##### Paket

##### B



##### DOKUMEN NEGARA



**UJIAN KOMPETENSI KEAHLIAN**

**TAHUN PELAJARAN 2015/2016**

**Lembar Penilaian**

**ujian Praktik KEJURUAN**

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| Satuan Pendidikan | : | Sekolah Menengah Kejuruan |
| Kompetensi Keahlian | : | Administrasi Perkantoran |
| Kode | : | 6045 |
| Alokasi Waktu | : | 18 Jam |
| Bentuk Soal | : | Penugasan Perorangan |

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| Nomor Peserta | | : | | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | |
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| Nama Peserta | | : | |  | | | | | | | | | | | | |
| **1. PERALATAN KANTOR (dengan typing master):** | | | | | | | | | | | | | | | |
| **No** | **Komponen/Subkomponen Penilaian** | | | | | **Pencapaian Kompetensi** | | | | | | | | | |
| **Tidak** | **Ya** | | | | | | | | |
| **7,0-7,9** | | | | **8,0-8,9** | | | **9,0-10** | |
| 1 | 2 | | | | | 3 | 4 | | | | 5 | | | 6 | |
| **I** | **Mengetik kecepatan** | | | | |  |  | | | |  | | |  | |
|  | 1.1 Penggunaan Software | | | | |  |  | | | |  | | |  | |
|  | 1.2 Penggunaan Jari | | | | |  |  | | | | | | | | |
|  | 1.3 Penggunaan Alat | | | | |  |  | | | |  | | |  | |
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| **II** | **Keterampilan** | | | | |  |  | | | |  | | |  | |
|  | 2.1 Kecepatan | | | | |  |  | | | |  | | |  | |
|  | 2.2 Ketepatan | | | | |  |  | | | |  | | |  | |
|  | 2.3 Pencetakan | | | | |  |  | | | |  | | |  | |
|  | 2.4 Pandangan Mata | | | | |  |  | | | |  | | |  | |
| **III** | **Sikap** | | | | |  |  | | | |  | | |  | |
|  | 3.1 Sikap Duduk | | | | |  |  | | | |  | | |  | |
|  | 3.2 Kerapihan Hasil Kerja | | | | |  |  | | | |  | | |  | |
|  | Bobot Nilai .. | | | | |  |  | | | |  | | |  | |
|  | **Skor Komponen :** | | | | |  |  | | | | | | | | |
| **Keterangan :** | | |  | |  |  |  | | |  | | |  | | |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan skor | | | | | | | | | | | | | | | |
| terendah dari subkomponen penilaian | | | | | | | |  |  | | |  | | |  | | |
| **Perhitungan Nilai Praktik (NP) memproses surat / dokumen :**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Persentase Bobot Komponen Penilaian** |  |  | Nilai Praktek (NP) | |  | **Mengetik Kecepatan** | **Keterampilan** | **Sikap** | **∑ NK** | | Bobot (%) | 20% | 55% | 15% |  | | Skor komponen |  |  |  |  | | NK |  |  |  |  | | | | | | | | | | | | | | | | |
| Keterangan: | | |  | |  | | |  |  | | |  | | |  | | |
| • Bobot diisi dengan persentase setiap komponen. Besarnya persentase dari setiap komponen | | | | | | | | | | | | | | | |
| ditetapkan secara proposional sesuai karakteristik program keahlian. | | | | | | | | | |  | | |  | | |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | | | | | | | |  | | |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | | | |  | | |  | | |  | | |
|  |  | |  | |  | | |  |  | | | , ……………2016 | | | | | |
|  |  | |  | |  | | |  |  | | | Penilai 1/ Penilai 2 \*) | | | | | |
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| **2. INTERNET** | | | | | | | | | | | | | |
| **No** | **Komponen/Subkomponen Penilaian** | | | **Pencapaian Kompetensi** | | | | | | | | | |
| **Tidak** | **Ya** | | | | | | | | |
| **7,0-7,9** | | | | **8,0-8,9** | | | **9,0-10** | |
| 1 | 2 | | | 3 | 4 | | | | 5 | | | 6 | |
| **I** | **Pengetahuan** | | |  |  | | | |  | | |  | |
|  | 1.1 Identifikasi Informasi | | |  |  | | | |  | | |  | |
|  | 1.2 Pengoperasian | | |  |  | | | | | | | | |
|  |  | | |  |  | | | |  | | |  | |
| **II** | **Keterampilan** | | |  |  | | | |  | | |  | |
|  | 2.1 Ketepatan Data | | |  |  | | | |  | | |  | |
|  | 2.2 Pengiriman Data | | |  |  | | | |  | | |  | |
|  |  | | |  |  | | | |  | | |  | |
| **III** | **Sikap** | | |  |  | | | |  | | |  | |
|  | 3.1 Ketepatan Waktu | | |  |  | | | |  | | |  | |
|  | 3.2 Prosedur Pengiriman Data | | |  |  | | | |  | | |  | |
|  | Bobot Nilai .. | | |  |  | | | |  | | |  | |
|  | **Skor Komponen :** | | |  |  | | | | | | | | |
| **Keterangan :** | |  |  |  |  | | |  | | |  | | |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan skor | | | | | | | | | | | | | |
| terendah dari subkomponen penilaian | | | | | |  |  | | |  | | |  | |
| **Perhitungan Nilai Praktik (NP) memproses surat / dokumen :**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Persentase Bobot Komponen Penilaian** |  |  | Nilai Praktek (NP) | |  | **Pengetahuan** | **Keterampilan** | **Sikap** | **∑ NK** | | Bobot (%) | 35% | 35% | 30% |  | | Skor komponen |  |  |  |  | | NK |  |  |  |  | | | | | | | | | | | | | | |
| Keterangan: | |  |  | | |  |  | | |  | | |  | |
| • Bobot diisi dengan persentase setiap komponen. Besarnya persentase dari setiap komponen | | | | | | | | | | | | | |
| ditetapkan secara proposional sesuai karakteristik program keahlian. | | | | | | | |  | | |  | | |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | | | | | |  | | |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | |  | | |  | | |  | | |
|  |  |  |  | | |  |  | | | , ……………2016 | | | | |
|  |  |  |  | | |  |  | | | Penilai 1/ Penilai 2 \*) | | | | |
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|  | | |  | **3. MElAKUKAN KOMUNIKASI MELALUI TELEPON** | | | | | | | | | | |
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| **No** | | **Komponen/Subkomponen Penilaian** | | | | | | **Pencapaian Kompetensi** | | |  | |  | |
| **Tidak** | **Ya** | | | |  | |
| **7,0-7,9** | | | | **9,0-10** | |
| 1 | | 2 | | | | | | 3 | 4 | | | | 6 | |
| **I** | | **Persiapan Kerja** | | | | | |  |  | | | |  | |
|  | | 1.1. Mempersiapkan ATK sesuai kebutuhan | | | | | |  |  | | | |  | |
|  | | 1.2. Menyediakan peralatan sesuai kebutuhan | | | | | |  |  | | | |  | |
|  | | **Skor Komponen :** | | | | | |  |  | | | |  | |
| **II** | | **Proses ( Cara Kerja)** | | | | | |  |  | | | |  | |
|  | | 2.1. cara memegang telp | | | | | |  |  | | | |  | |
|  | | 2.2. Sikap duduk | | | | | |  |  | | | |  | |
|  | | **Skor Komponen :** | | | | | |  |  | | | | | |
|  | | **Skor Komponen :** | | | | | |  |  | | | | | |
| **III** | | **Hasil Kerja** | | | | | |  |  | | | |  |  |
|  | | Isi pesan | | | | | |  |  | | | |  |  |
|  | | **Skor Komponen :** | | | | | |  |  | | | | | |
| **Keterangan :** | | |  | | |  | |  |  |  | | | |  |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan sko  terendah dari subkomponen penilaian | | | | | | | | | | | | | | |
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| **Perhitungan nilai praktik (NP) Melakukan komunikasi melalui telepon :** | | | | | | | | | | | | | | |
|  | |  | **Persentase Bobot Komponen Penilaian** | | | | | | | | | | |  |
|  | |  | **Persiapan** | | | **Proses** | **Hasil** | | **Waktu** | **keterang** | | | |  |
|  | |  | 1 | | | 2 | 3 | | 4 |  | | | |  |
| **Bobot (%)** | | | **5** | | | **25** | **70** | |  |  | | | |  |
| **Skor Komponen** | | |  | | |  |  | |  |  | | | |  |
| **NK** | | |  | | |  |  | |  |  | | | |  |
| Keterangan: | | |  | | |  |  | |  |  | | | |  |
| • Bobot diisi dengan persentase setiap komponen. Besarnya persentase dari setiap komponen | | | | | | | | | | | | | | |
| ditetapkan secara proposional sesuai karakteristik program keahlian. | | | | | | | | | |  | | | |  |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | | | | | | | | |  |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | | | | | |  |  | | | |  |
|  | |  |  | | |  |  | |  | , ……………2016 | | | | |
|  | |  |  | | |  |  | |  | Penilai 1/ Penilai 2 \*) | | | | |

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|  | | |  | **4. MElAKUKAN SURAT MENYURAT** | | | | | | | | | | |
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| **No** | | **Komponen/Subkomponen Penilaian** | | | | | | **Pencapaian Kompetensi** | | |  | |  | |
| **Tidak** | **Ya** | | | |  | |
| **7,0-7,9** | | | | **9,0-10** | |
| 1 | | 2 | | | | | | 3 | 4 | | | | 6 | |
| **I** | | **Persiapan Kerja** | | | | | |  |  | | | |  | |
|  | | Mempersiapkan ATK sesuai kebutuhan | | | | | |  |  | | | |  | |
|  | | **Skor Komponen :** | | | | | |  |  | | | |  | |
| **II** | | **Proses ( Cara Kerja)** | | | | | |  |  | | | |  | |
|  | | 2.1. Menyusun konsep surat | | | | | |  |  | | | |  | |
|  | | 2.2. Style dan konsep surat  a. Bagian-bagian surat  b. Bentuk surat | | | | | |  |  | | | |  | |
|  | | **Skor Komponen :** | | | | | |  |  | | | | | |
| **III** | | **Hasil Kerja** | | | | | |  |  | | | |  |  |
|  | | Konsep surat | | | | | |  |  | | | |  |  |
|  | | **Skor Komponen :** | | | | | |  |  | | | | | |
| **Keterangan :** | | |  | | |  | |  |  |  | | | |  |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan skor  terendah dari subkomponen penilaian | | | | | | | | | | | | | | |
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| **Perhitungan nilai praktik (NP) Melakukan komunikasi melalui telepon :** | | | | | | | | | | | | | | |
|  | |  | **Persentase Bobot Komponen Penilaian** | | | | | | | | | | |  |
|  | |  | **Persiapan** | | | **Proses** | **Hasil** | | **Waktu** | **keterang** | | | |  |
|  | |  | 1 | | | 2 | 3 | | 4 |  | | | |  |
| **Bobot (%)** | | | **5** | | | **25** | **70** | |  |  | | | |  |
| **Skor Komponen** | | |  | | |  |  | |  |  | | | |  |
| **NK** | | |  | | |  |  | |  |  | | | |  |
| Keterangan: | | |  | | |  |  | |  |  | | | |  |
| • Bobot diisi dengan persentase setiap komponen. Besarnya persentase dari setiap komponen | | | | | | | | | | | | | | |
| ditetapkan secara proposional sesuai karakteristik program keahlian. | | | | | | | | | |  | | | |  |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | | | | | | | | |  |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | | | | | |  |  | | | |  |
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|  | |  |  | | |  |  | |  | Penilai 1/ Penilai 2 \*) | | | | |

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| **5. MEMPROSES SURAT/DOKUMEN :** | | | | | | | | | | | |
| **No** | **Komponen/Subkomponen Penilaian** | | | | **Pencapaian Kompetensi** | | | | | | |
| **Tidak** | **Ya** | | | | | |
| **7,0-7,9** | | **8,0-8,9** | | **9,0-10** | |
| 1 | 2 | | | | 3 | 4 | | 5 | | 6 | |
| **I** | **Persiapan Kerja** | | | |  |  | |  | |  | |
|  | 1.1. Mempersiapkan bahan dan peralatan sesuai kebutuhan | | | |  |  | |  | |  | |
|  | **Skor Komponen :** | | | |  |  | | | | | |
| **II** | **Proses (Sistematika & Cara Kerja)** | | | |  |  | |  | |  | |
|  | **Surat Masuk** | | | |  |  | |  | |  | |
|  | 2.1. Pembubuhan dan pencatatan stempel agenda  a. Tanggal terima  b. Nomor agenda  c. Tanggal diteruskan  d. Tanda tangan | | | |  |  | |  | |  | |
|  | 2.2. Pencatatan di buku agenda pada kolom: | | | |  |  | |  | |  | |
|  | 1. Nomor 2. Tanggal terima 3. Terima dari 4. Tanggal dan nomor surat 5. Perihal 6. Lampiran 7. Diteruskan kepada 8. Keterangan 9. Kode arsip | | | |  |  | |  | |  | |
|  | **Skor Komponen :** | | | |  |  | | | | | |
|  | **Surat Keluar** | | | |  |  | | | | | |
|  | 2.1. Pencatatan di buku agenda pada kolom:  a. Nomor  b. Nomor surat  c. Tanggal surat  d. Dikirim kepada  e. Perihal  f. Lampiran  g. Keterangan  h. Kode arsip | | | |  |  | |  | |  | |
|  | **Skor Komponen :** | | | |  |  | | | | | |
| **III** | **Hasil Kerja** | | | |  |  | |  | |  | |
|  | **Surat Masuk** | | | |  |  | |  | |  | |
|  | 3.1. Tercatat dalam buku agenda | | | |  |  | |  | |  | |
|  | **Skor Komponen :** | | | |  |  | | | | | |
|  | **Surat Keluar** | | | |  |  | |  | |  | |
|  | 3.1. Tercatat dalam buku agenda | | | |  |  | |  | |  | |
|  | **Skor Komponen :** | | | |  |  | | | | | |
| **IV** | **Sikap Kerja** | | | |  |  | |  | |  | |
|  | 4.1. Ketepatan, keterbacaan, kerapian dan kebersihan | | | |  |  | |  | |  | |
|  | **Skor Komponen :** | | | |  |  | | | | | |
| **V** | **Waktu** | | | |  |  | |  | |  | |
|  | 5.1. Waktu penyelesaian praktik | | | |  |  | |  | |  | |
|  | **Skor Komponen :** | | | |  |  | | | | | |
| **Keterangan :** | |  |  | |  |  |  | |  | | |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan skor | | | | | | | | | | | |
| terendah dari subkomponen penilaian | | | |  | |  |  | |  | | |
| **Perhitungan nilai praktik (NP) memproses surat / dokumen :** | | | | | | | | | | | |
|  |  | **Persentase Bobot Komponen Penilaian** | | | | | | | **Nilai Praktek (NP)** | | |
|  |  | **Persiapan** | **Proses** | **Sikap** | | **Hasil** | **Waktu** | | **∑ NK** | | |
|  |  | 1 | 2 | 3 | | 4 | 5 | | 6 | | |
| **Bobot (%)** | | **5** | **25** | **10** | | **50** | **10** | | **100** | | |
| **Skor Komponen** | |  |  |  | |  |  | |  | | |
| **NK** | |  |  |  | |  |  | |  | | |
| Keterangan: | |  |  |  | |  |  | |  | | |
| • Bobot diisi dengan persentase setiap komponen. Besarnya persentase dari setiap komponen | | | | | | | | | | | |
| ditetapkan secara proposional sesuai karakteristik program keahlian. | | | | | | |  | |  | | |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | | | |  | | |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | | |  |  | |  | | |
|  |  |  |  |  | |  | , ……………2016 | | | | |
|  |  |  |  |  | |  | Penilai 1/ Penilai 2 \*) | | | | |
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| **6. MENGIMPLEMENTASI SISTEM KEARSIPAN :** | | | | | | | | | | | |
| **No** | **Komponen/Subkomponen Penilaian** | | | **Pencapaian Kompetensi** | | | | | | | |
| **Tidak** | | **Ya** | | | | | |
| **7,0-7,9** | | **8,0-8,9** | | | **9,0-10** |
| 1 | 2 | | | 3 | | 4 | | 5 | | | 6 |
| **I** | **Persiapan Kerja** | | |  | |  | |  | | |  |
|  | 1.1. Mempersiapkan bahan dan peralatan sesuai kebutuhan | | |  | |  | |  | | |  |
|  | **Skor Komponen :** | | |  | |  | | | | | |
| **II** | **Proses (Sistematika & Cara Kerja)** | | |  | |  | |  | | |  |
|  | 2.1. Alur penyimpanan arsip, meliputi:  a. Membubuhkan tanda pembebas  b. Membubuhkan kode arsip  c. Menyimpan arsip | | |  | |  | |  | | |  |
|  | **Skor Komponen :** | | |  | |  | | | | | |
| **III** | **Hasil Kerja** | | |  | |  | |  | | |  |
|  | 3.1. Arsip tersimpan sesuai sistem tanggal | | |  | |  | |  | | |  |
|  | **Skor Komponen :** | | |  | |  | | | | | |
| **IV** | **Sikap Kerja** | | |  | |  | |  | | |  |
|  | 4.1. Ketepatan, keterbacaan, kerapian dan kebersihan | | |  | |  | |  | | |  |
|  | **Skor Komponen :** | | |  | |  | | | | | |
| **V** | **Waktu** | | |  | |  | |  | | |  |
|  | 5.1. Waktu penyelesaian praktik | | |  | |  | |  | | |  |
|  | **Skor Komponen :** | | |  | |  | | | | | |
| **Keterangan :** | |  |  |  | |  |  | |  | | |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan skor | | | | | | | | | | | |
| terendah dari subkomponen penilaian | | | |  | |  |  | |  | | |

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| **Perhitungan nilai praktik (NP) mengimplementasikan sistem kearsipan :** | | | | | | | |
|  |  | **Prosentase Bobot Komponen Penilaian** | | | | | **Nilai Praktek (NP)** |
|  |  | **Persiapan** | **Proses** | **Sikap** | **Hasil** | **Waktu** | **∑ NK** |
|  |  | 1 | 2 | 3 | 4 | 5 | 6 |
| **Bobot (%)** | | **5** | **25** | **10** | **50** | **10** | **100** |
| **Skor Komponen** | |  |  |  |  |  |  |
| **NK** | |  |  |  |  |  |  |
| Keterangan: | |  |  |  |  |  |  |
| • Bobot diisi dengan persentase setiap komponen. Besarnya persentase dari setiap komponen | | | | | | | |
| ditetapkan secara proposional sesuai karakteristik program keahlian. | | | | | |  |  |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | |  |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | |  |  |  |
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|  |  |  |  |  |  | Penilai 1/ Penilai 2 \*) | |
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| **7. MELAKSANAKAN PENANGANAN PERJALANAN BISNIS:** | | | | | | | | | |
| **No** | **Komponen/Subkomponen Penilaian** | | | **Pencapaian Kompetensi** | | | | | |
| **Tidak** | **Ya** | | | | |
| **7,0-7,9** | | **8,0-8,9** | | **9,0-10** |
| 1 | 2 | | | 3 | 4 | | 5 | | 6 |
| **I** | **Persiapan Kerja** | | |  |  | |  | |  |
|  | 1.1. Mempersiapkan bahan dan peralatan sesuai kebutuhan | | |  |  | |  | |  |
|  | **Skor Komponen :** | | |  |  | | | | |
| **II** | **Proses (Sistematika & Cara Kerja)** | | |  |  | |  | |  |
|  | 2.1 Membuat format agenda kegiatan pimpinan yang lengkap sesuai kebutuhan | | |  |  | |  | |  |
|  | 2.2. Memasukkan data-data kegiatan secara kronologis | | |  |  | |  | |  |
|  | 2.3. Mencetak hasil ketikan di kertas HVS F4 | | |  |  | |  | |  |
|  | **Skor Komponen :** | | |  |  | | | | |
| **III** | **Hasil Kerja** | | |  |  | |  | |  |
|  | 3.1. Agenda pimpinan berdasarkan kegiatan/acara yang dikuti oleh pimpinan organisasi/kantor secara kronoligis | | |  |  | |  | |  |
|  | **Skor Komponen :** | | |  |  | | | | |
| **IV** | **Sikap Kerja** | | |  |  | |  | |  |
|  | 4.1. Keterbacaan, kerapian dan kebersihan | | |  |  | |  | |  |
|  | 4.2. Ketepatan | | |  |  | |  | |  |
|  | **Skor Komponen :** | | |  |  | | | | |
| **V** | **Waktu** | | |  |  | |  | |  |
|  | 5.1. Waktu penyelesaian praktik | | |  |  | |  | |  |
|  | **Skor Komponen :** | | |  |  | | | | |
| **Keterangan :** | |  |  |  |  |  | |  | |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan skor | | | | | | | | | |
| terendah dari subkomponen penilaian | | | |  |  |  | |  | |

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| **Perhitungan nilai praktik (NP) MELAKSANAKAN PENANGANAN PERJALANAN BISNIS:** | | | | | | | |
|  |  | **Prosentase Bobot Komponen Penilaian** | | | | | **Nilai Praktek (NP)** |
|  |  | **Persiapan** | **Proses** | **Sikap** | **Hasil** | **Waktu** | **∑ NK** |
|  |  | 1 | 2 | 3 | 4 | 5 | 6 |
| **Bobot (%)** | | **5** | **25** | **10** | **50** | **10** | **100** |
| **Skor Komponen** | |  |  |  |  |  |  |
| **NK** | |  |  |  |  |  |  |
| Keterangan: | |  |  |  |  |  |  |
| • Bobot diisi dengan prosentase setiap komponen. Besarnya prosentase dari setiap komponen | | | | | | | |
| ditetapkan secara proposional sesuai karakteristik program keahlian. | | | | | |  |  |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | |  |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | |  |  |  |
|  |  |  |  |  |  | , ……………2016 | |
|  |  |  |  |  |  | Penilai 1/ Penilai 2 \*) | |
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| **8. MEMBUKUKAN MUTASI DAN SELISIH DANA KAS KECIL:** | | | | | | | | | | |
| **No** | **Komponen/Subkomponen Penilaian** | | | | **Pencapaian Kompetensi** | | | | | |
| **Tidak** | **Ya** | | | | |
| **7,0-7,9** | | **8,0-8,9** | | **9,0-10** |
| 1 | 2 | | | | 3 | 4 | | 5 | | 6 |
| **I** | **Persiapan Kerja** | | | |  |  | |  | |  |
|  | 1.1. Mempersiapkan bahan dan peralatan sesuai kebutuhan | | | |  |  | |  | |  |
|  | **Skor Komponen :** | | | |  |  | | | | |
| **II** | **Proses (Sistematika & Cara Kerja)** | | | |  |  | |  | |  |
|  | 2.1. Mencatat transaksi menggunakan bukti penerimaan kas dan bukti pengeluaran kas | | | |  |  | |  | |  |
|  | 2.2. Membuat catatan pembukuan kas kecil dengan Sistem Imprest | | | |  |  | |  | |  |
|  | 2.3. Mencetak hasil ketikan di kertas HVS F4 | | | |  |  | |  | |  |
|  | 2.4. Menyimpan bukti transaksi penerimaan kas dan bukti pengeluaran kas pada map snelhechter yang tersedia sesuai item yang digunakan | | | |  |  | |  | |  |
|  | **Skor Komponen :** | | | |  |  | | | | |
| **III** | **Hasil Kerja** | | | |  |  | |  | |  |
|  | 3.1. Catatan setiap transaksi keuangan sesuai bukti yang ada pada kas kecil | | | |  |  | |  | |  |
|  | 3.2. Laporan keuangan sesuai prosedur perusahaan | | | |  |  | |  | |  |
|  | 3.3. Penerapan sistem pembukuan keuangan sesuai prosedur perusahaan | | | |  |  | |  | |  |
|  | **Skor Komponen :** | | | |  |  | | | | |
| **IV** | **Sikap Kerja** | | | |  |  | |  | |  |
|  | 4.1. Ketepatan, keterbacaan, kerapian dan kebersihan | | | |  |  | |  | |  |
|  | 4.2. Keselamatan dan keamanan kerja | | | |  |  | |  | |  |
|  | **Skor Komponen :** | | | |  |  | | | | |
| **V** | **Waktu** | | | |  |  | |  | |  |
|  | 5.1. Waktu penyelesaian praktik | | | |  |  | |  | |  |
|  | **Skor Komponen :** | | | |  |  | | | | |
| **Keterangan :** | |  |  | |  |  |  | |  | |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan skor | | | | | | | | | | |
| terendah dari subkomponen penilaian | | | |  | |  |  | |  | |
| **Perhitungan nilai praktik (NP) MEMBUKUKAN MUTASI DAN SELISIH DANA KAS KECIL :** | | | |  | |  |  | |  | |
|  |  | **Prosentase Bobot Komponen Penilaian** | | | | | | | **Nilai Praktek (NP)** | |
|  |  | **Persiapan** | **Proses** | **Sikap** | | **Hasil** | **Waktu** | | **∑ NK** | |
|  |  | 1 | 2 | 3 | | 4 | 5 | | 6 | |
| **Bobot (%)** | | **5** | **25** | **10** | | **50** | **10** | | **100** | |
| **Skor Komponen** | |  |  |  | |  |  | |  | |
| **NK** | |  |  |  | |  |  | |  | |
| Keterangan: | |  |  |  | |  |  | |  | |
| • Bobot diisi dengan prosentase setiap komponen. Besarnya prosentase dari setiap komponen ditetapkan secara proposional sesuai karakteristik kompetensi keahlian | | | | | | | | | | |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | | | | | |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | | | | | | | |
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|  |  |  |  |  | |  | Penilai 1/ Penilai 2 \*) | | | |
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**REKAPITULASI NILAI PRAKTEK KEJURUAN**

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| Nomor Peserta | : | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | |
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| Nama Peserta | : |  |

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| **NO** | **SUB KOMPETENSI** | | | | **BOBOT** | | **SKOR** | **NILAI** |
| 1 | Menggunakan Peralatan Kantor | | | | 10 % | |  |  |
| 2 | Internet | | | | 10 % | |  |  |
| 3 | Melakukan Komunikasi Melalui Telepon | | | | 10 % | |  |  |
| 4 | Melakukan Surat Menyurat | | | | 10 % | |  |  |
| 5 | Memproses Surat/Dokumen | | | | 10% | |  |  |
| 6 | Mengimplementasikan Sistem Kearsipan | | | | 10 % | |  |  |
| 7 | Melaksanakan Penanganan Perjalanan Bisnis | | | | 10 % | |  |  |
| 8 | Membukukan Mutasi dan Selisih Dana Kas Kecil | | | | 10% | |  |  |
| 9 | Mengoperasikan Aplikasi Presentasi | | | | 20% | |  |  |
|  | **NILAI PRAKTIK** | | | | 100 % | |  |  |
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**Lembar Penilaian presentasi**

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| **PRESENTASI** | | | | | | | | | | | | | |
| **No** | **Komponen/Subkomponen Penilaian** | | | **Pencapaian Kompetensi** | | | | | | | | | |
| **Tidak** | **Ya** | | | | | | | | |
| **7,0-7,9** | | | | **8,0-8,9** | | | **9,0-10** | |
| 1 | 2 | | | 3 | 4 | | | | 5 | | | 6 | |
| **I** | **Makalah** | | |  |  | | | |  | | |  | |
|  | 1.1 Sistimatika Tulisan | | |  |  | | | |  | | |  | |
|  | 1.2 Isi | | |  |  | | | |  | | |  | |
|  | 1.3 Bahasa | | |  |  | | | |  | | |  | |
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| **II** | **Presentasi** | | |  |  | | | |  | | |  | |
|  | 2.1 Urutan Penyajian | | |  |  | | | |  | | |  | |
|  | 2.2 Penguasaan Materi | | |  |  | | | |  | | |  | |
|  | 2.3 Penguasaan Ruangan | | |  |  | | | |  | | |  | |
|  | 2.4 Penggunaan Media | | |  |  | | | |  | | |  | |
| **III** | **Tanya Jawab** | | |  |  | | | |  | | |  | |
|  | 3.1 Kemampuan Bertanya | | |  |  | | | |  | | |  | |
|  | 3.2 Kemampuan Menjawab | | |  |  | | | |  | | |  | |
|  | **Skor Komponen :** | | |  |  | | | | | | | | |
| **Keterangan :** | |  |  |  |  | | |  | | |  | | |
| Skor masing-masing komponen penilaian ditetapkan berdasarkan perolehan skor | | | | | | | | | | | | | |
| terendah dari subkomponen penilaian | | | | | |  |  | | |  | | |  | |
| **Perhitungan Nilai Praktik (NP) memproses surat / dokumen :**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Persentase Bobot Komponen Penilaian** |  |  |  |  |  | Nilai Praktek (NP) | |  | **Makalah** | **Presentasi** | **Tanya Jawab** |  |  |  | **∑ NK** | | Bobot (%) | 35% | 40% | 25% |  |  |  |  | | Skor komponen |  |  |  |  |  |  |  | | NK |  |  |  |  |  |  |  | | | | | | | | | | | | | | |
| Keterangan: | |  |  | | |  |  | | |  | | |  | |
| • Bobot diisi dengan persentase setiap komponen. Besarnya persentase dari setiap komponen | | | | | | | | | | | | | |
| ditetapkan secara proposional sesuai karakteristik program keahlian. | | | | | | | |  | | |  | | |
| • NK = Nilai Komponen, perkalian dari bobot dengan skor komponen | | | | | | | | | | |  | | |
| • NP = penjumlahan dari hasil perhitungan nilai komponen | | | | |  | | |  | | |  | | |
|  |  |  |  | | |  |  | | | , ……………2016 | | | | |
|  |  |  |  | | |  |  | | | Penilai 1/ Penilai 2 \*) | | | | |
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