

Community Learning Center Management to Improve the Quantity Service of Non Formal Education

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ABSTRACT

Budi Utama Community Learning Center is one of the best Community Learning Center's in Surabaya. The purpose of this research is to find out the management process of Community Learning Center and provide an in-depth overview of Community Learning Center 's experience in facilities lifelong learning communities. Management is a managerial activity which includes planning, organizing, actuating, and controlling conducted at the Budi Utama Community Learning Center in Surabaya. This research is a qualitative study using descriptive methods. Data collection techniques used in this study consist of: documentation study, direct and online interviews and observation. The subjects of the research were managers, tutors, and residents studying Budi Utama. The data analysis techniques of this study are data collection, data condensation, display data, and conclusion drawing. The conclusion of the research is need to be done by developing systems in the learning process to the community and increasing the ability of Community Learning Center managers to produce a higher quality learning process.

Keywords: *Management. Community learning centre, Non-formal education*

1. INTRODUCTION

Human Resources is the important item for development country, when people is object dan subject for development. Development will be effective if the education have good quality. The quality of education is important material to make the principec of people. Education is step to change principec, sains and technology and to get the good experience as direct or undirect. Community Learning Center is organization to respons for non formal education that come on people. Community Learning Center is a unit that respond to non-fomal education which is present in the midst of a community that is experiencing a national social economic crisis. In the Community Learning Center, humans ar object and subject their activities. The Community Learning Center programs are early childhood education or paud, the education package A, B, and C. Community Learning Center is one of the Out-of-School Education formed by the community to increase opportunities to develop Non-Formal Education. All activities carried out by Community Learning Center are based on what is needed by the community. Community Learning Center Community Learning Center managers must receive special attention because their ability to manage Community Learning Center determines the

outcome of ongoing PLS education. The most important and vital attitude in an organization is leadership. This attitude is influenced by the manager's personal academic and non-academic abilities. Therefore, based on the background that has been explained, the researcher wants to conduct a study entitled "Management of Community Learning Activity Centers in Improving the Quality of Education Services Outside Schools in Budi Utama Surabaya Community Learning Center "

The Community Learning Center is a forum created by the Directorate General of Community Education PLS. P. Based on the resolution of the KNIU and BP-PLS.P, the Center for Community Learning Activities is one of the places that provides information and ongoing learning activities intended for the community.

The Center for Community Learning Activities is a place for learning made from, by and for the community. The main purpose of this activity is to improve the skills, activities, activities that are popular, and community talents that rely on the benefits and meaning of the programs carried out to improve the ability of the community and the existing natural potential. [1]

Important Community Learning Center objectives are as follows: (a) Fostering the community to be able to meet their needs; (b) Meeting social and economic needs; (c) Sensitive to the surrounding situation and able to solve existing problems. [2]

The ideal Community Learning Center has functions that form the basis of character to develop Community Learning Center as a forum for the Learning Community. The characters are as follows: (a) Learning society; (b) Learning exchange; (c) Knowledge and information center or community library; (d) As a meeting center for various communities, the function of Community Learning Center in this case, not only involves the meeting place between the manager with learning resources and residents; (e) Community research centre of non formal education. [3]

The basic concept of Non-School Education (PLS) will be very necessary because it will require the community to discuss about educational events in the community. Like the basic concepts of Non-School Education are as follows: (a) The First Basic Concept, Education is a learning process that has no time limit and age limit; (b) The Second Basic Concept, The second basic concept is the minimum learning needs that must be given (minimum essential learning needs); (c) The Third Basic Concept, This concept explains human development through several mirrors that are categorized by age and (d) The Fourth Basic Concept, This basic concept explains the role of education intended for rural areas. [4]

Management has the meaning of leading, controlling, managing, and striving to be better with full sense of responsibility so that more. [5]

Below is the managerial function consists of planning: (a) Planning, Planning is the work done by a group in setting a goal; (b) Organizing, Organizing is the activity of bringing together work, people who do work, and rules in the company to achieve common goals; (c) Actuating, Actuating is moving is an activity carried out by the leader to carry out activities that are agreed upon when planning and organizing and (d) Controlling, Controlling adalah the activity do to make sure of the planning.[6]

Quality in education such as input quality, process quality, output quality, and output quality. Educational input is approved when ready to be processed

2. METHOD

2.1. Type of Research

Writing this thesis uses a qualitative descriptive method. Qualitative method is a research method based on postpositive philosophy, used to examine natural object conditions (as opposed to being experiments)

where researchers are key instruments, source and data sampling is done purposively and snowbally, data collection techniques are carried out by triangulation (combined) data analysis is inductive / qualitative, and qualitative research results emphasize more on meaning than generalization [7].

Descriptive method is a study that aims to provide or explain the current situation or phenomenon using scientific procedures"[8].

2.2. Location of Research

Community Learning Center Budi Utama Surabaya at Karah Street I No. 42, Karah, Kecamatan Jambangan, Surabaya city.

2.3. Subject of Research

Research points that can be used as data references are called research subjects that can be used as data sources [9].

Data sources in this study consisted of field notes, observations, and interviews with several research sources / informants. Purposive Sampling research sample. Researchers who from the beginning study the population and clear objectives of the research that is then carried out is the meaning of Purposive Sampling [10].

2.4. Technique of Data Collection

Collecting data is very decisive in a study. The method used at the time of conducting this research was as follows communication with subject of research, conducting observation, and take the picture and documentation [11].

2.5. Technique of Data Analysis

The data analysis was conducted by data collection, data reduction, data display, and conclusion drawing [12]. The data were checked by credibility, transferability, dependability, and confirmability [13].

3. RESULT AND DISCUSSION

3.1. General Condition of Community Learning Centre Budi Utama

History of Community Learning Center Budi Utama Surabaya based on the 2016 Census the population in Jambangan sub-district has an area of 385167 m² with 4 villages with a population of 23,193 people. In order to improve the quality and empowerment of Community Learning Center in the era of regional autonomy that took place since 2001, it was felt that the need for Community Learning Center in Jambangan District is

geographically located in the southern part of the city of Surabaya.

Location of Community Learning Center Budi Utama Karah Street I No.42, Karah, Kec. Jambangan, Surabaya city, Jawa Timur 60237. The vision of the community is to become an educational institution that is able to develop a generation that is smart, creative, and ready to face the challenges of the times. The mission and the goal of Community Learning Center Budi Utama is to developing all abilities obtained by students in accordance with development. In addition, the basics towards the development of attitudes, knowledge, and skills of students. The goal is to helping the government to meet the needs of diverse communities as the next generation of people who are broad-minded, knowledgeable, outstanding and of high quality

3.2. Overview of Managing Community Learning Centre Budi Utama in Improving the Quality of Non-school Education Services

1) Planning

In the planning process the program planning is planned to be carried out at Budi Utama Community Learning Center such as the A, B and C Program Packages and other programs, then in its implementation a learning and financial operational plan is also carried out

2) Organizing

In the organizing process the division of tasks and authority of each party involved in the Budi Utama Community Learning Center is carried out in accordance with the organizational structure that has been loaded and performs as desired.

3) Actuating

In this task, instructors and learning staff such as activities outside the Community Learning Center area or Outing for learning citizens and seminars or training for Community Learning Center tutors and staff

4) Controlling

Controlling at Community Learning Center Budi Utama is carried out by several parties as follows:

a. Government

Supervision is carried out on the suitability of teaching and learning conducted by Community Learning Center Budi Utama with the Standard Curriculum made by the government

b. Internal of Community Learning Center

Supervision is carried out with the aim to regulate the activities carried out by Community Learning Center in accordance with the Government's curriculum and in

accordance with the Vision, Mission and The Goal of Community Learning Center

c. The citizen

Supervision is carried out on the liveliness of the activities carried out by Budi Utama Community Learning Center towards the local residents

4. CONCLUSION

Planning conducted in Community Learning Center Budi Utama is divided into 2 is Learning Operational Planning relating to the curriculum and Financial Management Planning relating to Community Learning Center Operational Assistance funds (BOP) provided by the Education Office where it must be done properly reported BOP funds are always spent accordingly mandate and reporting provided to the Surabaya Education Office. For monthly Community Learning Center financial reports as well as monthly reports made by the deliverers to the Community Learning Center chair

Organizing in the Budi Utama Community Learning Center is very good. The organizational structure, duties and authority of each party involved and clearly socialized thus expediting the learning process. Actuating activities in Community Learning Center Budi Utama is quite good. Many activities are carried out as a learning tool for tutors for learning citizens, but they are also active in the development of tutors' abilities such as training or seminars held by the education agency or other institutions.

Controlling in Community Learning Center is carried out by several parties, the first is supervision from the Education Office regarding learning and financial operations, the second is supervision from the committee which aims to know the activities carried out by Community Learning Center Budi Utama as well as knowing the usefulness of the activities carried out by Community Learning Center Budi Utama, the third is the internal supervision of Budi Utama Community Learning Center. It aims to supervise and evaluate the activities carried out in accordance with the vision and mission of Budi Utama Community Learning Center.

To improve services at Community Learning Center Budi Utama, there needs to be an update of tutors and staff improvement at Community Learning Center Budi Utama. This can be seen in Community Learning Center Budi Utama is an old teacher who is difficult to keep up with technological developments. To improve social skills and knowledge, regular out-of-school activities such as outbound, outbound, or other tourism activities are needed. To improve the quality of learning services in accordance with the times, based on the conclusions of the thesis there must be a renewal of tutors and additional staff at PKBM Budi Utama. It can be seen

that at PKBM Budi Utama there are tutors who are quite old who find it difficult to keep up with technological developments. In addition, to increase social skills and knowledge, there must be routine activities outside of school such as outing, outbound, or other tourism activities. In the process of monitoring the learning and financial system, to accelerate the monitoring process a graph is taken in the percentage of the amount of money received or the amount of the syllabus compared to the implementation time, so that the object of supervision and time can run without being completed or finished first.

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