**TYPES OF TRAINING WORKSHEET**

Load document called TYPES OF TRAINING and then complete each of the tasks in the order outlined below:

1. Save a copy of document into your BACS folder as ‘TYPES OF TRAINING’. Click on the save button regularly as you complete the task.
2. Insert a footer including : your full name, today’s date and centre number: 42135 *(1 mark)*
3. Insert page number – top, right *(1 mark)*
4. Change your page margins to - Right: 2cm, Left, top and bottom 1.5cm *(1 mark)*
5. Answer all the questions*. (39 marks)*
6. Proof read and spell check your work *(3 marks)*
7. Insert a page border *(1 mark)*
8. Insert an appropriate graphic and re-size it *(2 marks)*
9. Print a hard copy, staple both sheets together and give to your teacher for marking *(2 marks)*

TOTAL MARKS 50

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1. Explain what is meant by Induction Training *(3 marks)*
2. List four topics you would expect to find out about at Induction Training. Use bullet points to identify each point. *(4 marks)*
3. Why have Induction Training? *(4 marks)*
4. Is there an alternative to Induction Training? *(2 marks)*
5. Explain why it is important to be taught workplace skills. (4 marks)
6. Explain the difference between On-the-job training and Off-the-job training *(8 marks)*
7. Draw a table similar to the one below *(you will need to delete this one off)* outlining the advantages and disadvantages of both types of training from question 6. *(8marks)*

|  |  |
| --- | --- |
| **ON-THE-JOB TRAINING** | |
| **ADVANTAGES** | **DISADVANTAGES** |
|  |  |
| **OFF-THE-JOB TRAINING** | |
| **ADVANTAGES** | **DISADVANTAGES** |
|  |  |

1. Why is training regarded as a good thing? *(4 marks)*
2. Why do you think training is ongoing? *(2 marks)*