

CHAPTER I

INTRODUCTION

1. 1 Background of the Apprenticeship

This era of globalization requires every individual to improve their quality and competence in order to be ready to compete in various sectors, especially in the industrial sector.

To meet these demands and achieve the goals of a comprehensive education in higher education, it is not enough for students to rely solely on the theoretical knowledge they acquire from their universities. Therefore, practical knowledge is needed to apply the knowledge gained so that students can practice the necessary aspects to enter the industrial world they will pursue in the future. In line with this, the university requires its students to take the apprenticeship Practice course, which is held during the even semester. The apprenticeship Practice is an extracurricular activity that is part of the National and Community Life (MBB) course for all programs at the State Polytechnic of Bengkalis. Generally, the implementation of apprenticeship practice aims to enhance students' abilities and skills in technology as well as direct skills in various activities in industries and offices.

After completing certain apprenticeship, students are expected to gain industry experience, including planning, processing, and implementation in the workplace. The achievement of the above apprenticeship objectives ultimately refers to the development of professional students who have extensive skills and knowledge in the field of international business administration. With these abilities, it is hoped that graduates of the Bengkalis State Polytechnic International Business Administration Applied Bachelor Program can apply their skills and knowledge. Bengkalis State Polytechnic also strives to enhance students skills by conducting training at companies to fulfill the Polytechnic's mission of producing ready-to-work graduates and fostering alignment and relevance between the industrial and educational worlds.

The main objective of the internship at PT Sari Dumai Oleo (SDS2) is to develop knowledge and technical skills relevant to the field of study, particularly in the field of chemical products and palm oil. During the apprenticeship participants had the opportunity to gain a first-hand understanding of the company operational processes, from production to product distribution, as well as to learn more about natural resource management and palm oil product processing.

This internship also provided the author the opportunity to deepen their understanding of the company business processes, including the implementation of policies and operational procedures and the mechanisms and strategies applied to achieve the company objectives. Based on this the author as a student in the International Business Administration program is required to complete a four-month apprenticeship. The author chose PT. Sari Dumai Oleo (SDS2) as the apprenticeship location, and during the apprenticeship the author was assigned to the BC 3.0 document team. This apprenticeship is expected to enhance the author understanding of proper task execution and equip them with the experience to adapt to a real-world work environment.

In addition to developing technical skills the apprenticeship at PT. Sari Dumai Oleo (SDS2) also aims to improve communication, teamwork, and management skills. Through interactions with various departments within the company, the author can hone interpersonal communication skills and learn to work in a team to achieve common goals. The author also seeks to gain a deeper understanding of the company's social and environmental responsibilities, particularly regarding the sustainability policies implemented at PT. Sari Dumai Oleo (SDS2). This apprenticeship experience also serves as a crucial foundation for preparing the author's professional career, expanding their network, and enhancing their competitiveness in the job market. During the apprenticeship, the author was assigned to the export documentation team at PT. Sari Dumai Oleo (SDS2). The export documentation team at PT Sari Dumai Oleo (SDO) typically consists of several interconnected units responsible for preparing, reviewing, and submitting export documents (including BC 3.0).

The author chose to do an internship at PT Sari Dumai Oleo (SDO) because this company is part of the Apical Group, which operates in accordance to international standards. Through this apprenticeship the author was able to learn about the export business process, customs procedures, and the use of modern systems such as CEISA 4.0 thereby improving the author competence and readiness to enter the professional world. Business Administration students hope that this apprenticeship is contribute significantly to the development of knowledge, mastery of skills, and the formation of professional and efficient academic human resources in line with the vision and mission of the Bengkalis State Polytechnic. Through the internship program, this can support students in developing the skills needed to work in the business world in accordance with the International Business Administration Program. The apprenticeship is conducted at PT. Sari Dumai Oleo (SDS2) in the document management department, lasting for 4 (four) months from February 03 to June 06, 2025.

The Bengkalis Regency Government established the Bengkalis Shipbuilding Polytechnic through the Gema Bahari Foundation in 2000. The polytechnic initially offered three study programs: marine electrical engineering, marine engineering, and marine mechanical engineering. Later the campus changed its name to Bengkalis Polytechnic under the Bangun Insani Foundation and added two more programs, bringing the total to five programs. On July 29, 2011, Bengkalis Polytechnic officially became a state university under the name Bengkalis State Polytechnic. On December 26, 2011, the polytechnic was officially inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

The government continues to strive to improve the quality of education in line with the developments of the era and technology in the era of globalization. By 2024, Bengkalis State Polytechnic as a vocational education institution, had eight departments and twenty-one study programs, namely Marine Engineering (D-II Marine Engineering Study Program and D-IV Ship Architecture Engineering Study Program). Department of Mechanical Engineering (D-II Mechanical Engineering Manufacturing Program, D-III Mechanical Engineering Program, and

D-IV Mechanical Engineering Maintenance and Production Program). Department of Electrical Engineering (D-III Electrical Engineering Program and D-IV Electrical Engineering Program). Department of Civil Engineering (D-III Civil Engineering Program, D-IV Road and Bridge Design Engineering Program). Department of Business Administration (D-IV Digital Business Program, D-IV International Business Administration Program, and D-IV Public Financial Accounting Program). Department of Computer Science (Associate Degree Program in Computer Network Administration, Bachelor's Degree Program in Computer Science, Bachelor's Degree Program in Information System Security, and Bachelor's Degree Program in Software Engineering). Department of Languages (D-III English Language Program, D-IV English Language Program, and D-IV English Language for Business and Professional Communication Program). Department of Maritime Studies (D-III Nautical Science Program, D-IV Maritime Transportation Management Program).

1. 2 Purposes of the Apprenticeship

The purpose of implementing this apprenticeship practice is part of the practical learning process to improve the abilities and skills obtained while working at PT Sari Dumai Oleo (SDS2). The objectives of implementing this apprenticeship are as follows:

1. To find out the job description and activities the office at PT Sari Dumai Oleo (SDS2).
2. To find out the work system and procedures the office at PT Sari Dumai Oleo (SDS2).
3. To find out the place and time of the apprenticeship the office at PT Sari Dumai Oleo (SDS2).
4. To find out the kind of business the office of PT Sari Dumai Oleo (SDS2).
5. To find out the obstacles and solutions used in the office of PT Sari Dumai Oleo (SDS2).

1. 3 Significances of the Apprenticeship

The benefits of implementing this apprenticeship show a valuable contribution to the practical experience while at PT Sari Dumai Oleo (SDS2). The benefits of this apprenticeship are as follows:

1. 3. 1 For Students

There are several benefits obtained by students while carrying out apprenticeship activities, including the following:

1. By directly preparing export documents, students can improve their knowledge and skills and apply the theories and concepts they have learned during lectures to the world of work.
2. Developing professional attitudes through interaction with the real work environment in the form of good work ethics and attitudes.
3. Through this activity companies can directly assess the readiness and competence of students in facing the world of work, becoming a valuable basis for Bengkalis State Polytechnic to improve the quality of learning to meet industry needs.

1. 3. 2 For Company

As for some of the benefits obtained by the company during the carrying out of apprenticeship activities, including the following:

1. Companies can directly assess students abilities, work ethics, and potential as future employee candidates in recruitment.
2. By accepting apprenticeship students, the company participates in creating a generation of professionals through knowledge transfer and work practices, as part of its CSR (Corporate Social Responsibility) program.
3. Student interns can help complete simple administrative and technical tasks, making the company operations more efficient.

1. 3. 3 For State Polytechnic of Bengkalis

There are several benefits obtained from the Bengkalis State Polytechnic campus while carrying out apprenticeship activities, including the following:

1. The apprenticeship program facilitates a formal connection between campus and the world of work opening up opportunities for research and collaborative projects.
2. Feedback from the world of work on the performance of apprenticeship students can be used as a reference in curriculum development to make it more relevant to industry needs.
3. Good student performance during apprenticeship reflects the quality of campus education, thereby increasing industry confidence in Bengkalis State Polytechnic graduate.