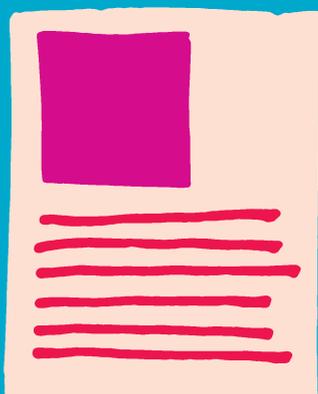
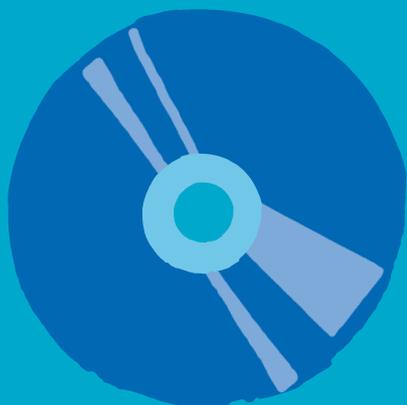
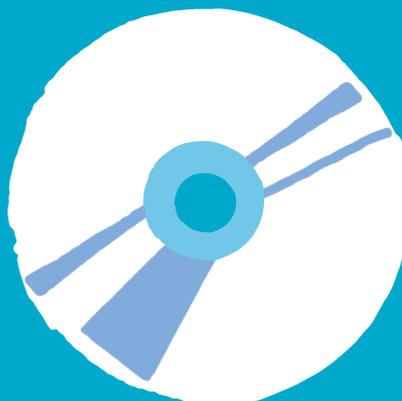
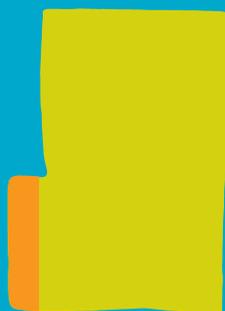
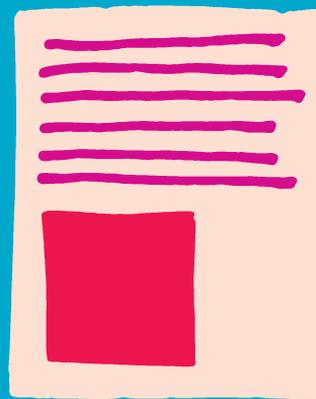
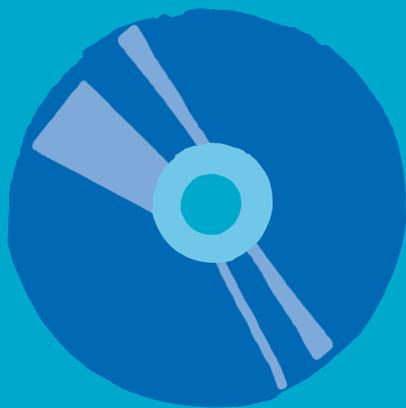




better resources for your courses

GCSEs in vocational subjects



Published by the Learning and Skills
Development Agency

www.LSDA.org.uk

Feedback should be sent to:
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Learning and Skills Development Agency
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19–25 Argyll Street
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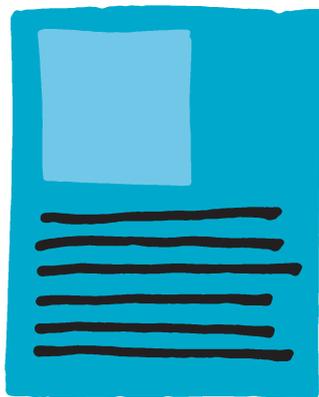
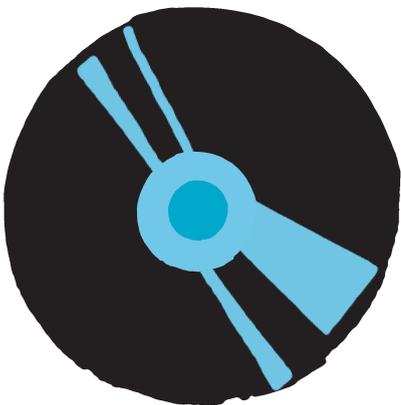
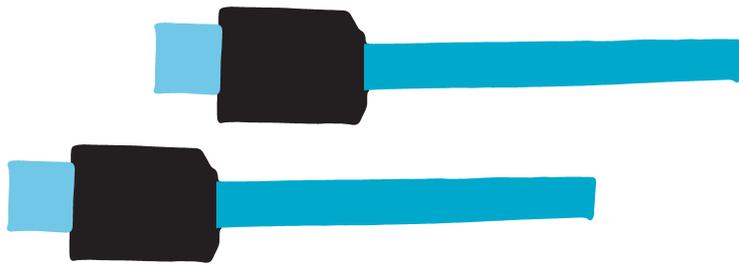
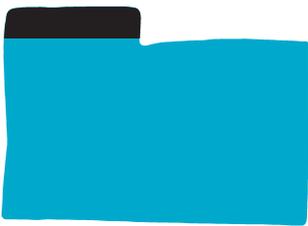
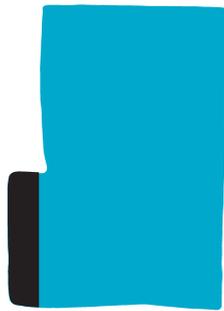
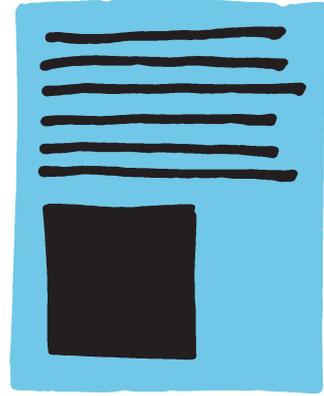
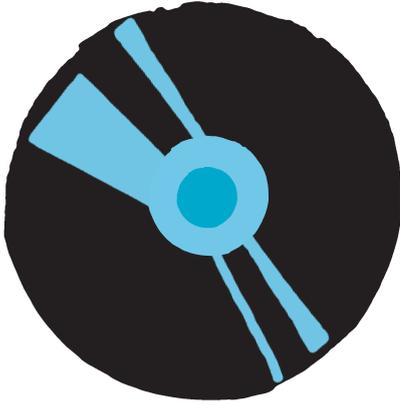
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better resources for your courses

GCSEs in vocational subjects



Disclaimer

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All views and opinions expressed in this guide, including authors' recommendations or other comments, are the evaluations made by the authors solely with reference to the specific relevance of the materials for teachers delivering the specific GCSE subjects listed. The views expressed are not intended as an overall evaluation of the materials discussed and do not constitute an endorsement or negative pronouncement on behalf of LSDA.

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Contents

Applied Art and Design	
Books	2
Websites	6
Other resources	7
Applied Business	
Books	8
CD-ROMs	9
Websites	10
Other resources	13
Engineering	
Books	16
CD-ROMs	19
Websites	19
Other resources	24
Health and Social Care	
Books	25
CD-ROMs	29
Websites	30
Other resources	35
Applied ICT	
Books	41
CD-ROMs	43
Websites	44
Other resources	47
Leisure and Tourism	
Books	48
CD-ROMs	51
Websites	51
Other resources	55
Manufacturing	
Books	58
CD-ROMs	61
Websites	62
Other resources	67
Applied Science	
Books	68
CD-ROMs	71
Websites	72
Other resources	77

Foreword

This audit of resources has been compiled by the Vocational Learning Support Programme: 14–16, which helps teaching staff and managers to deliver high-quality GCSEs in vocational subjects.

The book describes a range of resources that centres can incorporate into their teaching and learning activities. These include textbooks, CD-ROMs, websites, assignments and resource packs. However, it is important to stress that none of the resources is a substitute for giving learners first-hand experience of the vocational sector they are studying. We recommend that you use the information contained within this book to build up your own bank of resources that can be ‘dipped into’ and contextualised to make them more relevant to your local circumstances.

The Vocational Learning Support Programme: 14–16 supports the delivery and implementation of GCSEs in vocational subjects and the increased flexibility programme for 14–16 year olds. It offers:

- access to over 160 local networks and 70 events that discuss effective implementation strategies and showcase examples of good practice
- free publications, CD-ROMs and other resources tailored to each vocational subject area
- customised training and consultancy (see back page)
- a quarterly newsletter to keep you up to date with the latest developments in curriculum delivery
- a dedicated helpline service to answer all your queries on the delivery of the vocational curriculum
- a website packed with useful information and resources.

To find out more, please call 0870 872 8080 or visit **www.vocationallearning.org.uk**



Ian Duckett
Development Adviser

Generic information

The information below is relevant to all centres regardless of the GCSE(s) on offer.

For awarding body specifications and more detailed information about GCSEs in vocational subjects:

AQA

www.aqa.org.uk

Edexcel

www.edexcel.org.uk

OCR

www.ocr.org.uk

QCA

www.qca.org.uk

For assistance with creating industrial links:

National Education Business Partnership Network

Find the contact details for your local Education Business Partnership at www.nebpn.org

For information on planning and delivering vocational programmes:

Vocational Learning Support Programme: 14–16

www.vocationallearning.org.uk/publications

Of particular relevance are:

- *Quick guide: assessment and moderation*
- *Quick guide: curriculum design and development*
- *Quick guide: inspections*
- *Quick guide: management and coordination*

plus the CD-ROM, *Teaching vocational qualifications: guidance for newly qualified teachers*.

Books

100 habits of successful graphic designers

Josh Berger

This book challenges perceptions of graphic design and its role and relates to other disciplines such as industrial design, architecture and fashion. Its contemporary imagery and content stimulate and engage young people. Chapters include exploration of self-promotion, working with clients, education and professional development, and community involvement.

Recommended usage

The teacher should use this material to inform challenging graphic design activities and to broaden the understanding of the role of graphic design and the ways in which it relates to everyday life. Access and use of the book will need to be controlled by the teacher due to the complexity of some of the language.

Rockport Publishers, Inc, 2005

ISBN 1592531881

Tel 001 978 282 9590

www.rockpub.com

Critical success factors for the delivery of GCSE in Applied Art and Design (double award)

Dr Cheryl Jones, Cliff Shaw and Helen Gormley

The critical success factors series highlights a range of potential problems, with some examples of how to avoid them. Case studies are used to describe the different delivery models. There are also useful links and addresses for future research. All examples are clearly explained with details of curriculum planning, timetabling and making the best use of staff expertise.

Recommended usage

The book is essential reading prior to embarking upon the course or for planning for future developments.

Learning and Skills Development Agency, 2004

Tel 0870 872 8080

www.vocationallearning.org.uk/publications

Design modelling: visualising ideas in 2D and 3D

John Bairstow, Robert Barber and Marilyn Kenny

This book explains and illustrates the development of ideas into products. It deals with the practical elements of realising ideas with lots of good tips and examples. Manufacture, ergonomics and aesthetics are all covered, and case studies and sample design briefs are included. The sections of the book cover generating ideas, creative thinking, mood boards and materials selection, as well as orthographic drawing, scale modelling, planning spaces, cutaways and the effective presentation of ideas.

Recommended usage

It can be used by the teacher to stimulate and support teaching and learning activities and it can inform assignments in terms of technical language, materials, techniques and technology, process and project ideas.

The book is accessible to both learners and teachers. Its straightforward text and extensive use of illustrations underpin process, techniques and information. It is suitable for learners on Level 2 and 3 art and design programmes.

Hodder Murray, 2000

ISBN 0340663391

Tel 01235 400 580

www.hoddereducation.co.uk

Fashion design

Susan Jenkyn Jones

This book covers all aspects of fashion design. Chapters include visual language, manufacturing processes and markets, illustration (figure and form), design principles, colour and fabrics, projects, presentation and portfolio building. There is also a glossary of terms, information on careers, fabrics and resources, and checklists (for example, personal qualities and skills).

Recommended usage

It can be used by the teacher to stimulate and support teaching and learning activities, and it can inform assignments in terms of technical language, materials, techniques and technology, processes and project ideas.

It is not suitable for learners to use independently. However, it is a rich and contemporary resource for teachers that will inform their practice in terms of relevant and holistic knowledge of the industry.

Laurence King Publishing, 2005
 ISBN 1856694364
 Price £22.50
 Tel 020 7430 8850
www.laurenceking.co.uk

GCSE Design and Technology – Graphic Products: the revision guide

Richard Parsons (ed)

Although this resource is based on the GCSE, the content is rich in ideas, activities, information and guidance on delivery and can be transferred easily to the Applied Art and Design GCSE. The guide has sections on the design process, materials and components, communication ideas, types of drawing, why people buy a product, how to evaluate, processes and manufacture, and project advice. There is a strong emphasis on vocational and work-related practice throughout the guide and technical and commercial language and terms are emphasised. Product and market research, and moral, cultural and environmental issues are also covered.

Recommended usage

This user-friendly guide can be used by the teacher to stimulate and support teaching and learning activities. It can inform assignments in terms of technical language, materials, techniques and technology, processes and project ideas. It is equally accessible to learners and teachers. It contains short and straightforward statements and explanations with extensive use of illustrations.

Coordination Group Publications Ltd, 2002
 ISBN 184146791X
 Code TGR41
 Price for schools £2.75
 Retail selling price £4.50
 Tel 0870 750 1232
www.cgpbooks.co.uk

Books (continued)**Graphic design school**

David Dabner

This is a good practical guide to all aspects of graphic design practice. It provides tasks and exercises for learners with examples of how assignments and briefs can be approached and it also includes hints and tips. Good guidance is provided on the practical application of visual language and materials, techniques and technology. Chapters include the language of design (studio tools and skills, exploring ideas and colour), principles and techniques, commercial practice and a glossary. The content is colourful and rich and the book is good value for money.

Recommended usage

The teacher should use this material to provide up-to-date vocational and work-related guidance on the graphic design industry. The book is essentially a teacher resource but is also accessible to good Level 2 and 3 learners. The sample assignments and activities can be used by teachers or as a useful template for learners' assignments.

The book is highly visual and illustrated with short and simple explanations and descriptions. It is very useful as a reference source, as a dip-in resource or as a more sequential teacher support material for developing graphic design knowledge and understanding.

Thames & Hudson Ltd, 2004

ISBN 0500285268

Tel 020 7845 5050

www.thameshudson.co.uk**How to be a graphic designer without losing your soul**

Adrian Shaughnessy

This book details the attributes and skills needed to become a successful designer. Chapters include: attributes needed by the modern designer; how to find a job; setting up a studio; clients; and self-promotion. The book also has interviews with 10 well-known designers including Neville Brody, Natalie Hunter and Andy Cruz. It provides a lively and current insight into graphic design and advertising practices and it uses case studies to illustrate career journeys.

Recommended usage

The teacher should use this material to provide up-to-date vocational and work-related guidance on the graphic design industry. The content needs to be processed and used selectively by the teacher, but the book is accessible to good Level 3 learners.

Laurence King Publishing, 2005

ISBN 1856694100

Price £17.95

Tel 020 7430 8850

www.laurenceking.co.uk

Inspiring designers – a sourcebook

Paul Rodgers

This book looks at the work of 18 of the world's most inspiring designers. The designers talk about their work and this provides an insight into their thinking and inspirations. Books, buildings, cars and cinema music are used as prompts and reference points for the designers to reflect on their own work. This highlights the need for design learners to constantly draw upon the world around them. It makes interesting links between art and contemporary design as well as historical art and design and its influence on the present.

Recommended usage

The book can be used as a visual and ideas resource for teachers and learners to remember that design ideas are influenced by and come from a variety of sources. The book should highlight the links between all elements of design and popular culture. It is a good source for learners to appreciate and become familiar with contemporary designers. It can be used by the teacher to stimulate and support teaching and learning activities, and it can inform assignments in terms of technical language, materials, techniques and technology, processes and project ideas.

Use of this book needs to be controlled by the teacher as it is not totally accessible to Level 2 learners.

Black Dog Publishing, 2004
 ISBN 1904772005
 Price £24.95
 Tel 020 7613 1922
www.bdpworld.com

What is graphic design?

Quentin Newark

This book explores the full range of graphic design practice including techniques and an analysis of graphic design as a discipline. It covers visual language as well as 'anatomy', that is, the technical aspects and elements of the discipline.

Recommended usage

The teacher should use this material to provide up-to-date vocational and work-related guidance on the graphic design industry. The book will inform definitions of practice and approaches and will provide technical information to inform teaching of graphic design and the 2D visual language unit.

The book contains straightforward explanations and descriptions. It is accessible as a reference source and is a useful technical support resource for teachers.

RotoVision SA, 2002
 ISBN 2880465397
 Price £19.95
 Tel 01273 716 010
www.rotovision.com

Websites

British Museum

www.thebritishmuseum.ac.uk/education/resources/resources.html

Resource packs for Key stage 4 can be ordered through this site. Costs range from £2 to £7.50. Subjects include *The art of Japan* and *What is African art?* The packs provide a resource that will enrich the curriculum by underpinning a learning programme with examples of non-Western imagery and artefacts.

Recommended usage

The site is useful as a resource for enriching the cultural elements of an art and design programme, particularly in terms of non-Western art. It is designed specifically for the classroom.

Crafts Council

www.craftscouncil.org.uk/education/discover.htm

This website has a good educational section offering free or inexpensive teaching and learning materials. The materials promote innovative and challenging approaches to the design crafts that will help learners and teachers produce exciting work. There are good case studies and reviews of exhibitions. There is also a range of inexpensive CD-ROMs available that cover many aspects of contemporary craft practice.

Recommended usage

This site can be used as a resource for informing the use of materials, techniques and technologies across a range of design craft practices. It is accessible and designed for both teachers and learners.

Drumcroon Gallery

www.drumcroon.org.uk/Sketchbooks/sketch.html

This gallery site is rich in teaching and learning materials and has a strong educational approach. For example, a dedicated focus on how to create and use sketchbooks for the development of ideas and as a personal resource are both extremely useful.

Recommended usage

The site can be used by teachers and learners to explore and inform the artistic process and the development of ideas, particularly the importance of primary research. It is well illustrated and user-friendly.

Fashion Worlds

<http://fashionworlds.blogspot.com/>

Fashion Worlds provides contemporary and historical information about the fashion industry. It also features case studies of designers that help learners to understand the possible career journeys that successful designers have made. It links fashion history to contemporary practice and is updated by practising designers.

Recommended usage

The site can be used as a resource for learners who are specialising in fashion design. It provides a good history of fashion as well as contemporary practitioners. The site is easy to navigate and is bright and well illustrated.

National Grid for Learning

www.virtualartroom.com

This site has a multimedia focus, but is also valuable as a resource for other art and design disciplines such as graphic design and fine art. The materials are for primary and secondary schools and there is a wealth of information that would support GCSE Art and Design. The site includes projects, tutorials, presentations, image manipulation and so on. It also provides ideas and tips on how to use scanners, PowerPoint and digital equipment.

Recommended usage

The site supports the effective use of new technologies to develop visual language and materials, techniques and technologies. Its worksheet-style layout and presentation make the pages easy to read.

Specialist Schools and Academies Trust

www.ssatrust.org.uk/vocational

On the vocational learning home page you can select:

- work-related learning: resources and case studies
- vocational specialism: resources
- GCSEs in vocational subjects: subject-specific links, support materials and case studies
- collaboration and partnership: links to other organisations and case studies
- curriculum development: case studies
- events
- video tasters: including *Learn to work* films.

Most resources are generic, but there is specific art and design content in the subject-specific links and the video tasters.

Recommended usage

The site is for teacher use or information. The *Learn to work* films evoke the real enthusiasm of learners taking GCSEs in vocational subjects, so they are useful for showing at options choice sessions. A further series of master classes act as lesson templates to show good practice and these are useful for staff development and help generally.

Other resources

Quick guide: GCSE in Applied Art and Design

Learning and Skills Development Agency

This leaflet is a brief guide to GCSE Applied Art and Design. It provides advice on the course units, how the course is assessed, building vocational activities into GCSE courses and support from LSDA.

Recommended usage

This is a resource for teachers which is especially valuable for those planning and starting to deliver GCSE Applied Art and Design. It offers brief advice about the course and reminders about the need for active teaching and learning strategies that give learners the chance to experience a range of work-related activities. It provides good examples of this type of activity to give the course a strong vocational focus, which can often be missing in some centres.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/teachers/subjectspecific/ks4/appartdesign.asp

Vocational learning online tutorial – Applied Art and Design

Learning and Skills Development Agency

LSDA's online tutorial offers advice and practical ideas on preparing a quality GCSE Applied Art and Design programme, drawing on good practice from the work of schools and colleges that currently deliver vocational courses. Specimen schemes of work, assignments and assessment support are included in the tutorial.

Recommended usage

This is an excellent resource for staff who are preparing to introduce GCSE Applied Art and Design or who are reviewing delivery of an existing course.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/tutorials/SpecificGCSEs

Books

Applied Business for GCSE

Malcolm Surridge

This is a full-colour book that provides comprehensive support for learners studying any of the awarding body specifications. It covers the three units and contains real-life case studies as well as revision sections and investigation ideas to test comprehension of key concepts and help prepare for end-of-unit assignments. A teacher support pack is available to accompany this book. See page 13.

Collins Education, 2002
Student book
ISBN 0007138083
Price £17.99

Applied Business GCSE

Richard Barrett

There are two books for learners written to match the specifications covering the three units:

- Investigating Business
- People and Business
- Business Finance.

A teacher support pack is available to accompany these books. See page 13.

Nelson Thornes, 2002
ISBN 0748757457
Edexcel version – ISBN 0748770739
Price £15.95 (£13.35 online)
Tel 01242 267 267
www.nelsonthornes.com

GCSE A-Z business studies handbook

Arthur Jenkins

This handbook includes all business studies terms. Each entry begins with a clear, one-sentence definition and is followed by an explanation and examples. The more important the term, the more detailed the entry. Where calculations are involved, worked examples are set out clearly.

Recommended usage

This book is useful for learners and for teachers new to teaching business.

Hodder Education, 2002
ISBN 0340850426
Price £7.99
Tel 01235 400 580
www.hoddereducation.co.uk

GCSE Applied Business

Michael Fardon, Chris Nuttall and John Prokopiw

This book covers the learning topics common to the awarding bodies offering the qualification. It includes illustrations, a variety of case studies and activities, key terms and summary notes.

Recommended usage

This book is suitable for learners. Sample pages can be downloaded from the publisher's website.

Osborne Books, 2004
ISBN 1872962327
Price £14.95
Tel 01905 748 071
www.osbornebooks.co.uk

GCSE Applied Business student books

Carol Carysforth and Mike Neild

There are three books, each written to match the specification of one of the three awarding bodies. Each book includes case studies based on real-life organisations and differentiated activities.

Heinemann, 2002
AQA – ISBN 0435446908
Edexcel – ISBN 0435447203
OCR – ISBN 0435447467
Price £15.99
Tel 01865 888 066
www.heinemann.co.uk

GCSE Business Studies – the revision guide

Richard Parsons (ed)

This revision guide is useful to learners on applied business courses. It is written in user-friendly language with a touch of humour.

Coordination Group Publications, 2005

ISBN 1841463094

Code BUHR41

Price for schools £2.25

Retail selling price £4.50

Tel 0870 750 1232

www.cgpbooks.co.uk

GCSE Business Studies – the workbook

Richard Parsons (ed)

This workbook includes generic learning topics intended for learners studying GCSE Business Studies, but may also be useful to learners on applied business courses. It is written in user-friendly language with a touch of humour.

The contents and sample pages are available for viewing on the publisher's website.

Coordination Group Publications, 2002

ISBN 184146306X

Code BUHW41

Price for schools £2.25

Retail selling price £4.50

Tel 0870 750 1232

www.cgpbooks.co.uk

GCSE in Applied Business (double award)

Neil Denby and Peter Thomas

The book is useful for learners and is divided into three parts:

- business and internal organisation
- business and its context and relationships
- business finance.

Each part is illustrated and contains homework and classwork activities, practice tests, suggestions for portfolio work, case studies and exam tips. A table of contents is included on the publisher's website.

Hodder Education, 2002

ISBN 0340857412

Price £14.99

Tel 01235 400 580

www.hoddereducation.co.uk

CD-ROMs
Recycling

Jason Wood and Staffordshire Business Education Partnership

This CD-ROM supports the recycling topic within environmental constraints for Unit 1: Investigating Business. It is easy to use and includes games and quizzes.

The Staffordshire Partnership

Tel 01889 571 999

www.staffpart.org.uk

VIEW: Retail and VIEW: Woking

These multimedia resources help learners to study business organisations in a real work context.

A VIEW of House of Fraser offers an insight into the Oxford Street store of House of Fraser, a busy retail organisation. It has been developed with support from Skillsmart, the Sector Skills Council for Retail.

A VIEW of Woking Town Centre offers a tour of a modern town centre and access to a high-street bookshop. It has been developed with support from the Surrey Learning and Skills Council.

Recommended usage

These resources are suitable for learners and teachers.

Futurevu

Tel 01908 246 720

www.futurevu.com

Applied Business

Websites

BBC GCSE Bitesize

www.bbc.co.uk/schools/gcsebitesize

This site is an interactive resource for the standard GCSE. Various topics are covered, many of which are relevant to the applied GCSE. Learners are given revision exercises and are able to test their knowledge with online tests. They should be encouraged to visit the site as part of their research or revision. The site includes links to other business websites and a searchable FAQ facility.

Biz/ed

www.bized.ac.uk

This website contains resources for learners and teachers. They are classified by topic rather than syllabus and are therefore useful for GCSE Applied Business. Searching under the terms 'student at school/college' and 'business studies' shows a wide range of activities including:

- business objectives and strategy
- accounting and finance
- marketing
- production and operations management
- human resource management
- external influences.

Blackpool Pleasure Beach

www.blackpoolpleasurebeach.com

Blackpool Pleasure Beach will put together a package with a tailor-made presentation to meet the unit specifications of business awards.

Recommended usage

This is useful as a resource for teachers.

Business Link

www.businesslink.gov.uk

This site provides practical advice to businesses and has sub-sections and bite-sized chunks of information to explain business topics.

Recommended usage

Teachers may like to pre-select and guide learners towards the relevant sub-sections and documents.

Cadbury

www.cadbury.co.uk

Follow the 'learning zone' link for details of visits to Cadbury World and various resources. There is a short case study on marketing Fuse chocolate bars.

Directgov

www.direct.gov.uk

This site contains facts and statistics on the public sector. It includes an A-Z of local government as well as guides to national government and local councils. You can locate statistics on your local area by topic (for example, health, business and industry). It is an easy site to navigate.

Fujifilm

www.fuji.co.uk

This is a user-friendly website containing information on the company, environmental issues, new technologies and much more.

HM Revenue and Customs

www.redbox.gov.uk

HM Revenue and Customs' website for learners between the ages of 7 and 16 is essentially an interactive quiz. It highlights where and why taxes are raised and what they are used for. The site includes teachers' notes and a glossary.

HM Treasury

www.hm-treasury.gov.uk

This site provides access to news, speeches and budget details, although the material may be difficult for some learners to digest.

Applied Business

Learning and Skills Development Agency

www.vocationallearning.org.uk

The following is a list of useful resources available from LSDA's vocational learning website. For each resource listed there follows a brief description and the URL.

CEI resource

This is a set of high-quality resources for GCSE Applied Business produced by the Centre for Education and Industry at Warwick University.

www.vocationallearning.org.uk/teachers/cei/business/b/b.htm

Teach yourself guide to the GCSE in Applied Business

This is an online tutorial for teachers new to teaching business courses or who wish to gain knowledge on best practice in teaching GCSE Applied Business.

www.vocationallearning.org.uk/tutorials/applied_business/index1.html

Quick guide: GCSE in Applied Business

This quick guide provides information on the content of the applied business qualification, how to build vocational activities into the course and the challenges faced by curriculum managers and teachers.

www.vocationallearning.org.uk/files/quickguides/AppliedBusiness.pdf

Managing work experience – GCSE work-related learning assignments

These five assignments are relevant, flexible in format and relate to work. They support effective practice in teaching and learning and focus strongly on learning outcomes.

www.vocationallearning.org.uk/teachers/workrelated/managing/gcse/index.asp

Critical success factors for the delivery of GCSE in Applied Business (double award)

This publication enables practitioners and managers to consider the critical success factors for the design, delivery and assessment of GCSE Applied Business.

www.vocationallearning.org.uk/teachers/csf/Business/GCSE_AppliedBusiness.pdf

How to improve business links on your business course

This contains an explanation of some of the ways of making a business course (applied GCSE) more vocational and improving links with industry.

www.vocationallearning.org.uk/databank/dbaseout/details.asp?ID=412

Sample assignment for Applied Business Unit 1

www.vocationallearning.org.uk/databank/dbaseout/details.asp?ID=416

Talking business and technology – a resource to support units in VCE Business and VCE ICT

This is a multimedia publication which explores the multinational organisation IBM through a series of interviews and case studies. Although aimed at VCE learners, some of the exciting and highly visual learning experience is relevant to applied GCSE learners. Teachers may like to explore the resource first to help guide learners towards the most relevant interviews and case studies.

www.LSDA.org.uk/cims/order.aspx?code=041650&src=XOWEB

Recommended usage

These resources are suitable for teachers to help plan, deliver and review the Applied Business GCSE. Some resources are also suitable for learners.

Marketing Magic

www.marketing-magic.biz/archives

The Marketing Magic website presents hundreds of marketing and selling techniques, tips and articles to build business and boost profits.

Recommended usage

Teachers may like to pre-select and guide learners towards relevant sub-sections and documents.

Applied Business

Websites (continued)

Resource Discovery Network

www.rdn.ac.uk/about

The Resource Discovery Network is a free national gateway to internet resources for learning, teaching and research. The website includes a virtual training suite with free online tutorials designed to help learners, lecturers and researchers improve their IT literacy and skills.

Recommended usage

Teachers may like to explore this site before guiding learners.

Rugeley Power Station

www.cannockchasedc.gov.uk/site/scripts/documents_info.php?documentID=237&pageNumber=7

This site gives details of industry visits to the power station. The BBC site at www.bbc.co.uk/stoke/360/rugeleypower/index.shtml gives a detailed account of the power station with easy-to-navigate 360° photo images.

Specialist Schools and Academies Trust

www.ssatrust.org.uk/vocational

On the vocational learning home page you can select:

- work-related learning: resources and case studies
- vocational specialism: resources
- GCSEs in vocational subjects: subject-specific links, support materials and case studies
- collaboration and partnership: links to other organisations and case studies
- curriculum development: case studies
- events
- video tasters: including *Learn to work* films.

Most resources are generic, but there is specific applied business content in the subject-specific links and the video tasters.

Recommended usage

The site is for teacher use or information. The *Learn to work* films evoke the real enthusiasm of learners taking GCSEs in vocational subjects, so they are useful for showing at options choice sessions. A further series of master classes act as lesson templates to show good practice and these are useful for staff development and help generally.

The National Statistics

www.statistics.gov.uk

The National Statistics site contains a massive amount of data and an extensive search facility.

Recommended usage

This site is useful for teachers.

The Times 100 – edition 10

www.tt100.biz

This site is divided into four sub-sections:

- case studies: explores business study theory in practice
- theory: provides help on revising and completing coursework and homework
- quizzes: helps learners revise
- company information: includes real case studies from UK industry.

For each sub-section the teacher and/or learner selects the course area (applied GCSE), study area (unit) and appropriate topic from the list given.

Recommended usage

This site is useful for learners, although teachers may like to research the content before introducing it to them.

Wikipedia

<http://en.wikipedia.org/wiki/Wikipedia:Browse>

Wikipedia is a free encyclopaedia that can provide background information about companies such as Tesco (<http://en.wikipedia.org/wiki/Tesco>), which may help learners when studying local businesses.

Recommended usage

Teachers may like to pre-select and guide learners towards relevant sub-sections and documents.

Other resources

Applied Business for GCSE – teacher support pack

Malcolm Surridge

This pack, which can be photocopied, includes unit guidance and session planning, textbook notes and answers, and copymasters. A book for learners is available to accompany the pack. See page 8.

Collins Education, 2002

ISBN 0007138091

Price £52.99

www.collinseducation.com

Applied Business GCSE teacher support pack

Richard Barrett, Glynis Frater and Paula Miles

These teacher support packs for each awarding body include guidance on selected case study questions, portfolio-building assignments and a useful web links page.

A book for learners is available to accompany these support packs. See page 8.

Nelson Thornes, 2003

AQA – ISBN 0748768343

Edexcel – ISBN 0748757465

OCR – ISBN 0748768335

Price £42 (£37.80 online)

Tel 01242 267 267

www.nelsonthornes.com

Applied GCSE information leaflets

Department for Education and Skills

The Department for Education and Skills (DfES) produces several leaflets, including:

- GCSEs in vocational subjects – general guidance to resources (ref DfES/0113/2004)
- GCSEs in vocational subjects – general guide (ref DfES/0809/2003)
- GCSEs in vocational subjects – guide for employers (ref DfES/0808/2003)
- GCSEs in vocational subjects – guide for careers education (ref DfES/0811/2003)
- GCSEs in vocational subjects – guide for learners and their parents/carers (ref DfES/0810/2003).

Department for Education and Skills

Available online at www.dfes.gov.uk/qualifications/document.cfm?SID=63

Centre for Education and Industry

CEI offers the opportunity to purchase a number of work-based activities for learners, including:

- *The customer is always right*: this focuses on the importance of consumer service within a business organisation, price £7
- *Exploring the dairy industry*: this provides three activities based on the dairy industry, price £2.50.

Recommended usage

These are suitable for learners.

Centre for Education and Industry,

University of Warwick

Tel 024 7652 3909

Online order form available at

www.warwick.ac.uk/wie/cei

Other resources (continued)

Decoding difficult concepts in business studies

Stewart Jones

This resource helps learners to understand basic business concepts. Topics include ownership and control, shareholding, franchising, cash flow, balance sheets, pricing, costs and benefits, and government influences. A table of contents is included on the publisher's website.

The Chalkface Project, 2000

ISBN 1860253318

Code DDCB

Price £25

Tel 0800 781 8858

www.chalkface.com

Economic and industrial understanding Key stage 4

The Chalkface Project

Worksheets, accompanied by teachers' notes, explore the relationship between the economy and the individual at local, national and international levels. Topics include the employment markets, recession, the changing economy and starting your own business. This resource is suitable for learners.

The Chalkface Project, 2000

ISBN 1873562659

Code EIU4

Price £25

Tel 0800 781 8858

www.chalkface.com

GCSE Applied Business teacher's resource file and CD-ROM

Carol Carysforth and Mike Neild

This resource for teachers accompanies the book for learners (see page 8) and includes:

- foundation and higher-level worksheets
- help for learners when preparing for the externally assessed unit and portfolio-assessed units
- a free CD-ROM containing all the material in an electronic format so that it can be customised.

Heinemann, 2003

ISBN 0435471007

Price £63

Tel 01865 888 066

www.heinemann.co.uk

GCSE double award in Applied Business

The Chalkface Project

This is a web-based course with support material that covers the two-year GCSE course. It includes:

- a multimedia introduction to each module
- an online encyclopaedia of business studies concepts
- multiple-choice tests with results automatically reported back to the teacher through the web
- a portfolio of evidence which is progressively built
- lessons that are supported through three unit-based packs of teachers' notes and activity sheets which can be photocopied.

Recommended usage

This is useful for learners on an e-learning course. More information is available from the publisher's website, and the table of contents and study materials can be viewed online.

The Chalkface Project, 2003

ISBN 1860255410

Code GDAB

Price £25

Tel 0800 781 8858

www.chalkface.com

Applied Business

Raising achievement in GCSE Business Studies

Peter Thomas

This resource focuses on eight key business areas and includes a section on coursework. Worksheets, which are accompanied by teachers' notes, are intended to help learners raise their level of achievement from D/E grades to C grade. Although primarily for learners studying GCSE Business Studies, this resource may also be useful to learners on applied business courses.

The Chalkface Project, 1998

ISBN 1860251528

Code RABS

Price £25

Tel 0800 781 8858

www.chalkface.com

The BAA T5 teacher resource pack

Learning and Skills Development Agency

This pack, produced by LSDA on behalf of BAA and several Education Business Partnerships in London and the south east shows how key themes in areas of work-related learning, enterprise and GCSE Applied Business can be linked to the construction and operation of Terminal 5 at Heathrow airport.

The pack comprises a glossary and teacher resources based on Unit 2 of the GCSE in Applied Business and on work-related learning and enterprise.

Learning and Skills Development Agency, 2005

www.vocationallearning.org.uk/baa/

Understanding specialist language in business studies

Gill Beldon

Around 30 topics are covered in this black-and-white resource, which is available in a ringbinder, on CD-ROM or as a PDF generic to all Key stage 4 business courses. Topics include ownership and control of businesses, aims and objectives, management of people, finance, marketing, production and external influences. The worksheets are illustrated and set in clear and practical contexts with which learners can identify.

The Chalkface Project, 2000

ISBN 1860252931

Code USLB

Price £25

Tel 0800 781 8858

www.chalkface.com

Youth Hostel Association educational visits

The Youth Hostel Association (YHA) offers educational visits and a free teacher resource pack for business. It has also linked with the Lake District National Park Education Service to offer a full range of services to educational groups and teachers which includes tutored modules and residential fieldwork at a Lake District youth hostel. For more information about Lake District visits, e-mail education@lake-district.co.uk or visit www.lake-district.gov.uk

YHA is working with Springboard UK to produce a new CD-ROM for teachers. To order your free CD-ROM, e-mail Tracy Wilkins at tracywilkins@yha.org or telephone 01629 592 714.

Engineering

Books

Critical success factors for the delivery of GCSE in Engineering (double award)

Gerry Denston and Helen Gormley

The critical success factors series highlights a range of potential problems, with some examples of how to avoid them. Case studies are used to describe the different delivery models. There are also useful links and addresses for future research. All examples are clearly explained with details of curriculum planning, timetabling and making the best use of staff expertise.

Recommended usage

The book is essential reading prior to embarking upon the course or for planning for future developments.

Learning and Skills Development Agency, 2004
Tel 0870 872 8080
www.vocationallearning.org.uk/publications

Electrical and electronic principles and technology

John Bird

This book provides an introduction to electrical principles and technology through examples. It is designed to be used as support for BTEC, but the information can be used for GCSE Engineering.

Recommended usage

The book provides support materials for engineering projects, particularly electronics.

Suggested amendments

References to AVCE/BTEC and any assessment material will be inappropriate. The language may be too advanced for some learners.

Newnes, 2003
ISBN 0750665505
Price £17.99
www.newnespress.com

Engineering GCSE

Neil Godfrey and Steve Wallis

This full-colour book contains case studies to help learners apply theory to practice and bring the subject to life. The accessible text design allows learners to dip in and out for information as and when they need it. It is suitable for Edexcel, AQA and OCR specifications.

Recommended usage

The book can be used as background material for supporting all three units.

Suggested amendments

Specific topics will need further guidance and examples.

Nelson Thornes, 2004
ISBN 0748785515
Price £16.95 (£15.25 online)
Tel 01242 267 267
www.nelsonthornes.com

Engineering GCSE

Mike Tooley

The text, case studies, activities and review questions are designed to encourage learners to explore engineering for themselves through a variety of different experiences. The practical process of designing and making a product offers the chance to develop the skills of engineering drawing, basic electronics and workshop techniques. Case studies and research work using the internet and other sources introduce the wide variety of engineering sectors and employment, from the automotive industry to telecommunications.

Recommended usage

The book can be used as background material for supporting all three units.

Newnes, 2005
ISBN 0750665769
Price £14.99
www.newnespress.com
Linked website www.key2study.com

GCSE Engineering

Steve Cushing

This has been written for learners studying GCSE Engineering, aiming to help and support them in all aspects of the course. It provides advice on practical and theoretical areas of the specification. The book is very text heavy and is black and white throughout.

Recommended usage

The book can be used as support material across all three units.

Suggested amendments

Specific topics will need further guidance and examples. Some learners will find the text difficult to read and understand.

Hodder Education, 2004
ISBN 034081408X
Price £13.99
Tel 01235 400 580
www.hodderheadline.co.uk

Introduction to AutoCAD 2004

Alf Yarwood

This is a step-by-step guide to using AutoCAD. A number of examples and exercises allow learners to practise skills and check their own understanding.

Recommended usage

This book is suitable for learners to develop their skills in using AutoCAD.

Heinemann, 2005
ISBN 0750661763
Price £19.95
Tel 01865 888 066
www.heinemann.co.uk

Manual of engineering drawing: to British and international standards

Colin Simmons and Dennis Maguire

This book is a guide to producing engineering drawings that comply with ISO and British standards. The information in the book applies to any manual drawing or CAD application. Topics include: orthographic, isometric and oblique projections; electric and hydraulic diagrams; welding and adhesive symbols; and guidance on tolerance.

Recommended usage

This is best used to support the delivery of the engineering drawing sections of the course. There are examples throughout the book, as well as exercises that learners can attempt to consolidate their experiences. This book can be used for Unit 1, although some of the examples may be a little too difficult for GCSE learners.

Newnes, 2003
ISBN 0750651202
Price £22.99
www.newnespress.com

Modelling with AutoCAD 2004

Bob McFarlane

This book develops skills in the use of AutoCAD. It takes learners through a series of activities developing 2D and 3D drawings.

Recommended usage

This is suitable for learners to practise and develop skills in using AutoCAD.

Newnes, 2004
ISBN 0750664339
Price £19.99
www.newnespress.com

Engineering

Books (continued)

Newnes engineering materials pocket book

W Bolton

This pocket book provides basic definitions, test methods and comprehensive data on the most commonly encountered engineering materials. It is a resource for learners tackling project work on engineering courses.

Recommended usage

All learners need to be able to justify their choice of materials and processes and this text can provide valid reasons on an industrial level. It is suitable for Unit 1.

Newnes, 2000
ISBN 0750649747
Price £17.99
www.newnespress.com

Smart design: products that change our lives

Clive Grinyer

This book describes 50 examples of the use of technology to solve a problem through 'smart design'. It is fully illustrated to support the text which describes the influences of needs, functions and aesthetics over design. The text may be beyond the ability of some learners, but the illustrations are helpful.

Recommended usage

The book provides reference materials to illustrate that all designs are a compromise, but the best are well thought through and balance many conflicting issues.

RotoVision SA, 2001
ISBN 2880465249
Price £27.50
www.rotovision.com

Turning, milling and grinding processes

Patrick Byrne

GCSE Engineering requires that learners use equipment such as lathes and mills. This book explains the processes of turning, milling and grinding as these are of prime importance as a means of shaping and finishing materials. The text is illustrated with detailed diagrams and photographs.

Recommended usage

The book can be used to extend knowledge of these operations, although the language may be difficult for some learners.

Butterworth Heinemann, 1996
ISBN 0340625031
Price £20.99
<http://books.elsevier.com>

Workshop processes, practices and materials

Bruce Black

This book covers all aspects of working in an engineering workshop, including current health and safety regulations, forming processes, presswork, moulding and casting. Using clear language and hundreds of diagrams and photographs, it will prove valuable in the classroom and the workshop.

Recommended usage

This is an ideal starting point for learners on engineering courses. It is suitable for Units 1 and 2.

Newnes, 2004
ISBN 0750660732
Price £18.99
www.newnespress.com

CD-ROMs

Industry information CD

This CD-ROM contains a comprehensive collection of materials including statistics, information on job roles, careers and training, the background and structure of the industry, guidance on interacting with industry, and authentic working documents supplied by various organisations and companies.

Recommended usage

Teachers and learners should use these materials to gain examples of industrial practices.

Suggested amendments

Some of the materials are a little out of date and refer to GNVQs. They are generally aimed at Level 3 and will need some adapting for Level 2 (GCSE) learners.

Learning and Skills Development Agency

Tel 0870 872 8080

www.vocationallearning.org.uk/publications

Websites

Are smart materials intelligent?

Carolyn Yeates

www.iee.org/Publish/Journals/MagsNews/OnMags/IM/subspot/ss77.cfm

This online article is a concise definition of smart materials and technologies. It highlights the difference between Western and Japanese thinking on the development of smart materials and concludes that smart materials are not yet intelligent.

Recommended usage

This can be used as a general introduction to the topic for Unit 3. The topic may need some detailed introduction of a more straightforward nature for the majority of learners.

British Plastics Federation

www.bpf.co.uk

This website has excellent information about plastics and processes. There are animated pages showing the processes involved in working with a variety of plastic materials to develop a range of products.

There are detailed examples of each type of plastic, including physical test results and other data.

Recommended usage

All learners working with plastics need to explain why they have selected particular processes and materials. This site will provide clear and useful information that learners can use in their justifications. It is suitable for Units 1 and 3.

Engineering

Websites (continued)

EEF

www.eef.org.uk/UK/whoweare/abouteef

EEF, the manufacturers' organisation, has a membership of 6000 manufacturing, engineering and technology-based businesses and represents the interests of manufacturing at all levels of government. The website has sections on statistics, research, associations, the environment and others. There are links to many other organisations, including SEMTA, SETNET and SETPOINT.

Recommended usage

This is an official body involved in supporting engineering and manufacturing. There is a lot of information, so it is probably best digested by the teacher prior to directing the learner to it.

Suggested amendments

Learners will find it difficult to access much of the content as it is. The teacher will need to reword sections.

Engineering Council

www.engc.org.uk

This is a large site that has some information on industrial visits and articles about engineering. Publications can also be downloaded.

Recommended usage

The site offers general guidance on careers and information on organisations that can support engineering projects. It is therefore useful as a starting point in researching general engineering activity and for finding out about regulatory systems.

Engineering Employers Federation

www.n-genm.org.uk/casestudies_mechanical.html

'n-geneering mentoring' is a project committed to working with schools and companies to help young people make realistic decisions about careers in the engineering and manufacturing sectors.

Recommended usage

Engineering mentors from the specialities of mechanical, civil, electrical and chemical engineering have worked with groups of learners offering their experience and guidance in a range of science- and technology-based activities.

GCSE in Engineering

www.gcseinengineering.com

The website contains a wealth of information for teachers, learners, parents, employers and careers advisers, including full details of the scope of the qualification; guidance, advice and support materials; and a list of key organisations and their contact details.

Recommended usage

The site contains up-to-date resources and changes in the materials which were developed for supporting this qualification.

Health and Safety Executive

www.hse.gov.uk

Health and safety is a huge and complex area which is explained in detail through this website. All aspects are covered, including legal issues.

Recommended usage

All learners on engineering and manufacturing courses must be aware of the Health and Safety Executive. They need to refer to health and safety legislation, as well as working within the bounds of relevant legislation and guidance. This site is therefore invaluable as it contextualises this potentially complex area. It is particularly useful for Units 1 and 3, although learners may need support as they search for information.

Institute of Electrical Engineering

www.iee.org/TheIEE

This is a professional body and the website is the main portal for the public and associated members to access the resources and services offered by the institute.

There are links to other bodies and case studies of engineering activities that can be used in class to illustrate industrial processes.

Recommended usage

Much of the site is aimed at professional engineers, but the case studies can be useful for learners as they investigate real companies and industrial activities. The teacher will need to signpost relevant resources.

Institute of Materials, Minerals and Mining

www.iom3.org/education/sas.htm

The Institute of Materials, Minerals and Mining operates a schools affiliate scheme. The aim of the scheme is to provide resources to schools to promote the world of materials, minerals and mining, both in terms of education and as potential careers.

For £25 a year the affiliate school will receive newsletters and resources suitable for delivering material theory.

Recommended usage

The site has limited use for learners, but the resources available through the affiliate scheme are designed to be used across Key stages 3 and 4, and at post-16. They are useful for Units 1 and 3.

Institute of Mechanical Engineers

www.imeche.org.uk

The Institute of Mechanical Engineers has members who work in research, design, development, manufacturing, installation, commissioning, contracting, consulting and teaching in fields as diverse as lubrication, satellite launching, surgical implants and in power stations. The Institute produces a range of resources that can be used in schools and colleges.

Recommended usage

Learners should be made aware of the Institute as they may come across it in their later studies or if they follow a career in engineering. The materials tend to be aimed at Level 3 and above, but they are still useful as background resources.

Suggested amendments

Some of the materials will need adapting to be relevant to Key stage 4 learners.

Metals Industry Skills and Performance

www.metskill.co.uk

Metals Industry Skills and Performance (MetSkill) is the strategic skills body for the metals industry and works to represent every part of the industry from metals production to recycling, stockholding and distribution. The site is an information point for researching metals and the processes used to manipulate them.

Recommended usage

The site should be used as a starting point for finding out about the properties of metals. It is also useful for careers advice and for developing an awareness of the continuous professional development available within the metals industry.

SEMTA

www.semta.org.uk/semta.nsf/?Open

This site is a starting point for a range of support services for both engineering and manufacturing. There are links to agencies, resources and publications that are suitable for staff and learners.

There are also links to strategy groups responsible for supporting the development of projects and qualifications in a range of sectors. The news section can be useful for keeping staff updated on developments.

Recommended usage

This site is useful for both learners and teachers. The links page signposts a wealth of resources that can be used as research in developing engineering and manufacturing project materials.

Engineering

Websites (continued)

SETNET/SETPOINT organisations

www.setnet.org.uk/cgi-bin/wms.pl/8

The Science, Engineering, Technology and Mathematics Network (SETNET) is a UK-wide charity that promotes science, technology, engineering and mathematics awareness, especially among young people. SETNET aims to help ensure that there is a flow of well-motivated, high-quality people going from schools into science, technology, engineering and maths careers, and to prepare young people for the technological world in which they live. The website has information on the events and activities carried out by local SETPOINT organisations, as well as newsletters and other publications.

Recommended usage

This site is useful for staff. There is a vast amount of resources and projects are being developed nationally, many of which are designed to support the delivery of Engineering and Manufacturing GCSEs.

Specialist Schools and Academies Trust

www.ssatrust.org.uk/vocational

On the vocational learning home page you can select:

- work-related learning: resources and case studies
- vocational specialism: resources
- GCSEs in vocational subjects: subject-specific links, support materials and case studies
- collaboration and partnership: links to other organisations and case studies
- curriculum development: case studies
- events
- video tasters: including *Learn to work* films.

Most resources are generic, but there is specific engineering content in the subject-specific links and the video tasters.

Recommended usage

The site is for teacher use or information. The *Learn to work* films evoke the real enthusiasm of learners taking GCSEs in vocational subjects, so they are useful for showing at options choice sessions. A further series of master classes act as lesson templates to show good practice and these are useful for staff development and help generally.

Technology Enhancement Programme

<http://tep.org.uk>

The Technology Enhancement Programme (TEP) is in its 13th year and has a membership of over 1800 schools. TEP continues to focus on enriching and enhancing technology education through its training programmes and distinctive resources, many of which take the form of CD-ROMs.

TEP has supported and, in many cases, pioneered the use of new technologies in schools.

Recommended usage

Membership entitles centres to purchase materials and receive support on all aspects of technology teaching, much of which is appropriate to GCSE Engineering and Manufacturing.

Suggested amendments

Each piece needs viewing prior to use, but most is well designed and user-friendly. There is a danger of too much material being used to the detriment of giving learners real vocational experiences.

The Industrial Trust

www.industrialtrust.org.uk/index.html

The Industrial Trust is a rapidly growing charity with a mission to enthuse and educate young people of all abilities – both directly and through others – to aspire to careers in wealth creation and to help equip them with the skills they need for those careers. It is led by highly successful business people and experts from science, technology, education and enterprise.

The website is used to promote the Trust and to disseminate information to interested parties. It runs a range of programmes for learners, giving them first-hand experience of industry and enterprise by taking them to employers' premises to see how classroom learning is applied in practice, to learn about the world of work and to see the jobs that people do.

Recommended usage

If staff or learners wish to investigate placements in industry, the site offers contacts and support in arranging these.

UK Centre for Materials Education

www.materials.ac.uk

The UK Centre for Materials Education supports high-quality learning in materials science and related disciplines. It promotes, encourages and coordinates the development and adoption of effective practices in learning, teaching and assessment.

The site has information on resources, events and news related to the world of materials technology.

Recommended usage

There is a wealth of material on this site which is useful for Units 1 and 3. Learners can find out about materials and processes and teachers can download resources or order support materials.

Women into Science and Engineering

www.wisecampaign.org.uk/wise.nsf/?Open

Women in Science and Engineering aims to promote the world of science and engineering to girls in school, as well as to potential employees. The website has information designed to attract girls into these areas, as well as offering support to organisations in enabling girls to advance their careers. There is a wide range of publications and downloadable resources on the site.

Recommended usage

The site is very useful for promoting engineering options for girls and can be used in developing induction programmes and careers advice materials.

Young Engineers

www.youngeng.org/index.html

The website is the information portal for the Young Engineers of Britain (YEB) organisation. The YEB supports all aspects of engineering in schools and colleges and runs a number of regional clubs where individuals can take part in national and local competitions. The site has an archive of successful ideas and other useful resources.

Recommended usage

Centres should be encouraged to join the YEB as it can lead to learners taking part in competitions, as well as helping to provide useful resources and links.

Other resources

Engineering GCSE support pack

Mike Tooley

Designed for use alongside the textbook *Engineering GCSE* (see page 16), this pack offers a complete, structured course, providing all the resources needed by teachers or learners. The materials, which can be photocopied, include the background to running a GCSE Engineering course and worksheets to support and develop work assignments, practicals and design briefs. Reference material and revision sheets are also included.

Recommended usage

The pack can be used to structure the delivery across all three units. Each centre would need to ensure that the facilities on offer were suitable to deliver this course. If they are, these materials can be used without modification.

Newnes, 2003

ISBN 075065645X

Price £75

www.newnespress.com

Linked website www.key2study.com

Quick guide: GCSE Engineering

Learning and Skills Development Agency

This leaflet is a brief guide to GCSE Engineering. It provides advice on the course units, how the course is assessed, building vocational activities into GCSE courses and support from LSDA.

Recommended usage

This is a resource for teachers which is especially valuable for those planning and starting to deliver GCSE Engineering. It offers brief advice about the course and reminders about the need for active teaching and learning strategies that give learners the chance to experience a range of work-related activities. It provides good examples of this type of activity to give the course a strong vocational focus, which can often be missing in some centres.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/teachers/subjectspecific/ks4/engineering.asp

Vocational learning online tutorial – GCSE Engineering

Learning and Skills Development Agency

The tutorial offers advice and practical ideas on the process of preparing a quality programme, drawing on good practice from the work of schools and colleges which currently deliver vocational courses. There are specimen schemes of work, assignments and assessment support included in the tutorial.

Recommended usage

This is useful for staff to use as preparation for developing the course or as support in reviewing and developing the delivery of an ongoing course.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/tutorials/SpecificGCSEs

Books

Complete A–Z health and social care handbook

Judy Richards

The handbook lists key health and social care terms in alphabetical order. Each entry begins with a clear definition and is followed by an explanation and/or examples.

Recommended usage

Although intended for use with A-level learners, this is an equally valuable resource for GCSE learners as a reference tool for health and social care terms and key concepts. The revision lists are of no use to GCSE learners, but the list of websites and references may be helpful.

The handbook is also a useful resource for teachers for displaying specialist vocabulary to enhance learners' literacy skills, thereby improving their exam and portfolio preparation.

Hodder Arnold, 2003

ISBN 0340872675

Price £10.99

Tel 01235 400 580

www.hoddereducation.co.uk

Critical success factors for the delivery of GCSE in Health and Social Care (double award)

Learning and Skills Development Agency

The aim of this guide is to consider the critical success factors for the course design, delivery and assessment of GCSE Health and Social Care. It provides an opportunity for centres to evaluate their practice, considering what is of benefit to the teachers, managers and learners who use this qualification.

Recommended usage

This is especially valuable for teachers planning to introduce GCSE Health and Social Care into the curriculum, but also for those who already offer the qualification and wish to improve aspects of delivery. It offers pre-course guidance for those introducing the qualification and information about setting up the learning programme that makes the most of collaborative support. The section on curriculum design and delivery looks at the skills of teaching staff, critical dates and off-site delivery. An induction programme is encouraged and there is information on relating the qualification to work, teaching and learning, assignments and assessment. There are two interesting case studies looking at innovative delivery of the externally tested Unit 3 and staff development. The appendix gives further reading, useful addresses and websites, and work-related links that contribute to assessment.

Learning and Skills Development Agency, 2004

Tel 0870 872 8080

www.vocationallearning.org.uk/publications

Health and Social Care

Books (continued)

GCSE Health and Social Care

Hilary Thomson and Sylvia Aslangul

Three of the chapters in the book cover the assessed units and one chapter covers study skills. The study skills chapter helps learners to become independent and looks at learning styles, personal organisation and planning, compiling a portfolio, reading, note-taking, using a library, writing assignments, memory skills and techniques, giving oral presentations, working collaboratively and managing work experience.

The other three chapters cover all the information in the 'what you need to learn' sections of the syllabus and can be used with all awarding bodies' specifications. Each chapter contains well-presented information, activities, case studies and discussions in a user-friendly, colourful format.

Recommended usage

The book is very useful as a form of secondary information and provides the underpinning knowledge and understanding required for the course. Learners can then use this understanding to prepare portfolio work related to their specific clients and services. It is also useful for teachers.

Hodder & Stoughton, 2002
ISBN 034085782X
Price £16.99
Tel 01235 400 580
www.hodderheadline.co.uk

GCSE Health and Social Care

Angela Fisher, Stephen Seamons, Ian Wallace and David Webb

The book is written specifically for the double award GCSE Health and Social Care and is appropriate for all awarding bodies. It is divided into three chapters, each covering a unit, and there is also an appendix and glossary.

Each unit is divided into sections with a 'Getting started' page which explains what learners should know when they have completed the section. Questions are provided which check learners' understanding. Key words are shown in bold type and are explained. Extra material is provided for those working at a higher level.

Completing the activities provided will help learners to develop their knowledge and understanding. In Unit 3, case studies describe different health and social care situations and the key learning activities in this section will help prepare learners for the external test. Each chapter has a user-friendly, colourful format with photographs, pictures and diagrams.

Recommended usage

The book is very useful as a form of secondary information and provides the underpinning knowledge and understanding required for the course. Learners can then use this understanding to prepare portfolio work related to their specific clients and services. The book is also useful for teachers.

Folens Publishers, 2003
ISBN 184303364X
Code FC364X
Price £16.99
Tel 0870 609 1235
www.folens.com

GCSE Health and Social Care for AQA

Elizabeth Haworth, Carol Forshaw and Neil Moonie

This book covers the AQA specifications and includes case studies to help learners transfer their learning to real-life contexts, as well as differentiated activities that are suitable for all abilities. Awarding body-specific assessment sections are included to provide guidance and to help learners prepare.

Recommended usage

The book is a valuable resource for teachers following the AQA syllabus. It is very useful as a form of secondary information and provides the underpinning knowledge and understanding required for the AQA course. Learners can then use this knowledge and understanding to prepare portfolio work related to their specific clients and services.

The book has been fully endorsed by AQA, according to the publisher, but care must still be taken to make sure that it meets all the up-to-date AQA requirements and advice given in the chief examiner's report published at the end of each exam series.

Heinemann, 2002
 ISBN 0435471333
 Price £17.99
 Tel 01865 888 066
www.heinemann.co.uk

GCSE Health and Social Care for Edexcel

Elizabeth Haworth, Carol Forshaw and Neil Moonie

This book covers the Edexcel specifications and includes case studies to help learners transfer their learning to real-life contexts, as well as differentiated activities that are suitable for all abilities. Awarding body-specific assessment sections are included to provide guidance and to help learners prepare.

Recommended usage

The book is a valuable resource for teachers following the Edexcel syllabus. It is very useful as a form of secondary information and provides the underpinning knowledge and understanding required for the Edexcel course. Learners can then use this knowledge and understanding to prepare portfolio work related to their specific clients and services.

The book has been fully endorsed by Edexcel, according to the publisher, but care must still be taken to make sure that it meets all the up-to-date Edexcel requirements and advice given in the chief examiner's report published at the end of each exam series.

Heinemann, 2002
 ISBN 0435471414
 Price £17.99
 Tel 01865 888 066
www.heinemann.co.uk

Health and Social Care

Books (continued)

GCSE Health and Social Care for OCR

Elizabeth Haworth, Carol Forshaw and Neil Moonie

This book covers the OCR specifications and includes case studies to help learners transfer their learning to real-life contexts, as well as differentiated activities that are suitable for all abilities. Awarding body-specific assessment sections are included to provide guidance and to help learners prepare.

Recommended usage

The book is a valuable resource for teachers following the OCR syllabus. It is very useful as a form of secondary information and provides the underpinning knowledge and understanding required for the OCR course. Learners can then use this knowledge and understanding to prepare portfolio work related to their specific clients and services.

The book has been fully endorsed by OCR, according to the publisher, but care must still be taken to make sure that it meets all the up-to-date OCR requirements and advice given in the chief examiner's report published at the end of each exam series.

Heinemann, 2002
ISBN 0435471376
Price £17.99
Tel 01865 888 066
www.heinemann.co.uk

Health and social care for GCSE

Mark Walsh

This is a full-colour textbook which provides comprehensive support for each unit of the GCSE in Health and Social Care.

Recommended usage

It is useful as a teacher resource and as a reference for learners. It is also useful as a form of secondary information and to provide the underpinning knowledge and understanding required for the course. Learners can then use this understanding to prepare portfolio work related to their specific clients and services.

Collins Education, 2002
ISBN 0007138113
Price £17.99
www.collinseducation.co.uk

Health and Social Care GCSE

Liam Clarke

This full-colour learner resource matches the distinctive learning and development requirements of GCSE Health and Social Care. It also covers the double award.

Its design makes it accessible and it contains many case studies which apply theory to vocational practice. Its 'jargon dragon' is a fun way to explain terminology and the 'Think it through' sections help learners to review and consolidate their knowledge and understanding.

Recommended usage

The book is very useful as a form of secondary information and provides the underpinning knowledge and understanding required for the course. Learners can then use this knowledge and understanding to prepare portfolio work related to their specific clients and services. The book is also useful for teachers.

Nelson Thornes, 2002
ISBN 0748766456
Price £15.95 (£13.35 online)
Tel 01242 267 267
www.nelsonthornes.com

CD-ROMs

Health and social care activities and materials

Centre for Education and Industry

The intention of these resources is to strengthen the vocational focus of teaching and learning in health and social care. Contributors have sought to present real contexts which learners can explore so that knowledge can be related to working practice.

The range of learning materials – learner activities, documents, simulations, role plays, case studies, slide shows and interviews – is intended to support a variety of teaching and learning styles. Guidance has been included which suggests, but does not prescribe, various ways of using these materials and offers references to other resources.

Each of the 13 study units commences with a 'Guidance for teachers' file which explains the purpose of the study unit and describes the case studies and learning activities it contains.

Recommended usage

These resource materials will help teachers in the planning and delivery of GCSE Health and Social Care. They provide examples of vocationally relevant and current practice which are useful as a back-up to any first-hand evidence the learners experience. It is an excellent resource providing underpinning knowledge and understanding of health and social care.

Learning and Skills Development Agency
Tel 0870 872 8080
www.vocationallearning.org.uk/teachers/subjectspecific/ks4/hsc.asp

Industry information CD

The CD contains up-to-date material from Addenbrookes NHS Trust to make courses more vocational. It includes statistics, information on job roles, careers and training, the background and structure of the industry, guidance on interacting with industry, and authentic working documents.

The Addenbrookes section has PowerPoint presentations covering:

- the NHS Plan – a plan for investment and a plan for reform. This is pertinent to Unit 1 and provides underpinning knowledge about the structure of the NHS
- progression routes – Addenbrookes NHS Trust case study. It looks at different routes into nursing, the entry requirements, the different roles on the ward and rates of pay. There is detailed information about the pre-nursing course.

A very good table about job roles in the NHS, found on www.nhscareers.nhs.uk, can be displayed in the classroom. The Addenbrookes update section covers information about the human body, nervous and respiratory systems, and heart disease and arrhythmia. These have less relevance to GCSE Health and Social Care.

An additional materials area has 16 sections looking at topics such as ethics, legislation, multi-agency working and care planning, as well as case studies linked to GNVQ delivery. The assignments section covers Foundation, Intermediate and Advanced GNVQ and, while they are not directly relevant to the GCSE, ideas could be adapted to meet the new specifications.

Recommended usage

The resource was produced in 2000 and is now a little out of date, but with selective use, parts could still be used with GCSE learners. The Addenbrookes materials section is the most useful part of the CD-ROM.

Learning and Skills Development Agency
Tel 0870 872 8080
www.vocationallearning.org.uk/publications

Health and Social Care

CD-ROMs (continued)

One in a million

The CD-ROM features interviews with NHS staff from a wide variety of areas such as nursing, therapy, radiography and management. There is a comprehensive database listing almost every job within the NHS which gives practical information such as entry requirements, training and qualifications. There is also a contacts section which provides links to useful websites such as the Department of Health and the College of Occupational Therapists.

Recommended usage

The CD-ROM was developed as an interactive tool to aid recruitment and promote employment opportunities within the NHS, but it is very useful as a secondary source of evidence for the job roles section of Unit 1.

Cumbria and Lancashire Workforce Development and Federation

Further information is available at

www.ks4flexibility.co.uk/resources.php

Resources for courses – everything you need on tap

The CD-ROM features a section for each of the new GCSE subject areas and includes information on assessment, moderation, progression, staff development, key skills opportunities, making vocational links and quality assurance. It also has useful web addresses, publications, a sample assignment and year plans to give teachers a head start in implementing the programmes and making sure they have a distinctive vocational element.

Recommended usage

This CD is especially valuable for those planning and starting to deliver GCSE Health and Social Care.

Learning and Skills Development Agency

Tel 0870 872 8080

www.vocationallearning.org.uk/publications

Websites

Age Concern

www.ageconcern.org.uk

Age Concern's website promotes all aspects of healthy living in later years. It has sections on using computers, staying active, volunteering, keeping in touch/networking, an online magazine with quizzes and much more. It is also possible to order leaflets online.

Recommended usage

This is a good-quality site which should teach 14–19 year olds that getting older does not always mean being bedridden or ill. It should help them look more realistically at this increasing age group.

BBC Health

www.bbc.co.uk/health

www.bbc.co.uk/bigchallenge

www.bbc.co.uk/health/healthy_living

The health site has areas on illnesses and conditions, and it helps and advises users on where they can ask questions on, for example, sexual health. It also has an interactive quiz where users can calculate their life expectancy.

The big challenge site invites users to create a personal locker, which will help them take on the challenges within the site and monitor their progress which is useful for Unit 2. The site contains practical tools for changing habits and lots of personalised advice. It has many links to other health and diet-related sites including www.salt.gov.uk which has an animation about the effects of eating too much salt.

The healthy living site contains a wealth of information that provides underpinning knowledge and ideas, particularly for Unit 2. For example, there is a BMI calculator and information about obesity, anorexia and other eating disorders. It has sections on weight, nutrition, fitness, health at work, stress, travel health and complementary medicine. It also provides links to the British Nutrition Foundation, the Food Standards Agency, the Eating Disorders Organisation and Weight Concern.

Recommended usage

This is a site not to be missed when researching up-to-date information, particularly for Unit 2. It is a very good-quality site with links to other sites and will appeal to the 14–19 age group.

Health and Social Care

BBC Lifestyle

www.bbc.co.uk/lifestyle

www.bbc.co.uk/relationships

These websites give information about improving confidence, looking at what affects self-esteem, practical exercises to boost confidence, useful contacts and an online course with case study video clips. Elsewhere on BBC Lifestyle there is information on healthy living, nutrition, life stages, fitness and relationships.

Recommended usage

The sites are useful as a teacher resource for Units 2 and 3 and can be used by learners to research information for their clients in order to plan health improvements. The lifestyle website has a wealth of information on health and lifestyle including BMI calculators, fitness planners and information from related TV programmes. All are well presented and easy to use.

BBC Skillswise

www.bbc.co.uk/skillswise/games

These are general resources to improve literacy and numeracy, but there are interactive resources with a specific care context. The care and childcare crosswords are useful in improving spelling and understanding of specialist terminology. The interactive *Casualty* challenge games give learners the opportunity to look at the role of paramedics, doctors and nurses and carry out some of the tasks they might do in the correct order.

Recommended usage

The games can be accessed by clicking on the listening and vocabulary sections. The site could be used independently by learners to consolidate learning. The interactive resources are especially useful for learners who have difficulty with key skills.

Dartford Technology College

www.school-portal.co.uk/

[GroupHomepage.asp?GroupID=24014](http://www.school-portal.co.uk/GroupHomepage.asp?GroupID=24014)

This school website has resources to help with the teaching of post-16 (A-level) courses, but some activities and games could equally be used with GCSE Health and Social Care learners.

In the health and social care section the human life stages diagram is useful, as is the quiz for revising the key features of life stages. In the teachers' zone there are links to game and quiz creation software.

Recommended usage

The site could be used independently by learners to revise or as a whole-class interactive whiteboard resource. It is especially useful for Unit 3 GCSE Health and Social Care.

Health and Social Care

Websites (continued)

gcsEASE Health and Social Care

http://web.channel4.com/learning/microsites/G/gcsease/free_areas/health/index.html

This is an interactive companion to GCSE Health and Social Care which provides access to engaging activities, course information and a range of teaching resources. There are sections for both teachers and learners. Users need to subscribe to the site which can be paid for using e-learning credits.

The 'Content' section features detailed educational material and interactive activities that comply with OCR, Edexcel and AQA specifications. The 'Activity' site features an eye-catching and imaginative activity that demonstrates a key element of the course. The Health Biz is an interactive guide through the maze of health and social services. The 'Essential links' section gives access to useful websites and to key background information about the industry.

Five television programmes accompany this website. Users can view the television schedule for the following two weeks online or download a PDF wallchart (for this term's viewing).

Recommended usage

This is a useful teacher and learner resource that is probably worth spending some e-learning credits on. Learners are able to learn independently and in an interactive way.

Users who subscribe to the site get detailed notes to support the programmes. The notes include:

- programme outlines for each TV programme
- background information
- classroom activities
- useful internet links
- curriculum reference.

The programmes are also available on VHS and DVD and can be purchased from the online learning shop at www.channel4.co.uk/shop

Suggested amendments

The site has limitations to the amount of activities and information it provides. These need to be continually added to in order to keep the site interesting.

Great Barr School

www.greatbarr.bham.sch.uk

This school website has lots of resources to help with the active teaching of health and social care including a variety of games. All can be used to create resources for any topic within GCSE Health and Social Care. They make learning, consolidation and revision fun.

Recommended usage

This site can be used to encourage learners as they enjoying playing games and do not consider learning in this format to be real work.

Health Development Agency

www.mindbodysoul.gov.uk

This website aims to give young people aged 14–16 information on health in a fun and interesting way. It is divided into sections packed with facts, figures interactive games and useful advice covering alcohol, drugs, emotional health and well-being, healthy eating, physical activity, safety, sexual health and smoking.

The teachers' page has intended learning outcomes, practical activity suggestions, extension ideas and links to other related websites. There are also activity sheets to download.

Recommended usage

This is a useful teaching aid to support delivery of GCSE Health and Social Care, in particular for teaching risks to health in Unit 2.

Health and Social Care

Nelson Thornes

www.nelsonthornes.com

'On the case GCSE Health and Social Care portfolio builder' is a subscription website that provides detailed case studies linked directly to the specification, enabling learners to create and organise their portfolios for the GCSE. Content is updated and extended annually and provides links to other websites for learners to conduct further research as they create and manage their portfolios. Mark schemes for AQA, OCR and Edexcel are provided. Learners' progress can be maintained through the teacher centre and the task tracker tool enables them to list their assignments and deadlines for completion.

Recommended usage

The site licence costs £250 and can be purchased with e-learning credits. The cost includes support.

NHS

www.nhs.uk

www.nhsdirect.nhs.uk

www.nhscareers.nhs.uk

The sites contain a wealth of information that provides underpinning knowledge for each of the three GCSE Health and Social Care units. For example, for Unit 1 users can find their five nearest dentists, GP surgeries, opticians and pharmacies by typing in their postcode in the home page of www.nhs.uk For Unit 2 users can find information about health risks by going to the health encyclopaedia and typing in the risk being investigated. In the 'HealthSpace' section users can store their personal health information, which could be useful when creating a health plan for a client in Unit 2. There are also self-help guides and best treatments as well as frequently asked questions.

Recommended usage

These sites are not to be missed when researching up-to-date information, particularly for Unit 2.

Panorama

<http://news.bbc.co.uk/1/programmes/panorama/default.stm>

The website has details of all programmes shown with the ability to watch the programme again and find information about it as well as a transcript. There is also background information, features, related surveys, further links and help and advice. Recent programmes related to health and social care topics include:

- *Love hurts*: about the STI epidemic
- *Undercover hospital nurse*: about the indignities faced by elderly people
- *What future for Kurt?*: about poverty in Britain
- *Cannabis* – what teenagers need to know: about research on the effects of cannabis on the human mind.

Recommended usage

The programmes give up-to-date insights into the topics covered and provide a focus for discussion and debate. They also put the topics into a real context.

Health and Social Care

Websites (continued)

Specialist Schools and Academies Trust

www.ssatrust.org.uk/vocational

On the vocational learning home page you can select:

- work-related learning: resources and case studies
- vocational specialism: resources
- GCSEs in vocational subjects: subject-specific links, support materials and case studies
- collaboration and partnership: links to other organisations and case studies
- curriculum development: case studies
- events
- video tasters: including *Learn to work* films.

Most resources are generic, but there is content relevant to health and social care in the subject-specific links and the video tasters.

Recommended usage

The site is for teacher use or information. The *Learn to work* films evoke the real enthusiasm of learners taking GCSEs in vocational subjects, so they are useful for showing at options choice sessions. A further series of master classes act as lesson templates to show good practice and these are useful for staff development and help generally.

Wired for Health

www.wiredforhealth.gov.uk

www.mindbodysoul.gov.uk

www.lifebytes.gov.uk

The Wired for Health series of websites is funded by the Department of Health: www.dh.gov.uk and the Department for Education and Skills: www.dfes.gov.uk, and managed by the Schools and Young People's Health Team at the Health Development Agency. The site is for health and education professionals interested in young people's health and has another site, www.mindbodysoul.gov.uk, aimed at the 14–16 age group. The Lifebytes site, www.lifebytes.gov.uk, is for the 11–14 age group, but may still be of interest to some learners taking GCSE Health and Social Care.

The Wired for Health series aims to:

- provide accurate and engaging information relating to the health of children and young people for young people, parents, teachers, and health and education professionals
- disseminate information about the National Healthy School Standard and support healthy schools programme coordinators
- provide information about national policies.

Topic content has been developed in partnership with:

- Alcohol Concern: www.alcoholconcern.org.uk
- Child Accident Prevention Trust: www.capt.org.uk
- Department of Physical Education, Sport Science and Research Management, Loughborough University: www.lboro.ac.uk/prospectus/pg/sses/research
- DrugScope: www.drugscope.org.uk
- Mentality: www.mentality.org.uk
- Sex Education Forum: www.ncb.org.uk/sef
- Kate Pordage (safety consultant)
- Sue Wood (healthy eating consultant)
- Young Minds: www.youngminds.org.uk

Recommended usage

The Wired for Health series is primarily aimed at the teaching of PSHE and for the Healthy Schools Initiative, but it has direct relevance to teaching GCSE Health and Social Care, especially Units 2 and 3. It is an excellent site that is well worth using for teaching resources and interactive quizzes.

Other resources

Factors which aid communication

Bernie Touehy, Whitworth High School, Rochdale

This resource includes three overhead projector slides which can also be used on whiteboards or adapted for a PowerPoint presentation. It contains a chart which learners can use to assess how people express their feelings through voice and body language before they assess their own communication skills and are assessed by a supervisor or peer. Finally, there is a communication assignment which encourages learners to communicate with a client in a healthcare setting. This may generate some evidence for a portfolio assignment.

Recommended usage

This is a teaching resource to use with learners to increase their knowledge and understanding of communication skills. It may also be useful for AS and A2 learners.

Whitworth High School

Available online at www.ks4flexibility.co.uk

GCSE Double Award Health and Social Care resource pack

Cable Education Ltd

The pack covers the three units of work to support GCSE Health and Social Care. It makes use of a wide range of case studies, complements work experience and helps learners build their portfolios. The pack comprises over 230 photocopiable task sheets and a CD-ROM of the pack, so that the resources can be altered to suit the needs of the learner. The pack costs £58.75 and inspection copies are available.

Recommended usage

These materials are a useful resource for teaching all of GCSE Health and Social Care. There are plenty of relevant worksheets and ideas, which will cut down teacher preparation time.

Cable Education Ltd

Tel 01723 890 351

www.cableeducational.com

GCSE Health and Social Care candidate kit

Edexcel

This is a revision pack for Unit 3: Understanding Personal Development and Relationships. It has been put together by members of the examining team, overseen by the principal examiner. There are two sections – subject-specific help and exam tips.

The kit begins with an overview of the unit, which is followed by a revision checklist, information about command words, and key words and phrases with their meanings. There are short case studies with activities which could take the form of a discussion, talk or written work and key words that learners should use to complete them. There are diagnostic activities that test subject knowledge and revision activities linked to case studies and revision quizzes. The section finishes with answers to the tasks.

The revision tips section focuses on getting ready for the exam, including revision timetables and strategies for coping on the exam day, as well as with the exam itself, and finishes with other ideas to help with revision.

Recommended usage

This is a superb resource which should be downloaded by all teachers and learners alike. While these materials cover most of the requirements of the externally assessed unit, learners should not rely purely on them for their revision. Although this resource has been written by Edexcel, it is equally valid for revising Unit 3 for all awarding bodies as long as the specific awarding body past papers are used for exam practice.

Edexcel

Available online at

www.edexcel.org.uk/quals/gcse-voc/2321

Other resources (continued)

GCSE Health and Social Care support package

West Berkshire Education Business Partnership

The resources within this pack have been researched and developed with healthcare professionals and will give insight into the environment and working practice. This package offers support material and ideas on:

- how to manage direct links with healthcare professionals
- how to maximise each encounter
- workshops researched from a cross-section of healthcare professionals
- activities for learners.

It also includes a directory of useful reference points for further research. The package will support each section of each unit, offering clear routes for integration into the working environment of healthcare and early years.

Recommended usage

This is an excellent teacher resource supporting all three units. It contains good ideas that are clear, well presented and can be photocopied or downloaded.

West Berkshire Education Business Partnership

Available online at

www.wbebp.co.uk/support/pdflist.htm

GCSE Health and Social Care teacher's resource file and CD-ROM

Elizabeth Haworth, Carol Forshaw and Neil Moonie

The support pack is designed to assist in portfolio building, as well as providing ideas and starting points for investigations. It includes exercises in interviewing people, collecting results and writing reports. It supplies tests and exercises for the assessment of Unit 3. The accompanying CD-ROM contains all the material from the file to help teachers tailor it to their learners' needs. The pack is suitable for all three specifications.

Recommended usage

The pack will help teachers to reduce the amount of time spent preparing resources. It can also be adapted to suit the particular needs of the learners and/or geographical area.

It is probably better to use the past test papers now available from awarding bodies or their websites, but the ones in this resource do have value in preparing learners for the exam.

Care must be taken to make sure that the pack meets all the up-to-date requirements and advice given in the chief examiner's report published at the end of each exam series for each awarding body.

Heinemann, 2002

ISBN 0435471066

Price £58

Tel 01865 888 066

www.heinemann.co.uk

Health and social care for GCSE: teacher support pack

Mark Walsh

The pack contains:

- introduction
- unit guidance and session planning
- textbook notes and answers
- copymasters.

Recommended usage

The pack will help teachers to reduce the amount of time spent preparing resources.

Collins Education, 2002

ISBN 0007138148

Price £52.99

www.collinseducation.com

Health and Social Care GCSE: teacher support pack AQA

Liam Clarke

This pack is written specifically for AQA centres and includes information on how to prepare learners for external assessment and how to assist them in preparing their portfolios.

Recommended usage

The pack will help teachers to reduce the amount of time spent preparing resources. Care must be taken to make sure that this resource meets all the up-to-date AQA requirements and advice given in the chief examiner's report published at the end of each exam series.

Nelson Thornes, 2002

ISBN 0748768327

Price £42 (£37.80 online)

Tel 01242 267 267

www.nelsonthornes.com

Health and Social Care GCSE: teacher support pack Edexcel

Liam Clarke

This pack is written specifically for Edexcel centres and includes information on how to prepare learners for external assessment and how to assist them in preparing their portfolios. It contains induction material, notes for teachers, a glossary of key terms, guidance on selected case study questions, portfolio-building assignments and useful web links.

Recommended usage

The pack will help teachers to reduce the amount of time spent preparing resources. Care must be taken to make sure that this resource meets all the up-to-date Edexcel requirements and advice given in the chief examiner's report published at the end of each exam series.

Nelson Thornes, 2002

ISBN 0748766464

Price £42 (£37.80 online)

Tel 01242 267 267

www.nelsonthornes.com

Other resources (continued)

Health and Social Care GCSE: teacher support pack OCR

Liam Clarke

This pack is written specifically for OCR centres and includes information on how to prepare learners for external assessment and how to assist them in preparing their portfolios. It contains induction material, notes for teachers, a glossary of key terms, guidance on selected case study questions, portfolio-building assignments and useful web links.

Recommended usage

The pack will help teachers to reduce the amount of time spent preparing resources. Care must be taken to make sure that this resource meets all the up-to-date OCR requirements and advice given in the chief examiner's report published at the end of each exam series.

Nelson Thornes, 2002
ISBN 0748768319
Price £42 (£37.80 online)
Tel 01242 267 267
www.nelsonthornes.com

Health and social care teacher support pack

Angela Fisher, Stephen Seamons, Ian Wallace and David Webb

The support pack contains a teachers' file, CD-ROM and site licence for GCSE Health and Social Care. It is designed to support assessment needs and skill development and includes:

- assignments for AQA, Edexcel, CCEA and OCR
- practice tests for AQA, Edexcel, CCEA and OCR with marking schemes, worksheets to help develop evidence for assignments or to use for homework, schemes of work and sample lesson plans, answers to all the questions in the learners' textbook and useful web addresses. The CD-ROM provides an electronic version of all resources in the file.

Recommended usage

The pack will help teachers to reduce the amount of time spent preparing resources. These resources can also be adapted to suit the particular needs of the learners and/or geographical area.

It is probably better to use the past test papers now available from awarding bodies or their websites, but the ones in this resource do have value in preparing learners for the exam.

The authors of this resource are linked to the OCR examining board, so care must be taken to ensure the other awarding bodies' assessment criteria are accurately reflected.

Folens Publishers
ISBN 1843033771
Code FC3771
Price £49.99
Tel 0870 609 1235
www.folens.com

Health and Social Care

Interactive course guide

CM Education

This interactive course guide links into a health and social care digital library so that users have access to a huge compilation of learning and teaching resources. Each GCSE unit is broken down into several topics which link directly to the relevant library resources. Each unit also has multiple-choice questions for self-testing to reinforce key points and flesh out the theory with examples.

The guide also includes the full text of government White Papers and reports and surveys/research by UK charities.

Recommended usage

These materials are a useful resource for teaching and learning all of the GCSE Health and Social Care syllabus. They can be used with many other health and social care courses from Levels 1 to 3. A site licence costs £599 (£299 for smaller schools) which can be purchased with e-learning credits. The cost includes support.

CM Education

Available online at

www.cmeducation.co.uk/HTML/hsc_gcse

Life stuff: the A–Z of love and sex

4Learning

This DVD has six 25-minute programmes looking at sex education. The emphasis is on young people being able to make informed, responsible decisions in their personal lives. The DVD is also suitable for whiteboard use.

Recommended usage

This is a useful teaching aid to support delivery of GCSE Health and Social Care, in particular for teaching risks to health in Unit 2. It costs £25 and can be purchased using e-learning credits.

4Learning

Available online at

www.curriculumonline.gov.uk/SupplierAZ/Resource.htm?oid=26142&p=&s=PSHE&sup=4444&t

Quick guide: GCSE Health and Social Care

Learning and Skills Development Agency

This leaflet is a brief guide to GCSE Health and Social Care. It provides advice on the course units, how the course is assessed, building vocational activities into GCSE courses and support from LSDA.

Recommended usage

This is a resource for teachers which is especially valuable for those planning and starting to deliver GCSE Health and Social Care. It offers brief advice about the course and reminders about the need for active teaching and learning strategies that give learners the chance to experience a range of work-related activities. It provides good examples of this type of activity to give the course a strong vocational focus, which can often be missing in some centres.

Learning and Skills Development Agency

Available online at

www.LSDA.org.uk/cims/order.aspx?code=052006&src=XOWEB

Rhyddings Health Patrol assignments

Andy Davidson, Deputy Head, Rhyddings High School, Oswaldtwistle

This assignment is designed for Unit 2. The scenario is set in the East Lancashire Health Initiative team, but this could be changed easily to suit any area.

Recommended usage

The resource could be used as a starting point for writing an assignment based in any local area. It is important that the assessment evidence criteria are met precisely by the tasks.

Suggested amendments

The assignment does not say which awarding body it relates to. It would be helpful if the numbering of the tasks corresponded to the assessment evidence grid and if tasks for each mark band were included. Awarding body action verbs should be used in all cases.

Rhyddings High School

Available online at www.ks4flexibility.co.uk

Health and Social Care

Other resources (continued)

Vocational learning online tutorial – GCSE Health and Social Care

Learning and Skills Development Agency

This is an interactive resource with seven tutorials covering:

- discovering the units
- course planning
- writing assignments
- linking with industry
- approaching teaching and learning
- principles of assessment
- links and resources.

Recommended usage

This is particularly useful for teachers who are planning and starting to deliver GCSE Health and Social Care. It offers advice and checklists for the delivery of an effective, quality course that meets the requirements of the awarding bodies. It is a generic resource which refers to all three awarding bodies.

Learning and Skills Development Agency
Available online at
www.vocationallearning.org.uk/tutorials/SpecificGCSEs

Who is healthy?

Chris Marsden, Ivy Bank Business and Technology College, Burnley, Lancs

This resource pack helps learners understand the differences between the physical, intellectual, emotional and social aspects of a healthy lifestyle.

Recommended usage

By using highlighter pens and reading each person's case study four times, learners are able to clearly identify all four areas of health. They then transfer the highlighted words and use them to write their own extended case studies. When learners are faced with a similar exercise in an exam situation, they are able to draw on skills developed in this resource to achieve a higher level than would normally have been expected.

Ivy Bank Business and Technology College
Available online at
www.ks4flexibility.co.uk/resources.php

Work experience placements portfolio of projects

The Trident Trust

The portfolio contains a large number of projects and worksheets for the wide range of specialities and departments within the NHS and other organisations within the health and social care sector. Section 1 answers questions such as:

- What is the role of work experience?
- What are the factors that affect the success of work experience?
- What accreditation can learners completing these projects gain?

Section 2 briefly answers the questions:

- Why offer work experience within an NHS trust or primary care trust?
- What are the key occupational areas within the NHS?
- How will the concept of projects fit within an NHS work experience placement?

Section 3 contains project outlines divided into subjects. Section 4 contains detailed individual project sheets for 194 projects. Section 5 includes the learners' work experience project planning and evaluation sheets.

Recommended usage

This is a huge resource which is valuable not only for health and social care learners, but also for IT, business and other vocational subjects. Learners may also gain some accreditation from different Open College Network units.

Not all projects are directly relevant to the GCSE Health and Social Care assessment criteria, but others are very pertinent. The best feature of this resource is that it is directly linked to vocational experience and helps learners to get the most from their placements.

The Trident Trust
Available online at
www.thetridenttrust.org.uk/work_experience/portfolio_wex_projects.asp

Applied ICT

Books

Applied ICT for GCSE (double award)

PM Heathcote and C Highmore

This is a comprehensive text, covering the three units of the Applied ICT GCSE offered by each awarding body. Each section uses a step-by-step approach to work through the activities.

Recommended usage

The book is useful as an accompaniment to GCSE Applied ICT.

Payne-Gallway, 2002
ISBN 1903112753
Price £16
Tel 01865 888 070
www.payne-gallway.co.uk

Applied ICT GCSE

Stephen Doyle

The student book provides underpinning knowledge across all three units. There is a specific version for Edexcel centres; the content is common, but assessment details are different. The teacher support packs provide advice and materials to be used in developing and delivering the GCSE, focusing on the assessment needs against the various specifications.

Recommended usage

The book is useful as an accompaniment to the GCSE Applied ICT course. It is important to ensure that the correct version is purchased as the assessment systems differ between the awarding bodies.

Nelson Thornes, 2002
Student book (AQA, OCR, WJEC, CCEA), ISBN 0748757473, Price £15.95 (£14.35 online)
Student book (Edexcel), ISBN 0748770747, Price £15.95 (£14.35 online)
Teacher support pack (AQA), ISBN 074876836X, Price £42 (£37.80 online)
Teacher support pack (Edexcel), ISBN 0748757481, Price £42 (£37.80 online)
Teacher support pack (OCR), ISBN 0748768351, Price £42 (£37.80 online)
Tel 01242 267 267
www.nelsonthornes.com

Critical success factors for the delivery of GCSE in Applied ICT (double award)

Barry Upton and Helen Gormley

This free publication lists the critical success factors for implementing and delivering a successful GCSE Applied ICT course. Case studies are used to describe the different delivery models. There are also a number of useful links and addresses for future research.

Recommended usage

The book is essential reading prior to embarking upon the course or for planning for future developments.

Learning and Skills Development Agency, 2004
Tel 0870 872 8080
www.vocationallearning.org.uk/publications

GCSE Applied ICT

Maggie Banks, Colin Harber-Stewart and Dave Parry

This is a comprehensive text covering the three units of the Applied ICT GCSE and encompassing the specifications of each of the awarding bodies. There is also a teacher support pack containing suggested schemes of work and assessment pointers that address each of the three awarding bodies' requirements.

The resource contains an interactive CD which features a case study developed at the European Space Agency, detailing the roles of the scientists and how ICT is incorporated into their jobs. There are case studies and tasks throughout the text. Additional copies of the CD can be ordered in packs of 10.

Recommended usage

The book is useful as an accompaniment to GCSE Applied ICT. The teachers' support pack explains how to develop a course around the book.

Folens Publishers, 2003
Student book, ISBN 1843033704, Code FC3704, Price £15.99
Teachers' support pack, ISBN 1843033798, Code FC3798, Price £29.99
CD-ROM pack of 10, ISBN 1843035189, Code FC5189, Price £29.99
Tel 0870 609 1235
www.folens.com

Applied ICT

Books (continued)

GCSE Double Award Applied ICT

Molly Wischhusen, Janet Snell, Jenny Johnson and Andrew Scales

The book features differentiated classroom activities and case studies based on real organisations. The accompanying CD provides access to the databases, spreadsheets, images and web pages necessary for learners, as well as 'help sheets' to support their use of applications. Differentiated activities cater for learners of all abilities. A teachers' resource file and CD-ROM are available to accompany the textbook.

Recommended usage

The book is useful as an accompaniment to GCSE Applied ICT.

Heinemann, 2003

AQA version, ISBN 0435446371, Price £17.75

Edexcel version, ISBN 0435446738, Price £17.75

OCR version, ISBN 0435446533, Price £17.75

Teachers' resource file and CD, ISBN 0435471082, Price £58

Tel 01865 888 066

www.heinemann.co.uk

GCSE projects in Access 2000

P Evans

This book provides step-by-step instructions on how to develop and document a database system. Designed for use in GCSE ICT programmes, the book would also be of use to learners following GCSE Applied ICT. This book is supported by a number of downloadable resources on the publisher's website.

Payne-Gallway, 2002

ISBN 1903112540

Price £10.99

Tel 01865 888 070

www.payne-gallway.co.uk

ICT projects for GCSE

RSU Heathcote

This book aims to satisfy the Edexcel GCSE Applied ICT specification through four application-based projects. Each project is explained thoroughly. Through the use of example scenarios, the learner is guided through the process of problem identification, analysis, design, implementation and evaluation for projects in Microsoft Publisher, PowerPoint, Excel and Access. Instructions are given on how to use the advanced features of each package, giving the learner access to the higher grades.

The book is supported by a number of downloadable resources, for example project checklists, writing frames, specimen user guides and specimen applications. Visit the 'student resources' section on the Payne-Gallway website.

Recommended usage

The book contains supplementary material which supports some of the applications the learners will be expected to use. The content should be used as foundation material only as the projects are not vocational in nature.

Payne-Gallway, 2002

ISBN 1903112699

Price £12.99

Tel 01865 888 070

www.payne-gallway.co.uk

Applied ICT

CD-ROMs

Applied ICT support materials for GCSEs in vocational subjects

Centre for Education and Industry

This is a wide range of resources covering Units 1, 2 and 3. The resources are keyed to indicate suitability for purpose (information handling, research, class discussion). They include real materials from real vocational contexts. The CD-ROM is available free from LSDA's vocational learning website.

Recommended usage

Suitable for use with AQA, Edexcel and OCR programmes, the resources may be used directly or adapted by the teacher.

Learning and Skills Development Agency

Tel 0870 872 8080

www.vocationallearning.org.uk/teachers/cei/ict/

GCSE Applied ICT (double award)

eLearning Tutors Ltd

This package contains a very wide range of resources, including skills builders, case studies, formative self-assessments, portfolio development, revision, diary, planner and calendar. Customised versions are available for AQA, Edexcel and OCR, with support packs for CCEA, ICAA and CBAC/WJEB. A single-payment site licence costs £499 and a free demonstration CD is available.

Recommended usage

The package is designed to be installed on the school or college computer network and claims to enable non-specialists to deliver ICT successfully.

eLearning Tutors Ltd

Tel 07734 852 656

www.elearningtutors.co.uk/Applied.htm

ICT skills builder

eLearning Tutors Ltd

The resources are based on classroom experience and draw upon knowledge of ICT in a business environment. The support materials are designed to help centres achieve best practice and to deliver ICT more effectively. Topics covered include word processing, desktop publishing, databases, spreadsheets, graphics, presentation and the internet. The CD-ROM includes a staff development version of the resources. The site licence costs £249 and a free demonstration CD is available.

Recommended usage

The material is useful as a teaching resource and is designed to deliver the course in an interactive environment.

eLearning Tutors Limited

Tel 07734 852 656

www.elearningtutors.co.uk/Skills.htm

Making it vocational: working with employers

Learning and Skills Development Agency

This free CD-ROM contains a guide to the vocational aspects of GCSE Applied ICT, information on progression routes for learners, a range of work-related activities, downloadable resources, multimedia case studies and links to a wide variety of professional support organisations, further reading and contacts.

Recommended usage

It is best used as support for practitioners in developing partnerships with employers and implementing the QCA statutory requirements for work-related learning.

Learning and Skills Development Agency

Tel 0870 872 8080

www.LSDA.org.uk/cims/order.aspx?code=052007&src=XOWEB

Applied ICT

CD-ROMs (continued)

VIEW

Futurevu

With Virtual Interactive Employer's Workplace (VIEW), learners are able to 'tour' a real business organisation, interacting with objects, scenes, processes, documents, situations and personnel. The VIEW of Dover Coastguard Station was developed for GCSE Applied ICT, but some of the other VIEWS might also prove useful to the ICT learner. The single-user edition costs £50 and the multi-user (network) edition costs £250.

Recommended usage

The CD can support Unit 2, but may also contribute to Unit 3.

Futurevu

Tel 01908 246 720

www.futurevu.com

Websites

Applied ICT (double award) online

www.apcp50.dsl.pipex.com

This resource is designed to be installed on the school or college local area network and requires occasional internet access. The site licence is a single payment of £199 and free upgrades are available in the first year. A learner licence option is also available. As the author is a DfES-approved curriculum provider, payment by e-learning credits is possible. The website features a support page, updates and a regular newsletter.

Recommended usage

The content was designed specifically for the OCR syllabus, although many of the tasks, exemplars, templates, case studies and tutorials are also suitable for AQA and Edexcel specifications.

AQA

www.aqa.org.uk

The AQA website holds downloadable versions of all the materials that it produces.

BBC GCSE Bitesize

www.bbc.co.uk/schools/gcsebitesize/ict

This site is an interactive resource for the standard GCSE. Various topics are covered, many of which are relevant to the Applied ICT GCSE. Learners are given revision exercises and are able to test their knowledge with online tests. They should be encouraged to visit the site as part of their research or revision. The site includes links to other ICT websites and a searchable FAQ facility.

BBC Learning

www.bbc.co.uk/learning

This site has a number of resources relating to GCSE ICT and is also of use to learners following the Applied ICT GCSE. Features include SOS Teacher (learners can ask questions about the curriculum and receive answers from experts), a directory of internet links to IT tutorials, search engines, IT dictionaries, sites of special interest and the GCSE Bitesize resource.

Applied ICT

Curriculum Online

www.curriculumonline.gov.uk/Default.htm

The Curriculum Online site is a portal to the multimedia resources developed to support teaching and learning. Although the site covers all ages and subject areas, one section is specific to GCSE Applied ICT.

Deer Park School, Cirencester

www.deerparkschool.net/intranet/faculties/ict/itgcse/vgcseindex.html

The site contains a comprehensive set of materials designed to support learners as they follow the course within the school. Unit 1 is based on a set of tasks, Unit 2 is designed to support particular project themes and Unit 3 is particularly well supported with lots of links and downloadable presentations. Learners can use these materials to supplement school resources. They may need adapting to suit the local context.

ebnet Education Business Links

www.dfes.gov.uk/ebnet/

This website includes a section for 14–16 (Key stage 4) provision, with suggestions for activities to support education–business links.

Edexcel

www.edexcel.org.uk

The Edexcel website holds downloadable versions of all the materials that it produces. An activity booklet and support website are accessible through the main website; the support website is that of a fictitious organisation used as the context for the Unit 1 examination. The booklet contains a variety of activities to present the learner with opportunities to practise the skills required for the Unit 1 examination. A teacher's guide to the activity booklet is also available.

ICT Education Online

www.gcseappliedictonline.co.uk

The site is an extensive online teaching resource and subscription costs £1500 a year, with discounts for longer contracts. It contains two-year schemes of work for each of the awarding bodies with associated teaching materials which cover all aspects of the applied course. This is a text-based resource, but it also contains screenshots. Learners work through the materials online, but need to develop their own portfolio evidence.

In addition to covering the GCSE Applied ICT units, this resource includes materials to assist with course planning and recording learners' progress, sample schemes of work (AQA, Edexcel and OCR) and dozens of hyperlinks to useful websites.

The resource is a certified Curriculum Online product and the licence can be purchased using e-learning credits. Alternatively, the resource can be made available on an intranet using the CD-ROM supplied.

ICT GCSE

www.ictgcse.com

This site contains online interactive resources and downloadable activities.

Recommended usage

It is designed for the standard GCSE rather than the applied course, but the informal style and colourful animation may appeal to and motivate some learners in the early stages of the course.

OCR

www.ocr.org.uk

The OCR website holds downloadable versions of all the materials that it produces.

Applied ICT

Websites (continued)

ReviseICT

www.reviseict.co.uk

This site features ICT games, quizzes and interactive activities. It includes some 'How-to-do' resources for Microsoft Word, Access, PowerPoint, Excel and Publisher.

Recommended usage

The site is designed for a range of Key stage 3 and 4 ICT programmes rather than GCSE Applied ICT specifically, but the informal style and colourful interactive activities may appeal to and motivate some learners in the early stages of the course. The games and quizzes could be useful for interactive starters and plenaries.

Suggested amendments

The author encourages teachers to develop their own resources using ContentGenerator software (www.contentgenerator.net) and submit them to the ReviseICT website. With such cooperation, this site could evolve to support Applied ICT more directly.

Specialist Schools and Academies Trust

www.ssatrust.org.uk/vocational

On the vocational learning home page you can select:

- work-related learning: resources and case studies
- vocational specialism: resources
- GCSEs in vocational subjects: subject-specific links, support materials and case studies
- collaboration and partnership: links to other organisations and case studies
- curriculum development: case studies
- events
- video tasters: including *Learn to work* films.

Most resources are generic, but there is specific applied ICT content in the subject-specific links and the video tasters.

Recommended usage

The site is for teacher use or information. The *Learn to work* films evoke the real enthusiasm of learners taking GCSEs in vocational subjects, so they are useful for showing at options choice sessions. A further series of master classes act as lesson templates to show good practice and these are useful for staff development and help generally.

Webopedia

www.webopedia.com

This site contains a database of ICT and computer-related terms and definitions.

Recommended usage

This resource is useful for learners undertaking research for their portfolio work or for explaining terminology.

Other resources

Centre for Education and Industry

The Centre for Education and Industry (CEI) supports many aspects of the work-related curriculum, including applied GCSEs. CEI also offers consultancy for centres and guidance on developing business links. It publishes *Centrelink*, a magazine with news, information, articles, experiences and viewpoints from people involved in education–industry link activities. There are six issues of *Centrelink* each year at £1.50 per issue or £10 for the six.

Centre for Education and Industry

Available online at

www.warwick.ac.uk/cei/Centrelink.html

Countec

Countec is the Education Business Partnership (EBP) for Milton Keynes, but it is an unusual EBP in that some of its many services are available to nearby counties and some are available nationally. Countec support includes: developing (in learners) skills and attitudes for adult life; arranging for business people to visit the classroom, either as a one-off visit or over a longer period; giving advice on potential link companies; organising learner and teacher seminars that address business practice relating to ICT; and providing learner support, including guidance on finding and managing work experience.

Countec has produced a mapping document on behalf of South East Education Business Link Forum (SEEF). For each unit in GCSE Applied ICT, this document gives explanations of key terms, guidance on the selection of appropriate evidence for the portfolio (where applicable) and generic examples of questions that could be asked of companies in order to accumulate this evidence. This document is also available on www.futurevu.com

Countec

Tel 01908 246 789

www.countec.org

Quick guide: GCSE in Applied ICT

Learning and Skills Development Agency

This leaflet is a brief guide to GCSE Applied ICT. It provides advice on the course units, how the course is assessed, building vocational activities into GCSE courses and support from LSDA.

Recommended usage

This is a resource for teachers which is especially valuable for those planning and starting to deliver GCSE Applied ICT. It offers brief advice about the course and reminders about the need for active teaching and learning strategies that give learners the chance to experience a range of work-related activities. It provides good examples of this type of activity to give the course a strong vocational focus, which can often be missing in some centres.

Learning and Skills Development Agency

www.vocationallearning.org.uk/teachers/subjectspecific/ks4/applICT.asp

Vocational learning online tutorial – GCSE Applied ICT

Learning and Skills Development Agency

LSDA's online tutorial offers advice and practical ideas on preparing a quality GCSE Applied ICT programme, drawing on good practice from the work of schools and colleges that currently deliver vocational courses. Specimen schemes of work, assignments and assessment support are included in the tutorial.

Recommended usage

This is an excellent resource for staff who are preparing to introduce GCSE Applied ICT or who are reviewing delivery of an existing course.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/tutorials/SpecificGCSEs

Books

Advertising in tourism and leisure

Nigel Morgan and Annette Pritchard

This is a high-level book which focuses quite heavily on advertising rather than other promotional techniques. It uses international examples.

Recommended usage

The book is aimed at tourism specialists in marketing.

Suggested amendments

If teachers have a particular interest in the subject, the book would be good for extending their knowledge.

Institute of Leisure and Amenity Management, 2001
ILAM number 26412

Price £22.50 (£20.25 for members)

Tel 01491 874 841

www.ilam.co.uk/bk-tour.asp#2

Careers in travel and tourism

Institute of Travel and Tourism

This book describes 'the world's greatest industry' and examines how travel, tourism and transport fit together. It looks at travel agents and tour operators. The main section is on careers and jobs as well as the qualities, skills and abilities required to undertake the various roles.

Recommended usage

The book is useful for Unit 1.

Institute of Travel and Tourism

Send cheque for £5 plus stamped (56p) A5 SAE to
ITT, PO Box 217, Ware, Herts SG12 8WY

Tel 0870 770 7960

www.itt.co.uk

Critical success factors for the delivery of GCSE in Leisure and Tourism (double award)

Sue Donaldson and Helen Gormley

The critical success factors series highlights a range of potential problems, with some examples of how to avoid them. Case studies are used to describe the different delivery models. There are also useful links and addresses for future research. All examples are clearly explained with details of curriculum planning, timetabling and making the best use of staff expertise.

Recommended usage

The book is essential reading prior to embarking upon the course or for planning for future developments.

Learning and Skills Development Agency, 2004

Tel 0870 872 8080

www.vocationallearning.org.uk/publications

Customer care excellence

Sarah Cook

This book is aimed at businesses and it is recommended by the Institute of Directors. It explains how to gain and keep customers, motivate staff to please customers and develop a customer-care ethos.

Recommended usage

This is a resource for teachers. It spells out in simple language how good an organisation could be if it really tried with customer care. It provides a theoretical measuring stick against which other organisations could be assessed and this is useful for teaching learners how customer service could be delivered.

Kogan Page, 2002

ISBN 0749437928

Price £19.95

Tel 020 7278 0433

www.kogan-page.co.uk

Leisure and Tourism

Dictionary of travel, tourism and hospitality

S Medlick

This book contains around 2500 terms, with descriptions of 300 organisations, a biographical dictionary of 100 outstanding personalities, explanations of 1200 acronyms and abbreviations, key data for over 200 countries and a concise bibliography listing more than 100 sources of further information.

Recommended usage

This is an excellent resource for both teachers and learners wishing to look up information specific to these components of the industry.

Institute of Leisure and Amenity Management, 2003
ILAM number 26412

Price £29.99 (£27 for members)

Tel 01491 874 841

www.ilam.co.uk/bk-tour.asp#8

Effective customer care: for voluntary and community organisations

Amanda Knight

This is a practical guide to customer care. It examines meeting customer needs, overcoming barriers to customer care and handling complaints, including a model complaints procedure.

Institute of Leisure and Amenity Management, 1999
ILAM number 26459

Price £10.95 (£9.86 for members)

Tel 01491 874 841

www.ilam.co.uk/bk-man.asp#18

GCSE in Leisure and Tourism (double award)

Sue Donaldson, Anne Gray and Ranie Padayachee

The textbook contains the underpinning knowledge required by each unit and makes use of in-depth case studies and text with vocational examples.

Recommended usage

Unit 1 has plenty of pictures and graphs and includes useful information. Unit 2 is written in plain English and contains many vocational examples. Techniques and materials are described well. Unit 3 starts with detailed case studies which are referred to in the text. It contains excellent advice for learners dealing with customers and has a good section on customer records.

Hodder Education, 2003

ISBN 0340857420

Price £14.99

Tel 01235 400 580

www.hoddereducation.co.uk

GCSE Leisure and Tourism

Peter Hayward

The textbook provides the theory and underpinning knowledge required of the three units. It is a bright, colourful book with lots of information. There are three different textbooks available, one for each of the main awarding bodies.

Recommended usage

Unit 1 covers the course specification. Care needs to be taken as it includes a case study on Meadowhall shopping centre and retail is a grey area with regard to leisure. It is best to contact the relevant awarding body to get full guidance before using a shopping centre as an example of a leisure organisation for an assignment. Units 2 and 3 are good theory-based chapters which should appeal to all abilities.

Heinemann, 2002

AQA version, ISBN 0435471260, Price £17.99

Edexcel version, ISBN 0435471457, Price £17.99

OCR version, ISBN 0435471228, Price £17.99

Tel 01865 888 080

www.heinemann.co.uk

Leisure and Tourism

Books (continued)

Leisure and Tourism GCSE

Diane Canwell and Jonathan Sutherland

This textbook provides the theory and underpinning knowledge for the three units of GCSE Leisure and Tourism. It has a colourful layout with plenty of activities. The beginning of each section states clearly the learning outcomes. Unit 1 provides a comprehensive guide to the specification. Unit 2 contains higher-level language and Unit 3 is comprehensive.

Nelson Thornes, 2003

ISBN 0748771247

Price £15.95 (£14.35 online)

Tel 01242 267 267

www.nelsonthornes.com

Understanding leisure

Les Haywood, Francis Kew, Peter Bramham, John Spink, John Capenerhurst and Ian Henry

This book covers key aspects of leisure theory, policy and practice. It includes leisure concepts and the dimensions of leisure, its activities, participants, provision and future.

Recommended usage

The book is very theoretical and reminiscent of degree-level sociology texts. Some topics covered in the book may be useful for discussion, for example what holds women back from participating fully in sports and leisure activities.

Nelson Thornes, 1995

ISBN 0748720596

Price £25.75 (£23.17 online)

Tel 01242 267 267

www.nelsonthornes.com

World Travel Atlas

Highbury Columbus Travel Publishing

The atlas contains a wealth of information from national parks, theme parks, attractions and beaches across the world. It covers topics such as visitor numbers in and out of the UK, areas of health risk, tallest buildings and longest tunnels.

Recommended usage

The atlas is useful for providing information on both leisure and tourism in the UK. It is also appropriate for AS/A-level Travel and Tourism.

Highbury Columbus Travel Publishing, 2003

ISBN 1902221796

Price £26.50 (paperback), £34.99 (hardback)

Tel 01322 616 344

www.columbustravelguides.com/

columbusTravelAtlas.asp

CD-ROMs

VIEW

Futurevu

A VIEW of Gatwick airport is an ICT-based resource which provides learners with access to both the air and ground sides of Gatwick airport. It aims to help in the delivery of GCSE Leisure and Tourism. Through a virtual tour the learner can explore working areas through 360° rotary images, close-ups, documents, audio interviews, short videos and narratives. The four organisations that are explored in Gatwick are BAA, Le Meridian Hotel, Servisair and Virgin Atlantic.

A single-user copy costs £50. Network versions cost £250. Schools in the south east of England can get one free copy. E-learning credits can be used to purchase these CDs.

Futurevu

Tel 01908 246 720

www.futurevu.com

Websites

24 Hour Museum

www.24hourmuseum.org.uk

The site aims to promote galleries and museums to teachers of young children at Key stages 1–3.

BBC Holiday

www.bbc.co.uk/holiday

This is a travel-orientated site which looks at destinations covered by the BBC's holiday programmes.

Recommended usage

There is one section on health issues when abroad, which is not strictly needed for GCSE level, but would be excellent for the Edexcel AS-level unit 'Travelling Safely'.

BBC Onelife

www.bbc.co.uk/radio1/onelife/travel/index.shtml

The Onelife section includes travel information about different countries, travel tips and travel basics such as obtaining visas.

Recommended usage

This site is very useful for the AS/A-level unit on European destinations. Travel-orientated GCSE learners may like to visit the site to broaden their knowledge.

Business and Education South Yorkshire

www.be-sy.co.uk

This website provides access to a range of case studies across all the vocational GCSEs. For GCSE Leisure and Tourism these include Meadowhall, Ponds Forge, The Leadmill and Supertram. The case studies provide a range of information across all three units. For example, with Meadowhall there is information on employment opportunities, market research and customer service.

Recommended usage

The information could be useful to support teaching and learning. For assignment work it could be used to back up a focused visit and investigation of the organisation.

Leisure and Tourism

Websites (continued)

Countryside Recreation Network

www.countrysidecreation.org.uk

This site provides access to information for people involved in the countryside and recreation.

Recommended usage

Learners can use the site to gain knowledge of current events in this area.

Department for Culture, Media and Sport

www.culture.gov.uk

The site provides information on the responsibilities of the department including sport, tourism, the arts, libraries and museums.

Recommended usage

The site is useful to help learners understand the significance of the department for leisure and tourism.

English Heritage

www.english-heritage.org.uk

This site contains excellent case studies and lots of information which is relevant to learners' work.

Recommended usage

The site contains a good news link and users can also sign up for a free e-mail newsletter, which is useful for Unit 1. It is also helpful when looking at target markets such as the travel trade, incoming tourists and groups. It may be possible to link up with a nearby English Heritage property for assignment work and make use of its local education facilities.

gcsEASE Leisure and Tourism

http://web.channel4.com/learning/microsites/G/gcsease/free_areas/landt/index.html

gcsEASE Leisure and Tourism features educational material designed to help the learner understand some of the concepts within the course. It consists of activities such as The Marketing Mix where learners have to help 10 companies ranging from an independent cinema to an international travel agency. They are looking for a promotional campaign that will attract customers. Can learners choose the right media without breaking the bank?

There are also quizzes so learners can test their own knowledge. In addition, there are case studies from businesses such as lastminute.com, Real Holidays and The Tussauds Group.

Subscription costs £100 for one year, £180 for two years or £250 for three years.

Legoland

www.legoland.com

This site contains information about the different Lego parks around the world including Legoland Windsor. It describes facilities, rides and opening times.

Recommended usage

This is a good website to compare with those of other attractions such as Alton Towers, Blackpool Pleasure Beach and Chessington because Legoland's target market is significantly younger than that of other theme parks.

Natural History Museum

www.nhm.ac.uk

This is an excellent example of a promotional website for an attraction. It contains an interactive section, a discovery section and information about facilities, visits, learning and what's new.

Recommended usage

Learners can work out target markets and types of customers from the site. It is also useful for comparison with other websites being used as promotional material.

Leisure and Tourism

National Parks

www.cnp.org.uk

The home page provides information about the national parks and links to individual park websites.

Recommended usage

Information for teaching and learning, including visitor numbers and profiles, can be downloaded by going into the sites for individual parks, for example the Lake District, and accessing the education area. Packs can be ordered for £3.50. The North Yorkshire moors section has downloadable sheets on tourism which contain reasons why people visit.

Suggested amendments

The site is good for practising exam questions on environmental, social and economic impacts. Learners are advised to view the home page and then the individual park links to find the education sheets.

Outside magazine

<http://outside.away.com/index.html>

This site has a magazine approach with lots of articles on fitness, food and travel guides to different countries. It is a colourful, attractive read.

Recommended usage

The material is not directly relevant to the GCSE syllabus, but enthusiastic, independent learners will find some articles interesting.

Pleasureland Southport

www.pleasureland.uk.com

The website promotes the Pleasureland attraction. A resource pack containing useful information on the attraction, including visitor numbers, descriptions of rides and a mission statement, can be downloaded by clicking on the school icon.

Specialist Schools and Academies Trust

www.ssatrust.org.uk/vocational

On the vocational learning home page you can select:

- work-related learning: resources and case studies
- vocational specialism: resources
- GCSEs in vocational subjects: subject-specific links, support materials and case studies
- collaboration and partnership: links to other organisations and case studies
- curriculum development: case studies
- events
- video tasters: including *Learn to work* films.

Most resources are generic, but there is specific leisure and tourism content in the subject-specific links and the video tasters.

Recommended usage

The site is for teacher use or information. The *Learn to work* films evoke the real enthusiasm of learners taking GCSEs in vocational subjects, so they are useful for showing at options choice sessions. A further series of master classes act as lesson templates to show good practice and these are useful for staff development and help generally.

Star UK

www.staruk.org

The site provides tourism facts on inbound and domestic tourism numbers and how much the industry is worth.

Leisure and Tourism

Websites (continued)

Telegraph

www.telegraph.co.uk/travel

This site is a combination of a travel newspaper featuring up-to-date articles on travel and an online booking service for late deals and flights.

Recommended usage

The site is very travel-orientated. GCSE learners may find it helpful for broadening their knowledge and keeping up to date.

The National Maritime Museum

www.nmm.ac.uk/traveltourism

This museum, in conjunction with Springboard and LSDA, has produced a wealth of materials specifically to meet GCSE Leisure and Tourism specifications. There are detailed, free online resources covering marketing and customer service. There is a range of learner activities and assignments that can either be used to support teaching and learning in the classroom or as preparation for a visit. A new feature is the ability to book a videoconferencing date with staff members.

The National Railway Museum

www.nrm.org.uk/leisureandtourism

The National Railway Museum has produced, with LSDA, materials based on the museum that help learners with their GCSE Leisure and Tourism studies. The site provides written documents and access to both radio and TV advertisements, and a teachers' section providing worksheets covering marketing and customer service.

Tourism Education

www.tourismeducation.org

This site links to publishers of tourism books. It also has links to statistics on tourism and contains good secondary data.

Virgin Atlantic

www.virgin-atlantic.com

This website advertises the airline and offers an online booking facility. By clicking on 'All about us', 'Our story' and 'Student information pack', users will gain access to a pack covering:

- operational ownership
- marketing
- finance
- strategy and policy
- human resource management.

The marketing section covers a wide variety of marketing terms and the various promotional techniques that the airline uses. It is useful for bringing vocational examples and relevance to teaching and learning.

Other resources

GCSE Leisure and Tourism candidate kit

Edexcel

This kit is a revision pack for Unit 1 and has been put together by members of the examining team, overseen by the principal examiner. The kit begins with a revision plan followed by a large number of revision exercises and diagnostic activities that test subject knowledge. Exam command words with their meanings are included along with the answers to the revision exercises. There is also a past paper with model answers provided, so that learners can understand what is expected of them.

Recommended usage

This is a very good resource which should be downloaded by all teachers and learners. Although it has been written by Edexcel, it is equally valid for revising Unit 1 for all awarding bodies as long as the specific awarding body past papers are used for exam practice.

Edexcel

Available online at

www.edexcel.org.uk/quals/gcse-voc/2346

GCSE Leisure and Tourism (double award) resource file for teachers

Springboard UK

This resource pack is split into the three different units. Each unit has introductory exercises to back up the delivery of the theory side of the curriculum. There are also over 40 industry case studies to help with applied teaching and learning. Case studies include Rockingham Motor Speedway, Thomas Cook, Oakwood Theme Park, Marriott Hotels and The National Maritime Museum.

Recommended usage

There is a variety of activities for learners after each case study. These range from simple, one-task assignments to series of tasks or activities requiring more thought and often more investigative work, and 'workouts' which are aimed at learners hoping to gain mark bands 2 and 3. These are more demanding and use information from a variety of sources. In addition, Units 2 and 3 have summative assessments. The pack costs £85.

Springboard UK

Available online at www.springboarduk.org.uk/ttp

Leisure and tourism support materials for GCSEs in vocational subjects

Centre for Education and Industry

This resource is a series of case studies with additional activities accompanying them. It is aimed at helping both teachers and learners look at work-based case studies to allow the application of theory.

Recommended usage

The material is excellent for teaching and learning. It focuses on the vocational aspects of the course, for example by explaining promotional techniques through the activities of Cardiff airport. It is extremely useful for providing the underpinning knowledge required for the course.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/teachers/cei/leisure

Leisure and Tourism

Other resources (continued)

Magna Science Adventure Centre

Rotherham LEA and Magna, supported by the European Social Fund

This is a resource pack based on Magna – the UK's first science adventure centre. The pack is broken down into the three units of GCSE Leisure and Tourism and includes teacher guidance, information and exercises. It also links with the Level 1 Communication key skill.

Recommended usage

Unit 1 is excellent for teaching, learning and exam preparation. Unit 2 provides useful information for teaching and learning. A visit would be necessary to gain more information for the assignment. The beginning of Unit 3 takes a textbook approach and then includes all the information from the centre in its raw state, which is good for teaching and learning.

Suggested amendments

Unit 1 distinguishes between products and services, which can confuse learners. In Unit 2 teachers need to follow the assessment evidence criteria for their relevant exam board and ensure that the worksheets will meet their specifications.

The Objective 1 Team
The Simon Womack Centre
Cranworth Road
Rotherham S65 1LN
Tel 01709 374 209

Quick guide: GCSE Leisure and Tourism

Learning and Skills Development Agency

This leaflet is a brief guide to GCSE Leisure and Tourism. It provides advice on the course units, how the course is assessed, building vocational activities into GCSE courses and support from LSDA.

Recommended usage

This is a resource for teachers which is especially valuable for those planning and starting to deliver GCSE Leisure and Tourism. It offers brief advice about the course and reminders about the need for active teaching and learning strategies that give learners the chance to experience a range of work-related activities. It provides good examples of this type of activity to give the course a strong vocational focus, which can often be missing in some centres.

Learning and Skills Development Agency
www.vocationallearning.org.uk/teachers/subjectspecific/ks4/leisuretourism.asp

Virtual visit: a teacher's resource

Learning and Skills Development Agency

This virtual visit contains teaching and learning activities for AS/A2 Travel and Tourism that can be adapted for GCSE Leisure and Tourism. It contains an information pack on the Alnwick Garden, including a full case study of the tourist attraction on which the examples and activities are based. It contains video interviews of employees describing their roles and responsibilities. There are also resources from the Alnwick Garden including marketing leaflets and images and links to LSDA resources to support the delivery of vocational and work-related learning.

Recommended usage

This resource is excellent for Unit 1 because of the interviews with workers.

Learning and Skills Development Agency
Available online at
www.LSDA.org.uk/cims/order.aspx?code=041795&src=XOWEB

Leisure and Tourism

Vocational learning online tutorial – GCSE Leisure and Tourism

Learning and Skills Development Agency

LSDA's online tutorial offers advice and practical ideas on preparing a quality GCSE Leisure and Tourism programme, drawing on good practice from the work of schools and colleges that currently deliver vocational courses. Specimen schemes of work, assignments and assessment support are included in the tutorial.

Recommended usage

This is an excellent resource for staff who are preparing to introduce GCSE Leisure and Tourism or who are reviewing delivery of an existing course.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/tutorials/SpecificGCSEs

Vocational learning support pack: bringing the world of work to new A-levels

Learning and Skills Development Agency

The materials in this pack were originally designed to support units of the VCE specification. However, they have now been mapped to the relevant AS/A2 units of the new A-levels – both Travel and Tourism and Leisure Studies.

Recommended usage

The materials are an adaptable resource that could be used to support other qualifications including the GCSE.

Learning and Skills Development Agency

Available online at

www.LSDA.org.uk/cims/order.aspx?code=041799&src=XOWEB

Work experience portfolios in vocational subjects

The Trident Trust

This is a resource containing approximately 30–40 curriculum-linked projects, designed by teachers and employers, to be carried out during work experience. Each resource includes a CD-ROM containing a copy of each individual publication. The resource costs £125.

Recommended usage

The resource has been mapped and designed to align with the 'What you need to learn' themes that run through the qualification regardless of the awarding body. It provides clear best practice to all parties involved in delivering and participating in GCSE delivery and employer engagement.

The Trident Trust

E-mail Sandra@tridentsouthyorkshire.co.uk

Manufacturing

Books

Basic manufacturing

Roger Timings

The book has been revised to match GCSE requirements and is well suited to independent study. The text is learner-centred with self-check questions and activities provided throughout. Review questions are provided at the end of each chapter to consolidate learning and provide practice for external assessments.

Case studies are included in the six sections of the book: food and drink/biological and chemical; printing and publishing/paper and board; textiles and clothing; engineering fabrication; mechanical/automotive engineering; and electrical and electronic engineering/computer/process control/telecommunications.

Recommended usage

The book can be used as a course text for GCSE Manufacturing. It is closely aligned with the Edexcel specification.

Newnes, 2004
ISBN 0750659904
Price £16.99
www.newnespress.com

Cellular manufacturing

The Productivity Development Team, Shopfloor Series

Cellular manufacturing involves rearranging traditional manufacturing systems into process-based cells, enabling a smooth production flow and cutting waste. This book introduces manufacturing learners to cellular manufacturing and teamwork concepts.

Recommended usage

The book is useful for Units 1 and 3 and should be used as reference for learners to help them find out about manufacturing processes, particularly manufacturing cells. It is written for older learners and workers, but the principles are sound.

Productivity Press, Inc, 1999
ISBN 156327213X
www.productivitypress.com

Critical success factors for the delivery of GCSE in Manufacturing (double award)

Gerry Denston and Helen Gormley

The critical success factors series highlights a range of potential problems, with some examples of how to avoid them. Case studies are used to describe the different delivery models. There are also useful links and addresses for future research. All examples are clearly explained with details of curriculum planning, timetabling and making the best use of staff expertise.

Recommended usage

The book is essential reading prior to embarking upon the course or for planning for future developments.

Learning and Skills Development Agency, 2004
Tel 0870 872 8080
www.vocationallearning.org.uk/publications

Design and technology – revised edition

Colin Caborn, Ian Mould and John Cave

This book provides fully integrated teaching support, highlighting links between design and technology. It covers the essential topics of electronics and microelectronics, mechanisms, structures and energy. It also supports practical work with a strong emphasis on product modelling.

Recommended usage

The book contains examples of processes and activities from a range of sources, many of which can broaden learners' knowledge. It should be used as supplementary material.

Nelson Thornes, 2000
ISBN 0174482779
Price £14.95 (£13.45 online)
Tel 01242 267 267
www.nelsonthornes.com

Manufacturing

Design, cut and shape

Hazel King

The book contains a range of case studies covering the manufacture and care of fabrics, fabric production, dyes and designing and cutting for garments. There is also a section on production techniques in the clothing industry.

Recommended usage

The book should be used as support for learners specialising in textiles.

Heinemann, 2001
ISBN 1431105812
Price £7.99
Tel 01865 888 066
www.heinemann.co.uk

Food technology

DJR Manley

This is an in-depth study of how to make food for people with particular needs, including the elderly, the very young and those with other specialist requirements. It explains how manufacturers develop foodstuff and how it is marketed and sold.

Recommended usage

The book should be used as support for learners specialising in food.

Longman, 1996
ISBN 0582234662
Price £12.99
www.amazon.co.uk

GCSE Manufacturing

Steve Cushing

The book aims to help and support learners in all aspects of GCSE Manufacturing. It provides advice on practical and theoretical areas of the specification. The book is text heavy and is black and white throughout.

Recommended usage

The book should be used as support material across all three units.

Suggested amendments

Specific topics will need further guidance and examples. Some learners will find the text difficult to read and understand.

Hodder Headline, 2004
ISBN 0340814098
Price £13.99
Tel 01235 400 580
www.hodderheadline.co.uk

Haynes manuals

Various authors

Haynes manuals are available on a variety of topics. The company publishes and distributes practical books, manuals and DVDs on motoring, transport, computing, health, home maintenance and many other leisure activities. The materials are always clearly illustrated using both photographs and line drawings.

Recommended usage

Throughout the GCSE, learners can refer to the manuals for explanations and examples of graphical illustration and sequential operations.

Suggested amendments

Each resource will need to be checked to ensure it meets the needs of individual learners.

Haynes
Tel 01963 442 030
www.haynes.co.uk

Manufacturing

Books (continued)

Manufacturing in real time

Gian Frontini and Scott Kennedy

The book is a study of the history of manufacturing and modern manufacturing methods. Topics include supply chain management, product streams, the role of automation in the supply chain, the relationships between machines and people in automated product streams (looking at what machines and humans do best), variation and quality control, statistical process control, the flow of information in a supply chain and how all of these elements are affected by new technologies.

Recommended usage

The book should be used by teachers as reference material for Unit 3. It is not suitable for use by learners.

Butterworth Heinemann, 2003

ISBN 0750677228

Price £29.99

<http://books.elsevier.com>

Process selection: from design to manufacture

KG Swift and JD Booker

This book supplies information on a range of manufacturing processes, their characteristics, capability and costs. The learner can select an appropriate range of processes to achieve an optimum manufacturing schedule.

Recommended usage

All manufacturing specifications call for the candidate to select processes and materials. This text offers a variety of potential processes, most of which would not normally be an option in school, so the learners can use this knowledge to propose real manufacturing schedules or production plans. The book is most useful for Units 1 and 2.

Suggested amendments

Some of the explanations may be a little too advanced for some learners as they are written for older learners or engineers.

Butterworth Heinemann, 2003

ISBN 0750654376

Price £25.99

<http://books.elsevier.com>

Production for graphic designers

Alan Pipes

This book covers the most up-to-date advances in graphics and the production of printed materials. It explains prepress and printing processes and describes the latest technologies. It also covers some aspects of web design and career opportunities.

Recommended usage

The book should be used as support for graphics specialists and as source materials for industrial practices.

Laurence King Publishing, 2005

ISBN 1856694585

Price £19.95

Tel 020 7430 8850

www.laurenceking.co.uk

Smart design: products that change our lives

Clive Grinyer

This book describes 50 examples of the use of technology to solve a problem through 'smart design'. It is fully illustrated to support the text which describes the influences of needs, functions and aesthetics over design. The text may be beyond the ability of some learners, but the illustrations are helpful.

Recommended usage

The book provides reference materials to illustrate that all designs are a compromise, but the best are well thought through and balance many conflicting issues.

RotoVision SA, 2001

ISBN 2880465249

Price £27.50

www.rotovision.com

CD-ROMs

Technology

M Horsley and P Fowler

This updated edition, with revised chapters on electronics and digital electronics, is suitable for GCSE learners following Design and Technology: Systems Control and Design and Technology: Electronic Products as well as Standard Grade Technological Studies. The content is relevant to GCSE Manufacturing as support material.

Recommended usage

The book is best used by teachers for filling the gaps in learners' knowledge. There are short exercises and activities that can be used as supplementary activities for learners, or as revision. The book contains a great deal of useful information and ideas, but it is not directly linked to GCSE Manufacturing.

Collins Education, 1998

ISBN 0003220362

Price £23.99

www.collinseducation.com

Industry information CD

The CD contains a comprehensive collection of industrial materials, including statistics, information on job roles, careers and training, background and structure of the industry, guidance on interacting with industry, and authentic working documents supplied by various organisations and companies.

Recommended usage

Teachers and learners should use these materials to gain examples of industrial practices.

Suggested amendments

Some of the materials are a little out of date and refer to GNVQs. They are generally aimed at Level 3 and will need some adapting for Level 2 (GCSE) learners.

Learning and Skills Development Agency

Tel 0870 872 8080

www.vocationallearning.org.uk/publications

Manufacturing

Websites

Are smart materials intelligent?

Carolyn Yeates

www.iee.org/Publish/Journals/MagsNews/OnMags/IM/subjspot/ss77.cfm

This online article is a concise definition of smart materials and technologies. It highlights the difference between Western and Japanese thinking on the development of smart materials and concludes that smart materials are not yet intelligent.

Recommended usage

This can be used as a general introduction to the topic for Unit 3. The topic may need some detailed introduction of a more straightforward nature for the majority of learners.

British Plastics Federation

www.bpf.co.uk

This website has excellent information about plastics and processes. There are animated pages showing the processes involved in working with a variety of plastic materials to develop a range of products.

There are detailed examples of each type of plastic, including physical test results and other data.

Recommended usage

All learners working with plastics need to explain why they have selected particular processes and materials. This site will provide clear and useful information that learners can use in their justifications. It is suitable for Units 1 and 3.

Department of Trade and Industry

www.dti.gov.uk/manufacturing

This is a dedicated government website which supports the UK manufacturing industry. It includes articles on support, publications and a general forum.

Recommended usage

Learners should be aware that there is a government strategy for manufacturing and that the industry is supported and monitored through a variety of procedures. This site is a useful way of illustrating that all manufacturing is important to the whole country.

Suggested amendments

Learners will need support in accessing some of the information as it is written for an adult audience.

Design Council

www.designcouncil.org.uk

This is a comprehensive website of design resources. The Design Council has been at the forefront of British design education for 50 years and its website contains a variety of articles and case studies giving details of a range of design activities. There are many pages illustrating good practice in design.

Recommended usage

Learners can get inside the heads of real designers working on real design projects. They can also gather information explaining the process of design and the principles of successful design. This site is useful for Units 1 and 3.

Manufacturing

EEF

www.eef.org.uk/UK/howeare/abouteef

EEF, the manufacturers' organisation, has a membership of 6000 manufacturing, engineering and technology-based businesses and represents the interests of manufacturing at all levels of government. The website has sections on statistics, research, associations, the environment and others. There are links to many other organisations, including SEMTA, SETNET and SETPOINT.

Recommended usage

This is an official body involved in supporting engineering and manufacturing. There is a lot of information, so it is probably best digested by the teacher prior to directing the learner to it.

Suggested amendments

Learners will find it difficult to access much of the content as it is presented. The teacher will need to reword sections.

GCSE in Manufacturing

www.gcseinmanufacturing.com

This website contains a wealth of information for teachers, learners, parents, employers and careers advisers, including full details of the scope of the qualification; guidance, advice and support materials; and a list of key organisations and their contact details.

Recommended usage

The site contains up-to-date resources and changes in the materials which were developed for supporting this qualification.

Health and Safety Executive

www.hse.gov.uk

Health and safety is a huge and complex area which is explained in detail through this website. All aspects are covered, including legal issues.

Recommended usage

All learners on engineering and manufacturing courses must be aware of the Health and Safety Executive. They need to refer to health and safety legislation, as well as working within the bounds of relevant legislation and guidance. This site is therefore invaluable as it contextualises this potentially complex area. It is particularly useful for Units 1 and 3, although learners may need support as they search for information.

How stuff works

www.howstuffworks.com

This site is a comprehensive selection of materials covering a variety of principles and processes, both in manufacturing and in a variety of other subject areas. There is a range of downloadable material available on the site.

Recommended usage

The site is useful for reference, but the information contains advertising throughout, so learners need to be made aware of the dangers of clicking on links. It is useful for all three units.

Suggested amendments

The site is American, so if the information on the site is to be used in learners' folders, it could contain incorrect spellings.

Manufacturing

Websites (continued)

Manufacturing Advisory Service

www.mas.dti.gov.uk

The Manufacturing Advisory Service aims to address the practical needs of British manufacturers by delivering hands-on advice and assistance from experts in a wide range of manufacturing disciplines. The website has a regional support access point as well as a variety of links to professional services.

Recommended usage

This site is of use to staff wishing to develop resources or contacts with industries in the region. There are a number of case studies illustrating successes in industry that could be used to support careers advice.

Manufacturing Foundation

www.manufacturingfoundation.org.uk

The Manufacturing Foundation Schools Pilot works with all stakeholders to join up the many activities it provides and to make it easier for schools and businesses to know who to talk to. It also enables learners and teachers to participate in more managed industrial visits that enhance the curriculum.

Recommended usage

The site can help with the investigation of placements and practical activities for staff and learners.

Manufacturingtalk

www.manufacturingtalk.com

Manufacturingtalk is a news and information website aimed at manufacturing, production and automation engineers throughout the world. The organisation publishes news releases, case studies and technical articles, making Manufacturingtalk one of the most comprehensive news resources on the web. There are approximately 20,000 articles on the website. There is also a free e-mail newsletter from the editor, containing the top news releases of the week.

Recommended usage

This is a professional web resource and should only be used as reference as much of the information is of use to employees and graduate-level learners.

Suggested amendments

Careful selection of data is required, as are good searching skills.

SEMTA

www.semta.org.uk/semta.nsf/?Open

This site is a starting point for a range of support services for both engineering and manufacturing. There are links to agencies, resources and publications that are suitable for staff and learners.

There are also links to strategy groups responsible for supporting the development of projects and qualifications in a range of sectors. The news section can be useful for keeping staff updated on developments.

Recommended usage

This site is useful for both learners and teachers. The links page signposts a wealth of resources that can be used as research in developing engineering and manufacturing project materials.

SETNET/SETPOINT organisations

www.setnet.org.uk/cgi-bin/wms.pl/8

The Science, Engineering, Technology and Mathematics Network (SETNET) is a UK-wide charity that promotes science, technology, engineering and mathematics awareness, especially among young people. SETNET aims to help ensure that there is a flow of well-motivated, high-quality people going from schools into science, technology, engineering and maths careers, and to prepare young people for the technological world in which they live. The website has information on the events and activities carried out by local SETPOINT organisations, as well as newsletters and other publications.

Recommended usage

This site is useful for staff. There is a vast amount of resources and projects being developed nationally, many of which are designed to support the delivery of Engineering and Manufacturing GCSEs.

Manufacturing

Specialist Schools and Academies Trust

www.ssatrust.org.uk/vocational

On the vocational learning home page you can select:

- work-related learning: resources and case studies
- vocational specialism: resources
- GCSEs in vocational subjects: subject-specific links, support materials and case studies
- collaboration and partnership: links to other organisations and case studies
- curriculum development: case studies
- events
- video tasters: including *Learn to work* films.

Most resources are generic, but there is specific manufacturing content in the subject-specific links and the video tasters.

Recommended usage

The site is for teacher use or information. The *Learn to work* films evoke the real enthusiasm of learners taking GCSEs in vocational subjects, so they are useful for showing at options choice sessions. A further series of master classes act as lesson templates to show good practice and these are useful for staff development and help generally.

Technology Enhancement Programme

<http://tep.org.uk>

The Technology Enhancement Programme (TEP) is in its 13th year and has a membership of over 1800 schools. TEP continues to focus on enriching and enhancing technology education through its training programmes and distinctive resources, many of which take the form of CD-ROMs.

TEP has supported and, in many cases, pioneered the use of new technologies in schools.

Recommended usage

Membership entitles centres to purchase materials and receive support on all aspects of technology teaching, much of which is appropriate to GCSE Engineering and Manufacturing.

Suggested amendments

Each piece needs viewing prior to use, but most is well designed and user-friendly. There is a danger of too much material being used to the detriment of giving learners real vocational experiences.

Technology Insight

www.technology.org.uk/indust.htm

This website hosts a range of support materials and resources designed to be of use in delivering GCSE Design and Technology. However, the projects that are included in the 'visits to industry' section are appropriate for use as examples in the manufacturing course.

Recommended usage

This is an ideal starting point for learners on manufacturing courses and is useful for Units 2 and 3. There are also resources for staff to use in delivering a variety of media-based activities.

Manufacturing

Websites (continued)

The Industrial Trust

www.industrialtrust.org.uk/index.html

The Industrial Trust is a rapidly growing charity with a mission to enthuse and educate young people of all abilities – both directly and through others – to aspire to careers in wealth creation and to help equip them with the skills they need for those careers. It is led by highly successful business people and experts from science, technology, education and enterprise.

The website is used to promote the Trust and to disseminate information to interested parties. It runs a range of programmes for learners, giving them first-hand experience of industry and enterprise by taking them to employers' premises to see how classroom learning is applied in practice, to learn about the world of work and to see the jobs that people do.

Recommended usage

If staff or learners wish to investigate placements in industry, the site offers contacts and support in arranging these.

UK Centre for Materials Education

www.materials.ac.uk

The UK Centre for Materials Education supports high-quality learning in materials science and related disciplines. It promotes, encourages and coordinates the development and adoption of effective practices in learning, teaching and assessment.

The site has information on resources, events and news related to the world of materials technology.

Recommended usage

There is a wealth of material on this site which is useful for Units 1 and 3. Learners can find out about materials and processes and teachers can download resources or order support materials.

Young Engineers

www.youngeng.org/index.html

The website is the information portal for the Young Engineers of Britain (YEB) organisation. The YEB supports all aspects of engineering in schools and colleges and runs a number of regional clubs where individuals can take part in national and local competitions. The site has an archive of successful ideas and other useful resources.

Recommended usage

Centres should be encouraged to join the YEB as it can lead to learners taking part in competitions, as well as helping to provide useful resources and links.

Manufacturing

Other resources

Quick guide: GCSE Manufacturing

Learning and Skills Development Agency

This leaflet is a brief guide to GCSE Manufacturing. It provides advice on the course units, how the course is assessed, building vocational activities into GCSE courses and support from LSDA.

Recommended usage

This is a resource for teachers which is especially valuable for those planning and starting to deliver GCSE Manufacturing. It offers brief advice about the course and reminders about the need for active teaching and learning strategies that give learners the chance to experience a range of work-related activities. It provides good examples of this type of activity to give the course a strong vocational focus, which can often be missing in some centres.

Learning and Skills Development Agency
www.vocationallearning.org.uk/teachers/subjectspecific/ks4/manufacturing.asp

Vocational learning online tutorial – GCSE Manufacturing

Learning and Skills Development Agency

The tutorial offers advice and practical ideas on the process of preparing a quality programme, drawing on good practice from the work of schools and colleges which currently deliver vocational courses. There are specimen schemes of work, assignments and assessment support included in the tutorial.

Recommended usage

This is useful for staff to use as preparation for developing the course or as support in reviewing and developing the delivery of an ongoing course.

Learning and Skills Development Agency
 Available online at
www.vocationallearning.org.uk/tutorials/SpecificGCSEs

Books

Applied Science: GCSE double award books

Tracey Topham, Anna Holmes, Beverley Rickwood, Steve Unsworth and Stewart Cherney

Both the pupil's book and teacher's guide have been written specifically to meet the new specifications and are relevant across all awarding bodies.

The pupil's book deals with some essential science that is widely used in the workplace, together with basic practical techniques and procedures used in laboratories. The vocational application is emphasised throughout. The aim is to increase learners' interest in science and improve their understanding of how science is put to use to the benefit of society.

The teacher's guide content matches the pupil's book. There is a wealth of photocopiable activities for each unit, designed to satisfy awarding body requirements for the teacher-assessed components of the qualification.

Recommended usage

This is one of the most useful classroom resources available for both teachers and learners which is not awarding body-specific. Teachers must ensure that the activities meet the requirements of the assessment evidence grids for the particular awarding body they are using. This resource is worth buying, but it is not essential to have a full set of pupil books for the whole class.

Hodder Education

Pupil's book, ISBN 0340848332, 2002,

Price £15.99

Teacher's guide, ISBN 0340849118, 2003,

Price £50

Teacher's guide website version,

ISBN 0340812834, 2003, Price £47

Coursework and revision book,

ISBN 0340816473, 2004, Price £5.99

Tel 01235 400 580

www.hodderheadline.co.uk/index.asp?url=booksearch.asp

Applied Science GCSE student books and teacher support packs

Ken Gadd

The full-colour generic student book matches the GCSE specifications and encapsulates the distinctive teaching and learning styles of this new qualification. It contains features that link directly to assessment objectives. Clear explanations of scientific terminology are given and there are tools throughout the text to help learners to plan, investigate and gather portfolio evidence.

The Edexcel student book is a fully endorsed text, written specifically to match this particular awarding body's specification.

The teacher support packs for AQA, Edexcel and OCR provide advice and support on how to approach the GCSE. Each pack includes information on how to prepare learners for external assessment and how to assist them in preparing their portfolios.

Recommended usage

The student books are well written and provide good explanations. They are worth buying, but it is not essential to have a full set for the whole class.

The teacher support packs contain comprehensive information, although teachers should check the free information, including teacher guides available from awarding body websites.

Nelson Thornes, 2003

Generic textbook, ISBN 0748770445, Price £15.95 (£14.35 online)

Edexcel textbook, ISBN 0748772030, Price £15.95 (£14.35 online)

AQA teacher support pack, ISBN 0748771999, Price £42 (£37.80 online)

Edexcel teacher support pack, ISBN 0748771980, Price £42 (£37.80 online)

OCR teacher support pack, ISBN 0748772022, Price £42 (£37.80 online)

www.nelsonthornes.com/stoic/pa_search.pr_single_search2?new_sd=title&p_svalue=applied%20science&p_go=1

Critical success factors for the delivery of GCSE in Applied Science (double award)

Sharon Moore and Helen Gormley

The aim of this guide is to consider the critical success factors for the course design, delivery and assessment of GCSE Applied Science.

Recommended usage

This booklet will be useful as a staff development resource. For those centres already delivering GCSE Applied Science, it will provide a means of evaluating current practice. For those centres about to start GCSE Applied Science, it will provide practical advice about what to do and what not to do.

Learning and Skills Development Agency

Tel 0870 872 8080

www.vocationallearning.org.uk/teachers/csf/Science/GCSE_AppliedScience.pdf

GCSE Applied Science

David Brodie, Colin Bell, Byron Dawson and Ann Tiernan

This material includes a student book and teacher support packs. While the student book covers the specifications of all three awarding bodies, the teacher support packs are awarding body-specific. The support packs include a comprehensive set of assignments.

The student book explains the science concepts in GCSE Applied Science using lively, clear and full-colour texts. Content is divided into manageable topic areas. The book includes case studies, questions and activities.

Recommended usage

This is a useful resource to support teachers and learners and is worth buying, especially for those teachers new to GCSE Applied Science teaching, but it is not essential to have a full set of student books for the whole class. Teachers may want to take the ideas presented in the assignments and reformat them to make them accessible to all learners.

Folens Publishers, 2003

Student book, ISBN 1843033674,

Code FC3674, Price £15.99

AQA teacher support pack, ISBN 1843034220,

Code FC4220, Price £49.99

Edexcel teacher support pack, ISBN 1843034239,

Code FC4239, Price £49.99

OCR teacher support pack, ISBN 1843034212,

Code FC4212, Price £49.99

Tel 0870 609 1235

www.folens.com

Applied Science

Books (continued)

GCSE in Applied Science for AQA

Jackie Clegg, John Beeby, David Lees, Chris Sherry, Bob McDuell and Stewart Chenery

This material is Heinemann's endorsed resource for GCSE Applied Science (AQA specifications). The student book explains the science concepts in GCSE Applied Science using examples of their applications. The intention is that this approach will provide accessible learning to all ability ranges. A CD-ROM is included in the student book which provides interactive self-assessment, step-by-step guidance on completing a portfolio and reference and research materials, as well as more challenging resources for higher-tier learners.

The teacher CD-ROM includes a networkable site licence version of the student CD-ROM and 'everything you need to run the course smoothly'. This includes 256 customisable pages of portfolio tasks, a guide on managing learners' portfolios, tasks on careers and occupational uses of science, and answers to all the questions in the student book.

Recommended usage

This is a very useful resource to support teachers and learners and is worth buying, especially for those teachers new to GCSE Applied Science teaching, but it is not essential to have a full set of student books for the whole class.

Heinemann, 2004

Student book and CD-ROM, ISBN 0435470930, Price £18.75

www.heinemann.co.uk/secondary/book.aspx?isbn=0435470930&d=s

Teacher CD-ROM, ISBN 0435470949, Price £109
Tel 01865 888 084

www.heinemann.co.uk/secondary/book.aspx?isbn=0435470949&d=s&searchtext=GCSE+Applied+Science+for+AQA

GCSE in Applied Science for OCR

Jackie Clegg, John Beeby, David Lees, Chris Sherry, Bob McDuell and Ann Simpson

This material is Heinemann's endorsed resource for GCSE Applied Science (OCR specifications). The student book explains the science concepts in GCSE Applied Science using examples of their applications. The intention is that this approach will provide accessible learning to all ability ranges. A CD-ROM is included in the student book which provides interactive self-assessment, step-by-step guidance on completing a portfolio and reference and research materials, as well as more challenging resources for higher-tier learners.

The teacher CD-ROM includes a networkable site licence version of the student CD-ROM and 'everything you need to run the course smoothly'. This includes 256 customisable pages of portfolio tasks, a guide on managing learners' portfolios, tasks on careers and occupational uses of science, and answers to all the questions in the student book.

Recommended usage

This is a very useful resource to support teachers and pupils and is worth buying, especially for those teachers new to GCSE Applied Science teaching, but it is not essential to have a full set of student books for the whole class.

Heinemann, 2003

Student book and CD-ROM, ISBN 0435471031, Price £18.75

Teacher CD-ROM, ISBN 0435471023, Price £109

Tel 01865 888 084

www.heinemann.co.uk/secondary/series.aspx?n=&d=s&s=&skey=1394

CD-ROMs

Alchemy?

Alchemy? is a CD-ROM built around 15 video clips, each lasting approximately five minutes. The clips cover: aluminium, ammonia, chemicals from salt, copper refining, gases from the air, iron and steel, nitric acid, nylon, oil refining, polythene, sodium, sulphuric acid, combinatorial chemistry, computational chemistry and making medicines. Each topic includes:

- an introduction to the process with a slide show of some end uses of the product
- a fact file with percentage uses and graphs
- a set of multiple-choice questions that can be attempted and marked on screen
- a set of teachers' resources including notes on the process, printable diagrams and stills from the video, and longer questions (with answers).

The CD costs £35 and teachers can view sample pages and web links at www.chemsoc.org/networks/learnnet/alchemy.htm

Recommended usage

The video clips on this CD-ROM could be viewed by individual learners or by a whole class using a large monitor or data projector. The video commentary can be displayed as subtitles, allowing the package to be used in a computer suite.

Royal Society of Chemistry
Tel 01223 432 360
www.chemsoc.org/networks/learnnet/alchemy.htm

Applied Science

Centre for Education and Industry and LSDA's Vocational Learning Support Programme

The materials presented on this CD-ROM are intended to support teaching and learning for GCSE Applied Science for all three awarding bodies. The materials do not constitute a textbook and should be used alongside other resources. The materials are intended to provide:

- a range of real employer materials and signposts to other materials to enhance the vocational context
- samples or extracts from other sources, with links or information which will allow teachers to access the full resource
- a wide range of links and references to other useful resources.

The vocational materials presented are often in their original form. They have not been rewritten and therefore show variation in style and quality of reproduction (eg some documents have been scanned). Trials with draft materials showed that teachers value this 'real' material. Examples of these materials include a company health and safety policy, company health and safety booklet, extracts from company newsletters, analysis printouts, job descriptions and organisation charts.

Schemes of work linked to the material on the CD-ROM are available separately from www.vocationallearning.org.uk

Recommended usage

While the resource does contain ideas and activities for learners, it is for the teacher to decide how best to use the vocational material with specific groups of learners. Material may form the basis for discussion, role plays or further research.

The rationale behind this resource is to enhance and maximise vocational relevance. This approach means that materials have not been written directly against the awarding body assessment grids; learner activities are linked to what they need to learn. Teachers will need to match activities to assessment requirements and may choose to adapt them as part of the assessment evidence.

Learning and Skills Development Agency
Tel 0870 872 8080
www.vocationallearning.org.uk

Applied Science

CD-ROMs (continued)

X:plore

Nottinghamshire Education Business Alliance and Derbyshire Education Business Alliance

X:plore is an interactive teaching aid to help deliver GCSE Applied Science. The aim is to create a virtual workplace experience in the classroom through video, scored activities, 3D animation, text and sound. The CD is based at Boots plc and enables learners to gain an understanding of the professional world of scientific activity and research.

Recommended usage

This is a useful teaching aid to support delivery across all three units of GCSE Applied Science. In particular, it could be used to support the first section of Unit 3 where learners investigate organisations involved in scientific work and job roles within those organisations.

NEBA

Tel 01623 404 345

www.neba.info/education/xplore.asp

Websites

BBC GCSE Bitesize

www.bbc.co.uk/schools/gcsebitesize

This site is an interactive resource for the standard GCSE. Various topics are covered, many of which are relevant to the applied GCSE. Learners are given revision exercises and are able to test their knowledge with online tests. They should be encouraged to visit the site as part of their research or revision. The site includes links to other science websites and a searchable FAQ facility.

British Standards Institution

www.bsieducation.org/Education/14-19/topic-areas/applied-science/default.shtml

This site offers a collection of activities relating to carrying out practical tasks in Unit 1: Developing Scientific Skills. They are designed to illustrate the importance of standard procedures in scientific work and are appropriate for each awarding body. Each activity involves learners following standard procedures, as required by the unit specifications. The resource is based on a set of 12 such standard procedures – two relating to each of the six topics in GCSE Applied Science.

Recommended usage

The material could be used in class, as homework and as part of formative assessment opportunities, particularly for Unit 1.

British Sugar

www.britishsugar.co.uk/RVEb68fda6066794940a00bbc77675353a8...aspx

This company website is very well presented with lots of useful information for both teachers and learners.

Recommended usage

The website describes all stages in the diffusion process and includes schematic flow diagrams so that learners can visualise the whole process.

Cells Alive

www.cellsalive.com

Cells Alive is an American website which features film and computer-enhanced images of living cells and organisms for education and medical research. The following link, for example, gives an animation of mitosis: www.cellsalive.com/mitosis.htm

Recommended usage

There are a number of pages on this website which may be of use as demonstration material for teachers or which learners could view as homework. Learners could also complete the cell biology quiz. This website would be particularly useful for the Unit 2 section on cells.

Chemical Industry Education Centre

www.ciec.org.uk

This educational website is very well presented with lots of useful information for both teachers and learners.

Recommended usage

Clicking on www.uyseg.org/risked provides access to a range of excellent interactive activities that learners can use to cover the topics of hazard and risk.

Corus Education Support Service

www.corusgroup.com/en/responsibility/education/education_support

Corus is a worldwide employer and is one of the largest and most efficient metals producers in the world. The curriculum support material on its website covers all Key stages of the National Curriculum. The company also provides a range of curriculum support materials such as the *Making steel* CD-ROM. This includes animation and video clips which relate to the manufacture of iron and steel, the properties of steel and its use and application.

Recommended usage

There are a number of sections of the GCSE Applied Science specifications where teachers could make use of the Corus material, in particular 'properties of materials' in Unit 1 and 'atoms to useful chemicals' in Unit 2. Clicking on www.schoolscience.co.uk/content/4/chemistry/steel/msch1pg1.html will take learners directly to the page on steel manufacture.

Another section of the website allows learners to investigate the properties of materials through the use of a virtual lab where they can plan and carry out an experiment, take notes and reach conclusions.

Applied Science

Websites (continued)

Farming and Countryside Education

www.face-online.org.uk

The Farming and Countryside Education website provides excellent information on agriculture, horticulture and farming. As well as fact sheets, the website also provides some excellent opportunities for learners to view the food production process with an illustrative 'field to fridge' section which includes milk production, potato production and pig breeding.

Recommended usage

The material could be used in class, as homework and as part of formative assessment opportunities, particularly for Unit 2.

First aid websites

Pages on first aid from the BBC website provide interactive quizzes for learners:

www.bbc.co.uk/health/first_aid_action

The GMTV site has a list of common emergencies and information on how to deal with them, which learners could use as research material:

http://gmtv.medicdirect.co.uk/minor_ailments/default.asp?showcheck=6

St John Ambulance is the UK's leading first aid, transport and care charity. Information on the training courses and work of St John Ambulance can be found at www.sja.org.uk

The Health and Safety Executive (HSE) has a good leaflet on first aid and what to do in an emergency, which can be downloaded at

www.hse.gov.uk/pubns/indg347.pdf

This site draws together HSE's advice on all aspects of first aid at work into one place:

www.hse.gov.uk/firstaid

Teachernet has a link to the DfES booklet on first aid for schools: www.teachernet.gov.uk/management/healthandsafety/firstaid

Recommended usage

There are a number of pages on these websites which may be of use as demonstration material for teachers or which learners could view as homework. These websites would be useful for the Unit 1 section on first aid.

gcsEASE

http://web.channel4.com/learning/microsites/G/gcsease/free_areas/science/index.html

The gcsEASE Applied Science site features eye-catching and imaginative activities that explain the key issues underlying the course. Examples include Beat It, which shows how learners can measure their pulse and calculate their current level of fitness, and Crime Lab, which enables learners to solve a crime using an online microscope to examine four samples taken from the scene of a robbery. Using their deductions they must then file a report identifying the suspect they believe is guilty.

gcsEASE Applied Science also features a quiz which provides learners with the opportunity to test their knowledge and to identify where they can improve. The interactive quiz is also much more fun than a formal written test.

The site features interviews with experts who use science in amazing ways. For example, roller coaster 'Imagineer' John Wardley explains the technology behind the Alton Towers Nemesis ride.

Access to the site costs £100 for one year or £180 for two years.

Recommended usage

The site would be useful throughout the teaching of GCSE Applied Science. There is material to support all units and for revision purposes.

Applied Science

Health and Safety Executive

www.hse.gov.uk

The Health and Safety Executive (HSE) website is the definitive guide to health and safety within the workplace. The UK Health and Safety Commission (HSC) and the HSE are responsible for the regulation of almost all the risks to health and safety arising from work activity in the UK.

Teachers and learners can find specific information from this site, as well as ordering a wealth of information, including leaflets, publications, videos and CD-ROMs. For example, an explanation of COSHH regulations is given at

www.hse.gov.uk/coshh/index.htm

The HSE has dedicated a section of its website to risk and risk management. The home page of this section of the site describes the activities of the risk management education team:

www.hse.gov.uk/education/index.htm

Recommended usage

The material could be used in class, as homework and as part of formative assessment opportunities, particularly for Unit 1. The statistics page on the risk management section would make for an interesting investigation by learners who could complete the quiz and analyse the graphs:

www.hse.gov.uk/education/statistics.htm

Home Office

www.fire.org.uk/advice/firesafe.htm

The Home Office produces a variety of leaflets on fire safety, which are freely available at local fire stations. Alternatively, learners can view extracts from these online. Another page on this safety site gives information about fire extinguishers and includes schematic diagrams of different types of fire extinguishers.

Recommended usage

The material could be used in class, as homework and as part of formative assessment opportunities, particularly for Unit 1.

How stuff works

www.howstuffworks.com

The How stuff works website is an excellent resource for teachers and learners. Using the search facility it is possible to locate almost any topic and find out how it works. For example, pages can be found which give details for burglar alarms, hydraulic machines and lifts.

Recommended usage

The material could be used in class or as research homework. There are possibilities for making use of this website throughout the course, but it may be particularly useful for the Unit 3 section on instruments and machines.

Microscopy and micro-organisms

www.microbeworld.org

There are numerous websites on micro-organisms and microscopy. The one noted here is particularly useful for learners as well as teachers.

Recommended usage

Learners can use these websites for structured research tasks following the practical activities in these areas for Unit 1.

National Energy Foundation

www.natenergy.org.uk

The National Energy Foundation was set up in 1990 to help UK citizens address energy-efficiency issues through practical advice and to help in installing energy-saving measures and implementing appropriate renewable energy sources.

There are many pages within this website which teachers and learners can use, for example at www.natenergy.org.uk/cfl-save.htm learners can compare the running costs of low-energy lamps with normal light bulbs.

Recommended usage

These pages will be particularly useful for the Unit 2 section on energy, which includes energy efficiency.

Applied Science

Websites (continued)

Royal Society of Chemistry/4Science

www.chemsoc.org/networks/learnnet/standprogcse.htm

This collection of practical activities provides learners with opportunities to practise the skills and techniques needed to meet assessment requirements of Units 1 and 3 of the GCSE Applied Science specifications.

There are over 30 different practical activities provided: each has a learner worksheet and teacher notes (including practical set-up requirements and answers). Activities are linked to the vocational area through introductory notes.

Practical activities include: identification of lipsticks using thin layer chromatography; determination of water hardness; determination of citric acid in Hubba Bubba bubble gum; and preparation and analysis of an oral rehydration therapy solution.

Recommended usage

This is extremely useful material for all those teaching GCSE Applied Science. All practical activities have been designed to be delivered in a standard school or college science laboratory. Teachers will need to ensure that worksheets are accessible to all learners and they may need to provide supplementary notes or further guidance in some cases.

SEMTA

www.gcseinappliedscience.com

This information website is very well presented with lots of useful information for teachers.

Recommended usage

The site is useful for information on resources and what's new in terms of support for GCSE Applied Science. The site has a resources section which includes information and guidance on getting the most from industrial visits. The *Print dynamics* CD-ROM is also described on this site. This CD was developed by Polestar to meet internal training needs. However, the material included is a valuable resource for GCSE Applied Science.

The *Science in view* newsletter available on this site contains a wealth of information about new developments to support GCSE Applied Science, such as: science learning centres, Teachers' TV and SEMTA booklets on progression and differences between GCSE Applied Science and Dual Award Science. Teachers need to register to receive this newsletter.

Specialist Schools and Academies Trust

www.ssatrust.org.uk/vocational

On the vocational learning home page you can select:

- work-related learning: resources and case studies
- vocational specialism: resources
- GCSEs in vocational subjects: subject-specific links, support materials and case studies
- collaboration and partnership: links to other organisations and case studies
- curriculum development: case studies
- events
- video tasters: including *Learn to work* films.

Most resources are generic, but there is specific applied science content in the subject-specific links and the video tasters.

Recommended usage

The site is for teacher use or information. The *Learn to work* films evoke the real enthusiasm of learners taking GCSEs in vocational subjects, so they are useful for showing at options choice sessions. A further series of master classes act as lesson templates to show good practice and these are useful for staff development and help generally.

Other resources

Applied Science support pack

Learning and Skills Development Agency

The materials in this pack have been developed to support the delivery of a unit of VCE Science (Level 3 Science). They have been produced by practitioners and employers using real-life working contexts drawn from the sector. There are 12 activities, two assignments and a resource section within the pack.

Recommended usage

Although written for post-16, Level 3 learners, it would be quite easy to adapt and use much of this material for GCSE Applied Science. One of the activities in the pack, which asks learners to identify potential health and safety risks in the photograph of an operating theatre and emergency department, would be suitable delivered on an electronic whiteboard for Unit 1. Other activities on risk, science at work and job roles could also be used with adaptation for GCSE learners.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/teachers/subjectspecific/supportpacks0405/4_0.html

GCSE Applied Science revision guide

4SCIENCE

This is a very detailed resource to support learners' understanding of Unit 2. Topics in Unit 2 have been arranged in 30 distinctive double-page spreads with clear headings and sub-headings. As well as the key information that learners need, each double page has questions with spaces to write answers. Answers are provided for learners to check their progress.

A four-page pullout of examination-style questions is also provided. There is also information on exam and revision techniques, advice on how to build coursework portfolios and guidance on how to apply knowledge to new situations in an exam. The guides cost £5.95 each, but discounts are available for sets of 15 or more.

Recommended usage

This is very useful revision material with a clear layout and colourful diagrams. Teachers should purchase an initial set to review the suitability for their learners and consider if full-class sets would be useful. Teachers should note that all awarding bodies provide example and past examination papers for Unit 2, both on their website and also by request.

Teachers could use the double-page spread idea as a teaching and learning strategy. Learners could work in teams on a particular topic area to produce a double-page revision guide for the rest of the class.

4SCIENCE

Available online at

www.4science.org.uk/revisionbook.htm

Other resources (continued)

Quick guide: GCSE in Applied Science

Learning and Skills Development Agency

This guide gives an overview of the structure and requirements of GCSE Applied Science.

Recommended usage

There are a number of ways in which teachers could make use of this material. It can provide information to parents at open evenings or to learners and parents at options evenings.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/files/quickguides/Science.pdf

Vocational learning online tutorial – GCSE Applied Science

Learning and Skills Development Agency

This tutorial contains practical advice and guidance, ideas for effective delivery and useful planning and implementation tools. As well as PDF documents and other useful downloads, there are interactive features, such as diagnostic tools and quizzes, that will help teachers deliver this qualification effectively.

The tutorial offers flexibility, so teachers can access as much information as they need to help in their particular circumstances.

Recommended usage

This is particularly useful for teachers new to teaching GCSE Applied Science.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/tutorials

Work-related learning assignments

Learning and Skills Development Agency

These resources will help learners to progress and achieve well in the qualification, and encourage commitment to lifelong learning, enterprise and career planning.

A team of teachers, drawing on their own experience, collaborated with LSDA to prepare 40 assignments for the GCSEs in vocational subjects, five for each subject. Independently, small groups of teachers unconnected with LSDA have read and commented on them.

The assignments are relevant, flexible in format and work-related. They will support effective practice in teaching and learning. They focus strongly on learning outcomes and are relevant to group and individualised learning programmes and to current development in assessment for learning.

Recommended usage

These are useful assignments which teachers could adapt to suit their own particular local scientific organisations.

Learning and Skills Development Agency

Available online at

www.vocationallearning.org.uk/teachers/workrelated/managing/gcse/index.asp

Did you know that the Vocational Learning Support Programme: 14–16 offers free customised training to schools that are new to, or experienced in, the delivery of GCSEs in vocational subjects and Key stage 4 work-related learning?

We can arrange for a consultant to visit your centre and facilitate workshops or discussions on any of the following topics:

- assessment issues
- collaboration and partnership working
- developing assignments for GCSEs in vocational subjects
- engaging employers in curriculum delivery
- curriculum planning and course design
- management of vocational provision at Key stage 4
- work-related learning and the law
- teaching and learning strategies at Key stage 4
- managing behaviour at Key stage 4
- subject-specific updating and support for the GCSEs in vocational subjects
- self-audit for the implementation of vocational programmes
- linking work experience to the curriculum.

All you need to do is to book the room or venue and ensure that a minimum of 10 delegates attend the event. We need four weeks' notice to arrange the training.

How to apply

Download an application form from www.vocationallearning.org.uk/teachers/staffdev/consultancy

Alternatively, contact the Vocational Learning Helpline to have a form e-mailed, faxed or posted to you.

Tel 0870 872 8080

E-mail vlearning@LSDA.org.uk

More information

To discuss your staff development and training needs in more detail, please contact Paddy Rowe at prowe@LSDA.org.uk

Vocational Learning Support Programme: 14–16

This book contains a wealth of information for both teachers and learners. It lists a range of resources for GCSEs in vocational subjects, with a short description of each, and suggests ways in which the information can be used. Resources are presented in an accessible format, making it easy for readers to find the information they require.

Books, websites, support packs and CD-ROMs are all listed here. They will assist teachers to deliver the curriculum more effectively and they will provide learners with additional sources of information, which will give them a greater understanding of each subject.

ISBN 1 84572 404 6

The Vocational Learning Support Programme: 14–16 is delivered by the Learning and Skills Development Agency. Our mission is to improve the quality of post-14 education and training in England, Wales and Northern Ireland. We do this through research to inform policy and practice, by helping to shape and communicate education policy and by offering improvement and support programmes to organisations that deliver post-14 education and training.

The Vocational Learning Support Programme: 14–16 is funded by the Department for Education and Skills and is delivered free for all those who would benefit from its support.

Quality Improvement Agency for Lifelong Learning. Learning and Skills Network. Vocational Learning Support Programme., corp creators. (2007) Better resources for your courses: GCSEs in vocational subjects. Preview.