

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is one of the state polytechnics located in Bengkalis, Riau, Indonesia. Bengkalis State Polytechnic was the first polytechnic in Riau, established in 2000. Through the Gema Bahari Foundation, its original name was "Bengkalis Maritime Polytechnic." On July 29, 2011, Bengkalis Polytechnic officially became a state polytechnic under the name Bengkalis State Polytechnic through Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Rules and Procedures of Bengkalis State Polytechnic. On December 26, 2011, Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic offers 18 (eighteen) degree programs, consisting of 10 (ten) D3 (three-year diploma) programs in the Departments of Naval Architecture, Mechanical Engineering, Civil Engineering, Computer Science, Electrical Engineering, Marine Science, Shipping Trade Management, Business English, and Business Administration, and 8 (eight) D4 (four-year diploma) programs, including Production and Maintenance Mechanical Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English for Business and Professional Communication, and Software Engineering.

An apprenticeship is an important part of vocational higher education because it provides students with the opportunity to gain firsthand experience in a professional work environment. Through an apprenticeship, students can connect the theories and knowledge gained in the classroom with their practical application in the workplace. In addition to developing technical skills, apprenticeship activities also help students improve communication, teamwork, problem-solving, adaptability, discipline, responsibility, and professionalism. Therefore,

apprenticeship serves as a transition for students to understand the working environment and prepare themselves for future professional careers (Aksa, Adi Faisal, et al., 2026).

The Applied Bachelor's Degree Program in International Business Administration at Bengkalis State Polytechnic requires students to undertake an apprenticeship as part of the academic curriculum. This program aims to provide students with practical work experience while developing competencies in administration, management, business communication, customer service, document management, and business operations. Through direct involvement in the workplace, students are expected to understand how business and administrative processes are implemented in actual working conditions.

In fulfilling this academic requirement, the author chose PT Unilog Internusa Pekanbaru as the apprenticeship placement. PT Unilog Internusa is a company engaged in logistics, transportation, and engineering services. The company provides various services, including storage, warehouse management, air freight, sea freight, land freight, and engineering services related to telecommunications infrastructure. The company's business activities provide a suitable environment for the author to apply knowledge and skills obtained during academic studies, particularly in administration, document management, finance, taxation, and business operations.

The apprenticeship at PT Unilog Internusa Pekanbaru was conducted from April 21 to May 29, 2026. During the apprenticeship period, the author was assigned to the Finance, Cashier, Accounting, and Taxation activities. The author participated in various activities, including preparing invoices and tax invoices, recording income and expenses, entering financial data into the Zahir accounting application, handling cashier activities, and supporting administrative and financial processes within the company.

Through the apprenticeship at PT Unilog Internusa Pekanbaru, the author gained practical experience in applying administrative and business knowledge in a professional work environment. The activities undertaken also provided a better understanding of financial administration, accounting processes, taxation, document management, and daily business operations in the logistics industry. This

experience is expected to enhance the author's academic and professional competencies, develop discipline and responsibility, and provide valuable preparation for entering the professional world after completing education.

1.2 Purposes of the Apprenticeship

1.2.1 Purpose of Apprenticeship

The State Polytechnic of Bengkalis apprenticeship activities for the International Business Administration study program have the following objectives:

1. To understand the roles and responsibilities of employees in the Finance, Cashier, and Accounting Division at PT Unilog Internusa.
2. To understand the financial administration systems, accounting procedures, invoicing processes, tax documentation, and document management implemented at PT Unilog Internusa.
3. To gain practical experience in financial administration by participating in activities such as verifying operational documents, preparing invoices, generating Tax Invoices through the Coretax DJP system, recording financial transactions, and organizing administrative documents.
4. To enhance professional knowledge and administrative skills while developing accuracy, responsibility, communication, teamwork, and familiarity with the professional working environment at PT Unilog Internusa.

1.2.2 Benefit of Apprenticeship

The apprenticeship program provides various benefits for students, the company, and the Polytechnic. The benefits of the apprenticeship are described as follows.

1. Benefits for Students

The benefits gained by students from the implementation of the apprenticeship program are as follows:

- a. To understand the roles and responsibilities of employees in the Finance, Cashier, and Accounting Division at PT Unilog Internusa Pekanbaru.
- b. To understand the financial administration procedures, cashier operations, and accounting processes implemented at PT Unilog Internusa Pekanbaru.

- c. To apply the knowledge and skills acquired during academic studies to financial and administrative activities in a professional working environment.
- d. To develop professional competencies, including accuracy, responsibility, communication, teamwork, and problem-solving skills through practical work experience in the Finance, Cashier, and Accounting Division.

2. Benefit for Companies

The apprenticeship program provides several benefits for the company by supporting its operational activities and strengthening collaboration with educational institutions. The benefits for the company are as follows.

- a. The company is assisted in carrying out daily operational and administrative activities through the involvement of apprentices.
- b. The apprenticeship program helps the company introduce its work systems, procedures, and organizational culture to students.
- c. The company gains additional human resource support that can improve work efficiency and productivity.
- d. The apprenticeship program strengthens cooperation and partnership between the company and the State Polytechnic of Bengkalis.

3. Benefits for the State Polytechnic of Bengkalis

The apprenticeship program provides several benefits for the State Polytechnic of Bengkalis. The significances are as follows:

- a. The apprenticeship program helps strengthen cooperation and partnerships between the State Polytechnic of Bengkalis and industry.
- b. The program supports the improvement of curriculum relevance by aligning academic learning with industry needs and practices.
- c. The apprenticeship program provides valuable feedback from industry that can be used to enhance teaching and learning processes.
- d. The program contributes to improving the quality of graduates by equipping students with practical skills, professional experience, and work readiness in the fields of finance, cashier, and accounting.

1.3 Significances of the Apprenticeship

The apprenticeship program provides valuable benefits for students, the company, and the educational institution. The significances of the apprenticeship are as follows:

1. For Students

The apprenticeship program plays an important role in bridging academic learning with professional practice. Through the apprenticeship at PT Unilog Internusa Pekanbaru, particularly in the Finance, Cashier, and Accounting Division, students are provided with opportunities to apply theoretical knowledge in real workplace situations while developing practical skills, professional attitudes, and work ethics required in the industry.

2. For PT Unilog Internusa Pekanbaru

The apprenticeship program contributes to the company's daily operational and administrative activities while strengthening collaboration with the State Polytechnic of Bengkalis in preparing competent future professionals. It also provides students with valuable practical experience that helps them develop their skills, understand workplace procedures, and adapt to a professional working environment.

3. For the International Business Administration Study Program

For the International Business Administration Study Program of the State Polytechnic of Bengkalis, the apprenticeship serves as a means of integrating academic learning with industry practices, strengthening partnerships with the business sector, and ensuring that graduates possess the competencies and practical experience required to meet the demands of today's professional workforce.