

CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

State Polytechnic of Bengkalis is the only State Polytechnic in Riau Province, specifically in Bengkalis, Riau, Indonesia. The State Polytechnic was established by Yayasan Bangun Insani (YBI). 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 the Regulation of the Minister of National Education No. 28 of 2011 concerning the Establishment of the Organization and Work Procedures of the Bengkalis State Polytechnic. Finally the Bengkalis State Polytechnic officially became a State Polytechnic on December 26, 2011.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Teknika, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English For Communication and Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9 (eight) majors with 20 (twenty) study programs.

State Polytechnic of Bengkalis is avocational campus that educates its students to create a competent spiritin various fields. State Polytechnic of Bengkalis implements a practical work program that is required to be followed by all final semesters students.

Practical Work is a learning process by directly recognizing the scope of the real world of work. Each student is required to go directly to the world of work which is their respective fields, that way each student is expected to be able to directly apply

the knowledge that has been studied before, which can increase their knowledge, skills, and experience in working which can later be applied in the real world of work. Practical work is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration students in semester 8 (eight) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location of practical work. However, before choosing a place to carry out this program, the practical work coordinator provides several choices or options for practical workplaces to students. In this case, the author chose to carry out practical work at the Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas II Pekanbaru, because of the suitability between the study program and the type of business in the company so the author wanted to know more about his work.

The International Business Administration Study Program hopes that with the Practical Work students can get to know firsthand how Business in the real office sector, and can add insight to each student to be more skilled, responsive, and able to compete and be of good use in the future. As a consequence after completing the Practical Work, each student is required to make a Job Report while carrying out Practical Work so that students can be responsible for the results obtained from the Practical Work activities.

Based on the above provisions and requirements, this Practical Work was carried out at the Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas II Pekanbaru which was carried out for 4 (four) months starting from February 01 to May 31, 2024.

1.2. Purpose of the Apprenticeship

1.2.1 Purpose of the Practical Work

The practical work activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives:

1. To describe job descriptions Sector of Sea Traffic and Transportation and Port Business at the Kantor KSOP Kelas II Pekanbaru
2. To explain the procedure for making ship service note bills at KSOP Class II Pekanbaru.
3. To find out the obstacles and solutions during the implementation of practical work

1.3. Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and Bengkalis State Polytechnic:

1.3.1 Significances for Polytechnic students

The implementation of this practical activity is expected to provide benefits for students. Some of the benefits of practical work for Bengkalis State Polytechnic students are as follows:

1. Students have the opportunity to apply theoretical or conceptual knowledge in the real world of work.
2. This practical work activity is expected to improve students' abilities, skills and insights.
3. Train yourself to work responsibly and with discipline.
4. Students gain experience in applying theory according to the study program.

1.3.2 Significances for State Polytechnic of Bengkalis

The implementation of this practical work activity is expected to provide benefits for universities. Some of the benefits of implementing practical work activities for Bengkalis State Polytechnic College are as follows:

1. The results of student practical work are expected to be used as feedback for educational institutions, especially the depth of the lecture material as a whole.
2. Practical work as a means of introducing universities and international Business Administration Departments

3. Establishing mutually beneficial cooperation between universities and companies.

1.3.3 Significance for the company

This practical work activity is expected to provide benefits for the company. The benefits of implementing practical work activities for the company Kantor Kesyahbandaran Otoritas dan Pelabuhan Kelas II Pekanbaru are as follows:

1. Can carry out one of the responsibilities to the community.
2. Practical work as a means of liaison between companies and universities.
3. Can ease the duties of employees