

**APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE**



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**APPLIED BACHELOR OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
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2025**

VALIDASI SHEET

APPROVAL SHEET

PT. RIAU ANDALAN PULP AND PAPER (PT RAPP)
APRIL LEARNING INSTITUTE (ALI)

Written as one the conditions for completing Job Training

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Pangkalan Kerinci, August 2025

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Penulis



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CHAPTER I

INTRODUCTION

1.1. Background of Apprenticeship

The rapid development of the business and industrial world demands human resources (HR) who are not only superior in theoretical knowledge, but also have practical skills that are relevant to the needs of the world of work. In this context, vocational education has an important role to bridge the academic and industrial worlds through practical work programs or in other words, internships.

Politeknik Negeri Bengkalis is a school of one vocational college which has eight departments. International Business Administration is one of the study programs at Politeknik Negeri Bengkalis, realizing the importance of integration between theory and practice in forming graduates who are professional, adaptive, and ready to face global challenges by requiring students to take part in practical work in agencies or companies that are in accordance with the scientific fields of students.

One of the companies that became a partner in the implementation of practical work or internship is PT Riau Andalan Pulp and Paper (RAPP). This company is one of the largest pulp and paper industry companies in Indonesia that operates professionally and on an international scale. PT Riau Andalan Pulp and Paper is committed to the development of human resources (HR), through the APRIL Learning Institute (ALI) unit, especially Education.

APRIL Learning Institute is the company's internal education and training unit that plays an important role in improving employee competence and professionalism through various human resource development programs.

By doing practical work in a professional and structured environment such as PT Riau Andalan Pulp and Paper, especially at the APRIL Learning Institute, the author

gained valuable work experience, but also learned about work culture, professional ethics. This is an important provision in shaping the author's character and work readiness in the future.

1.2. Purpose of Apprenticeship

1. To understand the job description at PT Riau Andalan Pulp and Paper in APRIL Learning Institute
2. To understand the work system and work procedures at PT Riau Andalan Pulp and Paper in APRIL Learning Institute
3. To understand the Place of Apprenticeship at PT Riau Andalan Pulp and Paper in APRIL Learning Institute
4. To understand the Kind and Description of the activity at PT Riau Andalan Pulp and Paper in APRIL Learning Institute
5. To understand the Obstacles and Solutions encountered during the internship
Significance of the Apprenticeship

1.3 Significances for the Apprenticesh

The benefits of doing practical work at PT Riau Andalan Pulp and Paper, namely:

1. For the Author

The author gets direct experience in the industry so as to strengthen the understanding of theory, hone skills, and build a professional network with the Company.

2. For Politeknik Negeri Bengkalis

Through this activity, it is hoped that it can open up opportunities for cooperation, both research, curriculum development, or other educational programs.

3. For Companies

Can find and develop potential talents from among students who can be employed in the future and can carry out cooperation that can be done between institutions and companies.

CHAPTER II

GENERAL OVERVIEW OF THE COMPANY

2.1. Company History

2.1.1. Group Royal Golden Eagle (RGE)

According to Ayu Filanita (2020) with the title “Public Relations Strategy of PT RAPP in Handling the Karhutla Smoke Disaster”. Explaining that in 1973 Sukanto Tanoto founded PT Raja Garuda Mas (RGM) or currently known as Royal Golden Eagle (RGE) which is a manufacturing company engaged in Natural Resources (SDA) such as the palm oil industry, the paper industry, and the construction and energy industries sourced from natural materials. This company oversees companies in various countries, one of the subsidiaries of the RGE Group is Asia Pacific Resources International Holding Limited (APRIL) which is engaged in the paper industry.



Figure 2. 1. Group Royal Golden Eagle (RGE)
Source: Website RGE (2009)

According to Witri Nasuha (2025) in her article entitled “Getting to Know Imelda Tanoto, Daughter of Sukanto Tanoto, Founder of Royal Golden Eagle Group”. Explaining that Sukanto's daughter Imelda Tanoto in 2007 she served as Managing Director of Pacific Eagle Asset Management (PEAM) and served as Managing Director of RGE, as a global group in resource-based manufacturing with

assets of more than USD 355 billion and more than 80,000 employees. He instills a work philosophy that is oriented towards achieving core business results while ensuring benefits for the Community, Climate, Customers, and Company, or the 5Cs principle. Not only that, he has an entrepreneurial vision inherited from his father. With a strategic approach, he continues to grow the family business while adhering to RGE's three main missions: “People, planet, and profit”.

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

Asia Pacific Resources International Holdings Ltd (APRIL) is a member of the RGE Group founded by Sukano Tartono in 1973. Under his leadership, RGE Group has grown into a global business group employing more than 70,000 people, with total assets of more than US\$35 billion and sales reach around the world.

As one of the pioneers of responsible corporate citizenship, APRIL Group and its subsidiaries implement the 5C principles that Mr. Tanoto believes in. Business practices must be good for the Community, Country, Climate, Customer and ultimately good for the Company. As such, corporate social responsibility is applied in APRIL Group's operations and management to promote environmental and community development and to fulfill corporate social responsibility. The Tartono Foundation, established in 1981, is an application of this vision.

Through its Indonesian subsidiary, APRIL Group began developing plantations in Riau Province, Sumatra and built a mill in Pangkalan Kerinci, Pelalawan Regency from 1993. At the time, Kerinci was home to just 200 households. This population grew to more than 200,000 by 2010 as APRIL Group's business development and diversification turned Pangkalan Kerinci into the social and commercial center of the province.

APRIL Group commenced commercial pulp production in 1995, followed by commercial paper production in 1998. The growth of the region mirrors the growth of APRIL Group's operations in Indonesia, with the formation of Pelalawan Regency in 1999 and then Pangkalan Kerinci town in 2001. Pangkalan Kerinci's rapid growth then allowed it to be divided into three regions in 2005.

In 2010, APRIL Group's forestry operations contributed 6.9% to the total economy of Riau Province. APRIL Group has created approximately 90,000

indirect jobs for the community. APRIL has also contributed to better access to education and social support in areas such as healthcare and housing. APRIL Group has helped improve living standards and reduced poverty by 30%.

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also launched a series of economic development initiatives to assist the development of local small and medium-sized entrepreneurs (SMEs).

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

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

In 2005, APRIL Group introduced a voluntary High Conservation Value (HCV) assessment system in its concessions for land use planning. This policy provides a practical and responsible solution to the challenge of deforestation and degradation. APRIL also established the APRIL Learning Institute and obtained a Green Proper Rating for the mill's environmental performance as well as the Golden Flag Choice & Zero Accident Award for the mill's health and safety management from the Government of Indonesia. In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management under the Indonesian Ecolabeling Institute (LEI) standard. APRIL successfully recertified under SPFM-LEI in 2011 for a further five years.

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

The 2008 completion of Pulp Line 3 made Riau home to the world's largest integrated pulp and paper mill, with a production capacity of 4 million tons per annum. The mill, which is certified to ISO 9001: 8000 and ISO 14001 certified continues to invest in technology to ensure the company can be self-sufficient in meeting its own power needs.

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

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

APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balancing the need to save the environment and prioritize the interests of local communities, while running a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group developed its Sustainable Forest Management Policy in line with inputs from the SAC and other stakeholders. APRIL also strengthened its forest protection and conservation commitments including the elimination of deforestation from its supply chain and the addition of High Carbon Stock (HCV) assessment. The following image of the APRIL Group logo can be seen in Figure 2.2



Figure 2. 2 APRIL Logo
Source: April group (2015)

2.1.3. APRIL Learning Institute

APRIL Learning Institute (ALI) is the largest employee training and development center for the pulp and paper industry in Indonesia. ALI was established at the initiative of APRIL Group's founder, Sukanto Tanoto, who cares deeply about the development and enhancement of every employee. ALI is responsible for enabling all employees to execute the company's strategies, both in terms of technical and soft skills. In the company's organizational structure, ALI is one of the departments under Shared Service/Human Resource, which is responsible for the company's human resources.

According to Faizah (2022) in a report entitled “practical work report (kp) PT. Riau Andalan Pulp and Paper KOPKAR office and APRIL Learning Institute Pelalawan” In the process of its work in creating and running training or training ALI has 10 (ten) sections, namely Assessment Center, Technical Mill, Leadership & Development, ALI Technical Maintenance, Fiber Operation Training, PTSI Training Center, Education Program, Technical Rayon, Learning Support and Future Learning. Where from each of these sections have different tasks according to the scope they have, behind the different scopes, they have the same main task in order to realize good human resources and in accordance with what the company expects. The main tasks of the APRIL Learning Institute are as follows:

- a. Module Development, which is the creation of modules used for learning materials in training with a focus according to the field that will carry out the training.
- b. Execution, namely conducting training aimed at improving employee abilities with a focus on the field according to what is needed by the employee.

- c. Certification, namely conducting an assessment of employees to determine whether the employee is competent or not as one of the requirements in operating the machine, one of which is the provision of DLP (Driving License Program).

ALI also conducts training needs analysis before designing and running their training. ALI also facilitates employees with programs that help employees in their own development process and capabilities. One of them is the IDP (Individual Development Plan) which contains a plan for each of their capability processes. ALI is responsible for enhancing the Core Value of its employees through technical and soft skills training. Below is a picture of the APRIL Learning Institute building:



Figure 2. 3APRIL Learning Institute Building
Source : April Learning Institute (2025)

2.2. Vision and Mission

2.2.1. Vision

APRIL Learning Institute's (ALI) vision is “To create superior and quality human resources for the future, with a focus on developing and enhancing each employee's technical and soft skills”.

2.2.2. Mission

Providing training in line with the company's needs, conducting human resource needs analysis, and designing and developing relevant training modules. ALI also implements an Individual Development Plan (IDP) for each employee to ensure the development of required skills within a specific timeframe.

2.3. Kind Types of Business

There are 5 (five) types of businesses run by PT RAPP (Riau Andalan Pulp and Paper), namely:

- a. Riau Fiber is a business unit that functions as a supplier of wood raw materials to the mill,
- b. Riau Pulp (RPL) is a business unit that functions as a pulp producer where this pulp is the main ingredient for making paper,
- c. Riau Paper (RAK) is a business unit that produces paper based on customer needs,
- d. Riau Power is a business unit that functions as the largest producer of electricity for Parik and Riau Complex, especially pulp mills and paper mills, besides that it also handles energy and power issues.
- e. Share Services (SS) is a business unit that manages personnel and administration at PT RAPP (Riau Andalan Pulp and Paper) which includes general services, purchasing, finance, personnel administration, ALI, security, transportation, and fireplace maintenance,
- f. Board Machine (BM) is a business unit that focuses more on the technical and operational aspects of the machines used to produce liner paper or board, including maintenance, operation, and improving the efficiency of these machines in the production process.

PT Riau Andalan Pulp and Paper (RAPP) is one of the largest, most technologically advanced and efficient pulp and paper producers in the world. The company makes products used by many people every day in liquid packaging, printing, and paper, tissue, shopping bags, food packaging, magazines, and books. These products, including the company's flagship PaperOne™ office paper, are sold in more than 110 countries around the world. The business is built on sustainable forest management policies. APRIL's operations include state-of-the-art pulp and paper mills and industrial forest parks in Riau, Sumatra, Indonesia.

APRIL employs approximately 9,000 people directly and provides indirect employment for 90,000 people. Here's a picture of the product:



Figure 2. 4. Products of PT Riau Andalan Pulp and Paper

Source: PT. Riau Andalan Pulp and Paper

2.4. Organizational Structure

Organizational structure is an important element in supporting the smooth operation of an institution or company. Through this structure, each position and work function can be clearly defined so that the organization also helps in creating an efficient work system, accelerating the coordination process between sections, and facilitating performance evaluation. Therefore, the preparation of the right organizational structure is very necessary so that the vision and mission of the organization can be achieved optimally. The following is a chart of the organizational structure in the APRIL Learning Institute department

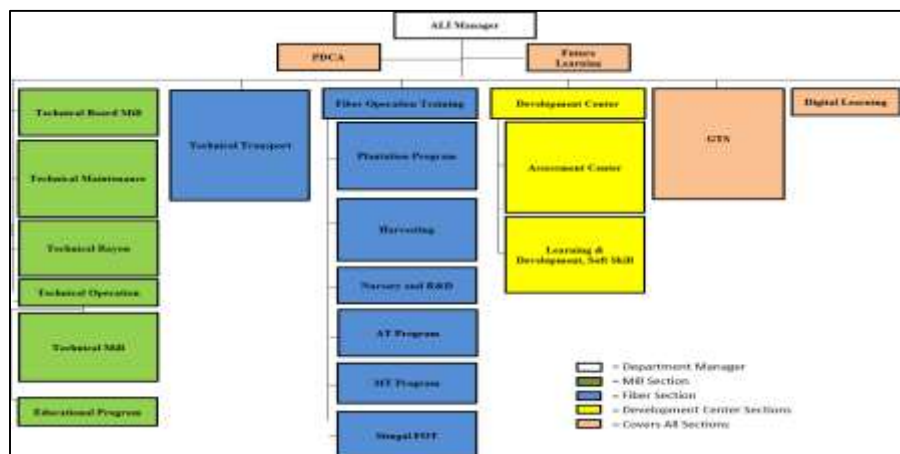


Figure 2. 5. chart of the organizational structure in the APRIL Learning Institute department

Source : APRIL Learning Institute (2025)

Photo 2.5 shows the structure of the training and development organization under ALI Manager, which includes various technical training programs,

transportation, human resource development, and digital learning. The following describes each section by color and structure:

1. ALI Manager

A key leader in a learning program or project who is responsible for planning, implementing, supervising and evaluating all program activities. ALI Manager acts as a strategic decision maker and liaison between internal (team) and external (partners) parties, thus a program is formed, namely:

- a. PDCA (Plan-Do-Check-Act): a quality management method used for continuous improvement.
- b. Future Learning: A future learning method utilizing technology.

2. Mill Section

Mill section is the technical part of the organization responsible for the operation, maintenance, and technical training of the production units or mill. Ensuring that all production systems run efficiently, safely, and according to technical standards is the main objective of the mill section. The mill section has several subsections, namely:

- a. Mill Technical Board

The Mill Technical Board is responsible for overall technical coordination in the mill area and provides technical direction and strategic decision-making regarding production technology.

- b. Technical Maintenance

Technical Maintenance is the section responsible for plant maintenance. One of the tasks of this section is to provide learning materials and develop maintenance skills for mill machinery so as to minimize downtime and maintain smooth production.

- c. Technical Rayon

Technical Rayon handles rayon (man-made fiber) production and manages the chemical processes and machinery involved in rayon production.

- d. Technical Operation

Technical Operation is responsible for ensuring all production parameters run according to SOPs and as a daily operational supervisor of machines and production processes.

e. Technical Mill

Technical Mill is the technical management of the entire mill, including production support facilities in collaboration with other teams to maintain the stability of production and utility systems.

f. Education Program

The Education Program provides technical training for new and upgrading employees that focuses on understanding equipment, SOPs, safety, and new technologies.

3. Fiber Section

Fiber Section is a section that focuses on training, development, and field operations in the raw material production sector, especially fiber. This section plays an important role in the early supply chain, starting from seeding to harvesting raw materials, as well as training the workforce to support the process. The fiber section has several subsections including:

a. Technical Transport

Technical Transport is responsible for the logistics and technical transportation of raw materials from the field to the mill and ensures safe, efficient and timely transportation.

b. Fiber Operation Training

Fiber Operation Training provides operational training covering the use of heavy equipment, harvesting procedures, environmental maintenance, and occupational safety for employees.

c. Plantation Program

Plantation Program focuses on plantation or forest management, such as planting planning, crop rotation, pest control, and soil conservation.

4. Harvesting

Harvesting manages the process of harvesting raw materials focusing on efficiency, timeliness and sustainable harvesting practices.

d. Nursery and R&D

Nursery and R&D manages plant nurseries and research to improve productivity and quality of raw materials.

e. AT Program

AT (Apprentice Trainin) Program is a field work training program for prospective operators that provides hands-on practical experience at production sites.

f. MT Program

MT (Managament Trainee) Program is a development program for future leaders or managers in fiber operations that focuses on a combination of technical and leadership training.

g. Situgal POT

POT (Place of Training or Point of Training), while situgal is a special training garden location for field practice. Situgal POT is a special training garden location for field practice.

4. Development Center Section

This section focuses on employee development in terms of performance and assessment. The development center section has two subsections, namely: Assessment Center, Learning & Development- Soft Skill which functions as a center for soft skill training, evaluation, and personal development.

5. GTS and Digital Learing

GTS (General Training Support) is a support system or team for digital-based learning (E-Learing).

2.5. The Working Process

Education Program & Technical Mill Responsibility		
	Education Program	Technical Mill
Adherence to the 5C Principles	Focuses on Good for Community, Good for Country, and Good for Company	Supports these principles by ensuring employees are technically competent to meet operational needs.
Focus on Development and	Emphasizes academic	Focuses on developing employees' technical

Collaboration	partnerships and community development	skills to support pulp, paper, and power operations.
Collaboration with Universities and Academic Institutions	Designing collaborative programs, aligning curricula with industry needs, and providing scholarships, internships, and career opportunities.	
Designing and Delivering Development Programs	Focused on fostering future talent through workshops, industry-based curricula, research collaborations, and community-focused initiatives.	Offers specialized training programs, such as the Driving License Program (DLP), for operators and technicians to enhance technical competencies and align with operational goals.
Implementation of Training and Workshops	Organize training sessions and workshops, covering topics like technical skills, safety protocols, operational efficiency, and sustainability.	
Resource and Curriculum Development	Develops curricula in collaboration with academic partners to reflect the latest industry trends and operational requirements.	Prepares technical manuals, training materials, and updated guidelines to support employee learning.
Evaluation and Certification	Regular assessments are conducted to measure the effectiveness of development programs and ensure that participants meet competency standards.	Certification programs, such as the Driving License Program (DLP), validate and formalize employees' technical skills and qualifications.
Monitoring and Reporting	Both sections track the progress of training and educational initiatives, reporting results to management.	
Factory Technical Education & Responsibility Program		
	Education Program	Technical Mill
Compliance with 5C Principles	Focus on Good for Society, Good for Country, and Good for Company	Supporting these principles these principles by ensuring employees are technically competent to meet operational needs operational needs.
Focus on Development and Collaboration	Emphasis on academics partnership and community development	Focus on development employee technical technical staff to support pulp, paper, and power operation.
Collaboration with Universities and Academics Institutions	Designing collaborative programs, aligning curriculum with industry needs, and providing scholarships, internships, and career opportunities.	

Design and Deliver Development Program	Focusing on developing future talent through workshops, industry-based curriculum, research collaborations, and community-focused initiatives which focuses on society.	Offering specialization training programs, such as such as the Driver's License Program (DLP), for operators and technicians to improve technical competencies and align them with operational goals.
Implementation of Training and Workshops	Conduct training sessions and workshops, covering topics such as technical skills, safety protocols, operational efficiency and sustainability.	
Resources and Curriculum Development	Developing curriculum in with academic partners to reflect current industry trends and operational requirements.	Preparing the technical manual, training training, and updated materials updated guidelines to support employee learning.
Evaluation and Certification	Routine assessment is conducted to measure the effectiveness of the development program development programs and ensure that participants meet competency standards.	Certification program, like Driving Program Driving License Program (DLP), validate and formalize employee technical employee skills and qualifications.
Monitoring and Reporting	Both sections track training progress and educational initiatives, reporting results to management.	

Tabel 2. 1. The Working Responsibility of Education Program and Technical Mill

Source: APRIL Learning Institute

2.6 Documents used for Activities

There are several documents used for activities during the internship, as follows:

2.6.1 Hard File Document

1. Training Module

A training module is a structured set of learning materials designed to teach specific skills or knowledge in a focused and gradual manner.

2. Exam Question Sheet

SheetAn exam question is a document containing a series of questions designed to test a person's knowledge, skills, or understanding of a particular subject or topic.

3. Books for Social Media Management

Books for social media content creation are resources used to get inspiration or ideas for creating social media posts.

4. Questionnaire

A questionnaire is a sheet containing responses collected from a series of questions designed to gather information, opinions, or feedback from individuals.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The internship lasted 4 months, starting from February 06 to June 06, 2025 at APRIL Learning Institute, PT Riau Andalan Pulp and Paper. During the internship at PT Riau Andalan Pulp and Paper, the author was placed in the Education Program and Technacal mill for 4 months. The work schedule is divided into two shifts, namely: Monday to Friday from 08.00 WIB to 17.00 WIB, and Saturday from 08.00 WIB to 12.00 WIB, with two days off on Saturday every month.

During the internship program, the author was given various tasks and responsibilities that support operational activities in the department. These tasks not only contributed to the smooth running of the team's work, but also became a valuable learning tool for the author.

The author gained a lot of experience, knowledge, and new technical and non-technical skills, which are very useful for competency development in the world of work.

3.1. 1. Education Department

Here are some of the jobs provided by the education department, namely:

1. Being the moderator of the UNRI TPK sempro
2. Video Production of the Public Lecture at TPK UNRI
3. Design background and greeting card for TPK UNRI closing ceremony
4. Making video sharing books
5. Preparing the meeting PowerPoint presentation

3.1.2. Technical mill department

The following are some of the work provided by the Technacal Mill department, namely:

1. Visit to APY factory
2. Assisting Andritz event at UNIGRAHA hotel
3. Assisted in maintaining the training

4. Assisted in making the training module
5. Assist in printing the traning module
6. Assist in organizing files
7. Supervising exams at DLP

3.2. System and Procedure

3.2.1. Education Department

The work procedures carried out in the Education Program are as follows:

1. Moderator of the TPK UNRI sempro

During the internship period, was entrusted to serve as a moderator in the Proposal Seminar of students from the Pulp and Paper Technology (TPK) Study Program at Riau University. Responsibilities included preparing the seminar room, adjusting lighting, setting up the camera, and taking notes on key points delivered by the examiners (UNRI lecturers, ALI, and mentor).

This activity contributed to the development of public speaking, leadership skills, and a better understanding of academic procedures and research topics relevant to the pulp and paper industry. Documentation of this activity can be found in the logbook dated **February 10–21, 2025**. Below is the workflow

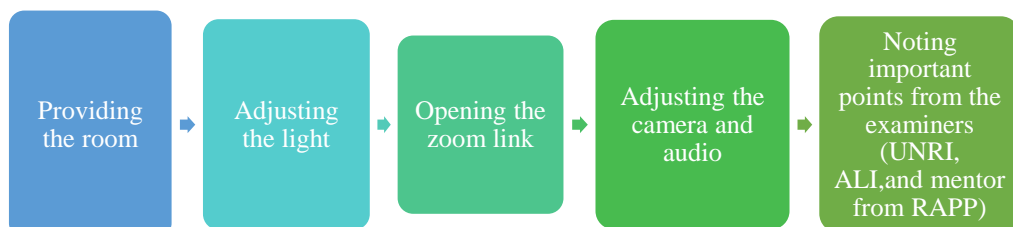


chart of serving as a moderator in the TPK UNRI Proposal Seminar:

Figure 3. 1 Flowchart Moderator of the TPK UNRI sempro

Source: *Processed data 2025*

2. Video Production of the Public Lecture at TPK UNRI

A video was produced to document the public lecture held by the Pulp and Paper Technology Program (TPK) at Universitas Riau. The video includes key moments such as the opening, speaker sessions, participant activities, and closing.

The process involved concept planning, on-site recording, voice-over, and editing using CapCut. Enhancements such as background music, subtitles, transitions, and institutional branding were added. The final video was reviewed and published on internal and social media platforms as documentation and promotional material. Documentation of this activity can be found in the logbook dated **February 28, 2025, March 06-07, 2025**. Below is the workflow chart of serving as a moderator in the TPK UNRI Proposal Seminar:

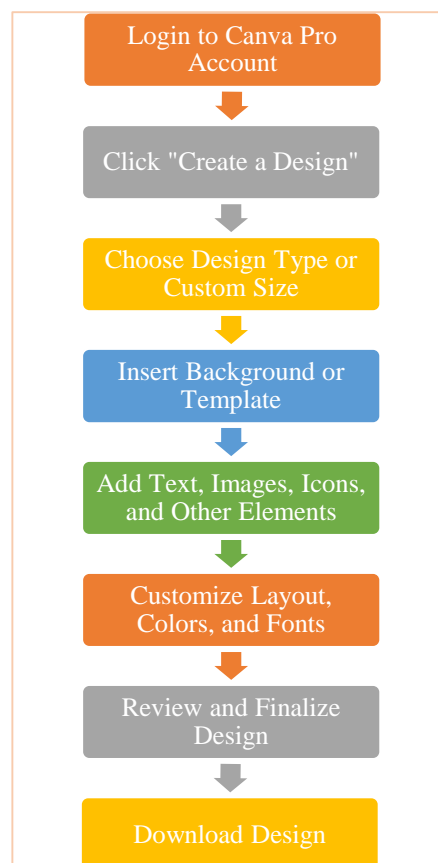


Figure 3. 2. Flowchart Video Production of the Public Lecture at TPK UNRI
Source: *Processed data 2025*

3. Designing Background and Greeting Card for Closing Ceremony

As part of the internship program, was assigned to design a background and greeting card used for the Closing Ceremony of a company event. The design was created using Canva, ensuring alignment with the event theme, the

company's visual identity, and incorporating aesthetic elements that support a formal yet engaging atmosphere.

This activity aimed to support the smooth execution of the event through informative and representative visual media. Additionally, the task provided practical experience in designing visual communication materials and enhanced creativity and design skills in line with industry needs. Documentation of this activity can be found in the logbook dated **March 17, 19 2025**. Below is the workflow chart of designing Background and gettingretreing card:



Figure 3. 3. Flowchart Designing Background and Greeting Card for Closing Ceremony
Source: *Processed data 2025*

4. Creating Sharing Book Videos

During the internship, was also assigned to create Sharing Book videos—short videos containing summaries or reviews of books read by employees and training program participants. The purpose of this activity was to share insights, positive values, and knowledge gained from the books with the company's internal audience, particularly in supporting a culture of learning and literacy within the APRIL Learning Institute. This activity helped develop skills in visual communication, effective message delivery, and technical abilities in multimedia content production. Documentation of this activity can be found in the logbook dated **March 3,11-12, 2025** and for viewing the Sharing Book video created during the internship, please refer to the following link:

<https://drive.google.com/drive/folders/1NW4FBNxk84qEU9PE0HBoot76p1tEKaiR>. Below is the workflow chart of Creating sharing book videos:



Figure 3. 4. Flowchart Creating Sharing Book Videos

Source: *Processed data 2025*

5. Preparing the meeting PowerPoint presentation

As part of the assigned tasks during the internship, preparation of PowerPoint presentation materials for internal meetings was carried out. The presentation included key discussion points, progress updates, and visual data to support effective communication during the meeting. The design process involved selecting appropriate templates, organizing content, and ensuring visual clarity and professionalism. The final presentation was reviewed by the supervisor before being used in the meeting session. Documentation of this activity can be found in the logbook dated **March 10, 2025**. Below is the workflow chart of Preparing the meeting PowerPoint presentation :

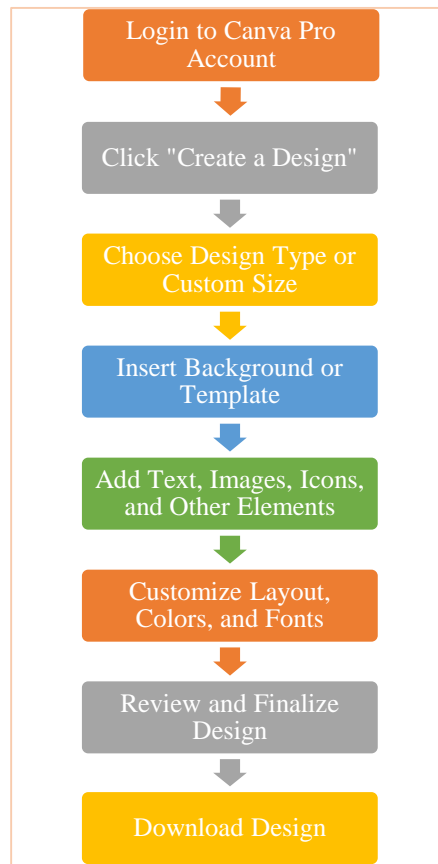


Figure 3. 5.Flowchart Preparing the meeting PowerPoint presentation
Source: *Processed data 2025*

3.2.2. Technicall Mill Department

The work procedures carried out in the Education Program are as follows:

1. Visit to APY mill

The author participated in an industrial visit to the Asia Pacific Yarn (APY) Mill as part of the internship. This visit aimed to understand the yarn production process and its relationship with the pulp and paper industry. During the visit, the author gained insight into the production flow, machine usage, and the implementation of safety and quality standards in the factory environment. This activity provides first-hand experience of the manufacturing and operational processes of the textile industry. The following is the documentation of the visit to the APY factory:



Figure 3. 6. Documentation of the visit to APY
Source : *Processed data 2025*

2. Assisting Andritz event at UNIGRAHA hotel

The author acted as a supporting committee in the Andritz seminar/workshop held at Unigraha Hotel. The tasks performed included assisting in the preparation of the event, registration of participants, and accompanying the course of the activity. This involvement provided experience in event management and team coordination in a professional environment. Documentation of this activity can be found in the logbook dated **Febuary 19, 2025**. Below is the workflow chart of Assting Andritz Event:

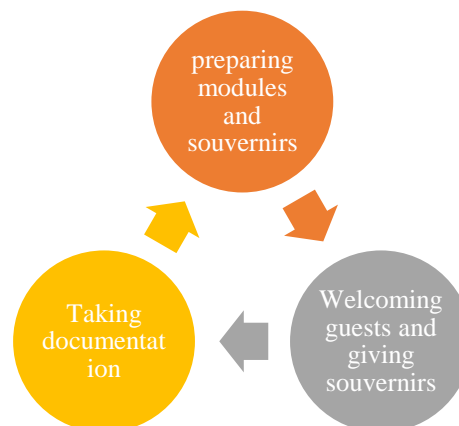


Figure 3. 7. Assisting Andritz event at UNIGRAHA hotel
Source : *Processed data 2025*

3. Assisting in maintaining Training

The author assisted in training activities organized by APRIL Learning Institute. Tasks performed included preparing training needs, assisting participants, and ensuring the smooth running of the activity. This activity provides experience in supporting the learning process in a professional work environment. The following is the documentation of maintaining the training:



Figure 3. 8 Documentation of maintaining the training

Source : *Processed data 2025*

4. Assist in creating training modules

This training module is designed to help participants master the material effectively through a practical, interactive approach tailored to their needs. It includes systematic content, examples, exercises, and evaluations to ensure understanding and real-world application. Documentation of this activity can be found in the logbook dated **April 9, 2025**. Below is the workflow chart of assist in creating training module:

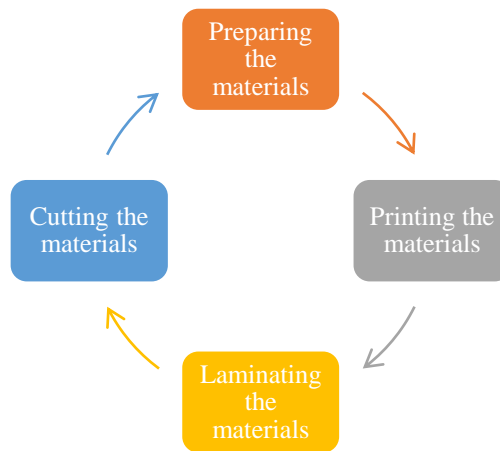


Figure 3. 9. Documentation of the Training Module

Source : Processed data 2025

5. Assisting in printing the training module

Assisting in printing the training module means preparing the module document in a finalized and print-ready format, then organizing the printing process starting from the selection of paper type, number of prints, to the appropriate binding method, and ensuring the quality of the print so that the module is ready to be distributed to training participants with a professional and neat appearance. The following is the documentation of the printing of the training module:



Figure 3. 10. Printing of the Training Modul

Source : Processed data 2025

6. Helping to tidy up files

Helping to tidy up files on a computer means organizing and grouping files according to their categories or types into structured folders, renaming files to make them more recognizable, deleting unnecessary files, and ensuring that all data is neatly stored and easily accessible when needed. Documentation of this activity can be found in the logbook dated **Febuary 24, 26 2025**. Below is the workflow chart of helping to tidy up files:

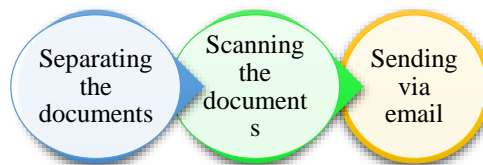


Figure 3. 11. Documentation Of These Activities

Source : *Processed data 2025*

7. Supervising exams at DLP

During the internship, served as an exam supervisor for the DLP program. Responsibilities included ensuring the exam ran in an orderly manner and in accordance with procedures, as well as maintaining a conducive environment throughout the examination. Documentation of this activity can be found in the logbook dated **April 14- Mey 27,2025**. Below is the workflow chart of helping to tidy up files:

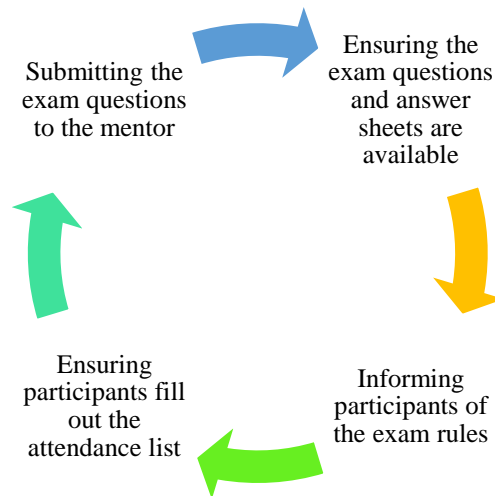


Figure 3. 12. Supervising exams at DLP
 Source : *Processed data 2025*

3.3. Place and Time of Apprenticeship

Practical Work is carried out after students occupy the VIII semester, while the Practical Work activities take place for approximately four (4) months, starting from 03 February 2025 to 03 June 2025 at PT Riau Andalan Pulp and Paper (PT. RAPP) Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during the field work practice were at the April Learning Institute dept. Technical Mill. With the provisions of work entry starting at 08.00 am- 5.00 pm for Monday - Friday and 08.00 am - 12.00 am for Saturday.

3.4. Kind and Description of the Activity

The internship program was conducted at PT Riau Andalan Pulp and Paper in APRIL Learning Institute, from February 03- June 03, 2025. During the internship period, the author was assigned to the Section Technical Mill and Education Program. The company provided specific guidelines regarding the internship schedule and working hours, which were to be followed throughout the program. Description of work carried out during work practice starting from February 03-08, 2025 at PT Riau Andalan Pulp and Paper in APRIL Learning Institute. Details of the activities can be seen in the following table:

Tabel 3. 1. Daily Activities Febuary 03-05, 2025

Day/ Date	Description Activity	Location
Monday, 3 February 2025	Introduction to Work Safety	Safety Campus
Tuesday, 4 February 2025	Internship briefing at RAPP and ALI Introduction	Humas, ALI
Wednesday, 5 February 2025	OFF	
Thursday 6, Febuary 2025	Project Share	ALI
Friday, 7 February 2025	DLP exam supervisor	ALI
Saturday, 8 February 2025	Creating a Sempro TPK UNRI evaluation form	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute Febuary 10-14, 2025. Can be seen in the table below as follows:

Tabel 3. 2. Daily Activities Febuary 10-14, 2025

Day/ Date	Description Activity	Location
Monday, 10 Febuary 2025	Moderating the UNRI TPK sempro	ALI
Tuesday, 11 Feburari 2025	Moderating the UNRI TPK sempro	ALI
Wednesday, 12 Febuaari 2025	Moderating the UNRI TPK sempro	ALI
Thursday, 13 February 2025	Moderating the UNRI TPK sempro	ALI
Friday, 14 February 2025	Moderating the UNRI TPK sempro	ALI
Monday, 10 February 2025	Moderating the UNRI TPK sempro	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper in APRIL Learning Insitute at the saving and loan unit from Febuary 17-22, 2025. Can be seen in the table below as follows:

Tabel 3. 3. Daily Activities Febuary 17-22, 2025

Day/ Date	Description Activity	Location
Monday, 17 February 2025	Moderating the UNRI TPKsempro	ALI
Tuesday, 18 February 2025	Moderating the UNRI TPK sempro	ALI
Wednesday, 19 February 2025	Becoming a Member of the Andrizt Event Organizing Committee	Hotel Unigraha
Thursday, 20 February 2025	Moderating the UNRI TPK sempro	ALI
Friday, 21 February 2025	Moderating the UNRI TPK sempro	ALI
Saturday, 22 Feburari 2025	Entering the summary of the TPK UNRI assessment	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Institute from February 24-28, 2025. Can be seen in the table below as follows:

Tabel 3. 4. Daily Activities February 24-28, 2025

Day/ Date	Description Activity	Location
Monday, 24 February 2025	DLP Databases Creation	ALI
Tuesday, 25 February 2025	Visit to APY	APY
Wednesday, 26 February 2025	DLP Databases Creation	ALI
Thursday, 27 February 2025	DLP exam supervisor	ALI
Friday, 28 February 2025	TPK UNRI public lecture	UNRI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Institute from March 03-08, 2025. Can be seen in the table below as follows:

Tabel 3. 5. Daily Activities March 03-08, 2025

Day/ Date	Description Activity	Location
Monday, 3 March 2025	DLP exam supervisor	ALI
Tuesday, 4 March 2025	DLP exam supervisor	ALI
Wednesday, 5 March 2025	DLP exam supervisor	ALI
Thursday, 6 March 2025	Video Editing of Public Lecture Video	ALI
Friday, 7 March 2025	Public Lecture Video Uploader	UNRI
Saturday, 8 March 2025	Stand by	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper in APRIL Learning Institute at the saving and loan unit from March 10-15, 2025. Can be seen in the table below as follows:

Tabel 3. 6. Daily Activities March 10-15, 2025

Day/ Date	Description Activity	Location
Monday, 10 March 2025	Business ppt making	ALI
Tuesday, 11 March 2025	Video Editing of Lecture Summaries TPK UNRI	ALI
Wednesday, 12 March 2025	DLP exam supervisor	ALI
Thursday, 13 March 2025	Sick	
Friday, 14 March 2025	Maintaining the Training exam	ALI
Saturday, 15 March 2025	Preparing Souvenirs for Closing TPK UNRI	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from March 17- 21, 2025. Can be seen in the table below as follows:

Tabel 3. 7. Daily Activities March 10-21, 2025

Day/ Date	Description Activity	Location
Monday, 17 March 2025	Editor Flayer and background Closing Ceremony TPK UNRI	ALI
Tuesday, 18 March 2025	Maintaining the Training exam	ALI
Wednesday, 19 March 2025	Preparing Card say Thanks for Closing TPK UNRI	ALI
Thursday, 20 March 2025	Maintaining the Training exam	ALI
Saturday, 21 March 2025	Creating UNRI TPK score databes	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from March 24- 29, 2025. Can be seen in the table below as follows:

Tabel 3. 8. Daily Activities March 24-29, 2025

Day/ Date	Description Activity	Location
Monday, 24 March 2025	DLP exam supervisor	ALI
Tuesday, 25 March 2025	DLP exam supervisor	ALI
Wednesday, 26 March 2025	Eid Holiday	
Thursday, 27 March 2025	Eid Holiday	
Friday 28 March 2025	Eid Holiday	
Saturday 29 March 2025	Eid Holiday	

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from March 31- April 4, 2025. Can be seen in the table below as follows:

Tabel 3. 9. Daily Activities March 31- April 4, 2025

Day/ Date	Description Activity	Location
Monday, 31 March 2025	Eid Holiday	
Tuesday, 1 April 2025	Eid Holiday	
Wednesday, 2 April 2025	Eid Holiday	
Thursday, 3 April 2025	Editor Video's Sharing Book	Work for Home

Friday, 4 April 2025	DLP exam supervisor	ALI
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Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from April 7-12, 2025. Can be seen in the table below as follows:

Tabel 3. 10. Daily Activities April 7-12, 2025

Day/ Date	Description Activity	Location
Monday, 7 April 2025	DLP exam supervisor	ALI
Tuesday, 8 April 2025	DLP exam supervisor	ALI
Wednesday, 9 April 2025	Training Module Creation	ALI
Thursday, 10 April 2025	Training Module Creation	ALI
Friday, 11 April 2025	Editor Video's Sharing Book	ALI
Saturday, 12 April 2025	Editor Video's Sharing Book	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from April 14-19, 2025. Can be seen in the table below as follows:

Tabel 3. 11. Daily Activities April 14-19, 2025

Day/ Date	Description Activity	Location
Monday, 14 April 2025	DLP exam supervisor	ALI
Tuesday, 15 April 2025	DLP exam supervisor	ALI
Wednesday, 16 April 2025	DLP exam supervisor	ALI
Thursday, 17 April 2025	DLP exam supervisor	ALI
Friday, 18 April 2025	Ascension Thursday	
Saturday, 19 April 2025	Ascension Thursday	

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from April 21-26, 2025. Can be seen in the table below as follows:

Tabel 3. 12. Daily Activities April 21-26, 2025

Day/ Date	Description Activity	Location
Monday, 21 April 2025	DLP exam supervisor	ALI
Tuesday, 22 April 2025	Inputting employee databases	ALI

Thursday, 24 April 2025	DLP exam supervisor	ALI
Friday, 25 April 2025	DLP exam supervisor	ALI
Saturday, 26 April 2025	Stand by	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Institute from April 28-May 03, 2025. Can be seen in the table below as follows:

Tabel 3. 13. Daily Activities April 28- May 3, 2025

Day/ Date	Description Activity	Location
Monday, 28 April 2025	DLP exam supervisor	ALI
Tuesday, 29 April 2025	DLP exam supervisor	ALI
Wednesday, 30 April 2025	DLP exam supervisor	ALI
Thursday, 1 May 2025	Off	
Friday, 2 May 2025	DLP exam supervisor	ALI
Saturday, 3 May 2025	Standby	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Institute from May 5-9, 2025. Can be seen in the table below as follows:

Tabel 3. 14. Daily Activities May 5-9, 2025

Day/ Date	Description Activity	Location
Monday, 5 May 2025	DLP exam supervisor	ALI
Tuesday, 6 May 2025	DLP exam supervisor	ALI
Wednesday, 7 May 2025	DLP exam supervisor	ALI
Thursday, 8 May 2025	DLP exam supervisor	ALI
Friday, 9 May 2025	DLP exam supervisor	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Institute from May 12-17 2025. Can be seen in the table below as follows:

Tabel 3. 15. Daily Activities May 12-17 2025

Day/ Date	Description Activity	Location
Monday, 12 May 2025	DLP exam supervisor	ALI

Tuesday, 13 May 025	DLP exam supervisor	ALI
Wednesday, 14 May 2025	DLP exam supervisor	ALI
Thursday, 15 May 2025	DLP exam supervisor	ALI
Friday, 16 May 2025	DLP exam supervisor	ALI
Saturday, 17 May 2025	Make a Module	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from May 19-24, 2025. Can be seen in the table below as follows:

Tabel 3. 16. Daily Activites My 19-24, 2025

Day/ Date	Description Activity	Location
Monday, 19 May 2025	DLP exam supervisor	ALI
Tuesday, 20 May 025	DLP exam supervisor	ALI
Wednesday, 21 May 2025	DLP exam supervisor	ALI
Thursday, 22 May 2025	Sick	
Friday, 23 May 2025	DLP exam supervisor	ALI
Saturday, 24 May 2025	Make a Module	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from May 26-31, 2025. Can be seen in the table below as follows:

Tabel 3. 17. Daily Activites May 26-31, 2025

Day/ Date	Description Activity	Location
Monday, 26 May 2025	DLP exam supervisor	ALI
Tuesday, 27 May 025	DLP exam supervisor	ALI
Wednesday, 28 May 2025	Presentation	ALI
Thursday, 29 May 2025	DLP exam supervisor	ALI
Friday, 30 May 2025	DLP exam supervisor	ALI
Saturday, 31 May 2025	Make a Module	ALI

Source: Data Processed, 2025

The agenda of activities or work that has been carried out by the author during the implementation of intership at PT Riau Andalan Pulp and Paper at APRIL Learning Insitute from June 2-5, 2025. Can be seen in the table below as follows:

Tabel 3. 18. Daily Activites June 2-5, 2025

Day/ Date	Description Activity	Location
Monday, 2 June 2025	DLP exam supervisor	ALI
Tuesday, 3 June 2025	DLP exam supervisor	ALI
Wednesday, 4 June 2025	DLP Exam Supervisor	ALI
Thursday, 5 June 2025	DLP exam supervisor	ALI

Source: Data Processed, 2025

3.5. Obstacles and Solutions

3.5.1. Obstacles

The challenges faced by the author during the practical work at PT Riau Andalan Pulp and Paper at APRIL Learning Insititute. The author encountered challenges and issues that caused delays in the implementation of the practical work. The challenges and obstacles faced by the author are as follows:

1. Mentors receive high-quality edited videos or flyers
2. Mentors are not willing to provide or issue professional editor accounts to support the creation of similar content.

3.5.2. Solutions

Although the author faced several challenges during the internship at PT Riau Andalan Pulp and Paper at APRIL Learning Institute, the author successfully overcame these challenges and obstacles and carried out the internship activities smoothly. The way the author overcame these obstacles was as follows:

1. Establish clearer and more structured communication, for example by asking mentors to explain tasks using simple language or providing concrete examples.
2. Propose the use of a shared professional editor account or look for alternative free/low-cost applications with adequate features.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1. Conclusion

Based on the results of the Work Practice (KP) activities starting from February 03, 2025 to June 03, 2025 at the APRIL Learning Institute - PT Riau Andalan Pulp and Paper at APRIL Learning Institute, the following conclusions can be drawn:

1. There are several types of tasks during the internship program, namely: Supervising DLP exams, acting as a mentor during SEMPRO TPK UNRI, and editing videos and photos, Becoming a committee member in the Andritz event.
2. Activities follow structured systems and procedures. During the module development stage, training needs are identified, materials are compiled in collaboration with Subject Matter Experts (SMEs), then validated before being stored in the ALI database. Training implementation begins with scheduling, participant registration, delivery of materials according to the module, and completion of feedback forms. Following this, post-training assessments such as the Driving License Process (DLP) are conducted to measure competency, including question preparation, exam administration, grading, and certificate issuance for successful participants. All training data and documents are digitally archived in accordance with company policies while maintaining information confidentiality.
3. The place internship is conducted at PT. Riau Andalan Pulp and Paper at APRIL Learning Institute, located at Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300.
4. The types and descriptions of activities at PT. Riau Andalan Pulp and Paper at APRIL Learning Institute are recorded in a daily logbook over a one-week period
5. During editing, the mentor did not provide a pro editor account, so the writer purchased a pro editor account in order to get good editing results.

4.2. Suggestions

Based on the implementation of the Field Work Practice (PKL) that has been carried out at the APRIL Learning Institute - PT Riau Andalan Pulp and Paper, there are several suggestions that can be conveyed as follows:

1. For Students

It is recommended that students who carry out internships can be more proactive in seeking learning opportunities during work practices, as well as dare to ask questions and get involved in various activities so that the experience gained is maximized.

2. For Universities:

It is hoped that the campus can continue to collaborate with large companies such as PT RAPP so that students have wider access to work experience in national and international industries.

3. For APRIL Learning Institute (ALI):

It is hoped that ALI can continue to provide greater guidance, direction and space for involvement for internship students so that they can develop practical competencies in more depth.

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Nasuha, W. (2025). Berkenalan dengan Imelda Tanoto, Putri Sukanto Tanoto Pendiri Royal Golden Eagle Group. JAKARTA: OLENKA.

APPENDIX

Appendix 1 Letter of Completion of Internship



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Sudik Shalung No. 31
Jakarta 11070, Indonesia
Tel : +62 21 5193 0134 Fax : +62 21 3184 004

Mill Office
Jalan Lintas Timur Pangkajene-Kelece
Kabupaten Pangkajene
Pangkajene-Kelece
Tel : +62 91 491 000 Fax : +62 91 491 040

www.aprilmill.com
www.paparmill.com

Nomor : 067/II/CR/KP/RAPP/2025
Lamp : -
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,
Direktur Politeknik Negeri Bengkalis
Politeknik Negeri Bengkalis
Di-

Tempat

Dengan hormat,

Sehubungan dengan surat permohonan izin kerja praktek pada PT RAPP, untuk Mahasiswa/
Pelajar sebagai berikut:

No	Nama	NPM	Jurusan
1	Siska Vitria	5404211359	Administrasi Bisnis Internasional
2	Stevani Veronica	5404211446	Administrasi Bisnis Internasional
3	Dumaida Meylani Br.Hutagalung	5404211439	Administrasi Bisnis Internasional
4	Nurliana Mungkur	5404211426	Administrasi Bisnis Internasional
5	Risma Br Silaban	5404211425	Administrasi Bisnis Internasional
6	Muhammad Ramdan	5404211415	Administrasi Bisnis Internasional
7	Amrina Rosyada	5404211371	Administrasi Bisnis Internasional

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk
melakukan kerja praktik di PT RAPP tahun 2025.

Kepada yang bersangkutan harus mengikuti safety induction terlebih dahulu. Kepada peserta
KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar
membawa masing masing.

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada (Waktu akan dikonfirmasi)
dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).

Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkajene-Kelece, 13 Febuari 2025



Tengku Kespandiar, ST., MM
Campus Relation Manager




Appendix 2. Loogbook Intership

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday
Date : Feb 3-8, 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 3 February 2025	Introduction to Work Safety		
Tuesday, 4 February 2025	Internship briefing at RAPP and ALI Introduction		
Wednesday, 5 February 2025	OFF		
Thursday 6, February 2025	Project Share		
Friday, 7 February 2025	DLP exam supervisor		
Saturday, 8 February 2025	Creating a Sempro TPK UNRI evaluation form		

No	Activities	Description
1.		An overview of the workplace, role, and main responsibilities, outlining the objectives and relevance to skills and career goals.
2.		A session introducing company profile, work culture, rules, and responsibilities to prepare interns for their roles

3.		An activity to present and exchange project outcomes, ideas, and lessons learned to enhance collaboration and knowledge sharing
4.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
5.		The task involved designing an evaluation form for the TPK UNRI thesis proposal seminar (Sempro) to assess presentation quality, content, and delivery, ensuring a fair and structured evaluation process.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday
Date : Feb 10- 14, 2025




Day/ Date	Description Activity	Task Assignor	Signature
Monday, 10 Febuary 2025	Moderating the UNRI TPK sempro		
Tuesday ,11 Feburari 2025	Moderating the UNRI TPK sempro		
Wednesday, 12 Febuaari 2025	Moderating the UNRI TPK sempro		
Thursday, 13 Febuary 2025	Moderating the UNRI TPK sempro		
Friday, 14 February 2025	Moderating the UNRI TPK sempro		

No	Activities	Description
1.		A role focused on guiding the thesis proposal seminar (Sempro) session, managing the flow of presentations, facilitating discussions, and ensuring the event runs smoothly and on time

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday
Date : Feb 17-22, 2025

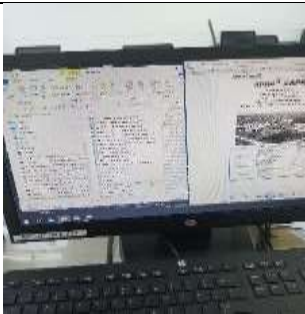



Day/ Date	Description Activity	Task Assignor	Signature
Monday, 17 February 2025	Moderating the UNRI TPKsemprom		
Tuesday, 18 February 2025	Moderating the UNRI TPK semprom		
Wednesday, 19 February 2025	Becoming a Member of the Andritz Event Organizing Committee		
Thursday, 20 February 2025	Moderating the UNRI TPK semprom		
Friday, 21 February 2025	Moderating the UNRI TPK semprom		
Saturday, 22 February 2025	Entering the summary of the TPK UNRI assessment		

No	Activities	Description
1.		A role focused on guiding the thesis proposal seminar (Semprom) session, managing the flow of presentations, facilitating discussions, and ensuring the event runs smoothly and on time
2.		A role involving participation in planning, coordinating, and executing the Andritz event to ensure all activities run smoothly and achieve the event's objectives.
3.		The task involved compiling and inputting assessment results from the TPK UNRI thesis proposal seminar into the designated system to ensure accurate and organized records.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : Feb 24-28, 2025




Day/ Date	Description Activity	Task Assignor	Signature
Monday, 24 February 2025	DLP Databases Creation		
Tuesday, 25 February 2025	Visit to APY		
Wednesday, 26 February 2025	DLP Databases Creation		
Thursday, 27 February 2025	DLP exam supervisor		
Friday, 28 February 2025	TPK UNRI public lecture		

No	Activities	Description
1.		The task involved designing and organizing a database for the Digital Learning Program (DLP) to store, manage, and access data efficiently.
2.		An activity aimed at observing operations, gaining insights into workflows, and building professional connections with the APY team.
3.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
4.		An academic event held to share knowledge.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday
Date : March 03-08, 2025


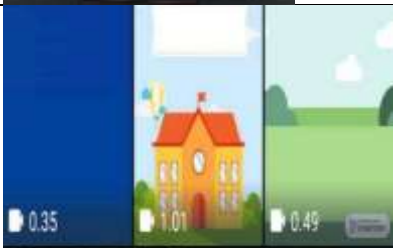

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 3 March 2025	DLP exam supervisor		
Tuesday, 4 March 2025	DLP exam supervisor		
Wednesday, 5 March 2025	DLP exam supervisor		
Thursday, 6 March 2025	Video Editing of Public Lecture Video		
Friday, 7 March 2025	Public Lecture Video Uploader		
Saturday, 8 March 2025	Stand by		



No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved editing footage of the TPK UNRI public lecture to produce a clear, engaging, and well-structured video for documentation and future reference.
3.		The task involved uploading the edited video to the designated platform, ensuring proper format, quality, and accessibility for the intended audience.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday
Date : March 10-15, 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 10 March 2025	Busisnies ppt making		
Tuesday, 11 March 2025	Video Editing of Lecture Summaries TPK UNRI		
Wednesday, 12 March 2025	DLP exam supervisor		
Thursday, 13 March 2025	Sick		
Friday, 14 March 2025	Maintaining the Training exam		
Saturday, 15 March 2025	Preparing Souvenirs for Closing TPK UNRI		





No	Activities	Description
1.		The task involved creating a clear and visually organized PowerPoint presentation to support discussion points and objectives during the meeting.
2.		The task involved editing a concise video summarizing the key points of the public lecture, ensuring clarity, engagement, and suitability for sharing.
3.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

4.		A role focused on overseeing the training exam process, ensuring it runs smoothly, follows established procedures, and maintains fairness and order
5.		The task involved organizing and preparing souvenirs for the TPK UNRI closing event to ensure all items were ready and appropriately presented for participants and guests.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : March 17-21, 2025


Day/ Date	Description Activity	Task Assignor	Signature
Monday, 17 March 2025	Editor Flayer and background Closing Ceremony TPK UNRI		
Tuesday, 18 March 2025	Maintaining the Training exam		
Wednesday, 19 March 2025	Preparing Card say Thanks for Closing TPK UNRI		
Thursday, 20 March 2025	Maintaining the Training exam		
Monday, 17 March 2025	Editor Flayer and background Closing Ceremony TPK UNRI		
Friday, 21 March 2025	Creating UNRI TPK score databases		

No	Activities	Description
1.		The task involved designing and editing the flyer and event background to create visually appealing materials that supported the theme and atmosphere of the TPK UNRI closing ceremony
2.		The task involved supervising and ensuring the smooth execution of the training exam, adhering to procedures, and maintaining a fair and orderly environment.
3.		The task involved creating a thank you card design for the mentor, aligning with the theme of the closing ceremony, to express appreciation in a professional and visually appealing way
4.		The task involved developing and organizing a database to record, manage, and access UNRI TPK scores efficiently and accurately.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : March 24-28, 2025



Day/ Date	Description Activity	Task Assignor	Signature
Monday, 24 March 2025	DLP exam supervisor		
Tuesday, 25 March 2025	DLP exam supervisor		
Wednesday, 26 March 2025	Eid Holiday		
Thursday, 27 March 2025	Eid Holiday		
Friday 28 March 2025	Eid Holiday		
Saturday 29 March 2025	Eid Holiday		

No	Activities	Description
1.		<p>A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : March 31- April 4, 2025




Day/ Date	Description Activity	Task Assignor	Signature
Monday, 31 March 2025	Eid Holiday		
Tuesday, 1 April 2025	Eid Holiday		
Wednesday, 2 April 2025	Eid Holiday		
Thursday, 3 April 2025	Editor Video's Sharing Book		
Friday, 4 April 2025	DLP exam supervisor		

No	Activities	Description
1.		The task involved editing a video of the book sharing session to produce a clear, engaging, and well-structured recording suitable for documentation and audience engagement.
2.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : April 7-12, 2025


Day/ Date	Description Activity	Task Assignor	Signature
Monday, 7 April 2025	DLP exam supervisor		
Tuesday, 8 April 2025	DLP exam supervisor		
Wednesday, 9 April 2025	Training Module Creation		
Thursday, 10 April 2025	Training Module Creation		
Friday, 11 April 2025	Editor Video's Sharing Book		
Saturday, 12 April 2025	Editor Video's Sharing Book		

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved developing structured training materials to support learning objectives, ensuring the content is clear, organized, and easy to follow for participants.
3.		The task involved editing a video of the book sharing session to produce a clear, engaging, and well-structured recording suitable for documentation and audience engagement.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : April 14-19, 2025



Day/ Date	Description Activity	Task Assignor	Signature
Monday, 14 April 2025	DLP exam supervisor		
Tuesday, 15 April 2025	DLP exam supervisor		
Wednesday, 16 April 2025	DLP exam supervisor		
Thursday, 17 April 2025	DLP exam supervisor		
Friday, 18 April 2025	Ascension Thursday		
Saturday, 19 April 2025	Ascension Thursday		

No	Activities	Description
1.		<p>A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : April 21-25, 2025


Day/ Date	Description Activity	Task Assignor	Signature
Monday, 21 April 2025	DLP exam supervisor		
Tuesday, 22 April 2025	Inputting employee databases		
Thursday, 24 April 2025	DLP exam supervisor		
Friday, 25 April 2025	DLP exam supervisor		
Saturday, 26 April 2025	Stand by		

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved entering and updating employee information in the database to ensure accurate, organized, and accessible records.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : April 28- May 3, 2025


Day/ Date	Description Activity	Task Assignor	Signature
Monday, 28 April 2025	DLP exam supervisor		
Tuesday, 29 April 2025	DLP exam supervisor		
Wednesday, 30 April 2025	DLP exam supervisor		
Thursday, 1 May 2025	Off		
Friday, 2 May 2025	DLP exam supervisor		
Saturday, 3 May 2025	Standby		

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : May 5- 9, 2025



Day/ Date	Description Activity	Task Assignor	Signature
Monday, 5 May 2025	DLP exam supervisor		
Tuesday, 6 May 025	DLP exam supervisor		
Wednesday, 7 May 2025	DLP exam supervisor		
Thursday, 8 May 2025	DLP exam supervisor		
Friday, 9 May 2025	DLP exam supervisor		

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : May 12-17, 2025



Day/ Date	Description Activity	Task Assignor	Signature
Monday, 12 May 2025	DLP exam supervisor		
Tuesday, 13 May 2025	DLP exam supervisor		
Wednesday, 14 May 2025	DLP exam supervisor		
Thursday, 15 May 2025	DLP exam supervisor		
Friday, 16 May 2025	DLP exam supervisor		
Saturday, 17 May 2025	Make a Module		

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved preparing and printing training modules to ensure participants had access to clear, well-formatted learning materials during the program

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : May 19-24, 2025




Day/ Date	Description Activity	Task Assignor	Signature
Monday, 19 May 2025	DLP exam supervisor		
Tuesday, 20 May 2025	DLP exam supervisor		
Wednesday, 21 May 2025	DLP exam supervisor		
Thursday, 22 May 2025	Sick		
Friday, 23 May 2025	DLP exam supervisor		
Saturday, 24 May 2025	Make a Module		

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved preparing and printing training modules to ensure participants had access to clear, well-formatted learning materials during the program

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : May 26-31, 2025


Day/ Date	Description Activity	Location
Monday, 26 May 2025	DLP exam supervisor	ALI
Tuesday, 27 May 025	DLP exam supervisor	ALI
Wednesday, 28 May 2025	Presentation	ALI
Thursday, 29 May 2025	DLP exam supervisor	ALI
Friday, 30 May 2025	DLP exam supervisor	ALI
Saturday, 31 May 2025	Make a Module	ALI

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved preparing and printing training modules to ensure participants had access to clear, well-formatted learning materials during the program
3.		The task involved delivering a presentation to communicate findings, outcomes, or progress, using clear visuals and explanations to ensure audience understanding.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday
Date : May 26-31, 2025

Day/ Date	Description Activity	Location
Monday, 2 June 2025	DLP exam supervisor	ALI
Tuesday, 3 June 2025	DLP exam supervisor	ALI
Wednesday, 4 June 2025	DLP Exam Supervisor	ALI
Thursday, 5 June 2025	DLP exam supervisor	ALI

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

Appendix 3 Certificate of Apprenticeship



Appendix 4 Assessment Sheet of Apprenticeship

EVALUATION RESULTS FROM JOB TRAINING
LEMBAGA PENILAIAN

Name : **STEVANIA VERONICA**
Student's Identity No. : **00000000**
Study Program : **Administrasi Bisnis Internasional**
Politeknik Singaperbangsa

No	Assessment Name	Percentage	Score
1.	Discipline	100%	10
2.	Responsibility	75%	7.5
3.	Adaptability	100%	10
4.	Work Result	100%	10
5.	Behavior in General	100%	10
Total (1+2+3+4+5)		100%	57.5

Supervisor : **Disini**
 81 - 100 : Excellence
 71 - 80 : Very Good
 61 - 70 : Good
 51 - 60 : Good Enough
 50 and below : Enough

Signature : _____
 Date : _____
 Position : _____
 27 May 2022

Manager : _____

DIRECT EVALUATION OF IMPLEMENTATION OF JOB TRAINING

Name : **STEVANIA VERONICA**
Student's Identity No. : **00000000**
Title of the Job Training : **LATIHAN PRAKTIK KIRI - LAFANGAN DE PL. RUMAH ARDIAN PULP AND PAPER (APRI) LEARNING INSTITUTE**

No	EVALUATION ASPECTS	SCORE MEMBER
A	Final Work (30 %)	10
B	Conducting (30 %)	
1.	Discipline	10
2.	Work Result	10
3.	Behavior in General	10
C	Report (40 %)	
1.	Initiative	10
2.	Writing Order	10
Average Report Score = (10+10+10)/3		10
Implementation Evaluation Score Job Training = 10 + 10 + 10 = 30		30

Signature : _____
 Date : _____
 Position : _____
 27 May 2022