

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship is a program to get essential skills and recognized qualifications. The program runs by combining classroom learning and job training to create a skilful and qualified person for work place. Skills and qualifications are available for various careers and occupations with different levels of apprentices. The level of apprentices is including entry level, supervisor level, and manager level. Every level of apprentices is trained by professional sand the time needed depends on skill and ability of the apprentices. A successful apprenticeship will build a great achievement in workplace.

State Polytechnic of Bengkalis requires their students to participate on apprenticeship program to graduate. This program also ensure the students has the capability of adaptation, has work ethic, and responsible especially in the world of business.

English is one of study program of State Polytechnic of Bengkalis. The internship program is one of the requirements before graduation. Therefore, State Polytechnic of Bengkalis provides a learning experience and training with this program to build the professional capabilities in science and technology for all students at State Polytechnic of Bengkalis. For this reason, thewriter chooses and gets an opportunity to do apprenticeship in Riau Department Province Tourism.

The apprenticeship started from January 4th until March 5th, 2021 as a plan program staff in Riau Department Province Tourism. It was chosen because Riau Department Province Tourism is a government agencies working in the tourism sector, and managing all matters concerning tourism. So it fits perfectly with the major in the field.

1.2 Purpose of the Apprenticeship

The purpose of the apprenticeship as follow :

1. To find out the main jobs in Riau Department Province Tourism.
2. To find out working procedure applied in Riau Department Province Tourism.
3. To find out documents mostly used in RiauDeppartment Province Tourism.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

Apprenticeship gives a chance for the apprentice to implement knowledge that already learn and get knowledge especially related to English. The apprentice knows how to translating a documents used in Riau Department Province Tourism.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship helps of student of Polytechnic to prepare and generate skillful that are ready to work field once they finish their study.

1.3.3 Significance for the Company

Apprenticeship gives Riau Department Province Tourism chance to help and sharpen students' skills. In addition, it is easy for Riau Department Province Tourism to find and hire experienced employees because the practical students have had experience working in the company.