

CHAPTER I

INTRODUCTION

1.2 Background of Apprenticeship

The student interested in a company or profession, an apprenticeship is a program that combines classroom instruction with reading and on-the-job training. Moreover, apprenticeship can aid student in obtaining a license to work in a regulated industry. The student can acquire useful skills and credentials through an apprenticeship program. A skilled and competent worker is produced through the curriculum, which blends classroom instruction with on-the-job training. There are three levels of apprenticeship: entry level, supervisory level, and management level. Apprentices are trained by professionals at every level, and the time needed is based on the competency and capacity of the trainees. The students will have a lot of success in the workplace if the apprenticeship is a success.

State Polytechnic of Bengkalis comprises eight departments, including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. At State Polytechnic of Bengkalis, completing an internship and a final project are both necessary steps toward graduating. In accordance with the student's background, apprenticeship is meant to take place in certain organizations. The students in this curriculum are also guaranteed to be adaptable, to have a strong work ethic, and to be responsible, particularly in the commercial sector. Apprenticeship also provide student with a wealth of information and experience.

One of the study options provided by the Language Department at the State Polytechnic of Bengkalis is the English study program. The completion of an internship program is one of the criteria for graduation. As a consequence, State Polytechnic of Bengkalis offers all students a learning opportunity and training through this program in order to help them build professional abilities in business and technology. Also, this school makes sure that students are responsible, adaptable, and have a good work ethic, especially in the business to

industry, where there is a lot of space for its graduates to grow greatly. As a result, the author decided to become an apprentice at *PT. Nusa Prima Manunggal* and was given the opportunity. From January 16th to May 12th, 2023, an apprentice worked as social staff at *PT. Nusa Prima Manunggal*.

There are some purpose of this Apprenticeship namely: Provide opportunities for students to apply scientific theory/concept according to the study program that has been studied in college at PT. Nusa Prima Manunggal, Provide opportunities for students to acquire practical experience in accordance with the knowledge and skill of the study program, Provide opportunities for students to analyse, examine theories/concept with the reality of implementation activities knowledge and skills at PT. Nusa Prima Manunggal, Testing the abilities of State Polytechnic Students (according to related study program) in knowledge, skills, deep ability and attitude at work, and get feedback from the business world about capabilities students and the need of the business world for development curriculum and learning process for the State Polytechnic of Bengkalis

1.2 Purpose of Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out kinds of jobs done in Social Staff at *PT. Nusa Prima Manunggal*.
2. To find out working procedures and business processes applied in Social Staff at *PT. Nusa Prima Manunggal*.
3. To find out what documents used for activities while doing apprenticeship program in Social Staff at *PT. Nusa Prima Manunggal*.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

Apprenticeship allows the apprentice to put what they have learned thus far into practice while also learning new things, particularly in the areas of English and business. The apprentice understands how to speak in public and attract people's attention.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship assists Polytechnic in preparing skilled alumni who are ready to work in the sector once they have completed their studies. As a result, the apprenticeship assists the polytechnic in developing and implementing its curriculum.

1.3.3 Significance for the Company

Apprenticeship allows PT. NPM to improve its image and branding by promoting its image. Furthermore, because the practical students have worked in the industry, it is simple for PT. NPM to discover and hire exchange students and experienced personnel.