

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

The world of education in the era of free competition at this time its role is needed in supporting the aspects needed to contribute thoughts and real work in building the nation and state. The world of work demands to obtain superior and competitive human resources in the world of work competition. So it is very necessary for a workforce that has high professional skills to face developments and global competition both for the present and the future.

To be able to plunge directly into the world of work after graduation, every student must have self-preparedness in facing the professionalism of his work in accordance with the field he is in. Internship is a form of implementation program from higher education for students to be able to experience firsthand how life is in the world of work, find out what obstacles must be faced in the world of work, be directly involved in internal activities in industry and offices and gain relevant knowledge so that it can be applied later.

State Polytechnic of Bengkalis is one of the State Polytechnic in Riau Province which was established in 2000. Located on Jl. Bathin Alam, Sungai Alam, Bengkalis Regency, Riau Province and has 8 departments with 18 study programs. The available majors include Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Informatics Engineering, Commercial Administration, Maritime and Language.

The English Study Program is part of the State Polytechnic of Bengkalis study program which is under the Language Department. Students of the English Study Program are prepared to have competencies such as being able to communicate not only in English both orally and in writing, being able to manage and operate Microsoft Office, understanding professional ethics, public relations, translation, writing reports and mastering office administration.

The author had the opportunity to have an apprenticeship at the Public Works and Spatial Planning Office (*PUPR*) which was held from February 20th to June 20th, 2023 located on Jl. Komplek Perkantoran Dorak - Kecamatan Tebing Tinggi – Kabupaten Kepulauan Meranti – Selatpanjang - Riau. On this occasion, the author was placed in the General, Personnel, Planning and Program Subdivision as an administrative staff.

1.2 Purpose of the Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out the types of work that, exist in the General Subdivision, Personnel, Planning and Programs at Public Works and Spatial Planning Office.
2. To know the work procedures applied to the General, Personnel, Planning and Program Subdivisions at the Public Works and Spatial Planning Office.
3. Knowing the documents used in the General, Personnel, Planning and Program Subdivisions at the Public Works and Spatial Planning Office.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprenticeship

Through the internship program, interns are expected to be able to apply the knowledge gained in lectures to the world of work. In addition, students can increase their knowledge, skills and train their confidence through direct involvement in the Selatpanjang Public Works and Spatial Planning Office.

1.3.2. Significance for State Polytechnic of Bengkalis

The internship program that is implemented can help the Bengkalis State Polytechnic produce alumni who are superior and ready to work in accordance with the field they are in. In addition, this program also helps strengthen the good working relationship between the Bengkalis State Polytechnic and the agency or industry where students do their internships.

1.3.3. Significance for the Office

The internship program provides an opportunity for the Public Works and Spatial Planning Office to help hone students' abilities and skills in accordance with their fields. In addition, this program also aims to help relieve some of the work of the existing workforce in the agency so that it can be completed more quickly.