

CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

In the midst of the current era of globalization, every individual is required to continuously improve their quality and competence in order to be able to compete in various fields, especially in the industrial world. To achieve overall educational goals in higher education, learning theory alone is not enough. Students also need to gain practical experience to apply the knowledge they have learned. Therefore, it is important for students to have a real understanding and skills that are relevant to the world of work. In connection with this, universities require students to take Apprenticeship courses held in even semesters.

Apprenticeship is part of the intracurricular activities included in the course of National and Community Life (MBB), and must be followed by all study programs at Politeknik Negeri Bengkalis. Broadly speaking, the purpose of implementing Apprenticeship is to hone students' abilities and skills, especially in terms of technology and direct practice related to activities in the industrial and office world. Through this Apprenticeship activity, students are expected to gain real experience in the work environment, including the process of planning, managing, and carrying out tasks in a work unit.

The main objective of this internship activity is to form professional and competent graduates, with in-depth knowledge in the field of International Business Administration. With this provision, Applied Bachelor graduates from the International Business Administration study program of Politeknik Negeri Bengkalis are expected to be able to apply the knowledge and skills that have been obtained during the study period to the world of work effectively.

Politeknik Negeri Bengkalis also strives to develop the abilities of its students through organizing training in various companies, in order to support the campus mission in producing graduates who are ready to enter the world of work and bridge the harmony between the industrial and educational sectors.

In line with this, students of the International Business Administration Study Program are required to take part in Field Work Practices for four months. Finance has an important role in the financial management of the company. During the internship, the author was given the opportunity to be directly involved in various administrative and financial activities. One of the main tasks was to assist in the process of inputting invoice data into the company system for vendor payment purposes. The author is also involved in the verification process of financial documents, such as checking the completeness of invoices, purchase orders (PO), and goods receipt (GRPO) before the payment process is carried out. In addition, the writer also archives documents such as payment vouchers, bank statements, and petty cash, both in physical and digital form, to make it easier to trace when needed.

The writer also assists in inputting bank balance data every day and matching it with bank statements as part of the financial reconciliation process. In other activities, the author is also involved in the process of making payment vouchers by filling in data according to the company's operational standards. In addition, the author was also given the task of inputting CPO (Crude Palm Oil) truck seal monitoring data, which is related to logistics supervision and support for financial records. All of these activities are reported regularly in the form of daily work reports, which are part of the responsibilities during the internship and evaluation material for the field supervisor.

The main objective of the internship at PT Kuala Lumpur Kepong (KLK) Dumai is to understand firsthand the payment process to vendors carried out by the company. During the internship, the author had the opportunity to learn the workflow related to invoice management, verification of supporting documents such as purchase orders (PO) and goods receipts (GR), as well as making payment vouchers as the basis for the payment process. In addition, the author also understands how internal policies and standard operating procedures (SOPs) are implemented in the payment system, including the role of digital financial systems and coordination between departments such as Procurement and Finance. Through this experience, the author gained practical insights into the work mechanisms in

the industrial world, especially in terms of financial administration and cooperative relationships with third parties (vendors).

In addition to developing technical skills in administration and finance, the internship at PT Kuala Lumpur Kepong (KLK) Dumai is also intended to improve communication skills, teamwork, and time management in a professional environment. Through direct interaction with various divisions in the company, the author can practice interpersonal communication skills, understand the dynamics of teamwork, and learn to adapt to industrial work culture. This internship also provides an opportunity to get to know more about corporate social and environmental responsibility, especially the sustainability policies implemented by PT KLK Dumai in its operations. In addition, this experience is expected to be a valuable provision for entering the world of work, expanding professional networks, and increasing readiness and competitiveness in facing future career challenges.

The author chose PT Kuala Lumpur Kepong (KLK) Dumai as an internship site because this company is one of the large and leading companies in the palm oil industry that has a professional and structured work system. In addition, KLK Dumai also has a work environment that supports the development of administrative and financial management skills directly in the industrial world. By placing the author in the administration and finance department, the author feels that he has a great opportunity to learn many practical things that are not only limited to theory on campus, but also to see firsthand how the work process is carried out professionally. The author also wants to add insight, work experience, and build relationships and work ethics that will be very useful for facing the world of work after graduating from college.

Students of the International Business Administration Study Program carry out Apprenticeship activities as an effort to develop scientific insights and skills that are relevant to the world of work. This activity is expected to form professional, adaptive, and efficient human resources, in line with the vision and mission of the Bengkalis State Polytechnic in creating graduates who are ready to work in the industrial and business world. Through the Practical Work method, students are

provided with direct experience in a real work environment, so that they are able to apply the theory obtained in lectures. This apprenticeship was carried out at PT Kuala Lumpur Kepong (KLK) Dumai in the Finance Division. This activity lasted for 4 (four) months, starting on February 1, 2025 and ending on May 31, 2025.

1.2. Purpose of the Apprenticeship

The apprenticeship activities program for students of Politeknik Negeri Bengkalis, specifically in the D-IV International Business Administration study program, are as follows:

1. To learn about the job description at PT. KLK Dumai in the Finance Department
2. To learn about the systems and procedures expected in carrying out work at PT. KLK Dumai, specifically in the Finance Department
3. To find out the internship location used in carrying out work at PT. KLK Dumai.
4. To find out the types and descriptions of activities used in carrying out work during the internship (KP) at PT. KLK Dumai.

1.3. Significances of the Apprenticeship

a. For Students

Students have the opportunity to apply theoretical knowledge and concepts obtained during lectures to real-world practices.

b. For Companies

Students can expand their professional networks and gain experience that can be included in their resumes. There is collaboration between educational institutions and industries/companies, making them known among academics and companies as an alternative candidate for employees who possess quality, dedication, and good credibility.

c. For Politeknik Negeri Bengkalis

- a. Politeknik Negeri Bengkalis receives feedback from companies regarding curriculum development and the learning process for students undergoing internships, which can enhance the quality of graduates through that experience.

- b. Establishing good relationships between the campus and the companies where students carry out the internship program.