

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Internship programs are also effective in improving communication skills, adaptability, managerial skills in teamwork, interpersonal skills, and work accuracy as part of the soft skills that students must possess. The internship process, which is oriented toward direct or practical learning, has specific learning outcomes. It provides students with direct work experience or practical experience, and trains them to acquire specific knowledge in a particular field of expertise that aligns with their interests and the real-world conditions and situations. During this program, students are expected to gain firsthand insight into the processes of the workplace, gain practical work experience that can develop soft skills, and develop skills in specific fields that can be utilized after graduation (Haddad, et al., 2023).

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete in various sectors, especially in the industrial sector. To meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is not enough if students only rely on theoretical knowledge obtained from college. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world that they will pursue later. In line with that, the university requires its students to take the Field Work Practice course which is held in even semesters. Field Work Practice (KP) is an intra-curricular activity which is part of the subject at Bengkalis State Polytechnic. In general, the implementation of Field Work Practices is intended to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

After carrying out specific Field Work Practices, students are expected to gain industrial experience which includes planning, processing and

implementation in a work unit. The achievement of the apprenticeship objectives mentioned above ultimately refers to the formation of professional students who have broad skills and knowledge in the field of International Business Administration. With this ability, it is expected that graduates of the Bachelor of Applied International Business Administration of Bengkalis State Polytechnic can apply their skills and knowledge. The Bengkalis State Polytechnic also seeks to improve students' abilities by holding training in companies, so that it can realize the Polytechnic's mission to make workforce ready to use and have a well-executed link and match between the world of industry and the world of education.

Based on the above, the author as a student of the International Business Administration Study Programme is required to carry out Internship activities for four months. The author has chosen PT. Sinar Putra Dumai as a place to carry out internship work activities. During the implementation of the internship, the author got a place in the Administration Finance Division. As for the implementation of this internship work, it is hoped that it can add insight to the writer about various good and correct task implementation and be able to face the real world of work with the experience that has been gained.

In the world of industry and logistics, warehouse administration plays an important role in supporting smooth operations, especially in terms of recording transactions and managing data. The cashier/admin section is one of the key elements responsible for the accuracy and orderliness of documents, both related to finance and the entry and exit of goods from the warehouse. Therefore, skills in managing transaction documents, recording the movement of goods, and carrying out good administrative archiving are very much needed.

Students of the Business Administration Study Program hope that the Practical Work (KP) activities will be able to make a major contribution to the development of knowledge, mastery of student skills, and be able to form professional and efficient academic human resources, in accordance with the vision and mission to be achieved by the Bengkalis State Polytechnic. With the method of Practical Work (KP), it can function to support skilled students to work

in the business world in accordance with the Business Administration Study Program.

For the author, the background for participating in the internship program held from February 3, 2025, to June 14, 2025, at PT. Sinar Putra Dumai was to apply the knowledge gained directly in the workplace, gain work experience in the field of administration, and fulfill one of the graduation requirements in the D4 International Business Administration Study Program.

1.2 Purpose of the Apprenticeship

Practical Work (KP) is one of the activities for Bengkalis State Polytechnic students to complete their studies. In general, the implementation of Practical Work aims to see the relationship Hard Skills obtained during college with what is carried out at PT. Sinar Putra Dumai warehouse. To achieve the expected results, it is necessary to know the objectives of holding the Practical Work the practice is as follows :

1. To find out the specifications of the tasks carried out at PT. Sinar Putra Dumai in the Cashier/Admin section (Administration Finance).
2. To learn about the System and Procedure implemented at PT. Sinar Putra Dumai.
3. To find out the Place and Time of PT. Sinar Putra Dumai.
4. To understand the Kind and Description of activities carried out at PT. Sinar Putra Dumai.
5. Identify Obstacle and Solution so that activities can run more smoothly.

1.3 Significance of Apprenticeship

The Apprenticeship carried out is very beneficial for several parties such as students, companies and Bengkalis State Polytechnic.

1. For Students

Internship at PT. Sinar Putra Dumai provides great benefits for students, especially in terms of applying the knowledge they have learned during lectures to the real world of work. Students gain direct experience in handling various

warehouse administration and operational activities, such as transaction recording, document management, and data archiving. Thus, internship at PT. Sinar Putra Dumai helps students become more mentally and technically prepared to face the professional world after graduation.

2. For Companies

For companies, internships provide benefits in the form of additional workforce support that can help with daily operational and administrative tasks, especially in the cashier or warehouse administration section. Through internship programs, companies also play an active role in supporting the world of education, especially vocational education, as a form of contribution to improving the quality of human resources in Indonesia.

3. For Bengkalis State Polytechnic

For Bengkalis State Polytechnic, the student internship program at PT. Sinar Putra Dumai is an important means of bridging the theory taught on campus with real practice in the field. Through this activity, the campus can ensure that the curriculum implemented is in accordance with the needs of the industrial world. Thus, this internship program is a form of mutually beneficial synergy between the world of education and the world of industry.