

2021 National Recovery Annual Teaching Plan: BUSINESS STUDIES: Grade12

Term 1 45 days	Week 1 27-29 January (3 days)	Week 2 1-5 February	Week 3 8-12 February	Week 4 15-19 February	Week 5 22-26 February	Week 6 1-5 March	Week 7 8-12 March	Week 8 15-19 March	Week 9 23-26 March (4 days)	Week 10 29-31 March (3 days)
CAPS Topic	Baseline Assessment	Impacts of Recent Legislation (P1)			Human Resources Function (P1)		Professionalism & Ethics(P2)	Creative Thinking & problem solving (P2)	Macro-environment: Business Strategies (P1)	
Core Concepts, Skills and Values	Baseline assessment to determine the learning losses in Grade 11	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
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	Grade 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			

2021 National Recovery Annual Teaching Plan: BUSINESS STUDIES: Grade12

Term 2 51 days	Week 1 13-15 April (3 days)	Week 2 19-23 April	Week 3 28-30 April (3 days)	Week 4 3 -7 May	Week 5 10-14 May	Week 6 17-21 May	Week 7 24-28 May	Week 8 31-4 June	Week 9 7-11 June	Week 10 14-18 June (4 days)	Week 11 21-25 June (4 days)
CAPS Topic	Business sectors & their environments (P1)	Quality of Performance (P1)		Management & leadership (P2)		Investment: Securities (P2)		Investment: Insurance (P2)	Team Performance & Conflict Management (P2)		Assessment SBA: Task: 50
Core Concepts, Skills and Values	Three types of business sectors -Classification of challenges according to the THREE business environments	-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	-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	-Differences between management & leadership -Application of FIVE leadership Styles -Impact of democratic and autocratic leadership styles	-Impact of Styles Laissez-Faire/Free Reign, Charismatic & transactional -Leadership Theories -Role of personal attitude in success and leadership	-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	-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	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	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	Presentation task on the following topics: <ul style="list-style-type: none"> • Business sector, • Quality of performance • Management & leadership • Investment: Securities • Investment: Insurance
Requisite Pre-Knowledge	Grade 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 grade 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 Include content on at least 4 topics 100 marks. Complete: Assessment Framework & Cognitive Levels Grid
--------------------------------	------------------------------	--	---	---

2021 National Recovery Annual Teaching Plan: BUSINESS STUDIES: Grade12

Term 3 52 days	Week 1 13 -16 Jul (4 days)	Week 2 19 - 23 Jul	Week 3 26 - 30July	Week 4 3 - 6 Aug	Week 5 10 -13 Aug (4 days)	Week 6 16 -20 Aug	Week 7 23 -27 Aug	Week 8 30 Aug-3 Sep	Week 9 6 - 10 Sep	Week 10 13 -17 Sep	Week 11 20-22 Sep (3 days)								
CAPS Topic	Human Rights, Inclusivity & Environmental Issues (P2)		Social responsibility (P2)	Corporate Social Responsibility & Corporate Social Investment (P2)	Presentation and data response (P2)	Forms of ownership (P2)	Forms of ownership (P2) & Project :50 marks												
Core Concepts, Skills and Values	<p>-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.</p> <p>Diversity -Meaning of diversity, the workplace. -Dealing with Seven diversity issues in the workplace -Benefits of diversity in the workplace</p>	<p>Environmental factors Responsibilities of employers & employees in promoting human health and safety in the workplace - Roles of the health and safety representatives in protecting the workplace environment. -Strategies businesses may use to protect the environment and human health.</p>	<p>- 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.</p>	<p>CSR -Meaning of CSR -Purpose of CSR -Components of CSR -Impact of CSR on businesses and communities. CSI -Meaning of CSI -Purpose of CSI -CSI focus areas -Differences between CSR and CSI. -Impact of CSI on businesses and communities.</p>	<p>Presentation -Factors that must be considered before, during and after the presentation. -Responding to questions k after a presentation in a non-aggressive and professional manner -Areas of improvement in the next presentation</p> <p>DATA RESPONSE -Designing a multimedia presentation -Examples of non-verbal presentations Impact/effectiveness of each visual aid.</p>	<p>-Characteristics of each form of ownership -Meaning of limited liability and unlimited liability -Impact) of the different forms of ownership.</p>	<p>-How the six criteria could contribute to the success and/or failure of each form of ownership</p>	<table border="1" style="width: 100%; background-color: yellow;"> <tr> <th colspan="2">Preparatory Exam (Two papers on two different days)</th> </tr> <tr> <th style="width: 50%;">PAPER 1</th> <th style="width: 50%;">PAPER 2</th> </tr> <tr> <td> Total: 150 marks Duration: 2 hours Main topics: Business Environments & Business Operations 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) Q4.1 -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> Total: 150 marks Duration: 2 hours Main topics: Business Ventures & Business Roles 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 Ventures (40) Question: 6: Business Roles (40) </td> </tr> <tr> <td colspan="2" style="text-align: center;">Refer to the 2021 Exam Guidelines</td> </tr> </table>				Preparatory Exam (Two papers on two different days)		PAPER 1	PAPER 2	Total: 150 marks Duration: 2 hours Main topics: Business Environments & Business Operations 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) Q4.1 -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)	Total: 150 marks Duration: 2 hours Main topics: Business Ventures & Business Roles 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 Ventures (40) Question: 6: Business Roles (40)	Refer to the 2021 Exam Guidelines	
Preparatory Exam (Two papers on two different days)																			
PAPER 1	PAPER 2																		
Total: 150 marks Duration: 2 hours Main topics: Business Environments & Business Operations 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) Q4.1 -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)	Total: 150 marks Duration: 2 hours Main topics: Business Ventures & Business Roles 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 Ventures (40) Question: 6: Business Roles (40)																		
Refer to the 2021 Exam Guidelines																			
Requisite Pre-Knowledge	Grade 10 content on inclusivity.	Grade 10 content: Meaning of social responsibility Grade 11: Citizenship role & responsibilities	Grade 10 content: definition of CSR.	Grade 10 & 11 content: Presentation of business	-Grade 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.													

Term 3 52 days	Week 1 13 -16 Jul (4 days)	Week 2 19 - 23 Jul	Week 3 26 - 30July	Week 4 3 - 6 Aug	Week 5 10 -13 Aug (4 days)	Week 6 16 -20 Aug	Week 7 23 -27 Aug	Week 8 30 Aug-3 Sep	Week 9 6 - 10 Sep	Week 10 13 -17 Sep	Week 11 20-22 Sep (3 days)
	Grade 11 content on the role of the health & safety representatives										
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.		

2021 National Recovery Annual Teaching Plan: BUSINESS STUDIES: Grade12

Term 4	Week 1 5 Oct - 8 Oct (4 days)	Week 2 11 - 15 Oct (5 days)	Week 3 18 – 3 December (38 days)
CAPS Topic	Revision and NSC 2021 exam preparations		2021 FINAL NCS EXAM (TWO PAPERS) [150 x 2 = 300] on paper 1 and 2 topics stated in term 3]