

TVET FIRST

Updated October 2022

# NATED Catalogue

2022-2023



IN PARTNERSHIP WITH  
**macmillan**  
education

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## Choose TVET First textbooks for the best results. Dedicated to advancing education and training in South Africa, we put students and lecturers at the heart of our publishing.



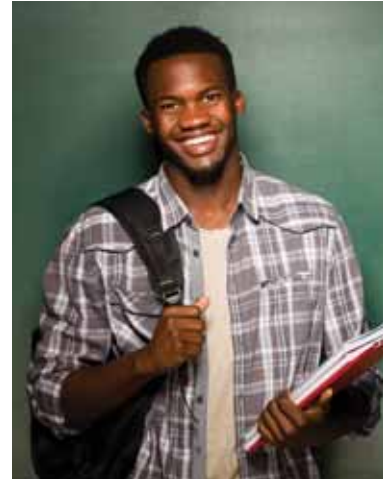
### Textbooks aren't all the same

A good textbook supports both lecturers and students. It covers all curriculum requirements, sequences the content, paces the learning at the right speed, is at the right level for students, offers a wide range of activities and assessments, makes learning interesting and enjoyable, and prepares students for their next steps – exams, further study or the world of work.

### First for students

Our Student's Books are written by subject experts with years of experience in TVET colleges. The textbooks explain clearly, use language that is as simple as possible and provide glossaries of difficult terms.

We design the pages so that they are well organised and easy to navigate. Our artists draw diagrams and artwork which liven up the text and help to explain complicated ideas. We add relevant case studies that bring the content to life and provide real-life problems for students to solve. There are lots of activities to help students practise and apply what they learn. There are plenty of formative and summative assessments, which test everything from the simplest recall to the most complex application. We summarise each module so that students can revise key information ahead of tests and exams.



### First for lecturers

No good student textbook is complete without a high-quality, comprehensive Lecturer's Guide. The TVET First Lecturer's Guides reduce preparation time with features such as a lesson plan template which lecturers can photocopy and complete, and a teaching plan for the course. We provide complete answers to every assessment in the Student's Book, which makes marking easy and quick. Most of our Lecturer's Guides have extra tests and exams, complete with marking memoranda.

### First in innovation

TVET First uses technology to make learning come alive. Some of our Lecturer's Guides are packaged with a flash drive containing PowerPoint slides for lecturers to use in class. The slides include video clips, animations, audio clips and illustrations. We have added QR codes to our newer Student's Books – you can hover a phone over a code and immediately link to a video or teaching resource.



*Example: Business plans, EBM N5*



### The team behind TVET First

Two companies work together to create the popular TVET First series. Troupant is a local specialist publisher with more than 20 years' experience of providing TVET colleges with effective, high-quality and extremely popular textbooks. Troupant has deep roots in the colleges. Macmillan has been a leading textbook publisher in southern Africa since the 1970s, providing world-class service to colleges throughout the academic year. Together we put students, lecturers and colleges first.

**Order from this catalogue.**

**Or contact us to find out how we can put you FIRST.**

# Business Studies

Scan these QR codes to access our “Minutes to Mastery” new curriculum videos – you can hover a phone over a code and immediately link to the video.

|   |   |  |
|---|---|--|
|  Applied Management N4               |  Computerised Financial Systems N5           |  Introductory Financial Accounting N4   |
|  Applied Management N5               |  Entrepreneurship and Business Management N4 |  Introductory Information Processing N4 |
|  Applied Management N6               |  Entrepreneurship and Business Management N5 |  Travel Office Procedures N5            |
|  Communication N5                   |  Financial Accounting N4                    |  Travel Office Procedures N6           |
|  Communication N6                  |  Financial Accounting N5                   |  Travel Services N4                   |
|  Computer Practice N4              |  Information Processing N4                 |  Travel Services N5                   |
|  Computer Practice N5              |  Information Processing N5                 |  Travel Services N6                   |
|  Computer Practice N6              |  Information Processing N6                 |  |
|  Computerised Financial Systems N4 |  Introductory Computer Practice N4         |  |

# Engineering Studies

Scan these QR codes to access our "Minutes to Mastery" new curriculum videos – you can hover a phone over a code and immediately link to the video.

|  |   |  |
|--|---|--|
| <br>Bricklaying and Plastering Theory N1      | <br>Electrical Trade Theory N3 | <br>Mechanotechnics N6                        |
| <br>Bricklaying and Plastering Theory N2      | <br>Electrotechnics N4         | <br>Motor Trade Theory N1                     |
| <br>Building Administration N4                | <br>Electrotechnics N5         | <br>Motor Trade Theory N2                     |
| <br>Building Administration N5               | <br>Electrotechnics N6        | <br>Motor Trade Theory N3                    |
| <br>Building and Structural Construction N4 | <br>Engineering Science N4   | <br>Quantity Surveying N4                   |
| <br>Building and Structural Construction N5 | <br>Mathematics N4           | <br>Quantity Surveying N5                   |
| <br>Building and Structural Surveying N4    | <br>Mathematics N5           | <br>Quantity Surveying N6                   |
| <br>Electrical Trade Theory N1              | <br>Mechanotechnics N4       | <br>Strength of Materials and Structures N5 |
| <br>Electrical Trade Theory N2              | <br>Mechanotechnics N5       |  |

# New in January 2023: TVET First Farming Management

TVET First is thrilled to present our innovative and comprehensive textbooks for the revised NATED course Farming Management to be implemented in January 2023. The five subjects are:

- ✓ Computer Practice: Farming N4
- ✓ Farming Technology and Mechanisation N4
- ✓ Financial Management: Farming N4
- ✓ Management: Farming N4
- ✓ Plant and Animal Production N4

## COMPUTER PRACTICE: FARMING



- ✓ Clear explanations, diagrams and photographs help students grasp computing concepts easily
- ✓ Screenshots are clear and labelled to help students find their way around their computers easily
- ✓ Numerous practical activities develop students' computing skills
- ✓ The comprehensive Lecturer's Guide includes full solutions to all the activities, a six-month teaching plan, lesson plan templates and digital resources

**N4 – A Thorne (NEW)**  
Student's Book: 9781430810476  
Student's eBook: 9781430810483  
Lecturer's Guide: 9781430810469

## FARMING TECHNOLOGY AND MECHANISATION



- ✓ Practical and theoretical components are clearly explained in simple language
- ✓ Language support, labelled diagrams and drawings help students to learn with ease
- ✓ The book is packed with activities modelled on exam papers to help students prepare thoroughly for tests and exams
- ✓ The Lecturer's Guide has comprehensive answers to all Student's Book activities, a six-month teaching plan and lesson plan templates

**N4 – SA Chuturgoon (NEW)**  
Student's Book: 9781430810599  
Student's eBook: 9781430810605  
Lecturer's Guide: 9781430810582



## FINANCIAL MANAGEMENT: FARMING



- ✓ The textbook ensures students develop a strong foundation in accounting
- ✓ The book uses accessible language, language support, diagrams, formula boxes, tables and bulleted lists to help students study and remember
- ✓ Numerous step-by-step worked examples help students to understand and apply accounting concepts
- ✓ The Lecturer's Guide contains comprehensive answers to all Student's Book activities, a six-month teaching plan and lesson plan templates.

**N4 – CH Esterhuysen (NEW)**  
Student's Book: 9781430810629  
Student's eBook: 9781430810636  
Lecturer's Guide: 9781430810612

## MANAGEMENT: FARMING



- ✓ All content, photographs and case studies are relevant to the South Africa farming environment
- ✓ The book uses accessible language, language support, mind maps, tables and bulleted lists to help students study and remember
- ✓ Numerous practical and interesting examples keep students engaged
- ✓ The Lecturer's Guide contains comprehensive answers to all Student's Book activities, a six-month teaching plan and lesson plan templates

**N4 – M Mjonono & A Janse van Rensburg (NEW)**  
Student's Book: 9781430810384  
Student's eBook: 9781430810391  
Lecturer's Guide: 9781430810377

## PLANT AND ANIMAL PRODUCTION



- ✓ The content is relevant to farming in South Africa
- ✓ Practical and theoretical components are clearly explained and illustrated with photographs, labelled diagrams and drawings
- ✓ Practical examples and activities prepare students for working with soils, plants and animals
- ✓ Language support and a glossary cover new concepts and terminology
- ✓ The Lecturer's Guide contains comprehensive answers to all Student's Book activities, a six-month teaching plan and lesson plan templates

**N4 – F Mitchell, G Bentley & V Uys (NEW)**  
Student's Book: 9781430810650  
Student's eBook: 9781430810667  
Lecturer's Guide: 9781430810643

# TVET FIRST

## Lecturer Support Packs

Each pack has a printed Lecturer's Guide and a USB flash drive with extra essential teaching tools for lecturers

There are Lecturer Support Packs AVAILABLE NOW for:

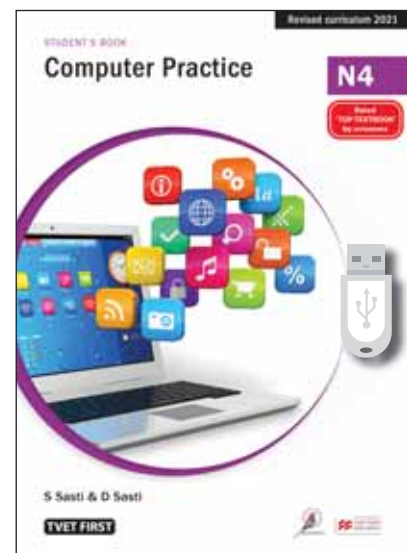
- ✓ Engineering Science N1 & N2
- ✓ Entrepreneurship & Business Management N4, N5 & N6
- ✓ Information Processing N5 & N6 (NEW)
- ✓ Mathematics N1, N2 & N3
- ✓ Communication & Management Communication N4
- ✓ Computer Practice N4
- ✓ Personnel Management N4
- ✓ Personnel Training N5

### Computer Practice N4 Lecturer Support Pack

Inside the pack is a Lecturer's Guide and a USB flash drive packed with extra tools for lecturers. Simply plug in the flash drive to use these features:

- **PowerPoint slides** for every module – use the slides as visual aids as you teach the content
- Work files and solutions to all activities and assessments
- A suggested 17-week **teaching plan**
- Three sample exam papers based on the latest guidelines **with memoranda**, plus another two sample papers to increase the bank of questions that lecturers can use for internal assessments
- Past exam papers
- A table to demonstrate how the Student's Book content maps to the Learning Outcomes in the curriculum document
- Extra study notes for each module
- Links to videos and other online resources

We also offer a **FREE question bank** to help lecturers set internal class tests, assignments, quizzes and trial exams. Simply e-mail [Jayshil.Bhula@macmillaneducation.co.za](mailto:Jayshil.Bhula@macmillaneducation.co.za) to request your copy.





## APPLIED MANAGEMENT



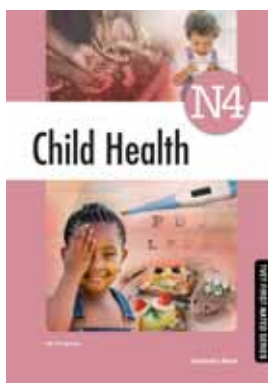
- ✓ Complete curriculum coverage, with a specific focus on the hospitality sector.
- ✓ Clear, simple diagrams and explanations to support learning and exam preparation.
- ✓ Case studies and examples relating to the hospitality industry show how the theory works in real life.

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

**N5 – S Green & L Berrington**  
 Student's Book – 9781430808893  
 Student's eBook – 9781430808909  
 Lecturer's Guide – 9781430808886

**N6 – T Krul**  
 Student's Book – 9781430809203  
 Student's eBook – 9781430809210  
 Lecturer's Guide – 9781430809197

## 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

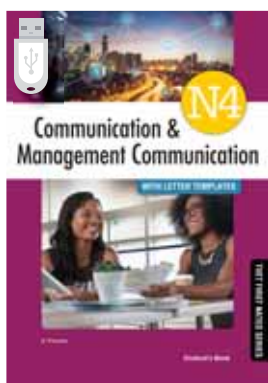


- ✓ Easy-to-follow learning materials at just the right level for students.
- ✓ Lots of practical activities to prepare students for exams and for the working world.
- ✓ Relevant case studies encourage students to apply their learning.
- ✓ Develops both verbal and non-verbal communication skills.

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

**N6 – A Thorne**  
 Student's Book – 9781430808923  
 Student's eBook – 9781430808930  
 Lecturer's Guide – 9781430808916

## COMMUNICATION & MANAGEMENT COMMUNICATION



- ✓ Full colour makes learning more enjoyable.
- ✓ Plenty of images, tables 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**  
 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**  
 Student's Book: 9781430808428  
 Student's eBook: 9781430808435  
 Lecturer Support Pack: 9781430808411

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

**N6 – D Sasti & S Sasti**  
 Student's Book: 9781430809234  
 Student's eBook: 9781430809241  
 Lecturer's Guide: 9781430809227

## COMPUTER PRACTICE: FARMING



- ✓ Clear explanations, diagrams and photographs help students grasp computing concepts easily
- ✓ Screenshots are clear and labelled to help students find their way around their computers easily
- ✓ Numerous practical activities develop students' computing skills
- ✓ The comprehensive Lecturer's Guide includes full solutions to all the activities, a six-month teaching plan, lesson plan templates and digital resources

**N4 – A Thorne (NEW)**  
 Student's Book: 9781430810476  
 Student's eBook: 9781430810483  
 Lecturer's Guide: 9781430810469

## COMPUTERISED FINANCIAL SYSTEMS



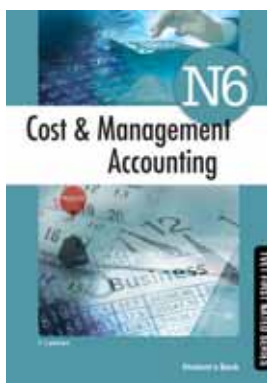
- ✓ Simple, step-by-step approaches to solving problems.
- ✓ High-quality screenshots with clear explanations to help students understand new content.
- ✓ Packed with activities specifically targeted at preparing students for exams.
- ✓ Ideal for face-to-face instruction or distance learning.
- ✓ A comprehensive Lecturer's Guide with answers to ALL the activities in the Student's Book.

**N4 – T Lakhan & S Mohan (NEW)**  
 Student's Book: 9781430809708  
 Student's eBook: 9781430809715  
 Lecturer's Guide: 9781430809722

**N5 – T Lakhan & S Mohan (NEW)**  
 Student's Book: 9781430810131  
 Student's eBook: 9781430810148  
 Lecturer's Guide: 9781430810155

**N6 – T Lakhan & S Mohan (NEW)**  
 Student's Book: 9781430812166  
 Student's eBook: 9781430812173  
 Lecturer's Guide: 9781430812159

## 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



Daycare  
Personnel Development

N4

- ✓ 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



Economics

N4

- ✓ 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



Educare Didactics

N5

- ✓ 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



Education

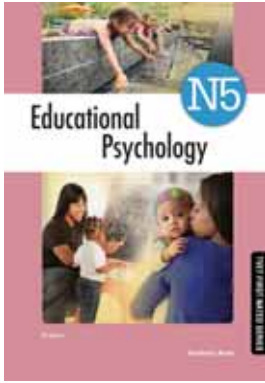
N4

- ✓ 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



- ✓ This N5 textbook 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 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



- ✓ The revised books are in full colour! All the important educational **features are colour-coded** so that students can find their way around the book easily.
- ✓ Each module tackles a particular aspect of the **business plan** as required by the curriculum, so students build up the business plan as they work through the modules. There is also a complete business plan as an example of what is expected.
- ✓ The Student's Books are packed with case studies and authentic examples to demonstrate how the theory is relevant in real-life situations.
- ✓ Activities and assessments are modelled on real exam papers, providing lots of **exam** practice.
- ✓ Each level has a Workbook where students can write their answers to all activities.
- ✓ A comprehensive Lecturer's Guide for each level features complete answers to all activities as well as marking guidelines and a teaching plan.



- ✓ N4 offers a **Lecturer Support Pack** that includes the Lecturer's Guide as well as PowerPoint slides embedded with videos which explain important calculations and key concepts.
- ✓ N5 features **QR codes** that link to online resources such as revision of **important concepts and calculations**, AND exciting **new** videos that explain how to do **zero-based budgeting** and **ratio analysis** as well as **how to compile the business plan annexure**.

N4 – A Janse van Rensburg (NEW)  
 Student's Book: 9781430809678  
 Student's eBook: 9781430809685  
 Lecturer Support Pack: 9781430809692  
 Workbook: 9781430812319

N5 – A Janse van Rensburg (NEW)  
 Student's Book: 9781430810100  
 Student's eBook: 9781430810117  
 Lecturer's Guide: 9781430810124  
 Workbook: 9781430812111

N6 – A Janse van Rensburg (NEW)  
 Student's Book: 9781430812135  
 Student's eBook: 9781430812142  
 Lecturer's Guide: 9781430812128  
 Workbook: 9781430812043

## FARMING TECHNOLOGY AND MECHANISATION



- ✓ Practical and theoretical components are clearly explained in simple language
- ✓ Language support, labelled diagrams and drawings help students to learn with ease
- ✓ The book is packed with activities and assessments modelled on exam papers to help students prepare thoroughly for tests and exams
- ✓ The Lecturer's Guide has comprehensive answers to all Student's Book activities, a six-month teaching plan and lesson plan templates

N4 – SA Chuturgoon (NEW)  
 Student's Book: 9781430810599  
 Student's eBook: 9781430810605  
 Lecturer's Guide: 9781430810582



## FINANCIAL ACCOUNTING



- ✓ Easy-to-follow explanations help students to build a strong foundation in accounting.
- ✓ 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**  
 Student's Book: 9781430807797  
 Student's eBook: 9781430808527  
 Lecturer's Guide: 9781430809357  
 Workbook: 9781430804772

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

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

## FINANCIAL MANAGEMENT: FARMING



- ✓ The textbook ensures students develop a strong foundation in accounting
- ✓ The book uses accessible language, language support, diagrams, formula boxes, tables and bulleted lists to help students study and remember
- ✓ Numerous step-by-step worked examples help students to understand and apply accounting concepts
- ✓ The Lecturer's Guide contains comprehensive answers to all Student's Book activities, a six-month teaching plan and lesson plan templates.

**N4 – CH Esterhuysen (NEW)**  
 Student's Book: 9781430810629  
 Student's eBook: 9781430810636  
 Lecturer's Guide: 9781430810612

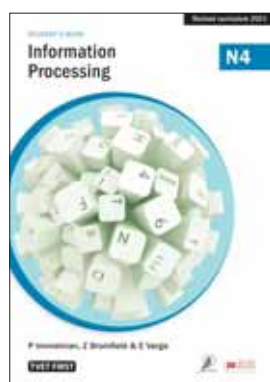
## INCOME TAX



- ✓ 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.
- ✓ Step-by-step examples with screenshots to support explanations.
- ✓ Plenty of exam-style activities to prepare students thoroughly for the exams.
- ✓ A comprehensive Lecturer's Guide for each level features complete answers to all activities as well as marking guidelines and a teaching plan.
- ✓ N5 offers a **Lecturer Support Pack** that includes the Lecturer's Guide as well as professional recordings of all audio transcription activities.

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

**N5 – E Kruger**  
 Student's Book: 9781430808015  
 Student's eBook: 9781430808985  
 Lecturer Support Pack: 9781430808008

**N6 – ME Smith & C Shuttleworth**  
 Student's Book: 9781430809265  
 Student's eBook: 9781430809272  
 Lecturer Support Pack: 9781430809258

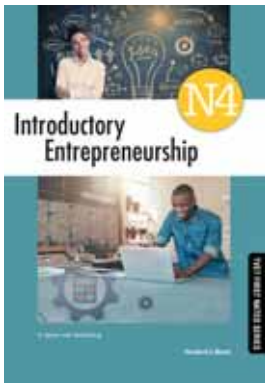
## INTRODUCTORY COMPUTER PRACTICE



- ✓ 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**  
 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

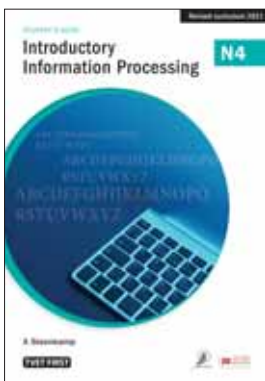
## INTRODUCTORY FINANCIAL ACCOUNTING



- ✓ 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**  
 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**  
 Student's Book: 9781430808503  
 Student's eBook: 9781430808701  
 Lecturer's Guide: 9781430808510



## LABOUR RELATIONS



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

## MANAGEMENT: FARMING



- ✓ All content, photographs and case studies are relevant to the South Africa farming environment
- ✓ The book uses accessible language, language support, mind maps, tables and bulleted lists to help students study and remember
- ✓ Numerous practical and interesting examples keep students engaged
- ✓ The Lecturer's Guide contains comprehensive answers to all Student's Book activities, a six-month teaching plan and lesson plan templates

**N4** – M Mjonono & A Janse van Rensburg **(NEW)**  
Student's Book: 9781430810384  
Student's eBook: 9781430810391  
Lecturer's Guide: 9781430810377

## MARKETING MANAGEMENT



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 Esterhuysen & 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



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  
Student's Book: 9781430802860  
Student's eBook: 9781430805120  
Lecturer's Guide: 9781430807452

## MUNICIPAL ADMINISTRATION



### 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



### 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



### 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



### Personnel Training

- ✓ Plenty of activities to embed learning and to practise for exams.
- ✓ Diagrams and artwork to help illustrate important concepts.
- ✓ N5 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

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



## PLANT AND ANIMAL PRODUCTION



- ✓ The content is relevant to farming in South Africa
- ✓ Practical and theoretical components are clearly explained and illustrated with photographs, labelled diagrams and drawings
- ✓ Practical examples and activities prepare students for working with soils, plants and animals
- ✓ Language support and a glossary cover new concepts and terminology
- ✓ The Lecturer's Guide contains comprehensive answers to all Student's Book activities, a six-month teaching plan and lesson plan templates

**N4** – *F Mitchell, G Bentley & V Uys* (NEW)  
 Student's Book: 9781430810650  
 Student's eBook: 9781430810667  
 Lecturer's Guide: 9781430810643

## 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*  
 Student's Book: 9781430805144  
 Student's eBook: 9781430805151  
 Lecturer's Guide: 9781430807445

## PUBLIC FINANCE

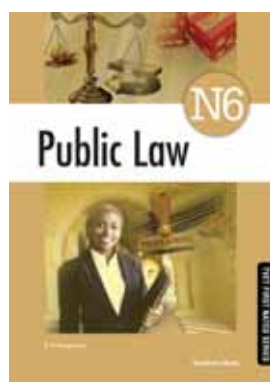


- ✓ A thorough introduction to financial administrative tasks in the public sector to ensure students are prepared for the world of work.
- ✓ Clear explanations of the financial administrative system and the processes of local, regional and central authorities.
- ✓ Co-authored by an experienced lecturer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

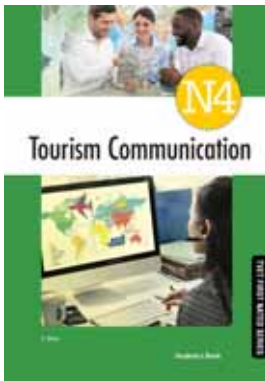


- ✓ Comprehensive curriculum coverage means no exam surprises!
- ✓ Summaries and exam-type assessments at the end of each module to help students revise the content and prepare for exams.
- ✓ Language support for new terminology to ensure students understand the content.

**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

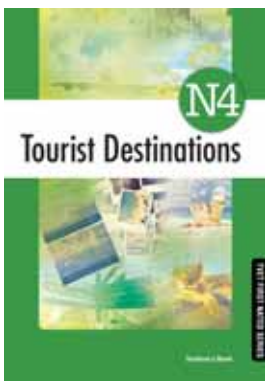
## TOURISM COMMUNICATION



- ✓ 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  
 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 and activities allow students to apply their accounting knowledge.
- ✓ 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**  
 Student's Book: 9781430807810  
 Student's eBook: 9781430808992  
 Lecturer's Guide: 9781430807803  
 Workbook: 9781430809654

**N6 – D Spingies**  
 Student's Book: 9781430807995  
 Student's eBook: 9781430809289  
 Lecturer's Guide: 9781430807988

## TRAVEL SERVICES



- ✓ Step-by-step examples guide students through tasks.
- ✓ New concepts and terminology are explained so that language is not a barrier.
- ✓ Relevant case studies help students to apply their knowledge to real scenarios.
- ✓ Exam tips, a practice exam and summative assessments modelled on exams ensure students are thoroughly prepared for exams.
- ✓ The N5 Student's Book provides all the course content while the Workbook includes all the activity questions and has spaces for students to write their answers.

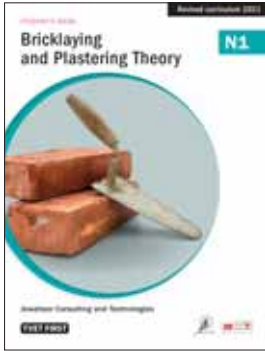
**N4 – L Daly**  
 Student's Book: 9781430808688  
 Student's eBook: 9781430808695  
 Lecturer's Guide: 9781430808671

**N5 – M Jacobs**  
 Student's Book & Workbook:  
 9781430809302  
 Student's eBook: 9781430809319  
 Lecturer's Guide: 9781430809296  
 Workbook: 9781430812272

**N6 – M Brett & M Jacobs**  
 Student's Book: 9781430809333  
 Student's eBook: 9781430809340  
 Lecturer's Guide: 9781430809326



## 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**  
 Student's Book: 9781430808367  
 Student's eBook: 9781430808374  
 Lecturer's Guide: 9781430808350

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

## BUILDING ADMINISTRATION



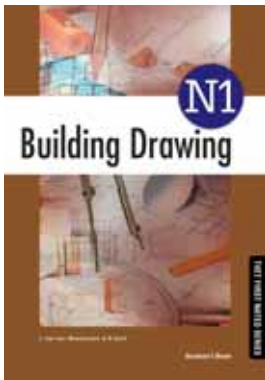
- ✓ A simple, step-by-step approach to problem-solving.
- ✓ Plenty of varied activities to consolidate students' knowledge.
- ✓ Lots of photographs and clear diagrams make learning easy and fun.
- ✓ Case studies link the content and activities to real-life situations.
- ✓ Summative assessments modelled on exams give plenty of exam practice.

**N4 – Jowaheer Consulting & Technologies & B Afrika (NEW)**  
 Student's Book: 9781430809869  
 Student's eBook: 9781430809876  
 Lecturer's Guide: 9781430809883

**N5 – B Afrika (NEW)**  
 Student's Book: 9781430810049  
 Student's eBook: 9781430810056  
 Lecturer's Guide: 9781430810063

**N6 – B Afrika (NEW)**  
 Student's Book: 9781430810315  
 Student's eBook: 9781430810322  
 Lecturer's Guide: 9781430810339

## BUILDING DRAWING

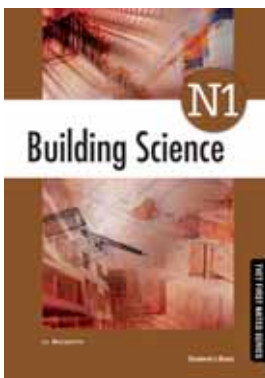


- ✓ Comprehensive summaries and assessments at the end of each module to assist with revision.
- ✓ Accurate and detailed drawings to support learning.
- ✓ Written, reviewed and approved by experienced lecturers.

**N1 – L van der Westhuizen & N Smit**  
 Student's Book: 9781430805274  
 Student's eBook: 9781430805281  
 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



## BUILDING AND STRUCTURAL CONSTRUCTION



- ✓ Clear explanations in accessible language.
- ✓ Contextualised definitions of all new terminology.
- ✓ A simple, step-by-step approach to drawing new components.
- ✓ Varied activities consolidate students' knowledge.
- ✓ Over 400 photographs and clear diagrams aid understanding.

**N4** – Sparrow Consulting, M Masangane, L Oosthuizen & B Afrika (NEW)  
 Student's Book: 9781430806967  
 Student's eBook: 9781430809821  
 Lecturer's Guide: 9781430809838

**N5** – S Skinner & C Knight (NEW)  
 Student's Book: 9781430809982  
 Student's eBook: 9781430809999  
 Lecturer's Guide: 9781430810001

**N6** – M Masangane (NEW)  
 Student's Book: 9781430810254  
 Student's eBook: 9781430810261  
 Lecturer's Guide: 9781430810278

## BUILDING AND STRUCTURAL SURVEYING



- ✓ Written in accessible language with clear explanations and definitions of new vocabulary.
- ✓ A simple, step-by-step approach to problem-solving.
- ✓ Over 260 photographs and clear diagrams to bring the subject to life.
- ✓ Summaries at the end of every module to help with revision.
- ✓ Summative assessments modelled on exams to provide plenty of exam practice.
- ✓ Case studies to show how the content relates to real-life situations.

**N4** – M Masangane (NEW)  
 Student's Book: 9781430806974  
 Student's eBook: 9781430809845  
 Lecturer's Guide: 9781430809852

\* Forthcoming title:  
**N5** – M Masangane (NEW)  
 Student's Book: 9781430810018  
 Student's eBook: 9781430810025  
 Lecturer's Guide: 9781430810032

## ELECTRICAL TRADE THEORY



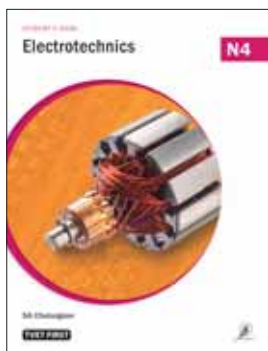
- ✓ Easy-to-follow content with worked examples to facilitate understanding.
- ✓ Additional language support for new concepts and terminology with a glossary.
- ✓ Information boxes for formulae and important rules.
- ✓ Exam tips to help students with exam questions and tricky sections.
- ✓ Varied activities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

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

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

**N3** – SA Chuturgoon  
 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  
 Student's Book: 9781430808480  
 Student's eBook: 9781430808497  
 Lecturer's Guide: 9781430808473

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

**N6** – SA Chuturgoon  
 Student's Book: 9781430809081  
 Student's eBook: 9781430809098  
 Lecturer's Guide: 9781430809418

\* Subject to DHET approval

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## ELECTROTECHNOLOGY



### 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



### 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

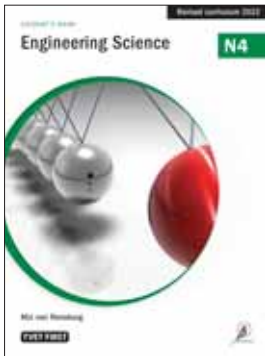
**N3 – MWH Smit & L van Niekerk**

Student's Book: 9781430800491

Student's eBook: 9781430802266

Lecturer's Guide: 9781430805960

## ENGINEERING SCIENCE



- ✓ Varied activities consolidate students' knowledge.
- ✓ Clear diagrams and worked examples facilitate understanding.
- ✓ Language support for new concepts and terminology ensures the text is easy to understand.
- ✓ Alternative methods are provided to cater to different learning and teaching styles.
- ✓ Module summaries are an excellent revision tool.
- ✓ Exam tips and a practice exam get students prepared for the final exam.
- ✓ **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 **Lecturer Support Packs**, which include a Lecturer's Guide with answers to all activities, as well as PowerPoint slides with embedded videos explaining key concepts.



### Engineering Science



**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 (third edition) – MJJ van Rensburg**

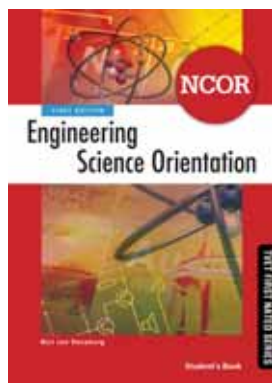
**(NEW)**

Student's Book: 9781430809791

Student's eBook: 9781430809807

Lecturer's Guide: 9781430809814

## 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

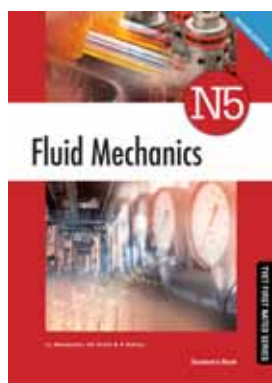


- ✓ Varied examples and activities modelled on past exam papers to help students prepare for exams.
- ✓ Comprehensive curriculum coverage to help students integrate theory and practice.
- ✓ Clear explanations to help students understand difficult concepts.

**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



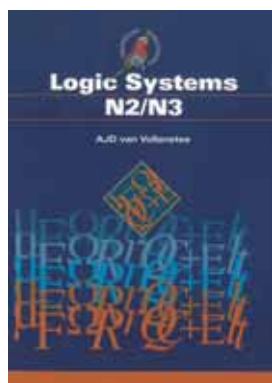
- ✓ In-depth explanations of concepts so students can tackle exam questions easily.
- ✓ Numerous worked examples and relevant activities allow students to apply their knowledge.
- ✓ Clear illustrations and photographs support the theory and bring the content to life.
- ✓ The N5 Revised Edition has been 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

## 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

# 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*  
 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: 978191919780245  
 Student's eBook: 9781430802556  
 Lecturer's Guide: 9781430806042

**N2 (first edition) – RBJ van Heerden**  
 Student's Book: 978191919780504  
 Student's eBook: 9781430802563  
 Lecturer's Guide: 9781430806059



**N4 – RBJ van Heerden**  
 Student's Book: 978191919780375  
 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

# MATHEMATICS



- ✓ A step-by-step approach gets all students able to solve Maths problems.
- ✓ Worked examples progress students from basic through to engineering calculations.
- ✓ Lots of language support, exam preparation and alternative calculation methods.
- ✓ A comprehensive Lecturer's Guide for each level has complete answers to all activities.
- ✓ N1–3 Lecturer Support Packs include PowerPoint slides with embedded videos along with Lecturer's Guides.

**N1 – MJJ van Rensburg**  
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 Lecturer Support Pack: 9781430806622

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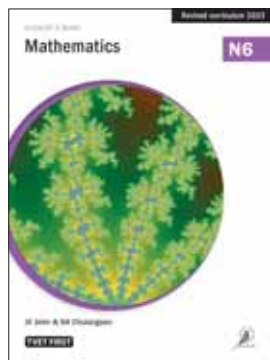
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## MATHEMATICS N4–N6: Pick the course that works best for you

We understand that individual teaching and learning styles differ. That's why we developed three different TVET First Mathematics textbooks – each with a distinct approach. Each is excellent. Each prepares students for exam success. Choose the course that works best for you.

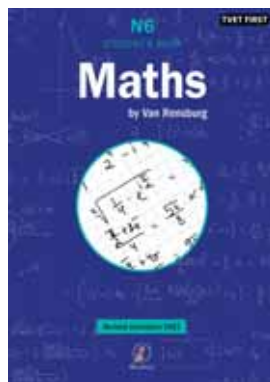


### Mathematics

This full colour Student's Book is a **complete course between two covers**. It has extensive explanations of all the required content. It is full of real-world engineering applications, so students gain a clear grasp of the maths as well as a solid grounding in how to apply it in an engineering context. It provides a range of study aids, from mnemonics to help students memorise to graded worked examples.

#### Mathematics is ideal for:

- ✓ All students enrolled for Mathematics N4–N6!
- ✓ Students who prefer scaffolded content and varied practice to prepare for the exams.
- ✓ Lecturers who teach large, mixed ability classes and who want an all-inclusive resource that students can study at their own pace.
- ✓ Distance learning students who need a comprehensive book for successful self-study.

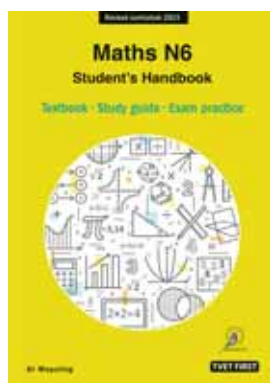


### Maths by Van Rensburg

This **tried and trusted series** is thoroughly revised and updated to cover the latest curriculum requirements. Clear and concise, this book is an effective and proven learning tool which offers to-the-point explanations, varied activities covering the full range of exam requirements and extension activities for students seeking enrichment. Van Rensburg teaches students to apply their knowledge, not simply memorise it.

#### Maths by Van Rensburg is ideal for:

- ✓ Students who want to consolidate the basics of Maths quickly and easily.
- ✓ Stronger students looking for extension and enrichment activities.
- ✓ Lecturers who like to work with alternative methods to cater for different learning styles.
- ✓ Lecturers who have enjoyed a previous edition of a Van Rensburg Maths book and know that it works for them.



### Maths Student's Handbook

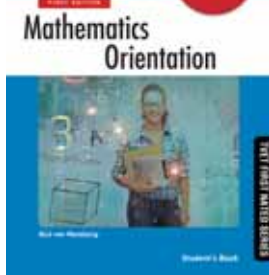
Get straight to the point with a **practical, hands-on approach**. This essential Student's Handbook provides a **targeted approach** to understanding maths problems with step-by-step explanations and guidance in applying knowledge. Students can gain vital insights into where they make mistakes by checking their work using the full solutions at the back of the book. The book aims to help students to:

- (1) **Analyse** the question.
- (2) Select the **method** and **tools** needed to solve the question.
- (3) **Apply** the method.

#### The Maths Student's Handbook is ideal for:

- ✓ Students who are studying mostly on their own and need everything in one comprehensive, hands-on guide.
- ✓ Students who are using another core textbook and need more practical application and help with their technique.
- ✓ Students who want a significant leap in their results, whether from a 'fail' to a 'pass' or a 'very good' to an 'excellent'.
- ✓ Lecturers who want to help students take responsibility for their learning.

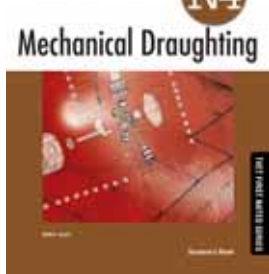
## MATHEMATICS ORIENTATION



- ✓ 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*  
 Student's Book: 9781430808619  
 Student's eBook: 9781430808626  
 Lecturer's Guide: 9781430808602

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

N6 – *Sparrow Consulting*  
 Student's Book: 9781430809111  
 Student's eBook: 9781430809128  
 Lecturer's Guide: 9781430809104

## MECHANOTECHNOLOGY

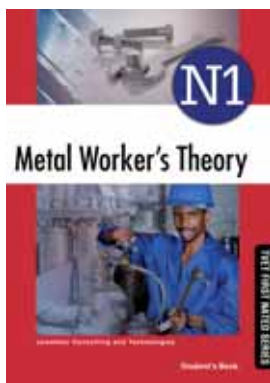


- ✓ Assessments at the end of each module to consolidate learning and prepare students for exams.
- ✓ Includes a helpful syllabus grid to guide teaching and learning.
- ✓ Clear and detailed illustrations and explanations to make learning easy.

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



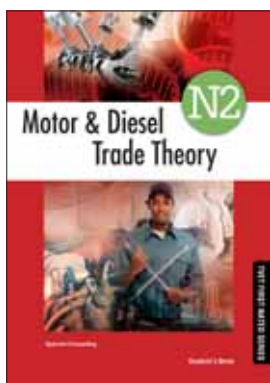
## METAL WORKER'S THEORY



- ✓ 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 & DIESEL 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.

**N2 – Sparrow Consulting**  
 Student's Book: 9781430804727  
 Student's eBook: 9781430805366  
 Lecturer's Guide: 9781430806431

## 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**  
 Student's Book: 9781430808640  
 Student's eBook: 9781430808657  
 Lecturer's Guide: 9781430808633

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

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

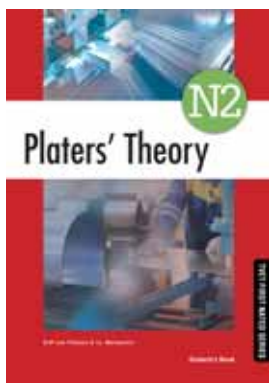
## PLATE AND STRUCTURAL STEEL DRAWING



- ✓ 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



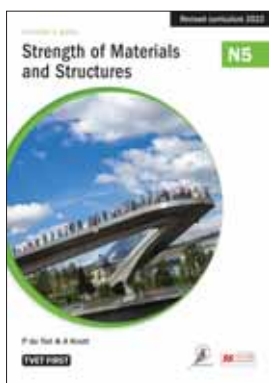
- ✓ Step-by-step worked examples for developing vital skills in taking-off, recording measurements and calculating costs.
- ✓ Explanations of functions and duties highlight the rewarding career opportunities in quantity surveying.
- ✓ A helpful list of industry terms and abbreviations help students familiarise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

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

**N5** – *B Afrika & R Nair*  
 Student's Book: 9781430808022  
 Student's eBook: 9781430808879  
 Lecturer's Guide: 9781430808039

**N6** – *Sparrow Consulting*  
 Student's Book: 9781430809173  
 Student's eBook: 9781430809180  
 Lecturer's Guide: 9781430809166

## 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** – *P du Toit & A Knott (NEW)*  
 Student's Book: 9781430809951  
 Student's eBook: 9781430809968  
 Lecturer's Guide: 9781430809975

**N6** – *P du Toit & A Knott (NEW)*  
 Student's Book: 9781430810223  
 Student's eBook: 9781430810230  
 Lecturer's Guide: 9781430810247

## SUPERVISION IN INDUSTRY



### 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



### 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** – Jowaheer Consulting and Technologies

Student's Book: 9781430804734

Student's eBook: 9781430805434

Lecturer's Guide: 9781430806196

## FOOD AND BEVERAGE SERVICE 10TH 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 & Suzanne Weekes  
Student's Book – 9781398300156

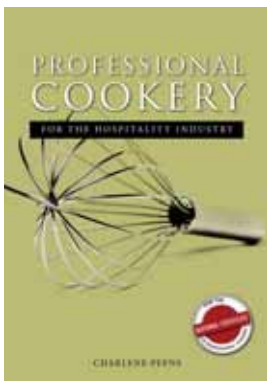
## PRACTICAL COOKERY 14TH EDITION



- ✓ 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

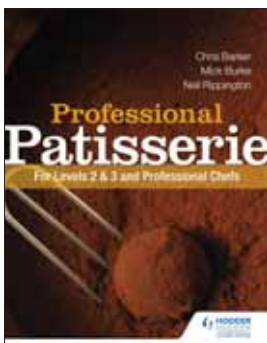
## PROFESSIONAL COOKERY FOR THE HOSPITALITY INDUSTRY



- ✓ 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

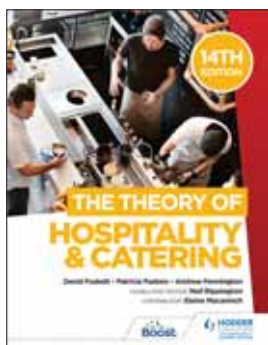
## PROFESSIONAL PATISSERIE: FOR LEVELS 2, 3 AND PROFESSIONAL CHEFS



- ✓ 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

## THE THEORY OF HOSPITALITY & CATERING 14TH EDITION



- ✓ Prepare students for assessment and further professional development with a wealth of contemporary case studies from around the world, referencing key trends.
- ✓ Discover how to integrate sustainability and environmental improvements into kitchens and eating spaces, helping to increase energy conservation and boost your green credentials.
- ✓ Harness the power social media and e-marketing to proactively grow your business, online visibility and engagement.
- ✓ Ensure best practice is followed where food allergies and intolerances are concerned, so you can be confident you are providing a safe experience for all customers.
- ✓ Develop your understanding of nutrition and culinary medicine with a unique contribution from Elaine Macaninch, a director of Culinary Medicine UK and the co-founder of the Education and Research in Medical Nutrition Network (ERimNN)
- ✓ Plan for commercial success with clear coverage of financial aspects of food and beverage management, personal development and people management skills.

*David Foskett, Patricia Paskins & Andrew Pennington*  
Student's Book – 9781398332959

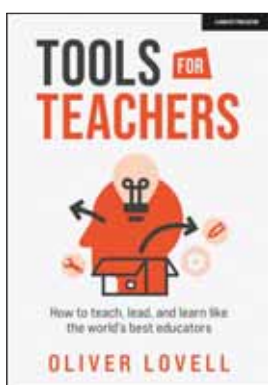
## CHILD CARE & DEVELOPMENT 7TH EDITION



- ✓ 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

## TOOLS FOR TEACHERS: HOW TO TEACH, LEAD, AND LEARN LIKE THE WORLD'S BEST EDUCATORS



If the sky was the limit, what would you do to become the best educator that you can be? In 2016, Ollie Lovell asked himself this same question, and concluded that asking the world's foremost leaders in education what they do would be a great place to start.

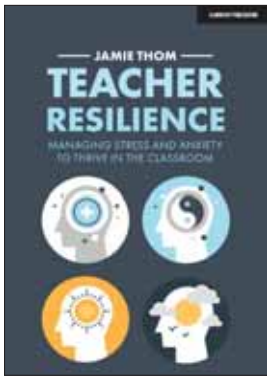
And so he did just that. Over the past five years, Ollie has spoken to sixty of the world's most prominent teachers, leaders, and education researchers. With guests including John Hattie, Tom Sherrington, Anita Archer, Dylan Wiliam, Jim Knight, Judith Hochman, Jay McTighe, Tom Bennett, Daisy Christodoulou, Bill Rogers, Daniel Willingham, and many more, Ollie digs deep to work out what works in education, and what doesn't. This book aims to share those insights with you. It summarises the most useful techniques, tactics and mental models from these sixty conversations, and presents them in a clear, practical, and actionable form for you to start improving your teaching and learning from the first page.

Tools for Teachers will help you to teach, lead, and learn like the world's best educators.

*Oliver Lovell*  
Student's Book – 9781915261069



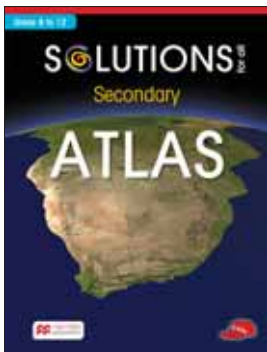
## TEACHER RESILIENCE: MANAGING STRESS AND ANXIETY TO THRIVE IN THE CLASSROOM



Teaching is a wonderful profession, but it is one that requires huge amounts of physical, mental and psychological reserves. Inner resilience is a vital part of this, and the dialogue about how to develop it has been missing in conversations about teacher wellbeing. Resilience is ultimately the difference between being overwhelmed by stress and anxiety, to finding calm, purpose and joy in the work we do with young people. *Teacher Resilience* explores how we can build a more resilient mindset, and what practical actions we can take to be the best version of ourselves in the classroom. From self-talk to collaboration, conflict management to lesson planning and differentiation, no trigger of potential teacher stress and anxiety is left unexplored. With practical tools to implement immediately, this is the book that all teachers need to thrive in a demanding profession.

Jamie Thom  
Student's Book – 9781913622220

## 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.
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- ✓ 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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