

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship is a form of vocational education that aims to provide real work experience through direct involvement in industry and related institutions. This activity is designed to bridge the theory learned in the classroom with practice in the field, so that students can understand the application of knowledge in real work situations. Through apprenticeships, students have the opportunity to hone their technical skills, develop critical thinking and problem-solving abilities, and understand the professional work culture that is required in the modern workplace. In addition, apprenticeships also encourage the improvement of communication skills, discipline, and the ability to work in teams, which play an important role in the formation of professional competencies. Thus, apprenticeships are an important part of the learning process because they equip students with real-world experience that cannot be fully obtained from classroom lectures.

Established in 2000 and officially recognized as a state institution since 2011, State Polytechnic of Bengkalis is one of the state vocational colleges located in Bengkalis Regency, Riau, with a commitment to producing competent and highly competitive graduates. As a vocational college, this institution implements a practice-based curriculum with a learning composition of 40% theory and 60% practice. The implementation of this composition is in line with the objectives of vocational education, which emphasizes the mastery of practical skills in accordance with the needs of the industrial world. In addition, this college also collaborates with various parties, both government and private, to support the relevance of learning to the world of work. Currently, there are eight departments with various study programs. These departments include Naval Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Information Technology, Language Department and Maritime. Each department is designed to meet the need for skilled workers in line with

technological developments and the business world, so that graduates can make a real contribution in various sectors.

One of the study programs available at State Polytechnic of Bengkalis is the D4 English for Business and Professional Communication under the Language Department. This study program focuses primarily on mastering English language skills in a business and professional context like translation or interpreting, copywriting, public relations, marketing communication, digital marketing, social media management, content creation, and document administration. With these competencies, graduates of the D4 English for Business and Professional Communication program are expected to be able to work in various fields, such as offices, private companies, government agencies, and international organizations, which require English proficiency and professional communication skills.

In order to carry out an apprenticeship, the intern had the opportunity to participate in an internship at PT. Ivo Mas Tunggal, a company engaged in oil palm plantation and processing of its products. PT. Ivo Mas Tunggal is the largest refinery owned by the Sinarmas Group, which contributes to the processing of oil palm fruit into cooking oil and its derivatives. The work environment at PT. Ivo Mas Tunggal implements a professional, structured system that complies with industry standards, providing students with valuable experience, an understanding of the work culture of a large company, and insight into business processes in the plantation industry.

During the apprenticeship, the intern was placed in the Secretary, which is directly relevant to the D4 English for Business and Professional Communication study program. The duties of a secretary require administrative skills, report writing, correspondence, and internal and external communication, including the use of English in a business context. The competencies acquired through lectures, such as filing, business correspondence, and the application of professional communication ethics, proved to support the performance of secretarial work. Thus, this internship experience demonstrated the suitability between the field of study and the position held, while also serving as a means to hone skills in the real world of work.

1.2 Purposes of the Apprenticeship

The apprenticeship serves as an essential activity for students of the English for Business and Professional Communication study program in completing their academic requirements. The main objectives of the apprenticeship are outlined as follows:

1. To describe the job responsibilities carried out during the practical work experience.
2. To explain the workplace systems and procedures applied in practice.
3. To identify challenges encountered during the internship and the solutions implemented.
4. To meet the graduation requirements of the D-IV English for Business and Professional Communication study program at the Language Department, State Polytechnic of Bengkalis.

1.3 Significances of the Apprenticeship

The apprenticeship program holds significant value for various stakeholders involved. Its benefits can be viewed from three main perspectives, namely for students, companies, and the State Polytechnic of Bengkalis, as outlined below:

1. For Students

The apprenticeship program plays a crucial role in preparing students for the professional world. Through this program, students gain direct exposure to real workplace environments, enabling them to apply the theoretical knowledge obtained in class to practical situations. It helps them improve technical competencies, communication abilities, teamwork, problem-solving, and adaptability in handling various job responsibilities. Additionally, the program fosters discipline, responsibility, and professional ethics while also providing networking opportunities with industry professionals. These experiences not only enhance their academic development but also increase their employability and competitiveness in the job market after graduation.

2. For Companies

The apprenticeship program is equally beneficial for companies, as it allows them to involve students in organizational activities and projects. Interns can contribute fresh ideas, creativity, and innovation that may support the company's productivity and efficiency. Companies can also assess the capabilities, attitudes, and work ethics of interns, which may serve as a talent pipeline for future recruitment, thus reducing recruitment and training costs. Furthermore, by engaging in apprenticeship programs, companies strengthen their social responsibility roles, build partnerships with educational institutions, and contribute to human resource development that aligns with industry needs.

3. For State Polytechnic of Bengkalis

For the institution, the apprenticeship program is an important bridge between academic education and industrial practices. It allows the State Polytechnic of Bengkalis to evaluate the relevance of its curriculum to the demands of the labor market and make necessary adjustments for continuous improvement. The program also enhances collaboration with business and industry stakeholders, strengthening the institution's reputation and credibility as a vocational higher education provider. Moreover, the successful implementation of apprenticeship programs demonstrates the Polytechnic's commitment to producing graduates who are competent, skilled, and ready to meet both national and international workforce challenges.