

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



By:
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**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
ENGLISH DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS 2025**

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

Written as one of the conditions for completing Apprenticeship

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Pangkalan Kerinci, January 15th, 2025

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ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **YOHANA RAHMA YULIANA SINAGA Reg. Number 5504211040** who has done the apprenticeship at PT Riau Andalan Pulp and Paper, in APRIL Learning Institute from September 9th to January 15th, 2025. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee has been made.

Pangkalan Kerinci, January 15th, 2025

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This Apprenticeship Report is far from perfect in preparation, language, and writing. Feedback and suggestions are greatly appreciated for future improvements. I hope this report benefits both the author and readers.

Pangkalan Kerinci, January 15th 2025

Author


Yohana Rahma Yuliana

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CHAPTER 1

INTRODUCTION

1.1 Background of Apprenticeship

An apprenticeship is a structured training program that combines practical work experience with academic learning. This program allows participants to acquire hands-on skills, industry-specific knowledge, and professional expertise under the guidance of experienced mentors. The primary goal of an apprenticeship is to bridge the gap between theoretical education and its real-world application. It provides participants with the opportunity to better prepare themselves for professional challenges. In this way, an apprenticeship becomes a crucial component of vocational education systems in producing competent and competitive workforces.

State Polytechnic of Bengkalis, established in 2001, is the only state polytechnic in Riau Province. The institution offers a variety of vocational programs across eight departments: Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime Studies. The curriculum at the State Polytechnic of Bengkalis emphasizes practical learning, with 60% of activities devoted to practice and 40% to theory. Each week, students participate in 22 to 32 hours of lessons designed to meet industry standards. To graduate, students are required to complete two main obligations: an apprenticeship program and a final thesis.

The apprenticeship program is designed to take place in professional environments that align with students' academic backgrounds. Within the Language Department of the State Polytechnic of Bengkalis, there are two study programs: the Bachelor's degree (DIV) in English for Business and Professional Communication and the Diploma (DIII) in English. As a graduation requirement, students must complete an apprenticeship, which provides them with practical training opportunities in their area of expertise. This program also aims to develop technical, professional, and scientific skills needed in the workplace. Furthermore,

students are trained to build a sense of responsibility, a strong work ethic, and adaptability, especially in the business sector.

The author chose PT Riau Andalan Pulp and Paper (PT RAPP) as the apprenticeship location due to its status as one of the largest companies in Indonesia with extensive international partnerships. During the apprenticeship, the author was placed at the APRIL Learning Institute (ALI), specifically in the Board Mill Department. The APRIL Learning Institute is known as a professional development center offering innovative training programs. This placement was highly relevant to the author's field of study, namely English for Business and Professional Communication. By selecting PT RAPP, the author aimed to learn best practices in human resource development and gain hands-on experience in a large corporate environment.

The apprenticeship program took place from September 12, 2024, to January 12, 2025, providing the author with four months to learn and contribute. During this time, the author was involved in various activities such as designing training materials, translating technical modules, and engaging in business communication. These activities offered the author the opportunity to apply theoretical knowledge gained at university to real-world practices. Additionally, the author learned the importance of effective communication and human resource management within an industrial setting. This experience enabled the author to understand how academic theories and skills can be integrated to enhance workplace performance in a major company.

Through this apprenticeship, the author gained valuable experience that supported professional skill development. The author also acquired deeper insights into the application of theoretical knowledge in real work environments, particularly in human resource development. This program not only improved the author's technical skills but also fostered a strong work ethic, responsibility, and adaptability. The contributions made during this apprenticeship allowed the author to positively impact the quality and competence of employees at PT RAPP. This experience serves as an essential foundation for the author to face challenges and opportunities in the professional world in the future.

1.2 Purpose Of Apprenticeship

The purpose of the Internship program conducted at April Learning Institute PT. Riau Andalan Pulp and Paper are:

1. To connect academic knowledge with real-world application, enabling students to gain practical experience.
2. To develop hands-on skills and industry-specific knowledge essential for professional success.
3. To align with the State Polytechnic of Bengkalis focus on vocational education, ensuring students are workforce-ready.
4. To cultivate responsibility, adaptability, and a strong work ethic in students, preparing them for professional challenges.
5. To allow students in the Language Department to apply skills in business communication, training design, and technical translation.
6. To prepare students to meet industry demands by combining academic foundations with workplace practices.
7. To empower students with the tools and experiences needed to seamlessly transition into their professional careers.

1.3 Significance of Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and Politeknik Negeri Bengkalis:

1. For Student

Internships have significance in opening up better career opportunities, helping them develop self-confidence and interpersonal skills, as well as providing opportunities to build a professional network that can open up future employment opportunities.

2. For Companies

Internships provide benefits such as gaining fresh ideas from the younger generation, strengthening channels for recruiting potential employees, and increasing productivity and efficiency through the contributions of student interns. In addition, companies that offer internship programs can also enhance their reputation as companies that care about professional development and are

committed to human resource development.

3. For State Polytechnic of Bengkalis

Internships have significance in strengthening relationships with industry, providing valuable feedback for curriculum improvement, as well as increasing student satisfaction by providing them with real-world experience relevant to their academic studies.

1.4 Job and Length of the Apprenticeship

Practical Work activities are carried out in accordance with the provisions of the Practical Work implementation regulations. The period of practical work is 4 (four) months, starting from September 9th to January 15th, 2025. The schedule for the implementation of practical work at PT Riau Andalan Pulp and Paper is as follows:

Table 1. 1 Office Hours Schedule

No.	Day	Office Hours	Breaks
1.	Monday to Friday	08.15-17.00	12.00-13.30
2.	Saturday	08.00-12.00	-
3.	Sunday	Holiday	-

This practical work activity was carried out at PT Riau Andalan Pulp and Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the April Learning Institute Unit, Board Mill Section.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company History

2.1.1 (APRIL) Asia Pacifics Resources International Holding Ltd

Asia Pacifics Resources International Holding Ltd (APRIL), is one of the largest pulp and paper producers in the world, also a member of RGE Group which was founded by Sukanto Tanoto in 1973. Under his leadership, RGE Group has grown into a global group employing more than 80.000 people with assets totaling more than US\$ 35 billion and worldwide sales reach.

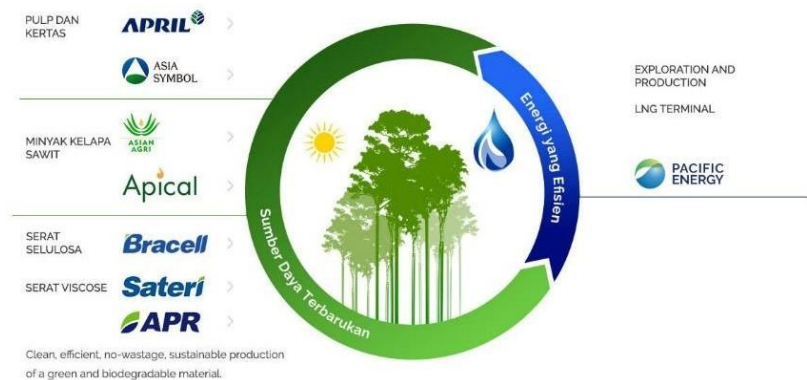


Figure 2. 1 RGE Group of Companies

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

An advocate of responsible corporate citizenship, APRIL, and its subsidiaries (APRIL Group) embraces Mr. Sukanto Tanoto's 5C that is, to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer, and good for Company. Accordingly, corporate social responsibility is woven into APRIL Group's operations and management to advance environment and community development and to fulfil the social responsibilities of a corporation. The Tanoto Foundation, established in 1981 and implements this vision.

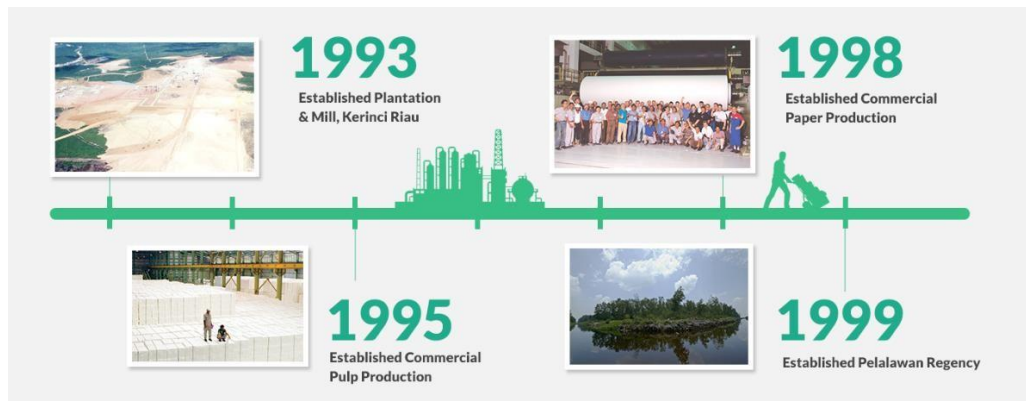


Figure 2. 2 The Path to Prosperity

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

Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's Riau Province and mill construction at Pelalawan Kerinci from 1993. At this time, the Kerinci Township was home to 200 households; a population that would grow to more than 200,000 by 2010 as APRIL Group's business expanded and diversified, transforming Kerinci into a social and commercial regional hub.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia, with the Pelalawan Regency established in 1999, followed by the establishment of the Pelalawan Kerinci District with the Pelalawan Regency in 2001. Kerinci's continued growth would see its division into three areas in 2005.

In 2010, APRIL Group's forestry operations were measured to contribute 6.9% of Riau Province's total economic output. APRIL Group have created approximately 90,000 employment opportunities, which when coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%.

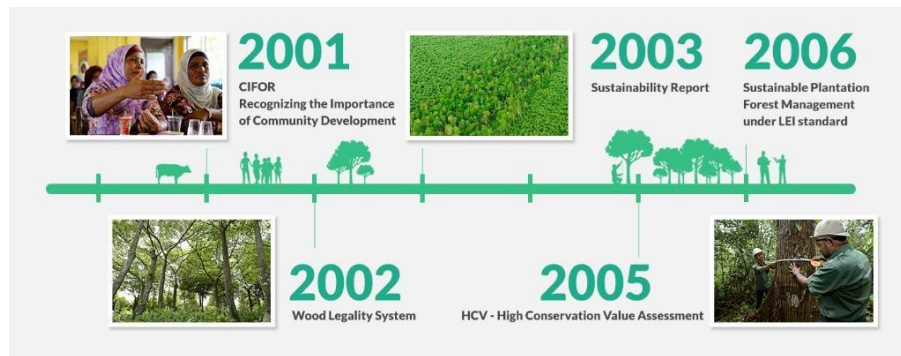


Figure 2. 3 Sowing the Seed Sustainable Forestry

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

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also rolled out a series of economic development initiatives to assist the development of small and medium local enterprises (SMEs).

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fiber plantation through to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and inked a moratorium on further road building and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fiber estates and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established, and APRIL Group received Green

Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from the Indonesian Government.



Figure 2. 4 Growth and Recognition

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

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re-certified under SPFM-LEI again in 2011 for a further five years. In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of four million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self-sufficient energy generation.

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

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified

by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

APRIL Group launched an upgraded Sustainable Forest Management Policy in January 2014. The new policy underlined APRIL Group's commitment to balancing the need to safeguard the environment and enhance the interests of local communities, while continuing to operate a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and the implementation of the Sustainable Forest Management Policy.

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

2.2 Vision and Core Values

2.2.1 Vision

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

2.2.2 Core Values

1. We are aligned by our common purpose and work together as a **complementary team.**
2. We take **Ownership** to achieve outstanding result and seek value at all time.
3. We develop our **people** to grow with us.
4. We act with **Integrity** at all times.
5. We understand our **customers** and deliver best value to them.
6. We act with zero complementary and always strive for **continuous improvement.**

2.3 Kind of Business

There are five kinds of business in PT RAPP which are follows:

- a. Riau Fiber is a business unit that functions as a supplier of raw materials in the form of wood to the mill.
- b. Riau Pulp (RPL) is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.
- c. Riau Paper is a business unit that produces paper based on customer needs.
- d. Riau Power is a business unit that functions as the largest producer of electricity for mills and Riau Complex, especially pulp mills and paper mills, while also dealing with energy and electric power issues.
- e. Shared Services is a business unit that manages personnel and administration at PT RAPP including General Services, Purchasing, Finance, Personnel Administration, ALI, Security, Transportation and Health Care.

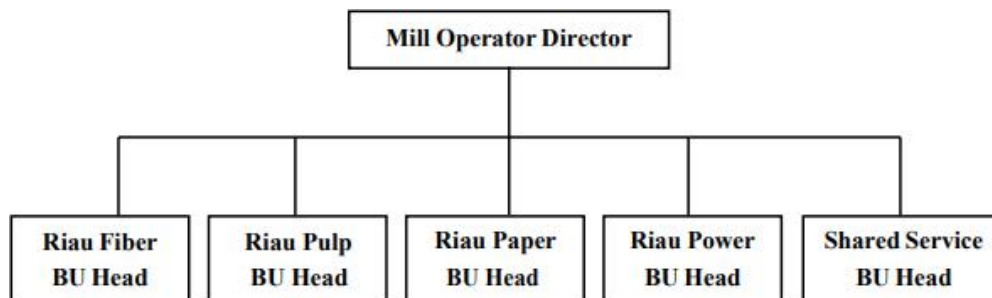


Figure 2. 5 Kind of Business PT. RAPP

PT. Riau Andalan Pulp and Paper is one of the largest, most technologically advanced, and efficient makers of pulp and paper products in the world. This company makes products that are used by millions of people every day in liquid packaging, printing, and writing paper, tissues, shopping bags, food packaging, magazines, and books. The products, including our flagship PaperOne™ office paper, are proudly marketed, and sold in more than 110 countries around the world. The business is built on a Sustainable Forest Management Policy. The operations include a state-of-the-art pulp and paper mill and plantation forests in Riau Province, Sumatra, Indonesia. APRIL employs around 9,000 people directly and provides indirect employment to 90,000. Today, the residential townsite houses up to 7,000

employees and their families.



Figure 2. 6 PT. RAPP Featured Product

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

2.4 Organization Structure

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

The author completed 4 months of practical work at PT Riau Andalan Pulp & Paper, in April Learning Institute, from September 9th to 15th January, 2025. The Apprenticeship was done in the Board mill section.

2.4.1 APRIL Learning Institute (ALI)

APRIL Learning Institute (ALI) is the largest employee training and development center for the pulp and paper industry in Indonesia. APRIL Learning Institute was established at the initiative of APRIL Group's founder, Sukanto Tanoto, who cares deeply about the development and enhancement of every employee. APRIL Learning Institute is responsible for ensuring that all employees are able to execute the company's strategies, both in terms of technical and soft skills. APRIL Learning Institute is one of the departments under Shared Service/Human Resource that is responsible for the company's human resources. In

the process of creating and running training, ALI has 10 (ten) sections, namely:

1. Development Center.
2. Technical Mill.
3. ALI Technical Maintenance.
4. Fiber Operation Training.
5. Technical Transport
6. Education Program.
7. Technical Rayon.
8. Technical Board Mill
9. General Training Service
10. Technical Operation

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

1. Module Development.

Creating modules that are used for learning materials in training with a focus on the field that will carry out the training.

2. Execution.

Conducting trainings aimed at improving the ability of employees with a focus on the field according to what is needed by the employee.

3. Certification.

Conducting an assessment of employees to determine whether the employee is competent or not as one of the requirements in operating the machine, one of which is the provision of DLP (Driving License Program).

APRIL Learning Institute also conducts a training needs analysis before designing and running its trainings. ALI also facilitates employees with programs that assist employees in their own development process and capabilities. One of these programs is the IDP (Individual Development Plan) which contains a plan for each employee's capability process. ALI is responsible for improving the Core Value of its employees through technical and soft skills training.

2.4.2 Vision and Mission of APRIL Learning Institute (ALI)

The Following are the Vision and Mission of APRIL Learning Institute:

1. Vision

“To be a world-class Learning Organization that develops and equips people, particularly within the APRIL Organization and RGE Group”.

2. Mission

To connect ALI programs to support business solutions transferring maximum learning outcomes in the workplace supporting LEAN transformation programs.

The organizational structure of April Learning Institute can be seen below:

2.4.3 Organization Structures of APRIL Learning Institute (ALI)

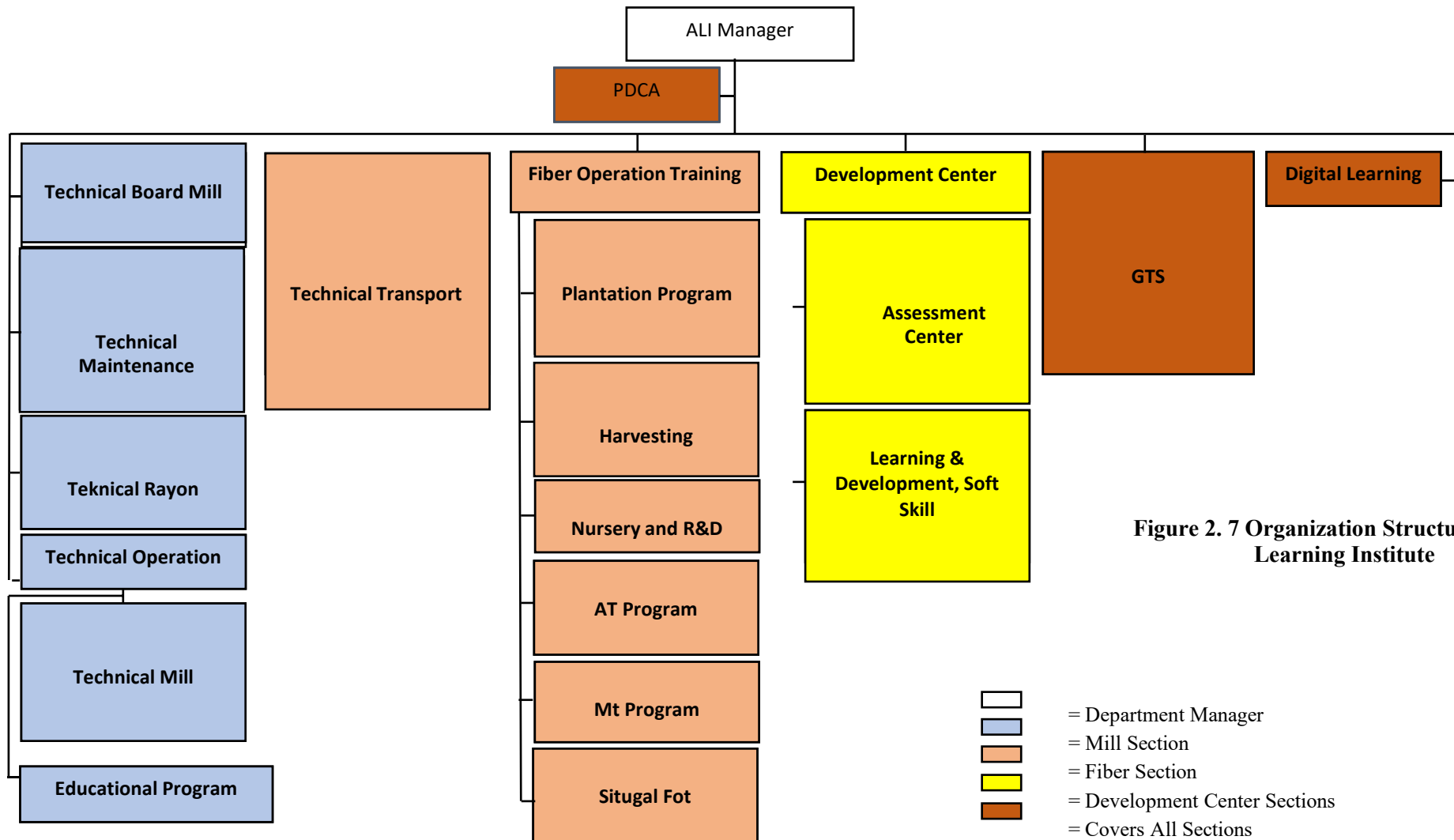


Figure 2. 7 Organization Structure APRIL Learning Institute

APRIL Learning Institute's organizational structure is prepared in accordance with applicable regulations, which essentially describes all functions, obligations and responsibilities of each section held. The duties and responsibilities of each section within APRIL Learning Institute's organizational structure are as follows

as follows:

1. ALI Manager.

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

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

2. Development Center.

This is the section responsible for the company's HR development center at ALI, one of its duties is to provide soft skills material needed by an employee and provide an assessment of the training that has been carried out.

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

- a. Assessment Center is a program that serves to provide an assessment of each employee who has conducted training so as to find out whether the employee is competent or not.
- b. Learning and Development Soft skill is a program that program that functions to provide learning about soft skills and materials that can change the mindset of an employee.

3. Technical Mill.

This is the section responsible for the development of technical mill employees. Employees included in the supervision of this section are IT employees, production and other technicians. One of the tasks is the development of factory employees.

4. Technical Maintenance.

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

5. Technical Rayon.

A section responsible for rayon production, this section is in charge of providing learning materials and skills development needed by employees related to the rayon field.

6. Technical Board Mill.

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

7. Fiber Operation Training.

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

8. General Training and Services (GTS).

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

9. Technical Transports.

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

10. Education Program.

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

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, some of the activities during the internship are described. The internship lasted for 4 months, starting from September 9 to January 15, 2025 at the APRIL Learning Institute, PT RAPP. During the internship at PT Riau Andalan Pulp and Paper, the author was placed in the Board Mill section for 4 (Four) Months. The work schedule was divided into two shifts: Monday to Friday from 08.15-17.00 WIB, and Saturday from 08.00-12.00 WIB, with two days off on Saturday every month.

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

There were several jobs given in Board Mill Department ALI Office, namely:

1. Assisting in Handling Core Value Refresher Event
2. Creating and Designing Insight Sphere Wordpres Account
3. Creating Sharing Session: "Website Cepat dengan WordPress"
4. Designing Content on the Insight Sphere Account
5. Talent Content Internship at Riak Ilmu
6. Handling Mandarin Writing Competition
7. Editing and Translating Modules
8. Editing and Translating DLP Exam Questions
9. Monitoring DLP Exam
10. Making Toastmaster PPT
11. Making Attendance List to Board Mill
12. Making Name Plate
13. Checking and Booking Room

3.2 System and Procedure

The Working procedures done at Board Mill Departement which are follows:

1. Assisting in Handling Core Value Refresher Event

The Core Value Refresher event aimed to refresh all RGE employees' understanding of the core values and code of conduct that guide the company's actions and decisions. RGE's 5Cs—Community, Country, Climate, Customer, and Company—prioritize sustainability and social responsibility over profit. In this regard, the company is committed to not only excelling in terms of products, but also developing quality and responsible human resources. With a total of 13,000 employees, the company ensures that all employees understand and apply these core values in their work. With a total targeted employees of more than 13 thousand employees. Students have attended 15 sessions, which were attended by at least 35 people. so the total number of employees student have reached is 525 employees.

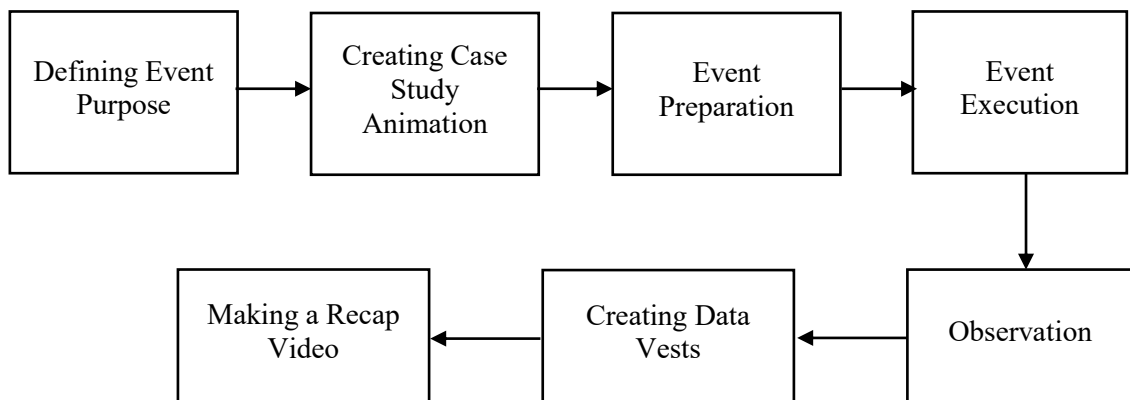


Figure 3. 1 Working Procedures of Assisted in Handling Core Value Refresher Event

a. Creating Case Study Animation for Core Value Refresher

The first task the student undertook was creating a case study animation that would be used in the training event. The animation was designed to visualize the application of the company's core values in a more interesting and understandable way. By using animation, participants could see examples of real situations that illustrate how the company's values such

as Community, Country, Climate, Customer, and Company are applied in daily practice. The goal was to clarify the message to be conveyed, making the training session more interactive and interesting for participants.



Figure 3. 2 Creating Case Study Animation for Core Value Refresher

b. Event Preparation and Execution

In the preparation stage of the event, students have several important responsibilities, such as monitoring the attendance of participants via email, ensuring registered participants attend as scheduled, and compiling attendance reports for each session. During the event, students were directly involved in its implementation, where various materials needed were prepared, such as paper for group discussions, cards with the Behavioural Competency Framework, as well as Core Value and Code of Conduct books that would be distributed to the participants.



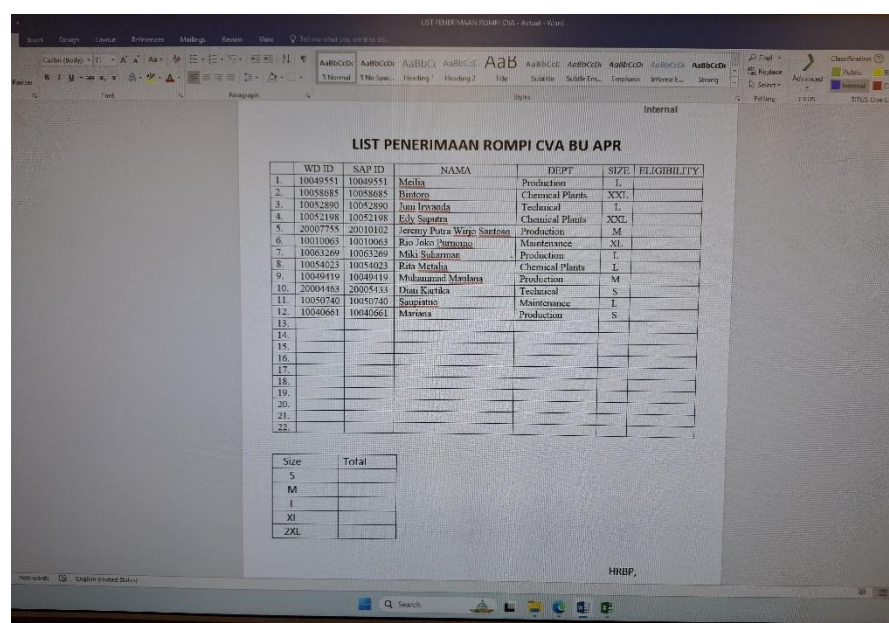
Figure 3. 3 Preparation of Discussion Materials

c. Observation

During the 14 sessions, the student made observations about the training implementation and the communication dynamics. It was noted that the company has a very adaptive communication culture, especially in terms of language use during training sessions. If the participants consisted of foreign employees, the training was conducted in English to ensure maximum understanding. Conversely, if all participants were local employees who were more comfortable using Indonesian, the training was conducted in Indonesian.

d. Creating Data Vests for Core Value Ambassadors

In addition, the student was also involved in creating vest data for Core Value Ambassadors in various business units. This vest is given as an award to employees who show high dedication in implementing the company's values in the workplace. The student's job was to collect the data of the selected employees and ensure they received this vest as a symbol of appreciation. This data management was important to ensure that the vest distribution was done appropriately and that each recipient



The screenshot shows a Microsoft Word document with the title "LIST PENERIMAAN ROMPI CVA BU APR". The document contains a table with the following columns: WD ID, SAP ID, NAMA, DEPT, SIZE, and ELIGIBILITY. The table lists 12 employees with their respective IDs, names, departments, sizes, and eligibility status. Below the main table, there is a summary table with columns "Size" and "Total", showing counts for sizes S, M, L, XL, and 2XL.

WD ID	SAP ID	NAMA	DEPT	SIZE	ELIGIBILITY
1. 10049551	10049551	Meika	Production	L	
2. 10058885	10058885	Bintoro	Chemical Plants	XXL	
3. 10052890	10052890	Danu Irawanda	Technical	L	
4. 10052198	10052198	Ely Saputra	Chemical Plants	XXL	
5. 20007755	20010102	Jeremy Putra Wirjo Santoso	Production	M	
6. 10010063	10010063	Rio Joko Partoqano	Maintenance	XL	
7. 10063269	10063269	Miki Salsaman	Production	L	
8. 10054023	10054023	Rio Metulu	Chemical Plants	E	
9. 10049419	10049419	Muhammad Mawilana	Production	M	
10. 20004463	20005133	Danu Kusika	Technical	S	
11. 10050740	10050740	Sugiatno	Maintenance	L	
12. 10040681	10040681	Mawana	Production	S	
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Size	Total
S	
M	
L	
XL	
2XL	

Figure 3. 4 Creating Data Vests for Core Value Ambassadors

was recognized according to their contribution to the company culture.

e. Making a Recap Video

The creation of a recap video for the **Core Value Refresher Event 2024** is a way to appreciate and celebrate the successful execution of this meaningful event. The video captures key moments, inspiring activities, and the enthusiasm of participants, showcasing the event's essence and the core values it aimed to reinforce. By preserving these highlights, the video not only serves as a token of gratitude to the organizing team, participants, and stakeholders but also inspires future initiatives and shares the event's impact with a broader audience, fostering pride and motivation within the community.



Figure 3. 5 Making a Recap Video

Thus, the Core Value Refresher event not only provided a deeper understanding of the company's core values, but also became a platform to strengthen relationships between employees and strengthen the company's culture oriented towards sustainability and social responsibility.

2. Creating and Designing Insight Sphere WordPress Account

In the second internship, The student was given the task of creating and designing a WordPress account for Insight Sphere, a platform that focuses on the instructional industry as well as the mentor's experience as a chemistry lecturer.

The process of creating the account started with registering with WordPress and selecting a theme suitable for an educational platform. After that, the student customized the look of the site and added several main pages, such as Home, About Us, Contact, Articles, and Infographics that contain content about the mentor's teaching experience and topics related to the chemical industry. Through this project, the student gained experience in managing and designing a website that can convey information and share knowledge in the field of education and the chemical industry with a wider audience.

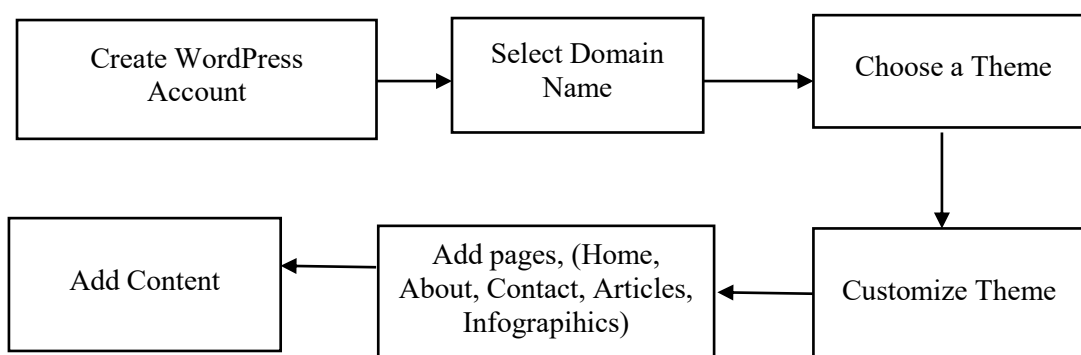


Figure 3. 6 Working Procedures of Create and Design Insight Sphere WordPress

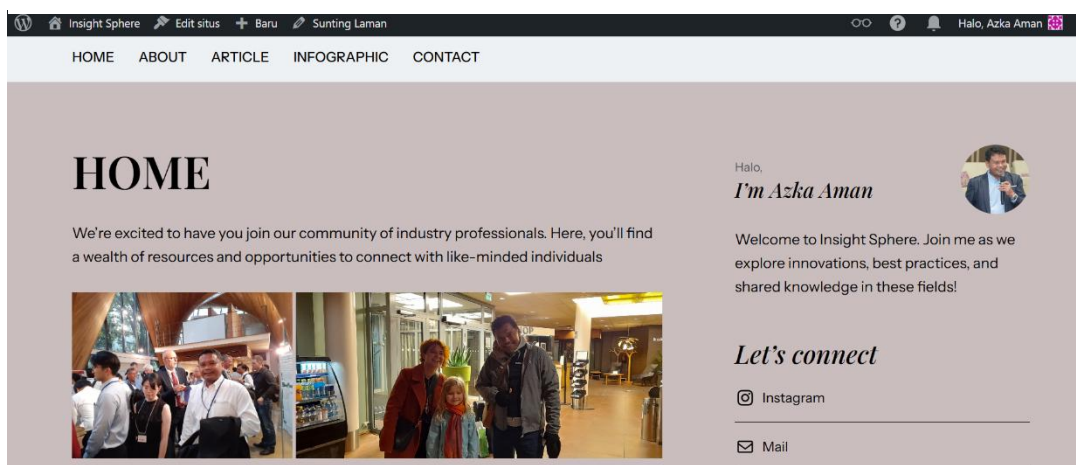


Figure 3. 7 Insight Sphere Wordpress Account

3. Designing Content on the Insight Sphere Account

During the next internship, the student was assigned to design content for the Insight Sphere account, which focuses on topics related to academic and lifestyle consulting. The student designed articles and infographics aimed at providing

valuable insights for the audience on achieving work-life balance, as well as offering guidance for those interested in becoming chemistry consultants.

The first article created by the student discussed work-life balance, focusing on strategies to maintain a balance between work and personal life. The article covered tips for managing time, setting healthy boundaries, and the importance of maintaining physical and mental well-being in the face of work demands.

Additionally, the student designed an infographic on tips to become a chemical consultant, presenting practical steps to start a career in chemical consulting. The infographic included information on the skills needed, education required, and tips for building networks and clients in the chemical industry. By designing these articles and infographics, the student not only improved their skills in creating informative and engaging content but also deepened their understanding of the importance of effective communication through text and visuals.

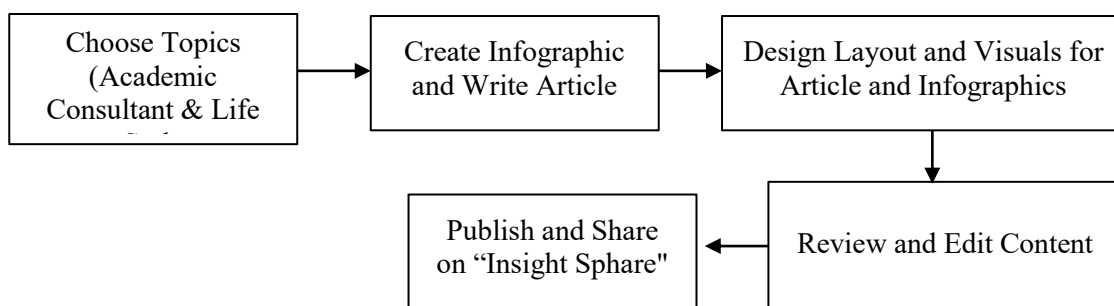


Figure 3. 8 Design Content on the Insight Sphere Account

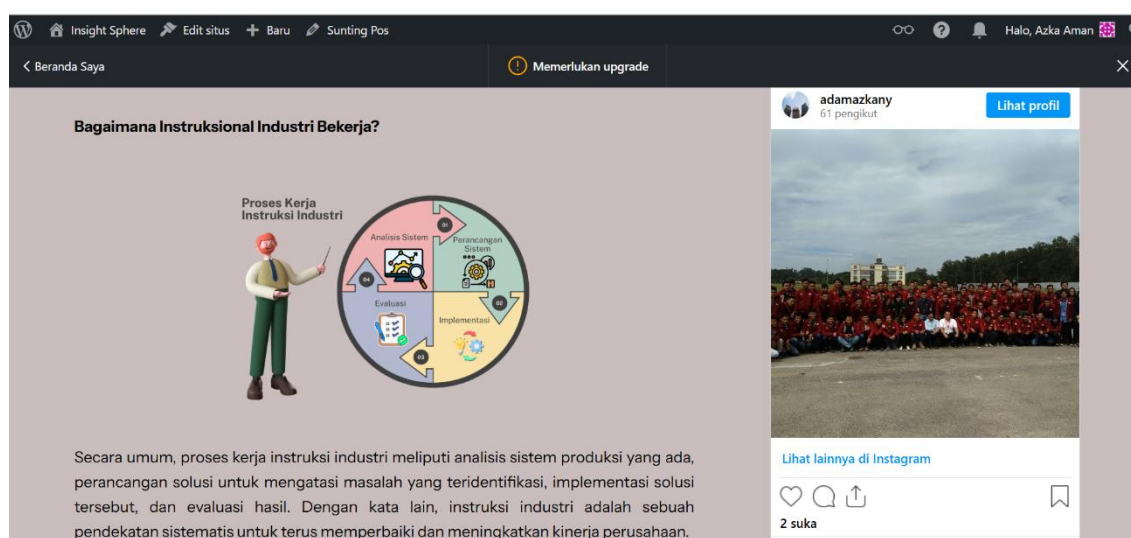


Figure 3. 9 Article Content in Insight Sphere Wordpress

4. Creating Sharing Session: “Website Cepat dengan WordPress”

In today's digital age, having a fast and efficient website is crucial for attracting visitors and providing a great user experience. WordPress, as one of the most popular website-building platforms, offers various tools that make it easy to create and manage websites. To help participants understand and optimize WordPress for creating effective and fast websites, we will be hosting a sharing session titled " **Website Cepat dengan WordPress.**"



Figure 3. 10 Working Procedures of Creating Sharing Session

The first step is to prepare the presentation material in the form of a structured PowerPoint (PPT). The session will begin with an explanation of how to create an account on WordPress, whether through WordPress.com or WordPress.org. Participants will be guided through the registration process and helped to choose the platform that best suits their needs. Next, we will introduce the various pages and features available on the WordPress dashboard, such as the post editor, theme settings, plugins, and other configurations. This introduction will help participants navigate and utilize the features of WordPress effectively.

Additionally, the material will cover the design of important website elements such as headers, footers, and sidebars. Participants will learn how to customize WordPress themes and add functionality through plugins. Equally important, the session will also discuss optimizing website speed, from choosing lightweight themes to techniques like caching and image optimization to improve site loading times. Finally, participants will be guided through configuring and publishing their site, making it ready to go live.

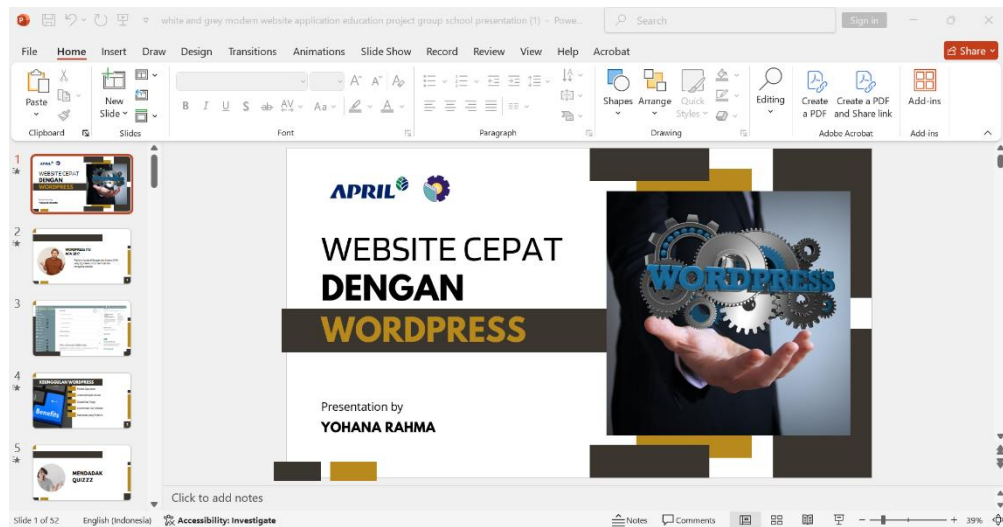


Figure 3. 11 Sharing Session Material Concept

After the presentation material is prepared, the execution of the sharing session will begin with an interactive delivery of the content. Each topic will be explained in detail, accompanied by live demonstrations on the WordPress platform, so participants can see the steps in action. A Q&A session will follow each topic to ensure participants fully understand the material. Moreover, attendees will have the opportunity to practice what they've learned, such as creating accounts, designing pages, and optimizing their sites. At the end of the session, feedback will be collected from participants to improve future sessions.

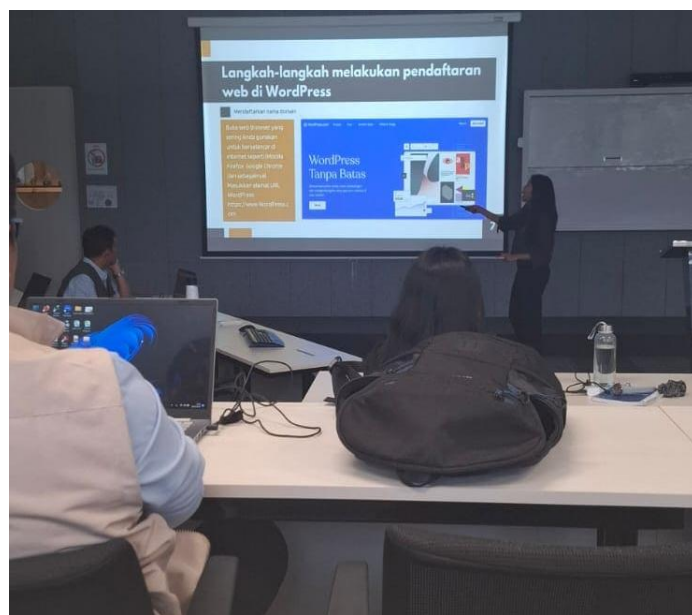


Figure 3. 12 Execution of Sharing Session

With a practical and comprehensive approach, this sharing session is expected to provide a deeper understanding of how to create a fast website using WordPress while equipping participants with the skills needed to manage and optimize their websites more effectively.

5. Talent Content Internship at Riak Ilmu

The **Talent Content Internship at Riak Ilmu** focuses on the participant's role as a talent in creating engaging content for the Instagram account **@riakilmu**. As a talent, participants serve as the primary figure in the production of creative materials, including videos, photos, or other promotional content aligned with the account's goals and audience.

The main responsibilities of the participants include appearing as the central figure in educational, inspirational, or entertaining content that resonates with the audience of **@riakilmu**. Participants may also take part in brainstorming sessions for creative ideas, understanding scripts or concepts prepared by the creative team, and collaborating with photographers, videographers, or production teams to produce high-quality content.

This role requires participants not only to be confident in front of the camera but also to bring positive energy, flexibility, and the ability to convey messages aligned with the content's objectives. The internship offers valuable experience for individuals looking to enhance their communication skills, public speaking abilities, and self-confidence in the creative industry.

By participating in this program, interns will gain insights into professional content production processes and have the opportunity to build their personal portfolios as talents. This internship serves as a stepping stone for those aspiring to enter the creative industry, especially in roles involving visual storytelling and on-camera performance.

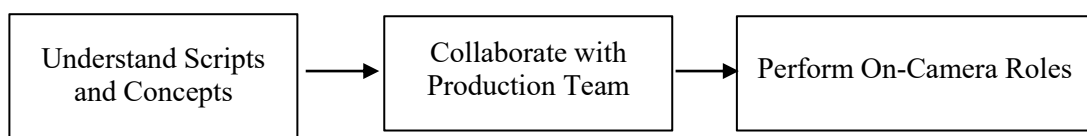


Figure 3. 13 Working Procedures of Talent Content Internship at Riak Ilmu

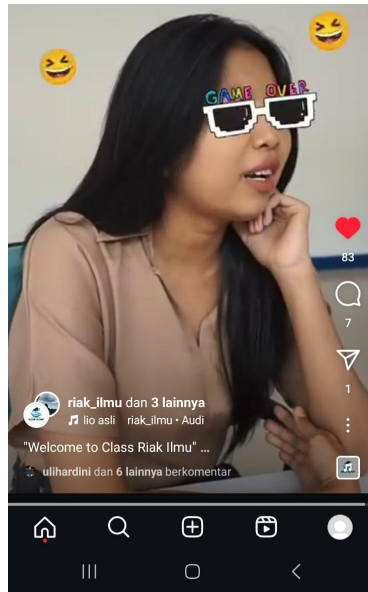


Figure 3. 14 Riak Ilmu Content

6. Handling Mandarin Writing Competition

As part of the internship program, students are assigned to handle a Chinese writing competition held for APRIL Learning Institute (ALI) employees. The competition lasted for two weeks and aimed to improve Chinese writing skills among employees. The following is an explanation of the implementation process:

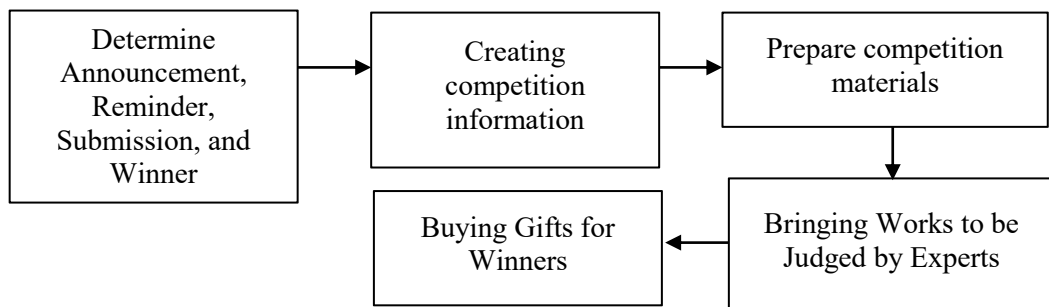


Figure 3. 15 Working Procedures of Handling Mandarin Writing Competition

a. Creating an Activity Timeline

Students developed an activity timeline that covered the main stages, from the announcement of the competition, reminders to participants, to the announcement of the winners. This timeline ensures that each stage of the competition runs according to schedule and is well coordinated. Students also ensure that all important details, such as the deadline for submission,

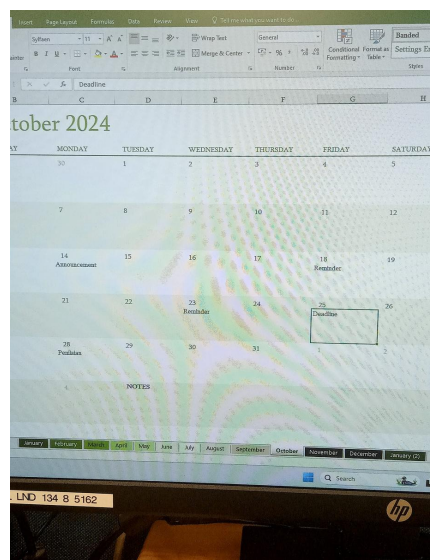


Figure 3. 16 Activity Timeline

are clearly conveyed to participants.

b. Preparing Competition Materials

Students are also responsible for preparing materials that participants will use as writing materials. These materials are designed to be relevant to the theme of the competition and motivate participants to show their best abilities. In addition, students also ensure that the materials support participants in producing quality writing.

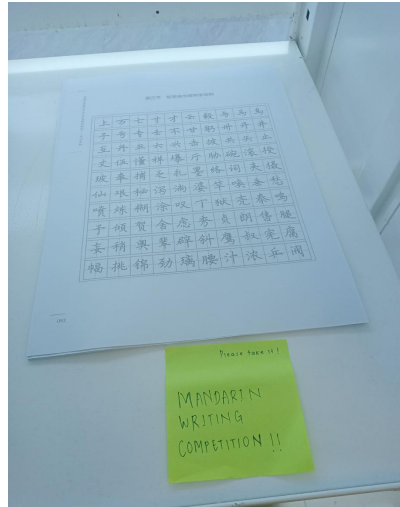


Figure 3. 17 Preparing Competition Materials

c. Managing the Competition Process

During the competition, students ensured that each participant was clearly informed about the rules and schedule. Regular reminders were given to ensure participants stayed active and organized. Students are also ready to answer participants' questions to avoid confusion during the competition process.

d. Holding Consultation with Experts

Prior to the announcement of the winners, students consulted with Chinese language experts to help with the assessment process. This consultation ensured that the assessment was conducted objectively and professionally. Through this step, students also provide opportunities for participants to



Figure 3. 18 Consultation with Experts

get constructive evaluations.

e. **Preparing Prizes for Winners**

As part of the final preparation, students prepared prizes for the winners of the competition. These prizes are designed as a form of appreciation and motivation for participants to continue improving their skills. The prizes are prepared by considering their relevance and symbolic value to the winners.

With this task, students not only contributed to the success of the competition but also gained valuable experience in managing a small project with various operational aspects. The competition is also an effective means to encourage Chinese learning in the work environment, while creating a fun and appreciative learning atmosphere.

7. Editing and Translating Modules

In the next internship, students were assigned to edit and translate modules used in the Board Mill Department. These modules include Sym Sizer, Approach Flow, Calender, Wet End, and others. This task aims to ensure that the technical modules are well-structured, in accordance with the DLP (Driving License Process) template, and easy for employees to understand.

The process begins with retyping the modules to ensure the format and structure of the writing is in line with DLP standards. This includes tidying up the layout, adjusting the font, size, and spacing according to the company template. This step is important to make the document more organized and professional.

Apart from retyping, students are also tasked with translating materials from English to Indonesian. The translation is done by maintaining technical accuracy so that the information remains clear and easily understood by employees. This ensures that the module can be used effectively by users.

Through this activity, students gain experience in drafting and editing technical documents according to company standards. Skills in organizing and translating materials were also improved during this process. In addition, this

activity provided a deeper understanding of the procedures and terminology used in the board manufacturing industry.

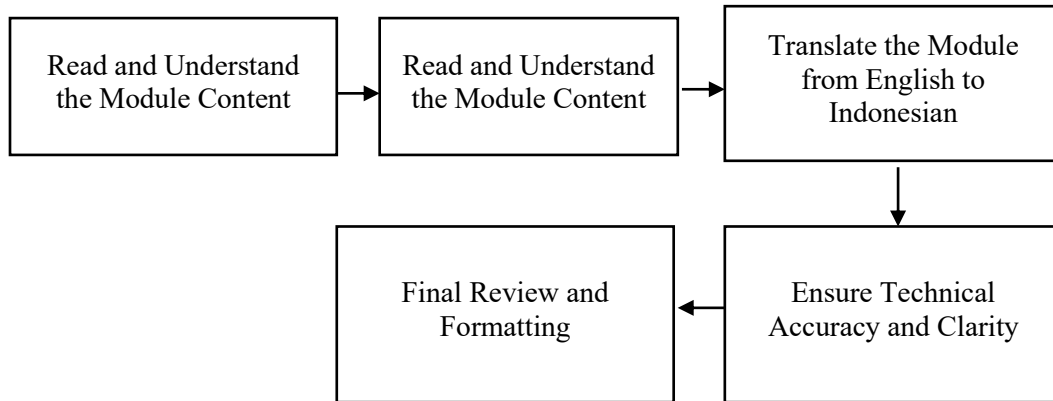


Figure 3. 19 Working Procedures of Editing and Translating Modules

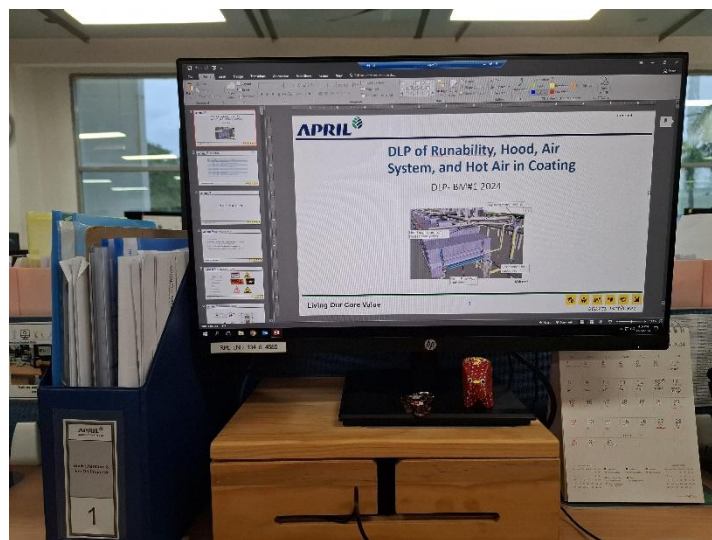


Figure 3. 20 SymSizer Module

8. Editing and Translating DLP Exam Questions

During the internship, students are tasked with editing and translating exam questions in the Driving License Process (DLP). This task aims to ensure that the exam questions are well organized and easily understood by the employees who will use them. Carefully, students ensure that the questions meet the standards set by the company.

The process starts with editing the exam questions to ensure the format is in line with the template. Students tidy up the layout, correct writing errors, and

ensure the question structure is clear and relevant to the competencies being tested. Each question is reviewed to ensure there are no ambiguities that could confuse test takers.

After the editing process is complete, students translate the questions from English to Indonesian. The translation is done by maintaining accuracy, especially for technical terms, so that the original meaning of the questions is maintained. The language used was also adjusted to be easily understood by participants without changing the level of difficulty or intent of the question.

Through this activity, students gained valuable experience in handling technical exam questions used in a professional environment. This activity also improved their ability to edit and translate important documents in detail. Students learned the importance of thoroughness and consistency to ensure test questions can be used effectively in the employee evaluation process.

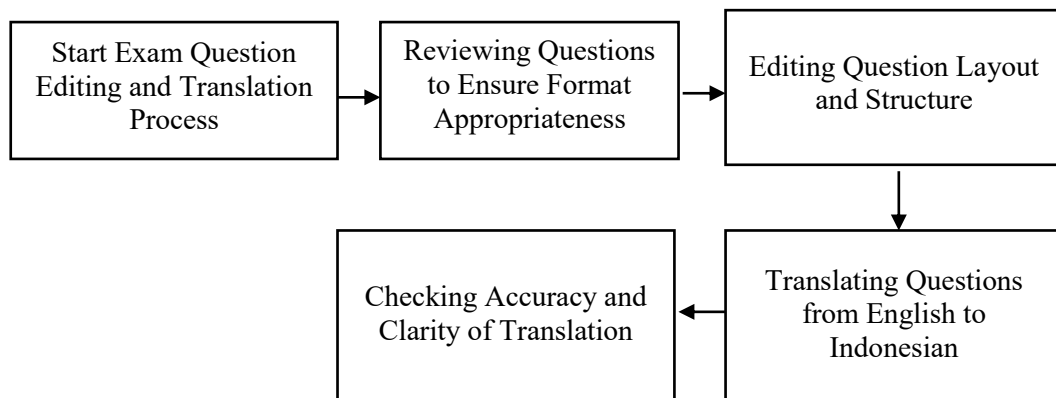


Figure 3. 21 Working Procedures of Editing and Translating DLP Exam Questions

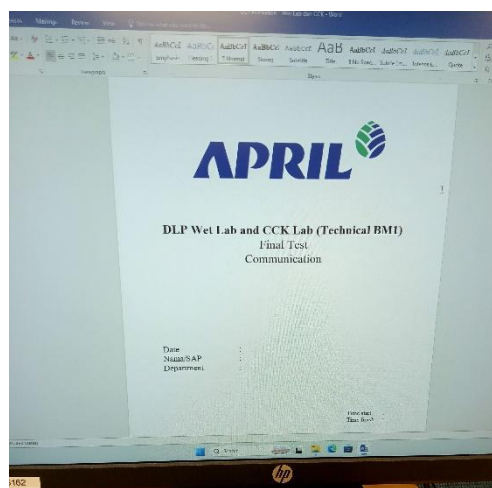


Figure 3. 22 DLP Exam Questions

9. Monitoring DLP Exam

In this internship program, students are assigned to monitor the Driving License Process (DLP) exam. This task includes direct supervision of the exam to ensure the process runs according to procedures. In addition, students also ensure that exam participants can work on questions comfortably and orderly.

Students are responsible for distributing exam questions to participants according to their respective business units. Each business unit has questions that are relevant to their needs and tasks, so the distribution is done carefully. Students ensure that the questions given are in accordance with the material that has been prepared.

In some cases, if the exam is specific to a particular business unit, students help to contact the PIC (Person in Charge) of each business unit to ensure the smooth implementation of the exam. In addition, students also monitor the stock availability of exam questions in the files of each unit. If the stock of exam questions runs out, students immediately inform the relevant PIC so that they immediately replenish the stock of exam questions needed, so that the exam can continue without a hitch.

Through this activity, students gain experience in managing and monitoring the evaluation process in a work environment. This task also helped students develop cross-departmental communication and coordination skills. This experience will be very useful for dealing with similar situations in the future.

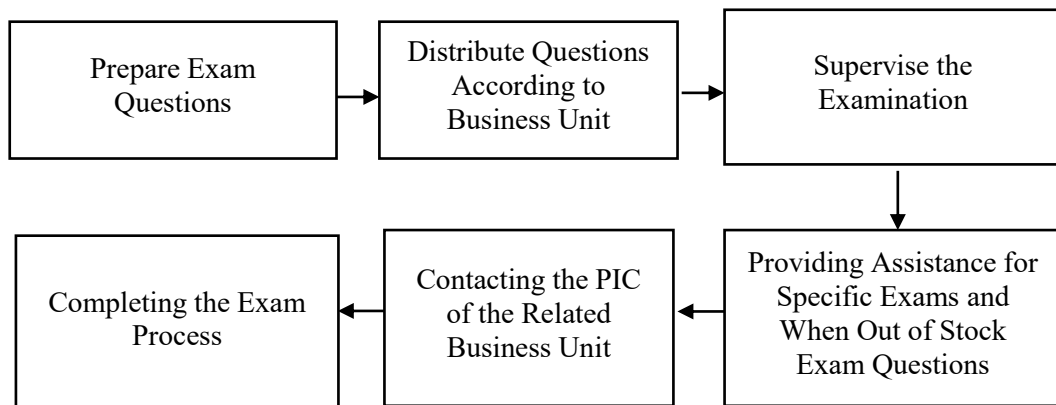


Figure 3. 23 Working Procedures of Monitoring DLP Exam



Figure 3. 24 DLP Exam

10. Making Toastmaster PPT

Students are tasked with creating presentations using PowerPoint that support Toastmaster activities. These presentations are designed to meet the needs of delivering material in a professional and attractive manner. Students ensure that each slide has a clear visual appearance, in accordance with Toastmaster standards.

During the process, students worked together with the team to understand the content of the material to be delivered. Students also integrate design elements such as graphs, diagrams, and illustrations to strengthen audience understanding. Layout and color adjustments are made to make the presentation more attractive and in accordance with the organization's visual identity.

After completion, students review the presentation to ensure there are no errors both in content and technical terms. Feedback from mentors or related parties is considered to improve the quality of the final result. Thus, students play an active role in supporting the smooth running of Toastmaster activities through effective presentation media.

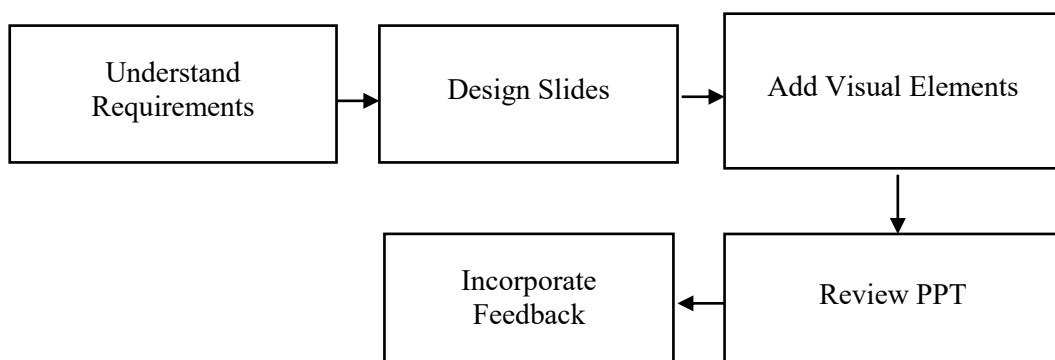


Figure 3. 25 Working Procedures of Toastmaster PowerPoint



Figure 3. 26 Toastmaster PowerPoint

11. Making Attendance List to Board Mill

The next internship activity is for students to create an attendance list for activities at the Board Mill using a spreadsheet. This list is prepared for use by the ALI team who carry out activities every Friday. The timeframe of this activity runs from November 15, 2024 to January 31, 2025.

During the creation process, students ensured that the attendance list format included important information such as names, dates, times, and attendance of participants. Students also verified the data to ensure accuracy and ease of use for the ALI team. The design and format of the spreadsheet was organized to make it easy for users to fill in and understand.

Once completed, students distributed the spreadsheet to the ALI team to use during the activity. In addition, students are ready to provide assistance if any updates or revisions are needed. This activity supports the smooth process of recording attendance in a structured and efficient manner.

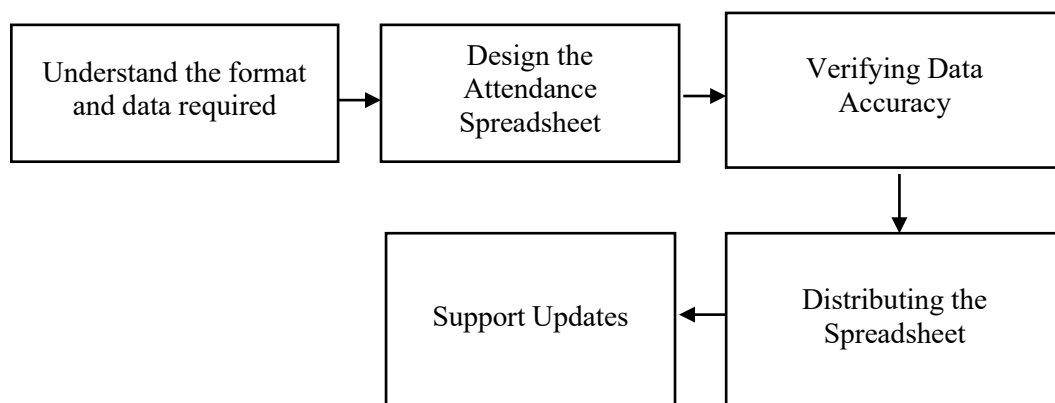


Figure 3. 27 Working Procedures of Making Attendance List to Board Mill

ALI Mill Visit Attendance Form		
Visit Period: November 15, 2024 - January 31, 2025 (Every Friday)		
In relation to the weekly Mill Visit by the ALI team, scheduled every Friday within the specified period, please complete this attendance form to confirm your participation. Ensure that the information provided about the visit date and time is accurate. Your attendance is crucial for the smooth and successful conduct of these visits.		
15 November 2024	No.	ALI Member Team Name
	1	
	2	
	3	
	4	
	5	
22 November 2024	No.	ALI Member Team Name
	1	
	2	
	3	
	4	

Figure 3. 28 Attendance List to Board Mill

12. Making a Name Plate

Another activity is that students are tasked with making name plates for event participants in accordance with a predetermined order. This process starts with typing the names of the participants into a template that has been provided previously. The template is designed to ensure the name plate looks professional and uniform.

After all the names were inputted into the template, students proceeded to print the name plates. The printing process is done carefully to ensure optimal printing quality. Next, the printed name plates were cut out according to the predetermined size and shape.

Students also made sure that each name plate was in the correct order and name of the participants. If there are revisions or changes in the name list, students are ready to adjust and update the name plates before distribution to event participants. This process aims to ensure the identity of participants is clearly visible and helps the smooth running of the event.

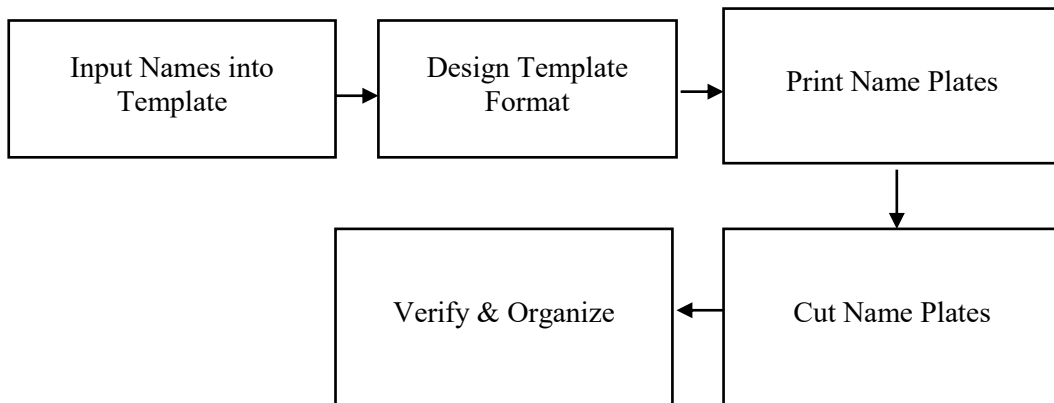


Figure 3. 29 Working Procedures of Making a Name Plate



Figure 3. 30 Name Plate

13. Checking and Booking Room

Managing room reservations quickly and efficiently is an essential skill in today's digital era. Through this internship, students will learn to use the GYR (Get Your Room) application to facilitate the process of checking and booking rooms in a practical and professional manner.

The activity starts by logging into the GYR application, then checking the availability of the room on the required date. If the room is available, participants proceed with processing the booking until it is completed. This program provides practical experience in professional reservation management.

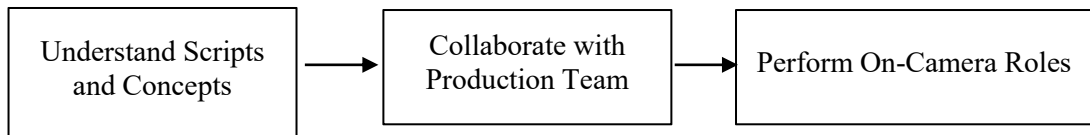


Figure 3. 31 Working Procedures of Checking and Booking Room

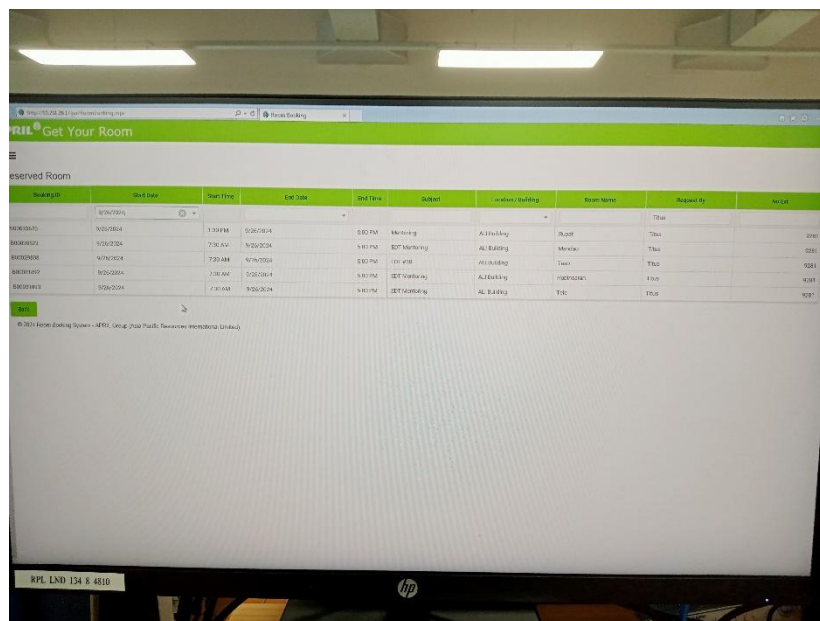


Figure 3. 32 GYR Application

3.3 Points of Observation

During my internship, I had the opportunity to observe various systems, practices, and technologies implemented within the company. These observations provided valuable insights into how the organization operates and adapts to global standards while fostering innovation and efficiency in its daily operations

a. GYR (Get Your Room) Application

The GYR application is a system designed to facilitate employees in booking or checking the availability of rooms within the ALI building. This application allows real-time updates, ensuring that users can see which rooms are available or already reserved. By automating the booking process, it minimizes scheduling conflicts and improves efficiency in room management. The application is user-friendly and can be accessed from various devices such as laptops, tablets, or smartphones, making it a practical tool for enhancing work productivity.

b. MyApril Company Website

The MyApril website acts as the company's digital representation, showcasing its vision, mission, services, products, and ongoing projects. It features a professional and user-friendly design, catering to visitors from various cultural and professional backgrounds. Key features include detailed project portfolios, a blog with industry insights, and updates about company activities. The website is also a strategic platform for attracting international clients, with all content presented in English to reflect the company's global scale and professionalism.

c. International-Scale Company

The company operates on an international scale, serving clients and collaborating with business partners from various countries. Its multicultural work environment consists of employees from diverse linguistic and cultural backgrounds, fostering a global perspective in its operations. By adhering to internationally recognized standards in work ethics, procedures, and operational guidelines, the company ensures it remains competitive in the global market.

Employees are expected to quickly adapt to different work cultures and develop strong cross-cultural communication skills to support seamless collaboration.

d. Face Scan for Attendance

The face scan attendance system is an advanced tool used to track employee presence by utilizing facial recognition technology. Integrated with the company's database, the system ensures that attendance records are accurate and secure, as only registered employees can log in. This technology eliminates the need for traditional attendance devices, such as punch cards or fingerprint scanners, reducing the chances of fraud or errors. The implementation of this system is part of the company's broader initiative to integrate Industry 4.0 technologies into its daily operations.

e. Industry 4.0 Implementation

The company has fully embraced Industry 4.0 principles by incorporating advanced technologies such as automation, IoT (Internet of Things), and data analytics into its operations. These technologies enhance efficiency by streamlining workflows and enabling data-driven decision-making processes. They also support the development of innovative products and services to meet the demands of a competitive global market. Employees are encouraged to familiarize themselves with these modern technologies, fostering a culture of continuous learning and cross-departmental collaboration to support digital transformation.

f. Using English on Wednesdays and Fridays

The company designates Wednesdays and Fridays as days when all formal communication is conducted in English. This policy is aimed at developing employees' English proficiency, particularly in speaking, writing, and understanding the language in professional contexts. Meetings, emails, and official documents are all handled in English on these days, providing employees with regular practice. This initiative not only boosts their confidence in using English but also prepares them for interactions with international clients and partners, which are crucial in a global work environment.

g. Teaching in English for Managers and NEO (New Employee Orientation)

The company conducts training programs for managers and new employees (NEO) entirely in English. These sessions cover essential topics such as company culture, work systems, and managerial skills, ensuring that participants are well-prepared to meet company expectations. Using English as the medium of instruction helps employees become more comfortable with professional communication in a global context. This initiative supports the company's international focus and provides employees with additional skills that can enhance their career development and effectiveness in the workplace.

3.4 Place of Apprenticeship

Practical Work is carried out after students occupy the VII semester, while the Practical Work activities take place for approximately four (4) months, starting from September 15, 2024 to January 15, 2025 at PT Riau Andalan Pulp and Paper (PT. RAPP) Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during the field work practice were at the April Learning Institute dept. Board Machine. With the provisions of work entry starting at 08.00 - 17.00 WIB for Monday - Friday and 08.00 - 12.00 WIB for Saturday.

3.5 Kind and Description of Apprenticeship

The following outlines the work report for Week 1, including the day/date, activities, and locations of implementation.

Table 3. 1 Daily Activities from September 9, 2024 to September 14, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday. September 9 th 2024	Safety Induction	Advisor Tengku Kespandiar
2.	Thursday, September 12 th 2024	Filing the DLP Exam Module	Mentor
3.	Friday, July 13 th 2024	Creating Case Study Animation for Core Value Refresher Event	Mentor

4.	Saturday, July 14 th 2024	Creating Case Study Animation for Core Value Refresher Event	Mentor
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Table 3. 2 Daily Activities from September 17, 2024 to September 21, 2024

No	Date and Time	Description of Activities	Assignor
1.	Tuesday, September 17 th 2024	Editing and Translating the Symsizer Module	Mentor
2.	Wednesday, September 18 th 2024	Participating in the zoom meeting “Extending functions for Power Point”	Mentor
3.	Thursday, September 19 th 2024	Editing and Translating the Symsizer Module	Educational Program Mentor Nanda Patricia Flowerence
4.	Friday, September 20 th 2024	Editing and Translating the Symsizer Module	Tehnickal Mill Tri Hariyadi
5.	Saturday, September 21 st 2024	Day Off	

Table 3. 3 Daily Activities from September 23, 2024 to September 28, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, September 23 rd 2024	Editing and Translating the Symsizer Module	Mentor
2.	Tuesday, September 24 th 2024	Learn How to Book a Room At ALI	Mentor
3.	Wednesday, September 25 th	Editing and Translating DryEnd	Mentor

	2024	Module	
4.	Thursday, September 26 th 2024	Editing and Translating DryEnd Module	Mentor
5.	Friday, September 27 th 2024	Editing and Translating DryEnd Module	Mentor
6.	Saturday, September 28 th 2024	Editing and Translating DryEnd Module	Mentor

Table 3. 4 Daily Activities from September 30, 2024 to October 5, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, September 30 th 2024	Editing and Translating WetEnd & DryEnd Module	Mentor
2.	Tuesday, October 1 st 2024	Trial and Error Games for Training	Mentor
3.	Wednesday, October 2 nd 2024	Editing and Translating the Stock Preparation Module	Mentor
4.	Thursday, October 3 rd 2024	Editing and Translating the Stock Preparation Module	Mentor
5.	Friday, October 4 th 2024	Editing and Translating the Stock Preparation Module	Mentor
6.	Saturday, October 5 th 2024	Day Off	

Table 3. 5 Daily Activities from October 7, 2024 to October 12, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, October 7 th 2024	Editing and Translating the ApproachFlow Module	Mentor

2.	Tuesday, October 8 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
3.	Wednesday, October 9 th 2024	Observing the Core Value Event	Mentor
4.	Thursday, October 10 th 2024	Observing the Core Value Event	Mentor
5.	Friday, October 11 th 2024	Editing and Translating the ApproachFlow Module	Mentor
6.	Saturday, October 12 th 2024	Preparation for Project Mandarin Writing Competition	Mentor

Table 3. 6 Daily Activities from October 14, 2024 to October 19, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, October 14 th 2024	Editing and Translating Winder Module	Mentor
2.	Tuesday, October 15 th 2024	Editing and Translating Winder Module	Mentor
3.	Wednesday, October 16 th 2024	Assist in Handling Core Value Refresher Event	Mentor
4.	Thursday, October 17 th 2024	Editing and Translating the AirSystem Module	Mentor
5.	Friday, October 18 th 2024	Making Name Plate for Core Value Refresher Event	Mentor
6.	Saturday, October 19 th 2024	Day Off	

Table 3. 7 Daily Activities from October 21, 2024 to October 26, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, October 21 st 2024	Assist in Handling Core Value Refresher Event	Mentor

2.	Tuesday, October 22 nd 2024	Inputting the Best Answer of DLP Exam	Mentor
3.	Wednesday, October 23 rd 2024	Participated in Sharing Session “Kirik Patrick Evaluation”	Mentor
4.	Thursday, October 24 th 2024	Editing and Translating Refiner Module	Mentor
5.	Friday, October 25 th 2024	Participated in “Painting the Slide” Training	Mentor
6.	Saturday, October 26 th 2024	Participated in Sharing Book	Mentor

Table 3. 8 Daily Activities from October 28, 2024 to November 3, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, October 28 th 2024	Editing and Translating Refiner Module	Mentor
2.	Tuesday, October 29 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
3.	Wednesday, October 30 th 2024	Assist in Handling Core Value Refresher Event	Mentor
4.	Thursday, October 13 st 2024	Assist in Handling Core Value Refresher Event	Mentor
5.	Friday, November 1 st 2024	Editing and Translating Calender Module	Mentor
6.	Saturday, November 2 nd 2024	Day Off	

Table 3. 9 Daily Activities from November 4, 2024 to November 9, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, November 4 th 2024	Meeting Experts for Mandarin Writing Competition Assessment	Mentor
2.	Tuesday, November 5 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
3.	Wednesday, November 6 th 2024	Assist in Handling Core Value Refresher Event	Mentor
4.	Thursday, November 7 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
5.	Friday, November 8 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
6.	Saturday, November 9 th 2024	Editing and Translating Calender Module	Mentor

Table 3. 10 Daily Activities from November 11, 2024 to November 16, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, November 11 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
2.	Tuesday, November 12 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor

3.	Wednesday, November 13 th 2024	Assist in Handling Core Value Refresher Event	Mentor
4.	Thursday, November 14 th 2024	Creating Toastmaster Power Point	Mentor
5.	Friday, November 15 th 2024	Creating Toastmaster Power Point	Mentor
6.	Saturday, November 16 th 2024	Day Off	

Table 3. 11 Daily Activities from November 18, 2024 to November 23, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, November 18 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
2.	Tuesday, November 19 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
3.	Wednesday, November 20 th 2024	Editing the Exam Module Template	Mentor
4.	Thursday, November 21 st 2024	DLP Exam Monitoring (Driving License Process)	Mentor
5.	Friday, November 22 nd 2024	Assist in Handling Core Value Refresher Event	Mentor
6.	Saturday, November 23 rd 2024	Sharing Book Session	Mentor

Table 3. 12 Daily Activities from November 25, 2024 to November 30, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, November 25 th 2024	Assist in Handling Core Value Refresher Event	Mentor
2.	Tuesday, November 26 th 2024	Assist in Handling Core Value Refresher Event	Mentor
3.	Wednesday, November 27 th 2024	Assist in Handling Core Value Refresher Event	Mentor
4.	Thursday, November 28 th 2024	Assist in Handling Core Value Refresher Event	Mentor
5.	Friday, November 29 th 2024	Joining Sharing Session "Sukses Butuh Proses, Bukan Protes"	Mentor
6.	Saturday, November 30 th 2024	Day Off	

Table 3. 13 Daily Activities from December 2, 2024 to December 7, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, December 2 nd 2024	DLP Exam Monitoring (Driving License Process)	Mentor
2.	Tuesday, December 3 rd 2024	Editing and Translating Winder Module	Mentor
3.	Wednesday, December 4 th	DLP Exam Monitoring (Driving License Process)	Mentor

	2024		
4.	Thursday, December 5 th 2024	Assist in Handling Core Value Refresher Event	Mentor
5.	Friday, December 6 th 2024	Create Data Form for Core Value Ambassador Vest	Mentor
6.	Saturday, December 7 th 2024	Day Off	

Table 3. 14 Daily Activities from December 9, 2024 to December 14, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, December 9 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
2.	Tuesday, December 10 th 2024	Create Data Form for Core Value Ambassador Vest	Mentor
3.	Wednesday, December 11 th 2024	Update on Vest Acceptance Data for Core Value Ambassadors	Mentor
4.	Thursday, December 12 th 2024	Recap of Events Attended by BM Employees During 2024	Mentor
5.	Friday, December 13 th 2024	Update on Vest Acceptance Data for Core Value Ambassadors	Mentor
6.	Saturday, December 14 th 2024	Day Off	

Table 3. 15 Daily Activities from December 16, 2024 to December 21, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, December 16 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
2.	Tuesday, December 17 th 2024	Observation of “Economy Process”	Mentor
3.	Wednesday, December 18 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
4.	Thursday, December 19 th 2024	Organizing DLP Questions in each Business Unit	Mentor
5.	Friday, December 20 th 2024	Learn to be a Trainer	Mentor
6.	Saturday, December 21 st 2024	Sharing Book Session	Mentor

Table 3. 16 Daily Activities from December 23, 2024 to December 28, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, December 23 rd 2024	Participate in “CapCut Class”	Mentor
2.	Tuesday, December 24 th 2024	Checking the Excel Post Test	Mentor
3.	Wednesday, December 25 th	Editing the Exam Module Template	Mentor

	2024		
4.	Thursday, December 26 th 2024	Create Content Script for “Riak Ilmu”	Mentor
5.	Friday, December 27 th 2024	DLP Exam Monitoring (Driving License Process)	Mentor
6.	Saturday, December 28 st 2024	Editing the “Advanced Microsoft Excel”	Mentor

Table 3. 17 Daily Activities from December 30, 2024 to January 8, 2024

No	Date and Time	Description of Activities	Assignor
1.	Monday, December 30 th 2024	Editing the “Advanced Microsoft Excel”	Mentor
2.	Tuesday, December 31 st 2024	Adding Shortcut Material to the “Advanced Microsoft Excel” Module	Mentor
3.	Monday, January 6 th 2025	Check Room Availability	Mentor
4.	Tuesday, January 7 th 2025	Revise PPT for Sharing Session	Mentor
5.	Wednesday, January 8 th 2025	DLP Exam Monitoring (Driving License Process)	Mentor
6.	Thursday, January 9 th 2025	Sharing Session "Website Cepat dengan Wordpress"	Mentor

Table 3. 18 Daily Activities from January 10, 2024 to January 15, 2024

No	Date and Time	Description of Activities	Assignor
1.	Friday, January	Revise PPT for Final Presentation	Mentor

	10 th 2025		
2.	Saturday, January 11 st 2025	Internship Final Presentation	Mentor
3.	Monday, January 13 th 2025	DLP Exam Monitoring (Driving License Process)	Mentor
4.	Tuesday, January 14 th 2025	Revise Internship Report	Mentor
5.	Wednesday, January 15 th 2025	DLP Exam Monitoring (Driving License Process)	Mentor

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The internship provided an enriching opportunity to gain firsthand experience in a professional setting. Throughout the program, the student actively contributed to various projects and activities, fostering the development of technical, managerial, and interpersonal skills. Key insights and achievements from the internship include:

1. **Enhancing Core Value Understanding:** By assisting in the Core Value Refresher event, the student gained a deeper appreciation for the company's 5Cs (Community, Country, Climate, Customer, and Company). The activities, such as creating case study animations, preparing event materials, and managing attendance, emphasized the importance of sustainability and corporate responsibility.
2. **Website and Content Management:** The experience of creating and designing a WordPress account for Insight Sphere, along with producing educational content, honed the student's skills in website development and digital communication. These tasks demonstrated the significance of designing user-friendly platforms and delivering valuable information to target audiences.
3. **Creative and Educational Contributions:** By organizing the "Creating a Fast Website with WordPress" sharing session and acting as a talent for Riak Ilmu's content, the student enhanced their abilities in content creation, public speaking, and audience engagement.
4. **Project and Event Management:** Handling activities such as the Mandarin Writing Competition and DLP-related tasks demonstrated the student's ability to manage timelines, coordinate resources, and ensure smooth execution of projects. The role of monitoring exams further refined skills in coordination and communication.

5. **Technical Writing and Translation:** Editing and translating modules and exam questions reinforced the importance of clear communication and accuracy in professional documents. This task also provided insights into industry-specific terminology and standards.
6. **Administrative and Organizational Skills:** Activities such as creating attendance lists, name plates, and room bookings using the GYR application developed the student's attention to detail, data management, and organizational efficiency.

The internship successfully bridged academic knowledge with practical applications, preparing the student for future professional endeavors. The diverse range of tasks provided a comprehensive understanding of corporate operations and workplace dynamics.

4.2 Suggestions

For the Company:

1. **Provision of WiFi Facilities for Interns:** To enhance the productivity and comfort of interns, the provision of dedicated WiFi facilities is highly recommended. Reliable internet access can improve the efficiency of tasks that require online research, collaboration, and communication, ensuring that interns can complete their assignments without unnecessary interruptions.

For the University:

1. **The Need for a Curriculum that is More Integrated with the World of Work:** It is suggested that the university aligns its curriculum more closely with industry needs. This can include incorporating courses that focus on practical skills, emerging technologies, and current industry trends to better prepare students for their professional journeys.
2. **Development of a More Structured Internship Program:** The university could establish a more structured internship program, ensuring clear guidelines and expectations for both students and host companies. This

structure would help streamline the internship process and maximize the learning outcomes for students while fostering better collaboration with industry partners.

REFERENCES

Sejarah. (n.d.). Retrieved from MY APRIL: <https://www.aprilasia.com/id/tentang-april/sejarah>

LIST OF APPENDICES

Appendix 1: Apprenticeship Acceptance Letter

Internal



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. : +62 761 491 848

www.apriasia.com
www.paperone.com

Nomor : 793/XII/CR/KP/RAPP/2024
Lamp : -
Hal : Izin Job Training/ Magang Guru

Kepada Yth,
Ketua Prodi Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
Pooliteknik Negri Bengkalis
Di-

Tempat

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

NO	Nama	NPM	Jurusan
1	Dedi Kurniawan	5504211039	Bahasa Inggris Untuk Komunikasi Bisnis dan PROfesional
2	Syarina Reviati Sofyan	5504211044	Bahasa Inggris Untuk Komunikasi Bisnis dan PROfesional
3	Yohanna Rahma Yuliana Sinaga	5504211040	Bahasa Inggris Untuk Komunikasi Bisnis dan PROfesional

Dengan ini disampaikan bahwa kami dapat menerima Guru tersebut untuk melakukan kerja praktik di PT RAPP tahun 2024.

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

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedatangan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- 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, 1 September 2024


Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 2: Apprenticeship Letter



Internal

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

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Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com
www.paperone.com

SURAT KETERANGAN

No : 221 / I / CR / KP / RAPP / 2025

Dengan ini kami menerangkan bahwa mahasiswa/ Siswa berikut :

Nama : Yohana Rahma Yuliana Sinaga
NIM : 5504211040
Fak/Jur/ Prod : Bahasa Inggris Komunikasi Bisnis Dan Profesional
Universitas : Politeknik Negeri Bengkalis
Durasi : 09 September 2024 - 15 Januari 2025
Benar telah menyelesaikan program Magang Mandiri di PT. RAPP.

Demikian surat keterangan diberikan dan agar dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 22 Januari 2025



Tengku Kespandiar, ST., MM
Campus Relation

Appendix 3: Evaluation Result

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
APRIL LEARNING INSTITUTE (ALI)

NAMA :Yohana Rahma Yuliana Sinaga
NIM :5504211040
Program Studi :Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Kampus :Politeknik Negeri Bengkalis
Departemen :Board Machine

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	90
2.	Tanggungjawab	25%	90
3.	Penyesuaian diri	10%	90
4.	Hasil kerja	30%	95
5.	Perilaku Secara Umum	15%	95
	Total Jumlah (1+2+3+4+5)	100%	92,25

Keterangan

Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Catatan:

Yohana sangat berperan dan membantu banyak dalam tim, serta memiliki multi skill yang menjadi nilai lebih.

Pangkalan Kerinci, 11 January 2025



Azka Aman, S.Si., M.Sc.

Head Section of Board Machine

Appendix 4: Certificate from the Company



Appendix 5: Appretiation Letter



PT. Riau Andalan Pulp and Paper Jakarta Office:
Jl. Teluk Betung No.31 Jakarta 10230, Indonesia
Tel: +62 21 392 3189
Fax: +62 21 392 3174

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

APPRETIATION LETTER

Dengan surat ini menyatakan penghargaan kepada:

Nama : Yohana Rahma Yuliana Sinaga

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Universitas : Politeknik Bengkalis

Atas dedikasi dan kontribusi selama masa pemagangan di PT Riau Andalan Pulp and Paper di dalam pelaksanaan proyek:

“Pembuatan dan Fasilitator training Pembuatan Word Press”

Kontribusi yang di berikan merupakan suatu peningkatan yang di pergunakan dalam pembelajaran institusi di perusahaan PT Riau Andalan Pulp and Paper.

Semoga pencapaian yang diraih menjadi motivasi untuk memenuhi kesuksesan di masa yang akan datang.

Pembimbing Lapangan,

Mario Sent Anugrah
Technical BM

Diketahui oleh,

Azka Aman
Technical BM Head


Appendix 6: Daily Activities Apperenticeship

DAILY ACTIVITY APPRENTICESHIP

Day: Monday

Date: September 9th 2024

No.	Description of Activities	Task Assignor	Signature
1	Training safety Induction		
Notes by industrial coach:			-


No.	Working	Explanation
1		<p>Participated in safety induction at Safety Campus Pos 2 as a basis for knowledge about safety in carrying out work at PT RAPP.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Thursday

Date: September 12th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Filing the DLP Exam Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Archiving the last 3 years of DLP exam modules from various business units involves systematically collecting, checking and storing documents to ensure completeness and ease of future access.</p>

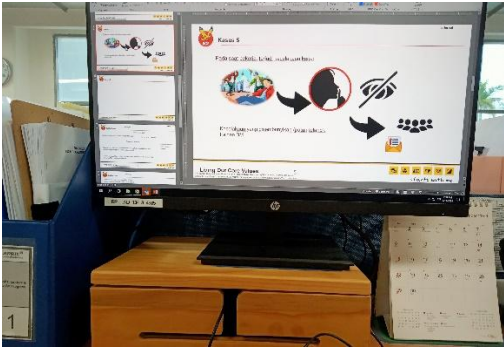
DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: September 13th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Creating Case Study Animation for Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		Created an interactive PowerPoint animation for a Core Value Refresher event with a real-life case study of a TOPICC violation, featuring a visually appealing narrative flow, reflection, and solution.


DAILY ACTIVITY

APPRENTICESHIP

Day: Saturday

Date: September 14th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Creating Case Study Animation for Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		Created an interactive PowerPoint animation for a Core Value Refresher event with a real-life case study of a TOPICC violation, featuring a visually appealing narrative flow, reflection, and solution.

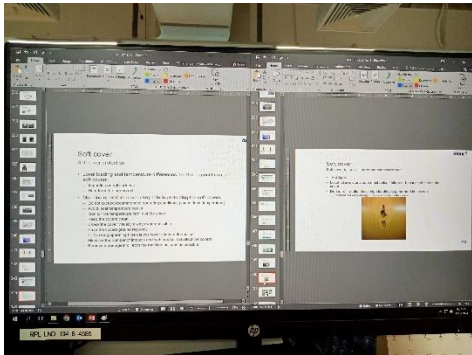
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: September 17th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the Symsizer Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Symsizer module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

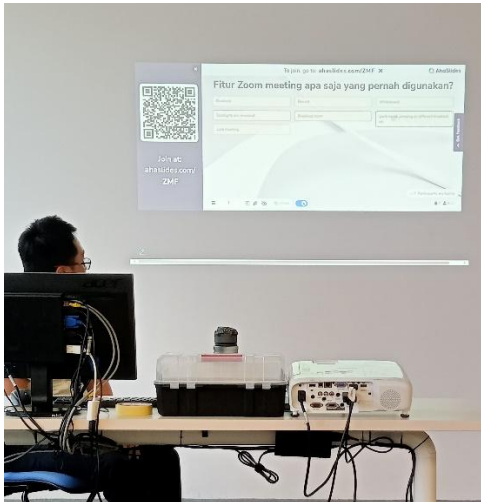
DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: September 18th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Participating in the zoom meeting “Extending functions for Power Point”	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Participated in a Zoom meeting titled “Extending Functions for PowerPoint” to learn advanced features in PowerPoint.</p>

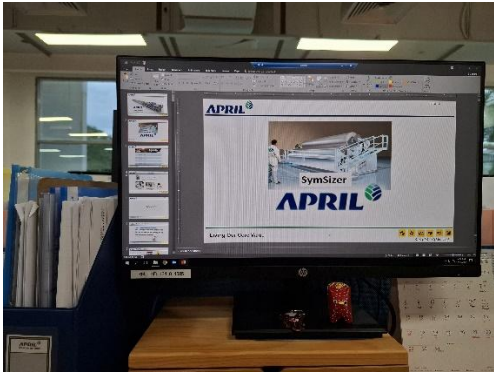
DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: September 19th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the Symsizer Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Symsizer module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

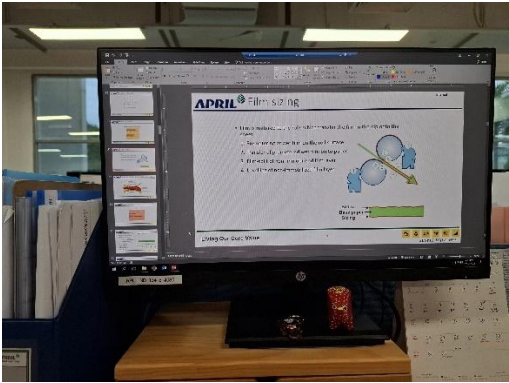
DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: September 20th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the Symsizer Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Symsizer module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

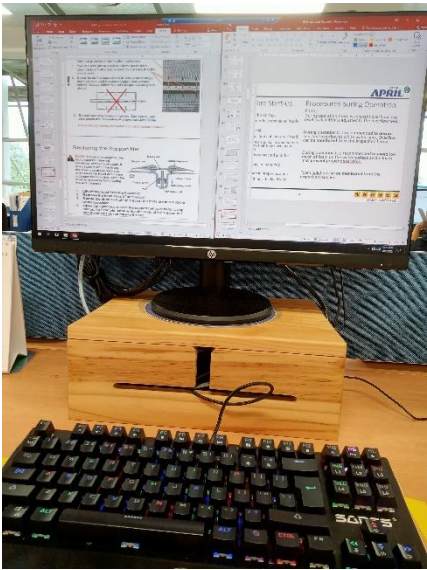
DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: September 23rd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the Symsizer Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Symsizer module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

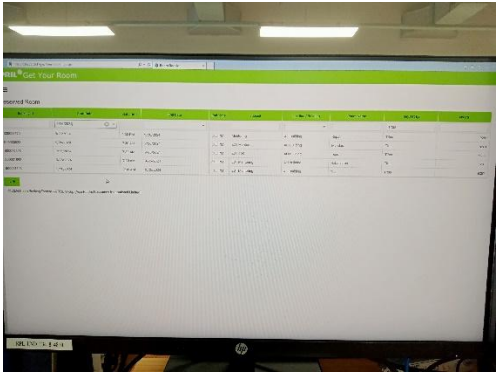
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: September 24th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Learning How to Book a Room At ALI	Mentor	
Notes by industrial coach:			-

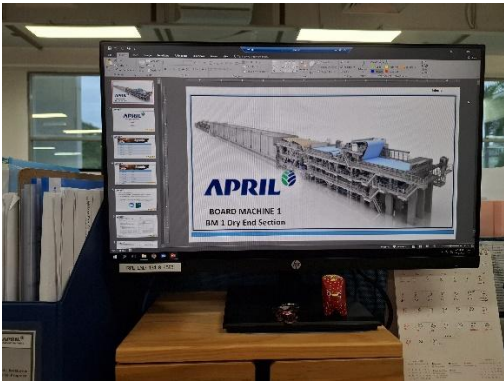
No.	Working	Explanation
1.		I learned how to book a room at ALI by understanding the platform's procedures and guidelines for reservation.

DAILY ACTIVITY
APPRENTICESHIP

Day: Wednesday

Date: September 25th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating DryEnd Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the DryEnd module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

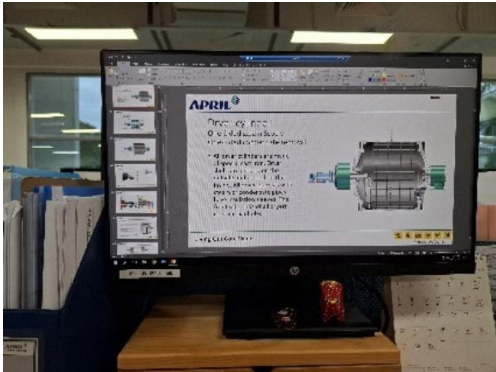
DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: September 26th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating DryEnd Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the DryEnd module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

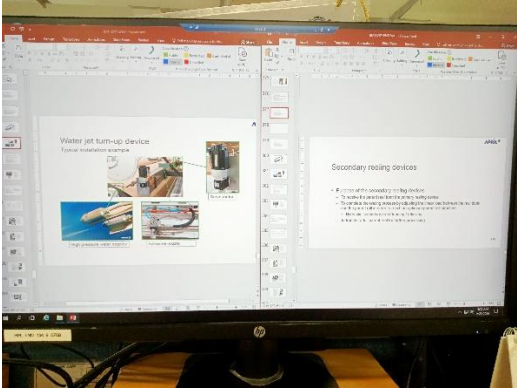
DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: September 27th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating WetEnd Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the WetEnd module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

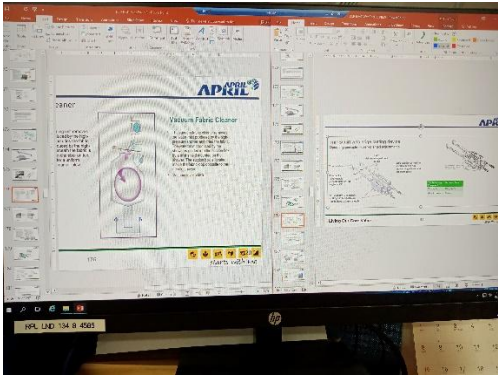
DAILY ACTIVITY

APPRENTICESHIP

Day: Saturday

Date: September 28th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating WetEnd Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the WetEnd module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

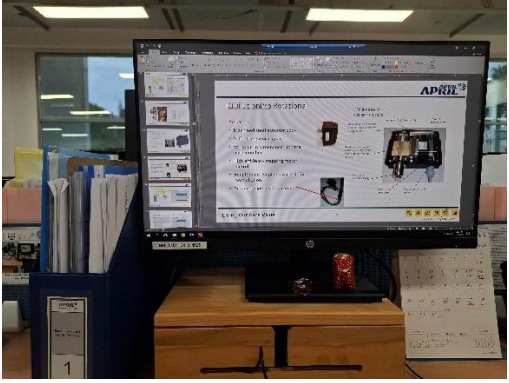
DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: September 30th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating WetEnd & DryEnd Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the WetEnd & DryEnd module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

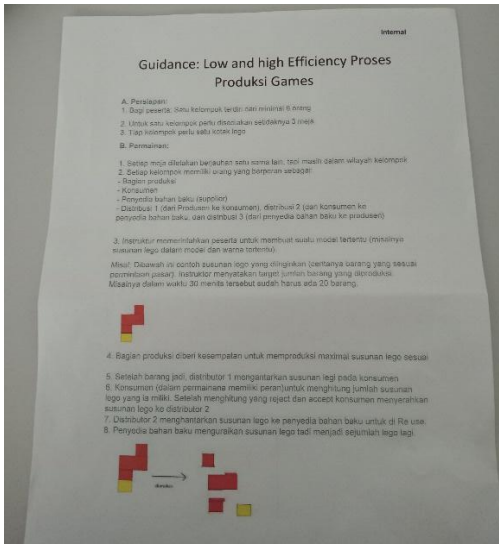
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: October 1st 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Trial and Error Games for Training	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I do trial and error on games for training needs to ensure effectiveness and suitability to the training objectives.</p>

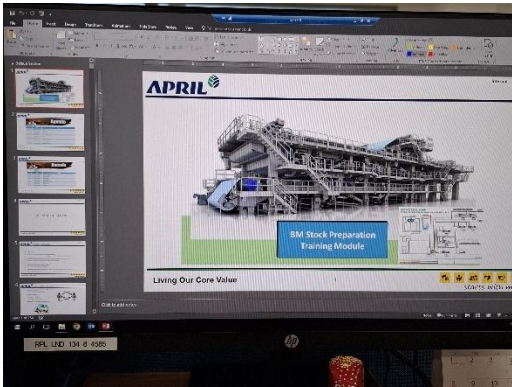
DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: October 2nd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the Stock Preparation Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Stock Preparation module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

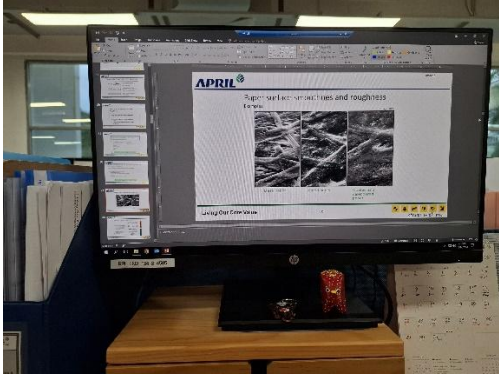
DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: October 3rd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the Stock Preparation Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Stock Preparation module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

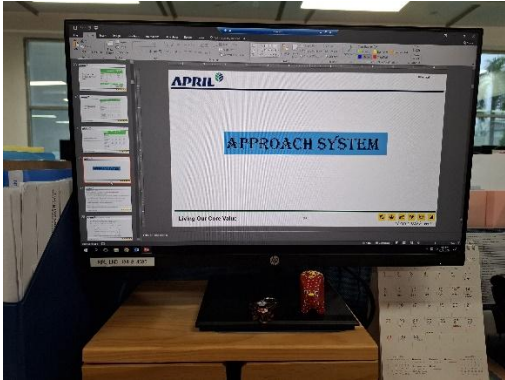
DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: October 4th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the ApproachFlow Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Approach Flow module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

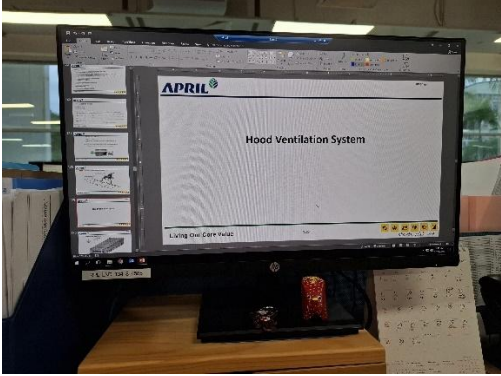
DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: October 7th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the ApproachFlow Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Approach Flow module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: October 8th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: October 9th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Observing the Core Value Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Observing a Core Value Event involves directly observing the event to understand how the company's core values are conveyed to the audience. This includes helping the PIC prepare for the event, monitoring participant engagement, documenting the event, and providing input for post-event evaluation.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: October 10th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Observing the Core Value Event	Mentor	
Notes by industrial coach:			-

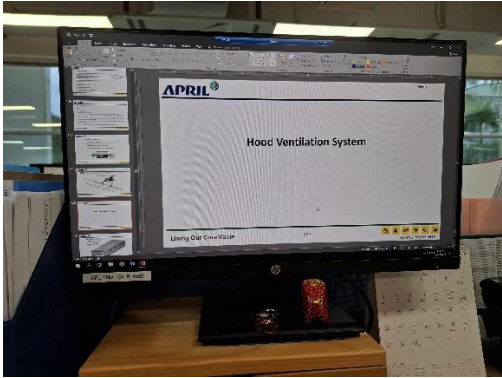
No.	Working	Explanation
1.		<p>Observing a Core Value Event involves directly observing the event to understand how the company's core values are conveyed to the audience. This includes helping the PIC prepare for the event, monitoring participant engagement, documenting the event, and providing input for post-event evaluation.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Friday

Date: October 11th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the ApproachFlow Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Approach Flow module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

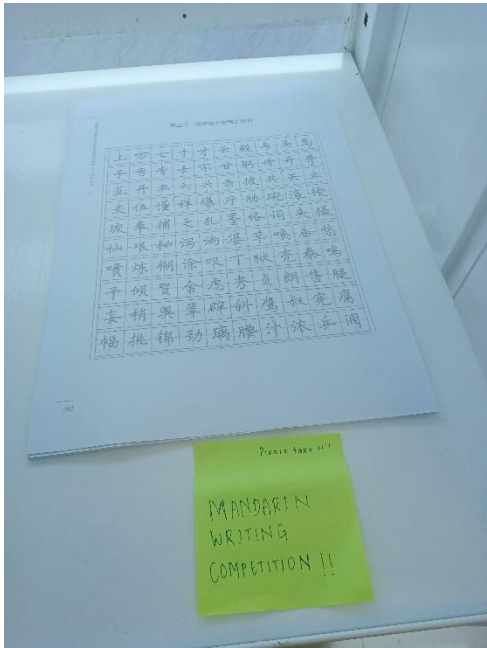
DAILY ACTIVITY

APPRENTICESHIP

Day: Saturday

Date: October 12th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Preparation for Project Mandarin Writing Competition	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Preparing for the “Mandarin Writing Competition” started with developing a detailed timeline of activities, such as determining the competition announcement date, submission deadline, participant reminder schedule, and winner announcement day. After that, I prepared the materials needed for the competition.</p>

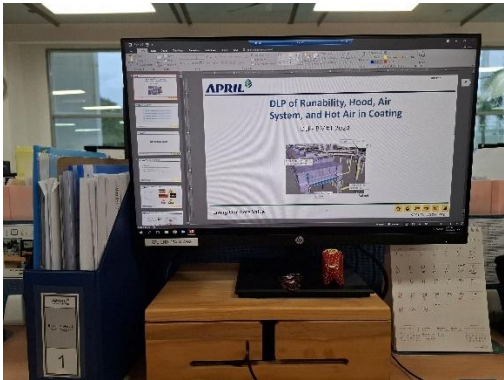
DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: October 14th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating Winder Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Winder module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

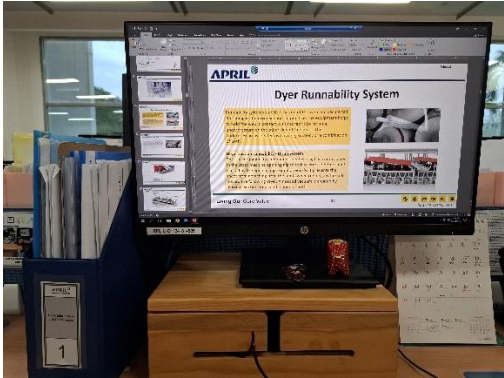
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: October 15th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating Winder Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Winder module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: October 16th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

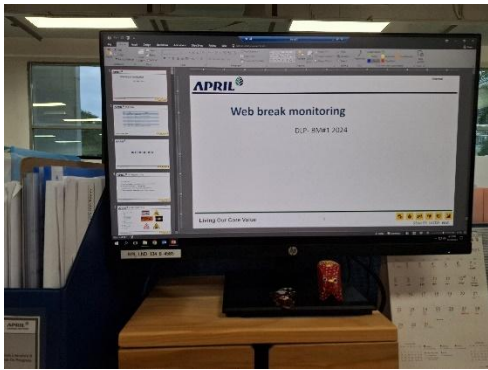
DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: October 17th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating the AirSystem Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the AirSystem module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: October 18th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Making Name Plate for Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Making Name Plate for Core Value Refresher Event starts with printing the names of participants according to the attendance list using a predetermined standard template.</p> <p>After printing, the names are cut out neatly according to the template size to be used at the event.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: October 21st 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

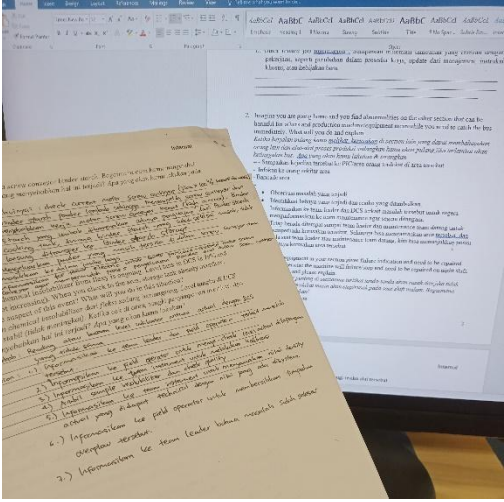
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: October 22nd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Inputting the Best Answer of DLP Exam	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Inputting the best answers from participants into the system or format that has been prepared, ensuring that each answer is recorded correctly according to the specified category. After that, I made sure all the data was collected properly to be analyzed for reference.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: October 23rd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Participating in Sharing Session “Kirik Patrick Evaluation”	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		I participated in a sharing session titled "Kirik Patrick Evaluation," where we discussed insights and strategies for effective assessment methods. This experience enhanced my understanding of evaluation frameworks and their practical applications in various contexts.

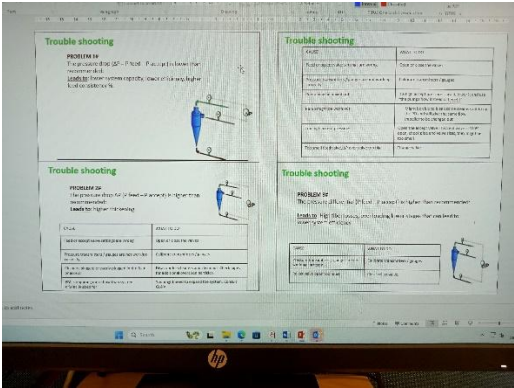
DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: October 24th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating Refiner Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Refiner module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: October 25th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Participating in “Painting the Slide” Training	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I participated in the “Painting the Slide” training, which aimed to improve my skills in creating visually appealing and effective presentations. In this training, I learned slide design techniques, such as the use of color, typography, layout, and other visual elements to convey messages clearly and professionally.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Saturday

Date: October 26th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Participating in Sharing Book	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Participating in a Book Sharing activity with a book titled “Anti Lazy and Procrastination Book”, readers shared the essence and important lessons from the book. This activity aims to understand the concepts and strategies presented in the book to overcome laziness and procrastination, and discuss how they can be applied in everyday life.</p>

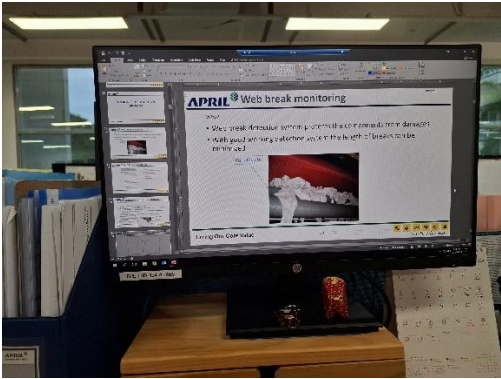
DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: October 28th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating Refiner Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Refiner module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: October 29th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Wednesday

Date: October 30th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Thursday

Date: October 31st 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

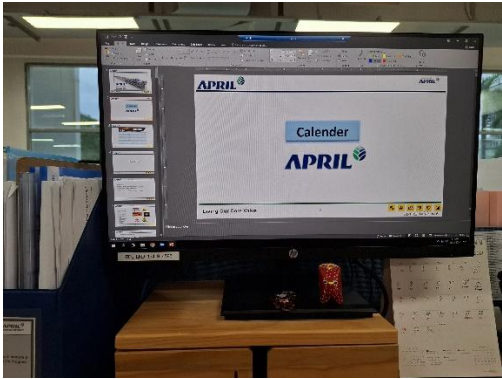
DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: November 1st 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating Calender Module	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>Retype the Calender module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Monday

Date: November 4th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Meeting Experts for Mandarin Writing Competition Assessment	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I was responsible for organizing meetings with experts to discuss the assessment of Mandarin Writing Competitions. This experience helped me better understand the aspects of judging.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: November 5th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Wednesday

Date: November 6th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: November 7th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Friday

Date: November 8th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.

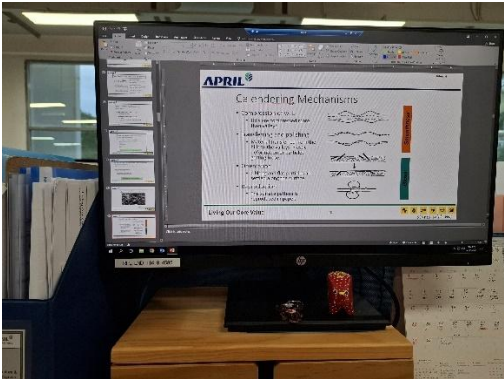
DAILY ACTIVITY

APPRENTICESHIP

Day: Saturday

Date: November 9th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating Calender Module	Mentor	
Notes by industrial coach:			-

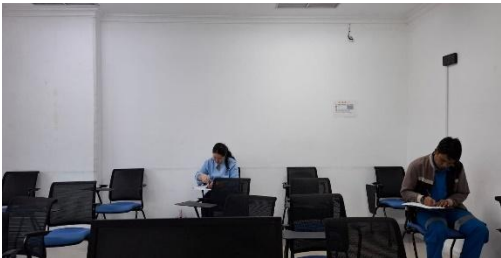
No.	Working	Explanation
1.		<p>Retype the Calender module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Monday

Date: November 11th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: November 12th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.

DAILY ACTIVITY
APPRENTICESHIP

Day: Wednesday

Date: November 13th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.


DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: November 14th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Creating Toastmaster Power Point	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I was responsible for creating a PowerPoint presentation for a Toastmasters session, ensuring it was visually engaging and aligned with the session's objectives. This task helped me develop skills in effective communication design and audience engagement.</p>

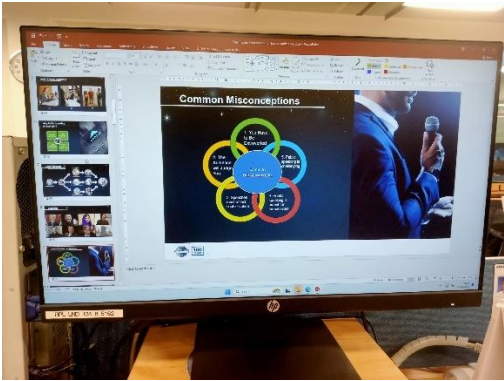
DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: November 15th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Creating Toastmaster Power Point	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>I was responsible for creating a PowerPoint presentation for a Toastmasters session, ensuring it was visually engaging and aligned with the session's objectives. This task helped me develop skills in effective communication design and audience engagement.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Monday

Date: November 18th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.

DAILY ACTIVITY
APPRENTICESHIP

Day: Tuesday

Date: November 19th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.

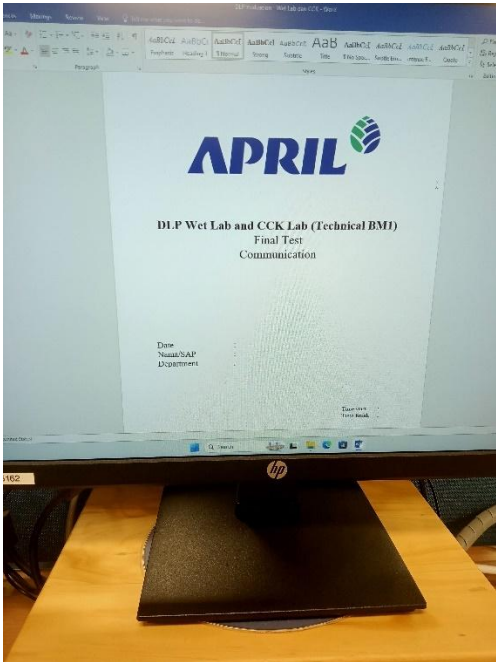
DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: November 20th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing the Exam Module Template	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>I was tasked with editing the exam module template to ensure clarity, consistency, and alignment with exam standards. This process enhanced my attention to detail and understanding of instructional design principles.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Thursday

Date: November 21st 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.

DAILY ACTIVITY
APPRENTICESHIP

Day: Friday

Date: November 22nd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

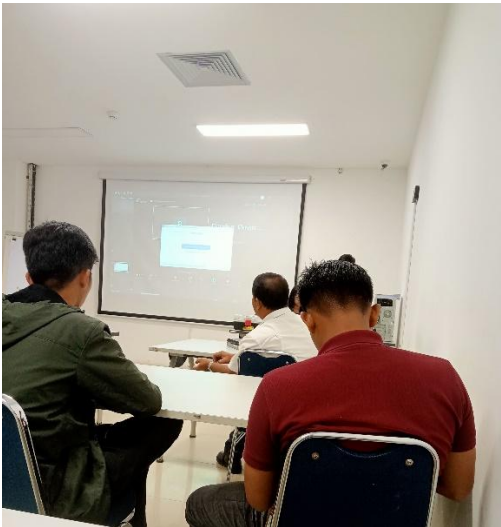
No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Saturday

Date: November 23rd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Sharing Book Session	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I attended a book-sharing session where others presented key insights from their selected books. This experience allowed me to gain new perspectives and expand my knowledge on various topics.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: November 25th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Tuesday

Date: November 26th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Wednesday

Date: November 27th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Thursday

Date: November 28th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Friday

Date: November 29th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Joining Sharing Session "Sukses Butuh Proses, Bukan Protes"	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>I joined the sharing session titled "Sukses Butuh Proses, Bukan Protes," where the speaker shared valuable insights on perseverance and growth. This session motivated me to embrace challenges and focus on continuous self-improvement.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Monday

Date: December 2nd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.

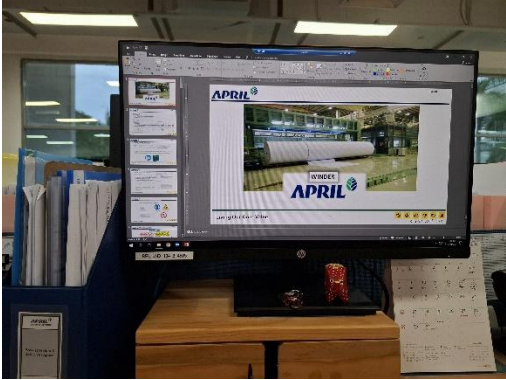
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: December 3rd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing and Translating Winder Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Retype the Winder module from the image format, adjust the format according to the DLP template standard, and translate it into Indonesian so that it is easily understood by employees who will take the exam.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: December 4th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.


DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: December 5th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Assist in Handling Core Value Refresher Event	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I actively assisted the PIC in the preparation until the implementation of the event, including ensuring the smooth running of the activities. When the main PIC was absent, I took over the role of PIC to ensure the event continued to run as intended and the core values were well conveyed.</p>

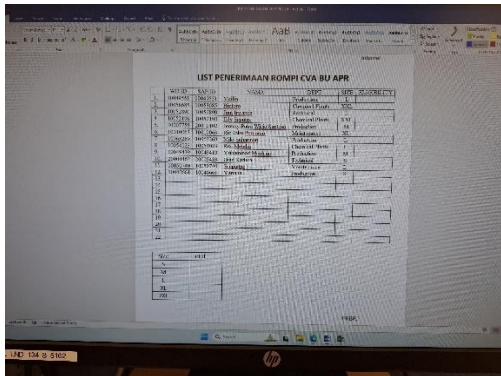
DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: December 6th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Creating Data Form for Core Value Ambassador Vest	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		I creating a data form for the Core Value Ambassador vest to gather and organize information on facilitators who have served as CVAs at least twice to qualify for the vest. This task enhanced my ability to design user-friendly forms and maintain accurate data management systems.

DAILY ACTIVITY
APPRENTICESHIP

Day: Monday

Date: December 9th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.

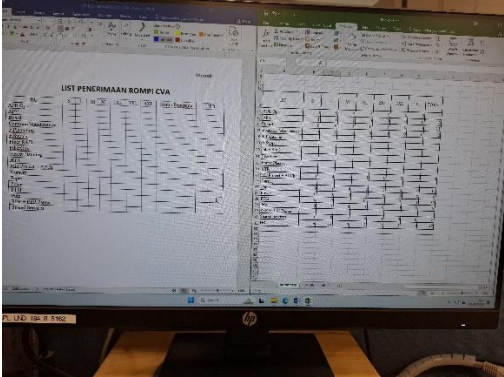
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: December 10th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Creating Data Form for Core Value Ambassador Vest	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I creating a data form for the Core Value Ambassador vest to gather and organize information on facilitators who have served as CVAs at least twice to qualify for the vest. This task enhanced my ability to design user-friendly forms and maintain accurate data management systems.</p>

APPRENTICESHIP

Date: December 11th 2024

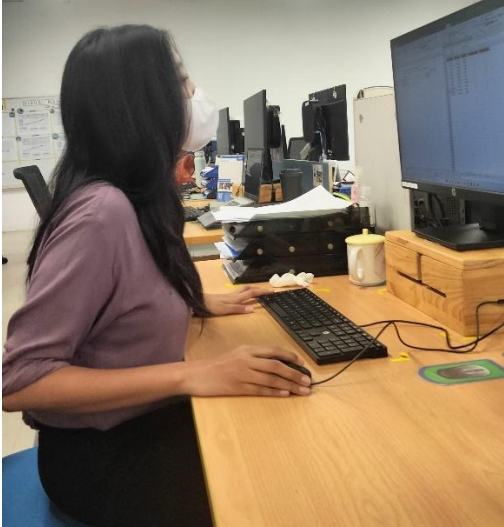
No.	Working	Explanation																																																																																																																																																
1.	<div><div><table><tr><td>Transport Division</td><td>Transport Lowland</td><td>M 3</td><td>3</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Transport Lowland</td><td>L 2</td><td>3</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Transport Mineral Soil</td><td>XXL 4</td><td>3</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Workshop</td><td>XXL 5</td><td>3</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Transport Dumai Fiber</td><td>M 4</td><td>3</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Transport Dumai Fiber</td><td>L 8</td><td>3</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Transport Sepaku</td><td>XXL 6</td><td>3</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Transport Sepaku</td><td>XXXX 2</td><td>3</td><td>Yes</td></tr><tr><td>Transport Division</td><td>GMO</td><td>L 9</td><td>2</td><td>Yes</td></tr><tr><td>Transport Division</td><td>HE</td><td>4XL 1</td><td>2</td><td>Yes</td></tr><tr><td>Transport Division</td><td>HE</td><td>XL 8</td><td>2</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Store</td><td>XL 9</td><td>2</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Woodyard</td><td>2XL 7</td><td>2</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Crane</td><td>XL 10</td><td>2</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Transport Sepaku</td><td>3XL 4</td><td>2</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Crane</td><td>M 5</td><td>2</td><td>Yes</td></tr><tr><td>Transport Division</td><td>Fuel Blending</td><td>L 1</td><td>1</td><td>No</td></tr><tr><td>Transport Division</td><td>Transport Lowland</td><td>XL 1</td><td>1</td><td>No</td></tr><tr><td>Transport Division</td><td>Woodyard</td><td>L 2</td><td>1</td><td>No</td></tr><tr><td>Transport Division</td><td>Crane</td><td>L 3</td><td>1</td><td>No</td></tr><tr><td>Transport Division</td><td>Crane</td><td>XL 0</td><td>0</td><td>No</td></tr><tr><td>Transport Division</td><td>Crane</td><td>XL 0</td><td>0</td><td>No</td></tr><tr><td>Transport Division</td><td>Fuel Blending</td><td>XL 0</td><td>0</td><td>No</td></tr><tr><td>Transport Division</td><td>HE</td><td>XL 0</td><td>0</td><td>No</td></tr><tr><td>Transport Division</td><td>Jetty Futon</td><td>L 4</td><td>0</td><td>No</td></tr><tr><td>Transport Division</td><td>OHS</td><td>L 5</td><td>0</td><td>No</td></tr><tr><td>Transport Division</td><td>Transport Dumai Fiber</td><td>4XL 0</td><td>0</td><td>No</td></tr><tr><td>Transport Division</td><td>Transport Lowland</td><td>L 6</td><td>0</td><td>No</td></tr><tr><td>Transport Division</td><td>Woodyard</td><td>3XL 0</td><td>0</td><td>No</td></tr></table></div><div><p>L = 9 2XL = 7 XL = 1 3XL = 4 4XL = 1 5XL = 1</p><p>L = 5 4XL = 1 3XL = 1</p></div></div> <div><p>I updating and managing the data for facilitators eligible to receive the Core Value Ambassador vest, ensuring it accurately reflected those who had served as CVAs at least twice. This task improved my organizational skills and attention to detail in maintaining updated records.</p></div>	Transport Division	Transport Lowland	M 3	3	Yes	Transport Division	Transport Lowland	L 2	3	Yes	Transport Division	Transport Mineral Soil	XXL 4	3	Yes	Transport Division	Workshop	XXL 5	3	Yes	Transport Division	Transport Dumai Fiber	M 4	3	Yes	Transport Division	Transport Dumai Fiber	L 8	3	Yes	Transport Division	Transport Sepaku	XXL 6	3	Yes	Transport Division	Transport Sepaku	XXXX 2	3	Yes	Transport Division	GMO	L 9	2	Yes	Transport Division	HE	4XL 1	2	Yes	Transport Division	HE	XL 8	2	Yes	Transport Division	Store	XL 9	2	Yes	Transport Division	Woodyard	2XL 7	2	Yes	Transport Division	Crane	XL 10	2	Yes	Transport Division	Transport Sepaku	3XL 4	2	Yes	Transport Division	Crane	M 5	2	Yes	Transport Division	Fuel Blending	L 1	1	No	Transport Division	Transport Lowland	XL 1	1	No	Transport Division	Woodyard	L 2	1	No	Transport Division	Crane	L 3	1	No	Transport Division	Crane	XL 0	0	No	Transport Division	Crane	XL 0	0	No	Transport Division	Fuel Blending	XL 0	0	No	Transport Division	HE	XL 0	0	No	Transport Division	Jetty Futon	L 4	0	No	Transport Division	OHS	L 5	0	No	Transport Division	Transport Dumai Fiber	4XL 0	0	No	Transport Division	Transport Lowland	L 6	0	No	Transport Division	Woodyard	3XL 0	0	No
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DAILY ACTIVITY
APPRENTICESHIP

Day: Thursday

Date: December 12th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Recap of Events Attended by BM Employees During 2024	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I compiling a recap of events attended by BM employees throughout 2024, organizing the information by date, type of event, and participant involvement. This task enhanced my ability to synthesize data and create clear, comprehensive reports.</p>

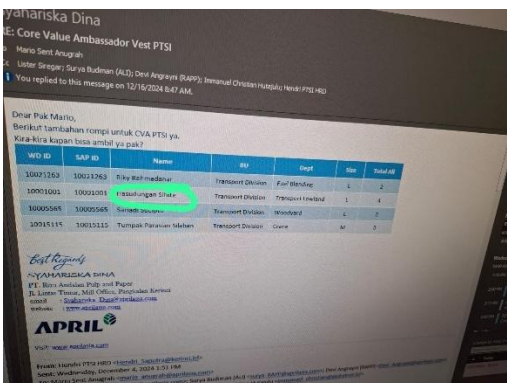
DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: December 13th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Updating on Vest Acceptance Data for Core Value Ambassadors	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation																																		
1.	 <p>WhatsApp chat conversation:</p> <p>Yahariska Dina Hi Core Value Ambassador Vest PTSA Moro Sant Anugrah Under Sempur, Suriya Budiman (ALD) Dewi Angriyanti (BAPP), Harnaul Chisran Hutanulu Hani PTSA HQ You replied to this message on 12/16/2024 6:47 AM</p> <p>Dear Puk Matio, Berikut tambahan rangka untuk CVA PTSA ya. Kira-kira kapan bisa kirim ya pak?</p> <table border="1"><thead><tr><th>WID ID</th><th>SAP ID</th><th>Name</th><th>Div</th><th>Dept</th><th>Sex</th><th>Total All</th></tr></thead><tbody><tr><td>10001253</td><td>10001760</td><td>Riky Mel mediana</td><td>Transport Division</td><td>Full Blending</td><td>M</td><td>2</td></tr><tr><td>10001002</td><td>10001001</td><td>Indahulungat Shale</td><td>Transport Division</td><td>Transport Medial</td><td>F</td><td>4</td></tr><tr><td>10005565</td><td>10005565</td><td>Sirethi Sirethi</td><td>Transport Division</td><td>Standard</td><td>M</td><td>2</td></tr><tr><td>10015115</td><td>10015115</td><td>Tumpak Parawan Melen</td><td>Transport Division</td><td>Over</td><td>M</td><td>3</td></tr></tbody></table> <p>Best Regards, YAHARISKA DINA PT. Bera Sempur Pulp and Paper P. Loma Tenua, Mill Office, Pongasin, Sempur Jember - Indonesia Email: yahariska.dina@ptbsp.com Grafika 0822-4424242 0822-4424242</p> <p>APRIL You're always making a difference</p> <p>Event: Meeting PTSA HQ - Sempur, 2024-12-15 15:00 Date: Wednesday, December 6, 2024 1:51 PM To: Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, Hani Hutanulu Hani, 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10005565	10005565	Sirethi Sirethi	Transport Division	Standard	M	2																														
10015115	10015115	Tumpak Parawan Melen	Transport Division	Over	M	3																														

DAILY ACTIVITY
APPRENTICESHIP

Day: Monday

Date: December 16th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.


DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: December 17th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Observation of “Economy Process”	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		<p>Observation of “Economy Process” aims to deeply understand the mechanisms and dynamics of economic processes in a particular organization or industry.</p> <p>Participants will observe, analyze, and evaluate economic flows, such as resource management, production, distribution, and consumption, to gain practical insights that support professional skills development.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Wednesday

Date: December 18th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.

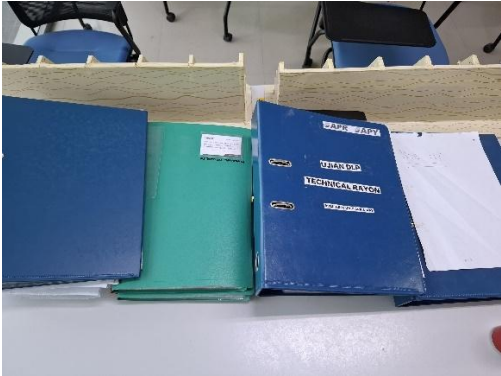
DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: December 19th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Organizing DLP questions in each Business Unit	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		Organizing DLP Questions in Each Business Unit involves structuring and categorizing Data Loss Prevention (DLP) inquiries specific to each business unit within an organization. This includes identifying potential data risks, customizing questions based on the unit's operations, and ensuring alignment with compliance, security protocols, and business objectives.


DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: December 20th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Learn to be a Trainer	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Learn to be a Trainer is a program or process focused on developing the skills needed to become an effective trainer. It involves learning techniques for communication, delivering content, managing audiences, and planning and evaluating training sessions to ensure participants gain the maximum benefit.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Saturday

Date: December 21st 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Sharing Book Session	Mentor	
Notes by industrial coach:			-

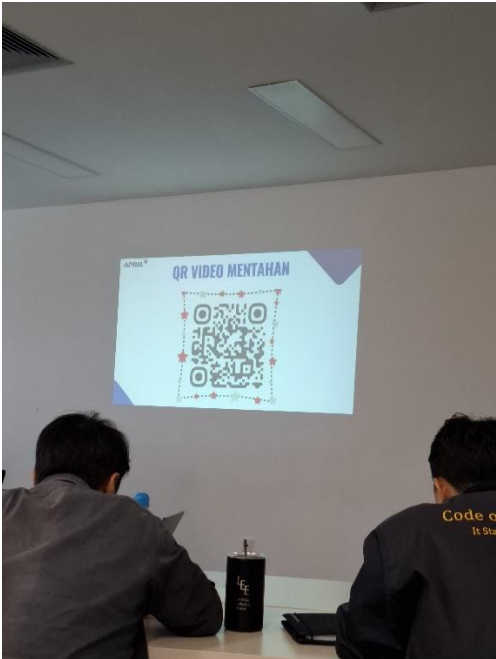
No.	Working	Explanation
1.		<p>I attending a book-sharing session where others presented key insights from their selected books. This experience allowed me to gain new perspectives and expand my knowledge on various topics.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day: Monday

Date: December 23rd 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Participating in “CapCut Class”	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Participating in “CapCut Class” is an activity where participants engage in a learning session focused on mastering CapCut, a video editing application. This includes exploring features like transitions, effects, and editing tools to create professional-quality video content.</p>

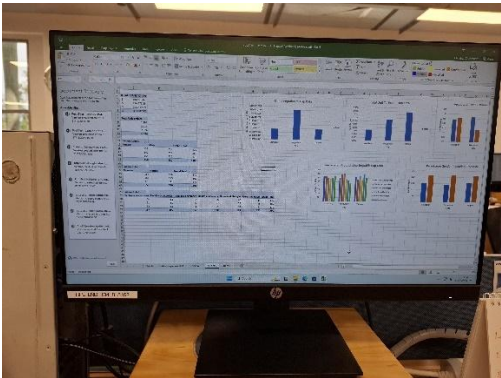
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: December 24th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Checking the Excel Post Test	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Checking the Excel Post Test involves reviewing and verifying the results of participants' answers to a post-test conducted using Microsoft Excel. This process includes assessing the accuracy of responses, analyzing data for insights, and ensuring the results align with the intended learning objectives.</p>

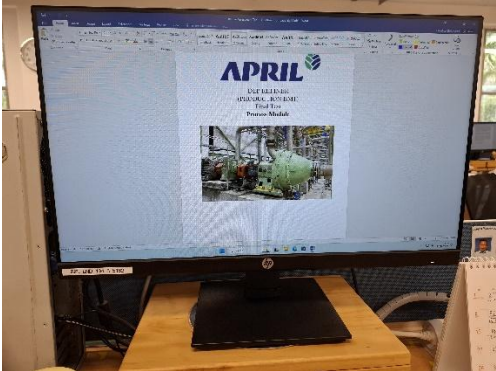
DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: December 25th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing the Exam Module Template	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>I was tasked with editing the exam module template to ensure clarity, consistency, and alignment with exam standards. This process enhanced my attention to detail and understanding of instructional design principles.</p>

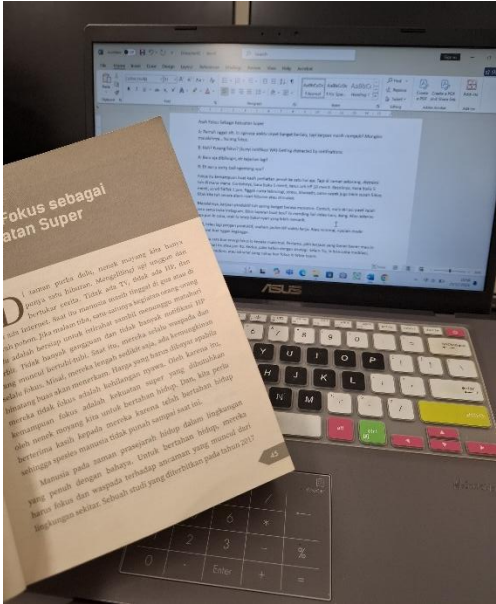
DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: December 26th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Create Content Script for “Riak Ilmu”	Mentor	
Notes by industrial coach:			-


No.	Working	Explanation
1.		Create Content Script for “Riak Ilmu” involves developing a structured and engaging script for an educational or informational program under the "Riak Ilmu" initiative. This process includes outlining key topics, crafting clear and impactful narratives, and incorporating elements that resonate with the target audience to effectively deliver knowledge and inspire learning.

DAILY ACTIVITY
APPRENTICESHIP

Day: Friday

Date: December 27th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.


DAILY ACTIVITY

APPRENTICESHIP

Day: Saturday

Date: December 28th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing the “Advanced Microsoft Excel”	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Editing the “Advanced Microsoft Excel” Module in this context means organizing and refining the writing style of the module to make it clearer and more readable. This process includes improving sentence structure, ensuring consistent formatting, using correct punctuation, and maintaining a clear and systematic writing style so that participants can easily follow the material.</p>

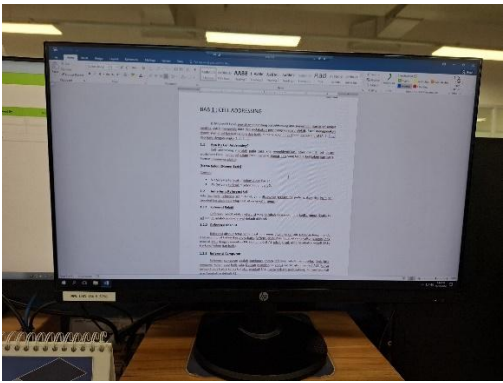
DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: December 30th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Editing the “Advanced Microsoft Excel”	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Editing the “Advanced Microsoft Excel” Module in this context means organizing and refining the writing style of the module to make it clearer and more readable. This process includes improving sentence structure, ensuring consistent formatting, using correct punctuation, and maintaining a clear and systematic writing style so that participants can easily follow the material.</p>

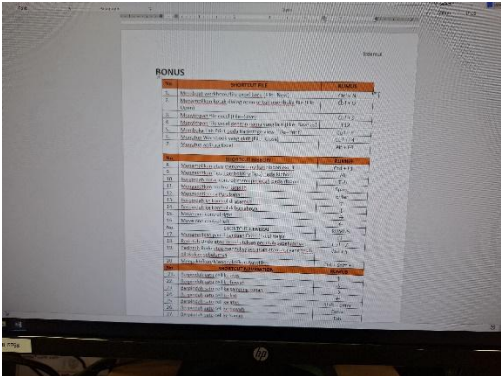
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: December 31st 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Adding Shortcut Material to the “Advanced Microsoft Excel” Module	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Adding Shortcut Material to the “Advanced Microsoft Excel” Module involves incorporating a section that highlights essential keyboard shortcuts for Excel users.</p> <p>This includes providing a list of time-saving shortcuts for various functions, such as navigation, formatting, and data manipulation, to enhance efficiency and streamline the learning process for advanced users.</p>

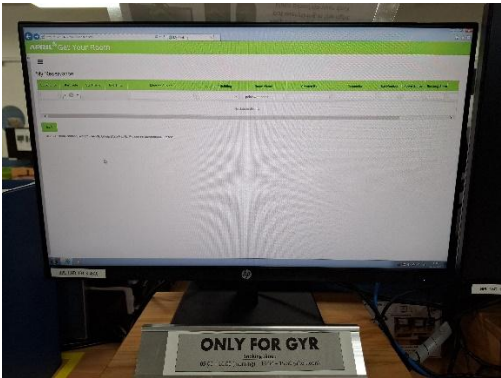
DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: January 6th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Check Room Availability	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Check Room Availability involves verifying the availability of a specific room or space for a given time and date. This process includes reviewing schedules, coordinating with relevant parties, and ensuring the room is free of prior bookings or conflicts before confirming its use for an event, meeting, or activity.</p>

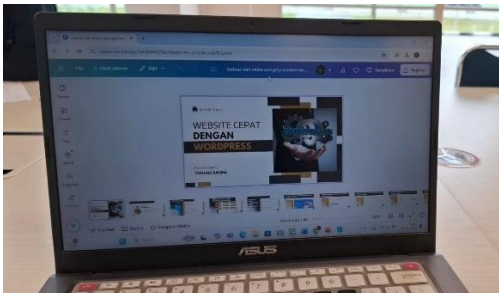
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: January 7th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Revise PPT for Sharing Session	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Revise PPT for Sharing Session involves reviewing and improving the PowerPoint presentation to ensure it is clear, engaging, and effectively communicates the intended message for the session.</p> <p>This includes refining the slide content, adjusting the design and layout, and ensuring the flow of information is logical and visually appealing for the audience.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: January 8th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.</p>

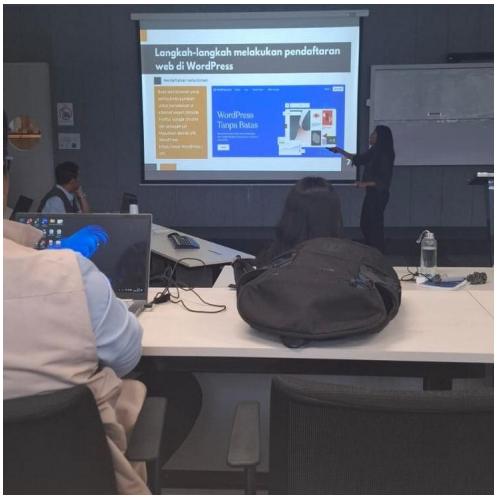
DAILY ACTIVITY

APPRENTICESHIP

Day: Thursday

Date: January 9th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Sharing Session "Website Cepat dengan Wordpress"	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>This internship involved organizing a knowledge-sharing session on how to build a fast website using WordPress. In this activity, I helped prepare materials, presentations, and practical demonstrations to teach participants how to build websites efficiently.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Friday

Date: January 10th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Revise PPT for Final Presentation	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Revise PPT for Final Presentation involves reviewing and refining the PowerPoint slides for the final presentation to ensure clarity, consistency, and impact. This includes adjusting the layout, simplifying the content, enhancing visual elements, and ensuring the key points are effectively communicated to the audience.</p>


DAILY ACTIVITY

APPRENTICESHIP

Day: Saturday

Date: January 11th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Internship Final Presentation	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>Internship Final Presentation is the culmination of an internship program where the intern presents the outcomes, experiences, and learning gained throughout the internship period. In this presentation, the intern typically shares key projects, achievements, challenges faced, and insights gained, demonstrating their contribution to the organization and reflecting on their personal and professional growth.</p>

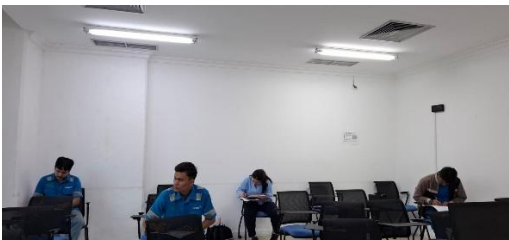
DAILY ACTIVITY

APPRENTICESHIP

Day: Monday

Date: January 13th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	DLP Exam Monitoring (Driving License Process)	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>DLP Exam Monitoring includes providing exam questions according to the participant's business unit, replenishing the stock of exam questions that run out in each business unit, and helping participants contact the PIC if they experience problems during specific exams.</p>

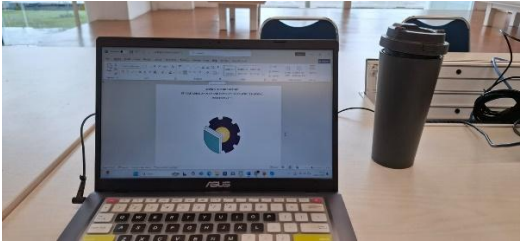
DAILY ACTIVITY

APPRENTICESHIP

Day: Tuesday

Date: January 14th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Revise Internship Report	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		Revise Internship Report involves reviewing and improving the content, structure, and format of the internship report to ensure clarity, accuracy, and coherence. This process includes refining the introduction, methodology, findings, and conclusions, as well as ensuring proper grammar, spelling, and consistency in the presentation of the report.

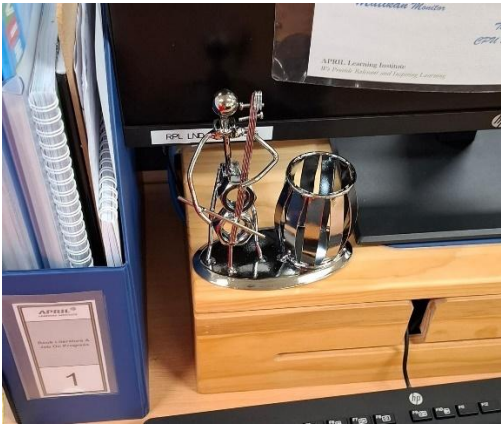
DAILY ACTIVITY

APPRENTICESHIP

Day: Wednesday

Date: January 15th 2024

No.	Description Of Activities	Task Assignor	Signature
1.	Perpare certificate	Mentor	
Notes by industrial coach:			-

No.	Working	Explanation
1.		<p>On the last day of the internship, the main focus was on preparing certificates to recognise participation in the programme. In addition, a final evaluation was conducted as well as thanks to all parties involved.</p>

Appendix 7: List of Attendance

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Board Mill

Waktu Kerja Praktek : 9 September 2024 s/d 15 Januari 2025

Bulan: September

No	Hari	Tanggal	YOHANA RAHMA YULIANA				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Senin	9/09/2024	09.00		12.00		Hadir
2	Kamis	12/09/2024	14.00		16.00		Hadir
3	Jum'at	13/09/2024	08.00		11.30		Hadir
4	Sabtu	14/09/2024	-	-	-	-	Libur
6	Senin	16/09/2024	-	-	-	-	Hadir
7	Selasa	17/09/2024	08.00		12.00		Hadir
8	Rabu	18/09/2024	08.00		17.00		Hadir
9	Kamis	19/09/2024	08.00		17.00		Hadir
10	Jum'at	20/09/2024	08.00		17.00		Hadir
11	Sabtu	21/09/2024	-	-	-	-	Libur
13	Senin	23/09/2024	08.00		17.00		Hadir
14	Selasa	24/09/2024	08.00		17.00		Hadir
15	Rabu	25/09/2024	08.00		17.00		Hadir
16	Kamis	26/09/2024	08.00		17.00		Hadir
17	Jum'at	27/09/2024	08.00		17.00		Hadir
18	Sabtu	28/09/2024	-	-	-	-	-
19	Senin	30/09/2024	08.00		17.00		Hadir

Catatan

Izin: 0

Sakit: 0

Tanpa keterangan: 0

Mengetahui,

Mentor Magang

Azka Aman, S.Si, M.Sc

Appendix 7: List of Attendance

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Board Mill

Waktu Kerja Praktek : 9 September 2024 s/d 15 Januari 2025

Bulan: October

No	Hari	Tanggal	YOHANA RAHMA YULIANA				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Selasa	01/10/2024	08.00		17.00		Hadir
2	Rabu	02/10/2024	08.00		17.00		Hadir
3	Kamis	03/10/2024	08.00		17.00		Hadir
4	Jum'at	04/10/2024	08.00		17.00		Hadir
5	Sabtu	05/10/2024	08.00		12.00		Hadir
6	Minggu	06/10/2024	-	-	-	-	Libur
7	Senin	07/10/2024	08.00		17.00		Hadir
8	Selasa	08/10/2024	08.00		17.00		Hadir
9	Rabu	09/10/2024	08.00		17.00		Hadir
10	Kamis	10/10/2024	08.00		17.00		Hadir
11	Jum'at	11/10/2024	08.00		17.00		Hadir
12	Sabtu	12/10/2024	08.00		12.00		Hadir
13	Minggu	13/10/2024	-	-	-	-	Libur
14	Senin	14/10/2024	08.00		17.00		Hadir
13	Selasa	15/10/2024	08.00		17.00		Hadir
14	Rabu	16/10/2024	08.00		17.00		Hadir
15	Kamis	17/10/2024	08.00		17.00		Hadir
16	Jum'at	18/10/2024	08.00		17.00		Hadir
17	Sabtu	19/10/2024	-		-		Hadir
18	Minggu	20/10/2024	-	-	-	-	Libur
19	Senin	21/10/2024	08.00		17.00		Hadir
20	Selasa	22/10/2024	08.00		17.00		Hadir
21	Rabu	23/10/2024	08.00		17.00		Hadir
22	Kamis	24/10/2024	08.00		17.00		Hadir
23	Jum'at	25/10/2024	08.00		17.00		Hadir
24	Sabtu	26/10/2024	07.00	-	12.00	-	Day Off
25	Minggu	27/10/2024	-	-	-	-	Libur
26	Senin	28/10/2024	08.00		17.00		Hadir
27	Selasa	29/10/2024	08.00		17.00		Hadir
28	Rabu	30/10/2024	08.00		17.00		Hadir
29	Kamis	31/10/2024	08.00		17.00		Hadir

Catatan

Izin: 0

Sakit: 0

Tanpa keterangan: 0

Mengetahui,

Mentor Magang


Azka Aman, S.Si, M.Sc

Appendix 7: List of Attendance









































ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Board Mill

Waktu Kerja Praktek : 9 September 2024 s/d 15 Januari 2025

Bulan: November

No	Hari	Tanggal	YOHANA RAHMA YULIANA				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Jum'at	01/11/2024	08.00		17.00		Hadir
2	Sabtu	02/11/2024	-	-	-	-	
3	Minggu	03/11/2024	-	-	-	-	Libur
4	Senin	04/11/2024	08.00		17.00		Hadir
5	Selasa	05/11/2024	08.00		17.00		Hadir
6	Rabu	06/11/2024	08.00		17.00		Hadir
7	Kamis	07/11/2024	08.00		17.00		Hadir
8	Jum'at	08/11/2024	08.00		17.00		Hadir
9	Sabtu	09/11/2024	08.00		12.00		Hadir
10	Minggu	10/11/2024	-	-	-	-	Libur
11	Senin	11/11/2024	08.00		17.00		Hadir
12	Selasa	12/11/2024	08.00		17.00		Hadir
13	Rabu	13/11/2024	08.00		17.00		Hadir
14	Kamis	14/11/2024	08.00		17.00		Hadir
15	Jum'at	15/11/2024	08.00		17.00		Hadir
16	Sabtu	16/11/2024	-	-	-	-	Day Off
17	Minggu	17/11/2024	-	-	-	-	Libur
18	Senin	18/11/2024	08.00		17.00		Libur
19	Selasa	19/11/2024	08.00		17.00		Hadir
20	Rabu	20/11/2024	08.00		17.00		Hadir
21	Kamis	21/11/2024	08.00		17.00		Hadir
22	Jum'at	22/11/2024	08.00		17.00		Hadir
23	Sabtu	23/11/2024	08.00		12.00		Hadir
24	Minggu	24/11/2024	-	-	-	-	Libur
25	Senin	25/11/2024	08.00		17.00		Hadir
26	Selasa	26/11/2024	08.00		17.00		Hadir
27	Rabu	27/11/2024	08.00		17.00		Hadir
28	Kamis	28/11/2024	08.00		17.00		Hadir
29	Jum'at	29/11/2024	08.00		17.00		Hadir
30	Sabtu	30/11/2024	-	-	-	-	Day Off

Catatan

Izin: 0

Sakit: 0

Tanpa keterangan: 0

Mengetahui,

Mentor Magang

Azka Aman, S.Si, M.Sc

Appendix 7: List of Attendance

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Board Mill

Waktu Kerja Praktek : 9 September 2024 s/d 15 Januari 2025

Bulan: Desember

No	Hari	Tanggal	YOHANA RAHMA YULIANA				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Minggu	01/12/2024	-	-	-	-	-
2	Senin	02/12/2024	08.00	✍	17.00	✍	Hadir
3	Selasa	03/12/2024	08.00	✍	17.00	✍	Hadir
4	Rabu	04/12/2024	08.00	✍	17.00	✍	Hadir
5	Kamis	05/12/2024	08.00	✍	17.00	✍	Hadir
6	Jumat	06/12/2024	08.00	✍	17.00	✍	Hadir
7	Sabtu	07/12/2024	-	-	-	-	Day Off
8	Minggu	08/12/2024	-	-	-	-	Libur
9	Senin	09/12/2024	08.00	✍	17.00	✍	Hadir
10	Selasa	10/12/2024	08.00	✍	17.00	✍	Hadir
11	Rabu	11/12/2024	08.00	✍	17.00	✍	Hadir
12	Kamis	12/12/2024	08.00	✍	17.00	✍	Hadir
13	Jum'at	13/12/2024	08.00	✍	17.00	✍	Hadir
14	Sabtu	14/12/2024	-	-	-	-	Day Off
15	Minggu	15/12/2024	-	-	-	-	Libur
16	Senin	16/12/2024	08.00	✍	17.00	✍	Hadir
17	Selasa	17/12/2024	08.00	✍	17.00	✍	Hadir
18	Rabu	18/12/2024	08.00	✍	17.00	✍	Hadir
19	Kamis	19/12/2024	08.00	✍	17.00	✍	Hadir
20	Jum'at	20/12/2024	08.00	✍	17.00	✍	Hadir
21	Sabtu	21/12/2024	08.00		12.00		Day Off
22	Minggu	22/12/2024	-	-	-	-	Libur
23	Senin	23/12/2024	08.00	✍	17.00	✍	Hadir
24	Selasa	24/12/2024	08.00	✍	17.00	✍	Hadir
25	Rabu	25/12/2024	08.00	✍	17.00	✍	Hadir
26	Kamis	26/12/2024	08.00	✍	17.00	✍	Hadir
27	Jum'at	27/12/2024	08.00	✍	17.00	✍	Hadir
28	Sabtu	28/12/2024	08.00		12.00		Hadir
29	Minggu	29/12/2024	-	-	-	-	Libur
30	Senin	30/12/2024	08.00	✍	17.00	✍	Hadir
31	Selasa	31/12/2024	08.00	✍	17.00	✍	Hadir

Catatan

Izin: 0

Sakit: 0

Tanpa keterangan: 0

Mengetahui,

Mentor Magang



Azka Aman, S.Si, M.Sc

Appendix 7: List of Attendance

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Board Mill

Waktu Kerja Praktek : 9 September 2024 s/d 15 Januari 2025

Bulan: Januari

No	Hari	Tanggal	YOHANA RAHMA YULIANA					Keterangan
			Jam Kehadiran					
			Masuk	Paraf	Keluar	Paraf		
1	Senin	06/01/2025	08.00	✓	17.00	✓	Hadir	
2	Selasa	07/01/2025	08.00	✓	17.00	✓	Hadir	
3	Rabu	08/01/2025	08.00	✓	17.00	✓	Hadir	
4	Kamis	09/01/2025	08.00	✓	17.00	✓	Hadir	
5	Jum'at	10/01/2025	08.00	✓	17.00	✓	Hadir	
6	Sabtu	11/01/2025	08.00		12.00		Hadir	
7	Minggu	12/01/2025	-	-	-	-	Libur	
8	Senin	13/01/2025	08.00	✓	17.00	✓	Hadir	
9	Selasa	14/01/2025	08.00	✓	17.00	✓	Hadir	
10	Rabu	15/01/2025	08.00	✓	17.00	✓	Hadir	

Catatan

Izin: 0

Sakit: 0

Tanpa keterangan: 0

Mengetahui,

Mentor Magang


Azka Aman, S.Si, M.Sc