

CHAPTER I

INTRODUCTION

1.1 Background of The Apprenticeship

Job Training is an academic activity that is oriented towards forms of student learning to develop and improve a quality workforce. By participating in Practical Work, it is hoped that students will be able to add knowledge, skills and experience in preparing themselves to enter the real world of work. In addition to fulfilling academic obligations, it is hoped that these activities can become a link between the world of education and the world of work. Job Training is held in a systematic and scheduled manner under the guidance of qualified supervisors. Job Training is one of the requirements that must be met by students to take part in the final activities of undergraduate (S1) and Diploma III (D3) levels.

In early 2000, the Government of Bengkalis Regency established a higher education institution under the name Politeknik Perkapalan Bengkalis through Yayasan Gema Bahari. It offered three study programs, including Ship Electrical System, Ship Construction, and Ship Machinery. During its development, Politeknik Perkapalan Bengkalis changed its name to Politeknik Bengkalis and was under the auspices of Yayasan Bangun Insani (YBI) Bengkalis. It offered five study programs, including Naval Architecture Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, The State Polytechnic of Bengkalis admitted the first batch of students. In 2006, The State Polytechnic of Bengkalis added two study programs, including Business English and Informatics Engineering.

In early 2008, Politeknik Bengkalis requested support from Yayasan Bangun Insani, the Government of Bengkalis Regency, and the Regional House of Representatives of Bengkalis Regency to propose a status upgrade from a Private Higher Education Institution (PTS) to a State Higher Education Institution (PTN). In 2009, Politeknik Bengkalis along with Yayasan Bangun Insani and the Government of Bengkalis Regency proposed the status upgrade to the Ministry of

National Education through the Directorate General of Higher Education. Politeknik Bengkalis along with Yayasan Bangun Insani and the Government of Bengkalis Regency delivered a presentation to the Minister of State Apparatus Empowerment and Bureaucratic Reforms to complete the eligibility to be a state polytechnic on February 9, 2011. Politeknik Bengkalis officially became a State Higher Education Institution under the name Politeknik Negeri Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 regarding the Establishment, Organization and Work Procedure of Politeknik Negeri Bengkalis on July 29, 2011.

Politeknik Negeri Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia on December 26, 2011. In 2013, Politeknik Negeri Bengkalis added two study programs, including D4 Production and Maintenance Mechanical Engineering and Electrical Engineering; and three Study Programs Outside Domicile, including D2 Welding Engineering, D2 Electrical Power Generation System Engineering, and D2 Computer Accounting. In 2014 and 2015, Politeknik Negeri Bengkalis added study programs, including D4 Road and Bridge Design Engineering and D3 (Nautical, Technica, and Shipping Management). In 2016, Politeknik Negeri Bengkalis added three study programs, including D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting.

Business Administration is one of the majors at the State Polytechnic of Bengkalis, in which there are 3 (three) Study Programs namely Digital Business, International Business Administration and Public Finance Accounting. Business Administration is one of the departments at The State Polytechnic of Bengkalis which concentrates on Office Administration and Secretariat with the hope of producing expert and skilled resources in the office sector. To realize this, one of the activity programs created by The State Polytechnic of Bengkalis is Job Training.

Job Training is a series of activities that include understanding scientific concepts that are applied in work according to the profession of the study program. The Job Training study program can add to students' knowledge and

abilities and be able to solve several scientific problems in accordance with the theory that has been studied.

Job Training is carried out for all study programs at The State Polytechnic of Bengkalis and is carried out according to a predetermined time, which aims to implement the theory obtained in lectures into the world of work. The Public Finance Accounting study program also requires carrying out Job Training in accordance with their respective fields.

In addition, the purpose of Job Training is to add insight, experience and skills to students in the field of technology, increase knowledge, train skills and abilities in the economic and social fields through direct involvement in various activities within industrial companies and offices that have been determined and gained industry experience covering the processes and mechanisms of business administration and company management. This Job Training is carried out in the 8th (eighth) semester which is carried out for 4 (four) months until 6 (Six) months.

As a student majoring in Business Administration, writers are required to take part in Job Training in accordance with applicable regulations for four months. The author submits a letter of application for Job Training at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch which is addressed at Jalan Sultan Syarif Kasim No.1, Teluk Binjai, Kec. Dumai Timur, City of Dumai, Riau 28826. The author received a good response from PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch. By getting a reply to the acceptance decision letter. PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch accepts writers to carry out Job Training activities at their company from 1 February 2023 to 31 May 2023.

Job Training activities are expected to be able to provide knowledge development, mastery of student skills in handling, overcoming a problem that exists in the company. Therefore, with the existence of Job Training carried out by all final students of the State Polytechnic of Bengkalis, they will be able to produce students who have broad knowledge, abilities and skills so that later they will create a workforce that is ready to use and professional.

1.2 Purposes of the Apprenticeship

To get the expected results, it is necessary to know the purpose and benefits of Job Training. The objectives and benefits of Job Training are as follows:

1. To find out the kinds of job description in the Pelindo Marine Services
2. To find out the systems and work procedures used in the Pelindo Marine Services
3. To find out the place and time of the job training
4. To find out the documents used for activities while doing the job training program in the Pelindo Marine Services
5. To find out the obstacles encountered and solutions

1.3 Significaces of the Apprenticeship

The Job Training carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis.

1.3.1 Significances for the Student

There are several benefits from the implementation of the job training programs obtained by students, namely as follows:

1. As one of the requirements that must be met to obtain an Applied Bachelor degree.
2. To improve and expand skills that shape capabilities as a provision to enter employment, especially in the field of accounting.
3. Train discipline by following all the rules that exist in the company or other agencies.
4. Gain knowledge, insight and experience working in public companies before entering the world of work.
5. Acquiring new things such as thoroughness in work and preparing to become excellent graduates.

1.3.2 Significances for State Polytechnic of Bengkalis

There are several benefits from implementing the job training obtained by the State Polytechnic of Bengkalis, which are as follows:

1. Establish good cooperation between universities and companies.
2. Find out the workforce needs needed by the company.
3. To introduce the Department of Business Administration and the Administration Business International Study Program to the wider community and demonstrate the quality of State Polytechnic of Bengkalis students.

1.3.3 Significances for the Company

The benefits of implementing job training programs are also obtained by companies/institutions that accept job training students, such as:

1. Can help and lighten the tasks of employees
2. Improving relations and cooperation between Higher Education and Companies or Agencies
3. Helping tertiary institutions create professional and quality students.