

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis was founded in 2000 by the Bengkalis Regency Government under the auspices of the Bangun Insani Foundation (YBI). Since necepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multinational Companies.

As of July 29th, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26th, 2011, the State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

State Polytechnic of Bengkalis is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. State Polytechnic of Bengkalis has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering. Discussion, Commercial and Maritime Administration.

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 D-4 Public Financial Accounting And until 2021, the State Polytrechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English for Communication.

As of July 29th, 2011, the State Polytechnic of Bengkalis changed its status

to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the State Polytechnic of Bengkalis. on December 26th, 2011, the State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

State Polytechnic of Bengkalis is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. State Polytechnic of Bengkalis has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering. Discussion, Commercial and Maritime Administration.

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 Teknik, Management and Trading Ports, D4 Software Engineering. D4 International Business Administration and D-4 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 104 English for Communication and Professionals.

Until now, in 2024, State Polytechnic of Bengkalis has eight departments with twenty-one study programs, namely the marine engineering major (D2 welding and fabrication engineering study program, D3 marine engineering, and D4 marine architectural engineering). Department of Mechanical Engineering (D2 Manufacturing Mechanical Engineering, D3 Mechanical Engineering, and D4 Maintenance and Production Mechanical Engineering Study Program). Department of Electrical Engineering (D3 Electrical Engineering Study Program, D4 Electrical Engineering). Department of Civil Engineering (D3 Civil Engineering Study Program, D4 Road and Bridge Design Engineering) Department of Business Administration (D4 Digital Business, D4 International Business Administration,

D4 Public Financial Accounting). Department of Informatics Engineering (D2 Computer Network Administration study program, D3 Informatics Engineering, D4 Information Systems Security, D4 Software Engineering). Language Department (DIII English, D4 English for business and professional communication). Maritime Department (D3 Maritime Study Program, D4 Commercial Shipping Management). The D4 International Business Administration Study Program is led by Mrs. Wan Junita Raflah, B.Sc., M.Ec., Dev, which focuses on learning about the challenges faced in the business world in the international market by accepting the first batch in 2016.

has a responsibility for improving human resources, especially in achieving the quality of students. To meet and achieve educational goals in higher education, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. So that with these demands, practical work activities were carried out.

Practical work is the application or practice and implementation of the theories learned in a factual manner where in this activity, students will get things that can be used as a work experience (work simulation) before undergoing actual work activities/activities, and students can also apply the knowledge received from the results of practical work. The implementation of practical work will bring students to a real experience, namely the world of work. The practical work process which is carried out by going directly into the company, will create a description of new thinking, because here the theory will be implemented and students will easily understand and learn. So that when students sit at their desks, they will easily adapt. For Diploma III graduate students, this Practical Work is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, Practical Work is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 3 months and a maximum of 4 months.

State Polytechnic of Bengkalis has collaborated with various agencies and companies in Indonesia and abroad. Based on this, as a student of the International Business Administration Study Program, I am required to carry out practical work

activities for a minimum of four months. I want to take advantage of this opportunity to apply the theoretical knowledge and concepts I have learned during my studies to real-world work situations.

I come from the International Business Administration Study Program and will carry out an internship at PT. Indah Kiat as an HSE (Health, Safety, and Environment) Officer in the Port Operations division. My choice for an internship at PT. Indah Kiat is based on several important considerations. PT. Indah Kiat is a well-known subsidiary of Sinarmas, one of the largest conglomerates in Indonesia, which has a good reputation in the pulp and paper industry. Choosing PT. Indah Kiat as an internship provides the opportunity to learn and work in a professional and reputable company environment. With diverse operations and sophisticated management, the company offers practitioners a rich and valuable experience.

As HSE Officer in Port Operations, I will be responsible for ensuring health, safety, and an optimal work environment. This position is very relevant to my studies in the field of International Business Administration, where risk management is an important aspect. In a complex industry such as port operations, risk management includes not only physical safety but also operational risk management and compliance with international regulations.

The International Business Administration Study Program emphasizes the importance of risk management in global business. By interning in the HSE Officer position, I can apply the risk management theories and concepts I have learned in a real context. Apart from that, this experience will enrich my understanding of how large companies like PT. Indah Kiat manage risk in high-risk operational environments while ensuring compliance with strict safety and environmental standards. This internship is expected to make a significant contribution in developing my skills in the field of risk management as well as increasing my competitiveness in the global job market.

I am very enthusiastic about this opportunity because PT. Indah Kiat is one of the leading companies in the pulp and paper industry with a good reputation for innovation and sustainability. I hope to learn a lot from the experienced professionals in this company, especially in the field of port operations, which is an

important aspect in the company's supply chain. Therefore, I chose PT. Indah Kiat as my practical work place. I will carry out this internship from February 5, 2024, to June 30, 2024.

1.2 Purpose of Apprenticeship

From the implementation of apprenticeship, several objectives were obtained in this regard. As for the purpose, it is:

1. Find out the job descriptions during practical work in Port Operation Unit.
2. Find out the documents and files produced during in Port Operation Unit.
3. Find out the practical workplace systems and procedures in Port Operation Unit.

1.3 Significances of the Apprenticeship

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

1. For Student

There are several benefits from the implementation of apprenticeship programs obtained by students, namely as follows:

- a. Students have the opportunity to apply theoretical knowledge and concepts obtained during lectures in the real world of work.
- b. Students can develop work relationships and gain experience their resume.
- c. Students gain practical experience in applying the critical/conceptual knowledge according to the study program.
- d. Students have the opportunity to be able to analyze problems related to the knowledge applied in work according to the study program.

2. For Companies

The benefits of implementing apprenticeship programs are also obtained by companies/institutions that accept apprenticeship students, such as:

- a. There is a collaboration between the world of education and the world

of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

- b. The company will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- c. The company will be recognized by academics and the world of education.

3. For State Polytechnic of Bengkalis

There are several benefits from implementing the apprenticeship program obtained by the State Polytechnic of Bengkalis, which are as follows:

- a. There is good cooperation/relationship between the campus and the company where students do apprenticeship.
- b. State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experience.
- c. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.