



**Universitas Negeri Surabaya
Faculty of Education,
Undergraduate Study Program in Out-of-School Education**

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date												
Education and Training Management	8620503087		T=3 P=0 ECTS=4.77	1	July 18, 2024												
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator												
		Rivo Nugroho, S.Pd., M.Pd.												
Learning model	Case Studies																
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																
	Program Objectives (PO)																
	PLO-PO Matrix																
		P.O															
	PO Matrix at the end of each learning stage (Sub-PO)																
	P.O	Week															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Short Course Description	This course aims to provide understanding and skills about the concept of education and training, training models, designing effective training, methods and techniques in training, practicum implementing education and training. So that students are able to implement their abilities in education and training programs.																
References	Main :																
	1. Dinas P & K. 1979. Teknik Penyelenggaraan Kegiatan Operasional Pendidikan Masyarakat. Surabaya: Balai Penmas Jatim. 2. Leonard Nodler. 1994. Designing Training Program; The Critical Event Model (second edition). New York: Taylor & Francis Publisher. 3. TIM. 2002. Pendidikan dan Pelatihan sebagai Sebuah Sistem (Modul). Badan DIKLAT: Jatim. 4. Made Pidarta. 1999. Perencanaan Partisipatoris, Jakarta: Rineka Cipta. 5. Freddy Rangkuti. 2000. Analisis SWOT Tehnik Membedah Kasus Bisnis. Jakarta: Gramedia Pustaka Utama. 6. Sudjana. 2004. Manajemen Program Pendidikan. Bandung: alfabeta 7. Marzuki, Saleh. 2010. Pendidikan Nonformal (dimensi keaksaraan, pelatihan dan andragogi. Bandung: Rosda Karya. 8. Kamil, Mustofa. 2010. Model Pendidikan dan Pelatihan (konsep dan aplikasi). Bandung: Alfabet																
	Supporters:																
Supporting lecturer	Dr. Wiwin Yulianingsih, S.Pd., M.Pd.																
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)										
		Indicator	Criteria & Form	Offline (offline)	Online (online)												
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)										

1	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%
2	Students understand the function and position of education and training programs for individuals, groups and society	Students are able to name and explain the function of education and training for individuals, groups and society	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%
3	Students understand Training Needs Assessment (TNA) in preparing training programs	Students are able to identify training needs, mention various Training Needs Assessments	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%
4	Students are able to identify training needs, mention various Training Needs Assessments	Students are able to identify training needs, mention several TNA techniques	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%
5	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%
6	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%

7	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%
8	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%
9	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%
10	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students pass if they are able to do 80% of the questions.	Dialogical presentation of material. 3 X 50			0%

11	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students graduate if they actively participate in the implementation of practical training.	Direct practice in the form of the 3 X 50 Training Project			0%
12	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students graduate if they are able to carry out training well.	Direct practice 3 X 50			0%
13	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students graduate if they are able to provide education and training.	Direct practice 3 X 50			0%
14	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students graduate if they are able to carry out training.	3 X 50 Performance			0%

15	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students graduate if they are able to provide education and training.	Direct practice 3 X 50			0%
16							0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.