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**Business**  
**Unit 21**  
**Business**  
**Law P1 P2**  
**Identify**  
**The**

BTEC National for  
IT Practitioners has  
been written

*Page 1/111*

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P2 Identify The**

specifically to cover the compulsory core units and selected specialist units of the BTEC National specifications. This book provides core unit coverage for students following all courses within the new scheme – National Awards, National

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National. Units

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Communication  
Technologies Unit 2  
– Computer  
Systems Unit 15 –  
Organizational  
Systems Security  
Unit 3 –  
Information  
Systems Unit 18 –  
Principles of

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and Development  
Unit 7 – IT Systems  
Analysis and  
Design Unit 21 –  
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and Management  
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each unit is  
illustrated with  
assessment  
activities, end-of-  
chapter questions,

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encourages  
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and acts as a  
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within the  
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is designed to help you  
develop the skills you  
need to successfully  
complete your BTEC  
National course. It will  
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Understand the best  
way for you to learn  
Cope with assessments  
Manage your time Get  
the most from your  
work experience Work  
in a team Use resources  
Find, organise and  
interpret your  
information Make a  
presentation Get the  
most out of your BTEC  
With plenty of

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P2 Identify The  
you on your way Write-  
in skills building  
section where you can  
practice essential  
personal, learning and  
thinking skills and  
functional skills  
Suitable for BTEC  
National Sport and  
Exercise Sciences to  
match Edexcel's 2007  
specification, this book  
covers the curriculum

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in manageable chunks that link to the specification headings, so that students can be confident that they have covered the underpinning theory they need. It features a full-colour format.

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the 2017 specifications;  
our bestselling Business  
authors develop  
knowledge and skills  
through clear  
explanations, real-life  
examples and  
assessment practice  
questions. - Builds  
understanding of  
business concepts  
through accessible  
explanations,

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supported by  
definitions of key terms  
and tips that highlight  
important points and  
common  
misconceptions -  
Enables students to  
apply their knowledge  
to the real business  
examples, issues and  
contexts in the  
'Business insight'  
feature - Develops

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investigative, analytical  
and evaluation skills  
through multiple  
choice, short answer  
and case study/data  
response questions,  
sample answers and  
commentary -

Encourages students to  
track their progress  
using learning  
outcomes, end-of-  
chapter summaries and



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knowledge-check  
questions - Helps  
students practise and  
improve their  
quantitative skills via  
the 'Maths moment'  
feature - Stretches  
students with questions  
that test their ability to  
make an informed  
judgement

The examiner-  
reviewed F4 Practice

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and Revision Kit

P2 Identify The  
provides invaluable  
guidance on how to  
approach the exam and  
contains past ACCA  
exam questions for you  
to try. It highlights how  
to revise for important  
syllabus areas such as  
the law of tort,  
corporate governance  
and ethics. BPP

Learning Media's ISAC

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approach will also  
show you how to earn  
maximum marks.

A Directory of  
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BTEC Level 3 National  
Business Study Guide  
Book 2

Entrepreneurship and  
Small Business  
BTEC First Business

The fact that learning

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accumulates and exists outside an education or training environment cannot be disputed. Yet traditionally, it is only institutional, certificated learning that carries any status. Accreditation of Prior Experiential Learning systems seek to give positive

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credit for all learning, by placing it within a recognised accreditation framework. In the light of recent legislation, APEL systems offer the key towards more flexible and open delivery systems for further education. Maggie Challis offers a

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detailed, practical  
P2 Identify The  
introduction to the  
skills and processes of  
implementing an  
APEL system,  
exploring the seven  
key stages through  
which learners  
progress: \* initial  
counselling \*  
recognising and  
identifying skills \*  
relating these skills to

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an agreed set of  
outcomes \* gathering  
evidence of these  
skills \*

documentation of the  
evidence \* assessment  
of the evidence \*

accreditation Detailed  
guidance is provided  
on setting up and  
monitoring services  
and tutors and  
managers alike will

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find advice on  
P2 Identify The  
identifying  
appropriate learning  
programmes for  
students; access to  
higher education;  
redundancy  
counselling; and the  
transfer of  
professional  
qualifications gained  
overseas. Most  
importantly, Maggie



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Challis shows the potential for APEL across a wide range of learning contexts, in all areas of education and training.

If you're still teaching the 2005 BTEC First standards, then this Student Book and accompanying Tutor's Resource File

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with CD-ROM  
P2 Identify The  
provide all the

support you and your students need. Keep a look out for revised editions of our BTEC First resources for the 2006 standards - coming soon! Takes a colourful, easy to use approach, to make it as attractive as possible to your

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students. The content is organised to match the BTEC specification, so it's easy for you and your students to find your way through the material. Practice activities match the assessment requirements of the course, so students will be thoroughly

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prepared by the time  
they are assessed.

P2 Identify The  
Contains specific  
guidance for students  
on preparing for the  
Integrated Vocational  
Assessment for Unit  
1. Lots of interesting  
case studies show  
students how their  
theory relates to real  
life business.

Tackle training and

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development the fun  
and easy way so you  
can share your  
specialized knowledge  
with others Millions  
of Americans train  
others as part of their  
jobs. Whether you're  
an employee training  
your co-workers on a  
new process or skill, a  
volunteer asked to  
train new volunteers,

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P2 Identify The  
a chef training your  
staff, or a paramedic  
giving CPR training,  
it's just as important  
to know how to teach  
others as it is to know  
what you're talking  
about. It doesn't  
matter how much you  
know about your  
subject if you can't  
share it with others.  
And that's where

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P2 Identify The

Training For  
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offers all the nuts and  
bolts of training for  
anyone who has to  
educate others on any  
subject and in any  
field—and it's written  
in plain English.

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modern, interactive  
instructional methods  
and dynamic training

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P2 Identify The

approaches available,  
this hands-on guide  
will help you inspire  
trainees and keep  
them engaged  
throughout the  
training program.

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to master the jargon  
of training The keys  
to using audio and  
visual aids effectively  
How to prepare for



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the training  
certification process  
Helpful ways to  
evaluate your results  
and improve your  
tactics Tips,  
techniques, and  
tidbits for enhancing  
your training sessions  
Methods that improve  
trainee participation  
Alternatives to the  
traditional lecture

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method Tactics for  
gauging and  
managing group  
dynamics Strategies  
for addressing  
problems in the  
classroom Hints for  
understanding and  
adapting to different  
learning styles  
Resources and other  
extra material you  
can immediately use

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P2 Identify The  
The book has a part dedicated to the training profession, so if you're interested in becoming a professional trainer, you'll learn how to upgrade your skills and knowledge and what the trainer certification process entails. You'll also gain a perspective on

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other aspects of the  
field of training.

Additionally,

Training For

Dummies shows you  
ways to inject humor  
into your training  
sessions, ideas for  
saving time in the  
training room, and  
icebreakers that  
actually break the ice.

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P2 Identify The

start flexing your  
training muscle  
today.

This book is designed  
to be of value to  
anyone who is  
studying human  
resources, whether as  
a subject in its own  
right or as a module  
forming part of any  
business-related  
degree or

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P2 Identify The  
diploma. However, it provides complete coverage of the topics listed in the Edexcel Guidelines for 21 (Human Resource Management) and 22 (Managing Human Resources) of the BTEC Higher Nationals in Business (revised 2010). The book contains these

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Business Law P1  
P2 Identify The  
sections: \* Human  
Resources

Management \* HRM  
Issues Features  
include summary  
diagrams, worked  
examples and  
illustrations,  
activities, discussion  
topics, chapter  
summaries and quick  
quizzes, all presented  
in a user friendly

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format that helps to  
bring the subject to  
life.

BTEC National for  
IT Practitioners:

Core units

Revise BTEC

National Business

Revision Workbook

BTEC National Sport  
and Exercise Science

Student Book

Returning to Work



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P2 Identify The  
This text provides all the necessary underpinning knowledge for the BTEC National IT Practitioners qualification. It offers: case studies to enable students to apply theory to vocational practice, portfolio builders providing activities and

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P2 Identify The  
guidance, and IVA  
Advice on

completing  
assignments.

Closely matched to  
the specifications,  
this student book  
is the only  
resource available  
for BTEC national  
travel and tourism.  
It contains  
everything  
students need for

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the Award and  
some additional  
units for the  
Certificate.

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students need to  
make the grade in  
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Care. This lively  
and comprehensive  
textbook covers all  
the core and  
optional units,

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making it suitable  
whether you are  
studying for the  
Certificate,  
Extended  
Certificate or  
Diploma. Each  
chapter covers a  
unit packed with: -  
Activities to help  
with assignments -  
Advice on  
gathering evidence  
- Explanations of

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the BTEC pass,  
merit and  
distinction criteria  
- Further reading -  
Pointers to  
additional  
resources Written  
by authors with a  
wealth of  
experience in  
delivering,  
verifying and  
writing for BTECs,  
this textbook is

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P2 Identify The  
packed with  
knowledge of the  
Health and Social  
Care sector and  
how to get the  
most of your  
course. This  
textbook is  
supported by a  
separately  
available Dynamic  
Learning package  
for tutors

Written by

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experienced  
lecturers, these  
two Student Books  
and Tutor's  
Resource File  
provide your  
students with  
everything they  
need to achieve  
the BTEC National  
in Public Services -  
at Award,  
Certificate and  
Diploma Level.

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travel & tourism  
ACCA Paper F4 -  
Corp and Business  
Law (GLO)

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Gcse Applied  
Business

The eighth edition



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of International  
P2 Identify The  
Financial

Reporting and  
Analysis has been  
thoroughly  
updated in line  
with changes to  
International  
Financial  
Reporting  
Standards.  
Chapters

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P2 Identify The

throughout have been rewritten with an increased focus on ethics, sustainability and corporate governance. In addition, all the real-world illustrations and company reports have been

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reviewed and  
replaced with up-to-  
date examples.

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expertise of the  
stellar author team  
is woven  
throughout the  
text. MindTap, an  
online learning  
solution  
encompassing

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many different content types, is available with this title. MindTap can be customized to suit your course and contains supporting applications and analytics to help learners make the most of the range

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P2 Identify The

of content.

This is a comprehensive learning resource for GCSE Applied business. It follows closely the specifications common to the Awarding Bodies which offer the qualification.

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P2 Identify The  
The progression of the Internet hasn't slowed down one bit; in fact, it's only just begun. And with capabilities like visitor tracking, geo-targeting and personalized marketing, the business competition on the

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P2 Identify The  
digital playing field  
has become more  
aggressive than  
ever. The  
advancements are  
rapid; adaptation is  
vital. And yet,  
business owners  
are either too  
tentative to dive in  
or want to get  
started but just

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don't know where  
to begin. In the  
2nd edition of  
WSI's Digital  
Minds, we provide  
a map (literally!)  
that's designed to  
help professionals  
navigate through  
the complexities of  
the digital  
marketing realm.



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P2 Identify The  
Fourteen of WSI's  
thought-leaders  
explore how online  
strategies like web  
design, marketing  
automation,  
eCommerce, SEO,  
reputation  
management,  
email marketing  
and more have  
been shaped by

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online consumers  
and their mobile  
device du jour! By  
evolving alongside  
the growing  
trends, your brand  
will be equipped to  
leave the  
competition far  
behind.

A clear,  
comprehensible,

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and practical guide  
P2 Identify The  
to the essentials of  
computer  
cryptography, from  
Caesar's Cipher  
through modern-  
day public key.  
Cryptographic  
capabilities like  
detecting  
imposters and  
stopping

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eavesdropping are thoroughly illustrated with easy-to-understand analogies, visuals, and historical sidebars. The student needs little or no background in cryptography to read *Cryptography*

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Decrypted. Nor  
P2 Identify The  
does it require  
technical or  
mathematical  
expertise. But for  
those with some  
understanding of  
the subject, this  
book is  
comprehensive  
enough to solidify  
knowledge of

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computer  
P2 Identify The  
cryptography and  
challenge those  
who wish to  
explore the high-  
level math  
appendix.

Digital Minds (2)  
Btec Firsts in  
Business. Student  
Book  
Travel and

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Tourism  
P2 Identify The  
Guidelines for  
Classifying  
National Education  
Programmes and  
Related  
Qualifications  
BTEC National in  
Public Services -  
Student Book 2  
This Revision  
Workbook

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Teaching:

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First Exam: June

2019 Endorsed



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for Edexcel Let  
P2 Identify The  
Ian Marcouse

successfully steer  
you through the  
new specification  
with his proven  
and popular  
approach to  
Business; clear  
content coverage  
is enhanced by  
numerous real-life  
examples to

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create a course  
that engages,  
motivates and  
develops every  
student. - Breaks  
down the content  
of the 2017  
specification into  
clear, accessible  
explanations of  
important  
concepts and  
theories - Helps

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students apply  
their knowledge to  
a range of real  
business  
examples, issues  
and contexts,  
supported by  
'Talking Points'  
that encourage  
critical and  
commercial  
thinking -  
Improves

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quantitative,  
investigative,  
analytical and  
evaluation skills  
through end-of-  
chapter exercises  
- Builds students'  
confidence  
approaching their  
exams as they  
practise  
calculation, short  
answer and

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extended-writing  
questions with  
stimulus materials  
- Boosts students'  
vocabulary and  
supports revision  
with definitions of  
key terminology  
for each topic

Please note:  
Specification  
changes to Unit 3  
were announced

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by Pearson in late  
May 2021. These  
changes will apply  
to learners sitting  
Unit 3 exams from  
January 2022 and  
onwards. This  
means that Unit 3  
within this book  
does not now  
match the revised  
specification.

Units 4,5,6 and 7

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within this book  
P2 Identify The  
remain unchanged.

There is a new  
Book 2 Revised  
Edition for the  
revised Unit 3  
specification  
coming in Spring  
2022. / Written by  
Cara Flanagan and  
other leading  
authors, two  
books support the

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Pearson BTEC  
P2 Identify The  
Level 3 National  
in Applied  
Psychology and  
are endorsed for  
BTEC. / Book 2  
covers the  
Extended  
Certificate Units  
and Book 1 covers  
the Certificate  
Units. The  
Extended



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Certificate  
P2 Identify The

comprises of four  
units - the  
Certificate Units  
plus Health  
Psychology and  
one optional unit. /  
Each book  
provides  
knowledge and  
evaluation of  
theories and  
studies combined

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with many  
engaging activities  
to deliver the  
vocational  
element; /

Activities aim to  
prepare you for  
internal and  
external  
assessments; / A  
brilliant visual  
style and tone will  
encourage you

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through every  
step of the

course.

BTEC and  
Heinemann have  
joined forces to  
bring you BTEC's  
own resources for  
BTEC Level 3  
National Business  
- by the BTEC  
team, for BTEC  
learners - to

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support you every  
P2 Identify The  
step of the way to  
BTEC success.  
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Travel and  
Tourism  
Training For  
Dummies  
BTEC National  
Business  
Human Resource  
Management  
Business

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*This comprehensive guide to the key facts, ideas, and theories about enterprise and entrepreneurship considers their relation to small business and discusses measures taken to*

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*promote them.*

*The authors  
outline the  
importance of the  
small business  
sector and  
consider the  
cultural, political  
and economic  
influences on  
business growth.  
This text provides*

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*all the necessary  
underpinning  
knowledge for the  
BTEC National IT  
Practitioners  
qualification. It  
offers: case  
studies to enable  
students to apply  
theory to  
vocational  
practice, portfolio*

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P2 Identify The  
builders providing  
activities and  
guidance, and IVA  
Advice on  
completing  
assignments.

Units

covered: Unit 1

Introduction to  
the Internet and e-  
Business Unit 2

Internet



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Marketing Unit 3

P2 Identify The  
Website Design

and

Construction Unit

5 e-Business

Project Unit 6

Government Unit 7

Database

Systems Unit 13 e-

Business

Planning Unit 14 e-

Business

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*Implementation*

*This is a substantial new edition of a successful textbook which continues to have a sensible and 'easy to read' style. Each Chapter has a pas t/present/future*

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P2 Identify The  
*theme with a real  
strategic  
approach.*

*Strategic  
Operations  
Managment  
shows operations  
as combining  
products and  
services into a  
complete offer for  
the customer.*

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*Services are therefore seen as key and are integrated throughout the material in each chapter.*

*Manufacturing, service supply and other key factors are all shown to be in*

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*place. In an era where companies are fond of talking about core competences but still struggle to understand their operations, this is an important for academics and practitioners alike. Only when*

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*managers understand their operations will they be able to leverage them into any sort of capabilities that will lead to competitive advantage. Online tutor resource materials*

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P2 Identify The  
accompany the  
book.

*ISCED 2011  
Operational  
Manual  
Guidelines for  
Classifying  
National  
Education  
Programmes and  
Related  
Qualifications*

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*For the 2016  
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strong knowledge  
and skills with  
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*Business; fully updated by subject experts for the 2017 specification, it provides comprehensive content coverage, engaging case studies and assessment activities. -*

*Develops*

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*understanding of  
P2 Identify The  
business  
concepts and  
theories through  
clear  
explanations,  
illustrated by  
diagrams and  
cartoons that  
help all learners  
access the  
content -  
Cements and*

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*extends subject  
knowledge with  
case studies that  
encourage  
students to think  
commercially  
about  
contemporary  
issues and  
contexts -  
Enables students  
to apply their  
learning and*

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*strengthen their  
investigative,  
analytical and  
evaluation skills  
as they progress  
through a range  
of activities -*

*Prepares  
students for  
assessment with  
a variety of  
practice  
questions and*

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*handy tips for  
successfully  
answering  
different question  
types - Supports  
revision by  
summarising the  
learning  
outcomes, key  
terms and facts  
for each unit*

*This student text  
provides all the*

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*underpinning  
knowledge*

*needed to pass  
the BTEC first  
diploma. It  
provides learning  
objectives to help  
the reader focus  
on what they  
need, up-to-date  
case studies and  
assessment  
activities to test*

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*the readers'  
knowledge and  
understanding.*

*Are you: A  
woman wanting  
to return to work  
after a break? A  
woman seeking  
to improve career  
prospects  
through  
education or  
training? An*



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P2 Identify The  
*adviser providing  
education or  
training or an  
employer keen to  
develop your  
awareness of the  
opportunities  
available to  
women? If you  
are any of these  
you need the  
Eighth Edition of  
Returning to*

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*Work: a directory  
of education and  
training for  
women. Compiled  
by the Women  
Returners  
Network, this  
unique directory  
of education and  
training for  
women has been  
completely  
revised. It*

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*provides  
information on  
over 1,700  
courses across  
the UK which  
offer  
opportunities and  
facilities that  
enable women  
returners to  
participate in, for  
example:  
shortened-day*

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*timetables to fit in with school hours; hands-on experience with information technology equipment; job-sampling experience; the opportunity to assess abilities, discover new interests, widen*

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P2 Identify The

*horizons and  
develop  
confidence; and  
guidance and  
counselling  
sessions.*

*Returning to  
Work also gives  
vital information  
on: how to find  
out what  
education and  
training is*

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*available; key  
national training  
providers;  
eligibility for  
mandatory grants  
and details of  
awards and  
sponsorship  
schemes; national  
organizations  
offering further  
support for  
women returning*

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*to education or  
training or  
employment; and  
local contact  
points for further  
information and  
advice in county  
or region.*

*Following on  
from Book 1, this  
student book  
covers the  
various options*

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from BTEC  
P2 Identify The  
*National Business  
to ensure that  
students have  
almost everything  
they need to  
complete their  
Certificate or  
Diploma.*

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Business Owner  
Needs to Know  
About Digital*



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students need***

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and some**

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units for the  
Certificate.  
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all the other  
units needed to  
complete the  
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structured  
activities and  
case studies,  
this book  
enables  
students to  
apply  
theoretical  
principles to  
real-life  
business***

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***situations.***

***Understanding***

***Enterprise***

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***Software***

***Development***

***Employee***

***Training &***

***Development***