

# **CHAPTER I**

## **INTRODUCTION**

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

State Polytechnic of Bengkalis is one of the tertiary institutions in the form of vocational education. State Polytechnic of Bengkalis was established in 2000 under the auspices of the Bangun Insani Foundation (YBI). As of July 29 2011, the Bengkalis Polytechnic changed its status to become a State University (PTN), through Minister of National Education Regulation No. 28 of 2011, concerning the Establishment of the Organization and Working Procedures of the State Polytechnic of Bengkalis. Until finally State Polytechnic of Bengkalis officially became a State Polytechnic on December 26, 2011.

Bengkalis State Polytechnic currently has 8 (eight) majors consists of two levels of education, namely Diploma IV (four) and Diploma III (three), consisting of 8 (eight) D-III (diploma three) in the Engineering Department Shipping, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautika, Management of Commercial Shipping, and English, and 10 (ten) D-IV Study Program (diploma four), including Production and Mechanical Engineering Nursing, International Business Administration, Public Finance Accounting, Business Digital, Electrical Engineering, Road and Bridge Planning Engineering, Technology Marine Architecture Engineering, Information System Security, English for Business and Digital Communications and Software Engineering, with curriculum that is oriented towards the demands of a ready-to-use workforce, with carry out a program consisting of 40% theory and 60% practice.

State Polytechnic of Bengkalis is a vocational campus that educats its students to create a competent spirit in various fields. State Polytechnic of Bengkalis implements a apprenticeship program that is required to be followed by all final semester students. Apprenticeship is a series of activities that include an understanding of scientific theories or concepts applied in work according to the field of study. Apprenticeship can increase students knowledge and skills and can solve scientific problem in accordance with the theories they have acquired in higher education. Apprenticeship is carried out then students can understand and apply well about the field of study. In addition, students can know the profession and work atmosphere in accordance with their study program. Thus, apprenticeship is a useful place for students to use as tool to gain knowledge and experience in the world of work.

Apprenticeship or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Apprenticeship can increase students knowledge and skills and can solve scientific problem in accordance with the theories they get in collage. Apprenticeship is carried out the students can understand and apply well about the field of study. In addition, students can know the profession and work atmosphere in accordance with their study program. Thus, practical work is a useful place for students to use as a tool to gain knowledge and work experience. Practical work is also one of the requirements for obtaining an applied bachelor degree.

In this program, specifically for 8<sup>th</sup> semester of international business administration students, apprenticeship activities are carried out for approximately 4 (four) months, by choosing their own place and location for apprenticeship. However before choosing a place to do this program, the apprenticeship coordinator provides several options or choices of apprenticeship place to students who will carry out practical work. Then, from these several options the author is interested in carrying out apprenticeship in the financial sector, namely banking at PT. Bank Rakyat Indonesia (BRI) Sub Branch Office Bengkalis.

BRI has Branch Office in every city through out Indonesia. One of them is in Bengkalis. BRI Branch Office Bengkalis is located at Sudirman street. The Branch Office in Bengkalis has 3 unit or sub branch namely, BRI Unit Bengkalis Kota, BRI unit Selat Baru and BRI Unit Sungai Pakning. The Author carries out practical work in one Unit at Bengkalis namely, BRI Unit Sungai Pakning.

## **1.2 Purposes of the Apprenticeship**

Practical work is one of the activities for Polytechnic students Bengkalis State in completing its duties. In order to achieve the expected results, it is necessary to know the purpose of holding the practical work. The objectives of practical work are as follows:

1. To find out the specifications of the work carried out at PT. BRI Unit Sungai Pakning during their practical work.
2. To know the place of practical work at BRI Sub Branch Office Bengkalis.
3. To know system and procedure at BRI Unit Sungai Pakning.
4. To know the documents and files produced during carrying out practical work at the BRI Unit Sungai Pakning

5. To find out the obstacles faced in completing assignments given while carrying out practical work at the BRI Unit Sungai Pakning.

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

The benefits of carrying out practical work activities (KP) of the State Polytechnic of Bengkalis are as follows:

1. Get a certificate from the company if you have completed the practical work program.
2. Gain experience in applying theoretical/conceptual science according to their study program.
3. Can increase knowledge and skills through direct involvement in various company activities, especially at the BRI Unit Sungai Pakning.
4. Gain experience in the world of work to prepare yourself before being recruited into the world of work.