

APPRENTICESHIP REPORT

**APRIL LEARNING INSTITUTE (ALI)
PT. RIAU ANDALAN PULP AND PAPER (PT.RAPP)
PANGKALAN KERINCI - RIAU**



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DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS
2025**

APPROVAL SHEET
APPRENTICESHIP REPORT
PT RIAU ANDALAN PULP AND PAPER (PT. RAPP)
APRIL LEARNING INSTITUTE

Written as one of the conditions for completing Apprenticeship

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Pangkalan Kerinci, January 09th, 2025

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ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **SYARINA REVIATI SOFYAN** Reg. Number **5504211044** who has done the apprenticeship at PT Riau Andalan Pulp and Paper, in APRIL Learning Institute from September 09th to January 09th, 2025. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee has been made.

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AKNOWLEDGEMENT

Assalamualaikum Wr. Wb

Praise the presence of Allah SWT for His grace, the activities and reports of this job training can be carried out and completed properly. This practical work is one of the activities for State Polytechnic of Bengkalis's students in completing studies carried out at the end of the VII (seventh) semester and as a requirement to continue the next semester has great meaning for the author to apply the knowledge gained in lectures to the world of work. The practical work carried out in APRIL Learning Institute (ALI) PT. Riau Andalan Pulp and Paper (PT.RAPP) Pangkalan Kerinci-Riau.

The author is very grateful to certain parties who have helped and provided guidance during the job training. The attitude of hospitality, kinship, discipline, attention, mutual assistance and attention given greatly helps the author in completing the work.

The author is very grateful to certain parties who have helped and provided guidance during the job training. The attitude of hospitality, kinship, discipline, openness, mutual help and attention given greatly helped the author in completing this Job Training and the author would like to express his deepest gratitude to:

1. Johny Custer ST., MT, as the Director of State Polytechnic of Bengkalis
2. Diah Paramita Sari M.Pd., as the Head of Language Department
3. M. Sabri S.pd, M.Par., as the Secretary of Language Department
4. Fanalisa Elfa M.Pd, as the Head of English for Business and Professional Communication Study Program
5. Arita Destianingsih M.Pd, as the Coordinator of Apprenticeship Report
6. Tengku Kespandiar, ST., MM, as the Advisor of Apprenticeship report and as the Head of Campus Relations Department in PT Riau Andalan Pulp and Paper
7. Ms. Sri Wahdini Rahmi as apprenticeship supervisor
8. Ms. Nanda Patricia Flowerence as apprenticeship mentor
9. All of the lectures of Language Department
10. All of the Co-workers in APRIL Learning Institute Office; Mr. Dedi Yandri, Mr. Maher, Ms. Putri, Mr. Tri, Mr. Sudirwan, Mr. Andri, Mr. Antinio, and Mr. Anton

11. Especially for my family and my parents, my Father, my mother, my little sister and brother who have given a lot of sacrifice, support, prayers, time, energy and materials to help and provide convenience during lectures to realize the ideals for you.
12. To all of my friends, especially (Ainal, Sakina, Dina, and Yohana) as the author's internship partner from the beginning to the end of this practical work.
13. To my favorite biases (Tomorrow x Together and Golden Child) who have encouraged me all this time and motivated me to keep going.
14. All parties who have been present in the author's life, which cannot mentioned one by one. Thank you for everything!

The author realizes that in the preparation of this job training report is still far from perfect, both in terms of preparation, language, and writing. Therefore, the author really expects constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader.

Wassalamu'alaikum Wr. Wb

Bengkalis, Desember 2024

Syarina Reviati Sofyan
5504211044

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

“Internship” or ‘apprenticeship’ is an education and training program that provides students or participants with the opportunity to gain practical experience in a work environment that is relevant to their major. These internship programs usually last for a specific period, such as a few weeks to a few months, and aim to equip participants with practical knowledge and skills relevant to their field of interest.

Human resources (HR) skills can be developed through training organized by various institutions, both government and private. This training aims to improve skills, thus creating quality, reliable, and professional human resources in carrying out their duties. HR excellence can be realized through mastery of four main aspects, namely knowledge, skills, attitudes, and habits. When these four aspects are fulfilled, it is expected that superior human resources will be formed, both in the business world and in the world of education. One example is the program implemented by Politeknik Negeri Bengkalis, which is committed to producing quality human resources through directed education and training.

State Polytechnic of Bengkalis is the only vocational state polytechnic in Riau Province under the auspices of the Ministry of Education, Culture, Research, and Technology. This educational institution was originally established in 2001 by the Bengkalis Regency Government under the Bangun Insani Foundation (YBI). Since July 29, 2011, its status officially changed to a state university (PTN) and was inaugurated as Politeknik Negeri Bengkalis on December 26, 2011, by the Minister of Education and Culture of the Republic of Indonesia, Prof. Muhammad Nuh. Currently, Politeknik Negeri Bengkalis has eight departments, namely Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics Engineering, and Maritime Engineering, all of which are designed to support the needs of the industrial and maritime world in Indonesia.

State Polytechnic of Bengkalis offers a total of 21 study programs, comprising three Diploma II (D-II) programs, namely Computer Network Engineering, Machining Engineering, and Welding and Fabrication Engineering. Additionally, there are eight Diploma III (D-III) programs, including Naval Architecture, Mechanical Engineering, Electronics Engineering, Civil Engineering, Informatics Engineering, English, Nautical Science, and Commercial Shipping Management. The institution also provides ten Diploma IV (D-IV) programs, such as Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, Digital Business, International Business Administration, Public Financial Accounting, Software Engineering, Information System Security, Marine Architectural Engineering Technology, and English for Business and Professional Communication. Politeknik Negeri Bengkalis adopts a curriculum tailored to meet the demands of an industry-ready workforce, emphasizing a 40% theoretical and 60% practical learning composition. The programs require a total of 110 to 150 credit hours, with an effective study load of 22 to 32 hours per week.

State Polytechnic of Bengkalis is committed to enhancing human resources, particularly by improving the quality of its students. One of the key efforts undertaken to achieve this is requiring students to enroll in a practical work course. This program serves as a platform for students to develop themselves as they prepare to enter the professional world. The practical work experience significantly contributes to students' growth, equipping them to face the workforce with confidence while also supporting the development of competencies at Politeknik Negeri Bengkalis.

This Practical work is carried out by Bengkalis State Polytechnic students after completing a minimum of 6 (six) semesters and all specified tasks. This program lasts for 4 (four) months. As a student of the English for Business and Professional Communication Study Program, the author is required to take part in the practical work during this period. The author chose PT Riau Andalan Pulp and Paper as the location for the implementation of the practical work with the aim of applying the knowledge that has been obtained during the lecture period and implementing it in the world of work. In addition, the author hopes to bring home valuable experience as a provision for the future.

During the practical work, the author was placed at the APRIL Learning

Institute (ALI), which is under the auspices of PT RAPP in the Education Program Department. This internship took place from September 9 to January 9, 2024. Through this program, the author hopes to broaden his horizons about professional work procedures, understand the implementation of good and correct tasks, and gain valuable experience to face the real world of work.

1.2 Purpose of the Apprenticeship

The purpose of the Job Training program conducted at APRIL Learning Institute (ALI) PT. Riau Andalan Pulp and Paper are:

1. To describe the job descriptions during practical work.
2. To know the place and time of practical work.
3. To explain practical workplace systems and procedures.
4. To find out the obstacles and solutions during practical work.

1.3 Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

Students have the chance to put the knowledge and theoretical concepts they've learned in lectures into practical application in the workplace

2. For Companies

There is collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

1.4 Time and Length of Practical Work

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from July 17 to November 17, 2023. The schedule for practical work at APRIL Learning Institute (ALI) PT. Riau Andalan Pulp and Paper are as follows:

| No | Day | Office hours | Break |
|----|------------------|--------------|-------------|
| 1 | Monday to Friday | 08.00-17.00 | 12.00-13.30 |
| 2 | Saturday | 08.00-12.00 | - |
| 3 | Sunday | OFF | - |

Table 1.1 Office Hours Schedule

1.5 Place of Implementation of Practical Work

This practical work activity was carried out at PT Riau Andalan Pulp And Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the APRIL Learning Institute business unit Technical Mill and Education Program

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 Royal Golden Eagle (RGE) Group

Sukanto Tanoto, founder of Royal Golden Eagle (RGE), began his business journey more than 50 years ago by providing spare parts to the oil and construction industries. A visionary entrepreneur, he entered the plywood business in 1967, marking his first foray into the natural resources sector. His success continued when he established the world's largest pulp and paper mill located in Kerinci, Pelalawan Regency, Riau Province, Indonesia. With success in this industry, Sukanto expanded his business into various other natural resource-based sectors, including palm oil, forestry, pulp and paper, and energy generation. The company now known as RGE, formerly Raja Garuda Mas (RGM), was officially registered in 1973.



Figure 2. 1 RGE Logo

RGE is a group of natural resource-based manufacturing companies operating in various countries. Its businesses cover a diverse range of sectors, from the upstream sector that focuses on the sustainable management and utilization of natural resources, to the downstream sector that produces value-added goods for the global market. RGE's operations are based on a strong commitment to sustainable development, environmental conservation and community empowerment. The company strives to create balanced benefits for the community, country, climate, customers, and the business itself. RGE's core values are summarized in the acronym "TOPICC", which reflects the principles of: Team, Ownership, People, Integrity, Customer, and Continuous Improvement.

These principles are the cornerstone of RGE's work, guiding every step of the company's operations. All business activities are carried out with a commitment

to sustainable practices and innovation, to produce high-quality products while prioritizing energy efficiency and optimal cost management. RGE Group applies industry best practices and conducts intensive research and development to maintain its competitive edge. Its operational strategy focuses on building teams of international experts and utilizing cutting-edge technology. Close partnerships between the company, government and communities are key components that support its business success.

The company is committed to building long-term mutually beneficial partnerships, realized through various concrete efforts in three main aspects: community, economy and environment. In the community aspect, the company contributes through infrastructure development and improving access to education. In the economy, the company creates jobs and encourages the improvement of labor skills. Meanwhile, in the environmental aspect, the company implements sustainable practices and supports research and development to ensure the preservation of natural resources.

RGE group of companies are involved in the following business segments:

- a. Pulp and Paper – APRIL and Asia Symbol
- b. Palm Oil – Asian Agri and Apical
- c. Dissolving Pulp – Bracell
- d. Tissue and Personal Care – Vinda
- e. Viscose Fibre – Sateri and Asia Pacific Rayon
- f. Integrated Energy Provider – Pacific Energy

2.1.2 (APRIL) Asia Pacific Resources International Holding Ltd

Asia Pacific Resources International Holding Ltd (APRIL) is one of the world's largest pulp and paper producers and part of the RGE Group, which was founded by Sukanto Tanoto in 1973. Under his leadership, RGE Group has grown into a global conglomerate with more than 80,000 employees, assets exceeding US\$35 billion, and a sales network spanning the globe.



Figure 2. 2 RGE Group Of Companies

As part of its commitment to corporate social responsibility, APRIL and its subsidiaries (APRIL Group) apply Sukanto Tanoto's 5C principles. to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer, and good for Company. Corporate social responsibility is therefore not only an integral part of APRIL Group's operations and management, but also a key driver in supporting environmental and community development. Tanoto Foundation, established in 1981, plays an active role in realizing this vision through various strategic initiatives.



Figure 2. 3 The Path To Prosperity

Through its Indonesian subsidiary, APRIL Group began the development of plantations in Riau Province, Sumatra, and the construction of a mill in Pelalawan, Kerinci, in 1993. At that time, Kerinci was still a small town with only about 200 households. However, as APRIL Group's business expanded and diversified, Kerinci's population grew rapidly to over 200,000 by 2010. This transformation has made Kerinci an important social and economic center in the region.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. Since its inception, the development of the region has paralleled the growth of APRIL Group's operations in Indonesia. Pelalawan Regency was officially established in 1999, followed by the creation of Pelalawan Kerinci Regency alongside Pelalawan Regency in 2001. Kerinci's continued growth prompted the division of the region into three districts in 2005.

In 2010, APRIL Group's forestry operations contributed approximately 6.9% of Riau Province's total economic output. APRIL Group also created approximately 90,000 jobs. In addition, through various initiatives such as improving access to education, social support in health, and provision of housing, APRIL Group has played a significant role in improving the quality of life of the community and reducing the poverty rate by 30%.



Figure 2. 4 Sowing The Seed Sustainable Forestry

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

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

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In

the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established, and APRIL Group received Green Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from the Indonesian Government.



Figure 2. 5 Growth And Recognition

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re- certified under SPFM-LEI again in 2011 for a further five years. In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of four million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self-sufficient energy generation.

Since 2010, APRIL Group's production facilities have been certified under the Program for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are supplied from legal and from non-controversial sources. APRIL also received certification from Hong

Kong Green Label for its PaperOne™ product in 2010.

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

APRIL Group launched an upgraded Sustainable Forest Management Policy in January 2014. The new policy underlined APRIL Group's commitment to balancing the need to safeguard the environment and enhance the interests of local communities, while continuing to operate a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and the implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group evolved its Sustainable Forest Management Policy following input from the SAC and a range of stakeholders, further strengthening its forest protection and conservation commitments including the elimination of deforestation from its supply chain and the addition of High Carbon Stock assessments.

In 2016, APRIL Group (Asia Pacific Resources International Holdings Ltd), one of the world's largest pulp and paper companies, completed the construction of its third paper mill located in Pangkalan Kerinci, Riau, Indonesia. This mill is part of APRIL's commitment to increase production capacity and support the growth of the pulp and paper industry sector in Indonesia.

In 2017, the groundbreaking of the Asia Pacific Rayon (APR) Project was carried out by the company APRIL (Asia Pacific Resources International Limited). The project is a strategic step for APRIL in diversifying its products and expanding its market into the global textile industry. The APR facility is now one of the largest viscose-rayon fiber producers in the world.

In mid to late 2023, the Section Board Machine came into operation. This marks the start of production of various types of board paper used in various applications, such as packaging and other paper products.

2.2 Vision and Mission

2.2.1 Vision

The vision of RGE, namely "To be one of the largest, best-managed, and

sustainable resource-based groups, creating value for the Community, Country, Climate, Customer and Company”.

2.2.2 Mission

1. We are aligned by our common purpose and work together as a complementary team.
2. We take **Ownership** to achieve outstanding result and seek value at all time.
3. We develop our **people** to grow with us.
4. We act with **Integrity** at all times.
5. We understand our **customers** and deliver best value to them.
6. We act with zero complementary and always strive for **continuous improvement**.

2.3 Kind of Business

There are five kinds of business in PT RAPP which are follows:

- a. Riau Fiber is a business unit that functions as a supplier of raw materials in the form of wood to the mill.
- b. Riau Pulp (RPL) is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.
- c. Riau Paper is a business unit that produces paper based on customer needs.
- d. Riau Power is a business unit that functions as the largest producer of electricity for mills and Riau Complex, especially pulp mills and paper mills, while also dealing with energy and electric power issues.
- e. Share Services is a business unit that manages personalia and administration at PT RAPP including General Services, Purchasing, Finance, Personalia Administration, ALI, Security, Transportation and Health Care.
- f. Board machine is a business unit that focuses more on the technical and operational aspects of machines used to produce liner paper or board, including maintenance, operation, and improving the efficiency of these machines in the production process.

PT Riau Andalan Pulp and Paper (RAPP) is one of the largest, most advanced, and efficient pulp and paper producers in the world. The company produces products used by millions of people every day, such as liquid packaging, printing and writing paper, tissue, shopping bags, food packaging, magazines, and books. The company's flagship products, including PaperOne™ office paper, are proudly

marketed and sold in more than 110 countries around the world. The business is built on the foundation of the Sustainable Forest Management Policy. Its operations include state-of-the-art pulp and paper mills and plantations located in Riau Province, Sumatra, Indonesia. APRIL Group, the parent company of PT RAPP, directly employs around 9,000 people and creates indirect employment for another 90,000 people. Currently, the employee residential area houses up to 7,000 employees and their families.



Figure 2. 6 PT. RAPP Featured Product

2.4 Organization Structure

An organizational structure is a framework that describes the division of tasks, reporting relationships, and communication channels to coordinate the work of individuals and teams. This structure is designed so that the organization can achieve its goals effectively. Without a clear structure, operations can become chaotic due to undefined responsibilities. A good organizational structure provides clarity, assigns roles, and ensures accountability in the completion of tasks, allowing the organization to function efficiently.

The author completed a four-month practical apprenticeship at PT Riau Andalan Pulp & Paper, specifically at the April Learning Institute, from July 17th to November 30th, 2024. The apprenticeship focused on the education program and technical mill operations.

2.4.1 APRIL Learning Institute (ALI)

APRIL Learning Institute (ALI) is the largest employee training and development center in the pulp and paper industry in Indonesia. ALI was established at the initiative of APRIL Group's founder, Sukanto Tanoto, who is deeply committed to the development and enhancement of every employee's competencies. ALI is responsible for ensuring that all employees have the ability to execute the company's strategy, both in technical aspects and interpersonal skills. As part of the Shared Service/Human Resource department, ALI plays an important role in managing the company's human resources. In designing and organizing training programs, ALI is

divided into 10 (ten) divisions, each of which has a specific focus and responsibility.

Each section of the APRIL Learning Institute has a different task according to its scope of work, but all have the same main task of realizing quality human resources in accordance with the company's expectations. The main tasks of APRIL Learning Institute are as follows:

1. Module Development.

Creating modules that are used for learning materials in training with a focus on the field that will carry out the training.

2. Execution.

Conducting trainings aimed at improving the ability of employees with a focus on the field according to what is needed by the employee.

3. Certification.

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

The APRIL Learning Institute (ALI) conducts a thorough training needs analysis before designing and implementing its training programs. In addition, ALI offers programs that support employees in their personal development and capability-building journeys. One such program is the Individual Development Plan (IDP), which outlines a tailored growth plan for each employee. ALI is also committed to enhancing employees' core values by providing training in both technical and soft skills.

2.4.2 Vision and Mission of APRIL Learning Institute (ALI)

The Following are the Vision and Mission of APRIL Learning Institute:

1. Vision

“To be a world-class Learning Organization that develops and equips people, particularly within the APRIL Organization and RGE Group”.

2. Mission.

To connect ALI programs to support business solutions transferring maximum learning outcomes in the workplace supporting LEAN transformation programs.

The organizational structure of April Learning Institute can be seen below:

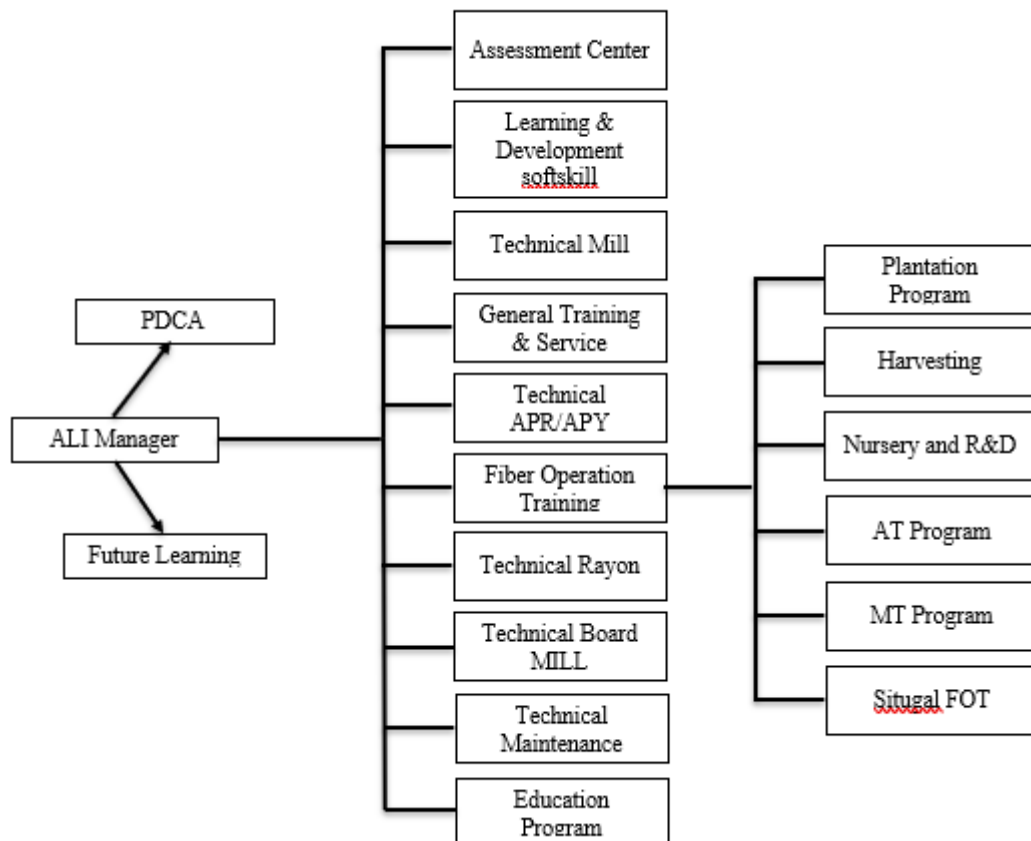


Figure 2. 7 ALI Organization Structure

Organizational structure in a company refers to the formal framework that defines how tasks are divided, coordinated, and managed to achieve the company's goals and objectives. It establishes the roles, responsibilities, and authority relationships within the organization, creating a clear system for workflow and decision-making. This structure is carefully designed to ensure that the organization operates efficiently and effectively to achieve its objectives.

The duties and responsibilities of each section contained in the organizational structure of APRIL Learning Institute are as follows:

1. The Manager of the APRIL Learning Institute operates under the Human Resources division, playing a crucial role in developing the company's workforce. The manager oversees all departmental activities and implements various programs, including:
 - a. PDCA (Plan Do Check Act) A management approach designed to address issues through a four-step iterative process, commonly used in quality control.
 - b. Future Learning is a forward-thinking educational strategy that leverages ICT, including computer-based learning, mobile devices, mobile learning, and augmented reality. This program is essential for designing training programs tailored to the company's employees.
2. Assessment Center is a program aimed at evaluating employees who have undergone training to determine their competency levels.
3. Learning and Development - Soft skill, is a program designed to enhance employees' growth by offering training and resources focused on soft skills and personal development.
4. The Technical Mill division oversees employee development within the engineering sector. It manages personnel in areas such as IT, production, maintenance, and other technical roles, with one of its core responsibilities being the professional growth of mill employees.
5. The Technical Maintenance division is tasked with maintaining the factory's operations. This includes providing training and skill enhancement resources focused on machine maintenance within the mill.
6. The Technical Board Mill division addresses various operational issues within the mill. Additionally, it is responsible for offering training and skill development resources tailored to the needs of employees in this field.
7. Fiber Operation Training division specializes in the fiber sector, tasked with providing educational and skill development resources for employees working in that area.
8. Technical Rayon responsible for overseeing rayon production. It plays a key role in providing learning materials and skill development programs tailored to employees working in the rayon sector. Its purpose is to align APRIL Learning

Institute (ALI) programs with business solutions by ensuring effective transfer of learning outcomes to the workplace. This effort also supports the implementation of the LEAN transformation program.

9. The General Training and Services division oversees all training activities within ALI, managing responsibilities such as finances, procurement, scheduling, and record-keeping for all other departments.
10. The Technical APR/APY division dedicated to continuously improving the expertise and capabilities of employees in rayon and yard operations, ensuring their ongoing contributions to organizational goals and alignment with the company's sustainability vision
11. Education Program division focuses on advancing educational initiatives at APRIL Learning Institute, including the development of training modules to serve as learning tools for employee training.

2.5 Document used for Activity

There were several documents used for activity while doing Apprenticeship, as follows:

2.5.1 Hard File Document

2.2.1.1 Training Module

Training module is a structured set of learning materials designed to teach specific skills or knowledge in a focused and step-by-step way.

2.2.1.2 examination question sheet

An examination question sheet is a document that contains a set of questions designed to test a person's knowledge, skills, or understanding of a particular subject or topic.

2.2.1.3 Book for Social Media Management

A book for social media content creation is a resource used to draw inspiration or ideas for crafting social media posts.

2.2.1.4 Questionnaire

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

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, some of the activities during the internship are described. The internship lasted for 4 months, starting from September 9 to January 9, 2025 at the APRIL Learning Institute, PT RAPP. During the internship at PT Riau Andalan Pulp and Paper, the author was placed in the Education Program and Technical Mill section for 4 (four) months. The work schedule is divided into two shifts: Monday through Friday from 8:00 AM to 5:00 PM, and Saturday from 8:00 AM to 12:00 PM, with two Saturdays off each month.

During the internship program, the author was assigned various responsibilities that supported the operational activities of the department. Additionally, the author gained a lot of new knowledge, skills, and experiences, both technical and non-technical. Below is an outline of the tasks assigned to the author during the internship in the Education Program and Technical Mill.

Some of the activities that the author carried out during the internship were as follows:

1. Sorting the 2020-2023 DLP exam result data
2. Summarize journal materials and make PPT
3. Teaching English training class (English Corner)
4. Restocking the TLP Examination Paper
5. Designing The Flyer for Event
6. Making PPT about evaluation materials
7. Preparing The Material for Canva Class
8. Being part of the registration and distribution of event prize stickers
9. Conduct simulation games for training
10. Mentoring TPK interns' book session sharing activities
11. Monitoring DLP exam
12. Assisting to comprehend in Canva Class material (Basic)
13. Making materials and ppt sharing session
14. Inputting TPK students' internship presentation scores in excel
15. Taking photos and videos in Event
16. Assisting to comprehend in Capcut Class material (Basic)
17. Sorting vehicle license plate numbers into stickers

3.2 System and Procedure in APRIL Learning Institute

1. Sorting the 2020-2023 DLP Exam Result Data

The process of sorting the 2020-2023 DLP exam results data involved organizing and sorting information based on various criteria such as participant identity, exam year, and score results. This data is organized to facilitate analysis of performance trends over four years, identify specific patterns, and present results in a more structured format. The results of this sorting can be used to evaluate achievements or conduct overall reporting.

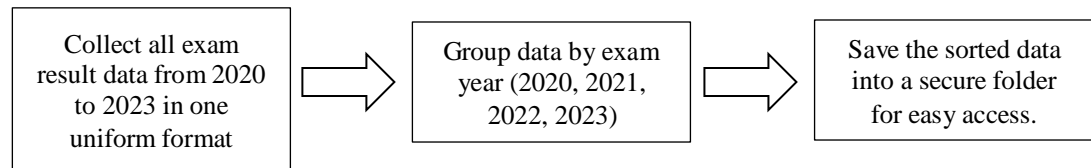


Figure 3. 1 Sorting out the 2020-2023 DLP Exam Result Data



2. Summarize journal materials and make PPT

summarize the risk management material from the module given to be shorter and show the conclusion of the module then make it a power point to be explained more clearly.

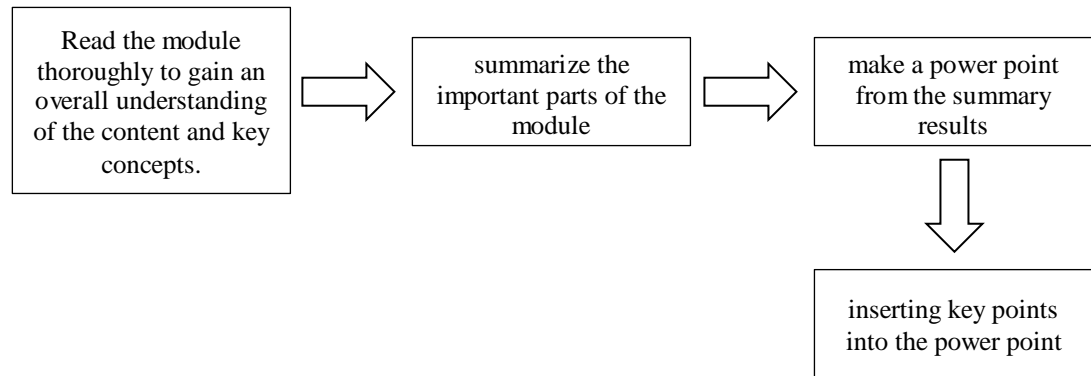


Figure 3. 33 Summarize journal materials and make PPT



3. Teaching English training class (English Corner)

Conducting English training sessions at the English Corner aims to elevate participants' language proficiency through engaging and interactive learning experiences. The role entails designing comprehensive lesson plans, leading meaningful discussions, and fostering an encouraging atmosphere that empowers participants to build confidence in their English communication skills. This responsibility demands exceptional teaching abilities, a creative approach, and a high level of patience.

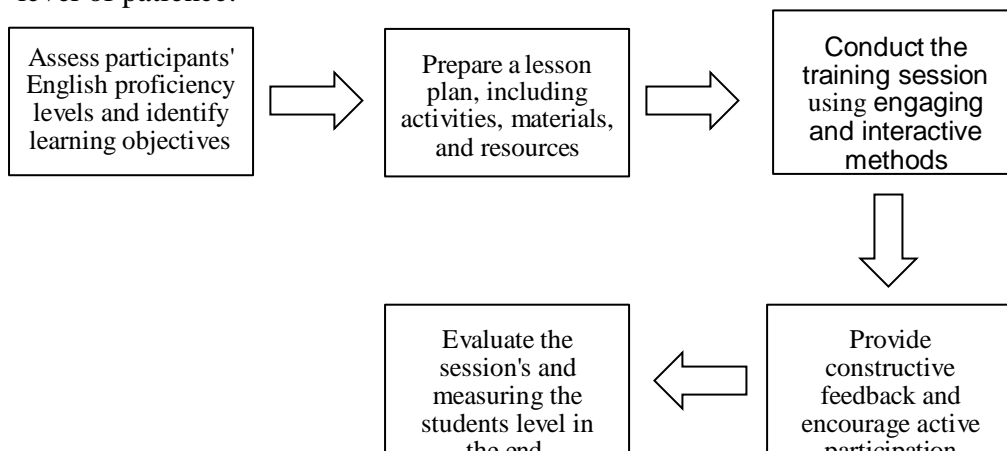


Figure 3. 65 Teaching English training class (English Corner)



4. Restocking the TLP Examination Paper

This role involves overseeing the inventory and replenishment of TLP (Team Leader Program) examination papers to ensure seamless training and examination sessions. It plays a vital role in supporting the smooth execution of educational activities, requiring a high level of attention to detail, strong organizational skills, and unwavering reliability.

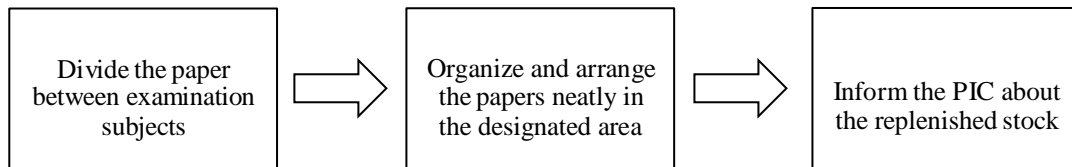


Figure 3. 97 Restocking the TLP Examination



5. Designing The Flyer for Event

This activity involves creating an eye-catching and informative flyer to promote the event effectively. The process includes planning the layout, selecting appropriate visuals, and incorporating essential details about the event to ensure clarity and appeal. The aim is to produce a professional and engaging design that attracts the target audience and enhances event awareness.

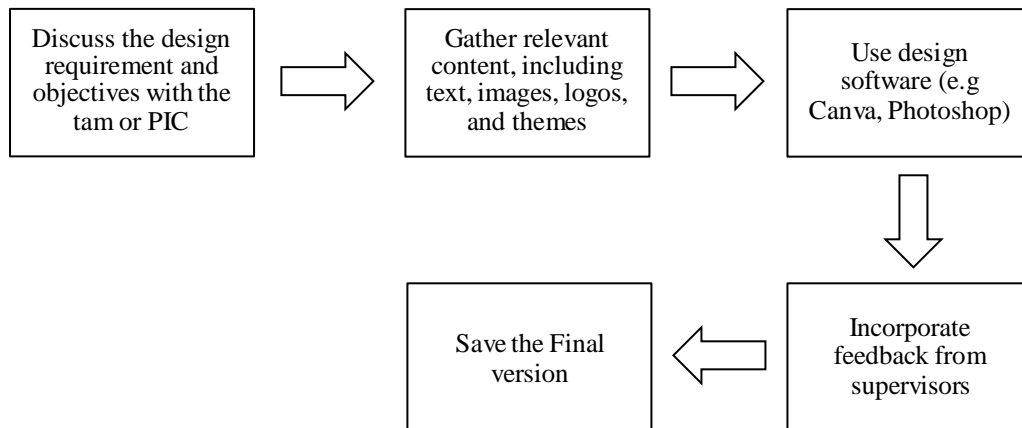
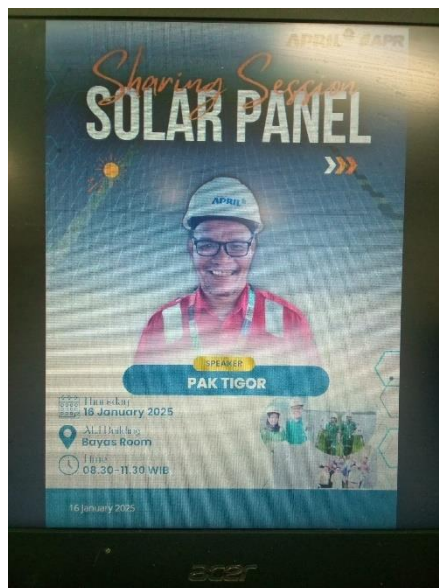


Figure 3. 129 Designing The Flyer for Event



6. Making PPT about evaluation materials

Redevelop existing training evaluation materials to ensure their relevance and quality. This includes updating content, adjusting formats and refining materials to suit current training needs and effectively support the achievement of learning objectives.

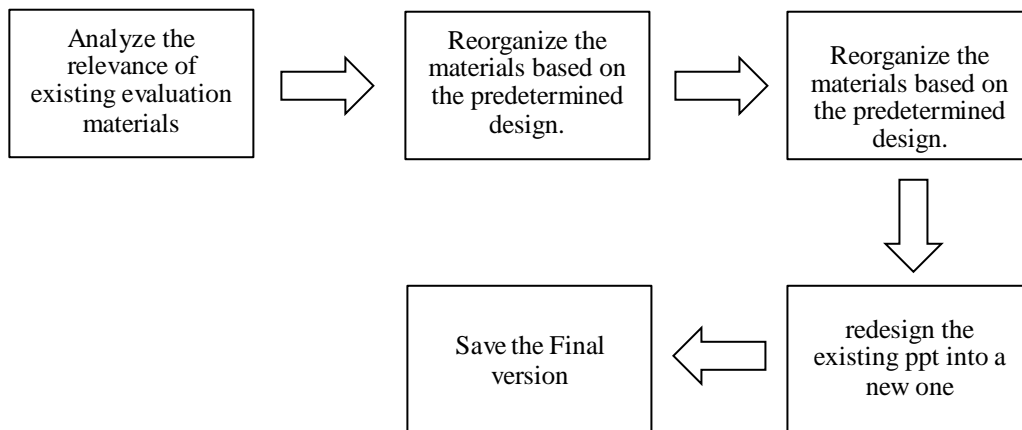
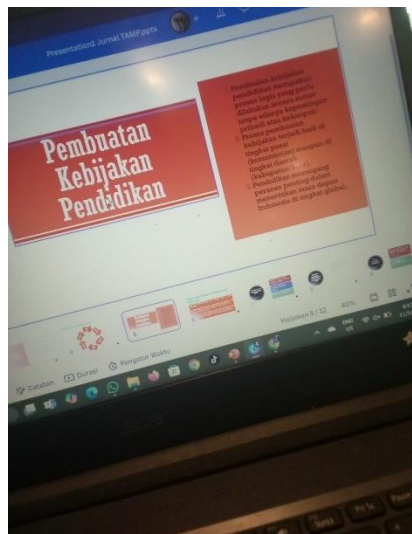


Figure 3. 161 Recreate training evaluation materials



7. Preparing The Material for Canva Class

The primary responsibility of this role is to design and organize educational materials for a Canva-based class, which aims to enhance participants' design skills through hands-on practice. Responsibilities include curating relevant resources, crafting illustrative examples, and developing clear, step-by-step guides or presentations. Success in this role requires creativity, expertise in using Canva, and the ability to convey concepts in a simple and engaging manner.

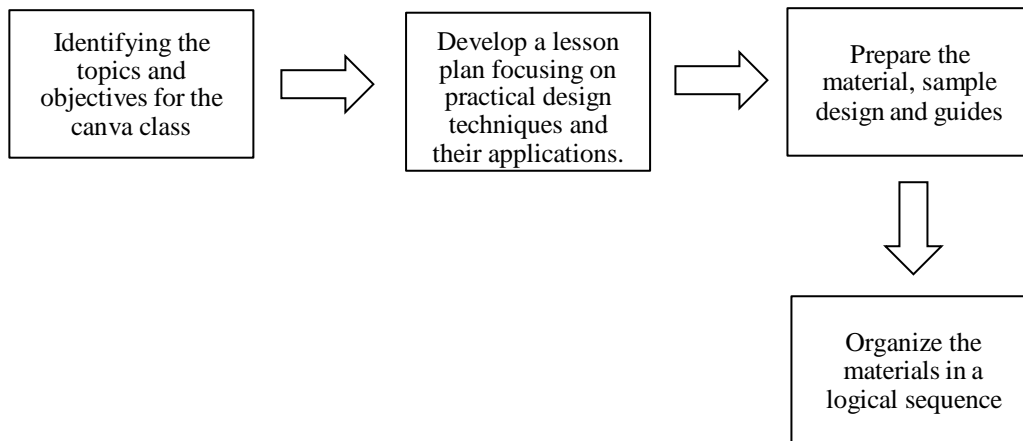
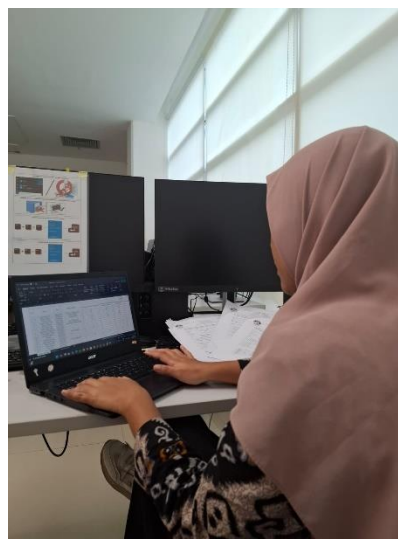


Figure 3. 162 Preparing The Material for Canva Class



8. Being part of the registration and distribution of event prize stickers

Involved in the registration and distribution process of event prize stickers, ensuring accurate participant records and smooth sticker allocation to support the success of the event. Focused on efficiency, organization, and maintaining a positive.

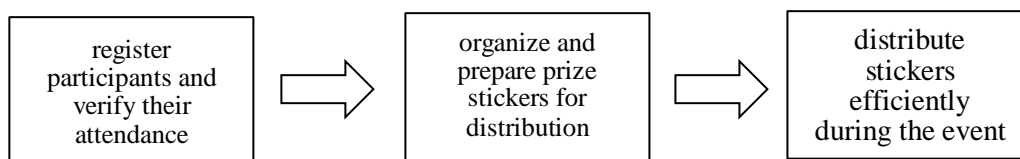


Figure 3. 194 Being part of the registration and distribution of event prize stickers



9. Conduct simulation games for training

conducting simulation games for training is one of the training methods designed to enhance participants' abilities through hands-on experience in situations that resemble the real world. In this activity, participants are exposed to simulation scenarios that have been designed in such a way as to reflect certain challenges, situations, or problems relevant to the training objectives. During the training, participants are assigned specific roles and are expected to interact, make decisions, and solve problems according to the simulated context. This approach allows participants to understand the concepts taught in a practical way, develop analytical skills, enhance teamwork abilities, and strengthen communication and decision-making skills.

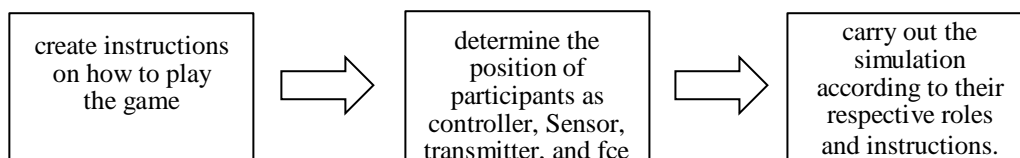


Figure 3. 226 Conduct simulation games for training



10. Mentoring TPK interns' book session sharing activities

The Mentoring Sharing Book Session is an initiative carried out by TPK students at Riau University. The event aimed to increase reading interest and broaden participants' horizons through in-depth discussions related to books that are relevant to their academic and self-development fields. During the session, participants were invited to share their views, experiences, and understanding of the material discussed in the selected books. This activity is not only a forum for sharing knowledge but also a means to strengthen relationships between students. In a relaxed yet productive

atmosphere, each participant was given the opportunity to express opinions and exchange ideas that enriched the perspectives of all parties involved.

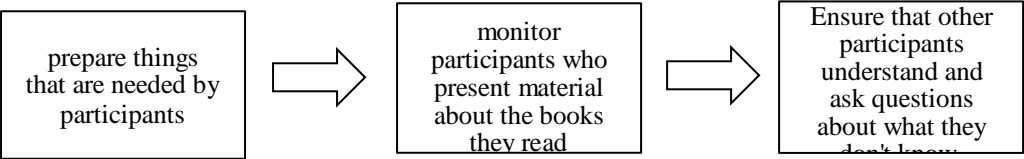
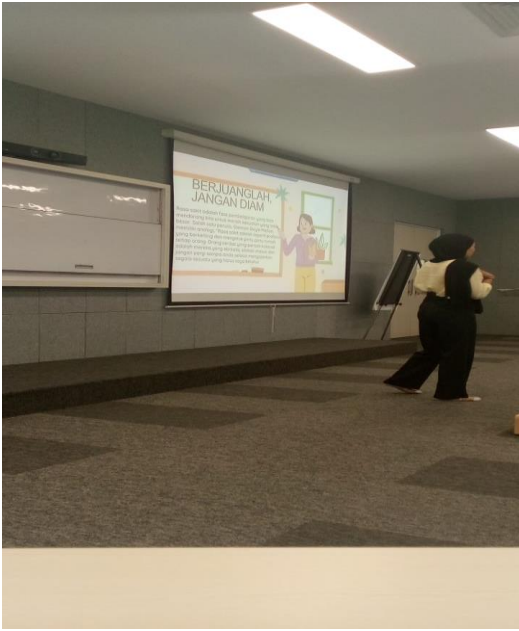


Figure 3. 227 Mentoring TPK interns' book session sharing activities



11. Monitoring DLP exam

This role entails managing the administration of the Development Learning Program (DLP) examination to ensure strict adherence to regulations and prevent any irregularities. It is pivotal in upholding the integrity of the examination process while fostering a fair and equitable testing environment. The position requires keen attention to detail, strong time management skills, and excellent communication abilities to execute responsibilities effectively.

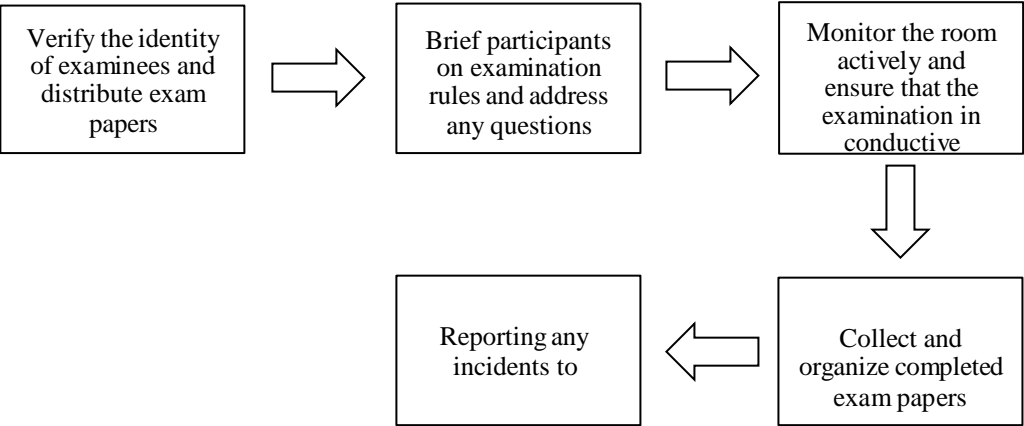


Figure 3. 259 DLP Exam Monitoring



12. Assisting to comprehend in Canva Class material (Basic)

This activity aims to help participants understand the material in the basic-level Canva class. During the session, participants were given an explanation of Canva's basic features, such as template design, the use of graphic elements, and layout settings. An interactive approach is used to ensure that participants can immediately practice the knowledge gained and apply it in making creative designs according to their needs.

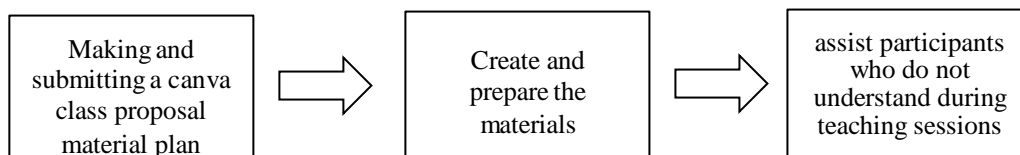


Figure 3. 260 Help participants understand the material in Canva Class (Basic)



13. Making materials and ppt sharing session

The creation of materials and presentations for sharing sessions involves the process of compiling relevant and informative content according to the topic to be

covered. This includes data collection, as well as designing presentation slides that are engaging and easy to understand. The goal is to ensure that the material presented can support participants' understanding during the session. The end result is a content document and PowerPoint presentation that is ready to be used in the sharing session.

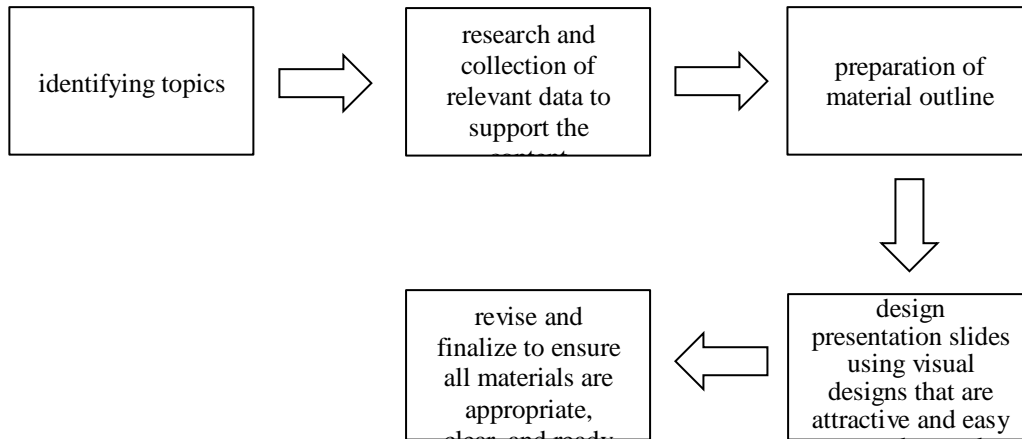
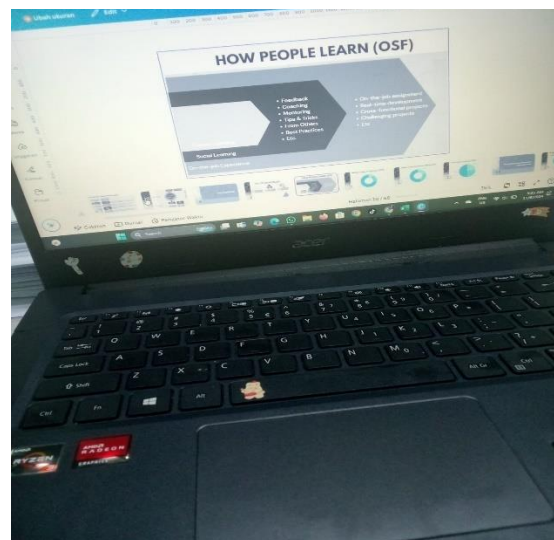


Figure 3. 292 Making materials and ppt sharing session



14. Inputting TPK students' internship presentation scores in excel

The process of inputting TPK students' internship presentation grades into Excel involves accurately recording presentation evaluation data into a worksheet. This activity aims to document the scores obtained by each student as part of the final assessment of the internship. The data entered includes the student's name, identity number, and the score given by the examiner.

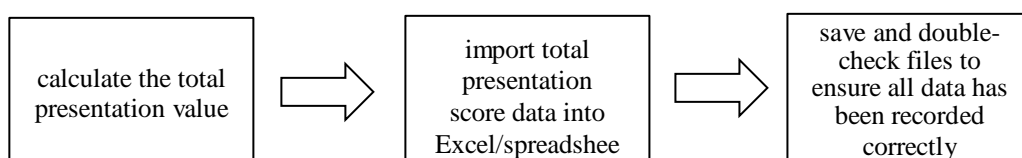
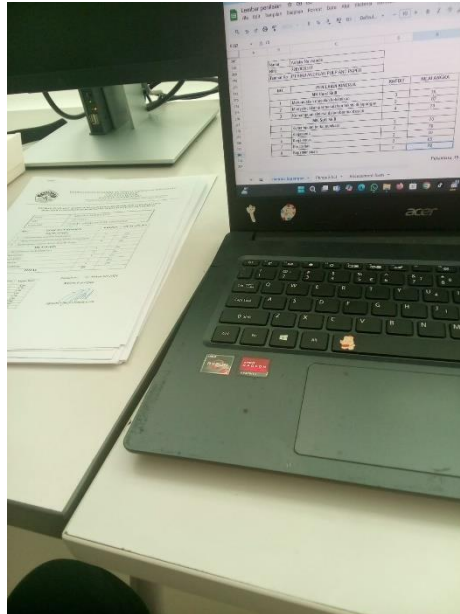


Figure 3. 293 Inputting TPK students' internship presentation scores in excel



15. Taking photos and videos in Event

“Documentation the Event” is the process of recording and archiving important moments in an event (sharing session, Canva class, CapCut class, English corner) through photos, videos, and writing. This documentation aims to record the complete course of the event, creating a visual and narrative archive that can be used as evaluation, promotion, or reference material in the future. In addition, the documentation also serves to support the transparency and accountability of the event.

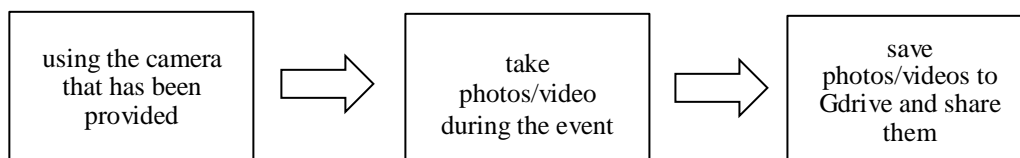


Figure 3. 325 Documentation the event



16. Assisting to comprehend in Capcut Class material (Basic)

This activity aims to provide assistance to participants in understanding the basic material taught during the class. This includes re-explaining key concepts, helping participants overcome technical obstacles, and providing practical guidance to

ensure they can use CapCut features effectively. An interactive and responsive approach was used to ensure each participant had an optimal learning experience.

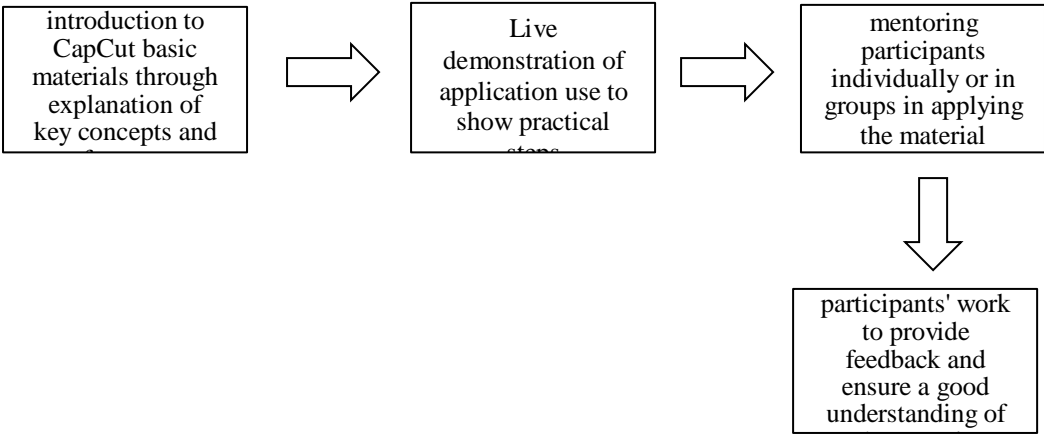


Figure 3. 326 Help participants understand the material in Capcut Class (Basic)



17. Sorting vehicle license plate numbers into stickers

This task involves arranging vehicle license plate numbers onto identification stickers with precision and accuracy. It requires meticulous sorting to ensure each number is correctly matched and properly affixed. This process is essential in vehicle management systems, facilitating efficient and streamlined identification procedures.

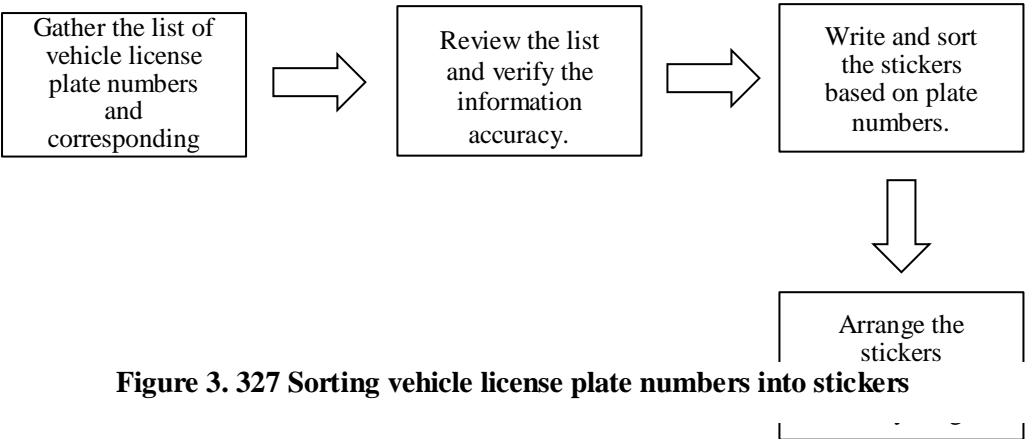
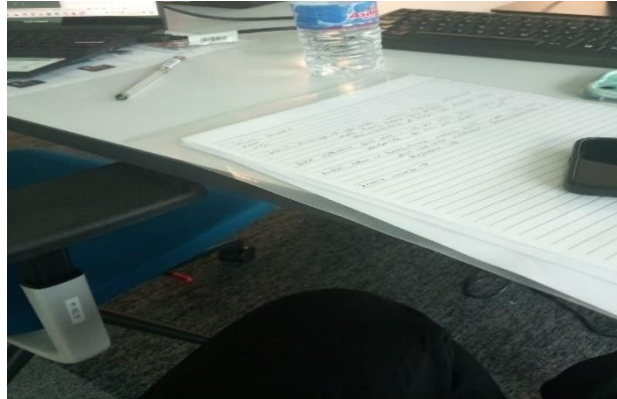


Figure 3. 327 Sorting vehicle license plate numbers into stickers



3.3 Place of the Apprenticeship

Practical Work is carried out after students occupy the VII semester, while the Practical Work activities take place for approximately four (4) months, starting from September 9, 2024 to January 9, 2025 at PT Riau Andalan Pulp and Paper (PT. RAPP) Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during the field work practice were at the April Learning Institute dept. Technicall Mill and Education Program. With the provisions of work entry starting at 08.00 - 17.00 WIB for Monday - Friday and 08.00 - 12.00 WIB for Saturday.

3.4 Kind and Description of the Activity

The following outlines the work report for Week 1, including the day/date, activities, and locations of implementation.

Table 3. 1 Daily Activity of 09th September to 14th September 2024

| No | Day/Date | Activity | Place |
|----|--|----------------------|---------------|
| 1. | Monday, September 09 th 2024 | Safety Induction | Safety Campus |
| 2. | Tuesday, September 10 th 2024 | Department Selection | Humas |
| 3. | Wednesday, September 11 th 2024 | Department Selection | Humas |

| | | | |
|----|---|---|--------------------------------|
| 4. | Thursday, September 12 th 2024 | 1. Sorting Data 2. English corner | APRIL Learning Institute |
| 5. | Friday, September 13 th 2024 | 1. Summarize Journals and Make PPT 2. English corner | APRIL Learning Institute |
| 6. | Saturday, September 14 th 2024 | DAY OFF | |

Table 3. 2 Daily Activity of 16th September to 21th September 2024

| No | Day/Date | Activity | Place |
|----|--|--|--------------------------------|
| 1. | Monday, September 16 th 2024 | MAWLID AN-NABI | |
| 2. | Tuesday, September 17 th 2024 | Provided "English Corner" 3 rd training to the first batch of D3 TPK UNRI interns | APRIL Learning Institute |
| 3. | Wednesday, September 18 th 2024 | Provided "English Corner" 3 rd training to the 2 nd batch of D3 TPK UNRI interns | APRIL Learning Institute |
| 4. | Thursday, September 19 th 2024 | Provided "English Corner" 3 rd training to the 3 rd batch of D3 TPK UNRI interns | APRIL Learning Institute |
| 5. | Friday, September 20 th 2024 | Provided "English Corner" 3 rd training to the 4 th batch of D3 TPK UNRI interns | APRIL Learning Institute |
| 6. | Saturday, September 21 st 2024 | Accompanying mentor in sharing book sessions by TPK UNRI students | |

Table 3. 3 Daily Activity of 16th September to 28th September 2024

| No | Day/Date | Activity | Place |
|----|----------|----------|-------|
|----|----------|----------|-------|

| | | | |
|----|--|--|--------------------------|
| 1. | Monday, September 23 rd 2024 | Preparing The Room And Rehearsing For Product Knowledge Sharing Session | APRIL Learning Institute |
| 2. | Tuesday, September 24 th 2024 | 1. Clicker/Pointer For Product Knowledge Sharing Session 2. Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 3. | Wednesday, September 25 th 2024 | 1. Inputting Data on Employee Final Appraisal Evaluation Results 2. Provided "English Corner" 4 th Training To The Second Batch Of D3 TPK UNRI Interns | APRIL Learning Institute |
| 4. | Thursday, September 26 th 2024 | 1. Inputting Data On Employee Final Appraisal Evaluation Results 2. Monitoring Of Employee Driver's License Exam 3. Provided "English Corner" 4 th training to the third batch of D3 TPK UNRI interns | APRIL Learning Institute |
| 5. | Friday, September 27 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 6. | Saturday, September 28 th 2024 | Day Off | |

Table 3. 4 Daily Activity of 30th September to 05th October 2024

| No | Day/Date | Activity | Place |
|----|---|---|--------------------------|
| 1. | Monday, September 30 th 2024 | 1. Monitoring Of Employee Driver's License Exam 2. Provided "English Corner" 4 th training to the fourth batch of D3 TPK UNRI interns | APRIL Learning Institute |
| 2. | Tuesday, October 01 st 2024 | 1. Inputting Data On Employee Final Appraisal Evaluation Results 2. Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |

| | | | |
|----|--|--|--------------------------------|
| 3. | Wednesday, October 02 nd 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 4. | Thursday, October 03 rd 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 5. | Friday, October 04 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 6. | Saturday, October 05 th | Day Off | |

Table 3. 5 Daily Activity of 07th October to 12th October 2024

| No | Day/Date | Activity | Place |
|----|--|--|--------------------------------|
| 1. | Monday, October 07 th 2024 | Recreate Ppt Of Training Evaluation Material | APRIL Learning Institute |
| 2. | Tuesday, October 08 th 2024 | Recreate Ppt Of Training Evaluation Material | APRIL Learning Institute |
| 3. | Wednesday, October 09 th 2024 | SICK | |
| 4. | Thursday, October 10 th 2024 | 1. Recreate Ppt Of Training Evaluation Material 2. Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 5. | Friday, October 11 th 2024 | 1. Recreate Ppt Of Training Evaluation Material 2. Canva Class Further Discussion | APRIL Learning Institute |
| 6. | Saturday, October 12 th 2024 | Day Off | |

Table 3. 6 Daily Activity of 14th October to 19th October 2024

| No | Day/Date | Activity | Place |
|-----------|--|---|--------------------------------|
| 1. | Monday, October 14 th 2024 | 1. Discussion About The Progress Of Lyocell Sharing Session Preparation (Game Session) | APRIL Learning Institute |
| 2. | Tuesday, October 15 th 2024 | Organizing A Canva Training Session For Staff | APRIL Learning Institute |
| 3. | Wednesday, October 16 th 2024 | 1. Compile DLP Exam Result Files 2. Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 4. | Thursday, October 17 th 2024 | Lyocell Sharing Session | APRIL Learning Institute |
| 5. | Friday, October 18 th 2024 | Provided "English Corner" Replacement Training For D3 TPK UNRI Interns | APRIL Learning Institute |
| 6. | Saturday, October 19 th 2024 | Day Off | |

Table 3. 7 Daily Activity of 21th October to 26th October 2024

| No | Day/Date | Activity | Place |
|-----------|--|---|--------------------------------|
| 1. | Monday, October 21 st 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 2. | Tuesday, October 22 nd 2024 | Reviewing DLP Exam Answers | APRIL Learning Institute |
| 3. | Wednesday, October 23 rd 2024 | 1. Simulating Materials Through Games 2. Simulating Sharing Sessions Using ChatGPT | APRIL Learning Institute |
| 4. | Thursday, October 24 th 2024 | SICK | |
| 5. | Friday, October 25 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 6. | Saturday, October 26 th 2024 | Day Off | |

Table 3. 8 Daily Activity of 28th October to 02nd November 2024

| No | Day/Date | Activity | Place |
|-----------|--|--|--------------------------------|
| 1. | Monday, October 28 th 2024 | Restocking TLP exam paper | APRIL Learning Institute |
| 2. | Tuesday, October 29 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 3. | Wednesday, October 30 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |

| | | | |
|----|--|---|--------------------------------|
| 4. | Thursday, October 31 th 2024 | Follow the mentoring session for TPK interns | APRIL Learning Institute |
| 5. | Friday, November 01 st 2024 | Print out the material for the game | APRIL Learning Institute |
| 6. | Saturday, November 02 nd 2024 | Accompanying mentor in sharing book sessions by TPK UNRI students | |

Table 3. 9 Daily Activity of 04th November to 09th November 2024

| No | Day/Date | Activity | Place |
|----|---|---|--------------------------------|
| 1. | Monday, November 04 th 2024 | Scripting Video Content About Talents | APRIL Learning Institute |
| 2. | Tuesday, November 05 th 2024 | Meeting To Prepare For Sharing Session Activities | APRIL Learning Institute |
| 3. | Wednesday, November 06 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 4. | Thursday, November 07 th 2024 | Drafting Sharing session flyer | APRIL Learning Institute |
| 5. | Friday, November 08 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 6. | Saturday, November 09 th 2024 | Accompanying mentor in sharing book sessions by TPK UNRI students | |

Table 3. 10 Daily Activity of 11th November to 16th November 2024

| No | Day/Date | Activity | Place |
|-----------|---|---|--------------------------------|
| 1. | Monday, November 11 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 2. | Tuesday, November 12 th 2024 | Assisting In Monitoring Internship Presentations By TPK Students | APRIL Learning Institute |
| 3. | Wednesday, November 13 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 4. | Thursday, November 14 th 2024 | Shooting Video For Content Instagram Riak Ilmu | APRIL Learning Institute |
| 5. | Friday, November 15 th 2024 | Designing Sharing session flyer | APRIL Learning Institute |
| 6. | Saturday, November 16 th 2024 | Day Off | |

Table 3. 11 Daily Activity of 18th November to 23th November 2024

| No | Day/Date | Activity | Place |
|-----------|---|--|--------------------------------|
| 1. | Monday, November 18 th 2024 | Making Flyers For Mr. Rafael's Sharing Session | APRIL Learning Institute |
| 2. | Tuesday, November 19 th 2024 | Making Flyers For Mr. Hendra Sharing Session | APRIL Learning Institute |
| 3. | Wednesday, November 20 th 2024 | Make Ppt Material Sharing Session Mr.Hendra | APRIL Learning Institute |

| | | | |
|----|--|---|--------------------------------|
| 4. | Thursday, November 21 st 2024 | APRIL 2023 Sharing Session By Mr. Rafael | APRIL Learning Institute |
| 5. | Friday, November 22 nd 2024 | 1. Make Ppt Material Sharing Session Mr.Hendra 2. Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 6. | Saturday, November 23 th 2024 | Day Off | |

Table 3. 12 Daily Activity of 25th November to 30th November 2024

| No | Day/Date | Activity | Place |
|----|---|---|--------------------------------|
| 1. | Monday, November 25 th 2024 | 1. Make Ppt Material Sharing Session Mr.Hendra 2. Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 2. | Tuesday, November 26 th 2024 | 1. Make Ppt Material Sharing Session Mr.Hendra 2. Preparing The Photobooth (Cutting, Trimming, Gluing) | APRIL Learning Institute |
| 3. | Wednesday, November 27 th 2024 | Preparing The Photobooth (Cutting, Trimming, Gluing) | APRIL Learning Institute |
| 4. | Thursday, November 28 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 5. | Friday, November 29 th 2024 | Sharing session MR. Hendra Tri Purnawan | APRIL Learning Institute |
| 6. | Saturday, November 30 th 2024 | Day Off | |

Table 3. 13 Daily Activity of 02nd December to 07th December 2024

| No | Day/Date | Activity | Place |
|-----------|---|--|--------------------------------|
| 1. | Monday, December 02 nd 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 2. | Tuesday, December 03 rd 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 3. | Wednesday, December 04 th 2024 | Compile Evaluation Result Files | APRIL Learning Institute |
| 4. | Thursday, December 05 th 2024 | Compile Evaluation Result Files | APRIL Learning Institute |
| 5. | Friday, December 06 th 2024 | Rearrange DLP Exam Questions | APRIL Learning Institute |
| 6. | Saturday, December 07 th 2024 | Day Off | |

Table 3. 14 Daily Activity of 09th December to 14th December 2024

| No | Day/Date | Activity | Place |
|-----------|---|---|--------------------------------|
| 1. | Monday, December 09 th 2024 | Input The Value Of TPK Students' Internship Presentation Results | APRIL Learning Institute |
| 2. | Tuesday, December 10 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 3. | Wednesday, December 11 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |

| | | | |
|----|--|---|--------------------------------|
| 4. | Thursday, December 12 th 2024 | Input The Value Of TPK Students' Internship Presentation Results | APRIL Learning Institute |
| 5. | Friday, December 13 th 2024 | Input The Value Of TPK Students' Internship Presentation Results | APRIL Learning Institute |
| 6. | Saturday, December 14 th 2024 | Day Off | |

Table 3. 15 Daily Activity of 21th December to 21th December 2024

| No | Day/Date | Activity | Place |
|----|---|--|--------------------------------|
| 1. | Monday, December 16 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 2. | Tuesday, December 17 th 2024 | SICK | |
| 3. | Wednesday, December 18 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 4. | Thursday, December 19 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 5. | Friday, December 20 th 2024 | Training How To Become A Trainer | APRIL Learning Institute |
| 6. | Saturday, December 21 st 2024 | Day Off | |

Table 3. 16 Daily Activity of 23th December to 28th December 2024

| No | Day/Date | Activity | Place |
|-----------|---|--|--------------------------------|
| 1. | Monday, December 23 rd 2024 | CAPCUT Class | APRIL Learning Institute |
| 2. | Tuesday, December 24 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 3. | Wednesday, December 25 th 2024 | CHRISTMASS | |
| 4. | Thursday, December 26 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 5. | Friday, December 27 th 2024 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 6. | Saturday, December 28 st 2024 | Day Off | |

Table 3. 17 Daily Activity of 30th December to 04th January 2025

| No | Day/Date | Activity | Place |
|-----------|--|---|--------------------------------|
| 1. | Monday, December 30 th 2024 | Correcting And Grading TLP Exam Results | April Learning Institute |
| 2. | Tuesday, December 31 st 2024 | Correcting And Grading TLP Exam Results | APRIL Learning Institute |
| 3. | Wednesday, January 01 st 2025 | NEW YEARS | |

| | | | |
|----|---|--|--------------------------|
| 4. | Thursday, January 02 rd 2025 | 1. Made A Flyer For The Solar Panel Sharing Session 2. Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 5. | Friday, January 03 rd 2025 | SICK | |
| 6. | Saturday, January 04 th 2025 | Day Off | |

Table 3. 18 Daily Activity of 06th January to 09th January 2025

| No | Day/Date | Activity | Place |
|----|---|---|--------------------------|
| 1. | Monday, January 06 th 2025 | Revision A Flyer For The Solar Panel Sharing Session | APRIL Learning Institute |
| 2. | Tuesday, January 07 th 2025 | Working On The Final Internship Report | APRIL Learning Institute |
| 3. | Wednesday, January 08 th 2025 | Monitoring Of Employee Driver's License Exam | APRIL Learning Institute |
| 4. | Thursday, January 09 th 2025 | Working On The Final Internship Report and Presentation Internship Report | APRIL Learning Institute |

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The apprenticeship program at PT Riau Andalan Pulp and Paper, conducted at the APRIL Learning Institute, provided an invaluable opportunity for hands-on learning and professional development. Throughout the four-month program, engage engaged in a variety of tasks and activities that bridged the gap between academic theory and real-world application.

1. A diverse range of tasks encompassed administrative duties, creative projects, technical training sessions, event coordination, and evaluation processes. These activities included designing materials, overseeing examinations, and facilitating simulations, which significantly contributed to the enhancement of both technical and professional skills.
2. During the internship, the author acquired valuable insights into enhancing communication skills, organizational abilities, and problem-solving capabilities through both collaborative and independent tasks. Additionally, the author gained proficiency in crafting professional documents, presentations, and visual materials. The experience also fostered the development of adaptability, responsibility, and a proactive mindset, which were instrumental in overcoming professional challenges and driving personal growth.
3. The experience underscored the significance of adaptability and continuous learning in a professional environment. Engaging in a diverse range of tasks provided valuable insights into organizational workflows, reinforced a strong work ethic, and cultivated a heightened sense of accountability toward assigned responsibilities.

The experience allowed me to better understand industry practices, workplace dynamics, and the importance of aligning academic learning with professional expectations. Working closely with mentors and colleagues fostered a deeper appreciation for teamwork and adaptability while building a strong professional network.

4.2 Suggestion

Author provide some suggestions for various parties, namely for the author

himself, for college students who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

4. Author

Suggestions for writers are to be more careful, thorough and concentrate in writing work. Get used to reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

5. College student

The author also provides suggestions that may be useful for students who will carry out practical work for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability and also in accordance with the instructions of the apprenticeship supervisor, thinking before taking action, always patient and obedient, must learn to manage all the tasks given and there is an initiative to evaluate the system and procedures for implementing apprenticeship. And lastly, the most important thing is to do your best during the implementation of this apprenticeship, because this opportunity may only be obtained once. Good performance in the implementation of practical work also has a positive impact, especially for students, campuses, and also companies.

6. Company

After the author run the Apprenticeship activities at PT Riau Andalan Pulp and Paper. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to Internship students to be supervised, guided and taught the steps.

7. State Polytechnic of Bengkalis

Suggestions for the State Polytechnic of Bengkalis campus is that the implementation of this apprenticeship can be used as an evaluation, and to provide debriefing to students who will carry out practical work activities before carrying out practical work in accordance with the field or course material related to systems and procedures at the company where the practical work is carried out.

REFERENCES

PT. Riau Andalan Pulp and Paper Profile.,

<https://www.aprilasia.com/id/>. accessed on December 03rd, 2024.

APPENDICES

Appendix 1: List Of Attendance

**ABSENSI HARIAN KERJA PRAKTEK
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)**

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Department/Devisi : Technical Mill
Waktu Kerja Praktek : 9 September s/d 9 January 2024

Bulan : september

| No | Hari | Tanggal | SYARINA REVIATI SOFYAN | | | | Keterangan |
|----|--------|-----------|------------------------|-------|-----------|-------|------------|
| | | | Jam Kehadiran | | | | |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | senin | 9/9/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 2 | selasa | 9/10/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 3 | rabu | 9/11/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 4 | Kamis | 9/12/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 5 | jum'at | 9/13/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 6 | sabtu | 9/14/2024 | | | | | Day off |
| 7 | minggu | 9/15/2024 | | | | | Libur |
| 8 | senin | 9/16/2024 | | | | | Libur |
| 9 | selasa | 9/17/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 10 | rabu | 9/18/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 11 | Kamis | 9/19/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 12 | jum'at | 9/20/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 13 | sabtu | 9/21/2024 | 08.00 WIB | | 12.00 WIB | | Hadir |
| 14 | minggu | 9/22/2024 | | | | | Libur |
| 15 | senin | 9/23/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 16 | selasa | 9/24/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 17 | rabu | 9/25/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 18 | Kamis | 9/26/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 19 | jum'at | 9/27/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 20 | sabtu | 9/28/2024 | | | | | Day off |
| 21 | minggu | 9/29/2024 | | | | | Libur |
| 22 | senin | 9/30/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |

Catatan
Izin : 0
Sakit : 0
Tanpa Keterangan : 0
Libur : 6
Total Kehadiran : 16

Mengetahui
Mentor Magang



Patricia Flowerence

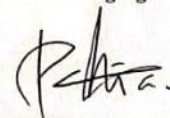
**ABSENSI HARIAN KERJA PRAKTEK
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)**

Bulan : Oktober

| Bulan : Oktober | | | SYARINA REVIATI SOFYAN | | | | |
|-----------------|--------|------------|------------------------|-------|-----------|-------|------------|
| No | Hari | Tanggal | Jam Kehadiran | | | | Keterangan |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | selasa | 10/1/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 2 | rabu | 10/2/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 3 | Kamis | 10/3/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 4 | jum'at | 10/4/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 5 | sabtu | 10/5/2024 | | | | | Day off |
| 6 | minggu | 10/6/2024 | | | | | Libur |
| 7 | senin | 10/7/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 8 | selasa | 10/8/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 9 | rabu | 10/9/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 10 | Kamis | 10/10/2024 | | | | | Sakit |
| 11 | jum'at | 10/11/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 12 | sabtu | 10/12/2024 | | | | | Day off |
| 13 | minggu | 10/13/2024 | | | | | Libur |
| 14 | senin | 10/14/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 15 | selasa | 10/15/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 16 | rabu | 10/16/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 17 | Kamis | 10/17/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 18 | jum'at | 10/18/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 19 | sabtu | 10/19/2024 | | | | | Day off |
| 20 | minggu | 10/20/2024 | | | | | Libur |
| 21 | senin | 10/21/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 22 | selasa | 10/22/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 23 | rabu | 10/23/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 24 | Kamis | 10/24/2024 | | | | | Sakit |
| 25 | jum'at | 10/25/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 26 | sabtu | 10/26/2024 | | | | | Day off |
| 27 | minggu | 10/27/2024 | | | | | Libur |
| 28 | senin | 10/28/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 29 | selasa | 10/29/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 30 | rabu | 10/30/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 31 | Kamis | 10/31/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |

Catatan
Izin : 0
Sakit : 1
Tanpa Keterangan : 0
Libur : 4
Total Kehadiran : 21

Mengetahui
Mentor Magang



Patricia Flowerence

**ABSENSI HARIAN KERJA PRAKTEK
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)**

Bulan : November

| No | Hari | Tanggal | SYARINA REVIATI SOFYAN | | | | |
|----|--------|------------|------------------------|-------|-----------|-------|------------|
| | | | Jam Kehadiran | | | | Keterangan |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | jum'at | 11/1/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 2 | sabtu | 11/2/2024 | 08.00 WIB | | 12.00 WIB | | Hadir |
| 3 | minggu | 11/3/2024 | | | | | Libur |
| 4 | senin | 11/4/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 5 | selasa | 11/5/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 6 | rabu | 11/6/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 7 | Kamis | 11/7/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 8 | jum'at | 11/8/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 9 | sabtu | 11/9/2024 | 08.00 WIB | | 08.00 WIB | | Hadir |
| 10 | minggu | 11/10/2024 | | | | | Libur |
| 11 | senin | 11/11/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 12 | selasa | 11/12/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 13 | rabu | 11/13/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 14 | Kamis | 11/14/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 15 | jum'at | 11/15/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 16 | sabtu | 11/16/2024 | | | | | Day Off |
| 17 | minggu | 11/17/2024 | | | | | Libur |
| 18 | senin | 11/18/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 19 | selasa | 11/19/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 20 | rabu | 11/20/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 21 | Kamis | 11/21/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 22 | jum'at | 11/22/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 23 | sabtu | 11/23/2024 | | | | | Day Off |
| 24 | minggu | 11/24/2024 | | | | | Libur |
| 25 | senin | 11/25/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 26 | selasa | 11/26/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 27 | rabu | 11/27/2024 | | | | | Libur |
| 28 | Kamis | 11/28/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 29 | jum'at | 11/29/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 30 | sabtu | 11/30/2024 | 08.00 WIB | | 12.00 WIB | | Hadir |

Catatan
Izin : 0
Sakit :
Tanpa Keterangan : 0
Libur : 7
Total Kehadiran : 23

Mengetahui
Mentor Magang



Patricia Flowerence

ABSENSI HARIAN KERJA PRAKTEK
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Bulan : Desember

| No | Hari | Tanggal | SYARINA REVIATI SOFYAN | | | | |
|----|--------|------------|------------------------|-------|-----------|-------|------------|
| | | | Jam Kehadiran | | | | Keterangan |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | minggu | 12/1/2024 | 08.00 WIB | | 17.00 WIB | | Libur |
| 2 | senin | 12/2/2024 | 13.30 WIB | | 17.00 WIB | | Hadir |
| 3 | selasa | 12/3/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 4 | rabu | 12/4/2024 | 08.00 WIB | | 12.00 WIB | | Hadir |
| 5 | Kamis | 12/5/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 6 | jum'at | 12/6/2024 | 08.00 WIB | | 12.00 WIB | | Hadir |
| 7 | sabtu | 12/7/2024 | | | | | Day off |
| 8 | minggu | 12/8/2024 | | | | | Libur |
| 9 | senin | 12/9/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 10 | selasa | 12/10/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 11 | rabu | 12/11/2024 | 08.00 WIB | | 17.00 WIB | | hadir |
| 12 | Kamis | 12/12/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 13 | jum'at | 12/13/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 14 | sabtu | 12/14/2024 | | | | | Day off |
| 15 | minggu | 12/15/2024 | | | | | Libur |
| 16 | senin | 12/16/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 17 | selasa | 12/17/2024 | | | | | sakit |
| 18 | rabu | 12/18/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 19 | Kamis | 12/19/2024 | 08.00 WIB | | 12.00 WIB | | Hadir |
| 20 | jum'at | 12/20/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 21 | sabtu | 12/21/2024 | | | | | Day off |
| 22 | minggu | 12/22/2024 | | | | | Libur |
| 23 | senin | 12/23/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 24 | selasa | 12/24/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 25 | rabu | 12/25/2024 | | | | | Libur |
| 26 | Kamis | 12/26/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 27 | jum'at | 12/27/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 28 | sabtu | 12/28/2024 | | | | | Day off |
| 29 | minggu | 12/29/2024 | | | | | Libur |
| 30 | senin | 12/30/2024 | 08.00 WIB | | | | Hadir |
| 31 | selasa | 12/31/2024 | 08.00 WIB | | | | Hadir |

Catatan
 Izin : 0
 Sakit : 1
 Tanpa Keterangan : 0
 Libur : 10
 Total Kehadiran : 20

Mengetahui
 Mentor Magang



Patricia Flowerence

**ABSENSI HARIAN KERJA PRAKTEK
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)**

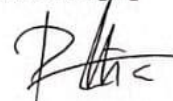
Bulan : Januari

Januari

| No | Hari | Tanggal | SYARINA REVIATI SOFYAN | | | | Keterangan |
|----|--------|----------|------------------------|-------|--------|-------|------------|
| | | | Jam Kehadiran | | | | |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | rabu | 1/1/2024 | | | | | Libur |
| 2 | Kamis | 1/2/2024 | 08.00 WIB | | | | Hadir |
| 3 | jum'at | 1/3/2024 | 08.00 WIB | | | | Sakit |
| 4 | sabtu | 1/4/2024 | | | | | Day off |
| 5 | minggu | 1/5/2024 | | | | | Libur |
| 6 | senin | 1/6/2024 | 08.00 WIB | | | | Hadir |
| 7 | selasa | 1/7/2024 | 08.00 WIB | | | | Hadir |
| 8 | rabu | 1/8/2024 | 08.00 WIB | | | | Hadir |
| 9 | Kamis | 1/9/2024 | 08.00 WIB | | | | Hadir |

Catatan
Izin : 0
Sakit : 1
Tanpa Keterangan : 0
Libur : 3
Total Kehadiran : 5

**Mengetahui
Mentor Magang**



Patricia Flowerenc

Appendix 2: Internship Completion Letter



Internal

PT Riau Andalan Pulp and Paper

Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel : +62 21 3193 0134 Fax : +62 21 3144 604

Mill Office
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel : +62 761 491 000 Fax : +62 761 491 846

www.apriasia.com
www.paperone.com

SURAT KETERANGAN


No : ~~24~~ / I / CR / KP / RAPP / 2025

Dengan ini kami menerangkan bahwa mahasiswa/ Siswa berikut :

Nama : Syarina Reviati Sofyan
NIM : 5504211044
Fak/Jur/ Prod : Bahasa Inggris Komunikasi Bisnis Dan Profesional
Universitas : Politeknik Negeri Bengkalis
Durasi : 09 September 2024 - 15 Januari 2025
Benar telah menyelesaikan program Magang Mandiri di PT. RAPP.

Demikian surat keterangan diberikan dan agar dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 24 Januari 2025


Tengku Kaspandiar, ST., MM
Campus Relation

internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teuku Cikurung No. 31
Jakarta 10270, Indonesia
Tel : +62 21 3193 0134 Fax : +62 21 3144 604

Mill Office
Jalan Lintas Timur, Pangkajene Kero
Kabupaten Pattani
Pau 28300, Indonesia
Tel : +62 761 491 000 Fax : +62 761 491 848
www.aprilasia.com
www.papernone.com

Nomor : 793/XII/CR/KP/RAPP/2024
Lamp : -
Hal : Izin Job Training/ Magang Guru

Kepada Yth,
Ketua Prodi Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
Pooliteknik Negri Bengkalis
Di-

Tempat

Dengan hormat,
Sehubungan dengan surat permohonan izin kerja praktek pada PT RAPP, untuk mahasiswa sebagai berikut:

| NO | Nama | NPM | Jurusan |
|----|------------------------------|------------|--|
| 1 | Dedi Kurniawan | 5504211039 | Bahasa Inggris Untuk Komunikasi Bisnis dan PROfesional |
| 2 | Syarina Reviati Sofyan | 5504211044 | Bahasa Inggris Untuk Komunikasi Bisnis dan PROfesional |
| 3 | Yohanna Rahma Yuliana Sinaga | 5504211040 | Bahasa Inggris Untuk Komunikasi Bisnis dan PROfesional |

Dengan ini disampaikan bahwa kami dapat menerima Guru tersebut untuk melakukan kerja praktik di PT RAPP tahun 2024.

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

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedapatan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar **membawa masing masing**.

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

Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 1 September 2024


Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 3: Assessment and Certificate

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK APRIL LEARNING INSTITUTE (ALI)

NAMA : Syarina Reviati Sofyan
NIM : 5504211044
Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Kampus : Politeknik Negeri Bengkalis
Departemen : Technical Mill

| No | Aspek Penilaian | Bobot | Nilai |
|--------------------------|----------------------|-------|-------|
| 1. | Disiplin | 20% | 85 |
| 2. | Tanggungjawab | 25% | 80 |
| 3. | Penyesuaian diri | 10% | 80 |
| 4. | Hasil kerja | 30% | 82 |
| 5. | Perilaku Secara Umum | 15% | 85 |
| Total Jumlah (1+2+3+4+5) | | 100% | |

Keterangan

Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Catatan:

Lebih proaktif di dalam magang, tambahkan komunikasi yang aktif

Pangkalan Kerinci, 10 January 2025


Nanda Patricia Flowerence
Education Program



Certificate of Accomplishment

This is to certify that

Syarina Revianti Sofyan

Bachelor of English

Politeknik Negeri Bengkalis

has successfully accomplished an

Internship Program

Held in




















































April Learning Institute, PT. Riau Andalan Pulp and Paper
from 09th September 2024 to 09th January 2025























































A handwritten signature in black ink, appearing to read "Dedi Yandri".























































Dedi Yandri, ST. M. Eng.
APRIL Learning Institute















































































































Appendix 4: Logbook






















































| No. | Tgl. Kegiatan | Pembimbing | Penulis | Topik | Aksi |
|-----|--------------------------|--|---|---|---|
| 1 | Kamis, 9 Januari 2025 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Working On The Final Internship Report and Presentation Internship Report |    |
| 2 | Rabu, 8 Januari 2025 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 3 | Selasa, 7 Januari 2025 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Working On The Final Internship Report |    |
| 4 | Senin, 6 Januari 2025 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Revision A Flyer For The Solar Panel Sharing Session |    |
| 5 | Kamis, 2 Januari 2025 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Made A Flyer For The Solar Panel Sharing Session and Monitoring Of Employee Driver's License Exam |    |
| 6 | Selasa, 31 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Correcting And Grading TLP Exam Results |    |
| 7 | Senin, 30 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Correcting And Grading TLP Exam Results |    |
| 8 | Jumat, 27 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 9 | Kamis, 26 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 10 | Selasa, 24 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 11 | Senin, 23 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | CAPCUT Class |    |
| 12 | Jumat, 20 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Training How To Become A Trainer |    |
| 13 | Kamis, 19 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 14 | Rabu, 18 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 15 | Senin, 16 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 16 | Jumat, 13 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Input The Value Of TPK Students' Internship Presentation Results |    |
| 17 | Kamis, 12 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | Input The Value Of TPK Students' Internship Presentation Results |    |























































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|----|-------------------------------|--|---|---|---|
| 18 | Rabu, 11 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 19 | Selasa, 10 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 20 | Senin, 9 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Input The Value Of TPK Students' Internship Presentation Results |    |
| 21 | Jumat, 6 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Rearrange DLP Exam Questions |    |
| 22 | Kamis, 5 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Compile Evaluation Result Files |    |
| 23 | Rabu, 4 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Compile Evaluation Result Files |    |
| 24 | Selasa, 3 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 25 | Senin, 2 Desember 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 26 | Sabtu, 30 November | 8943540022 – TENGGU KESPANDIAR, | 5504211047 – Ainal Mardiyah | GIVEN ASSIGNMENTS |    |
| 27 | Sabtu, 30 November 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | COMPILE DATA DARI LEMBAR PENILAIAN SEMINAR PROPOSAL MAHASISWA D-III TEKNOLOGI PULP DAN KERTAS |    |
| 28 | Sabtu, 30 November 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CTC INVENTORY |    |
| 29 | Jumat, 29 November 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | haring session MR. Hendra Tri Purnawan |    |
| 30 | Jumat, 29 November 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | SHARING SESSION |    |
| 31 | Jumat, 29 November 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | PENGISI ACARA SHARING SESSION MR HENDRA SUKSES BUTUH PROSES BUKAN PROTES |    |
| 32 | Kamis, 28 November 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 33 | Kamis, 28 November 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGNMENTS |    |
| 34 | Kamis, 28 November 2024 | 8943540022 – TENGGU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENDEKORASI DESAIN PHOTO BOOTH 2 DAN PERSIAPAN ACARA SHARING SESSION MR HENDRA |    |
| 35 | Kamis, 28 November | 8943540022 – TENGGU KESPANDIAR, | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |























































| | | | | | |
|----|--------------------------|--|-------------------------------------|--|---|
| 36 | Rabu, 27 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Preparing The Photobooth (Cutting,Trimming,Gluing) |    |
| 37 | Rabu, 27 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENDEKORASI DESAIN PHOTO BOOTH I |    |
| 38 | Selasa, 26 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Make Ppt Material Sharing Session Mr.Hendra and Preparing The Photobooth (Cutting,Trimming,Gluing) |    |
| 39 | Selasa, 26 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | REVISI DESAIN PHOTO BOOTH SHARING SESSION MR.HENDRA (WARNA) |    |
| 40 | Selasa, 26 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 41 | Senin, 25 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGNMENTS |    |
| 42 | Senin, 25 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | • Make Ppt Material Sharing Session Mr.Hendra • Monitoring Of Employee Driver's License Exam |    |
| 43 | Senin, 25 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEREVISI DESAIN PHOTO BOOTH SHARING SESSION MR.HENDRA |    |
| 44 | Senin, 25 November | 8943540022 – TENGKU KESPANDIAR, | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 45 | Jumat, 22 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGNMENTS |    |
| 46 | Jumat, 22 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | • Make Ppt Material Sharing Session Mr.Hendra • Monitoring Of Employee Driver's License Exam |    |
| 47 | Jumat, 22 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENDESAIN GAMBAR UNTUK PHOTO BOOTH SHARING SESSION MR. HENDRA (DRAFTING) |    |
| 48 | Jumat, 22 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 49 | Kamis, 21 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | SHARING SESSION |    |
| 50 | Kamis, 21 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | APRIL 2023 Sharing Session By Mr. Rafael |    |
| 51 | Kamis, 21 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MASTER OF CEREMONY SHARING SESSION MILL SUSTAINIBILITY AND APRIL 2030 |    |
| 52 | Kamis, 21 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 53 | Rabu, 20 November | 8943540022 – TENGKU KESPANDIAR, | 5504211047 – Ainal Mardiyah | GIVEN ASSIGNMENTS |    |























































| | | | | | |
|----|--------------------------|--|-------------------------------------|---|---|
| 54 | Rabu, 20 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Make Ppt Material Sharing Session Mr.Hendra |    |
| 55 | Rabu, 20 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | GLADI RESIK ACARA SHARING SESSION MR RAFAEL MILL SUSTAINIBILITY |    |
| 56 | Rabu, 20 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | OBSERVASI FOOD |    |
| 57 | Selasa, 19 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 58 | Selasa, 19 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Making Flyers For Mr. Hendra Sharing Session |    |
| 59 | Selasa, 19 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | CLICKER ACARA PENGHARGAAN DAN PENUTUPAN TLP |    |
| 60 | Senin, 18 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 61 | Senin, 18 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Making Flyers For Mr. Rafael's Sharing Session |    |
| 62 | Senin, 18 November | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEYUSUN SCRIPT AGENDA SHARING SESSION MILL SUSTAINIBILITY |    |
| 63 | Sabtu, 16 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | INVENTORY STORE |    |
| 64 | Jumat, 15 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 65 | Jumat, 15 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Designing Sharing session flyer |    |
| 66 | Jumat, 15 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | EDITING VIDEO KONTEN (BAKAT) |    |
| 67 | Kamis, 14 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 68 | Kamis, 14 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Shooting Video For Content Instagram Riak Ilmu |    |
| 69 | Kamis, 14 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MONITORING KARYAWAN UJIAN DLP (DRIVING LICENSE PROGRAM) |    |
| 70 | Rabu, 13 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 71 | Rabu, 13 November | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | Monitoring Of Employee Driver's License Exam |    |























































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| 72 | Selasa, 12 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Assisting In Monitoring Internship Presentations By TPK Students |    |
| 73 | Senin, 11 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB SHADOWING |    |
| 74 | Senin, 11 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 75 | Senin, 11 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MONITORING PRESENTASI SEMINAR PROPOSAL MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS |    |
| 76 | Senin, 11 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | VIDEOGRAFER UNTUK TAKE KONTEN VIDEO INSTAGRAM RIAK ILMU |    |
| 77 | Sabtu, 9 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB SHADOWING |    |
| 78 | Sabtu, 9 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Accompanying mentor in sharing book sessions by TPK UNRI students |    |
| 79 | Sabtu, 9 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MONITORING SHARING BOOK MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS |    |
| 80 | Sabtu, 9 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 81 | Jumat, 8 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 82 | Jumat, 8 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 83 | Jumat, 8 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | COMPILING DATA |    |
| 84 | Jumat, 8 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 85 | Kamis, 7 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 86 | Kamis, 7 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Drafting Sharing session flyer |    |
| 87 | Kamis, 7 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEMBUAT SCRIPT DAN DRAFT KONTEN VIDEO INSTAGRAM RIAK ILMU (BAKAT) |    |
| 88 | Kamis, 7 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 89 | Rabu, 6 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |























































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| 90 | Rabu, 6 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 91 | Rabu, 6 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 92 | Selasa, 5 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGNMENTS |    |
| 93 | Selasa, 5 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Meeting To Prepare For Sharing Session Activities |    |
| 94 | Selasa, 5 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 95 | Senin, 4 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB SHADOWING |    |
| 96 | Senin, 4 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Scripting Video Content About Talents |    |
| 97 | Senin, 4 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DAILY FLASH REPORT |    |
| 98 | Sabtu, 2 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB SHADOWING |    |
| 99 | Sabtu, 2 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Accompanying mentor in sharing book sessions by TPK UNRI students |    |
| 100 | Sabtu, 2 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MONITORING SHARING BOOK MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS |    |
| 101 | Sabtu, 2 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CTC INVENTORY |    |
| 102 | Sabtu, 2 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | pengawas ujian DLP |    |
| 103 | Jumat, 1 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB SHADOWING |    |
| 104 | Jumat, 1 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Print out the material for the game |    |
| 105 | Jumat, 1 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR CANVA CLASS ONE OF ONE TUTOR PADA KARYAWAN |    |
| 106 | Jumat, 1 November 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CTC INVENTORY |    |
| 107 | Kamis, 31 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGNMENTS |    |























































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| 108 | Kamis, 31 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Follow the mentoring session for TPK interns |    |
| 109 | Kamis, 31 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAWAS KARYAWAN UJIAN DLP (DRIVING LICENSES PROGRAM) |    |
| 110 | Kamis, 31 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CTC INVENTORY |    |
| 111 | Rabu, 30 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 112 | Rabu, 30 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 113 | Rabu, 30 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAWAS KARYAWAN UJIAN (DLP) DRIVING LICENCE PROGRAM |    |
| 114 | Rabu, 30 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CTC INVENTORY |    |
| 115 | Selasa, 29 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 116 | Selasa, 29 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | Monitoring Of Employee Driver's License Exam |    |
| 117 | Selasa, 29 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | EDITING VIDEO KONTEN (STAY HUMBLE) |    |
| 118 | Selasa, 29 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CTC INVENTORY |    |
| 119 | Senin, 28 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 120 | Senin, 28 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Restocking TLP exam paper |    |
| 121 | Senin, 28 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGATUR DAN MENYUSUN KERTAS UJIAN DRIVER LICENSE PROGRAM |    |
| 122 | Senin, 28 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CTC INVENTORY |    |
| 123 | Sabtu, 26 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CTC INVENTORY |    |
| 124 | Jumat, 25 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 125 | Jumat, 25 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | Monitoring Of Employee Driver's License Exam |    |























































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|-----|-------------------------|--|-------------------------------------|---|---|
| 126 | Jumat, 25 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | SHOOTING VIDEO UNTUK KONTEN STAY HUMBLE |    |
| 127 | Jumat, 25 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CREDIT TO COST INVENTORY |    |
| 128 | Kamis, 24 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 129 | Kamis, 24 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEMBUAT SCRIPT DAN KONSEP KONTEN VIDEO INTAGRAM (STAY HUMBLE) |    |
| 130 | Kamis, 24 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 131 | Rabu, 23 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 132 | Rabu, 23 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Simulating Materials Through Games |    |
| 133 | Rabu, 23 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | PENGARAHAN SIMULASI GAME PADA KARYAWAN |    |
| 134 | Rabu, 23 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENDOKUMENTASI SHARING SESSION KIRK PATRICK EVALUATION |    |
| 135 | Rabu, 23 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 136 | Selasa, 22 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 137 | Selasa, 22 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Reviewing DLP Exam Answers |    |
| 138 | Selasa, 22 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEMBUAT MATERI AJAR KELAS CANVA PART 2 |    |
| 139 | Selasa, 22 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 140 | Senin, 21 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 141 | Senin, 21 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Monitoring Of Employee Driver's License Exam |    |
| 142 | Senin, 21 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEMBUAT DAN MENDESAIN FLYER SHARING SESSION KIRK PATRICK EVALUATION |    |
| 143 | Senin, 21 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |























































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| 144 | Jumat, 18 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 145 | Jumat, 18 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Provided "English Corner" Replacement Training For D3 TPK UNRI Interns |    |
| 146 | Jumat, 18 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | PENGAJAR PADA PELATIHAN ENGLISH CORNER (KELAS GANTI) PART 3 |    |
| 147 | Jumat, 18 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 148 | Kamis, 17 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 149 | Kamis, 17 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Lyocell Sharing Session |    |
| 150 | Kamis, 17 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 151 | Rabu, 16 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 152 | Rabu, 16 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | Compile DLP Exam Result Files and Monitoring Of Employee Driver's License Exam |    |
| 153 | Rabu, 16 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | PENGAJAR PADA PELATIHAN ENGLISH CORNER (KELAS GANTI) |    |
| 154 | Rabu, 16 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 155 | Selasa, 15 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | CANVA CLASS |    |
| 156 | Selasa, 15 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | Organizing A Canva Training Session For Staff |    |
| 157 | Selasa, 15 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR CANVA CLASS PADA KARYAWAN APRIL LEARNING INSTITUTE |    |
| 158 | Selasa, 15 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 159 | Selasa, 15 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | TRY TO MAKE A GLASS OF DRINK |    |
| 160 | Senin, 14 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 161 | Senin, 14 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | Discussion About The Progress Of Lyocell Sharing Session Preparation (Game Session) |    |




























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| 162 | Senin, 14 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | REVISI FLYER CANVA KELAS DAN PENGAJARAN PENYAMPAIAN MATERI |    |
| 163 | Senin, 14 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 164 | Jumat, 11 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 165 | Jumat, 11 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | DISKUSI PERSIAPAN KELAS CANVA DAN PEMBUATAN FLYER PROMOSI KELAS |    |
| 166 | Jumat, 11 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | membuat materi training evaluation |    |
| 167 | Jumat, 11 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 168 | Kamis, 10 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 169 | Kamis, 10 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | TAKE KONTEN VIDEO INSTAGRAM RIAK ILMU (BELAJAR DARI TANDA SEKECIL APAPUN) |    |
| 170 | Kamis, 10 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | membuat materi training evaluation dan mengawas ujian DLP |    |
| 171 | Kamis, 10 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 172 | Rabu, 9 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 173 | Rabu, 9 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | COMPILE DATA KUESIONER MAHASISWA JURUSAN TEKNIK ELEKTRO |    |
| 174 | Rabu, 9 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | membuat materi training evaluation |    |
| 175 | Rabu, 9 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 176 | Selasa, 8 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 177 | Selasa, 8 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEMBUAT MODUL AJAR CANVA CLASS (BASIC) |    |
| 178 | Selasa, 8 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | membuat materi training evaluation |    |
| 179 | Selasa, 8 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | TRY TO MAKE A GLASS OF DRINK |    |

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|-----|------------------------|--|-------------------------------------|--|---|
| 181 | Senin, 7 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGEDIT KONTEN VIDEO (MANUSIA SPECIAL KARNA OTAKNYA) |    |
| 182 | Senin, 7 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | membuat materi training evaluation |    |
| 183 | Senin, 7 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 184 | Sabtu, 5 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 185 | Jumat, 4 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB SHADOWING |    |
| 186 | Jumat, 4 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | DOKUMENTASI KULIAH PRAKTISI PAK TENGKU KESPANDIAR DI POLITEKNIK NEGERI |    |
| 187 | Jumat, 4 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 188 | Jumat, 4 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | pengawas ujian DLP |    |
| 189 | Kamis, 3 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 190 | Kamis, 3 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | DOKUMENTASI ACARA JOB FAIR SMK 1 MEMPUA SIAK |    |
| 191 | Kamis, 3 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 192 | Kamis, 3 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | pengawas ujian DLP |    |
| 193 | Rabu, 2 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 194 | Rabu, 2 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | TAKE KONTEN VIDEO INSTAGRAM RIAK ILMU TENTANG (MANUSIA SPESIAL KARENA OTAKNYA) |    |
| 195 | Rabu, 2 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | GREETERS |    |
| 196 | Selasa, 1 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 197 | Selasa, 1 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | EVALUASI NILAI DAN HASIL KELAS ENGLISH CORNER MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS |    |
| 198 | Selasa, 1 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | DASAR-DASAR FOOD SERVICE DEPARTEMEN |    |

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| 199 | Selasa, 1 Oktober 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | mengimput data dan pengawas ujian |    |
| 200 | Senin, 30 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | GIVEN ASSIGMENTS |    |
| 201 | Senin, 30 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEETING PERSIAPAN SHARING SESSION EXPATRIATE (LYOSEL) |    |
| 202 | Senin, 30 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4 |    |
| 203 | Senin, 30 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | pengawas ujian DLP dan english corner |    |
| 204 | Jumat, 27 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB SHADOWING |    |
| 205 | Jumat, 27 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | KUNJUNGAN DAN DOKUMENTASI ACARA KULIAH TAMU PAK SURYA MAHASISWA D3 TEKNIK PULP DAN KERTAS |    |
| 206 | Jumat, 27 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | pengawas ujian DLP |    |
| 207 | Kamis, 26 September | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | ENGLISH CORNER |    |
| 208 | Kamis, 26 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MEMBUAT PROPOSAL CANVA CLASS (BASIC) |    |
| 209 | Kamis, 26 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 3 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4 |    |
| 210 | Kamis, 26 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | mengawas ujian DLP, mengimput data, english corner |    |
| 211 | Rabu, 25 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | ENGLISH CORNER |    |
| 212 | Rabu, 25 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4 |    |
| 213 | Rabu, 25 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK IN VISITORS |    |
| 214 | Rabu, 25 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | mengimput data, english corner |    |
| 215 | Selasa, 24 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | SHARING SESSION |    |
| 216 | Selasa, 24 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4 |    |

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|-----|---------------------------|--|-------------------------------------|--|---|
| 217 | Selasa, 24 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | PENGISI ACARA SHARING SESSION PRODUCT KNOWLEDGE |    |
| 218 | Selasa, 24 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK IN VISITORS |    |
| 219 | Selasa, 24 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | sharing session, mengawas ujian DLP |    |
| 220 | Senin, 23 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | SHARING SESSION REHEARSAL |    |
| 221 | Senin, 23 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | GLASI RESIK SHARING SESSION PRODUCT KNOWLEDGE |    |
| 222 | Senin, 23 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK IN VISITORS |    |
| 223 | Senin, 23 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | geladi sharing session |    |
| 224 | Sabtu, 21 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB SHADOWING |    |
| 225 | Sabtu, 21 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | SHARING SESSION BOOK BATCH 4 |    |
| 226 | Sabtu, 21 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | sharing book session |    |
| 227 | Jumat, 20 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | ENGLISH CORNER |    |
| 228 | Jumat, 20 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3 |    |
| 229 | Jumat, 20 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK IN VISITORS |    |
| 230 | Jumat, 20 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | english corner |    |
| 231 | Kamis, 19 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | ENGLISH CORNER |    |
| 232 | Kamis, 19 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 3 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3 |    |
| 233 | Kamis, 19 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK IN VISITORS |    |
| 234 | Kamis, 19 September | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | english corner |    |

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| 235 | Rabu, 18 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | ENGLISH CORNER |    |
| 236 | Rabu, 18 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3 |    |
| 237 | Rabu, 18 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK IN VISITORS |    |
| 238 | Rabu, 18 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | english corner |    |
| 239 | Selasa, 17 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | ENGLISH CORNER |    |
| 240 | Selasa, 17 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3 |    |
| 241 | Selasa, 17 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK IN VISITORS |    |
| 242 | Selasa, 17 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | english corner |    |
| 243 | Jumat, 13 September | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN |    |
| 244 | Jumat, 13 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK OUT TAMU VENDOR/BU |    |
| 245 | Jumat, 13 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | english corner |    |
| 246 | Kamis, 12 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 3 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS |    |
| 247 | Kamis, 12 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK OUT TAMU VENDOR/BU |    |
| 248 | Kamis, 12 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | memilah data dan english corner |    |
| 249 | Rabu, 11 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS |    |
| 250 | Rabu, 11 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | PIC VISIT DAN STUDY PABRIK MAHASISWA UNIVERSITAS GADJAH MADA. |    |
| 251 | Rabu, 11 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK OUT TAMU VENDOR/BU |    |
| 252 | Rabu, 11 September | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati | pemilihan departement |    |

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| 253 | Selasa, 10 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB ASSISTING |    |
| 254 | Selasa, 10 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 2 |    |
| 255 | Selasa, 10 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | PIC VISIT DAN STUDY PABRIK MAHASISWA UNIVERSITAS GADJAH MADA |    |
| 256 | Selasa, 10 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK OUT TAMU VENDOR/BU |    |
| 257 | Selasa, 10 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | pemilihan departement |    |
| 258 | Senin, 9 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211047 – Ainal Mardiyah | JOB ASSISTING |    |
| 259 | Senin, 9 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211032 – Sakina Shepia Maharani | PIC VISIT DAN STUDY PABRIK MAHASISWA UNIVERSITAS GADJAH MADA |    |
| 260 | Senin, 9 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211036 – Dina Mariana | CEK OUT TAMU VENDOR/BU |    |
| 261 | Senin, 9 September 2024 | 8943540022 – TENGKU KESPANDIAR, ST.,MM | 5504211044 – Syarina Reviati Sofyan | safety training, diskusi dan arahan pembagian divisi dari pembimbing |    |