

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Practical work is a course that applies science and technology directly in the field. Practical work is carried out by means of work internships in an agency or related institution, and is also one of the mandatory courses for English for Business and Professional Communication students. Practical work is provided to give students a brief opportunity to pursue a professional field directly, especially those related to business and communication. Practical work provides an opportunity for students to implement the knowledge gained in college and also a place for students to gain new knowledge. It is intended that students can solve various practical problems, not only from a scientific perspective but also from life skills as a university graduate, so that in the future students already have the provisions to be able to face the real world of work.

Practical work is oneself professionally to enter the workforce. Be able to learn about work ethics, effective communication, problem solving, team work, and other skills needed in a work environment. Education in practical work also involve apprenticeship programs that allow gaining hands-on experience and connecting with the world of work before graduation. A good education in practical work is often the entrance to the desired job. Many companies look for candidates with a strong educational background in a particular field. An educational degree or certificate shows employers that they have a deep understanding of the subject and have the ability to learn and thrive in the workplace.

Therefore, the campus makes a policy for students to be required to take part in field apprenticeship programs in companies to improve the ability to think critically and analyze information well. Be trained to

evaluate, solve problems, and make decision based on the knowledge and understanding gained. This ability is important in almost every job, where it is necessary to face challenges and make the right decision. This provides an opportunity to build an extensive network can open up future career opportunities, such as job recommendations, industry links, and professional collaboration.

State Polytechnic of Bengkalis was established in 2000. Since 2000 until now the State Polytechnic of Bengkalis is a Diploma 3 and Applied Bachelor Education Institution which has several majors, namely Mechanical Engineering, Electrical Engineering, Civil Engineering, Information Engineering, Shipping Engineering, Maritime, Commercial Administration, and English. From various majors in the state Polytechnic of Bengkalis carry out Industrial Visits and Field Work Practices or Apprenticeships. The English for Business and Professional Communication Diploma 4 study program is one of the study programs majoring in the English major that requires students to take part in field apprenticeship in both government and private agencies for four months.

In its implementation, this practical work was carried out at one of Indonesia's BUMN companies in the oil and gas business. PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is one of the refineries managed by Refinery Unit II Dumai. Because it is in accordance with the subjects studied while in college in the English for Business and Professional Communication study program, namely the business and communication, so the author is interested in knowing more about work.

While carrying out the apprenticeship the author got placed in the General Affair, Administration Supervisor General Affair that has responsibility maintain company data and documents of employees and student's internship in PT Kilang Pertamina International Refinery Unit II Sungai Pakning

The implementation of internship activities and the preparation of reports at Pertamina is a requirement to graduate from the Department of English Language Study Program for Business and Professional Communication so that the author makes a report entitled “PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning” in order to benefit the author and readers.

1.2 Purpose of the Apprenticeship

There are generally two types of objectives to be achieved in practical work:

- 1.2.1 To find out the job description of apprenticeship at PT Kilang Pertamina International Refinery II Production Sungai Pakning.
- 1.2.2 To find out the system and procedure of the General Affair Section at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
- 1.2.3 To find out the place and time of apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
- 1.2.4 To find out the kind and description of the activity of apprenticeship PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

1.3 Significances of the Study

- 1.3.1 The apprenticeship carried out is expected to have several benefits for students as follows:
 - 1.3.1.1 Students can have experience in the world of work
 - 1.3.1.2 Students can complete lectures as one of the required courses
 - 1.3.1.3 Students can find out the description and scope that exists in the world of work
 - 1.3.1.4 Students can apply the knowledge gained in lectures and seek new knowledge in the world of work

1.3.2 Significances of the State Polytechnic Bengkalis Significances
for State Polytechnic of Bengkalis is as follows:

1.3.2.1 Apprenticeship can establish an organized, healthy, and dynamic
relationship between government agencies and higher education
institutions.

1.3.2.2 Apprenticeship can as a development of Bengkalis State Polytechnic
Field Work Practice activities.

1.3.2.3 Apprenticeship can improve the ability of students so that quality
graduates can be created.

1.3.3 Significances for the company

Significances apprenticeship for companies is as follows:

1.3.3.1 The company getting help from student labor

1.3.3.2 As a means of contribution or a form of agency concern for the world
of education.