

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

In facing an increasingly competitive job market, students are required to have not only academic abilities, but also practical skills that are relevant to the needs of industry and government agencies. Therefore, Bengkalis State Polytechnic, as a vocational education institution, organizes a Work Practice (KP) program as a form of field-based learning implementation.

Work Experience is a means for students to apply the theories they have learned during lectures directly in the workplace. Through this activity, students are expected to understand the work systems, service procedures, and work culture that apply in the institutions where the KP is carried out. In addition, KP is also a medium for improving students' professional skills, responsibility, and discipline.

The implementation of Work Experience at the Manpower Office provides students with direct experience in the process of public service administration, the use of employment information systems, and interaction with the community. By participating in Work Experience at the Manpower Office, students of the Bengkalis State Polytechnic are expected to gain a real understanding of the role of government agencies in supporting employment and improving the quality of public services. Based on this, the implementation of Work Experience is expected to benefit Students, educational institutions, and the agencies where the program is carried out, as well as to prepare Students for the world of work after completing their education.

One of the requirements for Students to complete their Studies at State Polytechnic of Bengkalis is participating in an apprenticeship program at a government institution. The apprenticeship program is undertaken by students after completing six semesters of their study. In this case, the author carried

out the apprenticeship program at the Manpower Office for approximately four months, starting from August 4 to December 1, 2025. Through this report, all information related to the institution and the activities conducted during the apprenticeship program is systematically described.

1.2 Purposes Of The Apprenticeship

The purposes of the apprenticeship program conducted at the Manpower Office are as follows:

1. To understand the main duties and functions carried out at the Manpower Office, particularly in the field of employment services.
2. To understand how administrative tasks and public service activities at the Manpower Office are handled.
3. To understand the working procedures and service systems implemented during the apprenticeship at the Manpower Office.

1.3 Significances Of The Apprenticeship

The significances of the apprenticeship program at the Manpower Office can be explained in the following three aspects:

1.3.1 Significance for Students

For students, the apprenticeship program serves as a valuable learning medium to apply the theories acquired during their Studies into real work practice, particularly in the field of employment administration and public services.

1.3.2 Significance for State Polytechnic of Bengkalis

For State Polytechnic of Bengkalis, this apprenticeship program strengthens cooperation with government institutions and supports the link and match between academic learning and workplace requirements.

1.3.3 Significance for the Manpower Office

For the Manpower Office, the apprenticeship program helps support administrative duties and public service activities, and contributes to improving the quality of employment- related public services.