

# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Apprenticeship is a program that allows you to gain valuable skills and qualifications. State Polytechnic Bengkalis is vocational campus that educates its students to create a competence spirit and various fields. State Polytechnic of Bengkalis implements a apprenticeship program that is required to be followed by all final semester students. This is so that students will be able to compete in the world of work and be able to compete with an increasingly global world. The knowledge gained by students during the learning process from books and the delivery of the lecturers they learn in college is not sufficient to meet the requirements to become competent and competitive human resources.

State Polytechnic of Bengkalis is a vocational high education institution that has eight departments including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. There are two compulsory graduation requirements for students at State Polytechnic of Bengkalis, they are apprenticeship and final project. Apprenticeship is supposed to do in organizations that proper to the student's background. This program also ensure the students has the capability of adaptation, has work ethic, and responsible especially in the world of business. Besides, apprenticeship gives a lot of experience and knowledge for students.

Apprenticeship or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Apprenticeship can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Apprenticeship is carried out so that students can understand and apply well about the field of study. In addition, so that

students can know the profession and work atmosphere in accordance with their study program. So, apprenticeship is a useful place for students to use as a tool to gain knowledge and work experience. Apprenticeship is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration students in semester 8 (eight) apprenticeship activities are carried out for approximately 4 (four) months, by choosing their own place and location for apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides several options or options for apprenticeship places to students.

Then, from some of these options the author is interested in carrying out apprenticeship in the business industry, namely PT. Riau Andalan Pulp And Paper, Pangkalan Kerinci, Riau as a place to carry out practical work activities because the author wants to get the opportunity to apply the theoretical knowledge/concepts gained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge / concept according to the field of expertise. During the implementation of the Job Training the author got a place in SHR (Stakeholder Relation) at PT. Riau Andalan Pulp and Paper.

The implementation of this job training is starting from January 12<sup>th</sup> to May 15<sup>th</sup>, 2023 an apprentice worked as a SHR (Stakeholder Relation) staff at PT. Riau Andalan Pulp and Paper. Stakeholder Relation management from regency level up to province.

## **1.2 Purpose of the Apprenticeship**

The purpose of the Job Training program conducted at PT. Riau Andalan Pulp and Paper are:

1. To describe job descriptions during practical work.
2. To know the place and time of practical work
3. To explain practical workplace systems and procedures.
4. To find out the obstacles and solutions during practical work.

### 1.3 Significance of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work. And understands how to speak in public and attract people's attention.

2. For Companies

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

### 1.4 Time and Length of Practical Work

Job Training Activities Practical Work are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from January 12<sup>th</sup> to May 15<sup>th</sup>, 2023. The schedule for practical work at PT. Riau Andalan Pulp and Paper are as follows:

**Table 1.1 Office Hours Schedule**

No	Day	Office hours	Break
1.	Monday to Friday	08.00 – 17.00	12.00 – 13.30
2.	Saturday	08.00 – 12.00	-
3.	Sunday	Off	-

*Source: PT. Riau Andalan Pulp and Paper*