

CHAPTER I

INTRODUCTION

1.1 Background of Job Training Company

Bengkalis State Polytechnic is a vocational university in Riau. Bengkalis State Polytechnic is a vocational university that fulfills the emphasis on the practice of formation to strengthen competencies and specific study programs. In this institution, students in diploma programs are students with many subjects to develop specific competencies and if they provide job opportunities in industry or work in the professional field.

Therefore, Apprenticeship has become part of the Diploma IV International Business Administration Study Program since its establishment until now, in order to improve the quality of graduates' abilities and skills, because in the future competition in the world of work will be increasingly tight. Apprenticeship choose to carry out Apprenticeship at PT. Riau Semesta Biomassa.

PT. Riau Semesta Biomassa Company was chosen as a substitute for the Apprenticeship and previously four years of enriching experience for students during the Apprenticeship. This is explained by the fact that the company operates in the domestic market, makes transactions at the international level and is an excellent organization. The community offers apprenticeship the possibility of working with discipline, autonomy, profession and security.

Apprenticeship is a direct learning method in the world of work. The purpose of is to improve students' abilities according to their fields so that they can be applied directly in various tasks in government and private organizations to help students apply the knowledge they have learned to the world of work. When students do apprenticeship, students can broaden their horizons, knowledge, and abilities. Apprenticeship can also help solve scientific problems by using the theories learned in class. Every student of State Polytechnic of Bengkalis is required to take part in this apprenticeship every year.

Based on the provisions above, this Apprenticeship is carried out at PT. Riau Semesta Biomassa. Especially in the Administration Office section. Which is carried out for 16 (sixteen) weeks starting from February 1 to May 31, 2024.

1.2 Objectives of Apprenticeship

Based on the background above, the objectives and benefits of the Apprenticeship are as follows:

1. To get information about the job specifications of PT. Riau Semesta Biomassa
2. To learn about the software and hardware used at PT. Riau Semesta Biomassa during the Apprenticeship
3. To gain an understanding of the equipment and supplies used during the Apprenticeship at PT. Riau Semesta Biomassa
4. To find out the documents used during the Apprenticeship at PT. Riau Semesta Biomassa

1.3 Benefits of Apprenticeship

There are several benefits that can be taken from the implementation of this Apprenticeship for students.

1. Get the opportunity to apply the knowledge/concepts gained during lectures into the real world of work.
2. Can train skills, creativity, and innovation in completing the work given in the company.
3. Students can train a sense of responsibility and discipline in the world of work.
4. Gain new experiences and new knowledge in the world of work.
5. Understand a deep understanding of challenges and opportunities, which can be valuable capital to be able to contribute in the future