

# **APPRENTICESHIP REPORT AT PT. SINAR SELATAN**

PT. Sinar Selatan is a garment company which has been operating since 1978. Nowadays products which are manufactured at PT. Sinar Selatan can be found in almost all cities in Indonesia. PT. Sinar Selatan has expanded its market to foreign countries such as Germany, Northern Europe, Middle East, and United Emirates Arab (UAE).

Based on the company's profile mentioned above I choose to do my apprenticeship program at PT Sinar Selatan. I choose this company because I believe that I could have an opportunity not only to improve my English, but also to know more about business world. I particularly focus on a garment company because it usually has customers from foreign countries. Working experience and knowledge that I gain could be useful when I want to have my own business.

During the apprenticeship, I am assigned to work as an Export Import observer. There are several minimum requirements to get a position as an Export & Import Observer. Language competence, English or Chinese at most, is needed in order to communicate with foreign people. The person has to be able to use oral and written English, has loyalty, has a good communication skill and has a self discipline. Besides, the person is preferably single, honest, punctual and able to cooperate with others.

My work schedule is appointed by the manager. Everyday I must come to the office at 7.30 am so the manager can assign the job that must be done for that day. Lunch time is at 12.00 am; by that time usually I have already finished 3 or 4 shipments which will be distributed in Indonesia or dispatched to other countries. When lunch time is over at 1.00 pm there will be some cargo that need to be unloaded at the warehouse. At the weekend I have a different schedule because I have grammar class so my working hour starts at 2.00 pm. Usually I finish working at 4.00 pm or at 5.00 pm, it depends on how much work I am supposed to do after lunch.

The job that I need to do are checking the incoming goods like spare parts of boiler machine, thread, needles, and approving goods that will be dispatched from the company. After the goods arrived at the company, I need to check whether the goods are in good condition or not. If the quality of the goods are not good enough, for example more than 10% of the needles we ordered are broken, I must consult first with the manager then I should mail the supplier to have a replacement. Before we call it a day, I must give a brief report to the manager about the incoming goods, where we unload the goods, and whether there is any problem with the goods so he knows what have been done for the day. Every week, I write a simple report to my supervisor about what problems that occurred and why the problems happened so the supervisor knows what I have accomplished for a week.

There are some difficulties while I am doing my apprenticeship at PT. Sinar Selatan. First, I am not accustomed to the working hours and the routine activities at the company. Therefore, my supervisor always reminds me to work faster because I need about 15 minutes to check the quantity, the types and the size of the thread, whereas it takes only 5 minutes for other workers to check the items. Another

difficulty is when I get a lot of tension, I tend to panic because I do not know what to do and what to say. In that situation I will ask my supervisor again and again. I find it difficult when someone puts me under a stressful situation but I think I learn a lot from this. I learn how to understand other people, especially workers who work together with me.

While doing apprenticeship there, I practice my speaking skills when talking with a foreign customer. I believe that English plays an important role since business transactions are mostly conducted in English. However, since the foreigners whom I met can also speak Indonesian, speaking in English is not compulsory.

During my apprenticeship I also learn how to work together as a team. I also notice that each individual is different and unique. The differences must be put aside so that we can cooperate and accomplish our job. I have to learn to adapt myself into a new working environment and learn to work together with the other workers as a team.

I believe that my learning experience at D3 English programme is helpful to do my apprenticeship program. Taking Emotional Intelligence subject encourages me to be more patient and to accept the way I work there, Speaking Skill in Business class helps me to speak properly with foreigners, and Public Relation Communication class supports me with the ability to make myself able to enter the working community and to understand other worker. All those skills have supported me with many advantages for this job.

I think I finished my apprenticeship without having too much trouble with my supervisor and my co-workers. My supervisor once told me about my tardiness. It is quite often for me to come late about 15 or 30 minutes, and I am also quite slow when checking the goods. On the other hand, he also told me that I am good at

checking the goods in details. I rarely make any mistake because I always consult first before doing something.

Finally, I would like to give some suggestions to the company. I suggest PT. Sinar Selatan to provide their workers with some useful skill such as language skill and other general skills such as Emotional Intelligence skill. I think better atmosphere and better interpersonal skills would affect significantly to job performance.