#### APPRENTICESHIP REPORT

# PT PERKEBUNAN NUSANTARA IV REGIONAL III KEBUN SEI BUATAN PERSONNEL DEPARTMENT SIAK-RIAU

## ARDI ANTO GULO 5404211370



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

2025

#### APPROVAL SHEET

#### PTPN 4 REGIONAL III KEBUN SEI BUATAN

Written as one of the conditions for completing Apprenticeship

#### ARDI ANTO GULO 5404211370

Sei Buatan, June 14th, 2025

Administrative Assistant PTPN 4 Regional III Kebun Sei Buatan

I Sel Duatan

/ Rizaldy SAP 5000509 Advisor International Business Administration

Wan Japita Raflah, B.Sc., M.Ec., Dev NIP.198406142018032001

Approved by, Head of Study Program International Business, Administration

Wan Junita Rapah, B.Sc., M.Ec., Dev NIP.199406142018032001

#### **ACKNOWLEDGEMENT**

All praise and gratitude the writer extends to the presence of Allah SWT, who always bestows physical and spiritual health, and has given the writer the opportunity to complete this report on the implementation of apprenticeship. May blessings and peace always be upon the Prophet Muhammad SAW, who has struggled and guided us from the age of ignorance to an era full of knowledge as it is today.

Apprenticeship is one of the programs of the State Polytechnic of Bengkalis, particularly under the Department of Business Administration, which is mandatory for all students as a means of applying knowledge and gaining experience to support the theoretical knowledge acquired during lectures. This report is expected to enhance creativity and insight, both for the writer and the readers.

The writer would like to express sincere gratitude to all parties who have supported the implementation of the apprenticeship and the completion of this report. On this occasion, the writer extends heartfelt thanks to:

- 1. Mr. Johny Custer, S.T., M.T as the Director of the State Polytechnic of Bengkalis.
- 2. Mr. Romadhoni, S.T., M.T as Deputy Director for Academic Affairs at State Polytechnic of Bengkalis.
- 3. Mrs. Supriati, S.ST., M.Si as the Head of the Department of Business Administration.
- 4. Mrs. Wan Junita Raflah, B.Sc., M.Ec., Dev as the Head of the International Business Administration Study Program.
- 5. Mr. M. Alkadri Perdana, B.IT., M.Sc as the Apprenticeship Coordinator.
- 6. All lecturers and staff of the Business Administration Department, especially in the International Business Administration Study Program of the State Polytechnic of Bengkalis.
- 7. Mr. Umar I.S. Siregar, as the Manager of PT Perkebunan Nusantara IV Regional III Kebun Sei Buatan.

- 8. Mr. Supomo, as the Internship Supervisor in the Personnel Department.
- Mr. Superta Ginting, Mr. Ahmad Fauzan, Mr. Mulianto, and all staff of the Sei Buatan Plantation who have shared knowledge and experience during the writer's apprenticeship.
- The writer's parents and extended family who have always given love, prayers, sacrifices, patience, and continuous support, both materially and morally.
- 11. Fellow students of the State Polytechnic of Bengkalis, especially from the International Business Administration Study Program, Class VIII A, who have supported the writer throughout the process of writing this field report.

May all the kindness and sincerity given be rewarded appropriately by Allah SWT. The writer also apologizes to all management, staff, and everyone involved for any shortcomings and mistakes made during the internship at PTPN IV Regional III Kebun Sei Buatan. Hopefully, this report will be beneficial to all parties who may need it in the future.

Bengkalis August 15th, 2025

### TABLE OF CONTENT

APP	PROVAL SHEET	i
ACK	KNOWLEDGEMENT	i
TAB	BLE OF CONTENT	V
LIST	Γ OF FIGURES	vi
LIST	Γ OF TABLE	.vii
LIST	Γ OF APPENDICES	ix
CHA	APTER I INTRODUCTION	1
1.1	Background of the Apprenticeship	1
1.2	Purposes of the Apprenticeship	2
1.3	Significances of the Apprenticeship	2
	1.3.1 Significances for Students	2
	1.3.2 Significances for the Companies	3
	1.3.3 Significances for the State Polytechnic of Bengkalis	3
CHA	APTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1	Company Profile	4
2.2	General Description of PTPN IV Regional III Kebun Sei Buatan	5
2.3	Location of PTPN IV Regional III Kebun Sei Buatan	6
2.4	Vision and Mission of PTPN IV Regional III Kebun Sei Buatan	<i>6</i>
	2.4.1 Company Vision:	7
	2.4.2 Company Values:	7
	2.4.3 Company Mission:	7

2.5	PTPN IV Logo	8
2.6	Kind of Business	9
2.7	Company Organizational Structure	9
2.8	Personnel Department	17
2.9	The Working Process	17
2.10	Document Use of Activity	18
СНА	APTER III SCOPE OF THE APPRENTICESHIP	22
3.1	Job Description	22
3.2	Systems and Procedures	22
	3.2.1 Systems	22
	3.2.2 Procedures	23
3.3	Place of Apprenticeship	26
3.4	Kind and Activity of Apprenticeship	27
3.5	Obstacles and Solutions	41
	3.4.1 Obstacles	41
	3.4.2 Solutions	41
СНА	APTER IV CONCLUSION AND SUGGESTION	43
4.1	Conclusion	43
4.2	Suggestions	44
REF	ERENCES	47
A PP	ENDICES	48