

# **CHAPTER I**

## **INTRODUCTION**

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

Politeknik Negeri Bengkalis is one of the state polytechnics located in Bengkalis, Riau, Indonesia. As the first Polytechnic in Riau, Politeknik Negeri Bengkalis was established in 2000. With the initial name “Politeknik Pelayaran Bengkalis”, the institution was established under the auspices of the Gema Bahari Foundation. On 29 July 2011, Politeknik Negeri Bengkalis officially became a state university based on the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning Pendirian, Organisasi dan Tata Kerja Politeknik Negeri Bengkalis. The inauguration was officially carried out by the Minister of Education and Culture of the Republic of Indonesia on December 26, 2011.

Politeknik Negeri Bengkalis has 18 (eighteen) Study Programs, consisting of 10 (ten) Diploma Three (D3) Programs in Ship Building Engineering, Ship Engineering Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical, Commercial Shipping Management, Business English, and Business Administration. In addition, there are 8 (eight) Diploma Four (D4) Programs in the fields of Machinery Production and Maintenance Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English for Business and Professional Communication, and Software Engineering.

Field Work Practice (PKL) or internship is one of the important elements in the education system of Politeknik Negeri Bengkalis which aims to bridge the world of education with the world of industry. This program allows students to understand and be directly involved in the activities of the real world of work, as well as apply the knowledge learned during lectures to daily practice in a professional environment.

In an era that continues to grow, the world of work requires human resources who have technical skills (Hard Skills) and qualified interpersonal abilities (Soft Skills). The internship program is expected to improve students' readiness to face competition in the job market. By

combining academic and professional experiences, students are prepared to become a competent and excellent workforce in their respective fields.

As part of this program, the apprentice underwent an internship at PT Bumi Siak Pusako, a company engaged in the oil and gas sector. The internship period lasted for four months, starting from August 5 to December 5, 2024, with placement in the Corporate Secretary (CORSEC) section.

During the internship, the apprentice was involved in various activities such as managing incoming and outgoing mail, verifying documents, creating disposition sheets, and assisting other administration. This experience not only provides practical insight into the world of work but also improves the apprentice's ability in terms of communication, time management, and other technical skills relevant to industry needs.

Through the internship at PT Bumi Siak Pusako, the apprentice has the opportunity to get to know the professional world more closely while developing her potential in a dynamic work atmosphere. The apprentice hopes that this experience will become a strong foundation for future career development and help her become a more confident, competent, and competitive individual in the world of work.

## **1.2 Purposes of the Apprenticeship**

Practical Work is a series of activities that include an understanding of scientific theories or concepts applied in work in accordance with the professional field of study. Practical Work can add insight, knowledge, and skills to students, and can solve scientific problems in accordance with the theory obtained while in college.

The objectives of implementing Practical Work activities for Bengkalis State Polytechnic students are:

1. Knowing the job description carried out during practical work at PT Bumi Siak Pusako.
2. Provide an opportunity for the apprentice to find out the place of practical work at PT Bumi Siak Pusako.
3. Provide opportunities for writers to understand the work system and procedures at Bumi Siak Pusako.
4. Knowing the obstacles and solutions faced when carrying out practical work at Bumi Siak Pusako.

### **1.3 Significances of the Apprenticeship**

The benefits of Practical Work activities for students and Politeknik Negeri Bengkalis are:

1. For the apprentice, the implementation of this Practical Work can provide information to the apprentice about job descriptions, work systems and procedures, where practical work is carried out, obstacles, and solutions while carrying out practical work at PT Bumi Siak Pusako, so as to improve skills and insights both in terms of hard skill and soft skill competencies.
2. For Politeknik Negeri Bengkalis, the implementation of this Practical Work is expected to create a good working relationship between Politeknik Negeri Bengkalis and PT Bumi Siak Pusako.
3. For the Company, the implementation of this Practical Work is expected to contribute ideas and reveal problems that arise and provide suggestions in solving them, so that in the end it can provide benefits for the development of the company.