

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

The need for human resources skilled in science and technology is a result of the rapid advancement of these fields, these human resources seek to balance the development of science and technology with their mastery of these fields; obtaining competitive, customized jobs and accomplishing desired goals depend on having sufficient and trustworthy expertise in their respective fields, which will result in human resources (HR) professionals who are ready to apply science, morals, attitudes, and other necessary criteria.

It is hard to ignore the developments and technical breakthroughs taking place in the current globalized period. In a similar vein, the government is constantly working to raise the standard of education, which is constantly changing. To enter the workforce after college, each student must be ready to face the professionalism of their work in line with their field.

The pinnacle of formal education is higher education, which produces human resources (HR) with a high intellectual level to meet the demands of the world of work. Both quality demands and talent demands. Therefore, universities are obliged to develop high-quality human resources in order to face the increasingly high intensity of competition. Enabling the comparison and validation of theoretical knowledge with real-world work scenarios is essential in the educational sphere, as this establishes a link between theory and practice. State Polytechnic of Bengkalis has the responsibility of preparing its students to compete in the real world of work. One of them is by holding the implementation of apprenticeship as one of the programs that must be followed by students as one of the requirements for completing the Applied Bachelor of International Business Administration Study Program.

Apprenticeship is a learning process that allows individuals to gain a firsthand understanding of the actual world of work. This apprenticeship is conducted annually and is mandatory for all students at State Polytechnic of

Bengkalis in order to effectively apply the knowledge they have acquired in the professional world. The theory or concept of science is comprehended through Apprenticeship, which is then implemented in the professional field of study. Apprenticeship can provide students with the ability to solve scientific problems in accordance with the theory they have acquired during lectures, as well as to develop their knowledge, skills, and insights. In general, the purpose of Apprenticeship is to enhance the abilities and skills of students in their respective disciplines, enabling them to be directly applied to a variety of activities in both government and private agencies.

In accordance with the curriculum of the State Polytechnic of Bengkalis Business Administration study program, every student who will complete their studies is required to carry out which has been stipulated in the decision of the Director of the State Polytechnic of Bengkalis in a special regulation. For Diploma III postgraduate students, this Apprenticeship is carried out after the student has completed a minimum of 4 (four) semesters and is declared a graduate, carried out for 1 month. Meanwhile, for Diploma IV postgraduate students, apprenticeship is carried out after students have completed a minimum of 6 (six) semesters and declared a full pass, which is carried out for a minimum of 4 months. During the implementation of Apprenticeship, the Author was placed in the Department of Health, Safety and Environment, students are required to make a Apprenticeship report as a form of accountability for each activity carried out during the Apprenticeship.

PT. Permata Hijau Sawit is a subsidiary of Permata Group, a leading integrated palm oil company established in 1984, with a strong commitment to sustainability and long-term success. With its core business in palm oil plantations, Permata Group has grown into a fully integrated operation covering the entire palm oil value chain. PT. Permata Hijau Sawit has several branded packaged oil products, namely: Permata, Panina, Palmata, Parveen, and not only that, the company also produces other products such as: Oleochemicals, Specialty Fats, Lauric Oils, and Palm Oils, the company's marketing target is very broad and spans across various provinces.

Permata Group has several branch companies such as PT. Nubika Jaya, located in Kota Pinang Labuhan Batu District, North Sumatra, PT. Victorindo Alam Lestari, located in Padang Lawas Regency, North Sumatra, PT. Permata Hijau Sawit, located on Jalan Lintas Riau, Mananti Sosa Jae, Hutaraja Tinggi, Padang Lawas Regency, North Sumatra. PT. Pelita Agung Agrindustri, located in Bengkalis Regency, RIAU, PT. Nagamas Palmoil Lestari, located in Dumai City, PT. Permata Hijau Palm Oleo, located in Belawan, North Sumatra.

Permata Group emphasizes on environmental sustainability in managing its plantation and manufacturing operations and is fully committed in measuring energy efficiency and overall reduction in fossil fuel utilization, The successful implementation of this project leads to the production of environmentally sound palm-based derivative products that are largely free from fossil fuels. With an extensive distribution network, knowledgeable and energetic team, Permata Group is an integrated palm oil company and one of the major exporters of palm oil products.

The Apprenticeship at PT. Permata Hijau Sawit, the author was assigned to the PMS/PMR Office Staff Division, with the following job details: Compiling the Weigh Slip Report, Checking Weighing Slips in the System, Inputting Incoming Goods to the Permata Group System, creating Goods Expenditure Vouchers, filing documents, inputting employee evaluation data into the Permata Group application and transferring data to the Microsoft Word application, materials on how to post the company's daily journal or inventory daily, closing the PHG system by the bookkeeping department employees, checking the foreman's book with the power journal plant on the overtime accrual menu to ensure it aligns with the system.

Based on the above provisions, this Apprenticeship is carried out at PT. Permata Hijau Sawit, which is located at Jalan Lintas Riau, Mananti Sosa Jae, Hutaraja Tinggi, Padang Lawas Regency, North Sumatra, Indonesia, which was carried out for 5 months from February 03 to June 29, 2025.

## **1.2 Purposes and Benefits of Apprenticeship**

### **1.2.1 Purposes of Apprenticeship**

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

1. To describe job descriptions at PT. Permata Hijau Sawit.
2. To know the place and time apprenticeship at PT. Permata Hijau Sawit.
3. To explain apprenticeship workplace systems and procedures at PT. Permata Hijau Sawit.
4. To find out the obstacles and solutions during the implementation of the apprenticeship at PT. Permata Hijau Sawit.

### **1.2.2 Benefits of the Apprenticeship**

Based on the objectives of apprenticeship, the benefits of apprenticeship :

1. Getting the opportunity to apply the knowledge or theoretical concepts obtained during lectures into the real world of Apprenticeship.
2. As a comparison between the knowledge gained by students in the world of Apprenticeship and the world of education.
3. Students can practice a sense of responsibility and discipline in the world of Apprenticeship.
4. Obtaining Apprenticeship experience to improve their quality before being recruited into the world of Apprenticeship.
5. Obtaining the opportunity to recognize and operate various equipment used by companies, agencies, and offices in the world of Apprenticeship that carry out actual activities.

## **1.3 Significance of the Apprenticeship**

The apprenticeship that was carried out was very beneficial for several parties such as students, companies and the State Polytechnic of Bengkalis.

### **1.3.1 Significance for Author**

Apprenticeship is one of the activities for every student to complete their assignments. In order to achieve the expected results, it is necessary to know the purpose of holding the Apprenticeship. The purpose of the apprenticeship conducted at PT. Permata Hijau Sawit, is as follows:

1. To find out the job description at the company
2. To understand the systems and work procedures applied at PT. Permata Hijau Sawit, particularly in document handling and data recording
3. To find out the time and place of the work position during the apprenticeship at PT. Permata Hijau Sawit
4. To identify the obstacles encountered during the apprenticeship and the solutions implemented at PT. Permata Hijau Sawit.

#### 1.3.2 Significance for Academic

There are several benefits from the implementation of the apprenticeship program obtained by the State Polytechnic of Bengkalis, namely as follows:

1. There is cooperation or a good relationship between the campus and the company where the student interns.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experiences.
3. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
4. State Polytechnic of Bengkalis receives input from organizations or companies regarding the capabilities of students participating in apprenticeship in the world of work.

#### 1.3.3 Significance for Company

The benefits of implementing an Apprenticeship program are also obtained by companies or institutions that accept apprentice students, such as:

1. The company will receive labor assistance from apprentice students so that the work becomes a little lighter and easier.
2. The company will be recognized by academics and the world of education.