

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

The rapid advancement of science and technology has brought significant changes to various aspects of human life, particularly in the workplace. These developments have increased the demand for human resources who possess not only academic knowledge but also practical skills, professional competencies, and the ability to adapt to technological advancements and the dynamic needs of industry. Therefore, higher education institutions play an essential role in preparing graduates who are capable of competing in the global workforce through an educational process that integrates both theoretical knowledge and practical experience (Zhuang et al., 2026).

As prospective professionals, university students are expected to develop a balance between hard skills and soft skills. Hard skills are acquired through classroom learning, while soft skills are cultivated through practical experience, interpersonal interaction, and direct involvement in the workplace. However, most fresh graduates have limited professional experience, making Apprenticeship programs an essential bridge between academic learning and the professional working environment. One of the most effective ways to implement experiential learning is through an Apprenticeship Program. An Apprenticeship is an academic activity that provides students with the opportunity to gain direct working experience in government institutions or private companies relevant to their field of study (Zhuang et al., 2026)..

Through this program, students are able to apply the theoretical knowledge acquired during their studies to real workplace situations while gaining a deeper understanding of organizational culture, operational procedures, and professional work systems. In addition to serving as a medium for applying academic knowledge, Apprenticeships also enable students to enhance their critical thinking, communication, teamwork, discipline, responsibility, and problem

solving skills. Such experiences contribute to the development of professional attitudes and prepare students to compete effectively in today's increasingly competitive job market. As one of Indonesia's vocational higher education institutions, Bengkalis State Polytechnic is committed to producing competent, professional, and work-ready graduates. As a vocational institution, Bengkalis State Polytechnic emphasizes the integration of theoretical learning and practical experience through various academic activities, one of which is the Apprenticeship Program (Politeknik Negeri Bengkalis, 2025).

Bengkalis State Polytechnic was established in 2001 by the Government of Bengkalis Regency under the management of the *Bangun Insani* Foundation (*Yayasan Bangun Insani/YBI*). Based on the Regulation of the Minister of National Education Number 28 of 2011 concerning the Establishment, Organization, and Administration of Bengkalis State Polytechnic, the institution was officially granted the status of a State Higher Education Institution. Subsequently, on December 26, 2011, Bengkalis State Polytechnic was officially inaugurated as a state polytechnic by the Minister of Education and Culture of the Republic of Indonesia, Prof. Dr. Ir. Muhammad Nuh, DEA. Currently, Bengkalis State Polytechnic consists of eight academic departments: Naval Architecture, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, English, Informatics Engineering, and Maritime Studies. The institution offers Diploma II (D-II), Diploma III (D-III), and Applied Bachelor's Degree (D-IV) programs designed to meet the demands of business and industry (Politeknik Negeri Bengkalis, 2025)..

The Department of Business Administration currently offers three Applied Bachelor's Degree programs, namely the International Business Administration Program, Public Sector Financial Accounting Program, and Digital Business Program. The International Business Administration Program is designed to produce graduates with competencies in business administration, office management, business communication, excellent customer service, records management, and information technology that supports administrative activities. These competencies are expected to produce graduates who are highly

professional and competitive at both the national and international levels (Politeknik Negeri Bengkalis, 2025)..

In accordance with the curriculum of the International Business Administration Study Program, every student is required to complete an Apprenticeship after fulfilling the prescribed academic requirements. The Apprenticeship is a compulsory academic component aimed at providing students with practical work experience while enabling them to develop competencies relevant to their field of expertise. Through the Apprenticeship program, students are expected to gain a comprehensive understanding of administrative processes, organizational culture, technical operations, and professional ethics within the workplace. Furthermore, the program enhances both technical and interpersonal competencies, enabling students to become more competent, adaptable, and professionally prepared for future career (Erwandi et al., 2024; Priatna, 2023).

For the preparation of this Apprenticeship report, the author completed a four-month Apprenticeship at PT. Bukit Batu Hutani Alam, from 9 February 2026 to 6 June 2026. PT. Bukit Batu Hutani Alam operates in the forestry sector in Bengkalis, Riau Province, within a region associated with the Giam Siak Kecil Bukit Batu landscape. The Giam Siak Kecil–Bukit Batu Biosphere Reserve is located in Riau Province and covers areas within Bengkalis and Siak Regencies. The area possesses important ecological and natural-resource values, while economic activities undertaken by local communities form part of the socio economic characteristics of the region (Erwandi et al., 2024; Priatna, 2023).

The Giam Siak Kecil Bukit Batu area is also recognized for its diverse ecosystems and natural resources. Research conducted in the area indicates that local communities utilize available natural resources for economic activities, including fishing activities in the Giam Siak Kecil Bukit Batu Biosphere Reserve (Erwandi et al., 2024). These regional characteristics provide an important context for understanding the operational environment in which companies operating in the area, including PT. Bukit Batu Hutani Alam, conduct their activities. During the Apprenticeship period, the author actively participated in various administrative activities, providing valuable opportunities to apply academic

knowledge in a real working environment. The activities were carried out within the organizational and operational environment of PT. Bukit Batu Hutani Alam and provided practical exposure to administrative procedures and company operations. The company's activities and operational practices are supported by internal documentation, including the Company Profile, Public Summary Report, and Standard Operating Procedures (SOP) for Administration and Forest Fire Prevention Team (RPK) (Hardja, 2009).

This experience significantly contributed to the development of the author's professional competencies, practical skills, and overall readiness to enter the workforce. Through direct involvement in administrative activities, the author was able to gain practical knowledge regarding workplace procedures, organizational responsibilities, communication, discipline, and professional conduct within a corporate environment.

1.2 Purposes and Benefits of the Apprenticeship

The Apprenticeship Program is designed to provide students with the opportunity to gain practical work experience by applying the knowledge and skills acquired during their academic studies in a professional working environment. Through this program, students are expected to understand the duties, functions, and responsibilities within the Administrative Department, become familiar with the company's procedures and Standard Operating Procedures (SOPs), identify the hardware, software, facilities, and infrastructure used in daily operations, understand the various administrative documents and information required in the work process, and recognize the challenges encountered in carrying out administrative activities along with the solutions implemented by the company. In addition, the apprenticeship enhances students' technical and professional competencies, improves communication, teamwork, discipline, and problem-solving skills, and prepares them to meet the demands of the professional workplace after completing their studies.

1.2.1 Purpose of the Apprenticeship

In general, the Apprenticeship Program aims to provide students with practical work experience and enable them to apply the knowledge and skills acquired during their academic studies in a real working environment at PT. Bukit Batu Hutani Alam. Specifically, the objectives of the Apprenticeship Program are as follows:

1. To understand the duties, functions, and responsibilities of the Administrative Department at PT. Bukit Batu Hutani Alam.
2. To understand the procedures and standard operating procedures (SOPs) implemented in administrative activities.
3. To identify the use of hardware and software that support administrative operations.
4. To become familiar with the facilities and infrastructure used to support the company's administrative operations.
5. To identify the types of data and information required in carrying out administrative tasks.
6. To understand the various administrative documents used and produced during the work process.
7. To identify the challenges encountered during the implementation of administrative tasks and understand the solutions adopted by the company to address them.

1.2.2 Benefits of the Apprenticeship

The Apprenticeship Program provides valuable benefits for students by allowing them to gain practical experience and apply the knowledge acquired during their academic studies in a professional working environment. Through the apprenticeship at PT. Bukit Batu Hutani Alam, students are expected to develop both technical and professional competencies that will support their future careers. Specifically, the benefits of the Apprenticeship Program are as follows:

1. To gain practical experience in performing administrative and operational activities within a professional working environment.

2. To enhance knowledge and skills related to office administration, document management, and operational support activities.
3. To improve understanding of the procedures and Standard Operating Procedures (SOPs) implemented in the company.
4. To develop the ability to use various hardware and software that support administrative and operational tasks.
5. To strengthen communication, teamwork, discipline, responsibility, and problem-solving skills through direct involvement in daily work activities.
6. To increase understanding of the administrative documents, data management systems, and operational processes used by the company.
7. To prepare students for future careers by bridging academic knowledge with practical experience in the workplace.

1.3 Significances of the Apprenticeship

The Apprenticeship Program is an essential component of vocational education as it bridges the gap between academic learning and professional practice. It provides students with the opportunity to apply the knowledge and skills acquired during their studies in a real working environment while gaining practical experience relevant to their field of study. In addition, the Apprenticeship promotes professional development by enhancing students' technical competencies, communication skills, teamwork, and problem solving abilities. Furthermore, it strengthens collaboration between Bengkalis State Polytechnic and industry partners, contributing to the development of highly qualified, competent, and work ready graduates who are prepared to meet the demands of the professional world.

1.3.1 For Students

The Apprenticeship Program provides students with valuable practical work experience that is relevant to their field of study. Through the Apprenticeship, students have the opportunity to apply the knowledge and skills acquired during their academic studies in a real working environment. In addition, the program enhances their professional competence, technical skills (*hard skills*), and

interpersonal skills (*soft skills*). It also helps students develop communication skills, teamwork, discipline, responsibility, and problem solving abilities while preparing them for future career opportunities after graduation.

1.3.2 For Companies

For the company, the Apprenticeship Program supports daily operational activities through the knowledge and competencies possessed by the Apprenticeship students. The program also strengthens collaboration between the company and Bengkalis State Polytechnic while contributing to the development of students' professional competencies. Furthermore, the company benefits from receiving fresh ideas and perspectives from students based on the knowledge and skills they have acquired during their academic studies.

1.3.3 For Bengkalis State Polytechnic

The Apprenticeship Program strengthens partnerships with business sectors, industries, and government institutions. It also serves as a valuable source of feedback for evaluating and improving the curriculum to ensure that it remains aligned with the needs of the labor market. Furthermore, the program contributes to enhancing the quality of graduates by developing their competencies, professionalism, and competitiveness in accordance with industry demands. Ultimately, it enhances the institution's reputation as a vocational higher education institution that produces competent, highly qualified, and work ready graduates.