

CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

Apprenticeship is an occupational skill training that combines on the job experiences with classroom instruction. It represents a tradition of providing young people with vital life skills. Part of this is the chance to learn a craft, to build expertise and to excel in a particular vocation. Skills and qualifications are available for various careers and occupations with different levels of apprentices. The level of apprentices is including entry level, supervisor level, and manager level. Every level of apprentices is trained by professionals and the time needed depends on skill and ability of the apprentices. A successful apprenticeship will build a great achievement in workplace.

State Polytechnic of Bengkalis requires their students to participate on apprenticeship program to graduate. This program also ensures the students has the capability of adaptation, has work ethic, and responsible especially in the world of business.

English is one of study program of State Polytechnic of Bengkalis. The apprenticeship program is one of the requirements before graduation. Therefore, State Polytechnic of Bengkalis provides a learning experience and training with this program to build the professional capabilities in science and technology for all students at State Polytechnic of Bengkalis. For this reason, the writer chooses and gets an opportunity to do apprenticeship in Tourism Office of Riau Province.

The apprenticeship started from May 9th until July 15th, 2022 as a plan program staff in Tourism Office of Riau Province. It was chosen because Tourism Office of Riau Province is a government agency working in the tourism sector, and managing all matters concerning tourism. So, it fits perfectly with the major in the field.

1.2. Purpose of the Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out the main jobs in Tourism Office of Riau Province.
2. To find out working procedure applied in Tourism Office of Riau Province.
3. To find out documents mostly used in Tourism Office of Riau Province.

1.3. Significance of the Apprenticeship

1.3.1. Significance for the Apprentice

Apprenticeship gives a chance for the apprentice to implement knowledge that already learn and get knowledge especially related to English. The apprentice knows how to translating documents used in Tourism Office of Riau Province.

1.3.2. Significance for State Polytechnic of Bengkalis

Apprenticeship helps of student of Polytechnic to prepare and generate skillful that are ready to work field once they finish their study.

1.3.3. Significance for the Office

Apprenticeship gives Riau Provincial Tourism Department chance to help and sharpen students' skills. In addition, it is easy for Tourism Office of Riau Province to find and hire experienced employees because the practical students have had experience working in the company.