

ABSTRACT

SMA Negeri 7 Depok is a secondary formal education state unit located in Tapos District, Depok City established in 2010. The results of the educational evaluation report in 2023 assess the quality of learning at SMA Negeri 7 Depok was having a low score, 63.75 out of a maximum score of 100. The learning quality score is derived from three assessment parameters, such as classroom management, psychological support, and teaching methods. Among these parameters, teaching methods have the lowest score and significantly impact the overall learning quality score. It is caused by the teacher's lack of understanding in dealing with learning method changes due to the low learning quality score is due to the lack of preparation and understanding of teachers in dealing with changes in learning methods to differentiated learning from the results of the Kurikulum Merdeka stipulation. In addition, there is no documented procedure and guidelines for implementing differentiated learning. This research aims to design a Differentiated Learning SOP that has been adapted to the ISO 21001:2018 Clause 8.1 standard regarding planning and controlling operations as well as the Kurikulum Merdeka stipulation.

SOP design is carried out using the Business Process Management (BPM) method. SOP design will go through 4 stages in accordance with BPM principles which are Process Identification, Process Discovery, Process Analysis, and Process Re-design.

This research produces Differentiated Learning SOPs conducting work instructions for planning assessments, work instructions for implementing core learning activities, assessment preparation documents, and reflection sheets which facilitate the process of planning, implementing and controlling the differentiated learning process.

The planned SOP can help stakeholders and teachers take steps to the process of planning, implementing and controlling intracurricular learning processes that have been adapted to the Kurikulum Merdeka stipulation.

Keyword: ISO 21001:2018, Kurikulum Merdeka, Differentiated Learning Procedure, Business Process Management