

APPRENTICESHIP REPORT

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



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**APPLIED BACHELOR OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
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APPROVAL SHEET

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

Higher education aims not only to produce graduates who excel in theory, but also to enable them to apply their knowledge in the real world of work. Fieldwork provides students with the opportunity to understand the dynamics of the workplace, improve their professional skills, and familiarize themselves with the actual work environment. Through this activity, students can develop both technical and non-technical competencies, such as communication skills, teamwork, responsibility, and professional ethics. Additionally, students have the opportunity to directly participate in the operational activities of the company or institution where the internship takes place, which can enrich their knowledge and experience.

For students majoring in International Business Administration, internships are an important means of learning about work processes in companies with an international orientation or those involved in global business activities. Through direct involvement in company operations, students can gain a deeper understanding of how international business theories are applied in real-world contexts, such as global supply chain management, relationships with overseas clients, international logistics management, and cross-border business negotiations.

Through internship, students are expected to be able to directly understand the business and administrative processes in a professional environment. In addition, this activity also provides an opportunity for students to learn to work in time, administrative problems, and adapt to the company's work culture. This is very useful in preparing students to enter the real world of work.

On this occasion, the author had the opportunity to participate in an internship program at PT Riau Andalan Pulp and Paper (RAPP), a leading company in the pulp and paper manufacturing industry. The author was placed at the April Learning Institute, a unit that focuses on human resource development, training,

and competency-based education, especially in the Education Program and Technical Mill Department. This department provides a very relevant environment for the author to develop public speaking and content creation skills, especially in supporting training programs held by the company.

In this report, the author will describe the experiences and lessons learned during the internship program, especially in developing public speaking and content creation skills, as well as other competencies gained during the internship. In addition, this report will also discuss how these contributions are relevant to the needs of the industry at PT Riau Andalan Pulp and Paper, especially the ALI office at the April Learning Institute, which took place from February 6 to June 6, 2025.

1.2 Purpose of Apprenticeship

The objectives of the internship program implemented at the April Learning Institute PT. Riau Andalan Pulp and Paper are:

1. Understand the specifications of the work carried out in the Education Program and Technical Mill
2. Department understand the expected targets of the tasks carried out in the Education Program and Technical Mill Department
3. Train and adapt yourself to implementing teaching programs starting from needs analysis, material preparation, training and evaluation.
4. Gaining knowledge about the process of creating training activities, sharing sessions and other events required during the internship at the Education Program and Technical Mill Department or ALI office.
5. To identify the challenges and solutions faced during the internship in the Department of Technical Education and Manufacturing Programs.

1.3 Significance of Apprenticeship

1.3.1 For Students

1. As a good learning and analysis material for students about the world of work

2. Can properly implement the knowledge gained in college and can adequately overcome various problems in the world of work with all existing realities.
3. Get input on various problems that often occur in the industrial world that can be solved together.
4. Increase insight and experience in the world of work.
5. Deepen and improve personal quality, skills, and creativity in accordance with the knowledge possessed.

1.3.2 For State Polytechnic of Bengkalis

1. Establishing good cooperative relationships
2. Creating competent, qualified graduates who are ready to follow the development of science

1.3.3 For Companies

1. Establishing good cooperative relations with the world of education.
2. As a means of consideration to improve the progress and productivity of the institution.
3. As a comparative study material for the needs of the institution in obtaining quality and potential human resources.
4. Obtaining detailed notes on the alignment of the institution's activities with community life in the form of a work practice report.
5. This work practice program is expected to be useful in making improvements by using student expertise and skills to help the institution in developing talent

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company History

2.1.1 Royal Golden Eagle Group (RGE)

APRIL (Asia Pacific Resources International Limited) is a multinational company engaged in the processing of pulp and paper products. This company is one of the largest pulp and paper companies in Asia. APRIL is one of the companies under the auspices of PT Raja Garuda Mas (PT RGM) or also known as Royal Golden Eagle, PT Royal Golden Eagle (RGE) headquartered in Jakarta is a leading industrial group in Asia Pacific with assets exceeding 4.6 billion USD. APRIL is a company that holds shares in the forest products sector of the RGE Group.



Figure 2 1 Brief History of APRIL Group

Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

As one of the pioneers of responsible corporate citizenship, APRIL Group and its subsidiaries implement the 5C principles that Mr. Tanoto believes in. Business practices must be good for the Community, Country, Climate, Customer and ultimately good for the Company. As such, corporate social responsibility is applied in APRIL Group's operations and management to promote environmental and community development and to fulfill corporate social responsibility. The Tartono Foundation, established in 1981, is an application of this vision.



Figure 2. 2 Group Royal Golden Eagle (RGE)
Source: Website RGE 2009

APRIL operates two pulp mills and paper mills, namely Changshu Fine Paper Mill located in China and PT Riau Andalan Pulp and Paper located in Indonesia, precisely in Pangkalan Kerinci, Pelalawan Regency, Riau Province. APRIL is a subsidiary of RGE which currently has 80 subsidiaries spread throughout Indonesia and abroad. The company was founded by Sukanto Tanoto who was born on December 29, 1949, he is the eldest of seven children, who initially started from a family business to become an international business. In 1967 he joined the family-owned company as a supplier of motor vehicle spare parts in Japan, then in 1973 founded a plywood industry called PT Raja Garuda Mas which is now RGE which at that time was the golden age of Indonesian plywood. In 1979 he founded a palm oil company called Asian Agri.

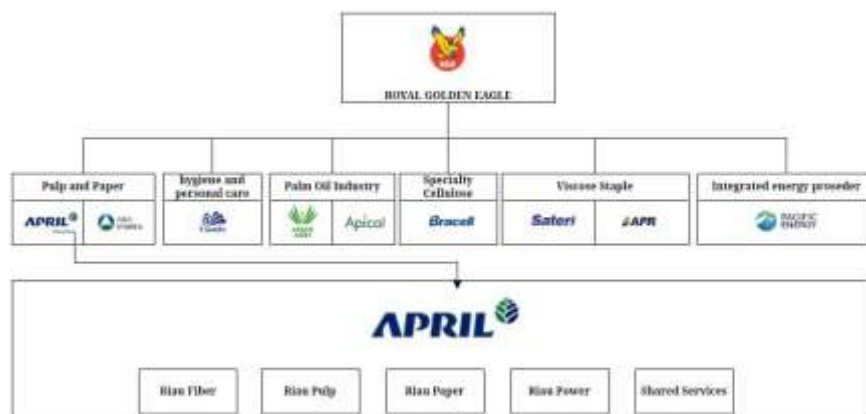


Figure 2 2 RGE Corporate Structure
Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

PT Riau Andalan Pulp and Paper is a private company engaged in the pulp and paper industry. The company was founded by Mr. Sukanto Tanoto which started as a family business into an international business. PT Riau Andalan Pulp and Paper is a subsidiary of Raja Garuda Mas Internasional which is the main shareholder in the APRIL Group (Asia Pacific Resource International Holding Ltd.).

The control system in this company has entered the ISO system which is used as a sign to determine the quality of world products. PT RAPP was built and designed to produce high-quality pulp and paper where the pulp is produced chemically with a sulfate process. The paper produced by PT RAPP is branded Paper One.

Through its Indonesian subsidiary, APRIL Group began developing plantations in Riau province, Sumatra, and building a factory in Pelalawan, Kerinci, in 1993. At that time, Kerinci Township was inhabited by 200 families; the population would grow to more than 200,000 by 2010 as APRIL Group expanded and diversified its business, transforming Kerinci into a regional social and commercial hub.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the outset, the growth of the region would mirror the growth of APRIL Group's operations in Indonesia, with the establishment of Pelalawan Regency in 1999, followed by the establishment of Pelalawan Kerinci Regency with Pelalawan Regency in 2001. Kerinci's continued growth would lead to its expansion into three regions in 2005.

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



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, APRIL Group has also launched a series of economic development initiatives to assist the development of local small and medium enterprises (MSMEs).

In 2002, APRIL Group implemented a comprehensive timber legality system that prevents illegal timber from entering the supply and production chain. The system verifies and tracks wood from the company's fiber plantations to the mills. APRIL Group also worked 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, 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, APRIL Group published its first Sustainability Report, which combined the story of its community development initiatives with its commitment to sustainable forestry operations. That same year, APRIL Group established a Guangzhou branch to support its growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments of its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The

APRIL Learning Institute was also established and APRIL Group received the Green Proper Rating for its mill environmental performance as well as the Gold Flag Award & Zero Accident Award for its health and safety management at the mill from the Government of Indonesia.



Figure 2 4 Growth and Development

Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

In 2006, APRIL Group became a signatory to the UN Global Compact Principles. In the same year, PT Riau Andalan Pulp & Paper (RAPP), an APRIL subsidiary, was certified for Sustainable Plantation Forest Management (PHT) based on the Indonesian Ecolabel Institute (LEI) standards. The company successfully re-certified under PHT-LEI in 2011 for a further 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 tonnes per annum. The mills, which are ISO 9001:8000 and ISO 14001 certified, 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 in becoming a global company. The name Royal Golden Eagle (RGE) was officially used since September 9, 2009.

Since 2010, APRIL Group's production facilities have been certified under the Program for the Endorsement of Forest Certification (PEFC) Chain of Custody standard, which ensures that all raw materials entering the mills are from legal and non-controversial sources. APRIL also received Hong Kong Green Label certification for its PaperOne™ product in 2010.

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

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

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

2.2 Vision and Mission

2.2.1 Vision

The vision of RGE, namely “To be one of the largest, best-managed, and sustainable resource-based groups, creating value for the Community, Country, Climate, Customer and Company”.

2.2.2 Mission

1. We are aligned by our common purpose and work together as a complementary team.

2. We take Ownership to achieve outstanding result and seek value at all time.
3. We develop our people to grow with us.
4. We act with Integrity at all times.
5. We understand our customers and deliver best value to them.
6. We act with zero complementary and always strive for continuous improvement.

2.3 Kind Of Business

There are five 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

An organizational structure is a framework that outlines tasks, reporting relationships, and communication channels to coordinate the work of individuals and teams. It is designed to help an organization achieve its goals effectively. Without proper structure, operations can become disorganized due to unclear responsibilities. A good organizational structure provides clarity, defines roles, and ensures accountability for completing tasks, allowing the organization to function efficiently.

The author has completed 4 months of internship at PT Riau Andalan Pulp & Paper, at the April Learning Institute, from February 03 to June 06, 2025. The internship was carried out in the Education and Technical Mill Program.

APRIL Learning Institute (ALI)

APRIL Learning Institute (ALI) is the largest employee training and development center for the pulp and paper industry in Indonesia. APRIL Learning Institute was established on the initiative of the founder of the APRIL Group, Sukanto Tanoto, who is very concerned about the development and improvement of the capabilities of each employee. APRIL Learning Institute is responsible for ensuring that all employees can carry out the company's strategy, both in terms of technical and soft skills. APRIL Learning Institute is one of the departments under Shared Service/Human Resources which is responsible for the company's human resources.

In the process of creating and implementing training, ALI has 10 (ten) parts, namely:

1. Assessment Center.
2. Technical Factory.
3. Leadership & Development.
4. ALI Technical Maintenance.
5. Fiber Operation Training.

6. PTSI Training Center.
7. Education Program.
8. Technical Rayon.
9. Technical Transportation.
10. Learning Support and Future Learning.

Each of these sections has different tasks according to its scope, but all sections have the same main task in order to realize good human resources according to the company's expectations. The main tasks of the APRIL Learning Institute are as follows:

1. Module Development.

Create modules used as learning materials in training with a focus on the field in which the training will be carried out.

1. Implementation.

Conducting training aimed at improving employee skills by focusing on areas that are appropriate to what the employee needs.

2. Certification.

Conducting employee assessments to determine whether the employee is competent or not as one of the requirements in operating the machine, one of which is by providing a DLP (Driving License Program).

Driving License Program).

APRIL Learning Institute also conducts training needs analysis before designing and implementing training. ALI also facilitates employees with programs that help employees in the process of developing themselves and their abilities. One of these programs is the IDP (Individual Development Plan) which contains a plan for the process of developing the capabilities of each employee. ALI is responsible for improving the Core Value of its employees through technical and soft skills training, and running its training. ALI also facilitates employees with programs that help employees in the process of developing themselves and their capabilities. One of these programs is the IDP (Individual Development Plan) which contains a plan for the process of developing the capabilities of each employee. ALI is responsible

The organizational structure of APRIL Learning Institute is structured in accordance with applicable provisions, which essentially describe all functions, obligations and responsibilities of each existing section. The duties and responsibilities of each section in the organizational structure of APRIL Learning Institute are as follows
as follows:

1. ALI Manager.

APRIL Learning Institute is a department under Human Resources, where ALI's role is very important in developing the company's human resources. Managers play an active role in managing all parts of the department, in carrying out the manager's duties, a program was formed, namely:

- a. PDCA (Plan Do Check Act) is a management method that aims to solve problems with four repeated steps. Usually this method is used in quality control.
- b. Future Learning is a future learning method by utilizing ICT, namely computer based learning, mobile smartphone, mobile learning, and augmented reality. Where this program is very necessary in planning learning that will be given to company employees.

2. Development Center.

It is the part that is responsible for the company's HR development center at ALI, one of its tasks is to provide soft skill materials needed by an employee and provide assessments of the training that has been carried out.

This section has 2 (two) programs, namely as follows:

- a. Assessment Center is a program that functions to provide an assessment of each employee who has undergone training so that it can be determined whether the employee is competent or not.
- b. Learning and Development Soft Skills is a program that functions to provide learning about soft skills and materials that can change an employee's mindset.

3. Technical Mill

This is the section responsible for the development of technical factory employees. Employees included in the supervision of this section are IT employees,

production, and other technicians. One of its tasks is the development of factory employees.

4. Technical Maintenance

This is the section responsible for factory maintenance. One of the tasks of this section is to provide learning materials and develop machine maintenance skills in the factory.

5. Technical Rayon.

This section is responsible for rayon production. This section is tasked with providing learning materials and skills development needed by employees related to the rayon sector.

6. Technical Board Mill.

This is the section that is responsible for problems that exist in the factory, in addition, this section has the task of providing learning materials and developing the skills needed by employees in this field.

7. Fiber Operation Training.

This is the section in charge of fiber, which is responsible for providing learning materials and skills development for employees working in the fiber section.

8. General Training and Services (GTS).

This is the section that is responsible for all learning carried out by all sections in ALI, where General Training and Services is the section that regulates finances and agendas to be carried out by each other section.

9. Technical Transports.

This section is the section responsible for transportation within the company, where everything related to transportation is organized and run. At ALI, this section is tasked with developing employee driving skills. Such as spare parts tow truck, bus driver, etc.

10. Education Program

This section is responsible for the education development program at the APRIL Learning Institute, where one of its tasks is to create modules that will be used as learning media for employee training.

2.5 The Working Process

Tabel 2. 1 Responsibilities of Education and Field Program Work

Education Program & Technical Mill Responsibility		
	Education Program	Technical Mill
Adherence to the 5C Principles	Focuses on Good for Community, Good for Country, and Good for Company	Supports these principles by ensuring employees are technically competent to meet operational needs.
Focus on Development and Collaboration	Emphasizes academic partnerships and community development	Focuses on developing employees' technical skills to support pulp, paper, and power operations.
Collaboration with Universities and Academic Institutions	Designing collaborative programs, aligning curricula with industry needs, and providing scholarships, internships, and career opportunities.	
Designing and Delivering Development Programs	Focused on fostering future talent through workshops, industry-based curricula, research collaborations, and community-focused initiatives.	Offers specialized training programs, such as the Driving License Program (DLP), for operators and technicians to enhance technical competencies and align with operational goals.
Implementation of Training and Workshops	Organize training sessions and workshops, covering topics like technical skills, safety protocols, operational efficiency, and sustainability.	
Resource and Curriculum Development	Develops curricula in collaboration with academic partners to reflect the latest industry trends and operational requirements.	Prepares technical manuals, training materials, and updated guidelines to support employee learning.
Evaluation and Certification	Regular assessments are conducted to measure the effectiveness of development programs and ensure that participants meet competency standards.	Certification programs, such as the Driving License Program (DLP), validate and formalize employees' technical skills and qualifications.
Monitoring and Reporting	Both sections track the progress of training and educational initiatives, reporting results to management.	

Source: Processed source (2025)

2.6 Documents used for Activities

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

2.6.1 Hard File Document

1. Training Module

A training module is a structured set of learning materials designed to teach specific skills or knowledge in a focused and gradual manner.

2. Exam Question Sheet

SheetAn exam question is a document containing a series of questions designed to test a person's knowledge, skills, or understanding of a particular subject or topic.

3. Books for Social Media Management

Books for social media content creation are resources used to get inspiration or ideas for creating social media posts.

4. Questionnaire

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

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, some activities during the internship are explained. The internship lasted for 4 months, starting from February 3 to June 6, 2025 at the APRIL Learning Institute, PT RAPP. During the internship at PT Riau Andalan Pulp and Paper, the author was placed in the Education Program and Technical Mill for 4 (four) months. The work schedule is divided into two shifts: Monday to Friday from 08.00-17.00 WIB, and Saturday from 08.00-12.00 WIB, with two days off on Saturdays every month.

During the internship program, the author was given various responsibilities that support the operational activities of the department. In addition, the author gained a lot of new knowledge, skills, and experiences, both technical and non-technical. The following is an outline of the tasks given to the author during the internship at the Education Program and Technical Mill Departments.

3.1.1 Education Program Department

There are several jobs provided in the Education Program Department of the ALI Office, namely:

1. Moderator of TPK Seminar Proposal – University of Riau
2. Making a Video Sharing Book
3. Participate in UNRI TPK Visit Activities
4. Create background designs and greeting cards for closing TPK UNRI

3.1.2 Technical Mill Department ALI Office

There are several jobs provided in the Technical Mill Department ALI Office, namely:

1. Test Supervisor at BM (Board Machine) Factory
2. Visit to APY Factory

3. Attending the ANDRITZ Machine Maintenance Seminar at the Unigraha Hotel
4. Attend the Training Section
5. Create training materials
6. Dlp Exam Supervisor

3.2 Systems and Procedures

3.2.1 Education Program

The work procedures carried out in the Education Program are as follows:

1. Moderator of TPK Seminar Proposal – University of Riau

By participating in the internship program at April Learning Institute, each intern is expected to develop relevant professional skills and contribute to improving the quality of human resources in the company. One of the important tasks given to interns.

Served as a moderator in the Creative Project Assignment Proposal Seminar (TPK) activities organized by the University of Riau, with the responsibility of directing the event, introducing speakers, maintaining the order of the discussion, and ensuring that the question and answer session runs smoothly and safely.

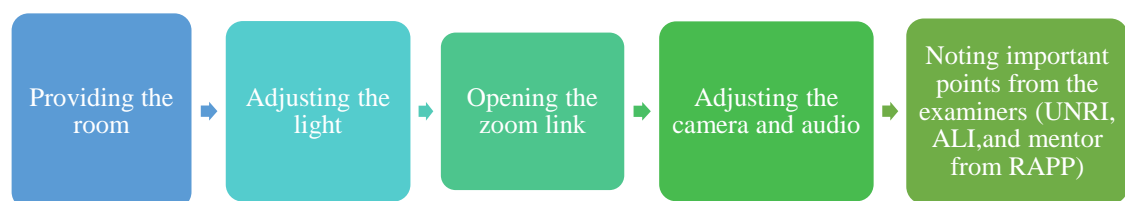


Figure 3. 1 Flowchart Moderator of TPK UNRI
Source: Processed source 2025

2. Making a Video Sharing Book

Making a video sharing book is a creative activity that aims to share the contents, messages, and values contained in a book with others through interesting and easy-to-understand audio-visual media. Through this process, readers are not

only required to understand the contents of the book, but also to be able to convey the information in a communicative, expressive, and innovative way. Video sharing books allow the delivery of story summaries, characters, conflicts, and moral messages from books in visual and audio form, so that they can reach a wider audience, including those who may be less interested in reading books directly. In addition, this activity also trains critical thinking skills, speaking in front of the camera, and video editing skills, which are very useful in today's digital era.

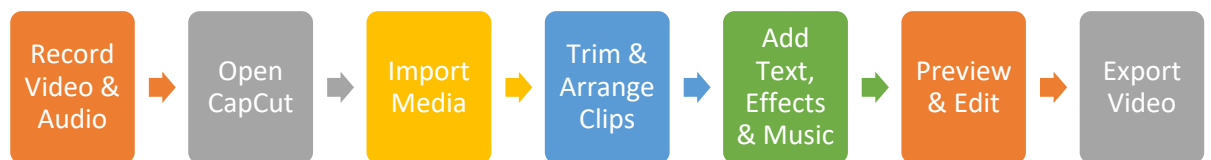


Figure 3. 2 Making a Video Sharing Book
Source: Processed source 2025

3. Participate in UNRI TPK Visit Activities

Attending public lectures which is very relevant, entitled "The Art Beyond Paper: Career, Innovation, and Technology in Paper Industry" This activity is not just a presentation, but also enriched with a direct visit to TPK UNRI which provides practical and in-depth insights into how art, career opportunities, innovation, the latest technology, and practices intersect to form the modern paper industry landscape. This experience significantly broadens my understanding of the dynamics and future prospects in this industry sector. This experience significantly broadens my understanding of the dynamics and future prospects in this industry sector, while highlighting the importance of adaptation and creativity in facing global challenges.

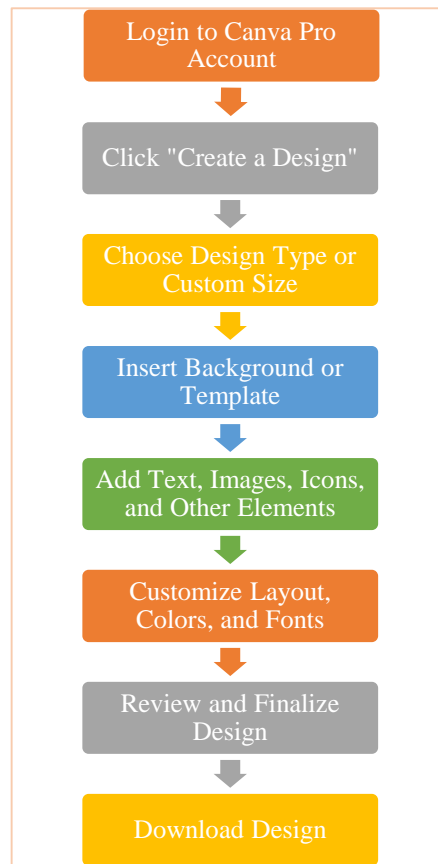


Figure 3.3 Visit of TPK UNRI
Source: Processed source 2025

4. Create Background Design and Closing Greeting Card for TPK UNRI

To perfect the event visuals, I was fully responsible for designing the background and closing greeting cards for the TPK UNRI activities. This process involved selecting visual elements that were in line with the event theme, ensuring that every detail contributed to creating a professional and effective atmosphere, while also conveying appreciation at the end of the activity.



Figure 3. 4 Closing Design of TPK UNRI
Source: Processed source (2025)

3.2.2 Technical Plant Department ALI Office

1. Exam Supervisor at BM (Board Machine) and Dlp Factories

Exam supervisors at DLP (Driving License Process) and at BM (Board Machine) are tasked with ensuring that the exam is carried out in an orderly, honest and according to the rules. Supervisors monitor examinees to ensure the ongoing exam runs smoothly.



Figure 3. 5 DLP Exam Supervisor
Source: Processed source (2025)

2. Visit to APY Factory (Paper Finishing Process)

The visit to see the Paper Finishing process at the factory aims to understand the final stages in paper production before distribution. This process includes paper packaging so that it is ready to use according to quality standards. This experience

provides practical insight into how paper is processed until it is ready for use by consumers.



Figure 3. 6 APY (Asia Pacific Yarn) Factory Visit
Source: Processed source (2025)

3. Attending the ANDRITZ Machine Maintenance Seminar at the Unigraha Hotel

Had the opportunity to attend the ANDRITZ machine maintenance seminar held at the Unigraha Hotel. This seminar provided in-depth insight into the latest strategies and techniques in industrial machine maintenance, especially those related to ANDRITZ technology, which is very relevant to improving operational efficiency and extending equipment life.



Figure 3. 7 Machine Maintenance Seminar
Source: Processed source 2025

4. Attend the Training Section

I just attended an intensive training session (training section), designed to improve my competence in a new specific field/skill from the training. During this session, I had the opportunity to explore. Several important topics or modules discussed. through a combination of theoretical materials and practical exercises, which of course will be very relevant and applicable in supporting my future work performance.



Figure 3. 8 Employee Training
Source: Processed source 2025

5. Create Training Materials

I have experience in developing comprehensive and effective training materials. This process starts from identifying audience needs, formulating clear learning objectives, to developing relevant content and interactive interaction methods, ensuring that the material can be easily understood and applied by participants.

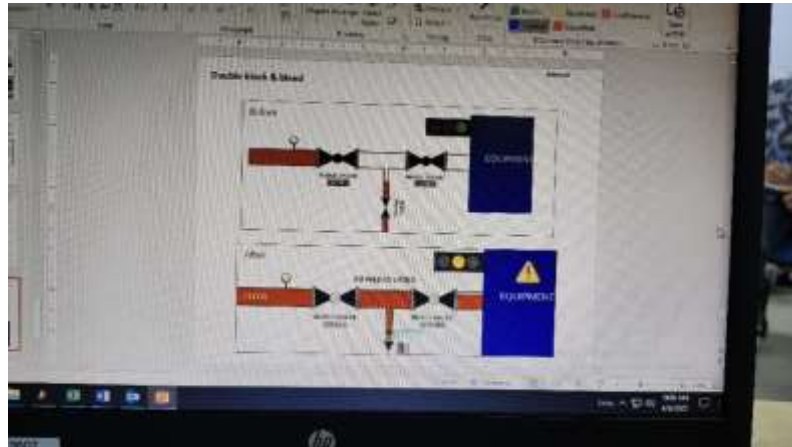


Figure 3. 9 Training material
Source: Processed source (2025)

3.3 Place of Apprenticeship

Internship is carried out after students enter semester VII, the Internship activities last for approximately four (4) months, starting from February 6, 2025 to June 6, 2025 at PT Riau Andalan Pulp and Paper (PT. RAPP) Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846.

Tabel 3. 1 Work Schedule of PT RAPP

No.	Day	Office Hours	Breaks
1.	Monday to Friday	08.00-17.00	12.00-13.30
2.	Saturday	08.00-12.00	-
3.	Sunday	Holiday	-

Source: PT RAPP

3.4 Kind and Description of the activity

Daily activity reports documenting the implementation of practical work for 4 months, namely from February 3 to June 6, 2024, at PT Riau Andalan Pulp and Paper (PT RAPP), especially in the APRIL Learning Institute Department, Education Program section, are compiled in the form of a logbook as follows:

Table 3. 1 Daily activities of February 03th until February 8th

Day/ Date	Description Activity	Location
Monday, 3 February th 2025	Introduction to Work Safety	Safety Campus
Tuesday, 4 February th 2025	Internship briefing at RAPP and ALI Introduction	Humas, ALI
Wednesday, 5 February th 2025	OFF	
Thursday, 6 February th 2025	Project Share	ALI
Friday, 7 February th 2025	DLP exam supervisor	ALI
Saturday, 8 February th 2025	Creating a Sempro TPK UNRI evaluation form	ALI

Data: Data Processed 2025

Table 3.1 shows the first week of internship activities in February. During this week, the author continued his duties at the Technical MILL & Education Program by serving as a moderator for the UNRI TPK session and supervising the DLP (Driving License Program) exam.

Table 3. 2 Daily Activities February 10th until February 14th

Day/ Date	Description Activity	Location
Monday, 10 February th 2025	Moderating the UNRI TPK sempro	ALI
Tuesday, 11 February th 2025	Moderating the UNRI TPK sempro	ALI
Wednesday, 12 February th 2025	Moderating the UNRI TPK sempro	ALI
Thursday, 13 February th 2025	Moderating the UNRI TPK sempro	ALI
Friday, 14 February th 2025	Moderating the UNRI TPK sempro	ALI
Saturday, 10 February th 2025	Moderating the UNRI TPK sempro	ALI

Source: Data Processed 2025

Table 3.2 Showing the second week of internship activities in February. During this week, the author continued his duties in the Education Program division with the main task of being the moderator of the UNRI TPK seminar.

Table 3. 3 Daily Activities of February 17th until February 22th

Day/ Date	Description Activity	Location
Monday, 17 February 2025	Moderating the UNRI TPKsemprom	ALI
Tuesday, 18 February 2025	Moderating the UNRI TPK semprom	ALI
Wednesday, 19 February 2025	Becoming a Member of the Andrizt Event Organizing Committee	Hotel Unigraha
Thursday, 20 February 2025		
Friday, 21 February 2025	Moderating the UNRI TPK semprom	ALI
Saturday, 22 February 2025	Entering the summary of the TPK UNRI assessment	ALI

Source: Data Processed 2025

Table 3.3 Describing internship activities during the third week of February. During this week, the author continued his activities as a moderator for the UNRI TPK seminar and attended a seminar on Andrizt machine maintenance.

Table 3. 4 Daily Activities of February 24th until February 28th

Day/ Date	Description Activity	Location
Monday, 24 February 2025	DLP Databases Creation	ALI
Tuesday, 25 February 2025	Visit to APY	APY
Wednesday, 26 February 2025	DLP Databases Creation	ALI
Thursday, 27 February 2025	DLP exam supervisor	ALI
Friday, 28 February 2025	TPK UNRI public lecture	UNRI

Source: Data Processed 2025

Table 3.4 illustrates the internship activities during the fourth week in early March. This week's activities included processing DLP exam data, visiting the APY (Asia Pacific Yarn) factory, and visiting the University of Riau.

Table 3. 5 Daily Activities of March 03th until March 08th

Day/ Date	Description Activity	Location
Monday, 3 March 2025	DLP exam supervisor	ALI
Tuesday, 4 March 2025	DLP exam supervisor	ALI

Wednesday, 5 March 2025	DLP exam supervisor	ALI
Thursday, 6 March 2025	Video Editing of Public Lecture Video	ALI
Friday, 7 March 2025	Public Lecture Video Uploader	UNRI
Saturday , 8 March 2025	Stand by	ALI

Source: Data Processed 2025

Table 3.5 describes the internship activities in the fifth week of March. Activities included supervising exams and editing videos.

Table 3. 6 Daily Activities of March 10th until March 15th

Day/ Date	Description Activity	Location
Monday, 10 March 2025	Busisnies ppt making	ALI
Tuesday, 11 March 2025	Video Editing of Lecture Summaries TPK UNRI	ALI
Wednesday, 12 March 2025	DLP exam supervisor	ALI
Thursday, 13 March 2025	Sick	
Friday, 14 March 2025	Maintaining the Training exam	ALI
Saturday, 15 March 2025	Preparing Souvenirs for Closing TPK UNRI	ALI

Source: Data Processed 2025

Table 3.6 describes the internship activities in the sixth week of March. Similar to the previous week, activities included supervising the DLP exam.

Table 3. 7 Daily Activities of March 17th until March 21th

Day/ Date	Description Activity	Location
Monday, 17 March 2025	Editor Flayer and background Closing Ceremony TPK UNRI	ALI
Tuesday, 18 March 2025	Maintaining the Training exam	ALI
Wednesday, 19 March 2025	Preparing Card say Thanks for Closing TPK UNRI	ALI
Thursday, 20 March 2025	Maintaining the Training exam	ALI
Saturday, 21 March 2025	Creating UNRI TPK score databes	ALI

Source: Data Processed 2025

Table 3.7 During this week, the author's activities included summarizing UNRI TPK data and editing the UNRI TPK internship closing report.

Table 3. 8 Daily Activities of March 24th until March 29th

Day/ Date	Description Activity	Location
Monday, 24 March 2025	DLP exam supervisor	ALI
Tuesday, 25 March 2025	DLP exam supervisor	ALI
Wednesday, 26 March 2025	Eid Holiday	
Thursday, 27 March 2025	Eid Holiday	
Friday, 28 March 2025	Eid Holiday	
Saturday, 29 March 2025	Eid Holiday	

Source: Data Processed 2025

Table 3.8 Showing the eighth week of practical work activities, which covers the period before and during the Eid al-Fitr holiday.

Table 3. 9 Daily Activities of March 31th until March 04th

Day/ Date	Description Activity	Location
Monday, 31 March 2025	Eid Holiday	
Tuesday, 1 April 2025	Eid Holiday	
Wednesday, 2 April 2025	Eid Holiday	
Thursday, 3 April 2025	Editor Video's Sharing Book	Work for Home
Friday, 4 April 2025	DLP exam supervisor	ALI

Source: Data Processed 2025

Table 3.9 Showing the eighth week of practical work activities, which covers the period before and during the Eid al-Fitr holiday and working through the mesh.

Table 3. 10 Daily Activities of April 07th until April 12th

Day/ Date	Description Activity	Location
Monday, 7 April 2025	DLP exam supervisor	ALI
Tuesday, 8 April 2025	DLP exam supervisor	ALI
Wednesday, 9 April 2025	Training Module Creation	ALI
Thursday, 10 April 2025	Training Module Creation	ALI

Friday, 11 April 2025	Editor Video's Sharing Book	ALI
Saturday, 12 April 2025	Editor Video's Sharing Book	ALI

Source: Data Processed 2025

Table 3.10 illustrates the tenth week of practical work activities in April. The main activities included supervising the DLP exam and creating training modules.

Table 3. 11 Daily Activities of April 14th until April 19th

Day/ Date	Description Activity	Location
Monday, 14 April 2025	DLP exam supervisor	ALI
Tuesday, 15 April 2025	DLP exam supervisor	ALI
Wednesday, 16 April 2025	DLP exam supervisor	ALI
Thursday, 17 April 2025	DLP exam supervisor	ALI
Friday, 18 April 2025	Ascension Thursday	
Saturday, 19 April 2025	Ascension Thursday	

Source: Data Processed 2025

Table 3.11 illustrates the eleventh week of practical work activities in April. The activities remained similar, focusing on supervising the DLP exam.

Table 3. 12 Daily Activities of April 21th until April 26th

Day/ Date	Description Activity	Location
Monday, 21 April 2025	DLP exam supervisor	ALI
Tuesday, 22 April 2025	Inputting employee databases	ALI
Thursday, 24 April 2025	DLP exam supervisor	ALI
Friday, 25 April 2025	DLP exam supervisor	ALI
Saturday, 26 April 2025	Stand by	ALI

Source: Data Processed 2025

Table 3.12 illustrates the 12th week of practical work activities in April. During this week, the author processed data, entered employee data, and became a DLP exam supervisor.

Table 3. 13 Daily Activities of April 28th until May 03th

Day/ Date	Description Activity	Location
Monday, 28 April 2025	DLP exam supervisor	ALI
Tuesday, 29 April 2025	DLP exam supervisor	ALI
Wednesday, 30 April 2025	DLP exam supervisor	ALI
Thursday, 1 May 2025	Off	
Friday, 2 May 2025	DLP exam supervisor	ALI
Saturday, 3 May 2025	Standby	ALI

Source: Data Processed 2025

Table 3.13 illustrates internship activities in week 13 in April–May, which still involved supervising DLP exams.

Table 3. 14 Daily Activities of May 05th until May 09th

Day/ Date	Description Activity	Location
Monday, 5 May 2025	DLP exam supervisor	ALI
Tuesday, 6 May 025	DLP exam supervisor	ALI
Wednesday, 7 May 2025	DLP exam supervisor	ALI
Thursday, 8 May 2025	DLP exam supervisor	ALI
Friday, 9 May 2025	DLP exam supervisor	ALI

Source: Data Processed 2025

Table 3.14 shows the internship activities in the 14th week of May. Assigned to be a DLP exam supervisor.

Table 3. 15 Daily Activities of May 12th until May 17th

Day/ Date	Description Activity	Location
Monday, 12 May 2025	DLP exam supervisor	ALI
Tuesday, 13 May 025	DLP exam supervisor	ALI
Wednesday, 14 May 2025	DLP exam supervisor	ALI
Thursday, 15 May 2025	DLP exam supervisor	ALI
Friday, 16 May 2025	DLP exam supervisor	ALI
Saturday, 17 May 2025	Make a Module	ALI

Source: Data Processed 2025

Table 3.15 shows the internship activities in the 14th week of May. Assigned to be a DLP exam supervisor.

Table 3. 16 Daily Activities of May 19th until May 24th

Day/ Date	Description Activity	Location
Monday, 19 May 2025	DLP exam supervisor	ALI
Tuesday, 20 May 025	DLP exam supervisor	ALI
Wednesday, 21 May 2025	DLP exam supervisor	ALI
Thursday, 22 May 2025	Sick	
Friday, 23 May 2025	DLP exam supervisor	ALI
Saturday, 24 May 2025	Make a Module	ALI

Source: Data Processed 2025

Table 3.16 illustrates the internship activities in the 16th week of May. The activities focused on continuing the previous tasks, namely supervising the DLP exam and creating modules.

Table 3. 17 Daily Activities of May 26th until May 30th

Day/ Date	Description Activity	Location
Monday, 26 May 2025	DLP exam supervisor	ALI

Tuesday 27 May 025	DLP exam supervisor	ALI
Wednesday, 28 May 2025	Presentation	ALI
Thursday, 29 May 2025	DLP exam supervisor	ALI
Friday, 30 May 2025	DLP exam supervisor	ALI
Saturday, 31 May 2025	Make a Module	ALI

Source: Data Processed 2025

Table 3.17 illustrates the internship activities in the 16th week of May. The activities focused on continuing the previous tasks, namely supervising the DLP exam and creating modules.

Table 3. 18 Daily Activities of Juni 02 until Juni 05th

Day/ Date	Description Activity	Location
Monday, 2 June 2025	DLP exam supervisor	ALI
Tuesday, 3 June 2025	DLP exam supervisor	ALI
Wednesday, 4 June 2025	DLP Exam Supervisor	ALI
Thursday, 5 June 2025	DLP exam supervisor	ALI

Source: Data Processed 2025

Table 3.18 illustrates the 18th and final week of the internship in June, as well as the farewell session with managers, mentors, and employees at the APRIL Learning Institute.

3.5 Obstacles and Solutions

In carrying out this practical work, the author encountered several obstacles that hindered the practical work. With these obstacles, the author also sought solutions so that the obstacles could be overcome and the activities could run smoothly.

3.5.1 Obstacles

Challenges faced by the author during the internship at PT RAPP, particularly at the APRIL Learning Institute (ALI). The author faced challenges and

problems that caused several delays in the implementation of the internship. The challenges and obstacles faced by the author are as follows:

1. During the first week of the internship, the author was still adapting to the work environment, so the author felt a little awkward in communicating and interacting with employees.
2. The author encountered some difficulties when first processing employee data.

3.5.2 Solutions

Although the author faced several challenges during his internship at PT RAPP, particularly at the APRIL Learning Institute (ALI), he successfully overcame these challenges and obstacles and carried out his internship activities smoothly. The author overcame these obstacles as follows:

1. For the first obstacle, the author took the initiative to greet and interact with other employees during break times.
2. For the second obstacle, the author always made an effort to learn and ask questions to employees if there was something they did not understand.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After conducting an internship program at PT Riau Andalan Pulp and Paper in the April Learning Institute department of Education Program and Technical Mill, there are several conclusions

conclusions as follows:

1. There are several types of work carried out during the internship at the Education program department; Teaching canva class, Person in Charge of Factory Visits and Studies and Technical Mill; Social Media Management, Event Management, Making Technical mill closing video, Graphic Designer for social media, Ugrade Training Module, Supervising and Monitoring the Driver Licenses Program, and Inputting Questionnaire Data.
2. The internship program that has been implemented for four months at PT RAPP through the April Learning Institute provides very useful work experience, both in terms of technical and soft skills.
3. The author had the opportunity to contribute directly to training activities, material development, and support various programs in the Education Program Department and Technical Mill.
4. Activities such as being a seminar moderator, making educational videos, compiling training materials, and attending industry seminars, have enriched the author's abilities in communication, time management, and understanding the dynamics of the pulp and paper industry. In addition, placement in a professional work environment strengthens the author's readiness to face the challenges of the world of work in the future.
5. All work procedures carried out during apprenticeship at april Learning institute Education program department and Technical Mill are carried out in accordance with the provisions of the SOP that apply in both places of apprenticeship

4.2 Suggestions


Based on the experience during the internship at PT Riau Andalan Pulp and Paper, there are several suggestions that can be conveyed to various related parties. For students who will be doing an internship, it is advisable to take advantage of every opportunity as a means to learn actively. Not only completing the tasks given, but also understanding the work process and establishing good communication with supervisors and colleagues. A proactive attitude, discipline, and adaptability are needed to gain maximum experience. For educational institutions, it is hoped that they can continue to improve cooperation with the industrial world, so that the internship program is truly relevant to the curriculum and the needs of the world of work. In addition, there needs to be special provision for students before the internship, especially in terms of professional communication, work ethics, and mental readiness. Meanwhile, for the internship agency, it is hoped that they can continue to support internship activities by providing challenging and relevant tasks, and providing adequate guidance. Providing regular feedback will also greatly assist students in evaluating and improving their competencies during the internship program. With good cooperation from all parties, the internship program will provide great benefits in forming competent graduates, ready to work, and able to compete in the industrial world.

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APPENDICES

Appendix 1. Apprenticeship Letter



PT Pura Andalan Pulp and Paper
Jember Office
Jalan Tugu Baktung No. 31
Jember 60135 Indonesia
Tel : +62 31 8185 0194 Fax : +62 31 8188 808

KBO Office
Jalan Liris Tulus Pangudan Merjos
Kedondong Plosojati
Mau 67000 Indonesia
Tel : +62 31 491 1031 Fax : +62 31 491 800

www.aprilmill.com
www.puramill.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.Mutagalung	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

Appendix 2: Apprenticeship Certificate



Certificate of Accomplishment

This is to certify that

Dumaida Meylani Br Hutagalung

Bachelor of Business Administration

Politeknik Negeri Bengkalis

has successfully accomplished an

Internship Program

Held in

April Learning Institute, PT. Riau Andalan Pulp and Paper
from 03th February 2025 to 06th June 2025


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



Appendix 3: Apprenticeship Assessment Sheet

EVALUATION RESULTS FROM JOB TRAINING COMPANY PENILAIAN.

Name : DUMAIDA MEYLANI BR HUTAGALUNG
Student's Identity No. : 5404211439
Study Program : Administration Business International
Politeknik Bengkalis

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	85
2.	Responsibility	25%	90
3.	Adjustment/Adaptation	10%	86
4.	Work Result	30%	85
5.	Behavior in General	15%	90
	Total (1+2+3+4+5)	100%	87

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

Notes:

Pangkalan Kerinci, 27 May 2025


Manager



Appendix 5: Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 3 – 8 February 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 3 February 2025	Introduction to Work Safety		
Tuesday, 4 February 2025	Internship briefing at RAPP and ALI Introduction		
Wednesday, 5 February 2025	OFF		
Thursday 6, February 2025	Project Share		
Friday, 7 February 2025	DLP exam supervisor		
Saturday, 8 February 2025	Creating a Semprom TPK UNRI evaluation form		


No	Activities	Description
1.		An overview of the workplace, role, and main responsibilities, outlining the objectives and relevance to skills and career goals.
2.		A session introducing company profile, work culture, rules, and responsibilities to prepare interns for their roles

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 10 – 14 February 2025




Day/ Date	Description Activity	Task Assignor	Signature
Monday, 10 February 2025	Moderating the UNRI TPK sempro		
Tuesday ,11 Februari 2025	Moderating the UNRI TPK sempro		
Wednesday, 12 Febuaari 2025	Moderating the UNRI TPK sempro		
Thursday, 13 February 2025	Moderating the UNRI TPK sempro		
Friday, 14 February 2025	Moderating the UNRI TPK sempro		

No	Activities	Description
1.		A role focused on guiding the thesis proposal seminar (Sempro) session, managing the flow of presentations, facilitating discussions, and ensuring the event runs smoothly and on time

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday
Date : 17 – 22 February 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 17 February 2025	Moderating the UNRI TPKsempro		
Tuesday, 18 February 2025	Moderating the UNRI TPK sempro		
Wednesday, 19 February 2025	Becoming a Member of the Andritz Event Organizing Committee		
Thursday , 20 February 2025	Moderating the UNRI TPK sempro		
Friday, 21 February 2025	Moderating the UNRI TPK sempro		
Saturday, 22 February 2025	Entering the summary of the TPK UNRI assessment		




No	Activities	Description
1.		A role focused on guiding the thesis proposal seminar (Sempro) session, managing the flow of presentations, facilitating discussions, and ensuring the event runs smoothly and on time
2.		A role involving participation in planning, coordinating, and executing the Andritz event to ensure all activities run smoothly and achieve the event's objectives.
3.		The task involved compiling and inputting assessment results from the TPK UNRI thesis proposal seminar into the designated system to ensure accurate and organized records.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 24 – 28 February 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 24 February 2025	DLP Databases Creation		
Tuesday, 25 February 2025	Visit to APY		
Wednesday, 26 February 2025	DLP Databases Creation		
Thursday, 27 February 2025	DLP exam supervisor		
Friday, 28 February 2025	TPK UNRI public lecture		



No	Activities	Description
1.		The task involved designing and organizing a database for the Digital Learning Program (DLP) to store, manage, and access data efficiently.
2.		An activity aimed at observing operations, gaining insights into workflows, and building professional connections with the APY team.
3.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 03 – 08 March 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 3 March 2025	DLP exam supervisor		
Tuesday, 4 March 2025	DLP exam supervisor		
Wednesday, 5 March 2025	DLP exam supervisor		
Thursday, 6 March 2025	Video Editing of Public Lecture Video		
Friday, 7 March 2025	Public Lecture Video Uploader		
Saturday, 8 March 2025	Stand by		


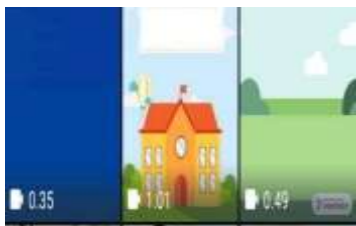

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved editing footage of the TPK UNRI public lecture to produce a clear, engaging, and well-structured video for documentation and future reference.

DAILY ACTIVITIES OF THE JOB TRAINING

Date : Monday – Friday

Date : 10 – 15 March 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 10 March 2025	Busisnies ppt making		
Tuesday, 11 March 2025	Video Editing of Lecture Summaries TPK UNRI		
Wednesday, 12 March 2025	DLP exam supervisor		
Thursday, 13 March 2025	Sick		
Friday, 14 March 2025	Maintaining the Training exam		
Saturday, 15 March 2025	Preparing Souvenirs for Closing TPK UNRI		




No	Activities	Description
1.		The task involved creating a clear and visually organized PowerPoint presentation to support discussion points and objectives during the meeting.
2.		The task involved editing a concise video summarizing the key points of the public lecture, ensuring clarity, engagement, and suitability for sharing.
3.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Job : Monday – Friday

Date : 17 – 21 March 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 17 March 2025	Editor Flyer and background Closing Ceremony TPK UNRI		
Tuesday, 18 March 2025	Maintaining the Training exam		
Wednesday, 19 March 2025	Preparing Card say Thanks for Closing TPK UNRI		
Thursday, 20 March 2025	Maintaining the Training exam		
Monday, 17 March 2025	Editor Flyer and background Closing Ceremony TPK UNRI		
Friday, 21 March 2025	Creating UNRI TPK score databases		


No	Activities	Description
1.		The task involved designing and editing the flyer and event background to create visually appealing materials that supported the theme and atmosphere of the TPK UNRI closing ceremony
2.		The task involved supervising and ensuring the smooth execution of the training exam, adhering to procedures, and maintaining a fair and orderly environment.
3.		The task involved creating a thank you card design for the mentor, aligning with the theme of the closing ceremony, to express appreciation in a professional and visually appealing way

DAILY ACTIVITIES OF THE JOB TRAINING

Date : Monday – Friday

Date : 24 – 28 March 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 24 March 2025	DLP exam supervisor		
Tuesday, 25 March 2025	DLP exam supervisor		
Wednesday, 26 March 2025	Eid Holiday		
Thursday, 27 March 2025	Eid Holiday		
Friday 28 March 2025	Eid Holiday		
Saturday 29 March 2025	Eid Holiday		



No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 31 March – 04 April 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 31 March 2025	Eid Holiday		
Tuesday, 1 April 2025	Eid Holiday		
Wednesday, 2 April 2025	Eid Holiday		
Thursday, 3 April 2025	Editor Video's Sharing Book		
Friday, 4 April 2025	DLP exam supervisor		




No	Activities	Description
1.		The task involved editing a video of the book sharing session to produce a clear, engaging, and well-structured recording suitable for documentation and audience engagement.
2.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 7 – 12 April 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 7 April 2025	DLP exam supervisor		
Tuesday, 8 April 2025	DLP exam supervisor		
Wednesday, 9 April 2025	Training Module Creation		
Thursday, 10 April 2025	Training Module Creation		
Friday, 11 April 2025	Editor Video's Sharing Book		
Saturday, 12 April 2025	Editor Video's Sharing Book		


No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved developing structured training materials to support learning objectives, ensuring the content is clear, organized, and easy to follow for participants.
3.		The task involved editing a video of the book sharing session to produce a clear, engaging, and well-structured recording suitable for documentation and audience engagement.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 14 – 19 April 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 14 April 2025	DLP exam supervisor		
Tuesday, 15 April 2025	DLP exam supervisor		
Wednesday, 16 April 2025	DLP exam supervisor		
Thursday, 17 April 2025	DLP exam supervisor		
Friday, 18 April 2025	Ascension Thursday		
Saturday, 19 April 2025	Ascension Thursday		


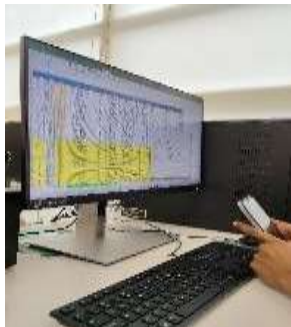
No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 21 -25 April 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 21 April 2025	DLP exam supervisor		
Tuesday, 22 April 2025	Inputting employee databases		
Thursday, 24 April 2025	DLP exam supervisor		
Friday, 25 April 2025	DLP exam supervisor		
Saturday, 26 April 2025	Stand by		


No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved entering and updating employee information in the database to ensure accurate, organized, and accessible records.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 28 April – 03 May 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 28 April 2025	DLP exam supervisor		
Tuesday, 29 April 2025	DLP exam supervisor		
Wednesday, 30 April 2025	DLP exam supervisor		
Thursday, 1 May 2025	Off		
Friday, 2 May 2025	DLP exam supervisor		
Saturday, 3 May 2025	Standby		


No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 5 – 9 May 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 5 May 2025	DLP exam supervisor		
Tuesday, 6 May 025	DLP exam supervisor		
Wednesday, 7 May 2025	DLP exam supervisor		
Thursday, 8 May 2025	DLP exam supervisor		
Friday, 9 May 2025	DLP exam supervisor		



No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 12 -17 May 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 12 May 2025	DLP exam supervisor		
Tuesday, 13 May 2025	DLP exam supervisor		
Wednesday, 14 May 2025	DLP exam supervisor		
Thursday, 15 May 2025	DLP exam supervisor		
Friday, 16 May 2025	DLP exam supervisor		
Saturday, 17 May 2025	Make a Module		



No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved preparing and printing training modules to ensure participants had access to clear, well-formatted learning materials during the program

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 19 – 24 May 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 19 May 2025	DLP exam supervisor		
Tuesday, 20 May 2025	DLP exam supervisor		
Wednesday, 21 May 2025	DLP exam supervisor		
Thursday, 22 May 2025	Sick		
Friday, 23 May 2025	DLP exam supervisor		
Saturday, 24 May 2025	Make a Module		




No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved preparing and printing training modules to ensure participants had access to clear, well-formatted learning materials during the program

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : 26 – 31 May 2025

Day/ Date	Description Activity	Task Assignor	Signature
Monday, 26 May 2025	DLP exam supervisor		
Tuesday, 27 May 2025	DLP exam supervisor		
Wednesday, 28 May 2025	DLP exam supervisor		
Thursday, 29 May 2025	Sick		
Friday, 30 May 2025	DLP exam supervisor		
Saturday, 31 May 2025	Make a Module		

No	Activities	Description
1.		A role responsible for overseeing the Digital Learning Program (DLP) exams, ensuring procedures are followed, and maintaining a fair and orderly testing environment.
2.		The task involved preparing and printing training modules to ensure participants had access to clear, well-formatted learning materials during the program
3.		The task involved delivering a presentation to communicate findings, outcomes, or progress, using clear visuals and explanations to ensure audience understanding.