

# TVET Catalogue

Digital Solutions | Content | Professional Development



# Welcome

## to the Pearson TVET Catalogue

Here you will find out more about the range of digital solutions, content and learning services that Pearson has to offer.

For many people, if education is the what, employment is the why. Good jobs and careers transform individual lives, bring stability to communities, and help economies flourish. Building a stronger connection between education and employment or entrepreneurship can provide a means to solve many of the world's biggest problems.

At Pearson, we're always looking to the future and for innovative ways to solve some of the challenges lecturers and students face. Providing great products and services is just the beginning. It's important for us to know that they are making a measurable impact on learning outcomes and provide students with the skills and knowledge they need to succeed in the workplace.

We know from our own research on the Future of Skills, and the work of many others, that the combination of skills needed for success in the future will be different from what's expected today.<sup>1</sup>

Technology, automation, globalisation and an unpredictable political environment are affecting everything about our world – especially work and education. Importantly, the job titles we hold and the industries that we work in are not likely to be dramatically different from those we would recognise today. However, new skills will be required to be successful in those roles.

What this means is that we have an opportunity to reconfigure job roles, and rethink education, to equip ourselves and our students with the skills to succeed and make learning more accessible.

For us, the future's already begun. It's a future full of powerful challenges and exciting opportunities.

*Together we can help make it a successful future for the millions of students who will make real progress in their lives through learning.*

1. Bakhshi, H., Dowling, J., Osbourne, M. A., & Schneider, P. (2017). The Future of Skills: Employment in 2030. London: Pearson. Available from [futureskills.pearson.com](http://futureskills.pearson.com)

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# Unlock your Future with Learning

Our learning solutions guide gives you an overview of our learning solutions, designed to enrich your teaching and engage your students.

It illustrates how we can build an ecosystem to meet the needs of students and assist you, the lecturer, to help them develop the skills needed to secure employment, be productive in the workplace or as an entrepreneur, and make progress in their careers.

Our research highlights four key areas that contribute towards student employability. These include both *productivity* competencies – the skills, knowledge and attributes that make individuals productive in the workplace – and *transitional* competencies, which enable individuals to secure employment and make progress in employment.



agree that a **degree or certificate from a vocational college or trade school** is more likely to result in a good job with career prospects, than a university degree



think that they need to **develop their soft skills** – such as critical thinking, problem-solving & creativity



agree that workers will need to **improve uniquely human skills** – such as creative thinking, reasoning & collaboration

## Core academic competencies

A solid foundation of literacy, numeracy, and digital fluency are essential. Regardless of the field of study we pursue, there are few opportunities open to us without these competencies.

## Occupational competencies

Skills related to a specific job, like nursing skills if you want to be a nurse, or coding if you want to be a programmer, have become equally as important as traditional core academic skills.

## Personal and social capabilities

This is how we refer to 'soft skills' or '21st century skills', such as, critical thinking, creativity, communication, collaboration, self-management, social responsibility and leadership.

## Career knowledge and transition skills

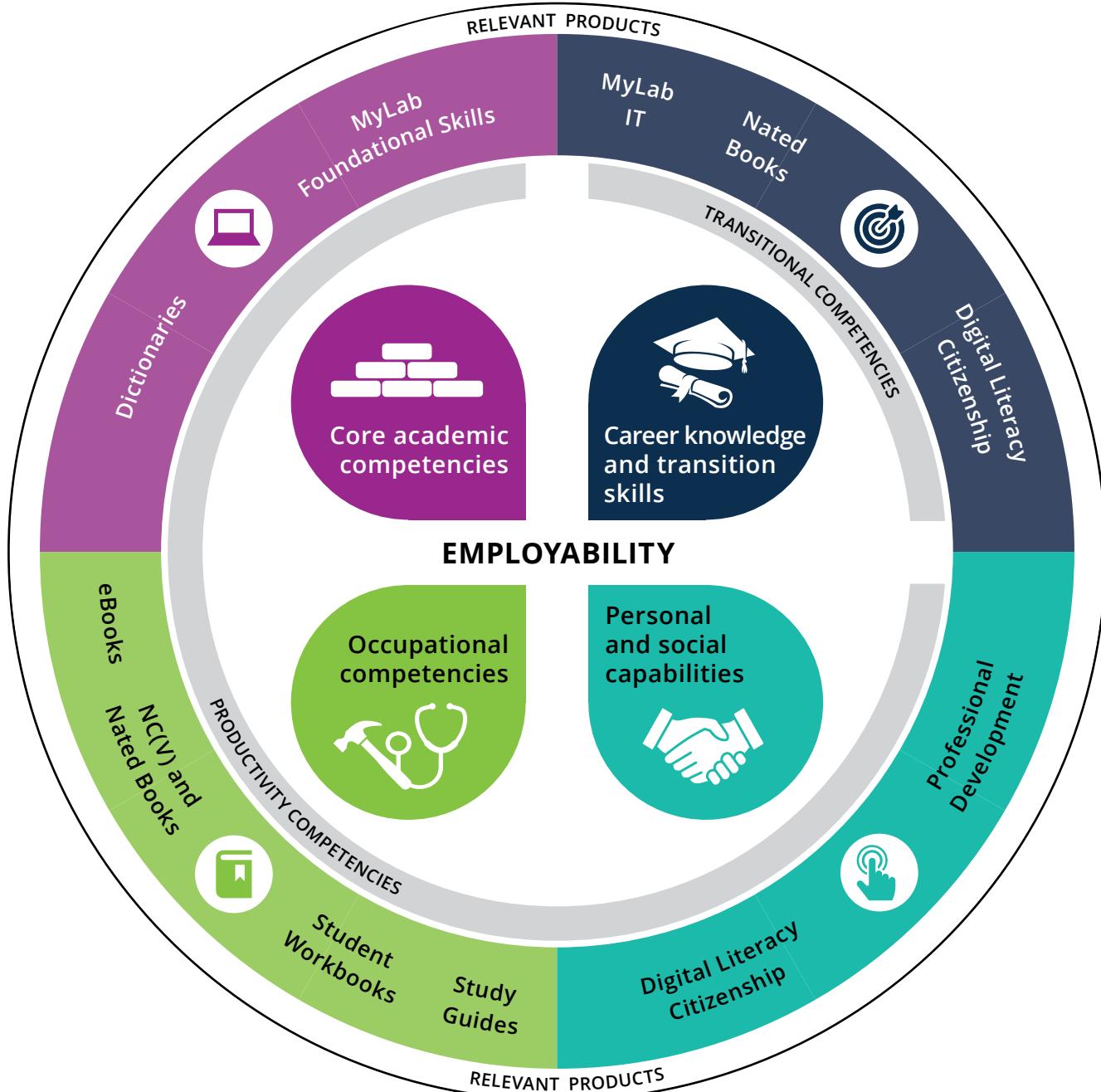
These are the skills students need to transition and transfer what they do in college and work experience to their futures. For example, how to showcase credentials and accomplishments, how to brand yourself, and how to develop a presence on social media.

# Solutions Guide

We offer practical guidance for educators and students on how to make progress towards enhancing skills needed for the future world of work.

Giving you comprehensive support is as important to us as providing you with quality content. Our knowledgeable Key Account Managers can help you determine which Pearson products and services are right for you and your students. We offer support to ensure successful implementation of our learning solutions.

Speak to your Key Account Manager today.



# Digital Solutions

Move to a digitally connected future.

Our digital content is optimised to work across a variety of devices including smartphones, laptops, desktop computers and tablets, and is available for use online and offline.







# eBooks

Colleges and lecturers across South Africa are adopting eBooks to facilitate engaging learning.

To facilitate engaging learning, lecturers across South Africa are making the switch from traditional textbooks to eBooks.

Pearson offers a comprehensive range of eBooks for NC(V) and Report 191/Nated titles, to effectively support the teaching and learning process.

**Our dedicated Implementation and Support team makes it easy to set up an eBook platform at your college.**

## How do I purchase Pearson eBooks?

If you are a lecturer and you require eBooks for your institution, contact your Pearson Key Account Manager or Customer Services, who will assist you in implementing eBooks based on your needs.

If you are purchasing eBooks in small quantities, visit the Pearson eStore at [shop.pearson.co.za](http://shop.pearson.co.za). On purchasing a Pearson eBook access code, you will receive instructions on how to download your eBook.

Explore our eBook range at [shop.pearson.co.za](http://shop.pearson.co.za)

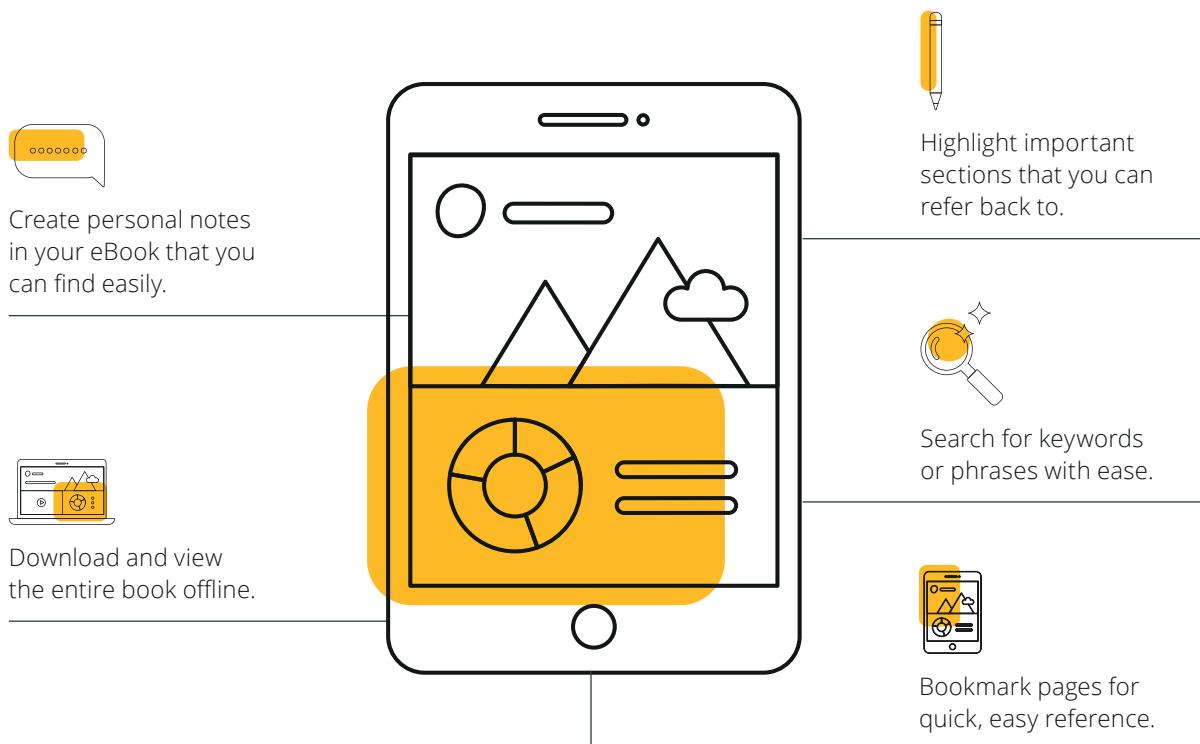
## Enhance the learning experience with eBooks.

Using the same material as the full textbook, our eBooks are downloaded to your students' PCs, laptops or tablets, and are accessible both offline and online.

*Students pointed out that videos, glossary definitions and chapter review activities were the most effective learning objects that contributed towards improving the learning experience.*

– Research on the use of Pearson Interactive eBooks at the University of Pretoria, 2015.

## Features of our eBooks



# MyLab

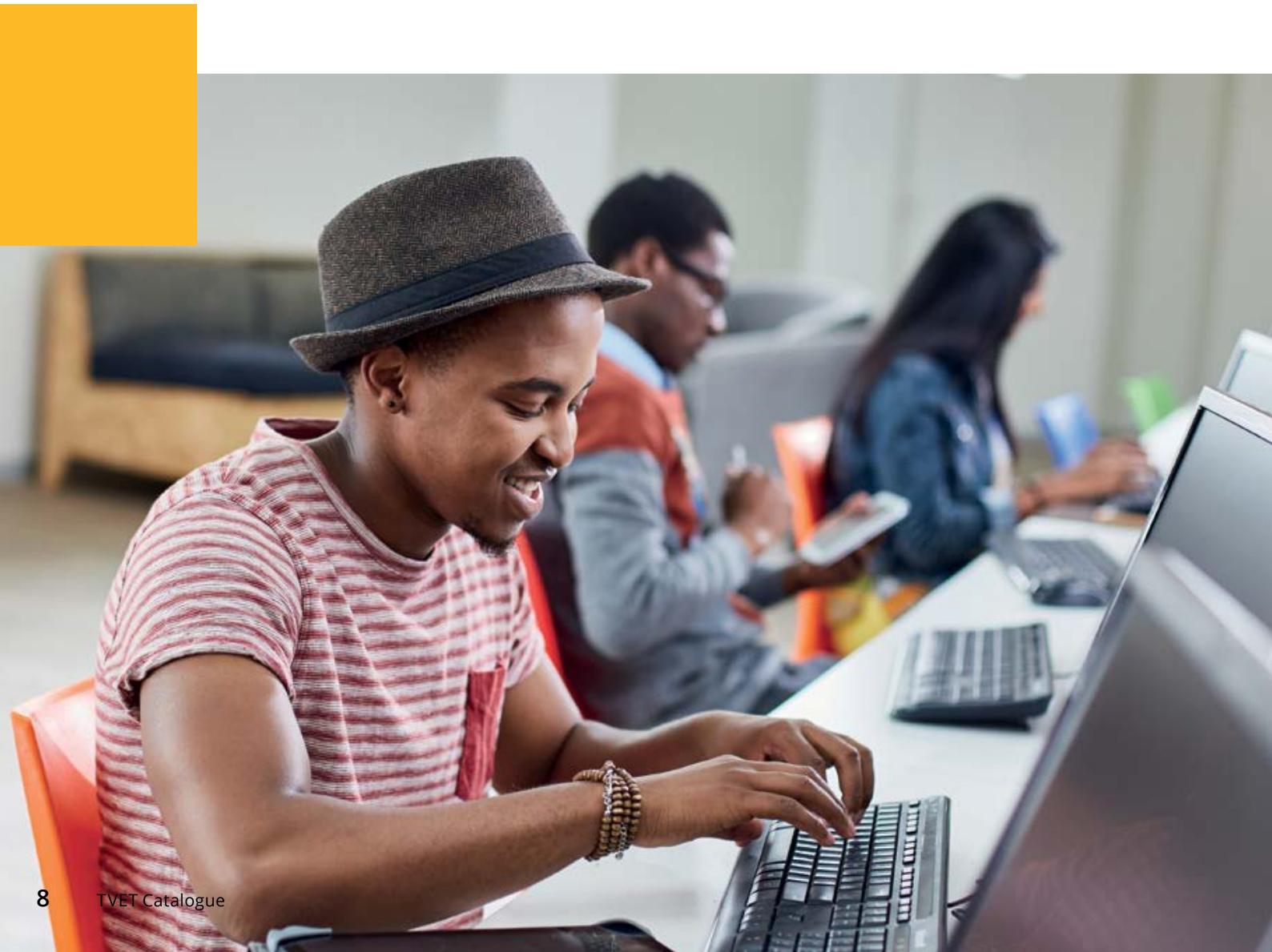
Engage your students with a flexible online learning solution.

MyLab™ is a leading collection of online homework, tutorial and assessment products designed with a single purpose in mind - to improve the results of all students.

*MyLab is trusted by 11 million students around the world and in South Africa, over 100 000 students are using it.*

## Benefits of MyLab

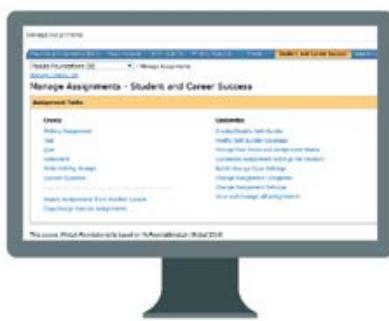
- **Deliver online course content**  
Filled with a wealth of content, MyLab lets you add, remove or modify existing course content to meet the needs of your students.
- **Assign homework and tests**  
Create and manage online assignments and tests that are automatically graded. Students can access MyLab off campus and learn at their own pace.
- **Manage class performance**  
The MyLab Gradebook tracks your students' test and practice exercise results, helping you manage and calculate grades.
- **Improve students' grades**  
View, analyse and report learning outcomes clearly. Use the information to keep your students on track throughout the course.



## Core features

### A powerful homework and test manager

MyLab lets you create, import, and manage online homework assignments, and tests that are automatically graded. You can choose from a wide range of assignment options, including time limits and maximum number of attempts allowed. MyLab means less time grading and more time teaching.



### Comprehensive online course content

Filled with a wealth of content that is integrated with your textbook, MyLab lets you easily add, remove, or modify existing material. You can add your own course content to suit the needs of your students or department. In short, MyLab lets you teach exactly as you'd like.



### Robust gradebook tracking

The online gradebook automatically tracks your students' results on tests, homework, and practice exercises and gives you control over managing results and calculating grades. The gradebook provides a number of flexible grading options, including exporting grades to a spreadsheet program such as Microsoft Excel.



### Easily scalable and shareable content

MyLab enables you to manage multiple class sections, and lets other instructors copy your settings so a standardised syllabus can be maintained across your department. Should you want to use the same MyLab course with the same customised settings, you can copy your existing course and share it with other faculty members.



### Available MyLabs

- MyLab IT
- MyLab Foundational Skills

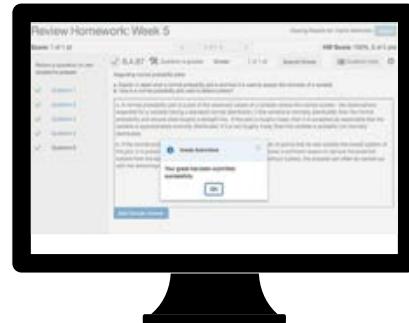
# MyLab Foundational Skills

MyLab Foundational Skills builds proficiency in Numeracy and English skills ensuring that students have the best chance of success in their studies.

## Core features

### Personalised learning

A pre-assessment generates a personalised learning path for each student.



### Skills development

The learning path indicates areas of proficiency for each content area and offers direct links to the specific topics where skill building is needed.



### Competency-based activities

Competency-based learning activities help students master specific skills; listening, reading, writing, Math and study skills.



Click here to speak to a Key Account Manager about MyLab Foundational Skills

# MyLab IT

MyLab IT is the most innovative and personalised way in which to teach and learn digital literacy.

MyLab IT offers quality content, developed by practicing IT educators that can effectively integrate into training and assessment exercises to enhance students' knowledge of Microsoft Office applications and computer concepts needed for university and career success.

## Core features

### Microsoft Office simulations

Students train in a simulated Microsoft Office environment that offers realistic, high-fidelity, skill-based training and assessment scenarios. MyLab IT regularly revises eText and Grader Projects to capture Microsoft 365 updates, keeping the content current.



### Activities and learning aids

Pre-built learning modules help lecturers create a pre-designed path of activities students need to follow. Activities can include simulations, Grader Projects and student resources to support effective learning. Students must master each activity before moving onto the next.

### Automatic grading

Complete Grader Projects in Microsoft Office applications. Lecturers can assign projects that students will complete live in Microsoft Word, Excel, PowerPoint and Access, and submit for immediate grading by the MyLab IT grading engine.



### Real-time labor market insights

Students earn badges showing employers that they're digitally literate and competent in Microsoft Office. They can explore career options that relate to the digital skills represented by your MyLab IT badge.



[Click here to speak to a Key Account Manager about MyLab IT](#)

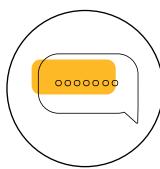


# Digital Literacy Citizenship Course

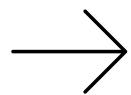
Digital Literacy Citizenship is an online course to support students and lecturers to become more digitally literate.

With more work than ever before happening online, possessing the skills and tools to work on digital platforms is no longer only an advantage but has become vitally important.

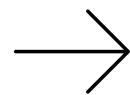
The training model is based on the 'Tell, Show, Do' approach which breaks away from the traditional lecture-based learning.



**Tell**  
Provide information



**Show**  
Demonstrate examples



**Do**  
Apply the knowledge

# Benefits of Digital Literacy Citizenship

In completing this course, students will learn what it means to **CREATE** digital content, **COMMUNICATE** and **COLLABORATE** online, **USE** digital technology safely and effectively, **BEHAVE** appropriately, competently, **EVALUATE** online activity and **SEARCH** the internet efficiently.



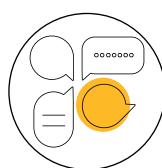
**Intro**

Understand the concept of digital citizenship and digital literacy.



**Create**

Learn how to analyse, create and use different kinds of online content.



**Communicate**

Learn how to evaluate online communication tools and platforms.



**Collaborate**

Learn how to use online collaboration tools and platforms.



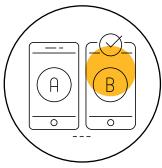
**Use**

Learn how to recognise different types of technologies and to use them smartly.



**Behave**

Learn how to participate online in a responsible and ethical manner.



**Evaluate**

Learn how to recognise and analyse legitimate and relevant content online.



**Search**

Learn how to search effectively on the internet.

Exploring and experimenting is treated as a golden thread and runs through all seven sections, while legal and ethical issues are also included.



**Click here to watch the demo video.**



## Pearson Horizon

Discover a blended digital learning solution to improve student results and optimize your teaching.

Pearson Horizon is a digital learning solution that can be used on- or offline for optimal student engagement and teaching.

It is an easy-to-use blended solution that combines multimedia and interactive digital content, eBook, and online homework and assessments with immediate grading.

The solution provides you and your students maximum flexibility. Lecturers can deliver engaging, curriculum content front of class. Students can complete coursework from on campus or independently in an online learning environment.

## Benefits of Pearson Horizon



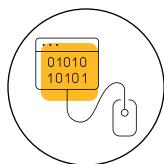
### Engage students with interactive front-of-class teaching

Use multimedia and interactive content to deliver engaging lectures and teach difficult concepts visually.



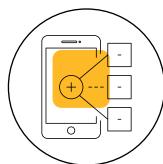
### Deliver curriculum-aligned content digitally

Get all the benefits of our curriculum-aligned interactive content and eBook within an easy-to-use, digital platform.



### Manage activities and assessments

Assign student activities as homework and use class activities as individual, peer or group assessments. Activities and assessments are aligned to the learning outcomes of the subject.



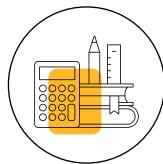
### Promote independent studying

Empower students to access content and complete self-marking activities. Practice exercises and past exams papers allow students to prepare for tests and exams.



### Track student performance

Access a dashboard that provides detailed reports and learning analytics to track student progress.



### Offer flexible on- and offline study options

Give students instant access to mobile-friendly course content, whether they're online or offline.

*I am quite impressed with the platform and how user-friendly it is to teach from. Horizon is an exciting new tool which will enhance the teaching and learning experience for both student and lecturer. What I appreciate the most is that students will be able to download the app onto their own phones and use it offline once downloaded.*

Senior Lecturer NCV, College of Cape Town



Available

English First Additional  
Language Level 2

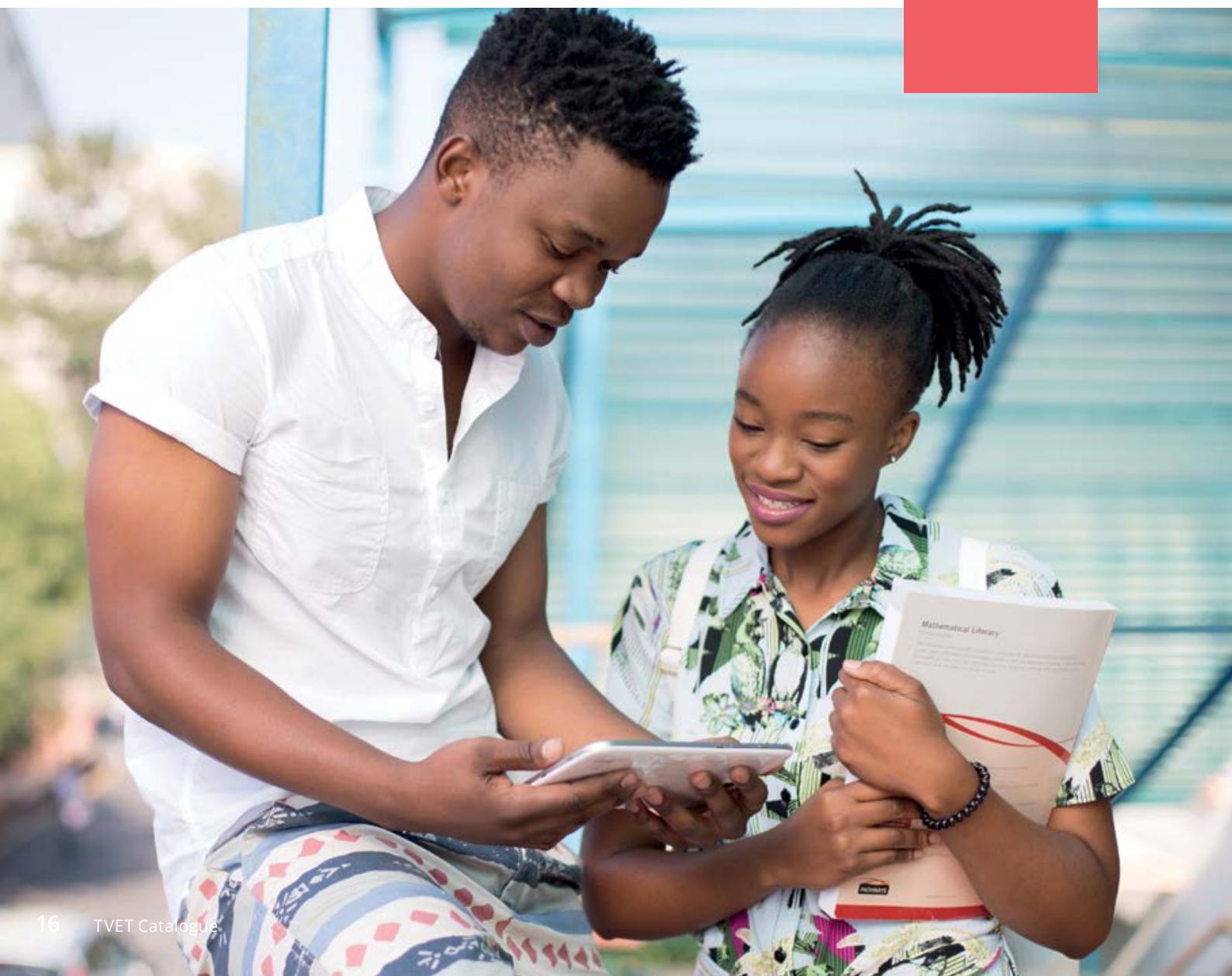
# Content

Expert content for you and your students.

At Pearson, we constantly strive to improve our offering to produce the best teaching and learning resources for lecturers and students. We're proud to produce a range of successful titles, designed to meet the needs of the Report 191/Nated and NC(V) curriculum.

*Our authors understand the South African TVET curricula and are able to create industry-leading content that guides students on their learning path and develop the skills needed to secure employment and be productive in the workplace.*

Dr Benadette Aineamani, Director: Product and Services, Pearson



# Report 191/Nated titles

We remain true to our founding objectives to develop material that is curriculum-aligned and outcomes-based.

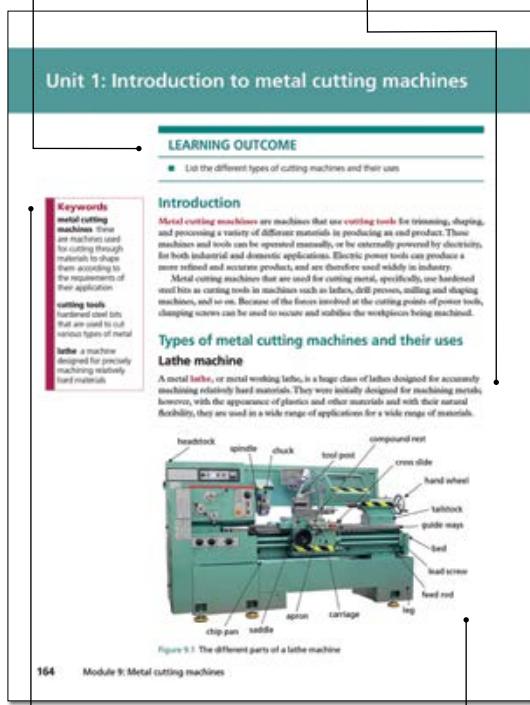
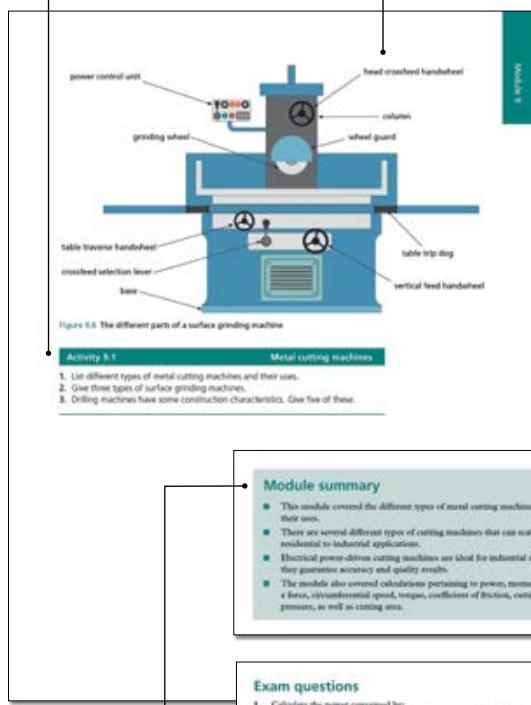
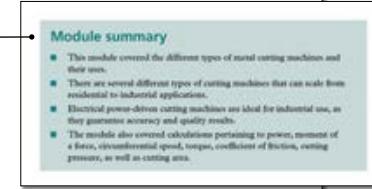
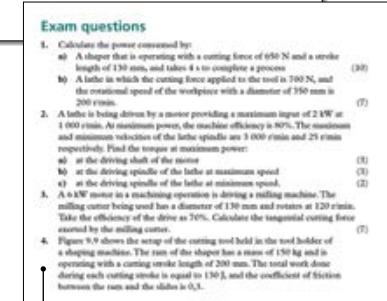
Our content combines educationally sound theory and practice, and includes academic learning and workplace perspectives. Our titles include features to help students function effectively in their work environment and understand the industry in which they are involved.

Our new titles include the following free components:

- Lecturer Guides
- PowerPoint® presentations to deliver lessons front-of-class
- Offline videos (for select titles)

All titles are available as eBooks.

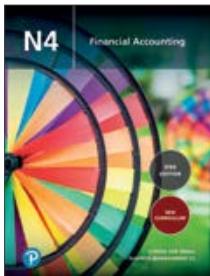
## Key features

Learning outcomes are clearly stated to maintain focused learning	Simple explanations help students to understand content	Wide range of activities test students' knowledge and ability to apply skills	Diagrams enhance understanding
			
Keyword feature explains new terms and are included in glossary at the back of the book	Full-colour photographs support learning	Module summaries can be used for consolidation and revision	Exam practice questions at the end of each topic are useful for exam revision

# New Report 191/Nated Titles

Our latest 191/Nated student books and lecturer guides have been approved by the Department of Higher Education and Training to meet the requirements of the TVET curriculum. Our expert authors have created these titles to ensure that you have the latest resources to help your students achieve success in their course.

## Accounting →

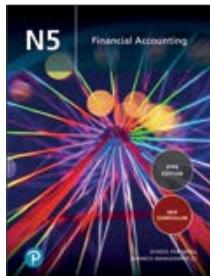


### Financial Accounting N4

**Author:** School for Small Business Management CC

**Print ISBN:** 9781485710165

**eBook ISBN:** 9781485720188



### Financial Accounting N5

**Author:** School for Small Business Management CC

**Print ISBN:** 9781485717362

**eBook ISBN:** 9781485720874

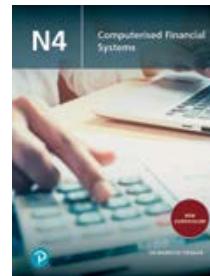


### Introductory Accounting N4

**Author:** School for Small Business Management CC

**Print ISBN:** 9781485717355

**eBook ISBN:** 9781485720195



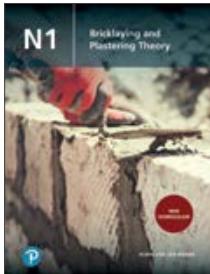
### Computerised Financial Systems N4

**Author:** M Pienaar

**Print ISBN:** 9781485720690

**eBook ISBN:** 9781485720898

## Bricklaying & Plastering Theory →



### Bricklaying and Plastering Theory N1

**Author:** R van der Merwe

**Print ISBN:** 9781485717430

**eBook ISBN:** 9781485720096



### Bricklaying and Plastering Theory N2

**Authors:** L Oosthuizen et al.

**Print ISBN:** 9781485717447

**eBook ISBN:** 9781485720102



### Entrepreneurship and Business Management N4

**Authors:** R Brink-Carlse, R DeKlerk, L Doke

**Print ISBN:** 9781485720676

**eBook ISBN:** 9781485720881

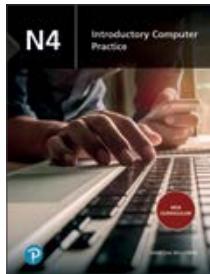
## Communication →



### Communication N5

**Authors:** K Truman, J Theron, U Hill, N Du Plessis

**Print ISBN:** 9781485717553

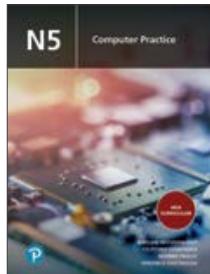


### Introductory Computer Practice N4

**Author:** V Willemse

**Print ISBN:** 9781485717515

**eBook ISBN:** 9781485720294



### Computer Practice N5

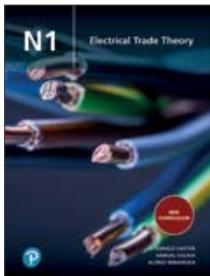
**Authors:** M Bezuidenhout, C Constance, N Paulse, V Oosthuizen

**Print ISBN:** 9781485717539

## New Report 191/Nated Titles

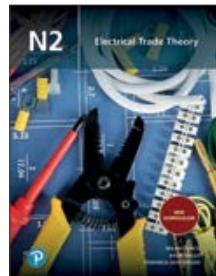
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### Electrical Trade Theory →



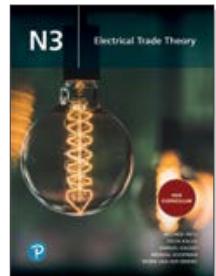
#### Electrical Trade Theory N1

**Authors:** G Chitter et al.  
**Print ISBN:** 9781485717379  
**eBook ISBN:** 9781485720140



#### Electrical Trade Theory N2

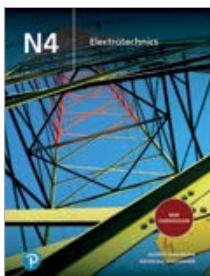
**Authors:** W Fritz et al.  
**Print ISBN:** 9781485717386  
**eBook ISBN:** 9781485720157



#### Electrical Trade Theory N3

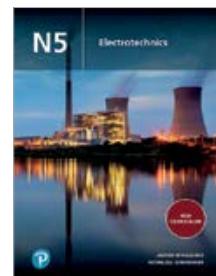
**Authors:** W Fritz et al.  
**Print ISBN:** 9781485717393

### Electrotechnics →



#### Electrotechnics N4

**Authors:** A Mwamuka et al.  
**Print ISBN:** 9781485717454  
**eBook ISBN:** 9781485720171



#### Electrotechnics N5

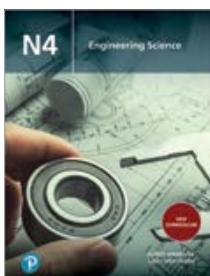
**Authors:** A Mwamuka,  
R Sewsunker  
**Print ISBN:** 9781485717461  
**eBook ISBN:** 9781485720843



#### Electrotechnics N6

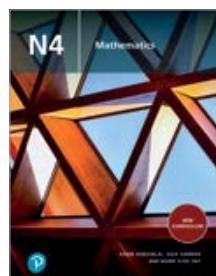
**Authors:** A Mwamuka  
**Print ISBN:** 9781485717478

### Engineering →



#### Engineering Science N4

**Authors:** A Mwamuka,  
L Oosthuizen  
**Print ISBN:** 9781485720706  
**eBook ISBN:** 9781485720935



#### Mathematics N4

**Authors:** A Hurjunlal,  
J Hannah, M Tait  
**Print ISBN:** 9781485720683  
**eBook ISBN:** 9781485720928

## New Report 191/Nated Titles

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### Mechanotechnics →

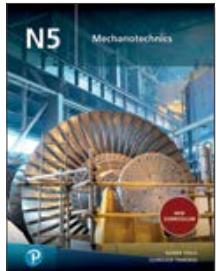


**Mechanotechnics N4**

**Authors:** N Fihla et al.

**Print ISBN:** 9781485717485

**eBook ISBN:** 9781485720164

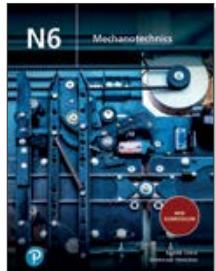


**Mechanotechnics N5**

**Authors:** N Fihla, D Tangirai

**Print ISBN:** 9781485717492

**eBook ISBN:** 9781485720324

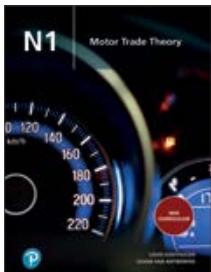


**Mechanotechnics N6**

**Authors:** N Fihla, D Tangirai

**Print ISBN:** 9781485717508

### Motor Trade Theory →

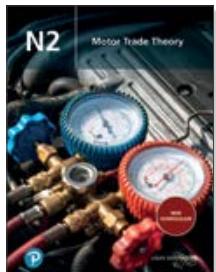


**Motor Trade Theory N1**

**Authors:** L Oosthuizen et al.

**Print ISBN:** 9781485717409

**eBook ISBN:** 9781485720072

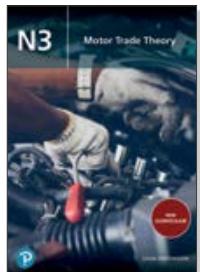


**Motor Trade Theory N2**

**Author:** L Oosthuizen

**Print ISBN:** 9781485717416

**eBook ISBN:** 9781485720089



**Motor Trade Theory N3**

**Author:** L Oosthuizen

**Print ISBN:** 9781485717423

**eBook ISBN:** 9781485720300



Click here to contact a  
Pearson Key Account Manager  
for more information.

# Report 191/Nated Titles subject to DHET-approval

*"We look forward to introduce these titles to you once they are approved by the Department of Higher Education and Training."*

Dr Benadette Aineamani,  
Director: Product and Services, Pearson

## Accounting →



### Computerised Financial Systems N5

**Author:** Dr M Pienaar

**Print ISBN:** 9781485720829



### Computerised Financial Systems N6

**Author:** Dr M Pienaar

**Print ISBN:** 9781485721000

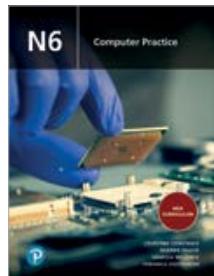
## Business Studies →



### Communication N6

**Authors:** J Ramhurry et al.

**Print ISBN:** 9781485717560



### Computer Practice N6

**Author:** C Constance et al.

**Print ISBN:** 9781485717546



### Entrepreneurship and Business Management N5

**Authors:** R De Klerk, L Doke, S Rajaram

**Print ISBN:** 9781485720812

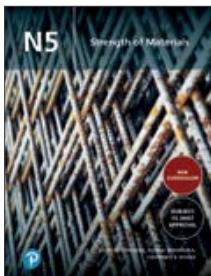


### Entrepreneurship and Business Management N6

**Authors:** R De Klerk, L Doke, S Paarman

**Print ISBN:** 9781485720997

## Engineering →



### Strength of Materials N5

**Authors:** L Oosthuizen, A Mwamuka, C Rhoda

**Print ISBN:** 9781485720782

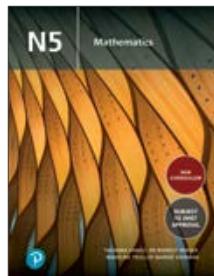


### Strength of Materials N6

**Authors:** L Oosthuizen, A Mwamuka, C Rhoda

**Print ISBN:** 9781485720980

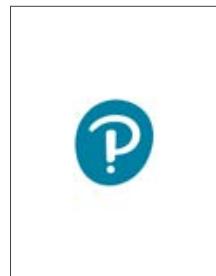
## Mathematics →



### Mathematics N5

**Authors:** T Sango, M Trollop, M Sherman, Dr M Berger

**Print ISBN:** 9781485720775



### Mathematics N6

**Authors:** T Sango, M Trollop, M Sherman, Dr M Berger

**Print ISBN:** 9781485720973

# Best-selling Report 191/Nated Titles

## Business Studies →

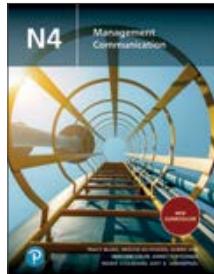


### Entrepreneurship and Business Management N4

**Author:** R Brink-Carlse

**Print ISBN:** 9781485706021

**eBook ISBN:** 9781485715795



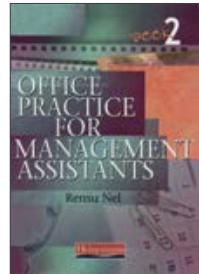
### Management Communication N4

**Authors:** T Blues *et al.*

**Print ISBN:**

9781485710172

**eBook ISBN:** 9781485717331



### Office Practice for Management Assistants

**Author:** R Nel

**Print ISBN:**

9781868539246

## Finance →



### New Venture Creation Level 3

**Authors:** S Chorley *et al.*

**Print ISBN:**

9781770250895

## Marketing →

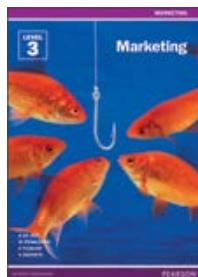


### Pathways to: Advertising and Promotions Level 2

**Authors:** V Chinnasamy *et al.*

**Print ISBN:**

9780796219404



### Marketing Level 3

**Authors:** A de Wet *et al.*

**Print ISBN:**

9781770250550



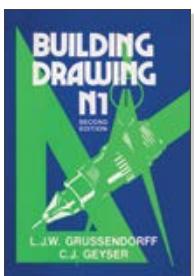
### Marketing Communications Level 4

**Authors:** N du Plessis *et al.*

**Print ISBN:**

9781770254022

## Civil Engineering →

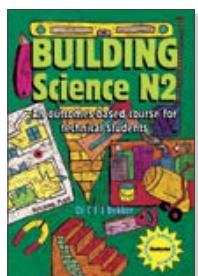


### Building Drawing N1

**Authors:** L Grussendorff *et al.*

**Print ISBN:**

9781868132843



### Building Science N2

**Author:** C Bekker

**Print ISBN:**

9780636039377



### Mathematics N1

**Authors:** B de Wet *et al.*

**Print ISBN:**

9781868538065



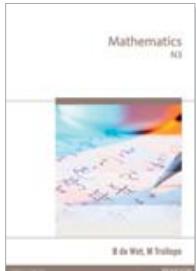
### Mathematics N2

**Authors:** B de Wet *et al.*

**Print ISBN:**

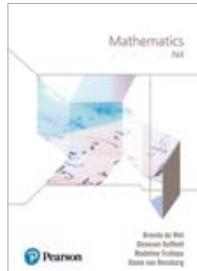
9781868531455

# Best-selling Report 191/Nated Titles



## Mathematics N3

**Authors:** B de Wet et al.  
**Print ISBN:** 9781868531462



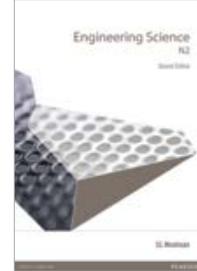
## Mathematics N4

**Authors:** B de Wet et al.  
**Print ISBN:** 9781868536696



## Engineering Science N1 2e

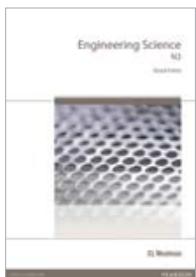
**Author:** C Moolman  
**Print ISBN:** 9781868531370



## Engineering Science N2

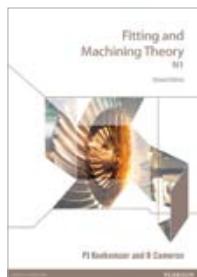
**Author:** C Moolman  
**Print ISBN:** 9781868531387

## Mechanical Engineering →



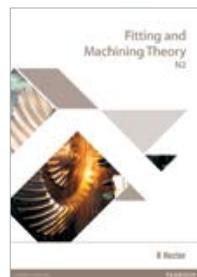
## Engineering Science N3 2e

**Author:** C Moolman  
**Print ISBN:** 9781868531394



## Fitting and Machining Theory N1 2e

**Authors:** P Koekemoer et al.  
**Print ISBN:** 9781868536740



## Fitting and Machining Theory N2 2e

**Author:** K Hector  
**Print ISBN:** 9780796200037



## Mechanical Draughting N4

**Authors:** F Moolman et al.  
**Print ISBN:** 9781868134687



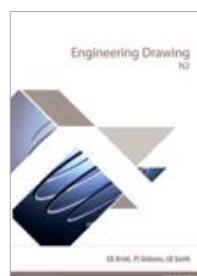
## Mechanotechnology N3 2e

**Author:** F Gouws  
**Print ISBN:** 9781868535835



## Engineering Drawing N1 2e

**Authors:** C Brink et al.  
**Print ISBN:** 9781868531332



## Engineering Drawing N2 2e

**Authors:** C Brink et al.  
**Print ISBN:** 9781868531349

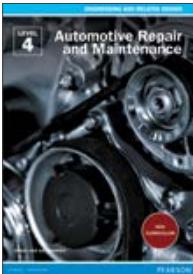


## Engineering Drawing N3 2e

**Authors:** C Brink et al.  
**Print ISBN:** 9781868533886

## Best-selling NC(V) Titles

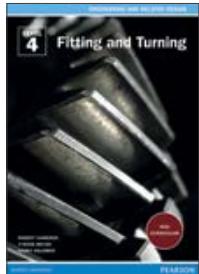
### Engineering and Related Design →



#### Automotive Repair and Maintenance

**Author:** J van Antwerpen

**Print ISBN:** 9781775956273



#### Fitting and Turning

**Authors:** R Cameron et al.

**Print ISBN:** 9781775956280



#### Welding

**Authors:** R Chiradza et al.

**Print ISBN:** 9781775956297

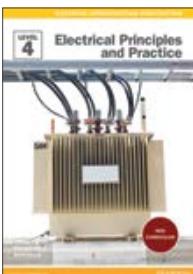


#### Engineering Technology

**Authors:** C Brink et al.

**Print ISBN:** 9780796221001

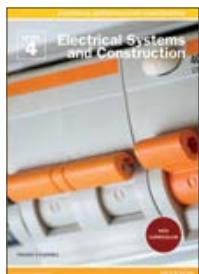
### Electrical Infrastructure Construction →



#### Electrical Principles and Practice

**Authors:** W Fritz et al.

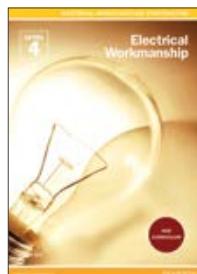
**Print ISBN:** 9781775956303



#### Electrical Systems and Construction

**Author:** F O'Connell

**Print ISBN:** 9781775956327



#### Electrical Workmanship

**Author:** C Els

**Print ISBN:** 9781775956402

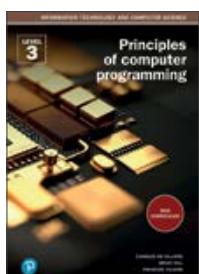
### Information Technology and Computer Science →



#### Computer Hardware and Software Level 3 2e

**Author:** M Britton

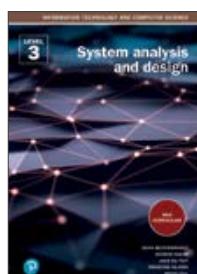
**Print ISBN:** 9781485709756



#### Principles of Computer Programming Level 3 2e

**Authors:** C de Villiers et al.

**Print ISBN:** 9781485709763



#### Systems Analysis and Design Level 3 2e

**Authors:** S Bezuidenhout et al.  
**Print ISBN:** 9781485710011

## Best-selling NC(V) Titles

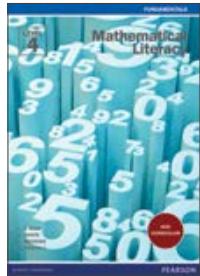
### Fundamentals →



**English FAL  
Level 4**

**Authors:** K Truman et al.

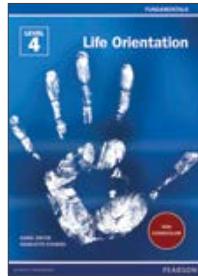
**Print ISBN:** 9781775956211



**Mathematical  
Literacy Level 4**

**Authors:** L Khan et al.

**Print ISBN:** 9781775956228



**Life  
Orientation**

**Authors:** C Dwyer et al.

**Print ISBN:** 9781775956242

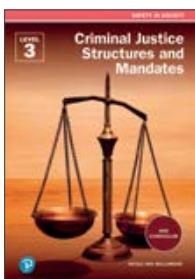


**Computer Skills MS  
Office 2013 Level 4**

**Author:** L Nawratel

**Print ISBN:** 9781928226352

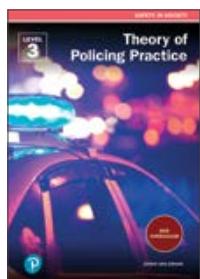
### Safety in Society →



**Criminal Justice  
Structures and  
Mandates Level 3**

**Author:** N Williamson

**Print ISBN:** 9781485710134



**Theory of Policing  
Practice Level 3**

**Author:** J van Graan

**Print ISBN:** 9781485710158



**Introduction to  
Governance Level 3**

**Author:** M Potgieter

**Print ISBN:** 9781485710141



**Criminal Law  
Level 3**

**Authors:** C Bouwer et al.

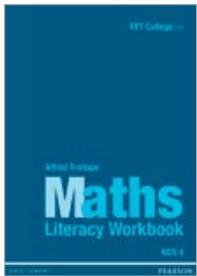
**Print ISBN:** 9781485710127

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We offer a range of supplementary titles that aim to enhance student's understanding and encourage participation. Our supplementary resources support the Pre-Vocational Learning Programme.

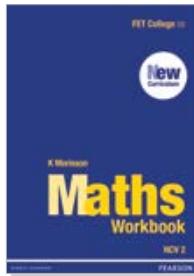
## Workbooks

*Fundamental Workbooks* assist students to practice answering the type of questions normally asked in an exam. The workbooks are aligned to the NC(V) Fundamentals curriculum. Fundamental Workbooks are available for Level 2 to 4.



**Maths Literacy**

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**Maths**

**Print ISBN:** 9781770257443

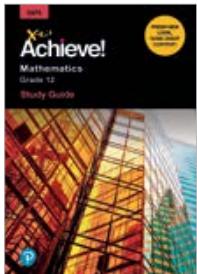


**English**

**Print ISBN:** 9781775782636

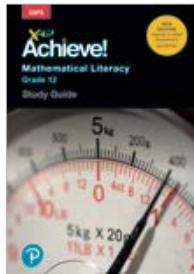
## Study Guides

*X-kit Achieve Study Guides* make learning, understanding, revising and practising for tests and exams easy. They include step-by-step explanations, worked examples and plenty of exam practice.



**Mathematics**

**Print ISBN:** 9781775782032  
**eBook ISBN:** 9781775955290



**Mathematical Literacy**

**Print ISBN:** 9781775959496  
**eBook ISBN:** 9781776101511

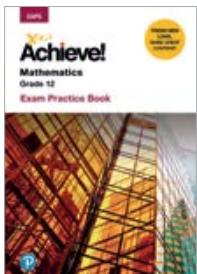


**English First Additional Language**

**Print ISBN:** 9781775786832  
**eBook ISBN:** 9781775952169

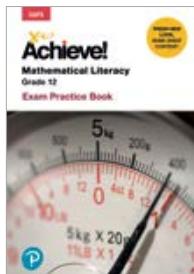
## Exam Practice Books

*X-kit Achieve Exam Practice Books* focus on preparing learners to write exams. They include CAPS-compliant exam papers with appropriate cognitive levels and content weighting.



**Mathematics**

**Print ISBN:** 9781775953999  
**eBook ISBN:** 9781775955542



**Mathematical Literacy**

**Print ISBN:** 9781775954002  
**eBook ISBN:** 9781775955559



**English First Additional Language**

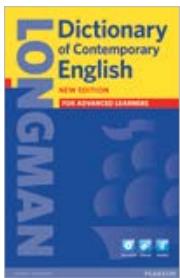
**Print ISBN:** 9781775953692  
**eBook ISBN:** 9781775953753

## **Supplementary Titles**

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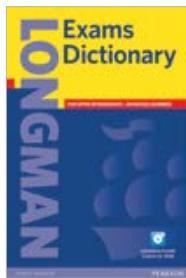
### **Dictionaries**

Our wide range of dictionaries will help students to build vocabulary, improve language skills and communicate effectively.



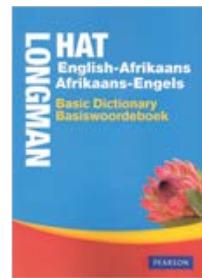
**Longman Dictionary of Contemporary English**

**Print ISBN:** 9781408215333



**Longman Exams Dictionary**

**Print ISBN:** 9781405851374

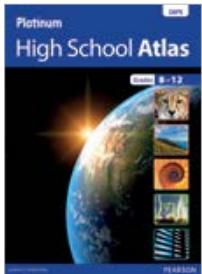


**Longman-HAT Basic Dictionary**

**Print ISBN:** 9781775781387

### **Atlases**

The *Platinum High School Atlas* is a comprehensive and valuable learning and teaching resource as it provides support and can be used across Geography, Maths, Economics, Tourism and Agricultural Science.



**Platinum High School Atlas**

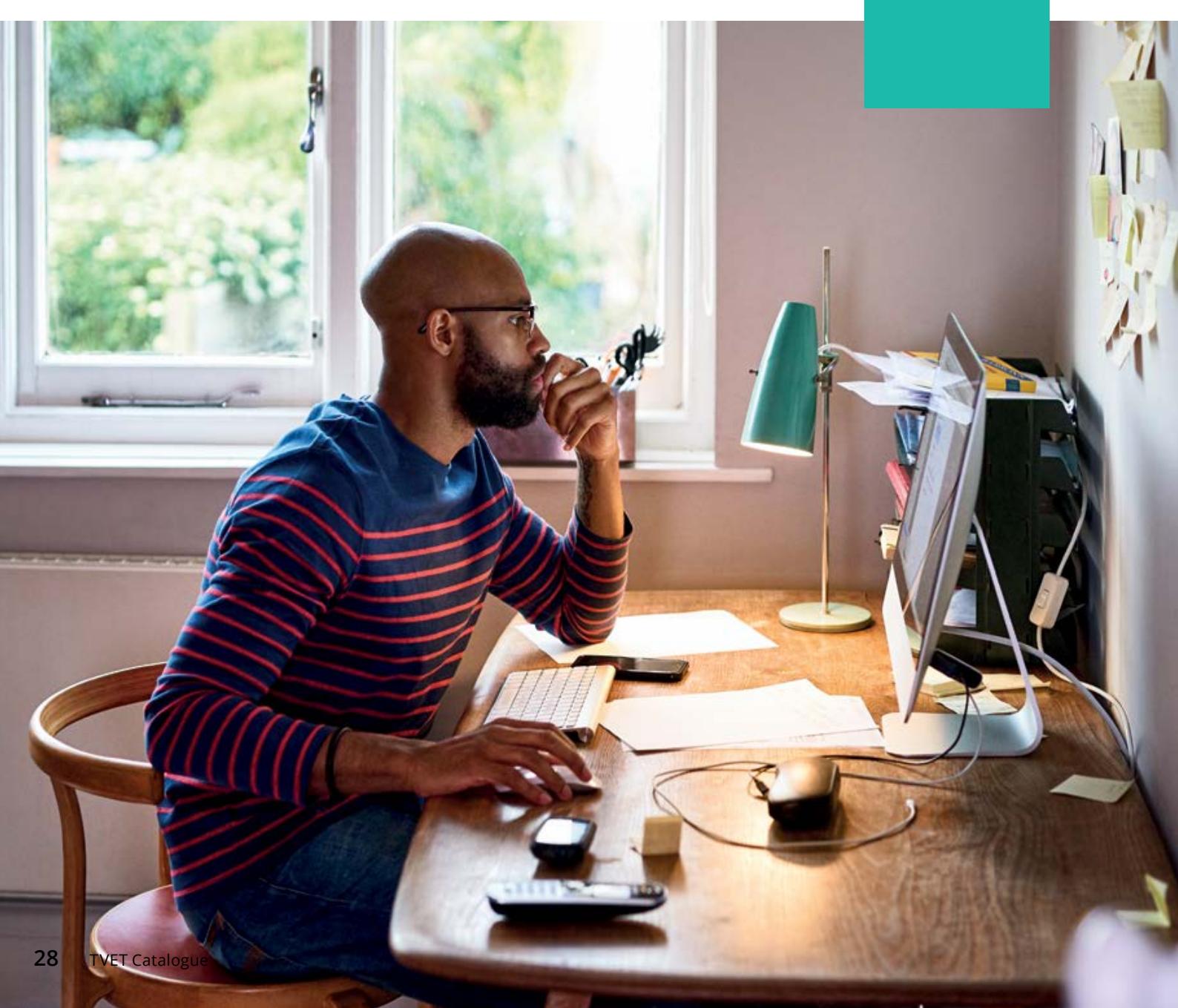
**Print ISBN:** 9780636135819

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We offer a range of practical professional development courses and assessments that will equip lecturers with the knowledge, insights and tools to transform your learning environment.

Pearson is in the process of having our courses SACE endorsed and SETA accredited.



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## 21st Century Skills

The *21st Century Skills* course builds lecturer's ability to integrate 21st century skills, tools and strategies into lecture-room practice.

What you will learn:

- An understanding of 21st century skills and how to apply them into classroom practices.
  - How to design learning activities that support 21st century communication.
  - Forming effective collaborative teams using 21st century collaboration skills.
  - How to develop learning activities that support cross-cultural competency.
  - Techniques to configure a classroom to support 21st century learning and improve learner outcomes.
- 

## ICT in Education

The *ICT in Education* programme is designed to guide you to effectively integrate technology into your lecture rooms, creating engaging environments where students can flourish.

What you will learn:

- Skills on how to integrate various forms of ICT in the classroom, from basic to advanced.
  - Techniques on how to engage students and enhance lessons through ICT.
  - How to use technology tools to improve student assessment.
  - How to organise both classroom and lessons to incorporate technology.
- 

## Digital Literacy Citizenship Online Course

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What you will learn:

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  - Communicate and collaborate online
  - Use digital technology safely and effectively
  - Behave appropriately online
  - Evaluate online activity
  - Search the internet efficiently
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