BTEC Level 4 and Level 5 Higher National Diplomas in Business

Unit 1: Business Environment (Y/601/0546)

Textbooks

Journals
The Economist (The Economist Newspaper Ltd)

The broadsheet newspapers have daily business sections. Many business stories will appear in the news sections.

Websites
www.direct.gov.uk/en/index.htm the government’s portal
www.berr.gov.uk has sections on business support, Europe, Business Law and regional development as well as other materials
www.ac777.dial.pipex.com/bes/index.html Online journal for British Economy Survey
www.competition-commission.org.uk/ Competition Commission’s web site - regulates competition between companies in the UK by conducting in-depth inquiries
www.economicsnetwork.ac.uk/journals is a directory of materials that can be used for teaching and covers a broad spectrum of business and economics
www.ofgem.gov.uk/Pages/OfgemHome.aspx is the web site of the Office of the Gas and Electricity Markets. Each industry regulator has a similar site
www.bized.co.uk/ Bized provides a selection of teaching and learning resources
www.bbc.co.uk/news/business/ the BBC web site’s business section
http://europa.eu/index_en.htm The website of the European Union
www.thetimes100.co.uk includes a number of business and economics oriented case studies

Videos
Television news, current affairs and business programmes will also provide useful additional and up to date material on business and the economy often with special features on particular business environment subjects. Many programmes are archived and can be viewed on demand.
Unit 2: Managing Financial Resources and Decisions
(H/601/0548)

Textbooks

Journals and newspapers
The financial and mainstream press can provide useful background reading, and can also be a useful source of case studies and financial information. Copies of published financial reports are available from companies themselves, or via The Financial Times (a free online ordering service is available).

Websites
The professional accounting bodies all have websites with lots of useful information and links.

www.aat.co.uk The Association of Accounting Technicians
www.bized.co.uk Bized provides a selection of teaching and learning resources
www.ft.com The Financial Times
Unit 3: Organisations and Behaviour (H/601/0551)

Textbooks

Journals
Personnel Review (Emerald)
Personnel Today (Reed Business Information)

Websites
www.cipd.co.uk Chartered Institute of Personnel and Development website with a range of learning resources and journals
www.incomesdata.co.uk up-to-date intelligence on employment issues (Incomes Data Services)
Unit 4: Marketing Principles (F/601/0556)


Journals

Campaign (Haymarket Publishing)
The Marketing Review (Westburn Publishers Ltd)
The Marketer (Journal of the Chartered Institute of Marketing Magazine)
Marketing Business (The Chartered Institute of Marketing Magazine)
Marketing Week (Centaur Communications Ltd)
The Financial Times and other daily newspapers which contain a business section and market reports

Websites

www.bized.co.uk Bized provides a selection of teaching and learning resources
www.cim.co.uk The Chartered Institute of Marketing’s site contains a useful knowledge centre
www.ft.com The Financial Times business sections
www.thetimes100.co.uk multimedia resources
Unit 5: Aspects of Contract and Negligence for Business (Y/601/0563)

Textbooks

Journals
Law Society Gazette (The Law Society)
New Law Journal (LexisNexis Butterworths)

Websites
www.bailii.org/ British and Irish Legal Information Institute - access to freely available British and Irish public legal Information
http://www.of.t.gov.uk/ The Office of Fair Trading
http://icl.r.co.uk/ The Incorporated Council of Law Reporting for England and Wales
http://www.tradingstandards.gov.uk/ Main site for trading standards and its business advice
http://www.berr.gov.uk/whatwedo/consumers/buying-selling/ucp/ Department for Business Innovation and Skills - Links and data on consumer protection
Unit 6: Business Decision Making (D/601/0578)

Textbooks

Websites

- [www.bized.co.uk](http://www.bized.co.uk)
  - Bized provides a selection of teaching and learning resources
- [http://www.revisionworld.co.uk/](http://www.revisionworld.co.uk/)
  - Free GCSE, AS, A2 (A-Level) revision resources
- [www.ons.gov.uk](http://www.ons.gov.uk)
  - Office for National Statistics
- [www.statistics.gov.uk](http://www.statistics.gov.uk)
  - UK National Statistics
Unit 7: Business Strategy (A/601/0796)

Textbooks
Sufficient library resources should be available to enable learners to achieve this unit. Particularly relevant texts are:


Journals
*The Financial Times* and other quality newspapers

Websites

- [www.bized.co.uk](http://www.bized.co.uk)  Bized provides a selection of teaching and learning resources
- [www.bloomberg.com](http://www.bloomberg.com)  Bloomberg – Business and Financial news
- [www.businessballs.com](http://www.businessballs.com)  Businessballs - a free ethical learning and development resource. Free materials, articles and ideas for team roles and leadership
- [www.emerald-library.com](http://www.emerald-library.com)  Independent publisher of global research
- [www.fsb.org.uk](http://www.fsb.org.uk)  The Federation of Small Businesses
- [www.ft.com](http://www.ft.com)  *The Financial Times* business sections
- [www.hemscott.net](http://www.hemscott.net)  Share prices, stocks, investing and company information
Unit 8: Research Project (K/601/0941)

NO SPECIFIC RESOURCES
Unit 9: Management Accounting; Costing and Budgeting (R/601/0836)

Employer engagement and vocational contexts

Centres should develop links with local businesses. Many businesses and chambers of commerce want to promote local business and are often willing to provide work placements, visit opportunities, information about businesses and the local business context and visiting speakers..

www.fsb.org.uk/ The Federation of Small Businesses provides information, support and guidance about small businesses in the UK.

Many businesses provide information about themselves. For example, Unilever, found at: http://www.unilever.co.uk/

Textbooks


Journals

The financial and mainstream press can be a useful source of information, both in terms of data for case studies and background understanding.
Employer engagement and vocational contexts
Centres should develop links with local businesses. Many businesses and chambers of commerce want to promote local business and are often willing to provide work placements, visit opportunities, information about businesses and the local business context and visiting speakers.

www.fsb.org.uk/  The Federation of Small Businesses provides information, support and guidance about small businesses in the UK.

Many businesses provide information about themselves. For example, Unilever, found at:  http://www.unilever.co.uk/

Textbooks
Sufficient library resources should be available to enable learners to achieve this unit. Particularly relevant texts are:

Journals
The financial and mainstream press can be a useful source of information, particularly when trying to appraise/interpret the performance and position of companies.

Websites
The professional accounting bodies all have useful websites which include a wealth of information and numerous links. The websites of newspapers and accounting journals can also be useful. The Accounting Standards Board have an informative website, particularly useful when considering accounting and reporting standards.

www.aat.co.uk  The Association of Accounting Technicians
www.frc.org.uk/  The Financial Reporting Council
www.ft.com  The Financial Times
Employer engagement and vocational contexts

Centres should develop links with local businesses. Many businesses and chambers of commerce want to promote local business and are often willing to provide work placements, visit opportunities, information about businesses and the local business context and visiting speakers.

[www.fsb.org.uk/](http://www.fsb.org.uk/) The Federation of Small Businesses provides information, support and guidance about small businesses in the UK.

Many businesses provide information about themselves. For example, Unilever, found at: [http://www.unilever.co.uk/](http://www.unilever.co.uk/)

Textbooks

Journals
The financial and mainstream press is a useful source of background information, and could provide case studies too.
Unit 12: Taxation (Y/601/0904)

*Daily Telegraph* guides (updated annually)

**Journals and Newspapers**

*The Times* and *Daily Telegraph* on Saturday are excellent supplementary reading on personal finance and taxation.  
Which taxation guides, updated annually  
*Daily Telegraph* guides (updated annually)

**Websites**

www hmrc.gov.uk  
HM Revenue and Customs
Unit 13: Personal and Professional Development (T/601/0943)

NO SPECIFIC RESOURCES
Unit 14: Working with and Leading People (M/601/0908)

Employer engagement and vocational contexts
Centres should develop links with local businesses. Many businesses and chambers of commerce want to promote local business and are often willing to provide work placements, visit opportunities, information about businesses and the local business context and visiting speakers. For this unit it would be useful for learners to be able to investigate the recruitment and selection processes in different organisations, as well as the functions and performance of different types of team.

www.fsb.org.uk/ The Federation of Small Businesses provides information, support and guidance about small businesses in the UK.

Indicative reading for learners

Textbooks

Journals
Personnel Today (Reed Business Information)
People Management (Chartered Institute of Personnel and Development)
Management Today (Haymarket Business Media)

Websites
www.thetimes100.co.uk Free materials and case studies
www.cipd.co.uk Chartered Institute of Personnel and Development
www.businessballs.com Businessballs - a free ethical learning and development resource. Free materials, articles and ideas for team roles and leadership
www.belbin.com Belbin’s website with team role profiles
www.acas.org.uk Advisory, Conciliation and Arbitration Service website with guidance on legal requirements for recruitment and selection
Unit 15: Managing Business Activities to Achieve Results
(J/601/0946)

Indicative reading for learners


Newspapers
The Times
The Guardian
The Financial Times

Many professional and academic institutions publish journals relevant to this unit. Examples are:
Production, Planning & Control
International Journal of Productivity & Performance Management
The TQM Magazine
Unit 16: Managing Communications, Knowledge and Information (L/601/0950)

Indicative reading for learners

Textbooks
Fothergill S – Business is from Mars, IT is from Venus: Understanding IT Governance and Security (J Wiley and Sons. 2008) ISBN: 9780470026656

Journals
Journal of Management Information Systems (Fairleigh Dickinson University)
Journal of Information Systems Management (Taylor and Francis)

Websites
www.allacademic.com All Academic Incorporated – research resource
www.knowledgemanagement.ittoolbox.com IT Topics
www.findwhitepapers.com Technology research for business professionals
Unit 17: Marketing Intelligence (K/601/0955)


Journals
Campaign (Haymarket Publishing)
The Financial Times and other daily newspapers which contain a business section and market reports
International Journal of Market Research (Warc Ltd)
The Marketer (Journal of the Chartered Institute of Marketing)
Marketing Business (The Chartered Institute of Marketing Magazine)
The Marketing Review (Westburn Publishers)
Marketing Week (Centaur Communications Ltd)

Websites
www.acnielsen.co.uk website of A E Nielsen, marketing information company
www.cim.co.uk The Chartered Institute of Marketing - a professional marketing body based in UK.
www.eiu.com The Economist Intelligence Unit
www.euromonitor.com Euromonitor International, provides market analysis
Unit 18: Advertising and Promotion in Business (J/601/1000)

Textbooks

Journals
Campaign (Haymarket Publishing)
The Marketer (Journal of the Chartered Institute of Marketing)
Marketing Week (Centaur Communications Ltd)
Promotions & Incentive (Haymarket Media Group)

Newspapers and magazines
All newspapers and magazines will provide source material for this unit, but a more formal and critical perspective will be found in the business sections of the quality newspapers.

Television and radio
All channels will provide source material for this unit, although it will be the commercial channels where advertising per se is most explicit. Advertising and promotion campaigns are sometimes covered in topical news magazine programmes.

Websites
www.asa.org.uk Advertising Standards Authority - the ASA is independent regulator for advertisements, sales promotion and direct marketing in the UK.
www.campaignlive.co.uk Website for campaign magazine, the trade magazine of the advertising industry.
www.marketingmagazine.co.uk Website for Marketing magazine, for the latest stories across the industry including the major media, branding, direct marketing and retail sectors.
www.marketingweek.co.uk Website for Marketing Week magazine, for marketing jobs, marketing news, opinion and information.
www.promotionsandincentives.co.uk Website for Promotions & Incentives magazine,
Trading Standards Central - a one stop shop for consumer protection information in the UK. The site is supported and maintained by TSI, the Trading Standards Institute.
Unit 19: Marketing Planning (Y/601/1259)

Textbooks


Journals

*The Marketer* (Journal of the Chartered Institute of Marketing)

*Marketing Week* (Centaur Communications Ltd)

Newspapers and magazines

All newspapers and magazines will provide some source material for this unit, but a more formal and critical perspective will be found in the business sections of the quality newspapers, which often report on marketing plans and the ethical issues that affect organisations.

Television and radio

Like newspapers, the reporting of general marketing strategy and plans is often covered in news broadcasts and news magazine programmes. Ethical issues that affect organisations and their plans are often included in consumer oriented programmes such as ‘Watchdog’ on the BBC.

Websites

www.bbc.co.uk/watchdog Website for the BBC consumer programme, which often includes an examination of businesses affected by ethical issues that affect consumers.

www.cim.co.uk The Chartered Institute of Marketing (CIM) - a professional marketing body based in UK.

www.marketingmagazine.co.uk Website for *Marketing magazine*, for the latest stories across the industry including the major media, branding, direct marketing and retail sectors.

www.marketingweek.co.uk Website for *Marketing Week* magazine, for marketing jobs, marketing news, opinion and
Unit 20: Sales Planning and Operations (Y/601/1261)

Textbooks


Journals
*Campaign* (Haymarket Publishing)
The Marketer (Journal of the Chartered Institute of Marketing)
*Marketing Week* (Centaur Communications Ltd)
*Promotions & Incentive* (Haymarket Media Group)

Newspapers and magazines
All newspapers and magazines will provide source material for this unit, but a more formal and critical perspective on selling will be found in the business sections of the quality newspapers.

Television and radio
All channels will provide source material for this unit, although it will be the commercial channels where selling is most explicit, especially the ‘shopping channels’ which specialise in direct selling to viewers.

Video Arts, www.videoarts.co.uk, have a wide range of entertaining DVDs which focus on sales methods and selling skills.

Websites
www.campaignlive.co.uk Website for *Campaign Magazine*, the trade magazine of the advertising industry.

www.ismm.co.uk Website for the Institute of Sales & Marketing Management.

www.marketingmagazine.co.uk Website for *Marketing magazine*, for the
latest stories across the industry including the major media, branding, direct marketing and retail sectors.

www.marketingweek.co.uk Website for *Marketing Week* magazine, for marketing jobs, marketing news, opinion and information

www.promotionsandincentives.co.uk Website for Sales promotions & Incentive magazine,

www.tradingstandards.gov.uk Trading Standards Institute- a one stop shop for consumer protection information in the UK. The site is supported and maintained by TSI, the Trading Standards Institute.
**Unit 21: Human Resource Management (K/601/1264)**

**Textbooks**


**Journals**


*People Management* (Chartered Institute of Personnel and Development)

*Personnel Review* (Emerald)

*Personnel Today* (Reed Business Information)

**Newspapers**

The broadsheet newspapers have weekly sections on human resource management matters.
Unit 22: Managing Human Resources (F/601/1268)

Textbooks


Journals

People Management (Chartered Institute of Personnel and Development)
Personnel Review (Emerald)
Personnel Today (Reed Business Information)

Websites

www.peoplemanagement.co.uk  bi-monthly People Management journal of the Chartered Institute of Personnel and Development

www.cipd.co.uk  Chartered Institute of Personnel and development website with a range of human resources learning resources

www.personneltoday.com  relevant articles and statistics

www.eoc.org.uk  Equal Opportunities Commission

www.hse.gov.uk  Health and Safety Executive
Unit 23: Human Resources Development (J/601/1269)

Textbooks

Journals
Personnel Today (Reed Business Information)
Personnel Review (Emerald)
People Management (Chartered Institute of Personnel and Development)
International Journal of Public Sector Management (Emerald)

Websites

www.cipd.co.uk Chartered Institute of Personnel and development website with a range of human resources learning resources

www.lsc.gov.uk Learning and Skills Council

www.learndirect.co.uk Learndirect – flexible online learning from home or work

www.personneltoday.com Personnel Today – articles and statistics

www.investorsinpeople.co.uk Investors in People – the standard for developing staff

www.berr.gov.uk Department for Business, Innovation and Skills

http://www.cipd.co.uk/
Unit 24: Employee Relations (F/601/1271)

Textbooks

Journals
People Management (Chartered Institute of Personnel and Development)

Websites
www.acas.org.uk The Advisory, Conciliation and Arbitration Service
www.bis.gov.uk Department for Business, Innovation and Skills
www.cipd.co.uk Chartered Institute of Personnel and development website with a range of human resources learning resources
www.tuc.org.uk Trades Union Congress
**Unit 25: English Legal System (R/601/1159)**

**Textbooks**


**Journals**

*New Law Journal* (LexisNexis Butterworths)  
*Student Law Review* (Routledge Cavendish/Taylor and Francis)  
*The Times* - especially *Law Times* on Tuesdays

**Websites**

www.barcouncil.org.uk The Bar Council  
www.cedr.co.uk Centre for effective dispute resolution  
www.justice.gov.uk/ Information on the administration and regulation of the justice system in England and Wales  
www.hmcourts-service.gov.uk Her Majesty’s Courts and Tribunals Service  
www.judiciary.gov.uk Information regarding the work of judges, magistrates and tribunal members in England and Wales  
www.lawsociety.org.uk The Law Society of England and Wales – representative of
solicitors in England and Wales

**Unit 26: Business Law (R/601/1145)**

**Textbooks**

**Journals**
*Law Society Gazette* (The Law Society)  
*New Law Journal* (LexisNexis Butterworths)

**Websites**
- [www.companies-house.gov.uk](http://www.companies-house.gov.uk)  
  Companies House - The foundation of company information exchange in the UK: helping business, informing the public and benefiting the economy.
- [www.competition-commission.org.uk](http://www.competition-commission.org.uk)  
  Competition Commission’s web site - regulates competition between companies in the UK by conducting in-depth inquiries.
  The website of the European Union.
- [http://www.oft.gov.uk/about/](http://www.oft.gov.uk/about/)  
  Office of Fair Trading.
Unit 27: Further Aspects of Contract and Tort (Y/601/1132)

Textbooks

Journals
*Law Society Gazette* (The Law Society)
*New Law Journal* (LexisNexis Butterworths)

Websites
www.bailii.org/ British and Irish Legal Information Institute - access to freely available British and Irish public legal Information
http://www.oft.gov.uk/ The Office of Fair Trading
http://iclr.co.uk/ The Incorporated Council of Law Reporting for England and Wales
**Unit 28: European Law (K/601/1118)**

**Textbooks**

**Journals**
*New Law Journal* (LexisNexis Butterworths)
*European Law Journal* (Wiley-Blackwell)
*European Law review* (Thomson Reuters)

**Websites**
www.bailii.org/ British and Irish Legal Information
Institute - access to freely available
British and Irish public legal Information
eur-lex.europa.eu/en/index.htm direct free access to European Union law
http://www.europeanlawmonitor.org/ Information service with links on EU law
Unit 29: The Internet and E-Business (J/601/1109)

Textbooks

Newspapers
*The Guardian Online* – supplement (available with the Thursday edition of *The Guardian* newspaper)

Websites
- www.bized.co.uk/ Bized provides a selection of teaching and learning resources
- www.guardian.co.uk/online website of *The Guardian* newspaper
- www.w3c.org Worldwide Web Consortium
- www.zdnet.co.uk ZDNet UK provides information and services for software and e-business sector
- www.nngroup.com/reports/accessibility Accessibility report
- www.ecommerce-journal.com online ecommerce journal

Employer engagement and vocational contexts
It would be useful for learners to engage with a local business that has an online presence or is considering one. Elements of what led to a certain layout would assist understanding.

It might also be useful to consider a cross-curricular approach with, perhaps an IT based unit to create a website for a real or fictitious business, or to support an enrichment activity within the establishment.
Unit 30: Internet Marketing (D/601/1102)

Textbooks


Newspapers
Useful articles regularly appear in the business pages of quality newspapers.

Journals
The Economist (The Economist Newspaper Ltd)

Websites:
www.ecommercetimes.com topical ecommerce articles.
www.ecommerce-journal.com/ online ecommerce journal
www.free-ecommerce-information.com ecommerce information advice and resources
www.googleblog.blogspot.com official opinion from Google staffs, updates of emerging technology and insights
www.davechaffey.com/ e-commerce case-studies by author on e-commerce.
www.onlinemarketingindex.com portal offering information and links to online marketing tools.
www.witiger.com/ website by author on e-commerce, Professor Richardson, W. T G
www.webmarketcentral.com/ portal offering internet marketing tips and tools.
www.amazon.com trail blazing website selling books, DVDs, electronics, software, toys and clothes.
www.quirk.biz/emarketingtextbook An online internet marketing textbook
www.rogerwimmer.com/ website and blog of media research expert (Roger Wimmer) including sample sizes.
Unit 31: E-Business Operations (Y/601/1101)

Textbooks


Journals

The Economist (The Economist Newspaper Ltd)
International Small Business Journal (Sage)
Journal of Internet Commerce (Routledge)

Websites:

www.ecommercetimes.com   topical ecommerce articles.
www.ecommerce-journal.com/ Online ecommerce journal
www.free-ecommerce-information.com ecommerce information
www.googleblog.blogspot.com official opinion from Google staffers,
www.google.com/insights/search/ updates of emerging technology and insights
www.davechaffey.com/ E-commerce case-studies by author on Ecommerce.
www.rogerwimmer.com/ website and blog of media research expert (Roger Wimmer) including sample sizes.
Unit 32: Quality Management in Business (R/601/1100)

Textbooks

Journals
Benchmarking: An International Journal (Emerald)
Business Process Management Journal (Emerald)
Managing Service Quality (Emerald)
The TQM Journal (Emerald)

Websites
www.businessballs.com Businessballs - a free ethical learning and development resource. Free materials, articles and ideas for team roles and leadership
www.emerald-library.com Independent publisher of global research
managementhelp.org/quality/quality.htm Quality management Library
Unit 33: Small Business Enterprise (H/601/1098)

Textbooks
Most books are self-help guides for people in business published by various banks, for example:

Journals
*First Voice* and *Business Network*-bi monthly journal of the Federation of Small Businesses

Websites
- www.fsb.org.uk: Federation of Small Businesses-provides information and advice to small businesses
- bis.gov.uk: Department for Business Innovation and Skills- information and articles for small businesses
- www.bized.co.uk: Bized provides a selection of teaching and learning resources
Unit 34: Operations Management in Business (F/601/1092)

Textbooks

Journals
Journal of Operations Management (Elsevier)

Websites
www.apics.org/default.htm APIC - The Association for Operations Management
Unit 35: European Business (F/601/1089)

Textbooks

Websites
www.ojec.com
eur-lex.europa.eu/en/index.htm

Official Journal of the European Community
direct free access to European Union law
Unit 36: Employment Law (A/601/1088)


**Journals**

Specialist employment law sources:
*The Industrial Relations Law Reports*
*People Management* (Chartered Institute of Personnel and Development)

More general sources which cover employment law matters:
*The Independent*
*The Times* and other law reports in the broadsheet press

General law journals:
*The New Law Journal* (LexisNexis Butterworths)
*The Modern Law Review* (Blackwell Publishing)

**Websites**

www.peoplemanagement.co.uk/law   *People Management* - online magazine of the Chartered Institute of Personnel and Development
Unit 37: Company Law (M/601/1069)

Textbooks

Journals
Law Society Gazette (The Law Society)
New Law Journal (LexisNexis Butterworths)

Websites
www.companies-house.gov.uk Companies House – Company Information
www.competition-commission.org.uk Competition Commission’s web site - regulates competition between companies in the UK by conducting in-depth inquiries
http://europa.eu/index_en.htm The website of the European Union
www.european-patent-office.org European Patent Office
www.lawtel.co.uk Lawtel — legal information service
www.lexis-nexis.com Lexis Nexis — provides legal information
www.patent.gov.uk Intellectual Property Office
www.timesonline.co.uk website of *The Times* newspaper
**Unit 38: Business Events Management (Y/601/1048)**

**Textbooks**

**Journals**
*Management Today* (Haymarket Business Media)

**Websites**
http://www.managementhelp.org  
Free online Management library for personal, professional and organisational development
Unit 39: Financial Investment Opportunities (T/601/1042)

Textbook

Journals
Investors Chronicle weekly(The Financial Times Group)

Websites
www.hemscott.com Share prices, stocks, investing and company information
www.ft.com The Financial Times business sections
www.thisismoney.com Financial news and information
www.motleyfool.com Stock investing advice and research
Unit 40: Business Work Experience (T/601/1039)

Textbooks
Sufficient library resources should be available. Examples of relevant texts are:

Websites
www.work-experience.org National Council for Work Experience
Unit 41: Contemporary Issues in Marketing Management
(K/601/1037)

Textbooks

Journals
*Campaign* (Haymarket Publishing)
*Journal of Marketing* (American Marketing Association)
*Journal of Marketing Management* (Westburn Publishers Ltd)
*Journal of Services Marketing* (Emerald)
*The Marketer* (Journal of the Chartered Institute of Marketing)
*Marketing Business* (The Chartered Institute of Marketing Magazine)
*The Marketing Review* (Westburn Publishers Ltd)
*Marketing Week* (Centaur Communications Ltd)

*The Financial Times* and other daily newspapers which contain a business section and market reports

Websites
www.bized.co.uk Bized provides a selection of teaching and learning resources
www.cim.co.uk The Chartered Institute of Marketing’s site contains a useful Knowledge Centre
www.ft.com *The Financial Times* business sections
www.marketingmagazine.co.uk Website for *Marketing magazine*, for the latest stories across the industry including the major media, branding, direct marketing and retail sectors.
www.thetimes100.co.uk business educational resources
Unit 42: Project Management for Business (H/601/1036)

NO SPECIFIC RESOURCES
Unit 43: Administrative Services (L/601/1032)

Textbooks

Journals
*Management Today* (Haymarket Business Media)

Websites
http://www.managementhelp.org Free online Management library for personal, professional and organisational development
Unit 44: Business Psychology (F/601/1027)

Textbooks

Journals
Guardian/Observer/The Times/Sunday Times Index available on CD-Rom
Journal of Applied Behavioural Science (Sage)
Journal of Occupational Psychology (Department for Work and Pensions)
The Psychologist, published monthly (British Psychological Society)

Websites
www.alleydog.com resource for psychology students
www.bps.org.uk The British Psychological Society website
www.nap.edu/readingroom/books/obas online book on responsible conduct in scientific research
Unit 45: Business Ethics (M/601/1024)

Textbooks

Journals
*Business Review Magazine* (Philip Allan Updates)
*Economic Review Magazine* (Philip Allan Updates)
*Ethical Consumer* (Ethical Consumer Research Association Publishing Ltd)

Websites
www.business-ethics.com
www.ethical-junction.org
www.ibe.org.uk

Business Ethics – Corporate responsibility online magazine
Ethical businesses directory for the UK and Ireland
Institute of Business Ethics
Unit 46: Corporate Environmental and Social Management
(Y/601/1017)

Textbooks


Journals

*Journal of Environmental Management* (Elsevier)

Corporate Social Responsibility and Environmental Management are frequent areas for supplements to broadsheet newspapers

Websites

www.unep.org is the portal of the United Nations Environment Programme. It gives access to reports on the implementation of the Earth Summit Agreements

http://europa.eu/index_en.htm The website of the European Union

www.direct.gov.uk the UK government’s portal

www.defra.gov.uk/sustainable/government Department for Environment Food and Rural Affairs (Defra) - the UK government’s website for sustainable development

www.bsigroup.com/en/ is the British Standards Institution website. Overviews of ISO14001 and EMAS can be accessed from here. For organisations that subscribe, copies of standards can also be downloaded

Videos

Television news, current affairs and business programmes will also provide useful additional material on business and the environment. Many programmes are archived and can be viewed on demand. People’s Century Volume 7
Endangered Planet, though now a decade old, is a useful background to changing environmental attitudes.

**Unit 47: Employability Skills (A/601/0992)**

ISBN: 9780131416581
Unit 48: Project Design, Implementation and Evaluation (L/601/0995)

NO SPECIFIC RESOURCES
Unit 49: Work-based Experience (D/601/0998)

NO SPECIFIC RESOURCES