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## **Learning Process Management at PKBM RA Abata Mardhotillah Karawang**

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### ***Abstract***

*This study examines and analyzes the Management of the Learning Process at PKBM RA Mardhotillah Karawang. PKBM itself can be categorized as a non-formal education unit that provides educational services such as formal education. So that it fulfills the prerequisites in carrying out the learning process at PKBM RA Abata Mardhotillah Karawang. The research method used is descriptive qualitative research method. And this data collection technique uses interview, observation and documentation techniques. The results of this study indicate that the management of the PKBM RA Abata Mardhotillah Karawang learning process has shown systematic governance, this is evidenced by a number of learning programs implemented in the annual program plan and the preparation of daily implementation schedules.*

**Keywords:** *Management, PKBM*

## Introduction

Teaching is something that happens because of the teacher's ability to have good teaching basics. So, teaching is not something that happens by chance. The ability to manage the teaching and learning process is the ability of teachers in creating an atmosphere of educational communication between teachers and students in cognitive, affective and psychomotor aspects, as an effort to learn something based on planning to the evaluation and follow-up stages in order to achieve learning objectives. The essence of formal education is the teaching and learning process with the teacher as the role holder. There are three things that are indicators that a teacher is said to be qualified, namely: having the ability to plan teaching, carry out the teaching and learning process, and the ability to evaluate or assess teaching.

The teaching and learning process is at the core of the formal education process with teachers as role holders. In PBM, most of the learning outcomes of students are determined by the role of the teacher. Competent teachers will be better able to create an effective learning environment and will be better able to manage PBMs, so that student learning outcomes are at an optimal level. In PBM, the teacher is said to be qualified if the teacher has the ability to plan teaching, carry out the teaching and learning process, and the ability to evaluate/assess teaching.

Referring to the Law of the Republic of Indonesia Number 3 of 2003 concerning the National Education System Article 10 Paragraph (1), education is divided into two, including school education and out-of-school education. School education is an education that is organized in schools through teaching and learning activities in a tiered and continuous manner. Meanwhile, out-of-school education is education that is held outside of school through teaching and learning activities that do not have to be tiered and continuous. Education does not have to be carried out in formal schools but can also be carried out outside of non-formal schools. Law number 20 of 2003 concerning the National Education System states that the education path consists of formal, non-formal, and informal education that can complement each other. Article 16 paragraph (4) states that non-formal education units consist of course institutions, training institutions, study groups, centers for community learning activities, and *taklim* assemblies and similar educational units.<sup>1</sup>

A number of problems around national education that cause the level of community participation in education are still not good, including due to the high rate of poverty in Indonesia and also the low public awareness of the importance of

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<sup>1</sup> Depdiknas, *Undang-Undang No 20 Tahun 2003 Tentang Sistem Pendidikan Nasional* (Jakarta, 2003).

education in improving people's lives. As an effort to overcome these problems, the government designed a policy to further increase accessibility and community participation through the policy of organizing the Center for Community Learning Activities (PKBM). According to Sihombing and Gutama the Center for Community Learning Activities (PKBM) is a forum where all community learning activities are in order to increase their knowledge, skills / expertise, hobbies, hobbies, or talents which are managed and organized by the community themselves. The Center for Community Teaching and Learning Activities (PKBM) is also a non-formal education unit that is currently needed by the community to be able to get various educational services for every community who has not completed their education in formal education. As an educational institution, PKBM also has the same curriculum as formal education, using the same learning system as formal schools. However, the learning process organized by PKBM is more flexible in adjusting to the circumstances and activities of its learning residents. PKBM also provides services to the community with various early childhood education programs and non-formal education programs, productive business programs and various social programs needed by the community in improving the quality of their lives.

Non-formal education is an organized educational activity and is one of the educational pathways held in Indonesia in addition to formal school education. This non-formal education is present in the community, along with formal education. Non-formal education is also one of the important things and participates in efforts to educate the nation's life.<sup>2</sup>

Some people have not been able to take the levels of formal education, because a number of obstacles and limitations experienced by the community, especially in people with weak economic levels, including economic limitations, limited time owned, age problems, the needs of the world of work and the problem of obstacles in the form of distance are a number of reasons that people have not been able to enjoy formal education. This non-formal educational institution has a purpose and concern in providing a place for the community to still be able to get the opportunity to participate in the learning process, one of the forums that organizes non-formal education in Indonesia is the Center for Community Learning Activities (PKBM).

Management is the art of managing an organization in order to be able to influence others in order to realize the goals to be achieved. Management has roles and functions that can be used in various fields of life, one of which is the field of

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<sup>2</sup> Mustofa Kamil, *Pendidikan Non Formal Pengembangan Melalui PKBM* (Bandung: Alfabeta, 2009).

education, both formal education and non-formal education. Activities in the management of PKBM are carried out based on management functions such as planning, organizing, implementation, control and assessment. The implementation of PKBM itself must rely on 8 components of the National Education Standard (SNP), including content standards, graduate competency standards, process standards, facilities and infrastructure standards, standards for educators and education personnel, management standards, financing standards, and assessment standards..

PKBM RA Abata Mardhotillah is one of the educational institutions located in Block Y no. 20 Perumnas, Sukaharja, Telukjambe Timur District, Karawang regency, West Java 41361. The author chose PKBM RA Abata Mardhotillah as material for research because the learning management at PKBM RA Abata Mardhotillah Karawang is feasible and interesting to be researched more seriously and comprehensively.

## **Method**

The research method used is a qualitative method, qualitative research methods are considered the most appropriate because they can provide a comprehensive picture of reality interpreting the management of the learning process at PKBM RA Mardhotillah Karawang, which includes the governance of elements of the complex learning process in organizing the learning process for the community. Qualitative research according to is a method to explore and understand the meaning that a number of individuals or groups of people consider to be derived from social or humanitarian problems. The research was conducted at PKBM RA Mardhotillah Karawang and based on the focus of the problems raised in this study, the participants of the research or analysis unit included elements of PKBM implementation, elements of educators (tutors) and elements of learning citizens.

The data in qualitative research according to Satori and Komariah are in the form of statements, writings, numbers that are described and interpreted, images, symbols, styles, gestures, attitudes or behaviors. This research seeks to obtain information about what the management of the learning process looks like at PKBM RA Mardhotillah Karawang. In order for the research to be more targeted, in accordance with the expected objectives, researchers use research instruments, namely documentation instruments, interview instruments, and observation instruments. Documentation document instruments are used to collect data that is documentary in nature such as PKBM management documents, curriculum

documents, teaching materials, and other documents related to learning management in PKBM. Interview instruments are used to collect data that are thoughts, ideas, opinions and opinions from respondents accurately, data obtained related to the management of the learning process. Observation instruments (observations) are used to collect data on phenomena of a physical nature

## Results and Discussion

Before knowing the meaning of learning management, it is better to first understand management and learning, so that the discussion can be better understood. According to U. Saefullah, "management comes from the word to manage which means to organize, take care of, and manage".<sup>3</sup> According to Wisdom in his book, "management in English means to manage, that is, to organize and manage".<sup>4</sup> And it is intended to mean leadership and leadership, that is, activities carried out to manage an institution or organization.

From all the opinions of some experts, it can be concluded that management is a way for people to organize or manage, and can help deal with time problems and relationships with other human beings when they arise in the organization, in order to create a better future. Meanwhile, learning according to the MKDP development team, explained that "learning is an effort made by a teacher or educator to teach students who are learning".<sup>5</sup> According to E. Mulyasa, "learning is essentially the interaction of students with their environment so that there is a change in behavior for the better".<sup>6</sup>

Based on interviews and observations based on interviews and observations that have been made, the author can describe and obtain results about how the management of the learning process of RA Abata Mardhotillah is. Learning Planning at PKBM RA Abata.

PKBM Raudhatul Athfal (RA) Abata Mardhotillah, founded by Aba Mardhotillah Foundation was founded by H. Djoko Guntoro, SE. Geographically RA Abata Mardhotillah is located in Perumahan Burni Teluk Jame Blok Y Number 20 Sukaharja Village, Telukjame Timur District. The boundaries on the location of RA Abata Mardhotillah Karawang are as follows: The north is bordered by the people's residences to the west bordering the people's residences, the south is bordered by using the Cemetery and the east is bordered by the people's residences.

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<sup>3</sup> U Saeful, *Manajemen Pendidikan Islam* (Bandung: Pustaka Setia, 2012).

<sup>4</sup> Hikmat, *Manajemen Pendidikan* (Bandung: Pustaka Setia, 2009).

<sup>5</sup> Tim Pengembang MKDP, *Kurikulum Dan Pembelajaran* (Jakarta: Rajawali Press, 2011).

<sup>6</sup> E Mulyasa, *Kurikulum Berbasis Kompetensi* (Bandung: Remaja Rosdakarya, 2004).

RA PKBM Abata Mardhotillah has a Vision and Mission, which vis RA Abata Mardhotillah, which is educated personally muslims from an early age, who indicates children to understand that creatures created by Allah SWT, children are used to saying greetings, children are used to praying before and after activities, children are used to talking quality, being polite and polite in behavior, and children are able to carry out activities independently.

The mission of PKBM RA Abata Mardhotillah consists of several, namely, RA Abata Mardhotillah helps lay the foundation towards the formation of whole Muslim individuals who have the morals, behavior, attitudes, knowledge of skills and creative power needed by students, RA Abata Mardhotillah also explores the entire potential of children to become Muslims with character, as well as provide skills to children to enjoy the playing period and be grateful for them to produce Muslims who sholeh.

The objectives of PKBM RA Abata Mardhotillah have several goals that need to be achieved, namely, so that children can carry out personal habits of Muslims in daily persistence with self-awareness, and children to be able to carry out personal habits of Muslims according to the Qur'an and Sunnah, as well as so that children become happy in their playing period in doing habits as good Muslims.

PKBM Raudhatul Athfal (RA) is an educational institution inseparable from the relationship that occurs between elements in the RA Environment. Ra elements use the individuals present in them. and groups that all function as a unit create an interaction. therefore, sociologically RA Abata Mardhotillah can interact harmoniously and cooperate with all parties, be it between personnel within the RA institution as well as with people within the RA institution or other agencies. Harmony in coordination and communication between personnel both with the foundation, RA chairmen, teachers, committees, and parents of students as well as service to students at RA Abata Mardhotillah is very much prioritized to realize a great and dignified RA institution.

Demographically, RA Abata Mardhotillah: this is in an area where the number of students is very dense, this greatly affects the quantity of the number of students in RA Abata Mardhotillah. with this condition, it is very likely to increase the quantity or number of students in this Raudhatul Athfal. Judging from the aspect of the background of the student's parents, be it based on their last education or based on their work, RA Abata Mardhotillah has the opportunity to be able to increase the quantity of students and the quality of the learning process.

### *Learning planning process*

The learning process is an integrated process in the activity, in which there is a mutual interaction or relationship between the teacher and the student at the time of learning. And in this case the teacher is not only a lesson delivery person, but more than that. Because in learning teachers are not only just about conveying it, but must know the 4 main elements.

According to Mu'awanah, the 4 main elements that teachers must prepare are, "the existence of teaching objectives, materials or meters, teaching methods and tools, as well as assessment evaluation".<sup>7</sup>

Dengan demikian dapat dipahami bahwa proses pembelajaran merupakan proses mengkoordinasi sejumlah tujuan, metode, serta penilaian sehingga satu sama lain saling berhubungan dan saling berpengaruh dan menjadikan kegiatan belajar lebih optimal.

The planning process at PKBM RA Abata Mardhotillah is in line with the quote from Tjokroamidjojo planning in this case is a process to systematically prepare the activities to be carried out to be able to achieve a goal. Educational institutions need a plan in order to implement and anticipate if there are obstacles that occur in the program that has been running.

The Planning Process at RA Abata Mardhotillah carried out program planning, namely every teacher has an achievement indicator, it is adjusted to the values to be taken, if in early childhood there are six aspects that must be known, namely religious values, affection, vision, cognition, social, aesthetic, we use it there, from the physical there are items that must be taken, because in PKBM RA Abata Mardhotillah every day must report based on those six aspects, To achieve these 6 aspects, it means that there needs to be a program, an existing program, namely themes and sub-themes, then divided by the existing time allocation, such as enrichment carried out every three months there will be a meeting with parents to convey what developments have been obtained by children, so that there is a change we need activities to check on children, in RA the exam of the 6 aspects is assessed every day, so suppose that the 3-year-old child is still basically selfish, if the problem is not resolved usually we call the psychological the problem where, later from the results of the psychological test the teacher makes another program. So planning is an important part in an organization of either institutions or agencies, and educational institutions are no exception. In the planning process of PKBM RA Abata

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<sup>7</sup> Mu'awanah, *Strategi Pembelajaran* (Kediri: STAIN Kediri Press, 2011).

Mardhotillah, all teachers are involved, where each teacher must gather together before teaching and learning activities are carried out so that all teachers explain each other and report their learning planning process to their students so that they are neatly arranged and integrated. Learning planning is a process of making plans, patterns, models, or instruction that involves all aspects of the educational institution itself, both students, teachers, education personnel and other supporting facilities that are needed and arranged systematically in order to achieve the effective and efficient learning process that has been planned.

### ***Procurement of facilities and infrastructure***

Procurement of educational facilities and infrastructure is the activity of providing all types of facilities and infrastructure in accordance with the needs in order to achieve the educational goals that have been previously set. In the context of schooling, according to the procurement of educational facilities and infrastructure is all activities carried out by providing all the needs of goods or services based on the results of planning with the intention of supporting learning activities so that learning activities can run effectively and efficiently in accordance with the desired goals.<sup>8</sup>

At PKBM RA Abata Mardhotillah, the building has been repaired to two floors, the class is now bigger, the infrastructure is sufficient for children, for ATK the center at that time it can be said to be sufficient, but PKBM RA Abata Mardhotillah, said the principal also the more ATK the center the more intelligent our students are, because children at that age have very activeness, so children need to be helped with facilities and infrastructure that can make our students, because children at that age have very activeness, children need to be helped with facilities and infrastructure that can make the child learns while playing. Ra principal Abata Mardhotillah also said that the procurement of infrastructure follows 6 aspects assessed by the teacher so that the results of the assessment can be more diverse. So there are several alternative ways to procure school education facilities and infrastructure, namely (1) buying; (2) make your own; (3) assistance or grants; (4) renting; (5) borrowing; (6) recycling; (7) exchange; and (8) repair or reconstruct.

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<sup>8</sup> Matin Nurhattati &, *Manajemen Sarana Dan Prasarana Pendidikan* (Depok: PT Raja Grafindo Persada, 2016).



### ***Obstacles and supporting factors for the implementation of the Learning process program***

Obstacles have a very important meaning, in each obstacle is a condition that can cause the implementation to be hampered and not carried out properly. Every human being always has obstacles in his daily life, both from man himself and from outside man. It was stated by Rumini, et al. that learning difficulties are an obstacle experienced by students in following learning and achieving optimal learning outcomes.<sup>9</sup> According to Amhad Rohani explained that obstacles in learning are several factors that hinder learning both from the factors of teachers, students, families, and facilities. So the obstacles to the learning process must exist because of these obstacles, it is necessary to find supporting factors so that they can minimize the possibility of obstacles to the learning process, said PKBM principal RA Abata Mardhotillah.<sup>10</sup>

With the supporting factors, obstacles can be minimized or there are no obstacles in every learning process at PKBM. In terms of obstacles and supporting factors in PKBM RA Abata Mardhotillah, the author found information, that the obstacles that exist in PKBM RA Abata Mardhotillah will always exist, but with the supporting factors of a solid team and the same as the frequency of each teacher and staff at RA Abata Mardhotillah, all will be smoothed out from the existing obstacles.

Like one of the cases of obstacles in RA Abata Mardhotillah, namely in learning religion where there are teachers who like to teach religion with stories with their standard vocabulary that makes students happy with the story. However, there are also teachers who teach religion with stories but the vocabulary is not standard, therefore RA Abata Mardhotillah conducts vocabulary training for each teacher and encourages every teacher to worship the sunnah, so that it is smoothed out in the pronunciation of vocabulary. This proves that teachers who often worship sunnah in teaching are always smoothed and delighted by children, according to the principal RA Abata Mardhotillah.

### ***Evaluation of learning process management***

At the evaluation stage of the management of the learning process at RA Abata Mardhotillah, the author gets additional information that the evaluation at RA Abata Mardhotillah is carried out year after year, for example, the improvement of

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<sup>9</sup> Wiyani Irham. M &, *Psikologi Pendidikan: Teori Dan Aplikasi Dalam Proses Pembelajaran* (Yogyakarta: Ar-ruzz Media, 2013).

<sup>10</sup> Ahmad Rohani, *Pengelolaan Pengajaran* (Jakarta: Rineka Cipta, 2004).

the program which is now carried out by the BPH (Daily Management Agency), as in the qur'ani program is improved, because indeed the qur'ani program has different ones, which in reading the waqaf termination letter is different. And other program problems at PKBM RA Abata Mardhotillah.

Where Suharsimi Arikunto defines that evaluation is an activity to collect information that is used for appropriate alternatives in decision making. To be able to find out the success of a program, an evaluation or assessment is carried out where this evaluation is essentially an observation effort, an assessment that is continuously carried out from the planning stage, implementation that aims to be able to find out the success of a program of activities. Which as said by the principal of PKBM RA Abata Mardhotillah has a different waqaf reading on each teacher, therefore, an evaluation of the program was held, namely the holding of upgrading the Qur'an. The holding of upgrading the Qur'an allows children to be solemn in reading the Qur'an because in upgrading the Qur'an the reading of waqaf becomes the same and easy to understand by children. PKBM RA Abata Mardhotillah karawang conducts an evaluation aimed at reporting activities and evaluation at the end of each year to collect information about the implementation of these programs.

## **Conclusion**

The conclusion in this study is that the management of the learning process of PKBM RA Abata Mardhotillah Karawang has shown systematic governance, this is evidenced by the holding of a number of learning programs that are translated into the annual program plan and the preparation of daily implementation schedules. The implementation of this program has been carried out in accordance with the planning, such as implementing the annual teaching program, semester program plan and others. In addition, the process of learning activities at PKBM RA Abata Mardhotillah is also supported by the availability of adequate facilities and infrastructure such as the existence of representative classrooms or buildings, adequate learning media, adequate practical materials and a number of representative classroom equipment with the number of tutors and learning residents. . To be able to determine the success of a program systematically, an evaluation is carried out where this evaluation is essentially an observation effort, an assessment that is continuously carried out since the planning, implementation, fencing, obstacles, and evaluation stages aimed at being able to find out the success of a better activity program event. RA Abata Mardhotillah karawang conducts an evaluation aimed at reporting activities and evaluations at the end of each year to collect information

regarding the implementation of these programs, to be more at the same level so that they can create children who are educated personally muslims from an early age, who instruct children to understand that creatures created by Allah SWT, , children are accustomed to saying greetings, children are used to praying before and after activities, children are used to speaking quality, being polite and polite in behavior, and children are able to carry out activities independently according to the vision of RA Abata Mardhotillah Karawang.

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