

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Universities are institutions of education and human resource development. They have a role and responsibility in developing students into individuals who will play a vital role in the development of Indonesian society in the era of globalization (Timanta, E. P, 2024). If a person has the right skills, they can become a human resource who can provide assistance in terms of knowledge, ethics, attitudes, and other necessary standards. The government continues to try to improve the quality of education due to the advancement of time and technology in the era of globalization.

Internships, more commonly known as Field Work Practice (PKL) or Industrial Work Practice (Prakerin), are a form of professional skills education that systematically and synchronously integrates school programs with company programs. These programs are acquired through direct work experience in the workplace to achieve a level of professional expertise. Internships are expected to create a professional workforce. Students participating in internships are expected to apply the knowledge they gain while also learning about the industrial world (Lisdiantini, N., et al., 2022).

The Bengkalis State Polytechnic also seeks to improve students' abilities by holding training in companies, so that it can realize the Polytechnic's mission to make workforce ready to use and have a well-executed link and match between the world of industry and the world of education. Based on the above, the author as a student of the International Business Administration Study Programme is required to carry out Internship activities for four months. The author has chosen PT. Sinar Putra Dumai as a place to carry out internship work activities. During the implementation of the internship, the author got a place in the Administration Finance Division. As for the implementation of this internship work, it is hoped that it can add insight to the writer about various good and correct task implementation and be able to face the real world of work with the experience that has been gained.

In the world of industry and logistics, warehouse administration plays an important role in supporting smooth operations, especially in terms of recording transactions and managing data. The cashier/admin section is one of the key elements responsible for the accuracy and orderliness of documents, both related to finance and the entry and exit of goods from the warehouse. Therefore, skills in managing transaction documents, recording the movement of goods, and carrying out good administrative archiving are very much needed.

Students of the Business Administration Study Program hope that the Practical Work (KP) activities will be able to make a major contribution to the development of knowledge, mastery of student skills, and be able to form professional and efficient academic human resources, in accordance with the vision and mission to be achieved by the Bengkalis State Polytechnic.

For the Author, the background of participating in the internship activity which was held on February 3, 2025 to June 6, 2025 at PT. Sinar Putra Dumai was to apply the knowledge that had been obtained directly in the world of work, gain work experience in the field of administration and finance, and fulfill one of the graduation requirements in the D4 Study Program - International Business Administration.

1.2 Purpose of the Apprenticeship

Practical Work (KP) is one of the activities for Bengkalis State Polytechnic students to complete their studies. In general, the implementation of Practical Work aims to see the relationship Hard Skills obtained during college with what is carried out at PT. Sinar Putra Dumai warehouse. To achieve the expected results, it is necessary to know the objectives of holding the Practical Work the practice is as follows :

1. To find out the job description at PT. Sinar Putra Dumai in the Cashier/Admin section (Administration Finance).
2. To find out the system and procedure at PT. Sinar Putra Dumai, the Cashier/Admin section (Administration Finance).

3. To find out the the place and time of the Apprenticeship at PT. Sinar Putra Dumai.
4. To find out the kind and description of Practical Work (KP) activities at PT. Sinar Putra Dumai.
5. To find out the obstacle and solution at PT. Sinar Putra Dumai, the Cashier/Admin section (Administration Finance).

1.3 Significance of Apprenticeship

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

1. For Students

Internship at PT. Sinar Putra Dumai provides great benefits for students, especially in terms of applying the knowledge they have learned during lectures to the real world of work. Students gain direct experience in handling various warehouse administration and operational activities, such as transaction recording, document management, and data archiving. Thus, internship at PT. Sinar Putra Dumai helps students become more mentally and technically prepared to face the professional world after graduation.

2. For Companies

For companies, internships provide benefits in the form of additional workforce support that can help with daily operational and administrative tasks, especially in the cashier or warehouse administration section. Through internship programs, companies also play an active role in supporting the world of education, especially vocational education, as a form of contribution to improving the quality of human resources in Indonesia.

3. For Bengkalis State Polytechnic

For Bengkalis State Polytechnic, the student internship program at PT. Sinar Putra Dumai is an important means of bridging the theory taught on campus with real practice in the field. Through this activity, the campus can ensure that the curriculum implemented is in accordance with the needs of the industrial world.

Thus, this internship program is a form of mutually beneficial synergy between the world of education and the world of industry.