

# CHAPTER I INTRODUCTION

## 1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is a Polytechnic located in Bengkalis, Riau, Indonesia. The Bengkalis State Polytechnic was established by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). Which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering and Ship Mechanical Engineering. Then, under the auspices of the Bangun Insani Foundation (YBI), the Bengkalis Marine Polytechnic changed its name to Bengkalis Polytechnic by adding 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Business Administration.

In July 2001, Bengkalis Polytechnic accepted the first batch of new students. Then in 2006, the Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. Furthermore, on December 26, 2011, the Bengkalis Polytechnic officially became a State University (PTN) under the name Bengkalis State Polytechnic through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic and the Culture of the Republic of Indonesia.

Then, from 2013 to 2016 the Bengkalis State Polytechnic has added 11 (eleven) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D2 Welding Engineering, D2 Power Generation System Engineering, D2 Computer Accounting, D4 Design Engineering Roads & Bridges, D3 Nautika, D3 Teknika, Management and Commercial Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. Thus, since 2000 until now the Bengkalis State Polytechnic has 8 (eight)

departments with 20 (twenty) study programs. with a curriculum oriented to the demands of a ready-made workforce, by implementing a program consisting of 40% theory and 60% practice. Until now, it has produced graduates who have entered the world of work and are widespread in Indonesia, both in companies, even government and private agencies.

Job training or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Job training can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college.

In this program, specifically for International Business Administration students in semester 8 (eight) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to carry out this program, the practical work coordinator provides several options or options for practical work places to students.

Based on the above, the author as a student of the International Business Administration Study Program chose to carry out the Job Training at PT. EMP Malacca Strait who is in the Meranti Islands Regency because during the Covid -19 Pandemic the company has not received students to carry out practical work activities at the company, so the author takes the second obsession, which is to choose to apply for practical work at the Port Authority and harbormaster office class IV Selatpanjang and accepted. The author hopes to gain knowledge while at the Port Authority and harbormaster office class IV Selatpanjang.when doing practical work the author is placed in the first two sections, the Recipient Treasurer section and the Agenda section. Practical work starting from February 15 to June 30, 2021.

## **1.2. Purpose of the Apprenticeship**

Internship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected result, it is necessary to know the objective of the Job Training, which are follows:

1. To know the kind of business (the main tasks and functions of the Port Authority and Harbormaster Office Class IV Selatpanjang.
2. To know the working process of the Port Authority and Harbormaster Office Class IV Selatpanjang.
3. To know documents used in the work process at the Port Authority and Harbormaster Office Class IV Selatpanjang.
4. To know the job description of the work field being handled at the Port Authority and Harbormaster Office Class IV Selatpanjang.
5. To know the system and procedures for Job Training used in carrying out work on Port Authority and Harbormaster Office Class IV Selatpanjang.
6. To know the obstacles faced in completing the work Port Authority and Harbormaster Office Class IV Selatpanjang, and how to overcome these obstacles.
7. To know solutions in dealing with obstacles during practical work at the Port Authority and Harbormaster Office Class IV Selatpanjang.

## **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.

