FINANCIAL SERVICES TODAY

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Preface

This book covers the *Financial Services* requirements of the present and planned advanced-level GNVQ Units of the three awarding bodies. It also provides a comprehensive and up-to-date study of the subject for NVQ and business studies students generally.

The GNVQ Units concerned differ slightly in content and structure and therefore the book has been written so that its modules can be studied in any order. A wide range of *Activities* has been integrated with the text: their completion will provide a major contribution to the information and documentary evidence required by the awarding bodies, and will form a basic resource from which data can be extracted for other set work. *Portfolio Assignments*, aimed at the requirements of the GNVQ Evidence Indicators, appear at the end of each module.

Financial Services today are provided in a rapidly changing environment. Students should, therefore, seek out and retain relevant press cuttings, magazine articles, notes on radio and television programmes, and any other information which might come their way.

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About the authors

Daphne Turner is by background a mathematician with a special interest in financial administration and management. She has had extensive teaching experience in schools and colleges at home and overseas, and with the Open University. During the latter years of her full-time working life she held a senior post in educational administration.

Peter Turner has had a wide experience in administration, accounting and teaching both in the UK and overseas. Although now retired, he continues to act as a business studies consultant. He has written a number of books on accounting and finance, and has published several specialist studies dealing with economic problems in developing countries.

His thirty years' experience with a major UK bank has given *Philip Voysey* a thorough insight into the law and practice of modern banking, an expert understanding of current issues with the financial institutions and a particular understanding of current issues with the financial services sector. He has specialised in insolvency work and has had extensive experience of advising small businesses.

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Note: The use of the masculine 'he', etc., rather than the more cumbersome 'he/she', etc., is used in this book purely for ease of description.