

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

An apprenticeship is structured training program where individuals, often newcomers or those seeking to acquire new skills, work alongside experienced professionals to gain hands-on experience in a specific trade or profession. Unlike intrnships, apprenticeships typically involve a longer- term commitment and include a combination of on the job training and classroom intructtion. The primary goal is to transfer practical skills, knowledge, and competencies, ensuring that apprentices develop a strong foundation in their chosen field. Apprenticeships have a historical significance, dating back centuries, and continue to be a valuable pathway for individuals to enter various industries with a solid skill set.

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). Asof July 29, 2011, the Bengkalis Polytechnic changed its status to a State Polytechnic (PTN). On December 26, 2011, the Bengkalis Polytechnic was inaugurated asa 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 student complete a minimum of 4 (four) semesters and graduate in full. Practical Work carried out for 4 (four) months. Based on the above, the author as a student D4 English for Business and Profesional Communication Study Program is required to carry out practical work for 4 (four) months. The author has chosen PT. Indah Kiat Pulp & Paper Tbk- Perawang Mill 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. Then the writer has the opportunity to analyze problems related to the knowledge applied in the work according to the study program.

The implementation of the Job Training the author gets a place in the Operation Port, especially the Invoice management section. The implementations this Job Training starts from September 04th, 2023 to January 4th, 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 & Paper Tbk are:

- To describe the job descriptions during practical work.
- To know the place and time of practical work.
- To explain practical workplace systems and procedures.
- 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 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 04th, 2023 to January 4th, 2024. The schedule for practical work at PT. Indah Kiat Pulp & Paper 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- 11.30	11.30- 13.30
3	Saturday and Sunday	OFF	-

Source: PT.Indah Kiat Pulp & Paper

1.5. Place of Implementation of Practical Work

This practical work activity was carried out at PT. Indah Kiat Pulp and Paper (Mill) Jl. Raya Minas- Perawang, KM.26, Pinang Sebatang, Perawang, Kec. Tualang, Kabupaten Siak, Riau 28685, Tel: (+62) 791 91088, 91030, Fax: (+62) 761 91313. The activities carried out by the author during practical work are in the Operational Port, especially the Logistic Division, invoice management section.

