

JOB TRAINING REPORT
PT. INTI INDOSAWIT SUBUR
BUATAN PLASMA PLANTATIONS
ASIAN AGRI GROUP
PELALAWAN - RIAU

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INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS - RIAU
2023

APPRENTICESHIP REPORT
PT. INTI INDOSAWIT SUBUR
BUATAN PLASMA PLANTATIONS
ASIAN AGRI GROUP
PELALAWAN - RIAU

Written as one of the condition for completing Apprenticeship Report

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Pelalawan, June 30th, 2023

Manager of Buatn Plasma Plantations
PT. Inti Indosawit Subur



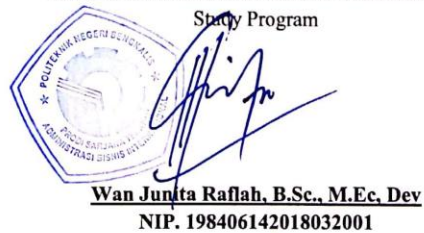
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PREFACE

Assalamu'alaikum Wr. Wb.

Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunities to the author in order to complete practical work activities and have completed the practical work report that the author did at PT. Inti Indosawit Subur Buatan Plasma Plantations on time, starting from Februari 1st to June 30th, 2023. The author would also like to thank all the employees of PT. Inti Indosawit Subur Buatan Plasma Plantations who are very kind, friendly and welcome the author to join and have the opportunity to become a member of the family of PT. Inti Indosawit Subur Buatan Plasma Plantations. In preparing this Job Training report, the author realizes that without guidance from various parties this job training report cannot be completed within a certain time, so the authors would like to thank all those who have been involved and helped the author. Related parties include:

1. Mr. Johny Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as the Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, M.Si as the Head of the Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as the Head of International Business Administration Study Program.
5. Mr. M. Fuad Asrofillah, M.M as supervisor of this practical work report.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as the Coordinator of this practical work report.
7. Mr. Adrian Irnanda Pratama, S.Sos., M.BA as the guardian of class VII A of the International Business Administration.
8. Mr. Djuamsyah as the Manager at PT. Inti Indosawit Subur Buatan Plasma Plantations.

9. All employees of PT. Inti Indosawit Subur Buatan Plasma Plantations who has provided guidance and a lot of experience for writers during job training.
10. My beloved parents. My father, the late M. Hasan Basri and my mother, Rosmawati. As well as my beloved Brother, Abu Rizal S. Tr. Kom, Ridho Hasan and M. Rezki. who have provided encouragement and support and motivation both material and non-material.
11. Friends in arms of the Bengkalis State Polytechnic, especially the International Business Administration Study Program, thank you for your support and cooperation during the completion of this report.

The Author realizes that in preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really hope for constructive criticism and suggestions to be a reference for writers in the future. Hopefully this job training report is useful for writers and readers.

Wassalamu'alaikum Wr. Wb

Bengkalis, July 30, 2023



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete in various sectors, especially in emerging industrial sectors. To meet these demands and to achieve complete educational goals in tertiary institutions are felt to be lacking if students only rely on theoretical knowledge obtained from tertiary institutions. Therefore knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world in which they will later be involved.

Internship are an Intra-Curricular Activity which is part of the State and Community Life course for all majors at the Bengkalis State Polytechnic. In general, the implementation of apprenticeship aims to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

Through this practical work, students can practice what they have learned in lectures by being directly involved in the field, learning to be responsible for the work they are given. In addition, students have the opportunity to gain knowledge, work experience and develop ways of thinking, providing creative and useful ideas. Student practical work experience in various companies or agencies will be very useful for students to add to students' professional, personal and social skills

Bengkalis State Polytechnic also seeks to improve students' abilities by conducting training in companies so that they can increase knowledge in direct practical work experience in the industrial world. Asian Agri Group PT Inti Indosawit Subur is one of the leading national private companies in Indonesia that produces crude palm oil through sustainably managed plantations. Founded in 1979, Asian Agri has now developed into one of the largest palm oil companies in Asia, managing 100,000 hectares of oil palm plantations in North Sumatra, Riau and Jambi, and

supported by more than 22,000 employees who join and develop with the company. Its business includes sprout production, nursery, planting, and processing of fresh fruit bunches (FFB) to produce sustainable palm oil in high-tech and environmentally friendly factories. Production activities are located in Pangkalan Kerinci, Kabupaten Pelalawan. The practical work activities carried out at PT. INTI INDO SAWIT SUBUR.

1.2 Purposes of the Apprenticeship

Internship is one of the activities of Bengkalis State Polytechnic students in completing their studies. To achieve the expected results, students need to know the purpose of implementing the internship program. The objectives of the work practice are as follows:

1. To find out the job description of activities at PT Inti Indosawit Subur, Kebun Plasma Buatan.
2. To find out the time and place of work at PT Inti Indosawit Subur, Kebun Plasma Buatan.
3. To know the systems and work procedures at PT Inti Indosawit Subur, Kebun Plasma Buatan.
4. To find out the obstacles and solutions during work practices at PT Inti Indosawit Subur, Kebun Plasma Buatan.

1.3 Significance of the Apprenticeship

Practical work certainly has many benefits for students, universities and companies. While the benefits of practical work include:

1.3.1 Significance for students

There are several benefit from implementing of the job training program obtained by students, which are as follows:

1. To improve and expend skill that shape capabilities as a provision to enter employment, especially in the field of Administration.

2. Gain knowledge, insight and experience working in public companies before entering the world of work
3. As one of the requirements that must be met to obtain an applied bachelor degree

1.3.2 Significance for State Polytechnic of Bengkalis

There are several benefits from implementing the job training obtained by the state polytechnic of Bengkalis, namely as follows.

1. Establish good cooperation between universities and companies
2. Find out the workforce need by the company
3. To introduce the department of Business Administration, Administration Business International study program and State Polytechnic of Bengkalis

1.3.3 Significance for the Company

The benefits of implementing the job training programs are also obtained by companies that accept job training students, such as:

1. improving relations and cooperation between higher education and companies.
2. Can help and lighten the task of employee.
3. Helping tertiary institutions create professional and quality students.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Asian Agri are one of the leading national private companies in Indonesia that produces crude palm oil through sustainably managed plantations. Asian Agri is a company under the auspices of the Royal Golden Eagle (RGE) which manages a group of world-class companies in the sustainable natural resource-based manufacturing industry with an address in Jakarta and head office in Singapore. Asian Agri are a subsidiary of RGE which currently has 80 subsidiaries spread across Indonesia and abroad. The company was founded by Sukanto Tanoto who was born on December 29, 1949, is the eldest of seven children who started from a family business to become an international business. In 1979 he founded a palm oil company called Asian Agri. Asian Agri has developed into one of the largest palm oil companies in Asia, managing 30 plantations owned by the company covering 100,000 hectares of land in North Sumatra, Riau and Jambi and around 60,000 hectares of plantations owned by plasma smallholders, and supported by more than 22,000 employees who have joined and developed with the company. Asian Agri also has a strong Research and Development (R&D) Center to ensure that only the best planting materials are produced supported by professionals in various fields (agronomy, soil, pests, diseases, breeding, biotechnology and tissue culture). The R&D strategy consists of the following action plans:

1. Conventional breeding of oil palm through field tests in various locations (> 650 ha) with different agro-climatic characteristics (abiotic and biotic components) to select the material with the best performance.
2. Biotechnology facilities that utilize the discovery and modeling of molecular markers using Genomic Selection to identify higher quality planting

materials with superior economic characteristics (high yields/not too high/compact/tolerance to disease/etc)

3. Seed Production Units that only produce planting materials that have been "Tested and Proven". This elite Tenera seed has been approved by the Ministry of Agriculture, is produced according to applicable standards and has received an ISO 9001:2015 certificate for quality assurance.
4. State-of-the-art tissue culture facilities to clone "Tested and Proven" elite Tenera seeds for commercial use, as well as selection of parents (Dura/Pisifera) for future production of semiclonal or biclonal material.
5. Building a network of fertilizer and agronomy trials in various locations to achieve the site yield potential (SYP) of the planting materials developed, through the use of appropriate fertilizers and best management practices..
6. Accredited analytical laboratory services that apply consistent and rigorous laboratory practices to produce various analyzes (leaf nutrients, soil, fertilizers, compost, waste water, fresh fruit bunch yields, etc.).
7. Fully integrated "Pests & Diseases" Laboratory for the development of Integrated Pest Management (IPM) technology to be applied and deployed in commercial fields.

Asian Agri also opens opportunities for those who wish to start a career in the palm oil industry with the Plantation Center of Excellence Graduate Trainee Program. This program is called the Asian Agri Learning Institute (AALI), which is the best HR training center in the palm oil industry sector in Indonesia. This AALI training center was established on January 5, 2002 through an education program that has implemented the ISO 9001:2008 quality management system. AALI prepares prospective planters who are reliable and ready to contribute to improving the quality and productivity of palm oil in Indonesia. This program lasts for six months, consisting of three months in the classroom and three months on the job training in factories, plantations and offices. Planter candidates will receive education regarding all aspects of the palm oil industry from a team of experts, from planting and caring for oil palm to harvesting and processing it. Planter candidates will also learn the importance of sustainability and how it can

help minimize the impact of the palm oil industry on the environment while helping local communities improve livelihoods they. There are various career paths offered by major. Plantation Assistant Training is designed for those who graduate from agriculture and forestry faculties, Factory Assistant Training for mechanical engineering, chemical engineering and electrical engineering majors and finally Administrative Assistant Training suitable for economics and management graduates.

The business at this company includes nurseries, planting, and processing of fresh fruit bunches (FFB) to produce sustainable palm oil in high-tech and environmentally friendly factories. Asian Agri also always ensures that sustainable development practices are implemented in all of its operational areas, including in the plantations owned by smallholders. The focused partnership is the development of technical, financial and sustainability capabilities of partners with farmers through training, assistance and mentoring with garden assistants.



Figure 2.1 Company Logo of PT Inti Indosawit Subur
Source: Asian Agri Website

Asian Agri was one of the first companies to participate in supporting the People's Nucleus Plantation – Transmigration (PIR-Trans) program initiated by

the Government of Indonesia in 1987. Through the nucleus-plasma scheme, this program synergizes the roles of companies that have experience in managing oil palm plantations (nucleus) and transmigrant smallholders (plasma). Although the transmigrant farmers were provided with 2 hectares of land for cultivating oil palm, many of the plasma smallholders had minimal knowledge and expertise in managing oil palm.

Through this program, Asian Agri partners with plasma farmers in Riau and Jambi. This partnership program includes the provision of facilities in the form of plantation development, infrastructure development and providing training to farmers to manage oil palm plantations in a sustainable manner. The company also supports the search for funding facilities for farmers. Farmers contribute up to half of the total palm oil production produced by the company.

Through the application of best management practices, integrated pest management, the use of high-yielding seeds and correct fertilization practices, many of the farmers have succeeded in increasing the yields of their plantations, which has affected their incomes. Asian Agri also assists partner smallholders in obtaining palm oil sustainability certification such as Indonesian Sustainable Palm Oil (ISPO), Roundtable Sustainable Palm Oil (RSPO), and International Sustainability and Carbon Certification (ISCC).



PROFIL PLASMA AA

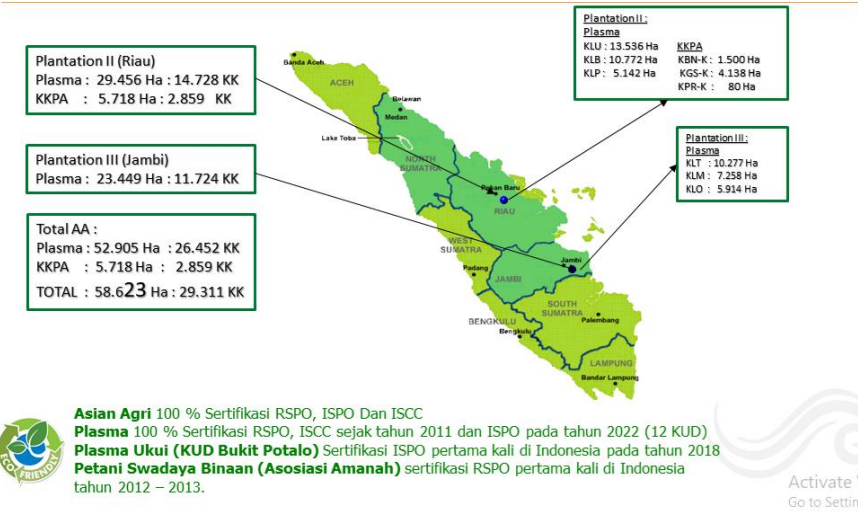


Figure 2.2 Area of Palm Plantation of Asian Agri

Source: PT Inti Indosawit Subur

Asian Agri produces more than 1 million tons of Crude Palm Oil (CPO) per year to meet market demand. Currently Asian Agri has 22 palm oil mills located in North Sumatra, Riau and Jambi. All of these mills have ISCC certificates and are specifically designed to thoroughly remove moisture, residue and dirt to produce high quality CPO. All factories apply high standards of sustainability especially through the reduction of waste generated and the use of renewable energy. The factory uses its own biogas power plant which converts Palm Oil Methane Effluent (POME) into renewable energy. Located in North Sumatra, Riau and Jambi, these power plants also supply electricity to surrounding communities.

2.2 Vision and Mission



Figure 2.3 Core Values (T.O.P.I.C.C) of Asian Agri
Source: PT. Inti Indosawit Subur

2.2.1 Vision of PT. Inti Indosawit Subur

To be one of the largest, best-managed and sustainable palm oil companies, generating value for the Community, Country, Climate, Customer and Company.

2.2.2 Mission of PT. Inti Indosawit Subur

Improving lives by developing resources sustainably.

2.2.3 Core Values (T.O.P.I.C.C) of Asian Agri

The company adheres to six core values:

1. Complementary Team
We are one in purpose and complement each other in teamwork
2. Ownership
We maintain a sense of belonging to always achieve the best

3. People
We develop human resources to grow together
4. Integrity
We act with integrity
5. Customers
We understand and provide the best for customers
6. Continuous Improvement
We understand and provide the best for customers

2.3 Kind of Business PT. Inti Indosawit Subur, Buatan Plasma Plantations

Asian Agri's business includes seeding, planting, and processing fresh fruit bunches (FFB) to produce sustainable palm oil in high-tech and environmentally friendly factories. From sustainably managed plantations to closed-loop factories, Asian Agri always maintains the highest quality standards for all the products it produces. In line with the commitment to sustainable practices, every part of the oil palm in all plantations is processed into various products through an effective Research and Development process and efficient way of working. Products produced from PT. Inti Indosawit Subur PMKS Artificial 1 branch is a product from raw materials to semi-finished oil and then proceed to factory branch in Dumai to be processed into finished products. Here are some products produced by PT. Inti Indosawit Subur PMKS Buatan 1:

1. Palm Kernel Shell
Palm Kernel Shell widely used as a biofuel. The shell is separated when the palm kernel is crushed and peeled for processing into CPKO and PKE.



Figure 2.4 Palm Kernel Shell

Source: Asian Agri Website

2. Crude Palm Oil

Crude Palm Oil (CPO) or commonly referred to as crude palm oil is the oil produced from the processing of palm fruit which is obtained through the extraction process of the flesh of the oil palm plant. Oil palm fruit consists of fruit skin (exocarp), flesh (pulp mesocarp), shell (shell endosperm) and core (kernel endosperm). Exocarp and mesocarp contain a lot of CPO. CPO is used for various food and personal care products as well as fuel. The CPO produced is processed at the refinery into vegetable oils such as cooking oil and margarine, oleochemicals for detergents and lubricants, biodiesel, and lauric acid for cosmetics and soaps.

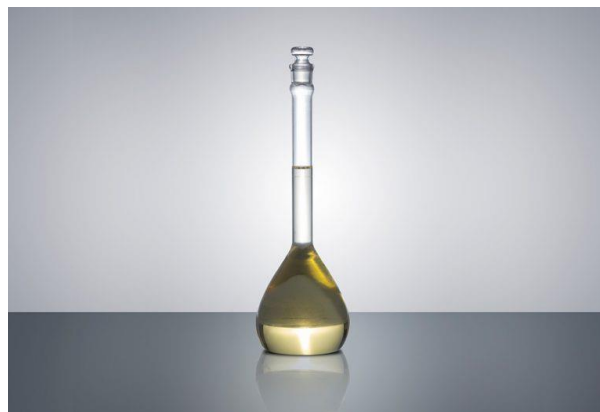


Figure 2.5 Crude Palm Oil

Source: Asian Agri Website

3. Crude Palm Kernel Oil

Used in food products such as non-dairy cream and ice cream, Crude Palm Kernel Oil (CPKO) is the oil from the kernel of the palm fruit that has been

separated from the pulp and shell. After the mesocarp is extracted, the kernel of the palm fruit is split, peeled and crushed to produce CPKO, which is then processed into the final product.



Figure 2.6 Crude Palm Kernel Oil

Source: Asian Agri Website

4. Palm Kernel Expeller

Similar to CPKO, Palm Kernel Expeller (PKE) is produced from palm kernel. PKE is mainly used in animal feed production.



Figure 2.7 Palm Kernel Expeller

Source: Asian Agri Website

2.4 Organization Structure of PT. Inti Indosawit Subur, Buatan Plasma Plantations

PT. Inti Indosawit Subur is a private Palm Oil Industry company under the auspices of PT. RGE and incorporated in the Asian Agri Group. Asian Agri, a leading oil palm plantation company that works with 30,000 plasma smallholders.

RGE (Royal Golden Eagle) manages a group of natural resource-based manufacturing companies operating in various countries. The business ranges from the upstream sector which includes natural resource development and sustainable harvesting to processing into value-added products for the global market to benefit communities, countries, climate, customers and the company. RGE has offices in Singapore, Hong Kong, Jakarta, Beijing and Nanjing with marketing offices located around the world. The RGE Group of companies is engaged in the following business sectors:

1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil Industry - Apical & Asian Agri
3. Integrated Energy Provider - Pacific Energy
4. Viscose Staple - Asia Pacific Rayon & Sateri
5. Specialty Cellulose - Bracell

Asian Agri has 3 divisions of oil palm plantation management, which include the Simpang Perak Plantation, Buatan Plasma Plantation and Buatan Plantation. The Simpang Perak Plantation and Buatan Plantation are the company's core plantations, while the Buatan Plasma Plantation is a smallholder-owned plantation managed by the company with a partnership pattern. Asian Agri also owns two mills that process fresh fruit bunches from oil palm plantations, namely the PMKS Buatan 1 and Buatan 2 Mills, which produce crude palm oil. Buatan Plasma Plantation are offices that manage partnerships with plasma farmers. Plasma is an oil palm plantation owned by farmers independently, which in its development is integrated into Large Private Plantations and Large State Plantations. The development of plasma plantations by large private plantation companies, as a form of obligation to the community around the plantation, especially oil palm plantations that continue to increase. The Village Unit Cooperative is one of the all-round cooperatives that serves as a bridge for oil palm farmers by carrying out its role to increase production, realize fair income and equitable prosperity and improve the economy of members through

cooperation with companies. The organization structure at PT. Inti Indosawit Subur, Buatan Plasma Plantations as follows:

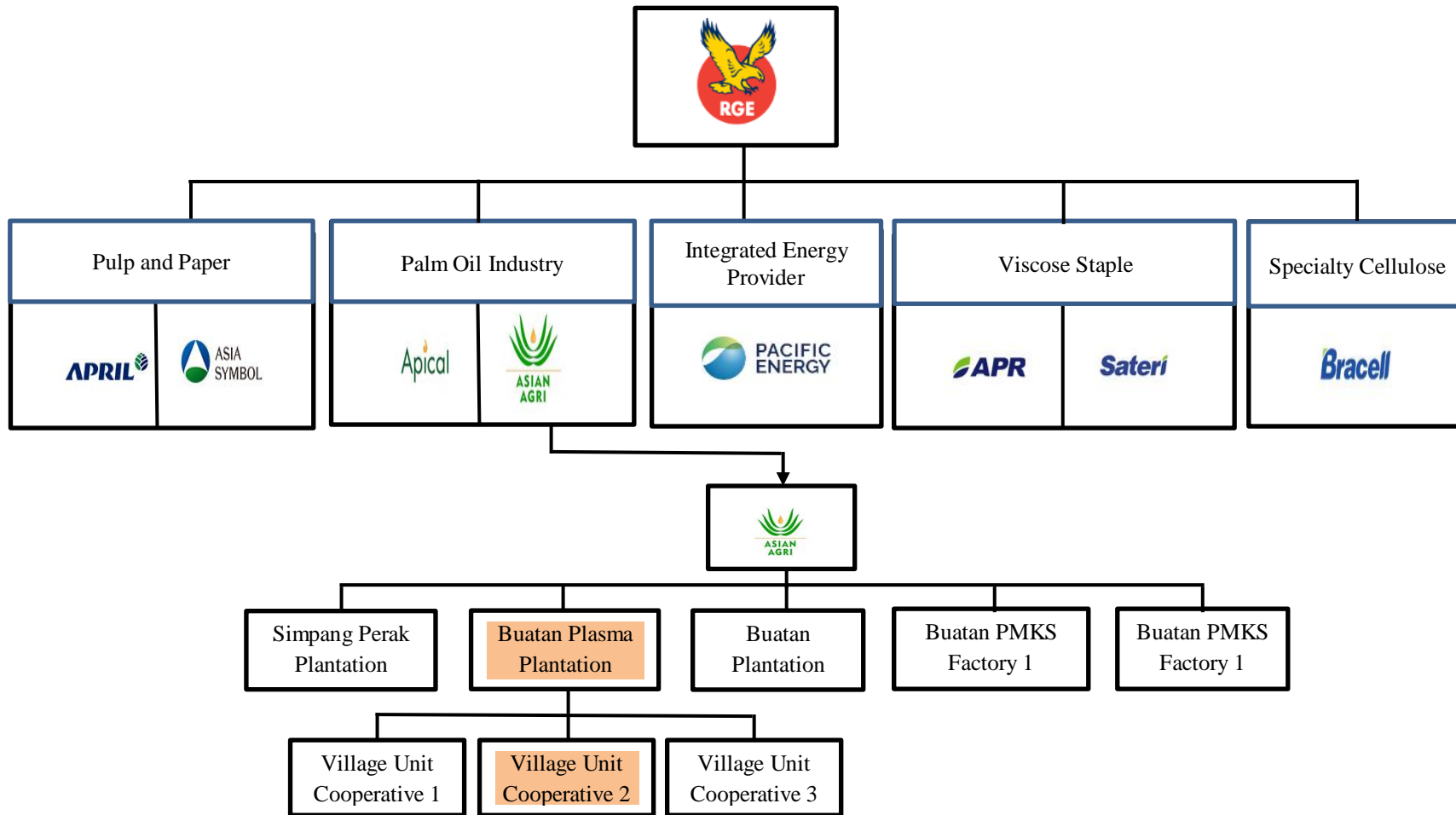


Figure 2.8 Organization Structure of Buatan Plasma Plantation
 Source: PT. Inti Indosawit Subur

2.5 Document Used For Activity

Document Used For Activity Report on activities that have been carried out while carrying out the Practical Work in the PT. Inti Indosawit Subur section of the Buatan Plasma Plantations office from Februari 1st to June 30th, 2023 is as follows:

1. Observing TBM (Immature Plants) and FFB harvest planning, seeing the FFB harvesting process and seeing the FFB results that have passed the replanting period at KUD Jaya Makmur, Kumbara Utama Village.



Figure 2.9 Harvest FFB at 30 months

Source: PT. Inti Indosawit Subur

2. First harvest thanksgiving event after going through a 30 month Replanting period In the SP 4 KUD Jaya Makmur area, Kumbara Utama village, , which was attended by the plasma office manager, replanting assistant, representative members from the Bank concerned, the head of the village, and several workers and the community.



Figure 2.10 First harvest thanksgiving
Source: PT. Inti Indosawit Subur

3. Input Gang activity Detail (GAD) and fill in the absences of Freelance Daily Workers (PHL) using an application from the company, namely Plantation Management System (PMS).

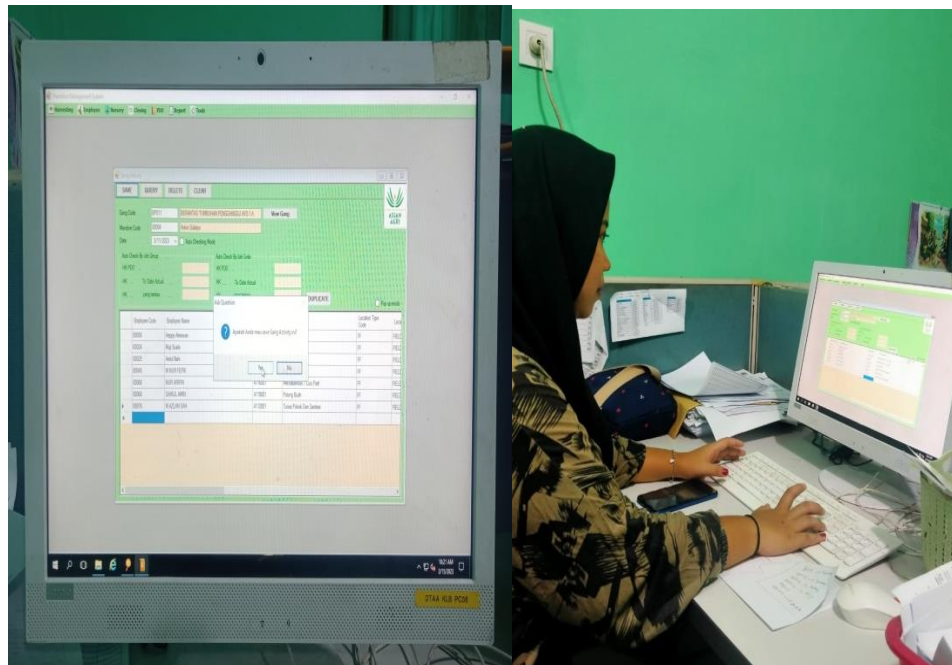


Figure 2.11 Input Gang activity Detail (GAD)
Source: PT. Inti Indosawit Subur

GAD is filled based on PHL work that occurs in the field. After inputting the GAD data, proceed with filling in the workers' absences according to the

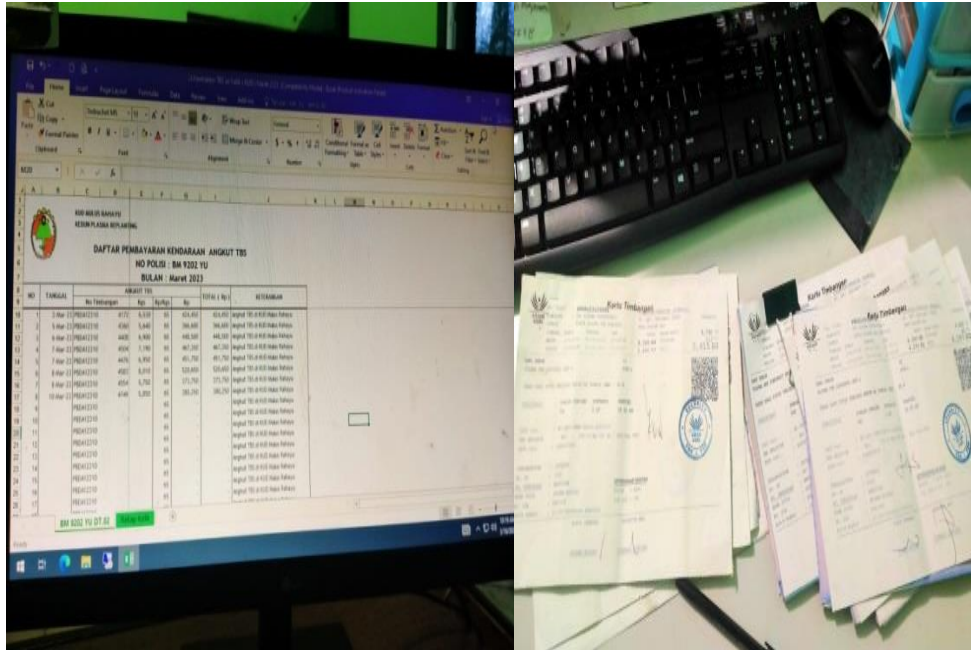


Figure 2.13 Input payment for transport vehicles TBS
Source: PT. Inti Indosawit Subur

5. Assist with audit preparation

Audit is a process of collecting and checking. Helping to prepare audit files such as the necessary farmer data.



Figure 2.14 Audit Preparation
Source: PT. Inti Indosawit Subur

6. Preparing leaf samples for lab tests

This activity is carried out to find out whether the level of fertilizer sown is in accordance with the dose needed for each plantation. In this lab test requires a leaf sample taken from an oil palm tree and then cut into thin pieces to facilitate the drying process. After drying, they are then packaged to be sent to the bagulung lab which is located on a high cliff.



Figure 2.15 Leaf sample for lab test
Source: PT. Inti Indosawit Subur

7. Fotocopy File

Photocopying files is usually done by the author according to the instructions given. copy procedure ensures copier is on, paper is available

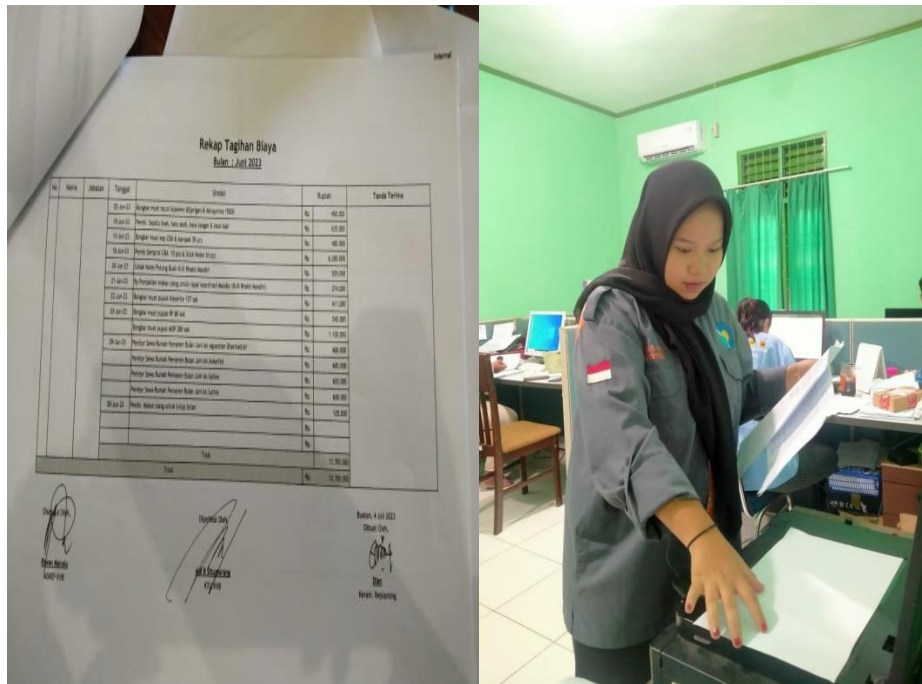


Figure 2.16 Fotocopy of file
 Source: PT. Inti Indosawit Subur

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Intern job description at PT. Indosawit Subur Inti Plasma Plantation from 1 February 2023 to 30 June 2023. The general specifications of the work are carried out for 5 months PT Perkebunan Inti Indosawit Subur Plasma. work carried out based on the direction of the supervisor in this case the author carries out some of the work as follows:

1. Observing TBM (Immature Plants) and FFB harvest planning.
2. First harvest thanksgiving event after going through a 30 month Replanting period in the SP 4 KUD Jaya Makmur area, Kumbara Utama village
3. Inputting Gang Activity Detail (GAD) and filling in the attendance of the KUD BHAKTI MANDIRI Freelance Daily Workers (PHL).
4. Inputting and calculating payments for FFB transport vehicles
5. Assist in the preparation of closing books and audits
6. Prepare leaf samples for lab tests
7. Fotocopy Document

3.2 System dan Procedure

3.2.1 System

To make it easier for employees to carry out their duties, the company uses a special local network system for employees of the artificial plasma plantation office. Each computer in one division is connected to other divisions in the Business Unit itself. But not all work is done online, some work is done offline and manually.

3.2.2 Procedure

1. Input details of gang activities (GAD) and fill in the presence of freelance daily workers (PHL) KUD BHAKTI MANDIRI, the foreman takes the GAD sheet at the Plasma office, which will be filled in after the workers in the field finish their work on the plantation. input data using the Plantations Management System (PMS) application based on the GAD sheet which will later be input by Kerani who comes from Kud.
2. Enter the FFB weighing card into Microsoft Excel to calculate payments for transport vehicles after weighing at the factory

3.3 Place and Time of Internship

3.3.1 Place of the Apprenticeship

This job training was carried out at PT. Inti Indosawit Subur Buatan Plasma Plantations which is located in Mekar Jaya Village, Pangkalan Kerinci District, Pelalawan Regency, Riau. The plasma farmers here are farmers who took part in the government's transmigration program which was implemented in 1989 or the People's Nucleus Plantations, known as PIR-trans. In this program, the majority of farmers coming from the island of Java were relocated to rural areas and got 2 hectares of agricultural land for each head of the family. Plus half a hectare of land for housing. These plasma farmers then partner with local companies who provide assistance in the form of workers to prepare the land. After four years their oil palm plantations are ready to be harvested. In the cooperation scheme implemented, plasma farmers agree to sell their produce to companies at prices set by the government and Asian Agri are one of the first companies to participate in this government program.



Figure 3.1 Office of Buatan Plasma Plantations
Source: PT. Inti Indosawit Subur

PT. Inti Indosawit Subur Buatan Plasma Plantations works closely with the communities surrounding the plantations. The application of this cooperation system between the company and the community is called the plasma cooperation system, in which the Village Unit Cooperative (KUD) serves as a business entity that bridges between the community and the company concerned (Permentan No. 98 of 2013). PT. Inti Indosawit Subur Artificial Plasma Plantations partners with 12 KUDs namely Bhakti Mandiri, Jaya Makmur, Sumber Rejeki, Sejahtera, Mulus Rahayu, Bhirawa Bhakti, Tani Rukun, Kebun Sawit Harapan, Made Jaya, Business Partners, Makarti Sawit and Bina Mulia. Here's a picture of the full explanation:

No	PKKS	SP	Ha	Jumlah KT	Jumlah KK	Nama KUD	Nama Ketua	No. HP	Badan Hukum
1	PBS	3	980	20	490	BHAKTI MANDIRI	Sugeng Kiswinarno	0812 6172 1047	NO : 1604/BH/XIII, TGL. 31 OKTOBER 1991
2	PBS	4	920	20	460	JAYA MAKMUR	Sudiyono	0813 6590 1967	NO : 1885/BH/XIII, TGL. 08 JULI 1994
3	PBS	5	818	17	409	SUMBER REJEKI	Udiyono	0821 7305 5099	NO : 1734/BH/XIII, TANGGAL 7 JANUARI 1993
4	PBS	6	876	19	438	SEJAHTERA	Sunardi	0813 7853 4074	BADAN HUKUM NO. 1733 / BH / XIII
Sub Total			3,594	76	1,797				
1	PBD	1	698	18	349	MULUS RAHAYU	Pawito	0813 6441 4660	NOMOR : 1633/BH/XIII, Tanggal 24 Januari 1992
2	PBD	2	996	20	498	BHIRAWA BHAKTI	Komar	0852 6319 7546	BADAN HUKUM NO. 1661 / BH / XIII
3	PBD	7	952	21	476	TANI RUKUN	Trianto	0813 6547 7852	BADAN HUKUM No. 102 / BH / II / 1996
4	PBD	8	800	17	400	KEBUN SAWIT HARAPAN	Pudin	0823 8370 5636	BADAN HUKUM NOMOR : 51/BH/KDK.4.2/1.2/XI/1998
5	PBD	9	860	18	430	BUATAN JAYA	Suradi	0812 6136 7463	BADAN HUKUM NO. 30 / BH / 518 / VII / 2003
6	PBD	10	1,200	24	600	MITRA USAHA	Nyono	0853 7446 6138	NO. 06/PAD/DISKOP/518/VIII/2003 TGL 04 AGUSTUS 2003
7	PBD	11	800	16	400	MAKARTI SAWIT	Ahmat Sulikin S. Pd	0812 7561 9787	No : 24/BH/KWK.4/5.1/III/1996
8	PBD	12	872	18	436	BINA MULIA	Dwi Ristiyono	0821 6953 6994	No : 04/PAD/BH/IV.8/IV/2010
Sub Total			7,178	152	3,589				
Total			10,772	228	5,386				

Figure 3.2 Partnership with KUD
Source: PT. Inti Indosawit Subur

During practical work the author was placed in the artificial plasma office to help the independent kud bhakti clerk to input gad (gang activity daily) and the absence of workers in the sp 3. in this case the clerk was an employee in charge of administration such as recording, typing, receiving and sending letter. The duration of practical work is 5 months. Starting from 1 February 2023 to 30 June 2023.

1. General description KUD Bhakti Mandiri

KUD BHAKTI MANDIRI domiciled in the village bukit harapan, kecamatan kerinci kanan, kabupaten siak, provinsi riau. KUD BHAKTI MANDIRI REGISTERED at the regional office of the department of cooperatives and small entrepreneur development in Riau province with legal entity No.1604/BH/XII

2. Management composition

Chairman : Sugeng Kiswinarno
Secretary : Miftahul Hidayatulloh
Treasurer : Misnatun

3. Business unit

The business units managed by KUD BHAKTI MANDIRI are as follows::

- a. Savings and Loan Business
- b. Waserda Business Unit

3.3.2 Time of Internship

The implementation of the Job Training is carried out for 5 months. Starting from 01 February to 30 juni 2023.

Table 3.1 The Working Schedule PT. Inti Indosawit Subur Buatan Plasma Plantations

No.	Day	Working Hours	Company
1	Monday to Friday	07:00 to 16:00	PT. Inti Indosawit Subur Buatan Plasma Plantations
2	Saturday	07:00 to 12:00	PT. Inti Indosawit Subur Buatan Plasma Plantations
3	Sunday	Day off	Day off

Source: PT. Inti Indosawit Subur Buatan Plasma Plantations, 2023

3.4 Kind and Description of the Activity

Report on activities that have been carried out during implementation the complete practical work of the manufacture plasma plantation section for 5 (five) months from february 1 to june 30, 2023 can be seen in the following table 3.1 below:

In the first week's agenda, Author meet Mr. Lindu Simatupang as Public Relations at PT. Inti Indosawit Subur to coordinate the internship acceptance letter and discuss the procedures for implementing the internship at this company.

Table 3.2 Agenda of Activities of the Week 1 (February 1st, 2023 to February 4th, 2023)

No.	Day and Time	Activities	Place
1	Wednesday, February 1 st , 2023	Meet with Public Relations and discuss the internship acceptance letter	Office of Buatan Plantations
2	Thursday, February 2 nd , 2023	Introduction to all the staff in the KBN office	Office of Buatan Plantations
3	Friday, February 3 rd , 2023	Discussion with Mr. Ardy as KTU at the KBN office regarding the diasian agri business side	Office of Buatan Plantations
4	Saturday, February 4 th , 2023	Prepare the necessary equipment to welcome guests from Singapore who will come down directly to the field	Office of Buatan Plantations

Source: Processed Data, 2023

In the second week's agenda, Author were directed by Mr. Djuamsyah as the manager at the Artificial Plasma Plantation Office to the Artificial Healthy Asian Agri Clinic (AASB) for 2 weeks to help input BPJS Employment data and assist prospective employees who will carry out Medical Cek Up (MCU) and Filling stock of medicine books. Week two schedule (February 6th to February 11th, 2023) can be seen in table 3.3 below:

Table 3.3 Agenda of Activities of the Week 2 (February 6th, 2023 to February 11th, 2023)

No.	Day and Time	Activities	Place
1	Monday, February 6 th , 2023	1. Introduction to employees and division of labor at the Asian Agri artificial health clinic 2. Filling stock of medicine books	Buatan Healthy Asian Agri Clinic
2	Tuesday, February 7 th , 2023	Filling stock of medicine books	Buatan Healthy Asian Agri Clinic
3	Wednesday, February 8 th , 2023	Filling stock of medicine books	Buatan Healthy Asian Agri Clinic
4	Thursday, February 9 th , 2023	Filling stock of medicine books	Buatan Healthy Asian Agri Clinic
5	Friday, February 10 th , 2023	Filling stock of medicine books	Buatan Healthy Asian Agri Clinic
6	Saturday, February 11 th , 2023	Write patient BPJS data in the registration section	Buatan Healthy Asian Agri Clinic

Source: *Processed Data, 2023*

The agenda of activities or work that the author did during practical work at the Asian Agri Healthy Artificial Clinic (AASB) third week (February 13th to February 18th, 2023) can be seen in table 3.4 below:

Table 3.4 Agenda of Activities of the Week 3 (February 13th, 2023 to February 18th, 2023)

No.	Day and Time	Activities	Place
1	Monday, February 13 th , 2023	1. Recapitulate data on visitors who seek treatment at the clinic 2. Filling the drug stock book	Buatan Healthy Asian Agri Clinic
2	Tuesday, February 14 th , 2023	Input BPJS patient data online	Buatan Healthy Asian Agri Clinic
3	Wednesday, February 15 th , 2023	Filling stock of medicine books	Buatan Healthy Asian Agri Clinic

4	Thursday, February 16 th , 2023	1. Check the stock of medicines that are still available at the clinic 2. Input BPJS patient data online	Buatan Healthy Asian Agri Clinic
5	Friday, February 17 th , 2023	Filling stock of medicine books	-
6	Saturday, February 18 th , 2023	National Holiday	-

Source: Processed Data, 2023

In the fourth week's agenda, Author were assigned to the Artificial Plasma Plantation Office. In the fourth week we were introduced to the garden staff and went directly to the field to see oil palm plantations and met farmers who had long partnered with the company at SP 4 KUD Jaya Makmur, Kumbara Utama Village. The agenda for the fourth week (February 6th to February 11th, 2023) can be seen in table 3.5 below::

Table 3.5 Agenda of Activities of the Week 4 (February 20th, 2023 to February 25th, 2023

No.	Day and Time	Activities	Place
1	Monday, February 20 th , 2023	Introduction to farmers who have long partnered with the company in SP 4 KUD Jaya Makmur, Kumbara Utama village	Perkebunan kelapa sawit di SP 4
2	Tuesday, February 21 st , 2023	1. Seeing the maintenance of TBM oil palm plantations and planning for harvesting oil palm plants 30 months old. 2. Observing the 30-month-old FFB harvest process in the SP 4 KUD Jaya Makmur area, Kumbara Utama village	Perkebunan kelapa sawit di SP 4
3	Wednesday, February 22 nd , 2023	1. Conduct a survey and see the development of oil palm plantations that have been replanted with the Replanting Assistant at SP 2 KUD Bhirawa Bhakti Buana Bhakti village 2. Seeing the process of treating oil palm trees to avoid pests.	Perkebunan kelapa sawit di SP 2
4	Thursday, February 23 rd , 2023	Seeing the pest control process on oil palm trees with the foreman in the SP 2 KUD Bhirawa Bhakti area, Buana Bhakti village	Perkebunan kelapa sawit di SP 2
5	Friday, February 24 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Bhakti Mandiri Freelance Daily Workers (PHL).	Office of Buatan Plasma Plantations

6	Saturday, February 25 th , 2023	1. input Gang Activity Detail (GAD) 2. Fill in the absences of Bhakti Mandiri Freelance Daily Workers (PHL).	Office of Buatan Plasma Plantations
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Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fifth Week, Input Gang Activity Detail (GAD) dan Fill in the absences of Freelance Daily Workers (PHL) of KUD Bhakti Mandiri (February 27th to March 4th, 2023) can be seen in table 3.6 below:

Table 3.6 Agenda of Activities of the Week 5 (February 27th, 2023 to March 4th, 2023)

No.	Day and Time	Activities	Place
1	Monday, February 27 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL) of KUD Bhakti Mandiri	Office of Buatan Plasma Plantations
2	Tuesday, February 28 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL) of KUD Bhakti Mandiri	Office of Buatan Plasma Plantations
3	Wednesday, March 1 st , 2023	Plunge into the field with the manager to see the garden in SP 1 KUD Mulus Rahayu	Perkebunan Kelapa Sawit SP 1
4	Thursday, March 2 nd , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL) of KUD Bhakti Mandiri	Office of Buatan Plasma Plantations
5	Friday, March 3 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL) of KUD Bhakti Mandiri	Office of Buatan Plasma Plantations
6	Saturday, March 4 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL) of KUD Bhakti Mandiri	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Sixth Week , joining First harvest thanksgiving event after going through a 30 month Replanting period in the SP 4 KUD Jaya Makmur area, Kumbara Utama village(March 6th to March 11th, 2023) can be seen in table 3.7 below:

Table 3.7 Agenda of Activities of the Week 6 (March 6th, 2023 to March 11th, 2023)

No.	Day and Time	Activities	Place
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1	Monday, March 6 th , 2023	First harvest thanksgiving event after going through a 30 month Replanting period in the SP 4 KUD Jaya Makmur area, Kumbara Utama village	Perkebunan kelapa sawit di SP 4
2	Tuesday, March 7 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, March 8 th , 2023	1. Fill out the Fertilizer transport form 2. Fotocopy Document	Office of Buatan Plasma Plantations
4	Thursday, March 9 th , 2023	Sick	
5	Friday, March 10 th , 2023		
6	Saturday, March 11 th , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Photocopy of work agreement documents with contractors 3. Tidy Up Files	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Seventh Week (March 13th to March 18th, 2023) can be seen in table 3.8 below:

Table 3.8 Agenda of Activities of the Week 7 (March 13th, 2023 to March 18th, 2023)

No.	Day and Time	Activities	Place
1	Monday, March 13 th , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
2	Tuesday, March 14 th , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, March 15 th , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, March 16 th , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, March 17 th , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

6	Saturday, March 18 th , 2023	Audit Preparation for ISCC	Office of Buatan Plasma Plantations
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Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eighth Week (March 20th to March 25th, 2023) can be seen in table 3.9 below:

Table 3.9 Agenda of Activities of the Week 8 (March 20th, 2023 to March 25th, 2023)

No.	Day and Time	Activities	Place
1	Monday, March 20 th , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
2	Tuesday, March 21 st , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, March 22 nd , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, March 23 rd , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, March 24 th , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, March 25 th , 2023	1. Inputting Gang Activity Details (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Ninth Week (March 27th to April 1st, 2023) can be seen in table 3.10 below:

Table 3.10 Agenda of Activities of the Week 9 (March 27th, 2023 to April 1st, 2023)

No.	Day and Time	Activities	Place
1	Monday, March 27 th , 2023	Preparing leaf samples for lab tests	Office of Buatan Plasma Plantations

2	Tuesday, March 28 th , 2023	Preparing leaf samples for lab tests	Office of Buatan Plasma Plantations
3	Wednesday, March 29 th , 2023	Preparing leaf samples for lab tests	Office of Buatan Plasma Plantations
4	Thursday, March 30 th , 2023	Prepare samples of dried leaves for shipment	Office of Buatan Plasma Plantations
5	Friday, March 31 st , 2023	Preparing leaf samples for lab tests	Office of Buatan Plasma Plantations
6	Saturday, April 1 st , 2023	Assist with book closing preparations	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Tenth Week (April 3rd to April 8th, 2023) can be seen in table 3.11 below:

Table 3.11 Agenda of Activities of the Week 10 (April 3rd, 2023 to April 8th, 2023)

No.	Day and Time	Activities	Place
1	Monday, April 3 rd , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Copy of documents 3. Organize and save files	Office of Buatan Plasma Plantations
2	Tuesday, April 4 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, April 5 th , 2023	Plunge into the field with the manager to see the garden in SP 1 KUD Mulus Rahayu	Perkebunan Kelapa Sawit SP 1
4	Thursday, April 6 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, April 7 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, April 8 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eleventh Week (April 10th to April 15th, 2023) can be seen in table 3.12 below:

Table 3.12 Agenda of Activities of the Week 11 (April 10th, 2023 to April 15th, 2023)

No.	Day and Time	Activities	Place
1	Monday, April 10 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
2	Tuesday, April 11 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, April 12 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, April 13 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, April 14 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, April 15 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

On the Twelfth Week from April 17th to April 22nd, 2023 the author are given Eid al-Fitr holiday for two weeks

Table 3.13 Agenda of Activities of the Week 12 (April 17th, 2023 to April 22nd, 2023)

No.	Day and Time	Activities	Place
1	Monday, April 17 th , 2023	Eid Al-Fitr	
2	Tuesday, April 18 th , 2023		
3	Wednesday, April 19 th , 2023		

4	Thursday, April 20 th , 2023		
5	Friday, April 21 st , 2023		
6	Saturday, April 22 nd , 2023		

Source: Processed Data, 2023

On the Twelfth Week from April 17th to April 22nd, 2023 the author are given Eid al-Fitr holiday for two weeks.

Table 3.14 Agenda of Activities of the Week 13 (April 24th, 2023 to April 29th, 2023)

No.	Day and Time	Activities	Place
1	Monday, April 24 th , 2023	Eid Al-Fitr	
2	Tuesday, April 25 th , 2023		
3	Wednesday, April 26 th , 2023		
4	Thursday, April 27 th , 2023		
5	Friday, April 28 th , 2023		
6	Saturday, April 29 th , 2023		

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fourteenth Week (May 1st to May 6th, 2023) can be seen in table 3.15 below:

Table 3.15 Agenda of Activities of the Week 14 (May 1st, 2023 to May 6th, 2023)

No.	Day and Time	Activities	Place
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1	Monday, May 1 st , 2023	National Holiday	-
2	Tuesday, May 2 nd , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, May 3 rd , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL) 3. Fotocopy Document	Office of Buatan Plasma Plantations
4	Thursday, May 4 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, May 5 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, May 6 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fifteenth Week (May 8th to May 13th, 2023) can be seen in table 3.16 below:

Table 3.16 Agenda of Activities of the Week 15 (May 8th, 2023 to May 13th, 2023)

No.	Day and Time	Activities	Place
1	Monday, May 8 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
2	Tuesday, May 9 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, May 10 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL) 3. Organize and save files 4. Photocopy of Files	Office of Buatan Plasma Plantations
4	Thursday, May 11 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

5	Friday, May 12 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, May 13 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Sixteenth Week (May 15th to May 20th, 2023) can be seen in table 3.17 below:

Table 3.17 Agenda of Activities of the Week 16 (May 15th, 2023 to May 20th, 2023)

No.	Day and Time	Activities	Place
1	Monday, May 15 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
2	Tuesday, May 16 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, May 17 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, May 18 th , 2023	National Holiday	-
5	Friday, May 19 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, May 20 th , 2023	1. Tidying Files 2. Photocopy of work agreement documents with contractors	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Seventeenth Week (May 22nd to May 27th, 2023) can be seen in table 3.18 below:

Table 3.18 Agenda of Activities of the Week 17 (May 22nd, 2023 to May 27th, 2023)

No.	Day and Time	Activities	Place
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1	Monday, May 22 nd , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
2	Tuesday, May 23 rd , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, May 24 th , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Make sure every payment receipt is stamped	Office of Buatan Plasma Plantations
4	Thursday, May 25 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, May 26 th , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure that each payment receipt is stamped	Office of Buatan Plasma Plantations
6	Saturday, May 27 th , 2023	Photocopy of work agreement documents with contractors	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eighteenth Week (May 29th to June 3rd, 2023) can be seen in table 3.19 below:

Table 3.19 Agenda of Activities of the Week 18 (May 29th, 2023 to June 3rd, 2023)

No.	Day and Time	Activities	Place
1	Monday, May 29 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
2	Tuesday, May 30 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, May 31 st , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, June 1 st , 2023	National Holiday	-
5	Friday, June 2 nd , 2023		-

6	Saturday, June 3 rd , 2023	Helping assistants to prepare plasma farmer data	Office of Buatan Plasma Plantations
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Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Ninteenth Week (June 5th to June 10th, 2023) can be seen in table 3.20 below:

Table 3.20 Agenda of Activities of the Week 19 (June 5th, 2023 to June 10th, 2023)

No.	Day and Time	Activities	Place
1	Monday, June 5 th , 2023	Helping assistants to prepare plasma farmer data	Office of Buatan Plasma Plantations
2	Tuesday, June 6 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, June 7 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, June 8 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, June 9 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, June 10 th , 2023	Helping assistants to prepare plasma farmer data	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty Week (June 12th to June 17th, 2023) can be seen in table 3.21 below:

Table 3.21 Agenda of Activities of the Week 20 (June 12th, 2023 to June 17th, 2023)

No.	Day and Time	Activities	Place
1	Monday, June 12 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
2	Tuesday, June 13 th , 2023	Visit to PMKS factory made 1 to see the products produced by the company	Office of PMKS Buatan 1

3	Wednesday, June 14 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, June 15 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, June 16 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, June 17 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty-first Week (June 19th to June 24th, 2023) can be seen in table 3.22 below:

Table 3.22 Agenda of Activities of the Week 21 (June 19th, 2023 to June 24th, 2023)

No.	Day and Time	Activities	Place
1	Monday, June 19 th , 2023	Preparing for the farewell event for Mutation Plasma KTU and apprentices	Office of Buatan Plasma Plantations
2	Tuesday, June 20 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
3	Wednesday, June 21 st , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, June 22 nd , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
5	Friday, June 23 rd , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
6	Saturday, June 24 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty-second Week (June 26th to June 30th, 2023) can be seen in table 3.23 below:

Table 3.23 Agenda of Activities of the Week 22 (June 26th, 2023 to June 30th, 2023)

No.	Day and Time	Activities	Place
1	Monday, June 26 th , 2023	1. Tidying Files 2. Photocopy of Documents	Office of Buatan Plasma Plantations
2	Tuesday, June 27 th , 2023	Fill out the proof of goods usage request sheet	Office of Buatan Plasma Plantations
3	Wednesday, June 28 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations
4	Thursday, June 29 th , 2023	National Holiday	-
5	Friday, June 30 th , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Freelance Daily Workers (PHL)	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

3.5 Obstacles and Solution of Apprenticeship

3.5.1 Obstacles During of The Job Training

There are several obstacles that occur during the implementation of practical work at PT. Inti Indosawit Subur is as follows:

1. The author experiences difficulties in using the application when inputting data, this is due to limited knowledge about the application used so the writer is not used to at work.
2. The work given by the gardener in helping to provide farmer data is very difficult to understand so that errors occur in carrying out the task.

3.5.2 Solution During of The Job Training

Solution that can be found from the obstacles encountered during the internship at PT. Inti Indosawit Subur are:

1. The solution author will recall with small notes that have been provided so that when inputting does not ask the supervisor too often.
2. Carry out the work according to the supervisor's directions carefully, re-check the completeness of the data, and ensure that there are no errors in the preparation of the files.

CHAPTER IV

CONCLUSION AND SUGESTION

4.1 Conclusion

After doing practical work at PT. Inti Indosawit Subur Buatan Plasma Plantations, it can be concluded follows:

1. It was concluded that there are several types of work during practical work, namely:
 - a. Observing TBM (Immature Plants) and FFB harvesting planning.
 - b. The first harvest thanksgiving event was held after going through a 30-month Replanting period in the SP 4 KUD Jaya Makmur area, Kumbara Utama village
 - c. Input Gang Activity Detail (GAD) and fill in the attendance of KUD Bhakti Mandiri Freelance Daily Workers (PHL)
 - d. Inputting and calculating payments for FFB transport vehicles
 - e. Assist with book closing and audit preparation
 - f. Preparing leaf samples for lab tests
 - g. Photocopy of Files
2. This work practice activity was carried out at PT. Inti Indosawit Subur Made by Plasma Plantations which is located in Mekar Jaya Village, Pangkalan Kerinci District, Pelalawan Regency, Riau. During my practical work I was assigned to the KUD Bhakti Mandiri clerk at Bukit Harapan Village, SP 3, working in the administration section to assist the KUD Bhakti Mandiri clerk. The duration of the practical work is 5 months. Starting from February 1, 2023 to June 30, 2023.
3. Work process systems and procedures at PT. The core of Indosawit Subur made by Plasma Plantations, especially in the KUD Bhakti Mandiri Clerk section of Bukit Harapan Village, is to input Gang Activity Details (GAD) and fill in the absences of Casual Daily Workers (PHL) using an application

from the company, namely the Plantation Management System (PMS). GAD is filled based on PHL work that occurs in the field. After inputting the GAD data, proceed with filling in the workers' absences according to the attendance list. Examples of input work include fertilizing, harvesting, spraying and lifting wood.

4. Obstacles faced by the author during practical work, namely: The author has difficulty using the application when inputting data, this is due to limited knowledge about the application used so that the writer is not used to working. The work given by plantation assistants in helping provide farmer data is very difficult to understand so that mistakes occur in carrying out the task. in this case the solution that can be done to overcome the obstacles encountered is that the author will recall with the small notes that have been provided so that when inputting does not ask the supervisor too often and do the work according to the supervisor's directions carefully, check again the completeness of the data, and ensure that there are no errors in the preparation of the file

4.2 Sugestion

After doing practical work at PT. Inti Indosawit Subur Buatan Plasma Plantations can be given the following suggestions:


1. Considering that company data is an important confidential asset, so that unwanted error do not occur ,it is better entering the data requires accuracy and deep understanding it. therefore, follow the guideline that have been taught and do the internship with focus and thoroughness
2. When carrying out job training at these companies, student must better recognize and adapt to the characteristics of each employee in the company because at first they are usually busy with their respective office jobs so that we personally as interns are required to be more active and take the initiative to ask question. the mentor or coodinator where we carry out the job training as well as our oppotinity to introduce ourselves and adapt.

REFERENCES

PT. Inti Indosawit Subur Profile, <https://www.asianagri.com/id/>, Accessed on July 3rd, 2023

APPENDICES

Appendix 1 Apprenticeship Reference Letter

**ASIAN
AGRI**

SURAT KETERANGAN
No. 08/ES-KLB/PERSON/06/2023

Yang bertanda tangan dibawah ini :

Nama : **Djuamsyah**

SAP ID : 10008586

Jabatan : Manager Plasma

Alamat : Komp. Perumahan PBS
PT. Inti Indosawit Subur-Buatan (Asian Agri)

Dengan ini menerangkan bahwa :

Nama : Sri Mas Ayu ✓


NIM : 5404191197

Jurusan : D4 Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis

Adalah benar nama tersebut diatas telah melaksanakan Praktek kerja Industri (PRAKERIN) dalam rangka menyelesaikan tugas akhir di POLITEKNIK NEGERI BENGKALIS jurusan D4 Administrasi Bisnis Internasional di Kantor Plasma PT. Inti Indosawit Subur - Buatan dari tanggal 01 Februari s/d 30 Juni 2023.

Demikian surat keterangan ini dibuat untuk dipergunakan seperlunya dan sebaik-baiknya.

Buatan, 30 Juni 2023

f H

Djuamsyah
Manager Plasma

Appendix 2 Apprenticeship Certificat



Appendix 3 Apprenticeship Assessment Sheet

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
PT. INTI INDOSAWIT SUBUR

Nama : Sri Mas Ayu
Nim : 5404191197
Program Studi : D4 - Administrasi Bisnis Internasional

No	Aspek penilaian	Bobot	Nilai
1	Disiplin	20%	80 (Delapan puluh)
2	Tanggung-jawab	25%	85 (Delapan puluh Lima)
3	Penyesuaian diri	10%	85 (Delapan puluh Lima)
4	Hasil kerja	30%	80 (Delapan puluh)
5	Perilaku secara umum	15%	85 (Delapan puluh Lima)
Total jumlah (1+2+3+4+5)		100%	415 (Empat ratus lima belas)

Keterangan :
Nilai : Kriteria
82-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Notes :

Pelalawan, 30 Juni 2023


Djuamsyah
Manager

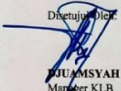
Appendix 4 List of Apprenticeship Attandance


DAFTAR HADIR KERJA PRAKTEK MAHASISWI
POLITEKNIK NEGERI BENGKALIS
DI PT INTI INDOSAWIT SUBUR
BULAN : FEBRUARI 2023

No.	NAMA	NIM	TANGGAL																											
			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
1	Mora Lisa Rkt	5404191207	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
2	Sylvia Maharani	5404191192	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
3	Sri Mas Ayu	5404191197	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Note :
Biru : Tidak Hadir (Sakit)
Hijau : Hari Minggu
Merah : Tanggal Merah

Buatan, 28 Februari 2023


DJUAMSYAH
 Manager KLB



YESMIATY
 KTU KLB

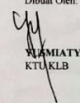
DAFTAR HADIR KERJA PRAKTEK MAHASISWI
POLITEKNIK NEGERI BENGKALIS
DI PT INTI INDOSAWIT SUBUR
BULAN : MARET 2023

No.	NAMA	NIM	TANGGAL																														
			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	Mora Lisa Rkt	5404191207	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
2	Sylvia Maharani	5404191192	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
3	Sri Mas Ayu	5404191197	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	

Note :
Biru : Tidak Hadir (Sakit)
Hijau : Hari Minggu
Merah : Tanggal Merah

Buatan, 31 Maret 2023


DJUAMSYAH
 Manager KLB


YESMIATY
 KTU KLB

DAFTAR HADIR KERJA PRAKTEK MAHASISWI
 POLITEKNIK NEGERI BENGKALIS
 DI PT INTI INDOSAWIT SUBUR
 BULAN : APRIL 2023

No.	NAMA	NIM	TANGGAL																														
			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	
1	Mora Lisa Rkt	5404191207	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
2	Sylvia Maharni	5404191192	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
3	Sri Mas Ayu	5404191197	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Note :
 Biru : Tidak Hadir (Cuti Lebaran)
 Hijau : Hari Minggu
 Merah : Tanggal Merah

Buatan, 30 April 2023


 DUA MSYAH
 Manager KLB

Dibuat Oleh:

 YUSMIATY
 KTB KLB

DAFTAR HADIR KERJA PRAKTEK MAHASISWI
 POLITEKNIK NEGERI BENGKALIS
 DI PT INTI INDOSAWIT SUBUR
 BULAN : MEI 2023

No.	NAMA	NIM	TANGGAL																															
			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	Mora Lisa Rkt	5404191207	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
2	Sylvia Maharni	5404191192	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
3	Sri Mas Ayu	5404191197	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Note :
 Biru : Tidak Hadir (Sakit)
 Hijau : Hari Minggu
 Merah : Tanggal Merah

Buatan, 31 Mei 2023


 DUA MSYAH
 Manager KLB

Dibuat Oleh:

 YUSMIATY
 KTB KLB

DAFTAR HADIR KERJA PRAKTEK MAHASISWI
POLITEKNIK NEGERI BENGKALIS
DI PT INTI INDO SAWIT SUBUR
BULAN : JUNI 2023

No.	NAMA	NIM	TANGGAL																													
			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
1	Mora Lisa Rkt	5404191207																														
2	Sylvia Maharani	5404191192																														
3	Sri Mas Ayu	5404191197																														

Note :
Biru : Tidak Hadir
Hijau : Hari Minggu
Merah : Tanggal Merah

Buatan, 30 Juni 2023

Disetujui Oleh:

DHUAMASYAH
Manager KLB

Dibuat Oleh:


YUSMATY
KTU KLB

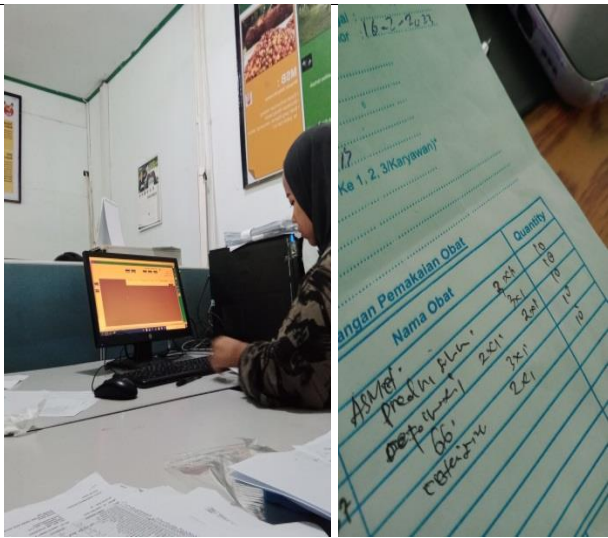
Appendix 5 Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday – Saturday

DATE : February 1- February 4, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Meet with Public Relations and discuss the internship acceptance letter	Dian (Kerani KUD)	
2	Introduction to all the staff in the KBN office		
3	Discussion with Mr. Ardy as KTU at the KBN office regarding the diasian agri business side		
4	Prepare the necessary equipment to welcome guests from Singapore who will come down directly to the field		
	Notes by Industrial Coach.		



No	WORKING	EXPLANATION
		<p>In the first week, while still in the main KBN office, the writer was still managing the internship letter, getting to know the office employees and the tasks being done. and also start carrying out tasks according to the direction of the supervisor.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : February 6- 11, 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3	Introduction to employees and division of labor at the Asian Agri artificial health clinic Filling stock of medicine books Write patient BPJS data in the registration section	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
	 	<p>In the second week's agenda, Author were directed by Mr. Djuamsyah as the manager at the Artificial Plasma Plantation Office to the Artificial Healthy Asian Agri Clinic (AASB) for 2 weeks to help input BPJS Employment data and assist prospective employees who will carry out Medical Cek Up (MCU) and Filling stock</p>




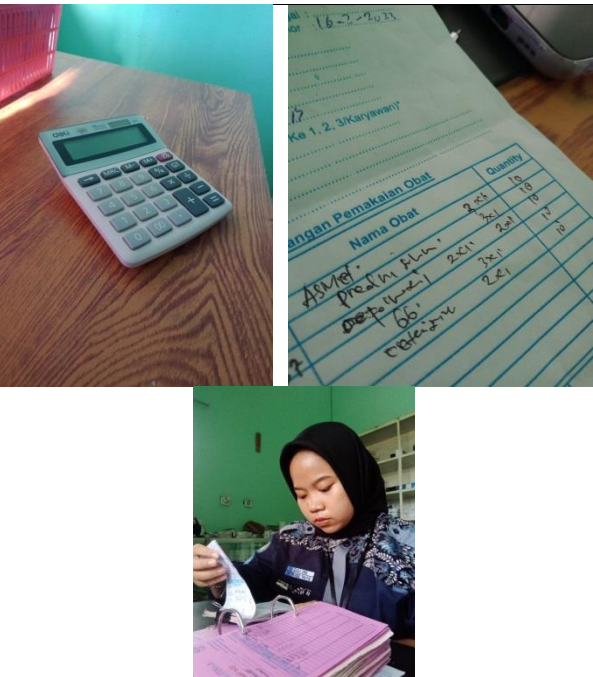
of medicine books.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday – Saturday

DATE : February 13- 18, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3 4	Recapitulate data on visitors who seek treatment at the clinic Filling stock of medicine books Check the stock of medicines that are still available at the clinic Input BPJS patient data online	Dian (Kerani KUD)	
	Notes by Industrial Coach.		


No	WORKING	EXPLANATION
		<p>The agenda of activities or work that the author did during practical work at the Asian Agri Healthy Artificial Clinic (AASB) third week</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Wednesday – Saturday


DATE : February 20- 25, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3 4 5 6 7	<p>1 Introduction to farmers who have long partnered with the company in SP 4 KUD Jaya Makmur, Kumbara Utama village</p> <p>2 Seeing the maintenance of TBM oil palm plantations and planning for harvesting oil palm plants 30 months old.</p> <p>3 Observing the 30-month-old FFB harvest process in the SP 4 KUD Jaya Makmur area, Kumbara Utama village</p> <p>4 Conduct a survey and see the development of oil palm plantations that have been replanted with the Replanting Assistant at SP 2 KUD Bhirawa Bhakti Buana Bhakti village</p> <p>5 Seeing the process of treating oil palm trees to avoid pests.</p> <p>6 Seeing the pest control process on oil palm trees with the foreman in the SP 2 KUD Bhirawa Bhakti area, Buana Bhakti village</p> <p>7 input Gang Activity Detail (GAD) and Fill in the absences of Bhakti Mandiri Freelance Daily Workers (PHL).</p>	<p>Dian (Kerani KUD)</p>	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		<p data-bbox="1029 427 1369 936">In the fourth week's agenda, we were assigned to the Artificial Plasma Plantation Office. In the fourth week we were introduced to the garden staff and went directly to the field to see oil palm plantations and met farmers who had long partnered with the company at SP 4 KUD Jaya Makmur, Kumbara Utama Village</p>

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : March 6 - March 11, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	First harvest thanksgiving event after going through a 30 month Replanting period in the SP 4 KUD Jaya Makmur area, Kumbara Utama village	Dian (Kerani KUD)	
2	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL)		
3	Fill out the Fertilizer transport form		
4	Fotocopy Document		
5	Inputting and calculating payments for FFB transport vehicles		
6	Photocopy of work agreement documents with contractors		
7	Tidy Up Files		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Sixth Week , joining First harvest thanksgiving event after going through a 30 month Replanting period in the SP 4 KUD Jaya Makmur area, Kumbara Utama village and inputting GAD and filling out fertilizer transport forms

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : March 13 - March 18, 2023




No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3	Inputting Gang Activity Details (GAD) Fill in the absences of Freelance Daily Workers (PHL) Audit Preparation for ISCC	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		<p>Seventh week the writer does the work given by KUD kerani for Inputting Gang Activity Details (GAD), Fill in the absences of Freelance Daily Workers (PHL) and Audit Preparation for ISCC</p>

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : March 27 - April 1, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3	Preparing leaf samples for lab tests Prepare samples of dried leaves for shipment Assist with book closing preparations	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
	  	Ninth Week, this week the author is drying the leaves for lab testing and helping to close the book at the end of the month at the plasma office

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : April 3 - April 8, 2023

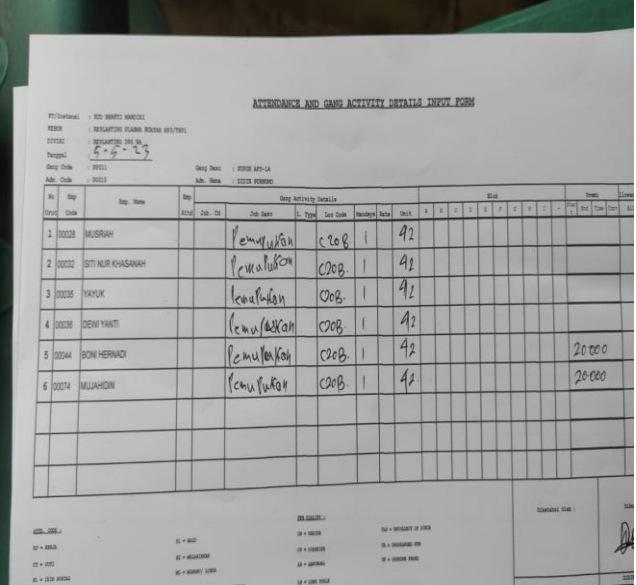
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3 4 5	Inputting and calculating payments for FFB transport vehicles PhotoCopy of documents Plunge into the field with the manager to see the garden in SP 1 KUD Mulus Rahayu Input Gang Activity Detail (GAD) and Fill in the absences of Freelance Daily Workers (PHL)	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Tenth Week, the author helps the kerani in Inputting and calculating payments for FFB transport vehicles, tidying up the files and continuing to fill in the GAD and Absent in PMS.

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : April 10 - April 15, 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Input Gang Activity Detail (GAD) and Fill in the absences of Freelance Daily Workers (PHL)	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Eleventh Week author of Input Gang Activity Detail (GAD) and Fill in the absences of Freelance Daily Workers (PHL) from several foremen in the plantation

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : April 17 - April 22, 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Eid Al-Fitr	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Monday – Saturday
DATE : April 24 - April 29, 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Eid Al-Fitr	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : May 1 – May 6, 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL)	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Fourteenth Week, the author only does Input Gang Activity Detail (GAD) and Fill in the absences of Freelance Daily Workers (PHL) every day

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Monday – Saturday
DATE : May 8 – May 13, 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL)	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Fifteenth week the author only does Input Gang Activity Detail (GAD) and Fill in the absences of Freelance Daily Workers (PHL) every day

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : May 15 – May 20, 2023

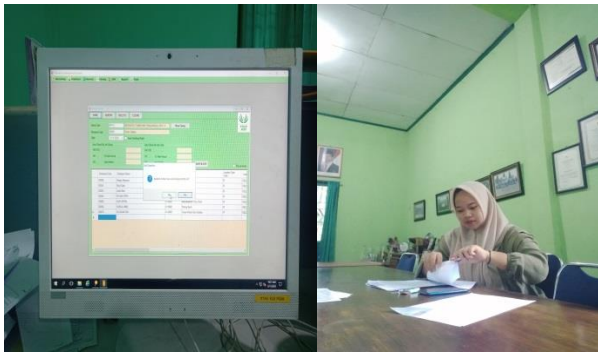
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL)	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Sixteenth Week, week the author only does Input Gang Activity Detail (GAD) and Fill in the absences of Freelance Daily Workers (PHL) every day

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : May 22 – May 27 , 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3 4	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL) Inputting and calculating payments for FFB transport vehicles Ensure that each payment receipt is stamped	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Seventeenth week, week the author only does Input Gang Activity Detail (GAD), Fill in the absences of Freelance Daily Workers (PHL) every day and Ensure that each payment receipt is stamped

DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday
DATE : May 29 – June 3 , 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL) Helping assistants to prepare plasma farmer data	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Eighteenth week, week the author only does Input Gang Activity Detail (GAD), Fill in the absences of Freelance Daily Workers (PHL) every day and Helping assistants to prepare plasma farmer data

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday
DATE : June 5 – June 10 , 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL) Helping assistants to prepare plasma farmer data	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Nineteenth week, week the author only does Input Gang Activity Detail (GAD), Fill in the absences of Freelance Daily Workers (PHL) every day and Helping assistants to prepare plasma farmer data

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday
DATE : June 12 – June 17 , 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL) Visit to PMKS factory made 1 to see the products produced by the company	Dian (Kerani KUD)	
	Notes by Industrial Coach.		


No	WORKING	EXPLANATION
		<p>Twenty week, week the author only does Input Gang Activity Detail (GAD), Fill in the absences of Freelance Daily Workers (PHL) every day and Visit to PMKS factory Buatan 1 to see the products produced by the company</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : June 19 – June 24 , 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL) Preparing for the farewell event for Mutation Plasma KTU and apprentices	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Twenty first week, week the author only does Input Gang Activity Detail (GAD), Fill in the absences of Freelance Daily Workers (PHL) every day and Preparing for the farewell event for Mutation Plasma KTU and apprentices

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Friday

DATE : June 26 – June 30 , 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2 3 4	Input Gang Activity Detail (GAD) Fill in the absences of Freelance Daily Workers (PHL) Fill out the proof of goods usage request sheet Tidying Files and Photocopy of Documents	Dian (Kerani KUD)	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Twenty second week, week the author only does Input Gang Activity Detail (GAD), Fill in the absences of Freelance Daily Workers (PHL) every day and fill out several forms of borrowing goods and photocopy and tidy up the paper

Appendix 5 Gifts to the Company

