APPRENTICESHIP REPORT

PT. RIAU ANDALAN PULP AND PAPER STAKEHOLDER RELATION DEPARTMENT PELALAWAN - RIAU

SISKA VITRIA 5404211359



APPLIED BACHELOR DEGREE OF INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINISTRATION DEPARTMENT STATE POLYTECHNIC OF BENGKALIS 2025

APPROVAL SHEET

PT. RIAU ANDALAN PULP AND PAPER (STAKEHOLDER RELATION DEPARTMENT)

Written as one of the conditions for completing Job Training

SISKA VITRIA 5404211359

Bengkalis, June 6th, 2025

Company Advisor SHR Department

Advisor International Business Administration

APRIL S

Ray Wijaya SAP ID.10051464 M Fuad Asrofillah, SE,MM NIP.199304202022031007

Approved by, Head of Study Program International Business Administration

Raffah., B.Sc., M.Ev., Dev

198406142018032001

ACKNOWLEDGMENTS

Praise and gratitude to the presence of Allah SWT, who always bestows both physical and spiritual health, and provides the opportunity for the author to complete the Job Training Company report. Salutations and blessings are also extended to our beloved Prophet Muhammad SAW, for his struggles and trust that have led us from the era of ignorance to this era of knowledge.

This Internship Program is one of the programs of Bengkalis State Polytechnic, specifically the Department of Business Administration, which is mandatory for all students of Bengkalis State Polytechnic to apply new knowledge and experiences to support the knowledge gained in the classroom. This report is expected to enhance creativity and knowledge for both the author and the readers. The author would like to express gratitude to all parties who have assisted in the implementation of the Job Training Company until the completion of this report. On this occasion, the author would like to extend heartfelt thanks to the relevant parties, namely:

- 1. Allah SWT, for the opportunity of life and all His abundant blessings and guidance, which have granted miracles and strength to the author in completing this Job Training Company (WP) activity.
- 2. Mr. Johny Custer, ST, MT as Director of Politeknik Negeri Bengkalis.
- 3. Mr. Romadhoni, S.T., M.T as Deputy 1 Director of State Polytechnic of Bengkalis.
- 4. Mrs. Supriati, S.ST., M.Si as Head of the Business Administration Department.
- 5. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of the International Business Administration Study Program.
- 6. Mrs. Nageeta Tara Rosa., S.E., M.BA as the Class Advisor (VIII) A of the International Business Administration Program at Bengkalis State Polytechnic.
- 7. M Alkadri Perdana, B.IT.,M.Sc, as the Job Training Company (WP) Coordinator.

- Mr. Fuad Asrofillah SE,MM is the best supervisor, who have provided guidance, instructions, and advice, resulting in the realization of this report according to the specified requirements and timeline.
- Mr. Tengku Kespandiar, S.T., M.M., as the Campus Relation Head of PT. RAPP Pelalawan.
- Mr. Pirka Maulana as the Job Training Company (WP) mentors Stakeholder Relation (SHR) Department, PT. RAPP Pelalawan.
- All employees of Stakeholder Relation (SHR) Department, PT. RAPP Pelalawan.
- Both parents and beloved extended family, who have shown love, prayers, sacrifices, patience, and both material and moral support throughout this journey.
- Fellow comrades at Bengkalis State Polytechnic, especially the 8th semester students of the International Business Administration Program.
- 14. Last but not least, thanks to a simple woman who has high desires but sometimes finds it difficult to understand what's in her head, Thanks to yourself, you are great and proud of the achievements you have achieved in this life and survived this long.

Apologies are extended to the management, employees, and all parties involved for any mistakes made during the Job Training Company (WP) at PT. Riau Andalan Pulp and Paper Pelalawan. May this report be beneficial for all parties who need it in the future.

Pelalawan, 6 June 2025

SISKA VITRIA

TABLE OF CONTENTS

VAI	LIDITY SHEET	i
ACF	KNOWLEDGMENTS	ii
TAB	BLE OF CONTENTS	iv
LIST	T OF TABLES	vi
LIST	T OF FIGURES	vii
LIST	T OF APPENDICES	viii
CHA	APTER I INTRODUCTION	1
1.1	Background of the Apprenticeship	1
1.2	Purposes of the Apprenticeship	2
1.3	Significances of the Apprenticeship	2
1.4	Time and Duration of the Apprenticeship	3
CHA	APTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1	Brief History of the Company	4
2.2	Vision and Mission of the Company	12
2.3	Business Unit	13
2.4	Social Capital	14
2.5	Organizational Structure	17
2.6	Work Process	19
2.7	Documents Used for Activities	19
CHA	APTER III SCOPE OF THE APPRENTICESHIP	21
3.1	Job Description	21
3.2	Systematics and Procedures	21
3.3	Place of Apprenticeship	23
3.4	Kind and Description of Activities	23
3.5	Obstacles and Solutions	31
CHA	APTER IV CONCLUSION AND SUGGESTION	33
4.1	Conclusion	33
4 2	Suggestion	33

REFERENCES	35
APPENDICES	36