

# THE VIEW UI VOCATIONAL STUDENTS IN MANAGING PERSONAL RECORDS TO GET DIPLOMA SUPPLEMENT

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**Abstract.** *Personal file record is very important for the students to support the activities. If the personal records can be organized properly, they can fill Sipresma (Sistem Informasi Prestasi Mahasiswa) or student achievement information system easily. The rules also require that students can manage a personal record in the form of a charter, certificate or other reference letter to get diploma supplement or Surat Keterangan Pendamping Ijazah (SKPI). In this study objectives are to determine the management of personal records related to student achievement information system (Sipresma) UI. This research method uses quantitative methods involving 358 respondents of the Vocational Education Program University of Indonesia students. The results obtained showed that the majority of students agreed that the personal file management still not maximal. The conclusion from this study also shows that the students are very aware of the certificate or reference of activity should be stored in a special storage area that's personal record can be well ordered.*

Keywords: Personal records, Vocational Education Program UI, Diploma Supplement

## INTRODUCTION

For many Indonesian, the management of personal records not considered as important. This is evident from how people manage various types of personal records such as birth certificates, marriage certificate, family card, passports, insurance policies, mutual funds, health records, or a record of vaccines given to each member of the family. When a disaster such as an earthquake, fire, or flood the personal records easily saved. When the personal records managed properly, the people will easily make the archive retrieval.

Williams (2014) exemplifies personal documents such as passports, are examples of records that connects individuals registered with the state, not only supply data from the government but also connected with national policy and financial planning. The personal documents also affect the access as the identity and nationality. Judith Read and Ginn (2011) in the *9th Records Management* stated that many people do not know how important personal records. They expressed some personal records such as birth certificates, marriage licenses, passports, diplomas, letters vehicle insurance, letter of life insurance,

letters home, tax letter, letter / divorce certificates, medical records of all members of the family, to archive the purchase of shares and mutual funds are private archives important to be well managed.

In Indonesia, according Samadikun (2013), the management of personal records are limited to storage facilities do not reflect a comprehensive records activities. Usually the only important personal records are collected in a folder or bag and has been placed in cupboards or other hidden places. In fact, when looking at the life cycle of records, storage is only one part of the records management. The other part is the creation, use and maintenance, to depreciation or destruction of records (Sulistyo-Basuki, 2003). In the context of the management of personal record, especially for students it is important because it will be related to graduation. When graduating from college later in addition to their diploma and academic transcript, now they are also entitled to obtain a Surat Keterangan Pendamping Ijazah (SPKI) or diploma supplements. This letter describes the activities that support academic and non-academic lectures during the process. Students must actively upload documents in softcopy files in any activity or achievements obtained during their lectures. Therefore, the management of personal records become so important that the activity of uploading a file can take place properly. Diploma supplement is a

product / output of Sipresma University of Indonesia. This information system will manage the activities done by the students during college as a supporting material certificate.

Because the students themselves who must be actively upload documents, consciousness and behavior to want to manage personal records to be very important. Students should be able to cultivate a disciplined life, diligent, and conscientious that personal documents can later be records properly. If the personal records well-organized and easily accessible, then upload the document affairs will become easier. For students of the Vocational Education Program University of Indonesia in addition to having a diploma as an Associate Expert particular field must also have competency / skills evidenced by the certificate of competency / skills in accordance with their respective fields were formalized with the given diploma supplement.

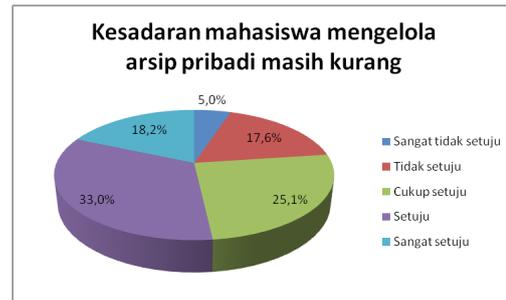
**THEORETICAL BASIS**

Diploma supplement refers to the Indonesian National Qualifications Framework (KKNI) and the UNESCO Convention on the recognition of studies, diplomas and degrees in higher education. The purpose of this diploma supplement is a document that states the ability to work, mastery of knowledge, and attitudes / moral holder. The legal basis for the implementation of the Regulation of the Minister of Education and Culture of the Republic of Indonesia in 2014. Article 81 which regulates diploma supplement is chapter 1, chapter 4 to chapter 13. In this SPKI or diploma supplement recorded a number of student activities that are academic and non-academic, such activities must be proven with a description in the form of a letter or certificate.

In that context, evidence of activities to be part of a personal records. According to Elizabeth Shepherd and Yeo (2003), records-including personal records - should have *content*, *context* (*context*), and *structure* (*structure*): Content: A record must describe the facts of an activity. To records that can be trusted then it must be accurate (*true fact*) and complete (*everything significant documented*). Context: Records must be supported by information about the current state is created and used. Records can't be fully understood without adequate knowledge of the activity that surrounded him, the function of which is broader than that

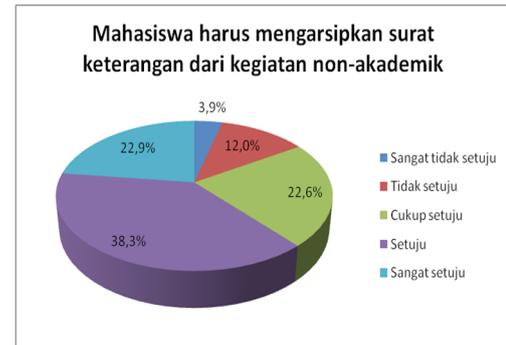
**RESULTS AND DISCUSSION**

The barrier to obtain a diploma supplement in the vocational program is the awareness of students to manage personal records it is still lacking. In table 1, the majority of students (33%) agree that their awareness is still lacking manage personal records. The nature of supplement diploma that require an active role of students in various upload personal documents to



**Figure 1.** Awareness of students managing personal archive

In any event academic and non-academic, students usually get a certificate from their activities. Supposedly, after receiving these documents, they should then archive the document. The majority of students agreed (38.3%) that they must file documents that they get. But, there are 12% of students who do not agree they should manage the documents that they get. This percentage is enough to show that the activities of personal records is considered not important job



**Figure 2.** Students must file the document on the activities of academic / non-academic

Meanwhile, for the analysis of indicators of a certificate obtained should be classified based on the chronological order or the subject of activity. The table shows that respondents who stated strongly disagree that the certificate obtained should be classified based on the chronological order or the subject of activity is as many as 14 people (3.9%), as many as 39 people (10.9%) disagreed, 98 people quite agree (27.4%), 155 (43.3%) disagree, and 50 people (14%) strongly agree. So that the total score for this indicator amounted to 1.256 or 70.56% of the maximum score is 1790.



**Figure 3.** Classification certificate / certificate based on chronological and subject of activities

Analysis results for the indicator Certificate obtained must be stored physically in a particular storage area (folder or special folder). The table shows that respondents who stated strongly disagree that the certificate or certificate obtained must be stored physically in a specific store (folder or custom maps) are as many as 15 people (4.2%), as many as 35 people (9.8%) disagree, 73 people quite agree (20.4%), 150 (41.9%) disagree, and 82 (22.9%) strongly agree. So that the total score for this indicator amounted to 1 314 or 74.03% of the maximum score is 1790.

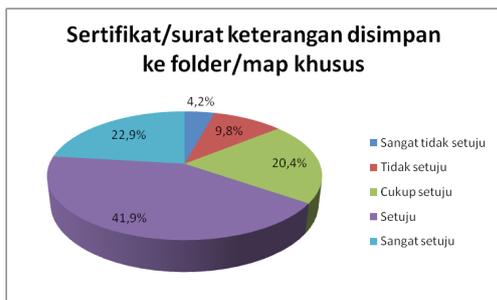


Figure 4. Certificate / certificate is saved to the folder / special folder

Certificate or certificate obtained must be scanned in order to be saved in softcopy and stored in a special folder. The table show that the respondents who said certificate or certificate obtained must be scanned in order to be saved in softcopy and stored in a special folder as many as 12 people (3.4%), as many as 48 people (13.4%) disagreed, 76 quite agree (21.2%), 140 (39.1%) disagree, and 78 (21.8%) strongly agree. So that the total score for this indicator amounted to 1286 or 72.66% of the maximum score is 1790.

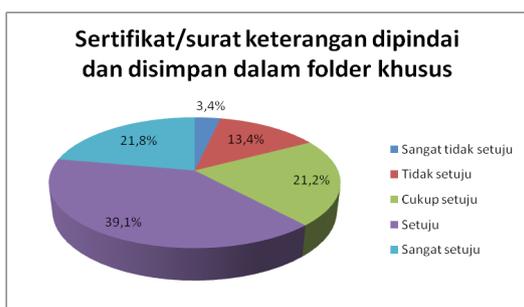


Figure 5. Certificate / Certificate scanned (scan) and saved to a special folder

Results of the indicator analysis for one of the obstacles implementation of information systems student achievement UI vocational program is the management of personal records that are less / not good that the evidence is not complete non-academic achievements to be uploaded. The table show that one of the obstacles implementation of information systems student achievement UI vocational program is the management of a personal records no / less well

so that evidence of non-academic achievements are not equipped to uploaded 20 people (5.6%), as many as 62 people (17.3%) disagree, 111 people quite agree (31%), 118 (33%) disagree, and 41 (11.5%) strongly agree. So that the total score for this indicator amounted to 1.154 or 65.57% of the maximum score is 1790.

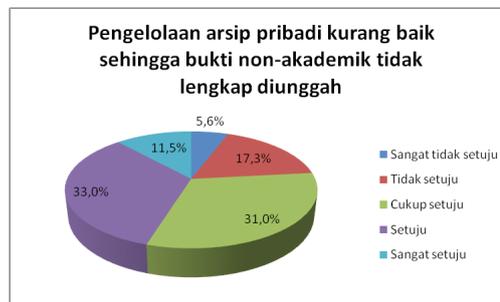


Figure 6. Management of personal archives unfavorable non-academic evidence is incomplete uploaded

### CONCLUSION

There are several conclusions derived from the study of the behavior of UI-related vocational program students how to obtain a statement accompanying diploma:

Awareness of managing personal records as a prerequisite for obtaining diploma supplement quite high. Seen in the indicator after getting a certificate or certificate of non-academic activities that followed, the majority of students have the attitude they agree that awareness is still lacking in the records. The nature of diploma supplement that require an active role of students in various upload personal documents with regard to academic and non-academic require them to upload personal records student achievement to information system for UI student

The behavior of students in personal records as supporting diploma supplement obtain quite high. It looks at indicators of a certificate or certificate obtained must be scanned in order to be saved in softcopy and stored in a special folder on your computer or other storage media.

Management of student' personal record is poor obtain confirmation of personal record management indicators so that the non-academic evidence is

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