

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the era of globalization, the development of trade is so large and growing rapidly growing. Every company is required to prepare professionals in every field needed. One of the things that must be prepared to prepare for the need for professional staff is to develop the potential of students because students are the next generation of the nation who will lead and advance the Indonesian nation into a developed and better nation. Therefore, to improve our abilities and insights in the field of accounting in particular and the application of compulsory college requirements as well as to increase our experience in the real world of work, what and how to participate in the Job Training program in company related to the field of study are studied on the bench during lectures.

Apprenticeship is a program for students to have work experience in an institution in accordance with the background of the department. This program is a combination of class learning and apprenticeship to help students get recognized skills and qualifications. Skills and qualifications are provided for various career with various levels. Apprenticeship include beginner level, supervisor level, and level of manager. Each level of Apprenticeship trained by professionals and the time needed depends on the skills and abilities of Apprenticeship participants.

State Polytechnic of Bengkalis was established in 2000. Since 2000 until now the State Polytechnic of Bengkalis has 8 (eight) departments with 18 (eighteen) study programs. State Polytechnic of Bengkalis is the only State Polytechnic in Riau Province. The State Polytechnic of Bengkalis has a Diploma III and Diploma IV program. Bengkalis State Polytechnic is a vocational campus that educates its students to create a competent spirit in various fields. Bengkalis State Polytechnic implements a apprenticeship program that is required to be followed by all final semester students.

International Business Administration is one of the study programs in the department of Business Administration. Most of the International Business Administration Study Program is ready to have competence. In this program, specifically for 8th (eight) semesters of International Business Administration students, apprenticeship activities are carried out for approximately 4 (four) months, by choosing their own place and location for apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides several options or choices of apprenticeship places to students who will carry out practical work.

Most of the International Business Administration Study Program is ready to have competence. First, the students of the International Business Administration Study Program must be able to communicate using English (oral and written). Second, able to manage, operate, and save office documents and equipment. Finally, understand about export and import documents. Apprenticeship program helps students to apply and meet competence. Then, from these several options the author is interested in carrying out apprenticeship in the management, marketing, and financial sector, namely at PT. Pegadaian Area Pekanbaru.

PT. Pegadaian is a subsidiary of Bank Rakyat Indonesia which is engaged in three business lines, namely financing, gold and various services. PT. Pegadaian headquartered on Jl. Kramat Raya 162 Central Jakarta, Postal Code 10430, Indonesia. PT Pegadaian was founded on April 1, 1901 in Sukabumi, West Java. In 1905, Pegadaian took the form of an official body "Jawatan", but based on Government Regulation (PP) No. 73 of 2021, the form of legal entity changed from "Persero" to "Limited Liability Company" on September 23, 2021.

The author chooses PT Pegadaian Area Pekanbaru because the systems and procedures run by PT Pegadaian Area Pekanbaru are very relevant to the material that the author gets in International Business Administration Study Program. PT Pegadaian Area Pekanbaru is also one of the BUMN that supports the regional economy and also supports community resources in Riau. In addition, the author also has aspirations to have a job in the office sector. With the implementation of this internship, the author

hopes to increase knowledge and skills in the office world so that it will be easier for the author to apply for a job in the office sector.

Based on the explanation above, the author has completed a practical work report on the work system at the Supporting Department at PT. Pegadaian Area Pekanbaru.

1.2 Purpose of the Apprenticeship

The apprenticeship activities of Bengkalis State Polytechnic students, especially the D-IV International Business Administration study program have the following objectives:

1.2.1 General Purpose of Apprenticeship

The general purpose to be of Apprenticeship is introduced and prepare students for the world of work.

1.2.2 Specific Purpose of Apprenticeship

The specific objectives that are expected to be achieved in Internship activities are as follows:

1. To know the job description and product of the field of work being handled at the PT. Pegadaian Area Pekanbaru.
2. To know document used in the work process at the PT. Pegadaian Area Pekanbaru.
3. To know the system and procedures for Apprenticeship used in carrying out work at the PT. Pegadaian Area Pekanbaru.
4. To know the obstacles faced in completing the work at the PT. Pegadaian Area Pekanbaru.

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.

