

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of Apprenticeship**

Polytechnic State of Bengkalis is an educational institution founded by the Bengkalis Regency government in 2000. In 2011 Polytechnic State of Bengkalis changed its status to a State University, through Minister of National Education Regulation No. 28 of 2011, concerning the Establishment of the Organization and Work Procedures of the Bengkalis State Polytechnic. Finally Bengkalis State Polytechnic officially became a State Polytechnic on December 26 2011.

Polytechnic State of Bengkalis has 8 (eight) departments consisting of Naval Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Information Engineering, Maritime Affairs and Languages.

The Language Department consists of 2 (two) study programs, namely English, English for Communication and business. The English Study Program is one of the study programs at Bengkalis State Polytechnic. This study program operates in Retailing and Tourism, where students learn to know the world of tourism and services, along with its scope, both in terms of dealing with customers, administration, tourist visitors, to the world of hotels, companies and tourism to prepare students to be ready to use in this field.

With practical work courses, students are expected to be able to understand a good work ethic. This certainly helps students to get an idea of good and disciplined ways of working, so that in the future students can become reliable workers in their fields, and be able to penetrate the tight competition in the world of work.

The Apprenticeship Program is one of the advantages in the State Of Bengkalis Polytechnic Diploma III English Study Program curriculum. The Apprenticeship is a graduation requirement for English Students and provides valuable opportunities to develop themselves through experience in the industrial

world outside the scope of lectures. Students are carefully prepared to gain experience and provide valuable opportunities to develop themselves through experience in the industrial world outside the scope of lectures. Students are carefully prepared to gain specialized real-world experience and skills.

In this valuable experience, it is hoped that students will hone their physical, intellectual, social and managerial skills to increase their competitiveness and ability to face global challenges.

The Apprenticeship Program provides special opportunities for students to carry out various daily tasks in industrial settings, while applying the academic skills they have acquired during their studies. Through interaction and experience in industry, while applying the academic skills they have acquired during their studies.

The author chose the opportunity to complete an apprenticeship at PT. Petronesia Benimel because this company is part of a BUMN and one of the biggest companies in Indonesia and has many partnerships with foreign companies. This can help the author implement the knowledge and theoretical concepts that were learned in 2 classes into practice in the workplace and in line with areas of expertise such as English, etiquette, and work teams.

The author chose apprenticeship at PT. Petronesia Benimel because the author wants to implement the knowledge and theoretical concepts that have been obtained during lectures into the context of the world of work. With this, the author hopes to gain direct experience in applying theoretical knowledge and concepts, according to his field of expertise.

The author's choice fell on PT. Petronesia Benimel, a company in Mandau District, Bengkalis Regency, Riau Province. On February 1 to May 31 2024, the author completed an internship program. The author is placed in the Human Resources Department.

## **1.2 Purpose of Apprenticeship**

1. To find out the documents and work systems used for activities during the internship program at PT. Petronesia Benimel.
2. To find out the work procedures carried out at PT Petronesia Benimel.

## **1.3 Significance of the Apprenticeship**

In this section, three key aspects of significance will be explained, namely: significance for the Apprentice, significance for State Polytechnic of Bengkalis and significance for the company.

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

Through this program, apprentices will be able to apply everything knowledge gained in class into practice according to them specialization and learning new things, especially how to practice English in the world of business and also implementing the knowledge and diversity of uses in the industrial field that have been studied in lectures.

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

Apprenticeship assists Polytechnic in preparing the quality of graduates and preparing them to enter the world of work. Internships thus help polytechnics develop and implement curricula as well as obtain input on real problems on the spot Practical work in the field.

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

Apprenticeship program helps PT. Petronesia Benimel builds its reputation and brand while seeking and recruiting qualified, experienced and committed individuals.