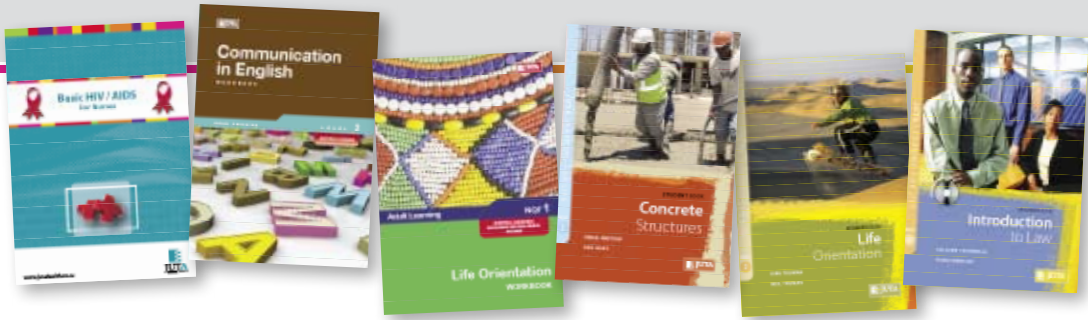


www.juta.co.za



AET, FET and Health Training Catalogue 2011

AET,
FET and
Health Training
Catalogue 2011



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AET and FET programmes – an introduction

Juta publishes quality Further Education and Training (FET) and Adult Education and Training (AET) materials which are cost effective and satisfy the needs of this market. All learning materials for both learners and educators are in line with the new curricula. AET and FET providers, both private and public, will be able to use our books to successfully deliver or implement their programmes.

What differentiates our adult education and training programme?

- Juta and Company Limited is accredited by Umlasi Council for Quality Assurance in General and Further Education and Training
 - ABT00368PA
 - Health and Welfare SETA - HW591PA1010190
- We offer a range of delivery formats – computer-based, interactive, high quality multimedia, face-to-face, facilitator-led training and a blended model of selfpaced learning with computer-based content and synchronous facilitator-led training.
- Juta is passionate about the holistic development of the learner and reinforces its AET programme with an outcomes-based, computer-aided programme. The blended approach to teaching and learning enables Juta to reach learners from all walks of life and provide them with the support and guidance required throughout their training, while creating opportunities for lifelong learning.
- Our programmes are flexible enough to work within any learning environment alongside a competent and dedicated facilitator.
- Juta is a lifelong learning partner of products ranging from AET to specialised, profession-specific courses.
- We support the complete National Qualifications Framework (NQF) band.
- Juta's high standards provide learners with experienced and professional academic support in each learning area, ensuring high pass rates and successful, confident learners.
- We offer the best selected and developed materials in excellent condition backed up by monthly assessments in the form of mock exams.
- Our programmes are supported by a comprehensive administrative application that tracks each learner.
- We continuously develop new products and services to improve existing ones.

Range of services

GET: General Education and Training

- AET (Adult Education and Training)
 - Basic Literacy (Pre-AET)
 - Levels 1 – 4
- Full NQF 1 qualification

FET: Further Education and Training

- Train the trainer: specialising in Numeracy/Mathematical Literacy and Communication in English

Health: Health Training

- Basic HIV/AIDS for Nurses
- HIV Confidential Counselling and Testing
- Prevention of Mother-to-Child Transmission: Dual Therapy for Nurses
- Basic HIV/AIDS for Community Health Workers
- Integrated Management of STIs/TB/HIV for Nurses
- HIV/AIDS Paediatric Management for Nurses

Learning areas offered

Fundamentals

- Basic Literacy in English (Pre-AET)
- Communication in English Level 1
- Communication in English Level 2
- Communication in English Level 3
- Communication in English Level 4 (NQF 1)
- Numeracy in English Level 1
- Numeracy in English Level 2
- Mathematical Literacy in English Level 3
- Mathematical Literacy in English Level 4 (NQF 1)

Core

- Life Orientation

Electives

Academic Learning Areas

- Natural Sciences
- Technology
- Human and Social Sciences
- Economic and Management Sciences
- Arts and Culture

Vocational Learning Areas

- Applied Agriculture
- Small Medium Micro Enterprise
- Travel and Tourism
- Ancillary Health Care
- Information Communication Technology (ICT)
- Early Childhood Development
- Wholesale and Retail

Other services offered

- Pre-placement assessments
- Awareness campaigns
- Learner Management System for AET
- Learner and facilitator materials
- Customisation and contextualisation of learning materials
- FET: Train the Trainer – Specialising in Numeracy/Mathematical Literacy
- Health: Learner and facilitator materials

AET learner management system

What is a Learner Management System (LMS)?

A Learner Management System (LMS) is software in the form of a database that is able to manage training and education. It is a tool that assists in the administration, documentation and reporting of training undertaken by learners. It automates the registration and record-keeping of learner profiles and keeps track of learner achievements.

Features

- User-friendly interface with clear navigation icons
- Simplified format for entering, editing and viewing data
- Build client lists
- Keep current details about employees
- Diarise upcoming tasks in the events reminder
- Keep up-to-date information about facilitators
- Assign facilitator schedules
- Register and maintain learner profiles
- Extract reports on assessment results
- Career path tracking
- Customisation of reports

Benefits

- Quick access to assessment results
- Monitor learners' progress through a course
- Reduced administration time
- Manage data regarding learners
- Effortless record keeping
- Meets SETA reporting requirements
- Built to meet the NLRD specifications



Our material is written by experts in their respective fields, and where applicable, is aligned with relevant unit standards.

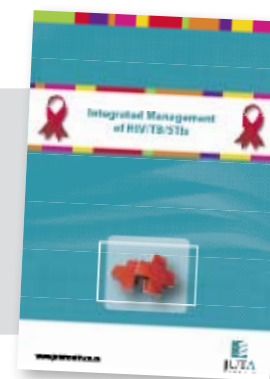
We have a number of experienced and well-qualified trainers who can present these courses.

If you would prefer to purchase the workbook only, we can supply the course material with the relevant PowerPoint slides to prescribing institutions.



BASIC HIV/AIDS FOR NURSES

Training Manual
2010
A4 Soft cover
80 pages



INTEGRATED MANAGEMENT OF HIV/TB/STIs

Training Manual
2010
A4 Soft cover
80 pages



VOLUNTARY CONFIDENTIAL COUNSELLING AND TESTING

Training Manual
2010
A4 Soft cover
80 pages

health training

Juta has expanded its portfolio to include face-to-face training. If you would like your staff to remain up to date with the latest information, short in-house courses can be arranged to suit your requirements.

We can offer training on the following topics:

- Basic HIV/AIDS for Nurses
- HIV Confidential Counseling and Testing
- Prevention of Mother-to-Child Transmission: Dual Therapy For Nurses
- Basic HIV/AIDS for Community Health Workers
- Integrated Management of TB/HIV/AIDS for Nurses
- HIV/AIDS Paediatric Management for Nurses
- Antiretroviral Management and Adherence

adult learning series

The Juta AET series has been developed in response to the need to deliver a unit standard-based AET curriculum that is in line with the NQF. The material has been carefully designed and aligned to the latest unit standards as set out by South African Qualifications Authority (SAQA) for AET.

The books and support materials have been developed by experienced AET specialists and practitioners.

All our material is:

- of a very high standard
- always aligned to the latest unit standards
- supplied to you directly all year round
- couriered to your centre / institution at no extra charge.

All our Workbooks are aligned to the latest Unit Standards, support interactive facilitation, and include:

- relevant activities
- checklists
- self-assessments
- summative assessments.

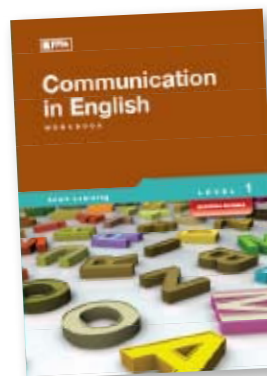
Our Facilitator Guides include:

- an introduction to Adult Learning
- how to assess and draft lesson plans
- rubrics
- checklists
- unit standard IDs with additional information
- all the workbook activities with answers and additional notes to the facilitator
- answers to summative assessments found in levels 3 and 4.

The learning areas covered are:

- Agriculture
- Economic and Management Sciences (including a Sesotho, Afrikaans and isiZulu glossary)
- Human and Social Sciences
- Language, Literacy and Communication – English
- Life Orientation
- Natural Sciences

communication



COMMUNICATION IN ENGLISH 1

Workbook
978 0 70218 716 2

Facilitator's Guide
978 0 70218 712 4

Unit Standards

- | | |
|--------|---|
| 119633 | Use basic reading/receptive skills to respond to defined simple texts |
| 119638 | Use basic writing/signing skills |
| 119630 | Use speaking/signing and listening skills |

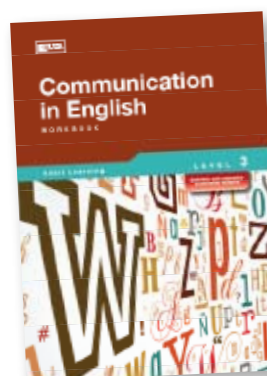
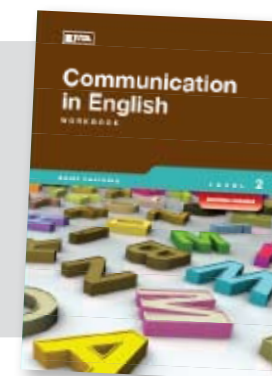
COMMUNICATION IN ENGLISH 2

Workbook
978 0 70218 717 9

Facilitator's Guide
978 0 70218 713 1

Unit Standards

- | | |
|--------|--|
| 119642 | Engage in speaking/signing and listening interactions |
| 119629 | Use basic reading/viewing skills to respond to defined texts |
| 119634 | Write/sign simple defined texts |



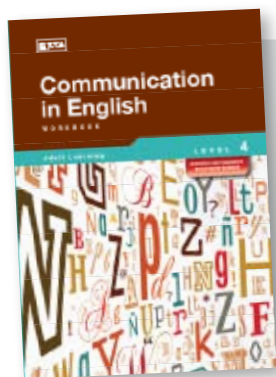
COMMUNICATION IN ENGLISH 3

Workbook
978 0 70218 704 9

Facilitator's Guide
978 0 70218 714 8

Unit Standards

- | | |
|--------|--|
| 119637 | Engage in a range of speaking/signing and listening interactions |
| 119632 | Use reading/viewing skills to respond to defined texts |
| 119639 | Write/sign defined texts |



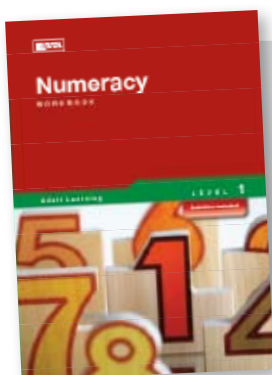
COMMUNICATION IN ENGLISH 4

Workbook 978 0 70218 705 6
Facilitator's Guide 978 0 70218 715 5

Unit Standards

- 119635 Engage in a range of speaking/signing and listening interactions for a variety of purposes
- 119631 Explore and use a variety of strategies to learn
- 119641 Identify and respond to selected literary texts
- 119640 Read/view and respond to range of text types
- 119636 Write/sign for a variety of different purposes

numeracy



NUMERACY 1

Workbook 978 0 70218 702 5
Facilitator's Guide 978 0 70218 708 7

Unit Standards

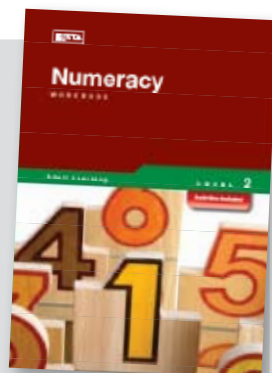
- 119370 Work with numbers; operations with numbers and relationships between numbers
- 119366 Work with shape, space and measurement concepts
- 119374 Demonstrate an understanding of patterns, functions and algebra

NUMERACY 2

Workbook 978 0 70218 703 2
Facilitator's Guide 978 0 70218 709 4

Unit Standards

- 119372 Demonstrate an understanding of data handling and probability
- 119365 Demonstrate an understanding of patterns, functions and algebra
- 119378 Work with numbers; operations with numbers and relationships between numbers
- 119369 Work with shape, space and measurement concepts



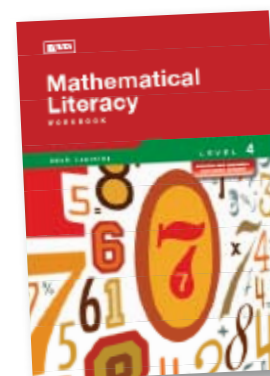
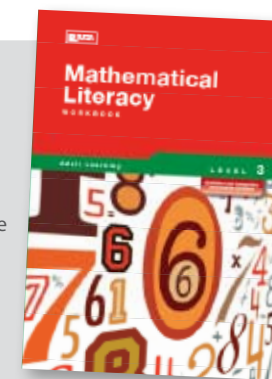
mathematical literacy

MATHEMATICAL LITERACY 3

Workbook 978 0 70218 706 3
Facilitator's Guide 978 0 70218 710 0

Unit Standards

- 119363 Apply concepts of shape, space and measurement to make decisions relative to the world around us
- 119376 Demonstrate an understanding and use of data handling and probability concepts
- 119367 Work with numbers; operations with numbers and relationships between numbers
- 119375 Work with patterns, functions and algebra in different contexts



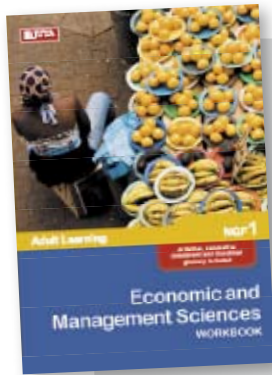
MATHEMATICAL LITERACY 4

Workbook 978 0 70218 707 0
Facilitator's Guide 978 0 70218 711 7

Unit Standards

- 7464 Analyse cultural products and processes as representations of shape, space and time
- 7451 Collect, analyse, use and communicate numerical data
- 7449 Critically analyse how mathematics is used in social, political and economic relations
- 7463 Describe and represent objects and the environment in terms of shape, space, time and motion
- 119373 Describe and represent objects in terms of shape, space and measurement
- 119368 Describe, interpret and represent mathematical patterns, functions and algebra in different contexts
- 7452 Describe, represent and interpret mathematical models in different contexts
- 119364 Evaluate and solve data handling and probability problems within given contexts
- 7453 Use algebraic notation, conventions and terminology to solve problems
- 7461 Use maps to access and communicate information concerning routes, location and direction
- 7450 Work with measurement in a variety of contexts
- 119362 Work with numbers; operations with numbers and relationships between numbers
- 7448 Work with patterns in various contexts
- 7447 Work with numbers in various contexts

electives



ECONOMIC AND MANAGEMENT SCIENCES

C Damerell and P Lague
2008
Soft cover
978 0 70218 726 1
NQF 1 ABET level 4

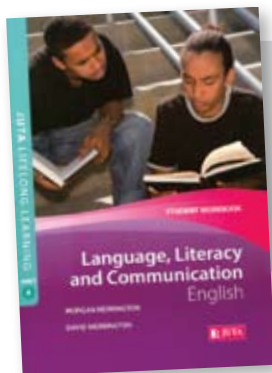
The following topics are covered:

- Who does what in the economy?
- Economic systems – what works best?
- Types of business and the law
- Good management
- Understanding contracts
- Basic accounting practices
- All about entrepreneurship
- Which business is for you?
- Get your business going

NEW

HUMAN AND SOCIAL SCIENCES

L Bredenkamp, L Dilley and M Merrington
2008
Soft cover
978 0 70217 214 4
NQF 1 ABET level 4



LANGUAGE, LITERACY AND COMMUNICATION

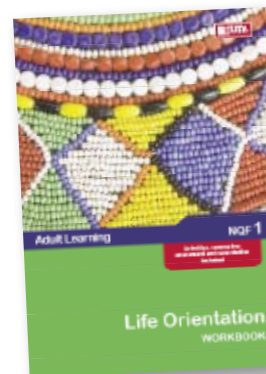
M Merrington and D Merrington
2008
Soft cover
978 0 70217 245 8
NQF 1 ABET level 4

NATURAL SCIENCES

F Clitheroe and L Dilley
2008
Soft cover
978 0 70217 230 4
NQF 1 ABET level 4



core



LIFE ORIENTATION

2011
Soft cover
978 0 70217 800 9
NQF 1 ABET level 4

The following topics are covered:

- Sexuality and AIDS
- Who am I?
- Healthy living
- You and the world of work
- Relationships and diversity
- Security, safety and environmental risks
- Personal finances
- Managing your time

NEW

THE PEOPLE'S GUIDE TO FARMING

The Workbook contains activities for learners who are studying the course formally. The activities can be done in the class, at home or as practical work, and they help to build the learners' agricultural knowledge and skills. Completing the different activities allows learners to demonstrate that they have achieved the outcomes of the ABET Level 4 Applied Agriculture and Agricultural Technology learning programme. Educators can use the assessment checklists for a number of important activities to assess the learners' progress. Learners can use the checklists to see which standards they need to achieve.

The Educator's Guide reproduces the Workbook pages, with additional notes to assess teaching and assessment activities.

Key features

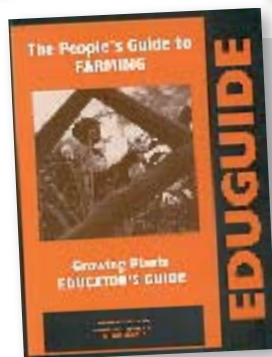
- Promote the sustainable use of the land, to ensure its fertility and productivity for future generations.
- Encourage farmers to think about all the factors involved in farming before they make decisions about what or how to farm - the type of land, the climate, the amount of water, the type of soil, the condition of the natural vegetation, the pests and diseases in the area, the way they will sell their products, the assistance they need and the profits they will be able to achieve.
- Help farmers to improve their farming activities by taking the best advantage of all their available resources, such as land, water, natural vegetation, soil, money and other people.
- Provide detailed information on farming many different types of crops, vegetables, trees, plants for animal feed and farm animals.
- Are written in plain language for easy reading and understanding.
- Contain hundreds of helpful illustrations.



**THE PEOPLE'S
GUIDE TO
FARMING –
HANDBOOK**
352 pages
Soft cover
978 0 70215 323 5
ABET level 4



**THE PEOPLE'S
GUIDE TO FARMING
– WORKBOOK**
128 pages
Soft cover
978 0 70215 325 9
ABET level 4



**THE PEOPLE'S
GUIDE TO FARMING
– EDUCATOR'S
GUIDE**
128 pages
Soft cover
978 0 70215 327 3
ABET level 4

SUCCEED IN BUSINESS

ABE Development Services Trust

'Earn while you learn'

This is the basis of *Succeed in Business* – an innovative new business course that allows students to make immediate use of the skills they are being taught. The course is designed to cut through complicated business jargon and offer hands-on business skills that will help students find new ways to make money – at the same time as they earn credits towards their General Education and Training Certificate (AET Level 4).

Succeed in Business:

- combines key business skills with personal development, numeracy, communication and economic and management skills.
- offers strong motivation and builds confidence – the essential ingredient for small business success.
- provides the skills needed to plan, organise, manage and sustain a micro-enterprise, and to generate an income from small business.
- develops an understanding of what it means to be an entrepreneur, and helps you to apply your entrepreneurial skills, practices and values to your own business.
- includes a range of carefully selected, inspiring case studies and role models.
- leads to the production of a complete and realisable business plan.

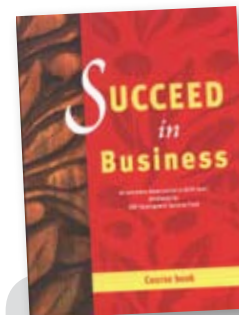
Key features

- Integrated and modular course
- Accessible user-friendly language and extensive illustrations
- Outcomes-based and learner-centred methodology
- Covers all the unit standards for the SMME elective at GETC level
- Piloted with both students and educators

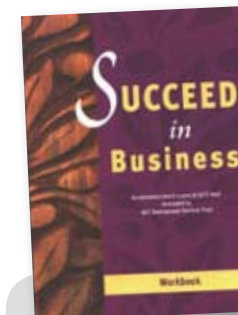
Recommended for

- Adult Learning Centres
- Workplace and Industry Training
- NGOs
- Provincial AET Departments
- Community Centres
- Community, Vocational and Training Colleges

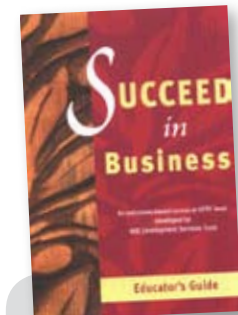
Succeed in Business is also available in isiXhosa and Afrikaans.



**SUCCEED IN BUSINESS
– COURSE BOOK**
English: 978 0 70214 791 3
Afrikaans: 978 0 70214 899 6
isiXhosa: 978 0 70214 792 0



**SUCCEED IN BUSINESS
– WORKBOOK**
English: 978 0 70214 897 2
Afrikaans: 978 0 70214 900 9
isiXhosa: 978 0 70214 901 6



**SUCCEED IN BUSINESS
– EDUCATOR'S GUIDE**
English: 978 0 70214 896 5
Afrikaans: 978 0 70214 898 9
isiXhosa: 978 0 70215 649 6

THE SOUTHERN AFRICAN CHICKEN BOOK

Keeping chickens is one of the most popular business options for both rural and urban areas. *The Southern African Chicken Book* shows you how to do it. This easy-to-read handbook shows how a poultry business can be started with as little as R1 000.

The Southern African Chicken Book will help you to answer questions such as:

- How much money do I need to start?
- How small should I start?
- How do I know if chickens or eggs will sell in my area?
- Should I keep broilers (for meat) or layers (for eggs)?
- Is it easy to start with day-old chicks?
- How will I keep records?
- How much money can I expect to make?

Recommended for

- People who want to start a small chicken business or keep chickens at home
- Adult Education facilitators and students
- Community organisations



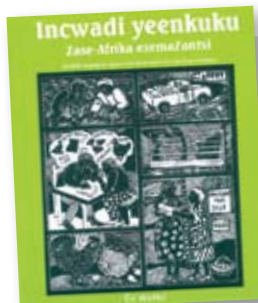
THE SOUTHERN AFRICAN CHICKEN BOOK

Ed Wethli
128 pages
Soft cover
978 0 70214 709 8



DIE HOENDERBOEK VIR SUIDELIKE AFRIKA

Ed Wethli
112 pages
Soft cover
978 0 70215 273 3



INCWADI YEENKUKU ZASEAFRIKA ESEMAZANTSI

Ed Wethli
112 pages
Soft cover
978 0 70215 271 9

Forthcoming

INCWADI YEZINKUKHU YASENINGIZIMU AFRICA

June 2011
isiZulu version
978 0 70218 895 4

learning for life FET vocational series

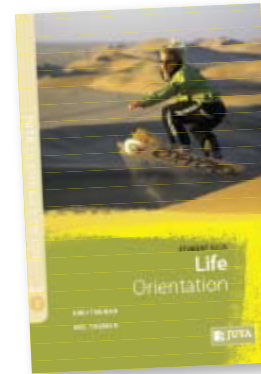
The new JUTA Learning for Life Series for FET Vocational Colleges is an exciting new range of Student Books and Lecturer Guides that has been developed in line with the new curriculum for FET Vocational Colleges (NCV) and is fully approved by the Department of Higher Education and Training.

The series covers selected Fundamental subjects; Civil Engineering and Building Construction; Finance, Economics and Accounting; Office Administration; Safety in Society; Tourism; Education and Development; and all-new programmes launched in 2010, Process Instrumentation and Process Plant Operations.

FET Level 2–4 Student Books and Lecturer Guides

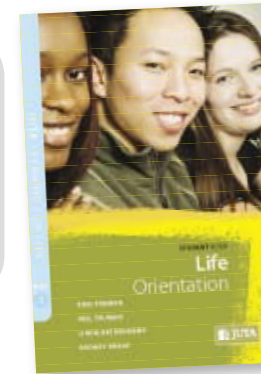
- Student Books are presented as well-designed, fully illustrated textbooks with supportive notes, glossaries and assessment guidelines.
- Lecturer Guides are presented as comprehensive and supportive books with model answers and solutions, assessment guidelines and background notes.
- The Financial Management series is supported by integrated student workbooks.

fundamentals



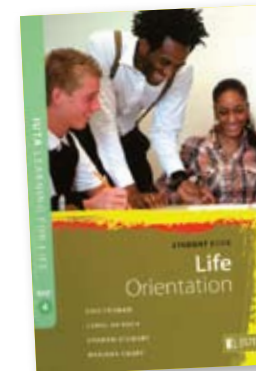
LIFE ORIENTATION 2

Kiru Truman and
Neil Truman
Student book
978 0 70217 101 7
Lecturer Guide
978 0 70217 841 2



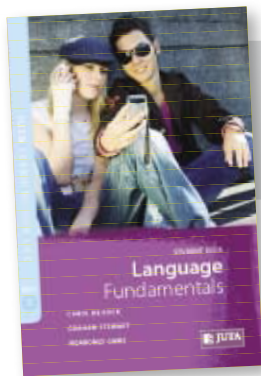
LIFE ORIENTATION 3

Kiru Truman, Neil
Truman, Linda
Bredenkamp
and Rodney Braaf
Student book
978 0 70217 827 6
Lecturer Guide
978 0 70217 828 3



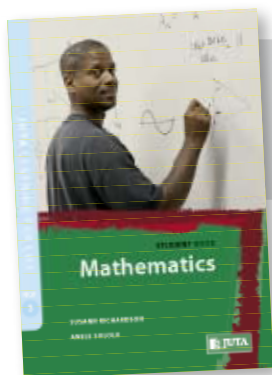
LIFE ORIENTATION 4

Kiru Truman,
Mariana Swart,
Carol de Kock and
Graham Stewart
Student book
978 0 70217 853 5
Lecturer Guide
978 0 70218 005 7



LANGUAGE ENGLISH 3

Carol de Kock, Graham Stewart and Nqabomzi Gawe
Student book Lecturer Guide
978 0 70217 825 2 978 0 70218 003 3



MATHEMATICS 3

Susann Richardson and Anele Sololo
Student book Lecturer Guide
978 0 70218 011 8 978 0 70217 838 2



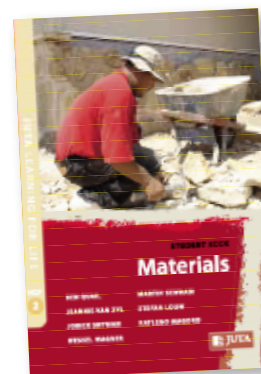
CONSTRUCTION PLANNING 4

Gavin Pike and Peter Lague
Student book Lecturer Guide
978 0 70218 762 9 978 0 70218 7 636

The following topics are covered:

- Construction contracts
- Common and commercial law in construction
- Standard construction contracts
- Tenders and quotes
- Quantities and costing
- Planning and organising construction activities
- Projections and cash flow

NEW



MATERIALS 2

Ben Quail et al.
Student book Lecturer Guide
978 0 70218 023 1 978 0 70218 024 8

civil engineering and building construction



CONSTRUCTION PLANNING 2

Kwasi Nketiah
Student book Lecturer Guide
978 0 70218 025 5 978 0 70218 026 2



CONSTRUCTION PLANNING 3

Elizabeth Ritchie
Student book Lecturer Guide
978 0 70217 826 9 978 0 70218 093 4

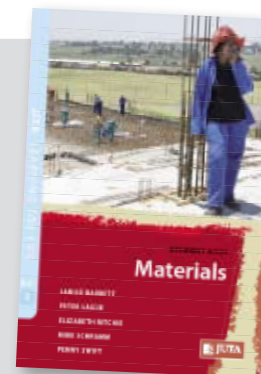
NEW

MATERIALS 3

Janice Barrett, Peter Lague, Elizabeth Ritchie, Mike Schramm and Penny Swift
Student book Lecturer Guide
978 0 70218 096 5 978 0 70218 097 2

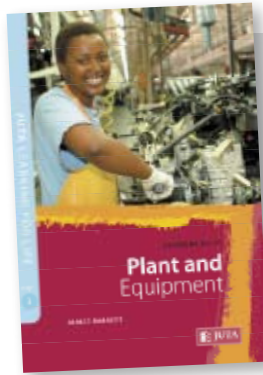
The following topics are covered:

- Timber as a construction material
- Metals used in construction
- Using steel in construction
- Corrosion
- How we join metals
- Glass in construction



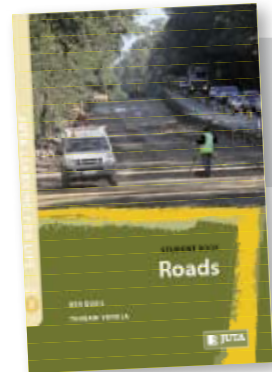


PLANT AND EQUIPMENT 2
Ben Quail and Jacomeus Kasselman
 Student book 978 0 70218 021 7
 Lecturer Guide 978 0 70218 022 4



PLANT AND EQUIPMENT 3
Janice Barrett
 Student book 978 0 70218 094 1
 Lecturer Guide 978 0 70218 095 8

NEW



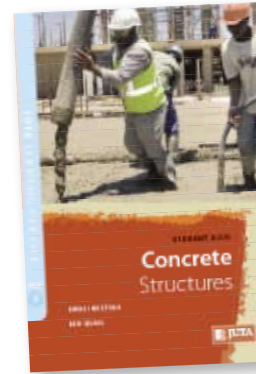
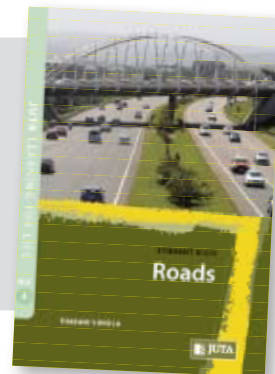
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Ben Quail and Thabani Vundla
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 Lecturer Guide 978 0 70218 092 7

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ROADS 4
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CONCRETE STRUCTURES 3
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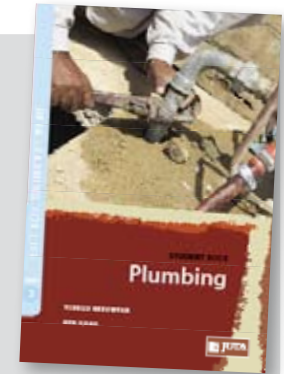
- Making concrete strong
- Using reinforced concrete
- Reinforcement documentation
- Working with steel

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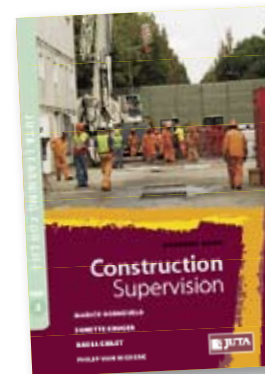
PLUMBING 3
Tshego Neeufan and Ben Quail
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The following topics are covered:

- Cold water reticulation plumbing
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- Above-ground drainage systems
- Sanitary installations
- Installing and maintaining rainwater systems
- Vent pipe flashing
- Trenches, excavation and trench support



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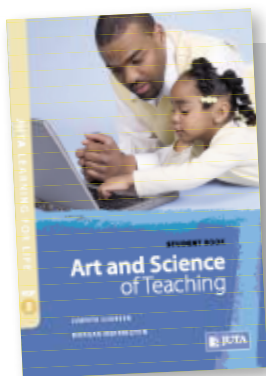


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Marick Hornsveld, Sunette Kruger, Nadia Swart and Philip van Niekerk
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The following topics are covered:

- Supervising and motivating a team
- Keeping a check on quality
- Safety on a construction site
- Project management, costs and productivity
- Rights and responsibilities in construction
- Dealing with workplace issues
- Running a construction project

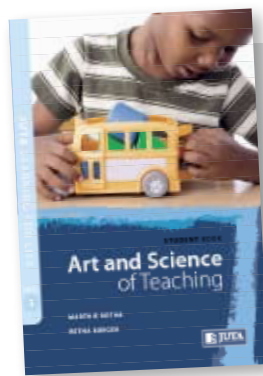
education and development



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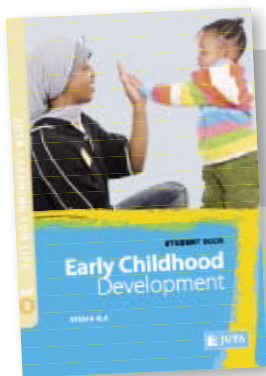
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The following topics are covered:

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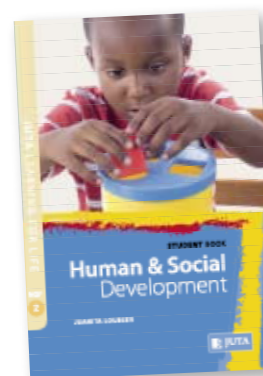
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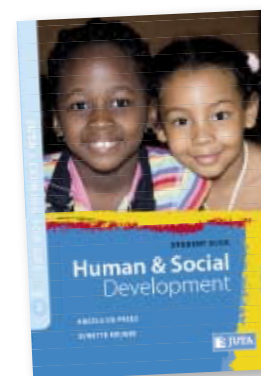
- Understanding care and wellbeing
- The provision of childcare
- Health and hygiene
- Food and nutrition
- Safety
- Diversity



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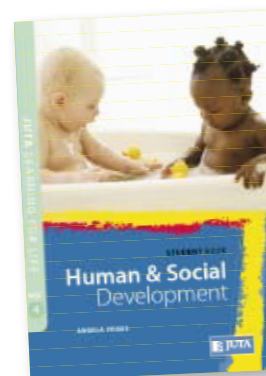
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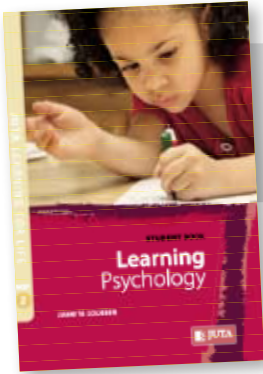
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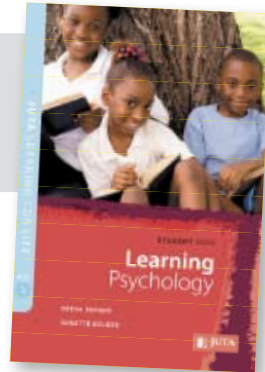
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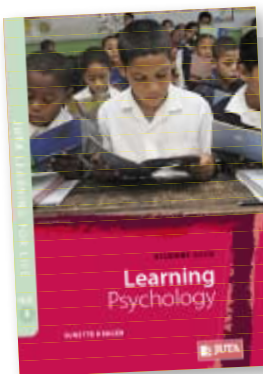
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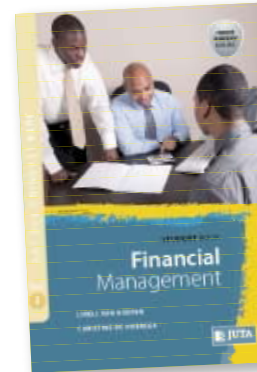
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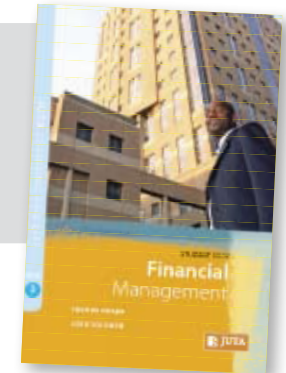
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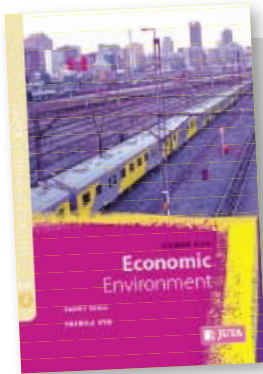
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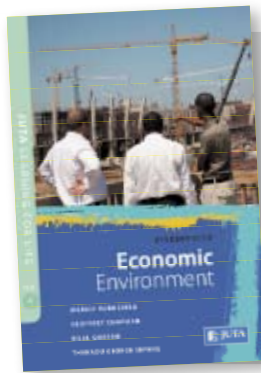
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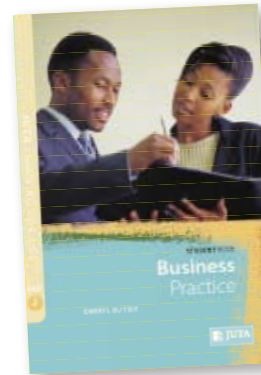
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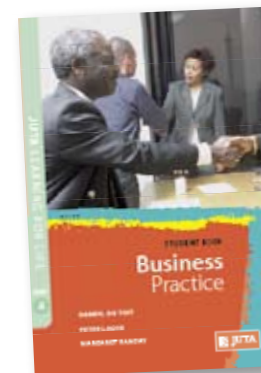
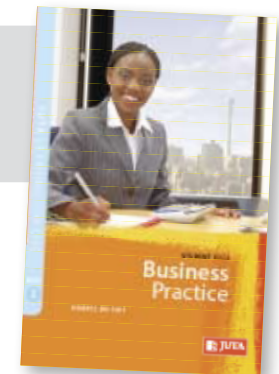


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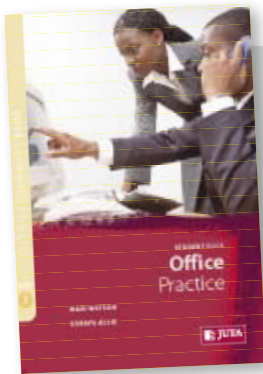
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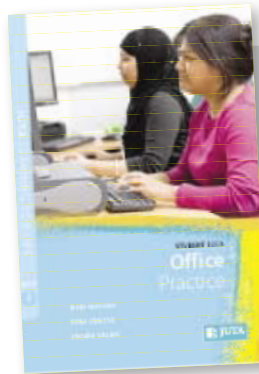
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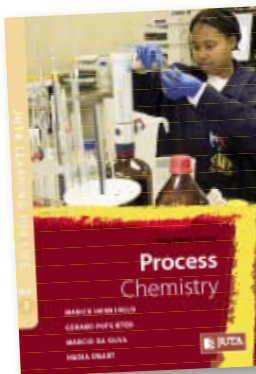


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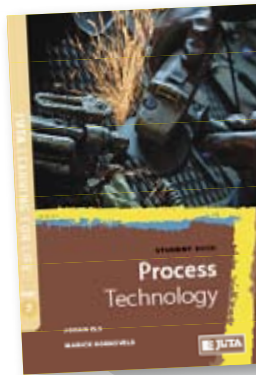


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- Piping, fittings and valves
- Liquid, gas and solid transfer equipment
- Liquid, gas and solid storage equipment
- Solid-solid separation processes
- Liquid-solid separation processes

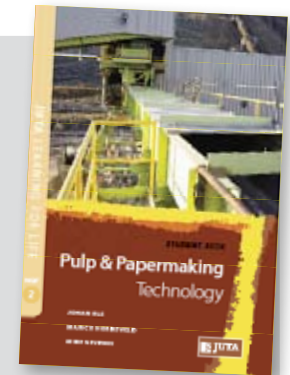
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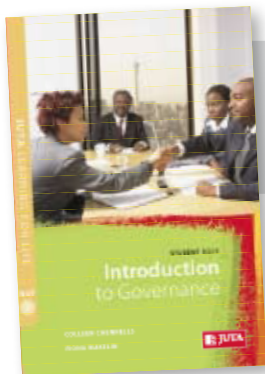
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- Overview of papermaking
- Finishing operations

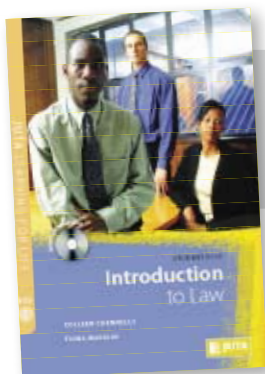
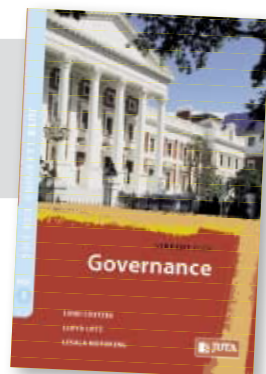


safety in society

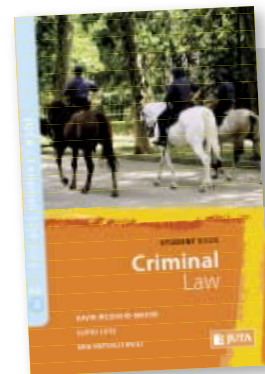


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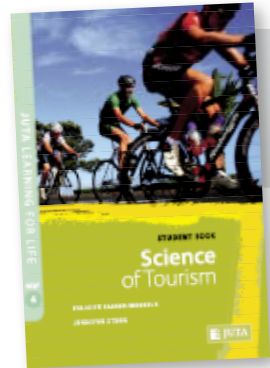
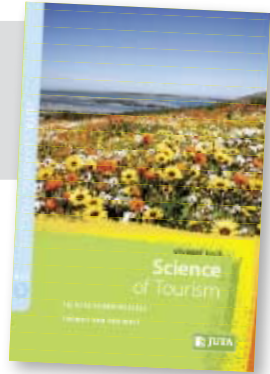
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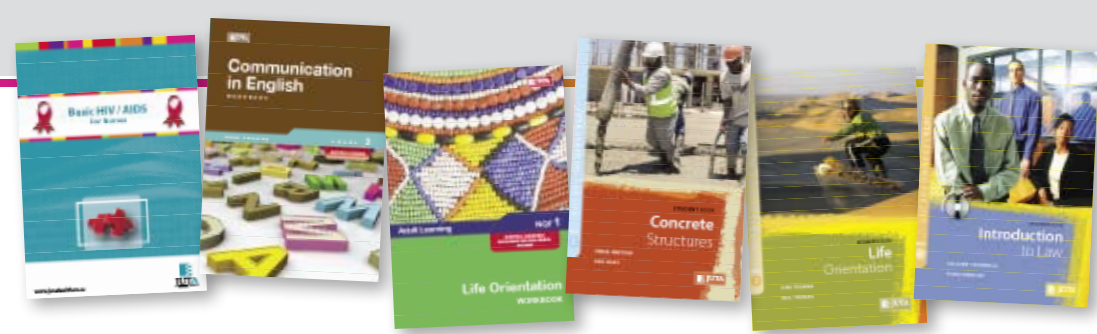
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