



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian , penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

INTERNSHIP REPORT



**TRANSLATION OF DECISION LETTERS OF THE BOARD
OF DIRECTORS AND CREATION OF CREATIVE TEXT AT
PT FEDERAL INTERNATIONAL FINANCE (FIFGROUP)**

WINA SAVIERA FIDELA

2108412002

**POLITEKNIK
NEGERI
JAKARTA**

**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM**

MAJORING IN BUSINESS ADMINISTRATION

DEPOK

2024



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

STATEMENT OF APPROVAL

LEMBAR PENGESAHAN


PRAKTIK KERJA LAPANGAN


- a. Judul : Penerjemahan Surat Keputusan Direksi dan Pembuatan Teks Kreatif di PT Federal International Finance (FIFGROUP)
- b. Penyusun
- 1) Nama : Wina Saviera Fidela
 - 2) NIM : 2108412002
- c. Jurusan : Administrasi Niaga
- d. Program Studi : 2108412002
- e. Waktu Pelaksanaan : 16 Februari – 30 Juni 2024
- f. Tempat Pelaksanaan : Menara FIF
Jl. T.B. Simatupang Kav. 15
Cilandak, Jakarta Selatan, 12440

Depok, 26 Juli 2024

Pembimbing PNJ,

Penyedia Perusahaan,


Eky Erlanda Edel, S.Pd, M.Pd
NIP. 232022020119890315


Rahmawati
Compliance Awareness &
Monitoring Sub Department Head

Mengesahkan

KRS BISPRO,



Dr. Dra. Ina Sukaesih, Dipl. TESOL., M.M., M.Hum
NIP. 196104121987032004



ACKNOWLEDGEMENT

Praise and gratitude belong to Allah SWT for His blessings, grace, and guidance so that the author can complete this independent campus internship at PT Federal International Finance (FIFGROUP) a subsidiary of PT Astra International Tbk. Also, the author completed this Internship Report. This report was prepared and later submitted as a requirement for passing the Internship (Magang dan Studi Independen Bersertifikat (“MSIB”)), as a condition for obtaining a Diploma 4 (D4) degree at Politeknik Negeri Jakarta, and also as a form of the author's responsibility for the tasks that have been done during this internship program.

The author would also like to express his deepest gratitude to several parties for their direction, guidance, and support directly and indirectly during the author's MSIB program. Therefore, the author expresses his deepest gratitude to the honorable:

1. The Ministry of Education and Culture of the Republic of Indonesia is the organizer of the MSIB program.
2. Dra. Ina Sukaesih, Dipl. TESOL, M.M., M.Hum. as the Head of the study program who has provided knowledge and insight to the writer.
3. Eky Erlanda Edel, S.Pd., M.Pd. as the supervising lecturer who has provided time, energy, and thoughts to direct the author in the preparation of this Internship report.
4. Rahmawati as the Compliance Awareness & Monitoring Sub Department Head as well as the mentor of the writer who has guided and provided direction during the MSIB program.
5. All FIFGROUP Compliance & Standardization and AFM Division officers who have guided and assisted the author during the internship, especially Pak Fedri and Kak Caecil as the person in charge of MSIB in this division.
6. The writer's parents who have provided both moral and material support, so that the writer can undergo this MSIB program to completion.
7. MSIB Batch 6 friends at FIFGROUP, especially Caroline Agatha Sarumaha, Salvira Navisyah, Shafa Mahira, and Jessica Clara Bell are always there to help and encourage the author in undergoing this internship.

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

Thus, this Internship report is made as an evaluation material for the implementation of this program. The author also realizes that this final report is far from perfect, both in terms of content and presentation. Thus, constructive criticism and suggestions are expected as improvements in future internships. Hopefully, this final report can be useful for readers and provide more or less an overview of MSIB activities carried out at PT Federal International Finance (FIFGROUP).

Jakarta, July 01, 2024

Writer,

Wina Saviera Fidela





Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

TABLE OF CONTENTS

ACKNOWLEDGE	3
TABLE OF CONTENTS	5
LIST OF TABLES	6
LIST OF FIGURES	7
CHAPTER I: INTRODUCTION.....	8
1.1. Background	8
1.2. Scope of Activities	11
1.3. Place and Time of Implementation	12
1.4. Objectives and Significances	12
CHAPTER II: LITERATURE REVIEW	14
2.1 Definition of Translation	14
2.2 Translation Techniques	15
2.3 Translation Process	20
2.4 Definition of Creative Writing	20
2.5 Copywriting.....	21
CHAPTER III: RESULTS	24
3.1 Internship Work Unit	24
3.2 Internship Description.....	26
3.3 Description of the Translation Process.....	29
3.4 Identification of Obstacles Faced.....	34
CHAPTER IV: CLOSING	38
4.1 Conclusion	38
4.2 Suggestion.....	39
REFERENCES	40
APPENDIX 1	41
APPENDIX 2	42
APPENDIX 3	48



Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

LIST OF TABLES

Table 3.1 Examples of Literal Translation Techniques in Business Texts.	29
Table 3.2 Examples of Amplification Techniques in Business Text.	29
Table 3.3 Examples of Calque Technique in Business Text.	30





Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian , penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

LIST OF FIGURES

Figure 3.1 Compliance & Standardization Division Structure.....	23
---	----





Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

CHAPTER I INTRODUCTION

1.1. Background

An internship is a learning program aimed at gaining experience in participating and working in the industrial world. (Dian Nugraheni, 2017). In addition, the internship also provides an opportunity for students to experience the industrial world directly and implement the knowledge that has been learned during the lecture process. This program is important for students to be introduced to the work environment before they graduate so that they can practice critical thinking and connect theory with actual work situations and challenges.

In early 2020, the Minister of Education, Culture, Research and Technology (Kemendikbudristek) officially launched the Independent Campus Learning (MBKM) policy under Permendikbud Number 3 of 2020 concerning National Higher Education Standards, which in Article 18 states that the fulfillment of learning period and load for undergraduate or applied undergraduate students can be carried out: 1) following the entire learning process in the study program at the university according to the period and learning load, and 2) following the learning process in the study program to fulfill part of the period and learning load and the rest following the learning process outside the study program. Through this policy, students have the opportunity for one semester or the equivalent of twenty credits to take learning outside the study program at the same university; and a maximum of two semesters or the equivalent of forty (40) credits to take learning in the same study program at different universities, learning in different study programs at different universities; and/or learning outside the university. In addition, this MBKM also aims to improve students' knowledge, skills, and attitudes to increase their readiness and absorption in the industrial world.

This is in line with one of the objectives of Politeknik Negeri Jakarta, which is to produce graduates of postgraduate applied education who are devoted, competent and have a national character. One way to realize this goal is through



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

the Internship policy. In 2024, the Diploma 4 English for Business and Professional Communication (BISPRO) Study Program, which is one of the study programs of the Commercial Administration Department of Politeknik Negeri Jakarta, applies this Merdeka Belajar policy to its students do an internship activity for one semester or at least four (4) months. This internship activity aims to enable BISPRO students to apply and explore more deeply the knowledge that has been obtained during the lecture process, especially in translation courses and creative text-writing courses.

PT Federal International Finance (FIFGROUP) which is a subsidiary of Astra International Tbk in the financial services sector is a conventional and sharia financing company that serves consumer needs such as Honda motorcycle financing (FIFASTRA), electronics and home furnishings (SPEKTRA), cash loans (DANASTRA), business financing (FINATRA), as well as Hajj, Umrah, and gold financing (AMITRA). Established on 1 May 1989, under the name PT Mitrapusaka Artha Finance, FIFGROUP obtained a business license from the Minister of Finance to engage in leasing, factoring, and consumer financing. In 1991, the company changed its name to PT Federal International Finance and in 1996 began to focus on retail financing of Honda motorcycles. In May 2013, the FIFGROUP brand was officially launched. In its organizational structure, FIFGROUP has 24 divisions to support the running of business processes. On this occasion, the author did an internship activity in the Compliance & Standardization and Anti-Fraud Management division. The Compliance & Standardization Division functions as part of the supervisor and implementation of good corporate governance principles for the realization of *Good Corporate Governance* and a culture of compliance. This division is divided into two departments, namely Policy & Standardization and Awareness & Monitoring. The author is placed in the Compliance Awareness sub-function which is part of the Awareness & Monitoring department. Compliance Awareness focuses on developing compliance culture and literacy programs within the company. This role is important to build a culture of compliance in all FIFGROUP employees and to face increasingly strict regulatory oversight. Thus, the required internship



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

tasks include compliance culture campaigns for the head office and 243 FIFGROUP branches throughout Indonesia.

During the internship, more tasks were given that were related to business communication skills such as creating *campaigns* about a culture of compliance in the company environment, translation, and also moderating company webinar activities. The author realizes that the tasks that are mostly given are those related to business communication skills such as creating *campaigns* about a culture of compliance in a corporate environment, translation, and also moderating corporate webinar activities. The author realizes that the tasks given during the internship are closely related to the knowledge that has been learned during the lecture process. There are several courses in the English for Business and Professional Communication study program whose knowledge can be implemented to do these internship tasks, such as Creative Writing, Business Text Translation, and Business Communication courses. For the author, these three courses are the most supportive for the author to complete the tasks given by the mentor during this activity. Thus, the author decided to do the internship program at PT Federal International Finance (FIFGROUP) in the position of Compliance Awareness *intern*. For four (4) months internship starting from 16 February to 30 June 2024.

Therefore, this activity is very important to do because it has various benefits that can be felt by the author. The author realizes that participating in an internship at PT Federal International Finance with the position of Compliance Awareness *intern* can improve *soft skills* and *hard skills*, especially in the field of language, the author also gets new knowledge and directly practices it in the field. Also, this activity is very useful for the author's future career path. During the activity, the author was directly guided by the Sub Department Head of the Compliance & Standardization division as the author's mentor who always gave feedback on the translated text and creative text that had been done. After the end of the internship period, the author must report all the results of the activities



Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

that were carried out during the internship by being guided by the supervising lecturer.

1.2. Scope of Activities

The internship at PT Federal International Finance is carried out offline at the head office of PT Federal International Finance. The scope of this activities as a Compliance Awareness *intern* are:

Scope of Translation and Copywriting

1. Translated the Decree of the Board of Directors of the Compliance & Standardization division regarding Anti-Money Laundering and Prevention of Financing of Terrorism (“APU PPT”) from Indonesian to English;
2. Translated the *campaign* poster on "Internal Regulation Procedures" from Indonesian to English;
3. Implemented *video campaign* projects related to compliance culture regarding socialization of Consumer Protection, socialization of C-Pro Cycle 1 improvements, and socialization of *Enterprise Architect*.
4. Do all *daily tasks* such as making poster *campaigns* regarding the socialization of Procedures for Opening Internal Regulations, socialization of Knowing APU PPT & PPPSPM, and also socialization of Knowing Politically Exposed Person (PEP).

1.3. Place and Time of Implementation

Place and Time of the internship is as follows:

Implementation Time	: 16 February – 30 June 2024
Instance	: PT Federal International Finance (FIFGROUP)
Agency Address	: Menara FIF Jl. T.B. Simatupang Kav. 15 Cilandak, South Jakarta, 12440



Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

1.4.Objectives and Benefits

1.4.1 Objective

The purpose of this internship is to introduce the author to the industrial world directly. So that the author can develop various technical and non-technical skills needed in the industrial world. In addition, this activity trains the author in translating business texts by implementing translation theories that the author has learned during lectures. In addition, this activity is also aimed at developing competencies needed in the industrial world, especially in the field of translation, such as:

1. Improving Translation Skills
2. Improving Understanding of Business Terms
3. Improving Time Management Skills
4. Understanding Professional Ethics and Translator Ethics
5. Improving Skills in Creative Text Writing
6. Improving Business Communication Skills
7. Improving Skills in *Public Speaking*

1.4.2 Benefits

Benefits to the Author:

The benefits that the author gets from this activity are:

1. through this internship, the author's writing and translation skills have improved;
2. writers have the opportunity to directly enter the industrial world and work on *real business projects*;
3. The author gained insight into the compliance industry related to the fields of law and business;
4. The author can learn new knowledge such as learning the substance of the Financial Services Authority Regulation ("POJK").



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian , penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

Benefits for Readers:

1. Readers are expected to get general information about internships in the Compliance & Standardization division.
2. Readers are expected to gain a deeper understanding of the process of implementing a translation *project*.
3. Readers can expect an overview of the industry, including the challenges writers face when working on translation *projects*.





Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

CHAPTER IV CLOSING

4.1 Conclusion

Based on the results of the internship activity at PT Federal International Finance, it can be concluded as follows.

- a. That the author has completed the internship for one (1) semester, precisely for four (4) months, starting from 16 February 2024 to 30 June 2024. During this period, the author had the opportunity to conduct a translation *project* by translating a *business* text, namely the Decision Letters of the Board of Directors. Also, the author had the opportunity to produce several creative texts, namely *copywriting* in the form of writing and video.
- b. The translation of business texts has a formal writing style and tone that is quite rigid. Thus, the writer must translate the business text as faithfully as possible so that there is no biased message/information when it is translated into English. When translating a *business* text, a high level of business understanding is required, especially in terms of terms. Thus, guidance from the internship mentor is very influential in completing the translation of the business text. In addition, due to its formal and rigid nature, the dominant technique used by the writer when translating is the literal translation technique, followed by the amplification technique and also the calque technique.
- c. that creative *copywriting* texts that are useful for promotional purposes have various types. *Copywriting* is not only a promotion of a brand or item. However, inviting or promoting information to others with attractive visuals such as infographic posters can also be said to be *copywriting* with the type of *news copy page*. Apart from being in the form of informative writing, *copywriting* can also take the form of visual videos such as advertisements or drama videos, provided that there is still an element of invitation or promotion. This type of *copywriting* is *visual copywriting*.



Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumunkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

- d. that when conducting the translation *project*, the writer encountered several obstacles. Some of the obstacles when translating the Decree of the Board of Directors were (1) the author had difficulty in finding English equivalents of specific terms that were difficult to understand and (2) the author had difficulty in adjusting the style and tone of writing in a formal business text. However, these obstacles were well overcome thanks to the guidance and direction from the mentor who always answered if the author had any questions.

4.2 Suggestions

Based on the author's experience while doing this internship program at PT Federal International Finance, there are several suggestions for target readers and partners, namely as follows:

- a. Advice for readers - especially Bispro PNJ students - it would be better if before choosing an institution to do the internship program, the author suggests researching in advance the background or partner information and the intended division. This is useful for aligning the *background of the* division with the *background of the* student's study program.
- b. A suggestion for partners, it would be better if in each division there is at least one person who is assigned to translate from Indonesian to English or vice versa. Or, create a new division or department specifically for translators who will translate business documents. Based on the results of the author's study, the average employee at FIFGROUP has not mastered things that smell like translation, especially translation in the field of business or law.



Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

REFERENCES

- Arifin, M. (2014). ANALYSIS AND DESIGN OF PRACTICE INFORMATION SYSTEM. *SIMETRIS Journal*, Vol 5 No 1, 49-56.
- Ariyadi, W. (2020). *The Surefire Way to Master Copywriting: Successful Strategies to Build Business and Improve Marketing*. Yogyakarta: Anak Hebat Indonesia.
- Dian Nugraheni, L. S. (2017). IMPLEMENTATION OF INTERNSHIP PROGRAMS IN AN EFFORT TO IMPROVE THE IMAGE OF EDUCATIONAL INSTITUTIONS (CASE STUDY: FACULTY OF INFORMATION TECHNOLOGY - SATYA WACANA CHRISTIAN UNIVERSITY). *SCRIPTURA Journal*, Vol. 7, No. 2, 47-56.
- Finance, F. I. (n.d.). *Federal International Finance*. Retrieved from Company Profile: <https://fifgroup.co.id/informasi-perusahaan/informasi-umum>
- Irwansyah. (2023, January 19). *Translation of Treaty Texts in the Indonesian Translators Association*. Retrieved from repository.pnj.ac.id: https://repository.pnj.ac.id/id/eprint/10386/5/Bagian%20Pendahuluan%20dan%20Bagian%20Penutup%20Laporan%20Magang_2.pdf
- Minister of Education, K. R. (2022). Retrieved from Permendikbud Number 3 About National Higher Education Standards.
- Merdeka, K. (2022). *Merdeka Campus Information Center*. Retrieved from MSIB Benefits for Students: <https://pusatinformasi.kampusmerdeka.kemdikbud.go.id/hc/en-us/articles/6414307470361-Manfaat-MSIB-untuk-Mahasiswa>
- Molina, L., & Albir, d. L. (2002). *A Textbook of Translation*. Hertfordshire: Prentice Hall International English Language Teaching.
- Nandy. (2021). *Copywriting: Definition, Examples, and Techniques*. Retrieved from Gramedia Blog: <https://www.gramedia.com/literasi/brand-awareness/>
- Nida, E. A., & Taber, d. C. (1974). *The Theory and Practice of Translation*. Leiden: E.J. Brill.
- Retno Winarni, S. Y. (2022). IMPROVING CREATIVE WRITING SKILLS WITH ETHICAL EDUCATION FOR ELEMENTARY SCHOOL TEACHERS THROUGH HYBRID LEARNING. *Journal of Widya Laksana*, Vol. 11, No. 1, 98-105.
- Sina, M. I. (2019, September 05). *THE IMPLICATIONS OF THE JOINT DECISION OF THE MINISTER OF HOME AFFAIRS, THE MINISTER OF STATE APPARATUS EMPOWERMENT AND BUREAUCRATIC REFORM, AND THE HEAD OF THE STATE CIVIL SERVICE AGENCY ON CORRUPT CIVIL SERVANTS WITH INKRACHT STATUS IN RELATION TO LAW NO. 5 YEAR*. Retrieved from Institutional Repositories & Scientific Journals: <https://repository.unpas.ac.id/42854/>

APPENDIX 1



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta





Hak Cipta
FIFGROUP



Hak Cipta
Politeknik Negeri Jakarta
member of ASTRA

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian , penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumunkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

APPENDIX 2

MSIB LOGBOOK BATCH 1



Nama	Vienna Saviera Fidela
Posisi	Compliance Awareness
Department	Compliance Awareness & Monitoring
Monitor	Rahmawati

Day	Clock In	Clock Out	Activities	Paraf
Monday, 18/02/24	07:30	17:25	The first day of In Class Training (ICT) at FIFGROUP office with Astra Management System and FIFGROUP Overview material, which is useful to get to know the company more deeply.	
Tuesday, 19/02/24	07:30	17:20	The second day of In Class Training at HOE, presented 3 materials: DMAIC, Time Management, and Presentation Skill. Participants created a project DMAIC group from analysis to data visualization.	
Wednesday, 20/02/24	07:30	18:00	Today is the last day of In Class Training by continuing the DMAIC material. We continued the DMAIC group project group, then present the results.	
Thursday, 21/02/24	07:30	17:15	Today, participants were assigned to their respective departments. I was in the Compliance Awareness & Monitoring department, introduced to members, and provided with related materials.	
Friday, 23/02/24	07:30	17:00	Today, I am still focusing on learning about the Compliance Awareness & Monitoring department and planning activities for March 2024 based on the Calendar of Events.	
Monday, 25/02/24	07:35	17:15	Coordinate with the CPO to discuss the socialization video related to POJK No. 22/2023, create a working paper to further detail the content, and draft the video script outline.	
Tuesday, 26/02/24	07:35	17:15	Continuing the design of the Awareness poster about Internal Regulations that will be uploaded on Instagram @growingatfifgroup, studying POJK 6/22 and POJK 22/23 and drafting a script for the socialization video.	
Wednesday, 27/02/24	07:45	17:23	Continue to make the Awareness content video script and coordinate with the CPO again regarding the shooting schedule of the socialization video.	
Thursday, 28/02/24	14:00	15:00	Coordinated again through the Microsoft Teams platform with the governance team and Customer Protection Officer to review the video script and set the time for shooting next week.	
Friday, 29/02/24	00:00	00:00	Pain	



Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta:

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

Monday, 4/03/24	07:50	17:10	Coordinate with the CPO to finalize the shooting schedule for the awareness video and study the C-PRO material that will be used as the first project, namely the C-PRO Implementation Guidebook.
Tuesday, 5/03/24	08:00	17:20	Continuing the C-PRO implementation guidebook project and the first day of shooting an awareness video with the CPO (scene narrator).
Wednesday, 6/03/24	07:40	13:00	The activity I did today was to continue making the C-PRO implementation guidebook (preface, introduction, definition).
Thursday, 7/03/24	07:50	17:40	The activities I did today were to continue making the C-Pro implementation guidebook (chapter 1), and help make a PPT about Compass (Compliance Process Assessment).
Friday, 8/03/24	07:50	18:00	The activities I did today were to create a timeline for the two projects of making C-PRO implementation guidelines and awareness videos. As well as, completing the shooting of the drama in scenes 2,3, and 4.
Monday, 11/03/24	00:00	00:00	National holiday; Nyepi Day
Tuesday, 12/03/24	07:17	16:25	Continuing the project of shooting video awareness, has begun to enter into the video editing stage (compile video, give subtitles)
Wednesday, 13/03/24	07:40	16:10	The activities I did today were continuing video editing for the awareness video project (giving music, taking scenes that were missing). Also, continuing the pocket book project (making chapter 2).
Thursday, 14/03/24	07:17	16:18	The activities I did today were revising the video and finalizing the video (voice over several scenes and take scenes of advertisements that were not quite right). Also, continuing the pocket book project (making chapter 3).
Friday, 15/03/24	07:19	16:15	The activities I did today were finalizing the awareness video that had been revised, requesting approval from the dept head and general manager regarding the video and then sending it to HC, continuing the pocket book project (finishing up to chapter 3).
Monday, 18/03/24	07:22	16:10	Create an AML/CFT poster to be emailed and uploaded on instagram @growingatfifgroup
Tuesday, 19/03/24	07:21	16:00	Continuing the book project (refining the final draft and canva link to pdf so that it can be reviewed with the compliance monitoring team)
Wednesday, 20/03/24	07:12	16:20	Continuing the handbook project (reviewing together with the compliance monitoring team as well as revising the introduction to chapter 1).
Thursday, 21/03/24	07:15	16:15	Continuing the handbook project (reviewing together with the compliance monitoring team as well as revising the introduction to chapter 2).

Signature



Hak Cipta milik Politeknik Negeri Jakarta

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumunkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

Friday, 2/03/24	07:40	16:40	Continuing the pocket book project (reviewing together with the compliance monitoring team as well as revising chapter 3 to completion).	
Monday, 5/03/24	07:15	16:18	Recap the articles used as the basis for sanctions, create a COMPA webinar project timeline, and fill in the definition of sanctions.	
Tuesday, 6/03/24	07:30	16:00	Create a risk management framework in practice, review COMPA webinar project timeline	
Wednesday, 7/03/24	07:20	16:30	Discuss with dept heads regarding the material and schedule of the COMPA webinar project, create WP and timeline of the C-Pro improvement awareness video project, discuss with the compliance monitoring team regarding the theme, concept, and script outline of the C-Pro improvement awareness video.	
Thursday, 8/03/24	07:15	16:08	Continue the C-Pro awareness video project by creating a script for scenes 1-4 and requesting the script approval schedule to the div head.	
Friday, 29/03/24	00:00	00:00	Good Friday public holiday	
Monday, 01/04/24	07:22	16:41	Continuing the C-Pro improvement awareness video project (revising the script as well as reviewing the script with the compliance awareness team), making PPT on PDCA and revising the webinar timeline.	
Tuesday, 02/04/24	07:17	16:00	Continuing the book project (refining the final draft and canva link to pdf so that it can be reviewed with the compliance monitoring team)	
Wednesday, 03/04/24	07:12	16:20	Continuing the handbook project (reviewing together with the compliance monitoring team as well as revising the introduction to chapter 1).	
Thursday, 04/04/24	07:15	16:15	Continuing the C-PRO repair awareness video project (shooting all scenes 1,2, and 3)	
Friday, 05/04/24	07:40	16:05	Continue C-PRO improvement awareness video project (video editing)	
Monday, 15/04/24	00:00	00:00	Permission not to enter because they are still in the village.	
Tuesday, 16/04/24	00:00	00:00	Permission to be absent due to illness.	
Wednesday, 17/04/24	07:39	17:00	Creating quizz questions from the C-PRO Awareness Video that will be aired on culture day and fiftube, helping to make Q-Card MC halal bi halal Gema Ramadhan, creating a timeline for the latest webinar project.	



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta:

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumunkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

Thursday, 18/04/24	07:35	18:29	Continue the COMPA webinar project (Discuss with the Governance team & Dept Head (Mr. Aceng) to discuss the schedule, concept, and webinar material. Also, start making PPT material for Webinar.	
Friday, 19/04/24	07:35	17:00	Editing Mr. Margono's farewell video, finalizing the video, and collecting the video.	
Saturday, 20/04/24	07:18	17:00	Today I started working on the COMPA webinar project, which is still creating webinar materials	
Sunday, 21/04/24	07:30	17:00	Editing video for Mr. Widya's farewell (take video, compile video, add sound effect, and transition with 60% progress)	
Monday, 22/04/24	08:00	17:30	Editing video for Mr. Widya's farewell (compiling photos, adding music and transitions, video review, and video revision with 85% progress)	
Tuesday, 23/04/24	07:45	18:29	Editing videos for Pak Widya's farewell (adding some videos, reviewing videos, finalizing videos, and collecting them into the gdrive link) and continuing to make ppt materials for COMPA webinars.	
Wednesday, 24/04/24	07:35	17:05	Create two Microsoft forms, namely FIFGROUP Olympic registration form (HO & Network Jabodetabek) and FIFGROUP Olympic registration form.	
Thursday, 25/04/24	07:18	17:30	Today I made APU PPT posters with 2 different sizes, namely banner and 3x4.	
Friday, 26/04/24	07:30	17:00	Continue to make PPT on POJK highlights 18, 22, 31, 35, 8 and 10.	
Saturday, 27/04/24	00:00	00:00	Red date: National Labor Day	
Sunday, 28/04/24	07:36	17:06	Requesting approval from the dept head (Mr. Aceng) regarding the PPT material that has been made, revising the material that has been reviewed together with the dept head, making Ms Teams background for the webinar.	
Monday, 29/04/24	07:50	17:05	Discuss with the policy team regarding the content of POJK 22 material and discuss with the CRM Officer regarding the content of POJK 18 material, and revise the PPT webinar material.	
Tuesday, 30/04/24	07:55	17:07	Organizing meetings, making Minutes of Meeting, revising posters of 2 sizes, making microsoft form quizz APU-PPT	
Wednesday, 01/05/24	00:00	00:00	Permission to be absent from work, due to business	



Hak Cipta © Politeknik Negeri Jakarta

Hak Cipta:

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

Wednesday, 08/05/24	07:45	17:00	Conducting the second meeting, revising ppt material, mapping regulations for webinars	
Thursday, 09/05/24	00:00	00:00	National Holiday: Ascension of Jesus	
Friday 10/05/24	07:50	17:10	Conducting the third meeting, revising ppt material, mapping regulations for webinars, creating a webinar logo	
Monday, 13/05/24	07:51	17:20	logo approval, logo revision, sending logo, creating Cue Card for moderator, creating broadcast for webinar, and continue mapping regulation until number 100.	
Tuesday, 14/05/24	07:50	17:10	Today I am focusing on mapping internal regulations up to number 370.	
Wednesday, 15/05/24	07:45	17:02	the fourth meeting related to finalizing webinar materials, revising webinars, mapping regulations to number 500	
Thursday, 16/05/24	07:38	17:13	mapping regulations up to number 650, meeting to finalize the material and implementation of tomorrow's webinar with Pak Aceng and Pak Ali, making a webinar conclusion.	
Friday, 17/05/24	07:50	17:10	finalizing the material for the last time, revising the missing ppt material, implementing the webinar, helping the moderator broadcast messages in the zoom chatroom, preparing webinar consumption,	
Monday, 20/05/24	07:48	17:20	Today I continued mapping internal regulations up to number 1000.	
Tuesday, 21/05/24	07:44	17:10	Today I focused on mapping internal regulations up to number 1250.	
Wednesday, 22/05/24	07:47	17:00	Today I focused on continuing mapping internal regulations up to number 1400.	
Thursday, 23/05/24	00:00	00:00	National holiday: Vesak Day	
Friday, 24/05/24	07:55	17:00	Today I'm focusing on mapping internal regulations up to number 1600.	
Monday, 03/06/24	07:44	17:41	Translated the Decree of the Board of Directors of Compliance regarding AML/CFT, Started working on the EA Awareness Video Project (Making Working Paper and Video Script), Validation of AML/CFT Poster to Mr. Aceng and poster revision).	
Tuesday, 04/06/24	00:00	00:00	I was absent today due to GERD.	



Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta:

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

Wednesday, 05/06/24	07:55	17:06	Today I continued the EA Awareness Video Project (Shooting the whole scene and starting to compile the video)
Thursday, 06/06/24	00:00	17:10	Today I continued EA's Video Awareness Project (Compiling videos, giving sound effects, etc.)
Friday, 07/06/24	07:55	17:00	Today I started to focus on the MSIB - FIF Final Review PPT for June 13, 2024.
Monday, 10/06/24	07:55	17:09	Today I focus on making PPT for MSIB 1 Final Review on June 13, 2024
Tuesday, 11/06/24	07:50	17:10	Today I am still focusing on making PPT for MSIB Final Review, Final Review PPT Review with ka Caecil as PIC Compliance Awareness and PPT Revision
Wednesday, 12/06/24	07:47	18:30	Today I focused on continuing to make the MSIB Final Review PPT, and the last review with Mas Andi as the Compliance Monitoring team.
Thursday, 13/06/24	07:40	17:05	MSIB Final Review Presentation and continue EA Awareness Video Project (video editing, voice over)
Friday, 14/06/24	07:50	17:35	Today I continued the EA Awareness Video Project (Finalizing Video Editing, Approval to Dept Head regarding the finished video, Video Revision, Submitting Video to HC, and making the Cue Card for Culture Day).
Monday, 17/06/24	00:00	00:00	National Holiday: Eid al-Adha
Tuesday, 18/06/24	07:50	17:10	Today I am still focusing on making PPT for MSIB Final Review, Final Review PPT Review with ka Caecil as PIC Compliance Awareness and PPT Revision
Wednesday, 19/06/24	07:47	18:30	Today I focused on continuing to make the MSIB Final Review PPT, and the last review with Mas Andi as the Compliance Monitoring team.
Thursday, 20/06/24	07:40	17:05	Farewell event (Off Boarding) MSIB Batch 6 FIFGROUP.
Friday, 21/06/24	00:00	17:35	The internship is over.

Signature



© Hak Cipta milik Politeknik Negeri Jakarta

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

APPENDIX 3

FIFGROUP



member of ASTRA

FORM PENILAIAN PKL (Pembimbing Perusahaan/Industri)

Nama Mahasiswa : Wina Saviera Fidela

NIM : 2108412002

Judul PKL : Penerjemahan Surat Keputusan Direksi dan Pembuatan Teks Kreatif di PT Federal International finance (FIFgroup)

Nilai Praktik Kerja Lapangan

No	Komponen Penilaian	Range Nilai	Nilai yang Dicapai
1	Kehadiran dan Aktifitas	5-10	9
2	Kedisiplinan	5-10	10
3	Etika dan Interaksi di Lingkungan Kerja	5-10	9
4	Pengetahuan Praktis	10-20	18
5	Penguasaan Materi	10-20	17
6	Kualitas Pelaporan	20-30	25
Total Nilai (A)			88

Jakarta, 13 Juni 2024
Pembimbing Perusahaan/Industri,

Rahmawati
Compliance Awareness & Monitoring
Sub Department Head

Saran Pembimbing perusahaan/industri terhadap mahasiswa PKL

1. lebih teliti
2. interpersonal skill lebih ditingkatkan
- 3.



FIFAstra
motorcycle financing



SPEKTRA
multi financing
www.fifgroup.co.id



DANAstra
micro financing
www.spektrakredit.com



AMITRA
syariah financing