

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Politeknik Negeri Bengkalis (Polbeng) is one of the vocational university in Indonesia located in Bengkalis Regency, Riau Province. The polytechnic was originally named Politeknik Perkapalan Negeri Bengkalis and was established in 2000. The initial establishment aimed to meet the needs of skilled labor in the shipping and marine sector, given the geographical location of Bengkalis which is in the strategic area of the international trade route of the Malacca Strait.

In 2008, the status changed to Politeknik Negeri Bengkalis in accordance with the Decree of the Minister of National Education of the Republic of Indonesia. This name change also expanded the scope of study programs offered, not only focusing on shipping but also on engineering, business and information. Polbeng continues to grow until now it is one of the leading vocational higher education institutions in Riau and surrounding areas.

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.

One of the important elements in the education system education system is the practice of field lectures (PKL) 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 real world of work, as well as apply the knowledge learned during lectures to the world of industry. The real world of work, as well as applying the

knowledge that has been learned during lectures into daily practice in a professional environment.

Participated in the program, I interned at PT Bumi Siak Pusako, which is a company engaged in oil and gas drilling. The internship program lasts for four months, starting on August 5 and ending on December 5, 2024, and is placed in the corporate secretary (CORSEC) section. During these four months, the I am also gained new knowledge in doing several work tasks such as managing incoming and outgoing mail, verifying documents, creating disposition sheets, and assisting in the management of incoming and outgoing mail, verifying documents, creating disposition sheets, and assisting with other administrative tasks. Administration. This experience not only provided practical insights into the world of work but also improve the author's ability in communication, time management, and other technical skills.

From the experience of four months of internship at the company, it is hoped that it will provide job opportunities because it has built relationships and opened new insights and skills that will strengthen the foundation for future careers thanks to experience. it is hoped that in the future it can become an individual who is able to compete in the world of work.

1.2 Purpose of Apprenticeship

Internship is the perfect time and place to practice the theories that have been learned in college such as working in groups or individually, solving a problem, communication skills, practicing discipline and other knowledge.

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

1. To know what work must be done at PT Bumi Siak Pusako
2. To find out the job procedures in the company PT Bumi Siak Pusako
3. To find out the difficulties and problem solving of a job in the company PT Bumi Siak Pusako

1.3 Significances of the Apprenticeship

There are three parties who benefit from the internship program, namely for students, for the State Polytechnic of Bengkalis, and for the company PT Bumi Siak Pusako:

1. For students, the implementation of this Practical Work can provide information to students about job descriptions, work systems and procedures, where practical work is carried out, constraints, and solutions while carrying out practical work at PT Bumi Siak Pusako, so as to improve abilities and insights both in terms of hard skills and soft skills competencies possessed.
2. For Polytechnic of Bengkalis, can build cooperation and relations between the university and the company PT Bumi Siak Pusako.
3. For the company, it is hoped that it can provide input or ideas for internship program participants who will help work which is expected to provide profitable development and progress for the company.