

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

The development of science and technology is increasingly rapid, which is then followed by the need for human resources who can master adequate science and technology as well. It is intended that the development of science and technology can be equated with the mastery of science and technology by these human resources. The existence of adequate and reliable expertise in their respective fields, is useful for obtaining competitively adjusted jobs in order to achieve the desired goals. With adequate expertise, it will give birth to ready-to-use human data sources (HR), both in terms of knowledge, morals, attitudes and other criteria that support.

Human Resources (HR) expertise can be channeled through training organized by government and private institutions that aim to improve skills so that they can become qualified and reliable human resources and can become professional individuals in carrying out their duties. The reliability of human resources can be channeled through four things, namely through knowledge, skills, attitudes and habits. With the fulfillment of these four things, it is expected to produce quality resources both in the business world and in the world of education as implemented by the Bengkalis State Polytechnic Education institution.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities (PTN) in Bengkalis Regency. This polytechnic is the only state polytechnic in Riau which was founded in 2001 by the Bengkalis district government under the auspices of the Bangun Insani Foundation (YBI). As of July 29, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN). On December 26, 2011, the Bengkalis State Polytechnic was inaugurated as a country by the Minister of Cultural Education of the Republic of Indonesia, Prof. Dr. Ir. Muhammad Nuh. Currently, Bengkalis State Polytechnic has 8 (eight) departments including the Department of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics and Maritime Engineering.

Bengkalis State Polytechnic has 18 study programs consisting of 9 (nine) D-III Study Programs including: Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Nautics, and Commercial Shipping Management. Bengkulu State Polytechnic also has 9 (nine) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Marine Architecture Engineering Technology, English for Business and Professional Communications, and Information System Security. Bengkulu 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 150 of the number of effective study hours of 22 to 32 hours/week.

Bengkalis State Polytechnic is responsible for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take practical work courses. Practical work is a means for students to develop themselves when they enter the world of work. This practical work 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 Bengkulu State Polytechnic.

This practical work is carried out after Bengkulu State Polytechnic students have completed a minimum of 7 (seven) semesters and fully graduated. Practical Work is carried out for 4 (four) months. Based on the above, the author as a student of the International Business Administration Study Program is required to carry out practical work for 4 (four) months. The author has chosen PT. Riau Andalan Pulp and Paper as a place to carry out practical work activities because the author wants to get the opportunity to apply the theoretical knowledge/concepts gained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge / concept according to the field of expertise. During the implementation of the Job Training the author got a place in the Business Unit Cooperative Employees (KOPKAR) PT.RAPP and the Business Unit Hotel

Unigraha Dept. Human Resources & Development (HRD). The implementation of this Job Training is starting from March 09 to June 30, 2021. The implementation of this Job Training is expected to add insight to the author about various good and correct implementation of tasks and to be able to face the real world of work with the experience he has gained.

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

The purpose of the Job Training program conducted at PT. Riau Andalan Pulp and Paper are:

1. To describe job descriptions during practical work.
2. To know the place and time of practical work.
3. To explain practical workplace systems and procedures.
4. To find out the obstacles and solutions during practical work.

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

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

#### **1. For Students**

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.

#### **2. For Companies**

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

#### **3. For State Polytechnic of Bengkalis**

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

#### 1.4. Time and Length of Practical Work

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from March 8 to June 30, 2022. The schedule for practical work at PT. Riau Andalan Pulp and Paper are as follows:

**Table 1.1. Office Hours Schedule**

No	Day	Office hours	Break
1	Monday to Friday	08.00-17.00	12.00-13.30
2	Saturday	08.00-12.00	-
3	Sunday	Holiday	-

*Source: PT.Riau Andalan Pulp and Paper*

#### 1.5. Place of Implementation of Practical Work

This practical work activity was carried out at PT Riau Andalan Pulp And Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the KOPKAR PT.RAPP Business Unit and the Unigraha Hotel Business Unit, HRD Dept.