

# TVET FIRST

## NATED Catalogue

2020 – 2021



## NAMIBIA PUBLISHING HOUSE (PTY) LTD

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# TVET FIRST

## Putting Lecturers First

Lecturers need materials they can have full confidence in. Materials that:

- ✓ cover the **curriculum** in full
- ✓ are at the **right level** for students
- ✓ give lecturers **all the information**
- ✓ contain **activities and assessments** they need to teach effectively
- ✓ use **examples and case studies** students can relate to
- ✓ prepare students for **exam success**

That is why every year more TVET lecturers order **TVET First** books for their classes.

Lecturer's Guides with answers to all activities and assessments



Lecturer support material will save you preparation and marking time



Multiple levels are available for most of our courses, ensuring continuity



Our authors are respected and experienced







# TVET FIRST

## Lecturer Support Packs

Are you looking for a tool to:

- ✓ Save preparation time?
- ✓ Help your students pass?
- ✓ Demonstrate practical activities?
- ✓ Facilitate work readiness?

No internet  
connection  
required



These packs are the perfect solution for lecturers looking for digital technology to enhance the learning experience.

Inside the pack is the printed Lecturer's Guide which includes answers to all questions and assessments in the Student's Book. At the back of the book you'll find a DVD containing the PowerPoint slideshows and videos. You will also find the same content on a USB stick.

### FEATURES OF THE LECTURER SUPPORT PACK

**Elements of communication**

- Sender and receiver
- Message via a channel
- Feedback

**Simulations**



**How does the brain work?**

- Nerve cells (neurons) pass messages to each other (through synapses).
- Neurotransmitters (chemicals) send message signals from one neuron to the next.
- Healthy food enables the brain to make neurotransmitters.

**PowerPoint Slides**



#### AVAILABLE NOW FOR NATED:

- ✓ Engineering Science N1 & N2
- ✓ Mathematics N1, N2 & N3
- ✓ Communication & Management Communication N4
- ✓ Computer Practice N5
- ✓ Entrepreneurship & Business Management N4
- ✓ Personnel Management N4
- ✓ Personnel Training N5

## APPLIED MANAGEMENT



- ✓ Complete curriculum coverage, with a specific focus on the hospitality sector.
- ✓ Clear, simple diagrams and explanations to support learning and exam preparation.
- ✓ Case studies and examples relating to the hospitality industry show how the theory works in real life.

**N4 – T Krul & D O'Dougherty (NEW)**  
 Student's Book – 9781430808336  
 Student's eBook – 9781430808343  
 Lecturer's Guide – 9781430808329

**N5 – S Green (NEW)**  
 Student's Book – 9781430808893  
 Student's eBook – 9781430808909  
 Lecturer's Guide – 9781430808886

## CHILD HEALTH



- ✓ Lots of practical activities to give students the opportunity to practise their skills.
- ✓ Equips students to pass their final exam and prepares them for the world of work.
- ✓ Relevant examples and illustrations to help students master concepts and content.

**N4 – AE Potgieter**  
 Student's Book – 9781430803003  
 Student's eBook – 9781430804970  
 Lecturer's Guide – 9781430806257

## COMMUNICATION

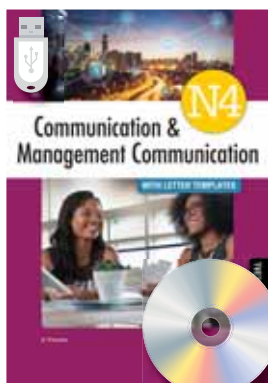


- ✓ Easy-to-follow learning materials at just the right level for students.
- ✓ Lots of practical activities to prepare students for exams and for the working world.
- ✓ Relevant case studies encourage students to apply their learning.
- ✓ Develops both verbal and non-verbal communication skills.

**N5 – A Thorne (NEW)**  
 Student's Book – 9781430808381  
 Student's eBook – 9781430808398  
 Lecturer's Guide – 9781430808404

**N6 – LM Botha**  
 Student's Book – 9781430802853  
 Student's eBook – 9781430803959  
 Lecturer's Guide – 9781430805465

## COMMUNICATION & MANAGEMENT COMMUNICATION



- ✓ Full colour makes learning more enjoyable.
- ✓ Plenty of images, table and diagrams.
- ✓ Information presented in bulleted lists, tables and diagrams – easy to learn, easy to remember.
- ✓ Letter template section to guide students in Paper 2 (open book exam).
- ✓ A great Lecturer Support Pack includes a Lecturer's Guide with answers to activities and PowerPoint slides with embedded videos for lively classroom instruction.

**N4 – A Thorne (NEW)**  
 Student's Book: 9781430807728  
 Student's eBook: 9781430807735  
 Lecturer Support Pack: 9781430807742

## COMPUTER PRACTICE



- ✓ Full colour to accurately reflect on-screen reality.
- ✓ Student-centred approach means the students can work independently at home.
- ✓ Labelled diagrams break down practical concepts so that they can be easily understood.
- ✓ Free student CD with work files, past papers, PowerPoint slides and extra notes.
- ✓ Examples and activities ensure that students are prepared for tests and assignments.
- ✓ Useful links to on-line resources.

**N4 – S Sasti & D Sasti (NEW)**  
 Student's Book: 9781430808428  
 Student's eBook: 9781430808435  
 Lecturer's Guide: 9781430808411

**N5 – D Sasti & S Sasti (NEW)**  
 Student's Book: 9781430808954  
 Student's eBook: 9781430808961  
 Lecturer's Guide: 9781430808947

**N6 – ME Smith, DL Ouwkerk & K Mewa**  
 Student's Book: 9781430802068  
 Student's eBook: 9781430803300  
 Lecturer's Guide: 9781430805496

## COMPUTERISED FINANCIAL SYSTEMS



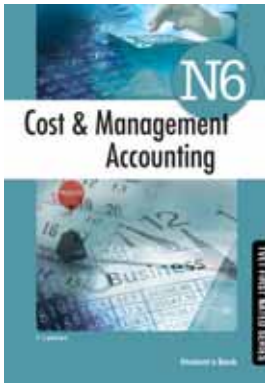
- ✓ Complete and comprehensive with plenty of assessment activities.
- ✓ Quality-checked to ensure the instructional guidelines are 100% correct.
- ✓ Ideal for face-to-face instruction and distance learning.

**N4 – T Lakhan & S Mohan**  
 Student's Book: 9781430800620  
 Student's eBook: 9781430804444

**N5 – T Lakhan & S Mohan**  
 Student's Book: 9781430800712  
 Student's eBook: 9781430807407

**N6 – T Lakhan and C Moloi (NEW)**  
 Student's Book: 9781430807865  
 Student's eBook: 9781430808145

## COST & MANAGEMENT ACCOUNTING

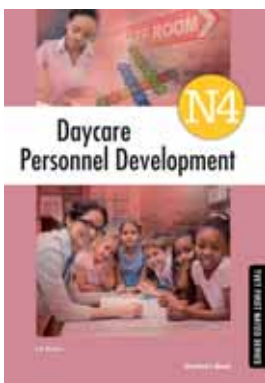


- ✓ Plenty of assessment activities and examples to help students prepare for their exams.
- ✓ A student-friendly layout with lots of illustrations to aid students' understanding.
- ✓ A glossary and 'New Word' boxes to ensure students understand concepts and new words.

**N5 – T Lakhan**  
 Student's Book: 9781430800804  
 Student's eBook: 9781430802204  
 Lecturer's Guide: 9781430805502

**N6 – T Lakhan**  
 Student's Book: 9781430800729  
 Student's eBook: 9781430802211  
 Lecturer's Guide: 9781430805519

## DAYCARE PERSONNEL DEVELOPMENT



- ✓ Real-life case studies and practical examples to make the content easy to absorb and apply.
- ✓ Module summaries to help students revise for exams.
- ✓ The author helped establish the Educare department at Boland College and is an expert in early childhood development.

**N4 – LM Botha**  
 Student's Book: 9781430803027  
 Student's eBook: 9781430805021  
 Lecturer's Guide: 9781430806332



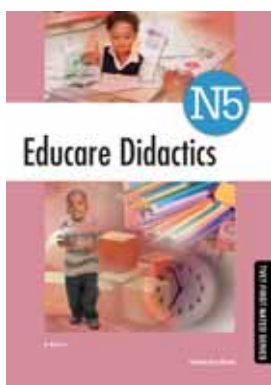
## ECONOMICS



- ✓ Full of practical and interesting examples to keep students engaged.
- ✓ Easy-to-follow language at just the right level to help students learn.
- ✓ The Lecturer's Guide has answers to all activities and plenty of teaching support.
- ✓ Written by an industry leader.

**N4 – S Blignaut**  
 Student's Book: 9781430800798  
 Student's eBook: 9781430802228  
 Lecturer's Guide: 9781430805526

## EDUCARE DIDACTICS



- ✓ Filled with practical tools and guidelines for activity plans, reports and running a day-care centre.
- ✓ Easy-to-follow steps to make learning simple.
- ✓ The author, A Möller, is Chief Marker and Internal Moderator: External Examinations for Educare Didactics Theory and Practical N4–N6.

**N4 – A Möller & LC van den Heever**  
 Student's Book: 9781430803034  
 Student's eBook: 9781430804451  
 Lecturer's Guide: 9781430805533

**N5 – A Möller**  
 Student's Book: 9781430805038  
 Student's eBook: 9781430805045  
 Lecturer's Guide: 9781430806349

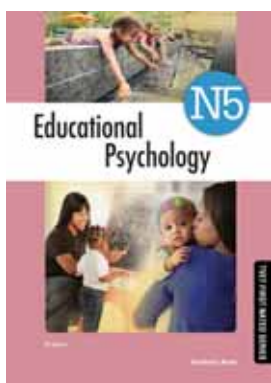
## EDUCATION



- ✓ Packed with practical and useful activities to help students practise skills as they learn.
- ✓ Lots of relevant examples to help students master the content.
- ✓ Photographs and diagrams to bring the information to life.

**N4 – D McIntyre & AJ Voges**  
 Student's Book: 9781430803041  
 Student's eBook: 9781430804260  
 Lecturer's Guide: 9781430805540

## EDUCATIONAL PSYCHOLOGY



- ✓ The N5 is the only textbook that offers full syllabus coverage.
- ✓ The books are written in plain English and contain many relevant examples to aid students' understanding.
- ✓ Uses tables, spider diagrams and bulleted lists to make difficult concepts easy for students to learn.
- ✓ Written by the current examiner, in consultation with a highly experienced lecturer.

**N5 – M Adam**  
 Student's Book: 9781430803058  
 Student's eBook: 9781430805052  
 Lecturer's Guide: 9781430806356

# ENTREPRENEURSHIP & BUSINESS MANAGEMENT



- ✓ Packed with case studies, assessments and examples relevant to South Africa and the global business environment.
- ✓ Each level has a **Workbook** where students can write their answers to all activities in the Student's Book.
- ✓ The Student's Books are packed with activities modelled on exam papers to help students prepare thoroughly for exams.
- ✓ The N4 offers a great **Lecturer Support Pack** containing a Lecturer's Guide with answers to all the Student's Book activities and **high-quality videos to use in the classroom**. The videos, which feature South African entrepreneurs and highlight important concepts, will bring your lessons to life.

**N4 – A Janse van Rensburg**  
 Student's Book: 9781430802983  
 Student's eBook: 9781430804048  
 Lecturer Support Pack: 9781430806608  
 Workbook: 9781430804765

**N5 – A Janse van Rensburg**  
 Student's Book: 9781430807766  
 Student's eBook: 9781430808183  
 Lecturer's Guide: 9781430807773  
 Workbook: 9781430807780

**N6 – BB Brown, AJ Voges & KD Knowles**  
 Student's Book: 9781430802075  
 Student's eBook: 9781430804185  
 Lecturer's Guide: 9781430805571  
 Workbook: 9781430806646



# FINANCIAL ACCOUNTING



- ✓ Easy-to-follow explanations help students to build a strong foundation in accounting while guiding them through the curriculum.
- ✓ Worked examples help students to understand and use accounting concepts.
- ✓ Multiple activities and summative assessments are modelled on exam-type questions that allow plenty of practice and opportunities to consolidate knowledge.
- ✓ Exam tips and a practice exam to prepare students for the exam.
- ✓ Comprehensive answers to all Student's Book activities.

**N4 – M Richards (NEW)**  
 Student's Book: 9781430807797  
 Student's eBook: 9781430808527  
 Lecturer's Guide: 9781430809357  
 Workbook: 9781430804772

**N5 – M Richards & C Esterhuyse (NEW)**  
 Student's Book: 9781430807964  
 Student's eBook: 9781430808978  
 Lecturer's Guide: 9781430807957  
 Workbook: 9781430807971

**N6 – R Eysen & M Richards**  
 Student's Book: 9781430802082  
 Student's eBook: 9781430804055  
 Lecturer's Guide: 9781430805601  
 Workbook: 9781430805076



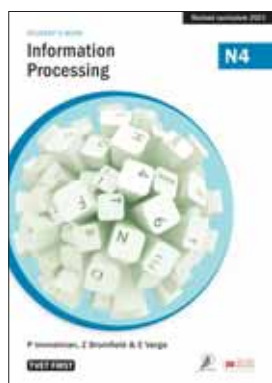
## INCOME TAX



- ✓ Packed with relevant examples and activities to help students practise what they learn.
- ✓ Full of useful resources to help students learn and understand.
- ✓ Complicated information is made simple and accessible.
- ✓ The author is a passionate lecturer and a specialist in the field.

**N6 – M Richards**  
 Student's Book: 9781430804352  
 Student's eBook: 9781430804369  
 Lecturer's Guide: 9781430805618

## INFORMATION PROCESSING



- ✓ Packed with typing drills to help students develop speed and accuracy.
- ✓ The books adopt a 'how to' approach while incorporating important theoretical aspects.
- ✓ Step-by-step examples with screenshots to support explanations.
- ✓ Starter activities to help stimulate discussions for learning.
- ✓ Plenty of exam-style activities to prepare students thoroughly for the exams.

**N4 – P Immelman, Z Bromfield & E Varga (NEW)**  
 Student's Book: 9781430807834  
 Student's eBook: 9781430808534  
 Lecturer's Guide: 9781430807827

**N5 – E Kruger (NEW)**  
 Student's Book: 9781430808015  
 Student's eBook: 9781430808985  
 Lecturer's Guide: 9781430808008

**N6 – ME Smith & JH Warmberg**  
 Student's Book & CD: 9781430802099  
 Student's eBook: 9781430804468  
 Lecturer's Guide & CD: 9781430805649

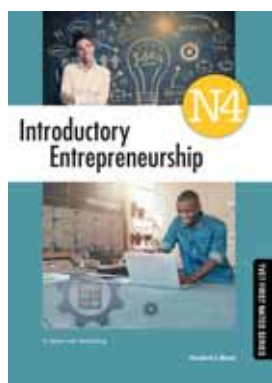
## INTRODUCTORY COMPUTER PRACTICE



- ✓ The Student's Book is packed with annotated diagrams that break down the practical concepts so that they can be easily understood and implemented.
- ✓ Packed with examples and activities to prepare students for tests, assignments, internal exams and final examinations.
- ✓ Contains student- and instructor-led examples to strengthen students' understanding of the concepts.
- ✓ There are also student-led activities built into the examples to engage students and enhance learning and understanding.
- ✓ The Student CD contains lab files to enable you to cover more examples in a shorter space of time.

**N4 – A Thorne (NEW)**  
 Student's Book: 9781430808558  
 Student's eBook: 9781430808565  
 Lecturer's Guide: 9781430808541

## INTRODUCTORY ENTREPRENEURSHIP



- ✓ Packed with case studies and examples relevant to South Africa and the global business environment.
- ✓ Lots of activities modelled on exam papers to consolidate students' knowledge and understanding.
- ✓ A practice exam paper to help students prepare for the exam.

**N4 – A Janse van Rensburg**  
 Student's Book: 9781430805090  
 Student's eBook: 9781430805106  
 Lecturer's Guide: 9781430807049

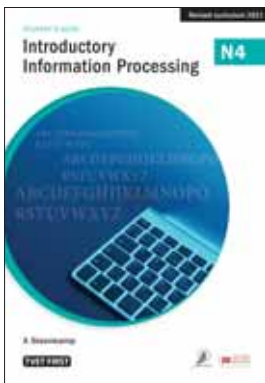
## INTRODUCTORY FINANCIAL ACCOUNTING



- ✓ Easy-to-follow explanations help students to build a strong foundation in accounting while guiding them through the curriculum.
- ✓ Worked examples help students to understand and use accounting concepts.
- ✓ Multiple activities and summative assessments are modelled on exam-type questions that allow plenty of practice and opportunities to consolidate knowledge.
- ✓ Exam tips and a practice exam to prepare students for the exam.
- ✓ Comprehensive answers to all Student's Book activities.

**N4 – CH Esterhuyse & A Janse van Rensburg (NEW)**  
 Student's Book: 9781430808589  
 Student's eBook: 9781430808596  
 Lecturer's Guide: 9781430808572  
 Workbook: 9781430809425

## INTRODUCTORY INFORMATION PROCESSING



- ✓ Packed with typing drills to help students develop speed and accuracy.
- ✓ The books adopt a 'how to' approach while incorporating important theoretical aspects.
- ✓ Step-by-step examples with screenshots to support explanations.
- ✓ Starter activities to help stimulate discussions for learning.
- ✓ Plenty of exam-style activities to prepare students thoroughly for the exams.

**N4 – A Steenkamp (NEW)**  
 Student's Book: 9781430808503  
 Student's eBook: 9781430808701  
 Lecturer's Guide: 9781430808510

## LABOUR RELATIONS



- ✓ Comprehensively covers the revised curriculum.
- ✓ Uses mind maps to help students understand and connect key concepts.
- ✓ Written by authors who helped revise the curriculum, one of whom is a past examiner of the subject.

**N5 – AA Rust & A Janse van Rensburg**  
 Student's Book: 9781430800675  
 Student's eBook: 9781430804062  
 Lecturer's Guide & CD: 9781430805670

**N6 – AA Rust & A Janse van Rensburg**  
 Student's Book: 9781430804307  
 Student's eBook: 9781430804475  
 Lecturer's Guide & CD: 9781430804642

## MARKETING MANAGEMENT



- ✓ Lots of interesting case studies, examples and illustrations to make sure students gain a deep understanding of curriculum content.
- ✓ Uses accessible language, mind maps, tables and bulleted lists to help students study and remember.
- ✓ N4 includes a mock exam paper to help students achieve exam success.

**N4 – CH Esterhuyse & R van der Merwe**  
 Student's Book: 9781430804376  
 Student's eBook: 9781430804383  
 Lecturer's Guide: 9781430806424

**N5 – J Wiehan & I Govender**  
 Student's Book: 9781430804680  
 Student's eBook: 9781430805113  
 Lecturer's Guide: 9781430807421



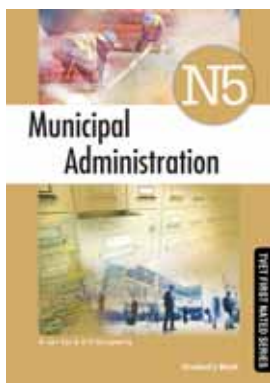
## MARKETING RESEARCH



- ✓ Carefully structured activities help students apply their knowledge and practise their research skills.
- ✓ Helpful language support for new concepts and terminology.
- ✓ Diagrams and flow charts to illustrate how concepts relate to one another.
- ✓ A revision module modelled on exam questions prepares students for the exam.

**N6** – *R van der Merwe* (NEW)  
 Student's Book: 9781430802860  
 Student's eBook: 9781430805120  
 Lecturer's Guide: 9781430807452

## MUNICIPAL ADMINISTRATION



- ✓ Meets all the requirements of the latest curriculum.
- ✓ Topical examples to stimulate lively class discussions and critical thinking.
- ✓ Interesting newspaper articles to demonstrate how the content applies in the real world.

**N5** – *R van Zyl & D O'Dougherty*  
 Student's Book: 9781430802891  
 Student's eBook: 9781430804079  
 Lecturer's Guide: 9781430805694

## OFFICE PRACTICE



- ✓ Full coverage of all curriculum content to equip students for the real-world office environment.
- ✓ Packed with activities for exam practice.
- ✓ N6 follows on the success of the N4 and N5 books with improvements based on lecturer feedback.

**N4** – *CH Esterhuysen, R Harrison & M Bosman*  
 Student's Book: 9781430800033  
 Student's eBook: 9781430802365  
 Lecturer's Guide: 9781430805700

**N5** – *L Noeth Wiehahn & CH Esterhuysen*  
 Student's Book: 9781430800651  
 Student's eBook: 9781430802372  
 Lecturer's Guide: 9781430805717

**N6** – *CH Esterhuysen & L Noeth Wiehahn*  
 Student's Book: 9781430802877  
 Student's eBook: 9781430803966  
 Lecturer's Guide: 9781430805724

## PERSONNEL MANAGEMENT



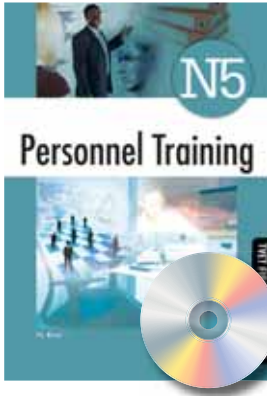
- ✓ Comprehensive coverage of the curriculum.
- ✓ Simple, accessible language to help students understand all the key concepts.
- ✓ Assessment activities after each module to make sure students have grasped the content and are well prepared for exams.

**N4** – *D Ristić-Schacherl & Gemtrain*  
 Student's Book: 9781430800590  
 Student's eBook: 9781430803973  
 Lecturer Support Pack: 9781430806639

**N5** – *TL Krul*  
 Student's Book: 9781430800699  
 Student's eBook: 9781430803270  
 Lecturer's Guide: 9781430805748

**N6** – *K Nair & D Ristić-Schacherl*  
 Student's Book: 9781430802105  
 Student's eBook: 9781430803287  
 Lecturer's Guide: 9781430805755

## PERSONNEL TRAINING

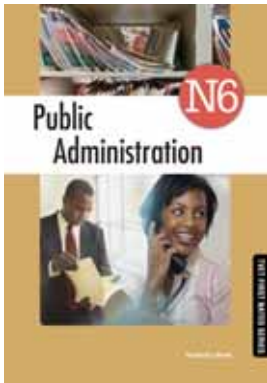


- ✓ Plenty of activities to embed learning and to practise for exams.
- ✓ Diagrams and artwork to help illustrate important concepts.
- ✓ **(NEW)** N5 now offers a ground-breaking **Lecturer Support Pack**, which includes a comprehensive Lecturer's Guide with answers to all activities plus **PowerPoint slides embedded with dramatised videos**.

**N5 – TL Krul**  
 Student's Book: 9781430800682  
 Student's eBook: 9781430802389  
 Lecturer Support Pack:  
 9781430807704 **(NEW)**

**N6 – TL Krul**  
 Student's Book: 9781430802112  
 Student's eBook: 9781430803980  
 Lecturer's Guide: 9781430805779

## PUBLIC ADMINISTRATION



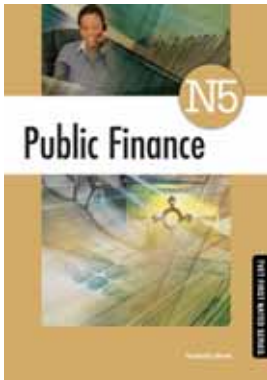
- ✓ Equips students with all the knowledge and skills they need to fill local, provincial and national roles in the public sector.
- ✓ Plenty of activities modelled on exam questions to prepare students for exam success.
- ✓ Uses mind maps to help students understand and connect key concepts.
- ✓ By the author of bestselling textbooks in this field, who is also an experienced lecturer.

**N4 – A Kruger & D O'Dougherty**  
 Student's Book: 9781430802778  
 Student's eBook: 9781430804086  
 Lecturer's Guide: 9781430805786

**N5 – A Kruger**  
 Student's Book: 9781430803065  
 Student's eBook: 9781430805137  
 Lecturer's Guide: 9781430806288

**N6 – A Kruger (NEW)**  
 Student's Book: 9781430805144  
 Student's eBook: 9781430805151  
 Lecturer's Guide: 9781430807445

## PUBLIC FINANCE

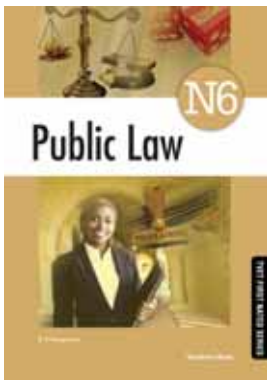


- ✓ A thorough introduction to financial administrative tasks in the public sector to ensure students are prepared for the world of work.
- ✓ Clear explanations of the financial administrative system and the processes of local, regional and central authorities.
- ✓ Co-authored by an experienced lecturer who is also the moderator for the subject.

**N5 – D O'Dougherty & A Kruger**  
 Student's Book: 9781430804291  
 Student's eBook: 9781430804482  
 Lecturer's Guide: 9781430805793

**N6 – D O'Dougherty & A Kruger**  
 Student's Book: 9781430804697  
 Student's eBook: 9781430805168  
 Lecturer's Guide: 9781430806295

## PUBLIC LAW



- ✓ Lots of South African case studies and examples to relate concepts to real life.
- ✓ Activities are presented in the format of exam questions.
- ✓ A practice exam paper and useful exam tips to prepare students for exams.

**N6 – D O'Dougherty**  
 Student's Book: 9781430805175  
 Student's eBook: 9781430805182  
 Lecturer's Guide: 9781430806448

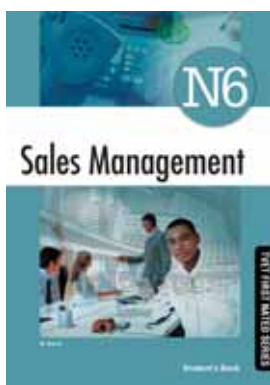
## PUBLIC RELATIONS



- ✓ An overview at the start of each module to guide teaching and learning.
- ✓ Plenty of relevant case studies to help students apply what they have learned.
- ✓ Activities and assessments throughout the book to help students test their understanding and prepare for exams.

**N5** – L Noeth Wiehahn & J van den Heever  
 Student's Book: 9781430800750  
 Student's eBook: 9781430803317  
 Lecturer's Guide: 9781430805809

## SALES MANAGEMENT

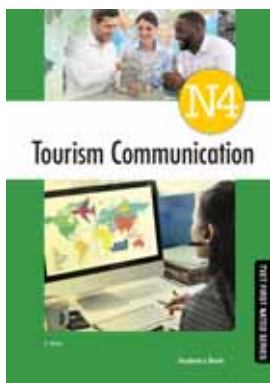


- ✓ Comprehensive curriculum coverage means no exam surprises!
- ✓ Summaries and exam-type assessments at the end of each module to help students revise the content and prepare for exams.
- ✓ Language support for new terminology to ensure students understand the content.

**N5** – N Horn  
 Student's Book: 9781430800705  
 Student's eBook: 9781430802396  
 Lecturer's Guide: 9781430805816

**N6** – N Horn  
 Student's Book: 9781430802129  
 Student's eBook: 9781430803324  
 Lecturer's Guide: 9781430805823

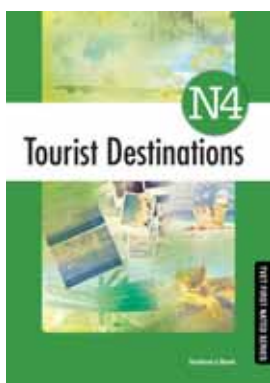
## TOURISM COMMUNICATION



- ✓ Up-to-date content to equip students with the knowledge they need for a career in this exciting industry.
- ✓ Module summaries to help students revise and remember.
- ✓ Continuous assessment activities and knowledge application questions to assist students to test their knowledge and prepare for exams.
- ✓ Written by a qualified assessor, moderator and mentor with 15 years' lecturing experience.

**N4** – L Daly (NEW)  
 Student's Book: 9781430805199  
 Student's eBook: 9781430805205  
 Lecturer's Guide: 9781430807469

## TOURIST DESTINATIONS

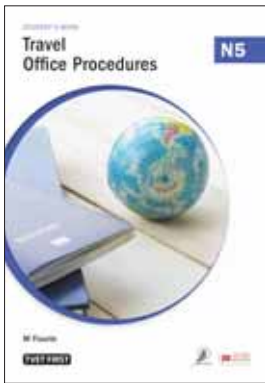


- ✓ Beautifully designed with students' needs in mind.
- ✓ Packed with practical activities modelled on exam questions – the perfect exam preparation for students.
- ✓ N4 uses magnificent maps from the Macmillan School Atlas.
- ✓ Each level has a **Workbook** where students can write their answers to all the activities in the Student's Books.

**N4** – L Daly  
 Student's Book: 9781430804390  
 Student's eBook: 9781430804406  
 Lecturer's Guide: 9781430805830  
 Workbook: 9781430804741

**N5** – L Daly  
 Student's Book (Africa): 9781430804703  
 Student's eBook (Africa): 9781430805212  
 Student's Book (Indian Ocean Islands): 9781430805229  
 Student's eBook (Indian Ocean Islands): 9781430805236  
 Lecturer's Guide: 9781430806462  
 Workbook: 9781430805243

## TRAVEL OFFICE PROCEDURES



- ✓ Easy to follow content that is fully aligned with the new 2021 curriculum.
- ✓ An overview and a starter activity introduce the student to each module.
- ✓ Real-life case studies combined with activities engage students and allow them to apply their accounting knowledge.
- ✓ Summaries and summative assessments at the end of each module consolidate students' understanding.
- ✓ The Lecturer's Guide provides complete answers to all activities as well guidance for a six-month teaching plan.
- ✓ The Student's Workbook provides a space to answer all questions found in the Student's Book.

**N5 – M Fourie (NEW)**

Student's Book: 9781430807810

Student's eBook: 9781430808992

Lecturer's Guide: 9781430807803

Workbook: 9781430809654

## TRAVEL SERVICES



- ✓ The syllabus is presented in easy-to-follow language to prepare students for a career in the travel industry.
- ✓ Practical examples and case studies relate theory to real life.
- ✓ Written by a qualified assessor, moderator, and mentor with over 15 years' lecturing experience.

**N4 – L Daly (NEW)**

Student's Book: 9781430808688

Student's eBook: 9781430808695

Lecturer's Guide: 9781430808671



## BRICKLAYING & PLASTERING THEORY



- ✓ Step-by-step explanations to aid students' understanding of industry methods.
- ✓ Filled with images to explain steps and to illustrate industry methods.
- ✓ Extensive glossary to help students understand difficult industry terminology.
- ✓ Packed with activities to thoroughly prepare students for the exam.

**N1** – Jowaheer Consulting and Technologies **(NEW)**  
 Student's Book: 9781430808367  
 Student's eBook: 9781430808374  
 Lecturer's Guide: 9781430808350

**N2** – Jowaheer Consulting and Technologies **(NEW)**  
 Student's Book: 9781430807933  
 Student's eBook: 9781430809074  
 Lecturer's Guide: 9781430807940

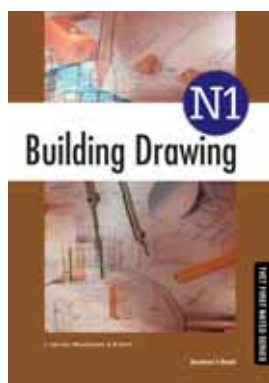
## BUILDING ADMINISTRATION



- ✓ Exam-type activities to help students to consolidate what they learn.
- ✓ Simple explanations in plain English to help students grasp the content.
- ✓ Lots of photographs and drawings to make the content accessible.

**N4** – Jowaheer Consulting and Technologies **(NEW)**  
 Student's Book: 9781430807247  
 Student's eBook: 9781430807254  
 Lecturer's Guide: 9781430807261

## BUILDING DRAWING

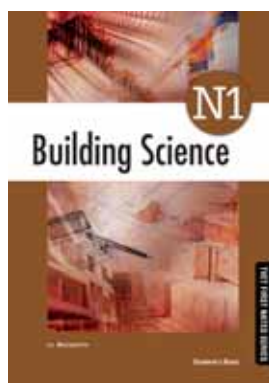


- ✓ Comprehensive summaries and assessments at the end of each module to assist with revision.
- ✓ Accurate and detailed drawings to support learning.
- ✓ Written, reviewed and approved by experienced lecturers.

**N1** – L van der Westhuizen & N Smit  
 Student's Book: 9781430805274  
 Student's eBook: 9781430804093  
 Lecturer's Guide: 9781430806998

**N2** – Sparrow Consulting  
 Student's Book: 9781430804758  
 Student's eBook: 9781430805298  
 Lecturer's Guide: 9781430806318

## BUILDING SCIENCE



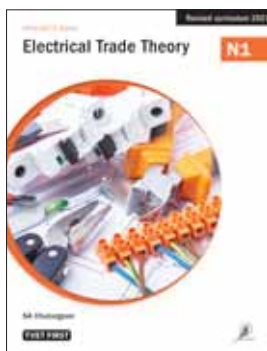
- ✓ Easy to follow with clear explanations.
- ✓ Comprehensive summaries at the end of each module to help students check their understanding.
- ✓ Numerous illustrations and photographs to make the content easy to understand.

**N1** – LL Maraschin  
 Student's Book: 9781430803621  
 Student's eBook: 9781430804093  
 Lecturer's Guide: 9781430805854

**N2** – LL Maraschin & R Atkins  
 Student's Book: 9781430803638  
 Student's eBook: 9781430804109  
 Lecturer's Guide: 9781430805861

**N3** – LL Maraschin & R Ferreira  
 Student's Book: 9781430803089  
 Student's eBook: 9781430804116  
 Lecturer's Guide: 9781430805878

## ELECTRICAL TRADE THEORY



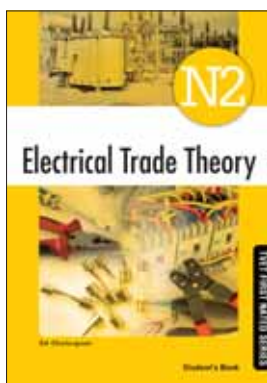
- ✓ Easy-to-follow content with worked examples to facilitate understanding.
- ✓ Additional language support for new concepts and terminology with a glossary.
- ✓ Information boxes for formulae and important rules.
- ✓ Exam tips to help students with exam questions and tricky sections.
- ✓ Varied activities modelled on exam-type questions to consolidate students' knowledge.

**N1 – SA Chuturgoon (NEW)**  
 Student's Book: 9781430808459  
 Student's eBook: 9781430808466  
 Lecturer's Guide: 9781430808442

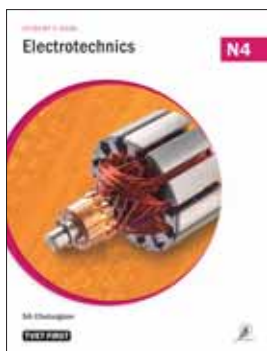
**N2 – SA Chuturgoon (NEW)**  
 Student's Book: 9781430808763  
 Student's eBook: 9781430808770  
 Lecturer's Guide: 9781430808756

**N3 – GR Teunissen**  
 Student's Book: 9781430802808  
 Student's eBook: 9781430803331  
 Lecturer's Guide: 9781430805908

**N3 – SA Chuturgoon (NEW)**  
 Student's Book: 9781430809012  
 Student's eBook: 9781430809029  
 Lecturer's Guide: 9781430809005



## ELECTROTECHNICS



- ✓ Easy to follow with clear explanations, photographs and diagrams to aid understanding.
- ✓ Includes numerous worked examples and varied activities to consolidate students' knowledge.
- ✓ Summaries plus summative assessments modelled on exams are included after each module to ensure students' success.
- ✓ Language support for new concepts and terminology throughout the book, as well as a glossary and symbol reference list at the back.
- ✓ Definitions, formulae and important concepts highlighted in boxes for easy reference.

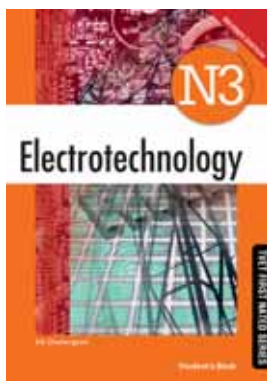
**N4 – SA Chuturgoon (NEW)**  
 Student's Book: 9781430808480  
 Student's eBook: 9781430808497  
 Lecturer's Guide: 9781430808473

**N5 – SA Chuturgoon (NEW)**  
 Student's Book: 9781430808794  
 Student's eBook: 9781430808138  
 Lecturer's Guide: 9781430808787

**N6 (second edition) – SA Chuturgoon (NEW)**  
 Student's Book: 9781430807759  
 Student's eBook: 9781430809395  
 Lecturer's Guide: 9781430809548

**N6 – LE Ching**  
 Student's Book: 9781919780153  
 Student's eBook: 9781430802464

## ELECTROTECHNOLOGY

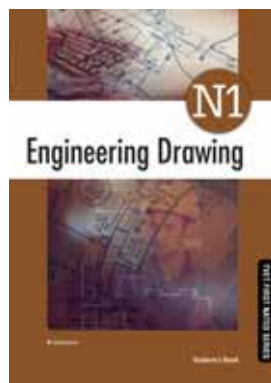


- ✓ Simple language and detailed explanations to help students understand the content.
- ✓ High-quality illustrations to bring the subject to life.
- ✓ The laws of electricity in both editions are stated both in their original form and in simplified versions.
- ✓ The revised edition by SA Chuturgoon includes an introductory module on magnetism.

**N3 (second edition) (orange cover) – SA Chuturgoon**  
 Student's Book: 9781430803645  
 Student's eBook: 9781430804253  
 Lecturer's Guide: 9781430805939

**N3 (first edition) – PJA Bakker**  
 Student's Book: 9781919780269

## ENGINEERING DRAWING



- ✓ Step-by-step guidance and worked examples to prepare students for the exams.
- ✓ Plenty of activities allow students to practise their drawing skills.
- ✓ The series reflects the latest SABS code of practice for Engineering Drawing.
- ✓ Marius Smit, co-author of the N3 book, has over 20 years' experience as a lecturer in N1 to N4 Engineering Drawing and Mechanical Draughting.

**N1 – M Cameron**  
 Student's Book: 9781430800453  
 Student's eBook: 9781430802242  
 Lecturer's Guide: 9781430805946

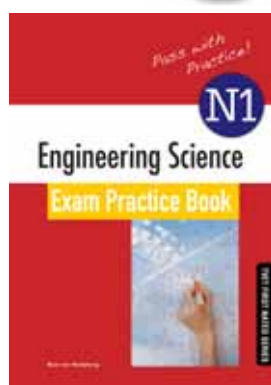
**N2 – A de Bruin**  
 Student's Book: 9781430800460  
 Student's eBook: 9781430802259  
 Lecturer's Guide: 9781430805953

**N3 – MWH Smit & L van Niekerk**  
 Student's Book: 9781430800491  
 Student's eBook: 9781430802266  
 Lecturer's Guide: 9781430805960

## ENGINEERING SCIENCE



- ✓ Easy to follow with clear explanations and numerous worked examples to help students grasp the content.
- ✓ Summaries and summative assessments modelled on exam questions help students to prepare for the exams.
- ✓ **Exam Practice Books** for N1 and N2 offer a variety of activities based on actual exam papers to help students achieve success in the exams.
- ✓ N1 and N2 offer ground-breaking **Lecturer Support Packs**, which include a Lecturer's Guide with answers to all activities, as well as PowerPoint slides with embedded animated and dramatised videos explaining key concepts.
- ✓ The revised and new editions are written by renowned author MJJ van Rensburg, who has over thirty years of lecturing experience.
- ✓ The N4 First Edition, written by JF de Villiers, is back in print due to numerous requests.



**N1 (third edition) – MJJ van Rensburg**  
 Student's Book: 9781430804536  
 Student's eBook: 9781430804543  
 Exam Practice Book: 9781430806912  
 Lecturer Support Pack: 9781430806615

**N2 (third edition) – MJJ van Rensburg**  
 Student's Book: 9781430806226  
 Student's eBook: 9781430806233  
 Exam Practice Book: 9781430806929  
 Lecturer Support Pack: 9781430807292

**N3 (second edition) – MJJ van Rensburg**  
 Student's Book: 9781430803577  
 Student's eBook: 9781430804000  
 Lecturer's Guide: 9781430807308

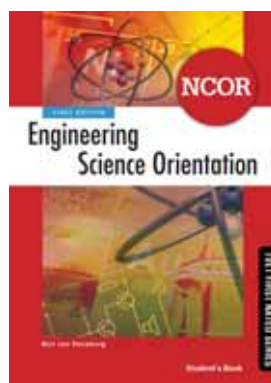
**N1 (second edition) – MJJ van Rensburg**  
 Student's Book: 9781430800422

**N2 (second edition) – MJJ van Rensburg**  
 Student's Book: 9781430800439

**N4 (second edition) – MJJ van Rensburg**  
 Student's Book: 9781430802839  
 Student's eBook: 9781430803348  
 Lecturer's Guide: 9781430806011

**N4 (first edition) – JF de Villiers**  
 Student's Book: 9781919780054

## ENGINEERING SCIENCE ORIENTATION (NCOR)



- ✓ Excellent, highly effective self-study textbook by an experienced lecturer and best-selling author.
- ✓ Provides a solid grounding in the subject to ensure students master the key concepts needed for further study.
- ✓ Includes an example of a typical exam paper so students can test their knowledge.

**NCOR – MJJ van Rensburg**  
 Student's Book: 9781430805977

## FITTING & MACHINING

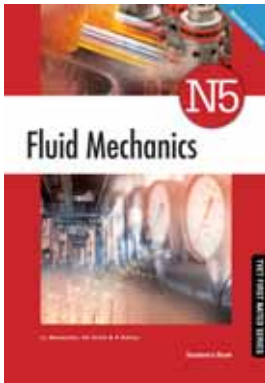


- ✓ Varied examples and activities modelled on past exam papers to help students prepare for exams.
- ✓ Comprehensive curriculum coverage to help students integrate theory and practice.
- ✓ Clear explanations to help students understand difficult concepts.

**N1** – LL Maraschin & SN Erver  
 Student's Book: 9781430804710  
 Student's eBook: 9781430805328  
 Lecturer's Guide: 9781430806271

**N2** – R Cameron & LL Maraschin  
 Student's Book: 9781430800477  
 Student's eBook: 9781430802297  
 Lecturer's Guide: 9781430806028

## FLUID MECHANICS



- ✓ In-depth explanations of concepts so students can tackle exam questions easily.
- ✓ Numerous worked examples and relevant activities allow students to apply their knowledge.
- ✓ Clear illustrations and photographs support the theory and bring the content to life.
- ✓ The N5 Revised Edition has been completely revised and updated in a larger, user-friendly A4 format.

**N5 (second edition)** – LL Maraschin, AC Knott & R Atkins  
 Student's Book: 9781430803652  
 Student's eBook: 9781430804130  
 Lecturer's Guide: 9781430806035

**N6** – LC de Lange & GAV Schmidlin  
 Student's Book: 9781919780191  
 Student's eBook: 9781430802549

**N5 (first edition)** – CC Rowe  
 Student's Book: 9781919780894

## INDUSTRIAL ELECTRONICS

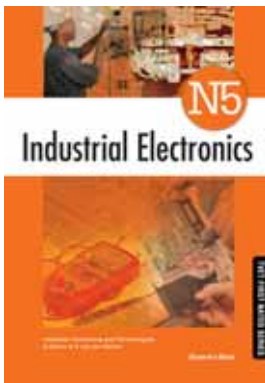


- ✓ Uses plain English with lots of language support to ensure language is not a barrier.
- ✓ Plenty of relevant worked examples and activities so students engage actively with the content.
- ✓ Numerous clear diagrams to aid understanding.
- ✓ The N2 second edition has useful 'Exam Tip' boxes for students.
- ✓ Mr Gobind is the National Examiner for Industrial Electronics N1 and Mr Van Heerden is a former examiner.
- ✓ Mr Gobind lectured N1 students and achieved a 100% pass rate; he also lectured N2 and achieved equally impressive results.

**N1 (second edition)** – M Gobind & RBJ van Heerden **(NEW)**  
 Student's Book: 9781430806660  
 Student's eBook: 9781430806677  
 Lecturer's Guide: 9781430808190

**N2 (second edition) (yellow cover)** – M Gobind & RBJ van Heerden  
 Student's Book: 9781430806394  
 Student's eBook: 9781430806400  
 Lecturer's Guide: 9781430806417

**N3** – RBJ van Heerden  
 Student's Book: 9781920334970  
 Student's eBook: 9781430802570  
 Lecturer's Guide: 9781430806066



**N1** – RBJ van Heerden  
 Student's Book: 9781919780245  
 Student's eBook: 9781430802556  
 Lecturer's Guide: 9781430806042

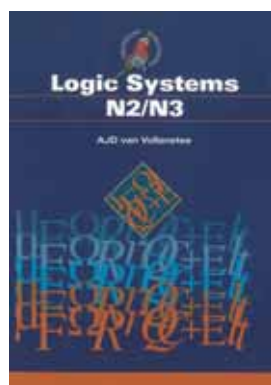
**N2 (first edition)** – RBJ van Heerden  
 Student's Book: 9781919780504  
 Student's eBook: 9781430802563  
 Lecturer's Guide: 9781430806059

**N4** – RBJ van Heerden  
 Student's Book: 9781919780375  
 Student's eBook: 9781430802587  
 Lecturer's Guide: 9781430806073

**N5** – Jowaheer Consulting and Technologies, R Atkins & E van der Merwe  
 Student's Book: 9781430800521  
 Student's eBook: 9781430804123  
 Lecturer's Guide: 9781430806080



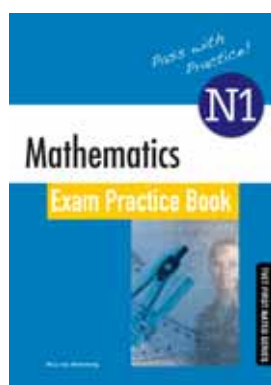
## LOGIC SYSTEMS



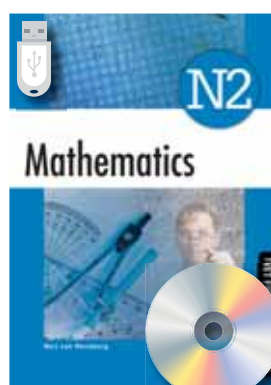
- ✓ Plenty of worked examples and diagrams to help students understand the theory and practise key concepts.
- ✓ Lots of exercises to help prepare students for exams.
- ✓ Meets all the requirements of the curriculum.

**N2/3** – AJD van Vollenstee  
 Student's Book: 9781919780344  
 Student's eBook: 9781430802600

## MATHEMATICS



- ✓ A top-rated series of textbooks designed to help students reach their highest potential.
- ✓ Easy to follow with logical sequencing and a step-by-step approach to problem-solving.
- ✓ Comprehensive module summaries, detailed worked examples and plenty of activities to prepare students for exams.
- ✓ Lots of typical exam-type questions so students understand what is expected of them.
- ✓ Simple definitions for new terms to remove language barriers.
- ✓ N1, N2 and N3 offer ground-breaking **Lecturer Support Packs**, which include a Lecturer's Guide with answers to all activities, as well as PowerPoint slides with embedded animated and dramatised videos explaining key concepts.
- ✓ An **Exam Practice Book** for N1 offers a variety of activities based on actual exam papers to help students achieve success in the exams.



- ✓ GI Mapaling's N5 includes alternative calculation methods that cater for a variety of learning and teaching styles.
- ✓ The N6 by JV John and SA Chuturgoon includes clearly marked alternative calculation methods and additional explanations.

**N1** – MJJ van Rensburg  
 Student's Book: 9781430803508  
 Student's eBook: 9781430804017  
 Exam Practice Book: 9781430806936  
 Lecturer Support Pack: 9781430806622

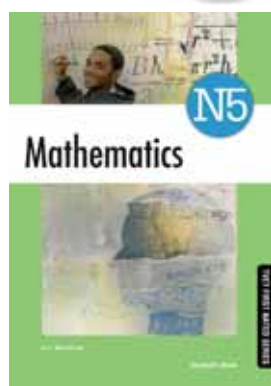
**N2** – MJJ van Rensburg  
 Student's Book: 9781430803669  
 Student's eBook: 9781430804147  
 Lecturer Support Pack: 9781430807278

**N3** – MJJ van Rensburg  
 Student's Book: 9781430803676  
 Student's eBook: 9781430804154  
 Lecturer Support Pack: 9781430807285

**N4** – MJJ van Rensburg  
 Student's Book: 9781919780412  
 Student's eBook: 9781430802655  
 Lecturer's Guide: 9781430806127

**N5** – MJJ van Rensburg  
 Student's Book: 9781919780849  
 Student's eBook: 9781430802662  
 Lecturer's Guide: 9781430806141

**N6** – MJJ van Rensburg  
 Student's Book: 9781919780856  
 Student's eBook: 9781430802679  
 Lecturer's Guide: 9781430806158

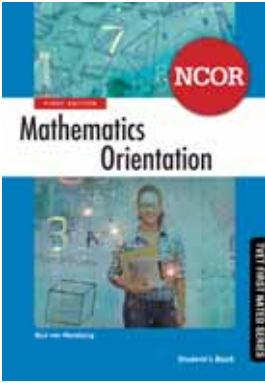


**N4 (green cover)** – SA Chuturgoon  
 Student's Book: 9781430804550  
 Student's eBook: 9781430804567  
 Lecturer's Guide: 9781430806134

**N5 (green cover)** – GI Mapaling  
 Student's Book: 9781430806738  
 Student's eBook: 9781430806745  
 Lecturer's Guide: 9781430806943

**N6 (green cover)** – SA Chuturgoon & JV John **(NEW)**  
 Student's Book: 9781430806899  
 Student's eBook: 9781430806905  
 Lecturer's Guide: 9781430807438

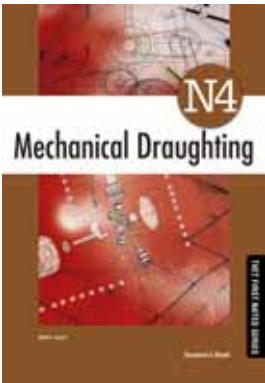
## MATHEMATICS ORIENTATION



- ✓ Provides a solid grounding in the subject to ensure students master the key concepts needed for further study.
- ✓ Includes an example of a typical exam paper so students can test their knowledge.

NCOR – *MJJ van Rensburg*  
Student's Book: 9781430806219

## MECHANICAL DRAUGHTING



- ✓ Thorough coverage of all curriculum requirements to ensure students are well prepared for exams.
- ✓ Provides both 2D and 3D renderings of the relevant mechanical parts.
- ✓ Clear and detailed drawings and explanations to aid learning.
- ✓ The author has over 20 years' experience as a lecturer in N1 to N4 Engineering Drawing and Mechanical Draughting.

N4 – *MWH Smit*  
Student's Book: 9781430800514  
Student's eBook: 9781430803997  
Lecturer's Guide: 9781430806165

## MECHANOTECHNICS



- ✓ Accessible and thorough content to prepare students for exams and the workplace.
- ✓ The explanatory text is supported by clear diagrams to enhance understanding.
- ✓ Different calculation types are carefully explained and set out in many worked examples, allowing students to practice different methods.
- ✓ Ample activities that allow students to demonstrate their knowledge and skill in attaining the learning outcomes. This gives the student the necessary theoretical knowledge about mechanical engineering.
- ✓ An examination exemplar to prepare students for the final exam.
- ✓ The answers and solutions to all questions and calculations are given in the Lecturer's Guide.

N4 – *R Cameron (NEW)*  
Student's Book: 9781430808619  
Student's eBook: 9781430808626  
Lecturer's Guide: 9781430808602

N5 – *P du Toit (NEW)*  
Student's Book: 9781430808824  
Student's eBook: 9781430808831  
Lecturer's Guide: 9781430808817

N6 – *GAV Schmidlin*  
Student's Book: 9781919780313  
Student's eBook: 9781430802693

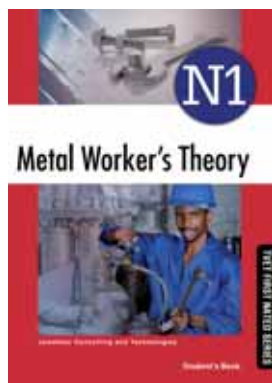
## MECHANOTECHNOLOGY



- ✓ Assessments at the end of each module to consolidate learning and prepare students for exams.
- ✓ Includes a helpful syllabus grid to guide teaching and learning.
- ✓ Clear and detailed illustrations and explanations to make learning easy.

N3 – *R Cameron & LL Maraschin*  
Student's Book: 9781430800484  
Student's eBook: 9781430802358  
Lecturer's Guide: 9781430806172

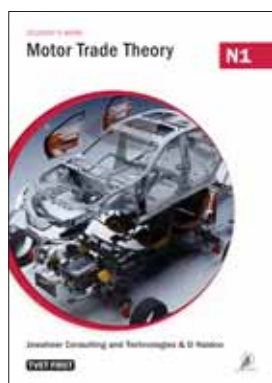
## METAL WORKER'S THEORY



- ✓ Lots of activities based on past exam papers to help students consolidate what they learn.
- ✓ Summaries and assessments at the end of each module to help students revise the content and prepare for exams.
- ✓ Clear illustrations and explanations to make sure students understand key concepts.

**N1 – Jowaheer Consulting and Technologies**  
 Student's Book: 9781430805342  
 Student's eBook: 9781430805359  
 Lecturer's Guide: 9781430807032

## MOTOR TRADE THEORY



- ✓ Well-explained practical components and theoretical aspects prepare students for the workshop and for industry.
- ✓ Line drawings and easy-to-understand diagrams make for student-friendly content.
- ✓ Practice tests to prepare students for assessments.

**N1 – Jowaheer Consulting and Technologies & D Naidoo (NEW)**  
 Student's Book: 9781430808640  
 Student's eBook: 9781430808657  
 Lecturer's Guide: 9781430808633

**N2 – Sparrow Consulting (NEW)**  
 Student's Book: 9781430808855  
 Student's eBook: 9781430808862  
 Lecturer's Guide: 9781430808848

**N3 – Sparrow Consulting (NEW)**  
 Student's Book: 9781430809142  
 Student's eBook: 9781430809159  
 Lecturer's Guide: 9781430809135

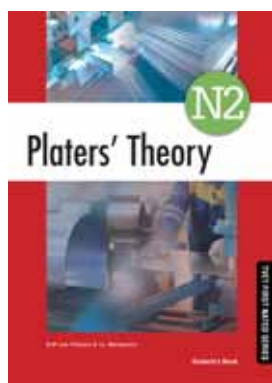
## PLATE AND STRUCTURAL STEEL DRAWING



- ✓ Lots of activities to consolidate learning and prepare students for exams.
- ✓ Plenty of illustrations to help students understand important concepts.
- ✓ Available in English and Afrikaans.

**N2 – JJM Prins**  
 Student's Book: 9781919780351  
 Student's eBook: 9781430802716

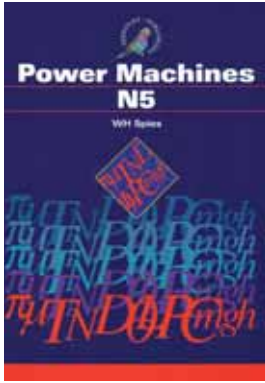
## PLATERS' THEORY



- ✓ Summaries and assessments at the end of each module to consolidate learning.
- ✓ A practice exam paper to ensure students understand what is required of them in the exam.
- ✓ Links to YouTube videos of practical demonstrations to liven up learning and provide an additional teaching resource.

**N2 – SJP van Pletzen & LL Maraschin**  
 Student's Book: 9781430805373  
 Student's eBook: 9781430805380  
 Lecturer's Guide: 9781430807025

## POWER MACHINES



- ✓ Plenty of exercises to prepare students for exams.
- ✓ Lots of illustrations and practical examples to help students understand key concepts.

**N5 – WH Spies**  
 Student's Book: 9781919780382  
 Student's eBook: 9781430802723

**N6 – WH Spies**  
 Student's Book: 9781919780320  
 Student's eBook: 9781430802730

## QUANTITY SURVEYING

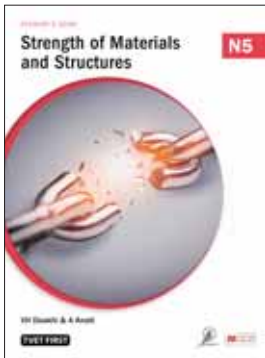


- ✓ Step-by-step worked examples for developing vital skills in taking-off, recording measurements and calculating costs.
- ✓ Explanations of functions and duties highlight the rewarding career opportunities in quantity surveying.
- ✓ A helpful list of industry terms and abbreviations help students familiarise themselves with the field.
- ✓ Plenty of assessment activities prepare students for exams.

**N4 – Sparrow Consulting (NEW)**  
 Student's Book: 9781430807841  
 Student's eBook: 9781430808664  
 Lecturer's Guide: 9781430807858

**N5 – B Africa & R Naidu (NEW)**  
 Student's Book: 9781430808022  
 Student's eBook: 9781430808879  
 Lecturer's Guide: 9781430808039

## STRENGTH OF MATERIALS & STRUCTURES



- ✓ Step-by-step examples with explanations to aid student understanding of methods.
- ✓ Filled with clearly labelled diagrams to accommodate different learning styles.
- ✓ Packed with activities and exam-type questions to prepare students for exams.
- ✓ Extensive glossary helps students understand and use industry terminology.

**N5 – V Dookhi & A Knott (NEW)**  
 Student's Book: 9781430802884  
 Student's eBook: 9781430805410  
 Lecturer's Guide: 9781430808152

**N6 – P du Toit (NEW)**  
 Student's Book: 9781430803096  
 Student's eBook: 9781430805427  
 Lecturer's Guide: 9781430808169

## SUPERVISION IN INDUSTRY



- ✓ Lots of relevant, contemporary examples to bring the subject to life.
- ✓ Plenty of diagrams and illustrations to help students understand the content.
- ✓ Equips supervisors and potential supervisors with the skills they need for careers in both the trade and technical sectors.

**N3 – Jowaheer Consulting and Technologies**  
 Student's Book: 9781430800545  
 Student's eBook: 9781430804031  
 Lecturer's Guide: 9781430806554



# SUPERVISORY MANAGEMENT

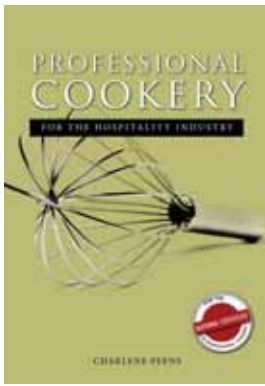


- ✓ Mock exam paper with a marking memorandum to help students succeed in exams.
- ✓ Information is organised into accessible tables and bulleted lists.
- ✓ Varied activities to consolidate students' knowledge.



N4 – *Jawaheer Consulting and Technologies*  
Student's Book: 9781430804734  
Student's eBook: 9781430805434  
Lecturer's Guide: 9781430806196

## PROFESSIONAL COOKERY FOR THE HOSPITALITY INDUSTRY



- ✓ Aimed at students training to work in the hospitality industry, this book covers all the information needed to complete the National Certificate in Professional Cookery.
- ✓ It is written in accessible language richly illustrated with photographs and artwork to help students understand and retain the subject matter.

*C Peens*

Student's Book – 9781430800255

Student's eBook – 9781430802747

Lecturer's Guide – 9781430806202

## FOOD AND BEVERAGE SERVICE 9TH EDITION



- ✓ Covers all of the essential industry knowledge, from personal skills, service areas and equipment, menus and menu knowledge, beverages and service techniques, to specialised forms of service, events and supervisory aspects.
- ✓ Supports a range of professional food and beverage service qualifications, including foundation degrees or undergraduate programmes in restaurant, hotel, leisure or event management, as well as in-company training programmes.
- ✓ Aids visual learners with over 200 photographs and illustrations demonstrating current service conventions and techniques.

John Cousins, Dennis Lillicrap & Suzanne Weekes  
Student's Book – 9781471807954

## PRACTICAL COOKERY 14TH EDITION



- ✓ Covers the latest preparation, cooking and finishing techniques, as well as classic techniques with over 500 reliable recipes and 1,000 photographs.
- ✓ Provides clear illustration for every recipe of how dishes should look.
- ✓ Covers the latest technology within the hospitality sector, up-to-date safe and hygienic working requirements, and new content on costing and yield control.
- ✓ Helps assess knowledge and understanding with a new 'Know it' feature that will support preparation for professional discussions or knowledge tests.
- ✓ Allows learners to showcase the practical skills with new 'Show it' activities.
- ✓ Encourages apprentices to think about how they have demonstrated professional behaviours with new reflective 'Live it' activities.

David Foskett, Patricia Paskins, Neil Rippington & Steve Thorpe  
Student's Book – 9781510461710

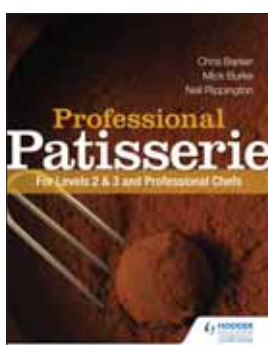
## THE THEORY OF HOSPITALITY & CATERING 13TH EDITION



- ✓ Discusses all of the current issues affecting the industry, including environmental concerns; as well as important financial considerations such as how to maximise profit and reduce food waste.
- ✓ Considers latest trends and developments, including the use and impact of social media.
- ✓ Helps you to understand how theories are applied in practice with new case studies from hospitality businesses throughout.

David Foskett, Patricia Paskins, Neil Rippington & Andrew Pennington  
Student's Book – 9781471865237

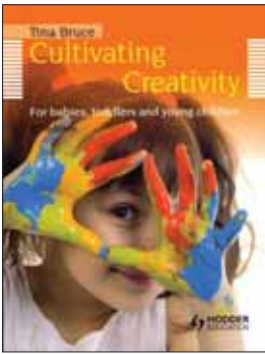
## PROFESSIONAL PATISSERIE: FOR LEVELS 2, 3 AND PROFESSIONAL CHEFS



- ✓ Master essential skills with step-by-step photo sequences and 400 colour photographs that illustrate hundreds of different skills, products and processes, from petit fours to chocolate and decorative pieces.
- ✓ Learn from past mistakes with 'What went wrong?' sections that give clear analysis supported by photographs.

Mick Burke, Chris Barker, Neil Rippington  
Student's Book – 9781444196443

## CULTIVATING CREATIVITY FOR BABIES, TODDLERS AND YOUNG CHILDREN 2ND EDITION



- ✓ Links theory and practice to provide a clear framework for this difficult, but vital, aspect of development and learning.
- ✓ Covers a broad conceptualised view of creativity, the author addresses the issue not just in terms of the arts but also the role that creativity has within sciences and humanities.
- ✓ Recent advances in the field are also addressed, including brain research, movement, outdoor learning and individual learning.

Tina Bruce  
Student's Book – 9781444137187

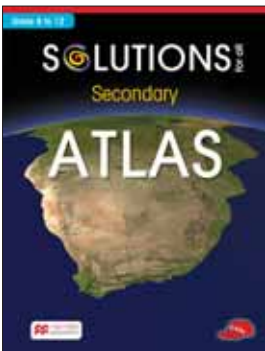
## CHILD CARE & DEVELOPMENT 7TH EDITION



- ✓ Quickly access individual topic areas with concise, focused and clearly laid out chapters.
- ✓ Build knowledge and understanding with ongoing summative questions at the end of each chapter.
- ✓ Engage learners with 100s of illustrations and photographs to support understanding of key concepts.

Pamela Minett  
Student's Book – 9781471899768

## SOLUTIONS FOR ALL SECONDARY ATLAS



- ✓ Reflects all the recent place name and border changes, and contains an index with cross references to old place names.
- ✓ Modern cartographic design.
- ✓ Detailed maps of places in the world that often feature in the news, e.g. South-East Asia, the Middle East.
- ✓ Full-colour glossy paper throughout.
- ✓ Contains a map skills section.
- ✓ Maps, full-colour photographs, statistical data, and explanations in easy-to-read and learner-friendly language.

Student's Book – 9781431032952





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