

# 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 founded by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). Bengkalis State Polytechnic accepted its first batch of students in 2001. In 2011 the Bengkalis State Polytechnic changed its status to a State University (PTN), through Minister of National Education Regulation No. 28 of 2011, concerning Organizational Establishment and Work Procedures of the Bengkalis State Polytechnic. Until finally Bengkalis State Polytechnic officially became a State Polytechnic on December 26<sup>th</sup>, 2011.

Bengkalis State Polytechnic has 16 (sixteen) Study Programs consisting of 10 (ten) D3 Study Programs (three diplomas), namely the Marine Engineering Study Program, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautics, Teknika, Commercial Shipping Management, Business English, and Business Administration, as well as 6 (six) D4 Study Programs (four diplomas) including Production and Maintenance Mechanical Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering and Software Engineering, with 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.

International Business Administration (ABI) is one of the study programs at the Bengkalis State Polytechnic under the Department of Commerce Administration. The International Business Administration Study Program was established in 2016 with an establishment permit issued by the Ministry of Research, Technology and Higher Education Number: 10/KPT/I/2016 dated

January 19<sup>th</sup> 2016. This study program was established to produce skilled and professional human resources in economics and business.

The D4 International Business Administration Study Program aims to prepare graduates (Applied Bachelors) in economics and business, where students learn about the business world and its scope, both in terms of handling letters, administration, management, finance, human resources, to the corporate world. To prepare students to be ready to use in this field, the International Business Administration study program requires students to participate in practical work both in Government Agencies and in Private Agencies for 4 months.

The International Business Administration Study Program hopes that with practical work students can get to know firsthand how the business world is and can add insight to each student to be more skilled, responsive, and able to compete and be efficient in the future. As a consequence, after completing practical work, each students are required to make a work report while carrying out practical work so that students can be responsible for the results obtained from the practical work activities.

Based on the above, the author as a student of the International Business Administration Study Program chose to carry out practical work at the Bengkalis Regency Regional Development Planning Agency. During the implementation of the author's practical work placed in the field of General and Personnel. The implementation of practical work starts from February 15 to June 30<sup>th</sup>, 2021.

## **1.2 Purpose of the Apprenticeship**

In general, the purpose of Job Training (KP) is one of the activities for Bengkalis State Polytechnic students in completing their studies. The objectives of the practical work are to achieve the expected results, which are as follows:

1. To find out the job description at the Regional Development Planning Agency Bengkalis Regency
2. To know the place and time of practical work in the Regional Development Planning Agency Bengkalis Regency
3. To explain practical work systems and procedures at the Regional

Development Planning Agency Bengkalis Regency

4. To find out the obstacles and solutions during practical work in the Regional Development Planning Agency Bengkalis Regency

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

The benefits obtained from the implementation of the Job Training are as follows:

1. For Students

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

2. For College

Bengkalis State Polytechnic received feedback from institutions related to curriculum development and the learning process for students who took part in the Job Training which could improve the quality of its graduates through practical work experience.

3. For Agencies

Internship is one of the liaisons for cooperation between the Agency and the Campus and Agencies receive energy assistance with students doing practical work.