

APPRENTICESHIP REPORT

**PT. PERKEBUNAN NUSANTARA IV REGIONAL III
PEKANBARU**

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**INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT STATE
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2025**

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PT. PERKEBUNAN NUSANTARA IV REGIONAL III PEKANBARU

Written as on of the conditions for completing Appreaticeship

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Bengkalis, June 10th, 2025

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CHAPTER I

INTRODUCTION

1.1 Background the Apprenticeship

Currently, competition in finding a job is very tight due to the large number of applicants who are graduates from various campuses and the few job vacancies available. As a campus graduate, of course, students have a diploma that can be used as an assessment in knowledge ability. But in reality, a diploma is not only a reference in getting a job because currently many companies or government agencies ask for experience and skills at work. ask for experience and skills at work. If graduates without experience and skills in working apply for jobs, then they will experience many obstacles such as to apply for jobs, then they will experience many obstacles such as knowledge. The knowledge gained on campus is only in the form of theories that are delivered so that it lacks knowledge of how to practice the knowledge, the theory obtained is not necessarily the same as practice in the field and time and field limitations and space and time limitations that result in the knowledge obtained is still the same and limited. still the same and limited.

Therefore, the campus requires students to take part in the Internship program. Internship is a learning process by directly recognizing the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, that way each student is expected to be able to students are expected to be able to directly apply the knowledge that has been studied before into the world of work. In addition, with internship students can increase knowledge, skills, and experience in working which can later be applied in the real world of work. applied in the real world of work. State Polytechnic of Bengkalis is one of the campuses that requires students to follow practical work to complete their studies.

The Bengkalis Regency Government, through the Gema Bahari Foundation, established a college under the name Bengkalis Shipbuilding Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. On its way, the Bengkalis Shipping Polytechnic changed its name to Bengkalis Polytechnic and was under the Bangun

Insani Foundation (YBI) Bengkalis, with 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, Bengkalis Polytechnic accepted the first batch of new students. In 2006, Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. On December 26, 2011 Bengkalis Polytechnic officially became a State University under the name Bengkalis Polytechnic through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedures of Bengkalis Polytechnic (OTK Polbeng) which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, Bengkalis Polytechnic has 9 (nine) departments and 21 Study Programs.

Bengkalis Polytechnic is a vocational campus that educates students to create competent souls in various fields. Bengkalis Polytechnic implements an Internship program which must be followed by all final semester students. Internship is a means for students to develop themselves when they will later enter the world of work. This Internship activity can make a meaningful contribution to the development of students to prepare themselves as well as possible before entering the world of work and for developing competence at Bengkalis Polytechnic.

Based on the foregoing, the author as a student of the Business Administration Study Program is required to carry out Internship Work for 4 (Four) months. The author has chosen PT Perkebunan Nusantara IV Regional III Pekanbaru as a place to carry out Internship Work activities because the author wants to get the opportunity to apply the knowledge or theoretical concepts obtained during lectures into the real world of work and the author gets direct experience in applying theories or concepts in accordance with his field of expertise. Then the author has the opportunity to analyze problems related to the knowledge applied in the work according to his study program.

During the implementation of the internship, the author got a place in the Management System and Sustainability (SM) section. The implementation of this Internship Work starts from February 04, 2025 to June 06, 2025. The implementation of this Internship Work is expected to broaden the author's

knowledge about various good and correct task implementation and be able to face the real world of work with the experience gained. experience gained. Internship is one of the activities for Bengkalis Polytechnic students in completing their assignments. In order to achieve the expected results, it is necessary to know the objectives and benefits of holding Internship activities.

1.2 Purpose and Benefits of Apprenticeship

1.2.1 Purpose of Apprenticeship

Based on the background description that has been presented above, the purpose of the apprenticeship is to know the job description and activities at PT Perkebunan Nusantara IV Regional III.

1. To find out the job descriptions and activities at PT Perkebunan Nusantara IV Regional III.
2. To find out the systems and procedures that exist at PT Perkebunan Nusantara IV Regional III.
3. To find out the place and time of implementation of internship work at PT Perkebunan Nusantara IV Regional III.
4. Can understand the type and description of internship work activities at PT Perkebunan Nusantara IV Regional III.

1.2.2 Benefits of Apprenticeship

Based on the objectives of apprenticeship, the benefits of apprenticeship for the author are as follows:

1. Getting the opportunity to apply the knowledge or theoretical concepts obtained during lectures to the real world of work.
2. As a comparison between the knowledge gained by students in the world of work and the world of education.
3. Students can practice a sense of responsibility and discipline in the world of work.
4. Gain work experience to improve yourself before being recruited into the workforce.

5. Acquire the opportunity to recognize and operate various equipment used by companies, and offices in the world of work that carry out actual activities.

1.3 Significance of Study

The internship carried out is very useful for several parties such as students, companies and Bengkalis Polytechnic. Based on the Objectives and Benefits of Internship, this is expected to provide significant information for several parties:

1. For Students.

Students have the opportunity to apply the knowledge and theories learned during their studies in real work settings while gaining practical experience relevant to their field. They can also build professional networks and gain insights valuable for their future careers. This experience allows students to analyze problems related to their studies and understand how theory is applied in the workplace.

2. For the company.

There is a collaborative relationship between the academic world and industry, allowing companies to recognize and gain access to prospective employees who are known for their quality, dedication, and credibility. Through internship programs, companies benefit from the additional workforce provided by students, which helps ease workloads and improve efficiency. Moreover, such partnerships enhance the company's visibility and reputation within academic circles and the broader educational community.

3. For Bengkalis Polytechnic.

There is a good collaboration between the campus and the companies where students undertake internships. Through this internship program, Bengkalis State Polytechnic can improve the quality of its graduates by providing real work experience relevant to their field of study. In addition, this collaboration also helps to introduce Bengkalis Polytechnic more widely in the industrial world and companies.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PTPN V (PT Perkebunan Nusantara V) is a state-owned enterprise (BUMN) that operates in the fields of palm oil and rubber plantations, with its main operational area in Riau Province. The company was officially established on March 11, 1996, as a result of the merger of the former PTP II and PTP V business units as part of the restructuring of state plantation enterprises by the government. With its headquarters in Pekanbaru, PTPN V manages more than 80,000 hectares of core plantations and 17 Palm Oil Mills (PKS), and is actively developing plasma farmers and community palm oil cooperatives through production partnerships.

PT Perkebunan Nusantara IV (PTPN IV) is a company resulting from a corporate action that involves the merger of PTPN V, VI, and XIII into PTPN IV as the surviving entity, as well as the non-pure separation of PTPN III (Persero) into PTPN IV. It effectively merged on December 1, 2023, as stipulated in the Merger Deed Number 01 dated December 1, 2023, Notary in South Jakarta, and has received proof of acceptance of the merger notification based on the Letter from the Minister of Law and Human Rights dated December 1, 2023, regarding the Acceptance of the Merger Notification of PT Perkebunan Nusantara IV.

The change of PTPN V to PTPN IV Regional III is part of a massive transformation undertaken by the government through the Ministry of State-Owned Enterprises to restructure the state-owned plantation industry. PTPN V, which has operated as a state-owned palm oil company in Riau Province for decades, has a long history of developing plantations, factories, and partnerships with palm oil farmers in the region. However, over time, the government realized that the performance of state-owned plantation companies overall had not been optimal, in terms of efficiency, competitiveness, and economic value. Therefore, in 2023, the government established a consolidation strategy for state-owned palm oil companies under one large subholding named PTPN IV PalmCo.

In this consolidation strategy, all PTPN companies focusing on palm oil commodities were merged into PalmCo, with the division of operational areas into six regions. PTPN V, along with some assets from PTPN VI (Jambi) and PTPN XIII (West Kalimantan), was merged into a new entity called PTPN IV Regional III, which remains based in Pekanbaru, Riau. Although the legal name PTPN V still exists administratively during the transition period, all operational activities, assets, and human resources are now under the control of PTPN IV PalmCo through Regional III.

This transformation is not merely a change of name, but a comprehensive restructuring in terms of governance, management systems, and a digitalization approach. PTPN V has actually started digitalization since 2012 through an e-procurement system, and in 2019, this transformation was further strengthened with various digital innovations such as WebGIS, daily production applications, and an integrated SAP system. Therefore, when PTPN IV PalmCo was established, PTPN V became the main foundation supporting Regional III, as its digital infrastructure and governance readiness were considered the most mature.

After officially commencing operations as PTPN IV Regional III on December 1, 2023, this new entity has shown quite remarkable performance. Not only did it achieve the highest financial record in its history, but Regional III also successfully earned various awards, including in the fields of digital transformation and sustainability. Under this new structure, the company is also increasingly aggressive in building partnerships with smallholder palm oil farmers through the Palm Oil Rejuvenation Program (PSR), providing superior seedlings, and obtaining sustainability certifications such as RSPO. All these steps reflect the new direction of PTPN IV Regional III as part of a larger and more modern entity PalmCo which aims to become a global palm oil giant.



Figure 2.1 Office of PT Perkebunan Nusantara IV Regional III
Source: PT Perkebunan Nusantara IV Regional III Website



Figure 2.2 Company Logo PTPN IV Reg III
Source: PTPN IV Reg III Website

2.2 Vision and Mission

2.2.1 Vision of PT Perkebunan Nusantara IV Regional III

A vision is the future goal of an institution, organization or company. A vision is also a thought that exists in the minds of the founders. This thought is a picture of the future to be achieved. The vision of PT Perkebunan Nusantara IV Regional III is “To become the largest sustainable palm oil producer in the world, which helps ensure livelihoods for the community and create value for shareholders.”

2.2.2 Mission of PT Perkebunan Nusantara IV Regional III

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. The mission of PT Perkebunan Nusantara IV Regional III includes the following:

1. To be the world's largest palm oil producer with digitalized best practice plantation operations and an integrated downstream industry.
2. Supporting national food security, improving the welfare of plasma farmers and local communities
3. Enhance the capabilities and potential of employees through sustainable development programs.
4. Preserving the environment and social by implementing sustainability practices.
5. Upholding high ethical standards through the implementation of good corporate governance.

2.3 Kind of Business

PTPN has become the largest palm oil producer in the world with the best operational practices in plantations based on digital technology and integrated downstream industries. The Processing Factory, PalmCo processes its raw materials in its own facilities which consist of 54 Palm Oil Mill Facilities, 12 Rubber Mills, and 4 Tea Factories. The business units of PalmCo are spread across 8 provinces, with a total workforce of approximately 62,700 people. The business sectors of PalmCo, as stated in the Articles of Association, include agribusiness, agro-industry, and so on. The previously mentioned businesses are explained as follows:

1. Palm

The Palm business consists of the integrated planting and harvesting of fresh fruit bunches from our oil palm plantations, processing them into crude palm oil, palm kernel and palm kernel oil, and selling the resulting oil. PalmCo has a total planted area of 586,843 hectares by 2024, spread across the islands of Sumatra, Java, Kalimantan and Sulawesi. PalmCo will continue to convert and utilize non-productive land. PalmCo's Planted Area is projected to reach 708,000 hectares by 2030.



Figure 2.3 Palm Oil Products/Business

Source: PTPN IV Reg III Website

2. Rubber

Rubber is one of the commodities managed by PalmCo, the rubber plantations managed are spread throughout Indonesia through regions in each region and PalmCo's subsidiaries. It has a total planted area of 46,534 hectares.



Figure 2.4 Rubber Products/Business

Source: PTPN IV Reg III Website

3. Tea

PalmCo manages tea commodities covering 1% of its plantation business. The tea business is coordinated by Regional II and IV. Both are spread across North Sumatra and Jambi which produce some of the best tea products, such as Butong Tea, Tobasari Tea and Kayu Aro Tea. It has a total planted area of 6,254 hectares.



Figure 2.5 Tea Products/Business

Source: PTPN IV Reg III Website

4. Coffee

Coffee is one of the commodities managed by PalmCo, the coffee plantations managed are spread throughout Indonesia through regions in each region and PalmCo's subsidiaries. Has a Total Planted Area of 4,254 hectares.



Figure 2.6 Coffee Products/Business

Source: PTPN IV Reg III Website

2.4 Organization Structure

The organizational structure within the company is the arrangement or layout of work relationships, authority, and responsibility between individuals or work units within a company. This structure describes how tasks are divided, coordinated, and supervised to achieve company goals. Of course, this is so that each component in the company can function optimally and the wheels of the company can always move effectively and efficiently. In addition, it also clearly illustrates the separation of work activities from one another and how the relationship between activities and functions is limited. In a good organizational structure, it must explain the relationship of authority of who reports to whom, so that there is one responsibility for what will be done.

The following is the organizational structure at PT Perkebunan Nusantara Regional III:

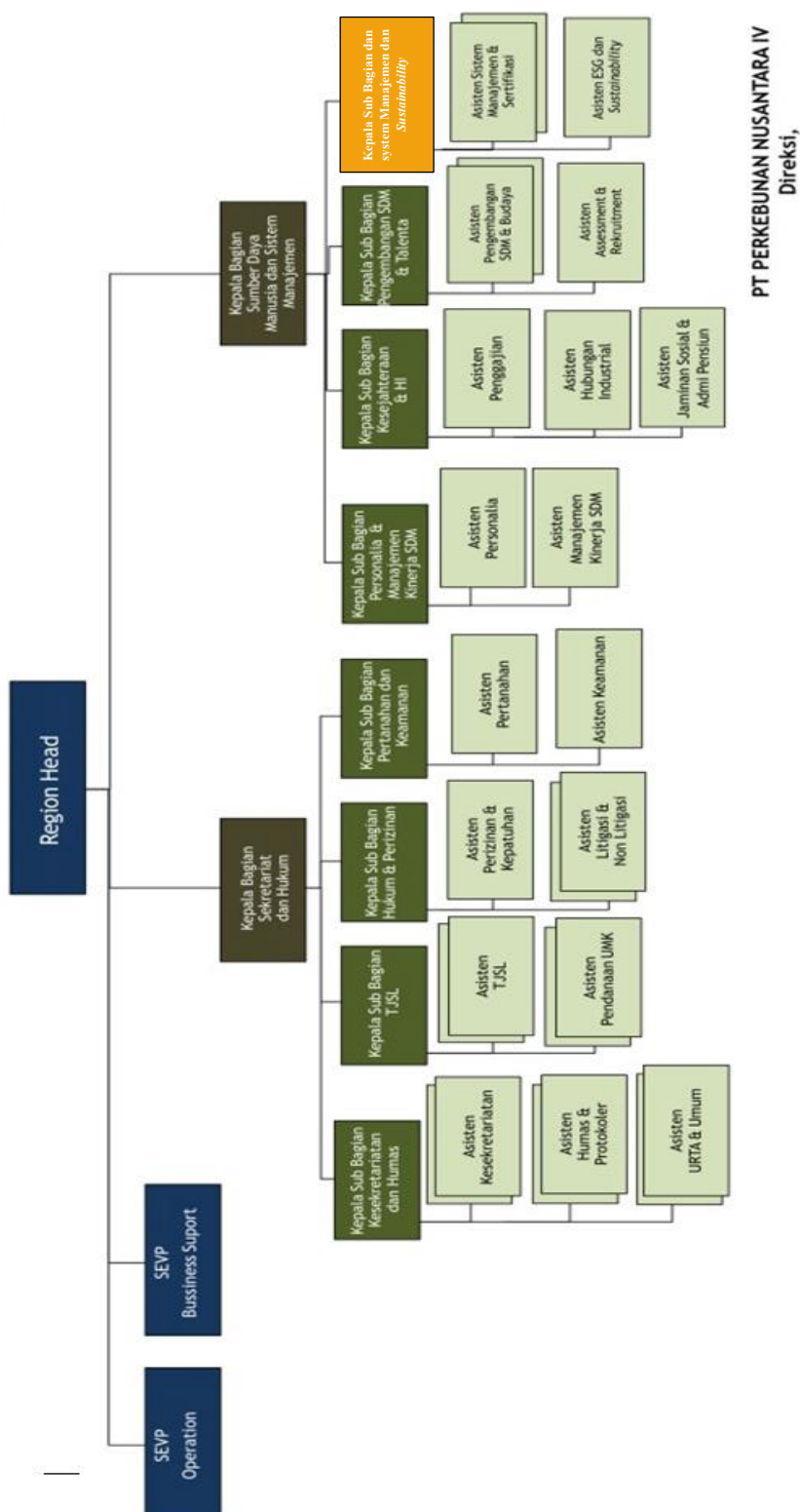


Figure 2.7 Organizational Structure of PT Perkebunan Nusantara IV Regional III
Source: PT Perkebunan Nusantara IV Regional III

2.5 The Working Process

The author during his internship was placed in the Management System and Sustainability Section. The Management System and Sustainability Section at PTPN IV Regional 3 has an important role in ensuring sustainable plantation operations. This section is responsible for implementing effective management systems, ensuring compliance with regulations and standards, and supporting sustainability initiatives that focus on the environment, social, and economy.

This section plays a role in developing, implementing, and managing relevant management systems, such as quality, environmental, occupational safety and health, and other management systems. These systems aim to ensure efficient, streamlined, and sustainable operations.

This section is also responsible for integrating sustainability principles into all PTPN IV Regional 3 business activities. This includes efforts to reduce environmental impacts, improve the welfare of surrounding communities, and encourage responsible business practices.

2.6 Document Used for Activity

The documents used for an activity at PT Perkebunan Nusantara IV Regional III are as follows:

1. Attendance Form

Attendance forms are usually used when there are events, activities, or meetings that are filled out by participants who are present at that time. At the top of the form there is the day, date, time, location, then the attendance form which consists of name, position, unit/plantation, and signature.

DAFTAR HADIR PESERTA SOSIALISASI ENTERPRISE RISK INFORMATION NUSANTARA (ERIN)					
TANGGAL : 13 FEBRUARI 2020 / MESS KEDUA TANDUN					
No	Nama	Jabatan	Unit/Kebun	Tanda Tangan	
1				1	
2	ADENIRIKLO	ATM PTAN	PTAN	2	
3	SYAHRI HADIMAN	ASST APD ID	Tandun	3	
4	Azhari Ridwan	APK	Tandun	4	
5	Abdul RAHAK.	Asst Apdelling	Teamteam.	5	
6	Agung Hasdungan	Asst Apdelling	Terantam	6	
7	SHAHRIAR ROTHAN	APK TBR	Terantam	7	
8	Wahyuni	ATU terantam	Terantam	8	
9	Krishna S.	Asst. Apdelling	Tandun	9	
10	M. Resa Gamilang	Asst Apdelling	SKE	10	
11	JALU Suprayanto	APK SKE	SKE	11	
12	ASWAN MAARTI	APK KTAM	KTAM	12	
13	Syamsudin Ef Polhan	Asst. Asst IN	K.TAM	13	
14	Ferry Winna	Asst Asst	K.TAM	14	
15	BAYORA Widi	ATU	K.TAM	15	
16	Sugianto	Asst Bistang Tam	Kantor DBR	16	
17	MUHAMMAD RIZWAN	ATU	Kantor DBR	17	
18	A. ANRIANTU	Asst Asst	KSL	18	
19	Ledia Zurni A.	ATU	Tandun	19	
20	Fathina Rosatinda	ATU	Lindar	20	
21	Abdul Hariz an	ATU	Sei Kencana	21	
22	Rizley P. Tomban	Asisten Tam	Sei Lindai	22	
23	Dondli Polemban	APK	S Li	23	

Figure 2.8 Attendance Form

Source: PT Perkebunan Nusantara IV Regional III

2. Minutes Form

The Minutes Form is a brief record of the course of the Meeting and presentation, along with what was discussed and decided in it. The minutes form is used to write down the results of meetings / activities carried out which include the title of the meeting, day or date, place and participants of the meeting as well as a description of the discussion and actions taken and signed by the person in charge of the meeting.



Figure 2.9 Minutes Form

Source: PT Perkebunan Nusantara IV Regional III (Hanglekir Room)

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This internship is conducted at PT Perkebunan Nusantara IV Regional III for 4 months, starting from February 4, 2025, to June 6, 2025. During the internship, the writer is placed in the Management System and Sustainability department.

1. Print Document.
2. Scan Document.
3. Take Meeting Minutes
4. Designing a Quiz Event Announcement Poster
5. Inputting Data into Excel
6. Uploading and Checking Files in Google Drive.
7. Make a Socialization Report.
8. Establish a Risk Management Website.
9. Editing the ERIN (Enterprise Risk Information Nusantara) Application Socialization Video.
10. Creating a Video Tutorial on the Use of the ERIN Application (Enterprise Risk Information Nusantara).
11. ERIN Application Monitoring.
12. Record the Weekly Activity Agenda of the Management System and Sustainability Sub-section.
13. Making PPT Presentation

3.2 System and Procedure

3.2.1 The Working System

The work system or activities carried out during the internship in the Management System and Sustainability section of PT Perkebunan Nusantara IV Regional III, namely the online system using the application and using the manual system. Work done online such as sending data via WhatsApp. Then the applications that are often used are Canva to create posters and socialization

reports, Cap cut to edit videos, Excel to input data, Wix Studio to design websites. And Zoom to conduct online meetings. For manual systems in the form of recording through forms using existing formats used to carry out activities.

3.2.2 Working Procedures

There are several work procedures and proofs of work performed as assignments during on-the-job training which can be explained as follows:

1. Print Documents

Printing is the activity of converting softcopy into hardcopy which requires a tool in the form of a printer. How to print a document is as follows:

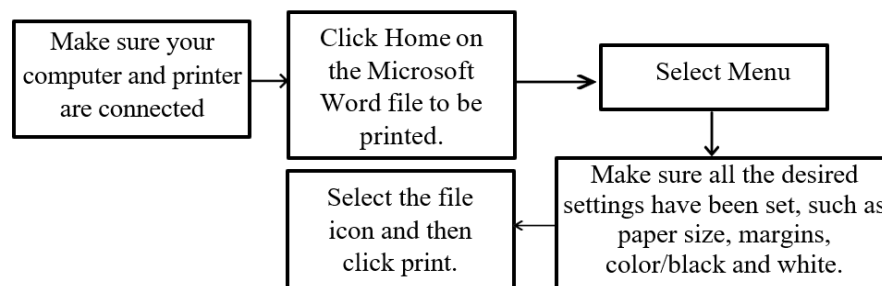


Figure 3.1 Print Documents

Source: Photo, 2025

2. Scan Documents

Document scanning is a process to scan physical documents or photos using electronic devices such as scanners or multifunction printers. This process is carried out with the aim of converting documents in physical form (hard copy) into digital form (soft copy) which can be stored, edited, sent, or reprinted via computer devices or other electronic devices. Documents that are usually scanned can be official letters, forms, photos, or various other important archives. The general procedures that need to be done in scanning documents will be explained as follows.

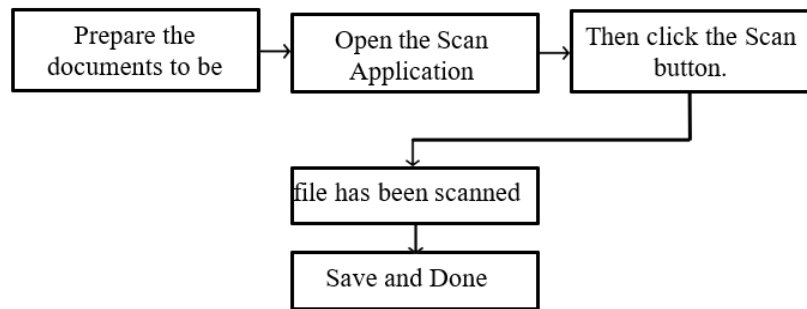


Figure 3.2 Scan Document
Source: Photo, 2025

3. Take Meeting Minutes

The author is responsible for writing the minutes in a meeting discussing the ERIN Application filling, which is attended by several representatives from each unit or section. This task includes recording in detail the course of the meeting, including topics discussed, input from participants, decisions made, and follow-up that needs to be done by each party. These minutes serve as official documentation that can be used as a reference in the implementation of ERIN application filling, while ensuring that all units understand their roles and responsibilities in the process. Thoroughness and clarity in writing the minutes are very important so that the information conveyed can be well understood by all meeting participants and related parties. The meeting is located in the Hengkler Room of PTPN IV Reg III Office.

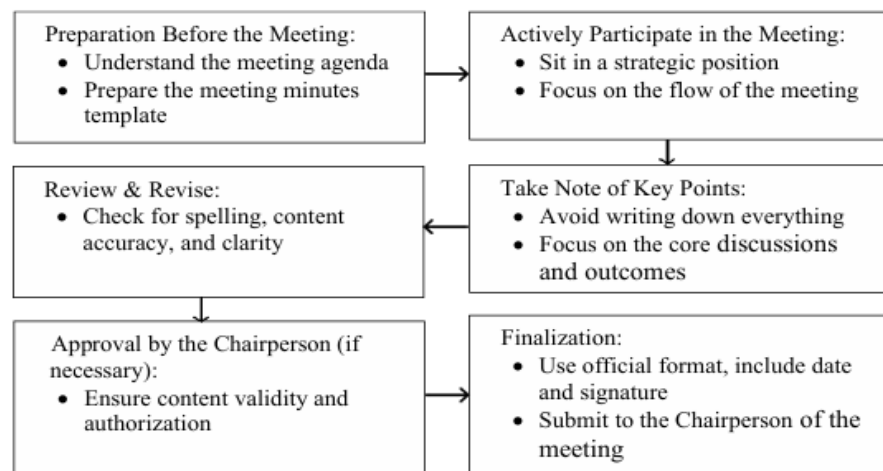


Figure 3.3 Creating Meeting Minutes
Source: Photo, 2025

4. Design a poster to announce the K3 Quiz event

The author designed an Announcement Poster for the K3 Quiz competition held at the PTPN IV Reg III office yard, the event took place on Friday, February 27, 2025. The K3 Quiz Competition was held in order to Commemorate the National K3 month in 2025, and was attended by all Districts. Here is a poster that has been made by the author:

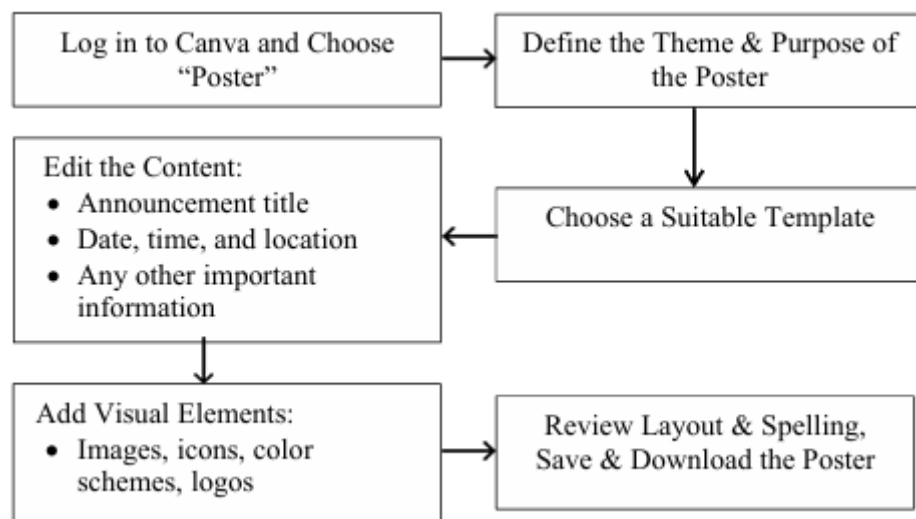


Figure 3.4 Design a poster to announce the K3 Quiz event

Source: Photo, 2025

5. Inputting Data into Excel

The writer is given the responsibility to input data into Excel. For example, such as Inputting B3 Waste Data according to PT Perkebunan Nusantara IV Reg III Manifest, Inputting Memorandum Data (January 2024 - February 2025, Inputting the 2020-2024 Work List, and other data.

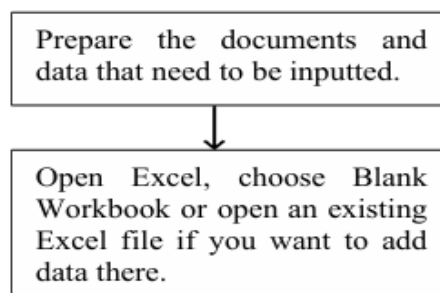


Figure 3.5 Inputting Data in Excel

Source: Photo, 2025

6. Uploading and Checking Files in Google Drive.

The author is given the responsibility to upload and check contract documents from 2020 to 2024, and ensure that all files are neatly stored and organized on Google Drive. In addition to the contract, the author is also tasked with uploading various other supporting files. This process requires not only accuracy in checking the contents of the documents, but also order in naming files and placing folders to facilitate search and access in the future. This task plays an important role in maintaining the availability of a complete and reliable digital archive as part of an efficient documentation system..

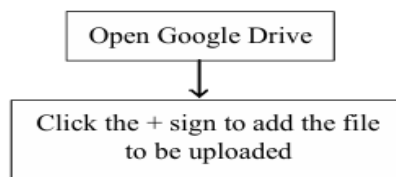


Figure 3.6 Google Drive File Upload

Source: Photo, 2025

7. Make a Socialization Report.

At the time of the Socialization of Filling an Application, the author was given the responsibility to make an activity report, the socialization lasted for 2 (two) days. The contents of the activity report include the objectives of the socialization activities, the benefits of socialization, evaluation, and the number of representatives/personalities from each section.

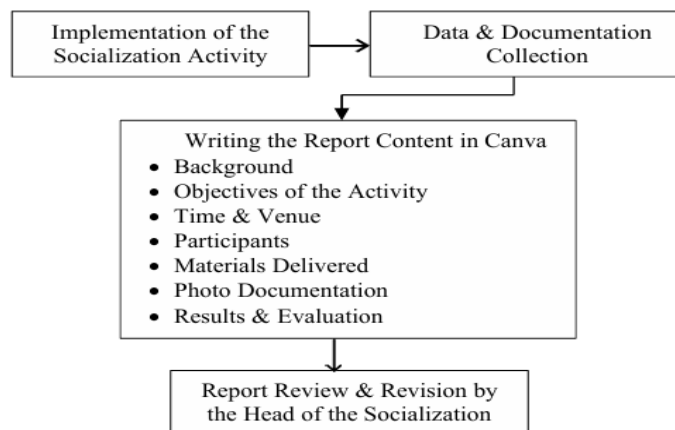


Figure 3.7 Socialization report

Source: Photo, 2025

8. Creating a Risk Management Website.

The author is responsible for the creation of a Risk Management Website, which is designed as an information platform and access center related to various matters concerning risk management. During the creation process, the author received direct guidance on the general description and structure of the website to match the concept and purpose of risk management itself. The website contains various important contents, such as a general explanation of risk management, information about the ERIN (Enterprise Risk Information Nusantara) Application, a login link to the application, usage guidelines, tutorial videos, and various other menu icons that support navigation and ease of user access. The main purpose of creating this website is to present information in a centralized and structured manner, making it easier for employees to understand and carry out the risk management process effectively and efficiently.

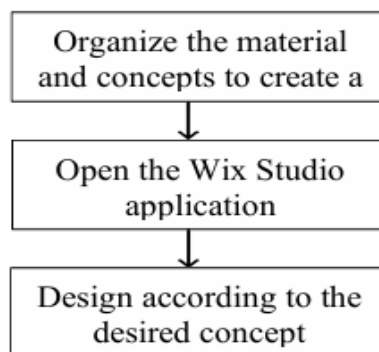


Figure 3.8 Creating a Risk Management Website.

Source: Photo, 2025

9. Editing the ERIN (Enterprise Risk Information Nusantara) Application Socialization Video.

The author is also responsible for video editing, which is part of media support and visual documentation in the work environment. One example of a video that has been edited by the author is the ERIN Application socialization video, which aims to provide an understanding to all employees on how to use and the benefits of the application. In the editing process, the author organizes the flow of the video, adds explanatory text, graphic elements, and adjusts the audio so

that the message conveyed becomes more informative and interesting. This task requires creativity, accuracy, and a good understanding of the content so that the final video can be used effectively in socialization and training activities.

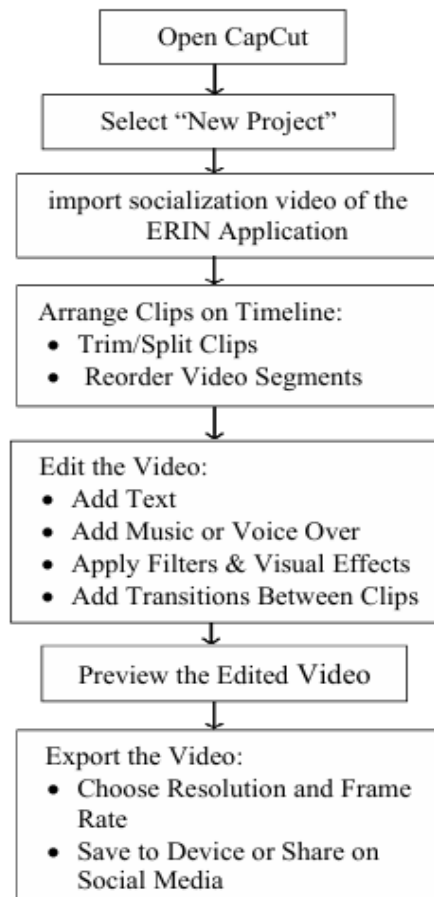


Figure 3.9 Editing the ERIN Application Socialization Video

Source: Photo, 2025

10. Creating a Video Tutorial on the Use of the ERIN Application (Enterprise Risk Information Nusantara).

The author is given the responsibility to make a video tutorial or guide to logging in to the ERIN application, as well as introducing what menu icons are in the application. The author starts by planning what the video concept will be like, filling in the voice, and so on. After the necessary things are ready, then the author starts editing until the final stage and produces the video as directed.

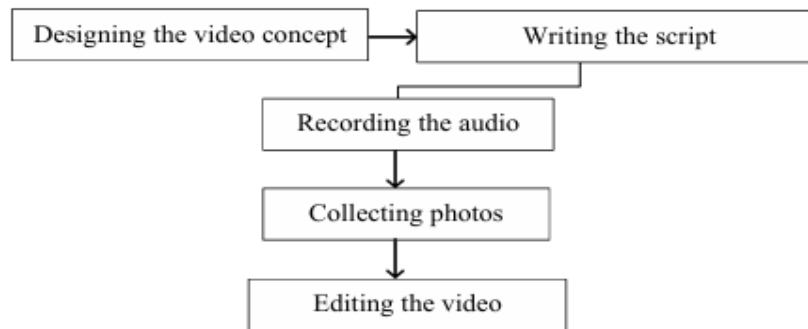


Figure 3.10 Creating a Tutorial Video for Using the ERIN Application
Source: Photo, 2025

11. ERIN Application Monitoring.

Enterprise Risk Information Nusantara (ERIN) is a risk management system that assists in identifying, analyzing, assessing, and controlling risks that may be faced by the Company. The writer is given the responsibility to monitor the application and the monitoring results will be recapitulated in Excel. Monitoring will be done twice a day, morning and evening. After being recapitulated, it will be reported to the supervisor/person responsible for the application.

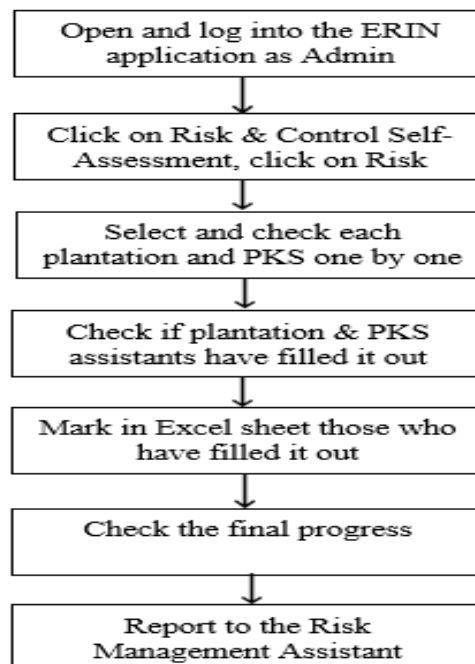


Figure 3.11 ERIN Application Monitoring
Source: Photo, 2025

12. Record Weekly Activity Agenda of Management System and Sustainability Sub-section.

The author is also given the additional responsibility of recording the weekly agenda on the Weekly Agenda Board of the Management System and Sustainability Subdivision. The Weekly Agenda Board serves as the main information tool that records various work plans such as meeting schedules, employee work schedules outside the office, and other routine activities related to system management and sustainability in the work environment..

Usually, agenda recording is done at the beginning of the week, precisely every Monday. This is so that all employees in the Management Systems and Sustainability (SM) room have clear and up-to-date information about the activities that will be carried out during the next week. Thus, each employee can prepare themselves and adjust their respective tasks according to the predetermined schedule. In addition, organized recording also helps to ensure that no activities are missed or overlapped.



Figure 3.12 Recording the Weekly Activity Agenda of the SM Sub-section

Source: Photo, 2025

13. Making PPT Presentation

The writer is also given the responsibility to create and prepare PowerPoint (PPT) presentations when needed to support the needs of the meeting to be held. This task includes the preparation of presentation materials, selection of appropriate slide designs, and presentation of information that is clear and

easily understood by meeting participants. Thus, this role is very important in helping the smooth communication and decision-making process during the meeting.

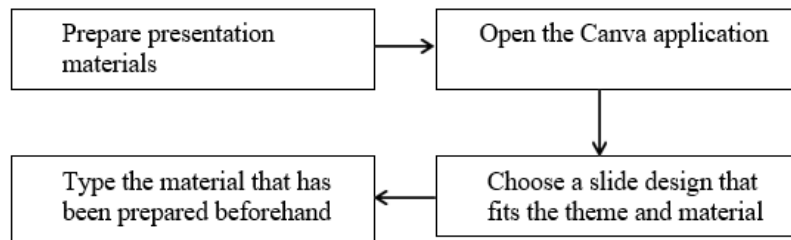


Figure 3.13 Making PPT

Source: Photo, 2025

3.2.3 Working Tools

Work tools are objects used to carry out activities as one of the needs. The following work tools are used during job training:

1. Laptop

During the internship at PPTPN IV Reg III, a laptop is needed to do the tasks assigned such as inputting data, designing posters, editing videos, creating websites and so on.

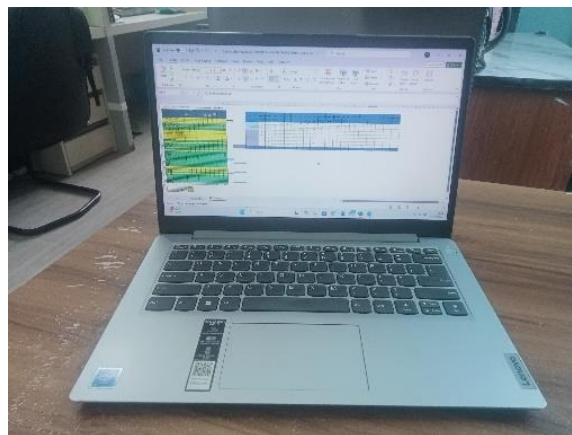


Figure 3.14 Laptop

Source: Photo, 2025

2. Printer

While carrying out internship activities at PTPN IV Regional III, the author utilizes the printer as the main supporting tool in printing various documents needed. These documents include reports, meeting minutes, contracts, and

other forms or files needed in daily activities. The use of this printer is very helpful in speeding up the work process, especially in preparing physical documents that must be submitted immediately to superiors or related units. Thus, the existence of a printer is one of the important facilities that support the smooth running of tasks during the internship period.



Figure 3.15 Printer
Source: Source: Photo, 2025

3. Expedition Book

The author is responsible for recording every proof of receipt and delivery of letters in the expedition book as part of administrative duties during the internship period. The expedition book itself is an official document that serves as proof of every letter received or sent by the agency. Every incoming or outgoing letter must be recorded completely, starting from the date, letter number, destination or origin of the letter, to the type of document in question. In addition, the record is also completed with the recipient's signature as proof that the letter has reached the rightful hands. This task requires accuracy and precision in recording to ensure a smooth documentation process and facilitate the tracking of letters if needed in the future.

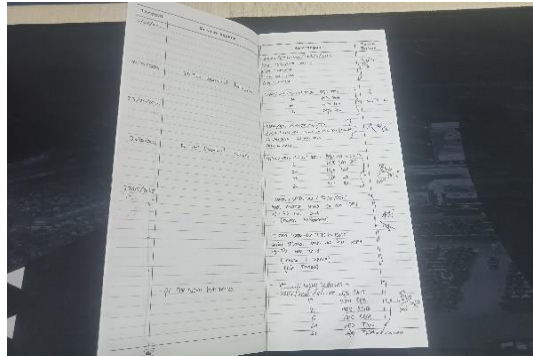


Figure 3.16 Expedition Book
Source: Source: Photo, 2025

3.3 Place and Time of the Apprenticeship

3.3.1 Place of the Apprenticeship

Internship Work activities are carried out at PT Perkebunan Nusantara IV Regional III which is located at Rambutan Street No. 43 Pekanbaru, Marpoyan Damai District, Riau Province. During the Internship, the author was placed in the Management System and Sustainability section.

3.3.2 Time of the Apprenticeship

as for the Rules and regulations of PT Perkebunan Nusantara IV Regional III regarding the time of apprenticeship implementation are as follows:

Table 3.1 Schedule of Working Hours at PT Perkebunan Nusantara IV Regional III

No	Day	Working Hours	Rest
1.	Monday to Friday	07:30 – 16:30Wib	12:00 - 13:30
2.	Saturday and Sunday	Off	Off

Source: Processed Data 2025

3.4 Kind and Description of the Activity

The following is an explanation of the activities carried out during practical work at PT Perkebunan Nusantara IV Regional III:

Table 3.2 Daily Activities from February 04, 2025 to February 07, 2025

Day/Date	Activity	Place
04/02/2025 Tuesday	<ul style="list-style-type: none"> Checking the completeness of the 2024 Plantation Business Development Report (LPUP) document. Scan LPUP 2024. 	Management Systems and Sustainability.
05/02/2025 Wednesday	<ul style="list-style-type: none"> Continued Scan LPUP 2024 which was not ready yesterday. 	Management Systems and Sustainability.

06/02/2025 Thursday	<ul style="list-style-type: none"> • Making Announcement Poster for K3 Quiz competition activity 	Management Systems and Sustainability.
07/02/2025 Friday	<ul style="list-style-type: none"> • Printing questions for the K3 Quiz competition. • Assisting the competition committee in preparing equipment 	PTPN IV Reg III office yard

Source: 2025 Processed Data

In accordance with table 3.2 In the first week of February the author was introduced to all employees in the Management System and Sustainability room, the author was also directed as to what tasks would be carried out during the internship. The first day the author is directly in charge of checking the completeness of the document. The other day PTPN IV Reg III also held a competition event, the author will also participate in preparing for the event.

Table 3.3 Daily Activities from February 10, 2025 to February 14, 2025

Day/Date	Activity	Place
10/02/2025 Monday	<ul style="list-style-type: none"> • Reprinted the incomplete 2024 LPUP file. • Recorded the purchase of goods to be delivered to the Accounting room. 	Management Systems and Sustainability.
11/02/2025 Tuesday	<ul style="list-style-type: none"> • Inputting the Work Recapture of the Sustainable Management System sub-section in 2025. 	Management Systems and Sustainability.
12/02/2025 Wednesday	<ul style="list-style-type: none"> • Inputting the Work Recapture of the Sustainable Management System sub-section in 2025. 	Management Systems and Sustainability.
13/02/2025 Thursday	<ul style="list-style-type: none"> • Sick Leave 	OFF
14/02/2025 Friday	<ul style="list-style-type: none"> • Sick Leave 	OFF

Source: 2025 Processed Data

In accordance with table 3.3 In the second week of February the author received tasks such as reprinting incomplete LPUP files, then the author also began inputting data Recaptulation of the work of the sustainable management system sub-section in 2025.

Table 3.4 Daily Activities from February 17, 2025 to February 21, 2025

Day/Date	Activity	Place
17/02/2025 Monday	<ul style="list-style-type: none"> • Inputting Account Codes in each Section of the office, PKS and plantation in the ERIN Application 	Management Systems and Sustainability.

18/02/2025 Tuesday	<ul style="list-style-type: none"> Continue inputting Account Codes in each office, mill and plantation section in the ERIN Application. 	Management Systems and Sustainability.
19/02/2025 Wednesday	<ul style="list-style-type: none"> Inputting B3 Waste Data according to Manifest PT Perkebunan Nusantara IV Reg III. Scan LPUP 	Management Systems and Sustainability.
20/02/2025 Thursday	<ul style="list-style-type: none"> Continue inputting hazardous waste data according to the Manifest of PT Perkebunan Nusantara IV Reg III 	Management Systems and Sustainability.
21/02/2025 Friday	<ul style="list-style-type: none"> Scan SPP 	Management Systems and Sustainability.

Source: 2025 Processed Data

According to table 3.4, in the third week of February, the author started receiving tasks related to the Enterprise Risk Information Nusantara (ERIN) application. Enterprise Risk Information Nusantara (ERIN) is a risk management system that helps in identifying, analyzing, assessing, and controlling risks that may be faced by the Company. In the application, the author is required to enter account codes for each office, PKS, and plantation section in the Enterprise Risk Information Nusantara (ERIN) application. Then, the author is also expected to enter Hazardous Waste Data according to the Manifest of PT Perkebunan Nusantara IV Reg III, and afterwards, another task is to scan documents.

Table 3.5 Daily Activities from February 24, 2025 to February 28, 2025

Day/Date	Activity	Place
24/02/2025 Monday	<ul style="list-style-type: none"> First day of ERIN Application Socialization Make a report on the first day of ERIN Socialization activities 	Melati Room, PTPN IV Reg III Office
25/02/2025 Tuesday	<ul style="list-style-type: none"> Second day of ERIN Application Socialization Make a report on the second day of ERIN socialization activities 	Melati Room, PTPN IV Reg III Office
26/02/2025 Wednesday	<ul style="list-style-type: none"> Scan SPP 	Management Systems and Sustainability.
27/02/2025 Thursday	<ul style="list-style-type: none"> Record PDL in Expedition book Delivering PDL to the Secretary's Office 	Management Systems and Sustainability.
28/02/2025 Friday	<ul style="list-style-type: none"> Delivering SPP to HR Scan SPP 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.5 In the fourth week of February the author attended the Socialization of ERIN Application Filling held at the PTPN IV Reg III office in the Melati room, the socialization lasted for 2 days. The author's job is to report on activities and document the event. The tasks in the following days were to record PDL and deliver SPP.

Table 3.6 Daily Activities March 03, 2025 to March 07, 2025

Day/Date	Activity	Place
03/03/2025 Monday	<ul style="list-style-type: none"> Inputting memorandum data (January 2024 - February 2025) 	Management Systems and Sustainability.
04/03/2025 Tuesday	<ul style="list-style-type: none"> Inputting memorandum data (January 2024 - February 2025) 	Management Systems and Sustainability.
05/03/2025 Wednesday	<ul style="list-style-type: none"> Scan SPP Scan of proof of Income Tax Withholding 	Management Systems and Sustainability.
06/03/2025 Thursday	<ul style="list-style-type: none"> Inputting SPPBJ Data 	Management Systems and Sustainability.
07/03/2025 Friday	<ul style="list-style-type: none"> Scan SPP Delivering SPP to the HR room 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.6 In the first week of March the author inputted Memorandum Data for the period January 2024 - February 2025 for two consecutive days. Then after that Scan Documents and Deliver Letters.

Table 3.7 Daily Activities March 10, 2025 to March 14, 2025

Day/Date	Activity	Place
10/03/2025 Monday	<ul style="list-style-type: none"> Scan SPP Record PDL to Expedition book 	Management Systems and Sustainability.
11/03/2025 Tuesday	<ul style="list-style-type: none"> Create a 2025 Risk Management Training Schedule Plan 	Management Systems and Sustainability.
12/03/2025 Wednesday	<ul style="list-style-type: none"> Making PPT Realization of PTPN IV Regional III Risk Management Work Program until 10 March 2025 Scan SPP 	Management Systems and Sustainability.
13/03/2025 Thursday	<ul style="list-style-type: none"> Creating a Risk Management Website 	Management Systems and Sustainability.
14/03/2025 Friday	<ul style="list-style-type: none"> Creating a Risk Management Website 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.7 In the second week of March, the author made a 2025 risk management training schedule plan. Then Make PPT Realization of

PTPN IV Regional III Risk Management Work Program until March 10, 2025. On Thursday and Friday the author was also assigned to create a Risk Management Website.

Table 3.8 Daily Activities March 17, 2025 to March 21, 2025

Day/Date	Activity	Place
17/03/2025 Monday	<ul style="list-style-type: none"> • Scan Absence Socialization of ERIN Application • Scan SPP 	Management Systems and Sustainability.
18/03/2025 Tuesday	<ul style="list-style-type: none"> • Sales Invoice Scan • Scan SPP 	Management Systems and Sustainability.
19/03/2025 Wednesday	<ul style="list-style-type: none"> • Recap PDL and PK 	Management Systems and Sustainability.
20/03/2025 Thursday	<ul style="list-style-type: none"> • Scan SPP • Delivering SPP to the HR room 	Management Systems and Sustainability.
21/03/2025 Friday	<ul style="list-style-type: none"> • Record PDL to Expedition book • Delivering PDL to the Secretary's Office 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.8 In the third week of March, the author was assigned to scan documents, Recap PDL and PK in office to Excel, and Record PDL in the Expedition book.

Table 3.9 Daily Activities from March 24, 2025 to March 31, 2025

Day/Date	Activity	Place
24/03/2025 Monday	<ul style="list-style-type: none"> • Meeting about ERIN Application • Making Meeting Minutes • Meeting Documentation 	Hanglekir
25/03/2025 Tuesday	<ul style="list-style-type: none"> • Editing the Socialization Video of Erin's Application Filling 	Management Systems and Sustainability.
26/03/2025 Wednesday	<ul style="list-style-type: none"> • Editing the Socialization Video of Erin's Application Filling 	Management Systems and Sustainability.
27/03/2025 Thursday	Permission to be absent	OFF
28/03/2025 Friday	Shared leave holyday nyepi	OFF

Source: 2025 Processed Data

Based on the table above 3.9 In the fourth week of March the author attended a meeting about the ERIN application in the Hanglekir room, at the meeting the

author took minutes of the meeting and documented the meeting that took place that day. Then on the next day the author edited the Video of the Socialization of Filling in the ERIN Application held through Zoom that had been done before, the completion of editing took 2 days.

Table 3.10 Daily Activities March 31, 2025 to April 04, 2025

Day/Date	Activity	Place
31/03/2025 Monday	Eid al-Fitr	OFF
01/04/2025 Tuesday	Eid al-Fitr	OFF
02/04/2025 Wednesday	Eid al-Fitr	OFF
03/04/2025 Thursday	Eid al-Fitr collective leave	OFF
04/04/2025 Friday	Eid al-Fitr collective leave	OFF

Source: 2025 Processed Data

In accordance with table 3.10, the first week of April coincided with Eid al-Fitr, so the first week of the author's activities was empty.

Table 3.11 Daily Activities from April 07, 2025 to April 11, 2025

Day/Date	Activity	Place
07/04/2025 Monday	Eid al-Fitr collective leave	OFF
08/04/2025 Tuesday	Permission to be absent	OFF
09/04/2025 Wednesday	• Scan SPP	Management Systems and Sustainability.
10/04/2025 Thursday	• Scan LPUP	Management Systems and Sustainability.
11/04/2025 Friday	• Scan SPP	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.11 In the second week of April, the author only gets the task of scanning documents, such as SPP, and LPUP.

Table 3.12 Daily Activities from April 14, 2025 to April 18, 2025

Day/Date	Activity	Place
14/04/2025 Monday	<ul style="list-style-type: none"> • Create a Weekly Activity Agenda • Scan SPP 	Management Systems and Sustainability.

15/04/2025 Tuesday	<ul style="list-style-type: none"> Inputting the 2020-2024 Work List 	Management Systems and Sustainability.
16/04/2025 Wednesday	<ul style="list-style-type: none"> Inputting the 2020-2024 Work List Upload Contract File 2020-2024 	Management Systems and Sustainability.
17/04/2025 Thursday	<ul style="list-style-type: none"> Inputting the 2020-2024 Work List 	Management Systems and Sustainability.
18/04/2025 Friday	Good Friday (Isa Almasih)	OFF

Source: 2025 Processed Data

Based on the table above 3.12 In the third week of April, the author makes a weekly agenda in the sub-division head's room, the contents of the weekly agenda usually write who goes out of service. Then also input the 2020-2024 work list in Axcel, after which the author also uploads the Contract Files from 2020-2024 to Google Drive. Another task is to scan the SPP.

Table 3.13 Daily Activities from April 21, 2025 to April 25, 2025

Day/Date	Activity	Place
21/04/2025 Monday	<ul style="list-style-type: none"> Inputting the 2020-2024 Work List Planning Video Tutorial of ERIN Application Approval process 	Management Systems and Sustainability.
22/04/2025 Tuesday	<ul style="list-style-type: none"> Editing Video Tutorial of ERIN Application Approval process 	Management Systems and Sustainability.
23/04/2025 Wednesday	<ul style="list-style-type: none"> Delivering SPP to the HR room Scan SPP 	Management Systems and Sustainability.
24/04/2025 Thursday	<ul style="list-style-type: none"> Scan SPP 	Management Systems and Sustainability.
25/04/2025 Friday	<ul style="list-style-type: none"> Scan SPP 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.13 In the fourth week of April, the author continued to input the 2020-2024 Work List. Then the next task is to make a video planning tutorial for the ERIN Application Approval process, after making a video plan followed by recording sound, the next day just start editing the video that has been recorded.

Table 3.14 Daily Activities from May 05, 2025 to May 02, 2025

Day/Date	Activity	Place
28/04/2025 Monday	<ul style="list-style-type: none"> Creating a Risk Management Website 	Management Systems and Sustainability.

29/04/2025 Tuesday	<ul style="list-style-type: none"> • Creating a Socialization Website for Enterprise Risk Information Nusantara (ERIN) 	Management Systems and Sustainability.
30/04/2025 Wednesday	<ul style="list-style-type: none"> • Scan SPP • Entering important data into the Risk Management Website 	Management Systems and Sustainability.
01/05/2025 Thursday	International Labor Day / Workers	OFF
02/05/2025 Friday	<ul style="list-style-type: none"> • Separating sheets that are not used in monthly reports in each plantation and PKS (Environmental monitoring and management). • Record PDL (Outside Service Requests) in the Expedition book, deliver to the Secretary. 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.14 The author's work from 28 April 2025 to 02 May 2025 is to create a Risk Management Website, create an Enterprise Risk Information Nusantara (ERIN) Socialization Website, separate sheets that are not used in monthly reports in each plantation and PKS (Environmental monitoring and management), and record PDL (Outside Service Requests) in the Expedition book, delivering to the Secretariat.

Table 3.15 Daily Activities from May 05, 2025 to May 09, 2025

Day/Date	Activity	Place
05/05/2025 Monday	<ul style="list-style-type: none"> • Recording the Weekly Agenda in the office of the head of department. • Scan SPP • Editing the Risk Management Website. 	Management Systems and Sustainability.
06/05/2025 Tuesday	<ul style="list-style-type: none"> • Scan SPP • Scan contract • Inputting Regional III Risk Limit data in 2025 • Adding data to the Risk Management Website 	Management Systems and Sustainability.
07/05/2025 Wednesday	<ul style="list-style-type: none"> • Adding data to the Risk Management Website. • Making PPT on Risk Management 	Management Systems and Sustainability.
08/05/2025 Thursday	<ul style="list-style-type: none"> • Scan SPP 	Management Systems and Sustainability.
09/05/2025 Friday	<ul style="list-style-type: none"> • Record PDL to Expedition book • Scan SPP 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.15 The author's work from May 05, 2025 to May 09, 2025 is recording the weekly agenda, inputting Regional III Risk Limit data for 2025, editing the Risk Management Website such as adding data that is needed, besides that the author also makes Power Point (PPT) for meetings.

Table 3.16 Daily Activities May 12, 2025 to May 16, 2025

Day/Date	Activity	Place
12/05/2025 Monday,	Vesak Day	OFF
13/05/2025 Tuesday	Vesak Day	OFF
14/05/2025 Wednesday	<ul style="list-style-type: none"> Recap Data entry in ERIN application 	Management Systems and Sustainability.
15/05/2025 Thursday	<ul style="list-style-type: none"> Monitoring ERIN Application Completion 	Management Systems and Sustainability.
16/05/2025 Friday	<ul style="list-style-type: none"> Monitoring ERIN Application Filling Uploading Files to Google Drive Recording absences that leave the Office (PDL) 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.16 The author's work from May 12, 2025 to May 16, 2025 is Recapitulating data filling in the ERIN application, Monitoring ERIN Application Filling, Uploading Files to Google Drive, and Recording absences that leave the Office (PDL) in the Expedition book.

Table 3.17 Daily Activities from May 19, 2025 to May 23, 2025

Day/Date	Activity	Place
19/05/2025 Monday	<ul style="list-style-type: none"> Monitoring ERIN Application Completion 	Management Systems and Sustainability.
20/05/2025 Tuesday	<ul style="list-style-type: none"> Monitoring ERIN Application Completion 	Management Systems and Sustainability.
21/05/2025 Wednesday	<ul style="list-style-type: none"> Recap Data entry in ERIN application Make Memorandum, PDL, and PK 	Management Systems and Sustainability.
22/05/2025 Thursday	<ul style="list-style-type: none"> Monitoring ERIN Application Completion 	Management Systems and Sustainability.
23/05/2025 Friday	<ul style="list-style-type: none"> Monitoring ERIN Application Completion 	Management Systems and Sustainability.

Source: 2025 Processed Data

Based on the table above 3.17 The author's work from May 19, 2025 to May 23, 2025 is routine monitoring every day of ERIN Application, the next task is to make Memorandum, Request for Outside Service (PDL), and Request for Vehicle (PK).

Table 3.18 Daily Activities from May 26, 2025 to May 30, 2025

Day/Date	Activity	Place
26/05/2025 Monday	• Monitoring ERIN Application Completion	Management Systems and Sustainability.
27/05/2025 Tuesday	• Monitoring ERIN Application Completion	Management Systems and Sustainability.
28/05/2025 Wednesday	• Recap Data entry in ERIN application • Zoom related to ERIN App Filling	Management Systems and Sustainability.
29/05/2025 Thursday	Ascension Day of Jesus Christ	OFF
30/05/2025 Friday	Joint Holiday after Ascension Day	OFF

Source: 2025 Processed Data

Based on the table above 3.18 The author's work from May 26, 2025 to May 30, 2025 is routine monitoring every day of the ERIN Application, and this week the author also attended a meeting related to the evaluation of filling in the ERIN Application via Zoom.

Table 3.19 Daily Activities from June 02, 2025 to June 06, 2025

Day/Date	Activity	Place
02/06/2025 Monday	• Monitoring ERIN Application Completion	Management Systems and Sustainability.
03/06/2025 Tuesday	• Monitoring ERIN Application Completion	Management Systems and Sustainability.
04/06/2025 Wednesday	• Monitoring ERIN Application Completion • Scan SPP	Management Systems and Sustainability.
05/06/2025 Thursday	• Monitoring ERIN Application Completion	Management Systems and Sustainability.
06/06/2025 Friday	Eid al-Adha	OFF

Source: 2025 Processed Data

Based on the table above 3.19 In the last week of internship in June the author was still focused on monitoring the ERIN application filling, the ERIN

application monitoring schedule was in the morning and afternoon. Other tasks are scanning SPP and documents.

3.5 Obstacle of and Solution of the Apprenticeship

The obstacles and solutions faced when carrying out the internship (KP) in the Management System and Sustainability (SM) section at PTPN IV Regional III Pekanbaru are as follows:

3.5.1 Obstacle of Apprenticeship

There are several obstacles faced when carrying out internship (KP) in the Management System and Sustainability (SM) section at PTPN IV Regional III Pekanbaru, as follows:

1. The first obstacle is related to the lack of printer equipment in the internship work room, there are 2 printers used for one room so that when the printer is used by other employees for a long time it can hinder the writer who will also use the printer in completing the work assigned.
2. Another obstacle is related to monitoring the filling of the ERIN Application, the author has difficulty in ascertaining how many accounts should fill in the ERIN application in each Section/Unit.

3.5.2 Solution of Apprenticeship

The solutions that can be taken from the obstacles faced during the implementation of internship (KP) in the Management System and Sustainability (SM) section at PTPN IV Regional III Pekanbaru are as follows:

1. The solution to the first obstacle as explained above is to use an application on a personal cellphone to scan documents, and if the work is printing or photocopying then the writer must wait until other employees are finished using it.
2. The solution is, the author is assisted by the Risk Management Assistant to contact each Section to ensure how many accounts should fill in the ERIN Application.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing internship at PT Perkebunan Nusantara IV Regional III (PTPN IV Reg III), the following conclusions can be drawn:

1. This internship program was carried out at PT Perkebunan Nusantara IV Regional III for 4 months starting from February 04, 2025 - June 06, 2025. During the Internship, the author was placed in the Management System and Sustainability (SM) section.
2. There are several types of work during the internship, namely: Print Document, Scan Document, Make Minutes of Meeting, Make Poster Design for Quiz Bowl Event Announcement, Input Data to Excel, Upload and Check Files on Google Drive, Make Socialization Report, Create Risk Management Website, Edit ERIN (Enterprise Risk Information Nusantara) Application Socialization Video, Make Video Tutorial for Using ERIN (Enterprise Risk Information Nusantara) Application, Monitoring ERIN Application, Record Weekly Activity Agenda of Management System and Sustainability Sub-section, Make Memorandum, PDL, PK, and record PDL, SPP in Expedition book.
3. The work system or activities carried out during the internship in the Management System and Sustainability section of PT Perkebunan Nusantara IV Regional III, namely the online system using the application and using the manual system. Work done online such as sending data via WhatsApp. Then the applications that are often used are Canva to create posters and socialization reports, Cap cut to edit videos, Excel to input data, Wix Studio to design websites. And Zoom to conduct online meetings. For manual systems in the form of recording through forms using existing formats used to carry out activities.

4.2 Suggestion

After doing an internship at PT Perkebunan Nusantara IV Regional III, there are several suggestions that I would like to convey, namely:

1. Author

It is highly recommended that writers be able to carry out their tasks and responsibilities in the workplace with high levels of accuracy, caution, and focus. This is important so that every job performed can yield maximum results and avoid unnecessary mistakes. Furthermore, writers are also required to always read carefully and understand every instruction or guidance provided before taking further action. This step aims to ensure that all tasks can be completed according to expectations. Writers are also expected to continuously develop and enhance their administrative skills, such as in filing, document management, and preparing reports or important correspondence. These skills are crucial in supporting daily performance to be more organized and efficient.

2. PT. Perkebunan Nusantara Regional III, Pekanbaru

When the company gives tasks that have great responsibility and high risk to intern students, they should be supervised, guided and taught so that unwanted things do not happen.

3. Bengkalis State Polytechnic

Bengkalis State Polytechnic needs to pay more attention to strengthening practical courses, especially those related to Management Systems and Information Technology. Strengthening these courses is very important considering the rapid technological development and the increasingly complex demands of the workforce. By deepening their mastery in this field, students not only gain knowledge during internships but will also have a stronger foundation to compete in an increasingly competitive and digital-based work environment. The internship experience at PTPN IV Regional III is a concrete proof that the ability to operate digital systems and understand website management is crucial in the operational activities of modern companies.

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<https://www.polbeng.ac.id/sejarah-polbeng/>
- P2TI. (2009), Internet PTP Nusantara V (Persero). [::Web INTRANET PTP NUSANTARA V::](http://web.intranet.ptpn4.co.id)
- PTPN IV Palm co Regional 3, H. (2022). Profil Perusahaan, PT Perkebunan Nusantara IV Regional III. <https://www.ptpn4.co.id/main/profil>

APPENDICES

APPENDIX 1: Apprenticeship Letter



KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
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 : 6850/PL31/TU/2024
Hal : Permohonan Kerja Praktek (KP)

Bengkalis, 18 Desember 2024

**Yth. Pimpinan PT. Perkebunan Nusantara IV Regional III
Di
Pekanbaru**

Dengan hormat,

Schubungan 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 PT. Perkebunan Nusantara IV Regional III yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 03 Februari s/d 06 Juni 2025, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Masyitah	5404211420	D-IV Administrasi Bisnis Internasional
2	Radina Selvia	5404211445	D-IV Administrasi Bisnis Internasional

Kami sangat mengharapkan konfirmasi lebih lanjut dari Bapak/Ibu terkait permohonan ini melalui surat balasan atau dengan menghubungi kontak person yang telah kami sediakan.

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



An. Direktur,
Wakil Direktur III
Michadi Sastra, S.T., M.Sc.
NIP.198903142015041001

Contact person:
M. Alkadri Perdana, B.IT., M.Sc (0812 7648 4321)

APPENDIX 2: Apprenticeship Certificate



SERTIFIKAT

KERJA PRAKTEK

Diberikan kepada

Radina Selvia

Telah melaksanakan Magang pada PT Perkebunan Nusantara IV
Regional III, Mulai dari bulan Februari s/d Juni 2025

Dengan Hasil **BAIK**

PT Perkebunan Nusantara IV
Regional III, Pekanbaru


Jhon Pieter Sitanggang

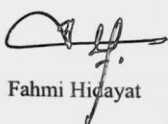


APPENDIX 3: Apprenticeship Assessment Sheet

FORM PENILAIAN
KERJA PRAKTEK/MAGANG
PT PERKEBUNAN NUSANTARA IV REGIONAL III – PEKANBARU

NAMA : **RADINA SELVIA**
NIM : 5404211445
INSTITUSI : Politeknik Negeri Bengkalis
JURUSAN : Administrasi Niaga

NO	FAKTOR YANG NILAI	ANGKA	HURUF
1	KEDISPLINAN	98.	
2	KEJUJURAN	96.	
3	KERAJINAN	98.	
4	PENGUASAAN MATERI/TUGAS POKOK	97.	
5	HUBUNGAN DENGAN PEKERJA	99.	
6	HUBUNGAN DENGAN SESAMA MAHASISWA	98.	
RATA-RATA		98.3	

Pekanbaru, 06 Juni 2025
Pembimbing

Fahmi Hidayat

APPENDIX 4: List of Apprenticeship Attendance Sheet

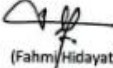
DAFTAR HADIR ANAK MAGANG BAGIAN SM

Bulan Februari 2025


No	Nama	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J
1.	Masyitah																												
2.	Radina Selvia																												

Ket : Sabtu
Minggu
Tgl. Merah

Diperiksa


(Fahmi Hidayat)
(Asisten ESG dan Sustainability)

Disetujui Oleh


(Jhon Pieter Sitanggang)
(Ka. Subag Sistem Manajemen & Sustainability)

DAFTAR HADIR ANAK MAGANG BAGIAN SM

Bulan Maret 2025

No	Nama	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J
1.	Masyitah																												
2.	Radina Selvia																												

Ket : Sabtu
Minggu
Tgl. Merah

Diperiksa


(Fahmi Hidayat)
(Asisten ESG dan Sustainability)

Disetujui Oleh


(Jhon Pieter Sitanggang)
(Ka. Subag Sistem Manajemen & Sustainability)

DAFTAR HADIR ANAK MAGANG BAGIAN SM

Bulan April 2025

No	Nama	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J
1.	Masyitah																												
2.	Radina Selvia																												

Ket : Sabtu
Minggu
Tgl. Merah

Diperiksa


(Fahmi Hidayat)
(Asisten ESG dan Sustainability)

Disetujui Oleh


(Jhon Pieter Sitanggang)
(Ka. Subag Sistem Manajemen & Sustainability)

DAFTAR HADIR ANAK MAGANG BAGIAN SM

Bulan Mei 2025

No	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Masyitah																															
2.	Radina Selvia																															

Ket : Sabtu
Minggu
Tgl. Merah

Diperiksa


 (Fahmy Hidayat)
 (Asisten ESG dan Sustainability)

Disetujui Oleh


 (Jhon Pieter Sitanggang)
 (Ka. Subag Sistem Manajemen & Sustainability)


DAFTAR HADIR ANAK MAGANG BAGIAN SM

Bulan Juni 2025


No	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Masyitah																															
2.	Radina Selvia																															

Ket : Sabtu
Minggu
Tgl. Merah

Diperiksa


 (Fahmy Hidayat)
 (Asisten ESG dan Sustainability)

Disetujui Oleh


 (Jhon Pieter Sitanggang)
 (Ka. Subag Sistem Manajemen & Sustainability)


APPENDIX 5: Daily Activity


Day : Thursday-Friday

Date : 04 – 07 February 2025

INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV REGIONAL III, PEKANBARU MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 04 – 07 February 2025

Day/Date	Activity	Task Assignor	Signature
04/02/2025 Tuesday	<ul style="list-style-type: none"> Checking the completeness of the 2024 Plantation Business Development Report (LPUP) document. Scan LPUP 2024. 	Fahmi Hidayat	
05/02/2025 Wednesday	<ul style="list-style-type: none"> Continued Scan LPUP 2024 which was not ready yesterday. 		
06/02/2025 Thursday	<ul style="list-style-type: none"> Making Announcement Poster for K3 Quiz competition activity 		
07/02/2025 Friday	<ul style="list-style-type: none"> Printing questions for the K3 Quiz competition. Assisting the competition committee in preparing equipment 		

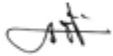
No	Activities	Description
1.		Making Announcement Poster for K3 Quiz competition activity. Printing questions and assisting the committee in preparing equipment for the K3 Quiz competition.

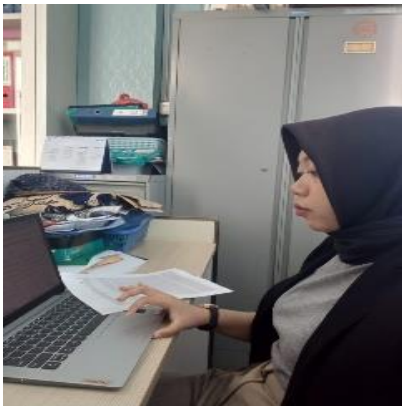
Day : Monday-Friday

Date : 10 -14 February 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 10 -14 February 2025

Day/Date	Activity	Task Assignor	Signature
10/02/2025 Monday	<ul style="list-style-type: none">Reprinted the incomplete 2024 LPUP file.Recorded the purchase of goods to be delivered to the Accounting room.	Fahmi Hidayat	
11/02/2025 Tuesday	<ul style="list-style-type: none">Inputting the Work Recapture of the Sustainable Management System sub-section in 2025.		
12/02/2025 Wednesday	<ul style="list-style-type: none">Inputting the Work Recapture of the Sustainable Management System sub-section in 2025.		
13/02/2025 Thursday	OFF	-	-
14/02/2025 Friday	OFF	-	-

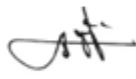
No	Activities	Description
1.		Inputting Recapture the of Work the Sustainable Management System sub-section in 2025.


Day : Monday-Friday

Date : 17 - 21 February 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 17 - 21 February 2025

Day/Date	Activity	Task Assignor	Signature
17/02/2025 Monday	<ul style="list-style-type: none">Inputting Account Codes in each Section of the office, PKS and plantation in the ERIN Application	Fahmi Hidayat	
18/02/2025 Tuesday	<ul style="list-style-type: none">Continue inputting Account Codes in each office, mill and plantation section in the ERIN Application.		
19/02/2025 Wednesday	<ul style="list-style-type: none">Inputting B3 Waste Data according to Manifest PT Perkebunan Nusantara IV Reg III.Scan LPUP		
20/02/2025 Thursday	<ul style="list-style-type: none">Continue inputting hazardous waste data according to the Manifest of PT Perkebunan Nusantara IV Reg III		
21/02/2025 Friday	<ul style="list-style-type: none">Scan SPP		

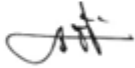
No	Activities	Description
1.		Inputting Account Codes in each Section of the office, PKS and plantation in the ERIN Application


Day : Monday-Friday

Date : 24 -28 February 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 24 -28 February 2025

Day/Date	Activity	Task Assignor	Signature
24/02/2025 Monday	<ul style="list-style-type: none"> First day of ERIN Application Socialization Make a report on the first day of ERIN Socialization activities 	Fahmi Hidayat	
25/02/2025 Tuesday	<ul style="list-style-type: none"> Second day of ERIN Application Socialization Make a report on the second day of ERIN socialization activities 		
26/02/2025 Wednesday	<ul style="list-style-type: none"> Scan SPP 		
27/02/2025 Thursday	<ul style="list-style-type: none"> Record PDL in Expedition book Delivering PDL to the Secretary's Office 		
28/02/2025 Friday	<ul style="list-style-type: none"> Delivering SPP to HR Scan SPP 		


No	Activities	Description
1.		First day of ERIN Application Socialization and Make a report on the first day of ERIN Socialization activities


Day : Monday-Friday

Date : 03 - 07 March 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 03 - 07 March 2025

Day/Date	Activity	Task Assignor	Signature
03/03/2025 Monday	<ul style="list-style-type: none">Inputting memorandum data (January 2024 - February 2025)	Fahmi Hidayat	
04/03/2025 Tuesday	<ul style="list-style-type: none">Inputting memorandum data (January 2024 - February 2025)		
05/03/2025 Wednesday	<ul style="list-style-type: none">Scan SPPScan of proof of Income Tax Withholding		
06/03/2025 Thursday	<ul style="list-style-type: none">Inputting SPPBJ Data		
07/03/2025 Friday	<ul style="list-style-type: none">Scan SPPDelivering SPP to the HR room		

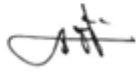
No	Activities	Description
1.		Inputting memorandum data (January 2024 - February 2025)

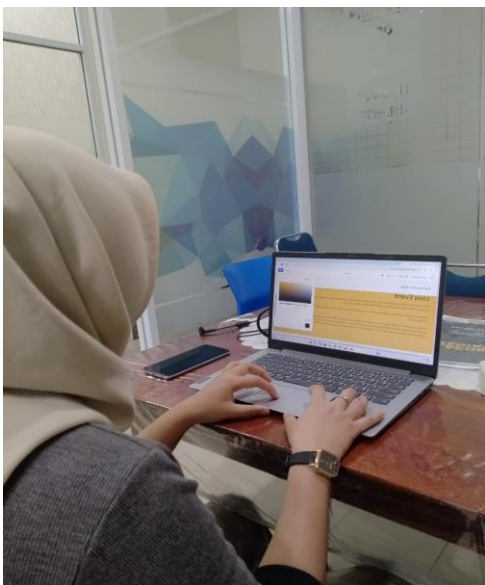
Day : Monday-Friday

Date : 10 – 14 March 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 10 – 14 March 2025

Day/Date	Activity	Task Assignor	Signature
10/03/2025 Monday	<ul style="list-style-type: none">• Scan SPP• Record PDL to Expedition book	Fahmi Hidayat	
11/03/2025 Tuesday	<ul style="list-style-type: none">• Create a 2025 Risk Management Training Schedule Plan		
12/03/2025 Wednesday	<ul style="list-style-type: none">• Making PPT Realization of PTPN IV Regional III Risk Management Work Program until 10 March 2025		
13/03/2025 Thursday	<ul style="list-style-type: none">• Creating a Risk Management Website		
14/03/2025 Friday	<ul style="list-style-type: none">• Creating a Risk Management Website		

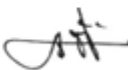
No	Activities	Description
1.		Creating a Risk Management Website

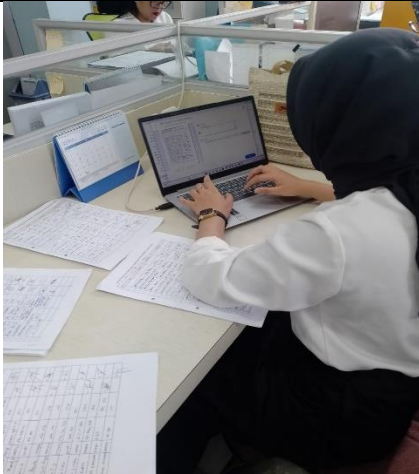
Day : Monday-Friday

Date : 17 -21 March 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 17 -21 March 2025

Day/Date	Activity	Task Assignor	Signature
17/03/2025 Monday	<ul style="list-style-type: none"> Scan Absence Socialization of ERIN Application Scan SPP 	Fahmi Hidayat	
18/03/2025 Tuesday	<ul style="list-style-type: none"> Sales Invoice Scan Scan SPP 		
19/03/2025 Wednesday	<ul style="list-style-type: none"> Recap PDL and PK 		
20/03/2025 Thursday	<ul style="list-style-type: none"> Scan SPP Delivering SPP to the HR room 		
21/03/2025 Friday	<ul style="list-style-type: none"> Record PDL to Expedition book Delivering PDL to the Secretary's Office 		

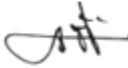
No	Activities	Description
1.		Recap PDL and PK

Day : Monday-Friday

Date : 24 – 28 March 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 24 – 28 March 2025

Day/Date	Activity	Task Assignor	Signature
24/03/2025 Monday	<ul style="list-style-type: none"> Meeting about ERIN Application Making Meeting Minutes Meeting Documentation 	Fahmi Hidayat	
25/03/2025 Tuesday	<ul style="list-style-type: none"> Editing the Socialization Video of Erin's Application Filling 		
26/03/2025 Wednesday	<ul style="list-style-type: none"> Editing the Socialization Video of Erin's Application Filling 		
27/03/2025 Thursday	OFF	-	-
28/03/2025 Friday	OFF	-	-

No	Activities	Description
1.		Meeting about ERIN (Enterprise Risk Information Nusantara) Application, Making Meeting Minutes, dan Meeting Documentation.

Day : Monday-Friday

Date : 31 March – 04 April 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia

Campus : Politeknik Negeri Bengkalis

Date : 31 March – 04 April 2025

Day/Date	Activity	Task Assignor	Signature
31/03/2025 Monday	OFF	-	-
01/04/2025 Tuesday	OFF	-	-
02/04/2025 Wednesday	OFF	-	-
03/04/2025 Thursday	OFF	-	-
04/04/2025 Friday	OFF	-	-


No	Activities	Description
1.	OFF	-

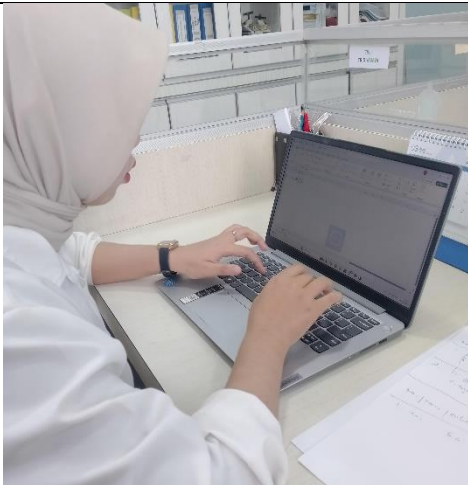
Day : Monday-Friday

Date : 07 -11 April 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 07 -11 April 2025

Day/Date	Activity	Task Assignor	Signature
07/04/2025 Monday	OFF	-	-
08/04/2025 Tuesday	OFF	-	-
09/04/2025 Wednesday	• Scan SPP	Fahmi Hidayat	
10/04/2025 Thursday	• Scan LPUP		
11/04/2025 Friday	• Scan SPP		

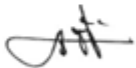
No	Activities	Description
1.		Scan LPUP

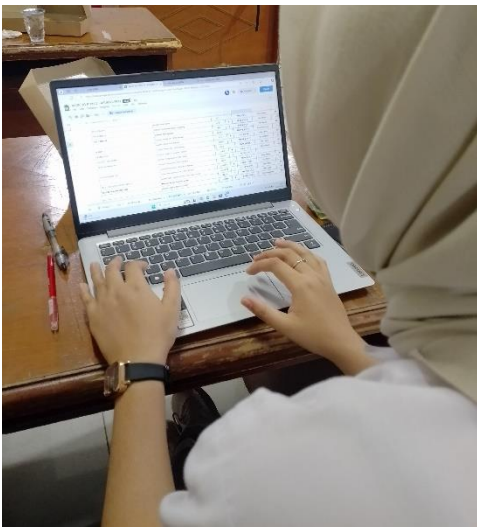
Day : Monday-Friday

Date : 14 – 18 April 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 14 – 18 April 2025

Day/Date	Activity	Task Assignor	Signature
14/04/2025 Monday	<ul style="list-style-type: none">• Create a Weekly Activity Agenda• Scan SPP	Fahmi Hidayat	
15/04/2025 Tuesday	<ul style="list-style-type: none">• Inputting the 2020-2024 Work List		
16/04/2025 Wednesday	<ul style="list-style-type: none">• Inputting the 2020-2024 Work List• Upload Contract File 2020-2024		
17/04/2025 Thursday	<ul style="list-style-type: none">• Inputting the 2020-2024 Work List		
18/04/2025 Friday	OFF	-	-

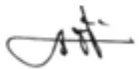
No	Activities	Description
1.		Inputting the 2020-2024 Work List, Upload Contract File 2020-2024

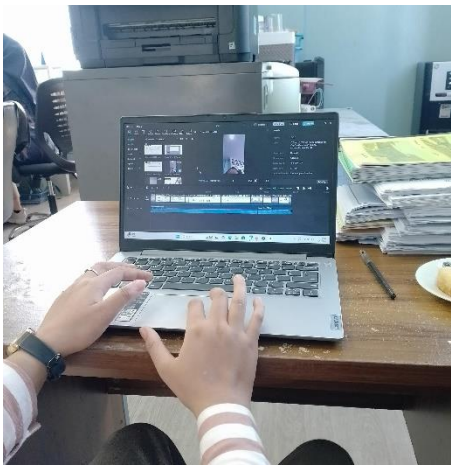
Day : Monday-Friday

Date : 21 – 25 April 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 21 – 25 April 2025

Day/Date	Activity	Task Assignor	Signature
21/04/2025 Monday	<ul style="list-style-type: none">Inputting the 2020-2024 Work ListPlanning Video Tutorial of ERIN Application Approval process	Fahmi Hidayat	
22/04/2025 Tuesday	<ul style="list-style-type: none">Editing Video Tutorial of ERIN Application Approval process		
23/04/2025 Wednesday	<ul style="list-style-type: none">Delivering SPP to the HR roomScan SPP		
24/04/2025 Thursday	<ul style="list-style-type: none">Scan SPP		
25/04/2025 Friday	<ul style="list-style-type: none">Scan SPP		

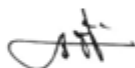
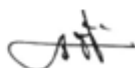
No	Activities	Description
1.		Editing Video Tutorial of ERIN Application Approval process

Day : Monday-Friday

Date : 28 April – 02 May 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 28 April – 02 May 2025

Day/Date	Activity	Task Assignor	Signature
28/04/2025 Monday	<ul style="list-style-type: none"> Creating a Risk Management Website 	Fahmi Hidayat	
29/04/2025 Tuesday	<ul style="list-style-type: none"> Creating a Socialization Website for Enterprise Risk Information Nusantara (ERIN) 		
30/04/2025 Wednesday	<ul style="list-style-type: none"> Scan SPP Entering important data into the Risk Management Website 		
01/05/2025 Thursday	OFF	-	-
02/05/2025 Friday	<ul style="list-style-type: none"> Separating sheets that are not used in monthly reports in each plantation and PKS (Environmental monitoring and management). Record PDL (Outside Service Requests) in the Expedition book, deliver to the Secretary. 	Fahmi Hidayat	

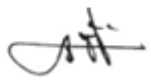
No	Activities	Description
1.		Creating a Socialization Website for Enterprise Risk Information Nusantara (ERIN)


Day : Monday-Friday

Date : 05 – 09 May 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 05 – 09 May 2025

Day/Date	Activity	Task Assignor	Signature
05/05/2025 Monday	<ul style="list-style-type: none">Recording the Weekly Agenda in the office of the head of department.Scan SPPEditing the Risk Management Website.	Fahmi Hidayat	
06/05/2025 Tuesday	<ul style="list-style-type: none">Scan SPPScan contractInputting Regional III Risk Limit data in 2025Adding data to the Risk Management Website		
07/05/2025 Wednesday	<ul style="list-style-type: none">Adding data to the Risk Management Website.Making PPT on Risk Management		
08/05/2025 Thursday	<ul style="list-style-type: none">Scan SPP		
09/05/2025 Friday	<ul style="list-style-type: none">Record PDL to Expedition bookScan SPP		

No	Activities	Description
1.		Adding data to the Risk Management Website. Fahmi Hidayat, Making PPT on Risk Management

Day : Monday-Friday


Date : 12 – 16 May 2025


**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia

Campus : Politeknik Negeri Bengkalis

Date : 12 – 16 May 2025

Day/Date	Activity	Task Assignor	Signature
12/05/2025 Monday,	OFF	-	-
13/05/2025 Tuesday	OFF	-	-
14/05/2025 Wednesday	<ul style="list-style-type: none">Recap Data entry in ERIN application	Fahmi Hidayat	
15/05/2025 Thursday	<ul style="list-style-type: none">Monitoring ERIN Application Completion		
16/05/2025 Friday	<ul style="list-style-type: none">Monitoring ERIN Application FillingUploading Files to Google DriveRecording absences that leave the Office (PDL)		


No	Activities	Description
1.		Monitoring Application Filling ERIN, Uploading Files to Google Drive, and Recording absences that leave the Office (PDL)


Day : Monday-Friday

Date : 19 – 23 May 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 19 – 23 May 2025

Day/Date	Activity	Task Assignor	Signature
19/05/2025 Monday	• Monitoring ERIN Application Completion	Fahmi Hidayat	
20/05/2025 Tuesday	• Monitoring ERIN Application Completion		
21/05/2025 Wednesday	• Recap Data entry in ERIN application • Make Memorandum, PDL, and PK		
22/05/2025 Thursday	• Monitoring ERIN Application Completion		
23/05/2025 Friday	• Monitoring ERIN Application Completion		

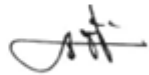
No	Activities	Description
1.		Monitoring ERIN Application Completion


Day : Monday-Friday

Date : 26 – 30 May 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 26 – 30 May 2025

Day/Date	Activity	Task Assignor	Signature
26/05/2025 Monday	• Monitoring ERIN Application Completion	Fahmi Hidayat	
27/05/2025 Tuesday	• Monitoring ERIN Application Completion		
28/05/2025 Wednesday	• Recap Data entry in ERIN application • Zoom related to ERIN App Filling		
29/05/2025 Thursday	OFF	-	-
30/05/2025 Friday	OFF	-	-

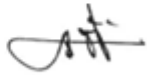
No	Activities	Description
1.		Recap Data entry in ERIN application, Zoom related to ERIN App Filling


Day : Monday-Friday

Date : 02 – 06 June 2025

**INDUSTRIAL INTERNSHIP PT. PERKEBUN NUSANTARA IV
REGIONAL III, PEKANBARU
MONITORING THE IMPLEMENTATION OF PRAKTICAL WORK**

Name : Radina selvia
Campus : Politeknik Negeri Bengkalis
Date : 02 – 06 June 2025

Day/Date	Activity	Task Assignor	Signature
02/06/2025 Monday	• Monitoring ERIN Application Completion	Fahmi Hidayat	
03/06/2025 Tuesday	• Monitoring ERIN Application Completion		
04/06/2025 Wednesday	• Monitoring ERIN Application Completion • Scan SPP		
05/06/2025 Thursday	• Monitoring ERIN Application Completion		
06/06/2025 Friday	OFF	-	-

No	Activities	Description
1.		Monitoring ERIN Application Completion

APPENDIX 6. Meeting on ERIN Application



APPENDIX 7. Socialization of ERIN Application on the first day



APPENDIX 8. Socialization of ERIN Application on the second day



APPENDIX 9. K3 Quiz Competition Event



APPENDIX 10. Family Gathering Activity




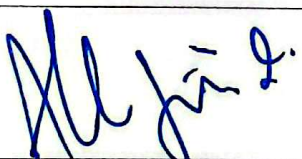



APPENDIX 11. Photo with the SM team on the last day of the internship



REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION
D-IV STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : Radina Selvia
 Student Identity No : 5404211445
 Apprenticeship Place : PT. Perkebunan Nusantara IV Regional III, Pekanbaru
 Advisor : Wan Junita Raflah, B.Sc., M.Ec, Dev

No	Date and Time	Revision	Advisor Initials
1.	24/07/2025	<ul style="list-style-type: none"> • Improve the table of Contents. • Fix the Sub-chapter heading. 	
2.	01/08/2025	<ul style="list-style-type: none"> • Enlarge the company structure image and highlight the author's division in a different color. 	
3.	04/08/2025	<ul style="list-style-type: none"> • Add Suggestions for the author, the Company, and the campus. 	
4.	05/08/2025		

Bengkalis , 2025

Advisor



Wan Junita Raflah, B.Sc., M.Ec, Dev)
 NTP. 198406142018032001