

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The State Polytechnic of Bengkalis initially began as a higher education institution founded by the Bengkalis Regency government through the Gema Bahari Foundation, initially known as the Bengkalis Shipping Polytechnic. The college originally offered three study programs, namely Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Over time, the institution's name changed to Bengkalis Polytechnic and came under the Bengkalis Bangun Insani Foundation. It expanded its curriculum to include five study programs, namely Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. The first batch of students was admitted in 2001, and in 2006, Bengkalis State Polytechnic added two more study programs, English and Informatics Engineering.

As of December 26, 2011, the Bengkalis Polytechnic officially transformed into a State University, named State Polytechnic of Bengkalis, through the Minister of National Education's Regulation No. 28 of 2011. This change was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, the State Polytechnic of Bengkalis consists of eight departments, which include Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, English, Informatics, and Maritime Engineering.

The State Polytechnic of Bengkalis offers 18 study programs, with nine of them being D-III programs, such as Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Nauticals, and Management of Commercial Shipping. Additionally, there are nine D-IV programs, which include Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge

Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Shipbuilding Architectural Engineering Technology, English for Business and Professional Communications, and Information Systems Security.

The Department of Business Administration specifically offers three study programs: D-IV Digital Business, D-IV International Business Administration, and D-IV Public Financial Accounting. The Business Administration Study Program focuses on Secretariat and Office Administration. State Polytechnic of Bengkalis is a vocational campus that educates its students to create competent minds in various fields and be able to practice them directly. One way to implement the meaning of a vocational campus is to carry out a practical work program which is mandatory for all final semester students. Practical Work is a means for students to develop themselves when they will enter the world of work. This Work Practice 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 to the development of competencies at the State Polytechnic of Bengkalis.

This practical work is carried out after State Polytechnic of Bengkalis students complete a minimum of 7 (seven) semesters and graduate in full. Practical Work carried out for 5 (five) months. Based on the above, the author as a student of the International Business Administration Study Program is required to carry out practical work for 5 (five) months. The author decided to carry out job training activities at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill in order to apply the theoretical knowledge and concepts gained during lectures in a real-world work environment. The author chose PT. Indah Kiat because it is one of the largest companies that aligns well with my field of study. This choice allows the author to directly experience applying theoretical knowledge and concepts within area of expertise. Furthermore, the author gains the opportunity to analyze problems related to the knowledge applied in the work according to study program.

The implementation of the Job Training the author gets a place in the Operation

Port, especially the Invoice management section. The implementation of this Job Training starts from January 22th, 2024 to June 30th, 2024. It is hoped that this Job Training will add to the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

1.2 Purpose of the Apprenticeship

The practical work activities of State Polytechnic of Bengkalis Students, International Business Administration Study Program have the Following objectives:

1. Find out job descriptions during practical work in port operations of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
2. Find out practical workplace systems and procedures in port operations of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
3. To find out the document and files used in port operations of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.

1.3 Significances of Apprenticeship

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

1. For Students.
Students are given the opportunity to apply the theoretical knowledge and concepts learned during lectures in a real-world work environment.
2. For Companies.
There is a collaboration between the educational and industrial sectors, allowing academics and companies to identify potential employees with quality, dedication, and credibility.
3. For State Polytechnic of Bengkalis.
The institution receives feedback from companies regarding curriculum development and learning processes for students participating in practical work.