

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 author will be involved in later. In line with that, the university requires its students to take the Apprenticeship course which is held in the even semester.

Apprenticeship is an extracurricular activity that is part of the National and Community Life (MBB) course for all majors at Bengkalis State Polytechnic. In general, the implementation of Apprenticeships 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 Apprenticeships, students are expected to gain industrial experience including planning, processing and implementation in a work unit. The achievement of the above Apprenticeship 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 Apprenticeship for four 1 months. The author chose PT KLK Dumai as a place to carry out Apprenticeship activities because this company is one of the multinational companies engaged in the processing of palm oil and its derivative products, and has a work system that is professional, structured, and relevant to today's industrial world. PT KLK is also known to have good operational standards and financial administration management, making it the right place to apply business administration knowledge directly.

During the Apprenticeship period, the author was placed in the Finance Department, which is an important part in carrying out the company's operational activities. In this division, the author carried out various administrative tasks such as recording financial transactions, inputting daily fund transaction reports, managing invoices from suppliers, verifying documents, checking petty cash, and filing paid-off documents. The experience in this division provides a real understanding of the company's financial system and the importance of accuracy and responsibility in managing financial administration.

The main objective of the Apprenticeship 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 and manufacturing industry. During the Apprenticeship, 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 Apprenticeship 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, Apprenticeships 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 Apprenticeship experience will also be an important provision to prepare my professional career, expand my network, and increase my competitiveness in the world of work. Students of the Business Administration Study Program hope that the Apprenticeship 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 Apprenticeship method, it can function to support skilled students to work in the business world in accordance with the International Business Administration Study Program. Apprenticeship has been carried out in the section, namely PT. KLK in the Division (Finance Department) which has been carried out for 4 (four) months starting from February 1 to May 31, 2025. Objectives of Apprenticeship.

1.2 Purpose of the Apprenticeship

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

1. To learn about the job description at PT. KLK Dumai in the Finance Department
2. To learn about the systems and procedures expected in carrying out work at PT. KLK Dumai, specifically in the Finance Department
3. To find out the Apprenticeship location used in carrying out work at PT. KLK Dumai.
4. To find out the types and descriptions of activities used in carrying out work during the Apprenticeship (KP) at PT. KLK Dumai.

1.3. Significance of Apprenticeship

1. For Students

- a. Students have the opportunity to apply theoretical knowledge and concepts obtained during lectures into practice in the real world of work.
- b. Students can develop work relationships and add experience to their resumes.

2. For the Company

Students can expand their professional network and gain experience that can be included in their resume. There is cooperation between educational institutions and industries/companies, so that it is recognized by academics and companies as an alternative for prospective employees who have good quality, dedication, and credibility.

3. For Polytechnic Negeri Bengkalis

- a. The Bengkalis State Polytechnic receives feedback from related companies for curriculum development and learning processes for students undergoing Apprenticeships, which can improve the quality of graduates through this experience.
- b. Establish a good relationship between the campus and the company where students carry out the Apprenticeship program.