

CHAPTER II

GENERAL REVIEW

2.1 History of Skill Development Institute at UNSADA

Expertise Development Unit was originally named Expertise Development Institute. This unit started its activities on June 15, 1991. Since 2001, UPK LPK UNSADA has been entrusted with a task that was originally the task of the Chinese Language Teaching Development Institute, namely the publication and distribution of books.

The creation of Expertise Development Unit was being considered as the results of campus meeting on January 25 - 26, 1991. Then, it was ratified by UNSADA's senate meeting on March 9, 1991.

2.2 Vision and Mission of Skill Development Institute at UNSADA

Vision:

1. To become a leading unit in providing research and skills training that supports professionalism.
2. To become a leading unit in providing support services in the business world.

Mission:

1. Conducting research, training/courses in foreign languages, namely Japanese, Chinese, and English which are prominent in Indonesia
2. Organizing research, training/courses on Bahasa as a prominent foreign language in Indonesia.

3. Providing translation services, both oral and written, for Japanese, Chinese, and English into Bahasa and preferably.
4. Organizing research, training/courses in other fields, apart from language courses, other area of expertise is owned by UNSADA.
5. Serving other field services, apart from translation services, whose expertise is owned by UNSADA.

2.3 Legal Basis of Skill Development Institute at UNSADA

Main Script:

- I. Decree of the Rector of Darma Persada University (No. 12/KPTS/UNSADA/VI/1991)
- II. Letter of the Directorate of Expertise Development Institute for Darma Persada University (No. 01/003/V/LPK/1991 dated May 2, 1991)

Consideration:

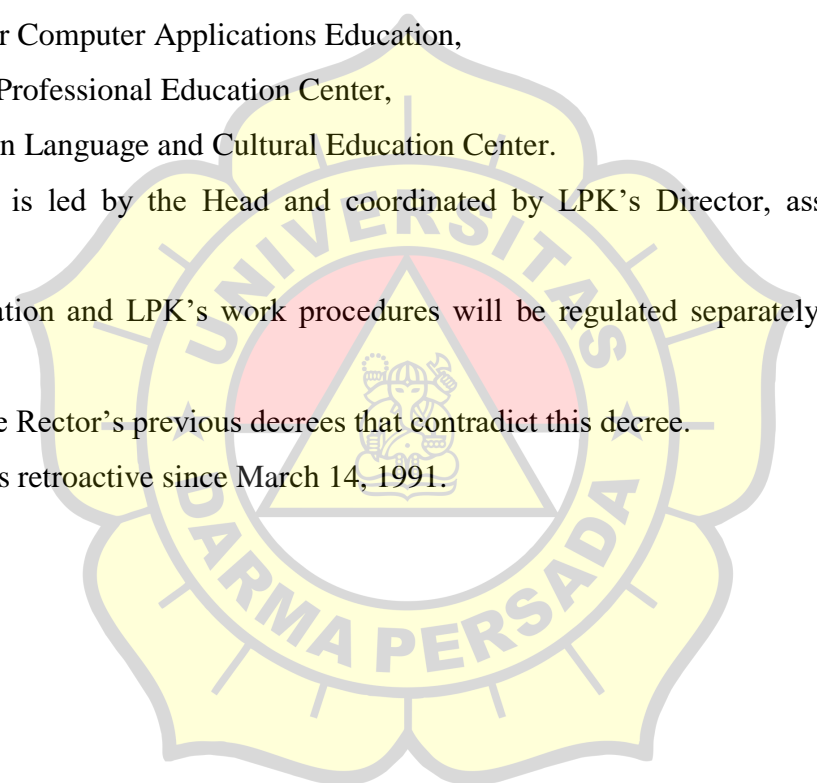
- a. In accordance with the results of Campus Meeting I on January 25 – 26, 1991, which was later ratified by the Senate Meeting on March 9, 1991, it's necessary to establish the Expertise Development Institute;
- b. For this purpose, it's necessary to issue a Rector's Decree.

Reminder:

1. Statute of Darma Persada University;
2. Decision of the General Chairperson of Melati Sakura Foundation (No. 15/KTPS/YMS/I/1990);
3. Rector's Decree (No. 01/KPTS/UNSADA/I/1987);
4. Rector's Decree (No. 76/SKEP/UNSADA/I/1987).

2.3.2 The Rector of Darma Persada University's Decree

1. Establishing the Expertise Development Institute, hereinafter abbreviated as LPK, as a non-structural institution of Darma Persada University.
2. The LPK leadership consists of a Director assisted by a Secretary and a Head of Administrative Section, who are appointed and dismissed by the Rector.
3. LPK consists of Centers, namely:
 - 1) Japanese Language and Cultural Education Center,
 - 2) Indonesian Language and Cultural Education Center,
 - 3) Center for Computer Applications Education,
 - 4) Banking Professional Education Center,
 - 5) East Asian Language and Cultural Education Center.
4. Each Center is led by the Head and coordinated by LPK's Director, assisted by LPK's Secretary.
5. The organization and LPK's work procedures will be regulated separately by the Rector's Decree.
6. Cancel all the Rector's previous decrees that contradict this decree.
7. This decree is retroactive since March 14, 1991.



2.4 Organization Chart of Skill Development Institute at UNSADA

