

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence in order to become an individual who is ready to compete in various sectors, especially in the industrial sector.

To meet these demands and achieve complete educational goals in higher education, it is considered insufficient if students only rely on theoretical knowledge obtained from higher education. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world that they will be involved in later. In line with that, the university requires its students to take the Field Work Practice course which is held in the even semester.

Apprenticeship is an intracurricular activity that is part of the National and Community Life (MBB) course for all majors at Bengkalis State Polytechnic. In general, the implementation of Field Work Practice is intended to improve students' abilities and skills in the field of technology and direct skills in various activities in industry and offices.

After carrying out certain Field Work Practices, students are expected to gain industrial experience including planning, processing and implementation in a work unit. The achievement of the above internship objectives ultimately refers to the formation 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 Applied Bachelor of International Business Administration of Bengkalis State Polytechnic can apply their skills and knowledge.

Bengkalis State Polytechnic also strives to improve the skills of its students by holding training in companies, so that it can realize the Polytechnic's mission to produce a ready-to-use workforce and implement a link and match between the industrial world and the world of education.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out an Internship for four

months. The author chose PT. KLK Dumai as a place to carry out internship activities. During the internship, the author was placed in the HR Division of the Department. The implementation of this internship is expected to increase the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience that has been gained.

The main objective of the internship at PT KLK Dumai is to develop technical knowledge and skills relevant to the field of study, especially in chemical and palm oil diversity product manufacturing industry. During the internship, I had the opportunity to directly understand the company's operational processes, from the production stage to product distribution, as well as learn more about the management of natural resources and processing of palm oil products. In addition, this internship also provides an opportunity to deepen your understanding of the company's business processes, including the implementation of operational policies and procedures, as well as the mechanisms and strategies implemented to achieve company goals.

Apart from developing technical skills, internships at PT. KLK Dumai also aim to improve communication, team collaboration, and managerial skills. Through interactions with various divisions in the company, I can hone my interpersonal communication skills and learn how to work in a team to achieve common goals. Apart from that, I also want to gain a deeper understanding of corporate social and environmental responsibility, especially in terms of the sustainability policies implemented at PT. KLK Dumai. This internship experience will also be an important provision to prepare my professional career, expand my network, and increase my competitiveness in the world of work.

During my internship, I was assigned to the HR Department, whose main responsibilities include managing matters related to employees, from recruitment, personnel data, to training and attendance. There, I assisted with various tasks such as compiling employee data, helping with the recruitment process, and archiving important documents. From this experience, I gained a better understanding of the importance of the HR role in the operation of a company, particularly in managing and developing human resources.

Students of the Business Administration Study Program hope that the Internship (KP) activities can provide a major contribution to the development of science, mastery

of student skills, and be able to form professional and efficient academic human resources, in accordance with the vision and mission that the Bengkalis State Polytechnic wants to achieve. With the Internship (KP) method, it can function to support skilled students to work in the business world in accordance with the International Business Administration Study Program. Internship (KP) has been carried out in the section, namely PT. KLIK in the Division (HR Department) which has been carried out for 4 (four) months starting from February 1 to May 31, 2025.

1.2 Purpose of the Apprenticeship

Internship (KP) is one of the activities of Bengkalis State Polytechnic students to complete their studies. In general, the implementation of Internship aims to see the relationship between Hard Skills obtained during lectures with what is implemented at PT. KLIK Dumai. To achieve the expected results, it is necessary to know the objectives of holding this Internship, namely:

1. To find out the job description at PT. KLIK Dumai in the HR Department
2. To find out the Systems and Procedures expected in carrying out work at PT. KLIK Dumai especially in the HR Department.
3. To find out the Place of Apprenticeship used in carrying out work at PT. KLIK Dumai.
4. To find out the Kind and Descriptions of the Activity used in carrying out work during the Internship (KP) at PT. KLIK Dumai.

1.3 Significances of the Apprenticeship

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

1. For Students

There are several benefits from the implementation of the apprenticeship program that students get, namely as follows:

- a. Get a certificate from the company if you have completed a apprenticeship program.
- b. Receive holiday allowance and free fuel oil according to the agreement between the apprentice and the company.

- c. Students can develop working relationships and add experience to their resume.
- d. Students have the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.
- e. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- f. Students gain practical experience in applying theoretical/conceptual knowledge according to their study program.

2. For Companies

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

- a. Companies will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- b. The company will be recognized by academics and the world of education.

3. For Bengkalis State Polytechnic

There are several benefits from the implementation of the apprenticeship program obtained by the Bengkalis State Polytechnic, namely as follows:

- a. Bengkalis State Polytechnic receives feedback from organizations/companies on the abilities of students participating in apprenticeship in the world of work.
- b. Bengkalis State Polytechnic can improve the quality of its graduates through student apprenticeship experience.
- c. There is good cooperation/relationship between campuses and companies where students do apprenticeship.
- d. Bengkalis Country receives feedback from the world of work for curriculum development and learning processes.
- e. Bengkalis State Polytechnic will be better known in the industrial or corporate world.