

CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

Bengkalis Polytechnic was originally a higher education institution established by the Bengkalis Regency Government through the Gema Bahari Foundation under the name Bengkalis Maritime Polytechnic. At that time, the institution offered three degree programs: Maritime Electrical Engineering, Marine Engineering, and Maritime Mechanical Engineering. Over time, the name Bengkalis Maritime Polytechnic was changed to Bengkalis Polytechnic, and the institution came under the management of the Bengkalis Bangun Insani Foundation. Two new degree programs were added, bringing the total to five: Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. Bengkalis State Polytechnic began accepting its first cohort of new students in 2001, then added two new programs of study in 2006: English Language Studies and Computer Science.

As of December 26, 2011, Bengkalis Polytechnic officially became a state university under the name Bengkalis State Polytechnic University through Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization, and Work Procedures of Bengkalis State Polytechnic (OTK Polbeng), which was officially enacted by the Minister of Education and Culture of the Republic of Indonesia. Currently, Bengkalis State Polytechnic offers 8 (eight) departments: Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, English, Computer Science, and Maritime Engineering.

Bengkalis State Polytechnic offers 18 academic programs, consisting of 9 (nine) D-III programs, namely: Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Computer Science, English, Nautical Science, and Maritime Transportation Management. Bengkalis State Polytechnic also offers 9 (nine) D-IV degree programs, namely: Production and Maintenance Mechanical Engineering, Electrical Engineering,

Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Ship Architecture Technology, English for Business and Professional Communication, and Information Systems Security. The Department of Business Administration offers 3 (three) degree programs: the D-IV in Digital Business, the D-IV in International Business Administration, and the D-IV in Public Financial Accounting. The Business Administration program is one of the programs at Bengkalis State Polytechnic that focuses on secretarial and office administration.

Bengkalis State Polytechnic is a vocational institution that educates its students to become competent professionals in various fields who are able to apply their knowledge directly. One way to realize the purpose of a vocational institution is by implementing a mandatory apprenticeship program for all students in their final semester. The apprenticeship serves as a means for students to develop themselves as they prepare to enter the workforce. This apprenticeship activity can make a significant contribution to the development of

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This apprenticeship is conducted after students at the Bengkalis State Polytechnic have completed at least 4 (four) semesters and have fully graduated. The apprenticeship lasts for 6 (six) months. Based on this, the author, as a student in the International Business Administration program, is required to complete a 6 (six)-month apprenticeship. The author has chosen PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill as the location for this apprenticeship because the author wishes to gain the opportunity to apply the theoretical knowledge and concepts acquired during coursework to the real-world workplace and to gain firsthand

experience in applying this theoretical knowledge and concepts in accordance with the author's field of expertise.

During this Field Work Placement, the author was assigned to the Port Operations Division, specifically to the Invoicing Section. The Field Work Placement began on February 3, 2026, and ended on June 30, 2026. Through this program, it is hoped that the author will expand their knowledge of how to perform tasks properly and accurately, as well as gain valuable experience to prepare for the real working world.

1.2. Purpose of the Apprenticeship

The work placement program for students in the International Business Administration Program at the Bengkalis State Polytechnic has the following objectives:

1. To understand the job description during the Field Work Placement at the port operations unit.
2. To explain the work systems and procedures at the port operations unit.
3. To understand the work schedule at the port operations unit.
4. To understand the types and descriptions of activities during the Field Work Placement at the port operations unit.
5. To identify challenges and solutions during the field work placement at the port operations unit.

1.3. Significances of the Apprenticeship

The practical work carried out has been very beneficial for several parties, such as students, companies, and the Bengkalis State Polytechnic:

1. For Students

This program offers a variety of benefits for students. Students learn to develop their analytical skills and find solutions to workplace problems. Students also have the opportunity to apply the theoretical knowledge and concepts they have learned during their studies to real-world work situations. They gain hands-on practical experience, which helps them gain a deeper understanding of the dynamics of the professional world.

2. For Companies

The apprenticeship program also benefits the companies and institutions where students complete their apprenticeships. Through this program, collaboration between the education and industry sectors is fostered, enabling interaction between academics and business practitioners, while also providing companies with the opportunity to identify and evaluate potential employees based on their skills and qualities.

3. For Bengkalis State Polytechnic

The apprenticeship program offers a number of benefits to Bengkalis State Polytechnic. Through this program, cooperation between the campus and companies is established, strengthening the relationship between the industrial world and the academic community. In addition, this program also plays a role in improving the quality of graduates by providing valuable apprenticeship experiences for students. Furthermore, Bengkalis State Polytechnic receives input from companies regarding curriculum development and student training processes, thereby enabling continuous improvement in the quality of graduates through direct practical work experience.