

CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship is a program for students to have work experience in an institution in accordance with the background of the department. This program is a combination of class learning and Apprenticeship to help students get recognized skills and qualifications. Skills and qualifications are provided for various career with various levels. Apprenticeship include beginner level, supervisor level, and level of manager. Each level of Apprenticeship trained by professionals and the time needed depends on the skills and abilities of Apprenticeship participants.

The State Polytechnic of Bengkalis is the only State Polytechnic in Riau Province. The State Polytechnic of Bengkalis has a Diploma III and Diploma IV program. As a graduation requirement, the Apprenticeship and Undergraduate Thesis are two indicators that must be resolved by State Polytechnic of Bengkalis Students. Apprenticeship must be carried out in the fourth semester for Diploma III students and sixth semester for Diploma IV students.

International Business Administration is one of the study programs in the department of Business Administration. Most of the International Business Administration Study Program is ready to have competence. First, the students of the International Business Administration Study Program must be able to communicate using English (oral and written). Second, able to manage, operate, and save office documents and equipment. Finally, understand about export and import documents. Apprenticeship program helps students to apply and meet competence.

The Apprenticeship is carried out in the Central Luzon State University Infirmary through the Southeast Asian Program Student Exchange provided by SEA-TVET (Southeast Asian Technical Vocational Education and Training). Central Luzon State University is the one of the renowned and prestigious state institutions of higher learning in the country and straddles on a 658 hectare campus area. The number of students at Central Luzon State University is 10.000 students

consisting of Undergraduate Student, Master Degree Student, and Doctoral Student Program.

Central Luzon State University Infirmary is one of facility in this campus and the best Infirmary that located in the Science City of Munoz, Nueva Ecija, Philippines. The main foundation of Central Luzon State University Infirmary is about the level of Patient satisfaction in getting better health services and higher income. The number of students that participating in this program at the Central Luzon State University are 21 students from several university in Asia, including: Muhammadiyah University of Ponorogo, State Polytechnic of Samarinda, State Polytechnic of Gorontalo, State Polytechnic of Bengkalis, State Polytechnic of Padang, Hunan Agricultural University, and Bogor Agricultural Institute. Placement of the Author during Apprenticeship is in the Record Administration section.

The Author chose this program as the destination for the Apprenticeship because the Author hopes that through the implementation of this Apprenticeship program it can assist the Author in achieving this following targets: Improving work professional skills, expanding international relations, and improving personal branding. In addition, the Author future prospect through this Apprenticeship program is to become a director in a multinational company, a culinary and fashion businessman, and a content creator in mental healthy sector.

1.2 Purpose of the Apprenticeship

Apprenticeship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the purpose of the Apprenticeship in the Central Luzon State University Infirmary are as follow:

1. To know the kind of busines (the main tasks) of the Central Luzon State University Infirmary.
2. To know the working process of the Central Luzon State University Infirmary.

3. To know documents used in the work process at the Central Luzon State University Infirmary.
4. To know the job description of the work field being handled at the Central Luzon State University Infirmary.
5. To find out the system and work procedure used in the Central Luzon State University Infirmary.
6. To find out the obstacle during implementation of Apprenticeship in the Central Luzon State University Infirmary.
7. To find out the solutions in dealing with obstacle during implementation of Apprenticeship in the Central Luzon State University Infirmary.

1.3 Significances of the Apprenticeship

1.3.1 Significances of the Apprenticeship for Student

Significances of the Apprenticeship for State Polytechnic of Bengkalis's Students are as follow:

1. Providing the opportunities for Students to apply knowledge from campus. Especially those related to communication using English and business.
2. Improving of the ability of Students in processing documents and communicating with consumers.

1.3.2 Significances of the Apprenticeship for the State Polytechnic of Bengkalis

Significances of the Apprenticeship for the State Polytechnic of Bengkalis are as follow:

1. Apprenticeship help State Polytechnic of Bengkalis to prepare and improve student skills that are ready to work in the field after they complete the study.
2. Students who did Apprenticeship can help the State Polytechnic of Bengkalis in determining of the curriculum.
3. Apprenticeship helps State Polytechnic of Bengkalis to get relations and adjust the media used in the future to improve the relevance of the curriculum in accordance with the field of work.