

# **APPRENTICESHIP REPORT AT P.T KADILA LESTARI JAYA**

PT. Kadila Lestari Jaya is a company which runs cattle livestock business. At first, in the year of 1980, the company started supplying beef for restaurants and hotels and later expanded by also providing more local cattle in order to meet the requirements of traditional markets in Bandung. Later in 1987 PT. Kadila Lestari Jaya also tried to do beef processing in order to make beef sausages and meatballs. In 1988 the company started cattle livestock fattening of local and import cattle, which are imported directly from Australian by the help of local importers. Nowadays PT. Kadila Lestari Jaya imports live cattle from Australia as much as 40.000 heads each year.

Based on the company's profile mentioned above I choose to do my apprenticeship program at PT Kadila Lestari Jaya as I believe that I could have an opportunity not only to improve my English, but also to know more about business world. I particularly target on livestock supplier company because it usually has suppliers from foreign countries such as Australia. I hope that I could gain some working experience, knowledge, and skills which could be useful when I want to built my own business.

During the apprenticeship I am assigned to work as a supervisor assistant. There are several minimum requirements to get a position as a supervisor assistant. Language competence, English at most, is needed in order to communicate with

foreigners so the person has to be able to use oral and written English. He or she also needs to have loyalty to the company, has a good communication skill, and has self discipline. Besides, the person preferably has the knowledge of cattle breed and can use electric weighting device.

My work schedule is set by the supervisor. I work four days a week and everyday I must come to the office at 8.30 a.m. so the supervisor can assign the job that must be done. In the morning, the supervisor usually assigns me to finish controlling the cattle condition and by lunch time at 12.00 a.m. I usually have already finished. When lunch time is over at 1.00 p.m., the supervisor usually teaches me the way to create business contracts and assign me to try to make one. Everyday, I customarily finish my jobs at 4.30 p.m. depending on how much work I am supposed to do after lunch.

The job that I need to do is checking the incoming goods. When cattle shipments arrive at the feedlot, the supervisor assigns me to check and document the incoming cattle data such as: sum, breed, and weight of the cattle. After documenting, we usually separate each of the cattle into groups based on breed and weight, for example: the last time we split a group of cattle into 4 groups such as small Brahman heifer, medium Brahman heifer, large Brahman heifer and Brahman cow. Before we call it a day, we regularly have split about 200 – 350 heads of cattle into specified groups as ordered by the supervisor and each day, and I have to give a brief report to the supervisor about the incoming cattle, splitting progress, and whether there is any problem with the cattle so he knows what have been done for the day. Every week I write a simple report to my supervisor about what problems that have occurred and why the problems can happen so the supervisor knows what I have accomplished for the week.

There are some difficulties during my apprenticeship at PT. Kadila Lestari Jaya. One of the problems is that I am not accustomed to the routines at the company. Therefore, my supervisor always reminds me to work faster because each day when my supervisor assigns me to split the cattle into certain groups; I am only able to split about 250 heads whereas other employee could split about 350 heads. Another difficulty is my lacking in related vocabulary and experience in order to speak well in English. In conversation I sometimes tend to get panic because I do not know what to say in that situation so I usually choose to be quiet. I find it difficult when trying to make a good conversation with a foreigner but I think I learn a lot from this. I learn how to understand other people, especially workers who work together with me.

While doing apprenticeship there, I practice my speaking skills when talking to a foreign exporter. I believe that English plays an important role since business transactions are mostly conducted in English. However, even though a few of the foreigners whom I met such as: Mr. Col and Mr. Scott can also speak Indonesian, the ability to speak in English is still compulsory.

During my apprenticeship I also learn how to work together as a team. I also notice that each individual is different and unique. The differences must be put aside so that we can cooperate and accomplish our job well. I have to learn to adapt with the new working environment and learn to work together with the other workers as a team.

I also find out that that my learning experience at D3 English program is very helpful to do my apprenticeship program. Emotional Intelligence in The Workplace subject makes me know how to deal with other people. Speaking Skill in Business

class helps me to speak properly with foreigners, and Critical Writing class supports me with the ability to create business contracts appropriately. All those skills have given many advantages for this job.

I think I have finished my apprenticeship without many troubles with my supervisor and co-workers. My supervisor only once scolds me about lacking of knowledge in cattle business as it is quite often for me to ask about something that he thinks very common in cattle business and my being quite slow when checking the goods. On the other hand, he also tells me that I am good at checking the goods in details. I rarely make any mistakes because I always consult first before doing something.

Finally, I would like to give some suggestions to the company. I suggest P.T. Kadila Lestari Jaya to send their workers on training. I find it a good way to improve their skill, which can affect job performance significantly. Moreover, for the D3 English program, I think it is better for the faculty to add a subject about specified business vocabulary in order to make students get used to specific English vocabulary and being able to use them in sentences appropriately.