

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Apprenticeship 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 previously learned into the world of work. In addition, with internships, students can increase their knowledge, skills, and work experience which can later be applied in the real world of work.

Apprenticeship is also a program that is useful for students to have workexperience in an institution according to the background of the student's major. The program is a combination of classroom learning and internships to help students acquire recognized skills and qualifications. Skills and qualifications are awarded for various careers with various levels of Internship including entry level, supervisor level, and manager level. Each level of this internship is trained by professionals and the time required depends on the skills and abilities of the interns. Successful implementation of the internship will build on great achievements in the workplace.

State Polytechnic of Bengkalis is the only State Polytechnic in Riau Province. State Polytechnic of Bengkalis is also one of the campuses that requires students to take internships to complete their studies. This activity must be carried out considering that education and knowledge are not absolutely only obtained by understanding, but also supported by experience in the real world of work. As graduation requirements, internships and final assignments are two indicators that must be met by State Polytechnic of Bengkalis students. Apprenticeship must be carried out in the fifth semester for Diploma III students and in the seventh semester for Diploma IV students.

International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along

with its scope, both in terms of handling letters, administration, management, finance, human resources, to the business world. Preparing students to be ready to be used in this field, the International Business Administration Study Program requires students to undertake internships in both Government Agencies and Private Agencies for 4 (four) months by choosing their own place and location for apprenticeship. However, before choosing a place to carry out this program, the apprenticeship coordinator gives several choices or options for apprenticeship to coordinator gives several choices or choices of apprenticeship places to students. Then from these several choices, the author is interested in doing apprenticeship at PT. Bank Riau Kepri Syariah Bengkalis Batupanjang Rupert.

PT Bank Riau Kepri Syariah is a regional bank or BUMD owned by the Government of Riau Province and Riau Islands Province whose head office is called Menara Dang Merdu Bank Riau Kepri Syariah which is located at Jl. Jenderal Sudirman No. 462 Pekanbaru, Riau Indonesia. PT Bank Riau Kepri Syariah was established in 1961 with the name Riau Regional Development Bank (BPDR or BAPERI) with the legal entity form of Regional Company (PD) but according to the results of the Meeting Resolution. General Shareholders Meeting (GMS) on June 26, 2002, the legal form of the legal form of the Regional Company was changed to a Limited Liability Company.

PT Bank Riau Kepri Syariah has approximately 169 (one hundred forty nine) office networks spread across several regions, especially Riau Province and Riau Islands. Consisting of 1 (One) head office, 21 (Twenty One) branch offices, 41 (Forty One) sub-branch offices, 35 (Thirty Five) stores, 56 (Fifty Six) cash offices, 4 (Four) Boutiques, and 11 (Eleven) payment points. The author conducts apprenticeship in one of the shop office networks, namely the Bank Riau Kepri Syariah Batupanjang Rupert Office which is located at student street Rupert sub-district.

## **1.2 Purposes of the Apprenticeship**

The objectives of the apprenticeship carried out by Bengkalis State Polytechnic students are as follows :

1. To provide opportunities for students to apply scientific theories/concepts according to the study program they have studied in college at an organization or company.
2. To provide opportunities for students to gain practical experience in accordance with the knowledge and skills of their study program.
3. To provide opportunity for students to explore and study theories/concepts in the context of applying knowledge and abilities in an organization/company.
4. To examine the abilities of Bengkalis State Polytechnic students (according to the related study program) in knowledge, skills and abilities in applying knowledge and student attitude/behavior in work.
5. To receive feedback from the business world on student talents and business demands in order to develop the curriculum and learning process for Bengkalis State Polytechnic (as per the associated study program).

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

#### **1.3.1 Significance for State Polytechnic of Bengkalis Students**

The importance of implementing an apprenticeship at PT. Bank Riau Kepri Syariah Batupanjang Rupert for State Polytechnic of Bengkalis students is 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/conceptual knowledge in accordance with their study program.
3. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.
4. Students can create and develop an attitude of responsibility and professionalism as well as discipline in entering the real world of work.
5. Increase knowledge, insight, experience and abilities in the field of office administration that are not obtained in lectures.

6. Increase the sense of responsibility and discipline for practitioners in doing every job, as well as being able to socialize with the real world of work.

### 1.3.2 Significances for State Polytechnic of Bengkalis

The significance of implementing an apprenticeship at PT. Bank Riau Kepri Syariah Batupanjang Rupert for the State Polytechnic of Bengkalis campus is as follows:

1. Apprenticeships can strengthen cooperation and socialization between State Polytechnic of Bengkalis with PT. Bank Riau Kepri Syariah Batupanjang Rupert
2. Apprenticeships can improve the competence of graduates of State Polytechnic of Bengkalis students.
3. Knowing how big the role of teaching staff in providing lecture material for students in accordance with developments that occur in the world of work
4. Knowing students' abilities in business science, especially international business administration, which are obtained during lectures and apply them in the world of work.

### 1.3.3 Significances for the Company

The importance of implementing an apprenticeship at PT. Bank Riau Kepri Syariah Batupanjang Rupert for the Company is as follows:

1. Apprenticeship is one of the liaisons of cooperation between the company and the campus
2. With the apprenticeship, students are expected to be able to assist employees in the company in completing work, providing ideas and providing advice in solving problems.
3. Facilitate agencies in recruiting qualified fresh graduates to be placed in government agencies or companies.

#### 1.4 Time Implementation of the Apprenticeship

Apprenticeship activities are carried out for four months starting from February 1 to May 31 2024. The work schedule at PT. Bank Riau Kepri Syariah Bengkalis Batupanjang Rupert can be seen in table 1.1 below:

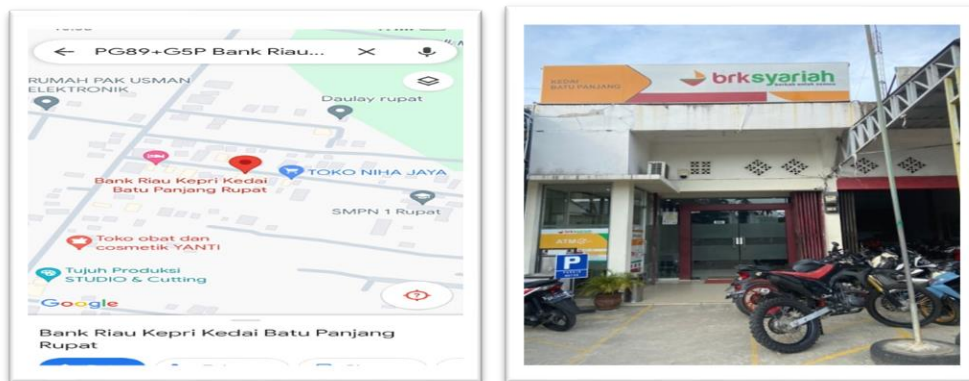
**Table 1.1 Work Schedule**

No	Day	Working Hours	Break Time
1	Monday to Thursday	07:30 to 17.00	12:00 to 13:00
2	Friday	07:30 to 16:30	11:30 to 13:30
3	Saturday to Sunday	Holiday	Holiday

*Source : PT. Bank Riau Kepri Syariah Batupanjang Rupert*

#### 1.5 Place of Apprenticeship

PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Batupanjang Rupert is located at student street, Batupanjang, Rupert District, Bengkalis Regency, Riau. Apprenticeship location can be seen in the figure:



**Figure 1.1 Address of Bank Riau Kepri Syariah Batupanjang Rupert**

*Source :PT. Bank Riau Kepri Syariah Batupanjang Rupert*