

2023/24 ANNUAL TEACHING PLANS: BUSINESS STUDIES: GRADE 12 (TERM 1)

| TERM 1 | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | WEEK 5 | WEEK 6 | WEEK 7 | WEEK 8 | WEEK 9 | WEEK 10 | WEEK 11 |
|--|---|--|--|--|--|---|---|--|--|---|-------------------|
| CAPS TOPIC | IMPACTS OF RECENT LEGISLATION | | | | HUMAN RESOURCES FUNCTION | | PROFESSIONALISM & ETHICS | CREATIVE THINKING & PROBLEM SOLVING | MACRO-ENVIRONMENT: BUSINESS STRATEGIES | | ASSESSMENT |
| CORE CONCEPTS, SKILLS AND VALUES | Skills Development Act including the role of SETAs in supporting this Act • Labour Relations Act including the rights of employers & employees according to this Act | Employment Equity Act • Basic Conditions of Employment Act including the provisions of the Act • Compensation for Occupational Injuries & Diseases Act | Broad Based Black Economic Empowerment Act • Differences between BEE and BBBEE • Application of the FIVE BBBEE pillars • National Credit Act and Consumer Protection Act including the rights of consumers in terms of these Acts | | Recruitment Selection Induction Placement | Salary determination Fringe benefits/perks Implications of the LRA/BCEA/EEA/SDA on the human resources function | Ethical behaviour Examples of ethical & unethical behaviour Professional behaviour Examples of professional & unprofessional behaviour Application of THREE King Code principles Types of unethical & unprofessional business practices Strategies to deal with types of unethical & unprofessional business practices | Problem solving & decision making Steps in problem solving Application and the impact of FOUR problem-solving techniques Application of creative thinking & advantages of creative thinking | Steps in developing a strategy Strategic management process to solve business-related problems Application of the industrial analysis tools: SWOT analysis | Application of the industrial analysis tools: Porter's Five forces model & PESTLE analysis Different types of business strategies to address business challenges Advantages of each type of business strategy Activities Steps in strategy evaluation | Controlled test 1 |
| REQUISITE PRE-KNOWLEDGE | Grade 10 content on the National Credit Act and Consumer Protection Act Grade 11: Challenges of the macro environment | | | | Grade 11 content on human resources functions | | Grade 11 content on professionalism & ethics | Grades 10 & 11 content on creative thinking and problem solving | Grade 10 content on Porter's Five Forces model and features of the macro environment to introduce the PESTLE analysis | | |
| RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING | Grade 12 Bus Studies notes, 2020 paper 1 & 2 exemplars, past NSC/SCE QP, telematics video etc. | | | | | | | | | | |
| INFORMAL ASSESSMENT | Section A-type questions, contextual questions: direct and indirect questions including scenarios and case studies and essay questions | | | | | | | | | | |
| SBA (FORMAL ASSESSMENT) | Preparation for a case study | | | TASK: Case study 50 marks [Covering at least 4 topics] | | | Preparation for control test 1 | | | TASK: Control test 1 Include content on at least 4 topics 100 marks. Complete: Assessment framework & cognitive levels grid | |

2023/24 ANNUAL TEACHING PLANS: BUSINESS STUDIES: GRADE 12 (TERM 2)

| TERM 2 | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | WEEK 5 | WEEK 6 | WEEK 7 | WEEK 8 | WEEK 9 | WEEK 10 | WEEK 11 | |
|--|---|---|---|---|--|---|--|--|--|--|--|--|
| CAPS TOPIC | BUSINESS SECTORS & THEIR ENVIRONMENTS | QUALITY OF PERFORMANCE | | MANAGEMENT & LEADERSHIP | | INVESTMENT: SECURITIES | | INVESTMENT: INSURANCE | TEAM PERFORMANCE & CONFLICT MANAGEMENT | REVISION & ASSESSMENT | | |
| CORE CONCEPTS, SKILLS AND VALUES | Three types of business sectors • Classification of challenges according to the THREE business environments | <ul style="list-style-type: none"> Quality concepts - and differences Benefits of a good quality management system Contribution of quality of performance to the success and/or failure of each business function Quality indicators of each business function Meaning of TQM Impact of FIVE TQM elements on large businesses | <ul style="list-style-type: none"> Importance of quality circles Application of a PDCA model Impact of TQM if it is poorly implemented by businesses Ways in which TQM can reduce the cost of quality | <ul style="list-style-type: none"> Differences between management & leadership Application of FIVE leadership Styles Impact of democratic and autocratic leadership styles | <ul style="list-style-type: none"> Impact of Styles Laissez-Faire/free reign, charismatic & transactional Leadership theories Role of personal attitude in success and leadership | <ul style="list-style-type: none"> Functions of the JSE investment decisions factors Types of investment opportunities & risk factors of each Impact of the FOUR forms of investment Types of preference shares Differences between ordinary & preference shares | <ul style="list-style-type: none"> Meaning of FOUR investment concepts Differences between Simple and Compound interest Calculations: Simple and Compound Interest Recommend types/forms of investment based on the calculations | <ul style="list-style-type: none"> Non-compulsory insurance Meaning of non-compulsory Meaning of FOUR insurance concepts, differences, and examples Insurable & non-insurable risk Four principles of insurance Calculations of the average clause Advantages of insurance for businesses Compulsory insurance Meaning of non-compulsory Types of compulsory insurance Types of benefits paid by the UIF Differences between compulsory & non-compulsory | <ul style="list-style-type: none"> Team performance assessment Four criteria & characteristics for successful teams Five stages of team development Importance of team dynamics theories Conflict resolution Causes of conflict Conflict resolution techniques/steps Dealing with grievances and difficult people Differences between grievance & conflict Dealing with SIX types of difficult personalities Dealing with difficult employees in the workplace | | | |
| REQUISITE PRE-KNOWLEDGE | Grades 10 & 11 content on business sectors | Grade 11 Recap: Quality concepts & the meaning of TQM. Grade 10 content on business functions & quality | | Grade 10 content on the differences between management & leadership | | How to calculate the simple & compound interests done in Accounting & Maths Literacy | | Grade 10 content on business plan e.g., contracts | Grade 11 content on team dynamics theories only the Belbin and Jungian theories | No progression | Factors that must be considered when doing a presentation done in Grades 10 & 11 content | |
| RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING | Grade 12 Bus Studies notes, 2020 paper 1 & 2 exemplars, past NSC/SCE QP, telematics video, etc. SBA TASK: Presentation Preparation for term 3 project | | | | | | | | | | | |
| SBA (FORMAL ASSESSMENT) | Preparation for presentation | | | TASK: Presentation Include at least 4 content topics 50 marks | | | Issue research project for submission in term 3 | | | TASK: Control test 2/June examination Controlled Test: 150 marks on term 1 & 2 content/June exam 300 marks Complete: Assessment framework & cognitive levels grid | | |

2023/24 ANNUAL TEACHING PLANS: BUSINESS STUDIES: GRADE 12 (TERM 3)

| TERM 3 | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | WEEK 5 | WEEK 6 | WEEK 7 | WEEK 8 | WEEK 9 | WEEK 10 | WEEK 11 | | | | | | | | | | |
|--|--|---|--|--|--|---|---|---|--|---------|---------|---|--|---------|---------|--|---|--|--|-----------------------------------|--|
| CAPS TOPIC | HUMAN RIGHTS, INCLUSIVITY & ENVIRONMENTAL ISSUES | | SOCIAL RESPONSIBILITY | CORPORATE SOCIAL RESPONSIBILITY & CORPORATE SOCIAL INVESTMENT | PRESENTATION AND DATA RESPONSE | FORMS OF OWNERSHIP | FORMS OF OWNERSHIP & PROJECT :50 MARKS | | | | | | | | | | | | | | |
| CORE CONCEPTS, SKILLS AND VALUES | <ul style="list-style-type: none"> Dealing with SIX human rights in the workplace Economic rights of employees in the workplace Social rights of employees in the workplace & how they can be promoted in the workplace Dealing with cultural rights in the workplace Diversity <ul style="list-style-type: none"> Meaning of diversity, the workplace Dealing with seven diversity issues in the workplace Benefits of diversity in the workplace | Environmental factors Responsibilities of employers & employees in promoting human health and safety in the workplace <ul style="list-style-type: none"> Roles of the health and safety representatives in protecting the workplace environment Strategies businesses may use to protect the environment and human health | <ul style="list-style-type: none"> Meaning of social responsibility Relationship/link between social responsibility and triple bottom line Ways in which a business project can contribute towards the community Identification of THREE socio-economic issues from scenarios/statements Ways in which businesses can deal with the THREE socio-economic issues Ways in which businesses can contribute time and effort in improving the well-being of employees and communities | CSR <ul style="list-style-type: none"> Meaning of CSR Purpose of CSR Components of CSR Impact of CSR on businesses and communities CSI <ul style="list-style-type: none"> Meaning of CSI Purpose of CSI CSI focus areas Differences between CSR and CSI Impact of CSI on businesses and communities | Presentation <ul style="list-style-type: none"> Factors that must be considered before, during and after the presentation Responding to questions after a presentation in a non-aggressive and professional manner Areas of improvement in the next presentation DATA RESPONSE <ul style="list-style-type: none"> Designing a multimedia presentation Examples of non-verbal presentations Impact/effectiveness of each visual aid | <ul style="list-style-type: none"> Characteristics of each form of ownership Meaning of limited liability and unlimited liability Impact of the different forms of ownership | <ul style="list-style-type: none"> How the six criteria could contribute to the success and/or failure of each form of ownership | <table border="1"> <tr> <th colspan="2">Preparatory exam (two papers on two different days)</th> </tr> <tr> <th>PAPER 1</th> <th>PAPER 2</th> </tr> <tr> <td> Total: 150 marks Duration: 2 hours Main topics: Business environments & business operations </td> <td> Total: 150 marks Duration: 2 hours Main topics: Business ventures & business roles </td> </tr> <tr> <td> Section A: Compulsory Questions 1: Compulsory: Business Environments & Business Operations (30) Section B: Contextual choice questions Questions 2: Business environments (40) <ul style="list-style-type: none"> Legislation Business strategies Business sectors Question 3: Business operations (40) <ul style="list-style-type: none"> Human resources function: 20 Quality of performance: 20 Question 4: Miscellaneous topics: (40) Q4.-Q4.4: Business environment: 20 Q4.5-Q4.6: Human resources function: 10 Q4.7-QQ.8: Quality of performance: 10 Section C: Essay choice questions Questions 5: Business environments: 40 Question: 6: Business operations: 40 </td> <td> Section A: Compulsory Questions 1: Compulsory: business ventures & business roles (30) Section B: Contextual choice questions Questions 2: Business ventures (40) <ul style="list-style-type: none"> Management & leadership Investment: Securities Investment: Securities Forms of ownership Presentation & data response Questions 3 Business ventures (40) <ul style="list-style-type: none"> Ethics and professionalism Social responsibility CSR & CSI Human rights, inclusivity & environmental issues Team performance & conflict management Question 4: Miscellaneous Topics: (40) Q4.1-Q4.4: Business ventures: 20 Q4.5-Q4.8: Business roles: 20 Section C: Essay choice questions Questions 5: Business 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| Preparatory exam (two papers on two different days) | | | | | | | | | | | | | | | | | | | | | |
| PAPER 1 | PAPER 2 | | | | | | | | | | | | | | | | | | | | |
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| Refer to the 2021 exam guidelines | | | | | | | | | | | | | | | | | | | | | |
| REQUISITE PRE-KNOWLEDGE | Grade 10 content on inclusivity Grade 11 content on the role of the health & safety representatives | Grade 10 content: Meaning of social responsibility Grade 11: Citizenship role & responsibilities | Grade 10 content: definition of CSR | Grades 10 & 11 content: Presentation of business | Grades 10 & 11 content on forms of ownership Understanding of the meaning of each criteria | Understanding of the meaning of action verbs, analysis of scenarios/statements and principles of marking | | | | | | | | | | | | | | | |
| RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING | Grade 12 Bus Studies notes, 2020 paper 1 & 2 exemplars, Past NSC/SCE QP, telematics video, etc. | | | | | | | | | | | | | | | | | | | | |
| SBA (FORMAL ASSESSMENT) | Preparation for the research project | TASK: Research project | | | | | | Preparation for trial examination | TASK: Preparation for trial examination | | | | | | | | | | | | |

2023/24 ANNUAL TEACHING PLANS: BUSINESS STUDIES: GRADE 12 (TERM 4)

| TERM 4 | WEEK 1 | WEEK 2 | WEEK 3-10 |
|------------|---|--------|--|
| CAPS TOPIC | REVISION AND NSC 2023/4 EXAM PREPARATIONS | | 2023/24 FINAL NCS EXAM (TWO PAPERS) [150 X 2 = 300] ON PAPER 1 AND 2 TOPICS STATED IN TERM 3] |