

CHAPTER V

CONCLUSION AND SUGGESTION

A. Conclusion

The author completed job training at the Cilacap Immigration Office. The final product was a guiding video of status conversion from Limited Stay Permit (ITAS) to Permanent Stay Permit (ITAP) for family union with English subtitles. The video displayed all the information regarding the process and procedures for submitting an application status conversion from Limited Stay Permit (ITAS) to Permanent Stay Permit (ITAP) for family union. There was a model who played a role, namely the author as a caller and as the officer at the Cilacap Immigration Office. The author contributed to the produce of the guiding video to overcome obstacles such as not knowing the process and requirements for submitting the application.

In making the video, there were three stages: pre-production, production, and post-production. Pre-production was the initial stage of making a video. This stage included determining the guiding video concept, creating a video script, determining the shooting location, determining the production schedule, and determining the properties that will be used to support the creation of video information. The production stage was the stage of implementing the plan that had been made at the pre-production stage. This stage included the process of recording the video, audio recording, direction from the director, and lighting settings during video recording. The

post- production stage was the stage after the production process is complete. This stage included the processes of video editing, audio editing, determining visual effects, adding text, and video revision.

In making the guiding video, there were obstacles that the author experienced. First, the shooting room in Mrs.Wulan room was not soundproof, so the author carried out the dubbing process in the boarding house by adjusting his lip movements. Second, devices that didn't support it. This hindered the author from producing videos, so the final decision was for the author to borrow a job training partner. The goal is to keep the production process running. Third, there were grammatical errors that will be included in the subtitle video. The solution to overcome this was by consulting with a supervisor regarding grammar in order to minimize grammatical errors.

B. Suggestions

Based on the job training that had been implemented, there were several suggestions from the author that needed to be considered. First, in carrying out job training, we must prepare ourselves as best as possible, starting with the way we communicated with other people in the business environment, appearance, time management, and professional attitude. When we carry out job training at the Cilacap Immigration Office, we are required to be able to serve applicants, both Indonesian citizens and foreigners. Therefore, communication, appearance, time management, and professional attitude are very important.

Second, carrying out job training and having to make a product required careful preparation. Therefore, don't be embarrassed to ask the staff for information to make production process possible. Staff at the Cilacap Immigration Office will provide directions regarding the product.

Third, in carrying out job training at the Cilacap Immigration Office, there was assistance for officer in carrying them out. Therefore, there needed to be an attitude of willingness to learn new things. This attitude will have a good impact, such as increasing knowledge, skills, adaptability, self-confidence, and learning new things, which will build networks or relationships.

