

# **CHAPTER I**

## **INTRODUCTION**

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

The apprenticeship is an academic activity designed to provide students with real experience before entering the professional world. Through this activity, students can apply the knowledge and skills acquired during their studies into real workplace situations. Internships also serve as a means to sharpen soft skills such as communication, teamwork, time management, and work ethics. Therefore, apprenticeship play an important role in shaping students readiness, both mentally and professionally.

PT Perkebunan Nusantara IV (PTPN IV) Regional III Kebun Sei Buatan is one of the business units engaged in oil palm plantation and crude palm oil (CPO) processing. The company plays a strategic role in supporting the national economy, particularly in the palm oil agribusiness sector. PTPN IV Regional III is known for its structured operational standards, ranging from plantation management and product processing to human resource management. With such a reputation, PTPN IV becomes an ideal place for an apprenticeship.

The Personnel Department plays an essential role in ensuring effective human resource management. Its main tasks include employee data administration, leave management, payroll, recruitment, and maintaining industrial relations. In addition, this department is also responsible for ensuring the company's compliance with applicable labor regulations. By participating in activities within the Personnel Department, author can directly understand personnel administration processes, company policy implementation, and effective human resource management techniques.

An apprenticeship in the Personnel Department of PTPN IV Regional III Kebun Sei Buatan provides an opportunity to learn technical skills such as processing employee data, preparing administrative reports, and managing archives systematically. In addition, it also allows for the development of analytical skills, problem-solving abilities, and a deep understanding of workplace dynamics between the company and its employees. This experience is expected to serve as a valuable asset in facing future challenges.

Based on these provisions, the author undertook the apprenticeship at PTPN IV Regional III Kebun Sei Buatan, Dayun Subdistrict, Siak Regency, Riau Province, for a duration of 18 weeks, starting from February 3, 2025, until June 14, 2025.

## **1.2 Purposes of the Apprenticeship**

The apprenticeship activities carried out by the International Business Administration Study Program of the State Polytechnic of Bengkalis have the following objectives:

1. To describe the job descriptions at PTPN IV Regional III Kebun Sei Buatan.
2. To explain the systems and procedures in the apprenticeship workplace at PTPN IV Regional III Kebun Sei Buatan.
3. To identify the location and schedule of the apprenticeship at PTPN IV Regional III Kebun Sei Buatan.
4. To describe the kind and activity of apprenticeship.
5. To find out the obstacles and solutions encountered during the apprenticeship at PTPN IV Regional III Kebun Sei Buatan.

## **1.3 Significances 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 Significances for Students**

The benefits of the apprenticeship program for students are as follows:

1. Students receive a certificate from the company upon completing the apprenticeship program.
2. Students can build professional relationships and gain experience to add to their resumes.
3. Students have the opportunity to apply theoretical or conceptual knowledge in the real working world.
4. Students gain practical experience in applying theoretical or conceptual knowledge related to their field of study.
5. Students are given the opportunity to analyze problems related to the knowledge applied in the workplace according to their study program.

#### 1.3.2 Significances for the Companies

The apprenticeship program also provides benefits for companies or institutions that accept apprenticeship students, such as:

1. The company receives labor support from internship students, which helps lighten the workload.
2. The company gains recognition among academics and the education sector.

#### 1.3.3 Significances for the State Polytechnic of Bengkalis

The implementation of the apprenticeship program also provides several benefits for the State Polytechnic of Bengkalis, including:

1. Establishing cooperation or a good relationship between the campus and the company where the students are placed.
2. The State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experiences.
3. The State Polytechnic of Bengkalis will become better known in the industrial and corporate world.
4. The State Polytechnic of Bengkalis receives feedback from organizations or companies regarding the abilities of students participating in the apprenticeship.
5. The State Polytechnic of Bengkalis receives input from the world of work to develop the curriculum and learning process.