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GCSE Business Studies

Kinds of training

Induction training

Induction training is important as it enables a new recruit to become productive as quickly as possible. It can avoid costly mistakes by recruits not knowing the procedures or techniques of their new jobs. The length of induction training will vary from job to job and will depend on the complexity of the job, the size of the business and the level or position of the job within the business.

The following areas may be included in induction training:

- ▶ Learning about the duties of the job
- ▶ Meeting new colleagues
- ▶ Seeing the layout the premises
- ▶ Learning the values and aims of the business
- ▶ Learning about the internal workings and policies of the business

On-the-job training

On the job training occurs when workers pick up skills whilst working along side experienced workers at their place of work. For example this could be the actual assembly line or offices where the employee works. New workers may simply “**shadow**” or observe fellow employees to begin with and are often given instruction manuals or interactive training programmes to work through.

Off-the-job training

This occurs when workers are **taken away from their place of work** to be trained. This may take place at training agency or local college, although many larger firms also have their own training centres. Training can take the form of lectures or self-study and can be used to develop more general skills and knowledge that can be used in a variety of situations, e.g. management skills programme.

The respective advantages of on-the-job and off-the-job training are summarised below:

On-the-Job Training	Off-the-Job Training
<input checked="" type="checkbox"/> Cheaper to carry out	<input checked="" type="checkbox"/> Learn from specialists in that area of work who can provide more in-depth study
<input checked="" type="checkbox"/> Training is very relevant and practical dealing with day to day requirements of job	<input checked="" type="checkbox"/> Can more easily deal with groups of workers at the same time
<input checked="" type="checkbox"/> Workers not taken away from jobs so can still be productive	<input checked="" type="checkbox"/> Employees respond better when taken away from pressures of working environment
<input checked="" type="checkbox"/> Employees who are new to a job role become productive as quickly as possible	<input checked="" type="checkbox"/> Workers may be able to obtain qualifications or certificates

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