



The Role of Education Management In Information Systems, Accessibility of Education and Training In The Capacity Development of The State Civil Apparatus (ASN)

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Abstract: The role of education management in information systems, training accessibility in increasing the capacity of the State Civil Apparatus (ASN) is a scientific *literature review article*. The purpose of writing this article is to build roles between variables that will be used in further research, within the scope of Human Resource Management and Leadership. The article writing method is *the library research* method, which is sourced from online media such as *Google Scholar and other academic online media*. Qualitative descriptive analysis. The results of this article are: 1) Information Systems have a role in education management in ASN Capacity Building; 2) Accessibility has a role in education management in ASN Capacity Building; 3) Education management plays a role in increasing ASN capacity.

Keywords: *ASN Capacity, Education Management, Information System, Training Accessibility.*

INTRODUCTION

In education and training institutions, good governance or management is very important for the continuity of these institutions/institutions. One of the things that is very important for maintaining and even developing an educational institution is the correct management of information systems. The development of science and information technology has changed the views and lifestyles of the Indonesian people in their activities, including the world of education. In carrying out its duties, the administration faces the risk of time constraints which could threaten the stability of educational institutions. Implementers (operational employees), e.g. resource persons and training organizers, should be informed of the decisions taken. To identify environmental barriers and challenges as well as decision making, education management requires the right strategy so that educational goals are optimally achieved. Usually when someone talks about management information, said Tata Sutabri, the picture is a system designed for data processing that will be used by the organization. Use can mean support for routine tasks, evaluation of organizational

performance or organizational decision making. The management process includes the basic functions, ie. plan, organize, activate, coordinate, lead, budget, control, evaluate to achieve organizational goals effectively and efficiently (Asep Kurniawan, 2011: 5). Support the achievement of educational organizational goals and operational goals. With the existence of an administrative information system, educational institutions experience the following benefits, first, the availability of educational information and management information systems. Second, the integration of training data to support the decision-making process.

Third, the availability of complete educational data and information for all interest groups with an interest in education. The existence of an administrative information system can support the smooth operation of educational institutions, especially in learning between teachers and students to achieve the desired educational goals. The purpose of this information system application is to facilitate the management of training information, training schedules, training registration, training and training modules, as well as information and data related to materials and institutions. In addition, the focus of this study is that formal education institutions are used with management information systems to improve the ability of personnel to respond to all changes and developments in their environment, especially in the field of education and its role in learning. One of the reasons for implementing a management information system is to accelerate management and learning, because according to the conditions of the education and training there are still limited training and equipment capacity building, which requires ASN training of 20 JP per year, utilizing existing information technology to obtain training information online, obtain learning modules, learning materials by downloading them from the internet to speed up equipment capacity. From the explanation above, we know how important a management information system is for the smooth running of the learning process.

METHODS

In this study, researchers used descriptive qualitative methods and library research. Judging from previous research related or related to this research. Researchers collect data from the *Google Scholar application*. The aim of the literature review is to identify key aspects of information management in education in order to provide a definition of the term that is acceptable to researchers and practitioners (Cooper, 2018). Identifying key terms is the most important step in creating a training management information system concept related to ease of use and equipment capability development. The first literature review was conducted using a *Google Scholar* search with the terms Education Management Information Systems, Accessibility, and Capacity Building. In this literature review, the authors used various sources of literature such as articles, journals and books related to this research research.

RESULT AND DISCUSSION

Management information system concept. Management information system is an information system that besides processing events that are very useful for the organization, also offers a lot of information and processing support for decision making in management activities. According to Stoner, a management information system is a formal way of providing management with the accurate and timely information needed to simplify the decision-making process and enable management functions such as planning, monitoring, and carrying out efficient organizational operations.

According to George M. Scott, a management information system is a collection of interactive information systems that provide information for operational and management purposes. Raymond McLeod Jr. According to the management information system is a computer system that provides information to similar users. According to Ais Zakiyudin's book, a management information system is a management information system that describes

the availability of a fairly complete set of data stored to obtain information that supports organizational operations, management and decision making.

Based on the definitions of these experts, it can be concluded that a management information system is a system whose purpose is to provide information to support decision making regarding organizational management activities. Based on the understanding of management information systems, it can be concluded that the concept of management information systems has several characteristics, namely: 1) The organization has a special department to manage management information systems. 2) The management information system is a data and communication network from every part of the organization, which is integrated into one part of the management information system. 3) The information system is a liaison between the parts of the organization through one part of the management information system. 4) The management information system is a complete process which includes: Data collection, data processing, data storage, data retrieval and fast and accurate data distribution. 5) The information system is designed so that managers can do their job properly and accurately, and managers can make decisions quickly and accurately. To use information systems effectively, you need to know the organization, management, and organizational technologies that make up the system. The elements of a management information system are described below: The first element, the organization, including people, structure, methods of operation, policies and culture. The second element is management, monitoring opportunities, formulating strategies that satisfy needs, assigning people and financial resources to support the strategies made, coordinating work or activities within the organization. The third element, namely information technology, is a tool that allows management to direct and create new activities. Technology consists of three main components, namely humans (brain programs), hardware (hardware) and software (software) that are used to receive input, process and produce results (output) and can be used.

The purpose of creating a management information system is for the organization to have a system with which management decisions can be trusted to process data into information that is useful for both routine and strategic decisions. Therefore, a management information system is a system that transmits information and knowledge related to the implementation of organizational tasks to organizational managers. Functions of Management Information Systems Several uses/functions of information systems are: 1. Increasing the availability of information presented in a timely and accurate manner to users without intermediary information systems 2. Ensuring the availability of quality and expertise in the critical use of information systems. 3. Develop an effective planning process 4. Identify information systems support skill needs 5. Determine investments to direct to information systems 6. Anticipate and understand the economic consequences of information systems and new technologies 7. Increase productivity of application development and system maintenance 8. Organizations use information systems to process transactions, reduce costs, and generate revenue as a product or service. 9. The bank uses information systems to process customer checks and generate various account and incident reports. 10. Companies use information systems to keep their inventory at the lowest level appropriate to the type of goods on hand. 11. Management information system for decision support. 12. Management information system based on management functions/activities. 13. Operational management information system. 14. Management control system 15. Strategic planning information system. 16. Management information system based on organizational functions. The objectives of the educational management information system. The objectives of building an educational information system are: • Helping all major parts of the world of education by providing comprehensive information about education from elementary to secondary or similar. • Public responsibility, namely the provision of transparent information about policies and the use of resources allocated to education. • Provision of office space so that all provinces/districts in the world of education can play an active role in promoting education. •

To increase teacher and student knowledge about the world of informatics and the benefits that can be obtained through various trainings. • Give teachers and students easy and complete access to science and other educational information. The purpose of implementing an education management information system is to support the running of administrative functions to support the achievement of goals and operational activities of educational organizations. education management information system.

Access to education The English dictionary says accessibility is easy to reach. This means that accessibility is not only about having everything available, but also about usability within easy reach. According to Bambang Sutanton, accessibility is "the right to use which is a basic service for the need to travel". In this case, the government must ensure accessibility, regardless of whether the transportation facilities provided by the community are used." Then it added that "Accessibility is a measure of the potential or convenience of people to travel to their destination. The characteristics of the transportation system are determined by accessibility, so that accessibility can be understood as the convenience provided by persons with disabilities for their own development to compensate for the dysfunction of the disabled body part. Atjipto Rahardjo, 2006), p. 12.

So far, people only know that the word accessibility only applies to persons with physical disabilities. This is because many experts only focus on accessibility for people with physical disabilities, while people with mental and emotional disabilities still receive less attention. To support the implementation of accessibility, the term *barrier-free is known*, namely the condition of an object, building, installation or part of it that meets the accessibility technical requirements based on guidelines. Thus, several principles and principles can support accessibility. The principles of accessibility are as follows: 1) ACCESS, eg. that everyone should have the opportunity to use all public places or buildings in their environment; 2) SIMPLE, that is. everyone can access all public areas of the building; 3) SECURITY, e.g. every building that is public in nature must pay attention to the safety of everyone; 4) INDEPENDENCE, that is. that everyone must be able to enter or enter by using all public places or buildings in the environment without the help of other people.

Accessibility is divided into two parts: 1) Physical accessibility in the form of: access to public buildings, access to public roads, access to parks and public cemeteries, access to public transportation; 2) Non-physical accessibility, in the form of: information services and public services. Physical accessibility, for example in offices, still does not make the life of persons with disabilities easier, because there are no inclines for persons with disabilities in wheelchairs. There was even a ramp, but it proved inaccessible due to the treacherous conditions the climb was in, and it was essentially dangerous for PWDs to access.

Physical and non-physical accessibility are like two sides of a coin that cannot be separated because if there is no image on one side of the coin, money cannot be used. Therefore, these two issues must be implemented together, giving ASN access to training in the future, as well as developing hardware capabilities to facilitate training and training information. Education in a broad sense includes all the activities and efforts of the older generation to pass on their knowledge, experience, skills and abilities to the younger generation in order to prepare them for their life tasks both physically and mentally. ZA, MPI Journal, 2013) According to Quraish Shihab, all education experts agree that the education system and objectives of a society or country may not be imported or taken from that country or society. Therefore, this education must grow and be born from within the community itself. Education is a "clothing" that must be measured and adjusted according to the shape and size of its designation, based on identity, outlook on life and the values contained in society or the country. Equity and expansion of education is a public policy implemented by the state, province and district/city. Equity and expansion of education are also similar words with almost the same meaning. Equal education has a meaning that emphasizes greater efforts by the government to ensure that all civil servants and members of the public have the same

right to education. Because the expansion of education emphasizes the government's efforts to provide educational facilities and infrastructure, the provision of these facilities and infrastructure extends to all corners or small areas of the archipelago. In order to achieve equality in education, Article 5(1) of the National Education System Law No. 20 of 2003 stipulates that "Every citizen has the same right to obtain quality education" and Article 11(1) stipulates that "Government and Regional Government are obliged to provide services and facilities, and ensure the implementation of quality education for every citizen without discrimination" Equitable distribution of education is related to overcoming poverty. The Prophet said:

"Seeking knowledge is obligatory for every Muslim man and Muslim woman. (Narrated by Ibn Abdil Barr). If among Muslims, both men and women are prevented from accessing education due to economic factors, then it is the duty of the state to enable them to fulfill their obligations. Education is a primary social need that must be provided by the state in Islam. This means that the state is obliged to ensure that every citizen can access education wherever he is with whatever background.

According to Leonard Nadler quoted by Soemaartono in Abdorrahman's book entitled "Practical Essence of Management" explains that: "...*Learning related to the present job of the individual*", "...*learning related to a future but defined job for which the individual is being prerated..*", "...*learning for the general growth of the individual and or the organization*", and "...*learning is the acquisition of new skills, attitudes, and knowledge.*".

The statement explains that training is a process of mastering the latest skills, knowledge and attitudes to prepare a person to be able to do the work that is currently his responsibility as part of the individual and organizational development in which he will work.

According to Mel Siberman and Elaine Biech, in their book entitled "*Active Training A Handbook of Techniques, Designs, Case Examples, and Tips* ", explained that: "*Training is a method of enhancing human performance. Whenever a Person's ability to perform a job is limited by a lack of knowledge or skill, it makes sense to bridge that gap by providing the required instruction*". The statement explains that education and training are methods to improve human performance. Whenever human performance abilities are limited or hindered by a lack of knowledge or skills, to overcome or deal with this, an instructor or a trainer is needed to add. As well as, updating skills to improve human performance in work that is adapted to the times. (Mel Siberman and Elaine Biech, 2015, p. 17) based on literature research it can be concluded that education management has a role in information systems in improving service quality and ASN capacity building as well as improving apparatus performance through education and training, this has been developed by the State Administration Agency (LAN) and institutions related to capacity building of other apparatus such as the Ministry of Home Affairs and other ministries/agencies that have a role in competence development by providing access to educational information systems such as structural education and training which are regulated and carried out under the authority of LAN for example with training, PKN (National Leadership Training) for Echelon 2, PKA (Administrator Leadership Training) for Administrator officials (echelon 3), PKP (Supervisory Leadership Training) for Echelon 4 Officials, through the Blended Learning system and managed through LMS Kolapjar LAN, meanwhile for other Ministries/Institutions it provides convenience/access in increasing ASN capacity for Functional Position Education through the institutional/ministerial Education information system (LMS). In addition to the development of Education and Training information systems at the Ministries and Institutions level, As one of the authorities contained in the Regional Autonomy law No.9 of 2015 based on Amendments to Law no.32 of 2014 which states that increasing the Capacity of Regional Apparatuses can also be carried out through Training Institutions, the Provincial Level Human Resources Development Agency (BPSDM), BKPSDMD at the District/City level, which based on their authority can organize

Education and Training for ASN in their Region through the Information System for Civil Servants. education and training provided to support information and registration for apparatus to take part in various technical and structural education and training that also collaborates and is also accredited with ministries and institutions such as LAN and other technical institutions.

CONCLUSION

Based on the objectives, results and discussion, the conclusion of this article is the role of education management in information systems, accessibility of education and training in developing the capacity of the state civil apparatus (ASN), namely: 1) Information Systems have a role in education management in ASN Capacity Building; 2) Accessibility has a role in education management in ASN Capacity Building; 3) Education management plays a role in increasing ASN capacity.

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