

**Reviewed by Anne Walsh**

Anne Walsh is part of the Organisational Improvement Team in North Coast TAFE. She has nearly two decades of experience delivering and assessing in the vocational and tertiary sectors across a range of qualifications, from Electrical Trades, through Business Studies, Communication and initial and ongoing teacher education.

**Fundamentals of Business Law**

**Author: Margaret Barron**

Publisher: McGraw Hill Published: 2009

WITH the expansion of e-commerce, multinational organisations and scamming, it is no wonder that many of us are confused by laws relating to businesses. This sixth edition of Fundamentals of Business Law provides a comprehensive insight into many aspects of business law without going into incomprehensible detail. McGraw Hill has complemented this text with their online learning centre [www.mhhe.com/au/barron6e](http://www.mhhe.com/au/barron6e).

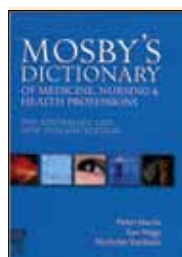
The learning centre provides excellent support for the independent student.

The author and editors have provided very useful pedagogical inclusions in each chapter such as objectives, list of key terminology, examples of the law in action, check your progress questions (with answers), discussion questions, related newspaper articles, chapter overview, consolidation questions and case study questions (but no answers for these last two). At the end of the book is an index, glossary and reference list. The combination of these features makes it an excellent text for teacher led group learning and for the experienced independent learner.

The amount of information combined with the pedagogical features just mentioned means that each page is busy, leaving little white space. Using this book requires attention and focus. It is not light reading to be browsed through.

The book is sensibly structured for both beginners and persons already experienced in business law. It begins with an introduction to the Australian legal and court systems then goes on to commercial law principles. The second section deals with contract law, the third section with consumer law, the fourth with partnerships and bankruptcy, the fifth with employment and workplace relations, while the final chapter deals with marketing.

I consider this a valuable text to have in the library of any RTO delivering business studies qualifications. I would also recommend it for the professional library of teachers directly involved in delivery of law related units of competence. ❖



**Reviewed by Annie Bracken**

Annie is a teacher within the Health, Aged Care and Nursing Section for North Coast TAFE. She teaches qualifications for personal care workers in Aged Care, Enrolled Nurses and Health and Lifestyle workers. Annie maintains her currency in this field through continual research and PD, and also works in Area Health as a Registered Nurse.

**Mosby's Dictionary of Medicine, Nursing and Health Professions (2<sup>nd</sup> Edition)**

**Authors: Peter Harris, Sue Nagy & Nicholas Vardaxis**

Publisher: Elsevier Published: 2010

IT was appropriate that I was selected as reviewer for this quality reference resource. In my professional positions, I regularly use the previous 2006 edition so I was interested to see what might have improved. Interestingly, I was both surprised and pleased with this resource.

This hard cover all-in-one reference totalling 2,015 pages will be an essential library component for all medical, nursing and health professionals. It is user friendly, with a generous sized font that is easy to read. The layout is similar to the previous edition but I noted the graphics and tables were often larger. You've heard the saying before — a picture tells a thousand words. To this end, I note there are many more coloured graphics that allow the reader to accurately determine the meaning of the written words. In many instances tables are accompanied by a website address so the reader can further research into their topic area of interest.

The dictionary begins with a comprehensive guide that clearly explains such basics as to how the entries are written, what the bold face elements of an entry mean, reference criteria and pronunciation. Instead of including a CD-Rom with this edition, the editors have opted for using Evolve resources, which provide free access to online resources, a printable colour atlas of human anatomy, image collections and eighteen comprehensive appendices.

Some of the appendices included as hard copy at the end of the dictionary are those more readily referred to in the workplace by medical and health professionals. These include drug interactions charts, normal reference laboratory values for bloods and commonly used abbreviations. In addition there is an extensive section on relevant infection control information and the Australian refined diagnosis related groups.

A great effort by all involved in the production of this dictionary. ❖



**Reviewed by Paul Morel**

Paul Morel has a hospitality background spanning nearly 30 years in Australia and overseas. He presently teaches hospitality at the Tasmanian Polytechnic.

**Recruit, Select and Induct Staff**

**Author: Rod Jones**

Publisher: Pearson Published: 2010

HAVING taught this subject in its different forms over the years and actively participated in the recruitment process within the Hospitality Industry, it was good to pick up a book that set out the ideas, concepts, forms and formulas in such a straightforward manner.

The way the subject is structured allows the reader, teacher or student to follow a logical sequence that guides them through a process that sometimes is completed in a less than methodical fashion.

The writing style is simple and clear, the use of diagrams well thought out. The book is balanced in its approach to the information given, and explains terms and concepts whilst not overloading the reader. Setting out at the beginning of each chapter what is to be learned greatly helps the reader understand what is expected by the end of it.

The balance between presenting the hard skills and integrating soft skills is well done as sometimes some resources lose the idea of practical application of the subject. This book covers both and does it well.

The book works well as a resource to assist students in the lost art of critical thinking, with a variety of checkpoints, summaries of questions and case studies. I hope there is a resource either online, or as a CD/DVD that explores the answers to the questions and case studies, as this would allow reflection and discussion on some concepts and ideas that are not actually straightforward or summarised definitively.

I believe this book should not only be used as a resource for students and teachers but a guide that could be used in industry, especially small businesses just starting up. ❖



**Reviewed by David Cashmere**

David Cashmere is Head Teacher of Plumbing at the Gynea Campus of Sutherland College.

**Basic Plumbing Services Skills – Gas Services**

**Author: Owen Smith**

Publisher: Pearson Published: 2010

THE latest edition of the Pearson Plumbing Skills textbook series is this excellent collection by Owen Smith. Numbering some 500 pages in 18 chapters, is intended to provide "an instructional guide to basic installation level trade gas fitting".

The book is printed in two sections; firstly "gas fundamentals", general and foundation information about gas such as "fuel gases", industry terms and units, distribution and characteristics of fuel gases. Gas safety and controls are also covered along with combustion, meters and LPG "basics". The second section of the text looks at installations - pipes, purging, installation of appliances, ventilation requirements and fluing as well as planning. As in the first section, LPG is separately listed for installation in caravans and boats.

Students who use this text will benefit from an easy to navigate design with many coloured photographs, as well as more than 300 line drawings that help to clearly illustrate concepts. The language is reader friendly, clearly explaining gas fitting theory. The textbook has many revision questions at the end of each chapter. It is written for basic trade level gas, and although useful for more advanced courses in gas, I think the aim is to 'ground the student' in gas. More complex study in industrial and commercial applications will need more than this book has to offer.

The book is a clear, easy to read and easy to follow explanation of all the fundamentals needed for gas training using fresh well focused photographs, diagrams and calculations. This edition has a unique method of referencing relevant Australian standards, although care will be needed to keep the book up to date with changes. Perhaps a web site that lists the changes in codes as they are published will be useful to somehow link to this book? ❖



**Reviewed by Katy Gerner**

Katy Gerner has worked as a tutor and scribe in Child Care classes for several years at Bankstown, Granville and Campbelltown TAFEs. She has also worked as an untrained child care assistant for the Kindergarten Union and the Sydney Day Care Nursery.

**The Business of Childcare (2<sup>nd</sup> edition)**

**Author: Karen Kearns**

Publisher: Pearson Published: 2010

THE *Working in Children's Services Series* was written for the Children's Services National Training Package. The *Business of Childcare* concentrates on the management of children's services.

Chapter one covers the topics *The Changing Landscape of Children's Services, Managing for Legislative Compliance, Ethical Conduct and Managing Organisational Planning*. Chapter two covers *Managing for Quality* and includes the *Business Excellence Framework* and *Total Quality Management*. Chapter three covers *Managing Information* and

includes *Compliance with Regulations and Legislation* and *Using Information to Market the Organisation*. Chapter four covers *Managing Risks* and includes *Managing Emergencies* and *Preventing and Responding to Illness*. Chapter five covers *Leading for Success* and includes *Understanding Professional Supervision* and *Dealing with Negativity*. Chapter six covers *Managing Change and Innovation* and *Innovation in Children's Services*. Chapter seven covers *Advocacy* including *Key Documents to Guide Advocacy* and *Building Social Capital*.

The preface states that the book is written to be user friendly, and in most aspects it is. The chapters have excellent margin notes with definitions and explanations of key concepts, and extra information in coloured boxes and coloured headings. As a special educational teacher I heartily approve of black text being placed on top of colour, as it is easier for students with dyslexia to read. However, the language used in the book is not as user friendly as it could be. The sentences are long and wordy and students who are returning to study after a long period or who are tired after a full day's work would struggle with some of them. Perhaps a dash of plain English could be considered for the third edition?

The information in the book is certainly very valuable and it would be a shame for students to miss out on all the author had to say. ❖