

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis is a higher education institution that focuses on vocational fields and is the only state polytechnic in Riau Province. As an educational institution that prioritizes practical skills, State Polytechnic of Bengkalis provides opportunities for students to not only learn in theory, but also apply the knowledge gained through direct experience in the world of work. To be able to complete their studies and be declared a graduate, students are required to meet two important requirements, namely preparing a final report and participating in an apprenticeship program.

Apprenticeship is a compulsory program for State Polytechnic of Bengkalis students to practice directly in company or agency for a certain period as a graduation requirement. This apprenticeship is carried out after Bengkalis State Polytechnic students have completed of semester five for D3 and semester six for D4. The aim is for students to apply knowledge and skills from lectures in the real world of work, get to know the professional environment, develop practical abilities, and build experience and networks that are useful for careers after graduation. The apprenticeship also helps students understand the application of theory in daily work.

The author chose PT Sumigita Jaya, an Indonesian national construction company located at Jalan Batin Betuah, Mandau District, Bengkalis Regency, Riau, as an apprenticeship site for four months starting from January 20 to May 23, 2025. This experience helped the author to apply knowledge from lectures to a real work environment, such as applying customer service, professional ethics, business simulation, workplace communication, filing and secretarial, and the use of advanced office applications. This apprenticeship also contributed greatly to developing the author's professional skills, such as teamwork, time management, and problem solving. In addition, the author learned to adjust to the fast-changing work environment in this large company, thus becoming more flexible and ready

to face challenges in the workplace and get better career opportunities in the future.

1.2 Purpose of Apprenticeship

The objectives of this apprenticeship are as follows:

1. To know the work carried out by the HRD Department at PT. Sumigita Jaya.
2. To know the work procedures applied at PT. Sumigita Jaya.
3. To know the documents and systems used at PT. Sumigita Jaya.

1.3 Significance of the Apprenticeship

This section explains three important aspects of significance, namely: significance for the apprenticeship, significance for State Polytechnic of Bengkalis and significance for the company.

1.3.1 Significance for the Apprentice

Through this program, the author can practice all the knowledge gained in lectures according to his specialization and learn new things, especially in developing soft skills and understanding the work culture in the industry. In addition, the author can also learn how to be a professional in the world of work.

1.3.2 Significance for State Polytechnic of Bengkalis

This apprenticeship program really helps the Polytechnic in preparing the quality of graduates and preparing them to enter the world of work. Apprenticeship thus also really help polytechnic in developing and implementing curricula well.

1.3.3 Significance Apprenticeship for the Company

The apprenticeship program provides an opportunity for PT. Sumigita Jaya to find and recruit skilled, experienced, and dedicated candidates, while enhancing the company's brand and image.