

CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship is an activity carried out by Bengkalis State Polytechnic students as one of the requirements to complete lectures especially in the Business Administration Department, Diploma-IV International Business Administration Study Program. In addition, this Apprenticeship activity is also beneficial for the students themselves so that they can prepare themselves to enter the world of work and become reliable professional workers in carrying out their work. Implementation of Apprenticeship for students can increase a sense of discipline and responsibility as well as to train students to think critically in solving a problem in a job.

In addition to fulfilling academic obligations, it is hoped that these activities can be a good effect between the industrial world so that students will be able to overcome competition in the world of work. and considering that the quality of education has been in the spotlight in the eyes of the world of education both from within and outside the country for the sake of creating quality human resources capable of making the world more advanced and making a better life. This activity aims to train and educate students so as to create superior and advanced humans with the knowledge they have while learning other things gained through experience during the Apprenticeship, because the knowledge gained will be very useful when entering the real world of work.

Transportation Department of Bengkalis Regency is an element of the implementation of regional autonomy that carries out regional government affairs led by a Head of Department. Transportation Department of Bengkalis Regency has the main task of carrying out regional government affairs in the fields of Road Traffic,

Transportation and Mode Integration, Ports and Shipping based on the principle of autonomy and co-administration.

Selection the location of Apprenticeship is done to implement the theories that have been learned, train to add experience to adapt to the real world of work, to find out what things are needed by the Transportation Department and to know what systems are running at the Transportation Department of Bengkalis Regency.

In the implementation of the internship, the author was placed in the port sector. The Port Sector has the task of carrying out the preparation and implementation, policies, providing assistance as well as monitoring and evaluation in the port sector. Carrying out activities Apprenticeship at this department handles many fields related to administration processes, to gain experience regarding the application of the system that has been used, to know administration activities about local government in the fields of Road Traffic, Transportation and Mode Integration, Ports and Shipping. Through this internship, it is hoped can gain as much experience as possible, get an overview of the real working environment and gain new knowledge that is useful for life after lectures, especially in the field of administration.

1.2 Purposes of the Apprenticeship

Apprenticeship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the Apprenticeship, which are as follows:

1. To know the kind of busines (the main task and function) of the Transportation Department of Bengkalis Regency.
2. To know the working process at the Transportation Department of Bengkalis Regency.
3. To know documents used in the work process at the Transportation Department of Bengkalis Regency.
4. To know the job description during the Apprenticeship process at Transportation Department of Bengkalis Regency.

5. To know the system and procedures for Apprenticeship used in carrying out work on Transportation Department of Bengkalis Regency.
6. To know the obstacles faced in completing the work Transportation Department of Bengkalis Regency.
7. To know solutions in dealing with obstacles during Apprenticeship at the Transportation Department of Bengkalis Regency.

1.3 Significances of the Apprenticeship

The benefits expected from the implementation of the Apprenticeship are as follows:

1. As one of the requirements that must be met to complete vocational education at the State Polytechnic of Bengkalis, especially the Diploma IV International Business Administration Study Program.
2. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
3. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
4. Students have the opportunity to analyze problems related to science applied in their work according to their study program.
5. State Polytechnic of Bengkalis received feedback from the Department on the ability of students who took part in the Apprenticeship in the world of work.
6. State Polytechnic of Bengkalis received feedback from the world of work for curriculum development and learning processes.