

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The increasingly dynamic development of the professional world requires human resources to possess not only theoretical knowledge but also practical skills that can be directly applied in the workplace. Higher education institutions play an important role in preparing students to face these challenges. Therefore, a program is needed to bridge the gap between the theories acquired during academic studies and the practices carried out in the actual working environment.

One of the programs that supports this objective is the Apprenticeship. The Apprenticeship is a learning activity that provides students with the opportunity to gain direct exposure to the professional working environment, enabling them to acquire practical experience, understand the working system of an institution or company, and develop competencies and skills relevant to their field of study.

The D4 International Business Administration Study Program, Department of Business Administration, State Polytechnic of Bengkalis requires students to participate in the Apprenticeship as an integral part of the learning process. Through this program, students are expected to apply the knowledge they have acquired during their studies while gaining broader insights into the professional working environment, particularly in the fields of administration and company operational activities.

In carrying out the Apprenticeship, the author had the opportunity to undertake the program at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch. The company is one of Indonesia's State Owned Enterprises (SOEs) operating in the port services sector and plays an important role in supporting logistics activities, goods distribution, and trade through maritime transportation. With its relatively complex operational and administrative activities, the company provides an appropriate environment for students to directly learn how work systems, administrative processes, and document management are carried out in a professional workplace.

Through the Apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, the author had the opportunity to gain an understanding of various activities related to office administration, document management, and other work activities that support the company's operations. This experience is expected to provide a practical understanding of the professional working environment while serving as a means for the author to enhance knowledge, skills, and preparedness for future professional careers.

Based on the explanation above, it can be concluded that the Apprenticeship is an important means for students to develop competencies, broaden their perspectives, and gain work experience relevant to their field of study.

1.2 Purpose and Benefits of the Apprenticeship

1.2.1 Purpose of the Apprenticeship

The purpose of the implementation of this Apprenticeship are as follows:

1. To identify and understand the job descriptions carried out during the Apprenticeship in the General Affairs Division of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch.
2. To understand the work system and procedures applied in carrying out administrative activities in the General Affairs Division of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch.
3. To identify the place and duration of the Apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch.
4. To describe the various activities carried out during the Apprenticeship in the General Affairs Division.
5. To identify the challenges encountered during the Apprenticeship and the solutions implemented to overcome them.

1.2.2 Benefits of the Apprenticeship

The expected benefits of implementing this Apprenticeship are as follows:

1. To increase the author's knowledge and insight into the real working world, particularly in a corporate environment.

2. To provide direct experience for the author in understanding the work system and administrative activities carried out at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch.
3. To improve the author's abilities and skills in applying the knowledge obtained during academic studies into real work practice.
4. To train the author to adapt to the work environment, develop work discipline, and take responsibility for assigned tasks.
5. To serve as a means for the author to understand work processes, communication, and cooperation within a company environment.
6. To provide a real picture of the working world as preparation for the author's future career readiness.

1.3 Significance of the Apprenticeship

The Apprenticeship implemented provides various benefits and important values for several parties, including students, companies, and educational institutions. In general, this Apprenticeship is expected to serve as a medium that provides positive contributions and valuable experience for all parties involved.

1. For Students

The Apprenticeship provides students with the opportunity to apply the knowledge and theories obtained during their academic studies into real working situations. In addition, students can gain practical experience, improve work skills, and understand the conditions and demands of a professional working environment. This experience also helps students develop a more critical mindset, improve communication skills, and prepare themselves for future careers.

2. For the Company

The Apprenticeship serves as a form of cooperation between the academic world and the industrial sector. Through this activity, the company can gain closer insight into the potential of students as prospective workers who possess competencies and skills that can be further developed. In addition, the presence of apprenticeship students can also assist in the

implementation of the company's operational activities and contribute positively to improving work efficiency.

3. For the Educational Institutions (State Polytechnic of Bengkalis)

The Apprenticeship serves as a means to strengthen cooperation between higher education institutions and the industrial sector. Through this activity, the educational institution can ensure that the learning process provided remains relevant to the needs of the working world. In addition, the Apprenticeship also plays a role in improving the quality of graduates so that they are more job ready, have practical experience, and are able to compete in the professional world.