

## CHAPTER IV

### METHODOLOGY

#### A. Plan of research

In doing practical work and research at Boncake Gallery, the authors will use empirical legal research. The empirical legal research method is a research method used in legal research by observing or researching directly into people's lives whether the existing positive law has been applied or not in the life of the community and examines how the law is real and how the law works in society. In conducting legal research with empirical legal research methods, the authors will use primary data as the basis of the author's research while doing Job Training in the company Boncake Gallery. The primary data in question is the data that the author gets directly from people's lives in this case the author gets directly in the Boncake Gallery work environment by conducting interviews and observations to the parties in the Boncake Gallery work environment in accordance with legal concepts and theories which is based on Indonesian laws and regulations.

#### B. Data Collection Technique

In carrying out the Job Training at Boncake Gallery the author uses Empirical research methods which are based on primary data collection, the data collection techniques carried out by the author to obtain the data needed for research purposes with the following methods:

##### 1. Interview

In conducting premier data collection, the author will conduct interviews with the parties both with the owner or businessman and with the Boncake Gallery employees in order to get the data and information needed in the research Work Practice that the author did, therefore the author has prepared several questions which the author will attach in the attachment sheet which contains the results of the interview with the author of the parties Boncake Gallery.

## 2. Observation

In addition to conducting data collection methods through interviews, the authors will also use data collection techniques with observation methods by looking directly and reviewing the problems that are happening at Boncake Gallery to learn and know about legal assistance or what legal products are needed by the parties both for business owners and for workers while carrying out Job Training in Boncake Gallery and to study the subjects and objects being examined by the Author.

## C. Implementation Methology

In carrying out this Job Training then the stages that the author will do are as follows:

### 1. Preparation Stage

The initial preparation stage that the author does to do Job Training is to apply for permission to carry out Job Training in Boncake Gallery and request permission to find information about matters related to

problems related to the title of practical work and make a practical work proposal.

## 2. Implementation Stage

The implementation phase starts from when the author began to carry out Job Training in Boncake Gallery, while carrying out practical work at Boncake Gallery, the writer will collect data both in interviews and observation as material for writing, the author will carry out this stage for 3 months.

## 3. Assessment and Reporting Stages

After completing the implementation stage of Practice Work at Boncake Gallery the writer will do all the data that the author has obtained from the author's research during the practical work period at Boncake Gallery which will then be the writer and writer compare with Law Number 13 Year 2003 About Manpower and regulations in Indonesia to become a practical work report and practical work assessment by the owner of Boncake Gallery, the making of this Report takes 3 months.

## D. Planning Proses

When carrying out field work at the Boncake Gallery Company, the design process that the authors do is as follows:

1. Carry out Observations and Interviews during carrying out practical work at the Boncake Gallery Company in order to collect data needed in making work contracts;

2. Provide legal opinions regarding the situation that occurred in the Boncake Gallery company based on the legislation of Law Number 13 of 2003 concerning Labor after observations and interviews were conducted directly to the Boncake Gallery Company;
3. Designing a work contract in accordance with the standards set by the laws and regulations of Act No. 13 of 2003 which contains the rights and obligations of the parties that can be applied by the company in the future; and
4. Conduct socialization of work contracts with the company and employees.

#### **E. Working Schedule**

The author's practical work schedule while carrying out practical work at the Boncake Gallery Company is as follows

1. Monday and Thursday : 09.00 – 17.00 WIB
2. Saturday and Sunday : 09:00 – 17.00 WIB

The author will carry out practical work at the Boncake Gallery company for approximately three months or twelve weeks starting from March 4<sup>th</sup> 2019 to May 19<sup>th</sup> 2019 which consists of the stages of preparation, implementation, and reporting in accordance with implementation methodology.



<b>Weekly Information</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Preparation Stage</b>	•	•										
<b>Implementation Stage</b>			•	•	•	•	•	•	•			
<b>Assessment and Reporting Stages</b>										•	•	•

*Note:*

- The author carries out the preparatory stage since March 4<sup>th</sup> 2019 by delivering a request for permission to work at the Practice.
- The author carries out the implementation phase 3 weeks and for the preparation stage for 7 weeks at the Boncake Gallery Company in order to collect the data needed in making practical work reports.
- From the 10<sup>th</sup> week onwards since the preparation stage is the stage of assessment and reporting of the results of the writer's practical work.