

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

"Internship" or "Apprenticeship" is an education and training program that provides opportunities for students or participants to gain practical experience in a work environment that is appropriate to their major. These internship programs usually last for a certain period, such as a few weeks to a few months, and aim to equip participants with practical knowledge and skills relevant to the field of work they are interested in.

Human Resources (HR) expertise can be channeled through training organized by government and private institutions that aim to improve skills so that they can become qualified and reliable human resources and can become professional individuals in carrying out their duties. The reliability of human resources can be channeled through four things, namely through knowledge, skills, attitudes and habits. With the fulfillment of these four things, it is expected to produce quality resources both in the business world and in the world of education as implemented by the Bengkalis State Polytechnic Education institution.

State Polytechnic of Bengkalis is the only Vocational State Polytechnic in Riau which is under the auspices of the Ministry of Education and Culture. This polytechnic is the only state polytechnic in Riau which was founded in 2001 by the Bengkalis district government under the auspices of the Bangun Insani Foundation (YBI). As of July 29, 2011, the Bengkalis Polytechnic changed its status to a State Polytechnic (PTN). On December 26, 2011, the Bengkalis Polytechnic was inaugurated as a State Polytechnic of Bengkalis by the Minister of Cultural Education of the Republic of Indonesia, Prof. Dr. Ir. Muhammad Nuh. Currently, State Polytechnic of Bengkalis has 8 (eight) departments including the Department of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis has 21 study programs consisting of 3 (three) D-II Study Programs including: Computer Network Administration, Machine Manufacturing Engineering, Welding and fabrication techniques. Furthermore 8 (eight) D-III Study Programs including: Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Informatics Engineering, English, Nautics, and Commercial Shipping Management. State Polytechnic of Bengkalis also has 10 (ten) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, Digital Business, International Business Administration, Public Financial Accounting, Software Engineering, Information Systems Security, Marine Architecture Engineering Technology, and English for Business and Professional Communications. Bengkalis State Polytechnic has a curriculum that is oriented to the demands of a ready-made workforce with a composition of 40% theory and 60% practice with a number of Semester Credit Units (SKS) of 110 to 150 of the number of effective study hours of 22 to 32 hours/week.

State Polytechnic of Bengkalis is responsible for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take practical work courses. Practical work is a means for students to develop themselves when they enter the world of work. This practical work activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and to the development of competence at the State Polytechnic of Bengkalis.

This practical work is carried out after State Polytechnic of Bengkalis students have completed a minimum of 6 (sixth) semesters and fully the entire task. Practical Work is carried out for 4 (four) months. Based on the above, the author as a student of the English For Business and Professional Communication Study Program is required to carry out practical work for 4 (four) months. The author has chosen PT. Riau Andalan Pulp and Paper as a place to carry out practical work activities because the author wants to get the opportunity to apply the knowledge that have gained during the studies and be able to implement it into the world of work. And of course bringing back the knowledge that gained during this internship program as provisions for the future. During the implementation of the Job Training the author got a place in the Unimegah Utama Raya (UNIGRAHA)

Hotel PT.RAPP Dept. GMO Admin/General. The implementation of this Job Training is starting from July 17 to November 17, 2023. The implementation of this Job Training is expected to add insight to the author about various good and implementation of tasks and to be able to face the real world of work with the experience he has gained.

1.2. Purpose of the Apprenticeship

The purpose of the Job Training program conducted at Unigraha Hotel PT. Riau Andalan Pulp and Paper are:

1. To describe the job descriptions during practical work.
2. To know the place and time of practical work.
3. To explain practical workplace systems and procedures.
4. To find out the obstacles and solutions during practical work.

1.3. Significances of the Apprenticeship

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

1. For Students

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

2. For Companies

There is collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

1.4. Time and Length of Practical Work

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from July 17 to November 17, 2023. The schedule for practical work at Unigraha Hotel PT. Riau Andalan

Pulp and Paper are as follows:

Table 1.1. Office Hours Schedule

No	Day	Office hours	Break
1	Monday to Friday	08.00-17.00	12.00-13.30
2	Saturday	08.00-12.00	-
3	Sunday	OFF	-

Source: PT.Riau Andalan Pulp and Paper

1.5. Place of Implementation of Practical Work

This practical work activity was carried out at PT Riau Andalan Pulp And Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300,Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the Unigraha Hotel Business Unit, GMO Dept.