

# Change of textbook

## Explanation at August 2017

The OCR textbook which students have studied with this module has now gone out of print and is not being reprinted. This supplementary paper explains the new textbook to use and the changes to be made to version 2 of the course materials.

If you are able to obtain a second-hand copy of the OCR textbook – ***Business and administration NVQ Level 3*** by Jon and Diane Sutherland (eg. through Amazon, Abe Books or a local bookshop), you are welcome to do so until advised otherwise and may then use the course materials exactly as written.

If you are unable to obtain a second-hand copy, or would prefer to buy a new book, the textbook we shall use from now and until further notice is as follows:

***Business & administration*** for Level 3 NVQ/SVQ by Nigel Parton and Bernadette Watkins  
Published by Heinemann ISBN 978 0 435 04688 0

This has the advantage of giving the same Q references to the NVQ syllabus as our original textbook. This means that the references in our 'Introduction to the module' paper on pages 2, 3 & 4 stand as printed, except that there is no Q318 in the new textbook.

Be aware that it seems that you cannot access the special website that is mentioned at various places in the new textbook.

If using the new textbook you need to make the following changes to the course materials.

## Amendments to the course materials

### 'Introduction to the module' paper

#### List of course units on pp2-4

Delete OCR in the second sentence and column heading and the reference to Q318 for Unit 8. Otherwise unaltered.

#### 10: Background reading on p9

Change the book details to the new textbook as above. Otherwise unaltered.

### **Passing reference on p12**

Delete OCR in Note 3.

## **Unit 2**

### **Background reading on p54**

Change to the new textbook, but the Q references are unchanged.

### **Application A3 on p56 section 1: replace with:**

Make notes on the 'Building positive work relationships' sections on pages 223 & 252.

## **Unit 4**

### **Background reading on p87**

Change to the new textbook but the instructions remain the same. Note that the 'Waste' section is on pages 61-65 of the new textbook.

## **Unit 5**

### **Background reading on p104**

Change to the new textbook but the instructions remain the same.

## **Unit 6**

### **Background reading on p121**

Change to the new textbook but the instructions remain the same.

### **Assignment A3 on p123**

The exercise ref nos no longer apply but are shown here to identify the text.

- 1.1 Study pages 79-81 of the new textbook.
- 1.2 Unchanged.
- 1.4 Unchanged. See page 84 of the new textbook.
- 2.1,2 Replace with: Check out the blue bullet points on page 86 and apply to your church.
- 2.3,6 Relates to point above.
- 5.1,2 Study pages 97-99 (on problems) in the new textbook for your written work.
- 6.1,2 Study pages 101-102 (on feedback) in the new textbook for your written work.

## Unit 7

### Background reading on p138

Change to the new textbook.

### Section A3 on p140

Point 1 – change to the new textbook.

## Unit 8

### Background reading on p153

Change to the new textbook, but note there is no Q318 section in it.

### Application A1 on p153

Delete the sentence referring to the old textbook.

## Unit 10

### Background reading on p181

Change to the new textbook.

### Application A2 on p182

There are no equivalent tables in the new textbook so this whole application needs to be adjusted as follows. You will need to make out your own table with three columns headed SKILL, CURRENT ASSESSMENT and IMPROVEMENT TARGET. Here are suggested areas to list in the SKILL column 1

#### PROFESSIONAL

Personal appearance

Level of confidence

Knowledge of work role

Ability to adapt to change

Ability to communicate

#### INFORMATION

Written/oral communication

Problem solving

Research

Meet deadlines

Accuracy

## INTERPERSONAL

Present info to different types of people

Summarise

Listening

Interact with others well

Respect from others

## SELF-APPLICATION

Problem solving

Decision making

Enthusiasm

Work under pressure

Numerical accuracy

If you have any problems in using the new textbook with these notes, please consult your tutor who will be pleased to help you.