

# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Apprenticeship is a unit of work that must be followed by vocational students as on the way to develop and practice their knowledge during lecturing to be able to compete after graduating from college. Every student must have the readiness to deal with professional work in accordance with the field they are involved in. Practical work is a learning process by knowing directly the scope of the real world of work with a series of activities that include understanding scientific theories and concepts that are applied in work according to the profession in the field of study. Apprenticeship can add to the discourse, knowledge, and expertise of students, and they will be able to solve scientific problems in accordance with the theory they have acquired in college.

Each student is required to go directly to the world of work, which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In addition, with practical work, students can increase their knowledge, skills, and experience in work, which can later be applied in the real world of work.

Polytechnic is a higher education and advanced engineering institution, as well as a world-renowned scientific research or professional vocational education that specializes in science, engineering, and technology or other technical departments. The only state polytechnic in Riau Province, namely Bengkalis State Polytechnic, also applies a practical work system for its students.

State Polytechnic of Bengkalis was founded by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). The Bengkalis State Polytechnic accepted its first batch of students in 2001, and in 2011, the Bengkalis State Polytechnic changed its status to a State University (PTN) through the Minister of Education Regulation National No. 28 of 2011,

concerning the Establishment of the Organization and Work Procedure of the Bengkalis State Polytechnic. Finally, the Bengkalis State Polytechnic officially became a State Polytechnic on December 26, 2011. One of the study programs at

English study program which is one of the study programs in Language Department aims to prepare graduates in the fields of business and office administration (core matter) who also master English language skills (supporting matter). Graduates of English Study Program are expected to be able to meet industry needs for local, national, and international job markets. In addition, graduates are also expected to be able to develop an entrepreneurial spirit and professional ethics.

Currently, not only is a GPA needed to enter the world of work after graduating from college, but also real skills are also a benchmark for an agency or company to accept graduates according to their fields. This, of course, can be achieved by practical work. The English Study Program hopes that with practical work, students can know firsthand how Business English is used in the real world and can add insight to each student's ability to be more skilled, responsive, and able to compete and be efficient in the future. As a consequence, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be responsible for the results obtained from these practical work activities and can continue their studies in the following semester.

Based on the terms and conditions above, this practical work is carried out in one of the government agencies, namely the Bengkalis Regency Tourism, Culture, Youth, and Sports Office, and will be carried out for two months starting from May 9 to July 15, 2022.

## **1.2 Purpose of the Apprenticeship**

The purposes of the apprenticeship as follows:

1. To find out the type of work carried out at Department of Tourism, Culture,

Youth and Sports of Bengkalis Regency

2. To find out the work procedures applied at Department of Tourism, Culture, Youth and Sports of Bengkalis Regency
3. To find out the documents used by Department of Tourism, Culture, Youth and Sports of Bengkalis Regency

### **1.3 Significance of the Apprenticeship**

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

An apprenticeship gives a chance for the apprentice to put the knowledge they have acquired in college into practice and can apply it in the world of work. With this internship, students can increase their knowledge and increase their creativity to face the competition in the world of work in the future.

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

Apprenticeship assists Polytechnic in preparing and producing skilled students who are ready to work in the field once their studies are completed. Therefore, the apprenticeship helps the polytechnic apply and design its curriculum.

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

Apprenticeship gives the Regional Agency for Languages in Riau Province a chance to help and sharpen student's skill. In addition, this program is an opportunity for the office to promote image and perspective of the office towards public.

### **1.4 Implementation Time for Apprenticeship**

This Apprenticeship Activity is carried out in accordance with the provisions and regulations of by Department of Tourism, Culture, Youth and Sports of Bengkalis Regency. The work schedule at the by Department of Tourism, Culture, Youth and Sports of Bengkalis Regency is as follows:

Table 1.1 Schedule of Working Hours of the by Department of Tourism, Culture, Youth and Sports of Bengkalis Regency

No.	Day	Come to work	Break	Home from work
1	Monday	08.00	12.30 -13.30	16.00
2	Tuesday	08.00	12.30-13.30	16.00
3	Wednesda y	08.00	12.30-13.30	16.00
4	Thursday	08.00	12.30-13.30	16.00
5	Friday	08.00	12.30-13.30	16.00

*Source: Bengkalis Regency Tourism, Culture, Youth, and Sports Office*

### **1.5 Timetable for hands-on work**

The following is the time schedule for the apprenticeship of the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency. specifically in the field of tourism. In detail, this can be seen in appendix 3.

### **1.6 Apprenticeship Locations**

Practical work was carried out in the tourism sector by the Department of Tourism, Culture, Youth and Sports, Bengkalis Regency, which is located at Jl. Arief Rahman No.24, Bengkalis City, Kec. Bengkalis, Bengkalis Regency.