

CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

State Polytechnic of Bengkalis is a state university that has produced many experts with education ranging from Diploma II, Diploma III which is equivalent to an Associate Expert degree, and Diploma IV with a Bachelor of Applied Science Degree. Politeknik Negeri Bengkalis currently has 8 departments with 21 study programs including the Departments of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create competent minds in various fields and be able to practice them directly. One way to implement the meaning of a vocational campus is to carry out a practical work program which is mandatory for all final semester students. Practical Work is a means for students to develop themselves when they will enter the world of work. This Work Practice activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work as well as to the development of competencies at the State Polytechnic of Bengkalis.

State Polytechnic of Bengkalis has the responsibility of producing superior, character and competent human resources, especially in achieving quality in its students, because in this era of globalization humans are required to master science and technology, one of which is the work system of the port of goods, humans who do not have education and skills in mastering a job will be more easily left out of today's global competition. The tight competition in the world of work today makes many universities anticipate these developments. Therefore, the college issued a breakthrough, namely by conducting a Apprenticeship program.

"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.

This practical work is carried out after State Polytechnic of Bengkalis students have completed a minimum of 6 (sixth) semesters and fully all of the 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. Indah Kiat Pulp and Paper Tbk-Perawang Mill because this company is one of the largest companies in Asia, and as a place to carry out Job Training activities because the author wants to get the opportunity to apply theoretical knowledge/concepts obtained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge/concepts according to their area of expertise.

The implementation of the Job Training the author gets a place in the Operation Port, especially the Invoice management section. The implementation of this Job Training starts from September 04th, 2023 to January 04th, 2024. It is hoped that this Job Training will add to the author's insight into various good and correct implementation of tasks and 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 PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill 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 and Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

2. For Companies

There is a 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 September 4th 2023 to January 04th 2024. The schedule for practical work at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill are as follows:

Table 1.1. Office Hours Schedule

No	Day	Office hours	Break
1	Monday to Thursday	07.00-17.00	11.00-13.00
2	Friday	07.00-17.00	11.00-13.30
3	Saturday to Sunday	OFF	-

Source: PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill

1.5. Place of Implementation of Practical Work

This Practical Work (KP) was carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM.26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During Practical work author is placed in the Operation Port Section.

