

CHAPTER 1 INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is a Diploma III educational institution established by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). The Bengkalis State Polytechnic accepted its first batch of students in 2001. In 2011 the Bengkalis State Polytechnic changed its status to a State University (PTN), through Minister of National Education Regulation No. 28 of 2011, concerning the Establishment of the Organization and Work Procedure of the Bengkalis State Polytechnic. Until finally Bengkalis State Polytechnic officially became a State Polytechnic on December 26, 2011.

Bengkalis State Polytechnic has 15 (fifteen) Study Programs consisting of 10 (ten) D3 (three diplomas) in the Department of Marine Engineering, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautics, Engineering, Commercial Shipping Management, English Business, and Business Administration, and 6 (six) D4 Study Programs (four diplomas), including Production and Maintenance Mechanical Engineering, 6 International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering and Software Engineering, with Curriculum oriented to the demands of a ready-made workforce, by implementing a program consisting of 40% theory and 60% practice. Until now, it has produced graduates who have entered the world of work and are widespread in Indonesia, both in companies, even government and private agencies.

Job Training is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In

addition, with practical work students can increase their knowledge, skills, and experience in work which can later be applied in the real world of work. To do practical work, students must complete lectures for up to 8 (eight) semesters and graduate in that semester. Job Training is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In addition, with practical work students can increase their knowledge, skills, and experience in work which can later be applied in the real world of work. To do practical work, students must complete lectures for up to 8 (eight) semesters and graduate in that semester.

The International Business Administration Study Program hopes that with the internship, students can know firsthand how the real business world is, and can add insight to each student to be more skilled, responsive, and able to compete and be efficient in the future. As a consequence, after completing the internship for 4 months, each student is required to make a work report during the internship so that students can account for the results obtained from the internship and can continue their studies in the following semester.

Based on the terms and conditions above, this Practical Work is carried out at the Bengkalis Regency Regional Secretariat in the Planning and Finance Section of the Bengkalis Regency Regional Secretariat which is carried out for 4 months starting from February 15 to June 30, 2021.

1.2 Purpose of the Apprenticeship

Practical Work is carried out to fulfill one of the curriculum requirements in the International Business Administration study program. Students are expected to be able to apply the knowledge gained during lectures in the world of work. There are several objectives of practical work at the Bengkalis Regency Regional Secretariat Office in the Finance and Planning section of the Regional Secretariat:

1. To know the kind of business the main tasks and functions of the planning and finance of the regional secretariat of bengkalis district.

2. To know the working process of the planning and finance of the regional secretariat of bengkalis district.
3. To know documents used in the work process at the planning and finance of the regional secretariat of bengkalis district.
4. To know the job description of the work field being handled at the planning and finance of the regional secretariat of bengkalis district.
5. To know the system and procedures for Job Training used in carrying out work on planning and finance of the regional secretariat of bengkalis district.
6. To know the obstacles faced in completing the work planning and finance of the regional secretariat of bengkalis district and how to overcome these obstacles.
7. To know solution in dealing with obstacles during practical work at the planning and finance of the regional secretariat of bengkalis district.

1.3 Significances of the Apprenticeship

The benefits that are expected from the implementation of the Job Training at the Bengkalis Regency Regional Secretariat Office in the Finance and Planning section of the Regional Secretariat are as follows:

1. As one of the requirements that must be met to complete a Diploma IV (D4) vocational education at the Bengkalis State Polytechnic, especially the Department of International Business Administration
2. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work
3. Students gain practical experience in applying theoretical/concept knowledge according to their study program
4. Bengkalis State Polytechnic receives feedback from the company on the ability of students who take part in the Job Training (KP) in the world of work
5. Bengkalis State Polytechnic receives feedback from the world of work for curriculum development and learning processes