Visiting and monitoring the Pertamina Peat Water Filtration (FILAGAM) CSR group in Beringin, Mekar Jaya BUMDes Pakning Origin Village, Horticultural Farmers Group in Batang Duku Village.	1. Lubuk Muda Field, Pakning asal, and Batang Duku Field
3.	March 15, 2023	1. Revise the Practical Lecture (KP) project assignments that have been presented	1. Public Relations Department
4.	March 16, 2023	1. Conducted visits to Poskarya and Toga Bunga Tanjung II, Pangkalan Jambi Village	1. Pangkalan Jambi Village
5.	March 17, 2023	1. Participated in Gernas K3 activities in order to clean up the Coastal area by industrial supervisors	1. Sungai Pakning Village

Source : Processed Data, 2023

Table 3.8 Agenda of Activities of the Eighth Week (March 20st – 24th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	March 20, 2023	1. Discussion with pertamina Hulu Rokan	1. Public Relations Department
2.	March 21, 2023	1. Conducting visits to the Marsawa Arboretum developer group in Kampung Jawa Village, Ganbut Air Filter (FILAGAM) in Lubuk Muda Village, Mangrove in Pangkalan Jambi Village with PT Pertamina Hulu Rokan.	1. Kampung Jawa Village, Lubuk Muda Village, and Pangkalan Jambi Village.
3.	March 24, 2023	1. Make assignments about business strategies that can be developed in Tanjung Leban Village	1. Public Relations Department

Source : Processed Data, 2023

Table 3.9 Agenda of Activities of the Nineth Week (March 27st – 31th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	March 27, 2023	1. Making cakes related to the final project	1. Public Relations Department
2.	March 28, 2023	1. Assist the CSR treasurer in preparing budget proposals to manage program development finances.	1. Public Relations Department
3.	March 29, 2023	1. Make an analysis of the SWOT analysis based on the IFAS and EFAS methods from the final internship project assignment	1. Public Relations Department
4.	March 30, 2023	1. Continuing to make an analysis of the SWOT analysis based on the IFAS and EFAS methods from the final internship project assignment	1. Public Relations Department

5.	March 31, 2023	1. Morning exercise 2. Perform calculations on SWOT analysis based on the IFAS and EFAS methods from the final internship project assignment	1. Telaga Suri Perdana Field 2. Public Relations Department
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Source : Processed Data, 2023

Table 3.10 Agenda of Activities of the Tenth Week (April 03st – 07th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	April 03, 2023	1. Continuing the Project Task on analyzing the results of the IFAS and EFAS SWOT matrices	1. Public Relations Department
2.	April 04, 2023	1. Continuing the Project Task on analyzing the results of the IFAS and EFAS SWOT matrices	1. Public Relations Department
3.	April 05, 2023	1. Continuing the Project Task on analyzing the results of the IFAS and EFAS SWOT matrices	1. Public Relations Department
4.	April 06, 2023	1. Conducted a visit to the Pertamina horticulture farmer group in Batang Duku Village	1. Batang Duku Village
5.	April 07, 2023	1. Visiting BUMDES Mekar Jaya assisted by Pertamina.	1. Pakning Asal Village

Source : Processed Data, 2023

Table 3.11 Agenda of Activities of the Eleventh Week (April 10st – 14th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	April 10, 2023	1. Continuing the final project assignment on analysis through the Business Model Canvas	1. Public Relations Department
2.	April 11, 2023	1. Continuing the final project assignment on analysis through the Business Model Canvas	1. Public Relations Department
3.	April 12, 2023	1. Continuing the final project assignment on analysis through the Business Model Canvas	1. Public Relations Department
4.	April 13, 2023	1. Continuing the final project assignment on analysis through the Business Model Canvas	1. Public Relations Department
5.	April 14, 2023	1. Help Desfi Irma Putri Take a video for field documentation on how to process Reserve Osmosis (RO) in Peat Water Filtration (FILAGAM) in Beringin Hamlet, Lubuk Muda Village	1. Lubuk Muda Village

Source : Processed Data, 2023

Table 3.12 Agenda of Activities of the Twelfth Week (May 02st – 05th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	May 02, 2023	I (Permission)	
2.	May 03, 2023	I (Permission)	
3.	May 04, 2023	1. Visiting the Sungai Pakning Pertamina fostered group together with CSR	1. Kampung Jawa Village
4.	May 05, 2023	Participating in the halal bihalal event at the Tirta Muda group assisted by Pertamina Sungai Pakning in Lubuk Muda Village together with CSR and PT Kilang Pertamina International Refinery Unit II Sungai Pakning employees.	1. Lubuk Muda Village

Source : Processed Data, 2023

Table 3.13 Agenda of Activities of the Thirteenth Week (May 02st – 05th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	May 08, 2023	Attending a meeting via Google Meet about the ISBN Book.	Public Relations Department
2.	May 09, 2023	Visiting Posyandu Bunga Tanjung II Dusun Damai, Base Jambi Village and providing materials for making biscuits from lomek fish as PMT (Supplementary Feeder).	Pangkalan Jambi Village
3.	May 10, 2023	Continuing to make project research reports Chapter IV Discussion and Results.	Public Relations Department
4.	May 11, 2023	Continuing to make project research reports Chapter IV Discussion and Results.	Public Relations Department
5.	May 12, 2023	1. Assist supervisors in working on PROKLIM (Climate Program) in the Adaptation and Mitigation section. In Pakning Origin Village 2. Make designs about not cutting trees carelessly, brochures about stopping illegal logging, stickers about protecting water-storage trees, and stickers about not defecating in the open.	Pakning Asal Village Telaga Suri Perdana Village

Source : Processed Data, 2023

Table 3.14 Agenda of Activities of the Fourteenth Week (May 15st – 19th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	May 15, 2023	Visiting the house of the chairman of the Sukajadi MPA target group.	Kampung Jawa Village
2.	May 16, 2023	Making biscuits from lomek fish for PMT (Supplementary Feeding) at the	Pangkalan Jambi Village

		ketu house of the Bunga Tanjung II posyandu group, Damai Hamlet, Pangkalan Jambi Village	
3.	May 17, 2023	Conduct proclim activities to peatlands	Pakning asal
4.	May 18, 2023	Got an assignment from the facilitator to edit a video about FILAGAM.	Pubic Relations Department
5.	May 19, 2023	help supervisors process proklam data by entering photos	Telaga Suri Perdana Field

Source : Processed Data, 2023

Table 3.15 Agenda of Activities of the Fifteenth Week (May 22st – 25th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	May 22, 2023	Continuing the assignment from the supervisor for the final project.	Public Relations Department
2.	May 23, 2023	Mutual cooperation to the FILAGAM youth group of tirta muda.	Lubuk Muda Village
3.	May 23, 2023	Assigned as documentation in Peatland harvesting in the Arboretum.	Kampung Jawa Village
4.	May 24, 2023	Conducting Interviews to several places in Pakning River about Kritstal Ice.	Sungai Pakning Village
5.	May 25, 2023	Visiting members of the mangrove village of Pangkalan Jambi to fill in the IKM questionnaire data from CSR Pertamina	Pangkalan Jambi Village

Source : Processed Data, 2023

Table 3.16 Agenda of Activities of the Sixteenth Week (May 29st – 31th 2023)

NO	DATE	DESCRIPTION OF ACTIVITIES	PART
1.	May 29, 2023	Complete the final internship project assignment in preparation for presentations	Public Relations Department
2.	May 30, 2023	Presentation as well as delivery of placards as a token of gratitude to Pertamina Sungai Pakning	Public Relations Department
3.	May 31, 2023	Assist in collecting data for the questionnaire IKM (<i>Index Kepuasan Masyarakat</i>) for program group members.	Public Relations Department

Source : Processed Data, 2023

3.5 Obstacle and Solution

3.5.1 Obstacles

Some of the obstacles the author faced during his internship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning are as follows:

1. During the internship the writer was given the task of helping the Madu Biene

fostered group in Tanjung Leban Village with a considerable distance so as to communicate the task of the supervisor with groups that are not good and network constrained.

2. If given the assignment of field activities to the target group, the access road that is passed is not good, especially during the rainy season.
3. The author is given the task of making a Term Of Reference (TOR) while having never received learning from the campus.
4. When given the task of going down to the field to fill in the Proklam, the author did not understand about filling in data using the Spectrum application.

3.5.2 Solutions

Solutions that can be made to the obstacles encountered during the internship are as follows:

1. Communicate well with the Madu Biene fostered group in Tanjung Leban Village and communicate via WhatsApp if any information is needed
2. If the weather conditions are rainy then it will postpone field activities and discuss again the next day, if the task must be completed immediately then it can be communicated with the supervisor and group members
3. To increase student knowledge, the campus should add courses related to TOR and add insight into applications used in companies.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

After doing practical work at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, it can be concluded as follows:

1. There are several types of work during the internship program, namely: Leban Designing a logo for the PT. Kilang Pertamina International Refinery Unit II Production of Sungai Pakning, make a TOR for activities held by CSR PT Kilang Pertamina International Refinery Unit II Production of Sungai Pakning refinery, participate in activities and become a committee in activities held by CSR PT Kilang Pertamina International Refinery Unit II Production of Sungai Pakning, make a summary of the seminar activities held by the Head of Bukit Batu Village, going out into the field and directly helping the people who are the CSR target group of PT Kilang Pertamina International Refinery Unit II Production of Sungai Pakning, review journals related to journals that will be published by the internship supervisor, assisting the CSR treasurer in processing data on the Budget Plan (RAB), go down to the field and help the supervisor in completing the Proklamasi, make a business development plan in the village of Tanjung, conduct business analysis related to derivative products that can be developed by Madu Biene in Tanjung Leban Village and assist supervisors in completing assignments in filling out the Community Satisfaction Index (IKM) questionnaire.
2. This practical work activity is carried out at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning which is located at Jalan Cendana No. 1 Sungai Pakning, Bukit Batu District, Bengkalis Regency. during practical work the author was placed in the public relations section. practical work activities starting on February 1, 2023 until May 31, 2023.

3. To facilitate employees in carrying out their duties, the company uses an internet-based system to facilitate work online and also uses a manual system. Online systems such as sending reports and confirmation via email. While the manual system is used for recording the Minutes of Meeting Forms and Activity Implementation Forms.
4. During the implementation of practical work there were several obstacles, namely During the internship the writer was given the task of helping the Madu Biene fostered group in Tanjung Leban Village with a considerable distance so as to communicate the task of the supervisor with groups that are not good and network constrained, if given the assignment of field activities to the target group, the access road that is passed is not good especially during the rainy season, the author is given the task of making a term of reference (TOR) while having never received learning from the campus, and when given the task of going down to the field to fill in the Proklim the author did not understand about filling in data using the Spectrum application. The solution given to overcome these obstacles is to Communicate well with the Madu Biene fostered group in Tanjung Leban Village and communicate via WhatsApp if any information is needed, if the weather conditions are rainy then it will postpone field activities and discuss again the next day, if the task must be completed immediately then it can be communicated with the supervisor and group members, and to increase student knowledge, the campus should add courses related to TOR and add insight into applications used in companies.

4.2 Suggestions

After doing practical work at PT Kilang Pertamina Intetnationsl Refinery Unit II Production Sungai Pakning, there are several suggestions, namely:

1. It is advisable for the International Business Administration Study Program to hold a course on design, so that international business administration students who are doing internships at PT Kilang Pertamina Internasional Refinery Unit II Production Sungai Pakning can provide the best design in completing the

tasks given by the job mentor training.

2. It is recommended to the Community Development Officer (CDO) TIM at PT Kilang Pertamina Internasional Refinery Unit (RU) II Sungai Pakning Production to provide opportunities or opportunities to help express ideas in developing existing businesses in the fostered group and see directly the product management process processing produced by the group.

REFERENCES

- Huda, N. (2020) “Job Training Company PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning”
- Nadia, (2021) “Apprenticeship Report PT Pertamina (Persero) Refinery Unit II Production Sungai Pakning”
- Pujianti, C. D. (2020) “Implementasi Cyber Public Relations Dalam Membangun Reputasi PT. Pertamina (Persero) Refinery Unit II Dumai”. Skripsi
- Sutejo, B. (2010) “Impelmentasi Program *Corporate Social Responsibility* (CSR) PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning dalam Menciptakan Citra Positif di Kalangan Masyarakat Desa Sukajadi KecamatanBukit Batu Kabupaten Bengkalis”. Skripsi
- Wulandari, T. (2020) “Job Training Company Pertamina (Persero) Refinery Unit II Production Sungai Pakning”

LIST OF APPENDICES

Appendix 1: Apprenticeship Reply Letter



Sungai Pakning, 02 Desember 2022
Nomor : 367 /RP145.123/2022-58
Perihal : Dalasan Surat Permohonan Kerja Praktek / Magang

Yang terhormat,
Armada, ST.,MT
Politeknik Negeri Bengkalis
DI –
Bengkalis

Dengan hormat,

Sehubungan dengan surat Saudara No. : 5713/PL31/TU/2022 tanggal 28 November 2022 perihal Permohonan Kerja Praktek / magang, dengan ini diberitahukan bahwa kami *dapat menerima* siswa saudara, yaitu :

NO.	N A M A	NISN	JURUSAN
1	DEA PERANTI	5404191224	D4 Administrasi Internasional
2	DESFI IRMA PUTRI	5404191198	U4 Administrasi Internasional
3	DEWI PURNAMASARI	5404191249	D4 Administrasi Internasional

Untuk melakukan kerja praktek / magang di PT. Kilang Pertamina Internasional Sungai Pakning mulai 01 Februari – 31 Mei 2023, dengan membawa persyaratan sebagai berikut :

1. Surat keterangan berkelakuan baik dari institusi / lembaga pendidikan.
2. Surat kesehatan dari dokter yang menyatakan sehat fisik serta melampirkan potocopy kartu vaksin.
3. Pas foto berwarna ukuran 3 x 4 (2 lembar) berpakaian rapi.
4. Menyiapkan pakaian praktek wear pack, sepatu safety dan helm (KP dalam kilang)
5. Memakai masker
6. Map 1 bh

Dan perlu kami informasikan apabila ada Penundaan jadwal pelaksanaan kami harap agar segera melakukan konfirmasi.

Demikian untuk saudara maklumi.

Spv. General Affair Spk


ERNA IMELDA

Contact Person :
Erna Imelda : 085271072354
Rahmad Hidayat : 085265933386
Amril Norman : 08127611794

PT. KILANG PERTAMINA INTERNASIONAL SEI PAKNING
Jln. Cendana No. 1 Komplek Pertamina RU II Sei Pakning

Appendix 2 : Apprenticeship Statement Letter



SURAT KETERANGAN
No. : **347** / KPI45123 / 2023 - SB

Yang bertanda tangan dibawah ini Spv. General Affair PT. Kilang Pertamina Internasional RU II Sungai Pakning menerangkan bahwa :

Nama : Dewi Purnamasari
Jurusan : ADMINISTRASI BISNIS INTERNASIONAL
Institusi : POLITEKNIK NEGERI BENGKALIS

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di POLITEKNIK NEGERI BENGKALIS Jurusan ADMINISTRASI BISNIS INTERNASIONAL di PT. Kilang Pertamina Internasional RU II Sungai Pakning, mulai tanggal 1 Februari sampai dengan 31 Mei 2023.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 31 Mei 2023.

PT. Kilang Pertamina Internasional
Spv. General Affair Spk
Act.

RAHMAD HIDAYAT

Appendix 3: Apprenticeship Certificate



SURAT KETERANGAN
Nomor : 350 / KPI45123 / 2023 - 88

Dengan ini menerangkan bahwa :

Nama : DEWI PURNEMASARI
NIM : 5404191249
Tempat & Tanggal lahir : Sumber Jaya, 30 November 2001
Jurusan : Administrasi Bisnis Internasional
Institusi : POLITEKNIK NEGERI BENGKALIS
Telah melaksanakan : Kerja Praktek / Magang di CSR
PT. Kilang Pertamina Internasional RU II Sungai Pakning

Yang diselenggarakan dari tanggal : 01 Februari s/d 31 Mei 2023

Sungai Pakning, 31 Mei 2023
Spy. General Alham Spt
Act.

RAHMAD HIDAYAT

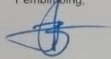


Appendix 4: Apprenticeship Assessment Sheet

FORM PENILAIAN
KERJA PRAKTEK / MAGANG
PT KILANG PERTAMINA INTERNASIONAL - SUNGAI PAKNING

N A M A : DEWI PURNAMASARI
N I M : 5404191249
ASAL SEKOLAH : POLITEKNIK NEGERI BENGKALIS
JURUSAN : Administrasi Bisnis Internasional

NO	FAKTOR YANG NILAI	ANGKA	HURUF
1.	KEDISIPLINAN	88	Delapan Puluh Delapan
2.	KEJUJURAN	90	Sembilan Puluh
3.	KERAJINAN	88	Delapan Puluh Delapan
4.	PENGUASAAN MATERI / TUGAS POKOK	92	Sembilan Puluh Dua
5.	HUBUNGAN DENGAN PEKERJA	90	Sembilan Puluh
6.	HUBUNGAN DENGAN SESAMA MAHASISWA/SISWA	92	Sembilan Puluh Dua
RATA - RATA		90.0	Sembilan Puluh

Sungai Pakning, 31 Mei 2023
Pembimbing,

LEONARDO MANULLANG

Appendix 5 : ID Card During Apprenticeship



Appendix 6: List of Apprenticeship Attendance Sheet

DAFTAR HADIR PRAKTEK SISWA
POLITEKNIK NEGERI BENGKALIS
DI PERTAMINA RU II SEI PAKNING
BULAN : FEBRUARI 2023

No.	N A M A	JURUSAN	T A N G G A L																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	DEA PERANTI	Adm. Bisnis Internasional	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd		
2	DESI IRMA PUTRI	Adm. Bisnis Internasional	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd		
3	DEWI PURNAMASARI	Adm. Bisnis Internasional	f	f	f			f	f	f	f	f			f	f	f	f	f			f	f	f	f	f			f	f	f	f		
4	YULIANA	Adm. Bisnis Internasional	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd		

Sei Pakning, Februari 2023
Spv. General Affair

ERNA IMBIDA

DAFTAR HADIR PRAKTEK SISWA
POLITEKNIK NEGERI BENGKALIS
DI PERTAMINA RU II SEI PAKNING
BULAN : MARET 2023

No.	N A M A	JURUSAN	T A N G G A L																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	DEA PERANTI	Adm. Bisnis Internasional	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd		
2	DESI IRMA PUTRI	Adm. Bisnis Internasional	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd		
3	DEWI PURNAMASARI	Adm. Bisnis Internasional	f	f	f			f	f	f	f	f			f	f	f	f	f			f	f	f	f	f			f	f	f	f		
4	YULIANA	Adm. Bisnis Internasional	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd	sd			sd	sd	sd	sd		

Sei Pakning, Maret 2023
Spv. General Affair


ERNA IMBIDA

Appendix 7: Daily Activities

APPRENTICESHIP DAILY ACTIVITIES

Day : Wednesday-Friday

Date : 01- 03 February 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 1, 2023	3. Submit internship requirements 1. Interview by Pertamina's head of security Sungai Pakning	Leonardo Manullang	
February 2, 2023	3. Introduction and presentation of material about K3 Occupational Safety and Health 4. Introduction to CSR Pertamina Sungai Pakning		
February 3, 2023	4. Morning Exercise 5. Workplace introduction 6. Conduct discussions with posyandu cadres and puskesmas midwives regarding events from CSR regarding stunting		
	Notes By Industrial Coach		





NO.	WORKING	EXPLANATION
1.		
2.		
3.		

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 06-10 February 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 6, 2023	3. Make a TOR for stunting activities 4. Conducted a visit to Poskarya Bunga Tanjung II with the CSR for PMT preparation for toddlers	Leonardo Manullang	
February 7, 2023	2. Conduct discussions regarding the planning of the "Screening Prevent Stunting" activity		
February 8, 2023	2. Visits to 4 schools in Bukit Batu sub-district to provide invitation letters to take part in the GERNAS Outreach. 3. Conducted visits to Pertamina's Sungai Pakning CSR group		
February 9, 2023	3. Design a Logo for Poskarya Bunga Tanjung II Conducted discussions about the GERNAS event with HSE		
February 10, 2023	2. Morning Exercise 4. 2. Conducted visits to the Pertamina CSR assisted group with lecturers from Gajah Mada University at the Tanjung II Flower Post, Jambi Base and the Batang Duku Horticulture group.		
	Notes By Industrial Coach		

NO	WORKING	EXPLANATION
1.		
2.		
3.		
4.		


5.







APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 13-17 February 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 13, 2023	<ul style="list-style-type: none"> 3. Collaborating with several CSR-assisted SMEs to prepare souvenirs for GERNAS activities. 5. Conduct discussions regarding food that is suitable for pregnant women and toddlers. 	Leonardo Manullang	
February 14, 2023	<ul style="list-style-type: none"> 2. Helping prepare HSE activities with CSR for the GERNAS event 		
February 15, 2023	<ul style="list-style-type: none"> 2. Become a committee in the environmental, health and traffic safety Seminar at the GERNAS event. 		
February 16, 2023	<ul style="list-style-type: none"> 4. Conduct discussions regarding the preparation of "Stunting Prevent Screening" 5. Checking the location in the BULOPA Building (Loka Patra Culture) 6. Go down to agricultural land to conduct a survey regarding activities on the farm. 		
February 17, 2023	<ul style="list-style-type: none"> 3. Morning Exercise 4. Assist with the preparation of the "Screening Prevent Stunting" activity 		
	Notes By Industrial Coach		




NO.	WORKING	EXPLANATION
2.		
3.		
4.		
5.		

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 20-24 February 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 20, 2023	2. Become a Committee to assist in the "Screening Prevent Stunting" event.	Leonardo Manullang	
February 21, 2023	3. Conduct a Journal Review on women's involvement in agriculture or the role of women in agricultural development.		
February 22, 2023	2. Attending Quiz activities conducted by HSE in the K3 month series of events		
February 23, 2023	2. Participated in a seminar on "Cross-Sectoral Mini Workshops in the Health Sector" organized by the Bukit Batu sub-district head.		
February 24, 2023	4. Morning Exercise 5. Discussions related to the Journal about women's involvement in agriculture or the role of women in agricultural development with supervisors. 6. Make a summary of the seminar on "Cross-Sectoral Mini Workshops in the Health Sector" which was held by the Bukit Batu sub-district head.		
	Notes By Industrial Coach		



NO	WORKING	EXPLANATION																														
																																
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APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 27 February - 03 March 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 27, 2023	2. Conducting discussions about tilapia cultivation carried out by fostered partners from Pertamina Sei. Pakning	Leonardo Manullang	
February 28, 2023	2. Conduct an analysis of posyandu features that can attract parents to visit the posyandu based on the journals and articles found.		
March 1, 2023	2. Conduct discussions about posyandu features that can attract parents to visit posyandu.		
March 2, 2023	2. Conducting discussions on toman fish cultivation carried out by fostered partners from Pertamina Ru II Sungai Pakning		
March 3, 2023	3. Morning Exercise 4. Participating in Gernas Month K3 activities, namely One Day Finish 2023		
	Notes By Industrial Coach		




NO.	WORKING	EXPLANATION
1.		
2.	<p style="text-align: center;">FITUR POSYANDU YANG DAPAT MENJADI DAYA TARIK ORANG TUA UNTUK MELAKUKAN KUNJUNGAN DI POSYANDU</p> <p>Judul Artikel : "Posyandu Desa Pancur Jaya Tingkatkan Daya Tarik Anak Dengan Program Posyandu Ulang Tahun".</p> <p>Website Resmi Desa Pancur Jaya, Pos Pelayanan Keluarga Berencana - Kesehatan Terpadu (Posyandu) adalah kegiatan kesehatan dasar yang diselenggarakan dari, oleh dan untuk masyarakat yang dibantu oleh petugas kesehatan. Posyandu merupakan salah satu Upaya Kesehatan Bersumberdaya Masyarakat (UKBM). Jadi, Posyandu merupakan kegiatan swadaya dari masyarakat di bidang kesehatan dengan penanggung jawab kepala desa. "Pelayanan kesehatan terpadu (yandu) adalah suatu bentuk keterpaduan pelayanan kesehatan yang dilaksanakan di suatu wilayah kerja Puskesmas. Tempat pelaksanaan pelayanan program terpadu di balai dusun, balai kelurahan, RW, dan sebagainya disebut dengan Pos pelayanan terpadu (Posyandu)". Konsep Posyandu berkaitan erat dengan keterpaduan. Keterpaduan yang dimaksud meliputi keterpaduan dalam aspek sasaran, aspek lokasi kegiatan, aspek petugas penyelenggara, aspek dana dan lain sebagainya.</p> <p>Dalam Meningkatkan dan memberikan motivasi kepada anak-anak untuk mau mengikuti posyandu, Ketua TP PKK Pancur Jaya dr.Nelya Sasmita membuat suatu program baru, yakni dengan mengadakan Program Posyandu Ulang Tahun. Dalam program ini, Pada saat program posyandu dilaksanakan anak-anak yang berulang tahun pada hari itu akan di rayakan ulang tahunnya dengan di berikan hadiah dan makanan. Program kerja ini terbukti berhasil dijalankan, seperti yang disampaikan dari beberapa orang tua yang memiliki anak balita, bukan orang tua lagi yang mengajak anaknya tetapi sebaliknya, anaknya yang mengajak orang tuanya untuk pergi ke posyandu.</p>	
3.		

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 06-10 March 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 6, 2023	2. Make a plan regarding the development of the bee Tourism Park business in Tanjung Leba	Leonardo Manullang	
March 7, 2023	2. Meeting of CSR members about proklam		
March 8, 2023	2. Discussion with the supervisor about the project monitoring presentation material that has been given		
March 9, 2023	2. Monitoring presentations by supervisors, namely Sungai Pakning CSR regarding practical work projects (KP) or temporary value monitoring.		
March 10, 2023	3. Morning exercise 4. Visiting the Tanjung Leban village fostered group, namely madu biene with CSR Pertamina Sungai Pakning.		
	Notes By Industrial Coach		




NO.	WORKING	EXPLANATION
1.		
2.		
3.		

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 13-17 March 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 13, 2023	Visiting Filagam (Peat Water Filtration) and interviewing members of the Tirta Muda group	Leonardo Manullang	
March 14, 2023	Visiting and monitoring the Pertamina Peat Water Filtration (FILAGAM) CSR group in Beringin, Mekar Jaya BUMDes Pakning Origin Village, Horticultural Farmers Group in Batang Duku Village.		
March 15, 2023	Revise the Practical Lecture (KP) project assignments that have been presented		
March 16, 2023	Conducted visits to Poskarya and Toga Bunga Tanjung II, Pangkalan Jambi Village		
March 17, 2023	Participated in Gernas K3 activities in order to clean up the Coastal area by industrial supervisors		
	Notes By Industrial Coach		

NO.	WORKING	EXPLANATION
1.		
2.		
3.		

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 20-24 March 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 20, 2023	Discussion with Pertamina Hulu Rokan	Leonardo Manullang	
March 21, 2023	Conducting visits to the Marsawa Arboretum developer group in Kampung Jawa Village, Ganbut Air Filter (FILAGAM) in Lubuk Muda Village, Mangrove in Pangkalan Jambi Village with PT Pertamina Hulu Rokan.		
March 24, 2023	Make assignments about business strategies that can be developed in Tanjung Leban Village		
	Notes By Industrial Coach		

NO.	WORKING	EXPLANATION
1.		
2.		

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 27-31 March 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 27, 2023	Create a related questionnaire about the final project	Leonardo Manullang	
March 28, 2023	Assist the CSR treasurer in preparing budget proposals to manage program development finances		
March 29, 2023	Make an analysis of the SWOT analysis based on the IFAS and EFAS methods from the final internship project assignment		
March 30, 2023	Continuing to make an analysis of the SWOT analysis based on the IFAS and EFAS methods from the final internship project assignment		
March 31, 2023	Morning exercise Perform calculations on SWOT analysis based on the IFAS and EFAS methods from the final internship project assignment		
	Notes By Industrial Coach		

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1.	<p>Selanjutnya dilakukan pembobotan pada tiap faktor internal dan faktor eksternal pada strategi pengembangan Madu Biene di Desa Tanjung Leban. Nilai skala yang akan ditranskripsikan dalam pembobotan merupakan tindak lanjut dari FGD yang kemudian dilakukan pengisian kuisioner oleh 4 responden yang berasal dari pihak pengurus Madu Biene di Desa Tanjung Leban. Nilai-nilai pada tiap responden digabungkan kemudian dihitung akumulasiannya maka akan didapatkan <i>Weight Score</i> (WS). Pembobotan dibesarkan sebuah angka dalam tabel sebagai penilaian terhadap bobot atau tingkat kepentingan dari masing-masing faktor internal dan eksternal. Definisi skala pembobotan Skala Matryk Rsa dan Rfa:</p> <table border="1" data-bbox="435 451 1015 577"> <caption>SKALA RASA DAN RFA</caption> <thead> <tr> <th>Skala</th> <th>Definisi</th> <th>Strategi pengembangan bisnis dalam mengelola faktor internal</th> </tr> </thead> <tbody> <tr> <td>Skala 1</td> <td>Tidak Setuju</td> <td>Strategi pengembangan bisnis dalam mengelola faktor internal tidak baik</td> </tr> <tr> <td>Skala 2</td> <td>Kurang Setuju</td> <td>Strategi pengembangan bisnis dalam mengelola faktor internal kurang baik</td> </tr> <tr> <td>Skala 3</td> <td>Setuju</td> <td>Strategi pengembangan bisnis dalam mengelola faktor internal baik</td> </tr> <tr> <td>Skala 4</td> <td>Sangat Setuju</td> <td>Strategi pengembangan bisnis dalam mengelola faktor internal sangat baik</td> </tr> </tbody> </table> <p>Sesuai tingkat skala yang diberikan menunjukkan kemampuan anggota yang tinggi dalam mengelola sumber daya secara internal dan eksternal. Sumber : Proses data 2023</p> <p style="text-align: right;">22</p> <p>4.2.1 Analisis Faktor Internal</p> <p>Analisis faktor lingkungan internal merupakan kegiatan-kegiatan internal Madu Biene di Desa Tanjung Leban yang dapat dikerendahkan untuk mencapai tujuan dan menjalankan strategi pemasaran, pengendalian dan pengaturan atas operasi kegiatan bisnis. Anggota Madu Biene dapat melakukan alokasi sumber daya secara produktif melalui koordinasi faktor manusia dan alat-alat manajemen. Pengendalian yang optimal akan meningkatkan efektivitas kegiatan operasi Madu Biene begitupula sebaliknya pengendalian yang tidak optimal akan menghambat kegiatan operasi Madu Biene. Berikut tabel analisis faktor internal pada Madu Biene di Desa Tanjung Leban.</p> <p>Cara perhitungannya</p> $\text{Bobot} = \frac{\text{Jumlah Skala responden}}{\text{(total kekuatan+total kelemahan)}}$ $\text{Rating} = \frac{\text{Jumlah Skala Responden}}{\text{Jumlah Responden}}$ $\text{Weighted Score} = \text{Bobot} \times \text{Rating}$ <table border="1" data-bbox="435 919 1015 1060"> <caption>Tabel 4.2 Analisis Faktor Internal Budidaya Lebah Madu Desa Tanjung Leban</caption> <thead> <tr> <th rowspan="2">No. Urutan/Indikator</th> <th colspan="4">NARASUMBER</th> <th rowspan="2">JU. MELAH</th> <th rowspan="2">BOBOT</th> <th rowspan="2">RATA RATA</th> <th rowspan="2">Weighted Score</th> </tr> <tr> <th>Ke-1</th> <th>Ke-2</th> <th>Ke-3</th> <th>Ke-4</th> </tr> </thead> <tbody> <tr> <td>1. Anggota kelompok budidaya madu biene telah terlatih menjaga keaslian dan higienis pada saat panen madu</td> <td>4</td> <td>3</td> <td>4</td> <td>4</td> <td>15</td> <td>0,1171875</td> <td>3,75</td> <td>0,439453125</td> </tr> <tr> <td>2. Adanya pengaturan organisasi dan memiliki proses oprasional produksi yang standar</td> <td>4</td> <td>4</td> <td>4</td> <td>3</td> <td>15</td> <td>0,1171875</td> <td>3,75</td> <td>0,439453125</td> </tr> <tr> <td>3. Jaminan keaslian dan Higienis madu yang</td> <td>4</td> <td>4</td> <td>4</td> <td>2</td> <td>14</td> <td>0,109375</td> <td>3,5</td> <td>0,3828125</td> </tr> </tbody> </table>	Skala	Definisi	Strategi pengembangan bisnis dalam mengelola faktor internal	Skala 1	Tidak Setuju	Strategi pengembangan bisnis dalam mengelola faktor internal tidak baik	Skala 2	Kurang Setuju	Strategi pengembangan bisnis dalam mengelola faktor internal kurang baik	Skala 3	Setuju	Strategi pengembangan bisnis dalam mengelola faktor internal baik	Skala 4	Sangat Setuju	Strategi pengembangan bisnis dalam mengelola faktor internal sangat baik	No. Urutan/Indikator	NARASUMBER				JU. MELAH	BOBOT	RATA RATA	Weighted Score	Ke-1	Ke-2	Ke-3	Ke-4	1. Anggota kelompok budidaya madu biene telah terlatih menjaga keaslian dan higienis pada saat panen madu	4	3	4	4	15	0,1171875	3,75	0,439453125	2. Adanya pengaturan organisasi dan memiliki proses oprasional produksi yang standar	4	4	4	3	15	0,1171875	3,75	0,439453125	3. Jaminan keaslian dan Higienis madu yang	4	4	4	2	14	0,109375	3,5	0,3828125																																																																																														
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APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 03-07 April 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 03, 2023	Continuing the Project Task on analyzing the results of the IFAS and EFAS SWOT matrices	Leonardo Manullang	
April 04, 2023	Continuing the Project Task on analyzing the results of the IFAS and EFAS SWOT matrices		
April 05, 2023	Continuing the Project Task on analyzing the results of the IFAS and EFAS SWOT matrices		
April 06, 2023	Conducted a visit to the Pertamina horticulture farmer group in Batang Duku Village		
April 07, 2023	Visiting BUMDES Mekar Jaya assisted by Pertamina.		
	Notes By Industrial Coach		


NO.	WORKING	EXPLANATION															
1.	<div style="text-align: center;"> </div> <p>Figure 4.1 Diagram Kartesius SWOT pada Budidaya Madu Bienen Desa Tanjung Leban <i>Sumber: Proses Data 2023</i></p> <p>Dari hasil perhitungan matriks EFAS dan IFAS, diketahui nilai <i>Weighted Score</i> (WS) sebagai berikut:</p> <p>Tabel 4.4 Perhitungan matriks EFAS dan IFAS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Faktor</th> <th style="width: 33%;">Weighted Score</th> <th style="width: 33%;">Diagram Kartesius</th> </tr> </thead> <tbody> <tr> <td>Kekuatan</td> <td>1,873</td> <td>Kekuatan-Kelemahan</td> </tr> <tr> <td>Kelemahan</td> <td>1,166</td> <td>Peluang-Ancaman</td> </tr> <tr> <td>Peluang</td> <td>1,518</td> <td></td> </tr> <tr> <td>Ancaman</td> <td>1,404</td> <td></td> </tr> </tbody> </table> <p><i>Sumber: Proses Data 2023</i></p> <p>Berdasarkan matrik di atas, tampak bahwa peluang dari Budidaya Lebah Madu di Desa Tanjung Leban pada KUADRAN I yakni kondisi secara internal memiliki kekuatan dan memiliki kesempatan yang dapat dimanfaatkan, maka dapat memilih strategi agresif. Hasil dari perhitungan perumusan diagram kartesius SWOT, diketahui bahwa titik koordinat terletak pada (0,707; 0,133) yang berarti berada pada</p>	Faktor	Weighted Score	Diagram Kartesius	Kekuatan	1,873	Kekuatan-Kelemahan	Kelemahan	1,166	Peluang-Ancaman	Peluang	1,518		Ancaman	1,404		
Faktor	Weighted Score	Diagram Kartesius															
Kekuatan	1,873	Kekuatan-Kelemahan															
Kelemahan	1,166	Peluang-Ancaman															
Peluang	1,518																
Ancaman	1,404																

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 10-14 April 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 10, 2023	Continuing the final project assignment on analysis through the Business Model Canvas	Leonardo Manullang	
April 11, 2023	Continuing the final project assignment on analysis through the Business Model Canvas		
April 12, 2023	Continuing the final project assignment on analysis through the Business Model Canvas		
April 13, 2023	Continuing the final project assignment on analysis through the Business Model Canvas		
April 14, 2023	Help Desfi Irma Putri Take a video for field documentation on how to process Reverse Osmosis (RO) in Peat Water Filtration (FILAGAM) in Beringin Hamlet, Lubuk Muda Village		
	Notes By Industrial Coach		

NO.	WORKING	EXPLANATION
1.	 A photograph of a control panel with various colored lights and buttons. The panel is light-colored and features several rows of controls. At the top, there are three indicator lights: red, orange, and blue. Below these are several rows of buttons and lights, including a prominent yellow light in the middle row. The panel is situated in an industrial or laboratory setting with a blue wall and a metal structure in the background.	

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 02-05 April 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 02, 2023	I (Permission)	Leonardo Manullang	
April 03, 2023	I (Permission)		
April 04, 2023	Visiting the Sungai Pakning pertamina fostered group together with CSR		
April 05, 2023	Participating in the halal bihalal event at the Tirta Muda group assisted by Pertamina Sungai Pakning in Lubuk Muda Village together with CSR and PT KPI RU II Sungai Pakning refinery employees.		
	Notes By Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 08-12 May 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 08, 2023	Attending a meeting via Google Meet about the ISBN Book.	Leonardo Manullang	
May 09, 2023	Visiting Posyandu Bunga Tanjung II Dusun Damai, Base Jambi Village and providing materials for making biscuits from lomek fish as PMT (Supplementary Feeder).		
May 10, 2023	Continuing to make project research reports Chapter IV Discussion and Results.		
May 11, 2023	Continuing to make project research reports Chapter IV Discussion and Results.		
May 12, 2023	3. Assist supervisors in working on PROKLIM (Climate Program) in the Adaptation and Mitigation section. In Pakning Origin Village		
	4. Make designs about not cutting trees carelessly, brochures about stopping illegal logging, stickers about protecting water-storage trees, and stickers about not defecating in the open.		
	Notes By Industrial Coach		


NO.	WORKING	EXPLANATION
1.		
2.		
3.		
		



	<p>DILARANG MENEBAK POHON</p>  <p>JAGALAH LINGKUNGAN AGAR TETAP HIJAU</p>	
	<p>HEMAT AIR</p>  <p>MATIKAN KERAN JIKA TIDAK DIGUNAKAN</p>	

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 15-20 May 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 15, 2023	Visiting the house of the chairman of the Sukajadi MPA target group.	Leonardo Manullang	
May 16, 2023	Making biscuits from lomek fish for PMT (Supplementary Feeding) at the ketu house of the Bunga Tanjung II posyandu group, Damai Hamlet, Pangkalan Jambi Village		
May 17, 2023	Conduct proclim activities to peatlands		
May 18, 2023	Got an assignment from the facilitator to edit a video about FILAGAM.		
May 19, 2023	help supervisors process proklim data by entering photos		
	Notes By Industrial Coach		


NO.	WORKING	EXPLANATION
1.		
2.		

3.		
4.		

APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 22-26 May 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 22, 2023	Continuing the assignment from the supervisor for the final project.	Leonardo Manullang	
May 23, 2023	Gotong royong to the FILAGAM youth group of tirta muda.		
May 23, 2023	Assigned as documentation in Peatland harvesting in the Arboretum.		
May 24, 2023	Conducting Interviews to several places in Pakning River about Kritstal Ice.		
May 25, 2023	Visiting members of the mangrove village of Pangkalan Jambi to fill in the IKM questionnaire data from CSR Pertamina		
	Notes By Industrial Coach		

NO.	WORKING	EXPLANATION
1.		
2.		
3.		


4.

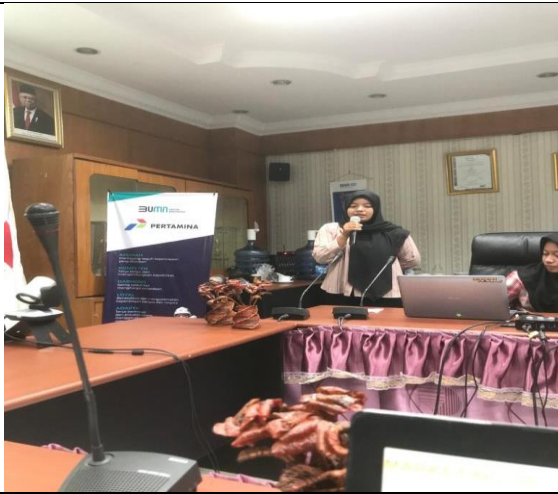




APPRENTICESHIP DAILY ACTIVITIES

Day : Monday-Friday

Date : 29-31 May 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 29, 2023	Complete the final internship project assignment in preparation for presentations	Leonardo Manullang	
May 30, 2023	Presentation as well as delivery of placards as a token of gratitude to Pertamina Sungai Pakning		
May 31, 2023	Assist in collecting data for the questionnaire IKM (<i>Index Kepuasan Masyarakat</i>) for program group members.		
	Notes By Industrial Coach		

NO.	WORKING	EXPLANATION
1.		
2.		
3.		

4.	 A photograph of two individuals, a man and a woman, standing on a stage in front of a large green banner. The man is on the left, wearing a light blue button-down shirt and dark trousers, with his hands raised in a gesture. The woman is on the right, wearing a black hijab, a light-colored long-sleeved top, and dark trousers, also with her hands raised. The banner behind them features the text 'AU PERMATA HIJAU' and 'PESISIR GAMBUT' in large, bold letters. Below this, it reads 'ANG PERTAMINA INTERNASIONAL' and 'ERY UNIT II PRODUKSI SUNGAI PAKNING'. In the top right corner of the banner, there is a logo for 'PERTAMINA INTERNASIONAL'. The background of the banner has a pattern of small green geometric shapes.	