

NC(V) Catalogue

2022–2023



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.



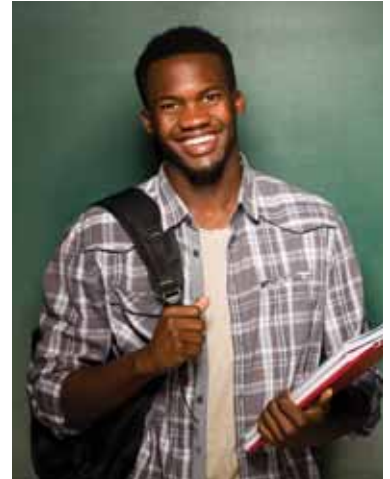
Textbooks aren't all the same

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.

Introduction to TVET First NCV	ii
Fundamentals	1
Management	3
Marketing	5
Information Technology and Computer Science	7
IT and Computer Science with Specialisation in Programming and Robotics	10
Mechatronics	12
Finance, Economics and Accounting	13
Office Administration	15
Electrical Infrastructure Construction	17
Civil Engineering and Construction	19
Engineering and Related Design	21
Primary Agriculture	24
Hospitality	26
Tourism	27
Safety in Society	29
Process Instrumentation	32
Process Plant Operations	34
Drawing Office Practice	35
Education and Development	36
Transport and Logistics	37

TVET FIRST

Mathematics Workbooks for NCV

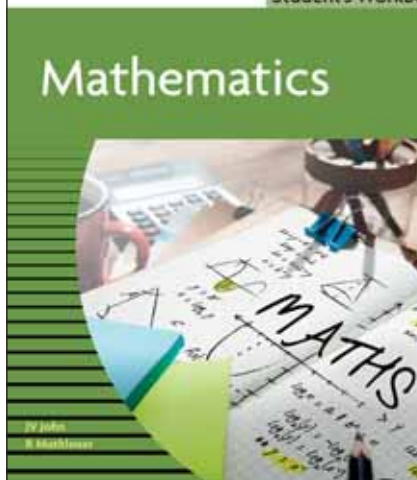
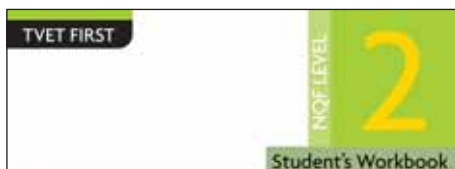
Authors: JV John and R Mathlener

The secret to doing well in Mathematics is ... practice. The more students practise, the better their marks.

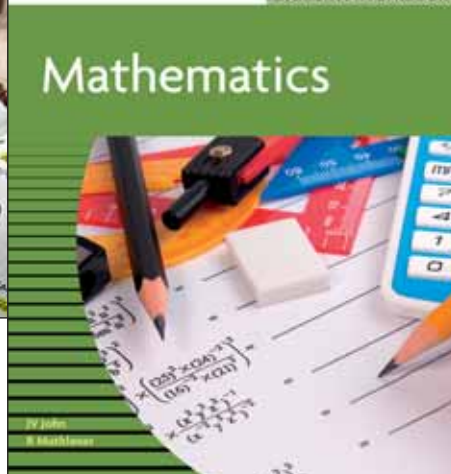
The TVET First Mathematics Workbooks give students all the practice they need to improve their results. In addition to practice activities, the Workbooks provide summaries, worked examples, exam questions and solutions to all activities.

- ✓ Summaries of all the important concepts provide guidance and revision.
- ✓ Step-by-step worked examples demonstrate exactly how to tackle Maths questions.
- ✓ Alternative methods ensure all possible exam questions are covered.
- ✓ Exercises provide plenty of opportunity to practise and build competence.
- ✓ Exam-type questions ensure students are well prepared for exams.
- ✓ Fully worked solutions are available at the back of the book for students to check their work and self-correct.

These are stand-alone resources – use these Workbooks with any Mathematics NQF Level 2, Level 3 or Level 4 textbooks!



ISBN: 9781430807896



ISBN: 9781430809463



ISBN: 9781430809470

TVET FIRST

Macmillan e-Reader Downloads

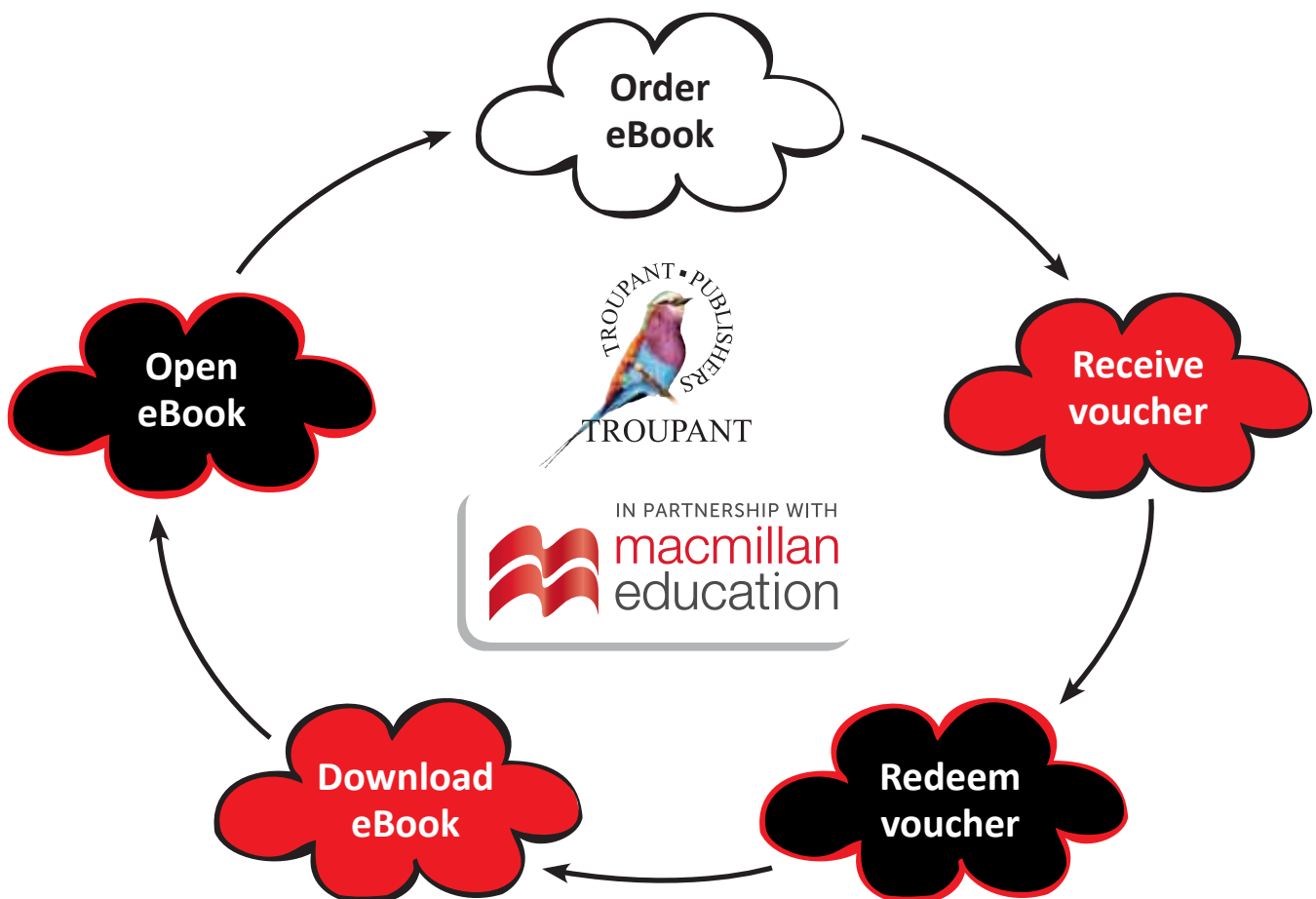
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1. Download the Snapplify e-Reader for the Play/APP store or go to <https://macmillan.snapplify.com/>
2. On the e-Reader; Click SIGN UP to register a new account or LOGIN if you already have a Snapplify account. You can also register with your Google account. Note that the username and password should not contain special characters or spaces.
3. Click REDEEM VOUCHER
4. Enter the voucher code you received and click Redeem. Confirm.
5. The books will appear under Library. Click on a book to download.

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WHAT IS SAM?

An **online** learning tool that transforms students into **Microsoft Office** and Computer Skills masters.



YOUR PATH TO COMPUTER SKILLS SUCCESS

Visual and step-by-step explanations empower students to observe, practice and apply skills in:

- ✓ Word
- ✓ Excel
- ✓ PowerPoint
- ✓ Access
- ✓ Outlook

Projects are completed live in the Office application and help prepare students for the types of skills their courses and future careers will demand.

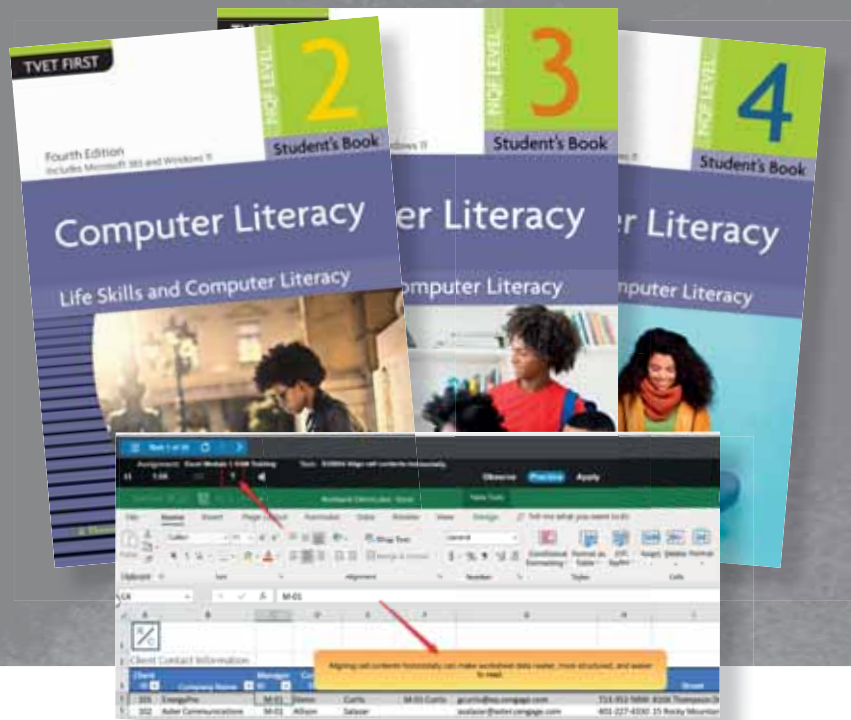


TRACK STUDENT PROGRESS

SAM checks each student task and creates reports to save you preparation and marking time.

Assessments help to identify areas that students find difficult, which can guide lesson planning.

Easily track how often your students are engaging with the assigned material and identify where they need extra support and teaching time.



IDEAL FOR NC(V) LIFE SKILLS & COMPUTER LITERACY STUDENTS

SAM has now been mapped to the Life Skills and Computer Literacy course for TVET Colleges.

Students at NQF Level 2, Level 3 and Level 4 will be able to practise the computer skills they need to ensure exam success.

SAM Computer Skills Level
NQF Level 2
NQF Level 3
NQF Level 4

CONTACT US FOR A FREE TRIAL



ENGLISH FIRST ADDITIONAL LANGUAGE



- ✓ Improved and updated in response to technological developments and lecturers' feedback.
- ✓ Detailed module summaries are provided, while Module 12 contains a complete summary of all the notes.
- ✓ Language has been simplified to support and facilitate understanding.

LEVEL 2

Student's Book: 9781431053186
 Student's eBook: 9781431056057
 Lecturer Support Pack: 9781431056149
 Workbook: 9781431053148

LEVEL 3

Student's Book: 9781431053209
 Student's eBook: 9781431056071
 Lecturer Support Pack: 9781431056156
 Workbook: 9781431053155

LEVEL 4

Student's Book: 9781431053223
 Student's eBook: 9781431056095
 Lecturer Support Pack: 9781431056163
 Workbook: 9781431053162

LIFE SKILLS AND COMPUTER LITERACY *



COMPUTER LITERACY

- ✓ Comprehensively covers all the new syllabus requirements.
- ✓ Beautiful photographs and clear screenshots enrich the content.
- ✓ Guided activities help students through the tasks while testing their abilities.

LEVEL 2

COMPUTER LITERACY
 Student's Book: 9781430806790
 Student's eBook: 9781430806844
COMPUTER LITERACY (Includes Office 365 and Windows 11) (NEW)
 Student's Book: 9781430812302
 Student's eBook: 9781430812098
 SAM Computer Skills online practice:
 9781431062881 (NEW)

LEVEL 3

COMPUTER LITERACY
 Student's Book: 9781430806806
 Student's eBook: 9781430806837
COMPUTER LITERACY (Includes Office 365 and Windows 11) (NEW)
 Student's Book: 9781430812296
 Student's eBook: 9781430812074
 SAM Computer Skills online practice:
 9781431062898 (NEW)

LEVEL 4

COMPUTER LITERACY
 Student's Book: 9781430806868
 Student's eBook: 9781430806882
COMPUTER LITERACY (Includes Office 365 and Windows 11) (NEW)
 Student's Book: 9781430812289
 Student's eBook: 9781430812050
 SAM Computer Skills online practice:
 9781431062904 (NEW)



LIFE SKILLS

- ✓ All aspects of the new syllabus are covered in full.
- ✓ Full-colour photographs and illustrations enhance the subject matter and make learning fun.
- ✓ Content is covered comprehensively and logically.
- ✓ Designed to be relevant to students.
- ✓ A great Lecturer Support Pack includes a Lecturer's Guide with answers to activities and PowerPoint slides with embedded videos for lively classroom instruction.

LEVEL 2

LIFE SKILLS
 Student's Book: 9781430806783
 Student's eBook: 9781430806776
 Lecturer Support Pack: 9781430807346
 Lecturer Support Pack (Includes Office 365 and Windows 11): 9781430812104

LEVEL 3

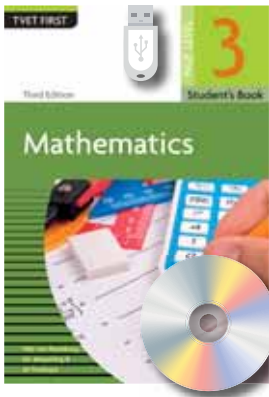
LIFE SKILLS
 Student's Book: 9781430806813
 Student's eBook: 9781430806820
 Lecturer Support Pack: 9781430807353
 Lecturer Support Pack (Includes Office 365 and Windows 11): 9781430812081

LEVEL 4

LIFE SKILLS
 Student's Book: 9781430806851
 Student's eBook: 9781430806875
 Lecturer Support Pack: 9781430807360
 Lecturer Support Pack (Includes Office 365 and Windows 11): 9781430812067

*As instructed by the Department of Higher Education and Training (DHET), the subject name 'Life Orientation' has been changed to 'Life Skills and Computer Literacy'

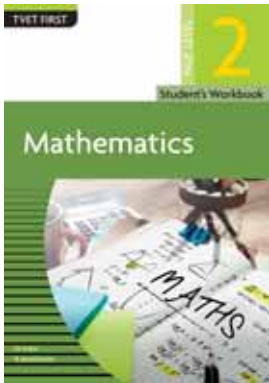
MATHEMATICS



- ✓ Fully updated and aligned with the new curricula.
- ✓ The content has been enhanced and refreshed to reflect the latest learning and teaching practices.
- ✓ Detailed activities and a range of worked examples support both in-class learning and self-study.
- ✓ A great Lecturer Support Pack includes a Lecturer's Guide with answers to activities and PowerPoint slides with embedded videos for lively classroom instruction.

NEW Mathematics Workbooks include:

- ✓ Concise and specific exam preparation
- ✓ Brief summaries of essential content and concepts
- ✓ Worked examples to all types problems
- ✓ Exam-type questions for every topic
- ✓ Exercises to practice solving problems
- ✓ Short solutions to all problems



LEVEL 2

Student's Book: 9781430804802
 Student's eBook: 9781430804826
 Workbook: 9781430807896 **(NEW)**
 Lecturer Support Pack: 9781430807315

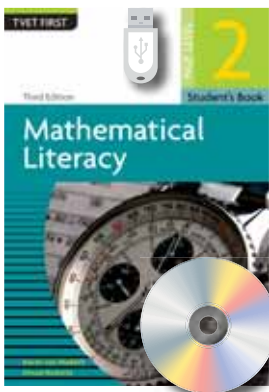
LEVEL 3

Student's Book: 9781430804840
 Student's eBook: 9781430804864
 Workbook: 9781430809463 **(NEW)**
 Lecturer Support Pack: 9781430807322

LEVEL 4

Student's Book: 9781430804888
 Student's eBook: 9781430804901
 Workbook: 9781430809470 **(NEW)**
 Lecturer Support Pack: 9781430807339

MATHEMATICAL LITERACY



- ✓ Updated and improved to incorporate lecturers' feedback, particularly with regard to the Finance topic.
- ✓ The content has been revised to enhance learning and aid understanding through step-by-step explanations.
- ✓ The writing style has been simplified for FAL students.

LEVEL 2

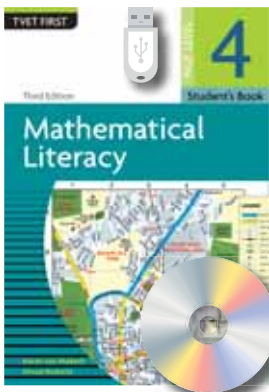
Student's Book: 9781431053094
 Student's eBook: 9781431055999
 Lecturer Support Pack: 9781431056118

LEVEL 3

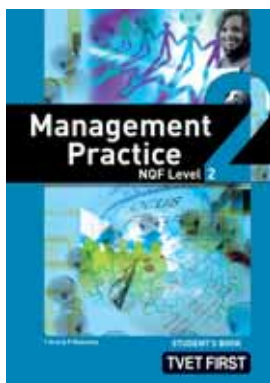
Student's Book: 9781431053117
 Student's eBook: 9781431056019
 Lecturer Support Pack: 9781431056125

LEVEL 4

Student's Book: 9781431053131
 Student's eBook: 9781431056033
 Lecturer Support Pack: 9781431056132



MANAGEMENT PRACTICE



- ✓ Crucial legislation and policies are clearly outlined and explained.
- ✓ Case studies facilitate understanding and direct students' attention to important concepts.
- ✓ Key terminology is defined in simple language.

LEVEL 2

Student's Book: 9781770307421
 Student's eBook: 9781431041794
 Lecturer's Guide: 9781770307438

LEVEL 3

Student's Book: 9781920075842
 Student's eBook: 9781430803799
 Lecturer's Guide: 9781920248246

LEVEL 4

Student's Book: 9781920311469
 Student's eBook: 9781430803546
 Lecturer's Guide: 9781920311452

OPERATIONS MANAGEMENT



- ✓ Activities are based on scenarios students are likely to experience in the workplace.
- ✓ Practical and theoretical concepts are explained in plain, accessible language.
- ✓ Diagrams illustrate and expand upon abstract theory.

LEVEL 2

Student's Book: 9781770307292
 Student's eBook: 9781431041817
 Lecturer's Guide: 9781770307308

LEVEL 3

Student's Book: 9781920075835
 Student's eBook: 9781430803812
 Lecturer's Guide: 9781920248239

LEVEL 4

Student's Book: 9781920311568
 Student's eBook: 9781430803553
 Lecturer's Guide: 9781920311698

FINANCIAL MANAGEMENT



- ✓ Examples are based on real-life scenarios and documentation.
- ✓ Important terminology and concepts are explained in detail.
- ✓ There is continuity and progression across L2 to L4 – making the entire series of books invaluable.

LEVEL 2

Student's Book: 9781920075071
 Student's eBook: 9781430801382
 Student's Workbook: 9781920075453
 Lecturer's Guide: 9781920075279

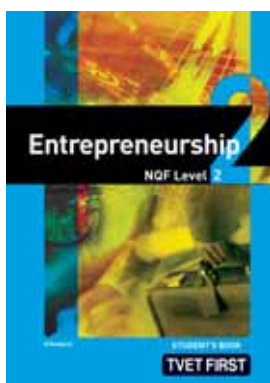
LEVEL 3

Student's Book: 9781920075828
 Student's eBook: 9781430801405
 Student's Workbook: 9781920248321
 Lecturer's Guide: 9781920248222

LEVEL 4

Student's Book: 9781920311322
 Student's eBook: 9781430801429
 Student's Workbook: 9781920311339
 Lecturer's Guide: 9781920311346

ENTREPRENEURSHIP



- ✓ Content is covered comprehensively and logically while appealing to students.
- ✓ Informative and relevant case studies make the content relatable.
- ✓ Includes a detailed business plan.

LEVEL 2

Student's Book: 9780853205012
 Student's eBook: 9781431041831
 Lecturer's Guide: 9780853205029

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PROJECT MANAGEMENT



- ✓ Diagrammatic representations of abstract concepts facilitate comprehension.
- ✓ Student-friendly definitions of key terms are provided in the “Words and Terms” boxes.
- ✓ Assessment activities allow students to self-test and reflect on their understanding.

LEVEL 3

Student's Book: 9780853208884
Student's eBook: 9781431028504
Lecturer's Guide: 9780853208891

LEVEL 4

Student's Book: 9781770304826
Student's eBook: 9781431028511
Lecturer's Guide: 9781770304833

ADVERTISING & PROMOTIONS



- ✓ Lots of varied activities facilitate learning.
- ✓ Relevant and interesting content.
- ✓ All key concepts are thoroughly explained.

LEVEL 2

Student's Book: 9781920075439
Student's eBook: 9781430800958

LEVEL 3

Student's Book: 9781920334468
Student's eBook: 9781430800965
Lecturer's Guide: 9781920334475

LEVEL 4

Student's Book: 9781920334529
Student's eBook: 9781430800972
Lecturer's Guide: 9781920334536

MARKETING COMMUNICATION



- ✓ Relevant case studies make the content easy to relate to.
- ✓ Complex concepts are broken down into easy-to-understand chunks.
- ✓ Visual illustrations of abstract concepts facilitate learning.

LEVEL 2

Student's Book: 9781920075095
Student's eBook: 9781430800989
Lecturer's Guide: 9781920075293

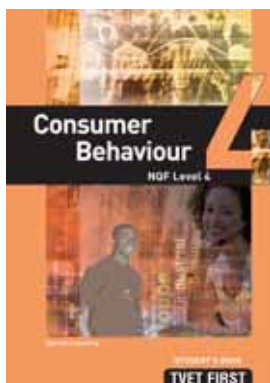
LEVEL 3

Student's Book: 9781920334505
Student's eBook: 9781430800996
Lecturer's Guide: 9781920334512

LEVEL 4

Student's Book: 9781920334604
Student's eBook: 9781430801320
Lecturer's Guide: 9781920334611

CONSUMER BEHAVIOUR



- ✓ Great content that students will relate to easily.
- ✓ Eye-catching illustrations and photographs enhance the text.
- ✓ Activities test students' knowledge and prepare them for the exam.

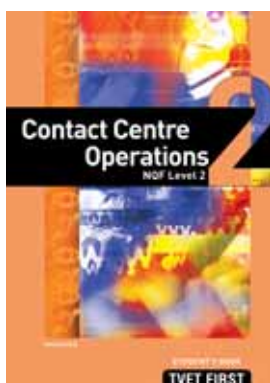
LEVEL 3

Student's Book: 9781920334482
Student's eBook: 9781430801368
Lecturer's Guide: 9781920334499

LEVEL 4

Student's Book: 9781920334581
Student's eBook: 9781430801375
Lecturer's Guide: 9781920334598

CONTACT CENTRE OPERATIONS



- ✓ Activities help students practise their skills.
- ✓ Step-by-step instructions guide students through the content.
- ✓ The books use a "how-to" / training manual approach.

LEVEL 2

Student's Book: 9781920075101
Student's eBook: 9781430801337
Lecturer's Guide: 9781920075309

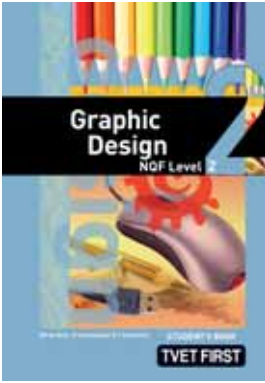
LEVEL 3

Student's Book: 9781920075859
Student's eBook: 9781430801344
Lecturer's Guide: 9781920248253

LEVEL 4

Student's Book: 9781770307018
Student's eBook: 9781431020553

GRAPHIC DESIGN

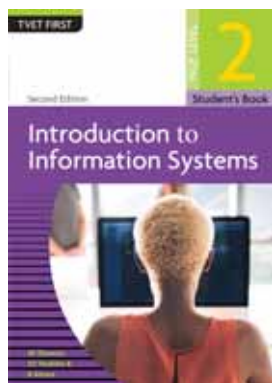


- ✓ Full-colour graphics, illustrations and photographs enhance learning.
- ✓ Assessment activities allow lecturers to gauge students' progress and understanding.
- ✓ Self-assessments conclude each Topic and allow students to assess their own learning and comprehension.

LEVEL 2

Student's Book: 9781431000111
Student's eBook: 9781431020560
Lecturer's Guide: 9781431000128

INTRODUCTION TO INFORMATION SYSTEMS

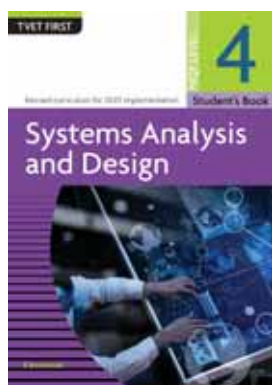


- ✓ Written by experienced TVET lecturers, this book covers all aspects of the updated syllabus.
- ✓ Theoretical concepts are explained in easy-to-follow language.
- ✓ Well-chosen case studies and examples make the content more accessible.

LEVEL 2

Student's Book: 9781430807186
 Student's eBook: 9781430807193
 Lecturer's Guide: 9781430807209

SYSTEMS ANALYSIS & DESIGN



- ✓ Fully updated and aligned with the new curricula.
- ✓ Every module includes summaries and "test yourself" questions.
- ✓ Includes tables, bulleted lists, images and diagrams to aid learning.

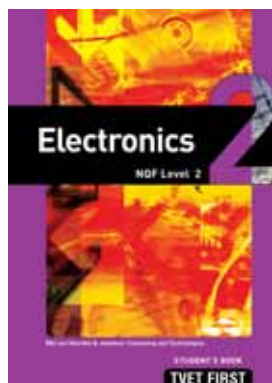
LEVEL 3

Student's Book: 9781430807537
 Student's eBook: 9781430807544
 Lecturer's Guide: 9781430807551

LEVEL 4

Student's Book: 9781430808206
 Student's eBook: 9781430808220
 Lecturer's Guide: 9781430808213

ELECTRONICS

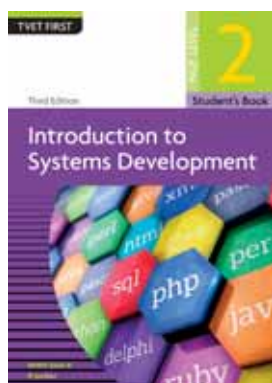


- ✓ Written by respected subject matter experts.
- ✓ Uses a "how to" approach with lots of worked examples.
- ✓ The book focuses on calculations – thus preparing students for their final exam.

LEVEL 2

Student's Book: 9781920075125
 Student's eBook: 9781430802754
 Lecturer's Guide: 9781920075323

INTRODUCTION TO SYSTEMS DEVELOPMENT



- ✓ Covers the new syllabus requirements comprehensively.
- ✓ Written by subject experts with lecturing and industry experience.
- ✓ Large, clear screenshots make learning and teaching easy.

LEVEL 2

Student's Book and CD: 9781430807216
 Student's eBook: 9781430807223
 Lecturer's Guide and CD: 9781430807230

PRINCIPLES OF COMPUTER PROGRAMMING



- ✓ 100% aligned with the updated 2019 curriculum and additional subject guidelines.
- ✓ Step-by-step explanations with illustrations guide students through the content.
- ✓ Problem-solving and critical thinking techniques are taught throughout the book.

LEVEL 3

Student's Book: 9781430807506
 Student's eBook: 9781430807513
 Lecturer's Guide: 9781430807520

COMPUTER HARDWARE & SOFTWARE



- ✓ Fully aligned with the new syllabus.
- ✓ Written by experts.
- ✓ Thorough explanations for all definitions and new words.

LEVEL 3

Student's Book: 9781430808084
 Student's eBook: 9781430808107
 Lecturer's Guide: 9781430808091

COMPUTER PROGRAMMING

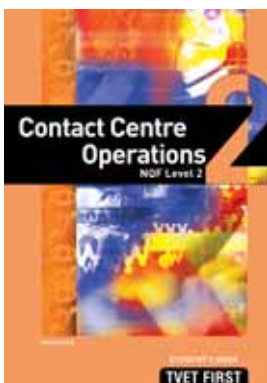


- ✓ Satisfies all the requirements of the 2020 curriculum.
- ✓ Written by experienced TVET lecturers.
- ✓ Step-by-step instructions make learning a pleasure.

LEVEL 4

Student's Book: 9781430808237
 Student's eBook: 9781430808244
 Lecturer's Guide: 9781430808251

CONTACT CENTRE OPERATIONS



- ✓ Activities help students practise their skills.
- ✓ Step-by-step instructions guide students through the content.
- ✓ The books use a "how-to" / training manual approach.

LEVEL 2

Student's Book: 9781920075101
 Student's eBook: 9781430801337
 Lecturer's Guide: 9781920075309

LEVEL 3

Student's Book: 9781920075859
 Student's eBook: 9781430801344
 Lecturer's Guide: 9781920248253

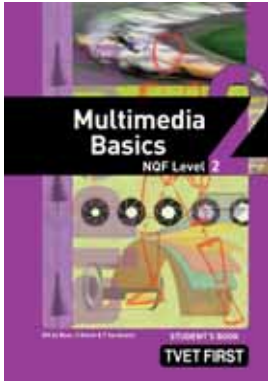
LEVEL 4

Student's Book: 9781770307018
 Student's eBook: 9781431020553

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MULTIMEDIA BASICS



- ✓ Full-colour and completely aligned with the syllabus.
- ✓ High-quality photographs, screenshots and graphics add interest and clarify content.
- ✓ Self-assessment activities let students measure their own progress and understanding.

LEVEL 2

Student's Book: 9781431000135

Student's eBook: 9781431041800

Lecturer's Guide: 9781431000142

CHOOSE EXCITING NEW IT TEXTBOOKS

The popular TVET First range now includes excellent textbooks for three new NCV IT subjects:

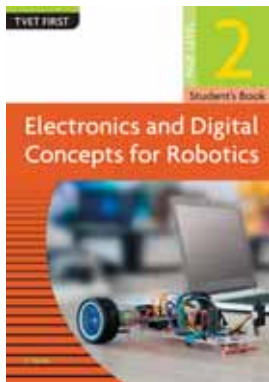
- ✓ Electronics and Digital Concepts for Robotics
- ✓ Basic Principles of Computer Programming and Computer Literacy
- ✓ Robotics Fundamentals

The subjects are an exciting addition to the NCV course, Information Technology and Computer Science with Specialisation in Programming and Robotics, and will be implemented from January 2023.

TVET First textbooks will ensure students are well-prepared for assessment which is made up as follows:

- ✓ ICASS: 50% (including two practical assignments, two tests and one internal exam)
- ✓ ISAT: 15%
- ✓ External exam: 35%

ELECTRONICS AND DIGITAL CONCEPTS FOR ROBOTICS

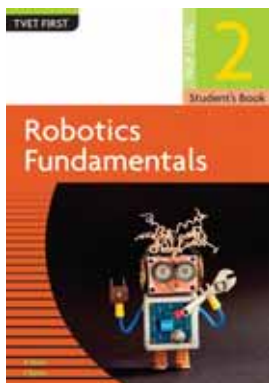


- ✓ Enjoy peace of mind – the Student's Book covers all curriculum requirements in full.
- ✓ Contains all prescribed practicals, and some extra for students to practise.
- ✓ Comes with a comprehensive Lecturer's Guide with full lecturer support, complete solutions to all activities, step-by-step guides to all practicals, a year plan, a lesson plan template and more.

LEVEL 2

Student's Book: 9781430810353
 Student's eBook: 9781430810360
 Lecturer's Guide: 9781430810346

ROBOTICS FUNDAMENTALS

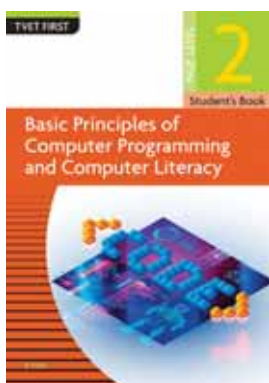


- ✓ The Student's Book covers all curriculum requirements in full.
- ✓ Contains all prescribed practicals, and some extra for students to practise.
- ✓ Full equipment lists and guidance for assembling equipment.
- ✓ Lots of language support.

LEVEL 2

Student's Book: 9781430810445
 Student's eBook: 9781430810452
 Lecturer's Guide: 9781430810438

BASIC PRINCIPLES OF COMPUTER PROGRAMMING AND COMPUTER LITERACY



- ✓ Contains all prescribed practicals, and some extra for students to practise.
- ✓ Full equipment lists and guidance for assembling equipment.
- ✓ Plenty of activities and assessments to prepare students thoroughly for tests and exams.
- ✓ The Lecturer's Guide contains full lecturer support, complete solutions to all activities, step-by-step guides to all practicals, a year plan, a lesson plan template and much more.

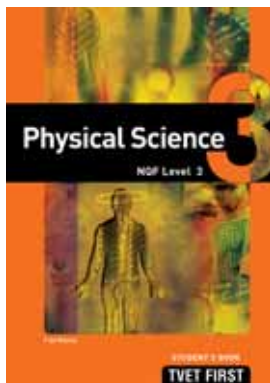
LEVEL 2

Student's Book: 9781430810414
 Student's eBook: 9781430810421
 Lecturer's Guide: 9781430810407

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PHYSICAL SCIENCE



- ✓ Relatable examples bring practical and theoretical concepts to life.
- ✓ Key terminology is explained in clear, simple language.
- ✓ Lots of diagrams are provided to help students master the content.

LEVEL 2

Student's Book: 9781920075194

Student's eBook: 9781430801801

Lecturer's Guide: 9781920075392

ENGINEERING GRAPHICS & TECHNOLOGY



- ✓ Comprehensively covers the syllabus requirements.
- ✓ Detailed illustrations and diagrams enrich the content.
- ✓ Activities guide students through the tasks.

LEVEL 2

Student's Book: 9781920334666

Student's eBook: 9781430803744

Lecturer's Guide: 9781920334819

ELECTROTECHNOLOGY



- ✓ Authored by experienced TVET lecturers.
- ✓ Extra attention is given to content areas students must focus on.
- ✓ Useful learning hints and tips are provided throughout the book.

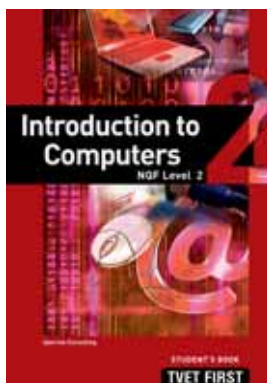
LEVEL 2

Student's Book: 9781920311995

Student's eBook: 9781430803737

Lecturer's Guide: 9781920334000

INTRODUCTION TO COMPUTERS



- ✓ Annotated diagrams enrich learning and aid comprehension.
- ✓ New terminology and concepts are thoroughly explained.
- ✓ Wide-ranging and interesting activities test a range of skills.

LEVEL 2

Student's Book: 9781920311902
Student's eBook: 9781430803768

ELECTROTECHNOLOGY

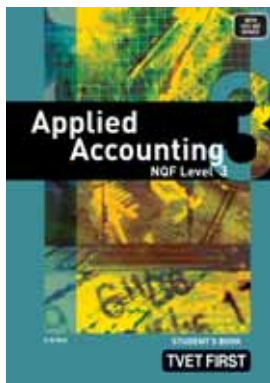


- ✓ Authored by experienced TVET lecturers.
- ✓ Extra attention is given to content areas students must focus on.
- ✓ Useful learning hints and tips are provided throughout the book.

LEVEL 2

Student's Book: 9781920311995
Student's eBook: 9781430803737
Lecturer's Guide: 9781920334000

APPLIED ACCOUNTING



- ✓ Examples are based on real-life scenarios and demonstrate how to tackle and solve problems.
- ✓ Useful summaries of key concepts are included throughout.
- ✓ Learning and assessment activities test students' knowledge and understanding at regular intervals.
- ✓ All calculations updated to include VAT at 15%

LEVEL 2

Student's Book: 9780853205036
 Student's eBook: 9781431020577
 Student's Workbook: 9780853205661
 Lecturer's Guide: 9780853205043

LEVEL 3

Student's Book: 9780853208853
 Student's eBook: 9781431020591
 Student's Workbook: 9780853208877
 Lecturer's Guide: 9780853208860

LEVEL 4

Student's Book: 9781770304789
 Student's eBook: 9781431020614
 Student's Workbook: 9781770304888
 Lecturer's Guide: 9781770304796

FINANCIAL MANAGEMENT



- ✓ Examples are based on real-life scenarios and documentation.
- ✓ Important terminology and concepts are explained in detail.
- ✓ There is continuity and progression across L2 to L4 – making the entire series of books invaluable.

LEVEL 2

Student's Book: 9781920075071
 Student's eBook: 9781430801382
 Student's Workbook: 9781920075453
 Lecturer's Guide: 9781920075279

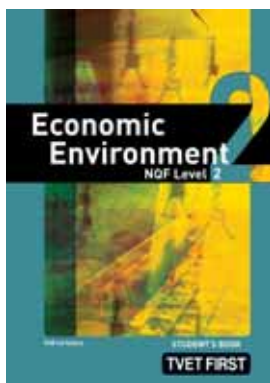
LEVEL 3

Student's Book: 9781920075828
 Student's eBook: 9781430801405
 Student's Workbook: 9781920248321
 Lecturer's Guide: 9781920248222

LEVEL 4

Student's Book: 9781920311322
 Student's eBook: 9781430801429
 Student's Workbook: 9781920311339
 Lecturer's Guide: 9781920311346

ECONOMIC ENVIRONMENT



- ✓ Subject-specific vocabulary and language support is provided in the “Words & Terms” boxes.
- ✓ Understandable, detailed diagrams and illustrations explain abstract concepts.
- ✓ Self-assessment exercises encourage students to gauge their own progress and learning.

LEVEL 2

Student's Book: 9780853205050
 Student's eBook: 9781431020638
 Lecturer's Guide: 9780853205067

LEVEL 3

Student's Book: 9780853208907
 Student's eBook: 9781431020645
 Lecturer's Guide: 9780853208914

LEVEL 4

Student's Book: 9781770304802
 Student's eBook: 9781431020652
 Lecturer's Guide: 9781770304819

NEW VENTURE CREATION



- ✓ Carefully selected examples and case studies bring content to life.
- ✓ The “In the workplace” feature prepares students to tackle real scenarios in the workplace.
- ✓ Practical, creative and relevant activities prepare students for the exam and encourage them to think critically.

LEVEL 2

Student's Book: 9781920075545
 Student's eBook: 9781430801443
 Lecturer's Guide: 9781920075491

LEVEL 3

Student's Book: 9781920075705
 Student's eBook: 9781430801450
 Lecturer's Guide: 9781920248161

LEVEL 4

Student's Book: 9781920311537
 Student's eBook: 9781430801467
 Lecturer's Guide: 9781920311513

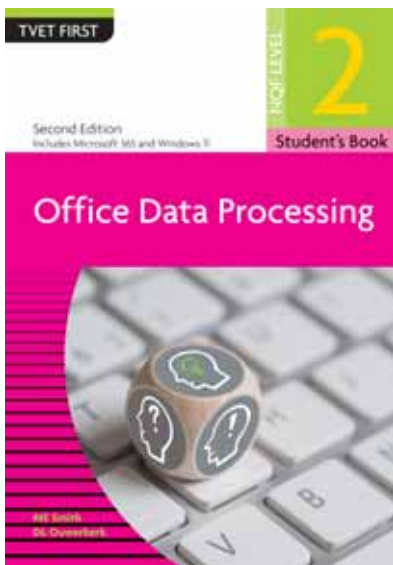
New Editions for Updated Software

We have updated the following titles to align them to MS Office 2016 and Office 365 as well as Windows 11 for January 2023! The revised editions still cover the latest curricula thoroughly and the updated screenshots and step-by-step guidance should enhance the teaching and learning experience for you and your students even more.

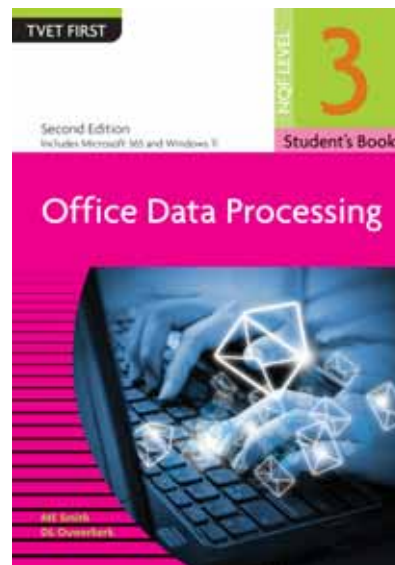
Look for our updated:

- ✓ Office Data Processing Level 2, Level 3 and Level 4
- ✓ Life Skills & Computer Literacy: Computer Literacy Level 2, Level 3 and Level 4

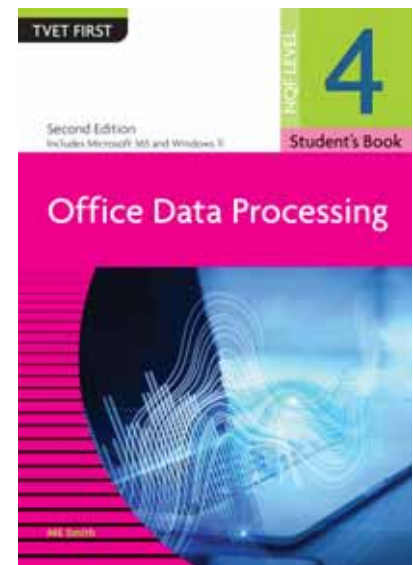
OFFICE DATA PROCESSING



LEVEL 2 (MS Office 2016 and Office 365) (NEW)
Student's Book: 9781430810506
Student's eBook: 9781430810513
Lecturer's Guide: 9781430810490

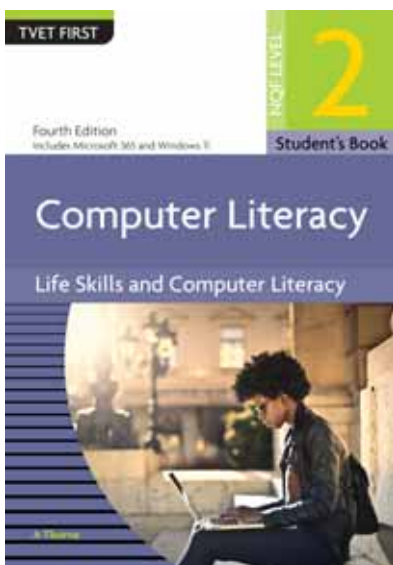


LEVEL 3 (MS Office 2016 and Office 365) (NEW)
Student's Book: 9781430810537
Student's eBook: 9781430810544
Lecturer's Guide: 9781430810520



LEVEL 4 (MS Office 2016 and Office 365) (NEW)
Student's Book: 9781430810568
Student's eBook: 9781430810575
Lecturer's Guide: 9781430810551

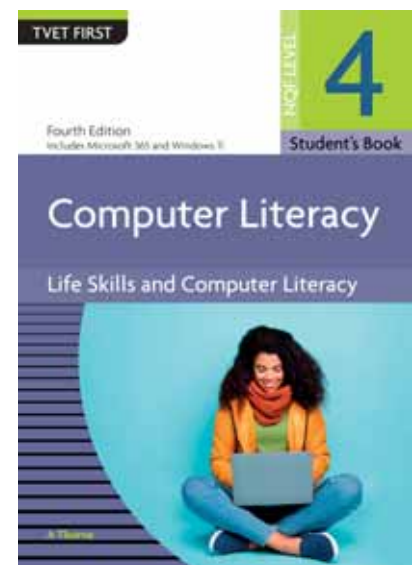
LIFE SKILLS & COMPUTER LITERACY: COMPUTER LITERACY



LEVEL 2 (Office 365) (NEW)
Student's Book: 9781430812302
Student's eBook: 9781430812098
Lecturer Support Pack: 9781430812104

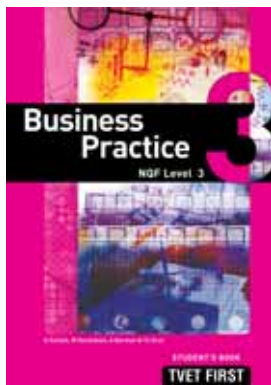


LEVEL 3 (Office 365) (NEW)
Student's Book: 9781430812296
Student's eBook: 9781430812074
Lecturer Support Pack: 9781430812081



LEVEL 4 (Office 365) (NEW)
Student's Book: 9781430812289
Student's eBook: 9781430812050
Lecturer Support Pack: 9781430812067

BUSINESS PRACTICE



- ✓ Abstract concepts are made clear through plain language and lots of diagrams.
- ✓ Real-life examples add interest and make the content easy to understand.
- ✓ Important definitions are thoroughly explained.

LEVEL 2

Student's Book: 9781920075200
 Student's eBook: 9781430801474
 Lecturer's Guide: 9781920075408

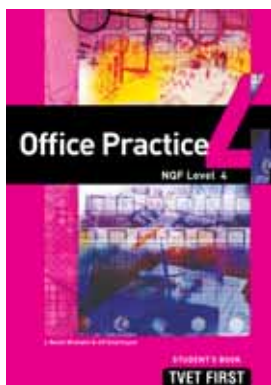
LEVEL 3

Student's Book: 9781920075866
 Student's eBook: 9781430801481
 Lecturer's Guide: 9781920248260

LEVEL 4

Student's Book: 9781920248956
 Student's eBook: 9781430801498
 Lecturer's Guide: 9781920248949

OFFICE PRACTICE



- ✓ Varied, interesting activities expand knowledge and check understanding.
- ✓ Real-life examples and case studies add relevance and context.
- ✓ Complex terms and concepts are explained in detail.

LEVEL 2

Student's Book: 9781920075217
 Student's eBook: 9781430801504
 Lecturer's Guide: 9781920075415

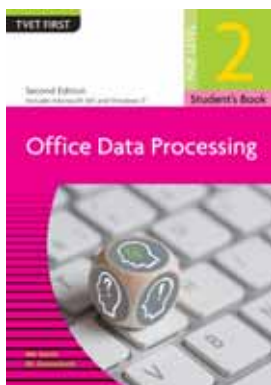
LEVEL 3

Student's Book: 9781920075873
 Student's eBook: 9781430801511
 Lecturer's Guide: 9781920248277

LEVEL 4

Student's Book: 9781920311551
 Student's eBook: 9781430801528
 Lecturer's Guide: 9781920311674

OFFICE DATA PROCESSING



- ✓ Fully compliant with the new syllabi.
- ✓ Written by respected subject matter experts with many years of teaching experience.
- ✓ Step-by-step instructions and clear screenshots guide students through the material.

LEVEL 2 (MS Office 2010)

Student's Book and CD: 9781430802020
 Student's eBook: 9781430803454
 Lecturer's Guide: 9781430802037

LEVEL 3 (MS Office 2010)

Student's Book and CD: 9781430803249
 Student's eBook: 9781430803935
 Lecturer's Guide: 9781430803164

LEVEL 4 (MS Office 2010)

Student's Book and CD: 9781430804314
 Student's eBook: 9781430804413
 Lecturer's Guide: 9781430804321

LEVEL 2 (MS Office 2016 and Office 365) (NEW)

Student's Book: 9781430810506
 Student's eBook: 9781430810513
 Lecturer's Guide: 9781430810490

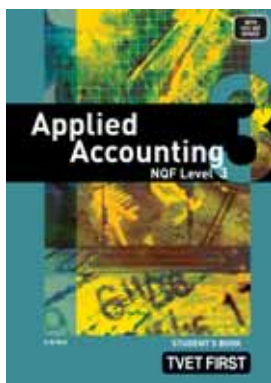
LEVEL 3 (MS Office 2016 and Office 365) (NEW)

Student's Book: 9781430810537
 Student's eBook: 9781430810544
 Lecturer's Guide: 9781430810520

LEVEL 4 (MS Office 2016 and Office 365) (NEW)

Student's Book: 9781430810568
 Student's eBook: 9781430810575
 Lecturer's Guide: 9781430810551

APPLIED ACCOUNTING



- ✓ Examples are based on real-life scenarios and demonstrate how to tackle and solve problems.
- ✓ Useful summaries of key concepts are included throughout.
- ✓ Learning and assessment activities test students' knowledge and understanding at regular intervals.
- ✓ All calculations updated to include VAT at 15%

LEVEL 2

Student's Book: 9780853205036
 Student's eBook: 9781431020577
 Student's Workbook: 9780853205661
 Lecturer's Guide: 9780853205043

LEVEL 3

Student's Book: 9780853208853
 Student's eBook: 9781431020591
 Student's Workbook: 9780853208877
 Lecturer's Guide: 9780853208860

LEVEL 4

Student's Book: 9781770304789
 Student's eBook: 9781431020614
 Student's Workbook: 9781770304888
 Lecturer's Guide: 9781770304796

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NEW VENTURE CREATION



- ✓ Carefully selected examples and case studies bring content to life.
- ✓ The “In the workplace” feature prepares students to tackle real scenarios in the workplace.
- ✓ Practical, creative and relevant activities prepare students for the exam and encourage them to think critically.

LEVEL 2

Student's Book: 9781920075545
 Student's eBook: 9781430801443
 Lecturer's Guide: 9781920075491

LEVEL 3

Student's Book: 9781920075705
 Student's eBook: 9781430801450
 Lecturer's Guide: 9781920248161

LEVEL 4

Student's Book: 9781920311537
 Student's eBook: 9781430801467
 Lecturer's Guide: 9781920311513

PERSONAL ASSISTANCE

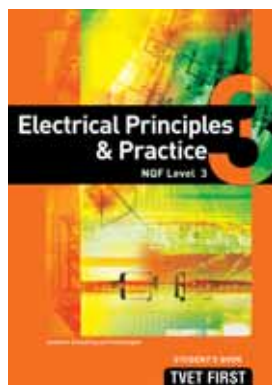


- ✓ Written by subject experts with extensive classroom experience.
- ✓ Photographs and artwork help illustrate key principles.
- ✓ Subject matter is explained in simple, unambiguous language.

LEVEL 4

Student's Book: 9781920311575
 Student's eBook: 9781430801580
 Lecturer's Guide: 9781920311766

ELECTRICAL PRINCIPLES & PRACTICE



- ✓ Completely aligned with the updated syllabi.
- ✓ Worked examples guide the student and support self-study.
- ✓ Calculations are broken down into easy-to-understand chunks.

LEVEL 2

Student's Book: 9781430800286
 Student's eBook: 9781430801597
 Lecturer's Guide: 9781430800293

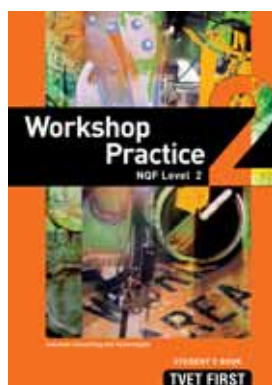
LEVEL 3

Student's Book: 9781430801948
 Student's eBook: 9781430803379
 Lecturer's Guide: 9781430801955

LEVEL 4

Student's Book: 9781430803195
 Student's eBook: 9781430803881
 Lecturer's Guide: 9781430803119

WORKSHOP PRACTICE

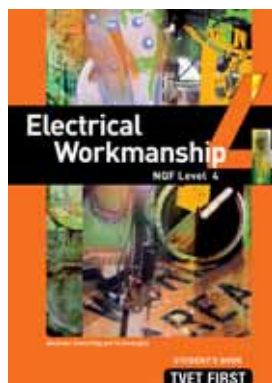


- ✓ Emphasises best practice and illustrates the concepts.
- ✓ Tests knowledge through a range of activities.
- ✓ Bulleted lists and tables break up content into smaller chunks to facilitate learning.

LEVEL 2

Student's Book: 9781430800323
 Student's eBook: 9781430801627
 Lecturer's Guide: 9781430800330

ELECTRICAL WORKMANSHIP



- ✓ 100% aligned with the new curricula.
- ✓ Detailed illustrations and plenty of photographs to support learning.
- ✓ Important instructions are constantly emphasised.

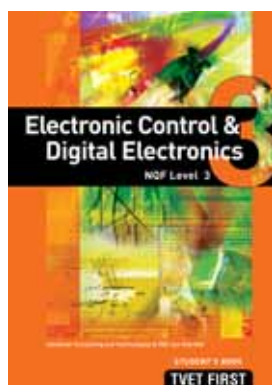
LEVEL 3

Student's Book: 9781430801962
 Student's eBook: 9781430803393
 Lecturer's Guide: 9781430801979

LEVEL 4

Student's Book: 9781430803218
 Student's eBook: 9781430803904
 Lecturer's Guide: 9781430803133

ELECTRONIC CONTROL & DIGITAL ELECTRONICS



- ✓ Authored by experienced and respected TVET lecturers.
- ✓ Difficult subject matter is explained in simple, unambiguous ways.
- ✓ Worked examples facilitate understanding and demonstrate how to tackle a range of problems.

LEVEL 2

Student's Book: 9781430800309
 Student's eBook: 9781430801658
 Lecturer's Guide: 9781430800316

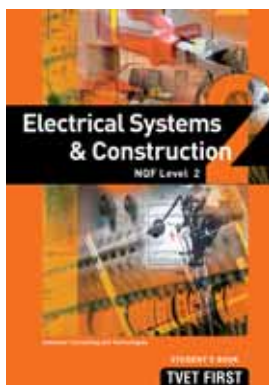
LEVEL 3

Student's Book: 9781430801986
 Student's eBook: 9781430803409
 Lecturer's Guide: 9781430801993

LEVEL 4

Student's Book: 9781430803225
 Student's eBook: 9781430803911
 Lecturer's Guide: 9781430803140

ELECTRICAL SYSTEMS & CONSTRUCTION



- ✓ Updated to fulfil all the requirements of the new syllabi.
- ✓ Written by an experienced TVET lecturer and established author.
- ✓ SANS regulations are explained and emphasised throughout.

LEVEL 2

Student's Book: 9781430800385
 Student's eBook: 9781430801689
 Lecturer's Guide: 9781430800392

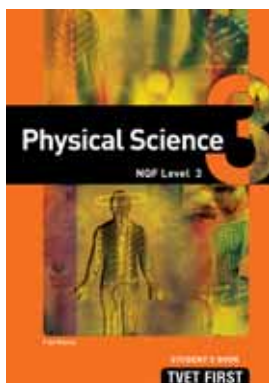
LEVEL 3

Student's Book: 9781430802006
 Student's eBook: 9781430803386
 Lecturer's Guide: 9781430802013

LEVEL 4

Student's Book: 9781430803201
 Student's eBook: 9781430803898
 Lecturer's Guide: 9781430803126

PHYSICAL SCIENCE



- ✓ Relatable examples bring practical and theoretical concepts to life.
- ✓ Key terminology is explained in clear, simple language.
- ✓ Lots of diagrams are provided to help students master the content.

LEVEL 2

Student's Book: 9781920075194
 Student's eBook: 9781430801801
 Lecturer's Guide: 9781920075392

LEVEL 3

Student's Book: 9781920075897
 Student's eBook: 9781430801818
 Lecturer's Guide: 9781920248291

CONSTRUCTION PLANNING



- ✓ Clear, detailed diagrams aid learning.
- ✓ Thorough explanations make key terms easy to understand.
- ✓ Numerous activities test students' understanding.

LEVEL 2

Student's Book: 9781920311803
 Student's eBook: 9781430802907
 Lecturer's Guide: 9781920311810

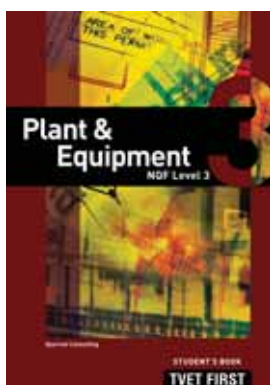
LEVEL 3

Student's Book: 9781920334048
 Student's eBook: 9781430802914
 Lecturer's Guide: 9781920334239

LEVEL 4

Student's Book: 9781920334543
 Student's eBook: 9781430802921
 Lecturer's Guide: 9781920334550

PLANT & EQUIPMENT



- ✓ Legislation and safety regulations are explained in simple terms.
- ✓ Relatable, everyday examples make the content accessible.
- ✓ Relevant illustrations and photographs enrich learning.

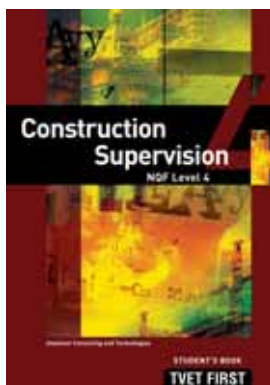
LEVEL 2

Student's Book: 9781920311834
 Student's eBook: 9781430802969
 Lecturer's Guide: 9781920311841

LEVEL 3

Student's Book: 9781920334246
 Student's eBook: 9781430802976
 Lecturer's Guide: 9781920334253

CONSTRUCTION SUPERVISION

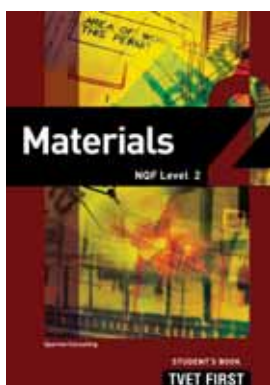


- ✓ Authored by a respected subject matter expert.
- ✓ Content comes to life through the "In the workplace" feature.
- ✓ The content is easy to follow and speaks directly to the student.

LEVEL 4

Student's Book: 9781920334567
 Student's eBook: 9781430802938
 Lecturer's Guide: 9781920334574

MATERIALS



- ✓ Terminology is explained in clear, easy-to-grasp language.
- ✓ New concepts are explained with the support of diagrams.
- ✓ Step-by-step instructions help students gain understanding.

LEVEL 2

Student's Book: 9781920311865
 Student's eBook: 9781430802945
 Lecturer's Guide: 9781920311872

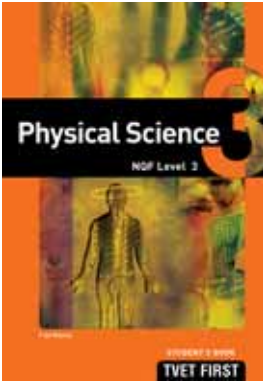
LEVEL 3

Student's Book: 9781920334376
 Student's eBook: 9781430802952
 Lecturer's Guide: 9781920334383

LEVEL 4

Student's Book: 9781920334628
 Student's eBook: 9781430803805
 Lecturer's Guide: 9781920334635

PHYSICAL SCIENCE



- ✓ Relatable examples bring practical and theoretical concepts to life.
- ✓ Key terminology is explained in clear, simple language.
- ✓ Lots of diagrams are provided to help students master the content.

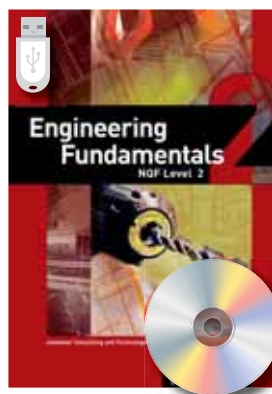
LEVEL 2

Student's Book: 9781920075194
Student's eBook: 9781430801801
Lecturer's Guide: 9781920075392

LEVEL 3

Student's Book: 9781920075897
Student's eBook: 9781430801818
Lecturer's Guide: 9781920248291

ENGINEERING FUNDAMENTALS



- ✓ Activities are based on real-life scenarios.
- ✓ Practical and theoretical concepts are covered in this comprehensive book.
- ✓ Bulleted lists and topic summaries make exam revision easy.
- ✓ A great Lecturer Support Pack includes a Lecturer's Guide with answers to activities and PowerPoint slides with embedded videos for lively classroom instruction.

LEVEL 2

Student's Book: 9781920075613
 Student's eBook: 9781430801719
 Lecturer Support Pack: 9781430806578

ENGINEERING PRACTICE & MAINTENANCE

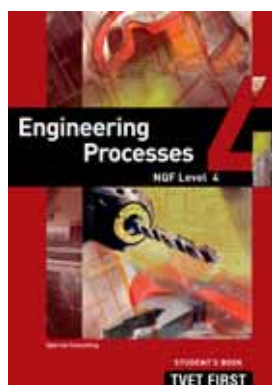


- ✓ Illustrations and photographs make key principles come alive.
- ✓ Useful guidelines develop students' understanding of theoretical and practical concepts.
- ✓ Thorough explanations make difficult content easy to grasp.

LEVEL 3

Student's Book: 9781920311285
 Student's eBook: 9781430801726
 Lecturer's Guide: 9781920311261

ENGINEERING PROCESSES



- ✓ Detailed diagrams and photographs boost understanding.
- ✓ Varied activities examine and consolidate a range of skills.
- ✓ Practical application of theoretical concepts is emphasised.

LEVEL 4

Student's Book: 9781920311315
 Student's eBook: 9781430801733
 Lecturer's Guide: 9781920311292

ENGINEERING TECHNOLOGY



- ✓ Lots of clear, helpful photographs of tools are provided.
- ✓ Labelled diagrams enhance understanding.
- ✓ Short paragraphs and bullet points make this book easy to study.
- ✓ A great Lecturer Support Pack includes a Lecturer's Guide with answers to activities and PowerPoint slides with embedded videos for lively classroom instruction.

LEVEL 2

Student's Book: 9781920334956
 Student's eBook: 9781430801740
 Lecturer Support Pack: 9781430806592

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MATERIALS TECHNOLOGY

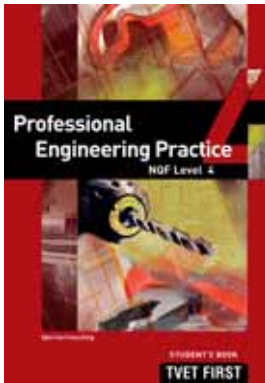


- ✓ Photographs and illustrations bring the content to life.
- ✓ Subject-specific terminology is explained in plain English.
- ✓ Module summaries and summative assessments ensure students are well-prepared for exams.

LEVEL 3

Student's Book: 9781920075675
 Student's eBook: 9781430801757
 Lecturer's Guide CD: 9781920248598

PROFESSIONAL ENGINEERING PRACTICE

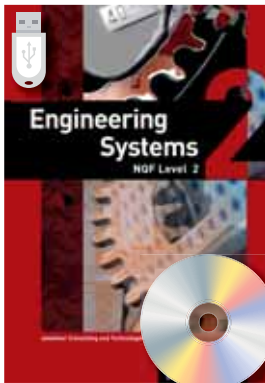


- ✓ The "In the workplace" feature provides practical guidelines to prepare students for a professional environment.
- ✓ Covers important topics like ethics and communication in an easy-to-understand and balanced way.
- ✓ Relevant, stimulating activities test a range of skills while preparing students for their final exam.

LEVEL 4

Student's Book: 9781920311605
 Student's eBook: 9781430801764
 Lecturer's Guide: 9781920311582

ENGINEERING SYSTEMS

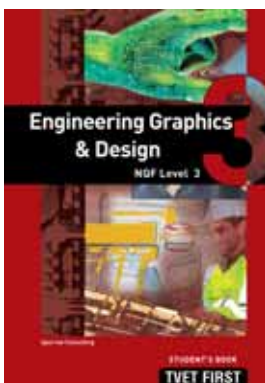


- ✓ Written by a subject expert, this book is completely aligned with the needs of students and lecturers.
- ✓ A range of different activities test students' abilities.
- ✓ Diagrams and illustrations aid understanding.
- ✓ A great Lecturer Support Pack includes a Lecturer's Guide with answers to activities and PowerPoint slides with embedded videos for lively classroom instruction.

LEVEL 2

Student's Book: 9781920334833
 Student's eBook: 9781430801771
 Lecturer Support Pack: 9781430806585

ENGINEERING GRAPHICS & DESIGN



- ✓ Labelled and annotated diagrams enhance learning.
- ✓ Complex terms and concepts are explained and expanded upon.
- ✓ Activities constantly check students' level of understanding.

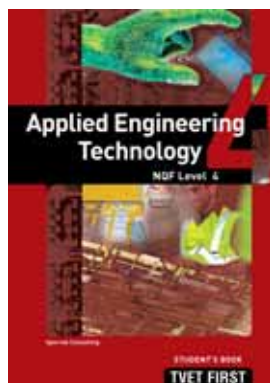
LEVEL 3

Student's Book: 9781920334932
 Student's eBook: 9781430801788
 Lecturer's Guide: 9781920334949

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APPLIED ENGINEERING TECHNOLOGY

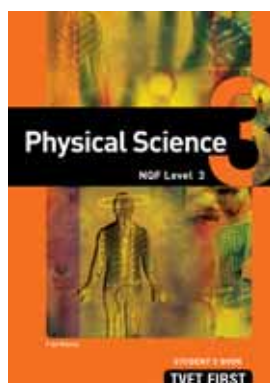


- ✓ Careful and thorough explanations of all core principles.
- ✓ Clear, simple language makes the content easy to understand.
- ✓ Illustrations facilitate understanding.

LEVEL 4

Student's Book: 9781920248895
 Student's eBook: 9781430801795
 Lecturer's Guide: 9781920248871

PHYSICAL SCIENCE



- ✓ Relatable examples bring practical and theoretical concepts to life.
- ✓ Key terminology is explained in clear, simple language.
- ✓ Lots of diagrams are provided to help students master the content.

LEVEL 2

Student's Book: 9781920075194
 Student's eBook: 9781430801801
 Lecturer's Guide: 9781920075392

LEVEL 3

Student's Book: 9781920075897
 Student's eBook: 9781430801818
 Lecturer's Guide: 9781920248291

FITTING & TURNING



- ✓ Written by an experienced and respected TVET lecturer.
- ✓ Logical and comprehensive explanations of regulations.
- ✓ Carefully structured activities build students' knowledge and confidence.

LEVEL 2

Student's Book: 9781430800347
 Student's eBook: 9781430801825
 Lecturer's Guide: 9781430800354

LEVEL 3

Student's Book: 9781430801924
 Student's eBook: 9781430803416
 Lecturer's Guide: 9781430801931

AUTOMOTIVE REPAIR & MAINTENANCE



- ✓ The "In the workplace" feature provides practical applications.
- ✓ Plenty of examples and activities get students ready for exams.
- ✓ The updated content complements the practical requirements for this subject.

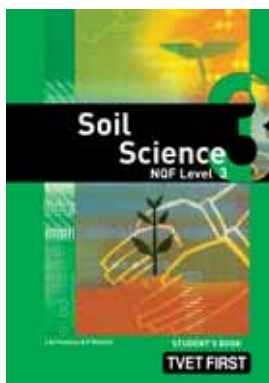
LEVEL 2

Student's Book: 9781430800361
 Student's eBook: 9781430801856
 Lecturer's Guide: 9781430800378

LEVEL 3

Student's Book: 9781430801900
 Student's eBook: 9781430803355
 Lecturer's Guide: 9781430801917

SOIL SCIENCE



- ✓ Lecturers can measure students' understanding and progress through the ample assessment activities.
- ✓ Detailed, relevant diagrams aid understanding.
- ✓ "Assess yourself" exercises let students gauge how much they know.

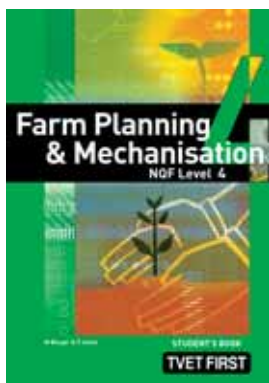
LEVEL 2

Student's Book: 9780853205074
 Student's eBook: 9781431020669
 Lecturer's Guide: 9780853205081

LEVEL 3

Student's Book: 9780853208921
 Student's eBook: 9781431020676
 Lecturer's Guide: 9780853208938

FARM PLANNING & MECHANISATION

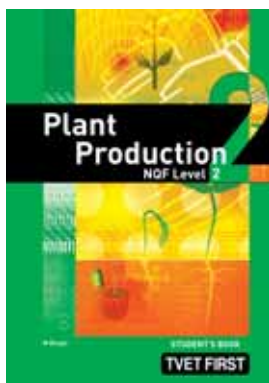


- ✓ Numerous assessment activities help lecturers gauge students' progress and understanding.
- ✓ The "In the workplace" feature relates the content to real-world scenarios.
- ✓ "Assess yourself" exercises allow students to test themselves.

LEVEL 4

Student's Book: 9781770304727
 Student's eBook: 9781431020683
 Lecturer's Guide: 9781770304734

PLANT PRODUCTION



- ✓ High-quality, labelled diagrams aid understanding.
- ✓ Language and vocabulary support is offered throughout.
- ✓ Learning activities, assessment activities and self-assessments test a range of skills and allow students to take responsibility for their studies.

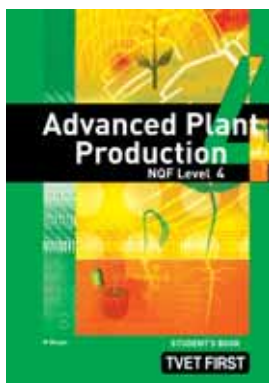
LEVEL 2

Student's Book: 9780853205098
 Student's eBook: 9781431020690
 Lecturer's Guide: 9780853205104

LEVEL 3

Student's Book: 9780853208945
 Student's eBook: 9781431020706
 Lecturer's Guide: 9780853208952

ADVANCED PLANT PRODUCTION



- ✓ Beautiful, clear illustrations and diagrams facilitate understanding and aid learning.
- ✓ Bulleted lists and tables break content into manageable chunks.
- ✓ A range of activities test knowledge recall and help students revise for tests and the final exam.

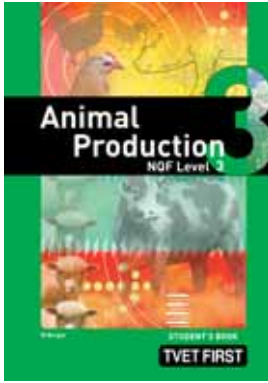
LEVEL 4

Student's Book: 9781770304703
 Student's eBook: 9781431020713
 Lecturer's Guide: 9781770304710

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ANIMAL PRODUCTION



- ✓ Detailed, clear illustrations and diagrams aid understanding.
- ✓ A variety of learning activities constantly check students' level of understanding.
- ✓ Photographs clarify the content and relate it to real-life.

LEVEL 2

Student's Book: 9780853205111
Student's eBook: 9781431020720
Lecturer's Guide: 9780853205128

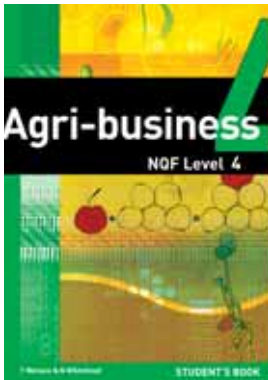
LEVEL 3

Student's Book: 9780853208969
Student's eBook: 9781431020737
Lecturer's Guide: 9780853208976

LEVEL 4

Student's Book: 9781770303928
Student's eBook: 9781431020744
Lecturer's Guide: 9781770304697

AGRI-BUSINESS



- ✓ Ample language support is offered in the numerous "Words & Terms" boxes.
- ✓ Relevant case studies contextualise content.
- ✓ "Assess yourself" exercises encourage students to self-test.

LEVEL 2

Student's Book: 9780853205135
Student's eBook: 9781431020751
Lecturer's Guide: 9780853205142

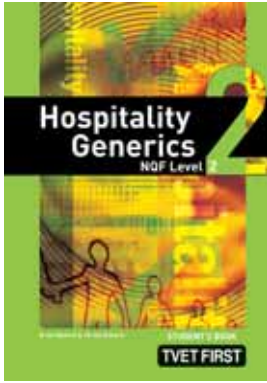
LEVEL 3

Student's Book: 9780853209065
Student's eBook: 9781431020768
Lecturer's Guide: 9780853209072

LEVEL 4

Student's Book: 9781770304673
Student's eBook: 9781431020775
Lecturer's Guide: 9781770304680

HOSPITALITY GENERICS



- ✓ Definitions of important, subject-specific concepts are provided in the “Words & Terms” boxes.
- ✓ Relevant, interesting photographs enhance learning.
- ✓ Tables and bulleted lists summarise the content and make it easy to follow.

LEVEL 2

Student’s Book: 9781770171237
 Student’s eBook: 9781431020782
 Lecturer’s Guide: 9781770171305

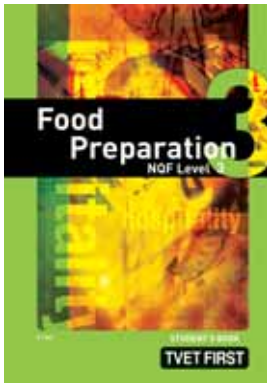
LEVEL 3

Student’s Book: 9781770172159
 Student’s eBook: 9781431020799
 Lecturer’s Guide: 9781770172166

LEVEL 4

Student’s Book: 9781770173132
 Student’s eBook: 9781431020805
 Lecturer’s Guide: 9781770173125

FOOD PREPARATION



- ✓ Clear, easy-to-understand illustrations and diagrams aid learning.
- ✓ Practical and theoretical concepts are presented in relatable examples.
- ✓ Topic summaries highlight the main points – allowing students to revise for tests and the exam.

LEVEL 2

Student’s Book: 9781770171244
 Student’s eBook: 9781431020812
 Lecturer’s Guide: 9781770171312

LEVEL 3

Student’s Book: 9781770172111
 Student’s eBook: 9781431020829
 Lecturer’s Guide: 9781770172128

LEVEL 4

Student’s Book: 9781770173170
 Student’s eBook: 9781431020836
 Lecturer’s Guide: 9781770173163

CLIENT SERVICES & HUMAN RELATIONS



- ✓ Simple definitions for key terminology is provided in the “Words & Terms” boxes.
- ✓ Individual, class and group activities assess understanding and prepare students for their final examination.
- ✓ Real-life scenarios students may encounter in the world of work are introduced via the “In the workplace” feature and in case studies.

LEVEL 2

Student’s Book: 9780853205173
 Student’s eBook: 9781431020843
 Lecturer’s Guide: 9780853205180

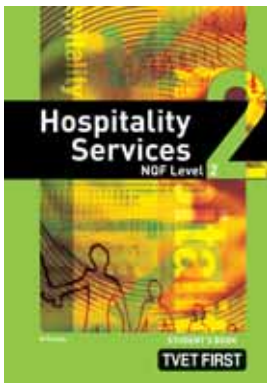
LEVEL 3

Student’s Book: 9780853208983
 Student’s eBook: 9781431020850
 Lecturer’s Guide: 9780853208990

LEVEL 4

Student’s Book: 9781770304611
 Student’s eBook: 9781431020867
 Lecturer’s Guide: 9781770304628

HOSPITALITY SERVICES



- ✓ Diagrams and illustrations explain and clarify key concepts.
- ✓ Bulleted lists summarise subject matter and make for easy reading.
- ✓ Learning and assessment activities test skills and knowledge.

LEVEL 2

Student’s Book: 9781770171251
 Student’s eBook: 9781431020874
 Lecturer’s Guide: 9781770171329

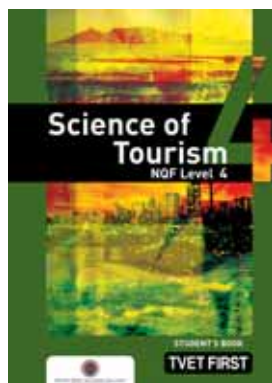
LEVEL 3

Student’s Book: 9781770172135
 Student’s eBook: 9781431020881
 Lecturer’s Guide: 9781770172142

LEVEL 4

Student’s Book: 9781770173156
 Student’s eBook: 9781431020898
 Lecturer’s Guide: 9781770173149

SCIENCE OF TOURISM



- ✓ Subject-specific terminology is simply defined in the “Words & Terms” boxes.
- ✓ Summative assessments let students gauge how much they know and can be used as class tests.
- ✓ “Think about it” boxes prompt lateral thinking and problem-solving.

LEVEL 2

Student's Book: 9780853205159
 Student's eBook: 9781431020904
 Lecturer's Guide: 9780853205166

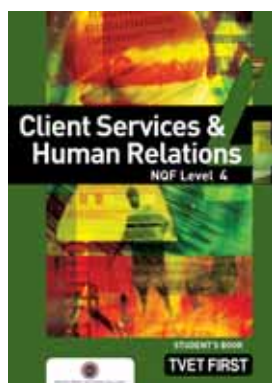
LEVEL 3

Student's Book: 9780853209003
 Student's eBook: 9781431020911
 Lecturer's Guide: 9780853209010

LEVEL 4

Student's Book: 9781770304659
 Student's eBook: 9781431020928
 Lecturer's Guide: 9781770304666

CLIENT SERVICES & HUMAN RELATIONS



- ✓ Simple definitions for key terminology is provided in the “Words & Terms” boxes.
- ✓ Individual, class and group activities assess understanding and prepare students for their final examination.
- ✓ Real-life scenarios students may encounter in the world of work are introduced via the “In the workplace” feature and in case studies.

LEVEL 2

Student's Book: 9780853205173
 Student's eBook: 9781431020843
 Lecturer's Guide: 9780853205180

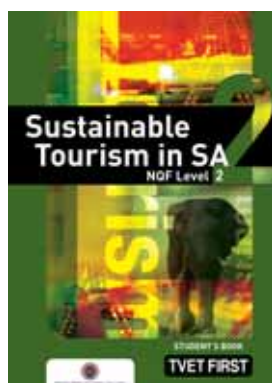
LEVEL 3

Student's Book: 9780853208983
 Student's eBook: 9781431020850
 Lecturer's Guide: 9780853208990

LEVEL 4

Student's Book: 9781770304611
 Student's eBook: 9781431020867
 Lecturer's Guide: 9781770304628

SUSTAINABLE TOURISM IN SA

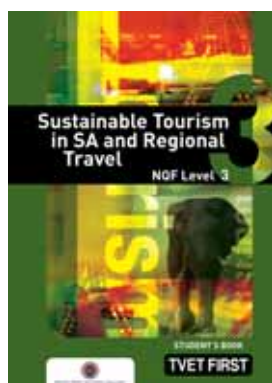


- ✓ Subject matter is enhanced and augmented by high quality graphics.
- ✓ Content is contextualised and explained in case studies.
- ✓ Real-world scenarios students may encounter in the world of work are provided via the “In the workplace” feature.

LEVEL 2

Student's Book: 9780853205197
 Student's eBook: 9781431020935
 Lecturer's Guide: 9780853205203

SUSTAINABLE TOURISM IN SA AND REGIONAL TRAVEL

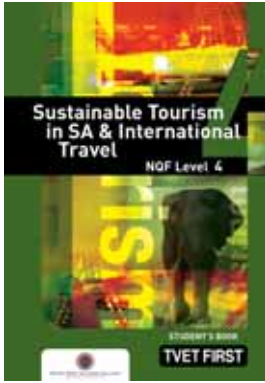


- ✓ Subject matter is enhanced and augmented by high quality graphics.
- ✓ Content is contextualised and explained in case studies.
- ✓ Real-world scenarios students may encounter in the world of work are provided via the “In the workplace” feature.

LEVEL 3

Student's Book: 9780853209027
 Student's eBook: 9781431020942
 Lecturer's Guide: 9780853209034

SUSTAINABLE TOURISM IN SA & INTERNATIONAL TRAVEL

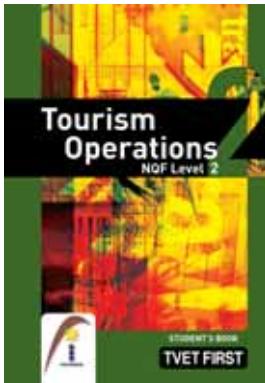


- ✓ Subject matter is enhanced and augmented by high quality graphics.
- ✓ Content is contextualised and explained in case studies.
- ✓ Real-world scenarios students may encounter in the world of work are provided via the “In the workplace” feature.

LEVEL 4

Student's Book: 9781770304598
 Student's eBook: 9781431020959
 Lecturer's Guide: 9781770304604

TOURISM OPERATIONS



- ✓ Real-life application of theoretical concepts are provided via case studies and the “In the workplace” feature.
- ✓ Tables and bulleted lists break the content into easy to read chunks.
- ✓ Vocabulary and language support is provided in the ample “Words & Terms” boxes.

LEVEL 2

Student's Book: 9780853205210
 Student's eBook: 9781431020966
 Lecturer's Guide: 9780853205227

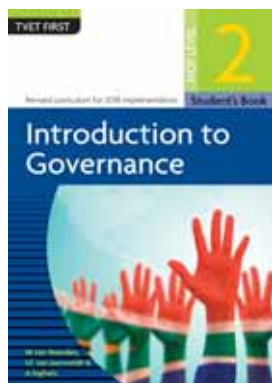
LEVEL 3

Student's Book: 9780853209041
 Student's eBook: 9781431020973
 Lecturer's Guide: 9780853209058

LEVEL 4

Student's Book: 9781770304635
 Student's eBook: 9781431020980
 Lecturer's Guide: 9781770304642

INTRODUCTION TO GOVERNANCE



- ✓ Covers the new syllabus requirements comprehensively.
- ✓ Eye-catching illustrations hold students' interest.
- ✓ Case studies and examples guide students through core content.

LEVEL 2

Student's Book: 9781430807094
 Student's eBook: 9781430807100
 Lecturer's Guide: 9781430807117

GOVERNANCE



- ✓ Fully aligned with the new syllabi.
- ✓ Relevant, thought-provoking case studies and examples.
- ✓ Legislation is unpacked through helpful, uncomplicated explanations.

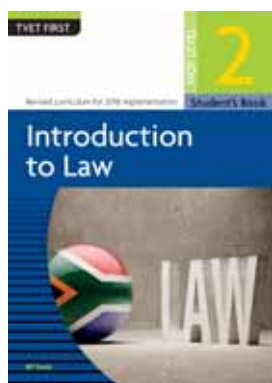
LEVEL 3

Student's Book: 9781430807476
 Student's eBook: 9781430807483
 Lecturer's Guide: 9781430807490

LEVEL 4

Student's Book: 9781430808268
 Student's eBook: 9781430808275
 Lecturer's Guide: 9781430808282

INTRODUCTION TO LAW

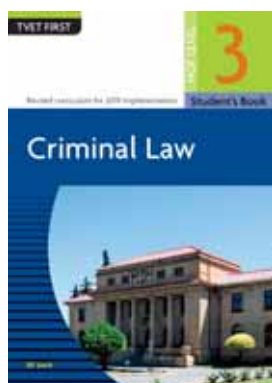


- ✓ Satisfies all the requirements of the new syllabus.
- ✓ Relatable, real-life scenarios and examples clarify the theory.
- ✓ Scaffolded activities test knowledge while preparing students for their final exam.

LEVEL 2

Student's Book: 9781430807063
 Student's eBook: 9781430807070
 Lecturer's Guide: 9781430807087

CRIMINAL LAW

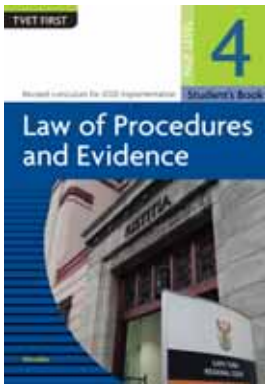


- ✓ New curriculum requirements are fully covered.
- ✓ Core concepts are explained and contextualised.
- ✓ Plenty of examples and case studies enhance learning and teaching.

LEVEL 3

Student's Book: 9781430807629
 Student's eBook: 9781430807636
 Lecturer's Guide: 9781430807643

LAW OF PROCEDURES & EVIDENCE

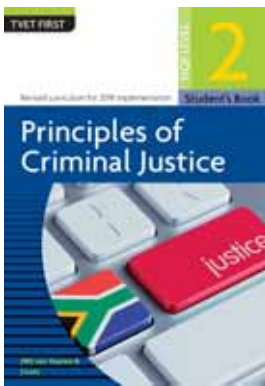


- ✓ Fully compliant with the new syllabus.
- ✓ Ample, varied activities check and expand knowledge.
- ✓ Real-life case studies add interest and relevance.

LEVEL 4

Student's Book: 9781430808299
 Student's eBook: 9781430808305
 Lecturer's Guide: 9781430808312

PRINCIPLES OF CRIMINAL JUSTICE

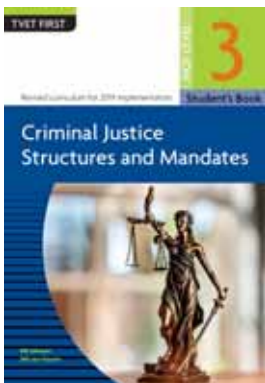


- ✓ Fully updated and aligned with the new curriculum requirements.
- ✓ Written by experienced lecturers and subject experts.
- ✓ Well-chosen examples and case studies boost learning and enrich teaching.

LEVEL 2

Student's Book: 9781430807155
 Student's eBook: 9781430807162
 Lecturer's Guide: 9781430807179

CRIMINAL JUSTICE STRUCTURES AND MANDATES

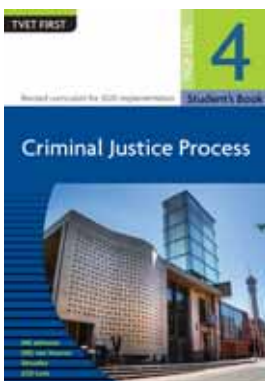


- ✓ Covers all the new curriculum requirements.
- ✓ Bullet points make for easy study and revision.
- ✓ Engaging and thought-provoking activities throughout the book.

LEVEL 3

Student's Book: 9781430807599
 Student's eBook: 9781430807605
 Lecturer's Guide: 9781430807612

CRIMINAL JUSTICE PROCESS



- ✓ 100% aligned with the new curriculum.
- ✓ Written by experts who are well respected in their field.
- ✓ Informative case studies bring the content to life.

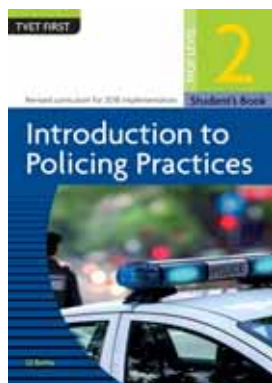
LEVEL 4

Student's Book: 9781430808060
 Student's eBook: 9781430808114
 Lecturer's Guide: 9781430808077

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INTRODUCTION TO POLICING PRACTICES



- ✓ All aspects of the new syllabus are covered in full.
- ✓ Authored by a renowned subject specialist.
- ✓ Content is presented without bias and modelled on best practice.

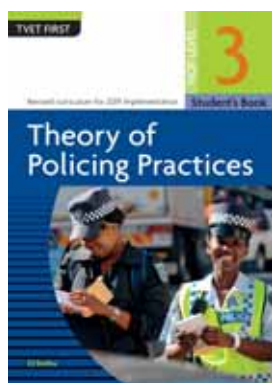
LEVEL 2

Student's Book: 9781430807124

Student's eBook: 9781430807131

Lecturer's Guide: 9781430807148

THEORY OF POLICING PRACTICES



- ✓ Written by a trusted subject expert.
- ✓ Useful headings make syllabus links easy to follow.
- ✓ Topical, fascinating case studies and examples keep students interested.

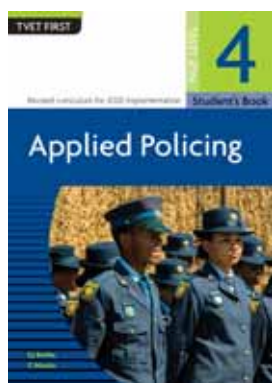
LEVEL 3

Student's Book: 9781430807568

Student's eBook: 9781430807575

Lecturer's Guide: 9781430807582

APPLIED POLICING



- ✓ Written by respected subject experts.
- ✓ Fully compliant with the new syllabus.
- ✓ Case studies make theoretical concepts come alive.

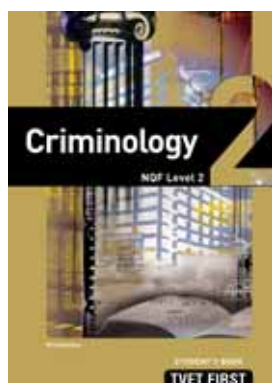
LEVEL 4

Student's Book: 9781430808046

Student's eBook: 9781430808121

Lecturer's Guide: 9781430808053

CRIMINOLOGY



- ✓ Thorough coverage of all key concepts.
- ✓ Plenty of thought-provoking case studies and examples.
- ✓ Activities test knowledge and prepare students for their final exam.

LEVEL 2

Student's Book: 9781920248833

Student's eBook: 9781430803706

Lecturer's Guide: 9781920248819

LEVEL 3

Student's Book: 9781920311100

Student's eBook: 9781430803713

Lecturer's Guide: 9781920311087

LEVEL 4

Student's Book: 9781920075774

Student's eBook: 9781430803720

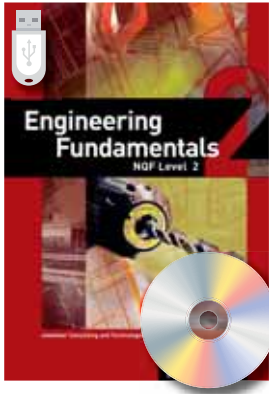
Lecturer's Guide: 9781920075781

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ENGINEERING FUNDAMENTALS

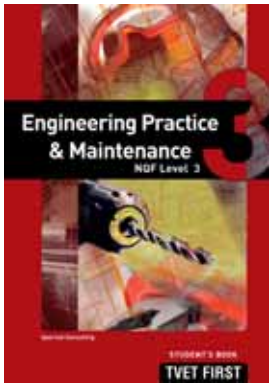


- ✓ Activities are based on real-life scenarios.
- ✓ Practical and theoretical concepts are covered in this comprehensive book.
- ✓ Bulleted lists and topic summaries make exam revision easy.
- ✓ A great Lecturer Support Pack includes a Lecturer's Guide with answers to activities and PowerPoint slides with embedded videos for lively classroom instruction.

LEVEL 2

Student's Book: 9781920075613
 Student's eBook: 9781430801719
 Lecturer Support Pack: 9781430806578

ENGINEERING PRACTICE & MAINTENANCE

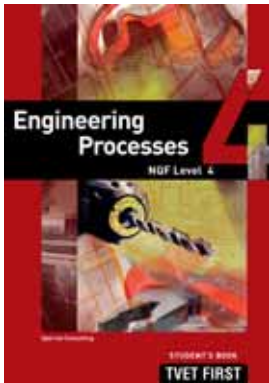


- ✓ Illustrations and photographs make key principles come alive.
- ✓ Useful guidelines develop students' understanding of theoretical and practical concepts.
- ✓ Thorough explanations make difficult content easy to grasp.

LEVEL 3

Student's Book: 9781920311285
 Student's eBook: 9781430801726
 Lecturer's Guide: 9781920311261

ENGINEERING PROCESSES



- ✓ Detailed diagrams and photographs boost understanding.
- ✓ Varied activities examine and consolidate a range of skills.
- ✓ Practical application of theoretical concepts is emphasised.

LEVEL 4

Student's Book: 9781920311315
 Student's eBook: 9781430801733
 Lecturer's Guide: 9781920311292

ELECTRONIC CONTROL & DIGITAL ELECTRONICS



- ✓ Authored by experienced and respected TVET lecturers.
- ✓ Difficult subject matter is explained in simple, unambiguous ways.
- ✓ Worked examples facilitate understanding and demonstrate how to tackle a range of problems.

LEVEL 2

Student's Book: 9781430800309
 Student's eBook: 9781430801658
 Lecturer's Guide: 9781430800316

LEVEL 3

Student's Book: 9781430801986
 Student's eBook: 9781430803409
 Lecturer's Guide: 9781430801993

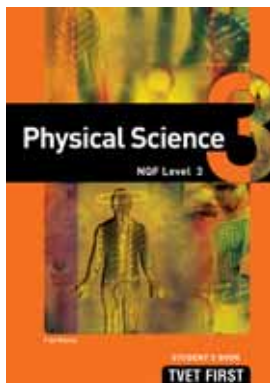
LEVEL 4

Student's Book: 9781430803225
 Student's eBook: 9781430803911
 Lecturer's Guide: 9781430803140

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PHYSICAL SCIENCE



- ✓ Relatable examples bring practical and theoretical concepts to life.
- ✓ Key terminology is explained in clear, simple language.
- ✓ Lots of diagrams are provided to help students master the content.

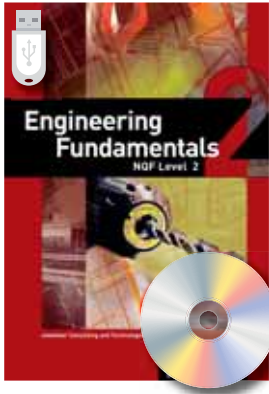
LEVEL 2

Student's Book: 9781920075194
Student's eBook: 9781430801801
Lecturer's Guide: 9781920075392

LEVEL 3

Student's Book: 9781920075897
Student's eBook: 9781430801818
Lecturer's Guide: 9781920248291

ENGINEERING FUNDAMENTALS



- ✓ Activities are based on real-life scenarios.
- ✓ Practical and theoretical concepts are covered in this comprehensive book.
- ✓ Bulleted lists and topic summaries make exam revision easy.
- ✓ A great Lecturer Support Pack includes a Lecturer's Guide with answers to activities and PowerPoint slides with embedded videos for lively classroom instruction.

LEVEL 2

Student's Book: 9781920075613
 Student's eBook: 9781430801719
 Lecturer Support Pack: 9781430806578

PHYSICAL SCIENCE



- ✓ Relatable examples bring practical and theoretical concepts to life.
- ✓ Key terminology is explained in clear, simple language.
- ✓ Lots of diagrams are provided to help students master the content.

LEVEL 2

Student's Book: 9781920075194
 Student's eBook: 9781430801801
 Lecturer's Guide: 9781920075392

LEVEL 3

Student's Book: 9781920075897
 Student's eBook: 9781430801818
 Lecturer's Guide: 9781920248291

ARCHITECTURAL GRAPHICS & TECHNOLOGY



- ✓ Explanatory diagrams and graphics help understanding.
- ✓ All content is fully explained in simple language.
- ✓ Activities and examples make learning easy and fun.

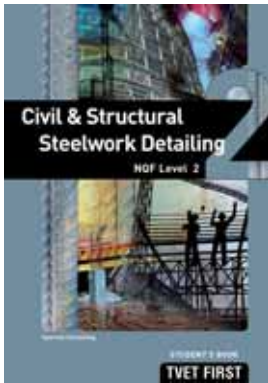
LEVEL 2

Student's Book: 9781920334642

Student's eBook: 9781430803607

Lecturer's Guide: 9781920334826

CIVIL & STRUCTURAL STEELWORK DETAILING



- ✓ Useful diagrams and illustrations bring the content to life.
- ✓ A comprehensive manual in textbook form.
- ✓ Bullet points are excellent for exam preparation.

LEVEL 2

Student's Book: 9781920334659

Student's eBook: 9781430803614

Lecturer's Guide: 9781920334802

ENGINEERING GRAPHICS & TECHNOLOGY



- ✓ Comprehensively covers the syllabus requirements.
- ✓ Detailed illustrations and diagrams enrich the content.
- ✓ Activities guide students through the tasks.

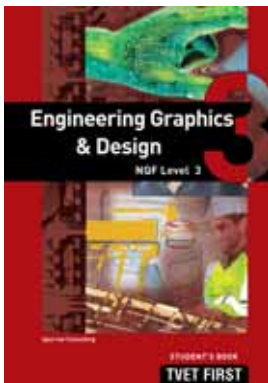
LEVEL 2

Student's Book: 9781920334666

Student's eBook: 9781430803744

Lecturer's Guide: 9781920334819

ENGINEERING GRAPHICS & DESIGN



- ✓ Labelled and annotated diagrams enhance learning.
- ✓ Complex terms and concepts are explained and expanded upon.
- ✓ Activities constantly check students' level of understanding.

LEVEL 3

Student's Book: 9781920334932

Student's eBook: 9781430801788

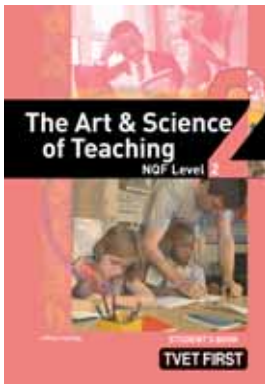
Lecturer's Guide: 9781920334949

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THE ART & SCIENCE OF TEACHING



- ✓ Summative assessments help lecturers ascertain how much the student has learned and can be used as class tests.
- ✓ Topic summaries outline key concepts and aid revision.
- ✓ The “In the workplace” feature presents students with situations and scenarios they may encounter in the world of work.

LEVEL 2

Student's Book: 9781770305137
 Student's eBook: 9781431021079
 Lecturer's Guide: 9781770305175

LEVEL 3

Student's Book: 9781770307360
 Student's eBook: 9781431021086
 Lecturer's Guide: 9781770307377

LEVEL 4

Student's Book: 9781431000098
 Student's eBook: 9781431028450
 Lecturer's Guide: 9781431000104

HUMAN & SOCIAL DEVELOPMENT



- ✓ Clear, relevant photographs enhance the content.
- ✓ The content is explained simply and uses bulleted lists, short paragraphs and tables to support learning.
- ✓ Students' knowledge is constantly tested via the numerous learning and assessment activities.

LEVEL 2

Student's Book: 9781770305120
 Student's eBook: 9781431021031
 Lecturer's Guide: 9781770305168

LEVEL 3

Student's Book: 9781770307407
 Student's eBook: 9781431021048
 Lecturer's Guide: 9781770307414

LEVEL 4

Student's Book: 9781431000043
 Student's eBook: 9781431028481
 Lecturer's Guide: 9781431000036

LEARNING PSYCHOLOGY



- ✓ Simple, student-friendly definitions of key terms are included throughout.
- ✓ Real-life scenarios are presented through case studies and the “In the workplace” feature.
- ✓ Pertinent, high-quality photographs enhance content.

LEVEL 2

Student's Book: 9781770305144
 Student's eBook: 9781431021055
 Lecturer's Guide: 9781770305182

LEVEL 3

Student's Book: 9781770307384
 Student's eBook: 9781431021062
 Lecturer's Guide: 9781770307391

LEVEL 4

Student's Book: 9781431000067
 Student's eBook: 9781431028498
 Lecturer's Guide: 9781431000050

EARLY CHILDHOOD DEVELOPMENT



- ✓ The “In the workplace” feature helps prepare students for real-world encounters.
- ✓ Case studies contextualise the content and make it more relatable.
- ✓ Clear photographs and diagrams clarify important concepts.

LEVEL 2

Student's Book: 9781770305113
 Student's eBook: 9781431021017
 Lecturer's Guide: 9781770305151

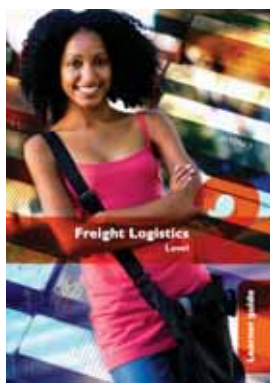
LEVEL 3

Student's Book: 9781770307346
 Student's eBook: 9781431021024
 Lecturer's Guide: 9781770307353

LEVEL 4

Student's Book: 9781431000074
 Student's eBook: 9781431028474
 Lecturer's Guide: 9781431000081

FREIGHT LOGISTICS



- ✓ Tables break up content into easy-to-follow chunks.
- ✓ Examples explain and contextualise content.
- ✓ Summative assessments allow students to revise for their tests and examination.

LEVEL 2

Student's Book: 9780987043801
Student's eBook: 9781431051885

LEVEL 3

Student's Book: 9780992192907
Student's eBook: 9781431051892

LEVEL 4

Student's Book: 9780992192945
Student's eBook: 9781431051908

TRANSPORT ECONOMICS



- ✓ Note boxes indicate important points.
- ✓ Individual and group activities help lecturers gauge students' progress and understanding.
- ✓ Definitions of important, subject-specific concepts are provided in the comprehensive glossary.

LEVEL 2

Student's Book: 9780987043818
Student's eBook: 9781431051915

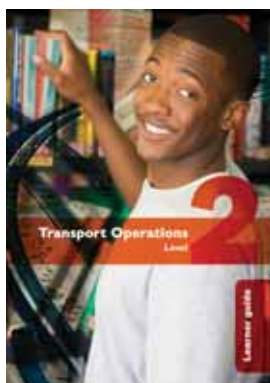
LEVEL 3

Student's Book: 9780992192911
Student's eBook: 9781431051922

LEVEL 4

Student's Book: 9780992192969
Student's eBook: 9781431051939

TRANSPORT OPERATIONS



- ✓ All SOs and LOs clearly map to the curriculum and are covered in full.
- ✓ A list of industry-related acronyms is supplied.
- ✓ A comprehensive glossary provides simple definitions of subject-specific terms.

LEVEL 2

Student's Book: 9780987043825
Student's eBook: 9781431051946

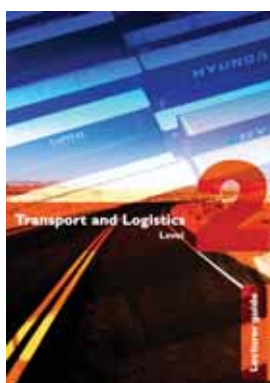
LEVEL 3

Student's Book: 9780992192914
Student's eBook: 9781431051953

LEVEL 4

Student's Book: 9780992192952
Student's eBook: 9781431051960

TRANSPORT AND LOGISTICS



LEVEL 2

Lecturer's Guide: 9780620538916

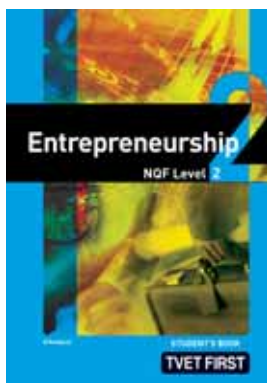
LEVEL 3

Lecturer's Guide: 9780992192938

LEVEL 4

Lecturer's Guide: 9780992192976

ENTREPRENEURSHIP

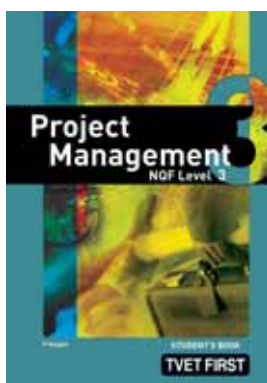


- ✓ Content is covered comprehensively and logically while appealing to students.
- ✓ Informative and relevant case studies make the content relatable.
- ✓ Includes a detailed business plan.

LEVEL 2

Student's Book: 9780853205012
 Student's eBook: 9781431041831
 Lecturer's Guide: 9780853205029

PROJECT MANAGEMENT



- ✓ Diagrammatic representations of abstract concepts facilitate comprehension.
- ✓ Student-friendly definitions of key terms are provided in the "Words and Terms" boxes.
- ✓ Assessment activities allow students to self-test and reflect on their understanding.

LEVEL 3

Student's Book: 9780853208884
 Student's eBook: 9781431028504
 Lecturer's Guide: 9780853208891

LEVEL 4

Student's Book: 9781770304826
 Student's eBook: 9781431028511
 Lecturer's Guide: 9781770304833

NEW VENTURE CREATION



- ✓ Carefully selected examples and case studies bring content to life.
- ✓ The "In the workplace" feature prepares students to tackle real scenarios in the workplace.
- ✓ Practical, creative and relevant activities prepare students for the exam and encourage them to think critically.

LEVEL 2

Student's Book: 9781920075545
 Student's eBook: 9781430801443
 Lecturer's Guide: 9781920075491

LEVEL 3

Student's Book: 9781920075705
 Student's eBook: 9781430801450
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