

**APPRENTICESHIP REPORT**

**PT. RIAU ANDALAN PULP AND PAPER  
STAKEHOLDER RELATION DEPARTMENT  
PELALAWAN - RIAU**

**SISKA VITRIA  
5404211359**



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

## APPROVAL SHEET

### PT. RIAU ANDALAN PULP AND PAPER (STAKEHOLDER RELATION DEPARTMENT)

Written as one of the conditions for completing Job Training

**SISKA VITRIA**  
**5404211359**

Bengkalis, June 6<sup>th</sup>, 2025

Company Advisor  
SHR Department

Advisor  
International Business  
Administration



**Ray Wijaya**  
**SAP ID.10051464**

A handwritten signature in blue ink, appearing to read "Fuad", is written over the printed name and NIP.

**M Fuad Asrofillah, SE,MM**  
**NIP.199304202022031007**

Approved by,  
Head of Study Program  
International Business Administration

The official stamp of the Politeknik Negeri Bengkalis, Faculty of Administration, is a circular blue seal. It contains a gear icon and the text "POLITEKNIK NEGERI BENGKALIS" and "JURUSAN ADMINISTRASI". A handwritten signature in blue ink is written over the stamp.

**Wan Junida Raffah., B.Sc., M.Ev., Dev**  
**NIP.198406142018032001**

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Pelalawan, 6 June 2025

  
**SISKA VITRIA**  
**NIM.5404211359**

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# **CHAPTER I**

## **INTRODUCTION**

### **1.1. Background of the Apprenticeship**

Internships, also known as practical work experience, is an off-campus learning activities that provide students with the opportunity to be directly involved in the professional work environment. Through this program, students are expected to gain hand-on experience, broaden their perspectives, and apply the knowledge and skills they have acquired during their studies to actual work situations. additionally, internships serve as a platform for students to sharpen their soft skills, such as communication, teamwork, and work discipline.

The State Polytechnic of Bengkalis, as a vocational higher education institutions in Riau Province, plays an important role in producing graduates who are ready to compete in the industrial world. One of its efforts is the implementation of an internship program, which is a mandatory course in the curriculum in the Applied Bachelor Program of International Business Administration. This program is designed to ensure students gain relevant industry experience before entering the workforce.

The State Polytechnic of Bengkalis, as a vocational institution that educates its students to become competent individuals in various fields. It implements a mandatory Internship program for all final semester students. Internship program serves as a means for students to develop themselves before entering the workforce. This program contributes significantly to the students' personal growth and enhances their competencies at Bengkalis State Polytechnic.

Internship program is conducted after students have completed a minimum of four semesters and achieved full academic credits. The program lasts for four months. Based on the aforementioned information, as a student of the Business Administration study program, I am obligated to undergo a four-month Internship program. I have chosen PT. Riau Andalan Pulp And Paper as the place to carry out my Job Training Company because I seek the opportunity to apply the theoretical knowledge and concepts gained during my studies to real-world work

situations.

During the implementation of Internship program, I was assigned to the Stakeholder Relations Dapertement (SHR) and is located in the Meranti district. The internship period is from February 3 to June 6, 2025. I hope that this Internship program experience will broaden my insights into various tasks performed correctly and effectively, as well as prepare me to face the actual working environment.

### **1.2 Purposes of the Apprenticeship**

The purpose of this internship/work experience is to achieve the following expected results:

1. To find out the job description in the Social Capital Stakeholder Relations (SHR) Department at PT Riau Andalan Pulp and Paper.
2. To understand the work system and work procedures applied in the Social Capital Stakeholder Relations (SHR) Department at PT Riau Andalan Pulp and Paper.
3. To find out the place, time, and duration of the internship at PT Riau Andalan Pulp and Paper.
4. To determine the types and descriptions of activities carried out during the internship at PT Riau Andalan Pulp and Paper.
5. To identify the obstacles encountered and the solutions implemented during the internship period.

### **1.3 Significances of the Apprenticeship**

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

1. For the Student

The internship program provides an opportunity for students to establish good relationships with employees in the company environment, which can later support their career development in the future. In addition, this

program is also a means for students to develop and apply the knowledge and skills they have acquired during college into real work situations.

2. For the Bengkalis State Polytechnic

For educational institutions such as Bengkalis State Polytechnic, internship activities are one way to improve the quality of graduates by providing them with relevant work experience. In addition, this activity also helps strengthen the cooperative relationship between the campus and the industrial world, especially with PT RAPP as an internship partner.

3. For the Company

From the company's perspective, the internship program can improve the company's image and reputation as a place that supports the development of young talent. In addition, the company can also use this program as a means to identify and recruit potential, competent, and highly motivated workers.

#### 1.4 Time and Duration of the Apprenticeship

The Job Training Company (WP) activity is conducted according to the regulations and guidelines of the Job Training Company implementation. The duration of the Job Training Company is 4 (four) months, starting from February 03, 2025, until June 06, 2025, Stakeholder Relation (SHR) Department.

**Table 1.1 Schedule of Practice Hours at Stakeholder Relation (SHR) Department.**

No	Day	Working Hours	Break
1	Monday - Friday	08:00 - 17:00 WIB	12:00 - 13:30 WIB
2	Saturday	08:00 - 12:00 WIB	-
3	Sunday	Holiday	Holiday

Source : PT.Riau Andalan Pulp and Paper

## **CHAPTER II**

### **GENERAL DESCRIPTION OF PT. RIAU ANDALAN PULP AND PAPER**

#### **2.1 Brief History of the Company**

##### **2.1.1 Royal Golden Eagle (RGE) Group**

Royal Golden Eagle (RGE), formerly known as RGM (Raja Garuda Mas), was officially registered in 1973. RGE began as a spare parts store called Toko Motor in 1967 in Medan, Indonesia. It was there that the founder and chairman of the RGE Group, Mr. Sukanto Tanoto, first ventured into the business world. During the oil crisis in 1973, he managed to overcome the rapidly rising oil prices to develop his business as the oil industry was growing in the region. After a long hiatus, he successfully established a plywood factory in Besitang, North Sumatra. At that time, he observed that Indonesia was exporting roundwood and importing plywood, which led him to decide to invest in the plywood manufacturing sector in Indonesia.



**Figure 2.1 Royal Golden Eagle (RGE) Group Logo**

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

Sukanto Tanoto then built the world's largest pulp and paper mill in Kerinci, Riau. The April Group is listed on the New York Stock Exchange. After overcoming challenging conditions during the financial crisis in the late 1990s, RGE expanded its operations in China, Brazil, Canada, and Spain. RGE adheres

to the 5C principles believed by its founder, Sukanto Tanoto, which are aimed at bringing benefits to the Community, Country, Climate, Customer, and Company.

The business groups under the Royal Golden Eagle (RGE) Group include the following:

1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil Industry - Asian Agri & Apical
3. Cellulose Fiber - Bracell
4. Viscose Fiber - Sateri, Asia Pacific Rayon (APR), Asia Pacific Yarn (APY)
5. Energy Resources Development - Pacific Oil & Gas



**Figure 2.2 RGE Group of Companies**

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

Royal Golden Eagle (RGE) Group has core values, which are T.O.P.I.C.C start with me. These values serve as guidelines for working within the RGE Group. T.O.P.I.C.C stands for the following:

1. Complementary Team - We are united in our goals and complement each other in teamwork.
2. Ownership - We foster a sense of ownership to consistently achieve the best.
3. People - We develop human resources to grow together.
4. Integrity - We act with integrity.
5. Customer - We understand and provide the best for customers.
6. Continuous Improvement - We avoid complacency and strive for continuous improvement.

### 2.1.2 Profile of Asia Pacific Resources International Holding Ltd (APRIL) Group

Asia Pacific Resources International Holdings Ltd (APRIL), is a subsidiary of the RGE Group located in Riau Province, Indonesia and was founded by Sukanto Tanoto in 1973. APRIL is headquartered in Asia, namely Singapore, and also has main production areas in Indonesia and China. The vision of the APRIL Group Company is "Improving lives by developing resources sustainably" and the mission is "To be one of the largest, best managed and sustainable resource-based Groups, creating value for the Community, Country, Climate, Customer, and Company". ('APRIL Group - Asia Pacific Resources International Limited.', 2024)

Asia Pacific Resource International Holdings Ltd (APRIL) is one of the largest pulp and paper producers in the world. Pulp products produced by APRIL include tissues and paper, while their paper products used for printing and writing which are needed by millions of people every day are commonly known as PaperOne.



**Figure 2.3 APRIL Group Logo**

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

PaperOne is a superior and original product produced by APRIL itself, made from 100% renewable plantation fiber and sold in more than 70 countries. All PaperOne products are made using the latest HD Print ProDigi™ technology, designed to provide superior print quality. Asia Pacific Resource International Holdings Ltd (APRIL) processes PaperOne paper with several types that can be used by its users. Here are 3 types of paper from PaperOne:

1. PaperOne Copier is specially developed for machines using xerography technology. This product has an extraordinary texture and smoothness,

allowing its use at high speeds and large volumes.

2. PaperOne All Purpose is designed to provide optimal print results on all types of printing machines. This product offers high flexibility and excellent print quality, with superior thickness to ensure perfect print results.
3. PaperOne Digital is a premium paper product with the highest quality in its class. This paper is very smooth and compatible with various office equipment using inkjet and xerography technology. Ideal for use on inkjet, laser and digital printers, this product is available in two weight options, namely 85g/m<sup>2</sup> and 100g/m<sup>2</sup>.



**Figure 2. 4 PaperOne Products**

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

Through its subsidiary companies in Indonesia, the APRIL Group began developing plantations in Riau Province, Sumatra, and building mills in Pelalawan Kerinci since 1993. At that time, Kerinci was home to 200 households. This population grew to over 200,000 people by 2010 due to the APRIL Group's business development and diversification, transforming Kerinci into a social and commercial center in the province.

The APRIL Group commenced commercial pulp production in 1995, followed by commercial paper production in 1998. The growth of this region reflects the operational expansion of the APRIL Group in Indonesia, with the formation of Pelalawan Regency in 1999 and later Kerinci Municipality in 2001. The rapid growth of Kerinci led to its division into three regions in 2005.

In 2010, the forestry operations of the APRIL Group contributed 6.9% to the total economy of Riau Province. The APRIL Group has created approximately



90,000 job opportunities for the local community. APRIL also contributes to improved access to education and social support in various fields such as healthcare and housing. The APRIL Group has helped improve living standards and reduce the poverty rate by 30%.



**Figure 2.5 The Road to Prosperity**

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

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

In 2002, the APRIL Group implemented a comprehensive timber legality system to prevent illegal timber from entering the supply chain and production. The system verifies and tracks wood from the company's fiber plantations to the mills. The APRIL Group also collaborated with the World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and signed a moratorium on further road construction and Acacia plantation development in the Tesso Nilo area. In the same year, the APRIL Group achieved ISO 14001 certification for its fiber plantation, pulp, and paper mills.

In 2003, a decade after the company was founded, the APRIL Group published its first Sustainability Report, which outlined community development initiatives and its commitment to sustainable forestry operations. In the same year,

the APRIL Group established a branch in Guangzhou to support the company's operations in China.

In 2005, the APRIL Group introduced a voluntary High Conservation Value (HCV) assessment system in its concession areas for land use planning. This policy provides practical and responsible solutions to deforestation and degradation challenges. APRIL also established the APRIL Learning Institute and obtained a Green Proper Rating for the environmental performance of its mills, as well as the Golden Flag Choice & Zero Accident Award for factory health and safety management from the Indonesian Government.



### Figure 2.6 Sowing Sustainable Forest Seeds

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

In 2006, the APRIL Group became one of the signatories of the United Nations Global Compact Principles. In the same year, PT. Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management based on the standards of the Indonesian Eco-labeling Institute (LEI).

In 2007, APRIL, through its subsidiary, became the first and only Indonesian company recognized by the World Business Council for Sustainable Development (WBCSD).

In 2008, the completion of Pulp Line 3 made Riau the home of the largest integrated pulp and paper mill in the world, with a production capacity of 2.8

million tons per year. The ISO 9001, ISO 8000, and ISO 14001 certified mill continued to invest in technology to ensure self-sufficiency in meeting its electricity needs.

Since 2010, APRIL Group's production facilities have been certified by the Programme for the Endorsement of Forest Certification (PEFC) for Chain of Custody standards, ensuring that all raw materials entering the mill are sourced from legal and responsible sources. APRIL also obtained certification from the Hong Kong Green Label for its PaperOne™ products in 2010.

In October 2011, RAPP, an APRIL subsidiary, successfully obtained certification from Bureau Veritas for Wood Origin and Legality (OLB) standards. RAPP was the first Asian plantation company in the industry to receive this certification. APRIL Group's OLB standards for forestry company certification cover both forestry activities and production facilities. RAPP's supplier partners also passed audits based on the OLB's Chain of Custody - Acceptable Wood standards.



**Figure 2.7 Growth and Recognition**  
Source: <https://www.aprilasia.com>

In January 2014, the APRIL Group launched its Sustainable Forest Management Policy. This new policy underlines APRIL Group's commitment to balancing the need for environmental conservation and prioritizing the interests of local communities while maintaining sustainable business operations. An independent Stakeholder Advisory Committee (SAC) was also introduced to

ensure transparency and implementation of the Sustainable Forest Management Policy.

In June 2015, the APRIL Group further developed its Sustainable Forest Management Policy based on inputs from the SAC and various other stakeholders. APRIL also strengthened efforts for forest protection and conservation, including the elimination of deforestation from the supply chain and the addition of assessment aspects for High Conservation Value (HCV) areas.

#### 2.1.3 PT. Riau Andalan Pulp and Paper (RAPP)

PT. Riau Andalan Pulp and Paper is a private company engaged in the production of pulp and paper and is the largest pulp company in the Asia Pacific region. PT. RAPP is a subsidiary of the APRIL Group (Asia Pacific Resource International Holdings Ltd), which is one of the pioneering companies of the Royal Golden Eagle (RGE) Group. PT. Riau Andalan Pulp and Paper is headquartered in Jakarta in 1992, where field surveys were conducted for the factory location in the Riau Province, specifically in Pangkalan Kerinci Village, Pelalawan Regency. PT. RAPP obtained the Industrial Timber Plantation (HTI) permit based on Minister of Forestry Decree No. 327/Menhut-II/1992.

PT. Riau Andalan Pulp and Paper is built and designed to produce high-quality pulp and paper, where the pulp is chemically produced through the sulfate (kraft) process. The control system in this company has been integrated into the ISO system, which serves as a sign of determining the global quality of a product. Some chemicals used in the factory include ClO<sub>2</sub> and Cl<sub>2</sub>.

Furthermore, PT. Riau Andalan Pulp and Paper is a rapidly growing private company and has obtained ISO 9002 and ISO 14001 certifications. PT. Riau Andalan Pulp and Paper utilizes advanced production technology, such as the superbatches administrator digester system and a well-established production system with sophisticated control and effective management, both in terms of production and cooperation.



**Figure 2.8 PT. RAPP Logo**

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

## **2.2 Vision and Mission of the Company**

### **2.2.1 Vision of PT. Riau Andalan Pulp and Paper**

The vision of PT. Riau Andalan Pulp and Paper is "To become a world class pulp and paper company with the best management and performance, the most profitable and sustainable, and the preferred choice for both customers and employees."

### **2.2.2 Mission of PT. Riau Andalan Pulp and Paper**

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

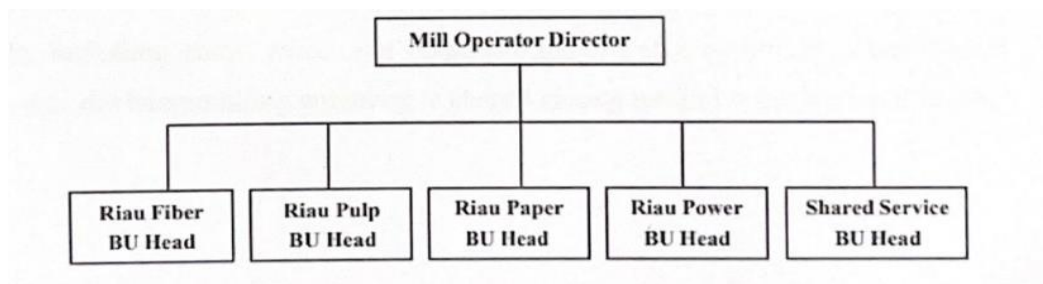
1. Complementary Team: Working together as a complementary team to achieve common goals.
2. Ownership: Having a sense of responsibility to achieve the best results with time and cost efficiency.
3. People: Developing and training individuals to achieve their full potential, with an attitude of mutual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

This value is used as a guideline in working at RGE. The Company's operations are carried out with continuous practice and development to produce good quality with efficient energy and costs. RGE Group adopts the best industry practices and conducts intensive research and development to be able to maintain competitive advantage. The team formed consists of international experts and the use of advanced technology is the key to operations. Close relations between the company and the government and the community are the keys to business. The company works to create long-term, mutually beneficial working relationships, demonstrated through dedication to the community (through infrastructure development, education), the economy (through job creation, skills development) and the environment (through sustainable practices and research and development).

### **2.3 Business Units**

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

- 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 Line (RPL) is a business unit that functions as a producer of paper pulp where this paper pulp is the main ingredient for making paper.
- c. Riau Paper (Riau Andalan Kertas / RAK) is a business unit that produces paper based on customer needs.
- d. Riau Power (Riau Prima Energi / RPE) is a business unit that functions as the largest electricity producer for factories and the Riau Complex, especially pulp mills and paper mills, in addition to handling energy and electricity problems.
- e. Share Services (Common Service) is a business unit that manages personnel and administration at PT RAPP which includes General Services, Purchasing, Finance, Administrasi Personalia, ALI, Security, Transportasi dan Health Care.



**Figure 2.9 Struktur Business Unit**  
 Sumber: <https://www.aprilasia.com/id/>

## 2.4 Social Capital

Business Unit Social Capital at PT. Riau Andalan Pulp & Paper (RAPP) is one of the key elements in the company's strategy to build and maintain harmonious relationships with the surrounding community and other stakeholders. In order to carry out the vision and mission of the APRIL Group, cooperation between the company and various parties is certainly needed. There is a special section that is tasked with communicating, building relationships, maintaining relationships, solving problems, and various other PR activities which are commonly referred to as Business Unit Social Capital.

PT. RAPP realizes the importance of effective and sustainable Corporate Social Responsibility (CSR). Social Capital is a part of the APRIL Group that is tasked with uniting people who have similar goals, visions, missions, ideas, and interests, and acts as a bridge connecting diverse people. This aims to ensure that APRIL Group operations can run smoothly without disruption and to make a major contribution to sustainability. It can be said that Social Capital is part of the Public Relations of the APRIL Group.

To realize the harmony of CSR functions and tasks, several other fields are needed such as: Wood Supply, Land Dispute & Security (WLS), Corporate Communication (CORCOM), Stakeholder Relations (SHR), Community Development (CD), Non-Government Organizations (NGO), and Grievance.

Here is the division:

1. Wood Supply, Land Dispute & Security (WLS): department responsible for

ensuring operational security. The task of this department is to maintain the security of ARPIL's operational areas and resolve land disputes. WLS often conducts routine joint patrols with the TNI and POLRI which aim to protect the company's operational areas from activities such as illegal logging, forest fires, deliberate land burning, theft, and land disputes.

2. Corporate Communication (CORPCOM): the Corporate Communication department is a department that acts as a media and bridge for company communication internally to all employees and externally to related external parties who are also tasked with maintaining the company's image in the eyes of the public. In this case, CORPCOM often collaborates with external media.
3. Stakeholder Relations (SHR): The Stakeholder Relations department is a department that plays a role in building and maintaining relationships with external stakeholders to support the smooth running of the company's operations. With a division based on five existing districts, namely Pelalawan, Kampar-Kuantan Singingi, Siak, Meranti Islands, and the Province.
4. Community Development (CD): a department tasked with carrying out community empowerment programs as the company's responsibility to the surrounding community.
5. Non-Government Organization (NGO): department that plays a role in and maintaining communication and company relations with non-governmental organizations.
6. Grievance: department that is tasked with providing services for resolving complaints from external parties such as to the company regarding APRIL's operational activities. The main focus of grievance is to serve complaints and grievances from external parties covering issues related to the social environment, climate, human rights, and regulations as well as compliance with applicable laws.





**Figure 2. 10 Business Unit Social Capital**  
*Source: Department of Stakeholder Relations*

#### 2.4.1 SHR (Stakeholder Relations) Activities

PT RAPP (Riau Andalan Pulp and Paper) Stakeholder Relations (SHR) activities are very diverse and aim to build and maintain good relations with various stakeholders of the company. Based on information, there are several activities carried out by PT RAPP SHR.

##### 1. Cooperation with the Regional Government

Signing of MoU and Cooperation Agreement: Signing a memorandum of understanding (MoU) and cooperation agreement with the Regency, such as that done with the Kuantan Singingi Government for the education quality improvement program.

##### 2. Partnership with Educational Institutions

Cooperation with Universities: Establishing good relations with various universities and educational institutions through programs such as workshops, internships, research, industrial visits, and others. Several universities that collaborate with PT RAPP include Riau University, UIN.

##### 3. Community Engagement

Community Development (CD) Program: Implementing various community empowerment programs, including in the creative economy sectors such as batik development for the Kampar community.

##### 4. Issue Handling and Communication

Handling Company Issues: Responding to and handling issues related to

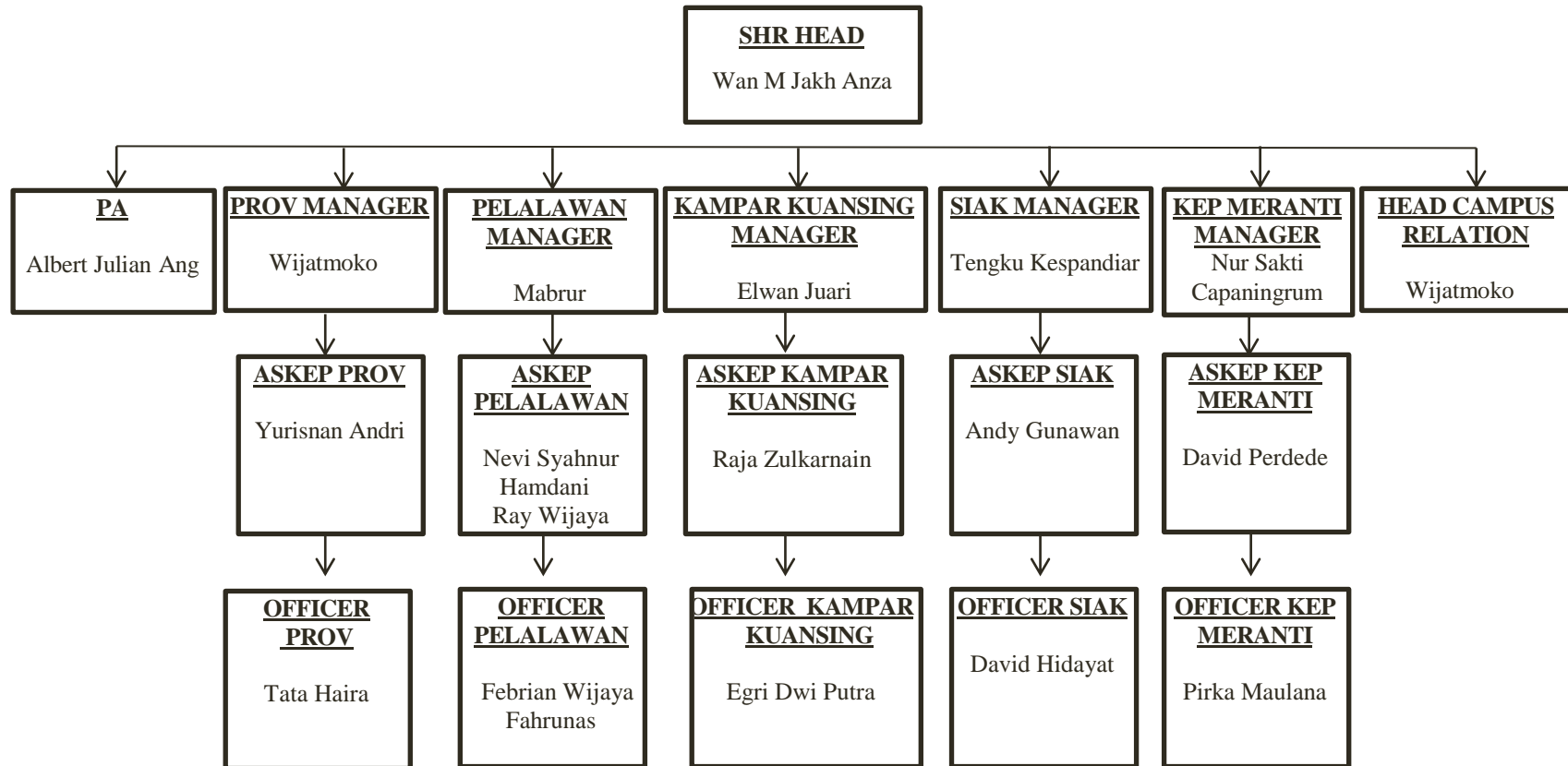
the company, including environmental and social responsibility issues, in accordance with applicable procedures.

## **2.5 Organizational Structure**

The organizational structure of a company is of significant importance in achieving the goals set or planned by the company. Without a well-defined organizational structure, the company's activities will not run smoothly because it is not clear who should carry out a task. Therefore, it is clear that the organizational structure can provide clear boundaries and at the same time be responsible for their respective tasks.

The organizational structure of PT. Riau Andalan Pulp and Paper follows a line and staff organizational type, where authority and responsibilities branch out to each leader from top to bottom. Each position is not responsible for each other but only accountable to their respective directors. Each superior has a specific number of subordinates, and the subordinates receive orders from their respective superiors.

## Organizational Structure of the Stakeholder Relations (SHR) Department



**Figure 2.11 Organizational Structure of Stakeholder Relation Department**

*Source: Department Stakeholder Relation*

## 2.6 Work Process

The following table describes the steps and responsibilities involved in the fund submission process.

**Table 2.1 Work Process at Stakeholder Relation (SHR) Department.**

Responsibilities SHR	
Proposal Scoring	Conduct a scoring process for incoming proposals as an initial step for selection and verification
Committee Approval	Request signatures from committee members as a form of approval for proposals that have passed the scoring process
Expense Claim Preparation	Create an expense claim documents based on the approved proposal for fund submission purposes
Documents Submission to CO	Deliver document to the CO to be signed by the Head of Social Capital as official authorization
Cross-check with Fiber Departments	Submit the documents to the Fiber departments for cross-checking of the submitted data and documents
Processing at Mill Department	Deliver the documents to the mill department process until disbursement of further actions

*Source: Department Stakeholder Relation*

## 2.7 Documents Used for Activities

Several document are used during the implementation of internship , as listed below:

### 1. Donation Proposal

A donation proposal is a documents prepared by an individual or organization seeking financial support or contributions. This proposal outlines the objectives, target recipients and program details that require funding.

### 2. Scoring Form

The scoring form is a documents used to evaluate or asses submitted

proposal based on predetermined criteria before they are approved.

3. Expense Claim

An expense claim is a documents used to request reimbursement or disbursement of funds based on an approved proposal.

4. Food and Beverage List and Invoice Preparation

A food and beverage list and invoice is a documents prepared to detail the menu and total cost of meals and drinks provided for stakeholders during meetings, events, or official activities. This documents ensures transparency and proper budget tracking for hospitality-related expenses.

5. Vehicle Fuel Logbook and Monthly Fuel Invoice

A vehicle fuel logbook is a record used to track daily fuel consumption and refueling activities for operational vehicles. The monthly fuel invoice is prepared to summarize and request reimbursement for fuel expenses incurred within a specific month, based on the logbook entries.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter, there are several descriptions of activities or tasks carried out during the Company Internship (KP). The Internship Program lasts for 4 months, starting from February 3 to June 6, 2025, at Social Capital in the SHR department.

During the implementation of the Internship Program, many opportunities are given to carry out tasks given by Social Capital in the SHR department. In addition, there is also a lot of new knowledge and experience that can be obtained in the world of work, especially in the field of administration. In order to provide a clear and detailed report on activities carried out, there is a daily activity description so that each task can be reported clearly and comprehensively.

The tasks performed during the 17 (seventeen) weeks at Social Capital in the SHR department are as follows:

1. Scoring Proposals
2. Committee Approval
3. Expense Claim Preparation
4. Documents Submission to CO
5. Cross-check with Fiber Department
6. Processing at Mill Department
7. Preparing List and Food & Beverage Invoices for Stakeholders
8. Creating Vehicle Fuel Logbook and Monthly Fuel Invoices
9. Documents Scanning
10. Sending and responding to email

#### **3.2 Systematics and Procedures**

##### **3.2.1 Systematics**

Systematics refers to the general flow of tasks and the operational mechanism applied in the Stakeholder Relations (SHR) Department. The tasks are

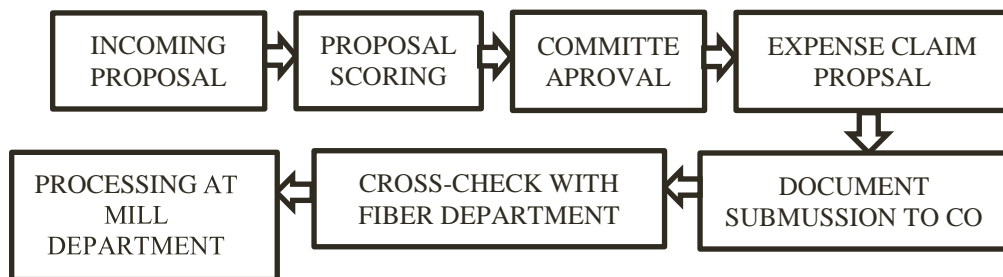
generally initiated from proposal receipt and scoring, followed by approval, documentation, and coordination with multiple internal departments (CO, Fiber, and Mill), and finalized by financial and administrative reporting. This systematic structure ensures efficiency, accountability, and smooth inter-departmental cooperation throughout the process.

### 3.2.2 Procedures

Explaining work procedures that apply in the Stakeholder Relations Department. This discussion includes the flow of task implementation, operational mechanisms, and work stages that are applied, as follows:

1. Proposal Scoring  
Conduct a scoring process for incoming proposals as an initial step for selection and verification
2. Committee Approval  
Request signatures from committee members as a form of approval for proposals that have passed the scoring process
3. Expense Claim Preparation  
Create an expense claim document based on the approved proposal for fund submission purposes
4. Document Submission to CO  
Deliver document to the CO to be signed by the Head of Social Capital as official authorization
5. Cross-check with Fiber Department  
Submit the document to the Fiber department for cross-checking of the submitted data and documents
6. Processing at Mill Department  
Deliver the document to the mill department process until disbursement of further actions
7. Preparing the Food & Beverage List and Invoices for Stakeholders  
Compiling food and beverage lists along with payment invoices for stakeholders during events.

8. **Creating Vehicle Fuel Logbook and Monthly Fuel Invoices**  
Recording the use of operational vehicle fuel in a logbook and compiling monthly fuel invoices for internal financial reporting.
9. **Document Scanning**  
Scanning important documents such as proposals, invoices, and receipts for the company's digital archiving system.
10. **Sending and Responding to Emails**  
Managing official email correspondence for sending invitations, proposals, and professional communication between departments.



**Figure 3.1 Working Procedure for Proposal**

### **3.3 Place of Apprenticeship**

This internship program was conducted from February 3 to June 6, 2025. The internship activities took place at PT Riau Andalan Pulp and Paper, specifically at the Stakeholder Relation Department, located in Pangkalan Kerinci, Pelalawan Regency, Riau Province, Indonesia.

### **3.4 Kind and Description of the activity**

The description of the work carried out during the job training, which started on February 03 June 06, 2025, at PT Riau Anadalan Pulp and Paper at Social Capital, is documented in detail.



**Table 3.1 Daily Activity of February 03th – February 08, 2025**

No	Day/Date	Activities	Location
1	Monday, February 03, 2025	Conduct safety induction, create internship agreement letter and badge idea.	SHR Office and Safety Induction Office
2	Tuesday, February 04, 2025	Presentation with Pak Tengku Kespandiar and distribution of mentors.	SHR Office
2	Wednesday, February 05, 2025	Create a report in Excel and cross-check the contents of the proposal to be submitted to superiors.	SHR Office
4	Thursday, February 06, 2025	Attending meetings for events held by the public relations team and forming committees and making preparations	SHR Office
5	Friday, February 07, 2025	Correcting incorrect report content and assisting in re-photocopying corrected parts of the file	SHR Office
6	Saturday, February 08, 2025	Off	

*Source: Processed Data, 2025.*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.2 Daily Activity of February 10th – February 15, 2025**

No	Day/Date	Activities	Location
1	Monday, February 10, 2025	Make a claim for a proposal that has been filled in with an assessment form.	SHR Office
2	Tuesday, February 11, 2025	Correcting the results of proposals that have been submitted from superiors and compiling proposal files into one place or section	SHR Office
2	Wednesday, February 12, 2025	Recheck the results of the proposal that has been submitted to superiors	SHR Office
4	Thursday, February 13, 2025	Make a score from the results of the proposal given to the shr	SHR Office
5	Friday, February 14, 2025	Make a score from the results of the proposal given to the shr	SHR Office
6	Saturday, February 15, 2025	Seeing interns doing presentation results at the RGE office during their internship	SHR Office

*Source: Processed Data, 2025.*

The agenda of activities or tasks carried out by the author during the implementation of Field Work Practice at PT. Riau Andalan Pulp and Paper in the public relations office is as follows:

**Table 3.3 Daily Activity of February 17th – February 22, 2025**

No	Day/Date	Activities	Location
1	Monday, February 17, 2025	Check the scoring results of the proposal that will be delivered to the superior who requested the signature and bring the files to be delivered to the fiber, co and mill office.	SHR Office, Mill, Fiber and CO
2	Tuesday, February 18, 2025	Check the scoring results of the proposal that will be delivered to the superior.	SHR Office
2	Wednesday, February 19, 2025	Import orphan data to summarize data	SHR Office
4	Thursday, February 20, 2025	Check the scoring results of the proposal that will be delivered to the superior who requested the signature and bring the files to be delivered to the fiber, co and mill office.	SHR Office, Mill, Fiber and CO
5	Friday, February 21, 2025	Taking part in a visit to fiber and cd with ugm students	Fiber Office and Community Development
6	Saturday, February 22, 2025	Receive material or hear material from superiors about the department that provides the material	SHR Office

*Source: Processed Data, 2025.*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.4 Daily Activity of February 24th – March 01, 2025**

No	Day/Date	Activities	Location
1	Monday, February 24, 2025	Making a scoring proposal and attending the graduation ceremony of At-Taqwa Pelalawan Middle School with Mr. Tekes.	SHR Office and old office
2	Tuesday, February 25, 2025	Visit to Meranti Bay with Mr. Baron and fellow interns to see the Meranti Bay sector.	Teluk Meranti
2	Wednesday, February 26, 2025	Scoring proposals and making expense claims and delivering files to the mill co and fiber offices	SHR Office, Fiber, Mill and CO
4	Thursday, February 27, 2025	Conducting visits to Community Development, delivering files to co, mill and fiber as well as Informatics Engineering	SHR Office, Community Development, Fiber, Mill CO
5	Friday, February 28, 2025	Doing scoring and delivering files to fiber, co and mill as well as eating together to welcome the holy month of Ramadan	SHR Office, Fiber, Mill and CO
6	Saturday, Marc 01, 2025	Sharing material about SHR from Mr. Ray	SHR Office

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.5 Daily Activity of March 03th – March 08, 2025**

No	Day/Date	Activities	Location
1	Monday, March 03, 2025	Make Scoring and make expense claims	SHR Office
2	Tuesday, March 04, 2025	Conducting scoring and visiting the regent's thanksgiving at the regional building	SHR Office and Regional Building
2	Wednesday, March 05, 2025	Create expense claims and fuel claims	SHR Office
4	Thursday, March 06, 2025	Create a logo for the proposal content	SHR Office
5	Friday, March 07, 2025	Visiting Futong Pelalawan and breaking the fast together	Futong Pelalawan
6	Saturday, March 08, 2025	Make a BBM claim and recheck the data that has been filled in.	SHR Office

*Source: Processed Data, 2025.*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.6 Daily Activity of March 10th – March 15, 2025**

No	Day/Date	Activities	Location
1	Monday, March 10, 2025	Fill in the proposal scoring given by the mentor	SHR Office
2	Tuesday, March 11, 2025	Filling out scoring proposals for assistance from the district	SHR Office
2	Wednesday, March 12, 2025	Create an explain claim from a proposal that has been scored	SHR Office
4	Thursday, March 13, 2025	Delivering completed proposal or claim files to co fiber and mill	SHR Office, Fiber, Mill and CO
5	Friday, March 14, 2025	Fill in the proposal scoring and deliver the proposal to be signed by your superior	SHR Office
6	Saturday, March 15, 2025	Attending a seminar held by Korkom at Co	CO

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.7 Daily Activity of March 17th – March 22, 2025**

No	Day/Date	Activities	Location
1	Monday, March 17, 2025	Create an explain claim from a proposal that has been scored	SHR Office
2	Tuesday, March 18, 2025	Pick up files at the co and deliver new files to the co	CO
2	Wednesday, March 19, 2025	Filling out the scoring proposal and breaking the fast together with Pelalawan students	SHR Office
4	Thursday, March 20, 2025	Make a visit to Community Development to see the batik making process	Community Development
5	Friday, March 21, 2025	Fill in the scoring proposal	SHR Office
6	Saturday, March 22, 2025	Off	

*Source: Processed Data, 2025.*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.8 Daily Activity of March 24th – March 29, 2025**

No	Day/Date	Activities	Location
1	Monday, March 24, 2025	Eid Mubarak Vacation	-
2	Tuesday, March 25, 2025	Eid Mubarak Vacation	-
3	Wednesday, March 26, 2025	Eid Mubarak Vacation	-
4	Thursday, March 27, 2025	Eid Mubarak Vacation	-
5	Friday, March 28, 2025	Eid Mubarak Vacation	-
6	Saturday, March 29, 2025	Eid Mubarak Vacation	-

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.9 Daily Activity of March 31th – April 5, 2025**

No	Day/Date	Activities	Location
1	Monday, March 31, 2025	Eid Mubarak Vacation	-
2	Tuesday, April 1, 2025	Eid Mubarak Vacation	-
3	Wednesday, April 2, 2025	Eid Mubarak Vacation	-
4	Thursday, April 3, 2025	Eid Mubarak Vacation	-

5	Friday, April 4, 2025	Eid Mubarak Vacation	-
6	Saturday, April 5, 2025	Eid Mubarak Vacation	-

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.10 Daily Activity of April 07th – April 12, 2025**

No	Day/Date	Activities	Location
1	Monday, April 7, 2025	Making scoring proposals, creating unclear receipt data.	SHR Office
2	Tuesday, April 8, 2025	Fill in Proposal Data	SHR Office
3	Wednesday, April 9, 2025	Create an expense claim from a proposal that has been filled in with data	SHR Office
4	Thursday, April 10, 2025	deliver and pick up document files to co fiber and mill	SHR Office, Fiber, Mill and CO
5	Friday, April 11, 2025	Filling in the scoring of newly received proposals and completing the committee's signatures	SHR Office
6	Saturday, April 12, 2025	Off	

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.11 Daily Activity of April 14th – April 19, 2025**

No	Day/Date	Activities	Location
1	Monday, April 14, 2025	Make scoring proposals	SHR Office
2	Tuesday, April 15, 2025	Conducting scoring proposals and creating expense claims.	SHR Office
3	Wednesday, April 16, 2025	Delivering documents to co fiber and mill	SHR Office, Fiber, Mill and CO
4	Thursday, April 17, 2025	Scoring proposals, recording proposal data and collecting files from CO, Mill and Fiber.	SHR Office, Fiber, Mill and CO
5	Friday, April 18, 2025	Off	
6	Saturday, April 19, 2025	Off	

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.12 Daily Activity of April 21th – April 26, 2025**

No	Day/Date	Activities	Location
1	Monday, April 21, 2025	Making proposal scoring and completing committee signatures	SHR Office
2	Tuesday, April 22, 2025	Delivering an invitation letter from PT RAPP to the DLH office and the Siak Transportation Agency	DLH Office and Department of Transportation
3	Wednesday, April 23, 2025	Create an expense claim from the scoring proposal that has been created and signed.	SHR Office
4	Thursday, April 24, 2025	Create expense claims and record incoming proposals.	SHR Office
5	Friday, April 25, 2025	Scoring newly submitted proposals and waiting for the committee to sign	SHR Office
6	Saturday, April 26, 2025	Off	

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.13 Daily Activity of April 28 th – Mei 03, 2025**

No	Day/Date	Activities	Location
1	Monday, April 28, 2025	Conduct proposal data and deliver documents to CO	SHR Office and CO
2	Tuesday, April 29, 2025	Conducting a visit to RGE and KCN with Kuansing students	RGE and KCN
3	Wednesday, April 30, 2025	Create an expense claim from a proposal that has been completed with data	SHR Office
4	Thursday, Mei 01, 2025	Off	
5	Friday, Mei 02, 2025	Scoring newly submitted proposals and waiting for the committee to sign	SHR Office
6	Saturday, Mei 03, 2025	Off	

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.14 Daily Activity of Mei 05 th – Mei 10, 2025**

No	Day/Date	Activities	Location
1	Monday, Mei 05, 2025	Make scoring proposals and deliver documents to CO	SHR Office and CO
2	Tuesday, Mei 06, 2025	Create expense claims from complete proposal data	SHR Office
3	Wednesday, Mei 07, 2025	proposal that has been completed with data Create an expense claim from a	SHR Office
4	Thursday, Mei 08,	Pick up completed files at Co	SHR Office and CO

	2025		
5	Friday, Mei 09, 2025	fill in the scoring of the newly arrived proposal	SHR Office
6	Saturday, Mei 10, 2025	Off	

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.15 Daily Activity of Mei 12 th – Mei 17, 2025**

No	Day/Date	Activities	Location
1	Monday, Mei 12, 2025	Off	
2	Tuesday, Mei 13, 2025	Off	
3	Wednesday, Mei 14, 2025	make a receipt report for the list of official meals and drinks by SHR for a month	SHR Office
4	Thursday, Mei 15, 2025	Scoring new proposals coming from various districts	SHR Office
5	Friday, Mei 16, 2025	Conducting a technical meeting for an event held by Socap on Saturday	SHR Office
6	Saturday, Mei 17, 2025	Becoming a socap committee in a tournament event at the food court	Food Chourt Town Site 2

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.16 Daily Activity of Mei 19 th – Mei 24, 2025**

No	Day/Date	Activities	Location
1	Monday, Mei 19, 2025	scoring proposal between files to mill and fiber	SHR Office, mill and fiber
2	Tuesday, Mei 20, 2025	scoring proposals and attaching food and drink receipts	SHR Office
3	Wednesday, Mei 21, 2025	scoring proposals that have just arrived	SHR Office
4	Thursday, Mei 22, 2025	scoring proposals that have just arrived	SHR Office
5	Friday, Mei 23, 2025	Visiting the batik house and interviewing Mrs. Baya	Community Development
6	Saturday, Mei 24, 2025	Off	

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.17 Daily Activity of Mei 26 th – Mei 31, 2025**

No	Day/Date	Activities	Location
1	Monday, Mei 26, 2025	create expense claim proposals	SHR Office

2	Tuesday, Mei 27, 2025	executing committee signatures	SHR Office
3	Wednesday, Mei 28, 2025	Joining a visit with students from a s islamic university	Rge, Kcn and Cd
4	Thursday, Mei 29, 2025	Off	
5	Friday, Mei 30, 2025	conductinga presentation of the results the internship report at PT Rapp approximately 4 months	SHR Office
6	Saturday, Mei 31, 2025	Off	

*Source: Processed Data, 2025*

The work agenda that has been carried out during the implementation of the internship at PT. Riau Andalan Pulp and Paper at the Social Capital Department SHR Institute is as follows:

**Table 3.18 Daily Activity of June 2 th – June 6, 2025**

No	Day/Date	Activities	Location
1	Monday, June 02, 2025	Recheck the scoring of the proposal that has been given	SHR Office
2	Tuesday, June 03, 2025	create expense claims from proposals that have been scored	SHR Office
3	Wednesday, June 04, 2025	Deliver the completed signed files to the mill co and fiber	SHR Office, Fiber, Mill and CO
4	Thursday, June 05, 2025	Checking the completed signatureto be submitted to the superior	SHR Office
5	Friday, June 6, 2025	Off	

*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 PT Riau Andalan Pulp and Paper are as follows:

#### 3.5.1 Obstacles Encountered

In carrying out practical work, the author encountered several obstacles that hindered the smooth implementation of daily tasks, including:

1. Limited opportunities for direct field involvement, as most internship tasks were focused on administrative work and document processing.
2. The document verification and approval process took a long time due to multiple stages and coordination across different departments.
3. Adapting to the company's workflow, document formats, and internal communication procedures required additional time at the beginning of the internship.



### 3.5.2 Solutions

Despite facing the above challenges, the author managed to address them effectively during the internship at PT Riau Andalan Pulp and Paper. The solutions implemented were as follows:

1. Provide more opportunities for interns to participate in field activities such as CSR programs, stakeholder visits, and company events to gain broader practical experience.
2. Implement and maximize digital tools such as electronic signatures and document tracking systems to streamline and accelerate the approval process.
3. Conduct a detailed orientation and training session at the start of the internship to help interns quickly understand the company's workflow and procedures

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

Based on the implementation of the Job Training Company at PT. Riau Andalan Pulp and Paper, particularly in the Social Capital Stakeholder Relation (SHR) Department, the writer gained valuable experiences and lessons aligned with the internship objectives. The conclusions of this internship program are as follows:

1. The intern gained a clear understanding of the job description in the Social Capital Stakeholder Relations (SHR) Department and the role of each task in supporting the company's operational activities.
2. The work system and procedures applied in the department could be followed effectively, allowing the intern to adapt to the existing workflow.
3. Information regarding the location, time, and duration of the internship was utilized effectively to manage schedules and complete assignments on time.
4. All types and descriptions of activities carried out during the internship, such as proposal assessment, fund claim submission, document archiving, and interdepartmental coordination, were successfully performed under the guidance of the supervisor.
5. Challenges encountered during the internship, such as the lengthy document approval process and limited fieldwork activities, were resolved through effective communication and the use of supporting technology.

#### **4.2 Suggestion**

After completing the four-month internship program, the writer would like to offer the following suggestions:

- 1 The company should provide more opportunities for interns to participate in field activities such as CSR programs, stakeholder visits, and external events to gain broader and more comprehensive experience.

2. Optimize the use of technology such as electronic signatures, document tracking systems, and digital communication to accelerate the approval process and improve interdepartmental coordination.
3. Conduct more comprehensive orientation and training sessions at the beginning of the internship to help interns quickly understand the company's work system, procedures, and culture.
4. Interns are encouraged to be more proactive in seeking information, asking questions, and actively participating in every activity to maximize learning during the internship.
5. Encourage interns to build professional networks with employees and supervisors in the company as a valuable asset for future career development.

## **REFERENCES**

APRIL Group. (2024). Asia Pacific Resources International Limited. Retrieved from <https://www.aprilasia.com>

Royal Golden Eagle. (n.d.). About RGE. Retrieved from <https://www.rgei.com>

## APPENDICES

### Appendices 1. Internship Application Letter

**APRIL**

**PT Riau Andalan Pulp and Paper**  
Jalan Lintas  
Jalan Raya Bontung No. 31  
Jember 60132, Indonesia  
Tel : +62 31 3193 0154 Fax : +62 31 3144 804  
Min Office  
Jalan Lintas Timur Pangkajene  
Kecamatan Pattalene  
Pasar 20205, Indonesia  
Tel : +62 761 491 000 Fax : +62 761 491 040  
www.aprilindo.com  
www.pulpandpaper.com

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

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

Tempat

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


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

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP tahun 2025.  
Kepada yang bersangkutan harus mengikuti safety induction terlebih dahulu. Kepada peserta KP harap memperhatikan:

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

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada (Waktu akan dikonfirmasi) dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).  
Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 13 Februari 2025

  
Tengku Kespandjar, ST., MM  
Campus Relation Manager

## Appendices 2. Assesment Sheet

### Form-4:

#### EVALUATION RESULTS FROM JOB TRAINING COMPANY PENILAIAN.

.....  
.....

Name : Siska Vitria  
Student's Identity No : 5404211359  
Study Program : International Bussines Administration  
Politeknik Bengkalis

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

Explanation:

**Score : Criteria**

81 – 100 :

71 – 80 :

66 – 70 :


61 – 65 :

56 – 60 :

Notes:

.....  
.....  
.....

Pangkalan Kerinci, 30 May 2025

  
Pirka Maulana

Form-5:

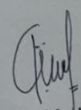
**SHEET EVALUTATION OF IMPLEMENTATION OF  
JOB TRAINING**

Name : Siska Vitria  
Student's Indetity No : 5404211359  
Title of the Job Training : Final Presentation Internship

NO	EVALUTATION ASPECTS	SCORE NUMBER
A	Field Work (30%)	85
B	Coaching (50%)	95
1	Motivation	
2	Disciplin	
3	Critical Attitude and Creativity Average Score = $(B1+B2+B3)/3$	
C	Report (20%)	95
1	Substance	
2	Writing Order Average Report Score = $(C1+C2)/2$	
Implementation Evaluation Score Job Training $0,3A + 0,5B + 0,2C$		95


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

Pangkalan Kerinci, 30 May 2025  
Coach

  
Pirka Maulana

### Appendices 3. Reference Letter

Internal

**APRIL** 

**PT Riau Andalan Pulp and Paper**  
Jakarta Office  
Jalan Teluk Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

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

www.aprilasia.com  
www.paperone.com

**SURAT KETERANGAN**


No: ~~186~~/ VI/ CR / KP / RAPP / 2025

Dengan ini kami menerangkan bahwa Mahasiswa/ Siswa berikut:

Nama : Siska Vitria  
NIM : 5404211359  
Fak/Jur/ Prod : Administrasi Niaga/ Administrasi Bisnis Internasional  
Universitas : Politeknik Negeri Bengkalis  
Durasi : 03 Februari – 06 Juni 2025

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

Pangkalan Kerinci, 06 Juni 2025

**APRIL**   
**PT. Riau Andalan Pulp and Paper**  
**Wijatmoko Rah Trisno**  
SHR Manager



### REFERENCE LETTER


The undersigned below explains that :

Name : Siska Vitria  
Place/ Date of Brith : Bengkalis, 25 November 2003  
Address : Jl. Bantan Jl Sepakat, Kec Bengkalis,  
Kab Bengkalis, Prov Riau.

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

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

Pangkalan Kerinci, June 2025

  
**Pirka Maulana**  
Mentors

#### Appendices 4. Internship Certificate



## Appendices 5. Internship Activity Evidence













