

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. State Polytechnic of Bengkalis was founded by the Yayasan Bangun Insani (YBI). The State Polytechnic of Bengkalis accepted its first batch of students in 2001. In 2011 the Bengkalis State Polytechnic changed its status to a Perguruan Tinggi Negeri (PTN), through Minister of National Education Regulation No. 28 of 2011 concerning the Establishment of the Organization and Work Procedures of the Bengkalis State Polytechnic. Until finally the Bengkalis State Polytechnic officially became the State Polytechnic on December 26 2011.

Bengkalis State Polytechnic has 18 (eighteen) Study Programs consisting of 9 (nine) D3 Study Programs (three Diplomas), namely Marine Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Management. Commercial Shipping and Nauticals, as well as 9 (nine) D4 Study Programs (Diploma four) including Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Planning Engineering, Software Engineering, Marine Architectural Engineering Technology, English for Business and Professional Communication, International Business Administration and Public Financial Accounting, by implementing a program consisting of 40% theory and 60% practice. To date, it has produced graduates who have entered the world of work and are widely distributed throughout Indonesia, both in companies and even government and private agencies.

Bengkalis Polytechnic officially became a State University with the name State Polytechnic of Bengkalis through Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and

Work Procedures of the State Polytechnic of Bengkalis (OTK Polbeng), which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia on December 26 2011.

Based on Minister of National Education Regulation no. 28 of 2011 concerning the establishment of OTK Polbeng in the third part mentions the Department. Article 22 states that the Department consists of the Department of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration and Information Engineering. In development until 2017, the Department of Business Administration has four Study Programs (Prodi), namely DIII Business Administration Study Program, DIII English Language, DIV International Business Administration, and DIV Public Financial Accounting. Each study program has different characteristics and advantages in meeting student competencies. Polbeng emphasizes vocational education which focuses on the educational process which is more based on field practice compared to theory.

The Department of Business Administration is led by the Head of the Department assisted by the Department Secretary, Head of the Study Program, Lecturers, Head of Laboratory, Laboratory Assistant (PLP) and Administrative Staff. The Department of Business Administration has 30 permanent lecturers, who have Masters (S-2) education at home and abroad. Lecturers' areas of expertise in administration, economics and business really support the learning process based on the existing curriculum in the Department of Business Administration. To support lecturer competency, the institution has recruited 16 lecturers to become competency test assessors from the National Professional Certification Agency (BNSP). Competency tests that can be carried out as an Assessor consist of the fields of Office Administration (10 lecturers) and Accounting (6 lecturers). Meanwhile, there are 10 educational staff in the Department of Business Administration, consisting of 8 (eight) Laboratory Assistant/PLP Staff and 2 (two) Department Administration Staff.

International Business Administration study program aims to prepare graduates (applied undergraduates) in the field of International Business

Administration . Graduates of the International Business Administration Study Program are expected to be able to meet the needs of industrial experts for the local and national job market. Apart from that, graduates of the International Business Administration study program are also expected to be able to develop leadership skills. To prepare students to be ready to use this field, the International Business Administration study program requires students to take part in practical work both in government agencies and in agencies related to the public.

Apprenticeship is a learning process by getting to know directly the scope of the real world of work. Every student is required to go directly into the world of work in their respective fields, so that each student is expected to be able to directly apply the knowledge they have learned previously to increase their knowledge, skills and experience at work which can later be applied in the real world of work. . To carry out practical work, students must complete up to 8 (eight) semesters of study and graduate in that semester.

The International Business Administration Study Program hopes that with practical work students will be able to know directly what business in the international sector really is like, and can broaden each student's insight to be more skilled, responsive, and able to compete and be efficient in the future. As a consequence after completing the Practical Work,

Each student is required to make a Work Report while carrying out Practical Work so that students can be accountable for the results obtained from the Practical Work activities and can continue their studies in the following semester. Based on the provisions and requirements above, this Practical Work is carried out at the Harbormaster's Office and Port Authority Class II Pekanbaru will be held for 4 (four) months starting from 01 February to 31 May 2024.

1.2 Purpose of the Apprenticeship

The purpose of the apprenticeship program carried out at Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas II Pekanbaru are as follows:

1. Understanding the vessel Legal Status assessment process, the process begins with an examination of the vessel's documents, such as registration certificates, safety certificates, and ownership documents which must comply with the provisions set by the shipping authority.
2. Understanding the procedures and stages in the ship certification process, Understanding the procedures and stages in the ship certification process begins with the submission of an application by the ship owner, which includes documents such as design plans and proof of ownership.
3. Developing the author skills in document administration related to the legal status and certification of vessels, including the recording, processing and maintenance of required documents.

1.3 Significances of the Apprenticeship

The significances of the apprenticeship program carried out at Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas II Pekanbaru are as follows:

1. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
2. Students gain practical experience in applying theoretical knowledge/concepts according to their study program.
3. Students have the opportunity to analyze problems related to science that are applied in work according to their study program.