

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a training program for students of a trade or profession with on-the-job training and often some accompanying study by classroom work and reading. Apprenticeships can also enable students to gain a license to practice in a regulated profession. Apprenticeship is a program to get essential skills and recognized qualifications. The program runs by combining classroom learning and job training to create a skillful and qualified person for workplace. The level of apprentices is including entry level, supervisor level and manager level. Every level of apprentices is trained by professionals and the time needed depends on skill and ability of the apprentices. A successful apprenticeship will build a great achievement in workplace.

English is one of study program of State Polytechnic of Bengkalis under Language Department. 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. This program is also ensuring the students have the capability of adaptation, work ethic, and the responsible especially in the world of business and there's lots of potential for their student to progress in career quickly. For this reason, the writer choosed and got an opportunity to do apprenticeship in The Central Luzon State University, Philippines.

The apprenticeship has done from September 21st until October 20th, 2019 an administration staff in the Administration Building, then at the Dean Office of College of Business Administration and Accountancy (CBAA) and at The Department of English and Humanities of College of Arts and Sciences at the Central Luzon State University. It was chosen because The Central Luzon State University has become one of the universities which include in The Southeast Asian Ministers of Education Organization (SEAMEO). The program was South

East Asia – Technical and Vocational Education Training. Furthermore, writer can implement her communication skills and also improve knowledge about working world.

1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship as follows:

1. To find out kinds of jobs done in The Central Luzon State University
2. To find out working procedures applied in The Central Luzon State University

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 learnt and get knowledge especially related to English and Business. The apprentice knows how to speak in public and attract people attention.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship helps Polytechnic to prepare skillful alumni that are ready to work field once they finish the study. Therefore, the apprenticeship helps polytechnic applying and arranging its curriculum.

1.3.3 Significance for the Company

Apprenticeship gives The Central Luzon State University a chance to promote its image and upgrade the branding of the company. In addition, it is easy for Central Luzon State University to find and hire exchange students and experienced employees because the practical students have had experience working in the company.