

CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Yayasan Bangun Insani (YBI). Since accepting 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 Multi National Companies.

As of July 29, 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 26, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic 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. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, and Commercial and Maritime Administration.

Bengkalis State Polytechnic has a Study Program consisting of two levels of education, namely Diploma 4 and Diploma 3, for the D4 Study Program consisting of Production and Maintenance Mechanical Engineering, Industrial Electrical Engineering, Road and Bridge Design Engineering, Software Engineering, International Business Administration and Accounting Public Finance, while the D3 Study Program consists of Shipping Engineering,

Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, Business English, Nautical Engineering and Commercial Shipping Management. The Bengkalis State Polytechnic has a curriculum that is oriented to the demands of a ready-made workforce with a composition of 40% theory and 60% practice with a number of Semester Credit Units (SKS) of 110 to 118 of the number of effective study hours 32 to 40 hours/week.

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take apprenticeship program. Apprenticeship for students is meant to develop themselves when they enter the world of work. This apprenticeship activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and to the development of competence at the Bengkalis State Polytechnic.

The world of work has different characteristics compared to when students are in college. There are many abilities and skills that must be possessed by a prospective worker so that it is not uncommon for students to find it difficult to adjust and meet the demands of the world of work. The development of the flow of information makes the employment climate more dynamic. Entering the MEA (ASEAN Economic Community) and AFTA (ASEAN Free Trade Area) in 2016, Indonesian workers must improve their quality so that they are ready to compete with workers from outside, one of which is by participating in apprenticeship.

This apprenticeship is carried out after students have completed a minimum of 6 (six) semesters and fully graduated, the apprenticeship is carried out for four months and a minimum of 3 months. Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out apprenticeship activities for a maximum of four months and a minimum of three months. The author chooses at PT. EMP Malacca Strait who is in Keplauan Meranti Regency because during the Covid-19 pandemic the company did not accept students to do apprenticeship,

so the author took the second obsession to do appreniceship at the Bengkalis Regency Community and Village Empowerment Service as a place to carry out work activities practice for four months and while doing appreniceship the author is placed in 2 parts, namely the community empowerment and development section and the program section.

The implementation of this apprenticeships starting from February 15 to June 30, 2021. The implementation of the Job Training is expected to add insight to the author about various good and correct tasks and to be able to face the real world of work with the experience that has gained.

1.2 Purposes of the Apprenticeship

Apprenticeship is one of the requiments for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected resulst, it is necessary to know the objective of the Apprenticeship, which are follows:

1. To know the kind of business (the main tasks and fuction) of the Community and Village Empowerment Office of Bengkalis Regency.
2. To know the working process of the Community and Village Empowerment Office of Bengkalis Regency
3. To know documents used in the work process at the Community and Village Empowerment Office of Bengkalis Regency.
4. To know the job description of the work field being handled at the Community and Village Empowerment Officeof Bengkalis Regency.
5. To know the system and procedures for Job Training used in carrying out work on Community and Village Empowerment Officeof Bengkalis Regency.
6. To know the obstacles faced in completing the work Community and Village Empowerment Office of Bengkalis Regency and how to overcome these obstacles.
7. To know solutions in dealing with obstacles during practical work at the Community and Village Empowerment Office of Bengkalis Regency.

1.3 Significances of the Apprenticeship

The benefits expected from the implementation of the Job Training 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 Job Training in the world of work.
6. State Polytechnic of Bengkalis received feedback from the world of work for curriculum development and learning processes.

