

# CHAPTER I

## INTRODUCTION

### 1.1. Background of the Apprenticeship

Apprenticeship is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been previously learned into the world of work. In addition, with internships, students can increase their knowledge, skills, and work experience which can later be applied in the real world of work.

Apprenticeship is also a program that is useful for students to have work experience in an institution according to the background of the student's major. The program is a combination of classroom learning and internships to help students acquire recognized skills and qualifications. Skills and qualifications are awarded for various careers with various levels of Internship including entry level, supervisor level, and manager level. Each level of this internship is trained by professionals and the time required depends on the skills and abilities of the interns. Successful implementation of the internship will build on great achievements in the workplace.

State Polytechnic of Bengkalis is the only State Polytechnic in Riau Province. State Polytechnic of Bengkalis is also one of the campuses that requires students to take internships to complete their studies. This activity must be carried out considering that education and knowledge are not absolutely only obtained by understanding, but also supported by experience in the real world of work. As graduation requirements, internships and final assignments are two indicators that must be met by State Polytechnic of Bengkalis students. Practical Work must be

carried out in the fifth semester for Diploma III students and in the seventh semester for Diploma IV students.

The D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope, both in terms of handling letters, administration, management, finance, human resources, to the business world. Preparing students to be ready to be used in this field, the International Business Administration Study Program requires students to undertake internships in both Government Agencies and Private Agencies for 4 (four) months. To do an internship, students must complete their studies up to 6 (six) semesters and graduate in full.

This Apprenticeship activity the author chooses to do an internship at one of the state-owned companies (State Owned Enterprises), namely PT. Kharisma Pemasaran Bersama Unit Dumai. The company is a freight forwarding transportation management service company (UJPT) for Transportation Management Services. This company also provides export-import document processing services for customs services (PPJK) Customs Service Management Company for palm oil plantation products and commodities. The author's reason for choosing an internship at PT. Kharisma Pemasaran Bersama Unit Dumai Joint Marketing Unit is to increase knowledge and experience working in state-owned companies. Have internship experience in large and well-known companies such as PT. Kharisma Pemasaran Bersama Unit Dumai is a matter of pride, because not all students who carry out internships can experience internships in state-owned companies.

Based on the above, the author as a student of the International Business Administration Study Program chose to carry out an internship at PT. Kharisma Pemasaran Bersama Unit Dumai During the internship, the author is placed in the general field and the operational admin field. The internship will start from 01<sup>th</sup> March 2022 to 30<sup>th</sup> June 2022. On 01<sup>th</sup> March 2022 until 30<sup>th</sup> April 2022 in the general field and on 01<sup>th</sup> May 2022 until 30<sup>th</sup> June 2022 in the admin operational field. In this internship, it is expected that the competencies obtained during the

internship are to train students to be familiar with the work environment, interact well with employees, know the activities and work of the company and control how to handle important documents used in company activities and discipline is one of the keys. success for students and students can apply the knowledge that has been obtained in lectures into the actual work environment and have the opportunity to develop ways of thinking, add useful ideas and can increase students knowledge of what is assigned to them.

## **1.2. Purposes of the Apprenticeship**

The objectives of implementing the internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai are as follows:

1. To find out the type of work at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai
2. To find out the system and work procedures at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai
3. To find out the place and work position at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai.
4. To find out the obstacles and solutions during implementation Internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai

## **1.3. Significances of the Apprenticeship**

### **1.3.1 Significance for State Polytechnic of Bengkalis Students**

The importance of implementing an internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai for State Polytechnic of Bengkalis students is as follows:

1. Students have the opportunity to apply theoretical knowledge or concepts in the real world of work.

2. Students gain practical experience in applying theoretical knowledge or knowledge concepts according to their study program.
3. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.
4. Students can create and develop an attitude of responsibility and professionalism as well as discipline in entering the real world of work.
5. Increase knowledge, insight, experience and abilities in the field of office administration that are not obtained in lectures.
6. Increase the sense of responsibility and discipline for practitioners in doing every job, as well as being able to socialize with the real world of work.

#### 1.3.2 Significances for State Polytechnic of Bengkalis

The significance of implementing an internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai for the State Polytechnic of Bengkalis campus is as follows:

1. Practical work can strengthen cooperation and socialization between State Polytechnic of Bengkalis with PT Kharisma Pemasaran Bersama Nusantara Unit Dumai
2. Apprenticeships can improve the competence of graduates of State Polytechnic of Bengkalis students.
3. Knowing how big the role of teaching staff in providing lecture material for students in accordance with developments that occur in the world of work
4. Knowing students' abilities in business science, especially international business administration, which are obtained during lectures and apply them in the world of work.

#### 1.3.3 Significances for the Company

The importance of implementing an internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai for the Company is as follows:

1. Job Training is one of the liaisons of cooperation between the company and the campus
2. With the Internship, students are expected to be able to assist employees in the company in completing work, providing ideas and providing advice in solving problems.
3. Facilitate agencies in recruiting qualified fresh graduates to be placed in government agencies or companies.

