

APPRENTICESHIP REPORT

**PT. RIAU ANDALAN PULP AND PAPER
DEPARTMENT APRIL LEARNING INSTITUTE (ALI)
PELALAWAN - RIAU**

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

APPROVAL SHEET

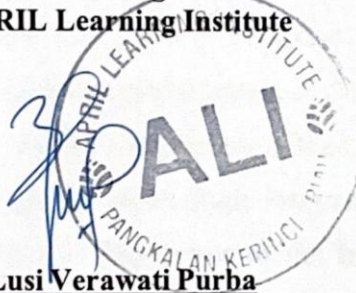
PT RIAU ANDALAN PULP AND PAPER (PT.RAPP) APRIL LEARNING INSTITUTE (ALI)

Written as one of the conditions for completing Job Training

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Bengkalis, June 06th, 2025

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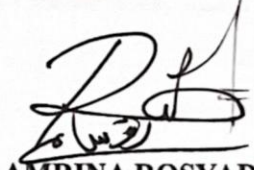
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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Internships, or more commonly known as work placements, are off-campus learning activities that provide students with the opportunity to engage directly in the workplace. Through these activities, students are expected to gain real-world experience, broaden their horizons, and apply the knowledge and skills acquired during their studies to real-world work situations. Additionally, internships serve as a platform for students to develop soft skills such as communication, teamwork, and work discipline.

Bengkalis State Polytechnic, as one of the vocational higher education institutions in Riau Province, plays a crucial role in producing graduates who are ready to compete in the industrial world. One of the efforts undertaken is through the implementation of the internship program, which is a required course in the curriculum of the Applied Bachelor's Degree Program in International Business Administration. This program is designed to provide students with relevant work experience in their field of study before entering the workforce full-time.

In implementation of the internship, the author chose PT Riau Andalan Pulp and Paper (RAPP) as the internship location. This company is one of the largest companies in Indonesia engaged in the pulp and paper industry and is known for its partnerships with many international companies. This makes RAPP an ideal place to learn and gain professional work experience. The author was assigned to the April Learning Institute (ALI), specifically within the General Training and Services (GTS) division. This division is primarily responsible for supporting the smooth operation of all training activities organized by ALI, including sending out training invitations, verifying participant data, and managing training facility requirements such as rooms and equipment.

In accordance with applicable regulations, this internship is conducted at the ALI office of PT. Riau Andalan Pulp and Paper, located in Pangkalan Kerinci,

Pelalawan Regency, for a period of 4 months and 17 weeks, starting from February 3 to June 6, 2025.

1.2 Purpose of the Apprenticeship

The objectives of the internship program conducted at PT Riau Andalan Pulp and Paper, specifically at the April Learning Institute (ALI), include the following:

1. To find out the job description at April Learning Institute , PT RAPP Pangkalan Kerinci
2. To find out the work system and work procedures at April Learning Institute, PT RAPP Pangkalan Kerinci.
3. To find out the place and time of practical work at April Learning Institute, PT RAPP Pangkalan Kerinci.
4. To determine the type and description of activities at April Learning Institute, PT RAPP Pangkalan Kerinci.
5. To find out the obstacles and solutions during apprenticeship at April Learning Institute, PT RAPP Pangkalan Kerinci.

1.3 Significances of the Apprenticeship

The internship program not only provides real-world experience for students, but also makes a positive contribution to educational institutions and partner companies, as explained below.

1. Benefits for Students (Internship Participants)

The internship program provides students with the opportunity to build good relationships with employees within the company, which can support their future career development. Additionally, this program serves as a platform for students to apply and develop the knowledge and skills they have acquired during their studies in real-world work situations.

2. Benefits for Bengkalis State Polytechnic

For educational institutions such as Bengkalis State Polytechnic, internship activities are one way to improve the quality of graduates by equipping them with relevant work experience. Additionally, these activities help strengthen the

cooperative relationship between the campus and the industrial world, particularly with PT RAPP as an internship partner.

3. Benefits for the Company

From the company's perspective, internship programs can enhance the company's image and reputation as a place that supports the development of young talent. Additionally, companies can use this program as a means to identify and recruit potential, competent, and highly motivated job candidates.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

2.1.1 Royal Golden Eagle (RGE) Group

Sukanto Tanoto founded Royal Golden Eagle (RGE) in 1973, starting his first business more than 50 years ago by supplying spare parts for the oil and construction industries. As a visionary entrepreneur, he ventured into the plywood industry in 1967. This move led him to establish the world's largest pulp and paper mill located in Kerinci, Pelalawan Regency, Riau Province, Indonesia. His success in this industry prompted him to expand into other natural resource sectors, such as palm oil, forestry, pulp and paper, and power generation.

RGE manages a group of natural resource-based manufacturing companies operating in various countries, including Indonesia, China, and Brazil. The company's diverse business areas span the upstream sector, encompassing natural resource development and sustainable harvesting, to downstream processing into various value-added products for the global market. The company's commitment to sustainable development, conservation, and community development underpins its operational activities, where the company strives to provide benefits for society, the nation, the climate, customers, and the company itself.

The following is a schematic diagram of the RGE company, as shown in Figure 2.1.

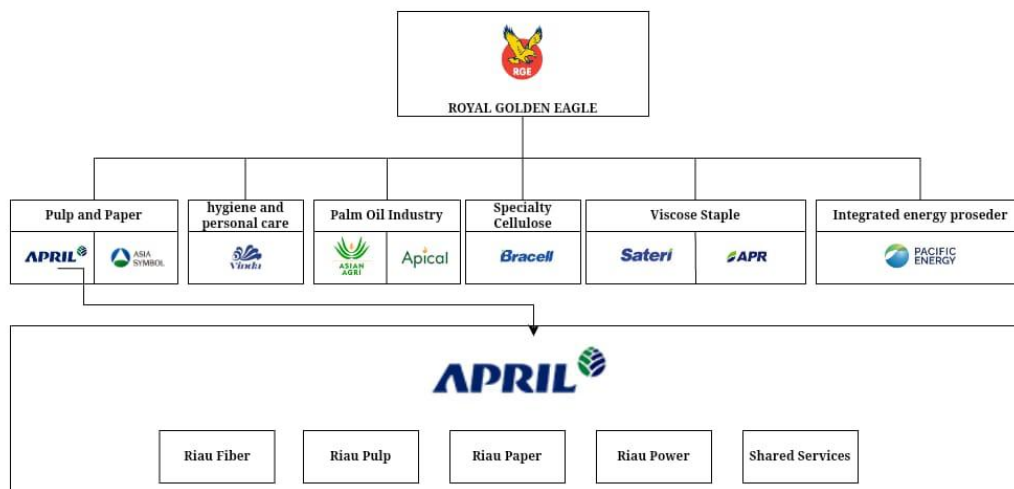


Figure 2.1 RGE Company Structure
 Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

2.1.2 Profile APRIL (Asia Pasific Resources Internasional Holdings Ltd)

Asia Pacific Resources International Holdings Ltd (APRIL) is one of the world's largest pulp and paper producers and part of the RGE Group, founded by Sukanto Tanoto in 1973. Under his leadership, the RGE Group has grown into a global group employing more than 70,000 people with assets of more than US\$35 billion and a worldwide sales reach.

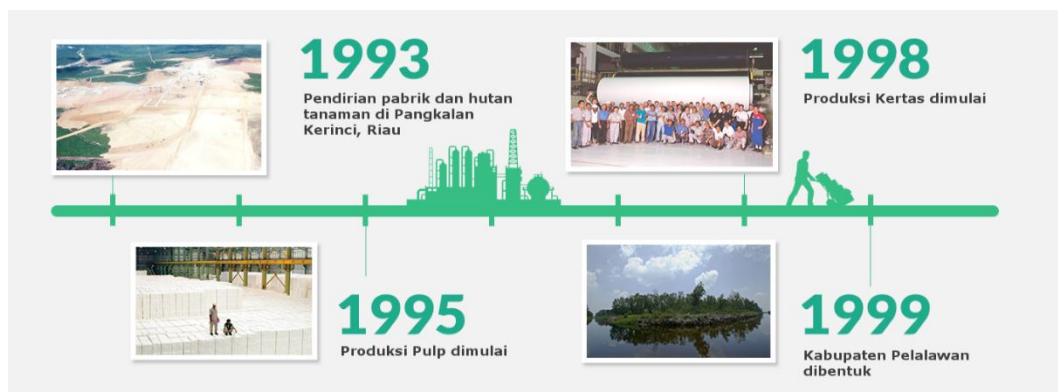


Figure 2.2 Brief History of APRIL Group
 Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

Through its subsidiaries in Indonesia, the APRIL Group began developing plantations in the province of Riau, Sumatra, and building mills in Pelalawan and Kerinci in 1993. At that time, the municipality of Kerinci was home to 200

households; this population would grow to over 200,000 by 2010 as the APRIL Group expanded and diversified its business, transforming Kerinci into a regional hub for social and commercial activities.

Commercial pulp production began in 1995, followed by commercial paper production in 1998. From the outset, the growth of this region would mirror the growth of the APRIL Group's operations in Indonesia, with the formation of Pelalawan Regency in 1999, followed by the formation of Pelalawan Kerinci Regency with Pelalawan Regency in 2001. Kerinci's sustained growth led to its division into three regions in 2005.

In 2010, the APRIL Group's forestry activities contributed 6.9% to the total economic output of Riau Province. The APRIL Group has created around 90,000 job opportunities, which, combined with its initiatives to provide better access to education and social support in various areas such as healthcare and housing, has resulted in an improvement in living standards and a 30% reduction in poverty rates.

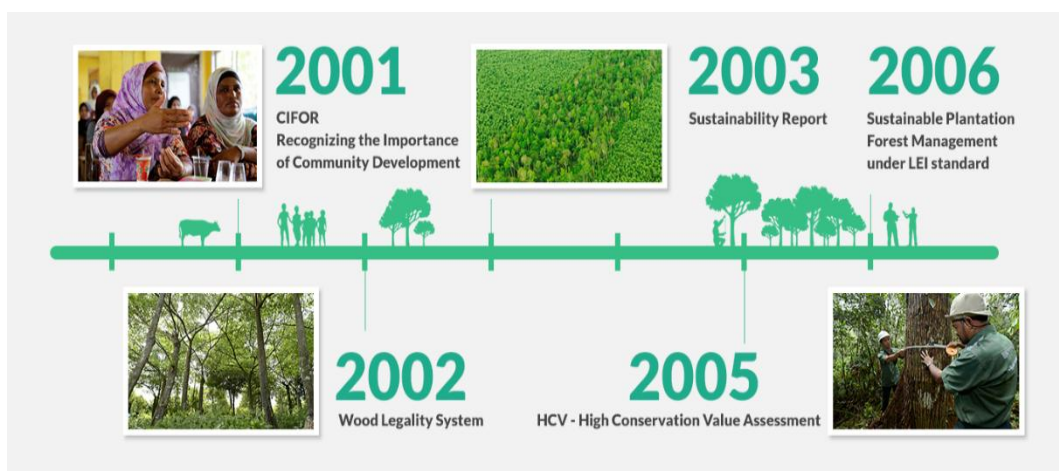


Figure 2.3 Sowing the Seeds of Sustainable Forestry
Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

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

In 2002, the APRIL Group implemented a comprehensive timber legality system that prevents illegal timber from entering the supply chain and production. This system verifies and tracks timber from the company's fiber plantations to the

factory location. The APRIL Group also collaborated with the World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and signed a moratorium on road construction and acacia plantation development in the Tesso Nilo area. In the same year, the APRIL Group obtained ISO 14001 certification for all its fiber plantations and pulp and paper mills.

In 2003, a decade after the company was founded, the APRIL Group published its first Sustainability Report, which brought together the story of its community development initiatives with its commitment to sustainable forestry operations. In the same year, the APRIL Group established a branch in Guangzhou to support its growing operations in China.

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



Figure 2.4 Growth and Recognition
Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

In 2006, the APRIL Group became a signatory to the UN Global Compact Principles. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, obtained Sustainable Plantation Forest Management (PHT) certification

based on the standards of the Indonesian Ecolabel Institute (LEI). The company successfully renewed its PHT-LEI certification in 2011 for the next five years.

In 2007, APRIL, through its subsidiary, became the first and only Indonesian company to be accepted as a member of the World Business Council for Sustainable Development (WBCSD).

The completion of Pulp Line 3 in 2008 made Riau home to the world's largest integrated pulp and paper mill, with a production capacity of 4 million tons per year. The mills, which are certified to ISO 9001:8000 and ISO 14001, continue to invest in technology to ensure self-sufficient energy generation.

In 2009, the company name RGE (Royal Golden Eagle) was previously known as RGM (Raja Garuda Mas). This name change was made in 2009 to reflect the company's expansion and vision of becoming a global company. The name Royal Golden Eagle (RGE) has been officially used since September 9, 2009.

Since 2010, APRIL Group's production facilities have been certified under the Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials entering the factory come from legal and non-controversial sources. APRIL also received certification from the Hong Kong Green Label for its PaperOne TM products in 2010.

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas for Origin and Legality of Wood (OLB), becoming the first industrial plantation company in Asia to receive this certification. The OLB Standard certification for APRIL Group's forestry companies covers their forestry operations and production facilities. RAPP supplier partners have also successfully passed audits based on the OLB Standard 'Chain of Custody-Acceptable Wood'.

The APRIL Group launched its updated Sustainable Forest Management Policy in January 2014. The new policy underscores the APRIL Group's commitment to balancing the need to protect the environment and improve the livelihoods of local communities, while continuing to operate a sustainable business. An independent Stakeholder Advisory Committee was also formed to ensure transparency and implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group developed its Sustainable Forest Management Policy by following up on input from the SAC and various stakeholders, which further strengthened its commitment to forest protection and conservation, including the elimination of deforestation from its supply chain and the addition of High Carbon Stock assessment.

2.2 Vision and Mission

2.2.1 Vision

Becoming one of the largest, best-managed, and most sustainable resource based business groups, creating value for the community, country, customers, and company.

2.2.2 Mission

As a company operating in various sectors, we have established our vision and mission as a strategic foundation for achieving our corporate goals in a sustainable manner:

1. Complementary Team: Working together as a complementary team to achieve common goals.
2. Ownership: Taking responsibility for achieving the best results with efficiency in time and cost.
3. People: Developing and training individuals to reach their full potential, with a mindset of mutual respect.
4. Integrity: Upholding honesty and integrity in every action.
5. Customer: Understanding customer needs and providing the best value for them.
6. Continuous Improvement: Always striving for improvement without being satisfied with current achievements.

These values guide the work of RGE. The company's operations are conducted with sustainable practices and development to produce high quality with efficient energy and costs. The RGE Group adopts industry best practices and conducts intensive research and development to maintain its competitive advantage. The team consists of international experts and the use of advanced technology is

key to operations. Close relationships between the company, the government, and the community are key to the business. The company works to create mutually beneficial partnerships for the long term, demonstrated through its commitment to society (through infrastructure development and education), the economy (through job creation and skill enhancement), and the environment (through sustainable practices and research and development).

2.3 Business Units

PT. Riau Andalan Pulp and Paper, which is engaged in the pulp and paper production business, has various business units, namely as follows:

- a. Riau Fiber is a business unit that functions as a supplier of raw materials in the form of wood to factories.
- b. Riau Pulp Line (RPL) is a business unit that functions as a producer of paper pulp, which is the main ingredient in paper manufacturing.
- c. Riau Paper (Riau Andalan Kertas / RAK) is a business unit that produces paper based on customer needs.
- d. Riau Power (Riau Prima Energi / RPE) is a business unit that functions as the largest electricity producer for the factory and Riau Complex, particularly the pulp and paper factories, and also handles energy and electricity issues.
- e. Share Services (Common Service) is a business unit that manages human resources and administration at PT RAPP, including General Services, Purchasing, Finance, Human Resources Administration, ALI, Security, Transportation, and Health Care.

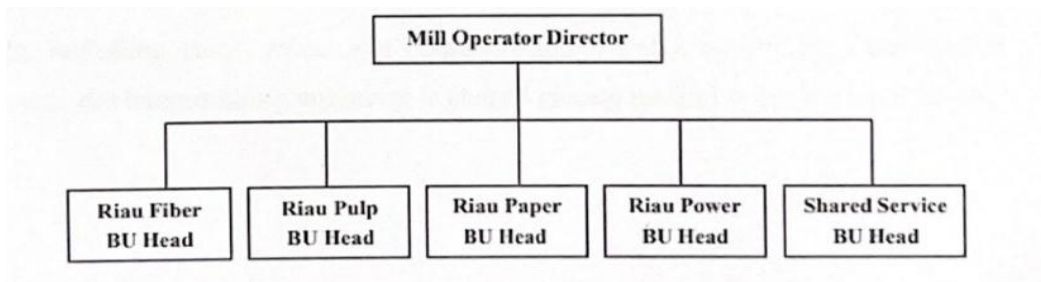


Figure 2.5 Business Unit Structure
Source: <https://www.aprilasia.com/id/>

PT. Riau Andalan Pulp and Paper is one of the world's largest, most technologically advanced, and efficient pulp and paper manufacturers. The company produces products used by millions of people every day in liquid packaging, printing, and writing paper, tissue, shopping bags, food packaging, magazines, and books. These products, including our flagship PaperOne™ office paper, are proudly marketed and sold in over 110 countries worldwide. The business is built on a Sustainable Forest Management Policy. APRIL's operations include state-of-the-art pulp and paper mills and industrial plantations in Riau Province, Sumatra, Indonesia. APRIL directly employs approximately 9,000 people and provides indirect employment for 90,000 people. Currently, the company's residential town accommodates up to 7,000 employees and their families



Figure 2.6 PT. RAPP Leading Products
Source: <https://www.aprilasia.com/id/produk/produk-kertas>

2.4 Organization Structure

2.4.1 APRIL Learning Institute (ALI)

The organizational structure of the APRIL Learning Institute Department can be seen in Figure 2.7 below:

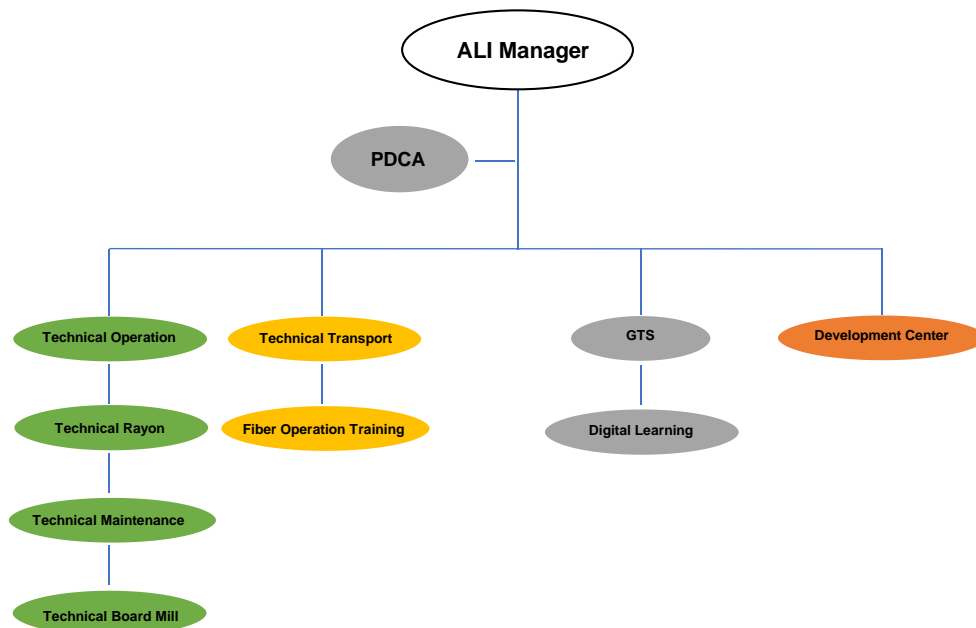


Figure 2.7 APRIL Learning Institute Structure
Source: April Learning Institut

APRIL Learning Institute (ALI) is an employee training and development center owned by the APRIL Group, established in 2005 in Pangkalan Kerinci, Riau. Founded on the initiative of APRIL Chairman Sukanto Tanoto, ALI aims to improve the quality of human resources in the pulp and paper industry.

APRIL Learning Institute is responsible for ensuring that all employees are capable of executing the company's strategies, both in terms of technical skills and soft skills. APRIL Learning Institute is one of the departments under the Shared Service/Human Resources division, which is responsible for human resources (HR) within the company. The primary responsibilities of APRIL Learning Institute are as follows:

1. Module Development

Developing modules used as learning materials in training programs with a focus on the field in which the training will be conducted.

2. Execution

Conducting training programs aimed at improving employee skills with a focus on the fields required by the employees.

3. Certification

Conducting assessments of employees to determine whether they are competent or not as one of the requirements for operating machinery, including the issuance of a Driving License Program (DLP).

APRIL Learning Institute also conducts training needs analysis before designing and implementing its training programs. ALI also facilitates employees with programs that help them in their own development and capability building processes. One such program is the IDP (Individual Development Plan), which contains plans for each stage of their capability development. ALI is responsible for enhancing the core values of its employees through technical and soft skills training.

Below are the vision and mission of APRIL Learning Institute:

1. Vision

To become a world-class learning organization that develops and equips people, particularly within the APRIL and RGE Group organizations.

2. Mission

To connect ALI programs to support maximum transfer of learning solutions in the workplace, supporting the LEAN transformation program.

The job roles and responsibilities of each section shown in Figure 2.7 are as follows:

1. APRIL Learning Institute manager plays an active role in managing all parts of the department, which falls under Human Resources, where ALI's role is crucial in developing the company's human resources.
2. PDCA (Plan Do Check Act) is a management method that aims to solve problems with four repetitive steps. It is usually used in quality control.
3. Development Center is the section responsible for the company's HR development center at ALI, one of its tasks is to provide material on soft skills needed by an employee and provide an assessment of the training they have done.
4. Technical Mill is the section responsible for the development of employees engaged in engineering. Employees included in the supervision of this section

are IT employees, production, maintenance, and other technicians. One of the tasks is the development of mill employees.

5. Technical Maintenance is the section responsible for plant maintenance. One of the tasks of this section is to provide learning materials and skill development for the maintenance of machines in the factory.
6. Technical Rayon is the section responsible for rayon production, this section is tasked with providing learning materials and skill development needed by employees related to the rayon field.
7. Technical Board Mill is the section responsible for the problems in the mill, in addition this section has the task of providing learning materials and skill development needed by employees in this field.
8. Fiber Operation Training is the section responsible for fiber, where this section is tasked with providing learning materials and skill development for employees who work in the fiber section.
9. General Training and Services is the section responsible for all learning conducted by all sections in ALI, where General Training and Services is the section that organizes finances, purchases, schedules, and records that will be carried out by every other section.
10. Technical Transport is the section responsible for transportation in the company, everything related to transportation this section will arrange and execute. At ALI, this section is tasked with developing employees' driving skills. Such as the crane department, bus drivers, etc.
11. Education Program is the section responsible for the education development program at APRIL Learning Institute, where one of the tasks is to create modules that will be used as learning media for employee training.

2.5 The Working Process

Table 2.1 GTS Working Process

GTS Responsibility	
Send Invitation	After received from user, GTS will send invitation by email to participants and superior
Participant Confirmation	User PIC/PM and GTS collaborate to get participant's confirmation by Phone
Room Booking in GYR	GTS will book the room in GYR while sent the invitation to participants
Training/Class Preparation (prepare attendance list, name tag, and module)	GTS will prepare attendance list (manual), name tag (if required), and training module
Mass Enrol in WD Learning	GTS (Learning Operator) will enrol in WD Learning based on list of participants
Manage Roster in WD Learning	After the training executed, GTS will manage the roster in WD Learning (only can be done if it was enrolled)
Input to Database (training history excel)	After the training executed, GTS will input to training history (database excel) by monthly
Req. Snack by Unigraha	GTS will order the snack to Unigraha
Req. Accommodation for Vendor (Inhouse Training)	GTS will reserve the accommodation to Unigraha
Req. Post 1 Permit (Inhouse Training)	GTS create the post I permit platform based on the schedule from user
Req. Transportation for Vendor (Inhouse Training)	GTS will create the transport req. form platform based on the schedule from user
Section Callender Training	GTS PIC will compile the Callender in the platform
Input Technical DLP to Database	GTS will input to DLP database

Source : APRIL Learning Institute

2.6 Documents Used for Activity

There are several documents used during the practical work activities, which are as follows:

1. Room Booking Form

A room booking form is a document to be filled in to make a room booking.

2. Attendance Record

Attendance record is a document used to determine the attendance of employees who take part in training.

3. Training Name Tag

Training name tag is a document that is made for participants during training in order to know who you are.

4. Training Module

Training Module is a training document that specifically discusses the material or topic to be learned.

5. Donation Proposal

A donation proposal is a document created by an individual or organization seeking financial support or contributions. This proposal outlines the goals, objectives, and programs for which funds are being requested.

6. Workday

Workday is designed to help companies process employee data, manage employee lifecycles, perform budget planning, and optimize business processes.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The internship was conducted at the April Learning Institute (ALI), part of PT Riau Andalan Pulp and Paper (PT RAPP), specifically in the General Training and Services Section. This division focuses on managing internal training programs, documenting learning activities, and providing training administration services for employees. Interns were involved in assisting with training administration processes, participant data collection, and training activity documentation.

3.2 System and Procedure

3.2.1 Working Hours

Working hours of apprenticeship are carried out APRIL Learning Institute Department in accordance with the rules at PT Riau Andalan Pulp and Paper. The work schedule for practicers at is as follows:

Table 3.1 Working Hours at APRIL Learning Institute (PT.RAPP)

No	Day	Working Hours	Break
1	Monday	08.00 s/d 17.00 WIB	12.00 s/d 13.30 WIB
2	Tuesday	08.00 s/d 17.00 WIB	12.00 s/d 13.30 WIB
3	Wednesday	08.00 s/d 17.00 WIB	12.00 s/d 13.30 WIB
4	Thursday	08.00 s/d 17.00 WIB	12.00 s/d 13.30 WIB
5	Friday	08.00 s/d 17.00 WIB	12.00 s/d 13.30 WIB
6	Saturday	08.00 s/d 12.00 WIB	-
7	Sunday	-	-

Source : PT. Riau Andalan Pulp and Paper

Table 3.1 shows the work schedule at APRIL Learning Institute (PT RAPP). Work activities take place from Monday to Friday start at 08.00 to 17.00 WIB. With a break start at 12.00 to 13.30 WIB. On Saturdays, work hours are start at 08.00 TO 12.00 WIB without a break.

3.2.2 Work Uniform

Every company has a different work uniform. At April Learning Institute, PT RAPP Pangkalan Kerinci, the work uniform is as follows:

Table 3.2 Work Uniform at APRIL Learning Institute (PT.RAPP)

No	Day	Type of Clothes
1	Monday	Formal Clothes
2	Tuesday	Formal Clothes
3	Wednesday	Formal Clothes
4	Thursday	Formal Clothes
5	Friday	Batik Clothes

Source : PT. Riau Andalan Pulp and Paper

Table 3.2 shows the dress code at APRIL Learning Institute (PT RAPP) Pangkalan Kerinci. From Monday to Thursday, employees wear formal attire, while on Fridays they wear batik as their work uniform.

The work systems and procedures at the APRIL Learning Institute, particularly in the General Training Services (GTS) department, are implemented in a structured manner to ensure the smooth running of each training program. The workflow begins with the planning stage, which includes scheduling, room reservations, material preparation, and coordination with presenters and participants. Next, the implementation stage is carried out through facility checks, seating arrangements, attendance recording, and activity monitoring. In the final stage, an evaluation is conducted through attendance verification. All these mechanisms are carried out based on the principles of effective coordination, administrative accuracy, and optimal resource utilization, as follows.

1. Room Reservations at the ALI Building

The ALI building is a training center for company employees. Before using a room in the ALI building, you must make a reservation first. Here are some procedures after receiving the room reservation form.

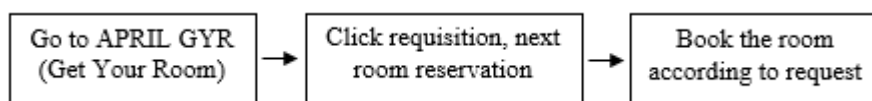


Figure 3.1 Working Procedure for Room Reservations

2. Canceling Booked Room Reservations

This activity is managed when there are schedule changes, agenda cancellations, or requests from users who have previously made reservations. The cancellation process is managed through the Get Your Room (GYR) application by first ensuring that the cancellation request has been approved by the relevant parties.

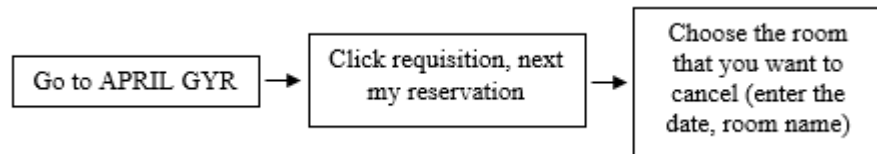


Figure 3.2 Working Procedure for Canceling Room Reservations

3. Checking Room Availability

This is to check the rooms that are still available before making a reservation. The check is done through the Get Your Room (GYR) application, which shows real-time room usage schedules. This process is important to make sure there are no schedule conflicts between activities and to help users choose rooms that fit their needs in terms of capacity, facilities, and location.

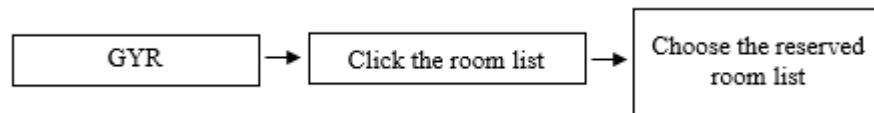


Figure 3.3 Working Procedure for Checking Rooms

4. Creating Training Participant Name Plate

Nameplates or name labels are made to label participants during training activities. Nameplates facilitate interaction and create a more professional training vibe.

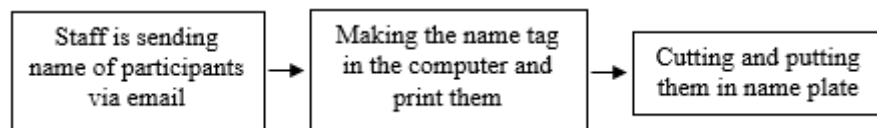


Figure 3.4 Working Procedure for Creating Name Plate Training

5. Inputting Attendance Data in Excel

Entering attendance data is intended to store information related to employee attendance during training. This includes recording details such as training topics, dates, workday ID, participant names, durations, trainers, and participant departments. The input process can be done manually in Excel.

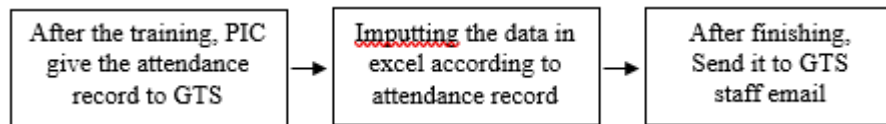


Figure 3.5 Working Procedure for Inputting Training Attendance Records

6. Sending and Replying to Emails

This activity is managed as part of administrative communication, both internally and externally. Messages are sent and replied to via email, WhatsApp, or other communication platforms used by the company. Messages sent generally relate to data requests, schedule confirmations, training activity coordination, or other important notifications. This task requires accurate information, polite language, and fast responses to ensure effective communication.



Figure 3.6 Working Procedure for Sending Emails

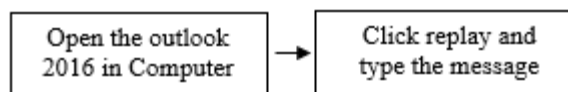


Figure 3.7 Procedure for Replying to Emails

7. Inputting Booked Room Data into Excel

This activity is managed to record information related to room reservations. The data entered includes the name of the person making the reservation, the subject or purpose of the room usage, the date, and the duration of usage each day. This record-keeping aims to facilitate the monitoring of room usage schedules, avoid conflicts in usage, and serve as an archive that can be used as a reference or report

when needed. Data entry is performed regularly using Microsoft Excel, ensuring that the data is organized neatly and easily accessible by the relevant team. Precision is essential in this process to ensure that all information is recorded accurately.

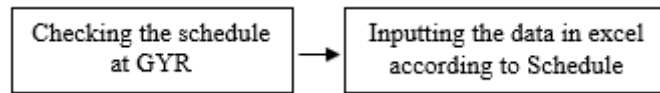


Figure 3.8 Working Procedure for Inputting Room Usage History

8. Checking and Inputting Pre-test and Post-test Scores

This task aims to determine the participants scores after the pre-test and post-test. The checks are managed manually, and the data is entered into Excel.

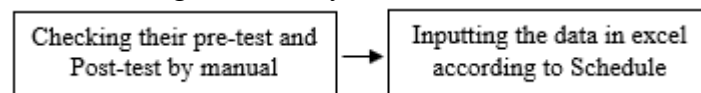


Figure 3.9 Working Procedure for Pre-Test and Post-Test Data Input

9. Supporting NEO Executive batch 1 and 2

This training is conducted for new employees who have been working at the company for at least 3 months. The training lasts for 4 days, during which participants are taken on a tour of the mill (factory).

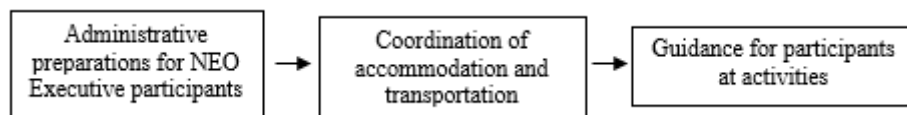


Figure 3.10 Working Procedure for Supporting NEO Executive batch 1 and 2

10. Supporting Mind Management Training

This training is managed to help employees develop a positive mindset and enjoy their work. In addition, this training also aims to help employees build good relationships with their coworkers, support each other, and create a comfortable working environment. This way, employees can work with

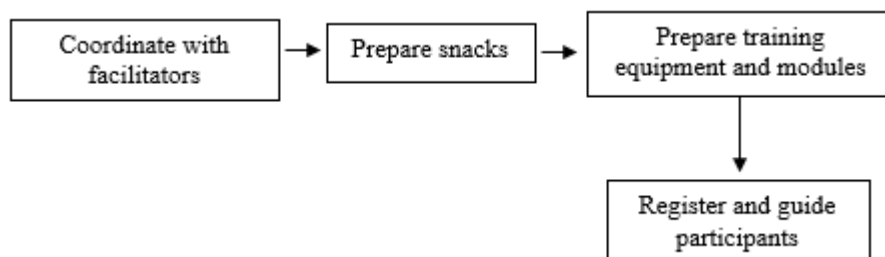


Figure 3.11 Working Procedure for Supporting Mind Management Training

11. Following Sharing Book

This program was created to train employees in public speaking and provide the audience with new knowledge that can be applied in their daily activities.

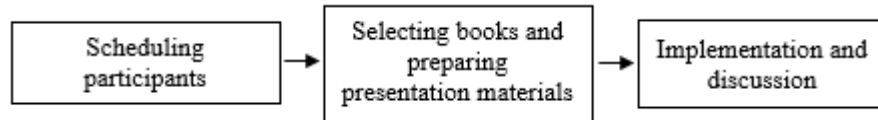


Figure 3.12 Working Procedure for Following Sharing Book

12. Duplicating Training Modules

This activity is managed to duplicate documents or training materials that will be used by participants during the training session. The module contains learning materials that have been compiled by the organizer and duplicated according to the number of registered participants.

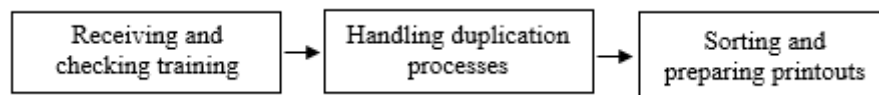


Figure 3.13 Working Procedure for Duplicating Training Modules

13. Helping Prepare Gifts for Training

This activity is managed as a form of support for the smooth running of the training event by preparing gifts or souvenirs to be given to participants. Gifts are usually simple but useful items, such as stationery, water bottles, or company logo souvenirs. The purpose of giving gifts is to create a positive impression, boost participants' motivation, and show the company's appreciation for their participation in the training.

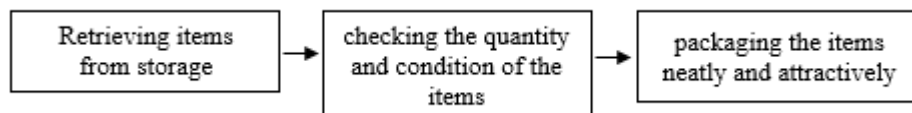


Figure 3.14 Working Procedure for Helping Prepare Gifts for Training

14. Supervising DLP exams at ALI

This activity is managed to monitor the examination process so that it proceeds in accordance with applicable regulations.

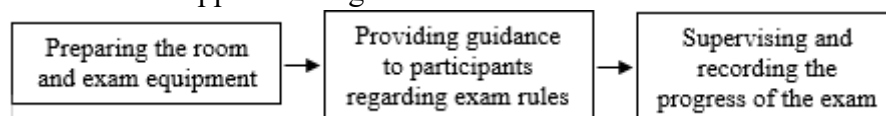


Figure 3.15 Working Procedure for Supervising DLP exams at ALI

15. Helping Update ALI Training Calendar

The ALI Training Calendar was created as a guide so that all training activities can be managed in a structured, systematic, and timely manner.

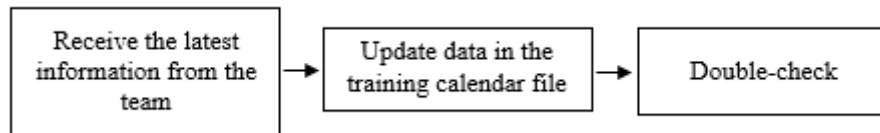


Figure 3.16 Working Procedure for Helping Update ALI Training Calendar

16. Supporting MTP 3A (Manager Training Program) Training

The MTP 3A (Manager Training Program) is a program designed to improve managers' knowledge, skills, and understanding of company operations. This program aims to strengthen leadership, problem-solving, and decision-making capacities at the managerial level.

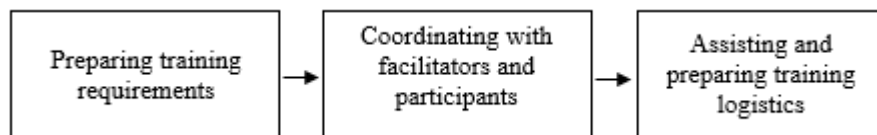


Figure 3.17 Working Procedure for Supporting MTP 3A Training

3.3 Place of Apprenticeship

The internship was carried out at PT Riau Andalan Pulp and Paper, specifically at the APRIL Learning Institute Department, General Training and Services Section, Pangkalan Kerinci, Pelalawan Regency, Riau Province, Indonesian. More specifically, Pangkalan Kerinci is located in the central part of Riau Province, on the island of Sumatra, Indonesian. Its geographical coordinates are approximately 0.3747° south latitude and 101.4285° east longitude. The internship program lasted from February 3 to June 6, 2025.

3.4 Kind and Description of the Activity

The kinds and descriptions of activities during the internship include various tasks managed at PT Riau Andalan Pulp and Paper, specifically in the APRIL Learning Institute Department in the General Training Services (GTS) Section. For

details of daily activities documenting the 4-month internship, from February 3 to June 6, 2025, are as follows:

Table 3.3 Daily Activity of February 3, 2025 to February 8, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday February 3, 2025	Introduction to Work Safety	Safety Campus
2	Tuesday February 4, 2025	Internship briefing at RAPP and ALI Introduction	Humas, ALI
3	Thursday February 6, 2025	Checking and Entering Pre-test and Post-test Scores	ALI
4	Friday February 7, 2025	DLP socialization, Overtime rules maintain DLP exams	ALI
5	Saturday February 8, 2025	Entering room reservation data into Excel	ALI

Source: Processed Data (2025)

During the first week of the internship, summarized in Table 3.3, activities began with an introduction to occupational safety at the Safety Campus, followed by an internship briefing at RAPP and an introduction to the ALI department, checking and entering pre-test and post-test scores, socializing DLP procedures, and ending with entering room reservation data into Excel.

Table 3.4 Daily Activity of February 10, 2025 to February 15, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday February 10, 2025	Entering room reservation data into Excel, monitoring DLP exams	ALI
2	Tuesday February 11, 2025	Entering reserved room data into Excel, Reserving rooms in the ALI building, Canceling reserved rooms, Checking room availability	ALI
3	Wednesday February 12, 2025	Enter the reserved room data into Excel, Check room availability	ALI
4	Thursday February 13, 2025	Entering room reservation data into Excel, duplicating training modules, creating training name labels	ALI
5	Friday February 14, 2025	Entering room reservation data into Excel, checking room availability, checking and entering pre-test and post-test scores	ALI
6	Saturday February 15, 2025	Entering room reservation data into Excel	ALI

Source: Processed Data (2025)

In the second week of the internship, summarized in Table 3.4, a series of activities focused on managing room reservation data at ALI. The activities began with entering room reservation data into Excel and monitoring the implementation of the DLP exam. Subsequently, room reservations and cancellations were made, room availability was checked, training modules were duplicated, and training name labels were created. Additionally, on several occasions, pre-test and post-test scores were checked and entered. All activities this week were conducted within the ALI environment.

Table 3.5 Daily Activity of February 17, 2025 to February 22, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday February 17, 2025	Entering room reservation data into Excel, monitoring DLP exams	ALI
2	Tuesday February 18, 2025	Supporting NEO Executive batch 1	RGE, Unigraha
3	Wednesday February 19, 2025	Support English Training, Entering Data on Reserved Rooms into Excel, Reserving Rooms in the ALI Building	ALI
4	Thursday February 20, 2025	Supporting NEO Executive batch 1	Woodyard, power mill, pulp mill, paper mill, RAK, rayon mill, yarn mill
5	Friday February 21, 2025	Supporting NEO Executive batch 1	BM, solar panel
6	Saturday February 22, 2025	Holiday	

Source: Processed Data (2025)

During the third week of the internship, summarized in Table 3.5, activities were carried out at ALI and several other locations focusing on room reservation data management, DLP exam monitoring, and support for the NEO Executive batch 1 program at various locations such as RGE, Unigraha, Woodyard, Power Mill, Pulp Mill, Paper Mill, RAK, Rayon Mill, Yarn Mill, BM, and Solar Panel. Additionally, support was provided for English language training and room reservations at ALI.

Table 3.6 Daily Activity of February 24, 2025 to March 1, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday February 24, 2025	Entering data on reserved rooms into Excel, Room Reservations for the ALI Building	ALI
2	Tuesday February 25, 2025	Supporting Mind Management Training	ALI
3	Wednesday February 26, 2025	Supporting Mind Management Training	ALI
4	Thursday February 27, 2025	Entering room reservation data into Excel, checking and entering pre-test and post-test scores	ALI
5	Friday February 28, 2025	Enter room reservation data into Excel, check room availability, and enter attendance data into Excel	ALI
6	Saturday March 1, 2025	Enter the reserved room data into Excel, ALI Building Room Reservation, Check Room Availability	ALI

Source: Processed Data (2025)

In the fourth week of the internship, summarized in Table 3.6, activities focused on managing room reservation data at ALI, including reservations, availability checks, and attendance records. Additionally, support was provided for the implementation of a two-day Mind Management Training program, as well as the checking and entry of pre-test and post-test scores. All activities this week were conducted at the ALI department.

Table 3.7 Daily Activity of March 3, 2025 to March 8, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday March 3, 2025	Entering room reservation data into Excel	ALI
2	Tuesday March 4, 2025	Entering room reservation data into Excel	ALI
3	Wednesday March 5, 2025	Membantu jaga ujian DLP di ALI	ALI
4	Thursday March 6, 2025	Participated in RGE Review Training	ALI
5	Friday March 7, 2025	Supporting NEO Training	ALI
6	Saturday March 8, 2025	Holiday	

Source: Processed Data (2025)

In the fifth week of the internship, summarized in Table 3.7, activities included managing room reservation data at ALI, assisting with the implementation of the DLP exam, and participating in the RGE Review Training. In addition, at the

end of the week, support was provided for NEO Training activities, with all activities taking place at ALI.

Table 3.8 Daily Activity of March 10, 2025 to March 15, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday March 10, 2025	Entering room reservation data into Excel	ALI
2	Tuesday March 11, 2025	Entering room reservation data into Excel, duplicating training modules	ALI
3	Wednesday March 12, 2025	Entering room reservation data into Excel, duplicating training modules, creating training name labels	ALI
4	Thursday March 13, 2025	Helps manage data from documents to the web	ALI
5	Friday March 14, 2025	Entering room reservation data into Excel, entering DLP questions	ALI
6	Saturday March 15, 2025	Enter the reserved room data into Excel, following the sharing book.	ALI

Source: Processed Data (2025)

In the sixth week of the internship, summarized in Table 3.8, activities were dominated by managing room reservation data at ALI, duplicating training modules, and creating training name labels. In addition, data from documents was transferred to the web, DLP exam questions were entered, and activities listed in the sharing book were carried out. All activities this week were carried out at ALI.

Table 3.9 Daily Activity of March 17, 2025 to March 22, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday March 17, 2025	Entering room reservation data into Excel, entering attendance data into Excel, duplicating training modules	ALI
2	Tuesday March 18, 2025	Entering room reservation data into Excel, entering attendance data into Excel	ALI
3	Wednesday March 19, 2025	Entering room reservation data into Excel	ALI
4	Thursday March 20, 2025	Entering room reservation data into Excel, assisting with change management	ALI
5	Friday March 21, 2025	Entering room reservation data into Excel, reserving rooms in the ALI building, checking room availability, assisting with module scanning.	ALI
6	Saturday March 22, 2025	Holiday	

Source: Processed Data (2025)

In the seventh week of the internship, summarized in Table 3.9, activities focused on managing order and attendance data in Excel, duplicating training modules, and assisting with change management. In addition, room reservations and availability checks were carried out at ALI, and assistance was provided with the module scanning process.

Table 3.10 Daily Activity of March 24, 2025 to April 5, 2025

No	Day/Date	Activity Descriptions
1	Monday March 24, 2025	Holiday
2	Tuesday March 25, 2025	Holiday
3	Wednesday March 26, 2025	Holiday
4	Thursday March 27, 2025	Holiday
5	Friday March 28, 2025	Holiday
6	Saturday March 29, 2025	Holiday
7	Monday March 31, 2025	Holiday
8	Tuesday April 1, 2025	Holiday
9	Wednesday April 2, 2025	Holiday
10	Thursday April 3, 2025	Holiday
11	Friday April 4, 2025	Holiday
12	Saturday April 5, 2025	Holiday

Source: Processed Data (2025)

In Table 3.10, all internship activities are suspended for two full weeks during the Eid al-Fitr holiday, from March 24 to April 5, 2025.

Table 3.11 Daily Activity of April 7, 2025 to April 12, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday April 7, 2025	Entering room reservation data into Excel, checking and entering pre-test and post-test scores	ALI
2	Tuesday April 8, 2025	Entering room reservation data into Excel, checking and entering pre-test and post-test scores	ALI
3	Wednesday April 9, 2025	Entering room reservation data into Excel	ALI
4	Thursday April 10, 2025	Helping to update the ALI training calendar, entering attendance data into Excel	ALI
5	Friday April 11, 2025	Holiday	
6	Saturday April 12, 2025	Entering room reservation data into Excel	ALI

Source: Processed Data (2025)

Table 3.11 shows activities that include managing room reservation data in Excel, checking and entering pre-test and post-test scores, updating the ALI training calendar, and recording attendance data. There is one day off on Friday, and all other activities are carried out in the ALI department.

Table 3.12 Daily Activity of April 14, 2025 to April 19, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday April 14, 2025	Entering room reservation data into Excel, ALI Building Room Reservations, Canceling Room Reservations, Checking Room Availability.	ALI
2	Tuesday April 15, 2025	Entering room reservation data into Excel, creating training name labels	ALI
3	Wednesday April 16, 2025	Entering room reservation data into Excel, Inputting ALI asset data	ALI
4	Thursday April 17, 2025	Duplicating Training Modules	ALI
5	Friday April 18, 2025	Holiday	
6	Saturday April 19, 2025	Holiday	

Source: Processed Data (2025)

Table 3.12 shows activities focused on managing room reservations at ALI, including reservations, cancellations, and checking room availability, creating name tags for training participants, and inputting ALI asset data. In addition, training modules were duplicated. This week there were two days off in a row.

Table 3.13 Daily Activity of April 21, 2025 to April 26, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday April 21, 2025	Entering room reservation data into Excel	ALI
2	Tuesday April 22, 2025	Assisting in organizing post-test and pre-test questions	ALI
3	Wednesday April 23, 2025	Entering room reservation data into Excel	ALI
4	Thursday April 24, 2025	Entering room reservation data into Excel	ALI
5	Friday April 25, 2025	Entering room reservation data into Excel, entering attendance data into Excel	ALI
6	Saturday April 26, 2025	Duplicating Training Modules	ALI

Source: Processed Data (2025)

Table 3.13 shows activities dominated by managing room reservation data in Excel, along with helping to organize pre-tests and post-tests, recording attendance data, and duplicating training modules. All activities this week were carried out in the ALI department.

Table 3.14 Daily Activity of April 28, 2025 to May 3, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday April 28, 2025	Helping to complete Ms Lusi tasks	ALI
2	Tuesday April 29, 2025	Monitoring the Library, Entering Attendance Data into Excel	ALI
3	Wednesday April 30, 2025	Monitoring the Library	ALI
4	Thursday May 1, 2025	Holiday	
5	Friday May 2, 2025	Entering room reservation data into Excel, ALI Building Room Reservations, Canceling Room Reservations, Checking Room Availability	ALI
6	Saturday May 3, 2025	Entering room reservation data into Excel, duplicating training modules	ALI

Source: Processed Data (2025)

Table 3.14 shows activities that include assisting Ms. Lusi with her tasks, monitoring the library, recording attendance data, and managing room reservations at ALI, including reservations, cancellations, and availability checks. In addition, training modules were duplicated, with one day off in the middle of the week.

Table 3.15 Daily Activity of May 5, 2025 to May 10, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday May 5, 2025	Assisting Mind Management Training	ALI
2	Tuesday May 6, 2025	Assisting Mind Management Training	ALI
3	Wednesday May 7, 2025	Assisting NEO Executive batch 2	Asian Agri, Buatan, Pen Office, Pelalawan
4	Thursday May 8, 2025	Assisting NEO Executive batch 2	Woodyard, power mill, pulp mill, paper mill, RAK, rayon mill, yarn mill
5	Friday May 9, 2025	Entering room reservation data into Excel, assisting in preparing gifts for training, creating participant name labels training	ALI
6	Saturday May 10, 2025	Holiday	

Source: Processed Data (2025)

Table 3.15 shows activities that began with assisting in the implementation of Mind Management Training, followed by support for the NEO Executive batch 2 program in various locations such as Asian Agri, Buatan, Pen Office, Pelalawan, Woodyard, Power Mill, Pulp Mill, Paper Mill, RAK, Rayon Mill, and Yarn Mill.

Additionally, room booking data management in Excel, preparation of training gifts, and making name labels for training participants.

Table 3.16 Daily Activity of May 12, 2025 to May 17, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday May 12, 2025	Holiday	
2	Tuesday May 13, 2025	Holiday	
3	Wednesday May 14, 2025	Holiday	
4	Thursday May 15, 2025	Entering room reservation data into Excel, reserving rooms in the ALI building, preparing gifts for training	ALI
5	Friday May 16, 2025	Maintaining the DLP exam at ALI	ALI
6	Saturday May 17, 2025	Entering room reservation data into Excel	ALI

Source: Processed Data (2025)

Table 3.16 shows that the first three days were free days, followed by activities such as managing room reservation data in Excel, reserving rooms at ALI, preparing training gifts, and assisting with the DLP exam. All activities this week were carried out at the ALI department.

Table 3.17 Daily Activity of May 19, 2025 to May 24, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday May 19, 2025	Supporting MTP 3A Training	ALI
2	Tuesday May 20, 2025	Supporting MTP 3A Training	ALI
3	Wednesday May 21, 2025	Entering room reservation data into Excel, supporting Neo Regular	ALI
4	Thursday May 22, 2025	Entering room reservation data into Excel, assisting in preparing gifts for training, creating participant name labels	ALI
5	Friday May 23, 2025	Entering room reservation data into Excel, assisting in updating the ALI training calendar	ALI
6	Saturday May 24, 2025	Holiday	

Source: Processed Data (2025)

Table 3.17 shows the activities that began with supporting the implementation of the two-day MTP 3A Training, followed by managing room reservation data in Excel, supporting Neo Regular, preparing training gifts, making participant name labels, and updating the ALI training calendar.

Table 3.18 Daily Activity of May 26, 2025 to May 31, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday May 26, 2025	Entering room reservation data into Excel, ALI Building Room Reservations, Canceling Room Reservations, Checking Room Availability	ALI
2	Tuesday May 27, 2025	Creating participant name labels for training sessions, entering room reservation data into Excel, reserving rooms in the ALI building, canceling room reservations that have already been made, checking room availability	ALI
3	Wednesday May 28, 2025	Enter the reserved room data into Excel, preview the PPT	ALI
4	Thursday May 29, 2025	Holiday	
5	Friday May 30, 2025	Entering room reservation data into Excel	ALI
6	Saturday May 31, 2025	Enter the reserved room data into Excel, preview the PPT	ALI

Source: Processed Data (2025)

Table 3.18 shows activities focused on managing room reservations at ALI, including reservations, cancellations, and availability checks, creating name labels for training participants, and previewing presentation materials.

Table 3.19 Daily Activity of June 2, 2025 to June 6, 2025

No	Day/Date	Activity Descriptions	Place
1	Monday June 2, 2025	Entering room reservation data into Excel, final presentation	ALI
2	Tuesday June 3, 2025	Helping to create Google from the GTS team assessment	ALI
3	Wednesday June 4, 2025	Checking and recording attendance records for the period January-May 2025	ALI
4	Thursday June 5, 2025	Assisting Mr. Azka in the BM section in creating puzzles for training	ALI
5	Friday June 6, 2025	Holiday	

Source: Processed Data (2025)

Table 3.19 shows activities that include managing room reservation data in Excel, conducting final presentations, creating Google forms based on GTS team assessments, checking and recording attendance data for the January–May 2025

period, and assisting in the creation of puzzles for training in the BM section. There is one day off for Eid al-Adha.

3.5 Obstacles and Solution

3.5.1 Obstacles

The obstacles that the author faced while doing the apprenticeship at PT Riau Andalan Pulp and Paper are:

1. Miscommunication in recording training attendance leads to inaccurate attendance data, which can affect performance evaluations or administration.
2. Miscommunication in room reservations leads to scheduling conflicts or unused rooms because data is not updated in real time.
3. Internet connection in the office environment is only allocated for business purposes and access is limited to permanent employees. Interns are not given company internet access, making it difficult for them to carry out their tasks.

3.5.2 Solution

The solutions for the obstacles that the author while did the apprenticeship are:

1. Make use of digital attendance systems such as QR codes, designate an attendance supervisor, conduct regular data checks, and communicate the attendance process before training begins.
2. Always review the room usage schedule, ensure there are no overlapping schedules, and check that booked rooms are actually used as planned.
3. As an alternative, interns are advised to use their personal internet quota during the internship period to support the performance of their assigned tasks and responsibilities.

CHAPTER IV

CONCLUSION AND SUGGESTIONS

4.1 Conclusion

Based on the results of the internship that has been carried out, it can be concluded as follows.

1. Interns gain a thorough understanding of the role and responsibilities of the General Training and Services (GTS) section, specifically in performing administrative tasks that support employee training. Through direct involvement, students understand the importance of data accuracy, timeliness, and interdepartmental coordination in supporting the effectiveness of training activities.
2. Interns are able to follow established workflows in accordance with the company's operational systems and procedures. This includes understanding Working Hours and work uniform at APRIL Learning Institute (PT Riau Andalan Pulp and Paper) the processes for booking and canceling rooms, inputting attendance data, and systematically managing training information using the applications and software used by the company.
3. The internship at PT Riau Andalan Pulp and Paper, specifically at the APRIL Learning Institute Department, provides interns with real insights into professional work culture in a large-scale industrial environment. Interns become familiar with high work standards, disciplined work, and the importance of collaboration and communication between teams in supporting the achievement of a goal. Interns develop hard skills such as data entry and system handling in training management, as well as soft skills such as communication, discipline, teamwork, and adaptation to professional work culture.
4. Daily activities during the 4-month internship at PT Riau Andalan Pulp and Paper, specifically at the APRIL Learning Institute (ALI) GTS department, involved participants in managing room reservation data, recording attendance, processing exam scores, duplicating modules, and creating name labels. Participants also supported various training programs such as DLP, NEO Executive, MTP 3A, Mind Management, and Neo Regular, both at ALI and

RAPP work units, resulting in experience in administration, event coordination, and teamwork in a professional environment.

5. During the internship at PT Riau Andalan Pulp and Paper, there were obstacles in the form of miscommunication in attendance recording and room reservations, as well as limited internet access for interns. The solution was to implement a digital attendance system and periodic checks, review the room usage schedule to prevent schedule conflicts, and use personal internet quotas to ensure the smooth completion of tasks.

4.2 Suggestions

In an effort to improve the quality of the implementation of internship in the future, the author submits several suggestions that are expected to be taken into consideration by related parties.

1. The author's

The advice to the writer is to try to do the work as best as possible, to do it according to the instructions or orders given by the employee concerned.

2. Student

Writer also gives advice that may be useful to students who are going to undertake apprenticeship activities for the next period, i.e. prioritize safety and health, make the best use of time, do work according to ability, think before taking action, always be patient and obedient and must learn to manage everything including the job given.

3. Company

To optimize the internship experience, students should be given the opportunity to be directly involved in relevant activities, receive initial guidance on the company's work systems and culture, and receive regular feedback. If possible, rotation between divisions can also broaden their knowledge and work experience.

4. State Polytechnic of Bengkalis

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

REFERENCES

- Admin APRIL. (2015). *APRIL History, Product and Operations*. (<https://www.aprilasia.com>). (online). Accessed on 14 May 2025.
- Admin RGE Pte Ltd. (2009 – 2024). Sejarah RGE. (<https://www.rgei.com/id>). (online). Accessed on 14 May 2025.

APPENDICES

Appendices 1. Internship Certificate



Appendices 2. Internship Application Letter



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

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

Nomor : 546/PL31/TU/2025
Hal : Permohonan Kerja Praktek (KP)

Bengkalis, 20 Januari 2025

Yth. Pimpinan PT Riau Andalan Pulp & Paper (RAPP)

Jl. Lintas Timur, Pangkalan Kerinci Kota, Pangkalan Kerinci, Kabupaten Pelalawan


Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 03 Februari – 06 Juni 2025, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Amrina Rosyada	5404211371	D4 Administrasi Bisnis Internasional
2	Putri Rindiyani	5304211431	D4 Akuntansi Keuangan Publik

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

Demikian permohonan ini disampaikan, atas perhatian dan kerjasama kami ucapkan terimakasih.

An. Direktur
Wakil Direktur III

Marhadi Sastra, S.T., M.Sc.
NIP. 198903142015041001

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

Appendices 3. Internship acceptance letter

Page No. 10



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Sudik Batung No. 31
Jakarta 10730, Indonesia
Tel : +62 21 3193 0134 Fax : +62 21 3144 604

Mill Office
Jalan Lintas Timur Pangkajene Raya
Kabupaten Pattani
Pasar 28300, Indonesia
Tel : +62 761 491 000 Fax : +62 761 491 546

www.aprila.com
www.papernik.com

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

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

Tempat

Dengan hormat,

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

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

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

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

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


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

Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 13 Februari 2025

Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendices 4. Safety Induction

APRIL		INDUKSI KESELAMATAN DAN KESEHATAN KERJA	
TANGGAL INDUKSI K3		03 - february - 2025	
NAMA PERUSAHAAN		Politeknik Negeri Bengkalis	
LOKASI KERJA			
FASILITATOR			
NO	NAMA	TANDATANGAN	
1	Siska Viera	1	2
2	Muhammad Ramdan	3	4
3	Stevania Veronica	5	6
4	Noriana Mungkur	7	8
5	Dumaida Mayani Br Hutasaung	9	10
6	Putri Rindiyani	11	12
7	Risma Br Siraban	13	14
8	Amrina Rosyada	15	16
9		17	18
10		19	20
11		21	22
12		23	24
13		25	26
14		27	28
15		29	30
16			
17			
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19			
20			
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29			
30			
DIBERIKAN OLEH :			
 Nama : <u>Amrina Rosyada</u> 03/02/25 LP&C DEPT. (Representatif)		Nama : <u>M. Hamzah</u> SECURITY DEPT. (Representatif)	

Appendices 5. Assessment Sheet

Form-4:

EVALUATION RESULTS FROM JOB TRAINING COMPANY PENILAIAN.

.....
.....

Name : Amrina Rosyada
Student's Identity No : 5404211371
Study Program : International Business Administration
Politeknik Negeri Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	20 %
2.	Responsibility	25%	25 %
3.	Adjustment/Adaptation	10%	9 %
4.	Work Result	30%	25 %
5.	Behavior in General	15%	14 %
	Total (1+2+3+4+5)	100%	93 %


Explanation:

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

Notes:

.....
Keep learning and growing . Improve your self and
enlarge knowledge .
.....

Kerinci, 02 June 2025



Lusi Verawati Purba

Form-5:

**SHEET EVALUATION OF IMPLEMENTATION OF
JOB TRAINING**

Name : Amrina Rosyada
Student's Indetity No : 5404211371
Title of the Job Training : Final Presentation Internship

NO	EVALUTATION ASPECTS	SCORE NUMBER
A	Field Work (30%)	29%
B	Coaching (50%)	47%
1	Motivation	
2	Disciplin	
3	Critical Attitude and Creativity Average Score = (B1+B2+B3)/3	
C	Report (20%)	29%
1	Substance	
2	Writing Order Average Report Score = (C1+C2)/2	
Implementation Evaluation Score Job Training $0,3A + 0,5B + 0,2C$		95%

A = 81 – 100
AB = 71 – 80
B = 66 – 70
BC = 61 – 65
C = 56 – 60
D = 41-55
E = 0-40

Kerinci, 02 June 2025


Coach



(Lusi Verawati Purba)

Appendices 6. Reference Letter

Internal

APRIL 

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.aprilasia.com
www.paperone.com

SURAT KETERANGAN


No: 167 / VI/ CR / KP / RAPP / 2025

Dengan ini kami menerangkan bahwa Mahasiswa/ Siswa berikut:

Nama : Amrina Rosyada
NIM : 5404211371
Fak/Jur/ Prod : Administrasi Niaga/Administrasi Bisnis Internasional
Universitas : Politeknik Negeri Bengkalis
Durasi : 03 Februari – 06 Juni 2025

Benar telah menyelesaikan program Magang Mandiri di PT. RAPP.
Demikian surat keterangan diberikan dan agar dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 06 Juni 2025


Wijatmoko Rah Trisno
SHR Manager

REFERENCE LETTER

The undersigned below explains that :

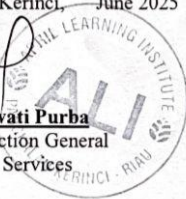
Name : Amrina Rosyada
Place/ Date of Brith : Bengkalis, 25 April 2003
Address : Jl. Wonosari Barat, Gg. Muhammad Sa'ad, Kec Bengkalis,
Kab Bengkalis, Prov Riau.

Has done Job Training in our company, PT Riau Andalan Pulp and Paper since date 03 February up to 06 June 2025 as a Trainee.

While working in our company, the person concerned has shown perseverance and seriousness to work well.

Pangkalan Kerinci, June 2025


Lusi Verawati Purba
Head of Section General
Training & Services



Appendices 7. Other Documentation

