

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a training program that takes place within a specific business or government organization. This program gives students the opportunity to learn new skills while integrating classroom instruction to produce skilled and capable workers. Additionally, this program has benefits that can develop and foster professional mindsets and attitudes in preparation for the workplace. This program aims to give participants practical experience to enhance their knowledge and skills acquired during college.

Apprenticeship is carried out in places that are compatible with students' backgrounds. Language Department consists of two study programs, namely D-IV English for Business and Professional Communication Study Program and D-III English Study Program. An apprenticeship program must be completed as one of the requirements for graduation. As a result, State Polytechnic of Bengkalis offers opportunities for students to learn on the job and obtain training through this program in order to help them build professional skills in the scientific and technological domains. This program can also make sure that students are responsible, have a strong work ethic, and have the ability to adapt, especially in the business industry.

The apprentice chose the opportunity to complete an apprenticeship at PT. Indah Kiat Pulp and Paper Perawang because this company is one of the biggest companies in Indonesia and has many partnerships with foreign companies. This can assist the author in applying the theoretical ideas and information they acquired in class into practice in the job and in accordance with their areas of competence, which include hospitality, public relations, and English.

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From September 4th to January 4th, 2024, the author completed 4-months apprenticeship program. During the period, the author was placed in Export Import Section of PT. Indah Kiat Pulp and Paper.

1.2 Purpose of Apprenticeship

1. To find out the kinds of jobs done in Export Import Section, at PT. Indah Kiat Pulp and Paper
2. Looking for an opportunity to gain practical experience according to the jobdesk that exists in the Export Import Section at PT. Indah Kiat Pulp and Paper.
3. To find out the documents used for activities while doing the apprenticeship program in Export Import Section, at PT. Indah Kiat Pulp and Paper.
4. To find out working procedures done in Export Import Section, at PT. Indah Kiat Pulp and Paper.

1.3 Significance of the Apprenticeship

1.3.1 Significance for State Polytechnic of Bengkalis

Apprenticeship assists Polytechnic in preparing quality of graduates' and preparation for the workforce. The apprenticeship thus helps the polytechnic develop and implement the curriculum.

1.3.2 Significance for the Company

Apprenticeship program allows PT. Indah Kiat Pulp and Paper to find and hire skilled, experienced, and dedicated candidates while also enhancing its brand and image of the Company.

1.3.3 Significance for the Student

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures to the real world of work.