

APPRENTICESHIP REPORT

**PT. RIAU ANDALAN PULP AND PAPER (PT. RAPP)
FIBER RESEARCH & DEVELOPMENT PANGKALAN
KERINCI-PELALAWAN RIAU**



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DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2026**

APPROVAL SHEET

APPRENTICESHIP REPORT DEPARTMENT FIBER RESEARCH & DEVELOPMENT

Written as one of the conditions for completing Apprenticeship

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Pangkalan Kerinci, May 29, 2026

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ACCEPTANCE SHEET

This certifies that we have examined that apprenticeship report of **Ridna Rindiani Reg. Number 5203230003** who has done apprenticeship & PT. Riau Andalan Pulp and Paper in Research and Development Fiber from 02 February to 29 May 2026. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any revisions required by the apprenticeship report examine committee has been made.

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I realized in the preparation of this job training report still far from perfect, both in terms of preparation, language, and writing. Therefore, I really expect criticism and suggestions to become a reference for writers in the future. I hope this report is useful for the writers and the readers.

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

An internship, also referred to as an apprenticeship, is an educational and training program provided by a company or organization, where participants receive guidance and supervision often from professionals or industry experts to develop specific skills. Internship programs typically last from several weeks to a few months and are designed to offer hands-on experience in a particular field of interest. These programs also allow students to apply the theoretical knowledge gained in college to real-world situations, thereby enhancing their practical understanding and professional readiness.

Politeknik Negeri Bengkalis is the only state vocational polytechnic in Riau, operating under the Ministry of Education and Culture. It offers a range of programs through eight departments: Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Informatics, Maritime Engineering, Commercial Administration, and Language.

Politeknik Negeri Bengkalis offers a total of 21 study programs across various levels. At the Diploma II (D-II) level, there are three study programs: Computer Network Administration, Machine Manufacturing Engineering, and Welding and Fabrication Techniques

At the Diploma III (D-III) level, there are eight study programs: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Informatics Engineering, English, Nautical Studies, and Commercial Shipping Management.

Additionally, the institution offers ten Diploma IV (D-IV) programs, including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, Digital Business, International Business Administration, Public Financial Accounting, Software Engineering, Information Systems Security, Marine Architecture Engineering Technology, and English for Business and Professional Communication.

Politeknik Negeri Bengkalis implements a curriculum tailored to meet the demands of a skilled and job-ready workforce. The curriculum consists of approximately 40% theoretical learning and 60% practical application, with a total credit load ranging from 110 to 150 Semester Credit Units (SKS) and 22 to 32 effective learning hours per week. Politeknik Negeri Bengkalis is designed to meet the demands of an industry-ready workforce. To graduate, students are required to fulfill two key requirements: the completion of a final report and participation in an apprenticeship program.

The apprenticeship is carried out in a workplace relevant to the student's academic background. The Language Department at Politeknik Negeri Bengkalis offers two study programs: the Diploma III (D-III) in Language and the Diploma IV (D-IV) in English for Professional Business Communication.

As part of the graduation requirements, students must complete an apprenticeship program. This program provides valuable on-the-job training opportunities, allowing students to develop professional skills in both scientific and technological fields. In addition to technical expertise, the program aims to cultivate key soft skills such as responsibility, a strong work ethic, and adaptability particularly within the business industry.

The author chose to undertake an apprenticeship at PT. Riau Andalan Pulp and Paper (PT. RAPP) due to its reputation as one of the largest companies in Indonesia, with extensive collaborations and partnerships with international corporations. Many of the company's foreign staff reside at RGE Technology Center, a research and development (R&D) and exhibition unit owned by PT. RAPP.

This apprenticeship provided the author with a valuable opportunity to apply the knowledge and theoretical concepts learned in the classroom particularly in the field of English for Business Communication to real world professional settings.

The apprenticeship program was conducted from February 5 to May 29, 2026. During this period, the author was assigned to the Research and Development Department, specifically in the Data Management.

1.2 Purpose of Apprenticeship

1.2.1 General Purpose

1. To know the kinds of jobs performed in the Learning and Development Department of PT Riau Andalan Pulp and Paper (RAPP).
2. To understand the working procedures used in conducting training and development activities at PT Riau Andalan Pulp and Paper (RAPP).
3. To identify and understand the documents used in training preparation, implementation, and evaluation at PT Riau Andalan Pulp and Paper (RAPP).
4. To apply the knowledge and skills gained during academic studies in a professional working environment.
5. To improve communication, teamwork, problem-solving, and professional skills through practical work experience.

1.2.2 Specific Purpose

The purposes of apprenticeship done at Fiber Research and Development are as follows:

1. To design and implement an English Training program that is relevant to employees, particularly technicians, needs in the workplace.
2. To prepare appropriate teaching materials, including grammar, vocabulary, daily conversation, and listening skills, to support the training process.
3. To deliver English lessons effectively by applying interactive and easily understood teaching methods in order to enhance participants' communication skills.
4. To improve employees' confidence in using English in their daily work activities.
5. To evaluate and monitor the progress of employees' English language proficiency throughout the training program.

1.3 Benefits of Apprenticeship

The apprenticeship carried out provides several benefits which are grouped as follows:

1.3.1 For Students

1. Improving thinking skills, managing abilities, and being able to adapt and communicate in a real work environment.
2. Understanding real work processes in a large company such as PT. Riau Andalan Pulp and Paper, as well as increasing knowledge about the application of English.
3. Becoming a means to develop professionalism and responsibility in completing tasks based on the guidance of supervisors.
4. Providing experience in designing and conducting training and improving teaching and communication skills.

1.3.2 For the Politeknik Negeri Bengkalis

1. Assisting Politeknik Negeri Bengkalis in maintaining good cooperative relationships between the university and the practical work institution, namely PT. Riau Andalan Pulp and Paper.
2. Improving the quality of graduates through practical work experience.
3. Helping improve employees' English skills in daily work activities.

1.3.3 For the Company

1. Helping improve employees' English skills in daily work activities.
2. Becoming a means for the company to contribute to supporting higher education by providing learning opportunities for students.

1.4 Significance of the Apprenticeship

1.4.1 Significance for the Apprentice

This Program provides students with valuable Through this program students has opportunities to apply theoretical knowledge during lectures in to the real world of work and get new knowledge.

1.4.2 Significance for Politeknik Negeri Bengkalis

Apprenticeship assists polytechnic in preparing the quality of graduates and preparation for the workforce. The apprenticeship thus helps the polytechnic develop and implement the curriculum.

1.4.3 Significance for the Company

Internship programs are mutually beneficial, offering growth opportunities for interns while allowing companies to meet immediate needs, innovate, and invest in their future workforce.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 Royal Golden Eagle (RGE)

Royal Golden Eagle, commonly known as RGE, formerly named PT Raja Garuda Mas Internasional (RGM), is a leading industrial group in the Asia-Pacific region headquartered in Singapore. The group manages a number of manufacturing companies based on natural resource utilization, operating across several countries such as Indonesia, China, and Brazil

Sukanto Tanoto, the founder of RGE, started his business from a small spare parts shop in Indonesia. The business later expanded into the plywood industry and continued to diversify into various other industrial sectors. With a vision to become the world's largest sustainable natural resources company, RGE has carried out global expansion by establishing various production facilities and offices in multiple countries.

Currently, RGE's business portfolio covers five main sectors, namely:

1. Pulp and Paper : APRIL dan ASIA Symbol
2. Palm Oil: Asian Agri and Apical
3. Specialty Cellulose: Bracell
4. Viscose Staple: Sateri, Asia Pacific Rayon (APR), and Asia Pacific Yarn (APY).
5. Integrated Energy Provider: Pacific Oil & Gas.



Several significant achievements have been recorded throughout RGE's journey. Among them are the establishment of Asian Agri in the palm oil sector and the founding of PT Inti Indorayon Utama in the pulp industry. Although PT Inti Indorayon Utama once ceased operations due to environmental issues, the company later resumed operations under the name PT Toba Pulp Lestari.

RGE has grown into a global player with more than 60,000 employees and manages assets exceeding US\$20 billion, while maintaining its commitment to sustainability principles

2.1.2 Asia Pacific Resources International Limited (APRIL)

APRIL Group is a member of the Royal Golden Eagle (RGE) Group, founded by Sukanto Tanoto in 1973. Under his leadership, RGE has grown into a global business with over 70,000 employees, total assets exceeding US\$35 billion, and a global market reach. APRIL follows the 5Cs principle creating value for the Community, Country, Climate, Customer, and Company. This guides its commitment to corporate social responsibility, focusing on both environmental sustainability and community development. APRIL began plantation development in Riau, Sumatra and started building its mill in 1993. At the time, Kerinci Village had only 200 households, but by 2010, the population grew to over 200,000 as the company's presence transformed the area into a regional hub. Commercial pulp production began in 1995, followed by paper production in 1998. The company's growth mirrored the region's development, with Pelalawan Regency established in 1999. By 2010, APRIL's forestry operations contributed 6.9% to Riau's economy. It also created around 90,000 jobs and helped reduce poverty by 30% through better access to education, healthcare, and housing. In 2002, APRIL introduced a strict wood legality system to prevent illegal logging, and partnered with WWF to protect Tesso Nilo forest. That same year, it received ISO 14001 certification for all its estates and mills. In 2003, APRIL published its first Sustainability Report and opened a branch in Guangzhou, China. In 2005, it began using High Conservation.

Value (HCV) assessments for land planning, established the APRIL Learning Institute, and received multiple government awards for environmental and safety performance.

By 2006, APRIL became a signatory to the UN Global Compact and earned sustainable forest management certification from the Indonesian Ecolabel Institute (LEI), which was renewed in 2011. In 2007, it became the first Indonesian company to join the World Business Council for Sustainable Development (WBCSD). In 2008, APRIL completed Pulp Line 3, making Riau home to the world's largest integrated pulp and paper mill, with a capacity of 2.8 million tons per year. The facility is certified under ISO 9001:8000 and ISO 14001, and invests in self-sufficient energy technologies.

Since 2010, APRIL's production has met PEFC Chain of Custody standards, ensuring all raw materials are legally sourced. It also launched PaperOne™ and received Hong Kong Green Label certification. In 2011, APRIL's subsidiary RAPP became the first in Asia to earn OLB (Origins and Legality of Timber) certification from Bureau Veritas. This certification applies to both APRIL's operations and its supply partners.

2.1.3 Fiber Research and Development (R&D)

As part of the Royal Golden Eagle (RGE) group, APRIL operates four main business divisions that play a significant role in supporting its production activities, namely Riau Fiber, Riau Pulp, Riau Paper, and Riau Power. The Riau Fiber division is responsible for ensuring the supply of wood as the primary raw material for pulp production. This process involves several stages, including seedling preparation, cultivation, harvesting, and delivery to the woodyard for the chipping process.

Furthermore, the Riau Fiber division is divided into five business units.

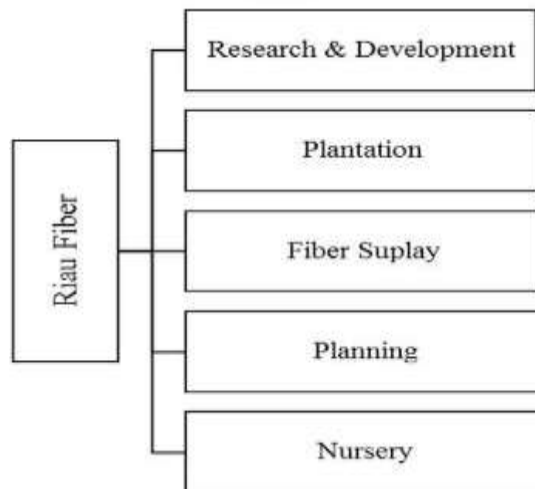


Figure 2. 2 Department Riau Fiber

Each unit is managed by a department manager who is supported by a deputy manager, area heads, specialist assistants, and field supervisors. The department manager is responsible for overseeing, coordinating, and managing all operational and managerial activities within the respective unit.

The author conducted the internship in the Research and Development (R&D) business unit, which is part of the Riau Fiber division. The primary objective of the R&D unit is to optimize fiber productivity in order to support more efficient and environmentally sustainable production processes. The R&D team focuses on developing superior seed varieties that are capable of producing pulp with higher yield, enhanced grinding properties, lower energy consumption, and greater resistance to pests and pathogens.

2.2 Vision and Mission PT. Riau Andalan Pulp & Paper.

2.2.1 Vision

To become a world-class pulp and paper company with the best management and performance, the most profitable and sustainable and the first choice of consumers and employees.

2.2.2 Mission

Created and extended a regional business group led by an international corporation with highly qualified people.

1. To be an industry leader in every operational aspect.
2. Maximize benefits for stakeholders while helping to promote local and

regional socio-economic development.

3. Creating added value through a talented and motivated workforce and the effective use of technology.

2.3 Kind of Business

Currently the products that have been produced at PT. Riau Andalan Pulp and Paper has been sold to more than 70 countries around the world. Products produced by PT. Riau Andalan Pulp and Paper is BAKP (*Bleached Acacia Kraft Pulp*) and UCWF (*Uncoated Wood Free Paper*) which are commonly used in printing and photocopying ranging from 55 gsm to 150 gsm. The brand of paper produced at PT. Riau Mainstay Pulp and Paper is Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, BMO (*Bright White Multi-Purpose Office*).

2.4 Organization of Fiber Research and Development

The Structure of the fiber Research and Development department can be seen in figure 2.4 below.

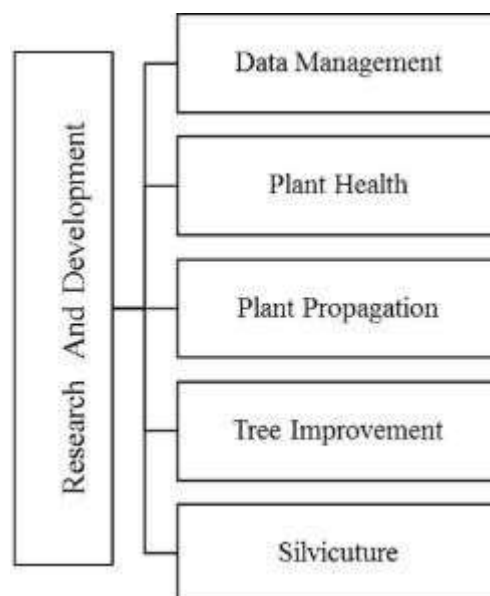


Figure 2. 3 Structure organization Fiber R&D

Based on Figure 2.4, the Fiber Research and Development (R&D) Department consists of five divisions: Data Management, Plant Health, Plant Propagation, Tree Improvement, and Silviculture. Each division has a specific role in supporting research activities and improving the productivity and sustainability of forestry plantations.

1. Data Management

The Data Management Division is responsible for collecting, organizing, storing, and analyzing research data from plantation and laboratory activities. This division provides accurate information to support research programs and decision-making processes within the department.

2. Plant Health

The Plant Health Division focuses on maintaining plantation health through integrated pest and disease management. This division conducts research on pest and disease identification, biological control methods, and the efficient use of chemical treatments to minimize damage and improve plantation productivity.

3. Plant Propagation

The Plant Propagation Division is responsible for producing and developing high-quality planting materials. This division uses technologies such as tissue culture and vegetative propagation to produce superior seedlings with desirable characteristics for plantation establishment and development.

4. Tree Improvement

The Tree Improvement Division conducts research to develop superior tree varieties with higher productivity, better wood quality, improved stem form, greater genetic diversity, and stronger resistance to pests and diseases. The division aims to continuously improve planting materials to support sustainable fiber production.

5. Silviculture

The Silviculture Division focuses on improving plantation management practices to enhance long-term productivity and sustainability. Its research includes planting techniques, species and clone suitability, soil management, fertilization practices, and other factors affecting plantation growth and site

productivity.

The Fiber Research and Development Department plays an important role in supporting APRIL's commitment to sustainable forestry plantation management through research, innovation, and the application of advanced technologies.

2.4.1 Logo Instansi



Figure 2. 4 PT. Riau Andalan Pulp & Paper

The Meaning of the APRIL Logo:

- a. Leaf or Plant Element represents the company's primary raw material (*wood fiber*), as well as life, growth, and nature. It directly reflects the company's core business in the forestry sector.
- b. Circle or Globe Element symbolizes the company's global reach and its commitment to sustainability through a closed-loop system (*sustainability loop*).
- c. Green Color represents nature, the environment, sustainability, and environmental responsibility. This is a key color that emphasizes APRIL's commitment to the Climate and Community aspects within the 5C Principles.
- d. Dark Blue or Black Color represents trust, professionalism, and stability as a well-managed global company.
- e. Typography Element the use of bold, clear, and modern fonts reflects strength, reliability, and the company's leading position in the industry.

2.5 Documents Used for Activity

There were several documents used during the English Training activities while doing the apprenticeship, as follows:

2.5.1 Hardcopy Documents

1. Training Attendance List

A document used to record the attendance of participants during each English training session.

2. Training Schedule

A document containing the schedule of English training activities, such as the date, time, and training session division.

3. Daily Conversation Practice Sheet

A practice sheet used by participants to practice daily English conversations based on workplace situations.

4. Listening Practice Sheet

A practice document used to improve participants' listening and understanding skills in English conversations

5. Training Evaluation Sheet

A document used to assess participants' understanding and progress after attending the English training sessions.

2.5.2 Softcopy Documents

1. Microsoft PowerPoint

Used as a media for delivering materials during the English training sessions.

2. Microsoft Excel

Used to input and recap participants' evaluation scores from the training activities.

3. Vocabulary Material Soft File

A digital vocabulary material file shared with participants as an additional learning resource.

4. Google Form

Used to collect suggestions and feedback from participants after the training activities were completed.

5. Training Participant Data File

A digital document containing the names and departments of employees participating in the English training program.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, several descriptions of activities carried out during the apprenticeship are presented. The apprenticeship was conducted for four months, starting from February 05 to May 29, 2026, at PT Riau Andalan Pulp and Paper (RAPP), specifically in the Research and Development (R&D) Fiber Department. During the apprenticeship, the author was assigned to the Data Management division.

During the apprenticeship, the author was given many opportunities by the department to complete various tasks. In addition, the author gained new knowledge and valuable experience related to the professional working environment.

To provide a clearer and more structured report of the activities carried out, the following section presents a weekly description of the tasks performed, so that all activities can be reported in a detailed and systematic manner.

3.1.1 Research & Development Fiber Department

There were several tasks carried out by the author during the English Training program in the Research and Development Fiber Department:

1. Designing the English Training module
2. Preparing learning materials.
3. Preparing Several Games
4. Creating presentation slides (PowerPoint).
5. Training sessions for Technicians
6. Helping participants in conversation practice.
7. Organizing interactive activities such as games and discussions.
8. Preparing and administering pre-test and post-test.
9. Evaluating participants progress during the training
10. Managing training data and documentation (attendance)
11. Record and recap participants' scores using Excel.

3.2 Place & time of Apprenticeship

Practical Work is carried out after students occupy semester VI, while the apprenticeship lasts for approximately 4 months at PT. Riau Andalan Pulp and Paper (PT. RAPP) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The work carried out by the author during practice is at the Research & Development Fiber Department, Data Management Division. With working hours starting at 08.00 to 17.00 WIB for Monday-Friday and from 08.00 to 12.00 WIB for Saturday.

The map below illustrates the location of the RGE Technology Center, Fiber R&D Department, where the internship program was conducted.



Figure 3. 1 Company Location

3.3 System & Procedure

3.3.1 Data Management Department

1. Designing the English Training Module

The English Training module is a structured guideline used to support the learning process for technicians. This module contains organized materials, learning objectives, and activities designed to improve participants' English skills in the workplace context.

At the Research and Development Fiber Department, the English Training module is designed by the author using Microsoft Word and PowerPoint as supporting tools. This module is developed based on participants' needs and aligned with the department's operational activities to ensure the training is relevant, effective, and applicable in daily work situations.

Here's of the process:

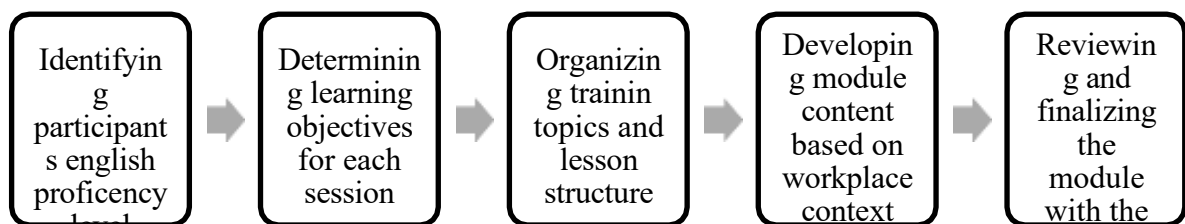


Figure 3. 2 Working Procedures Designing the English Training Module



Figure 3. 3 Result of Designing the English Training Module

2.Preparing Learning Materials

Learning materials are prepared to support effective delivery of the training sessions. These materials are designed to ensure clarity, relevance, and ease of understanding for all participants.

At the Research and Development Fiber Department, learning materials are prepared by the author using various references such as books, online resources, and internal company materials. The materials are adjusted to match the participants' level and work environment.

Here's of the process:

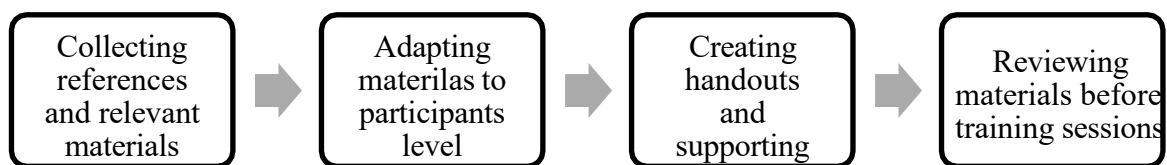


Figure 3. 4 Working Procedures Preparing Learning Materials



Figure 3. 5 Result of Preparing Learning Materials

3.Preparing Several Games

Interactive games are designed to enhance participants’ engagement and make the learning process more enjoyable and effective.

At the Research and Development Fiber Department, the author prepares several educational games related to the training topics. These games are designed to support learning objectives and encourage active participation among technicians.

Here’s of the process:

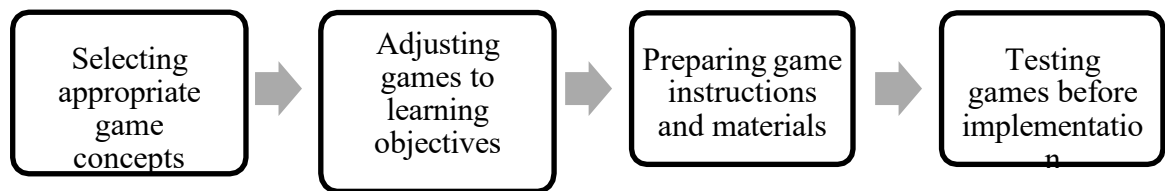


Figure 3. 6 Working Procedures Preparing Several Games



Figure 3. 7 Working Procedures Preparing Several Games

4. Creating Presentation Slides (PowerPoint)

Presentation slides are created to deliver training materials in a clear, structured, and visually engaging format.

At the Research and Development Fiber Department, the author creates PowerPoint slides to support the training sessions. The slides are designed with key points, examples, and visual elements to help participants better understand the material.

Here's of the process:

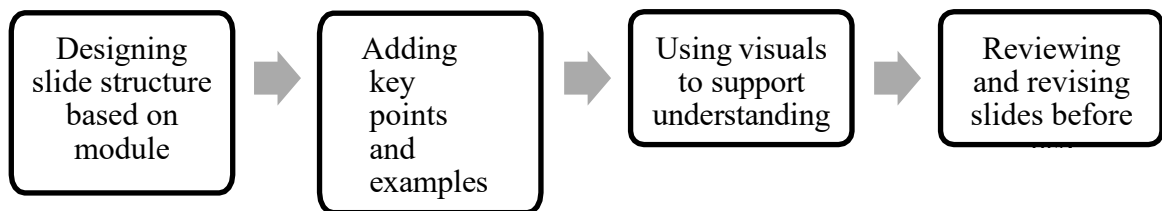


Figure 3. 8 Working Procedures Creating Presentation Slides (PPT)



Figure 3. 9 Working Procedures Creating Presentation Slides (PPT)

5. Conducting Training Sessions for Technicians

Training sessions are conducted to improve participants English communication skills, especially in workplace situations.

At the Research and Development Fiber Department, the author conducts training sessions for technicians by delivering materials, guiding activities, and encouraging interaction among participants.

Here's of the process:

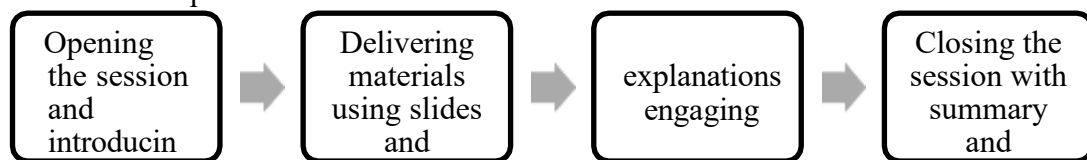


Figure 3. 10 Working Procedures Conducting Training Sessions for Technicians



Figure 3. 11 Result of Conducting Training Sessions for Technicians

6. Assisting Participants in Conversation Practice

Conversation practice is facilitated to improve participants' speaking confidence and fluency.

At the Research and Development Fiber Department, the author assists participants during conversation practice by providing guidance, examples, and corrections when needed.

Here's of the process:

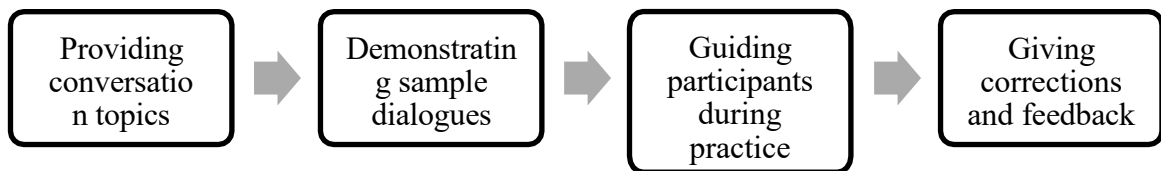


Figure 3. 12 Working Procedures Assisting Participants in Conversation Practice



Figure 3. 13 Working Procedures Assisting Participants in Conversation

7. Organizing Interactive Activities (Games and Discussions)

Interactive activities are organized to encourage active participation and collaborative learning.

At the Research and Development Fiber Department, the author organizes games and group discussions to make the training sessions more interactive and engaging.

Here's of the process:

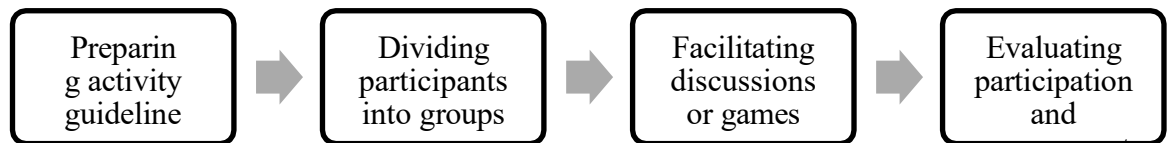


Figure 3. 14 Working Procedures Organizing Interactive Activities (Games and Discussions)



Figure 3. 15 The Result Organizing Interactive Activities (Games and Discussions)

8. Preparing and Administering Pre-test and Post-test

Pre-tests and post-tests are conducted to measure participants' progress before and after the training.

At the Research and Development Fiber Department, the author prepares and administers tests to evaluate the effectiveness of the training program.

Here's of the table:

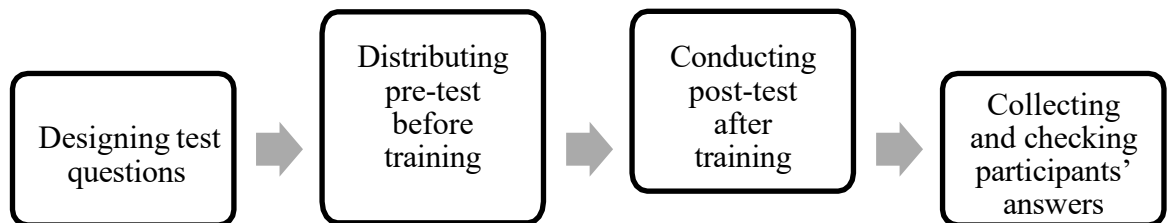


Figure 3. 16 Working Procedures Preparing and Administering Pre-test and Post-test



Figure 3. 17 The Result Preparing and Administering Pre-test and Post-test

9. Evaluating Participants' Progress

Participants' progress is evaluated to determine the effectiveness of the training program.

At the Research and Development Fiber Department, the author evaluates participants' performance based on test results and observations during training sessions.

Here's of the process:

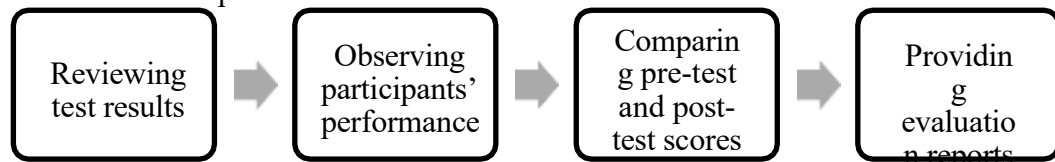


Figure 3. 18 Working Procedures Evaluating Participants' Progress



Figure 3. 19 The Result Evaluating Participants' Progress

10. Managing Training Data and Documentation (Attendance)

Training data and attendance records are managed to ensure proper documentation and reporting.

At the Research and Development Fiber Department, the author records and organizes participants' attendance to maintain accurate training documentation.

Here's of the process:

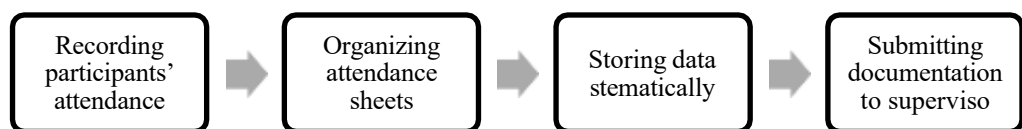


Figure 3. 20 Working Procedures Managing Training Data and Documentation (Attendance)



Figure 3. 21The Result Managing Training Data and Documentation (Attendance)

11. Recording and Recapping Participants' Scores Using Excel

Participants' scores are recorded and recapped to ensure accurate data management.

At the Research and Development Fiber Department, the author uses Microsoft Excel to input, calculate, and manage participants' scores efficiently.

Here's of the process:

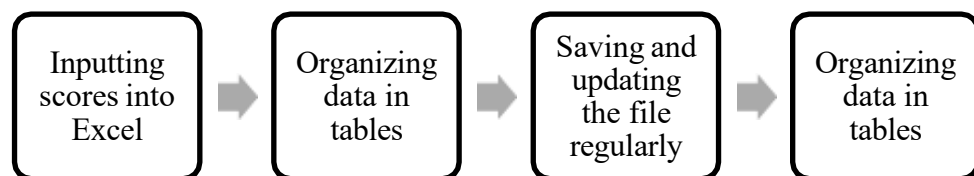


Figure 3. 22 Working Procedures Recording and Recapping Participants' Scores Using Exc



Figure 3. 23 The Result Recording and Recapping Participants' Scores Using Excel

3.2 Kind and Description of the Activity

The daily activity at PT. RAPP in Research & Development (R&D) Fiber can see tables below:

Table 3. 1 Daily Activities of 02 February to 07 February.

No	Date & Time	Description of	Place
1.	Monday 02 Feb 2026	1. Training safety induction. 2. Signature proposal and getting ID Badgage as an identification during the internship program.	Campus Relations
2.	Tuesday 03 Feb 2026	Off	-
3.	Wednesday 04 Feb 2026	Off	-
4.	Thursday 05 Feb 2026	1. Introduced to the General Manager, department heads, mentor, and staff members. 2. Discussed the English Training Program plan and objectives. 3. Received instructions to design the English Training module and prepare training materials for technicians.	Dpt. R&d
5.	Friday 06 Feb 2026	1. Started designing the English Training module. 2. Prepared learning materials and training content. 3. Collected references for training activities and exercises.	Dpt. R&d
6.	Saturday 07 Feb 2026	1. Created PowerPoint presentation slides. 2. Prepared interactive games and discussion activities for participants. 3. Revised training materials based on mentor feedback.	Dpt. R&d

Table 3. 2 Daily Activities of 02 February to 07 February.

No	Data & Time	Description of	Place
1.	Monday 09 Feb 2026	1. Received feedback and revisions from the mentor regarding the English Training module. 2. Revised and improved the module based on the mentor's suggestions. 3. Started creating PowerPoint presentation slides for the English Training Program.	Dpt. R&d
2.	Tuesday 10 Feb 2026	1. Prepared PowerPoint presentation slides for the English Training Program. 2. Developed learning materials covering grammar, listening, vocabulary, and speaking skills. 3. Designed presentation content to support interactive learning activities.	Dpt. R&d
3.	Wednesday 11 Feb 2026	1. Participated in the weekly Safety Stand Down program. 2. Searched for references and prepared several games and role-play activities for the English Training Program. 3. Selected activities to improve participants' speaking skills and encourage interaction.	Dpt. R&d
4.	Thursday 12 Feb 2026	1. Improved the presentation design by converting PowerPoint slides into Canva-based materials. 2. Revised the visual layout to make the training materials more attractive and easier to understand. 3. Continued developing presentation slides for the training sessions.	Dpt. R&d
5.	Friday 13 Feb 2026	1. Continued improving presentation slides and learning materials. 2. Revised training content to suit participants with basic English proficiency. 3. Developed practice exercises and learning activities to support participant engagement.	Dpt. R&d
6.	Saturday 14 Feb 2026	1. Reviewed and corrected grammar and vocabulary in the training materials. 2. Added simple explanations and examples to support the learning process. 3. Finalized and prepared learning materials for the upcoming English Training session.	Dpt. R&d

Table 3. 3Daily Activities of 02 February to 07 February

No	Date & Time	Description job	Place
1.	Monday 16 Feb 2026	1. Assisted the mentor in delivering tablets to ALI. 2. Continued improving the PowerPoint presentation slides and learning materials for the English Training Program. 3. Revised the training content to make it clearer and easier for participants to understand.	Dpt. R&d
2.	Tuesday 17 Feb 2026	Public Holiday	
3.	Wednesday 18 Feb 2026	1. Participated in the weekly Safety Stand Down program. 2. Continued collecting references and supporting materials for the English Training module. 3. Joined a gathering event with mentors and R&D employees to welcome the fasting month.	Dpt. R&d
4.	Thursday 19 Feb 2026	1. Developed conversation practice materials for the English Training Program. 2. Created simple dialogues and conversation topics to improve participants' speaking skills and confidence in using English.	Dpt. R&d
5.	Friday 20 Feb 2026	1. Prepared a training rundown for the English Training Program. 2. Organized the training schedule and time allocation for each learning activity. 3. Added conversation practice materials to support participants' speaking activities.	Dpt. R&d
6.	Saturday 21 Feb 2026	1. Reviewed the English Training module with the mentor and Data Management staff. 2. Discussed feedback and made revisions to improve the training materials and learning activities.	Dpt. R&d

Table 3. 4 Daily Activities of 23 February to 28 February.

No	Date & Time	Description Job	Place
1.	Monday 23 Feb 2026	1. Searched for conversation topics and references for pair and group dialogue activities. 2. Prepared speaking practice materials to improve participants' communication skills.	Dpt. R&d
2.	Tuesday 24 Feb 2026	1. Continued developing conversation topics and workplace-based dialogue activities. 2. Prepared additional speaking practice materials for the English Training Program.	Dpt. R&d
3.	Wednesday 25 Feb 2026	1. Participated in the weekly Safety Stand Down program. 2. Reviewed and simulated the English Training materials with the mentor and Data Management staff. 3. Practiced the training flow and discussed improvements before the training implementation.	Dpt. R&d
4.	Thursday 26 Feb 2026	1. Revised the English Training materials based on feedback from the mentor and Data Management staff. 2. Improved grammar explanations, vocabulary exercises, and conversation activities to enhance participant understanding.	Dpt. R&d
5.	Friday 27 Feb 2026	1. Developed dialogue practices, games, and listening activities. 2. Prepared interactive learning activities to increase participant engagement and speaking confidence.	Dpt. R&d
6.	Saturday 28 Feb 2026	1. Developed dialogue practices, games, and listening activities. 2. Prepared interactive learning activities to increase participant engagement and speaking confidence.	Dpt. R&d

Table 3. 5 Daily Activities of 02 March to 07 March.

No	Date & Time	Description Job	Place
1.	Monday 02 March 2026	1. Prepared materials for the Skill Presentation with the Data Management team. 2. Organized presentation content and supporting materials.	Dpt. R&d
2.	Tuesday 03 March 2026	1. Participated in the Skill Presentation session with the Data Management team. 2. Delivered a presentation about Spain as a dream country. 3. Improved presentation and communication skills through the activity.	Dpt. R&d
3.	Wednesday 04 March 2026	1. Participated in the weekly Safety Stand Down program. 2. Continued improving the PowerPoint presentation for the English Training Program.	Dpt. R&d
4.	Thursday 05 March 2026	1. Revised training materials to improve clarity and understanding. 2. Improved the slide design to make the presentation more attractive and engaging.	Dpt. R&d
5.	Friday 06 March 2026	1. Assisted the Data Management team in preparing the Fiber Research and Development Long Service Awards 2026 event. 2. Supported several event preparation activities.	Dpt. R&d
6.	Saturday 07 March 2026	1. Searched for references on simple English questions and exercises. 2. Prepared practice materials for the English Training participants.	Dpt. R&d

Table 3. 6 Daily Activities of 09 March to 14 March.

No	Date & Time	Description Job	Place
1.	Monday 09 March 2026	1. Continued preparing questions and exercises for the English Training participants. 2. Revised several sections of the training materials. 3. Adjusted the materials for the training simulation session.	Dpt. R&d
2.	Tuesday 10 March 2026	1. Reviewed the English Training materials and practice exercises. 2. Improved learning materials and assessment questions. 3. Prepared materials for the upcoming training simulation.	Dpt. R&d
3.	Wednesday 11 March 2026	1. Participated in the weekly Safety Stand Down program. 2. Reviewed English Training questions, exercises, and conversation materials. 3. Adjusted the materials to suit participants' understanding.	Dpt. R&d
4.	Thursday 12 March 2026	1. Improved PowerPoint slides for vocabulary materials. 2. Added new vocabulary content and examples. 3. Revised the presentation design to enhance participant engagement.	Dpt. R&d
5.	Friday 13 March 2026	1. Participated in the English Training simulation session. 2. Practiced training delivery and presentation techniques. 3. Discussed feedback and improvements with the mentor and Data Management team.	Dpt. R&d
6.	Saturday 14 March 2026	Day Off	

Table 3. 7 Daily Activities of 30 March to 04 April.

No	Date & Time	Description Job	Place
1.	Monday 30 March 2026	1. Searched for additional practice questions for the English Training Program. 2. Collected references for grammar and conversation exercises. 3. Selected suitable materials based on participants' English proficiency levels.	Dpt. R&d
2.	Tuesday 31 March 2026	1. Continued preparing English Training materials. 2. Reviewed and organized learning content. 3. Adjusted the materials to support participants' learning needs.	Dpt. R&d
3.	Wednesday 01 Apr 2026	1. Participated in the weekly Safety Stand Down program. 2. Continued developing English Training materials. 3. Improved explanations and examples to make the content easier to understand.	Dpt. R&d
4.	Thursday 02 Apr 2026	1. Created a WhatsApp group for English Training Batch 1 participants. 2. Shared training information and coordinated communication with participants	Dpt. R&d
5.	Friday 03 Apr 2026	Public Holiday	-

Table 3. 8 Daily Activities of 06 April to 11 April.

No	Date & Time	Description Job	Place
1.	Monday 06 Apr 2026	1. Created name tags for English Training Batch 1 participants. 2. Organized participant information and prepared training materials.	Dpt. R&d
2.	Tuesday 07 Apr 2026	1. Added additional content to the English Training presentation slides. 2. Revised and completed several training materials. 3. Prepared materials for the upcoming training sessions.	Dpt. R&d
3.	Wednesday 08 Apr 2026	1. Participated in the weekly Safety Stand Down program. 2. Practiced delivering the English Training materials with the mentor and Data Management team. 3. Received feedback to improve training delivery.	Dpt. R&d
4.	Thursday 09 Apr 2026	1. Reviewed the English Training module with the mentor. 2. Finalized training materials and learning activities. 3. Prepared the module for implementation.	Dpt. R&d
5.	Friday 10 Apr 2026	1. Conducted English Training Batch 1 Session 1 as the trainer. 2. Delivered grammar materials to participants. 3. Guided participants through learning activities and practice exercises.	Dpt. R&d
6.	Saturday 11 Apr 2026	1. Conducted English Training Batch 1 – Session 2 as the trainer. 2. Delivered vocabulary materials to participants. 3. Facilitated vocabulary exercises and interactive learning activities.	Dpt. R&d

Table 3. 9 Daily Activities of 13 April to 18 April.

No	Date & Time	Description Job	Place
1.	Monday 13 Apr 2026	1. Recorded and recapped participants' scores for English Training Batch 1 Sessions 1 and 2 using Microsoft Excel. 2. Organized evaluation data and training documentation to ensure accuracy and completeness.	Dpt. R&d
2.	Tuesday 14 Apr 2026	1. Prepared learning materials and practice exercises for English Training Batch 1 Sessions 3 and 4. 2. Reviewed and improved training content by adding examples and learning activities.	Dpt. R&d
3.	Wednesday 15 Apr 2026	1. Participated in the weekly Safety Stand Down program. 2. Continued improving training materials and practice exercises. 3. Revised learning content based on training needs and mentor feedback.	Dpt. R&d
4.	Thursday 16 Apr 2026	1. Prepared games and interactive activities for English Training Batch 1 Sessions 3 and 4. 2. Selected suitable activities to enhance participant engagement and understanding.	Dpt. R&d
5.	Friday 17 Apr 2026	1. Conducted English Training Batch 1 – Session 3 as the trainer. 2. Delivered Daily Conversation materials. 3. Guided participants through speaking activities and practice exercises.	Dpt. R&d
6.	Saturday 18 Apr 2026	1. Conducted English Training Batch 1 Session 4 as the trainer. 2. Delivered Listening materials. 3. Facilitated listening activities and practice exercises	Dpt. R&d

Table 3. 10 Daily Activities of 20 April to 25 April.

No	Date & Time	Description Job	Place
1.	Monday 20 Apr 2026	1. Recorded and organized participants' data for English Training Batch 1 Sessions 3 and 4 using Microsoft Excel. 2. Reviewed attendance and evaluation records for documentation purposes	Dpt. R&d
2.	Tuesday 21 Apr 2026	1. Prepared training materials for English Training Batch 2. 2. Reviewed participant data and created a WhatsApp group for communication and coordination.	Dpt. R&d
3.	Wednesday 22 Apr 2026	1. Participated in the weekly Safety Stand Down program. 2. Prepared and distributed training announcements regarding schedules and locations for Batch 2 participants.	Dpt. R&d
4.	Thursday 23 Apr 2026	1. Created a Google Form for training feedback collection. 2. Prepared evaluation tools to support future improvements of the English Training Program.	Dpt. R&d
5.	Friday 24 Apr 2026	1. Conducted English Training Batch 2 Session 1 as the trainer. 2. Delivered Grammar materials and facilitated learning activities.	Dpt. R&d
6.	Saturday 25 Apr 2026	1. Conducted English Training Batch 2 – Session 2 as the trainer. 2. Delivered Vocabulary materials and guided participants through practice exercises.	Dpt. R&d

Table 3. 11 Daily Activities of 27 April to 02 May

No	Date & Time	Description Job	Place
1.	Monday 27 Apr 2026	Day Off	
2.	Tuesday 28 Apr 2026	1. Recorded and recapped participants' scores for English Training Batch 2 Sessions 1 and 2 using Microsoft Excel. 2. Updated participant evaluation records and training documentation.	Dpt. R&d
3.	Wednesday 29 Apr 2026	1. Participated in the weekly Safety Stand Down program. 2. Prepared learning materials and practice exercises for Batch 2 Sessions 3 and 4. 3. Reviewed training content to ensure readiness for upcoming sessions.	Dpt. R&d
4.	Thursday 30 Apr 2026	1. Prepared games and interactive learning activities for English Training Batch 2. 2. Organized training materials and reviewed the learning flow.	Dpt. R&d
5.	Friday 01 May 2026	Public Holiday	Dpt. R&d
6.	Saturday 02 May 2026	Day Off	Dpt. R&d

Table 3. 12 Daily Activities of 04 May to 09 May.

No	Date & Time	Description Job	Place
1.	Monday 04 May 2026	1. Recorded and organized Technical R&D training data using Microsoft Excel. 2. Updated participant records and documentation files.	Dpt. R&d
2.	Tuesday 05 May 2026	1. Continued organizing Technical R&D training data. 2. Reviewed and updated records to ensure data accuracy and completeness.	Dpt. R&d
3.	Wednesday 06 May 2026	1. Participated in the weekly Safety Stand Down program. 2. Organized and transferred training documentation into the Data Management folder for proper storage and accessibility.	Dpt. R&d
4.	Thursday 07 May 2026	1. Edited the R&D Mini Soccer Tournament video using CapCut. 2. Assisted in preparing media documentation for departmental activities.	Dpt. R&d
5.	Friday 08 May 2026	1. Prepared the internship report and presentation materials. 2. Organized supporting documentation and designed presentation slides.	Dpt. R&d
6.	Saturday 09 May 2026	1. Continued revising the internship report and presentation slides. 2. Improved the presentation structure and added supporting information.	Dpt. R&d

Table 3. 13 Daily Activities of 11 May to 16 May.

No	Date & Time	Description Job	Place
1.	Monday 11 May 2026	1. Reviewed and improved internship presentation materials. 2. Revised report content and presentation slides to improve clarity and organization. 3. Prepared presentation materials for the upcoming presentation session.	Dpt. R&d
2.	Tuesday 12 May 2026	1. Continued revising the internship report and presentation slides. 2. Improved the presentation flow and added supporting documentation. 3. Finalized several report sections for the final presentation.	Dpt. R&d
3.	Wednesday 13 May 2026	1. Participated in the weekly Safety Stand Down program. 2. Prepared and improved learning materials for English Training Batch 2 Sessions 3 and 4. 3. Searched for games and interactive activities to support participant engagement during the training sessions.	Dpt. R&d
4.	Thursday 14 May 2026	1. Continued preparing training materials, practice exercises, and interactive games for English Training Batch 2 Sessions 3 and 4. 2. Reviewed the learning content and organized the training flow. 3. Adjusted learning activities to support participants' understanding and speaking practice.	Dpt. R&d
5.	Friday 15 May 2026	1. Conducted English Training Batch 2 – Session 3 as the trainer. 2. Delivered Daily Conversation materials to participants. 3. Guided participants through speaking activities and practice exercises.	Dpt. R&d
6.	Saturday 16 May 2026	1. Conducted English Training Batch 2 – Session 4 as the trainer. 2. Delivered Listening materials to participants. 3. Facilitated listening activities and practice exercises to improve participants' comprehension skills.	Dpt. R&d

Table 3. 14 Daily Activities of 18 May to 23 May.

No	Date & Time	Description Job	Place
1.	Monday 18 May 2026	Day Off	Dpt. R&d
2.	Tuesday 19 May 2026	Day Off	Dpt. R&d
3.	Wednesday 20 May 2026	1. Participated in the weekly Safety Stand Down program. 2. Prepared presentation materials for the internship presentation. 3. Reviewed report content, improved presentation slides, and organized supporting documents to make the presentation more structured and effective.	Dpt. R&d
4.	Thursday 21 May 2026	1. Continued reviewing and improving the internship presentation materials. 2. Checked the presentation flow and revised several slide contents. 3. Finalized the materials to ensure a smooth and clear presentation delivery.	Dpt. R&d
5.	Friday 22 May 2026	1. Delivered the internship presentation to the Data Management Team. 2. Presented internship activities, achievements, and work results during the internship program.	Dpt. R&d
6.	Saturday 23 May 2026	Day Off	Dpt. R&d

Table 3. 15 Daily Activities of 25 May to 29 May

No	Date & Time	Description Job	Place
1.	Monday 25 May 2026	1. Created an R&D 2026 aspiration survey questionnaire using Google Forms. 2. Prepared survey questions and organized the questionnaire structure to collect participants' opinions and suggestions effectively.	Dpt. R&d
2.	Tuesday 26 May 2026	1. Reviewed and improved the R&D 2026 aspiration survey questionnaire. 2. Revised survey questions and improved the form structure to ensure clarity and readiness for distribution.	Dpt. R&d
3.	Wednesday 27 May 2026	Public Holiday	Dpt. R&d
4.	Thursday 28 May 2026	Day Off	
5.	Friday 29 May 2026	1. Visited the field sector together with the Data Management and Silviculture teams. 2. Observed field activities and gained knowledge about plantation operations and data management processes in the sector. 3. Assisted in documenting several field activities during the visit.	Dpt. R&d

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

During the apprenticeship at PT Riau Andalan Pulp and Paper (RAPP), the writer gained knowledge and experience in various tasks related to the implementation of the English Training program in the Research and Development Fiber Department. The activities included designing the English Training module, preparing learning materials, creating presentation slides, preparing games and interactive activities, conducting training sessions, assisting participants during conversation practices, evaluating participants' progress, and managing training data and documentation.

The writer also learned the working procedures used in preparing, conducting, and evaluating English Training programs. The process began with planning and developing training materials, preparing learning media and assessments, conducting training sessions, facilitating participant learning activities, administering pre-tests and post-tests, and evaluating participants' performance and progress throughout the training program.

In addition, the writer became familiar with various documents used to support the implementation of English Training activities. These documents included training modules, learning materials, PowerPoint presentations, attendance lists, pre-test and post-test forms, participant evaluation forms, training schedules, Google Forms, training documentation records, and participants' score recapitulation files using Microsoft Excel.

In conclusion, the apprenticeship program at PT Riau Andalan Pulp and Paper (RAPP) provided valuable practical experience and enabled the writer to achieve the objectives of the internship. Through direct involvement in English Training activities, the writer gained a better understanding of the types of work performed, the procedures applied in organizing training programs, and the documents used to support training implementation. Furthermore, the apprenticeship helped the writer develop professional, communication,

organizational, and administrative skills in a real workplace environment.

4.2 Suggestion

4.2.1 Suggestion for the Company

It is suggested that the company continue providing internship opportunities that allow students to actively participate in workplace activities and practical projects. Giving interns more opportunities to contribute to real tasks can improve their skills and professional development.

The company is also encouraged to maintain supportive mentoring and guidance during the internship program. Constructive feedback and regular supervision can help interns understand their responsibilities better and maximize their learning experience.

Additionally, providing wider exposure to different operational activities may help interns gain broader knowledge and understanding about professional working environments.

Future interns are encouraged to prepare themselves both mentally and academically before starting the internship program. Having basic knowledge related to workplace responsibilities will help interns adapt more easily to the working environment.

Interns should also maintain discipline, responsibility, and initiative during the internship period. Being active in asking questions, communicating with mentors, and participating in workplace activities can provide valuable learning experiences.

Furthermore, future interns should maximize every opportunity to improve their skills, build professional relationships, and gain knowledge from workplace experiences. Maintaining a positive attitude and willingness to learn will help interns grow personally and professionally during the apprenticeship program

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APPENDICES

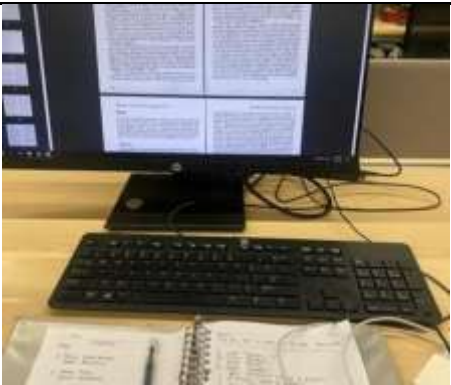
APPENDIX 1

Daily Activity Internship Program

Day : One week

Date : 02 – 07 February 2026

No	Date & Time	Job Description	Documentation
1.	Monday 02 Feb 2026	Attended Safety Induction training, completed internship administration, and signed the internship contract.	 
2.	Tuesday 03 Feb 2026	Off	-
3.	Wednesday 04 Feb 2026	Off	-

4.	Thursday 05 Feb 2026	Received an introduction to the work environment and guidance from the mentor regarding the English Training Program. Started planning the English Training module for technicians.	
5.	Friday 06 Feb 2026	Designed the English Training module and prepared learning materials covering grammar, listening, speaking, and vocabulary topics.	
6.	Saturday 07 Feb 2026	Continued developing the English Training module by collecting references, preparing dialogue materials, and identifying games and discussion activities to support the training sessions.	

Supervisor	Signature
Mike Permatasari	

Daily Activity Internship Program

Day : One week

Date : 09 – 14 February 2026

No	Date & Time	Job Description	Documentation
1.	Monday 09 Feb 2026	Revised the English Training module based on the mentor's feedback and started preparing PowerPoint presentation slides.	
2.	Tuesday 10 Feb 2026	Prepared PowerPoint presentation slides and learning materials covering grammar, listening, vocabulary, and speaking topics.	
3.	Wednesday 11 Feb 2026	Searched for references on games and role-play activities to support interactive learning and speaking practice.	
4.	Thursday 12 Feb 2026	Improved the presentation design using Canva to make the training materials more attractive and easier to understand.	

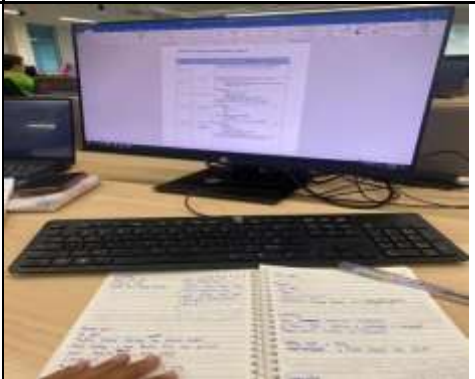
5.	Friday 13 Feb 2026	Revised training materials and practice exercises to improve clarity and suitability for participants.	
6.	Saturday 14 Feb 2026	Reviewed grammar and vocabulary materials, made corrections, and finalized the materials for the upcoming training session.	

Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 16 – 21 February 2026

No	Date & Time	Job Description	Documentation
1.	Monday 16 Feb 2026	Continued improving the PowerPoint slides and learning materials for the English Training Program.	
2.	Tuesday 17 Feb 2026	Public Holiday	-
3.	Wednesday 18 Feb 2026	Collected additional references and supporting materials to complete the English Training module.	
4.	Thursday 19 Feb 2026	Developed conversation materials, including simple dialogues and speaking topics, to improve participants' communication skills.	
5.	Friday 20 Feb 2026	Prepared the training rundown, including schedules, time allocation, and learning activities for each session.	

6.	Saturday 21 Feb 2026	Reviewed the English Training module with the mentor and Data Management staff and revised the materials based on feedback.	
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Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 23 – 28 February 2026

No	Date & Time	Job Description	Documentation
1.	Monday 23 Feb 2026	Searched for conversation topics and dialogue references to support participants' speaking practice and communication skills.	
2.	Tuesday 24 Feb 2026	Continued preparing conversation materials and workplace-based dialogue activities for the English Training Program.	
3.	Wednesday 25 Feb 2026	Reviewed and simulated the training materials with the mentor and Data Management staff and practiced the training flow before implementation.	
4.	Thursday 26 Feb 2026	Revised the English Training materials by improving grammar explanations, vocabulary exercises, and conversation activities.	

5.	Friday 27 Feb 2026	Developed dialogue practices, games, and listening activities to increase participant engagement and speaking confidence.	
6.	Saturday 28 Feb 2026	Reviewed and improved the English Training module and presentation materials based on participants' learning needs..	

Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 02 – 07 March 2026

No	Date & Time	Job Description	Documentation
1.	Monday 02 March 2026	Prepared materials and practiced for the “ <i>skill presentation</i> ” with the Data Management team. Organized the presentation content and reviewed several supporting materials before the presentation session.	
2.	Tuesday 03 March 2026	Participated in the “ <i>skill presentation</i> ” session with the Data Management team by presenting a topic about the dream country, Spain, to improve presentation and communication skills.	
3.	Wednesday 04 March 2026	Continued improving the PowerPoint presentation and revising the English Training materials to make them clearer, more attractive, and easier for participants to understand.	
4.	Thursday 05 March 2026	Reviewed and updated the training materials and PowerPoint slides by adjusting several explanations and learning activities based on the training needs.	

5.	Friday 06 March 2026	Assisted the Data Management team in preparing the Fiber Research and Development “Long Service Awards 2026” event.	
6.	Saturday 07 March 2026	Searched for references on simple questions and exercises to be used for the English Training participants.	

Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 09- 14 March 2026

No	Date & Time	Job Description	Documentation
1.	Monday 09 March 2026	Continued preparing questions and exercises for the English Training program and revised several training materials before the simulation session.	
2.	Tuesday 10 March 2026	Reviewed and improved the training materials and practice questions to ensure they were ready for the English Training simulation.	
3.	Wednesday 11 March 2026	Checked and reviewed the English Training questions, especially for the daily conversation materials, to ensure they were suitable and easy for participants to understand.	
4.	Thursday 12 March 2026	Improved and added several PowerPoint materials for the vocabulary section of the English Training program.	

5.	Friday 13 March 2026	Supervisor Conducted a training simulation session with the Data Management team to practice the training flow and presentation.	Mike Permatasari	
6.	Saturday 14 March 2026	Day Off		

Daily Activity
Internship Program

Day : One week

Date : 30 March - 04 April 2026

No	Date & Time	Job Description	Documentation
1.	Monday 30 March 2026	Searched for additional practice questions to support the English Training program.	
2.	Tuesday 31 March 2026	Continued preparing materials for the English strategy section of the training program.	
3.	Wednesday 01 Apr 2026	Continued developing and improving the English strategy materials for the training sessions.	
4.	Thursday 02 Apr 2026	Created a WhatsApp group for the English Training Batch 1 participants to support communication and information sharing during the training program.	
5.	Friday 03 Apr 2026	Public Holiday	

6.	Saturday 04 Apr 2026	Shared a welcome message and training schedule in the WhatsApp group, provided information about the materials to be studied, and prepared attendance lists for participants and mentors	
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Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 06- 11 April 2026

No	Date & Time	Job Description	Documentation
1.	Monday 06 Apr 2026	Created name tags for the English Training Batch 1 participants	
2.	Tuesday 07 Apr 2026	Added additional materials to the English Training PowerPoint presentation to complete the training module.	
3.	Wednesday 08 Apr 2026	Conducted a simulation as a trainer with the mentor and Data Management team to practice delivering the English Training materials.	

4.	Thursday 09 Apr 2026	Reviewed and finalized the English Training module with the mentor to prepare the materials for the training session	
5.	Friday 10 Apr 2026	Served as the trainer for English Training Batch 1 Session 1 (Satu), focusing on grammar materials	
6.	Saturday 11 Apr 2026	Served as the trainer for English Training Batch 1 Session 2, focusing on vocabulary materials.	

Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 13 – 18 April 2026

No	Date & Time	Job Description	Documentation
1.	Monday 13 Apr 2026	Input and recap participants' scores for English Training Batch 1 Session 1 and Session 2 using Microsoft Excel.	
2.	Tuesday 14 Apr 2026	Prepare and improve the training materials and practice exercises for English Training Session 3 and Session 4.	
3.	Wednesday 15 Apr 2026	Continue improving the training materials and practice exercises for English Training Session 3 and Session 4.	

4.	Thursday 16 Apr 2026	Prepare games and interactive activities for English Training Session 3 and Session 4.	
5.	Friday 17 Apr 2026	Served as the trainer for English Training Batch 1 Session 3, focusing on daily conversation materials.	
6.	Saturday 18 Apr 2026	Served as the trainer for English Training Batch 1 Session 4, focusing on Listening materials.	

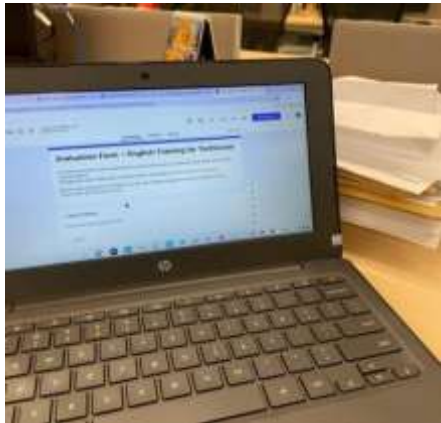
Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 20 – 25 April 2026

No	Date & Time	Job Description	Documentation
1.	Monday 20 Apr 2026	Input and recap participants' scores for English Training Batch 1 Session 3 and Session 4 using Microsoft Excel.	
2.	Tuesday 21 Apr 2026	Prepare training materials and participants' list for English Training Batch 2.	
3.	Wednesday 22 Apr 2026	Create an announcement for English Training Batch 2 about the training location and schedule.	

4.	Thursday 23 Apr 2026	Create a Google Form for English Training feedback to collect participants' suggestions and comments. The form is used to evaluate the training program and support improvements for future English training activities.	
5.	Friday 24 Apr 2026	Served as the trainer for English Training Batch 2 Session 1, focusing on Grammar materials.	
6.	Saturday 25 Apr 2026	Served as the trainer for English Training Batch 2 Session 2, focusing on Grammar materials.	

Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 27 April- 02 May 2026

No	Date & Time	Job Description	Documentation
1.	Monday 27 Apr 2026	Day Off	
2.	Tuesday 28 Apr 2026	Input and recap participants' scores for English Training Batch 2 Session 1 and Session 2 using Microsoft Excel.	
3.	Wednesday 29 Apr 2026		
4.	Thursday 30 Apr 2026		
5.	Friday 01 May 2026	Public Holiday	
6.	Saturday 02 May 2026	Day Off	

Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 04 – 09 May 2026

No	Date & Time	Job Description	Documentation
1.	Monday 04 May 2026	Input and organize Technical R&D training data using Microsoft Excel. Check and arrange the participants' data to keep the training documentation complete and organized.	
2.	Tuesday 05 May 2026	Continue inputting and organizing Technical R&D training data in Microsoft Excel.	
3.	Wednesday 06 May 2026	Move and organize training documentation data into the Data Management folder. Arrange the files properly to make the documents easier to access and manage.	

4.	Thursday 07 May 2026	Edit the R&D mini soccer tournament video using the CapCut application. Select and arrange several video clips, add transitions, text, background music, and simple effects to make the video more attractive and enjoyable to watch. Also adjust the video duration and improve the overall video appearance before saving the final result.	
5.	Friday 08 May 2026	Prepare internship report materials and presentation slides for the final presentation.	
6.	Saturday 09 May 2026	Continue preparing the internship report and presentation slides.	

Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 11– 16 May 2026

No	Date & Time	Job Description	Documentation
1.	Monday 11 May 2026	Review and improve the internship presentation materials.	
2.	Tuesday 12 May 2026	Continue preparing and improving the internship report and presentation materials.	
3.	Wednesday 13 May 2026	Prepare training materials and games for English Training Session 3 and Session 4.	
4.	Thursday 14 May 2026	Public Holiday	
5.	Friday 15 May 2026	Served as the trainer for English Training Batch 2 Session 3, focusing on Daily Conversation materials.	

6.	Saturday 16 May 2026	Served as the trainer for English Training Batch 2 Session 4, focusing on Listening materials.	
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Supervisor	Signature
Mike Permatasari	

**Daily Activity
Internship Program**

Day : One week

Date : 18 – 23 May 2026

No	Date & Time	Job Description	Documentation
1.	Monday 18 May 2026	Input and recap participants' scores for English Training Batch 2 Session 3 and Session 4 using Microsoft Excel.	
2.	Tuesday 19 May 2026	Day Off	
3.	Wednesday 20 May 2026	Prepare presentation materials and supporting documents for the internship presentation.	
4.	Thursday 21 May 2026	Continue preparing and reviewing presentation materials.	
5.	Friday 22 May 2026	Internship Presentation	
6.	Saturday 23 May 2026	Day Off	

Supervisor	Signature
Mike Permatasari	

Daily Activity
Internship Program

Day : One week

Date : 25 – 29 May 2026

No	Date & Time	Job Description	Documentation
1.	Monday 25 May 2026	Create an aspiration survey questionnaire for R&D 2026 using Google Forms.	
2.	Tuesday 26 May 2026	Review and improve the R&D 2026 aspiration survey form before publication.	
3.	Wednesday 27 May 2026	Public Holiday	
4.	Thursday 28 May 2026		
5.	Friday 29 May 2026		

Supervisor	Signature
Mike Permatasari	

APPENDIX 2

Other Documentations during Internship





APPENDIX 3

Apprenticeship Letter



KEMENTERIAN PENDIDIKAN TINGGI, SAINS DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 661/PL31/TU/2026

29 Januari 2026

Hal : **Permohonan Kerja Praktik (KP)**

Yth. Pimpinan PT. RAPP

Jl. Lintas Timur, Pangkalan Kerinci Kota, Pangkalan Kerinci, Pangkalan Kerinci Kota,
Kec. Pangkalan Kerinci, Kabupaten Pelalawan, Riau 28654

Dengan hormat,

Sehubungan akan dilaksanakan Kerja Praktik untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di perusahaan, maka kami mengharapkan kesediaan dan kerjasama Bapak/Ibu untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktik di Perusahaan yang Bapak/Ibu pimpin. Adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	PRODI	Tanggal Pelaksanaan
1	Ridna Rindiani	5203230003	D-III Bahasa Inggris	02 Februari s.d 29 Mei 2026
2	Ahmed Fadlu	6304221490	D-IV Rekayasa Perangkat Lunak	02 Maret s.d 20 Juni 2026
3	Aidil Saputra	2204230072	D-IV Teknik Mesin Produksi Dan Perawatan	01 Juli 2026 s.d 31 Agustus 2026
4	Zulhelmi	2204230076		
5	Ari Kusuma Wardani	2204230083		
6	Muhammad Suqri	2204230068		
7	Muhammad Nurdiono	2204230062		

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

Demikian permohonan ini disampaikan, atas perhatian dan perkenan Bapak/Ibu kami ucapkan terima kasih.

a.n. Direktur,
Wakil Direktur III

Ir. Marbadi Sastra., S.T., M.Sc
NIP. 198903142015041001

Koordinator KP:

Safra Apriani Zahraa, M.Pd. (0852-7143-3948)

Ryzi Rahmatil Fiska, M.Kom. (0812-6620-2910)

Murdani.,ST.,MT (Hp. 0853 7524 4538)/ Email: murdani@polbeng.ac.id

APPENDIX 4

Acceptance Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10030, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

MR Office
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28303, Indonesia
Tel. : +62 781 491 000 Fax. : +62 781 491 846

www.aprilasia.com
www.paperone.com

Nomor : 063/11/CR/KP/RAPP/2026
Lamp : -
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,
Direktur Politeknik Bengkalis
Di-

Tempat

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

No	Nama	NIM	Start	End	Jurusan
1	Ridna Rindiani	5203230003	02 Feb 2026	29 Mei 2026	03 Bahasa Inggris

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP Periode 2026.

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

- Mengikuti seluruh SOP 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, 30 Januari 2026


Wijatmoko Rah Trisno
SHR- Manager

APPENDIX 5

Evaluation Forms

LEMBAR PENILAIAN MAGANG OLEH INDUSTRI/PERUSAHAAN (RESEARCH & DEVELOPMENT FIBER)

Nama Mahasiswa : Ridna Rindiani
NIM : 5203230003
Program Studi : D-III Bahasa Inggris
Institusi : Politeknik Negeri Bengkalis

No	Aspek yang dinilai	Bobot Presentase	Nilai yang diberikan	Nilai akhir
1.	Kedisiplinan	20%	90	18
2.	Pelaksanaan Tanggung Jawab	25%	90	22.5
3.	Penyesuaian diri	10%	87	8.7
4.	Hasil Kerja	30%	96	28.5
5.	Perilaku secara umum	15%	90	13.5
Total Jumlah (1+2+3+4+5)		100%	952	91.3

Keterangan*

A : Istimewa (81-100)
B+ : Sangat Baik (71-80)
B : Baik (66-70)
C+ : Cukup Baik (61-65)
C : Cukup (56-60)
D : Kurang (41-56)
E : Sangat Kurang (0-40)

Catatan: *practice more english, be more confidence*

Pangkalan Kerinci, May 2026

Hes.
Maka R.R. 22/06-26

**LEMBAR PENILAIAN MAGANG OLEH INDUSTRI/PERUSAHAAN
(RESEARCH & DEVELOPMENT FIBER)**

Nama Mahasiswa : Ridna Rindiani
 NIM : 5203230003
 Program Studi : D-III Bahasa Inggris
 Institusi : Politeknik Negeri Bengkalis

No	Aspek yang dinilai	Bobot Presentase	Nilai yang diberikan	Nilai akhir
1.	Kedisiplinan	20%	90	18
2.	Pelaksanaan Tanggung Jawab	25%	90	22.5
3.	Penyesuaian diri	10%	88	8.8
4.	Hasil Kerja	30%	95	28.5
5.	Perilaku secara umum	15%	90	13.5
Total Jumlah (1+2+3+4+5)			463	91.3

Keterangan*

A : Istimewa (81-100)
 B+ : Sangat Baik (71-80)
 B : Baik (66-70)
 C+ : Cukup Baik (61-65)
 C : Cukup (56-60)
 D : Kurang (41-56)
 E : Sangat Kurang (0-40)

Catatan: Selalu tingkatkan kemampuan bahasa Inggris, kepercayaan diri, public speaking dan persiapkan diri untuk memasuki dunia kerja! Jangan pengalamannya magang ini menjadi balok/referensi untuk masuk ke dunia kerja.

Pangkalan Kerinci, May 2026


 (Mutia Dwi Permata Sari)

APPENDIX 6

Documentation of Internship Seminar



APPENDIX 7

Internship Completion Letter

	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
<u>SURAT KETERANGAN SELESAI MAGANG</u> <u>INTERNSHIP COMPLETION CERTIFICATE</u>	
No. : 219 / V / CR / KP / RAPP / 2026	
<u>Dengan ini menerangkan bahwa</u> <i>This is to confirm that</i>	
<u>Nama</u> <i>Name</i>	: Ridna Rindiani
<u>Nomor Induk Mahasiswa</u> <i>Student ID Number</i>	: 5203230003
<u>Fakultas / Jurusan / Prodi</u> <i>Faculty/Department/Study Program</i>	: Bahasa Inggris
<u>Universitas</u> <i>University</i>	: Politeknik Negeri Bengkalis
<u>Durasi</u> <i>Duration</i>	: 12 Januari – 28 Mei 2025
<u>Departemen</u> <i>Department</i>	: Research & Development (R&D)
Telah berhasil menyelesaikan Program magang di PT. RAPP. Surat ini diterbitkan untuk dipergunakan sebagaimana mestinya.	
<i>Has successfully completed the Internship Program at PT. RAPP. This letter is issued as confirmation of the internship completion.</i>	
Ditetapkan di : Pangkalan Kerinci Pada Tanggal : 28 Mei 2026	
 PT. Riau Andalan Pulp and Paper	
 Pirka Maulana SHR Campus Relation	

APPENDIX 8

Attendance List Sheet

NAMA : RIDNA RINDIANI
 NIM : 5203230003
 JURUSAN/PRODI : BAHASA/ Diploma-III Bahasa Inggris
 LOKASI MAGANG : R&D Fiber, PT. Riau Andalan Pulp and Paper

No	Bulan	Hari ke-																Paraf Pengawas	Paraf Pengawas
1	Februari	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
						/	/	/		/	/	/	/	/	/		/		
		17	18	19	20	21	22	23	24	25	26	27	28						
		/	/	/	/	/		/	/	/	/	/	/						
No	Bulan	Hari ke-																Paraf Pengawas	Paraf Pengawas
2	Maret	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
			/	/	/	/	/	/		/	/	/	/	/	/				
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
														/	/				

NAMA : RIDNA RINDIANI
 NIM : 5203230003
 JURUSAN/PRODI : BAHASA/ Diploma-III Bahasa Inggris
 LOKASI MAGANG : R&D Fiber, PT. Riau Andalan Pulp and Paper

No	Bulan	Hari ke-																Paraf Pengawas	Paraf Pengawas
3	April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
		/	/		/		/	/	/	/	/	/	/	/	/	/			
		17	18	19	20	21	22	23	24	25	26	27	28	29	30				
		/	/		/	/	/	/	/	/	/	/	/	/	/				
No	Bulan	Hari ke-																Paraf Pengawas	Paraf Pengawas
4	Mei	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
		/	/		/	/	/	/	/	/		/	/	/	/	/			
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
		/	/	/	/	/	/	/		/	/	/	/	/					

APPENDIX 9

Revision List of Report

REVISION LIST OF INTERSHIP REPORT

NAME : RIDNA RINDIANI
STUDENT'S REG. NUMBER : 5203230003
ADVISOR : TENGKU KESPANDIAR, S.T,M.M
INTERNSHIP LOCATION : FIBER RESEARCH AND DEVELOPMENT

NO	DAY/DATE	REVISION ITEMS
1.	08/05/26	- konsultasi logbook, - Perbaiki logbook.
2.	27/05/26	- lembar pengesahan - Perbaiki Typo penulisan - -- kesimpulan.

Pangkalan Kerinci, 27-05/2026

Advisor

Tengku Kespandiar, S.T,M.M

NIP. 8943540022

APPENDIX 10

Documentation of Revising the Report

