# APPRENTICESHIP REPORT PT.WILMAR NABATI INDONESIA

In Partial Fulfillment of the Requirements for Applied Bachelor Study Program of English for Business and Professional Communication of Language Department of State Polytechnic of Bengkalis



By:
OCTAVIA HERAWATI
Reg. Number: 5504201051

# ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION SILDYPROGRAM ENGLISH DEPARTMENT STATE POLYTECHNIC OF BENGKALIS 2025

#### APPROVAL SHEET

# APPROVAL SHEET APPRENTICESHIP REPORT KAWASAN INDUSTRI DUMAI DEPARTMENT HRGA

Name

: Octavia Herawati

Reg. Number

: 5504211051

**Study Program** 

: English for Business and Professional Communication

Collage

: State Polytecnic of Bengkalis

Time

: 1 st August - 30th November 2024

Unit / Department

: KID - HRGA

#### APPROVED BY:

Dumai, 30 November 2024

Mentor

Advisor

Jefri Yanto

<u>Dr. Halim Dwi Putra, S.Pd., M.AB</u> NIP. 198307112014041001

Head of English for Business and Professional Communication Study Program State Polytechnic of Bengkalis

NIP.198510082019032015

#### **ACCAPTANCE SHEET**

#### ACCEPTANCE SHEET

This is to certify that we have examined the internship report on behalf of Octavia Herawati Reg, Number 5504211051 who has carried out an internship at PT Wilmar Nabati Indonesia, starting from August 1 - November 30, 2024. This report is used as a partial fulfillment of graduation requirements from Politeknik Negeri Bengkalis. This report is complete and satisfactory in all respects, and all revisions required by the internship report examining committee have been made.

Bengkalis, April 24th, 2025

Accepted by:

Advisor

<u>Dr. Halim Dwi Putra, S.Pd., M.AB</u> NIP. 198307112014041001

Approved by,

Head of English for Business and Professional Communication

**Study Program** 

State Polytechnic of Bengkalis

NIP:198510082019032015

#### **ACKNOWLEDGEMENT**

#### ACKNOWLEDGEMENT

Praise and gratitude the author offers to the presence of ALLAH SWT for all His gifts and grace, so that the author can complete the apprenticeship activities and completed the apprenticeship report that the author did at PT. Wilmar Nabati Indonesia on time, namely from August 1, 2024 to November 30, 2024. The author is very grateful to certain parties who have helped and provided guidance during the author's internship, who are very kind and accept the author to join and have the opportunity to become one of the members of the big family of PT. Wilmar Nabati Indonesia.

The author realizes that the preparation of this internship report cannot be separated from the support, guidance, and motivation from various parties. Therefore, on this occasion, the author would like to express his deepest appreciation and gratitude to:

- Johny Custer ST, MT as the Director of State Polytechnic of Bengkalis.
- Diah Paramita Sari M. Pd as Former Head of Language Department.
- Fanalisa Elfa, M. Pd Former Head of the English for Business and Professional Study Program.
- 4. Arita Destianingsih, M.Pd, M.Ed. as the apprenticeship coordinator.
- Dr. Halim Dwi Putra, S.Pd., M. AB as advisor in the English for Business and Professional Communication Study Program.
- Andy Krisna as the Head of HRGA of PT. KID
- Jefri Yanto as Supervisor our apprenticeship and Head of Training Division of PT. KID

Hopefully all the support that has been given will be rewarded accordingly. The author also hopes that this report can provide benefits and positive contributions to all related parties. There may still be many mistakes in writing this internship report. Therefore, suggestions and criticisms from anyone are very important in making this report.

Bengkalis, 09 January 2025

5504201051

# TABLE OF CONTENT

APPROVAL SHEET	ii
ACCEPTANCE SHEET	iii
ACKNOWLEDGEMENT	iv
LIST OF TABLES	vii
LIST OF FIGURES	viii
LIST OF APPENDICES	i
CHAPTER I	1
INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2. Purpose of the Apprentichesip	3
1.3. Significances of the Apprenticeship	3
1.3.1 Significance for Students	4
1.3.2 Significance for Companies	4
1.3.3 Significance for State Polytechnic of Bengkalis	4
1.4. Time and Length of Practical Work	4
CHAPTER II	5
GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company History	5
2.2 Vision and Mission	7
2.2.1 Vision	7
2.2.2 Mission	7
2. 3 Kind of Business	7
2. 4 Organization Structure	8
2. 5 The Working Process	10
2. 6 Documents Used for Activities	10
CHAPTER III	12
SCOPE OF THE APPRENTICESHIP	12
3.1. Job Description	
3.2. System and Procedure	12
3.2.1 Training Needs Analysis (TNA)	12
3.3. Place of Apprenticeship	21

3.4. Kind of Description of Activity	21
CONCLUSION AND SUGGESTION	39
4. 1. Conclusion	39
4.2 Suggestion	39
REFERENCES	41
APPENDICES	42
Appendix 1: Apprenticeship Completion Letter	42
Appendix 2: Evaluation Internship Form	43
Appendix 3: Certificated of Apprenticeship	44
Appendix 4: Attendance List	45
Appendix 5: Daily Activities	49

# LIST OF TABLES

Table 1.1 Office Hours Schedule
Table 3.1 Competency Performance and Training Plan14
Table 3.2. Daily Activities of August 01Th 2024 to August 3rd 202423
Table 3.3. Daily Activities of August 05Th 2024 to August 10th 202423
Table 3.4. Daily Activities of August 12Th 2024 to August 17th 202424
Table 3.5. Daily Activities of August 19Th 2024 to August 24th 202425
Table 3.6. Daily Activities of August 26Th 2024 to August 31st 202426
Table 3.7. Daily Activities of September 2nd 2024 to September 7st 202427
Table 3.8. Daily Activities of September 9th 2024 to September 14th 202428
Table 3.9. Daily Activities of September 16th 2024 to September 21st 202428
Table 3.10. Daily Activities of September 23rd 2024 to September 28th 202429
Table 3.11. Daily Activities of September 30th 2024 to October 5th 202430
Table 3.12. Daily Activities of September 7th 2024 to October 12th 202431
Table 3.13. Daily Activities of October 14th 2024 to October 19th 202432
Table 3.14. Daily Activities of October 21st 2024 to October 26th 202433
Table 3.15. Daily Activities of October 28st 2024 to November 2nd 202434
Table 3.16. Daily Activities of November 4th 2024 to November 9th 202436
Table 3.17. Daily Activities of November 11th 2024 to November 16th 202437
Table 3.18. Daily Activities of November 18th 2024 to November 23rd 202438
Table 3.19. Daily Activities of November 25th 2024 to November 30th 202439

# LIST OF FIGURES

Figure 2.1. Product Type PT. Wilmar Nabati Indonesia	
Figure 2.2. The Organization structure of HRGA Department	(
Figure 3.1. Level 1 Evaluation Checklist sheet (Scale 1-5)	1′
Figure 3.2. Level 2 Evaluation Sheet	1′
Figure 3.3. Level 3 Evaluation Sheet	18

# LIST OF APPENDICES

Appendix 1: Apprenticeship Completion Letter	42
Appendix 2: Evaluation Internship Form	43
Appendix 3: Certificated of Apprenticeship	
Appendix 4: Attendance List	45
Appendix 5: Daily Activities	49