

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the vocational education curriculum, the apprenticeship program or what is known as apprenticeship plays an important role and must be followed by all students. The main purpose is to give students the opportunity to experience real work experience, applying the knowledge gained in lectures in practice. With apprenticeship, students are expected not only to understand theory, but also to see, experience, and be directly involved in the world of work in industry or business. Therefore, apprenticeship are a valuable experiential learning method in the vocational education system, including at State Polytechnic of Bengkalis.

The Apprenticeship program is designed so that students do not just observe, but are actually involved in the daily activities of the company or agency where they study. This experience provides a real picture of how an organization is run, how work is done, and how each department contributes to a common goal. In other words, students learn the intricacies of the world of work, from the atmosphere of the organization, how to communicate between employees, the applicable work rules, to the various difficulties and changes that may occur.

As a Commerce Administration student, the author explores various aspects of office administration, business management, customer service, business communication, filing, and information technology skills. This course is designed so that students are able to work professionally in various sectors, both government, private, and industry. However, lecture theory is not enough without field experience. Therefore, an Apprenticeship is an ideal place to test and develop the skills gained, while adapting to the real work environment.

The author chose PT Sekato Pratama Makmur as the apprenticeship location after considering several things. PT Sekato Pratama Makmur is a company that focuses on managing acacia plants, an important commodity in the forestry industry and the main raw material for making pulp and paper. Although the

company is engaged in agribusiness and forestry, it has a structured administrative system behind the field production process. Administrative activities such as data archiving, daily recording, report preparation, internal and external correspondence, and operational data management are important parts that support the smooth running of the company's activities.

The reason for choosing this company is not only because of its interesting business field, but also because it sees a link between the administrative skills learned and the company's need for competent and adaptive administrative personnel. By choosing a company in the field sector such as PT Sekato Pratama Makmur, the author wants to get a different experience than just an ordinary office. The author wanted to know how commercial administration is applied in the agribusiness sector, which has unique characteristics compared to the service or trade sector.

During the four-month apprenticeship, the author was placed in the financial administration division (KTU) which manages company documents, related to operational activities, employee data, logistics, and field work reports. The author learned how administrative work is done, as well as the importance of accuracy, speed, and coordination between departments. In addition, this apprenticeship trains professional communication, builds work relationships, and understands organizational culture in the industrial world.

Through apprenticeship activities, students of the Commercial Administration Study Program are expected to develop knowledge, improve skills, and form a professional attitude in accordance with the vision and mission of the State Polytechnic of Bengkalis. apprenticeship is also one way to prepare students to be better prepared to enter the world of work, especially in the field of administration and business according to the majors studied.

The author carried out apprenticeship in the Finance and Administration (KTU) section at PT. Sekato Pratama Makmur, a company engaged in forestry and agribusiness, especially acacia plants. This apprenticeship lasted for four months, starting from February 2 to June 06, 2025. Through this activity, the author hopes to better understand administrative practices, increase knowledge

about the world of work, and improve skills that will be useful in the future. This report was prepared as a form of academic accountability and documentation of the apprenticeship activities that have been carried out. Hopefully this report can provide a clear picture of the experience during the apprenticeship, and be useful as a reference for other students who will carry out apprenticeship activities in the future.

1.2 Purpose of the Apprenticeship

Apprenticeship is one of the compulsory courses that must be taken by students as part of the practice-based learning process. This activity aims to provide real experience in the world of work and to develop students' ability to apply the knowledge that has been obtained during lectures. The objectives of the apprenticeship carried out by the author at PT Sekato Pratama Makmur, especially in the KTU (Finance and Administration) Division, are as follows:

1. Identify the job description of the KTU Division at PT Sekato Pratama Makmur.
2. Understand the systems and work procedures used in administration in the acacia plantation industry through activities in the Administration Division (KTU).
3. Identify obstacles encountered and formulate appropriate solutions during the apprenticeship.

1.3 Significances of Apprenticeship

The implementation of apprenticeship provides significant benefits not only for the author as a student, but also for the company where the practical work is carried out and the educational institution, namely State Polytechnic of Bengkalis. The following is a description of the benefits of practical work from each party:

1. For students
 - a. The author gains direct work experience in the industrial world, especially in the administrative field.

- b. Able to apply the knowledge that has been obtained during lectures into real practice in a professional work environment.
 - c. Improve skills in document management, report preparation, and use of office software.
 - d. Forming an attitude of discipline, responsibility, teamwork, and good work ethics.
 - e. Broaden professional insights and relationships that can support future careers.
2. For Companies
- a. Getting additional labor assistance to support operational activities, especially in the administrative field.
 - b. Become a means to assess the potential of students as prospective workers who may be recruited in the future.
 - c. The company contributes directly in producing competent human resources through practice-based learning activities.
3. For State Polytechnic of Bengkalis
- a. Strengthening Cooperation with Industry. Practical work activities help to establish and strengthen the relationship between the campus and the company, one of which is PT Sekato Pratama Makmur.
 - b. Shows the Quality of Campus Education. Student performance during practical work can be a reflection of the quality of education at Politeknik Negeri Bengkalis. If students perform well, the campus image will also improve.
 - c. Supporting the Campus Vision in Producing Job-Ready Graduates. Apprenticeship helps the campus in achieving its goal of producing graduates who are skilled, professional, and ready to face the world of work.