

ON JOB TRAINING GUIDELINE

ON JOB TRAINING DK 184702

DEPARTEMENT OF URBAN AND REGIONAL PLANNING
FACULTY OF CIVIL, PLANNING, AND GEO-ENGINEERING (CIVPLAN)
INSTITUT TEKNOLOGI SEPULUH NOPEMBER SURABAYA



FOREWORD

The On Job Training Course (DK184702) is one of the main courses that must be taken by every student in the Department of Urban and Regional Planning FCIVPLAN – ITS before preparing for a Final Project or obtaining a bachelor's degree.

To provide technical and substantive guidelines in the implementation of the On Job Training, this On Job Training Guideline has been compiled so that On Job Training activities can be carried out by applicable academic rules and norms, both within the Urban dan Regional Planning Department, the Faculty of Civil, Planning, and Geo-Engineering (CIVPLAN), as well as in ITS environment in general.

This guideline is prepared regarding the potential and problems of organizing similar activities in the Department of Urban and Regional Planning at other universities that have experience in conducting On Job Training, as well as taking into account the academic conditions and situations that take place in the Department of Urban and Regional Planning

These guidelines will continue to be evaluated and refined in the future by considering the dynamics of academic activities in the Department of Urban and Regional Planning FCIVPLAN-ITS. Potentials and problems that develop in each semester will always be monitored regularly for the improvement of this manual.

Hopefully, this book can provide benefits in guiding On Job Training activities within the Department of Urban and Regional Planning FCIVPLAN – ITS.

Surabaya, March 2017

Compiler

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Glossary

1. DKP = The On Job Training Supervisor as well as the evaluator of the On Job Training Report at Urban and Regional Planning-ITS
2. DW = Guardian Lecturer
3. FRS = Study Plan Form
4. IKP = On Job Training Agency
5. LKP = On Job Training Report
6. LLKP = Appendix of On Job Training Report
7. KKP = The On Job Training Coordinator
8. KP = On Job Training
9. PKP = On Job Training Supervisor at On Job Training Agency
10. PWK ITS = Department of Urban and Regional Planning FCIVPLAN - ITS
11. SKP-01 = Letter Of Application for The Information About the On Job Training Project
12. SKP-02 = Letter Of Responses for The Information About the On Job Training Project
13. SKP-03.A = Letter of Application for Guidance Assistance
14. SKP-03.B = On Job Training Assessment Sheet
15. SKP-03.C = On Job Training Activity Sheet
16. SKP-04 = Letter Of Notification Completed the On Job Training
17. SKP-05 = Letter of Approval for Taking On Job Training Course
18. SKP-06.A = Letter of Decision form On Job Training Report Supervisor Lecturer
19. SKP-06.B = Assistance Sheet for On Job Training Report
20. SKP-07 = Letter of Acceptance On Job Training Report
21. TPB = First Level Together
22. TU = Administration of Urban and Regional Planning Study Program
23. UAS = Final Semester Exam

CHAPTER 1

INTRODUCTION

1.1. PURPOSE OF ON JOB TRAINING

The On Job Training Course (DK 184702) with a load of 2 credits is held with the aim of providing opportunities for students to gain practical experience in the field by applying the knowledge they have acquired in lectures. In this On Job Training, students are expected to participate in practical activities in the areas of regional and urban spatial planning or related thereto, as well as identify and deal with real development problems. The purpose of this On Job Training course for students at Urban and Regional Planning is to:

- Apply the spatial planning knowledge that students have acquired during college in real life outside of lectures/studio activities.
- Train and broaden students' horizons in developing creativity and solving development problems in the field of regional and urban spatial planning.
- See and understand the administration of an office/company/agency which includes organizational structure, work procedures and management patterns.
- See and understand the management of a work/planning project or related study by/within a company or other planning agency.
- Train students to work together with other fields/people outside the discipline urban and regional planning.
- Provide opportunities for students to observe the workings of fields/disciplines outside of urban and regional planning.

1.2. SCOPE OF ON JOB TRAINING

There are 2 main activities that are the scope of this course, namely:

- a. Doing On Job Training (KP) in an On Job Training Agency (IKP).
- b. Prepare the On Job Training Report (LKP).
During the preparation of On Job Training Report, students are required to provide assistance under the On Job Training Supervisor as well as the evaluator of the On Job Training Report at Urban and Regional Planning-ITS (DKP).

1.3. DURATION OF ON JOB TRAINING

The provisions regarding the duration of the On Job Training are as follows:

- a. On Job Training must be completed within a maximum of 28 (twenty-eight) weeks, starting from the date of receipt of the practitioner working at the On Job Training agency until the On Job Training report manuscript collection.
- b. The duration of On Job Training activities in On Job Training agency is a minimum of 8 (eight) weeks, a maximum of 12 (twelve) weeks.
- c. The maximum duration of On Job Training report preparation activities is 16 (sixteen) weeks.

CHAPTER 2 ON JOB TRAINING PROCEDURE

2.1. INTENRSHIP REQUIREMENTS

Prerequisites for student participation to take this course are as follows:

1. Have passed the TPB stage
2. Have passed all major courses (minimum grade C) in semesters 3 to 6 (DK 184702)

2.2. STAGE AND SCHEDULE OF THE ON JOB TRAINING

The stages and schedule of the On Job Training in the Department of Urban dan Regional Planning Study Program are set as follows:

A. BEFORE ON JOB TRAINING START

1. LOOKING FOR CANDIDATES' ON JOB TRAINING AGENCY (INFORMAL)

To save time and remember that the availability of On Job Training agency and On Job Training objects is limited, it is better for prospective practitioners look for On Job Training agency candidates informally no later than the middle of the 6th (sixth) semester. While looking for On Job Training agency candidates informally, the practitioner is not provided with SKP-01.

If the On Job Training agency candidate has been obtained, the prospective practitioner must immediately consult the KKP for approval. If the On Job Training agency candidate (along with the On Job Training object) is approved by the KKP, then the prospective practitioner just waits for the academic prerequisites until the end of semester 6 (six) of the grade to be provided by the Urban and Regional Planning Study Program. If the On Job Training agency candidate has been obtained, but does not get approval from the KKP, the prospective practitioner must look for another On Job Training agency candidate.

The assessment of On Job Training agency candidates by the KKP is based on the following considerations:

- IKP Bonafidity
- Availability and qualifications of KP supervisors (PKP) at On Job Training agency
- Availability of potential and relevant projects/activities/studies/research to be the object of On Job Training
- Management / procedures for implementing work.

If the prospective On Job Training agency has not been obtained, the prospective practitioner must continue to strive to obtain the On Job Training agency (and the object of the On Job Training that meets the requirements). If until the guardianship period, the prospective On Job Training object has not been obtained, the prospective practitioner should continue to take the On Job Training course when filling out the FRS. If until the 4th (fourth) week in the 7th (seventh) semester, the prospective practitioner has not obtained a prospective On Job Training agency, the prospective practitioner should cancel taking the On Job Training course and plan to take the On Job Training course in the 8th (eighth) semester.

2. CONSULTATION WITH GURADIAN LECTURER

Especially for prospective practitioners who have obtained the On Job Training agency and have met the academic requirements, the prospective practitioners must appear before the lecturer to get legalization from the lecturer. The recommended time limit for consultation with the lecturer is 2 (two) weeks.

For prospective practitioners who do not get legalization from lecturers to do On Job Training because academic requirements are not met, then prospective practitioners should plan to take On Job Training courses in semester 8 (eight).

3. ISSUANCE OF FORM SKP-01

For prospective practitioners who wish to obtain information on the On Job Training object to the On Job Training agency on condition that it has been approved by DW in coordination with the KKP, and the academic requirements have been met, within a certain period, the Department will provide Letter of Application for Information the On Job Training Object (SKP-01). The SKP-01 form will state the scope and requirements for the type of activity/project/study/research that can be the object of the On Job Training

4. ISSUANCE OF FORM SKP-02

On Job Training agency responds to SKP-01 from the Department by providing a Letter of Responses For The Information About The On Job Training Project (SKP-02) within a maximum period of 2 (two) weeks from the receipt of SKP-01 from the Department. Form SKP-02 should be prepared by prospective practitioners to facilitate the administrative process, so that IKP only needs to do "printing" on company/institution/agency letterhead paper while filling out the existing form

5. ISSUANCE OF FORM SKP-03

Letter Of Responses For The Information About The On Job Training Project (SKP-02) can be coordinated with KKP to get approval that the type of activity/project/study/research can be used as an On Job Training object by prospective practitioners. After obtaining approval, KKP will provide a Letter of Application for Guidance Assistance (SKP-03. A) to the On Job Training agency, On Job Training Assessment Sheet (SKP-03. B), and On Job Training Activity Sheet (SKP-03.C). Forms SKP-03. B and SKP-03.C must be filled out and returned by the On Job Training agency to KKP at the end of the On Job Training period with the conditions as written in SKP-03. A.

After this stage, the prospective practitioner is ready to do On Job Training.

B. DURING ON JOB TRAINING

1. CONSULTATION WITH PKP

During On Job Training, the practitioner is required to consult and gain knowledge from PKP, other experts, and personnel involved in activities/projects/studies/research at the On Job Training agency.

2. CONSULTATION WITH DW OR KKP (OPTIONAL)

During On Job Training, the practitioner can also coordinate with the DW or KKP to get advice and input related to the implementation of On Job Training both technical and non-technical as well as KP administration.

3. COLLECTING MATERIALS FOR LKP COMPOSITION

During the On Job Training, the practitioner is expected to take the time to collect materials and other materials (including the LLKP) needed in the preparation of the On Job Training report after completing the On Job Training.

The duration of the technical implementation of the On Job Training should not exceed 12 (twelve) weeks from the start date of the implementation of KP by the practitioner.

C. AFTER PRACTICE WORK IS COMPLETE

1. ISSUANCE OF FORM SKP-04

After completing the On Job Training, the On Job Training agency must provide a Letter Of Notification Completed The On Job Training (SKP-04), which explains that the work has been completed for a certain period of time, attached with the forms SKP-03.B, and SKP-03.C which have been filled out and entered into CLOSED ENVELOPE. SKP-04 must be issued no later than 1 (one) week since the practitioner completes the On Job Training period.

If the SKP-04 form has not been published by the On Job Training agency until the maximum deadline is in week 12 (twelve) semester 7 (seven), then the practitioner immediately gets an assessment of NOT PASSING (grade E), and then must take the On Job Training course (from the beginning) in the following semester. Form SKP-04 should be prepared by prospective practitioners to facilitate the administrative process, so that IKP only needs to do "printing" on company/institutional/ institution letterhead paper as well as fill in the existing form.

2. ISSUANCE OF FORM SKP-05

The Letter of Approval for Taking On Job Training Course (SKP-05) is provided at the guardianship process/FRS in each DW. Form SKP-05 is proof that the process of KP activities carried out has received prior approval (through consultation with lecturer or coordination of DW and KKP on the issuance of (SKP-01) and has complied with academic requirements.

3. ISSUANCE OF FORM SKP-06

The results of the guardianship process are used as the basis by the KKP to provide a Letter of Decision form On Job Training Report Supervisor Lecturer Decree on the Appointment of On Job Training Advisory Lecturers (DKP) for each practitioner (SKP-06.A) and the Assistance Sheet for On Job Training Report (LKP) (SKP-06.B)

4. DRAFTING ON JOB TRAINING REPORT

During the preparation of the draft On Job Training report, the practitioner must communicate and consult with the DKP to facilitate the achievement of the objectives of writing the On Job Training report. In addition to preparing the LKP draft, the practitioner must also improve and refine the On Job Training report draft according to the input and suggestions from DKP. The time for preparation (and at the same time improving) for the draft of the On Job Training report is up to the 16th (sixteen) week of the 7th (seventh) semester.

5. ON JOB TRAINING REPORT FINAL SUBMISSION

The deadline for submission LKP is in the 16th (sixteen) week of the 7th (seventh) semester or at the UAS session. If the time limit for collecting On Job Training reports is exceeded, the practitioner will receive a score of NOT PASSING (grade D). In this case, the practitioner must take the On Job Training course again (fill in the FRS) in semester 8 without carrying out technical activities on the On Job Training, but only completing and perfecting the On Job Training report. If the practitioner does not take the On Job Training course in semester 8, then the practitioner can take the On Job Training course back in semester 9 (extended) but through complete On Job Training activities.

The final On Job Training report is submitted to the KKP, where the practitioner submits 1 (one) final copy of the LKP Hardcopy (by attaching an **SKP-01, SKP-02, SKP-04, SKP-05, SKP-06.A, and SKP-06.B**) and Softcopy of On Job Training report and Attachment of On Job Training Report (LLKP) on one CD/ DVD.

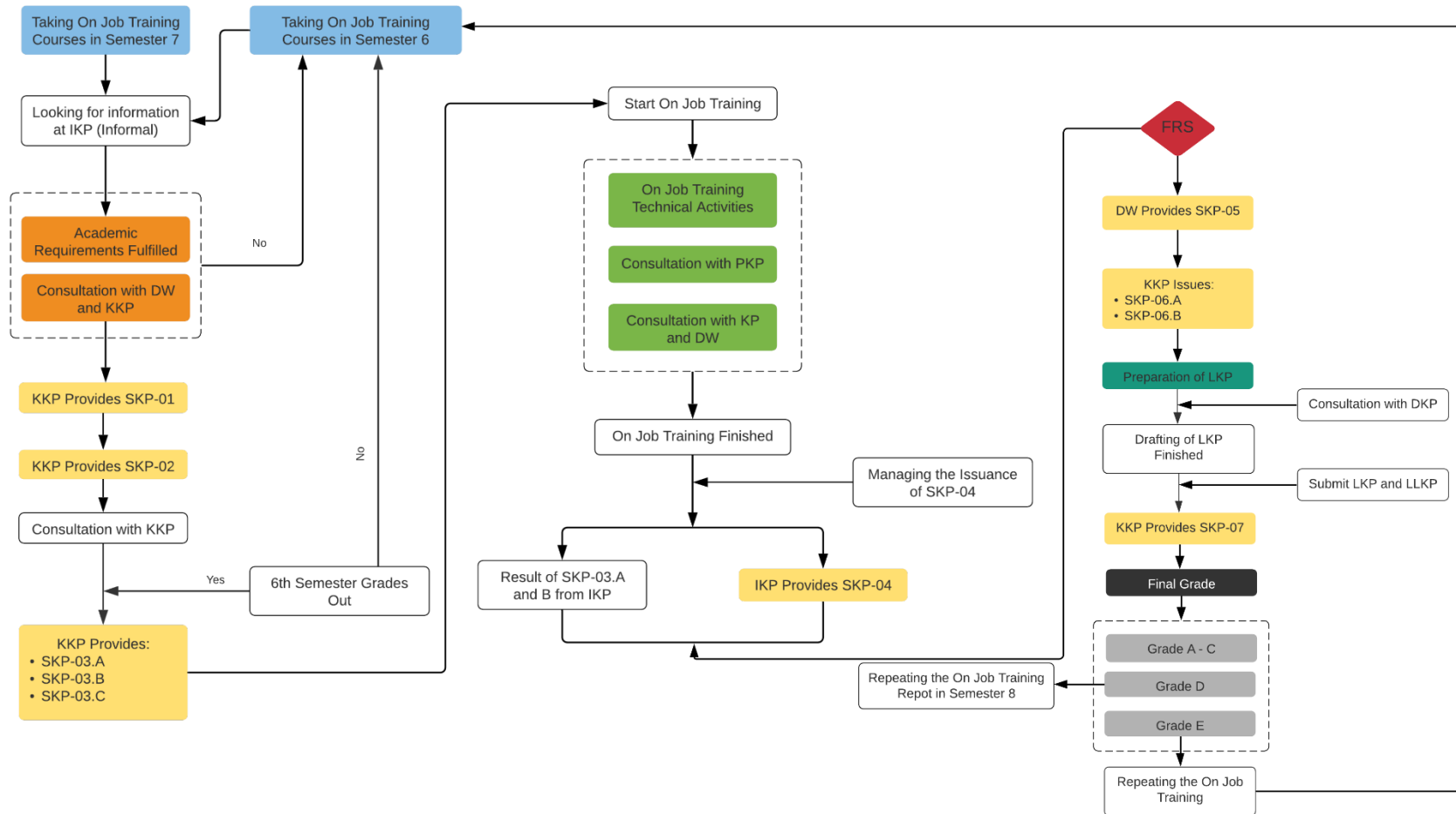
At this stage, the KKP will issue SKP-07 as evidence that the practitioner has submitted the final On Job Training report and LLKP in accordance with applicable regulations.

6. ISSUANCE OF ON JOB TRAINING FINAL GRADES

For practitioners who meet the requirements for the deadline for submitting assignments, the KKP provides the KP Score, a maximum of 2 (two) weeks after the final On Job Training report submission.

For more details, the stages of On Job Training at Urban and Regional Planning FCIVPLAN-ITS can be seen in Figure 2.1, while the On Job Training schedule can be seen in Table 2.1.

Figure 2. 1 FLOW CHART OF THE IMPLEMENTATION OF ON JOB TRAINING IN URBAN AND REGAIONAL PLANNING DEPARTEMEN - ITS



2.3. ON JOB TRAINING MATERIAL

The work/project/activity/study/research materials that can be the object of On Job Training are:

1. Spatial planning for regions, cities, and regions, whether in the form of new plans, evaluations, or revisions
2. Preparation of regional master plan
3. Preparation of a spatial strategic plan/strategic plan related to spatial planning
4. Preparation of spatial action plans/action plans related to spatial planning
5. Implementation of participatory planning instruments related to spatial planning
6. Compilation of studies/studies/research related to spatial planning, but not spatial planning work

Stages of work/activity that can be the object of On Job Training in general are jobs/activities that are a full work package or can be part of one or several stages of activities/processes, including:

1. Survey/data inventory, consisting of primary data survey and secondary data survey, until the preparation of the Survey Result Report or Data Compilation document.
2. Analysis, completed with the preparation of Data Analysis documents or Interim Reports
3. Compilation of data and analysis, accompanied by the preparation of Facts and Analysis documents or Interim Reports
4. Preparation of the final product, equipped with a plan document (spatial layout) or a final report

The number of practitioners in one activity/project/study/research is set as follows:

1. For spatial planning activities, the number of practitioners in one work package is limited to a maximum of 3 (three) people with the distribution of roles for each practitioner arranged according to the following components/aspects:
 - a. Components of land use and building arrangement
 - b. Components of transportation, infrastructure and facilities
 - c. Socio-economic and demographic components

If in one project there are practitioners from other universities, the maximum number of 3 (three) people must still take into account their existence.
2. For research activities related to spatial planning, the number of practitioners in one work package is limited to a maximum of 1 (one) person.
3. For activities related to the use of spatial planning, the number of practitioners in one work package is limited to a maximum of 1 (one) person
4. For activities related to controlling space utilization, the number of practitioners in one work package is limited to a maximum of 1 (one) person

In accordance with the purpose of the On Job Training, in addition to understanding the substance of the work, which is the main task of the practitioner, understanding the management pattern in IKP is also important. Broadly speaking, there are 4 (four) things that need to be observed in relation to the management pattern at IKP (consultants), namely:

1. On Job Training agency company management, including the internal organizational structure / structure and work patterns/work procedures/projects/studies/research
2. The administrative process of the auction work, including the preparation of TOR / KAK (Terms of Reference), assessment (pre-qualification) of the bidders, determination of the winner of the auction.

3. The process of making bids in an effort to get a job, among others, includes administrative requirements (company qualifications), the process of auction/tender, making tender/tender documents, as well as preparing technical proposals and proposals for costs.
4. Management of work/project/study/research, including among others the relationship between employer–consultant–implementer–supervisor, work implementation organization and work personnel (including the position of the practitioner in it), work programs (both the overall project in outline and parts of the project involved) KP in detail), monitoring, work evaluation.

Meanwhile, there are 2 (two) things that need to be observed in relation to the management pattern in the IKP (research/research institute), namely:

1. On Job Training agency management, including internal organizational structure/structure and study implementation work patterns/systems
2. Work management includes employer-research institutions, work implementation organizations and work personnel (including the position of the practitioner in it), work programs, monitoring, job evaluation

In other cases, there are 3 (three) things that need to be observed in relation to the management pattern in IKP (government institutions), namely:

1. General management of the IKP, including but not limited to the internal organizational structure/structure, work patterns/ work procedures for the implementation of work, the relationship between each work organization.
2. The administrative process of activities, including the preparation of work preparations, preparation of activity reports, archiving, etc.
3. Specific management for certain activities (utilization of spatial plans and control of spatial use) includes relations between actor organizations, work implementation organizations, and personnel involved (including the position of practitioners in it), work programs, monitoring, work evaluations.

2.4. ON JOB TRAINING INSTITUTIONS

Practitioners' positions in various types of IKP are as follows:

1. Employer IKP in government agencies. Practitioner position as:
 - Assistant planner on spatial planning work
 - Assistant for spatial planning experts in the preparation of related studies/research with spatial (self-managed)
2. Planning Consultant IKP, who is requested by the Employer to carry out planning consulting work. Practitioner position as:
 - Assistant Team Leader (team leader) on spatial planning work or the preparation of studies / research related to spatial planning
 - Assistant planner on spatial planning work
 - Assistant for spatial planning experts in the preparation of related studies/research with layout
3. IKP Research Institute/Institution, which is requested by the Employer to carry out study/study/research related to spatial planning. Practitioner position as:
 - Assistant Team Leader (team leader)
 - Assistant for spatial planning experts in the preparation of studies/research related to spatial planning

4. IKP Developer (Developer), who is preparing the regional master plan. Position practitioners are:
 - Planning assistant

2.5. ADDITIONAL TERMS

In the On Job Training agency (IKP) the practitioner must always communicate and consult with the permanent supervisor at the IKP (PKP) who can help provide direction to the practitioner during the KP. Practitioners are also required to communicate and consult with DKP at least once a week. This consultation is not intended to solve problems in completing the KP material/substance, but more emphasis is placed on solving LKP problems, and other problems while carrying out On Job Training. DKP is not obliged to solve On Job Training material problems at IKP. Material provides should be consulted with the PKP in each IKP.

CHAPTER 3

PREPARATION OF AN ON JOB TRAINING REPORT

3.1. FUNCTION OF ON JOB TRAINING REPORT

The On Job Training Report (LKP) is a written report that must be made after students complete the KP activities at the IKP. LKP functions are as follows:

1. Accountability of student KP activities to Department of Urban and Regional Planning - ITS
2. Consideration for assessment of On Job Training activities from the Department of Urban and Regional Planning - ITS
3. Submission of information for Department of Urban and Regional Planning - ITS, IKP, prospective student practitioners, and other interested parties
4. One of the tools to promote cooperation, mutual understanding, and coordination between students and the Department of Urban and Regional Planning - ITS and other parties involved with KP activities
5. One of the tools to convey ideas, opinions, assessments, and experiences related to the implementation of KP to other parties

3.2. PRINCIPLES OF WRITING ON JOB TRAINING REPORTS

The contents of the LKP must be prepared based on the following principles:

A. TRUE AND OBJECTIVE

The LKP must comply with the provisions contained in this guideline and contain correct and objective information.

B. CLEARLY AND CAREFULLY

LKP must be easily understood by readers and DKP by avoiding the use of words/terms, series of words/sentences or language styles that are less understandable by readers and writers themselves. Use simple words, but a clear meaning.

C. DIRECTLY TO THE TARGET

LKP must be short, precise, concise and straight to the point. The description should not be too long or use figurative words just to give the impression that the report is thick (bold LKP does not always mean better).

D. COMPLETE

The LKP must be presented in full in the form of a comprehensive description based on selected data accompanied by the necessary supporting data. Therefore, LKP must: Contains all KP materials that are done by the practitioner (not all project materials)

- Contains all aspects that must be covered and discussed
- Does not create new problems, problems, or questions
- Accompanied by supporting data, such as graphs, tables, maps, schemas, and others if needed

E. STRONG AND CONSISTENT

The contents of the LKP must be firm and consistent so that there is no contradiction between the one with other parts, both in terms of substance, terms, and writing techniques

F. ON TIME

The writing, submission, evaluation, and improvement of the LKP must be done in accordance with applicable provisions. To meet these requirements, an LKP writer/practitioner must:

- Completely understand the reported provides
- Have interest, ability, objectivity, thoroughness, and analytical skills in compiling reports
- Able to work together, as well as responsive and open to criticism
- Able to use well written language
- Can use words, terms, sentences and simple language style, clear, and easy to understand
- Able to select and organize the required data
- Able to observe and assess carefully various processes, events, benefits, and weaknesses that exist during KP activities

3.3. SUBSTANCE OF ON JOB TRAINING REPORTS

The substance of the On Job Training Report (LKP) includes:

1. Description of activities
2. Guidance and facilities obtained at IKP
3. Analyze all work materials in detail
4. Lesson learned (professional experience)
5. Professional impressions during KP
6. Opinions and suggestions for improving the planning profession
7. Other matters deemed important by DKP

The content must include the following as minimum content requirements, but the order of discussion can be modified according to the writing style and needs of the student. The main topics that need to be addressed are:

1. PRELIMINARY (maximum of 5 pages.)
 - Academic requirements for doing KP (academic position of students when doing KP)
 - KP procedure taken by the practitioner
 - Reasons for choosing IKP
 - The position of the practitioner in the KP project/activity
 - Overall work schedule
 - Schedule of On Job Training plans and their realization
2. DESCRIPTION OF IKP AND KP PROJECTS / ACTIVITIES (7 – 10 pages)
 - a. IKP Organization:
 - introduction of IKP (e.g.: establishment, decree of establishment, year of establishment, partners, current line of business, etc.),
 - IKP management pattern (IKP structure, mechanism for providing work of each field/position, etc.)
 - b. Organization for implementing KP activities:
 - Process and how IKP get project/activity
 - Work/project/activity management pattern
 - Work/project organizational structure
 - Assignment and positions of the practitioner in the project/activity team
 - Practitioner's position in the overall project

- Project work schedules/time and KP.
3. ON JOB TRAINING MATERIAL DISCUSSION (20 - 40 pages)

This section is a special article for the On Job Training report, not a part taken from part or all of the things written in the LLKP.

 - a. On Job Training material introduction

Describe the position/position of activities assigned to the practitioner within the scope of work/overall project. This is intended to determine whether the practitioner understands the relationship between what is done/produced with the work.
 - b. Activity implementation process
 - Explain everything related to:
 - Methodology used
 - Data processing and analysis
 - Decision making process/planning/problem solving
 - Other things that are considered important
 - c. Problem

Describe the problems encountered and their solutions in:

 - The process of carrying out the work,
 - Differences of opinion with PKP
 - Practitioner's assessment of the process and work results (less data, inappropriate methods/techniques, unsatisfactory results, not in accordance with the theory obtained, etc.)
 4. IMPRESSIONS AND SUGGESTIONS (maximum of 5 pages.)
 - a. Lessons learned:
 - LKP / job / project management
 - Process and output of technical implementation of work/project
 - Work environment
 - b. Practical advice for:
 - IKP,
 - other related agencies,
 - Department of Urban and Regional Planning-ITS/ planning education institutions in general
 - Planning profession

3.4. TECHNICAL PROVISIONS OF WRITING AN ON JOB TRAINING REPORT

Some of the technical provisions in writing the On Job Training Report can be described as follows:

1. The making of LKP and LLKP covers must comply with the format as in Attachments 11 and 12.
2. The On Job Training Report (LKP) is written in the following format:
 - a. A4 paper size
 - b. 1.5 spacing
 - c. Font : Times New Roman, Arial, or Tahoma
 - d. Font size : 11
3. Writing chapter and sub-chapter titles.

Chapter title:

- Chapter numbers are written in Arabic numerals (not Roman numerals) after the words "CHAPTER"
- The distance between the chapter number and the chapter title is 2 (two) spaces. Title of all chapters written in capital letters
- The distance between the chapter title and the first paragraph is 2 (two) spaces. The title of the sub-chapter is written in bold
- Sub-chapter numbers are written in Arabic numerals, without the words sub chapters.
- The title of the sub-chapter is written like the title of the essay in lowercase
- The title of the sub-chapter is written like the title of the sub-chapter
- The titles of the sub-chapters do not need to be underlined and capitalized only at the beginning title only.

Example: 1.1 Study Background
 1.2 Special Objectives
 1.2.1 General purpose
 1.2.2 Special purpose
 1.2.2.1 Testing existing theories and models
 1.2.2.2 Problem solving
 1.2.2.3 Formulation of new model and techniques

4. Writing words, terms and sentences

Basically, the writing of sentences in the LKP follows the rules contained in the EYD (Ejaan Yang Disempurnakan) Guidelines and General Guidelines for the Formation of Terms, especially on:

a. Separation or union between syllables For

Example:

Diterima	not	di terima
Di sini	not	disini
Diteruskan	not	di teruskan

Note the difference in how the syllables "di, ke, dari" are written as prepositions and as prefixes.

b. Conjunctions, not used at the beginning of a sentence For

Example : Saya lapar. Karena saya belum makan.

Should : Saya lapar, karena saya belum makan.

This also applies to conjunctions: dan, dimana, karena, dengan.

c. Writing certain terms For

Example: Koneskuensi	not	Konekwensi
Tradisional	not	Tradisionil

d. When quoting foreign words, the way they are written is italicized, or quoted (' '), or underlined.

for example: *Growth Pole*, or 'Growth Pole', or Growth Pole.

The order of the examples is arranged according to the priority of the choice.

e. As far as possible do not use a foreign language as long as the statement of the term/intention can use Indonesian.

5. Writing table titles and figure titles

About table titles:

- a. Table numbers are written with Arabic numerals corresponding to the chapter number and followed by Arabic numerals as the serial number in the same chapter. The table number is written after the words "TABLE" which is written entirely in capital letters, placed above the middle, and one and a half spaces above the table title.
- b. Table titles are all capitalized. If the title is too long, it can be made into more than one line with a single space. The writing is arranged in the longest first line and the shortest last line (like an inverted pyramid).
- c. The title of the table should include detailed information about the location and time of the table's contents.
- d. Information about the name of the unit is written in the relevant column or in the table description.
- e. If the contents of the table are reduced, then the table title is not reduced.

Example:

TABLE 3.1
DEVELOPMENT OF THE POPULATION OF SURABAYA CITY
PER DISTRICT 2000 – 2005 (SOUL)

About image title:

- a. The term image is used to describe various types of visual presentation of information, such as flowcharts/schemas, patterns, concepts, diagrams, graphs, histograms, pictures, maps, pictographs, and photographs.
- b. The figure number is placed after the word IMAGE, written in Arabic numerals (not Roman numerals as in the table).
- c. The way of writing image titles is the same as writing table titles, which is in the form of an inverted pyramid. The writing of the title of the image is placed above the image (except on the map, the writing of the title of the map may not be above the image, for example on the right side or in the appropriate place).
- d. Information written about the contents of the image title is similar to the provisions in the table title. Information about the location can be eliminated if it has been written at the bottom of the map, information about the unit can be eliminated if it is already contained in the description legend.

Example:

FIGURE 1.1
LAND USE MAP PER DISTRICT
IN THE CITY OF SURABAYA IN 2000

- e. Basically, the description on the image includes: a description of the visualization and the nature of the image, location, year, and source of the image.
- f. Especially for maps, map descriptions must be accompanied by a legend, map description, map north direction, and map scale.
- g. All forms of images can be included in one category, that is, if the list of images does not distinguish between a list of graphs, a list of maps, or a list of photos, then the title of the image needs to include an image which is a graph, map, or photo.

Example:

FIGURE 3.1
GRAPH OF LAND USE CHANGES
IN THE CITY OF SURABAYA
YEAR 2000-2005

or :

FIGURE 3.2
LAND USE MAP
IN THE CITY OF SURABAYA YEAR
2000

or :

FIGURE 3.3
AERIAL PHOTOS OF LAND USE
IN THE CITY OF SURABAYA
YEAR 2000

- h. If in the LKP there are quite a number of different types of images (for example, there are a number of maps and a number of photos), the maps and photos will each receive their own serial number. Writing maps and photos on the list of images can be separated.

3.5. MONITORING IN WRITING AN ON JOB TRAINING REPORT

The mentoring process in writing LKP for practitioners is carried out according to the following procedure:

1. Department of Urban and Regional Planning-ITS, through KKP, appoints and assigns a lecturer from Department of Urban and Regional Planning-ITS to become an Advisory Lecturer (DKP) as well as an LKP evaluator. During the KP, the practitioner is asked to communicate with the KKP in order to monitor the implementation of the KP and help achieve the KP objectives. The appointment of DKP is carried out immediately after the guardianship or FRS is carried out and determined by the KKP (via SKP-06.A form).
2. Practitioners can initiate consultation on the preparation of the LKP draft to DKP if the SKP-03.B and SKP-03.C forms have been filled out by the IKP and submitted to the KKP. DKP has the right to refuse consultation on the preparation of the LKP draft, if the SKP-06.A form is not available yet.
3. During the preparation of the draft LKP, the practitioner is asked to consult with the DKP as often as possible to improve the quality of the LKP. Immediately after completing the preparation of the draft LKP, the practitioner is required to submit the final LKP manuscript (along with the attachments and the LLKP) to the KKP, with the issuance of the SKP-07 form as proof of receipt of the LKP and LLKP collection.

CHAPTER 4

ASSESSMENT OF ON JOB

TRAINING

4.1. TERMS OF GRADE ISSUANCE

Assessment of On Job Training can be issued if the following prerequisites have been met:

1. Complete the On Job Training course (DK 184702) at FRS in the 7th (seventh) semester where the practitioner does On Job Training.
2. Have submitted the final LKP (along with the specified attachments) as many as 2 (two) copies and the LLKP in accordance with the stipulated time limit

4.2. BASIC ASSESSMENT FORM INTENRSHIP INSTITUTION

The assessment given by the IKP is based on several considerations presented in Table 4.1.

Table 4. 1 ASSESMEMENT CRITERIA FROM ON JOB TRAINING INSTITUTION

No.	RATED ASPECT	WEIGHT
1	Presence	10
2	Seriousness of Implementing On Job Training	15
3	Discipline in Completing Work	10
4	Responsibility	15
5	Expertise/Skills in the Profession	20
6	Creativity/Innovation	15
7	Attitude and Behavior at Work	10
8	Ability to Work in Team	5

4.3. BASIC ASSESSMENT FROM ON JOB TRAINING SUPERVISOR LECTURER

The assessment given by DKP is based on 2 types of evaluation, namely from the On Job Training Report (LKP) with assessment criteria as in Table 4.2, the process of preparing LKP / LKP Assistance with assessment criteria as in Table 4.3, and the results of the preparation of Articles from KP Objects with assessment criteria. as in Table 4.4.

Table 4. 2 ON JOB TRAINING ASSESSMENT CRITERIA BASED ON LKP

No.	RATED ASPECT	WEIGHT
1	Quality of Understanding and Mastery of KP Materials	25
2	Quality of Understanding of KP Management Patterns	25
3	Identification of Various Problems in KP	15
4	Consistency Between LKP and LLKP Materials	20
5	Consistency in Writing LKP	15
AMOUNT		100

Table 4. 3 ON JOB TRAINING ASSESSMENT CRITERIA BASED ON LKP ASSISTANCE

No.	RATED ASPECT	WEIGHT
1	Activeness of Assistance	30
2	Progress in Progress / Job / Revision	30
3	Contextual Understanding of LKP Materials	20
4	Compatibility between LKP Materials and Individual Performance	20
AMOUNT		100

Table 4. 4 ON JOB TRAINING ASSESSMENT CRITERIA BASED ON ORAL EXAMINATIONS

No.	RATED ASPECT	WEIGHT
1	Understanding of KP Materials	50
2	Accuracy in Answering Questions from LKP Supervisors	35
3	Compatibility and Consistency of Answers with LKP	15
AMOUNT		100

4.4. FINAL GRADE

The final grade is the grade for the On Job Training course given at the end of the semester when the practitioner does the KP. On Job Training final grade is a combination of the grade given by the IKP, and the grade given by the DKP. Where the proportion of each assessment is:

1. Assessment from IKP = 45%
2. Assessment from DKP based on LKP evaluation = 30%
3. Assessment from DKP based on LKP Assistance = 10%
4. The value of the DKP based on the LKP Oral Exam = 15%

In certain cases, the KKP may review the value of the KP if:

1. There is an incompatibility between the assessment from IKP and the individual practitioner's performance as a result of the DKP evaluation
2. There is an incompatibility between the LKP material and the LLKP material
3. There is fraud during the KP process and the preparation of the LKP, such as LKP plagiarism, forgery of signatures, and others.

The grouping of the On Job Training final grade is as follows:

A. PASSING GRADE

Pass grades for KP course participants are A, AB, B, BC, or C. This score is given if the student has met all administrative requirements

B. GRADES HAVE NOT PASSED YET, KP DOES NOT FAIL

- a. The grade that has not passed to the KP course participants is D. This grade is given to the KP course participants if:
- b. The student concerned has taken the KP course in the FRS in the current semester
- c. The student concerned has completed the KP in accordance with applicable regulations by obtaining a minimum cumulative score of 41

The student concerned has not finished writing the LKP until the 16th (sixteenth) week of the current semester

Students who fall into this category must take KP courses in the 8th (eighth) semester. If this is not done, the student concerned must repeat the KP from the beginning with a complete procedure.

C. GRADES DOES NOT PASSED, KP FAILED

The failing grade given to the KP course participants is E. This grade is given to the KP course participants if:

- a. The student concerned has completed the KP according to the applicable provisions but gets a maximum cumulative score of 40
- b. The student concerned has completed the KP in accordance with applicable regulations by obtaining a minimum cumulative score of 41, but the KKP feels the need to review the score given for certain reasons. After being reviewed, it turns out that the student in question deserves a maximum cumulative score of 40.

Students who fall into this category must repeat the KP from the beginning with the complete procedure.

ATTACHMENT 1

FORM SKP-01 LETTER OF APPLICATION FOR THE INFORMATION ABOUT THE ON JOB TRAINING PROJECT

**DEPARTMENT OF
URBAN AND REGIONAL PLANNING
ON JOB TRAINING
COURSE**

Form SKP-01

Number : 01/36 000 ____(*)/KP/20
Attachment : -
Subject : Application for the Information about the On Job Training Project

Dear : _____

In connection with the obligation to take the On Job Training course for every student in the Urban and Regional Planning Department, Faculty of Civil, Planning, and Geo-Engineering (CIVPLAN), Institut Teknologi Sepuluh Nopember Surabaya, we hereby request information regarding the possibility of On Job Training for students whose names are listed below:

NO	NAME	NRP
1.		
2.		
3.		

The relevant jobs to be the object of the On Job Training are:

- Spatial planning / utilization of spatial plans / space utilization control
- Studies / studies / research related to spatial planning
- Preparation of spatial strategic plans / spatial action plans
- Preparation of regional development plans

Thus our application letter, for your attention and cooperation, we thank you.

Surabaya _____ On
Job Training Coordinator
Department of Urban and Regional
Planning FCIVLPAN-ITS

NIP. _____

Copy:

1. Head of Urban and Regional Planning FCIVPLAN- ITS Study Program
2. The student concerned.
3. Leave

ATTACHMENT 2
FORM SKP-02 LETTER OF RESPONSES
FOR THE INFORMATION ABOUT THE ON
JOB TRAINING PROJECT

Letterhead
CONSULTANT / INSTITUTION / INSTITUTION
ON JOB TRAINING

Form SKP-02

Number :

Attachment : -

Subject : On Job Training Project Information Responses

Dear : On Job Training Coordinator

Department of Urban and Regional Planning Faculty of
Civil, Planning, and Geo-Engineering (CIVPLAN), Institut
Teknologi Sepuluh Nopember Surabaya

Responding to your letter dated _____ Number _____

Regarding the Application for Information on the Object of the On Job Training, after going through various considerations, we hereby decided that the projects/activities that we are carrying out is:

- Project/Activity Name :
- Location :
- Employer :
- Planning consultant :
- Team Leader/ Planner :
- Cost :
- Implementation time (months) :

DESERVED / NOT DESERVED *)

to use as the object of On Job Training for students whose names are listed in your letter. The names of the On Job Training Supervisors that we propose are:

Thus, our response, for your attention, trust, and cooperation, we thank you.

Surabaya,

Director / Head / Head of Institution

Copy:

1. Student concerned

2. Leave

***) Cross out the inappropriate ones**

ATTACHMENT 3
FORM SKP-03.A LETTER OF
APPLICATION FOR GUIDANCE
ASSISTANCE

Number : 01/36 000 ____(*)/KP/20
Attachment : -
Subject : Application for Guidance Assistance

Dear : _____

Following up on your Letter Number. _____ Date _____

Regarding it, it is permissible for our students to carry out an On Job Training (KP) at your institution, so we hereby delegate the mentoring process while in the work environment to you, in accordance with the provisions applicable to the project.

Along with this, we also include 1 (one) KP administrative completeness file which consists of the On Job Training Assessment Sheet (SKP-03.B), and the On Job Training Activity Sheet (SKP-03.C).

In addition to providing guidance, we ask for your willingness to give an assessment of the performance of our students, where. This assessment will be used as one of the considerations in determining the final grade for this course. In order to maintain the confidentiality of the results of the assessment, we ask that you send back the three forms above **in a sealed envelope** to us after the On Job Training period is over.

Thus, our application letter, for your attention and cooperation, we thank you.

Surabaya, _____

On Job Training Coordinator Department of
Urban and Regional Planning FCIVLPAN-ITS

NIP. _____

Copy:

1. Head of Urban and Regional Planning FCIVLPAN- ITS Study Program
2. The student concerned.

ATTACHMENT 4

FORM SKP-03.B ON JOB TRAINING ASSESSMENT SHEET

ON JOB TRAINING ASSESSMENT SHEET

Name :
 NRP :
 Supervisor at IKP :
 IKP name :
 Project name :

NO	RATED ASPECT	WEIGHT (B)	SCORE (N)	AMOUNT (B x N)
1	Presence	10		
2	Seriousness of carrying out On Job Training	15		
3	Discipline in completing work	10		
4	Responsibility	15		
5	Expertise / Skills in the Profession	20		
6	Creativity / Innovation	15		
7	Attitude and Behavior at Work	10		
8	Ability to Work in Team	5		
AMOUNT		100		
FINAL GRADE = $\frac{\text{TOTAL (B x N)}}{\text{TOTAL WEIGHT}}$ = $\frac{\quad}{100}$ =				

Surabaya,

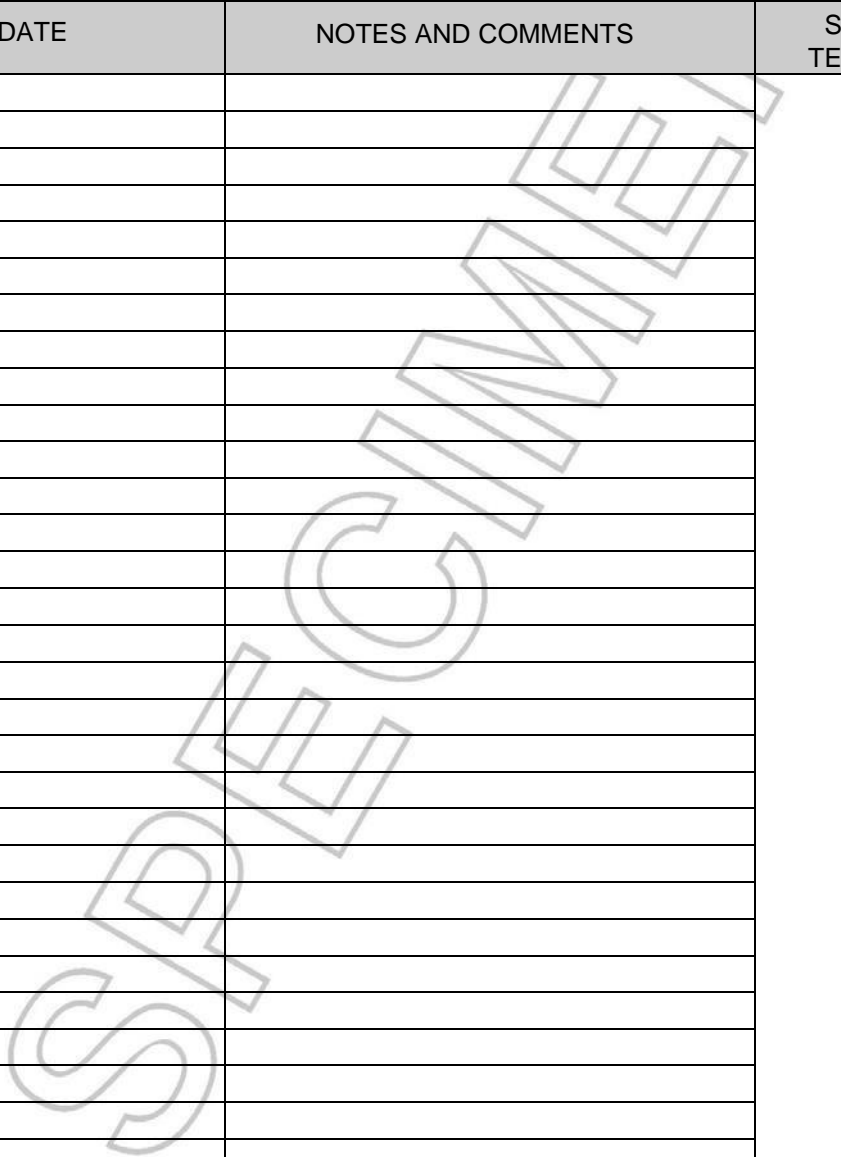
Knowing,
 Director / Head / Head of Institution
 At the On Job Training Agency

On Job Training Supervisor
 at the On Job Training
 Agency

ATTACHMENT 5
FORM SKP-03.C ON JOB TRAINING
ACTIVITY SHEET

ON JOB TRAINING ACTIVITY SHEET

Name :
NRP :
Supervisor at IKP :
IKP Name :
Project Name :



NO	DATE	NOTES AND COMMENTS	SIGNATURE TEAM LEADER

ATTACHMENT 6
FORM SKP-04 LETTER OF
NOTIFICATION COMPLETED THE ON
JOB TRAINING

Letter Head

CONSULTANT / INSTITUTION / INSTITUTION

ON JOB TRAINING

Form SKP-04

Number :
Attachment : 1 (one) ex
Subject : Notification of completion of On Job Training
Dear : On Job Training Coordinator
Department of Urban and Regional Planning Faculty of
Civil, Planning, and Geo-Engineering (CIVPLAN), Institut
Teknologi Sepuluh Nopember Surabaya

We hereby inform that the students whose names are listed below:

- Name :
- NRP :

Have finished carrying out On Job Training at our place on the project:

- Project name :
- Location :
- Assignor :
- Planning consultant :
- Team Leader/ Cost :
- Planner :
- Execution time :

Here we also attach 1 (one) KP administrative completeness file consisting of the On Job Training Assessment Sheet (SKP-03.B), the On Job Training Activity Sheet (SKP-03.C), which has been filled out.

Thus our letter, thank you for your attention and cooperation.

Surabaya, _____

Director / Head / Head of Institution

Copy:

1. Student concerned
2. Leave

ATTACHMENT 7
FORM SKP-05 LETTER OF APPROVAL
FOR TAKING ON JOB TRAINING
COURSE

Number : 01/36 000 ____(*)/KP/20
Attachment : -
Subject : Approval of Taking On Job Training Course

Dear : On Job Training Coordinator
Department of Urban and Regional Planning
Faculty of Civil, Planning, and Geo-Engineering
(CIVPLAN), Institut Teknologi Sepuluh Nopember
Surabaya

We hereby inform you that, after consulting with us, the students whose names are listed below, we give approval to take the On Job Training course (DK 184702).

- Student name :
- NRP :

Thus our approval letter, for your attention, we thank you.

Surabaya,

Guardian lecturer

Department of Urban and Regional
Planning FCIVPLAN- ITS

NIP. _____

Copy:

1. Head of Urban and Regional Planning FCIVPLAN- ITS Study Program
2. The student concerned.
3. Leave

ATTACHMENT 8
FORM SKP-06.A LETTER OF DECISION
FROM ON JOB TRAINING REPORT
SUPERVISOR LECTURER

Number : 01/36 000 ____(*)/KP/20
Attachment : -
Subject : On Job Training Supervisor Decision Letter

DECISION LETTER OF ON JOB TRAINING REPORT SUPERVISOR

Following up on SKP-02 and SKP-03, herewith to students/prospective practitioners whose names are listed below:

- Student name :
- NRP :

assigned names as listed below as On Job Training Supervisor in IKP and On Job Training Supervisor Lecturer as follows:

- KP Advisor at IKP :
- Advisor Lecturer :

Thus, this decision letter is made to be used properly.

Surabaya, _____
On Job Training Coordinator Department of
Urban and Regional Planning FCIVLPAN-ITS

NIP. _____

Copy:

1. Head of Urban and Regional Planning FCIVPLAN- ITS Study Program
2. On Job Training Supervisor at IKP
3. On Job Training Supervisor
4. Student concerned
5. Leave

ATTACHMENT 9
FORM SKP-06.B ASSISTANCE SHEET
FOR ON JOB TRAINING REPORT

ASSISTANCE SHEET ON JOB TRAINING REPORT

Name :
NRP :
Supervisor at IKP :
IKP name Project name :
:

NO	DATE	NOTES AND COMMENTS	SIGNATURE SUPERVISOR KP

ATTACHMENT 10
FORM SKP-07 LETTER OF ACCEPTANCE
ON JOB TRAINING REPORT

ACCEPTANCE LETTER OF ON JOB TRAINING REPORT

Hardcopy of the On Job Training Report (LKP) has been received with the attachment of the Form **SKP-01; SKP-02; SKP-04; SKP-05; SKP-06.A and SKP-06.B** along with a Softcopy of the Attachment of the On Job Training Report (LLKP), each as much as 1 (one) copy.

1. Name :
2. NRP :
3. Name of KP Supervisor :
4. Name of KP Advisory Lecturer :
5. Name of KP :
6. Project Name :

Who submits LKP,
KP practice

Surabaya,

Those who receive LKP
KP Officer for PWK Department

Copy:

1. KP Coordinator
2. KP Advisory Lecturer
3. Student concerned
4. Leave

ATTACHMENT 11

EXAMPLE OF ON JOB TRAINING REPORT COVER DESIGN

COMPOSITION SPATIAL PLAN

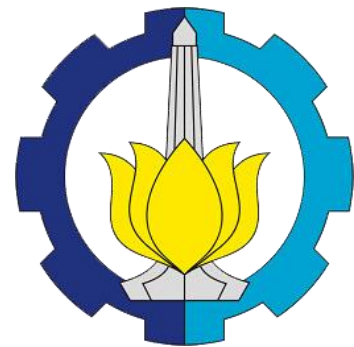
SURABAYA CITY

ON JOB TRAINING REPORT

on

Development Planning Agency

Surabaya City Government



By

HETTY OKTAVIANA

2005

Urban and Regional Planning Study Program

FACULTY OF CIVIL, PLANNING, AND GEO-ENGINEERING

INSTITUT TEKNOLOGI SEPULUH NOPEMBER SURABAYA

ATTACHMENT 12

EXAMPLE OF ATTACHMENT ON JOB TRAINING COVER DESIGN

**COMPOSITION SPATIAL
PLAN
SURABAYA CITY AREA**

ATTACHMENT OF ON JOB TRAINING REPORT

HETTY OKTAVIANA

3602100022

PLAN



**DEVELOPMENT PLANNING AGENCY
CITY OF SURABAYA**

2005