

APPRENTICESHIP REPORT

**PT. INDAH KIAT PULP & PAPER Tbk, PERAWANG MILL
(PUBLIC RELATION)**

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**APPLIED BACHELOR DEGREE STUDY PROGRAM OF
INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2023

APPROVAL SHEET

APPRENTICESHIP REPORT

PT. INDAH KIAT PULP & PAPER Tbk- PERAWANG MILL

Written as one of the requirements for completing the apprenticeship

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Perawang, June 9th, 2023

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Bengkalis, June 9th, 2023

Shinta Karunia

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CHAPTER I

INTRODUCTION

1.1 Background of Apperenticeship

Indonesia has quite a lot of young people as a substitute for future generations. Indonesian youth need to be developed in the industrial sector with the interests of each youth. With young people who are smart and competent in their fields, the necessary human resources will be fulfilled so as to encourage a reduction in the unemployment rate in Indonesia, which can improve the country's economy to get better.

The industry has goals and vision and mission to be achieved. So that competent human resources are needed and can assist the company in achieving the targets planned by the company itself. In today's era, the competition to get a proper position in a company is very tight. The need for professional skills and high competitiveness makes Indonesian youth always inferior to better human resources coming from other countries. That is why Indonesian education, especially at the tertiary level, must be able to adjust the standardization of human resources needed by companies in the present and the future.

Experience in a job is something that is considered important when wanting to enter the real world of work. Someone who is experienced in a job is believed to be ready and able to carry out the demands of the job. With experience, it makes it easier for someone to adapt in a new world of work.

State Polytechnic of Bengkalis, is one of the state tertiary institutions in Indonesia which synchronizes the curriculum in accordance with what has been regulated by the Ministry of Research and Technology in Indonesia. Final year students are required to carry out work practices for a certain time, so that the State Polytechnic of Bengkalis is able to produce graduates who are ready to work and have experience in the industry. The author did work practice for 3 months at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill. Practical work is carried out in January, April and May.

1.2 Purpose of the Apprenticeship

The following goals are achieved by the students practical work assignments for their International Business Administration study program, at State Polytechnic of Bengkalis:

1. To explain the job description while performing actual tasks.
2. To find out procedures and systems of apprenticeship program.
3. To find out the place and time of apprenticeship program.
4. To describe kind and description of apprenticeship.
5. To obstacles and solution during apprenticeship.

1.3 Significances of the Apprenticeship

The practical work done is advantageous for several parties, including students, businesses, and State Polytechnic of Bengkalis:

1. For Students
Students get the chance to use the concepts and information they learned in theory during lectures in the workplace.
2. For Businesses
In order for academics and businesses to find alternative prospects for workers who are renowned for their quality, devotion, and credibility, there is collaboration between the worlds of education and industry.
3. For State Polytechnic of Bengkalis
To increase the caliber of its graduates via practical job experience, State Polytechnic of Bengkalis receives input from businesses on curriculum development and learning procedures for students who participate in practical work.

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT. Indah Kiat Pulp & Paper Tbk. (the “Company”) was established in the Republic of Indonesia under the framework of Foreign Capital Investment Law No. 1 of 1967, based on Notarial Deed No. 68 of Ridwan Suselo dated December 7th, 1976. The Company’s Articles of Association were approved by the Ministry of Justice of the Republic of Indonesia in its Decision Letter No. Y.A.5/50/2 dated February 9th, 1978 and published in State Gazette of the Republic of Indonesia No. 18, Supplement No. 172 dated March 3th, 1978. The Company’s Articles of Association have been amended several times.

The latest amendment to the Company’s Articles of Association concerning the changes in Articles 3, 20 and 23, regarding the intent and purpose, business activities, Boards of Directors and Commissioners as stated in the Deed of Resolution of Shareholders’ Meeting No. 76 dated June 27th, 2019 of Aulia Taufani, SH, Notary in South Jakarta. The amendment was received and recorded in the database of the Legal Entity Administration System of the Ministry of Law and Human Rights of the Republic of Indonesia No. AHU-AH.0042356.AH.01.02.TAHUN 2019 and No. AHU-AH.01.03-0304098, both dated July 26th, 2019.

Based on Article 3 of the Company’s Articles of Association, the Company is engaged in manufacturing, trading, mining and forestry. Currently, the Company is engaged in the manufacture of cultural paper, pulp, tissue and industrial paper. The Company has been listed on the Jakarta and Surabaya Stock Exchanges since 1990 (currently, they merger become Indonesia Stock Exchange). The Company now has production facilities in three locations, Perawang-Riau, Tangerang and Serang- Banten.

The Company’s main business activities are the production of pulp, tissue, various types of culture papers consisting of printing and writing paper (coated and uncoated freesheet) and photocopy paper. The Company also produces

industrial paper, i.e packaging paper which comprises, containerboard (linerboard and corrugated medium), corrugated shipping containers (converted from containerboard), boxboard, food packaging and specialty colored papers.

The preparation of the mill location pulp in Perawang and Pinang Sebatang, Tualang, Siak Sri Indrapura, Riau. A year later the physical construction of plant Pulp Phase I of the began in Riau Province. Simultaneously, loading and unloading facilities were also built in the form of a special port that can be docked by ocean ships with a dead weight of more than 6,000 tons, which is approximately 1.5 kilometers from the factory location Pulp on the banks of the Siak river.

The trial plant was Pulp carried out with the inauguration of the factory by the President of the Republic of Indonesia, Mr. Soeharto on May 24th, 1984. At that time the capacity the mill pulp bleached sulphate (Bleached Kraft Pulp) is 75,000 tons/year, so that the needs pulp of paper mills in Tangerang do not need to be imported anymore but are met bytroops Pulp from Riau Province. This factory is the first sulfate factory in Kentang made from wood in Indonesia. This year, the construction of Industrial Plantation Forests (HTI) was started based on a collaboration between PT Indah Kiat Pulp & Paper Corporation and PT Arara Abadi.

In 1985 the production of pulp reached 250 tons/day, then the second phase of industrial forest plantation development planning was continued. This year, PT Indah Kiat Pulp & Paper Corporation had suffered losses due to the effects of the world recession, production quality was still unstable, in addition to the replacement of the leader from Mr. Soetopo Jananto to his first son.

The year 1987 was a transition period from Mr. Boediono Jananto to Teguh Ganda Wijaya, the son of Mr. Eka Wijaya. In this year, production of Pulp 300 tons/day was achieved after modification of production facilities. Phase I of the paper mill construction in Perawang began in 1988 by installing the first line of cultural paper machines (Wood Free Painting & Writing Paper) with a capacity of 150 tons/day. The existence of this factory makes the Perawang factory pulp an integrated and paper. In 1989 the construction of a phase II paper mill in

Perawang was carried out with the inauguration by the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe, Aceh under the name KKA. Then in 1990, the construction of the Phase II factory in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons/day which is one of the largest cultural paper machines in Asia.

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill has two main locations, namely the office location and the factory location. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is at Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang is better known as Perawang with a population of about 102.306 people is an industrial city on the edge of the Siak River.



Figure 2.1 PT. Indah Kiat Pulp & Paper Tbk
Source: PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill

Perawang city is located between 0o32''- 0o51'' north latitude and 101o28'' – 101o52'' east longitude. The altitude from the sea level is between 0.5-5 meters with air temperatures around 22oC to 33oC. The Perawang area as well as the Siak area generally consists of lowlands and soil structures that tend to be red-yellow podzolic from sedimentary rocks and alluvials as well as organosol soils containing gley humus in the form of swamps or subsoil (peat). The shape of the area is approximately 75% flat to choppy and 25% wavy to hilly. Other areas

bordering the city of Perawang are in the north in the District of Mandau, Kabupaten Minas, the southern part in the District of Kerinci Kanan, Pekanbaru City, the western part in the District of Minas, and the eastern part in the District of Sei Mandau.

The trial production plant phase II sold shares to the public and cooperatives with 54.39% of shares in PT Putri Nusa Eka Persada, 19.99% of Chung Hwa Pulp Corporation , and 8.69% of Yueng Fong Yu Manufacturing. The process of preparing for the implementation of the Father's Child program is carried out, which is a program for linking large industries with small industries by the Ministry of Industry and the Regional Government of Riau Province. Inauguration Adopted conducted concerning Industry leather, leather footwear industry, batik, garment apparel, metal casting, traditional weaving Siak, metallic paint and others. A year later plant was developed Pulp phase III of the, starting with a capacity of 1,300 tons/day, where trial production was carried out at the end of the year. In addition, PT Indah Kiat Pulp & Paper Corporation also helped the government by accepting 20 apprentices from East Timor based on the Ministry of Manpower Program.

In 1994 the mill Pulp Phase III operated commercially and joined together with the mills Pulp Phase I and II to produce Pulp high quality so that the capacity could be increased from 800 tons to 1,300 tons/day. Then the plant construction was Pulp Phase IV carried out in the next one is with a capacity of 1,600 tons/day, where the trial operation is scheduled for the end of 1996, following the details :

1. Raised two adopted children in Perawang, namely convection and carpenter.
2. Helped the government again by accepting 24 workers from East Timor.
3. Received ISO 9002 certificate
4. Received an award from the Minister of Women's Role as the best Nakerwan Development Company in Riau.
5. Publish a tips info magazine.
6. Established YPPI Kindergarten and Elementary Schools.

In 1996 was a year of appreciation for PT Indah Kiat Pulp & Paper. In addition to receiving the Upakarti award from the President, PT Indah Kiat Pulp & Paper was also awarded a blue rating, the environment and the Minister of Environmental Welfare regarding a healthy environment. In the same year, the trial production of the mill Pulp IV and preparations for the construction of the III paper mill were carried out.

In 1997 PT Indah Kiat Pulp & Paper received another Zero Accident (zero work accident) award from the President of the Republic of Indonesia, and received an ISO 14001 certificate. At that time, PT Indah Kiat Pulp & Paper received a worker from East Timor.

In 1998 the construction of paper mill III with a capacity of 1,300 tons/day was achieved and the construction of the building was started Training Center at a cost of two billion (RP 2 billion). PT Indah Kiat Pulp & Paper Corporation is a national private legal entity that is trusted to manage forests and forest product industries in the form of the HPH Group:

1. PT Arara Abadi concession area of \pm 265,000 Ha.
2. PT Wira Karya Sakti concession area of \pm 220,000 Ha.
3. Mapala Rabda concession area of \pm 155,000 Ha.
4. PT Dexter Timber Perkasa Indonesia concession area of \pm 166,000 Ha.
5. PT. Murini Timber concession area of \pm 116,000 Ha.

Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and printing purposes, photo copying paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard and colored paper.

The products made by this company not only meet the domestic market, but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, Middle East, Africa, Europe and the USA.

2.2 Vision and Mission of Company

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT Indah Kiat Pulp and Paper Tbk – Perawang Mill:

1. Vision

Become a leading and respected global pulp and paper company that provides superior values to customer, community, employees and shareholders-responsibly and sustainably.

2. Mission

- a. Increase global market share.
- b. Use cutting edge technology in the development of new products and achievement of mill efficiency.
- c. Improve the quality of human resources through training.
- d. Realize sustainability commitment in all operations.

2.3 Kind of Business

The Company is an integrated producer of pulp, cultural paper, industrial paper and tissue. The Company's business activity begins from wood processing to pulp and paper as well as processing of waste paper to industrial paper. The pulp is used as raw material for paper and tissue as well as indirect raw material for industrial paper.

Currently, the Company has production facilities in Perawang–Riau Province, Serang and Tangerang–Banten Province and the total annual production capacity in 2019 was 3.0 million tons of pulp, 1.7 million tons of cultural paper, 108 thousand tons of tissue and 2.1 million tons of packaging. With the globalization of world economy, the Company is required to improve the competitiveness of its products through efforts to increase efficiency and professionalism of the Company. Also, inevitable that the market areas of business pulp, paper, industrial paper and tissue which managed by the Company also faces a harsh competition from local as well as overseas market. Things that

play a great influence in domestic and international market are trade mark, product quality, distribution and price.

Therefore, the Company has to make some efforts in all aspects to enhance the Company's ability in order to be able to confront the competition and maintain the Company's position as one of the largest integrated pulp and paper producer in the world. One of the efforts is to develop products that has a high added value and environmentally friendly.

2.4 Organization Structure

The methodical placement of human resources inside an organization with the aim of achieving shared business objectives is known as organizational structure (OS). It describes each employee's tasks and responsibilities so that work and information are shared easily, enabling an organization's efficient operation.

An organization structure shows how an organization's many resources come together and support its objectives. It outlines the tasks that employees must perform in order for them to collaborate effectively. This decreases resource waste and boosts production. The workflow of a corporation is determined by its organization structure. There would be an operating system (OS) crisis in any company.

According to its workflow requirements, a corporation must therefore develop a centralized or decentralized organization structure. As of annual report of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill has 7 (seven) departments in Business and Administration field, the management structure of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill can be seen in Figure 2.2 Organization Structure of PT. Indah Kiat Pulp and Paper Tbk, below:

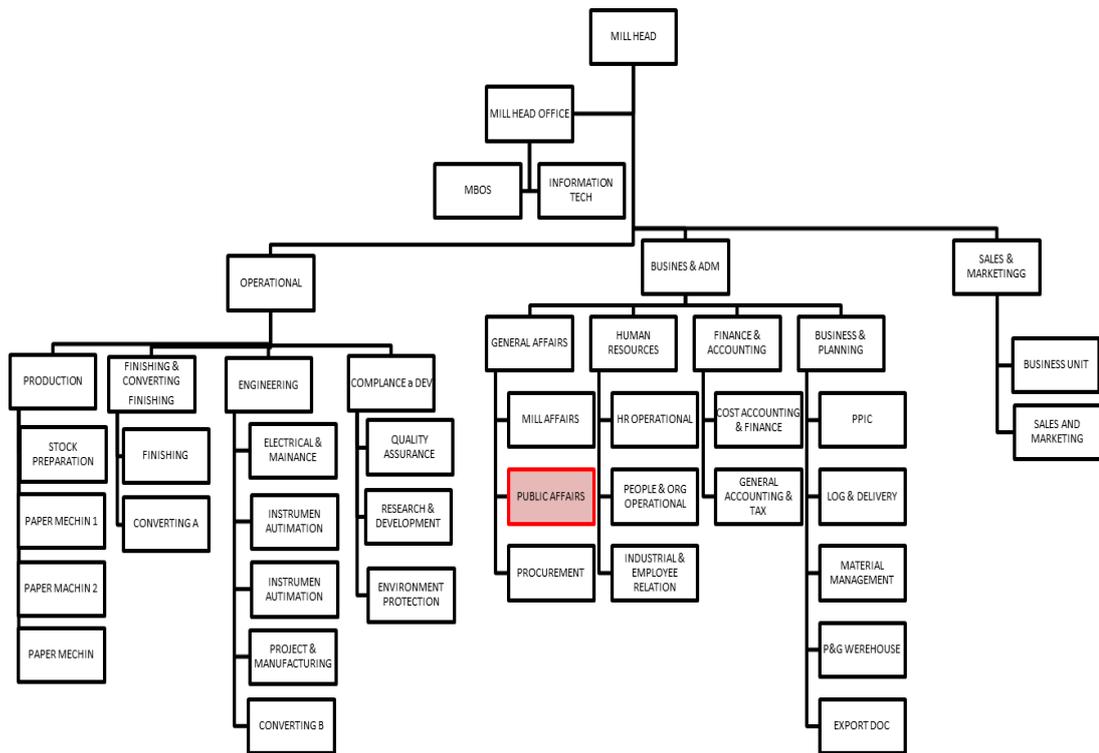


Figure 2.2 Organization Structure PT. Indah Kiat Pulp & Paper Tbk
Source: PT. Indah Kiat Pulp & Paper Tbk

Based on the figure above, the red circle is the department author applied as long as doing apprenticeship in PT. Indah Kiat Pulp & Paper Tbk –Perawang Miil. Human Resource Department (HRD) & General Affair (GA) have some divisions. Namely, Mill Affairs, Public Affairs, and Procurement for GA Department. Moreover, HRD has HR Operational, People & Org Operational, then Industrial & Employee Relation. The author did the apprenticeship in Public Affairs Division of GA Department.

2.5 The Working Process

Public Relation (PR) is the process of contact between businesses and the general public that includes eliciting public opinion, seeking input, acknowledging information, and eliciting information. The success of this process, the recognition of solid thinking, and a favorable public perception of the business are its main objectives. The objective of public relations is to build and enhance relationships between corporations and the general public. It is a continual process.

On the other side, PR campaigns may disseminate information about what the public anticipates from the firm. Given that the community is the target market for industry and the environment utilized by the firm to blend in with the community's residents, the continuous activities of the PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill cannot be separated from the effect of the community environment. As a result, the significance of considering and including the community's participation in choices and action in the industrial and corporate environment is understood.

A method is required to carry out Public Relation effort properly. Keeping in mind that public relations efforts are concerned not only with the end result, but also with the method used to achieve the end result. The Division Public Relation's work process is depicted in figure below:

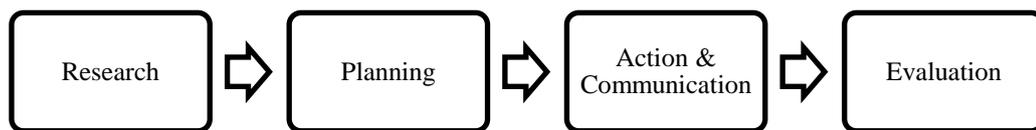


Figure 2.3 The Working Process of Public Relation Division
Source: PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill

1. Research

PT Indah Kiat Pulp & Paper Tbk - Perawang Mill's Public Relations must detect the signs and causes of problems that develop in society. In the stage of defining research, Public Relations must process existing factual data, make comparisons, make judgments, and produce judgments, so that conclusions and accuracy can be obtained from the factual data that has been obtained. The process is Public Relations not as simple as collecting data and facts, but also must prioritize processing, research, classifying, and compiling data in such a way as to facilitate problem solving later. Research in this data search can be done by surveys and polls, interviews, focus group discussions, in-depth interviews, and walking around research. During the definition research stage, Public Relations must analyze existing factual data, draw comparisons, make assessments, and produce judgments so that conclusions and correctness may be reached from the

collected factual data. The Public Relations process is more than just gathering data and facts; it must include prioritize data processing, research, classification, and compilation in order to simplify issue solutions later. Surveys and polls, interviews, focus group talks, in-depth interviews, and strolling around research can all be used in this data search.

2. Planning

Following the research and data search stage, Public Relations moves on to the planning step. During this stage, Public Relations prepares the problem, thinks about how to address it, and determines who will work on it later. This preparation should not be overlooked, but rather thoroughly studied, as it will affect the overall effectiveness of the job Public Relations. Planning is based on the data and facts that have been gathered, not on the desires of Public Relations. Based on the formulation of the problem, a planning and decision-making strategy is developed to develop a work program based on business policies that are also tailored to the community's interests.

3. Action and Communication

A Public Relations (Staff) practitioner's communication is frequently based on personal preconceptions. As a result, these acts might have negative consequences and are not advised since they jeopardize the company's reputation. This stage is omitted in order to provide a solution to the question, "How do we do it and say it?" Specific aims and impartiality must be linked to achieve the activities and messages that Public Relations practitioners will carry out. Public Relations must be able to convey the program's implementation so that it may impact people's opinions, which will subsequently urge them to support the program's implementation. Furthermore, Public Relations must act and carry out tasks as efficiently as feasible.

4. Evaluation (evaluation)

The way to find out whether the process has been completed or not is to conduct an evaluation of the steps that have been taken. The main purpose

of evaluation is to measure the overall effectiveness of the process. At this stage, Public Relations is required to be thorough and thorough for the accuracy of the data and facts that already exist. However, keep in mind that a middle name Public Relations is crisis". Therefore, after completing one problem, it is possible to get new problems again. Thus, this stage is also a reference for future planning. In short, "How did we do?" be used as a reference at this stage.

2.6 Document Used for Activity

PT Indah Kiat Pulp & Paper Tbk - Perawang Mill uses several documents in carrying out its operational activities, particularly the Division, Public Relations, including the following:

1. Paper Aid Handover Form

The Paper Aid Handover Form, particularly on Folio or A4 paper, is a manifestation of the company's concern for the Siak Regency government agency, as shown in Figure 2.4 below:

The image shows two identical forms, one above the other. Each form is titled "PUBLIC AFFAIR SECTION SERAH TERIMA BANTUAN KERTAS" and includes the logo for "Indah Kiat pulp and paper products". The forms contain the following data:

1	Periode	
2	Jumlah Bantuan	1 Box.
3	Jenis Kertas	Folio.
4	Instansi Penerima	Perawang Barat.
5	Penerima	11.02.2023.
6	Tanggal Terima	

Keterangan:

Diserahkan Oleh : Public Affair

Diterima Oleh : [Signature]

Figure 2.4 Paper Aid Handover Form
Source: Data Processed 2023

The firm gives free paper for Siak Regency Agencies to utilize in job concerns. Every month, the corporation distributes a maximum of 20 boxes of paper, each containing 5 reams of paper, to each agency in Siak Regency. Each agency is eligible to receive one paper box for one month. The form serves as documentation that the paper was issued and received by the appropriate agency.

2. Agenda Book

Incoming communication letter will be written in agenda book, so the documents will be recorded, logging, appropriately processed and responded to and creating an audit trail of received correspondence.

TGL		
21 10-01-2023	SMA Negeri 1 Padang Panjang Jln. KH. Ahmad Dahlan No. 70 Padang Panjang Kepsek : Dra. Meri Suryanti, M. Pd	05-01-2023 421.3/ /SMK.N.1 PP/1-2023
22 10-01-2023	Koperasi Kolaborasi Pemda Tualang Jl. Panglima NO: 10 kec. Tualang Ketua : Albert P. Syaid, S.H Sekre : A. P. Rudi	10-1-2023 005/A/KEPT/1/2023
22 11-01-2023	UPT Pengelolaan Pendapatan Siak Sri Indrapura Bopenda Riau (PT-1988 Kantor Siak Jaya) Ketua : Adi Chandra Sekre : Siti Fatmahan	
23 12-01-2023	Marsia Paudbekti Ibadati Kampung Petamban Barat, kec. Kutating. Ketua Pr : Eljonevi Ketua Warga : H. Manjyar	10-01-2023 001/MP/1/2023
24 13-01-2023	Pemuda Peduli Lingkungan Ketua : Yusuf Muliya	10-01-2023
25 19-01-2023	Sekolah Legislatif Mahasiswa 2023 RM 05, Kampus utama Universitas Muhammadiyah Riau Ketua : Muhammad Asad Zaili Sekre : Juanda Arduanyah	10-01-2023
26 19-01-2023	BEM Nusantara Ketua : Nanang Sekre : Dwi Rostia (HP : 0822-8348-0623)	17-01-2023 060/SEKPA - RIAU BEMNUS/1/2023

Figure 2.5 Agenda Book
Source: Data Processed 2023

This book uses to handle all the incoming communication within an organization and individual such as letters, proposals, and invitations.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program lasts four months, from Januari 9th, 2023 to June 9th, 2022, at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill. Apprenticeship participants are assigned to the Public Relations Department for the duration of apprenticeship. Several duties are assigned during job training in the Public Relations Section of PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill:

1. Organizing Gathering and Meeting

Gatherings or meetings are held to increase collaboration with an agency, institution, or organization, among others.

2. Acceptance of Incoming Proposals

Receiving incoming proposals is the process of receiving proposals received by agencies or groups seeking help from businesses.

3. Fill up the paper forms for assistance handover.

The company supplies free paper for Siak Regency agencies to utilize in commercial transactions. The form serves as documentation that the paper was issued and received by the appropriate agency.

4. Event Organizer

The organization also employs an event organizer who handles a variety of activities such as industry visits, iftar celebrations, and other gatherings.

3.2 System and Procedure

3.2.1 System

Companies require a system to support their operations; in other words, the system is a collection of interconnected procedures that constitute a function that strives to fulfill a company purpose.

The system process online and offline/manual is utilized by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operating activities. PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is a company engaged in the paper and pulp industry, with the main raw materials being acacia and eucalyptus wood produced by PT Arara Abadi in HTI (Industrial Plantation Forest), which is spread across several areas of Riau Province. PT Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java, and Banten Province, namely in the Serang district. PT Indah Kiat Pulp & Paper Tbk - Perawang Mill employs a customized internet-based corporate application to connect these different places in their operational operations, such as data transmission.

3.2.2 Procedures

A firm's actions require a method to ensure that everything done or done is uniform or in compliance with the standards that the organization has established. A process is a series of work that involves multiple persons in a section or more, and is designed to assure fair treatment of regularly occurring transactions. The following is a summary of the methods used when doing practical work activities (KP) in the Division Public Relations at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill:

1. Organizing Gatherings and Meetings

PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is a big industrial enterprise that has worked with several agencies and institutions. It is important for companies to hold meetings or friendships with several agencies or institutions for the development and progress of the company. These meetings and gatherings usually discuss industrial relations with vocational education, regional activities involving companies and others. The steps in conducting a gathering or meeting can be seen in Figure 3.1 as follows:

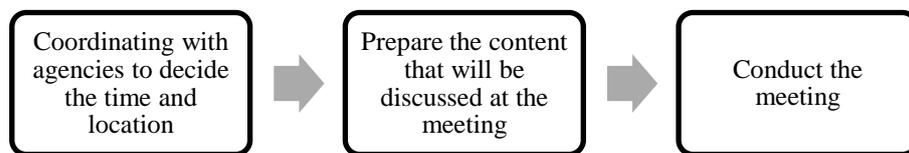


Figure 3.1 Flowchart of Organizing Gatherings and Meeting

Source: Processed Data 2023

According to the flowchart above, the first step in organizing a gathering or meeting is to schedule the location and time. This is normally done by submitting a letter; if the meeting is hosted by another agency, they will usually enter a letter first. However, some agencies or institutions frequently schedule appointments through phone and email. The Head of Public Relations then developed meeting materials. Then have the meeting.

2. Managing Correspondences

Participation in various activities carried out by local organizations, institutions, or institutions is one of PT. Indah Kiat Pulp & Paper's CSR. Receiving a variety of suggestions with various goals, such as making bids to request help for used materials, finances for activities, borrowing halls, and so on. Figure 3.2 depicts the stages involved in accepting an incoming proposal:

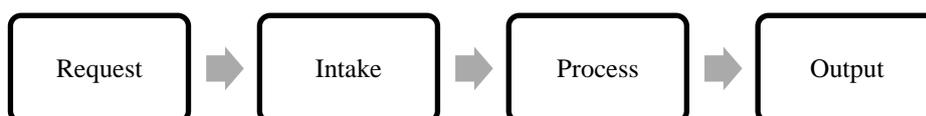


Figure 3.2 Flowchart of Managing Correspondence

Source: Data Processed 2023

According to the flowchart above, the first stage in request, accepting an incoming proposal is for the party delivering the proposal to report the name of the organization or agency, followed intake, by the receptionist informing them of the objective. The receptionist will then lead the individual who brought the proposal to the public relations area. Therefore, Process, the individual then presents his idea to the public relations team, and finally if the proposal is accepted and will be reviewed or analyzed by

the team responsible to determine if the proposal is worthy of support or not.

3. Fill up the paper forms for assistance handover.

The Paper Assistance Handover Form, particularly on F4 or A4 paper, reflects the company's care for the Siak Regency administration. The proposal has been submitted to the Public Relations department. The person in charge of delivering the proposal reports to the receptionist. The receptionist will be led to the Public Relations room 20 agency. The company supplies free paper for Siak Regency agencies to utilize in commercial transactions. Figure 3.3 depicts the many procedures in completing the Paper Aid Handover Form:

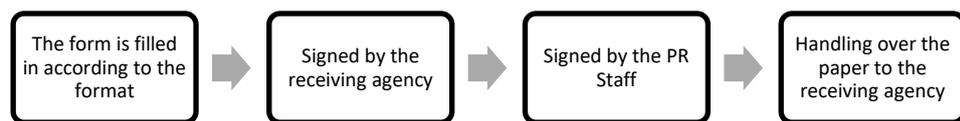


Figure 3.3 Flowchart of Fill Out Paper Assistance Handover Forms

Source: Processed Data 2023

According to the flowchart above, the first step in completing the Paper Aid Handover form is to fill out the form given by the Public Relations Staff, filling in the existing format as the date the paper was issued, the receiving agency, and the quantity of papers distributed. The form is then signed as proof of submission by the receiving agency's representative and the Public Relations Staff. The document is then presented to the receiving agency's representative.

4. Event Coordinator

The firm also employs an event organizer who handles a variety of activities such as industry visits, iftar celebrations, and other gatherings. Event organizers, often known as EOs, will improve and streamline your event series. This is reinforced by the presence of a staff with event management experience. In a more particular sense, being an Event Organizer implies you are in charge of everything that happens behind the scenes, including the following:

- a. Develop and allocate a budget for each item required by events.

- b. Determine and ensure the availability of the necessary equipment.
- c. Ensure the location of activities can and is suitable for use.
- d. Find enough human resources as committee.
- e. Ensure the committee's and visitors' accommodation, transportation, and consumption are met.

3.3 Place of Apprenticeship

PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill is located in Raya Minas Perawang KM. 26, Pinang Sebatang, Tualangt, Siak Sri Indrapura, Riau. The author is assigned to the Public Relations Section during practical work. The following are the company's provisions for the timetable or time for the implementation of practical work:

Table 3.1 The Working Schedule of PT. Indah Kiat Pulp & Paper Tbk- Perawang Mill

No	Day	Working Hours	Break
1.	Monday to Thursday	07.00 – 17.00 WIB	11.00 - 13.00 WIB
2.	Friday	07.00-17.00 WIB	11.30 – 13.30 WIB
3.	Saturday to Sunday	Holiday	Holiday

Source: PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill

3.4 Kind and Description of the Activity

The activities carried out during practical work can be seen in the following table:

Table 3.2 Daily Activities from January 9th, 2023 to January 13th, 2023

No.	Date	Activities	Place
1.	Monday, 09 th January, 2023	<ol style="list-style-type: none"> a. Introduction and debriefing of practical work b. Lodging registration (Mess) c. IKPP profile presentation 	<ol style="list-style-type: none"> a. Public Relations Office b. Mess Bunut
2.	Tuesday, 10 th January, 2023	<ol style="list-style-type: none"> a. Prepare workspace b. Manage correspondence c. Telephone handling d. Receiving guests 	<ol style="list-style-type: none"> a. Public Relations Office b. Gedung hijau c. PT. Arara Abadi
3.	Wednesday, 11 th January, 2023	<ol style="list-style-type: none"> a. Work Introduction b. Work distribution of apprenticeship c. Prepare another workspace 	<ol style="list-style-type: none"> a. Public Relations Office

4.	Thursday, 12 th January, 2023	a. recap paper aid forms for 2022 b. Managing Correspondences	a. Public Relations Office
5.	Friday, 13 th January, 2023	a. Safety induction b. Thu Chi Volunteer training	a. Public Relation Office b. Gedung Hijau

Source: *Processed Data 2023*

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from January 16th, 2023 to January 20th, 2023:

Table 3.3 Daily Activities from January 16th, 2023 to January 20th, 2023

No.	Date	Practice Materials	Location
1.	Monday, January 16 th , 2023	a. Scan incoming proposal files b. File handover c. Survey the price of goods for Thu chi activities d. Discussion with students	a. Public Relations Office b. Pekanbaru City
2.	Tuesday, 17 th January, 2023	a. Process incoming letters and proposals for disposition b. Receive guests c. Deliver proposals	a. Public Relations Office b. Green House
3.	Wednesday, January 18 th , 2023	a. Receive guests b. Process proposals and grants	a. Public Relations Office b. PT. Immortal Arara
4.	Thursday, January 19 th , 2023	a. Receive guests	a. Public Relations Office
5.	Friday, January 20 th , 2023	a. Handover of financial assistance b. Visit halls and meeting rooms	a. MSME Siak b. IKPP hall

Source: *Data Processed 2023*

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from January 30th, 2023 to January 03th, 2023:

Table 3.4 Daily Activities from January 21st, 2023 to January 25th, 2023

No.	Date	Practice Materials	Location
1.	Monday, January 21 st , 2023	a. Survey shooting locations for advertising	Assisted MSMEs
2.	Tuesday, January 22 th , 2023	a. Recapitulation of news and advertisements b. Design name tags	Public Relations Office

3.	Wednesday, January 23 th , 2023	a. Shooting with PR Team Jakarta	a. Company Gate b. Factory
4.	Thursday, January 24 th , 2023	a. Attend Meetings b. Receiving Guests from UMRI	a. Regent of Siak Office b. Factory
5.	Friday, January 25 th , 2023	Leave Permit to Immigration Office	Siak

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from January 30th, 2023 to January 03th, 2023:

Table 3.5 Daily Activities from January 30th, 2023 to February 2nd, 2023

No.	Date	Practice Materials	Location
1.	Monday, January 30 th , 2023	a. Attended Pordasi Riau Event b. Meeting of the Regent of Kuantan Singingi	a. Rumbai b. Pekanbaru
2.	Tuesday, January 31 st , 2023	Receive guests	Public Relations Office
3.	Wednesday, February 1 st , 2023	Processing applications	Public Relations Office
4.	Thursday, February 02 nd , 2023	Leave Permit to Thailand	-
5.	Friday, February 02 nd , 2023	Leave Permit to Thailand	-

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from April 10th, 2023 to April 14th, 2023:

Table 3.6 Daily Activities from April 10th, 2023 to April 11th, 2023

No.	Date	Practice Materials	Location
1.	Monday, April 10 th , 2023	a. Cooking Oil Bazaar Preparation	IKPP's Warehouse
2.	Tuesday, April 11 th , 2023	a. Cooking Oil Bazaar	IKPP's Mess 26K
3.	Wednesday, April 12 th , 2023	a. Process incoming mail b. The digital invitation design opens with IKPP	Public Relations Office
4.	Thursday, April 13 th , 2023	a. Shopping for iftar activities and Tzu Chi activities	Pekanbaru
5.	Friday, April 14 th , 2023	a. Joint Opening Preparation b. Iftar activities with PT.IKPP, District Government. Siak and IKA UNRI	IKPP Bunut Hall

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from April 17th, 2023 to April 21st, 2023:

Table 3.7 Daily Activities from April 17th, 2023 to April 21st, 2023

No.	Date	Practice Materials	Location
1.	Monday, April 17 th , 2023	a. Charity activities for orphans with the Tzu Chi Indonesia Buddhist foundation, a representative of Sinar Mas b. Make activity ad recapitulation	a. Rumah Pintar IKPP b. Public Relations Office
2.	Tuesday, April 18 th , 2023	Procurement of goods	Pekanbaru
3.	Wednesday, April 19 th , 2023	a. Process incoming mail b. Make revisions to activity advertisement recapitulations	Public Relations Office
4.	Thursday, April 20 th , 2023	Leave Permit for Eid Al-Fitr	-
5.	Friday, April 21 st , 2023	Leave Permit for Eid Al-Fitr	-

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from April 24th, 2023 to April 27th, 2023:

Table 3.8 Daily Activities from April 24th, 2023 to April 28th, 2023

No.	Date	Practice Materials	Location
1.	Monday, April 24 th , 2023	Leave Permit	
2.	Tuesday, April 25 th , 2023	Leave Permit	
3.	Wednesday, April 26 th , 2023	Leave Permit	
4.	Thursday, April 27 th , 2023	Process incoming mail	Public Relations Office
5.	Friday, April 28 th , 2023	Process incoming mail	Public Relations Office

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp &

Paper Tbk- Perawang Mill in the Division of Public Relations from May 1st, 2023 to May 5th, 2023:

Table 3.9 Daily Activities from May 1st, 2023 to May 5th 2023

No.	Date	Practice Materials	Location
1.	Monday, May 1 st , 2023	Public Holidays	-
2.	Tuesday, May 2 nd , 2023	Process incoming mail	Public Relations Office
3.	Wednesday, May 3 th , 2023	Process incoming mail	Public Relations Office
4.	Thursday, May 4 th , 2023	a. Processing letters and documents b. Providing training for SMEs	a. PR office b. Gedung Hijau c. Meredan Village
5.	Friday, May 5 th , 2023	a. Process incoming mail and outgoing documents b. Tzu Chi activities	a. Public Relations Office b. Gedung Hijau c. Schools

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from May 5th, 2023 to May 12th, 2023:

Table 3.10 Daily Activities from May 08th, 2023 to May 13th, 2023

No.	Date	Practice Materials	Location
1.	Monday, May 08 th , 2023	Make a report on training activities in Meredan	Public Relations Office
2.	Tuesday, May 9 th , 2023	Make a report on Iftar activities together	Public Relations Office
3.	Wednesday, May 10 th , 2023	Vocational Program case study design	Public Relations Office
4.	Thursday, May 11 th , 2023	Input apprentice data	Public Relations Office
5.	Friday, May 12 th , 2023	a. Preparation of the Voactional Program scheme b. Tzu Chi activities	a. Public Relations Office b. Elementary school

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from May 15th, 2023 to May 19th, 2023:

Table 4.1 Daily Activities from May 15th, 2023 to May 19th, 2023

No.	Date	Practice Materials	Location
1.	Monday, May 15 th , 2023	Compile a Vocational Program Profile	Public Relations Office
2.	Tuesday, May 16 th , 2023	Description of Vocational Program Activities	Public Relations Office
3.	Wednesday, May 17 th , 2023	Description of Vocational Program Activities	Public Relations Office
4.	Thursday, May 18 th , 2023	Schematic depiction of Industrial Work Practices	Public Relations Office
5.	Friday, May 19 th , 2023	Identification of Vocational Program Procedures	Public Relations Office

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from May 22th, 2023 to May 26th, 2023:

Table 4.2 Daily Activities from May 22th 2023 May 26th, 2023

No.	Date	Practice Materials	Location
1.	Monday, May 22 th , 2023	Application System Identification	Public Relations Office
2.	Tuesday, May 23 th , 2023	Create a Vocational Program Participant Data Form	Public Relations Office
3.	Wednesday, May 24 th , 2023	Create a Participant Data Form and identify the Insight Vocational Program	Public Relations Office
4.	Thursday, May 25 th , 2023	Case Study Revision	Public Relations Office
5.	Friday, May 26 th , 2023	Case Study Revision	Public Relations Office

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from May 29th, 2023 to June 02nd, 2023:

Table 4.3 Daily Activities from May 29th, 2023 to May 02nd, 2023

No.	Date	Practice Materials	Location
1.	Monday, May 29 th , 2023	a. Process incoming letters and proposals	Public Relations Office
2.	Tuesday, May 30 th , 2023	a. Process incoming letters and proposals	Public Relations Office
3.	Wednesday, June 31 st , 2023	a. Process incoming letters and proposals	Public Relations Office

4.	Thursday, June 1 st , 2023	a. Receiving guests from SMKN 4	Gedung Hijau
5.	Friday, June 2 nd , 2023	a. Received guests from Bung Hatta University b. Process incoming letters and proposals	a. Gedung Hijau b. Public Relations Office

Source: Data Processed 2023

The following table shows the author's schedule of activities or work completed during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division of Public Relations from June 05th, 2023 to June 09th, 2023:

Table 4.4 Daily Activities from June 05th, 2023 to June 09th, 2023

No.	Date	Practice Materials	Location
1.	Monday, June 05 th , 2023	a. Vocational Program Presentation b. Receiving guests of the Agricultural Vocational High School	a. Public Relations Office
2.	Tuesday, June 06 th , 2023	a. Process incoming proposals b. Campus Coordinator Meeting c. Harbor Visit	a. PT. Arara Abadi b. Public Relations Office
3.	Wednesday, June 07 th , 2023	a. Processing Letters and Proposals b. Discussion-Presentation	a. Public Relations Office
4.	Thursday, June 08 th , 2023	a. Receive guests b. Processing Incoming Proposals	a. Eucalyptus Room b. Public Relations Office
5.	Friday, June 09 th , 2023	a. Completion of Apprentice Completion Procedures b. Farewell	a. Public Relations Office

Source: Data Processed 2023

3.5 Obstacles and Solution

The obstacles encountered during apprenticeship in Sales and Marketing Department at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, the author has several obstacles as follows:

1. Get a reprimands for not understanding office rules and difficult to approach the employees there.
2. Because of postponing practical work after 1 month of apprenticeship, when re-entering, the work is not in accordance with the initial division of labor planning so the author is confused.

3. The difficulty of adjusting the work schedule because they are not familiar with the division's work system.

Based on the constraints during the implementation process of the product, there are solutions that can be done, including:

1. The author was trying to find out about the rules and habits of the employees in the office. Approach employees to get a good network, diligently ask questions if something is not understood, and offer job assistance.
2. The author asked the supervisor again about the work that must be done and take over the previous job after obtaining permission from the supervisor.
3. The author get used to working conditions, set schedules regularly and be more disciplined in daily activities.

CHAPTER IV

CONCLUSION & SUGGESTION

4.1 Conclusion

After doing practical work at PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill, the following conclusions can be drawn:

1. There are a number of job as long as apprenticeship period, namely:
 - b. Organizing Gathering and Meeting
 - c. Acceptance of Incoming Proposals
 - d. Fill up the paper form for assistance handover
 - e. Event Organizer
2. The apprenticeship program was carried out at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill in Public Relation Division of General Affair Department.
3. Work systems and Procedures in the Public Relation Division use online systems, application systems and manual systems. All of these systems make it easier to do the work of the Public Relation Division.
4. During the implementation of apprenticeship program, there are several obstacles. Namely: the author get reprimands, the work is not in accordance, difficult to adjusting the work at first.

4.2 Suggestion

Considering that the work activities of the Public Relations Division are very busy, the PR team should make a regular agenda schedule so that there are no clashes between meetings and work. In addition, there should be a weekly meeting agenda for all members so they can arrange schedules and division of work to make it more conducive, besides that the meeting is in order to evaluate the results of the previous week's work. It is necessary to develop technology for a more effective and efficient correspondence system to increase work productivity more optimally.

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Admin Polbeng. (2017). Sejarah Politeknik Negeri Bengkalis. Available on <http://www.polbeng.ac.id/official/jurusan-administrasi-niaga>. Accessed on June 26th, 2023.

PT. Indah Kiat Pulp and Paper Tbk. 2019. *Annual Report*. Kantor Pusat. Jakarta, Indonesia.

APPENDICES

Appendix 1: Application Letter for Apprenticeship



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

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 5708/PL31/TU/2022

05 Desember 2022

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Indah Kiat Pulp and Paper
di
Perawang

Dengan hormat,

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

No	Nama	NIM	Prodi
1	Haziratul Sabila	5404191205	D4 Administrasi Bisnis Internasional
2	Firman Syahputra	5404191210	D4 Administrasi Bisnis Internasional
3	Zalida	5404191254	D4 Administrasi Bisnis Internasional
4	Juanda Ardiansyah	5404191193	D4 Administrasi Bisnis Internasional
5	Shinta Karunia	5404191203	D4 Administrasi Bisnis Internasional
6	Nurliandari	5404191196	D4 Administrasi Bisnis Internasional
7	Cut Mu'azinah	5404191208	D4 Administrasi Bisnis Internasional

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

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

An. Direktur,
Wakil Direktur I



Armanda, ST., MT
NIP. 197906172014041001

Contact Person:
Adrian Imanda Pratama, S.Sos., M.BA (082384323018)

K

Appendix 2: Response of Application Letter



No : 016 /PA - IKPP/XII / 2022
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 14 Desember 2022

Kepada Yth,
Bapak Armada, ST, MT
Wakil Direktur 1 Politeknik
Negeri Bengkalis (POLBENG)
Di Jalan Bathin Alam, Sungai Alam,
Bengkalis

Dengan hormat.

Menanggapi surat no. 5708/PL31/TU/2022, Perihal Permohonan Kuliah Kerja Praktek, bersama ini kami ucapkan terimakasih.

Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah Kiat Pulp and Paper Tbk., Perawang dapat mengabulkan permohonan tersebut untuk atas nama

1. Nama : Cut Mu'azinah
NIM : 5404191208
2. Nama : Nurliandari
NIM : 5404191196
3. Nama : Shinta Karunia
NIM : 5404191203
4. Nama : Juanda Ardiansyah
NIM : 5404191193
5. Nama : Haziratul Sabila
NIM : 5404191205
6. Nama : Firman Syahputra
NIM : 5404191210
7. Nama : Zalida
NIM : 5404191254

Adapun kerja praktek dilaksanakan pada 9 Januari 2023 sampai dengan Juli 2023

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami,
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill

A r m a d i
Public Affair

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

Appendix 3: Statement Letter



SURAT KETERANGAN 001/SKV-IKPP/VII/2023

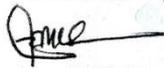
Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk, menerangkan bahwa:

Nama : **Shinta Karunia**
NIM/NIS : 5404191203
Jurusan/Prodi : Administrasi Bisnis Internasional
Asal Perguruan Tinggi : Politenik Negeri Bengkalis
Waktu : 09 Januari 2023 - 09 Juni 2023

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 09 Januari 2023 - 09 Juni 2023 di PT. Indah Kiat Pulp & Paper Tbk.

Demikian Surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 11 Juli 2023
Hormat Kami,
PT. Indah Kiat Pulp & Paper Tbk


Armadi, SE.,ME
Public Affair

PT. Indah Kiat Pulp & Paper Tbk.

Office : Sinarmas Land Plaza Menara II, 7th Floor, Jl. M.H. Thamrin No. 51, Jakarta 10350 Indonesia - P.O. Box 4295 JKT 10001
Telp. (021) 3929266-69 (Hunting), Fax. (021) 3929276 3929278
Mill Site : Jl. Raya Minas - Perawang Km.26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia
Telp. (62-761) 91068.91030 (Hunting), Fax. (62-761) 91373.91376

Appendix 4: List of Attendances

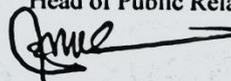
LIST PRESENT OF THE JOB TRAINING PT INDAH KIAT PULP & PAPER Tbk COMPANY

Name : Shinta Karunia
 Student Identify Number : 5404191203
 Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Mon, January 9 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
2	Tue, January 10 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
3	Wed, January 11 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
4	Thu, January 12 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
5	Fri, January 13 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
6	Mon, January 16 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
7	Tue, January 17 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
8	Wed, January 18 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
9	Thu, January 19 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
10	Fri, January 20 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
11	Mon, January 23 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
12	Tue, January 24 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
13	Wed, January 25 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
14	Thu, January 26 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
15	Fri, January 27 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
16	Mon, January 30 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
17	Tue, January 31 st ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>

Perawang, January 31st. 2023

Head of Public Relations



ARMADI, SE., ME
 SAP.1013966

**LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Shinta Karunia

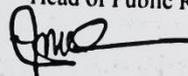
Student Identify Number : 5404191203

Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Mon, April 10 th ,2023	07:00	11.30	13.00	17.00	
2	Tue, April 11 th ,2023	07:00	11.30	13.00	17.00	
3	Wed, April 12 th ,2023	07:00	11.30	13.00	17.00	
4	Thu, April 13 th ,2023	07:00	11.30	13.00	17.00	
5	Fri, April 14 th ,2023	07:00	11.30	13.00	17.00	
6	Mon, April 17 th ,2023	07:00	11.30	13.00	17.00	
7	Tue, April 18 th ,2023	07:00	11.30	13.00	17.00	
8	Wed, April 19 th ,2023	07:00	11.30	13.00	17.00	
9	Thu, April 20 th ,2023	Permitted				
10	Fri, April 21 th ,2023	Permitted				
11	Mon, April 24 th ,2023	Permitted				
12	Fri, April 25 th ,2023	Permitted				
13	Mon, April 26 th ,2023	Permitted				
14	Thu, April 27 th ,2023	07:00	11.30	13.00	17.00	
15	Fri, April 28 th ,2023	07:00	11.30	13.00	17.00	

Perawang, April 28th, 2023

Head of Public Relations



ARMADI, SE., ME
SAP. 1013966

**LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Shinta Karunia
Student Identify Number : 5404191203
Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Mon, May 1 st ,2023	National Holiday				
2	Tue, May 2 nd ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
3	Wed, May 3 rd ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
4	Thu, May 4 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
5	Fri, May 5 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
6	Mon, May 8 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
7	Tue, May 9 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
8	Wed, May 10 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
9	Thu, May 11 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
10	Fri, May 12 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
11	Mon, May 15 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
12	Tue, May 16 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
13	Wed, May 17 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
14	Thu, May 18 th ,2023	National Holiday				
15	Fri, May 19 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
16	Mon, May 22nd,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
17	Tue, May 23rd,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>
18	Wed, May 24 th ,2023	07:00	11.30	13.00	17.00	<i>Shinta</i>

No	Date	Morning		Afternoon		Signature
		in	Out	in	out	
19	Thu, May 25 th ,2023	National Holiday				
20	Fri, May 26 th ,2023	07:00	11.30	13.00	17.00	
21	Fri, May 26 th ,2023	07:00	11.30	13.00	17.00	
22	Mon, May 29 th ,2023	07:00	11.30	13.00	17.00	
23	Tue, May 30 th ,2023	07:00	11.30	13.00	17.00	
24	Wed, May 31 th ,2023	07:00	11.30	13.00	17.00	

Perawang, May 31st. 2023

Head of Public Relations



ARMADI, SE., ME
SAP. 1013966

**LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Shinta Karunia
Student Identify Number : 5404191203
Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Thu, June 1 th ,2023	07:00	11.30	13.00	17.00	
2	Fri, June 2 th ,2023	07:00	11.30	13.00	17.00	
3	Mon, June 5 th ,2023	07:00	11.30	13.00	17.00	
4	Tue, June 6 th ,2023	07:00	11.30	13.00	17.00	
5	Wed, June 7 th ,2023	07:00	11.30	13.00	17.00	
6	Thu, June 8 th ,2023	07:00	11.30	13.00	17.00	
7	Fri, June 9 th ,2023	07:00	11.30	13.00	17.00	

Perawang, June 9st. 2023

Head of Public Relations



ARMADI, SE., ME
SAP. 1013966

Appendix 5: Apprenticeship Assessment

**EVALUATION RESULTS FROM JOB TRAINING
COMPANY APPRAISAL
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MILL**

Name : Shinta Karunia
 Student's Identity No. : 5404191203
 Study Program : D-IV International Business Administration
 Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	90
2.	Responsibility	25%	95
3.	Adjustment/Adaptation	10%	94
4.	Work Result	30%	93
5.	Behavior in General	15%	91
Total (1+2+3+4+5)		100%	92,6

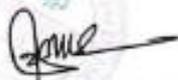
Explanation:

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

Notes:

Belkust Team Work optimalisasi komunikasi' dgn team.

Perawang, July 11th, 2023



Armadi, S.E., M.E
 Head of Public Relation

Appendix 6: Daily Activities of the Apprenticeship

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 1

Week : 1

Day : Monday-Friday

Date : January 09th-January 13th, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, January 9 th , 2023	a. Introduction and debriefing of practical work b. Lodging registration (Mess) c. IKPP profile presentation	Armadi , SE., MM	
Tuesday, January 10 th , 2023	a. Prepare workspace b. Manage correspondence c. Telephone handling d. Receiving guests	Armadi , SE., MM	
Wednesday, January 11 th , 2023	a. Work Introduction b. Work distribution of apprenticeship c. Prepare another workspace	Armadi , SE., MM	
Thursday, January 12 th , 2023	a. Recap paper aid forms for 2022 b. Managing Correspondences	Armadi , SE., MM	
Friday, January 13 th , 2023	a. Safety induction b. Thu Chi Volunteer training	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the first week we did an orientation with the company. Register for lodging and present knowledge about the company. Next day start studying the job. on the third day we were distributed work assignments & preparing the room. on the fourth day, I started processing the paperwork, on the fifth day I attended safety induction and training for Tzu chi volunteers.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 1
 Week : 2
 Day : Monday-Friday
 Date : January 16th – January 20th, 2023

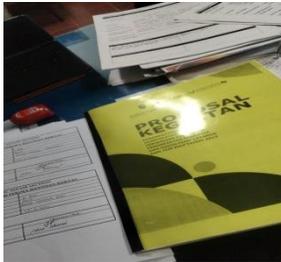
Date	Description of Activities	Task Assignor	Signature
Monday, January 16 th , 2023	a. Scan incoming proposal files b. File handover c. Survey the price of goods for Thu chi activities d. Discussion with students	Armadi , SE., MM	
Tuesday, 17 th January, 2023	a. Process incoming letters and proposals for disposition b. Receive guests c. Deliver proposals	Armadi , SE., MM	
Wednesday, January 18 th , 2023	a. Receive guests b. Process proposals and grants	Armadi , SE., MM	
Thursday, January 19 th , 2023	a. Receive guests	Armadi , SE., MM	
Friday, January 20 th , 2023	a. Handover of financial assistance b. Visit halls and meeting rooms	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the second week, the first day, the author processes incoming proposals, correspondence and discusses with students in the new week. the second day I returned to process the incoming proposal and took it to the public relations of PT. Arara Abadi. The third to the 5th day receiving guests and processing incoming mail</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 1
 Week : 3
 Day : Monday-Friday
 Date : January 21st - January 25th, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, January 21 st , 2023	a. Survey shooting locations for advertising	Armadi , SE., MM	
Tuesday, January 22 th , 2023	a. Recapitulation of news and advertisements b. Design name tags	Armadi , SE., MM	
Wednesday, January 23 th , 2023	a. Shooting with PR Team Jakarta	Armadi , SE., MM	
Thursday, January 24 th , 2023	a. Attend Meetings b. Receiving Guests from UMRI	Armadi , SE., MM	
Friday, January 25 th , 2023	Leave Permit to Immigration Office	Armadi , SE., MM	

WORKING	EXPLANATION
   	<p>In the third week, on the first day, looking at potential locations for filming a gold light app ad, the second day recapitulating news and advertisements about the newly released company, the fourth day assisting the filming team for a gold light app ad, day the fourth attended a meeting and received guests from Muhammadiyah University of riau. The fifth day permission to make a passport.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 1
 Week : 4
 Day : Monday-Friday
 Date : January 30th-February 03th, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, January 30 th , 2023	a. Attended Pordasi Riau Event b. Meeting of the Regent of Kuantan Singingi	Armadi , SE., MM	
Tuesday, January 31 st , 2023	Receive guests	Armadi , SE., MM	
Wednesday, February 1 st , 2023	Processing applications	Armadi , SE., MM	
Thursday, February 02 nd , 2023	Leave Permit to Thailand	Armadi , SE., MM	
Friday, February 03 th , 2023	Leave Permit to Thailand	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the fourth week, on the first day attending the opening ceremony of PORDASI Riau and attending a meeting with the regent of Kuantan Singingi. The second day receiving guests, the fourth day meeting with the Thai side for an internship at one of the companies there, and the fourth and fifth days permission for departure to Thailand.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 2
 Week : 1
 Day : Monday-Friday
 Date : April 10th-April 14th, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, April 10 th , 2023	Cooking Oil Bazaar Preparation	Armadi , SE., MM	
Tuesday, April 11 th , 2023	Cooking Oil Bazaar	Armadi , SE., MM	
Wednesday, April 12 th , 2023	a. Process incoming mail b. The digital invitation design opens with IKPP	Armadi , SE., MM	
Thursday, April 13 th , 2023	Shopping for iftar activities and Tzu Chi activities	Armadi , SE., MM	
Friday, April 14 th , 2023	a. Joint iftar Preparation b. Iftar activities with PT.IKPP, District Government. Siak and IKA UNRI	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the second month, the first week, prepare for the cheap premium cooking oil bazaar, on the second day carry out the bazaar operations. On the third day, processing incoming mail and making digital invitations for the iftar event, the fourth day preparing items for breaking the fast together and preparing for tzuchi activities. The fifth day following the preparations for iftar together in the morning. In the evening joint iftar event operation.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 2
 Week : 2
 Day : Monday-Friday
 Date : April 17th-April 21st , 2023

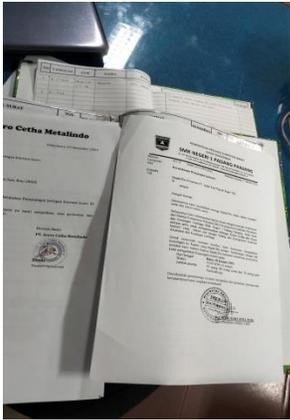
Date	Description of Activities	Task Assignor	Signature
Monday, April 17 th , 2023	a. Charity activities for orphans with the Tzu Chi Indonesia Buddhist foundation, a representative of Sinar Mas b. Make activity ad recapitulation	Armadi , SE., MM	
Tuesday, April 18 th , 2023	Procurement of goods	Armadi , SE., MM	
Wednesday, April 19 th , 2023	a. Process incoming mail b. Make revisions to activity advertisement recapitulations	Armadi , SE., MM	
Thursday, April 20 th , 2023	Leave Permit for Eid Al-Fitr	Armadi , SE., MM	
Friday, April 21 st , 2023	Leave Permit for Eid Al-Fitr	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the second week of the second month, the first day begins with charity activities for orphans from the tzu chi organization and recap of the advertisements that have been released. the second day of procurement of goods for the preparation of Eid souvenirs, the fourth and fifth days of Eid al-Fitr leave.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 2
 Week : 3
 Day : Monday-Friday
 Date : April 24th-Friday 28th, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, April 24 th , 2023	Leave Permit	Armadi , SE., MM	
Tuesday, April 25 th , 2023	Leave Permit	Armadi , SE., MM	
Wednesday, April 26 th , 2023	Leave Permit	Armadi , SE., MM	
Thursday, April 27 th , 2023	Process incoming mail	Armadi , SE., MM	
Friday, April 28 th , 2023	Process incoming mail	Armadi , SE., MM	

WORKING	EXPLANATION
 	<p>In the third week of the second month, the first 3 days are still permits for Eid leave, the fourth and fifth days are processing incoming letters.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 2
 Week : 4
 Day : Monday-Friday
 Date : May 1st-May 5th, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, May 1 st , 2023	Public Holidays	Armadi , SE., MM	
Tuesday, May 2 nd , 2023	Process incoming mail	Armadi , SE., MM	
Wednesday, May 3 th , 2023	Process incoming mail	Armadi , SE., MM	
Thursday, May 4 th , 2023	a. Processing letters and documents b. Providing training for SMEs	Armadi , SE., MM	
Friday, May 5 th , 2023	a. Process incoming mail and outgoing documents b. Tzu Chi activities	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the fourth week of the second month, the first day of joint leave, the third and fourth days of processing incoming letters, the fourth day of processing incoming letters and continuing with conducting training with MSME actors. The fifth day, processing incoming letters and continuing to teach elementary school children for Tzu chi activities.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 3
 Week : 1
 Day : Monday-Friday
 Date : May 08th-May 12th, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, May 08 th , 2023	Make a report on training activities in Meredan	Armadi , SE., MM	
Tuesday, May 9 th , 2023	Make a report on Iftar activities together	Armadi , SE., MM	
Wednesday, May 10 th , 2023	Vocational Program case study design	Armadi , SE., MM	
Thursday, May 11 th , 2023	Input apprentice data	Armadi , SE., MM	
Friday, May 12 th , 2023	a. Preparation of the Voactional Program scheme b. Tzu Chi activities	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the third month, the first week, starting with making a report on the training activities that were carried out the previous week. The second day make a report of joint activities. The third day conceptualizing case studies for vocational programs. The fourth day begins to process the data of apprentices. The fifth day is preparing a vocational program making scheme and carrying out Tzu chi activities.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 3
 Week : 3
 Day : Monday-Friday
 Date : May 22th-May 26th , 2023

Date	Description of Activities	Task Assignor	Signature
Monday, May 22 th , 2023	Application System Identification	Armadi , SE., MM	
Tuesday, May 23 th , 2023	Create a Vocational Program Participant Data Form	Armadi , SE., MM	
Wednesday, May 24 th , 2023	Create a Participant Data Form and identify the Insight Vocational Program	Armadi , SE., MM	
Thursday, May 25 th , 2023	Case Study Revision	Armadi , SE., MM	
Friday, May 26 th , 2023	Case Study Revision	Armadi , SE., MM	

WORKING	EXPLANATION													
 <div style="text-align: center;">  </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Standardized Input</th> <th>Survei Pemahaman, Proposal pemahaman, Curriculum Nyaar, Simulasi, dan/atau lain-lain.</th> </tr> </thead> <tbody> <tr> <td>Customized Input</td> <td>Mendapatkan penilaian untuk penyusunan klasifikasi industri.</td> </tr> </tbody> </table> <p>Factory Levels</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Graduate Program</td> <td>Teacher</td> <td></td> </tr> <tr> <td>Bachelor Program</td> <td>College Student</td> <td>Apprenticeship 1-2 tahun</td> </tr> <tr> <td>General Program</td> <td>Students</td> <td>Apprenticeship 1-2 tahun</td> </tr> </tbody> </table> <p>2.3 Peranan PT. Indah Kiat Pulp and Paper Ekowisata MIB Tbk dalam Focustion of Program</p> <p>Teaching Factory Pembelajaran teaching factory adalah model pembelajaran di SMK berbasis profesionalitas yang mengacu pada standar dan prosedur yang</p>	Standardized Input	Survei Pemahaman, Proposal pemahaman, Curriculum Nyaar, Simulasi, dan/atau lain-lain.	Customized Input	Mendapatkan penilaian untuk penyusunan klasifikasi industri.	Graduate Program	Teacher		Bachelor Program	College Student	Apprenticeship 1-2 tahun	General Program	Students	Apprenticeship 1-2 tahun	<p>In the third week of the third month, the first day identifies an application system for job evaluation, the second day creates a form for data on vocational program participants. The third day continued previous work and sought further information for the vocation program, the fourth and fifth days revised the case studies that had been made.</p>
Standardized Input	Survei Pemahaman, Proposal pemahaman, Curriculum Nyaar, Simulasi, dan/atau lain-lain.													
Customized Input	Mendapatkan penilaian untuk penyusunan klasifikasi industri.													
Graduate Program	Teacher													
Bachelor Program	College Student	Apprenticeship 1-2 tahun												
General Program	Students	Apprenticeship 1-2 tahun												

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 3
 Week : 4
 Day : Monday-Friday
 Date : May 29th-June 2nd, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, May 29 th , 2023	Process incoming letters and proposals	Armadi , SE., MM	
Tuesday, May 30 th , 2023	Process incoming letters and proposals	Armadi , SE., MM	
Wednesday, June 31 st , 2023	Process incoming letters and proposals	Armadi , SE., MM	
Thursday, June 1 st , 2023	Receiving guests from SMKN 4	Armadi , SE., MM	
Friday, June 2 nd , 2023	a. Received guests from Bung Hatta University b. Process incoming letters and proposals	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the fourth week of the third month, the first day to the third day receiving guests from SMKN 4 Pekanbaru to conduct industrial visits then continue to process incoming letters and proposals.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHP

Month : 4
 Week : 1
 Day : Monday-Friday
 Date : June 05th-June 09th, 2023

Date	Description of Activities	Task Assignor	Signature
Monday, June 05 th , 2023	a. Vocational Program Presentation b. Receiving guests of the Agricultural Vocational High School	Armadi , SE., MM	
Tuesday, June 06 th , 2023	a. Process incoming proposals b. Campus Coordinator Meeting c. Harbor Visit	Armadi , SE., MM	
Wednesday, June 07 th , 2023	a. Processing Letters and Proposals b. Discussion-Presentation	Armadi , SE., MM	
Thursday, June 08 th , 2023	a. Receive guests b. Processing Incoming Proposals	Armadi , SE., MM	
Friday, June 09 th , 2023	a. Completion of Apprentice Completion Procedures b. Farewell	Armadi , SE., MM	

WORKING	EXPLANATION
	<p>In the last week of the practical work period, the first day of presenting the results of the case studies was continued by receiving guests from the Agricultural Vocational School. The second day processing incoming mail and continued with receiving guests visiting the industry and visiting the hall. The third day, processing the admission letter and continued with discussions for different case studies. Fourth day, receiving guests and processing incoming proposals. The last day to complete the administration and internship procedures and farewell.</p>