

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship is a course that applies science and technology directly in the field. Apprenticeship is carried out by means of work internships in an agency or related institution, and is also one of the compulsory courses for English for Business and Professional Communication students. Practical work is given to provide students with 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 in terms of science but also in terms of 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.

Apprenticeship is a professional preparation for entering the world of work. You can learn about work ethics, effective communication, problem solving, teamwork, and other skills needed in a working environment. Practical education also involves internship programs that allow you to gain hands-on experience and connect with the world of work before graduating. A good education in practical work is often the gateway to a desirable job. Many employers 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 develop in the workplace. Therefore, the campus makes a policy that students are required to participate in field internship programs in companies to improve their ability to think critically and analyze information well. They will be trained to evaluate, solve problems, and make decisions based on their knowledge and understanding. These skills are important in almost any job, where it is necessary to face challenges and make the right decisions. It provides the opportunity to build an extensive network that can open up future career opportunities, such as job recommendations, industry

links, and professional collaborations.

Politeknik Negeri Bengkalis was founded in 2001. Since 2001 until now Politeknik Negeri Bengkalis is a Diploma 3 and Applied Bachelor Education Institution which has several departments, namely Mechanical Engineering, Electrical Engineering, Civil Engineering, Informatics Engineering, Shipbuilding Engineering, Maritime Affairs, Commercial Administration, and English. From various departments in the Bengkalis State Polytechnic, Industrial Visits and Field Work Practices or Internships are carried out. The Diploma 4 English for Business and Professional Communication study program is one of the English department study programs that requires students to take part in field internships in both government and private agencies for four months. In its implementation, this Apprenticeship was carried out at one of Indonesia's state-owned companies engaged in the oil and gas sector. 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 during lectures in the English for Business and Professional Communication study program, namely about business and communication, the authors are interested in knowing more about work.

The Apprenticeship was carried out for four months, starting from August 26, 2024 to December 31, 2024, located at PT Pertamina International Refinery RU II Production Sungai Pakning, precisely at the Main Office in the Corporate Social Responsibility (CSR) section. As a company committed to social responsibility, Pertamina runs various CSR programs in the fields of health, environment, economy, and education. One of the flagship programs in the field of education is *Pertamina Cerdas*, which includes a variety of activities to support the improvement of access and quality of community education.

Based on this background, as a student of the English for Business and Professional Communication Study Program, carrying out Practical Work at PT Kilang Pertamina International RU II Production Sungai Pakning. This program is expected to be a valuable experience in developing professional competencies in the field of

Business Communication and supporting the achievement of educational goals at Politeknik Negeri Bengkalis.

The implementation of internship activities and the preparation of reports at Pertamina is a requirement for graduation from the English Department of the Business and Professional Communication Study Program so that the author makes a report entitled “PT Pertamina International Refinery Unit II Production Sungai Pakning CSR Section” so that it can be useful for writers and readers.

1.2 Purpose of the Apprenticeship

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

1. To find out the job description of apprenticeship at PT Kilang Pertamina International Refinery II Production Sungai Pakning.
2. To find out the system and procedure of the General Affair Section at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
3. To find out the place and time of apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
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 Apprenticeship

a. Student

The apprenticeship carried out is expected to have several benefits for students as follows:

1. Students can have experience in the world of work

2. Students can complete lectures as one of the required courses
3. Students can find out the description and scope that exists in the world of work
4. Students can apply the knowledge gained in lectures and seek new knowledge in the world of work

b. State Polytechnic Bengkalis

Significances for State Polytechnic of Bengkalis is as follows:

1. Apprenticeship can establishing an organized, healthy, and dynamic relationship between government agencies and higher education institutions.
2. Apprenticeship can as a development of Bengkalis State Polytechnic Field Work Practice activities.
3. Apprenticeship can improve the ability of students so that quality graduates can be created.

c. Company

Significances apprenticeship for companies is as follows:

1. The company getting help from student labor
2. As a means of contribution or a form of agency concern for the world of education.