

Training Need Analyses of Educators and Education Personnel Based on Educational Report Card at SMK N 1 Nanggulan, Kulon Progo Regency

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Abstract

The demands of technological development are also felt by in the world of education. The Education Report Card is the result of scores from the performance of the Education unit. From these results, an evaluation is carried out on which indicators have insufficient value and need improvement. There is a red value on the quality indicator of human resource management at SMKN 1 Nanggulan so further analysis is required in order to explore the training needs that must be implemented. Research Method was carried out by interviews with key informants. The research was carried out at SMKN 1 Nanggulan in Kulon Progo district. The purpose of writing this article is to determine the "gap" between the current situation and the desired one in terms of training needs at SMKN 1 Nanggulan. The result of this article is choosing the right training to improve the quality of existing education.

Keywords: *Training, Teachers, Report Cards, Education*

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Introduction

Education is a teaching and learning process that is found anywhere, done by anyone in various ways. According to Law Number 20 of 2003 concerning the National Education System, it is stated that "Education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to have religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, society, nation and state" (Sistem Pendidikan Nasional, 2024). One of the goals of the Indonesian State is to educate the nation's life. To achieve this goal, the Education Unit is required to improve the quality of education for its students (Sunardi, et.al, 2019). To assess the quality results of the Education unit, the Education Report Card is currently used (Priantini, 2022). Akunbelajar.id explains "The Education Report Card is a platform that provides data on the evaluation results of the education system as a refinement of the previously existing quality report card. This platform is used as a reference to identify, reflect, and improve the quality of Indonesian education as a whole, with an integrated system." From the report card score, the Education Unit can find out in what areas still need to be evaluated and improved.

In the education unit, the management of teaching and education personnel has a great influence on improving the quality of education. The implementation of the Merdeka curriculum requires educators and education personnel to be more active in developing their knowledge. In addition, the development of increasingly advanced technology can also facilitate the development of the capabilities of an educator (Mesra & Salem, 2023)

Training is a planned organizational effort to help employees acquire job-related knowledge, skills, abilities, behaviors, with goals to be achieved on the job (Dessler, 2020). Training Need Analysis (TNA) is the initial part of planning a training program that is needed to bridge the gap between the competencies required and the competencies possessed by employees in carrying out their job duties (BKN Regulation No. 17 of 2011 concerning Guidelines for the Implementation of Technical Training

Needs Analysis for Civil Servant Management) (BKN, 2011). This is commensurate with (Rossett, 1987), that Training Need Analysis is a study used to help implementers make the right decisions and provide recommendations on steps to be taken in overcoming organizational performance problems related to HR training and development, by collecting information in the form of data and opinions from various sources.

SMKN 1 Nanggulan is a Center of Excellence school in Kulon Progo district that always evaluates its education report card. In 2024, SMKN 1 Nanggulan received a red score on the indicator of improving the quality of its resources. It takes planning or training need analysis to turn it into a green score. The purpose of this study is to determine the training needs required by SMKN 1 Nanggulan to achieve a better quality of education in the following year.

Method

This research is a qualitative research. The research location is SMKN 1 Nanggulan, Kulon Progo Regency. This research focuses on how the Training Need Analysis conducted by SMKN 1 Nanggulan Kulon Progo Regency to improve the competence of educators and education personnel in order to improve the quality of education in schools. The data collection technique in this study is by interviewing key informants, namely the Principal, Head of Administration and Deputy Principal for Curriculum. This research uses data analysis with descriptive method. Starting with the process of collecting data through interviews, then processing the data until the right conclusion solution comes out.

Results and Discussion

The demand for improving the quality of education is always carried out to achieve the goals of the State. The thing that can be done is to improve the quality of educators and staff. This is very important because educators are the spearhead in the world of education. In line with research (Muzaki & Masjudin, 2019) which states that in order to improve the quality of education in schools, coaching and developing education personnel is an indispensable and important aspect of human resource management to improve, maintain, and improve the performance of education personnel.

According to the grades on the education report card at SMKN 1 Nanggulan, training needs analysis is needed to improve the ability of educators and education personnel. Training is needed when there is a gap between the current situation and the desired one. This is in line with research conducted by Septiyanti & Almadani (2023) where training is carried out based on the gap between the current state and the ideal state.

To determine the right type of training, there are stages that must be carried out. According to Febriani & Yusuarsono (2019), there are seven stages in conducting training need analysis. TNA is conducted through the following 7 stages: 1. documenting the problems that occur in the field, 2. planning a training needs analysis, 3. investigating the problem, 4. selecting problem-solving analysis techniques, 5. conducting analysis, 6. analyzing the data that has been collected, 7. reporting findings from the field (Amiria, 2029)

Some of the steps that need to be taken in developing a training program include: analyzing the training needs of the organization, determining the objectives and materials of the training program, selecting the training methods and learning principles to be used, and evaluating the training program. The analysis stage is the initial stage of identifying the root of the problem and the factors that influence it.

According to Corvini et al. (1962), the three-level model in TNA involves organizational analysis, task analysis, and individual analysis. Organizational Analysis is Assessing training needs based on organizational goals and strategies. Task Analysis is Identifying the skills and knowledge needed to perform a specific task. Individual Analysis by determining who needs training based on individual performance. Furthermore, identifying what indicators need to be addressed, at this stage the training that will be selected can be determined. After implementation, an evaluation stage must be carried out whether the objectives of the training have been achieved or not.

The table below is one of the tools to facilitate the mapping of training needed by an organization.

Table 1. Levels of training needs based on McGehee and Thayer

Levels of Training Needs	Questions	Reference
Organization	Where is training most needed and for which job groups?	Strategic new policy
Position/ Occupation	What skills are required in a field of work?	Job analysis
Individuals	Who needs the most training?	Individual performance scores, assessments

Based on the steps that must be taken to determine training needs at SMKN 1 Nanggulan, this article determines the type of training for teaching and education personnel at SMKN 1 Nanggulan with the following steps:

1. Identification of problems in the field

The first step in the TNA process is to conduct problem documentation, where the aim is to identify as many problems as possible and document them. In this stage, interviews were conducted as well as collecting data based on the school's education report card.

Table 2: Education report card of SMKN 1 Nanggulan Indicator Proportion of utilization of school resources that received a red score

Indicator	Outcome Label 2024	Achievement Value 2024	Definition of Outcome	Change in Achievement Value from Last Year	Achievement Value 2023	Ranking in Province	National Ranking
Proportion of school resources used for quality improvement The percentage of funds allocated from the school budget to improve the quality of education and the quality of teachers and education personnel, compared to the total school expenditure in one BOS budget year.	Lack	21,78	The education unit has a low proportion of utilization of school resources for quality improvement	Down by 1.92	23,7	Upper middle rank (21-40%)	Upper middle rank (21-40%)

<p>Proportion of expenditure allocated to improve the quality of teachers and education personnel Percentage of the school budget used to improve the quality of teachers and education personnel, compared to the total school expenditure in one BOS fiscal year.</p>	<p>Lack</p>	<p>2,85</p>	<p>Education units have a low proportion of spending on improving the quality of teachers and education personnel</p>	<p>Up by 1.55</p>	<p>1,3</p>	<p>Top rank (1-20%)</p>	<p>Upper middle rank (21-40%)</p>
<p>Proportion of learning quality non-personnel expenditure Percentage of school fund allocation used to improve the quality of education, compared to total school expenditure in one year anggaran BOS.</p>	<p>Lack</p>		<p>Education units have a low proportion of learning quality non-personnel expenditures</p>	<p>Down by 3.46</p>	<p>22,39</p>	<p>Upper middle rank (21-40%)</p>	<p>Upper middle rank (21-40%)</p>

The data above displays a red value where the indicators of teaching staff and education personnel at SMKNN 1 Nanggulan are still not optimal in improving the quality of education. This is in line with the statement of the head of administration where the school rarely holds activities such as workdho or training for teaching staff or education staff. This is because most of the school budget is used to buy practicum materials for students. Meanwhile, the results of an interview with the deputy head of the curriculum section, currently educators are required to actively participate in training, both those conducted by internal and external parties.

2. Create a needs analysis plan

The next step is planning for training needs. At this stage, it is known that there is a gap between the current situation regarding the quality of education and education personnel, each of which is less than the desired situation, one of which is marked by the green color on the indicators in the school education report card. At this stage, an appropriate training needs analysis is carried out between organizational analysis, job analysis and personal analysis.

Judging from the results of the education report card, the principal conducted a training needs analysis with the school planner. The school planner conducts data-based planning. The organizational analysis is linked to the training needs of the organization for all positions in the school. This training concerns all teaching and education personnel. The second analysis is position analysis, which positions require training. The training of assessor training for education personnel in various expertise programs is one of the results of position analysis. Individual analysis, conducted based on individual performance scores. Educators and education personnel who have below-average employee performance scores are given training to improve the quality of education of these individuals.

3. Determining the training program material

At this stage, the type of training that will be conducted by the school is selected. Based on the data-based planning carried out by the school, several training programs that will be implemented to improve the quality of educators and administrative staff at SMKN 1 Nanggulan were determined.

Table 3. Types of training conducted based on training needs level analysis

Indicator	Achievement Label 2024	Training Program Analysis	Type of Training
<p>Proportion of school resources utilized to improve quality <i>The percentage of the school budget allocated to improve the quality of education, as well as the quality of teachers and education personnel, compared to the total school expenditure in a BOS budget year.</i></p>	Lack	Organization	<ul style="list-style-type: none"> - Workshop on improving the competence of teaching and education personnel - Workshop on stress management for employees at SMKN 1 Nanggulan
		Position	<ul style="list-style-type: none"> - Workshop on Making Teaching Materials for Teachers - Workshop on classroom management for teachers - Workshop on the application of planning, management of goods and finance
		Individuals	<ul style="list-style-type: none"> - Send educators for assessor training

From the data above, it can be seen that the value of the learning quality indicator at SMKN 1 Nanggulan is still low. School management needs to conduct training to improve the quality of teaching and learning staff. From the interview results and based on the training needs analysis conducted by the principal, the results show that the school needs to hold workshops or training to improve the skills and quality of the quality of learning carried out. The school planner will budget using BOS funds in 2024. This is in line with the proposal from the head of administration. The proposal to hold workshops, especially for education personnel, so that they are more capable of developing technology, will invite several resource persons who can provide information on the development of applications that make work easier so that it is hoped that the quality of education will improve. After looking at the results of the Education report card, the deputy principal for curriculum plans to hold training for educators, one of which is a workshop/training on learning methods as well as a workshop on strengthening media and teaching materials. Furthermore, after the training, the performance of teaching and education personnel will be better, because they are also assessed through the Merdeka Teaching Platform.

Conclusion

Based on the discussion above, it is concluded that the support of leaders in the school is needed to improve the quality of teaching and education personnel. Educators and education personnel at SMKN 1 Nanggulan need several types of training. This is because in the Education report card there is a lack of value in the indicator of improving the quality of human resources. Based on the training need analysis stage carried out through interviews with key informants, the results show that the training needs at SMKN 1 Nanggulan are at the organizational level, and position level. So that several training programs will be carried out to improve the score on the Education report card and improve the quality of education services at SMKN 1 Nanggulan.

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