

MANAGEMENT ANALYSIS OF WORKSHOP EQUIPMENT AND LABORATORY IN VOCATIONAL EDUCATION

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ABSTRACT

This study aims to determine the management of workshop and laboratory equipment in vocational education. The management of this equipment is mainly related to planning, organizing, implementing and controlling.

This research uses a qualitative approach with a case study method. The research subjects were the head of the department, the head of the workshop, the lecturer and the workshop toolman. Data collection techniques used are observation, interviews, and documentation. Data obtained in the field were analyzed qualitatively. While the validity of data inspection uses triangulation techniques.

The results showed that the workshop equipment management, namely: Workshop equipment planning is carried out through several stages of the procedure first the needs analysis based on the curriculum, determine the priority scale, and determine the budget. This plan involves all personnel in the organizational structure. Existing in the workshop in the form of preparation of materials and equipment, equipment lending, and use of the workshop. Preparation of practice materials is carried out at the beginning of each semester by following the existing curriculum. Equipment lending is carried out by providing equipment lending cards that are filled out before and after practice. Supervision of equipment in the workshop using a lending card and equipment usage as well as checking equipment before and after practice. The final results of this supervision will be in the form of an annual report given to the school as an evaluation for future planning

Kata Kunci: *equipment management analysis, workshop and laboratory equipment, vocational education*