

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship (KP) is a learning process by directly knowing the scope of the real world of work. Apprenticeship can increase students' knowledge and skills, and be able to solve scientific problems according to the theories they have obtained in college. Apprenticeship is carried out so that students can understand and apply the fields of science that have been studied well.

The Apprenticeship program has an important role for students in gaining real work experience in an institution that is relevant to the major they are taking. This activity combines academic learning in the classroom with work practice in the field, which aims to equip students with recognized skills and qualifications. These qualifications cover various career levels, from beginner level, supervisor, to managerial, where each level will be guided by professionals. The duration of the Apprenticeship varies depending on the level of ability and skills of each participant. Success in participating in the Apprenticeship program can make a major contribution to professional achievement in the world of work.

Bengkalis State Polytechnic, as the only State Polytechnic in Riau Province, sets Apprenticeships as one of the obligations for its students to complete their education. This is based on the belief that knowledge is not only obtained through theory in the classroom, but also through direct experience in the industrial world. Therefore, Apprenticeships and final assignments are two important components that must be completed as a graduation requirement. At Bengkalis State Polytechnic, the Apprenticeship program is scheduled in the fifth semester for Diploma III students, and in the seventh semester for Diploma IV students.

The International Business Administration Study Program is under the field of Economics and Business, where students are equipped with knowledge about the business world and its various aspects, such as correspondence management, administration, management, finance, human resources, to entrepreneurial

practices. To prepare students to be ready to enter the world of work, this study program requires Apprenticeships in government and private agencies for 4 (four) months. Students are given the freedom to determine the location and place of their desired Apprenticeship. However, before students choose an Apprenticeship, the Apprenticeship coordinator first provides several recommendations or options for Apprenticeship locations. From several choices, the author decided to do an Apprenticeship at PT. Bank Negara Indonesia (Persero) Tbk Bengkalis Sub-Branch Office. because of his interest in the institution.

Bank Negara Indonesia (BNI), officially established on July 5, 1946, initially functioned as a central and commercial bank. Currently, BNI is the fourth largest state-owned bank in Indonesia based on total assets, serving the retail and corporate segments, and supported by subsidiaries such as BNI Multifinance, Securities, and Life Insurance. BNI's network is not only spread domestically with more than 1,700 branch offices, but also has an international presence in seven global financial centers including Singapore, Hong Kong, Tokyo, and New York.

In Riau, BNI has a large number of service offices including main branch offices (KC), sub-branch offices (KCP), as well as ATM and petty cash outlets. For example, the Riau region is included under the Padang region, with around 13 main branch offices and 47 service offices. From official data, the Riau region is covered by several main units, including Bengkalis, Dumai, Indragiri Hilir, Indragiri Hulu, Kampar, Karimun, Kuantan Singingi, Meranti, Pekanbaru, Pelalawan, Rokan Hilir, Rokan Hulu, and Siak.

On Bengkalis Island, PT. Bank Negara Indonesia (Persero) Tbk Bengkalis Sub-Branch Office. located at Jalan Jenderal A. Yani No. 12–14, Bengkalis. This KCP functions as a representative of banking services for the people of Bengkalis Island. In addition, various BNI branch offices and KCPs are spread across other districts or cities in Riau Province, such as in Pekanbaru and Dumai, which support access to banking services for all levels of society.

1.2 Purpose of Apprenticeship

The apprenticeship activities State Polytechnic of Bengkalis, especially the D-IV International Business Administration study program have the following objectives:

- 1 Understanding and Identifying job descriptions within the work areas.
- 2 Understanding the apprenticeship system and procedures implemented in the work process at PT. Bank Negara Indonesia (Persero) Tbk
- 3 Bengkalis Knowing the place and working schedule at PT. Bank Negara Indonesia (Persero) Tbk
- 4 Apprenticeship period Explaining the kind and description of the activity carried out during the
- 5 Identifying the obstacles encountered and the solutions implemented throughout the apprenticeship

1.3 Significences of the Apprenticeship

1.3.1 Significences for State of Polytechnic Student

The importance of Apprenticeships at PT Bank Negara Indonesia (Persero) Tbk Bengkalis Sub-Branch Office, State Polytechnic students can be described as follows:

1. Provide opportunities for students to apply academic theories and concepts that have been obtained during lectures into the real world of work.
2. Help students gain practical experience that is relevant to their field of study, especially in the context of administration and banking.
3. Enable students to work in teams, encourages collaboration and contribution of creative ideas in a professional environment.
4. Develop an attitude of responsibility, professionalism, and discipline as important provisions for facing the world of work.
5. Broaden horizons, improves skills, and deepens understanding in the field of office administration that is not always obtained from theory in the classroom.
6. Foster a sense of responsibility and improves students' ability to adapt and socially interact in a real work environment.

1.3.2 Significances for State Polytechnic Bengkalis

The importance of implementing Apprenticeships at PT Bank Negara Indonesia (Persero) Tbk, Bengkalis Sub-Branch Office KCP Bengkalis KCP Bengkalis KCP Bengkalis. Bengkalis Branch Office (KCP) for Bengkalis State Polytechnic includes:

1. Apprenticeships are a means to strengthen cooperative relationships and build more intense communication between Bengkalis State Polytechnic and PT Bank Negara Indonesia (Persero) Tbk, Bengkalis Sub-Branch Office.
2. Apprenticeship programs can contribute to improving the competence of Bengkalis State Polytechnic graduates, especially in facing competition in the world of work.
3. Be a benchmark for lecturers in adjusting and developing lecture materials to be in line with the needs and dynamics of the current world of work.
4. Provide a real picture of the extent to which students are able to apply the knowledge gained during lectures, especially in the field of International Business Administration, in a professional work environment.

1.3.3 Significances for the Company

The importance of implementing Apprenticeships at PT Bank Negara Indonesia (Persero) Tbk, Bengkalis Sub-Branch Office company is as follows:

1. The Apprenticeship program is a strategic bridge of cooperation between the world of higher education, especially the Bengkalis State Polytechnic, and the company.
2. The presence of intern students is expected to provide real contributions in supporting the implementation of employee tasks, as well as providing ideas and input in solving various operational problems.
3. Through this program, the company has the opportunity to identify and recruit potential workers from college graduates who have good competence and work ethics.