ANALYSIS OF LEARNING NEEDS ON THE COMPETENCE OF ADMINISTRATIVE REPORTS OF DELETION OF FACILITIES AND INFRASTRUCTURE IN SMKN 5 PALEMBANG

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ABSTRACT

This study aims to explore the analysis of computerized learning competency reports on the elimination of facilities and infrastructure in vocational schools. Computerized learning is different from conventional, so it requires special media. Teachers experience obstacles in implementing learning because there is no learning media for learning simulation. Development of learning media is needed to improve student competencies. The method in this study is a qualitative method with descriptive qualitative analysis. Research subjects are informants who provide research data through questionnaires and interviews. The informants in this study were all students of class XII office administration at SMK N 5 Palembang and office administration teachers. The results showed the teacher and students in the analysis of learning on the administrative competency report of the satisfaction of facilities and infrastructure is still poorly said. Implications for further research develop computer-based learning media programs on the competence of administrative reports on the satisfaction of facilities and infrastructure.

KEYWORDS: Learning Analysis, Administrative Compensation for the Elimination of Facilities and Infrastructure, Learning Media, FlowChart Simulation for Competency in the Elimination of Facilities and Infrastructure

INTRODUCTION

Educational needs that must be met by every human being, through this education a person's behavior can be formed, Sagala (2011) education is an effort carried out by the community and the government through mentoring, teaching, activities at school or outside school.

Education forms students to develop the potential that exists in themselves, is expected to be in a positive direction, both mastery of the fields of knowledge, skills, and attitudes. So that it can be used for student life in society.

Vocational High School (SMK), one of the formal educational institutions in Indonesia, the goal is expected that SMK graduates can immediately have profound capabilities. Making it easier for students to get a job.

One of the SMKs that opened an Office Administration expertise program was SMK Negeri 5 Palembang. Based on preliminary observations made in class XII Office administration, it was found that student learning outcomes had not yet reached KKM 83.7% and reached KKM only 16.7% of the total 90 students in the administrative competence of eliminating facilities and infrastructure.

The cause of the problem is the change in government regulations in the education system in the form of curriculums from KTSP to 2013. In the 2013 revised edition of the 2017 curriculum there is a point that teachers must provide practical learning on the competence of administrative reports on the elimination of facilities and infrastructure with computerization. While teachers do not yet have media that is in accordance with the curriculum. The teacher is limited to making power points that explain the theory and give examples by lecturing. Where SMKs should have implemented Practice, because Practice in learning for SMK students is very important in order to facilitate students in mastering competencies.

To help students and teachers succeed in learning and in accordance with the curriculum, teachers can use computer-based learning media in the form of simulations, it is hoped that learning media in the form of simulations can improve student learning outcomes.

Its influence on the development of technology extends to various lives, including in the field of education that uses technology tools both for the benefit of individuals or groups (Layona, Yulianto, & Turnand, 2017), with learning to use technology, can help students process information easily and not time bound (Zhang., 2012). So that the need to develop modern learning media.

Learning in the digital age is already using computer-based learning media, because computer-based learning media are very much needed specifically in the world of education, so that the world of education does not experience parity with the world of work. in line with bider's research (2015) instructional media in the form of interactive multimedia using a simulation learning approach can stimulate active students in learning.

Through the use of technology in learning, it makes it easier for students to understand the material and support the mastery of expected competency skills (Hassan, Puteh, and Buhari, 2015). And learning media in the form of simulation has the potential to create a quality learning environment, and can improve learning skills (Pate, 2016).

School learning is supported by learning media in the form of simulation based on information and communication technology that can improve student learning outcomes. In the research of Kim (2011) students were not optimal in understanding the concept of learning, if they did not use technological assistance in learning. By utilizing technological assistance, the teacher can generate interest, critical thinking. And students are more diligent in learning (Pate, 2016).

It was concluded in this study the formulation of the problem is
1. How to analyze learning needs on the competence of the administrative report on the elimination of facilities and infrastructure at SMKN 5 Palembang
2. How to FlowChart Learning media on the competence of administrative reports on the elimination of facilities

RESEARCH METHOD

In research using qualitative descriptive methods. Arikunto (2013) descriptive qualitative research is describing a variable, symptoms and circumstances systematically, and in accordance with the facts. Research Population and Sample

The population in this study was 90 students and 1 teacher. with a typical case sample sampling technique. According to Dwiastuti (2012) a typical case sample is a sample design in accordance with research, with the condition that it is limited in time and resources, and its requirements through teacher recommendations.

Then the sample obtained in this study amounted to 30 students and 1 teacher in class XII Office Administration at SMK Negeri 5 palembang.

Data Collection Technique and Instruments
The data-collecting instruments used in this research are:
1. Observation. It is a data collection technique by observing directly or indirectly and recording the data in an observer tool (Sanjaya 2013:). Meanwhile, Sudjana (2012) stated that observation is widely used to measure individual behavior or the process of an activity that can be observed both in actual and artificial situations.
2. combination of questionnaires (closed and open) for teachers and students

RESULTS
The results of this study consisted of students and teachers in class XII Office Administration (AP) in SMKN 5 Palembang. Where the sample selected through the teacher's recommendation are 30 students and 1 teacher who teaches in class XII. By paying attention to the ability of student learning outcomes are high, medium and low, so it is placed as a representative sample (Suparman, 2012). In line with Susanti (2018) student learning outcomes are categorized high in the range 81-100, while the range is 65-80, and low in the range 50-64.

This study distributes the following student and teacher questionnaires with data obtained:

Table 1. Student Questionnaire Results

No question	Questionnaire results	The total value of the questionnaire expectations	Information
1	56	120	30 students
2	70	120	
3	72	120	
4	51	120	
5	100	120	
Total	**349**	**600**	**30 students**

Based on the questionnaire value, the data obtained for question 1 is 56 (46.7%), for question 2 is 70 (58), for question 3 is 72(60%), for question 4 is 51 (42, 5%), for question 5 is 100 (83,3%), from the total expected questionnaire value of 120. In order to obtain a learning analysis on the administration report of the elimination of facilities and infrastructure as follows:

$$\frac{349}{600} \; X \; 100 = 58{,}16\%$$

It was concluded that the results obtained from the questionnaire amounted to 58,16 % with poor categories, so learning should be held for improvement.

Table 2. Teacher Questionnaire Results

NO	Questionnaire results	The total value of the questionnaire expectations	Information
10 questions	19	40	1 teacher
Total	19	40	1 teacher

Based on the results of the questionnaire value obtained from the administrative subjects of class XII teachers is 19 (47.5%), from the expected questionnaire value of 40. So, we get an analysis of learning in the administration report of the elimination of facilities and infrastructure as follows:

$$\frac{19}{40} \; X \; 100 = 47{,}5 \; \%$$

it was concluded that the results obtained from the questionnaire amounted to 47.5% with poor categories, so learning should be held for improvement.

Based on the study of Flowchart simulation of learning on the competence of administrative reports on the elimination of facilities and infrastructure as follows
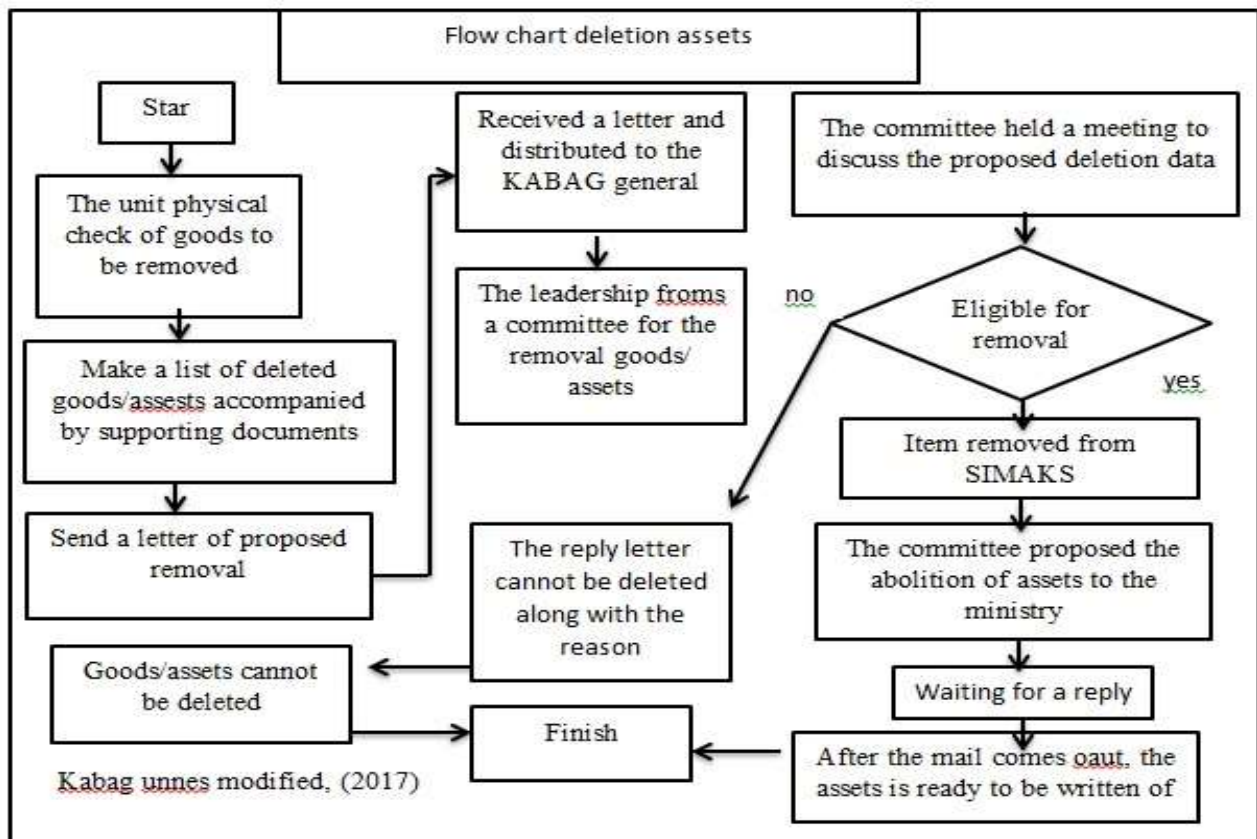
Picture 1. FlowChart deletion Assets

DISCUSSION

The data-collecting instruments used in this research Discussion Based on the results of the study of learning analysis in the administration of the elimination of facilities and infrastructure, the questionnaire value was obtained from students with a result of 49.7%, and from the teachers in the administration of facilities and infrastructure facilities was 47.5%. So that the category is not good, and there must be an improvement. In line with the opinion of Riduwan (2012). The results of the questionnaire value of less than 50% are categorized as less good.

Based on the analysis of the material obtained in the 2013 revised edition of the 2013 curriculum that students can understand the administrative reporting procedures for the elimination of facilities and infrastructure based on computer applications. While the material in the administration of facilities and infrastructure only covers auctioning and destruction of goods and assets of facilities and

infrastructure that are not in accordance with the laws and regulations in force in Indonesia and the world of work. So that it can cause a gap between the world of education and the world of work, where the world of work will be faced by students after graduating from school.

Based on research by Demak Manossoh, and Afandi (2018) the elimination of goods and assets must follow the applicable laws and regulations and have operational standards. So that the report on the elimination of facilities and infrastructure can be held accountable.

Based on the applicable laws and regulations, the elimination of goods and assets must pay attention to the Regulation of the Minister of Finance Number 83 / PMK.06/2016, procedures for the elimination of state-owned goods and assets including a) handover to the manager of goods, b) transfer of the status of the use of state-owned goods to the user of the goods, c) transfer, d) the existence of a court decision that has obtained permanent legal force and no other legal remedies, e) implement the provisions of the legislation, f) annihilation, and g) other causes {Demak Manossoh, and Afandi, 2018).

Based on observations when learning the media used still uses pawer points and explained with lectures that are not in accordance with the 2013 revised 2017 curriculum that requires teachers to learn in the competence of administrative reports on the elimination of facilities and infrastructure using learning media with Pratik-based computers.

It was concluded that learning is said to be good when it suits the needs of the workforce. And graduates of vocational students are expected to be absorbed and channeled into the world of work if the material taught is in accordance with the world of work.

Based on the results of the flow chart research that is suitable for learning competency reports on the elimination of administrative facilities and infrastructure. By using the flow chart computer-based learning media can be processed to be designed. So that makes the media that is created according to student needs, and is expected to be in accordance with the world of work.

The learning media that will be created are expected to stimulate students to study harder and can improve student learning outcomes. In line with previous studies of Nkhoma, Calbeto, Sriratanaviriyakul, Muang, Tran, and Cao (2014) found that learning with computer-based simulations had a positive impact on cognitive learning outcomes, as well as the delivery of learning material with the help of computers can be accessed anytime, (Cairncross, & Mannion, 2014)

In line with previous research by Chou, Chang, & Lu (2015) said that "the benefits of the media in learning activities, that teaching material will be clearer, and can be better understood by students and master the learning objectives well.

The limitation in this study is to explain how the analysis of learning needs in the competence report on the elimination of facilities and infrastructure in SMKN 5 Palembang, and new researchers develop the required media flow chart. It is expected to produce media that are useful and needed by its users.

CONCLUSION

It was concluded in the research of teachsmknrs and students in SMKN 5 Palembang in the analysis of learning on the administrative competency report of facilities and infrastructure is still said to be unfavorable and not in accordance with the applicable curriculum.

To make it easier to understand the material and interactions in learning activities, and make it easier to master competencies as required by the 2013 revised edition of the 2017 curriculum, it must use computer-based learning media with a simulation model.

Means for further research with the flowchart in this study, it is expected to create media according to the existing flow chart.

Means for schools should pay attention and provide the required media in full learning activities can run effectively and efficiently.

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