

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In today's era, communication and technology facilities are growing rapidly, so that the demand for quality, qualified human resources and able to master adequate science and technology is also getting higher. Universities educate all students to become a generation of quality and high integrity in order to compete in the world of work.

Including Bengkalis State Polytechnic which is the only state polytechnic in Riau province and is a vocational college. There are 18 (eighteen) study programs. International Business Administration is included in the Department of Commercial Administration at the Bengkalis State Polytechnic. Practical Work (KP) is one of the learning programs while studying at the Bengkalis State Polytechnic which is attended by DIV students in semester VII and DIII semesters V, but due to the COVID 19 pandemic, Practical Work is carried out by DIV students in semester VIII and DIII students in semester VI. The Department of Commercial Administration is one of the majors owned by the Bengkalis State Polytechnic.

The Department of Commercial Administration has 3 (three) study programs including DIII Business Administration, in 206 the Department of Business Administration added 2 (two) study programs, namely DIV International Business Administration, DIV Public Finance Accounting. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 49 of 2014 (Fitriana, Onny; 2019) Regarding National Higher Education Standards Article 5 paragraph 4 that student work experience as referred to in paragraph (2) and paragraph (3) is in the form of experience in certain field activities at a certain

period of time, in the form of job training, practical work, field work practices or other similar forms of activity.

The facts show that the Practical Work (KP) program is a means of learning and enriching themselves for students, especially the Bengkalis State Polytechnic Business Administration study program. Practical work activities require support such as related institutions or agencies, one of the institutions providing support in this practical work activity is PT. Peputra Supra Jaya Jl, Prof. Yamin No. 42a, Sukaramai, Kota Pekanbaru, Riau. The time for the implementation of the Practical Work is carried out within a period of 4 months starting from March 11, 2022 – June 30, 2022. The time for the implementation of the Practical Work is carried out within a period of 88 days. This is an opportunity for students that is very useful for Practicing Practitioners to deepen their experience before entering the world of work. This activity is expected so that students of the Bengkalis State Polytechnic International Business Administration study program have criteria and are able to compete with the outside world after completing their studies.

1.2 Purposes of the Apprenticeship

The objectives of implementing the Bengkalis State Polytechnic Job Training are as follows:

1. To find out the Job Description at PT. Peputra Supra Jaya especially in the Legal Division and Head Office Verification.
2. To find out the work system and verification work procedures at PT. Peputra Supra Jaya especially in the Legal Division and Head Office Verification.
3. To find out the place and work position at PT. Peputra Supra Jaya especially in the Legal Division and Head Office Verification.
4. To find out the obstacles and solutions during the implementation of the practical work program at PT. Peputra Supra Jaya especially in the Legal Division and Head Office Verification.

5. To find out the obstacles and solutions encountered during the Job Training at PT. Peputra Supra Jaya, especially in the Legal Division and Head Office Verification.

1.3 Significances of the Apprenticeship

The benefits of implementing practical work are:

1. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
2. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
3. Students have the opportunity to be able to analyze problems related to science applied in work according to their study program.
4. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

1.3.1 Significances for State Polytechnic of Bengkalis

The benefits of practical work for Bengkalis State Polytechnic are as follows:

1. Practical work can strengthen cooperation and socialization between Bengkalis State Polytechnic and PT. Peputra Supra Jaya Pekanbaru.
2. Practical work can improve the competence of Bengkalis State Polytechnic graduates.

1.3.2 Significances for the Company

The benefits of practical work for companies are as follows:

1. Apprenticeship is one of the liaisons between the company and the campus.
2. The company received assistance from students who did practical work.

1.4 Time and Length of Practical Work

This Job Training activity is carried out in accordance with the provisions of the rules for implementing the Job Training (KP). The period of Work Practice (KP) is for four months, starting from March 11, 2022 to June 30, 2022. The work

schedule at PT. Peputra Supra Jaya legal division for 14 days starting (11 March 2022-26 March 2022) and 74 days in the Verification division starting on (28 March 2022-30 June 2022) still PT. Peputra Supra Jaya. Outfits for Interns Free and Neat. The schedule for entering practical work is as follows:

Table 1.1 PT Peputra Supra Jaya Practice Hours Schedule

No	Day	Working hours	Rest
1	Monday s/d Thursday	08.00 s/d 17.00	12.00 s/d 13.30
2	Friday	08.00 s/d 16.00	11.45 s/d 13.45
3	Saturday	08.00 s/d 12.00	No rest time

Table 1.2 PT Peputra Supra Jaya Practice Hours Schedule During the month of Ramadan

No	Day	Working hours	Rest
1	Monday s/d Thursday	08.00 s/d 16.30	12.00 s/d 14.00
2	Friday	08.00 s/d 16.00	11.45 s/d 13.45
3	Saturday	08.00 s/d 12.00	No rest time

1.5 Place of Implementation of Practical Work

This Job Training (KP) activity was carried out in two places, namely PT. Peputra Supra Jaya is located at JL. Prof. Moh. Yamin No. 42a, Sukaramai, Kec. Kota Pekanbaru. Job Training activities are carried out by writers in the Legal Division and the Verification Division.