

CHAPTER I

INTRODUCTION

1.1. Background of Apprenticeship

An apprenticeship is a training based on what has been taught during the lecture period by working directly at a company for a certain amount of time. Companies that accept employees or student apprenticeships have the right to give assignments and are required to provide guidance during the program. At the end of the program, apprentices will receive an assessment from the company, especially from their direct supervisor. The apprenticeship will add many new relevant skills that can be honed during the apprenticeship process. These skills can be very useful for use in the world of work in the future.

The State Polytechnic of Bengkalis is a vocational college that requires students to carry out an apprenticeship program, which is one of the mandatory requirements for obtaining a bachelor's degree. In addition, to ensure that students are competent and can apply their learning in the world of work with qualified skills.

The language department of the English D3 study program has prepared its students to take part in an apprenticeship program with various skills such as public speaking, using English, public relations, using Microsoft offices, and being able to apply professional ethics.

The author had the opportunity to have an apprenticeship at the Regional Agency for Languages in Riau Province, which was held from May 9th to July 15th, and was located on Soebrantas street, Simpang Baru, Panam, Pekanbaru. On this occasion, the author is placed in the general section as administrative staff.

1.2. Purpose of Apprenticeship

The purpose of the Apprenticeship as follows :

1. To find out the types of work available at the Regional Agency for Languages in Riau Province
2. To find out working procedures applied in the Regional Agency for Languages in Riau Province

3. To find out documents operational used in the Regional Agency for Languages in Riau Province

1.3. Significances of Apprenticeship

1.3.1. Significance for Apprentice

Apprenticeships can provide an opportunity for apprentices to find out what is being done in a particular company or office. In addition, it also increases the apprentice's own skills related to the work in the office.

1.3.2. Significance for State Polytechnic of Bengkalis

Apprenticeships help State Polytechnic of Bengkalis develop and create potential students in the world of work that can be applied after completing their studies. Besides that, it also helps State Polytechnic of Bengkalis in strengthening cooperation between State Polytechnic of Bengkalis and the company where the student is apprenticing.

1.3.3. Significance for Regional Agency for Language in Riau Province

Apprenticeships provide an opportunity for the Regional Agency for Languages in Riau Province to be assisted in the affairs of the office by students who already have expertise in their fields and also strengthen the apprentice's skills.