

Pemberkasan Arsip Aktif Program Hibah link&match Barang Milik Negara Non-Tanah SMK Di Indonesia Pada Kementerian Perindustrian Republik Indonesia = Filing of the Active Vocational Link and Match Grant Program Non-Land State Vocational High School in Indonesia at the Ministry of Industry of the Republic of Indonesia

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Abstrak

Tugas Karya Akhir ini membahas Pemberkasan Arsip Aktif Program Hibah link&match Barang Milik Negara Non-Tanah SMK Di Indonesia Pada Kementerian Perindustrian Republik Indonesia. Kemenperin telah meluncurkan pendidikan vokasi industri yang link and match antara SMK dengan industri di beberapa wilayah Indonesia. Hingga saat ini, program tersebut telah melibatkan sebanyak 855 industri dan 2.612 SMK yang menghasilkan 4.997 perjanjian kerja sama. program link&match antara lain penyelarasan kurikulum dan silabus di SMK, peningkatan kompetensi guru produktif SMK sesuai dengan kebutuhan industri, dan pemberian hibah peralatan dari BPSDMI. Dari kegiatan tersebut perlu dilakukannya dengan mempelajari tata cara pemberkasan arsip aktif dan proses penginputan menggunakan aplikasi arsip. Secara umum, pemberkasan arsip aktif mempunyai enam proses yakni pemeriksaan berkas, penyortiran, pengindeksan, pelabelan, penginputan dan penyimpanan arsip.

.....This Final Project discusses the Filing of the Active Archives of the Link & match Grant Program for Non-Land State Owned Vocational Schools in Indonesia at the Ministry of Industry of the Republic of Indonesia. The Ministry of Industry has launched an industry vocational education that links and matches between SMKs and industries in several regions of Indonesia. To date, the program has involved as many as 855 industries and 2,612 vocational schools resulting in 4,997 cooperation agreements. the link & match program includes the alignment of curriculum and syllabus in vocational schools, increasing the competency of productive vocational teachers in accordance with industry needs, and providing equipment grants from BPSDMI. From these activities it is necessary to learn the procedures for filing an active archive and the input process using the archive application. In general, active archive filing has six processes namely file checking, sorting, indexing, labeling, filing and storing archives.</p>