

## IMPROVING THE QUALITY OF LEARNING WITH THE 5R METHOD OF HOUSEKEEPING MANAGEMENT (RINGKAS, RAPI, RESIK, RAWAT, RAJIN) AT SMKN 3 BEKASI CITY

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### Abstracts

The results of the Program for International Student Assessment (PISA) survey published in March 2019 show that there are problems with the quality of Indonesian education. The research aims to understand the implementation, obstacles and future strategies for housekeeping management of the 5R method in order to improve the quality of learning at SMKN 3 Bekasi. The research was designed using a qualitative descriptive method with data sources from informants by means of interviews, observation and documentation. Data analysis procedures used reduction, display, and conclusion techniques by verifying the validity of the data through triangulation of sources and methods. The results showed that the 5S method of housekeeping management was inconsistent, not in accordance with the 12 stages of implementing industry standards. With obstacles in the form of no leadership commitment and no clear work program.

#### Keyword:

Industry Standard, 5R Method, Quality of Education

### Introduction

The Indonesian curriculum has undergone several changes from the 1852 curriculum to the 2013 curriculum. Curriculum reform has apparently not led to an increase in the quality of education in Indonesia. Based on the results of the 2018 Program For International Student Assessment (PISA) survey published in March 2019, it shows that there are several problems in Indonesian education. Indonesia ranks 10th lowest out of 79 countries participating in the study. The average literacy rate of Indonesian students is 80 points below the OECD average.

The learning process needs to be supported by educational facilities in schools that are complete and good. Because this will support the success of work programs and school activity programs in improving the quality of learning. Vocational High School (SMK) is an integrated part of the National Education System which has an important role in preparing and developing Human Resources (HR). Vocational Education Institutions in an effort to produce industry players who are ready to compete and ready to adapt to industrial culture continue to innovate in order to produce output that is ready to enter the industrial world.

Achievement of competency standards and improving the quality of education according to industry criteria at SMKN 3 Bekasi City is pursued by carrying out innovation and independence. One of the innovations that was carried out was by implementing the 5R Method of housekeeping management as one of the work cultures at SMKN 3 Bekasi City in order to arrange, arrange equipment and teaching and learning rooms to create clean, tidy and comfortable learning conditions.

The 5R method is a tool for continuously improving the housekeeping management process aimed at creating a highly efficient, clean and ergonomic work environment. It is a set of 5 simple rules and at the same time it is a tool that allows us to visually control the workplace. The 5R method comes from Japanese philosophy, namely from the five basic elements of the system: Seiri (Ringkas), Seiton (Rapi), Seiso (Resik), Seiketsu (Rawat) and Shitsuke (Rajin).

The research entitled Improving Learning Quality with Housekeeping Management Method 5R (Concise, Neat, Clean, Care, Diligent) at SMKN 3 Bekasi City has the following objectives:

1. To understand how the stages of implementing the 5R housekeeping management method (Concise, Neat, Clean, Care, Diligent) according to industry standards in improving the quality of learning.
2. To find out the strategy that will be carried out in improving the implementation of the 5R housekeeping management method according to industry standards so that the quality of learning at SMKN 3 Bekasi City increases.
3. To find out what are the inhibiting factors for the implementation of the industry standard 5R housekeeping management method at SMKN 3 Bekasi City

## Method

The research was designed using a qualitative descriptive method. Qualitative descriptive research is a problem-solving procedure that is investigated by describing the condition of the subjects or objects in the study, which can be people, institutions, communities and others, which are currently based on visible facts or what they are. Sources of research data were obtained from informants by means of interviews, observation and documentation. Data analysis procedures used reduction, display, and conclusion techniques by verifying the validity of the data through triangulation of sources and methods.

## Results and Discussion

Based on observations and interviews in research related to the application of the 5R method at SMKN 3 Bekasi City, it was found:

- Understanding of the meaning of the 5S method is not evenly distributed.
- Application based on verbal appeals from the school principal.
- The 5R implementation coordination line uses the school's organizational structure.
- Operational guidelines using the SOP of each department.
- Lack of program socialization
- Training on the application of 5R has never been carried out.
- The 5R implementation work area is based on the learning building area of each department.
- Responsible for the area of each department head.
- The 5R application documentation files were carried away by the flood.
- The program is carried out spontaneously based on the leader's appeal.
- The 5R implementation competition is in the form of a cleanliness and tidiness contest between classes.
- An audit of the implementation of the 5R program has never been carried out.

From the results of interviews with several teachers and staff, it is known that senior teachers can understand the meaning of the 5R method, while junior teachers or staff are not

familiar with the 5R method. This is due to the senior generation, socialization has been carried out and the application of this method was quite intensive during Covid19. However, recently, after the flood disaster and the change of school principals, there has never been any socialization and the application of the 5R method has not been as active as in previous years.

In implementing the 5R method the principal does not have a strong commitment so that the members under him are not motivated to take the program seriously. The program is delivered in the form of an verbal appeal so that it does not have legal force that affects the results of program implementation.

The organizational structure of the 5R implementation using the school structure will result in a lack of focus in carrying out the program because it clashes with various kinds of interests. A good line of coordination in implementing the 5R method is to create a special structure as a means of coordination covering all areas that have special authority that is more focused on the programs being implemented.

The standard operational guidelines (SOP) for school majors regulate certain jobs related to the activities of the department, so they are less targeted and less detailed when used in guiding the implementation of the 5R method. To be able to provide precise and easy-to-follow directions, specific guidelines must be prepared in implementing the 5R method. Making Standard Operational Procedures (POB) aims to regulate the mechanism for implementing the 5R program to make it more efficient and effective, and to ensure that the process of implementing the 5R program can run smoothly and easily in accordance with applicable rules and regulations.

The education office has carried out socialization and a motto for implementing the 5R method has been installed. With the limited socialization that was carried out, it was unable to provide support for program implementation. Socialization is very important to provide knowledge to the public or members of the organization about the strengths and benefits of a product. Socialization can be done through training, seminars or other media. Without socialization, we can be sure that whatever goals are intended for ourselves or others will not be achieved. Socialization is a general concept that can be interpreted as a process in which we learn, through interaction with others, about ways of thinking, feeling and acting, all of which are very important things in producing effective social anticipation. Various examples of socialization such as pocket books, banners, banners, uniform t-shirts, pins, flyers, seminars, short videos.

The application of the 5R method at SMKN takes place spontaneously from each department without being preceded by training for administrators or actors. Good training will also produce good work performance so that it benefits the organization and members, whereas bad training will have a detrimental effect on members and the organization, so that the goals of the organization are not achieved. Training for human resources is a necessity that will support the organization to improve capabilities, namely the ability of the organization to survive and compete in this globalization era. Training has an influence on the ability of members to be developed and can have an influence on the abilities of members to be developed and can provide enthusiasm and foster members to be able to work independently and can also foster members' self-confidence so that their work performance is increasing.

Mapping the work area for implementing the 5R method based on the learning building area of each department, to get a focus on implementation and monitoring, clearer mapping is needed. School area mapping is a process of integrating work areas in schools by dividing the school area into smaller parts according to the type or function of the school area. By mapping the school area, it will be easier for the organization to determine the person in charge of the school area so that there are no areas that are not covered by organizational supervision. Mapping the school area functions so that the person in charge of the area better understands and focuses on the area that is his responsibility. By mapping the areas in charge of the area,

they will have a lot of data about the changes and developments that have occurred in their area, so that they can evaluate and formulate strategies to optimize the goals to be achieved by the organization.

After the area of the entire school area has been mapped and divided into smaller areas according to the type or function of the area, then the person in charge of the area is assigned to each part of the area that has been determined. The person in charge is in charge of implementing the 5R method, monitoring, evaluating program implementation, proposing improvements to be made and encouraging members in their area.

Condition Documenting the work area before and after implementing the 5R program. In general, documentation functions to provide information related to the contents of documents that are useful as evidence and accurate data related to document descriptions as well as scientific research materials, as collections, and to guarantee the integrity and authenticity of information. By doing the documentation, it is hoped that all areas from all angles can be recorded so that an evaluation can be carried out when the program implementation has started. Documentation can be in the form of photos or videos so that the information data taken is more complete.

Planning is an activity process that describes beforehand the things that will be done later in order to achieve the goals that have been set. In this case the planning in question is detailing the design of the 5R program implementation (Ringkas, Rapi, Resik, Rawat, rajin). Thus the planning of the 5R program can be interpreted as the whole process of carefully estimating the program design Brief, Neat, Clean, Careful, Diligent in accordance with school conditions. Work plans can be made for the short term, medium term and long term. Each level of the organizational structure can make a program plan for the operational guidance of its field, provided that it does not conflict with the program plan above it. The program is made in detail including implementation time, type of work, implementing officer, person in charge, deadline for implementation, required materials, estimated required budget, design drawings.

Implementation of the competition, this competition is an activity that aims to motivate the involvement of all personnel to participate in the implementation of 5R in the workplace. The results of the competition are determined by conducting an assessment by a jury that understands the 5R issues or an assessment based on the results of an audit assessment.

Implementation of internal or external audits which are an attempt to find out and assess the actual reality regarding the implementation of 5R in a certain area compared to previously determined standards whether it is in accordance with the applicable criteria, plans, provisions and policies. Which can then be made reports and recommendations in the framework of continuous improvement.

## **Conclusion**

The results showed that the housekeeping management of the 5R method at SMKN 3 Bekasi City was carried out spontaneously based on an appeal from the school principal and did not follow the standard stages of implementing the 5R method. The obstacle that caused the implementation of the 5S method to not be implemented properly was the lack of knowledge and outreach regarding the 5R method. In order to properly apply the 5R method at SMKN 3 Bekasi City so that it can improve the quality of learning, it requires an application that involves all elements and is carried out in all areas of SMKN 3 Bekasi City by carrying out 12 stages of implementing the 5R method according to industry standards, namely: 1. Commitment of school leadership; 2. 5R organizational structure; 3. Technical instructions or POB (Standard Operational Procedures); 4. Outreach and training; 5. Mapping work area; 6. Appointment of person in charge of work area; 7. Documenting the conditions before and after the 5R method was implemented; 8. Make a work plan; 9. Application of the 5R method (Ringkas, Rapi, Resik, Rawat, Rajin); 10. Application contes; 11. Evaluation of implementation (audit, patrol check); 12. Innovation (continuous improvement).

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