

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis was originally a tertiary institution established by the Bengkalis Regency government through the Gema Bahari Foundation which was named the Bengkalis Shipping Polytechnic. This college comes with 3 Study Programs namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Over the course of its journey, the Bengkalis Shipping Polytechnic changed its name to Bengkalis Polytechnic and is under the Bengkalis Bangun Insani Foundation, with 5 Study Programs namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. Bengkalis State Polytechnic accepted the first batch of new students, namely in 2001, then in 2006 Bengkalis State Polytechnic added 2 Study Programs namely English and Informatics Engineering.

As of December 26 2011, the Bengkalis Polytechnic officially became a State University with the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the State Polytechnic of Bengkalis (OTK Polbeng), which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, the State Polytechnic of Bengkalis has 8 (eight) departments including the Departments of Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, English, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis has 18 Study Programs consisting of 9 (nine) D-III Study Programs including: Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Nauticals and Management of Commercial Shipping. State Polytechnic of Bengkalis 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, Shipbuilding Architectural Engineering Technology, English for Business and Professional Communications, and Information Systems Security. The Department of Business Administration has 3 (Three) Study Programs, namely D-IV Digital Business, D-IV Studies namely D-IV International Business Administration and D-IV Public Financial Accounting. The Business Administration Study Program is one of the study programs at the State Polytechnic of Bengkalis which concentrates on Secretariat and Office Administration.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create competent minds in various fields and be able to practice them directly. One way to implement the meaning of a vocational campus is to carry out a practical work program which is mandatory for all final semester students. Practical Work is a means for students to develop themselves when they will enter the world of work. This Work Practice activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work as well as to the development of competencies at the State Polytechnic of Bengkalis.

This practical work is carried out after State Polytechnic of Bengkalis students complete a minimum of 4 (four) semesters and graduate in full. Practical Work carried out for 6 (six) 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 6 (six) months. The author has chosen PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill as a place to carry out Job Training activities because the author wants to get the opportunity to apply theoretical knowledge/concepts obtained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge/ concepts according to their area of expertise. Then the writer has the opportunity to analyze problems related to the knowledge applied in the work according to the study program.

The implementation of the Job Training the author gets a place in the Operation Port, especially the Invoice management section. The implementation of

this Job Training starts from January 11th, 2023 to June 9th, 2023. It is hoped that this Job Training will add to the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

1.2 Purpose of the Apprenticeship

The practical work activities of State Polytechnic of Bengkalis Students, International Business Administration Study Program have the Following objectives:

1. To describe job descriptions during practical work.
2. To explain practical workplace systems and procedures.
3. 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.