

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In today's era of globalization, the rapid development of technology and industry has created increasingly intense competition in the job market. As a result, individuals are expected to continuously improve their knowledge, skills, and professional competencies to remain competitive. Higher education institutions, therefore, play an important role not only in providing theoretical knowledge but also in preparing students with practical experience that reflects real workplace conditions.

Although university students acquire academic knowledge throughout their studies, many fresh graduates still face challenges in entering the workforce due to their limited professional experience. To bridge the gap between academic learning and industrial practice, apprenticeship programs have become an essential component of higher education. Apprenticeship also provides students with practical experience that can support the development of professional competencies and better prepare them for the workplace (Muhammad, 2024). Through apprenticeship, students are able to apply the theories learned in the classroom, develop technical and interpersonal skills, and gain a better understanding of professional work environments and organizational culture. In addition, apprenticeship helps students develop professional attitudes and work ethics, particularly in carrying out administrative tasks and managing documents accurately and responsibly (Azizah et al., 2025).

In addition, apprenticeship activities can provide students with practical experience in administrative and archival work, which helps improve their ability to manage documents systematically and support the smooth operation of an organization (Oktatiana et al., 2026)

As a vocational higher education institution, Bengkalis State Polytechnic is committed to producing graduates who are competent, professional, and ready to meet the demands of the business and industrial sectors. One of the strategies

implemented to achieve this objective is the compulsory apprenticeship program, which forms an integral part of the academic curriculum. During the apprenticeship, students are directly involved in workplace activities, allowing them to understand operational processes, improve communication and teamwork skills, strengthen problem solving abilities, and develop professionalism, responsibility, and work discipline (Politeknik Negeri Bengkalis,2025).

By participating in apprenticeship activities, students are expected to enhance both their academic knowledge and practical competencies. The experience gained during the apprenticeship also helps students become more familiar with workplace expectations and equips them with the confidence and skills needed to transition successfully into their future careers.

In accordance with the academic regulations of the Applied Bachelor's Degree Program in International Business Administration at Bengkalis State Polytechnic, all students are required to complete an apprenticeship as one of the graduation requirements. For this purpose, the author selected PT Bukit Batu Hutani Alam as the apprenticeship placement. The company operates in the Industrial Plantation Forest (HTI) sector and plays a significant role in supplying raw materials for the pulp and paper industry. With its well established operational system and professional working environment, PT Bukit Batu Hutani Alam provides valuable opportunities for students to gain practical experience while applying the knowledge acquired during their academic studies (PT Bukit Batu Hutani Alam 2024).

The apprenticeship at PT Bukit Batu Hutani Alam was conducted over a four month period, from 9 February to 6 June, as part of the requirements for completing the Applied Bachelor's Degree Program in International Business Administration at Bengkalis State Polytechnic. Through this apprenticeship, the author expects to strengthen professional competencies, broaden practical knowledge, and gain valuable work experience that will serve as a strong foundation for future career development.

1.2 Purposes and Benefits of the Apprenticeship

The apprenticeship program aims to provide students with the opportunity to gain direct work experience in a professional environment. Through this program, students can apply the knowledge and skills they have acquired during their studies while expanding their knowledge, experience, and abilities in the workplace.

1.2.1 Purposes of Apprenticeship

The Purpose of the Apprenticeship at PT Bukit Batu Hutani Alam (BBHA) are as follows:

1. To understand the administrative procedures and document management system implemented at PT Bukit Batu Hutani Alam through participation in office administration activities .
2. To develop practical skills in preparing, organizing, and managing administrative documents and reports using various office applications and supporting software.
3. To gain knowledge of the operational activities in industrial plantation forest management, including field monitoring, equipment utilization, and operational procedures.
4. To enhance professional competencies, including accuracy, responsibility, discipline, teamwork, and communication skills, through direct involvement in both administrative and field activities.
5. To apply the theoretical knowledge acquired during academic studies to practical workplace situations and gain real-world experience in the forestry industry.

1.2.2 Benefits of Apprenticeship

The benefits gained during my apprenticeship at PT Bukit Batu Hutani Alam (BBHA) are as follows:

1. To gain an understanding of the administrative system, document management, and work procedures implemented at PT Bukit Batu Hutani Alam.

2. To improve practical skills in preparing, managing, and organizing administrative documents and reports using office applications and supporting software.
3. To gain direct experience and understanding of the operational activities involved in industrial plantation forest management, including field monitoring, the use of operational equipment, and field operations.
4. To develop professional competencies, including accuracy, discipline, responsibility, communication skills, and teamwork in a professional working environment.
5. To strengthen the ability to apply the knowledge and skills acquired during academic studies to real workplace situations, thereby enhancing work readiness.

1.3 Significances of the Apprenticeship

The apprenticeship plays an important role in supporting students' learning process by providing opportunities to apply their knowledge and skills in a real working environment. In addition to offering practical experience for students, the apprenticeship also contributes to the company as an industry partner and to the Polytechnic in enhancing the quality of vocational education. The significance of the apprenticeship for each party is described as follows:

1. For Students

The apprenticeship provides students with the opportunity to gain practical work experience that complements the knowledge acquired during their academic studies. Through direct involvement in workplace activities, students are able to enhance their professional competencies, improve communication and teamwork skills, develop discipline and responsibility, and become more familiar with the organizational culture and operational systems of the company. The apprenticeship also prepares students to become competent and competitive graduates who are ready to enter the professional workforce.

2. For PT Bukit Batu Hutani Alam

The apprenticeship program benefits PT Bukit Batu Hutani Alam by providing additional support in carrying out operational and administrative activities. It also strengthens the collaboration between the company and Bengkalis State Polytechnic in supporting vocational education. Furthermore, the company has the opportunity to contribute to the development of future professionals by sharing practical knowledge, workplace experience, and industry practices with students.

3. For Bengkalis State Polytechnic

The apprenticeship program strengthens the partnership between Bengkalis State Polytechnic and PT Bukit Batu Hutani Alam while ensuring that academic learning remains relevant to industry needs. It also provides valuable feedback that can be used to improve the curriculum and learning process. In addition, the apprenticeship supports the Polytechnic's mission of producing graduates who possess both academic competence and practical experience, making them better prepared for future careers.