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Didaktika: Jurnal Kependidikan, Vol. 13 No. 4 Nopember 2024

Management of Facilities and Infrastructure of the PMI Competency Test Professional Certification Institute of East Jakarta Branch

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Abstract

Competent human resources (HR) are one of the main pillars that build the competitiveness of a nation. Quality human resources that are able to answer future needs. In Indonesia, the rules regarding compulsory education and national education are contained in Law of the Republic of Indonesia No. 20 of 2003 concerning the national education system. Currently, According to the Indonesian Red Cross Professional Certification Institute, there were only 224 certified people from a total of 8274 staff and 45,685 volunteers. Answering these needs, Professional Certification Institutions are needed for Competency Test Sites. it turns out that many Branch/Regency PMIs have not established/formed Professional Certification Bodies due to limited facilities and infrastructure to meet the standards for the establishment of Competency Test Sites in accordance with BNSP Guidelines.The research design used in this study is a qualitative descriptive research to find facts and interpret about "Management of Facilities and Infrastructure of Professional Certification Institutions PMI Competency Test East Jakarta Branch" to accurately describe the properties of several realities of managing organizational / institutional facilities and infrastructure. Facilities and Infrastructure Management carried out by PMI East Jakarta Branch to conduct competency tests is divided into several stages: The Planning Stage, namely organizing competency test facilitie. Planning also discusses the analysis of facilities and infrastructure needs carried out by the operational sector.

Keywords: *Management, Facilities and Infrastructure, Certification Institutions, PMI*

Introduction

Quality or competent human resources can be realized through standardization and competency certification. With the provision of competency certification, existing human resources can increase the competitiveness of the workforce which in turn can increase economic growth. In addition to this, there is a strong commitment from the government in building work competencies as outlined in Law of the Republic of Indonesia No. 13 of 2003 concerning Manpower.

Currently, according to BNSP (National Professional Certification Agency), the number of workers who have been certified is 4.9 million people. This is still very small, amounting to 0.033% of the total workforce in Indonesia as many as 146.62 million people according to the Ministry of Manpower so that it can be said that the need for workers with special skills is needed so that their competencies are in accordance with standards in the world of work The high need for workers with special skills is what then encourages the presence of Professional Certification Bodies. The high need for workforce skills encourages the establishment of LSP in Indonesia to help productive workers to improve self-competence. Through LSP which obtained a license and was supervised by the National Professional Certification Board (BNSP),

professional certification was finally issued as a form of proof that the workforce had mastered and improved certain competencies in themselves. Through this certificate, the value of labor in the market has proven credibility.

According to Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System in the third part of article 61 explains in detail about Certification. The certification process is carried out to ensure that a person is in accordance with the required competency standards according to their fields. So that in the scope of its institution that accommodates certification tests, namely Professional Certification Bodies, it is included in the scope of Education. Professional certification is a recognition of workers who have knowledge, skills and work attitudes in accordance with the required work competency standards. In daily activities and workforce in Indonesia, diverse educational backgrounds are needed, including competencies that must be possessed by each of these human resources. One of the important organizations that has the largest human resources in Indonesia is the Indonesian Red Cross Association. The Indonesian Red Cross is part of the International Red Cross and Red Crescent Association, a social society that has the largest volunteer network in the world. The Indonesian Red Cross has a mandate not only to carry out humanitarian services but to ensure that human resources who carry out humanitarian activities have competence and education according to standards.

According to the Indonesian Red Cross Professional Certification Institute, there were only 224 certified people from a total of 8274 staff and 45,685 volunteers throughout Indonesia, of course this is a highlight so that more qualified human resources can conduct competency tests. Answering these needs, Professional Certification Institutions are needed for Competency Test Sites in various regions in Indonesia so that PMI human resources are more competent and more PMI human resources throughout Indonesia can easily access and test their competencies at the Indonesian Red Cross Professional Certification Institute.

Competency Test is very important so that PMI human resources can have a reference to professional standards of competence owned to carry out humanitarian and social work according to their capabranch and competence. Given that the Indonesian Red Cross is very close to the community and has special skills such as First Aid, Health Promotion, Disaster Safe School Facilitators, Youth Red Cross Facilitators / Trainers, Ambulance Officers, Psychosocial Support Service Officers where PMI volunteer / HR positions do not always have an educational background according to the field but have received / attended field / technical training so that their capabranch increases or according to the field. To strengthen these competencies, competency tests are needed, therefore, Professional Certification Bodies in whose mechanism there are Competency Test Sites must be easily accessible and widely spread throughout Indonesia.

One of the keys to the success of management of the competency test site management at PMI East Jakarta Branch is by implementing BNSP guideline No. 206 of 2014 through the management of facilities and infrastructure at the Competency Test Site. These facilities and infrastructure are needed to conduct professional competency tests for human resources to be certified. PMI East Jakarta Branch also based on the 2023 annual report has received comparative study visits from PMI Kab/Kota and other Provinces 11 times in one year and partnered with 34 companies/agencies trained by PMI East Jakarta human resources during 2023. Therefore, the good practices carried out by PMI East Jakarta Branch in the past year can be a learning and reference for its management for other Indonesian Red Cross Professional Certification Institutions. The Professional Certification Institute at PMI East Jakarta Branch has met the criteria very well in accordance with the witness test results from BNSP during the establishment of the Competency Test Site, which is in accordance with the standards of the

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Technical Requirements for the Competency Test Subjects of the Indonesian Red Cross Professional Certification Institute listed in the attachment to Decree 027/LSP-PMI/XII/2021 of the Chairman of the Indonesian Red Cross LSP. Good practices that are used as references from other agencies and PMI include the management of facilities and infrastructure in PMI East Jakarta Branch which is an example for other PMI Cities / Districts based on standardization information carried out by the Central PMI Education and Training Center.

Method

In general, this section describes how the study was conducted. The subject matter of this sections are: (1) the study design; (2) the sample population or subject of the research; (3) data collection techniques and instrument development; (4) and data analysis techniques. Please use descriptive paragraphs.

You can use these questions as a guideline to write the method: 1) Is the design suitable for answering the question posed? 2) Is there sufficient information present for you to replicate the research? 3) Does the article identify the procedures followed? 4) Are these ordered in a meaningful way? 5) If the methods are new, are they explained in detail? 6) Was the sampling appropriate? 7) Have the equipment and materials been adequately described? 8) Does it clear what type of data was recorded? 9) Have you been precise in describing measurements?

It is important to note that you do not need to use too many formulas or tables unless it is absolutely necessary to be displaye The research design used in this study is a qualitative descriptive research to find facts and interpret about "Management of Facilities and Infrastructure of Professional Certification Institutions PMI Competency Test East Jakarta Branch" to accurately describe the properties of several realities of managing organizational / institutional facilities and infrastructure The research design used in this study is a qualitative descriptive research to find facts and interpret about "Management of Facilities and Infrastructure of Professional Certification Institutions PMI Competency Test East Jakarta Branch" to accurately describe the properties of several realities. The use of this descriptive analytical method is able to help researchers understand existing phenomena by studying data and information obtained in the field, then the researcher describes and analyzes it so as to produce a new conclusion or finding

Data collection was carried out by means of Observation, in-depth interviews and documentation/literature studies to take primary and secondary data. After that, the data is analyzed with data reduction and triangulation to be subsequently concluded into a descriptive analysis that can be presented in an easy-to-understand form.

Results

Facilities and Infrastructure Management carried out by PMI East Jakarta City to conduct competency tests is divided into several stages and carried out as a whole. The results of the research obtained are : Planning of LSP TUK PMI East Jakarta City facilities and infrastructure. Planning, is an initial activity that includes the process of determining/preparing all forms of facilities and infrastructure in accordance with needs and budgets. The planning process in organizing the existence of competency test facilities must consider facilities in accordance with applicable BNSP regulations regarding facility standards at competency test sites. The PMI Competency Test Site in East Jakarta City plans at the beginning of the year and is budgeted for the next one year period, not only that the target target has also been planned in advance at the internal meeting of the special competency test committee according to the applicable structure.

This planning stage is the stage that must be carried out by each Competency Test Site. The planning process must include reasons for resolving the following five questions related to facilities and infrastructure, for example: (1) what was done; (2) why it was done; (3) how it is done (4) where it is done; and (5) when it is done. From some of these questions, questions can be made about each item of facilities and infrastructure, for example, HT procurement, what is done? That is HT procurement, why is HT procurement? How is the procurement process? Where is the purchase? When is it done? By analyzing each item with the questions contained in this, you will get an analysis of the needs of facilities and infrastructure that are as needed and right on target.

Inventory is also carried out to determine the condition of goods / facilities supporting the competency test which can then be reported periodically, namely once a month to be re-procured if the stock runs out or if the condition is not good can be followed up so that the facilities and infrastructure are always in good condition. Furthermore, Maintenance, is an activity to prevent damage to an item. In the Management of Facilities and Infrastructure of TUK PMI East Jakarta City, maintenance is carried out regularly, namely after use it must always be cleaned and arranged properly in its place. In addition, there are first aid kits as supporting equipment for competency tests in demonstration / practice which must be calibrated according to the provisions of the unit / medical device. Although not used in real terms for competency tests, this equipment must always be in good condition because if there is no competency test, this asset is used for PMI East Jakarta operations in emergency conditions such as accidents, disasters, etc.

Discussion

Implementation (actuating) of LSP TUK PMI East Jakarta City Facilities and Infrastructure Professional Certification PMI Competency Test East Jakarta City. The implementation process is using the facilities and infrastructure of LSP TUK PMI East Jakarta City. The process of using these facilities and infrastructure usually lasts for 2 (two) to 3 (three) days in line with the standards of the competency test process. During its implementation these fixtures are used by the Assessor to test participants/accessions. The Competency Test process usually has two stages, namely Portfolio which is a process of completing administration that proves the history of experience and competence possessed by the accession itself. A statement regarding the completeness of the equipment at the East Jakarta PMI TUK was also contained in the evaluation results after the competency test activity which stated that from the accession and assessors they were satisfied with the facilities at the East Jakarta PMI Competency Test Site. In addition to use, the facilities in TUK PMI East Jakarta City are also removed if after checking they are not in good condition.

Supervision (controlling) in the management of facilities and infrastructure Professional Certification Institute PMI Competency Test East Jakarta City. Supervision, is an activity of observation, examination and assessment of the managerial implementation of facilities and infrastructure at the PMI Competency Test Site in East Jakarta. Technically, supervision is the task of the operational field and is reviewed / re-supervised by the Head of the Competency Test Site, Mr. Ahmad Fadhli.

Conclusion

In general, this study aims to obtain a clear picture of Facilities and Infrastructure Management and analyze the management/management of facilities and infrastructure at the PMI Competency Test Professional Certification Institute East Jakarta Branch and develop a

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facilities and infrastructure management model at the PMI Competency Test Certification Institute East Jakarta Branch. In particular, this study aims to comprehensively analyze and develop a management model of facilities and infrastructure at the PMI Competency Test Professional Certification Institute in East Jakarta Branch in terms of: Planning in the management of facilities and infrastructure Professional Certification Institute PMI Competency Test East Jakarta Branch, Organizing (organizing) in the management of facilities and infrastructure Professional Certification Institute PMI Competency Test East Jakarta Branch, Implementation (actuating) in the management of facilities and infrastructure Professional Certification Institute PMI Competency Test East Jakarta Branch, Supervision (controlling) in the management of facilities and infrastructure Professional Certification Institute PMI Competency Test East Jakarta Branch.

Facilities and Infrastructure Management carried out by PMI East Jakarta Branch to conduct competency tests is divided into several stages: The Planning Stage, namely organizing competency test facilitie. Planning also discusses the analysis of facilities and infrastructure needs carried out by the operational sector. The next stage is organizing. The organizing stages are Storage and Inventory. Furthermore, Inventory is also carried out to determine the condition of goods / facilities supporting the competency test which can then be reported periodically. In implementation, parties who use facilities and infrastructure are required to better understand the technical mechanisms of using facilities and the last stage is Technically, supervision becomes the task of the operational field and is reviewed / supervised again by the Head of the Competency Test Site.

Acknowledgment

The Journal of Educational of management expresses its gratitude and sincere appreciation to all the reviewers who have contributed their expertise and time to review the manuscripts, to evaluate and to assess the articles submitted for consideration in the publication process; to be accepted or rejected in the journal publishing process. All of these are very important to ensure the quality and scientific impact of education.

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