**AS Business Collective Memory Sheet – On the job training and off the job training advantages and disadvantages**

**Off-the-job training**

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| Advantages | Disadvantages |
| A wider range of skills or qualifications can be obtained. | More expensive – e.g. transport and accommodation. |
| Can learn from outside specialists or experts. | Lost working time and potential output from employee. |
| Employees can be more confident when starting job. | New employees may still need some induction training. |
| Employees can focus on training and not be distracted. | Employees now have new skills/qualifications and may leave for better jobs. |
| Opportunity to mix with employees from other businesses can be a great support and source of new ideas. | Employees need to be motivated to learn. |
|  | The costs involved make it difficult for smaller businesses to send their employees. |

**On-the-job training**

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| Advantages | Disadvantages |
| Generally most cost-effective. | Quality depends on ability of trainer and time available. |
| Employees are actually productive. | Bad habits might be passed on. |
| Opportunity to learn whilst doing. | Learning environment may not be conducive. |
| Training alongside real colleagues. | Potential disruption to production. |
| Employees may be more confident training alongside their colleagues. | The trainer may not be given sufficient time to train the employee effectively. |
| Managers can easily assess and monitor progress over time, which makes it easy to identify a problem. | http://cf.ltkcdn.net/jobs/images/std/31884-400x300-OnTheJobTraining.jpgIf a trainer has been brought in from outside the business they may not be familiar with equipment, the business or layout of the firm. |
| Can be much more cost effective. |  |