

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of Job Training Company Thoughts**

The Government of Bengkalis Regency, through the Gema Bahari Foundation, established a college named Bengkalis Shipbuilding Polytechnic, offering three study programs: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Over time, Bengkalis Shipbuilding Polytechnic changed its name to Bengkalis Polytechnic and came under the umbrella of the Bangun Insani Foundation (YBI) Bengkalis, offering five study programs: Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, Bengkalis Polytechnic admitted its first batch of new students. In 2006, Bengkalis Polytechnic added two new study programs: Business English and Informatics Engineering.

On December 26, 2011, Bengkalis Polytechnic officially became a State Polytechnic known as Bengkalis State Polytechnic, as stated in the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 regarding the Establishment, Organization, and Work System of Bengkalis State Polytechnic (OTK Polbeng). The inauguration of Bengkalis State Polytechnic was officiated by the Minister of Education and Culture of the Republic of Indonesia. Currently, Bengkalis State Polytechnic has eight departments, including Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, English, Informatics Engineering, and Maritime Studies.

Bengkalis State Polytechnic offers 18 study programs, consisting of nine D-III (Diploma III) programs and nine D-IV (Diploma IV) programs. The D-III programs include Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Nautical Science, and Maritime Business Administration. The D-IV programs include Production and Maintenance Engineering, Electrical

Engineering, Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Ship Architecture Engineering Technology, Business and Professional Communication in English, and Information System Security. The Business Administration Department offers three D-IV programs: Digital Business, International Business Administration, and Public Financial Accounting. The Business Administration study program focuses on Secretarial and Office Administration fields.

Bengkalis State Polytechnic is a vocational institution that educates its students to become competent individuals in various fields. It implements a mandatory Job Training Company program for all final semester students. Job Training Company serves as a means for students to develop themselves before entering the workforce. This program contributes significantly to the students' personal growth and enhances their competencies at Bengkalis State Polytechnic.

Job Training Company is conducted after students have completed a minimum of four semesters and achieved full academic credits. The program lasts for four months. Based on the aforementioned information, as a student of the Business Administration study program, I am obligated to undergo a four-month Job Training Company. I have chosen PT. Riau Andalan Pulp And Paper as the place to carry out my Job Training Company because I seek the opportunity to apply the theoretical knowledge and concepts gained during my studies to real-world work situations. Moreover, I aim to gain firsthand experience in applying my theoretical knowledge and concepts in line with my area of expertise. This will also provide me with the opportunity to analyze problems related to the applied knowledge in my field of study.

During the implementation of Job Training Company, I was assigned to the GMO department at Hotel Unigraha. The Job Training Company period is from January 12, 2023, to May 12, 2023. I hope that this Job Training Company experience will broaden my insights into various tasks performed correctly and effectively, as well as prepare me to face the actual working environment. The objectives and benefits of the Job Training Company are as follows:

## **1.2 Objectives and Benefits of Job Training Company**

### **1.2.1 Objectives of Job Training Company**

Based on the background above, the objectives and benefits of the Job Training Company are as follows:

1. To understand the job specifications carried out at Hotel Unigraha in the GMO department.
2. To understand the expected targets of the work performed at Hotel Unigraha in the GMO department.
3. To familiarize oneself with the hardware and software used at Hotel Unigraha in the GMO department.
4. To become familiar with the equipment and tools used during the Job Training Company at Hotel Unigraha in the GMO department.
5. To acquire the necessary data during the Job Training Company at Hotel Unigraha in the GMO department.
6. To understand the documents and files generated during the Job Training Company at Hotel Unigraha in the GMO department.
7. To identify challenges and find solutions encountered during the Job Training Company at Hotel Unigraha in the GMO department.

### **1.2.2 Benefits of Job Training Company**

The benefits of implementing the Job Training Company program at Bengkalis State Polytechnic are as follows:

1. To provide an opportunity to apply theoretical knowledge and concepts gained during academic studies to real-world work settings.
2. To serve as a comparison between the knowledge acquired by students and its application in the working environment.
3. To enable students to develop a sense of responsibility and discipline in the professional world.
4. To gain practical experience in the workplace to enhance personal readiness

before entering the workforce.

5. To have the opportunity to familiarize oneself with and operate various equipment used in companies, organizations, and offices during actual work activities.

### **1.3 Time and Duration of Job Training Company**

The Job Training Company (WP) activity is conducted according to the regulations and guidelines of the Job Training Company implementation. The duration of the Job Training Company is 4 (four) months, starting from January 12, 2023, until May 12, 2023, at Hotel Unigraha.

**Table 1.2 Schedule of Practice Hours at Unigraha Hotel**

<b>No</b>	<b>Day</b>	<b>Working Hours</b>	<b>Break</b>
1	Monday - Friday	08:00 - 17:00 WIB	12:00 - 13:30 WIB
2	Friday	08:00 - 12:00 WIB	-
3	Sunday	Holiday	Holiday

*Sumber: Unigraha Hotel*

### **1.4 Location of Job Training Company (KP)**

Practical work carried out at PT. Riau Mainstay Pulp and Paper, which is located at Jl. East Cross, Kec. Kerinci City Base, Kab. Pelalawan, Riau, Indonesia. Unigraha Hotel Practical Work Address: JL. East Cross, Comp. PT RAPP, Townsite 1, Unigraha Hotel Pangkalan Kerinci – RIAU +628117094446 / Ext.5214 reservation@unigraha.com