

# **CHAPTER I**

## **INTRODUCTION**

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

The rapid development of science and technology today makes us increasingly open to accepting the changes that occur as a result of this progress and development. This development must be followed by the development of human resources academically and professionally to support this development and progress.

In facing these development challenges, human resources are needed that are able to adapt to the demands of the times in life. Human resources are an important part of the business world, and because competition is currently very tight, the quality of the workforce must be improved. Every student must prepare themselves to face the real challenges of finding a better job before or after graduating. So good preparation can provide readiness for students who will graduate to get a job. Meanwhile to get this job, students must have hard skills, but soft skills are also needed to face challenges in the world of work. Developing these two abilities while studying at Bengkalis State of Polytechnic is the best way to be successful in facing competition in the world of work. Therefore, it is hoped that companies or agencies can provide opportunities for students to get to know the world of work better by accepting students who want to carry out practical work activities.

Bengkalis State of Polytechnic is a vocational campus that educates its students to create minds that are competent in various fields and able to apply them directly. One way to realize the meaning of a vocational campus is by implementing a practical work program which all final semester students must take part in. This practical work activity is a means for students to develop themselves when entering 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 as well as developing competencies at the Bengkalis State Polytechnic. This practical work is carried out after completing a minimum of four semesters at Bengkalis State of Polytechnic. Practical implementation of practical work is carried out for four months. The author chose PT. Bumi Siak Pusako is a place to carry out practical work activities to get the opportunity to gain experience in the world of work as well as the opportunity to apply theoretical concepts according to your field of expertise.

The author chose PT. Bumi Siak Pusako as a place to carry out practical work because it has various departments in carrying out its operations. PT. Bumi Siak Pusako has 13 departments which carry out their respective duties and functions. PT. Bumi Siak Pusako is a company that operates in the field of managing crude oil natural resources. However, even though the company operates in the crude oil sector, PT. Bumi Siak Pusako also does carry out activities related to office administration, accounting, company human resources, relations between employee and company relations with the social community. So this one of reason why PT. Bumi Siak Pusako is a place for author to carry out practical work.

The field work practice, the author is placed in the Human Capital Management (HCM) department. The HCM department is a department that is directly related to human resources for office administration activities. This is in line with the theory that the author has obtained, namely human resource management courses and office computer applications. The implementation of this Field Work Practice will start on February 1 2024 until May 31 2024. Thus, this Field Work Practice will increase the author's insight into various things that are good and correct in carrying out duties and be able to handle real work well and with experience obtained.

## **1.2 Purpose of Apprenticeship**

The following are the purpose of the International Business Administration Study Program's Practical work activities for Bengkalis State Polytechnic students:

1. Find out the job descriptions during practical work in Human Capital Management Department
2. Find out the documents and files produced in the Human Capital Management Department
3. Find out the practical workplace systems and procedures in Human Capital Management Department

## **1.3 Sinificance of Apprenticeship**

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

1. For Student  
Students have the opportunity to apply theoretical knowledge and concepts obtained during lectures into the real world of work and gain direct experience in the world of work.
2. For Companies  
There is collaboration between the world of education and the world of industry or companies which makes these companies closer to the community and known by academics and companies to get alternative prospective employees who are known for their quality, dedication and credibility.
3. For State Polytechnic of Bengkalis  
State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.