

THE FUNCTION OF FACILITIES AND INFRASTRUCTURE IN LEARNING GUIDANCE AND COUNSELING IN SCHOOLS

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Abstract

A success of guidance and counseling services is inseparable from the existence of facilities and infrastructure that support the provision of guidance and counseling services. Regulation of the Minister of National Education of the Republic of Indonesia No. 24 of 2007 concerning Standards for Facilities and Infrastructure for Schools firmly states that in education units it is mandatory to have the necessary facilities to facilitate the learning process. Therefore, schools strive to prepare facilities and infrastructure that are in accordance with standards, thereby facilitating the realization of optimal educational goals (Kemendiknas, 2007). The success of providing guidance and counseling services in schools is certainly greatly influenced by the utilization of the function of all guidance and counseling facilities and infrastructure in schools effectively and efficiently.

Keywords– Facilities; Infrastructure; Guidance and counseling

1. Introduction

Guidance and counseling is an education. Because of the learning activities provided by the counseling guidance teacher to students. Guidance and counseling are tailored to educational objectives. In education, it utilizes many factors to achieve the success of an education (Khairun, et al, 2016). In guidance and counseling, the function of the facilities and facilities is very useful for the bk teacher / counselor to facilitate various activities that will be carried out by the bk teacher.

Regulation of the Minister of National Education of the Republic of Indonesia No. 24 of 2007 concerning Facilities and Infrastructure. Guidance and counseling facilities are direct equipment to achieve the goals of guidance and counseling, facilities and infrastructure are basic equipment to carry out the functions of counseling guidance services. According to Prayitno (2021) counseling is a professional assistance to a person or group of individuals in the development of daily life and the handling of disturbed daily effective life with an independent personal focus that is able to control oneself through various types of services and supporting activities that are carried out in the learning process.

Based on the discussion above, it can be concluded that the facilities and infrastructure in counseling guidance can function to facilitate and help facilitate the process of organizing counseling guidance activities. Therefore, guidance and counseling activities in schools will run smoothly if supported by adequate guidance and counseling facilities and infrastructure.

2. Method

This literature study was obtained from a research article relating to a title obtained from Google Scholar. The author of this article devotes himself to knowing how the functions of facilities and infrastructure in the learning of guidance and counseling in schools. Article selection is carried out through a process of identification, screening and notability. Of the many articles found

through searches on Google Scholar, several articles were selected that were relevant to the goals and problems raised by the author.

3. Result and Discussion

The concept of facilities and infrastructure

System support in the implementation process will be inseparable from the needs of guidance and counseling programs which aim to help the learning process in educational institutions. System support is a component of management services and activities that indirectly provide assistance to students, or facilitate the smooth development of students (Syamsu and Juntika, 2010: 29)

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Educational facilities are equipment and complements that are directly used and support the educational process, especially the teaching and learning process, such as chair tables, tools, and teaching media (Mulyasa, 2009: 43).

In another sense, it is argued that education is "all devices, equipment, materials, and furniture that are directly used in an activity" (Ibrahim, 2004: 2)

Facilities are equipment directly to achieve educational goals while infrastructure is basic equipment to carry out school functions. Meanwhile, what is meant by counseling guidance facilities is direct equipment to achieve the purpose of counseling guidance and infrastructure is basic equipment to carry out the function of counseling guidance services. Considering that a teaching and learning activity and coordinating guidance services will not be carried out if there is no adequate infrastructure available, an infrastructure is needed to help smooth service delivery activities for students. Counseling guidance facilities and infrastructure have predetermined standards, the availability of maximum facilities and infrastructure does not guarantee the success of achieving the

objectives of counseling guidance but the availability of very minimal facilities and infrastructure can also hinder the achievement of BK goals, therefore for the achievement of maximum BK goals, every school must have adequate BK facilities and infrastructure. (Sambas Sugiarto, Neviyarni S, Firman, 2021)

From the results of research conducted by Marimbun and Rizky Andana Pohan, 2021) on the Description of Guidance and Counseling Facilities and Infrastructure in State High Schools in Indonesia, it shows that overall the minimum standards for BK facilities and infrastructure in Junior High Schools, High Schools and State Vocational Schools in Indonesia have not been met and are relatively low. The most concerning thing is the availability of individual counseling rooms which are only owned by 20% of the schools of the entire school that is the research sample, this is what most interferes with the comfort of BK Teachers and Students even though individual counseling is the heart of the heart of counseling services.

BK Facilities

In the book (Dewa Ketut Sukardi.1983) the implementation of the guidance service program in schools requires adequate supporting facilities. Thantawy (1995) explained some of the facilities needed in carrying out BK services, namely:

1. Data collection instruments
 - a. Interview guidelines
 - b. Observation guidelines
 - c. Questionnaire
 - d. Fill-in list for student personal details
 - e. Sociometric instruments
 - f. Report on counseling results
 - g. Case study report
 - h. Attitude scale
 - i. General AUM and PTSDL
 - j. Multiple inventory or test tools for aptitude and interest search.
2. Data storage tools

- a. Notebooks
- b. Computers, etc.

3. Technical equipment

These are tools or media used for the purposes of guidance services such as guidance package books (personal, social, learning, career), tape recorder recordings, videos, slides, etc.

BK Infrastructure

According to Dewa Ketut Sukardi (2000:63), basic infrastructure is the existence of a room for each counselor as a place for counselors to work daily freely planning service activities, accepting students and other parties who need services, organizing counseling service activities with individual goals, and other professional activities. Counseling infrastructure can be divided into several groups, namely:

1. Building infrastructure. Includes land and buildings both for the purposes of the guidance teacher's work room, individual counseling room, group activity room, student data room, counseling instrument room, living room, counseling library room, computer room, counseling media room, worship room, etc.
2. General infrastructure in the form of water, sanitation, drainage, electricity, telecommunications networks, transportation, parking, and parks.
3. Infrastructure in the form of physical equipment needed for the implementation of counseling services is a counseling room equipped with various adequate facilities. Basic infrastructure is the existence of a room for each counselor as a place where the counselor works daily freely to plan service activities, accept students and other parties who need services, organize counseling service activities with individual goals, and other professional activities.

Standards of Guidance and Counseling Facilities and Infrastructure

A standard is something that is used as a benchmark or minimum limit for something measured (Arikunto, 2009:30). Standards can also be interpreted as

criteria needed to be determinants so that the measurement results are meaningful (Purwanto, 2009). Based on the above understanding, the standard can be interpreted as a measure used to determine the measurement results. Guidance and counseling facilities as very important and needed equipment and equipment that support the implementation of guidance and counseling programs (Gysbers, 2005)

Guidance and counseling facilities and infrastructure are equipment and equipment that support the achievement of the objectives of services and counseling. (Kemendikbud, 2014) based on the above understanding, it can be concluded that the facilities and infrastructure for guidance and counseling are all the equipment and equipment needed in the implementation of guidance and counseling in schools.

Types of Guidance and Counseling Facilities and Infrastructure

Guidelines for Guidance and Counseling in Primary and Secondary Education which refers to the Minister of Education and Culture of 2014 no 111. Broadly speaking, the guidance and counseling facilities and infrastructure are divided into four parts, namely, guidance and counseling rooms, data collection instruments, technical support completeness, program documents. The guidance and counseling room consists of a work room as well as an individual counseling room, living room, guidance room and group counseling, data room, data collection instrument consisting of non-test data collection instruments and data storage tools.

Completeness of BK Administration

For Guidance and Counseling activities, it is necessary to provide administrative completeness. Some of the administrative equipment for counseling services that need to be provided in the counseling room according to Thantawy 1995:103) are as follows:

1. Blangko letters such as call letters to students, invitation letters / parental calls, home visit notification letters, monthly or semesterly report blangko, blangko satlan, satkung, lapelprog, and archive letters.

2. Counseling report card, which is a card used to record the activities of providing individual counseling services or group counseling.
3. Case conference notes, that is, records for case conference activities.
4. Description of the provision of the type of service or service support activities that can be used as physical evidence for the purposes of obtaining the credit score of the guidance teacher.
5. Other equipment that needs to be provided in the counseling room is a guest book, a place to record if there are guests visiting the school, an agenda book or a mailing expedition.
6. Problem box, is the provision of a box where to accommodate problems that come from students or subject teachers, and the homeroom teacher. The guidance teacher can read the writings that anyone put in this problem box at any time, and that material is input in putting together a counseling service program in the school.
7. Notice board, is a place of information that students or teachers need to know in relation to counseling service activities in schools.

4. Conclusion

Means of bk is everything that can serve as a support tool in achieving the goals of counseling guidance. Meanwhile, the infrastructure in bk is a basic equipment used to carry out the functions of counseling guidance services. The success of providing guidance and counseling services in schools is certainly greatly influenced by the utilization of the function of all guidance and counseling facilities and infrastructure in schools effectively and efficiently.

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