

ABSTRAK

MARIA PERANGIN ANGIN, NIM 8186132014, Analisis Manajemen Standar Proses Lembaga Kursus dan Pelatihan (LKP) Berakreditasi Unggul Di Kota Medan. Tesis. Medan Program Administrasi Pendidikan Pascasarjana Universitas Negeri Medan, Desember 2021

Data pada website Direktorat Pembinaan Kursus dan Pelatihan tahun 2019, jumlah lembaga kursus di kota Medan pada tahun 2019 jumlah LKP yang aktif tercatat sebanyak 201 lembaga dengan 30 jenis keterampilan. Dari keseluruhan jumlah LKP tersebut, lembaga yang telah terakreditasi oleh Badan Akreditasi Nasional Pendidikan Anak Usia Dini dan Pendidikan Non Formal (BAN PAUD dan PNF) masih relative rendah yaitu 60 lembaga (29.85%) dengan rincian: terakreditasi A sebanyak 3 lembaga, terakreditasi B sebanyak 12 lembaga dan terakreditasi C sebanyak 45 lembaga (www.banpaudpnf.or.id).

Dari data yang telah disajikan ditemukan masih banyak LKP yang belum terakreditasi yaitu 141 lembaga (70.15%)

Penelitian ini bertujuan untuk menganalisis manajemen standar proses lembaga kursus dan pelatihan (LKP) berakreditasi unggul di kota Medan.

Penelitian ini menggunakan pendekatan kualitatif dengan metode deskriptif. Data dikumpulkan dengan wawancara, pengamatan langsung, serta dokumentasi dengan Pimpinan Lembaga, Pendidik Lembaga dan Tenaga Kependidikan sebagai subjek penelitian pada manajemen standar proses lembaga kursus dan pelatihan (LKP) berakreditasi unggul. Teknik analisis data yang digunakan dalam penelitian ini adalah analisis kualitatif dengan langkah-langkah pengumpulan data, reduksi data, penyajian data, penarikan kesimpulan. Uji Keabsahan data, kepercayaan (credibility), keterlihatan (transferability), ketergantungan (dependability), dan kepastian (confirmability). Penelitian ini menghasilkan (1) Perencanaan proses pembelajaran dilaksanakan dengan mengacu pada keberadaan silabus, keberadaan RPP, dan materi pembelajaran. Semua beracuan pada standar kompetensi lulusan (SKL). (2) Pengorganisasian proses pembelajaran dilaksanakan dengan mengacu pada delapan standar pendidikan. (3) Pelaksanaan proses pembelajaran dikelola kesiapan pembelajaran interaktif, rasio alat belajar dengan peserta didik, dan rasio pendidik dengan peserta didik. (4) Evaluasi dan pengawasan dilakukan melalui tahapan penyiapan panduan pengawasan proses pembelajaran, hasil pengawasan proses pembelajaran, kehadiran peserta didik, pendidik, dan tenaga kependidikan, laporan pengawasan pembelajaran, evaluasi silabus, dan evaluasi RPP.

Kata Kunci: Manajemen standar proses, lembaga kursus dan pelatihan berakreditasi unggul

ABSTRACT

MARIA PERANGIN ANGIN, NIM 8186132014, Manajemen analysis of the Standard process and Training Institute (LKP) with excellent Accreditation in Medan City. Thesis. Medan State University Postgraduate Education Administrastion Program, December 2021.

Data on the website of the Directorate of Course and Training Development in 2019, the number of course Institutions with 30 type of skill. Of the total number of LKP, institutions that have been accredited by the National Accreditation Board for Early Childhood Education and Non-Forma Education (BAN PAUD and PNF) are still relatively low, namely 60 institutions (29.85%) with details: 3 accredited A, accredited B 12 institutions and accredited C as many as 45 institutions (www.banpaudpnf.or.id). From the data presented, it was found that there are still many LKP that have not been accredited, namely 141 institutions (70.15%)

This study aims to analyze the standard process management model at a accredited course and training institution (LKP) in the city of Medan.

This study uses a qualitative approach with a descriptive method. Data were collected by interview, direct observation, and documentation with Institutional Learders, Institutional Educators and Education Personnel as research subjects on standardized process management at a superior accredited course and training institution (LKP). The data analysis technique used in this research is qualitative analysis with the steps of data collection, data reduction, data presentation, and conclusion drawing. Test the validity of the data, trust (credibility), visibility (transferability), dependability (dependability), and certainty (comfirmability). This study resulted in (1) Plainning the learning process carried out by referring to the existence of the syllabus, the existence of lesson plans, and learning materials. All are based on graduate competency standards (SKL). (2) The organization of the learning process is carried out by referring to eight education standards. (3) The implementation of the learning process is managed by interactive leraning readiness, the ratio of learning tools to students, and the ratio of education to students. (4) Evaluation and supervision is carried out through the stage of preparing guidelines for monitoring the learning process, result of suoervision of the learning process, attendance of students, educator, and education staff, learning supervision reports, syllabus evaluation, and evaluation of lesson plans.

Keywords: Process standard managenet, excellent accredited course and training institute