

2021 National Recovery Annual Teaching Plan: BUSINESS STUDIES: Grade: 11

Term 1 45 days	Week 1 27-29 January (3 days)	Week 2 1-5 February (5 days)	Week 3 8-12 February (5 days)	Week 4 15-19 February (5 days)	Week 5 22-26 February (5 days)	Week 6 1-5 March (5 days)	Week 7 8-12 March (5 days)	Week 8 15-19 March (5 days)	Week 9 23-26 March (4 days)	Week 10 29-31 March (3 days)
<b>CAPS Topic</b>	Baseline Assessment	Influences on, and control factors relating to the business environments  (P1)	Challenges of the business environments  (P1)	Adapting to challenges of business environments  (P1)	Impact and challenges of contemporary socioeconomic issues on business operations  (P1)		Business Sectors  (P1)	Benefits of a company versus other forms of ownership  (P2)	Avenues of acquiring business  (P2)	Revision
<b>Core Concepts, Skills and Values</b>	Baseline Assessment to determine learning losses in Grade 10	<ul style="list-style-type: none"> <li>Examination of control factors</li> <li>Ways to be involved in macro environment – if beneficial to business:</li> <li>Micro environment</li> <li>Market environment</li> <li>Macro environment</li> </ul>	<ul style="list-style-type: none"> <li>The challenges of the micro (internal), market and macro business environments</li> <li>Challenges of the micro environment</li> <li>Challenges of the market environment</li> <li>Challenges of the macro environment</li> </ul>	<ul style="list-style-type: none"> <li>Ways in which a business can adapt to challenges of the macro environment, and whether this is to the benefit of the business</li> <li>Information management, strategic responses, mergers, takeovers, acquisitions and alliances, organisation design and flexibility, direct influence of the environment and social responsibility</li> </ul> <p>Lobbying, networking and power relations</p>	<ul style="list-style-type: none"> <li>The impact of contemporary socio-economic issues on business operations, and their challenges; decisions for specific business situations</li> <li>The impact of contemporary socio-economic issues on business operations and productivity</li> <li>Possible business solutions/contributions to deal with the socioeconomic issues</li> <li>Investigation of developments in industrial relations that relate to contemporary business practice</li> </ul>		<ul style="list-style-type: none"> <li>The links between various primary, secondary, and tertiary enterprises.</li> <li>Examination of the links between:                             <ul style="list-style-type: none"> <li>The benefits and challenges of establishing a company versus other forms of ownership</li> </ul> </li> <li>Recap the characteristics, advantages and disadvantages of the forms of ownership</li> </ul>	<ul style="list-style-type: none"> <li>The benefits and challenges of establishing a company versus other forms of ownership</li> <li>Formation of companies</li> <li>The company's charter-Memorandum of Incorporation</li> <li>Name of the company-incorporation and commencement of the company Prospectus</li> </ul>	Avenues of acquiring businesses Their advantages and disadvantages as well as contractual implications (e.g. royalties, legalities)	Revision
<b>Requisite Pre-Knowledge</b>		Grade 10 knowledge of the three business environments and their components, challenges of macro and at least ONE strategy for each challenge			Grade 10 knowledge of socio-economic issues		Grade 10 knowledge on the business sectors	Grade 10 knowledge of the different forms of ownership	Knowledge of different types of businesses	Understanding the meaning of action verbs, analysis of scenarios/statements principles of marking
<b>Resources (other than textbook) to enhance learning</b>	<p>Grade 11 Bus Studies Notes; 2020 paper 1 &amp; 2 exemplars, Past question papers; Telematics video etc.</p> <p>Teachers and learners must use recent business news from the media (newspapers/radio/TV/magazines) to understand the links between various primary, secondary and tertiary enterprises</p>									

<p><b>Informal Assessment</b></p>	<p>Section A-type Questions, Contextual questions: direct and indirect questions including scenarios and case studies and essay questions</p>		
<p><b>SBA (Formal Assessment)</b></p>		<p><b>TASK 1: Case study</b> <b>Marks: 50</b> Covering at least 4 sub-topics as per the ATP in Term 1 topics</p>	<p><b>TASK 2: Control Test 1</b> <b>Marks: 100</b> Controlled test must cover at least 5 topics as per the ATP for Term 1 <b>Complete:</b> Assessment Framework &amp; Cognitive Levels Grid</p>

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Term 2 51 days	Week 1 13 – 16 Apr (4 days)	Week 2 19 - 23 Apr (5 days)	Week 3 28 - 30 Apr (3 days)	Week 4 3 - 7 May (5 days)	Week 5 10 - 14 May (5 days)	Week 6 17 - 21 May (5 days)	Week 7 24 - 28 May (5 days)	Week 8 31 May-4 Jun (5 days)	Week 9 7-11 Jun (5 days)	Week 10 14-18 Jun (4 days)	Week 11 21-25 Jun (5 days)	
<b>CAPS Topic</b>	Creative thinking and problem solving, Stress, crisis and change management		Marketing Function		Production function			Professionalism and Ethics	Revision	SBA Task 4: <b>Controlled test 2</b>		
<b>Core Concepts, Skills and Values</b>	<b>(P2)</b> <ul style="list-style-type: none"> <li>Application of creative thinking to address business problems and to improve business practice (recap)</li> <li>Creative thinking to address business problems and to improve business practice</li> <li>Creative solutions to business problems; assess these against the reality of the business environment</li> </ul>		<b>(P1)</b> Marketing activities <ul style="list-style-type: none"> <li>Marketing: locating the consumer standardisation and grading, storage, transport, financing, risk-bearing, and buying &amp; selling</li> <li>Product policy: product development, design, packaging and trademarks</li> <li>Distribution policy: channels of distribution, intermediaries, direct and indirect distribution</li> </ul>		<b>(P1)</b> The aspects of the production function: <ul style="list-style-type: none"> <li>Production planning: planning, routing, scheduling and loading</li> <li>Production control: dispatching, following up, inspection and corrective action</li> <li>Quality control: quality management systems (SABS), quality control bodies and policies</li> </ul>			<b>(P2)</b> <ul style="list-style-type: none"> <li>The theories and principles of professionalism and ethics; explore how they relate to the business environment</li> <li>Application of the principles and skills of professional, responsible, ethical and effective business practice</li> <li>The concept of ethics and different perspectives on ethics, as well as ethical business ventures</li> </ul>		Revision	Term 2 Topics	
<b>Requisite Pre-Knowledge</b>	Grade 10 content on creative-thinking, meaning of stress, adapting to change		Grade 10 content on the purpose and importance of the marketing function		Grade 10 content on the purpose and importance of the production function			Meaning of terms: Professionalism Ethics	Understanding the meaning of action verbs, analysis of scenarios/statements principles of marking	Controlled test, marking guidelines and grid Understanding the meaning of action verbs, analysis of scenarios/statements principles of marking		
<b>Resources (other than textbook) to enhance learning</b>	Grade 11 Bus Studies Notes; 2020 paper 1 & 2 exemplars, Past question papers; Telematics video etc. Teachers and learners must use recent business news from the media (newspapers/radio/TV/magazines) to understand marketing activities and the impact of foreign marketing on local businesses											
<b>Informal Assessment</b>	Section A-type Questions, Contextual questions: direct and indirect questions including scenarios and case studies and essay questions											
<b>SBA (Formal Assessment)</b>								<b>SBA Task 3: Presentation Term 2 Topics as per the ATP</b>		SBA Task 4: Controlled test 2 covering topics as per Term 2 ATP		

2021 National Recovery Annual Teaching Plan – Term 3: BUSINESS STUDIES: Grade: 11

Term 3 52 days	Week 1 13 - 16 Jul (4 days)	Week 2 16 -20 Aug (5 days)	Week 3 19-23 Jul (5 days)	Week 4 26 - 30 Jul (5 days)	Week 5 2 - 6 Aug (5 days)	Week 6 10 -13 Aug (4 days)	Week 7 23 - 27 Aug (5 days)	Week 8 30 Aug-3 Sep (5 days)	Week 9 6 - 10 Sep (5 days)	Week 10 13 -17 Sep (5 days)	Week 11 20-22 Sep (3 days)
<b>CAPS Topic</b>	Assessment of entrepreneurial qualities in business  (P2)		Transform a business plan into an action plan  (P2)		Start a business venture based on an action plan  (P2)		Presentation of business information  (P2)		Revision	SBA TASK 6: CONTROLLED TEST 3	
<b>Core Concepts, Skills and Values</b>	<p><b>The degree to which a business embraces entrepreneurial qualities</b></p> <ul style="list-style-type: none"> <li>Identification and assessment of a business against the entrepreneurial qualities (e.g. risk taking, perseverance, good management, etc.) (recap entrepreneurship qualities from Grade 10 and assess a business against the qualities)</li> </ul>	<p>Critical reflections on a business venture, and identification of its success factors and areas for improvement</p> <ul style="list-style-type: none"> <li>Exploration and identification of what makes a business successful. Key success factors, e.g. sustainability, profitability, customer base, etc. Identify areas for improvement</li> </ul>	<p><b>Transformation of a business plan into an action plan (including Gantt charts and timelines) collaboratively or independently</b></p> <ul style="list-style-type: none"> <li>Transformation of a business plan into an action plan (e.g. planning tools: Gantt charts or Work Breakdown Structure (WBS) with timelines and responsibilities, project planning)</li> </ul>		<p><b>Collaboratively or independently starting a business venture based on an action plan</b></p> <ul style="list-style-type: none"> <li>Initiating and setting up business ventures to generate income, basing this on an action plan.</li> <li>Acquiring funding (Equity capital/loans/debt, considering other sources of funding/capital), if needed</li> </ul>		<ul style="list-style-type: none"> <li>Accurate and concise verbal and non-verbal presentation of a variety of business-related information (including graphs); respond professionally to questions and feedback</li> <li>Presentation and validation (support) of business-related information in verbal and non-verbal format</li> </ul>	<ul style="list-style-type: none"> <li>Design and layout of the presentation using different visual</li> <li>Written information</li> <li>Responding in a non-aggressive and professional manner to questions about work and presentations</li> </ul>	TERM 3 TOPICS		
<b>Requisite Pre-Knowledge</b>	Recap entrepreneurship qualities from Grade 10 and assess a business against the qualities)		Grade 10 business plan and knowledge of a business plan		Grade 10 content on financial function and sources of funding and types of capital		Grade 10 Content: Presentation of business				
<b>Resources (other than textbook) to enhance learning</b>	Grade 11 Bus Studies Notes; 2020 paper 1 & 2 exemplars, Past question papers; Telematics video etc.										
<b>Informal Assessment</b>	Section A-type Questions, Contextual questions; Direct and indirect questions including scenarios and case studies and essay questions										
<b>SBA (Formal Assessment)</b>									<p><b>Task: Project</b></p> <p><b>50 Marks</b></p> <p><b>2 HRS- under controlled conditions</b></p>	<p>TASK: Controlled Test- 100 Marks</p> <p><b>Control test should cover topics as per the ATP for Term 3</b></p>	

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Term 4 45 days	Week 1 5-8 Oct (4 days)	Week 2 11-15 Oct (5 days)	Week 3 18-22 Oct (5 days)	Week 4 25-29 Oct (5 days)	Week 5 1-5 Nov (5 days)	Week 6 8-12 Nov (5 days)	Week 7 15-19 Nov (5 days)	Week 8 22-26 Nov (5 days)	Week 9 29 Nov - 3 Dec (5 days)	Week 10 6-10 Dec (5 days)
<b>CAPS Topic</b>	<b>Introduction to Human Resources function (P1)</b>		<b>Team stages and dynamics theories and conflict management (P2)</b>		<b>Revision</b>	<b>Revision</b>	<b>EXAMINATIONS</b>			
<b>Core Concepts, Skills and Values</b>	Human resources activities  • Procedures related to recruitment  • Procedure related to selection and interviewing  • Procedures of induction and placements	<b>Human Resources:</b>  - Labour Relations Act [LRA]  - Basic Conditions of Employment Act [BCEA]  - Employment Equity Act (EEA)  - Compensation for Occupational Injuries and Diseases act (COIDA)  - Legalities of employment contracts  • Employee benefits: pension, medical, other	<b>Stages of team development/building a team:</b>  • Forming stage/getting to know each other  • Storming stage true character starts to  • show/first round conflict  • Norming stage/settling and reconciliation  • Performing stage/working as a team towards the goal	<b>Conflict management</b> Definition of conflict Causes of conflict in the business Definition of conflict management Conflict management skills to resolve differences in business situation				<b>PAPER 1</b> <b>Time 2 hrs.</b> <b>150 marks</b>  <b>Section A [Compulsory]</b>  <b>Question 1:</b> MCQs; Matching Column: Choose correct answer: Bus Environments & Business Operations:30  <b>Section B [Answer 2 questions]</b>  <b>Question 2:</b> Bus Environments: 40 <b>Question 3:</b> Bus Operations:40 <b>Question 4:</b> Bus Environments & Bus Operations: 40  <b>Section C: [Answer One question]</b>  <b>Question 5:</b> Bus Environments: 40 <b>Question 6:</b> Bus Operations: 40  <b>Cognitive levels:</b> Lower order – 30%; Middle order-50%; Higher order-20%  Complete: Assessment Framework & Cognitive Levels Grid	<b>PAPER 2</b> <b>Time 2 hrs.</b> <b>150 marks</b>  <b>Section A [Compulsory]</b>  <b>Question 1:</b> MCQs; Matching Column: Choose correct answer Bus Ventures & Bus Roles :30  <b>Section B [Answer 2 questions]</b> <b>Question 2:</b> Bus Ventures 40 <b>Question 3:</b> Bus Roles 40 <b>Question 4:</b> Bus Ventures & Roles: 40 <b>Section C: [Answer One question]</b> <b>Question 5:</b> Bus Ventures 40 <b>Question 6:</b> Bus Roles –40  <b>Cognitive levels:</b> Lower order – 30%; Middle order-50%; Higher order-20%  Complete: Assessment Framework & Cognitive Levels Grid	
<b>Requisite Pre-Knowledge</b>	Grade 10 content on the meaning, purpose and importance of the human resource function	Grade 10 meaning of contracts, types of contracts, and legal implications of contracts	Grade 10 knowledge on the relationship of team dynamics	Understanding of the meaning of action verbs, analysis of scenarios/statements and principles of marking						

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<b>Resources</b> (other than textbook) to enhance learning	Grade 11 Bus Studies Notes; 2020 paper 1 & 2 exemplars, Past question papers; Telematics video etc.									
<b>Informal Assessment</b>	Section A-type Questions, Contextual questions; Direct and indirect questions including scenarios and case studies and essay questions									
<b>SBA (Formal Assessment)</b>	Preparation of the final Grade 11 Examinations									