

CHAPTER I

INTRODUCTION

1.1. Background of Apprenticeship

Apprenticeship is a program to get essential skills and recognized qualifications. The program is a combination of classroom and work learning training to create skilled, capable, qualified and professional human beings for the world of work. Skills and qualifications during the apprenticeship process are available for a variety of careers and jobs with apprenticeship level. The level of apprentices is including entry level, supervisor level, and manager level. Every level of apprenticeship is trained by professionals and the time required depends on the length of the apprenticeship provided by the campus. Success Internships will build trust and great achievement in the work environment.

State Polytechnic of Bengkalis is a vocational high education institution that have eight departments including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. There are two mandatory graduations requirements for Students at State Polytechnic of Bengkalis, they are apprenticeship and final project. Apprenticeship is supposed to do in organizations or institutions that are appropriate and related to the major and background of the student. This program aims to provide students the flexibility, work ethic, and responsibility they need to succeed in the workplace, particularly those that contribute to the knowledge and skills they learn in lectures. Additionally, apprenticeships provide students with a wealth of knowledge and experience that may be used as a guide in the workplace and on the job.

English Study Program is one of study program of State Polytechnic of Bengkalis under the Language Department. The Students of the English Study Program are prepared to have competencies that are able to communicate not only in English both spoken and writing, able to manage, operate, understand

professional ethics, and Mastering public speaking but also master in office administration.

The apprenticeship was held at the *Bappedalitbang* Office of Riau Province, Jl. Gajah Mada - Pekanbaru City - Pekanbaru City - Riau. This apprenticeship is intended to apply and fulfill competence of students. The opportunity to do an internship at the *Bappedalitbang* Office of Riau Province is carried out from May 9th, to July 15th, 2022 in the general office of *Bappedalitbang*. The reason for choosing this office is since *Bappedalitbang* of Riau Province is one of the agencies that have great influence in the government movement. In addition, all insight and knowledge both in language and office administration which had been obtained during lecturing could be applied in the workplace such as in this office. Hopefully this program would give more experience for the apprentice.

1.2. Purpose of the Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out work program conducting in General Section of *Bappedalitbang* office of Riau Province.
2. To know the working procedures applied in the General Section of *Bappedalitbang* Office of Riau Province
3. To know the documents used for Operations in the General Section of *Bappedalitbang* Office of Riau Province.

1.3. Significance of the Apprenticeship

1.3.1. Significance for the Apprenticeship

Apprenticeship provides opportunities for the apprentice to apply knowledge that has been learned during college and get new great knowledge after its application in the work environment. The apprentice knows how to work independently as well as in a team.

1.3.2. Significance for State Polytechnic of Bengkalis

Apprenticeship helps Polytechnic to prepare and improve skillful students who are ready to work and compete after completing their studies. In addition, with the apprenticeship program can strengthen the cooperation and socialization between State Polytechnic of Bengkalis and the agency or organizations where the apprentices are, one of which is the *Bappedalitbang* Office of Riau Province.

1.3.3. Significance for the Office

Apprenticeship gives *Bappedalitbang* Office of Riau Province a chance to help and sharpen students' abilities. In addition, this program also aims to help ease some of the work so that it can be completed faster.