

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

“Internship” or ‘apprenticeship’ is an education and training program that provides students or participants with the opportunity to gain practical experience in a work environment that is relevant to their major. These internship programs usually last for a specific period, such as a few weeks to a few months, and aim to equip participants with practical knowledge and skills relevant to their field of interest.

Human resources (HR) skills can be developed through training organized by various institutions, both government and private. This training aims to improve skills, thus creating quality, reliable, and professional human resources in carrying out their duties. HR excellence can be realized through mastery of four main aspects, namely knowledge, skills, attitudes, and habits. When these four aspects are fulfilled, it is expected that superior human resources will be formed, both in the business world and in the world of education. One example is the program implemented by Politeknik Negeri Bengkalis, which is committed to producing quality human resources through directed education and training.

State Polytechnic of Bengkalis is the only vocational state polytechnic in Riau Province under the auspices of the Ministry of Education, Culture, Research, and Technology. This educational institution was originally established in 2001 by the Bengkalis Regency Government under the Bangun Insani Foundation (YBI). Since July 29, 2011, its status officially changed to a state university (PTN) and was inaugurated as Politeknik Negeri Bengkalis on December 26, 2011, by the Minister of Education and Culture of the Republic of Indonesia, Prof. Muhammad Nuh. Currently, Politeknik Negeri Bengkalis has eight departments, namely Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics Engineering, and Maritime Engineering, all of which are designed to support the needs of the industrial and maritime world in Indonesia.

State Polytechnic of Bengkalis offers a total of 21 study programs, comprising three Diploma II (D-II) programs, namely Computer Network Engineering, Machining Engineering, and Welding and Fabrication Engineering. Additionally, there are eight Diploma III (D-III) programs, including Naval Architecture, Mechanical Engineering, Electronics Engineering, Civil Engineering, Informatics Engineering, English, Nautical Science, and Commercial Shipping Management. The institution also provides ten Diploma IV (D-IV) programs, such as Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, Digital Business, International Business Administration, Public Financial Accounting, Software Engineering, Information System Security, Marine Architectural Engineering Technology, and English for Business and Professional Communication. Politeknik Negeri Bengkalis adopts a curriculum tailored to meet the demands of an industry-ready workforce, emphasizing a 40% theoretical and 60% practical learning composition. The programs require a total of 110 to 150 credit hours, with an effective study load of 22 to 32 hours per week.

State Polytechnic of Bengkalis is committed to enhancing human resources, particularly by improving the quality of its students. One of the key efforts undertaken to achieve this is requiring students to enroll in a practical work course. This program serves as a platform for students to develop themselves as they prepare to enter the professional world. The practical work experience significantly contributes to students' growth, equipping them to face the workforce with confidence while also supporting the development of competencies at Politeknik Negeri Bengkalis.

This Practical work is carried out by Bengkalis State Polytechnic students after completing a minimum of 6 (six) semesters and all specified tasks. This program lasts for 4 (four) months. As a student of the English for Business and Professional Communication Study Program, the author is required to take part in the practical work during this period. The author chose PT Riau Andalan Pulp and Paper as the location for the implementation of the practical work with the aim of applying the knowledge that has been obtained during the lecture period and implementing it in the world of work. In addition, the author hopes to bring home valuable experience as a provision for the future.

During the practical work, the author was placed at the APRIL Learning

Institute (ALI), which is under the auspices of PT RAPP in the Education Program Department. This internship took place from September 9 to January 9, 2024. Through this program, the author hopes to broaden his horizons about professional work procedures, understand the implementation of good and correct tasks, and gain valuable experience to face the real world of work.

1.2 Purpose of the Apprenticeship

The purpose of the Job Training program conducted at APRIL Learning Institute (ALI) PT. Riau Andalan Pulp and Paper are:

1. To describe the 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 Significances 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 chance to put the knowledge and theoretical concepts they've learned in lectures into practical application in the workplace

2. For Companies

There is 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 of 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 (KP) 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 July 17 to November 17, 2023. The schedule for practical work at APRIL Learning Institute (ALI) PT. Riau Andalan Pulp and Paper are as follows:

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	-

Table 1.1 Office Hours Schedule

1.5 Place of Implementation of Practical Work

This practical work activity was carried out at PT Riau Andalan Pulp And Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the APRIL Learning Institute business unit Technical Mill and Education Program