

CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is a higher education institution located in Bengkalis Regency, Riau Province. As the only state polytechnic in the region, State Polytechnic of Bengkalis has become a center of excellent vocational education since its establishment in 2000. With a commitment to producing quality graduates, this polytechnic offers eight majors, including the Language Department which houses two study programs: D3-English and D4-English for Business and Professional Communication. This major is designed to produce competent graduates in various fields such as tourism, hospitality, professional administration, business communication, translation, and public relations.

As an important component of the curriculum, the internship program is a strategic opportunity for students to apply the theory they have learned during their studies into real practice. This program not only aims to strengthen students' technical skills but also to build qualifications that are recognized in the world of work. Through internships, students are invited to dive directly into professional activities, learn the dynamics of the workplace, and develop the ability to face global challenges.

The internship program is also one of the graduation requirements at Bengkalis State Polytechnic. In this process, students are directly involved in the operational activities of the company or organization where they are interning. This gives them the opportunity to develop interpersonal skills, work ethic, and build a portfolio that is relevant to industry needs.

As a Language major, the internship program provides valuable experience to connect academic knowledge with real-world situations. Skills such as cross-cultural communication, negotiation skills, and professional translation can be directly applied during the internship, enriching students' perspectives on their future profession.

State Polytechnic of Bengkalis has a vision to produce competent, adaptive graduates who are able to compete at national and international levels. In supporting this vision, the internship program is an important bridge that not only provides practical work experience but also helps students prepare themselves as superior professionals in the era of globalization.

This internship program not only gives students the opportunity to apply the theories they have learned in class, but also trains them to face the challenges of the real world of work. Through internships, students are required to develop adaptability, instill a strong work ethic, and build a high level of discipline and responsibility.

In this case, the author was given the opportunity to carry out an internship program at PT. Wilmar Nabati Indonesia, a subsidiary of Wilmar International Limited. Wilmar is a multinational company based in Singapore and is known as one of the largest integrated agribusiness groups in the world. Founded in 1991, Wilmar International focuses on various agribusiness activities such as the production and processing of vegetable oils, oleochemicals, wheat flour, sugar, and biodiesel.

Internship program at PT. Wilmar Nabati Indonesia Unit Pelintung Dumai, located in Dumai Industrial Area (KID). KID is a strategic area in Riau Province which is the center of palm oil processing industry, oleo chemicals, and renewable energy. Wilmar Unit Pelintung Dumai plays an important role in the production of cooking oil, margarine, oleo chemicals, and biodiesel, which meet the needs of domestic and international markets.

The internship was conducted in the HRGA (Human Resources & General Affairs) Department, especially the Training section. This division is tasked with developing employee competencies through training needs analysis, program preparation, and evaluation of training results. Through this internship, the author had the opportunity to understand human resource management in a multinational company, get involved in real projects, and improve professional skills.

Through an internship program at PT. Wilmar Nabati Indonesia, especially in the Training section, the author had the opportunity to implement the knowledge gained during lectures into real work practices, while gaining valuable professional experience. This program is designed to improve the author's knowledge capacity, creativity, and professional skills, which also supports the fulfillment of academic requirements and career development. The purpose of this internship program is to understand the various types of work carried out in the Training section of the HRGA Department at PT Wilmar Nabati Indonesia, as well as to apply the knowledge gained during lectures to the real world of work. In addition, this internship also aims to get to know and study the documents used in daily activities in the Training Section, so that it can provide practical experience in administrative and operational management that is relevant to the field of work.

1.2. Purpose of the Apprenticeship

The purpose of the Job Training program conducted at PT. KID (Kawasan Industri Dumai) is:

1. Provide an understanding of the details of the tasks that will be carried out during the internship period, so that participants can develop skills and knowledge according to the field of study being studied.
2. Convey clear information regarding the location and schedule of internship activities, so that participants can plan and adjust their time well.
3. Understand the systems and procedures that apply in the work environment, to ensure that interns can adapt and carry out tasks efficiently.
4. Identify challenges that may be faced during the internship and find appropriate solutions to overcome these obstacles, with the aim of making the internship experience productive and providing optimal results.

1.3. Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1.3.1 Significance for Students

The apprentice is given the opportunity to apply the knowledge and theoretical concepts learned during their studies to real-world work situations. This experience also allows them to analyze and solve problems related to their field of study in a professional environment.

1.3.2 Significance for Companies

Collaboration between educational institutions and industry allows companies to access a pool of potential employees who have demonstrated quality, commitment and credibility. This creates an avenue for companies to identify and recruit skilled individuals.

1.3.3 Significance for State Polytechnic of Bengkalis

State Polytechnic of Bengkalis receives valuable feedback from companies, which helps in refining the curriculum and improving the learning experience. This collaboration contributes to improving the quality of graduates by incorporating practical work experience into their education.

1.4. Time and Length of Practical Work

The internship program will be held from August 1 to November 30, 2024 in the Training section of the HRGA (Human Resources & General Affairs) Department at the Central Office of PT. Wilmar Nabati Indonesia. The HRGA Department is one of the key elements in the company that is responsible for human resource management, corporate relations, and compliance with legal regulations. The internship schedule at PT. Wilmar Nabati Indonesia-Pelitung is as follows:

Table 1.1 Office Hours Schedule

No	Day	Working hours	Rest
1	Monday - Friday	08.00 - 16.00	12.00 - 13.00
2	Saturday	08.00 - 13.00	12.00 - 12.30