

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Bangun Insani Foundation (YBI). Since accepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multi National Companies.

As of July 29, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several deSectionments, namely: DeSectionment of Naval Architecture, Mechanical Engineering, Civil Engineering, Information Engineering, Electrical Engineering, and Commercial and Maritime Administration.

Bengkalis State Polytechnic has a Study Program consisting of two levels of education, namely Diploma 4 and Diploma 3, for the D4 Study Program consisting of Production and Maintenance Mechanical Engineering, Industrial Electrical Engineering, Road and Bridge Design Engineering, Software Engineering, International Business Administration and Accounting Public Finance, while the D3 Study Program consists of Marine Engineering, Mechanical

Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, Business English, Engineering

Nautics and Commercial Shipping Management. Bengkalis State Polytechnic has a curriculum that is oriented to the demands of a ready Guard the Countermade workforce with a composition of 40% theory and 60% practice with a total of 110 to 118 Semester Credit Units (SKS) of the number of effective study hours 32 to 40 hours/week.

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take practical work courses. Practical work is a means for students to develop themselves when they enter the world of work. This practical work activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and to the development of competence at the Bengkalis State Polytechnic.

The world of work has different characteristics compared to when students are in college. There are many abilities and skills that must be possessed by a prospective worker so that it is not uncommon for students to find it difficult to adjust and meet the demands of the world of work. The development of the flow of information makes the employment climate more dynamic. Entering the Mea (ASEAN Economic Community) And Afta (Asean Free Trade Area) in 2016, Indonesian workers must improve their quality so that they are ready to compete with workers from outside, one of which is by Sectionicipating in Job Training (KP).

This Practical Work (KP) is carried out after students have completed a minimum of 6 (six) semesters and fully graduated, the Practical Work (KP) is carried out for four months and a minimum of 3 months. Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out work activities practice a maximum of four months and a minimum of three months. The author has chosen

the Port Authority and Harbour Master Office Class II Tanjung Buton as one of the places to carry out practical work activities for one month. During the implementation of practical work the author gets a place in the Administration (Administration), and Sailing Safety Office.

The implementation of this practical work is starting from February 15 to June 30, 2021. The implementation of the Job Training (KP) is expected to add insight to the author about various good and correct tasks and to be able to face the real world of work with the experience he has gained.

## **1.2 Purposes of the Apprenticeship**

Practical Work is a series of activities that include an understanding of scientific theories/concepts applied in work in accordance with the study profession. Job Training can add to the discourse, knowledge and skills of students, and can solve scientific problems according to the theory they have acquired in college.

Apprenticeship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the Job Training, which are as follows:

1. To know the kind of business (the main tasks and functions) of the Port Authority and Harbour Master Office Class II Tanjung Buton.
2. To know the working process of the Port Authority and Harbour Master Office Class II Tanjung Buton.
3. To know documents used in the work process at the Port Authority and Harbour Master Office Class II Tanjung Buton.
4. To know the job description of the work field being handled at the Port Authority and Harbour Master Office Class II Tanjung Buton.
5. To know the system and procedures for Job Training used in carrying out work on Port Authority and Harbour Master Office Class II Tanjung Buton.
6. To know the obstacles faced in completing the work Port Authority and Harbour Master Office Class II Tanjung Buton and how to overcome these obstacles.

7. To know solutions in dealing with obstacles during practical work at the Port Authority and Harbour Master Office Class II Tanjung Buton.

### **1.3 Significances of the Apprenticeship**

The benefits of practical work activities for students and the Bengkalis State Polytechnic are:

1. For the Author

The implementation of this practical work can provide information to the author about how job descriptions, work systems and procedures, places for practical work, obstacles and solutions when carrying out practical work at the Port Authority and Harbour Master Office Class II Tanjung Buton, so that it can be biased improve skills and insight both in terms of hard skills and soft skills competencies.

2. For the Bengkalis State Polytechnic

The implementation of this practical work is expected to lead to a good cooperative relationship between the Bengkalis State Polytechnic and the Port Authority Office of Class II Tanjung Buton.

3. For the Company

The implementation of this practical work is expected to contribute ideas and express problems that arise as well as provide suggestions in solving problems, so that in the end it can provide benefits for the development of the company.