

# **CHAPTER 1 INTRODUCTION**

## **1.1 Background of Apprenticeship**

An apprenticeship is a training program conducted within a specific business or government organization. This initiative offers students a distinctive opportunity to acquire new skills while integrating classroom instruction to produce skilled and adaptable workers. Moreover, the program holds benefits aimed at developing and nurturing a professional mindset and attitude as preparation for the workforce. Its objective is to provide practical experience to participants, enhancing the knowledge and skills acquired during their academic studies.

Apprenticeship is more than just training; it is designed to create a skilled workforce capable of adapting to the dynamics of the job market. In addition to providing practical insights, the apprenticeship is also directed at developing the participants' mindset and shaping a solid professional attitude. The aim is to cultivate individuals who are not only proficient in technical skills but also uphold a robust ethical and moral foundation for their careers. Moreover, the program provides an extra edge by furnishing participants with a profound understanding of the realities of the working world, enabling them to face future challenges with confidence.

Thus, an apprenticeship is not solely about providing practical experience; it is an effort to expand knowledge and enhance skills acquired during the academic period. Through a combination of classroom instruction and direct workplace experience, the apprenticeship program aims to provide a solid foundation for participants, thoroughly preparing them to enter the workforce with confidence and readiness.

State Polytechnic of Bengkalis, established in 2001, is a vocational higher education institution that plays a significant role in Riau. Unlike other institutions in the region, this polytechnic stands out as the only state

polytechnic. With a focus on higher education, it offers eight departments covering various fields, such as Ship Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Languages, Business Administration, Information Technology, and Maritime.

The curriculum of this polytechnic distinguishes it with a ratio of 40% theory and 60% practical experience. The learning duration ranges from 22 to 32 hours, creating a holistic and applicable learning experience. Bengkalis State Polytechnic is designed specifically to produce graduates do not only possess strong theoretical knowledge but also apply that knowledge practically in the workforce.

Through the Apprenticeship program, the State Polytechnic of Bengkalis provides students with the opportunity to experience the working world firsthand and gain valuable practical experience. The goal is not only to create skilled workers in science and technology but also to shape individuals who are responsible, possess solid work ethics, and can adapt quickly, especially in the dynamic business industry context. Thus, State Polytechnic of Bengkalis has become an institution that not only provides quality higher education but also helps students develop the skills needed for success in the professional world.

The two main requirements for students to successfully graduate from this polytechnic include completing the Final Report and participating in an Internship. The Apprenticeship is regarded as a crucial element of the educational program, during which students are placed in an environment relevant to their background. The Language Department at this polytechnic offers two study programs: D3 English Language and D4 English for Business and Professional Communication, in which the writer is enrolled.

The D4 English for Business and Professional Communication program aims to develop competencies in the field of English for business and professional communication. Core courses in this program include Introduction to Business Communication, Intercultural Business Communication, and IT for Business Communication.

The writer decided to take an Apprenticeship opportunity at PT. Riau

Andalan Pulp and Paper because they thought the company was an excellent choice. PT. RAPP is known as a major player in the paper industry in Indonesia and has numerous international business connections. The reason for choosing this opportunity was to integrate the knowledge gained from classes into real-world work experiences.

The writer underwent an apprenticeship at Unigraha Hotel, affiliated with PT. RAPP, where a diverse international workforce is employed. This opportunity provided the writer with a distinctive experience, allowing immersion in a multicultural professional setting. Throughout the apprenticeship period from July 17 to November 17, 2023, the writer actively contributed to the Engineering Department, effectively applying theoretical insights acquired in academic coursework to real-world scenarios.

At the end of the apprenticeship program, the writer amassed experience in the paper industry while additionally obtaining skills pertinent to future employment. The program not only enriched their comprehension of company operations but also contributed to laying a robust groundwork for prospective career advancement.

## **1.2 Purpose of Apprenticeship**

1. To find out the kinds of jobs done in Unigraha Hotel, at PT. Riau Andalan Pulp and Paper
2. To find out the documents used for activities while doing the apprenticeship program in Unigraha Hotel, at PT. Riau Andalan Pulp and Paper.
3. To find out working procedures done in Unigraha Hotel, at PT Riau Andalan Pulp and Paper.

## **1.3 Significance of the Apprenticeship**

### **1.3.1 Significance for the Apprentice**

Through this program, the apprentices can apply the knowledge they have gained in the classroom to their specialized fields and acquire new skills. Additionally, they gain direct experience in the professional world, sharpen practical skills, and build a professional network, particularly in implementing

the English language in the business industry.

### **1.3.2 Significance for State Polytechnic of Bengkalis**

Apprenticeships play a vital role in aiding Polytechnics to enhance the quality of their graduates and equip them for the challenges of the workforce. Through apprenticeship programs, these institutions actively contribute to the development and implementation of effective curricula.

### **1.3.3 Significance for the Company**

The apprenticeship program enables PT. RAPP to identify and recruit qualified, seasoned, and committed individuals, concurrently bolstering its brand reputation and image.