

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship, also known as practical work are learning programs or field practices aimed at helping and developing students' abilities in the workplace. Through this program, students have the opportunity to apply what they have learned in class and further their knowledge and skills, both theoretical and practical, in a company or other organization. Apprenticeship provide students with work experience that allows them to gain valuable skills and qualifications, as well as job training that provides a snapshot of the real world of work.

The State Polytechnic of Bengkalis is a vocational high school in Riau Province with eight departments, one of which is the Language Department, where it provides two study programs: Diploma Three English Language and Bachelor of Applied English for Business and Professional Communication. This department provides fields of study in tourism and hospitality, professional administration, business communication, and public relations. Polytechnic graduates, including language department graduates, are generally prepared to work with a variety of skills and compete globally. One of the programs that assist students in directly applying scientific theory and knowledge gained during their study period is the apprenticeship program, which is also one of the graduation requirements.

This apprenticeship is a hands-on learning experience for students, with the goal of gaining experience that can be used for future professional development. This program also ensures that students have the ability to adapt, have a strong work ethic, are disciplined, and are responsible. The apprenticeship was implemented at PT. Riau Andalan Pulp and Paper (RAPP), one of Indonesia's largest and highest-quality sustainable paper producers. This industry offers many opportunities for intern's student to grow greatly. Interns can work on relevant projects, learn about the business, network, and improve both their hard and soft

skills in this optimal environment. For this reason, the author chose and was given the opportunity to do an apprenticeship at PT. Riau Andalan Pulp and Paper.

The apprenticeship program was held from January 12th to May 16th, 2023, at the corporate office of the Corporate Communications Department (CCD) at PT. Riau Andalan Pulp and Paper. Corporate Communications is a department that focuses on various aspects of communication, such as Public Relations (PR), Internal and External Communications, Including Corporate Visit and Event, and Digital Media.

1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship are as follow:

1. To find out the kinds of jobs done in Corporate Communications Department at PT. Riau Andalan Pulp and Paper.
2. To find out the working procedures, and business processes done in Corporate Communications Department at PT. Riau Andalan Pulp and Paper.
3. To find out the documents used for activities while doing the apprenticeship program in the Corporate Communications Department at PT. Riau Andalan Pulp and Paper.

1.3 Significances of the Apprenticeship

1.3.1 Significance for the Apprentice

An apprentice has the opportunity to implement what they have learned in class to gain valuable work experience, fulfill college requirements, and develop personal career goals. Apprenticeship also helps apprentices learn about the impact of business, gain confidence, learn time management, establish a professional network, and improve their workplace communication skills.

1.3.2 Significance for State Polytechnic Bengkalis

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learned in class to gain valuable work experience, fulfill college requirements, and develop personal career goals. Apprenticeship also helps apprentices learn about the impact of business, gain confidence, learn time management, establish a professional network, and improve their workplace communication skills.

1.3.3 Significance for the Company

Companies can establish or expand their connections with colleges through apprenticeships, giving them the opportunity to promote and brand their image. Furthermore, this internship program can help ease the workload of other employees, allowing companies to identify a potential workforce among students so that, if a company needs employees, it can hire these students.