

# **CHAPTER I**

## **INTRODUCTION**

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

State Polytechnic of Bengkalis is an institution of higher education that produces expert manpower for the State Higher Education (PTN) in Bengkalis Regency with Diploma 3 (three) education level with the title of Associate Expert and Diploma 4 (four) with the title of Applied Science Bachelor. Bengkalis State Polytechnic has several departments, namely: Shipbuilding Engineering, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Business Administration, Languages, and Maritime.

State Polytechnic of Bengkalis has study programs consisting of two education levels, namely Diploma 4 (four) and Diploma 3 (three). For the D4 Study Program, it consists of Production and Maintenance Engineering, Electrical Engineering, Ship Architecture Engineering, Road and Bridge Design Engineering, Software Engineering, International Business Administration, and Public Financial Accounting. Meanwhile, for the D3 Study Program, it consists of Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, Informatics Engineering, Business English, Nautical Engineering, and Commercial Shipping Management. The Department of Business Administration has 3 (Three) Study Programs, namely D-IV Digital Business, D-IV International Business Administration and D-IV Public Financial Accounting. The International Business Administration Study Program is one of the study programs at the State Polytechnic of Bengkalis which concentrates on learning about the challenges faced in the business world in the international market.

This internship is conducted after students from the State Polytechnic of Bengkalis have completed a minimum of 4 (four) semesters and graduated. For students in the Diploma III program, the internship is conducted after students have completed a minimum of 4 (four) semesters and graduated fully, with a duration of at least 1 month. Meanwhile, for students in the Diploma IV program, the internship is conducted after students have completed a minimum of 6 (six) semesters and

have fully graduated, with a minimum duration of 4 months and a maximum of 6 months. Based on this, as a student of the International Business Administration Program, the author is required to complete an internship for 4 (four) months. The author has chosen PT. Pacific Indopalm Industries as the location for the internship because the author wishes to gain the opportunity to apply the theoretical knowledge acquired during lectures to the real world and gain hands-on experience in applying theoretical knowledge in line with their expertise. Additionally, the author had the opportunity to analyze issues related to the knowledge applied in their work in accordance with their program of study. During the internship, the author worked in the HRGA department and office. The internship period ran from February 3 to June 21, 2025. This internship is expected to enhance the author's understanding about various tasks and how to navigate the real working world through the experience gained.

## **1.2 Purpose of the Apprenticeship**

The apprenticeship work activities of State Polytechnic of Bengkalis Students, International Business Administration Study Program have the Following objectives:

1. To find out the job description in the HRGA department
2. To find out the work system and work procedures of the HRGA department
3. To find out the time and place of Apprenticeship implementation.

## **1.3 Significances of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students.

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.

2. For Companies.

There is a collaboration between the world of education and the world of industry/ companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis.

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.