

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



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APPROVAL SHEET

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

Written as one the conditions for completing Job Training

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

The International Business Administration study program is one of the programs at the State Polytechnic of Bengkalis, which has graduates with job prospects. As a vocational education institution, the State Polytechnic of Bengkalis equips students to become competent professionals in various fields. One valuable opportunity for students, especially those in their final semester, is the Internship program. This program serves as an important platform for students to develop themselves and prepare before entering the real world of work. The curriculum implemented at the State Polytechnic of Bengkalis plays a central role in facilitating student growth, both as individuals and as prospective professionals in their respective fields. The Internship program has specific requirements, wherein only students who have completed at least four academic semesters and met the required number of credits are eligible to participate. The duration of this program is four months. As a student majoring in Business Administration, the author is required to complete an internship during this period. Through this internship program, the author hopes to gain a valuable opportunity to directly apply the knowledge and theoretical concepts learned during their studies to the real challenges of the working world. This opportunity is viewed as a bridge connecting academic theory and professional practice.

On this occasion, the author has the opportunity to participate in an internship program at PT Riau Andalan Pulp and Paper (RAPP). This company is an industry of pulp and paper in Indonesia. The author is placed in the APRIL Learning Institute (ALI), which is an internal unit of the company that specifically focuses on human resource development, training organization, and competency-based education. More specifically, the author is placed in the Board Machine (BM) Section within the APRIL Learning Institute. This department is considered a very relevant and conducive environment for the author to develop practical skills, especially in the context of training organized by the company. With this placement, it is hoped that

the author can gain deep insights into human resource development practices on a large industrial scale.

1.2 Purpose of Apprenticeship

The objectives of the internship program conducted at the APRIL Learning Institute are as follows:

1. To Improve soft skills and enhance experience while applying what is learned during university to the world of internships or practical education.
2. To gaining knowledge about the process of organizing training activities and sharing sessions conducted during the internship in the Board Machine department at the APRIL Learning Institute.
3. To Understand how training and learning processes work at the APRIL Learning Institute.
4. Gaining insights into pulp and paper as well as current practices in natural resource management.
5. To find out the obstacles and solutions during practical work.

1.3 Significance of the Apprenticeship

The benefits of practical work at the APRIL Learning Institute are as follows:

1. By participating directly in the work process at PT. Pulp and Paper Andalan Riau, especially at the APRIL Learning Institute, students can apply the knowledge (theories/concepts) learned in campus to the real working world.
2. Students gain real experience to prepare themselves before entering the job market.
3. Able to differentiate and operate various equipment used in the office.

1.3.1 For The Company

1. Fostering cooperation and good relations with the Bengkalis State Polytechnic.
2. Gaining a positive influence from intern students and the surrounding community.
3. Participate in work that is involved and has an impact on the company.

1.3.2 For The Campus

1. Building good relations and cooperation between the State Polytechnic of Bengkalis and APRIL Learning Institute to be used as a venue for future street vendors and in recruiting new employees later.
2. Become a place to improve vocational education programs in an effort to raise the best graduates according to the wishes of the company.
3. To find out the academic and practical skills that have been learned during the learning process at the Bengkalis State Polytechnic while carrying out practical work at APRIL Learning Institute.

CHAPTER II

GENERAL DESCRIPTION OFF COMPANY

2.1 Company History

2.1.1 Royal Golden Eagle (RGE) Group

Royal Golden Eagle (RGE) formerly known as Garuda Raja Mas (RGM), which was officially registered in 1973. The founder of RGE is Sukanto Tanoto, who started his first business more than fifty years ago supplying parts for the oil and construction industries. As a visionary entrepreneur, Sukanto Tanoto entered the plywood business in 1967. He then built the largest pulp and paper mill in the world located in Kerinci, Pelalawan Regency, Riau Province, Indonesia. With his success in this business, he then established other businesses, still in the field of natural resources, such as palm oil, pulp and paper, and electricity generation.



Figure 2.1 Royal Golden Eagle (RGE)

Source : <https://www.RGE.com/id/>

Royal Golden Eagle (RGE) is a large corporate group engaged in manufacturing utilizing natural resources. Its operations are spread across various countries and cover various types of businesses. RGE's activities begin at the upstream level, which includes the development and harvesting of natural resources conducted responsibly and sustainably. These natural resources are then processed further to produce various products that have added value and are marketed

worldwide. RGE has a strong commitment to sustainable development, which means the company strives to run its business in a way that is not only profitable for the company today but also preserves the environment and provides benefits for future generations. The APRIL Group is also listed on the New York Stock Exchange as part of its efforts for transparency and professional business management. Despite facing challenges in various global economic situations, RGE has successfully expanded its market to China, Brazil, Canada, and Spain, strengthening its position as a leader in this industry. RGE adheres to the 5C principles believed by its founder, Sukanto Tanoto, to bring goodness to Community, Country, Climate, Customer, and Company. Adapun kelompok usaha yang berada dibawah naungan Royal Golden Eagle (RGE) grup antara lain, yaitu sebagai berikut :

- a. Pulp dan kertas – APRIL, Asia Symbol dan Vinda
- b. Palm Oil/Biodiesel/Oleochemistry – Asian Agri and Apical
- c. Specialty Cellulose – Bracell
- d. Viscose Fiber – Sateri and Asia Pacific Rayone
- e. Energy/LNG/CCGT – Energy Pacific



Figure 2.2 Company RGE Group

Source : <https://www.RGEGroup.com/id/>

The vision of RGE is to become one of the largest and best sustainable natural resource-based companies, constantly creating benefits for society, the country, the climate, customers, and the company. Royal Golden Eagle believes that to fulfill its mission and achieve this vision in the future, the company must

adhere to its Core Values, which are T.O.P.I.C.C. Comprised of the following abbreviations:

1. Complementary Team or we are one in purpose and complement each other in teamwork.
2. Ownership or we cultivate a sense of belonging to grow together.
3. People or we develop human resources to grow together.
4. Integrity or we act with full integrity.
5. Customers or we understand and strive to provide the best for our customers.
6. Continuous Improvement or we avoid apathy and pursue continuous improvement.

2.1.2 Asia Pacific Resources International Holding Limited (APRIL) Group

Asia Pacific Resources International Holding Limited (APRIL) Group, or better known as APRIL, is one of the largest pulp and paper producers in the world, operating primarily in Indonesia and China. Founded in 1993, APRIL develops fiber plantations and has advanced integrated pulp and paper mills. The company produces a range of products, primarily bleached hardwood kraft pulp and uncoated wood-free paper, including its flagship office paper brand, PaperOne™, which is marketed in over 110 countries. APRIL is committed to sustainable practices in its operations, reflected in its Sustainable Forest Management Policy. This policy adopts a production-protection model, aiming to preserve one hectare of forest for every hectare of plantation. APRIL is also active in various ecosystem restoration initiatives, including the Riau Ecosystem Restoration (RER) project, which aims to restore ecologically significant peatlands. Nevertheless, APRIL also faces criticism and controversy regarding the environmental and social impacts of its past operations, which encourages the company to continuously improve its sustainability practices and engage in dialogue with various stakeholders.



Figure 2.3 APRIL Group

Source: <https://www.aprilasia.com/id/>

Since 1993, the APRIL Group, through its subsidiaries in Indonesia, has begun developing plantations in Riau Province and established production facilities in Pelalawan and Kerinci. In the early days, the Kerinci area was inhabited by around 200 households. As APRIL's business activities expanded, the population in this region experienced significant growth, reaching more than 200,000 people by 2010, which then made Kerinci an important center for social and commercial activities at the provincial level. APRIL's pulp production activities began in 1995, followed by the start of paper production in 1998. This growth coincided with the establishment of Pelalawan Regency in 1999, Kerinci City in 2001, and the process of area expansion into three parts in 2005. In 2010, the forestry sector managed by APRIL contributed 6.9% to the economy of Riau province and created around 90,000 job opportunities. Furthermore, APRIL also contributed to the improvement of education infrastructure, healthcare services, housing, and played a role in efforts to reduce the poverty rate in the region by up to 30%. As a manifestation of its commitment to sustainability principles, APRIL Group has implemented a series of economic development initiatives aimed at supporting the growth of small and medium enterprises (SMEs) at the local level. In 2002, the company implemented a legality system for wood as a proactive measure to prevent the entry of illegal wood materials into its supply chain. In the same year, APRIL established a collaboration with the World Wide Fund for Nature (WWF) in an effort to address the issue of illegal logging in the Teso Nilo area. Another significant achievement in 2002 was the attainment of ISO 14001 certification for APRIL's fiber plantation operations and production facilities. In 2003, APRIL published its first Sustainability Report as a form of transparency and accountability, and opened a

branch office in Guangzhou, People's Republic of China, as part of its global expansion. The year 2005 marked the introduction of High Conservation Value (HCV) assessments on a voluntary basis in the company's land-use planning process. In an effort to develop human resources, APRIL established the APRIL Learning Institute. Additionally, APRIL received various recognitions for its positive performance, including the Green Proper Rating in the environmental field as well as the Gold Flag Award and the Accident-Free Award from the Government of the Republic of Indonesia. In 2006, the APRIL Group reaffirmed its commitment to sustainability by signing the Principles of the United Nations Global Compact. In the same year, its subsidiary, PT Riau Andalan Pulp & Paper (RAPP), successfully obtained certification for Sustainable Plantation Forest Management from the Indonesian Ecolabel Institute (LEI), which was renewed in 2011. International recognition of APRIL's active role in the environmentally-based industry grew stronger in 2007, when the company became the only entity in Indonesia recognized by the World Business Council for Sustainable Development (WBCSD). In 2008, the completion of the Pulp Line 3 project made the industrial complex in Riau the largest integrated pulp and paper production facility globally, with a production capacity of 4 million tons per year. This facility successfully achieved ISO 9001, ISO 14001, and SA 8000 certifications, and continuously invested in technology to achieve energy independence. Since 2010, all APRIL production facilities have been certified by the Programme for the Endorsement of Forest Certification (PEFC), ensuring that the raw materials used are sourced legally and sustainably. The flagship product PaperOne™ also received the Hong Kong Green Label certification in the same year.

In 2011, RAPP established itself as the first plantation company in Asia to obtain OLB (Origin and Legality of Wood) certification from Bureau Veritas, which validates the legality and origin of the wood used in its operations. Furthermore, RAPP's supplier partners also successfully passed audits based on the 'Chain of Custody-Acceptable Wood' standards from OLB, further strengthening the company's commitment to transparency and sustainability throughout its supply chain. In January 2014, APRIL Group officially launched the Sustainable Forest

Management Policy that emphasizes a balance between business interests, environmental protection, and the welfare of local communities. To ensure transparency and effective implementation of this policy, APRIL established an independent Stakeholder Advisory Committee. This policy was then updated in June 2015 based on constructive input from various stakeholders, strengthening the commitment to forest area protection. APRIL explicitly eliminates deforestation practices from its entire supply chain and integrates the aspect of assessment for High Carbon Stock (HCS) as a progressive step to enhance conservation efforts and more responsible environmental management.

2.2 Vision and Mission RGE

Every company certainly has a desire to be better in the future, it is stated in the vision of the company PT. Riau Andalan Pulp and Paper: "To be one of the largest, best managed and most profitable fiber, Pulp and Paper companies in the world. Which is the preferred supplier to our customers and the preferred company to our people" This vision reflects a company that wants to be one of the largest fiber, Pulp and Paper companies in the world, which has good and most profitable management, besides that it can also satisfy its customers and employees. To achieve this goal, all business units under PT. RGE especially PT. Riau Andalan Pulp and Paper has the following vision: "To become one of the largest Pulp and paper companies in the world with the best, most profitable, sustainable management and is the company of choice for customers and employees." The mission of PT. Riau Andalan Pulp and Paper is as follows: 1. Building and developing a regional business group managed by an international business consisting of highly motivated and committed professionals. 2. Generating sustainable growth and always being the best in the industry and market segments entered. 3. Maximizing company results that bring benefits to related parties by participating and contributing to regional national socio-economic development One of the implementations of the company's vision is the involvement of all employees, through their respective units can submit ideas to continuously improve the company's 8 performance (Continual improvement). The ideas are competed,

the best are selected and the initiation is given an award, so that Continuous improvement becomes a reality.

2.3 Type of Business

There are five types of businesses at PT RAPP, namely as follows:

- a. Riau Fiber is a business unit that functions as a supplier of raw materials in the form of wood to the factory.
- b. Riau Pulp (RPL) is a business unit that functions as a producer of pulp where pulp is the main ingredient in 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 electricity producer for factories and the Riau Complex, especially pulp mills and paper mills, in addition to handling energy and electricity issues.
- e. Share Services is a business unit that manages personnel and administration at PT RAPP which includes General Services, Purchasing, Finance, Personnel Administration, ALI, Security, Transportation and Health Care.
- f. Board Machine is a business unit that focuses more on the technical and operational aspects of the machines used to produce liner or board paper, including maintenance, operation, and increasing the efficiency of these machines in the production process.

PT. Riau Andalan Pulp and Paper is one of the world's largest, most technologically advanced and efficient pulp and paper producers. The company makes 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 more than 110 countries worldwide. The business is built on a Sustainable Forest Management Policy. APRIL's operations include a state-of-the-art pulp and paper mill and industrial plantations in Riau Province, Sumatra, Indonesia. APRIL employs approximately 9,000 people directly and provides indirect employment for 90,000 people. The residential township currently houses up to 7,000 employees and their families.

2.4 Organization Structure

The organizational structure plays a crucial role in supporting the achievement of the goals set by a company. The existence of a well-planned and well-organized organizational structure allows for a clear division of tasks and responsibilities, enabling all company activities to run effectively and efficiently. Without an adequate organizational structure, the execution of operational activities may face obstacles due to a lack of clarity regarding who is responsible for certain tasks. Therefore, the organizational structure functions not only as a guideline in the management of tasks and authorities, but also provides clear boundaries for each individual or work unit, as well as ensuring accountability in the execution of their responsibilities. The organizational structure of the APRIL Learning Institute Department is presented in the image below as an illustration of the internal governance applied to support the functions and objectives of the institution.

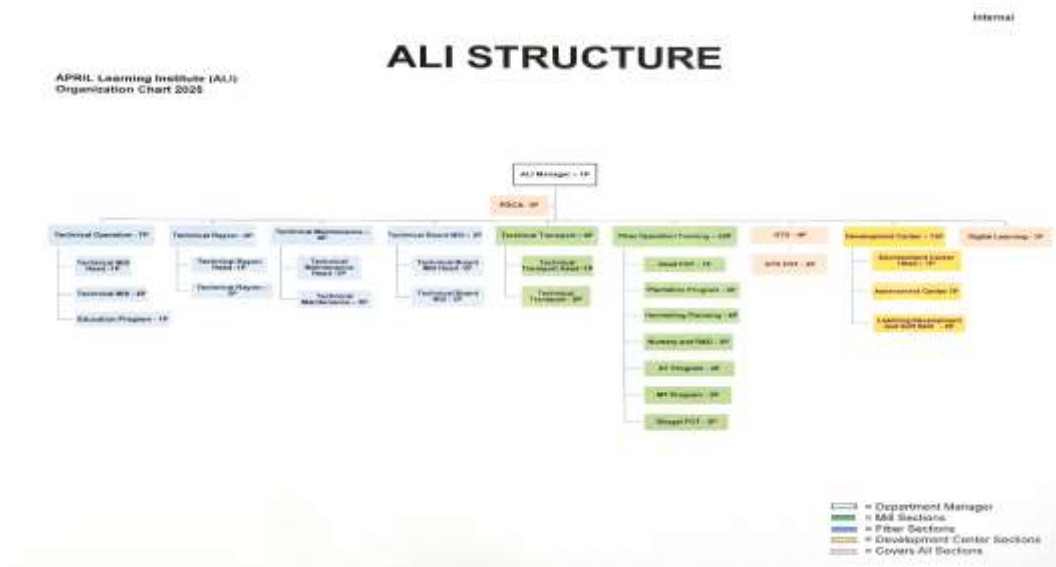


Figure 2.4 Organization Structure APRIL Learning Institute

Source : Process date, 2025

APRIL Learning Institute (ALI) is a training and employee development center owned by the APRIL Group. ALI was established at the initiative of APRIL Chairman, Sukanto Tanoto, who has a strong concern for the improvement of human resource quality in his company. With a focus on developing both technical skills and soft skills, ALI is responsible for ensuring that all employees can

optimally execute the company's strategies. As one of the tangible results of the APRIL Learning Institute (ALI) program, according to Surya Budiman, the ALI Head, ALI provides training to all employees in accordance with the company's needs, allowing them to experience benefits for both personal and professional growth. In its operations, ALI has six main departments that include Mill, Fiber, Transportation, Rayon, Soft Skills, Board Maintenance, and Assessment Center. In addition to focusing on internal training for APRIL Group employees, ALI is also active in developing insights and training methodologies through benchmarking activities to various training centers abroad. This step aims to enrich knowledge, absorb global best practices, and adapt new approaches that can be implemented in the APRIL work environment. In general, the APRIL Learning Institute was established with the aim of enhancing the competencies and skills of APRIL Group employees through various training and development programs. This institution offers training that covers technical, managerial, and leadership aspects. These programs are specifically designed to encourage the professional growth of each individual within the organization. With a comprehensive and adaptive training approach to industry developments, APRIL Learning Institute ensures that all participants possess relevant and adequate skills. This serves as an important foundation in preparing employees to face the increasingly complex and dynamic challenges of the industry.



Figure 2.5 APRIL Learning Institute

Source : <https://www.APRILLearningInstitute.com/id/>

APRIL Learning Institute (ALI) is a training and employee development center owned by the APRIL Group. This institution was established as part of the company's commitment to building competent, professional human resources that are ready to face the ever-evolving challenges of the job market. At ALI, all APRIL Group employees, both new joiners and those with experience, are required to participate in various training programs that have been systematically organized. One form of training provided at ALI is technical training, such as the use of Microsoft Excel software.



Figure 2.6 Kind of Business Excel di ALI
Source : Processed data, 2025

This training is designed to enhance employees' abilities in processing data, creating reports, and analyzing information more efficiently. The training materials are tailored to daily work needs, allowing employees to directly apply the skills acquired to their tasks and responsibilities in the field. After completing the training, each employee will undergo an exam or evaluation to measure the extent of their understanding and mastery of the material taught. This exam aims to ensure that each participant truly masters the skills required before proceeding to advanced training or application in the workplace. The results of this evaluation also serve as the basis for mapping employee competencies on an individual basis. With a structured training and evaluation system like this, the APRIL Learning Institute is able to create a professional and productive work environment. Employees are not

only trained to perform tasks technically, but also encouraged to continuously learn and develop in their careers through ongoing capacity building.

2.4.1 Vision and Mission APRIL Learning Institute (ALI)

Vision To create superior and high-quality human resources in the future, with a focus on the development and enhancement of each employee's abilities, both technically and in soft skills. Mission To provide training that meets the needs of the company, conduct analysis of human resource needs, and design and develop relevant training modules. ALI also implements an Individual Development Plan (IDP) for each employee to ensure the development of necessary skills within a certain timeframe.

2.5 The Working Process

The work process is carried out systematically to ensure that each stage runs according to the established objectives. Below are the details of the work process stages undertaken during the activity:

1. Training Room Booking Form is a document that will be filled out to make a room reservation.
2. Attendance record is a document used to track the attendance of employees participating in the training.
3. Training Identification Badge is a document made for participants during the training to identify who you are.
4. Training Module is a training document specifically discussing the material or topic to be studied.

2.6 Documents Used for Activities

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

Table 2.1 Tabel the working Process

Type of Activity	Process	Explanation
Preparation of Material	Creating a Training Module	Organizing and preparing training modules that are suitable for the technical needs in the Board Machine area.
The Preparation of Discussion Theory	Creating a Module Presentation PPT	Preparing a presentation in PowerPoint format as a supporting medium in the module training.
Implementation of Training	Conducting Training	Conducting training sessions based on operational needs and employee competency development in the field of Board Machine.
Administration and Evaluation	Inputting Participant Scores	Inputting the evaluation results of participants after attending the training into the system or grading document.
Training Preparation	Room Selection/Reservation	Selecting and booking a training room that suits the needs of the Board Machine training session.

Processed data, 2025

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The internship program is held from February 3, 2025 to June 6, 2025 at April Learning Institute, PT Riau Andalan Pulp and Paper (PT RAPP). During the internship, the author is placed in the Board Machine Department for a full four months. During the internship program, the writer was given various responsibilities that directly contributed to the operational activities in the Board Machine Department. These tasks were designed to enhance understanding and practical skills in the industrial work environment. The writer also gained a lot of new knowledge and experience, both technically, such as understanding the paper packaging process, the operation of tools and machines in the production area, and non-technically, such as work communication, discipline, and understanding of professional work culture in the mill board department.

In addition to being part of the study program, there are several other activities conducted during the PKL (Field Work Practice), namely:

1. Assisting in Creating a Training Module PPT
2. Participating in a Visit to the APY Factory
3. Development of Training Modules
4. Participating in a Board Mill Visit with visitors from outside RAPP
5. Creation of ALI 6S Visual Management Board
6. Creating a Basic English Process poster
7. Visiting to see the Paper Finishing process in the factory
8. Supervising exams at DLP and BM
9. Duplicating Modules.
10. Participating in Book Sharing
11. Participation in Excel Training Activities
12. Development of SOP for Board Mill
13. Inputting Training Participant Scores
14. Inputting DLP Answer Keys

3.2 System and Prosedure

Procedure is a systematic sequence of work that has several people in a section that aims to make the same rules and treatment of everything that happens. The procedures that are usually carried out at PT Riau Andalan Pulp and Paper (APRIL Learning Institute). when arrying out practical work are as follows:

1. Working Housr

The author follows the shift working system that has been determined by the company, namely:

Table 3.1 Working Housr

No	Day	Working Housr	Rest
1.	Monday-Friday	08.00 - 17.00 WIB	12.00 s/d 13.30 WIB
2.	Sabtu	08.00 - 12.00 WIB	With the provision of two Saturdays off in one month.

Source : PT Riau Andalan Pulp and Paper (APRIL Learning Institute)

2. Work Uniform

Every company has a different work uniform. At , the work uniform is as follows:

Table 3.2 Work Uniform

No	Day	Working Housr
1.	Monday	neat and polite uniform clothing
2.	Tesday	neat and polite uniform clothing
3.	Wednesday	neat and polite uniform clothing
4.	Thursday	neat and polite uniform clothing
5.	Friday	Batik uniform
6.	Saturday	neat and polite uniform clothing

Source : PT Riau Andalan Pulp and Paper (APRIL Learning Institute)

The above describes the uniform worn during internships. From Monday to Thursday and Saturday, neat and polite uniform clothing is worn, while on Friday batik clothing is worn.

3. Morning Briefing

APRIL Learning Institute conducts a morning briefing starting with a prayer, followed by presentations from several sections. It begins with watching the

section activities on the projector and ends with a question and answer session and a closing prayer.

3.3 Place of Apprenticeship

The internship program is held from February 3, 2025 to June 6, 2025 at April Learning Institute, PT Riau Andalan Pulp and Paper (PT RAPP). During the internship, the author is placed in the Board Machine Department for a full four months. The author follows the shift working system that has been determined by the company, namely, Monday to Friday: 08.00 –17.00 WIB, Saturday: 08.00 –12.00 WIB and With the provision of two Saturday holidays every month.

Table 3.3 Daily Activity of February 03th, 2025 to February 06th, 2025

Date	Activity	Description of Activity	Assignor
February 3, 2025	Campus Safety and Public Relations take care of ID cards	Campus Safety and Public Relations is responsible for managing and issuing internship ID cards, ensuring that each card meets established safety standards.	Back Office
February 4, 2025	Public Relations Introduction with Mr. Tengku and mentor distribution	Presentation on RAPP, In addition divided into several small groups, each with an experienced mentor, to get further guidance.	Back Office
February 6, 2025	Participate in training activities with a mentor	Assisting mentors in training activities carried out, by assisting training participants in learning activities.	Back Office
February 7, 2025	Become a supervisor for participants who are taking the exam	Provide supervision to participants who are taking the exam by implementing existing regulations in each field.	Back Office
February 8, 2025	Creating Exam Questions	Create exam questions as directed by the mentor, questions created for the exam after several months of training.	Back Office

Source : Process date, 2025

Table 3.3 displays the first week of February for the internship activities in February. During this week, the author introduced themselves and received directions from the Manager and Mentor of the APRIL Learning Institute section regarding all the rules and tasks that must be adhered to during the internship.

Table 3.4 Daily Activity of February 10th, 2025 to February 14th, 2025

February 10, 2025	Become a supervisor for participants who are taking the exam	Become a supervisor for participants who are taking the exam. ensure all comply with exam regulations, report violations.	Back Office
February 11, 2025	meeting with the production team	Meeting with the production team regarding training to be conducted in 2025, receiving input and providing solutions from employee representatives.	Back Office
February 12, 2025	Calculate the average value and input the exam participant's score	Calculate the average score of all test participants and input the scores into Excel.	Back Office
February 13, 2025	Become a supervisor for participants who are taking the exam	Become a supervisor for participants who are taking the exam. ensure all comply with exam regulations, report violations.	Back Office
February 14, 2025	Helps maintain DLP exams	Helping to maintain the DLP exam means playing a role in supervising the implementation of the exam so that it runs in an orderly, honest and in accordance with established procedures.	Back Office

Source : Process date, 2025

Table 3.4 shows the second week of February. During this week, the author was assigned to be the exam supervisor, meet with the BM team, calculate and input the exam participants' scores.

Table 3. 5 Daily Activity of February 17th, 2025 to February 22th, 2025

Date	Activity	Information	Documentation
February 17, 2025	Become a supervisor for participants who are taking the exam	Become an exam supervisor and ensure that all exam participants comply with the exam regulations that have been made.	Back Office
February 18, 2025	Become a supervisor for participants who are taking the exam	become a test supervisor at the factory or at the BM location.	Back Office
February 20, 2025	create a chart in PPT	Making a chart on the PPT to make the company's work SOP clearer.	Back Office
February 21, 2025	Attending a sharing session	A sharing session on how future activities will be carried out, providing solutions and input.	Back Office
February 19, 2025	Become a supervisor for participants who are taking the exam	be an exam supervisor and ensure that everyone complies with the exam rules	Back Office
February 22, 2025	Creating exam questions	Create exam questions according to directions from superiors	Back Office

Source : Process date,2025

Table 3.5 shows that during the third week of February, the author engaged in similar activities as in the previous week, becoming an exam supervisor, creating a PPT Module for Following the Sharing BOOK, and making exam questions for the machine board employees.

Table 3.6 Daily Activity of February 24th, 2025 to February 28th, 2025

Date	Activity	Information	Documentation
February 24, 2025	Become a supervisor for participants who are taking the exam	to be a supervisor of exam participants and ensure that everyone complies with the exam rules.	Back Office
February 25, 2025	Help Edit Training Modules	The material is systematically structured, covering everything from basic theory to hands-on practice. This training aims to support the achievement of optimal performance through training.	Back Office
February 26, 2026	Visit to APY Factory	The visit to the APY (RAPP) Factory aims to provide direct understanding of the production and operational processes in the pulp and paper industry.	Back Office
February 27, 2025	Visit to BM Factory	A visit to the BM Factory provides an opportunity to directly observe the product packaging process as a whole.	Back Office
February 28, 2026	Creating a module	The material is systematically structured using web PPT, covering basic theory and hands-on practice. This training aims to support optimal performance through training.	Back Office

Source : Process date,2025

Table 3.6 shows that during the fourth week of February, the author carried out similar activities as the previous week, including being an exam supervisor, creating a training module PPT, visiting the APY factory and visiting the BM factory.

Table 3.7 Daily Activity of March 03th, 2025 to March 08th, 2025

Date	Activity	Information	Documentation
March 3, 2025	Tidying Up Modules	The material is systematically structured, covering everything from basic theory to hands-on practice. This training aims to support the achievement of optimal performance through training.	Back Office
March 4, 2025	Make an example of a Basic English video	Making an English introductory video, as an example for training participants.	Back Office
March 5, 2025	Helps maintain DLP exams	Helping to maintain the DLP exam means playing a role in supervising the implementation of the exam so that it runs in an orderly, honest and in accordance with established procedures.	Back Office
March 6, 2025	Creating a module to ppt	Making a module into PPT means changing the material from module form (written text or learning document)	Back Office
March 7, 2025	Maintaining Dlp Exam	Maintaining the DLP exam means playing a role in supervising the implementation of the exam so that it runs orderly, honestly, and in accordance with established procedures.	Back Office
March 8, 2025	Correcting the Training Participants' Exam Sheets	Correct the training participants' exams carefully and calculate the overall score according to the mentor's instructions.	Back Office

Source : Process date, 2025

Table 3.7 shows that during the first week of March, the author engaged in similar activities as those in the previous week: becoming an exam supervisor, creating a training module PPT, and making a sample video on Basic English.

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

Date	Activity	Information	Documentation
March 10, 2025	Re-entering training participant answers	re-entering participant data or responses into a system or document as part of the evaluation or documentation process.	Back Office
March 11, 2025	Continue inputting exam answers	continue the process of entering test taker answer data into a predetermined system or document.	Back Office
March 12, 2025	Making Ali's 6S structure on Mading.	The creation of Ali's 6S structure on the wall magazine was carried out to display the organizational structure neatly, informatively and attractively as a means of visual communication between members.	Back Office
March 13, 2025	Continuing to create the 6S structure	Ensure that everything is according to the mentor's directions.;	Back Office
March 14, 2025	Helping to Create DLP Exam Questions	Helping to create DLP exam questions aims to support the smooth evaluation of learning by providing questions according to the mentor's instructions.	Back Office
March 15, 2025	Maintaining Dlp Exam	Maintaining the DLP exam means playing a role in supervising the implementation of the exam so that it runs orderly, honestly, and in accordance with established procedures.	Back Office

Source : Process date,2025

Table 3.8 shows that during the second week of March, the author engaged in similar activities as the previous week: inputting exam participants' scores, creating the 6S ALI Visual Management Board. structure for the Ali Office, and making BM exam questions.

Table 3.9 Daily Activity of March 10th, 2025 to March 15th, 2025

Date	Activity	Information	Documentation
March 17, 2025	Calculating the EXAM scores of Training participants	Calculating training participants' exam scores using Excel is done to simplify the process of calculating and analyzing exam results efficiently.	Back Office
March 18, 2025	Making a Basic English Poster	Creating Basic English posters is done to help participants understand basic English material in an interesting and easy-to-understand way.	Back Office
March 19, 2025	Duplicating Modules	Duplicating modules is done to ensure that each training participant has the same learning materials, so that the learning process can run effectively.	Back Office
March 20, 2025	Become a supervisor for participants who are taking the exam	During the exam, the supervisor must pay attention to the situation in the room, provide clear instructions, and be ready to help if there are any problems.	Back Office
March 21, 2025	Permission Not to Enter	Sick	

Source : Process date, 2025

Table 3.9 shows that during the third week of March, the author engaged in similar activities as in the previous week: Inputting exam participant scores, creating a Basic English poster, duplicating Modules, and supervising the exam.

Table 3.10 Daily Activity of March 24th, 2025 to March 28th, 2025

Date	Activity	Information	Documentation
March 24, 2025	Maintaining DLP exams at ALI	Supervisors ensure that participants comply with the rules and record any violations or problems that occur.	Back Office
March 25, 2025	Maintaining DLP exams at ALI	Supervisors ensure that participants comply with the rules and record any violations or problems that occur.	Back Office
March 26, 2025	Sick Leave	-	-
March 27, 2025	Maintaining DLP exams at ALI	During the exam, the supervisor must pay attention to the situation in the room, provide clear instructions, and be ready to help if there are any problems.	Back Office
March 28, 2025	Maintaining DLP exams at ALI	During the exam, the supervisor must pay attention to the situation in the room, provide clear instructions, and be ready to help if there are any problems.	Back Office

Source : Process date, 2025

Table 3.10 shows that during the fourth week of March, the author carried out similar activities as in the previous week, Monitoring Examinations.

Table 3.9 Daily Activity of March 31th, 2025 to April 05th, 2025

Date	Activity	Information	Documentation
March 31, 2025	OFF		
April 1, 2025	OFF		
April 2, 2025	OFF		
April 3, 2025	OFF		
April 4, 2025	Creating 9 Safety BM	Wear full PPE and ensure machine guards are properly installed to avoid accidents. Always perform a LOTO (Lighting and Tolerance Check) before repairs, keep the work area clean, and familiarize yourself with the emergency stop button for safety.	Back Office
April 5, 2025	Calculating the value of training participants	Adding up the scores from several value components on the exam sheet	Back Office

Source : Process date, 2025

Table 3.11 shows that during the first week of April, the author took a holiday for the celebration and engaged in activities such as calculating exam scores and creating 9 safety BM.

Table 3.10 Daily Activity of April 07th, 2025 to April 11th, 2025

Date	Activity	Information	Documentation
April 7, 2025	Entering Exam Answers	Exam answer input is done to record and assess the results of participants' abilities accurately and systematically.	Back Office
April 8, 2025	Creating Training Modules	Creating a training module is the process of systematically designing training materials to improve participants' knowledge, skills and attitudes.	Back Office
April 9, 2025	Creating a First Aid Logo	Creating a P3K logo is the process of designing a visual symbol that represents first aid in an accident in a clear, recognizable, and safety-compliant manner.	Back Office
April 10, 2025	Maintaining DLP Exams at ALI	Maintaining the DLP exam at ALI is the task of supervising the implementation of the Digital Learning Program exam at the ALI location so that it runs orderly, smoothly, and according to procedures.	Back Office
April 11, 2025	Maintaining DLP Exams	Maintaining the DLP exam is done to ensure smoothness and order during the exam.	Back Office

Source : Process date, 2025

Table 3.12 shows that during the second week of April, the author was involved in the same activities as the previous week: entering exam participants' answers, creating the Training Module, designing the P3K logo, and supervising the exam.

Table 3.11 Daily Activity of April 14th, 2025 to April 19th, 2025

Date	Activity	Information	
April 14, 2025	Maintaining DLP Exams at ALI	Maintaining the DLP exam at ALI is the task of supervising the implementation of the Digital Learning Program exam at the ALI location so that it runs orderly, smoothly, and according to procedures.	Back Office
April 15, 2025	Become a supervisor for participants who are taking the exam	During the exam, the supervisor must pay attention to the situation in the room.	Back Office
April 16, 2025	Inputting Data and Values of Training Participants	Inputting data and training participant scores is the activity of recording and entering participant identity information and evaluation results into a system or database.	Back Office
April 17, 2025	Drafting SOPs	Preparing SOPs is the process of systematically designing standard operating procedures to ensure that every activity or job is carried out consistently, efficiently, and in accordance with regulations.	Back Office
April 18, 2025	The Day of the Death of Jesus Christ	-	-
April 19, 2025	Church Activity Permit	-	-

Source : Process date, 2025

Table 3.13 shows that during the third week of April, the author was engaged in the same activities as the previous week: supervising exams and drafting SOP.

Table 3.12 Daily Activity of April 21th, 2025 to April 25th, 2025

Date	Activity	Information	
April 21, 2025	Maintaining the DDLP Exam	Maintaining the DLP exam at ALI is the task of supervising the implementation of the Digital Learning Program exam at the ALI location so that it runs orderly, smoothly, and according to procedures.	Back Office
April 22, 2025	Maintaining DLP Exams	Maintaining the DLP exam at ALI is the task of supervising the implementation of the Digital Learning Program exam at the ALI location so that it runs orderly, smoothly, and according to procedures.	Back Office
April 23, 2025	Sorting the Hand on test papers	Separate practice exam sheets based on type, participant name, or assessment needs.	Back Office
April 24, 2025	Duplicating Modules	Design and organize learning materials systematically so that they are easy to understand and use.	Back Office
April 25, 2025	Maintaining DLP Exams	Maintaining the DLP exam at ALI is the task of supervising the implementation of the Digital Learning Program exam at the ALI location so that it runs orderly, smoothly, and according to procedures.	Back Office

Source : Process date, 2025

Table 3.14 shows that during the fourth week of April, the author was involved in the same activities as the previous week: supervising the Hand on Test paper exams and duplicating the Module.

Table 3.13 Daily Activity of April 28th, 2025 to April 03th, 2025

April 28, 2025	Creating a Training Schedule for Board Machine Employees	Creating a training schedule for Board Machine employees is done by arranging structured training times according to work shifts and the required materials.	Back Office
April 29, 2025	Continue Creating Training Schedules for Board Machine employees	Continuing to create a training schedule for Board Machine employees includes adjusting the time for employees who have not participated and re-coordinating with the trainer.	Back Office
April 30, 2025	Assisting with documentation during training	Assist with documentation during training by photographing activities and participant attendance during the session.	Back Office
May 1, 2025	International Workers' Day		
May 2, 2025	Maintaining DLP Exams	Maintaining the DLP exam at ALI is the task of supervising the implementation of the Digital Learning Program exam at the ALI location so that it runs orderly, smoothly, and according to procedures.	Back Office
May 3, 2025	Transferring SOP to ppt module	Convert standard operating procedure documents into presentation format for easier understanding.	Back Office

Source : Process date, 2025

Table 3.15 shows that during the first week of April, the author was involved in activities such as creating a training schedule for BM employees, taking documentation during the training, and transferring the SOP to the PPT module.

Table 3.14 Daily Activity of May 05th, 2025 to May 09th, 2025

Date	Activity	Information	Documentation
May 5, 2025	Continuing the Transfer of SOPs to the ppt module	Continuing to move the SOP to the PPT module includes tidying up the appearance, adding important points, and inserting supporting images or diagrams.	Back Office
May 6, 2025	Continuing the Transfer of SOPs to the ppt module	Continuing to move the SOP to the PPT module includes tidying up the appearance, adding important points, and inserting supporting images or diagrams.	Back Office
May 7, 2025	Assisting Training Activities in Pelalawan South	participate in the preparation, implementation and evaluation of training	Back Office
May 8, 2025	Transferring SOP to ppt module	the process of converting Standard Operating Procedure documents into presentation slide format.	Back Office
May 9, 2025	Participating in a Visit to the Board Machine Factory with Visitors from Outside RAPP	Joining a visit to the Board Machine factory with visitors from outside RAPP aims to accompany guests, provide general explanations, and ensure the visit runs smoothly.	Back Office

Source : Process date, 2025

Table 3.16 shows that during the second week of April, the author was involved in the same activities as the previous week: the transfer of SOP to PPT Module, assisting training activities in Pelalawan South, and participating in a factory visit to BM with guests from outside RAPP.

Table 3.15 Daily Activity of May 12th, 2025 to May 17th, 2025

Date	Activity	Information	Documentation
May 12, 2025	Vesak Day Holiday	-	-
May 13, 2025	Retyping Hand On Test Exam Questions	Reorganize the practice questions digitally to make them neater and easier to print.	Back Office
May 14, 2025	Transferring SOP to ppt module	The process of presenting the contents of standard operating procedures in the form of presentation slides	Back Office
May 15, 2025	Transferring SOP to ppt module	The process of presenting the contents of standard operating procedures in the form of presentation slides	Back Office
May 16, 2025	Maintaining Exams in DLP	Supervise the course of the exam to ensure it is orderly, safe, and in accordance with the rules.	Back Office
May 17, 2025	Transferring SOP to ppt module	The process of presenting the contents of standard operating procedures in the form of presentation slides	Back Office

Source : Process date, 2025

Table 3.17 shows that during the third week of April, the author was engaged in the same activities as the previous week: inputting exam participants' answers, transferring SOP to PPT Module, and being an exam supervisor.

Table 3.16 Daily Activity of May 19th, 2025 to May 23th, 2025

Date	Activity	Information	Documentation
May 19, 2025	Maintaining Exams in DLP	Supervise the course of the exam to ensure it is orderly, safe, and in accordance with the rules.	Back Office
May 20, 2025	Ensure complete Module Types.	Check and inventory all required modules so that all aspects of the material or system are covered thoroughly.	Back Office
May 21, 2025	Transferring SOP to ppt module	The process of presenting the contents of standard operating procedures in the form of presentation slides	Back Office
May 22, 2025	Maintaining Exams in DLP	Supervise the course of the exam to ensure it is orderly, safe, and in accordance with the rules.	Back Office
May 23, 2025	Maintaining Exams in DLP	Supervise the course of the exam to ensure it is orderly, safe, and in accordance with the rules.	Back Office

Source : Process date, 2025

Table 3.18 shows that during the fourth week of April, the author engaged in the same activities as the previous week, serving as an Exam Supervisor, ensuring the types of BM exams, and transferring SOP to the PPT module.

Table 3.17 Daily Activity of May 26th, 2025 to May 31th, 2025

Date	Activity	Information	Documentation
May 26, 2025	Maintaining Exams in DLP	Supervise the course of the exam to ensure it is orderly, safe, and in accordance with the rules.	Back Office
May 27, 2025	PPT and Report Revision before Internship Presentation	Revising the PPT and report before the practical work presentation means improving and perfecting the content, appearance, and structure of the material to make it clearer, neater, and ready to be delivered professionally.	Back Office
May 28, 2025	Presentation of Practical Work Results	activities of submitting reports and findings during the implementation of practical work to the Mentor and coordinator	Back Office
May 29, 2025	Ascension Day of Jesus		
May 30, 2025	Transferring SOP to ppt module	The process of presenting the contents of standard operating procedures in the form of presentation slides	Back Office
May 31, 2025	Help tidy up PPT Modules for Basic English Presentations	Helps improve layout, design, font consistency, and content clarity to make it more attractive and easy to understand.	Back Office

Source : Process date,2025

Table 3.7 shows that during the Five week of April, the author was involved in the same activities as the previous week: being an exam supervisor, revising the PPT of the internship report, transferring SOP to the module PPT, and organizing the PPT for the Basic English presentation.

Table 3.18 Daily Activity of June 02th, 2025 to June 06th, 2025

Date	Activity	Information	Documentation
June 2, 2025	Assisting with English placement test activities	Participate in the implementation of English placement tests to determine the level of ability of training participants.	Back Office
June 3, 2025	Maintaining Exams in DLP	Supervise the course of the exam to ensure it is orderly, safe, and in accordance with the rules.	Back Office
June 4, 2025	Compiling Modules	Design and organize learning materials systematically so that they are easy to understand and use.	Back Office
June 5, 2025	Helping to create tools for playing games during training	Helping create tools for playing games during training means designing interactive media that supports learning while playing so that the training atmosphere is more interesting and effective.	Back Office
June 6, 2025	Eid Al-Adha	-	-

Source : Process date,2025

Table 3.7 shows that during the First week of April, the author was involved in the same activities as the previous week: Assisting with the English Placement Test activities, being an Exam Supervisor, preparing modules, and helping with the creation of game tools for activities during the training.

3.4 Type and Description

Daily activity report documenting the implementation of the internship for 4 months, from February 3th to June 6th, 2024, at PT Riau Andalan Pulp and Paper (PT RAPP), specifically in the APRIL Learning Institute Department, Board Machine (BM) section, compiled in the form of a logbook as follows at Appendies.

1. Assisting in Creating Training Module PPT

Contributing to training activities by assisting in the creation of PowerPoint modules used during training sessions. This involves organizing training materials systematically, designing visual presentations according to guidelines, and coordinating with the training team to ensure the content meets established standards and needs. Additionally, participating in the evaluation and revision of materials based on feedback received. This aims to ensure the modules are effective in delivering information and supporting participants' competency development during training. Here is the flowchart for Assisting in Creating Training Module PPT:



Figure 3.1 Assisting in Creating Training Module PPT

Source: Processed data, 2025

2. Following the Visit to the APY Factory

The visit to the APY factory provided direct insight into the production process. The author was able to see the stages of product creation from beginning to end, as well as the technology used. Additionally, this visit also highlighted the importance of workplace safety and quality management. Overall, this activity enhanced practical understanding of manufacturing industry operations.



Figure 3.2 Following the Visit to the APY Factory

Source: Processed data, 2025

3. Training Module Development

The development of training modules is the process of structuring learning materials to support the achievement of training goals. This module is designed so that training participants can understand the material independently or with the guidance of a facilitator. In the development process, it is necessary to conduct a needs analysis, formulate learning objectives, and present the material and evaluation. The modules created must be easily understood within the training context.



Figure 3.3 Training Module Development

Source: Processed data, 2025

4. Participating in the Boar Mill visit with visitors from outside RAPP

is part of the field study activities to introduce the operational processes and technology used in the mill.



Figure 3.4 Participating in the Boar Mill visit with visitors from outside RAPP

Source: Processed data, 2025

This activity provides visitors with the opportunity to understand the safety, sustainability, and efficiency standards that are applied. In addition, this visit also serves as an information exchange and helps build good relations between RAPP and external parties.

5. Creation of the ALI 6S isual Management Board

The creation of the ALI 6S Visual Management Board aims to display information about the implementation of 6S visually in the workspace. This board contains the elements of 6S such as Seiri, Seiton, Seiso, Seiketsu, Shitsuke, and Sensus clearly and understandably. With the existence of a visual board, the work team can monitor the condition of the area, audit results, and improvement plans transparently and sustainably. This board also encourages employee involvement in maintaining and improving work discipline through the principles of 6S.



Figure 3.5 Creation of the ALI 6S isual Management Board

Source: Processed data, 2025

6. Creating a Basic English Poster

The Basic English Process poster is designed to help beginners understand the basic steps in learning English. By gradually building language skills through consistently following this process, learners can enhance their confidence and communication skills in English.



Figure 3.6 Creating a Basic English Poster

Source: Processed data, 2025

7. Visit to observe the Paper Finishing process at the factory

The visit to observe the Paper Finishing process at the factory aims to understand the final stages of paper production before distribution. This process includes packaging the paper to be ready for use according to quality standards. The author was able to see firsthand the use of finishing machines. This experience provides practical insight into how paper is processed until it is ready for consumers.



Figure 3.7 Visit to observe the Paper Finishing process at the factory

Source: Processed data, 2025

8 Examiners at DLP and BM

The examiners at DLP (Driving Licence Process) and BM (Board Machine) are responsible for ensuring that the exam is conducted orderly, honestly, and according to the rules. The examiners monitor the participants to ensure the smooth running of the ongoing exam.



Figure 3.8 Examiners at DLP and BM
Source: Processed data, 2025

9. Duplicating Modules

Duplicating modules is the process of reproducing printed learning materials to be distributed to training participants. This process is carried out using a photocopier or printer, with attention to print quality to ensure readability. The duplicated modules must meet the needs of the number of training participants registered and approved. The goal is to ensure that all participants have equal access to the learning materials.



Figure 3.9 Flowchart Duplicating Modules
Source: Processed data, 2025

10. Participating in Sharing Books

Through activities of sharing and discussing the contents of books that have been read together with colleagues. The aim is to broaden insights, expand perspectives, and encourage a reading culture. Participants can convey summaries, important messages, and personal opinions related to the book. This activity also trains communication skills and actively develops critical thinking.



Figure 3.10 Participating in Sharing Books
Source: Processed data, 2025

11. Participation in Excel training

activities aims to improve skills in processing data efficiently. The author and training participants learn to use various features such as formulas, graphs, tables, and automation functions. This training helps to accelerate work and supports data-driven decision making



Figure 3.11 Participation in Excel training
Source: Processed data, 2025

12. Preparation of SOP for Board Machine

The development of SOP for the Board Machine is carried out to ensure that every work process runs according to efficient and consistent standards. The SOP includes operational steps, operator responsibilities, and safety procedures in the production area Board Machine. becomes the main guide for trainees in carrying

out daily tasks on the Board Machine. With the SOP, the risk of work errors can be minimized and product quality is more guarantee.



Figure 3.12 Preparation of SOP for Board Machine
Source: Processed data, 2025

13. Inputting training participants' scores

Inputting training participants' scores is the process of recording the exam results of participants into a system or database. The scores entered reflect the results of the exams, the activity, and the understanding of the participants during the training. This process is carried out meticulously to ensure that the stored data is accurate and accountable. The results of this score input are used as a basis for evaluating the performance and graduation of the training participants.



Figure 3.13 Inputting training participants' scores
Source: Processed data, 2025

14. Inputting DLP Answer Keys

Inputting DLP (Driving Licence Process) answer keys means entering the correct answers into the system for the purpose of automatic assessment. Inputting must be done carefully to avoid errors in assessing the exam results of Training participants.



Figure 3.14 Inputting DLP Answer Keys

Source: Processed data, 2025

3.5 Obstacles and Solution

Every job has its challenges. These challenges can be overcome with solutions. The challenges and solutions encountered during my internship at the APRIL Learning Institute are as follows:

3.1.5 Obstacles Encountered

In carrying out the practical work, the author encountered several obstacles that disrupted the smooth implementation of daily tasks, among others:

1. The writer was initially unfamiliar with the Board Machine, so it took time to adapt.
2. The writer made a mistake by incorrectly moving the SOP module to a Specific Section.
3. It was difficult to understand and took longer to learn about parts of the board machine.

3.5.2 Solution

Despite facing the above challenges, the author managed to address them effectively during the internship at APRIL Learning Institute, Pekanbaru Branch Office. The solutions implemented were as follows:

1. Taking note of important points during the learning process to facilitate adaptation.
2. Storing backup documents before making a transfer to make it easier to restore in case of an error.
3. Adopting a practical learning approach for quicker and deeper understanding.

CHAPTER VI

CONCLUSION AND SUGGESTIONS

4.1 Conclusion

Based on the implementation of the Field Work Practice (PKL) activities that took place from February 4, 2025, to June 6, 2025, at the APRIL Learning Institute, there are several concluding points that can be conveyed as follows:

1. The internship provides an opportunity to develop soft skills such as communication skills, teamwork, and professional time management.
2. During the internship in the Board Machine section of the APRIL Learning Institute, I was directly involved in various training activities, creating modules, making exam questions, and sharing books.
3. Gained a deep understanding of the training and learning systems applied at the APRIL Learning Institute. The importance of training for employees to enhance knowledge in the industry.
4. Learned about the pulp and paper production process directly from experts in the field, gaining insights into the latest technologies and practices used to improve production efficiency.

4.2 Suggestions

After completing an internship at APRIL Learning Institute the authors would like to offer the following suggestions:



1. The cooperation between mentors and internship students is the key to the success of the internship program.
2. The internship experience is a valuable opportunity for internship students. Mentors are expected to share knowledge and provide meaningful tasks.
3. A proactive attitude helps internship students stay motivated to explore and gain new insights.
4. This collaboration encourages professional growth for both parties.

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Appendix

Appendices 1.1 Evidence of Rapp Internship Letter

	PT Riau Andalan Pulp and Paper Jakarta Office Jalan Sekeloa Timur No. 31 Jakarta 10130, Indonesia Tel : +62 21 5193 0134 Fax : +62 21 3144 804 Mill Office Jalan Lingsar Timur, Pangkajene-Beber Kabupaten Pangkajene Pangkajene-Beber Tel : +62 761 491 1001 Fax : +62 761 491 546 www.aprilmill.com www.paparmill.com																																
Nomor	: 067/II/CR/KP/RAPP/2025																																
Lamp	: -																																
Hal	: Izin Job Training/ Kerja Praktek																																
Kepada Yth, Direktur Politeknik Negeri Bengkalis Politeknik Negeri Bengkalis Di-																																	
Tempat																																	
Dengan hormat,																																	
Sehubungan dengan surat permohonan izin kerja praktek pada PT RAPP, untuk Mahasiswa/ Pelajar sebagai berikut:																																	
<table border="1"><thead><tr><th>No</th><th>Nama</th><th>NPM</th><th>Jurusan</th></tr></thead><tbody><tr><td>1</td><td>Siska Vitria</td><td>5404211359</td><td>Administrasi Bisnis Internasional</td></tr><tr><td>2</td><td>Stevani Veronica</td><td>5404211446</td><td>Administrasi Bisnis Internasional</td></tr><tr><td>3</td><td>Dumaida Meylani Br.Hutagalung</td><td>5404211439</td><td>Administrasi Bisnis Internasional</td></tr><tr><td>4</td><td>Nurliana Mungkur</td><td>5404211426</td><td>Administrasi Bisnis Internasional</td></tr><tr><td>5</td><td>Risma Br Silaban</td><td>5404211425</td><td>Administrasi Bisnis Internasional</td></tr><tr><td>6</td><td>Muhammad Ramdan</td><td>5404211415</td><td>Administrasi Bisnis Internasional</td></tr><tr><td>7</td><td>Amrina Rosyada</td><td>5404211371</td><td>Administrasi Bisnis Internasional</td></tr></tbody></table>	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	
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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:																																	
<ul style="list-style-type: none">- 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																																	

Appendies 1.2 Internship certificate



Appendies 1.3 Grades during the Internship

EVALUATION RESULTS FROM JOB TRAINING
COMPANY PENILAIAN
APRIL Learning Institute
APRIL GROUP OF PGE

Name : Nurliana Mungkur
Student's Identity No : 5404211426
Study Program : Administration Business International
Negeri Politeknik Bengkalis

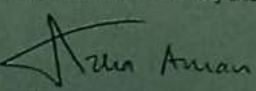
No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	80
2.	Responsibility	25%	78
3.	Adjustment/Adaptation	10%	99
4.	Work Result	30%	80
5.	Behavior in General	15%	85
	Total (1+2+3+4+5)	100%	80

Average: Very Good

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

Notes:
She needs to improve the communication skills:
1. Crucial to build relationships with customer or others
2. Verbal communication to collaborate and coordinate in a task
3. Building rapport to connect with others and fostering trust.

Pangkalan Kerinci, 28 May 2025


Azha Aman Msc
Manager

Appendices 1.4 Participate in the Hand on Test Exam



Appendies 1.5 Participate in the Hand on Test Exam

