

WBHS Assessment Programme
GRADE 12 (2013) – BUSINESS STUDIES ASSESSMENT PROGRAMME

TOPIC/MODULE		2013 WORK SCHEME	PORTFOLIO ASSESSMENT TASKS	
PHASE 1 (16 January 2013 – 28 March 2013)				
Phase 1 (Nov 2012)		LO 4, AS 1. Analyse & discuss relevant legislation & the following aspects of the human resource function – recruitment & selection; employee contracts; induction & placement; salary administration; employee benefits; skills development 2. Select a human resource activity & carry it out to achieve an identified business objective. LO 1, AS 3. Analyse the impact on business operations of legislation developed in demands for redress & equity.	LO 4, AS 1, 2 LO 1, AS 3	Control Test: Tuesday 4 Dec (Essay)
January 2013 TERM 1 Module 1 Business Environment	Demonstrate knowledge & analyze the impact of changing & challenging environments on business practice in all sectors	Task 1: Assignment/ Research (Due: mid Feb) Task 2: March Exam (1 Paper – 2hrs)	LO 1 AS 3 Socio-econom issues e.g. HIV/Aids OR unemploy'm't programme LO 1 AS 1 – 4 LO 2 AS 1 & 2 LO 4 AS 1 & 2	Task 1. Assignment (Due: March) Social, cultural & demographic issues
PHASE 2 (8 April 2013 – 21 June 2013)				
TERM 1/ 2 Module 2 Business Ventures	Identify & research viable business opportunities & explore these & related issues through the creation of achievable business ventures	2. Analyse & evaluate the extent a business venture addresses human rights, inclusivity & environmental issues. 1. Reflect on a business venture, assess its entrepreneurial qualities & identify success factors & areas for improvement. 3. Present a variety of business-related information (including graphs), respond professionally to questions & feedback. 5. Determine the extent to which a form of ownership can contribute to the success/ failure of a business. 4. Investigate a range of business investment opportunities, distinguish between assurance & insurance and discuss the viability & relevance of these.	LO 2 AS 1 & 3 LO 4 AS 4 Business Plan: Reflect on a business venture, identify success factors & areas for improvem't All LO's & AS's covered till exam date	Task 3: Project (Due: mid May) Task 4: June Exam (1 Paper – 2hrs)
PHASE 3 (16 July 2013 – 1 November 2013)				
TERM 2/ 3 Module 3 Business Roles	Demonstrate and apply contemporary knowledge & skills to fulfill a variety of business roles	1. Apply creative thinking to respond to challenges in dynamic & complex business contexts. 2. Discuss/ debate how professional, responsible, ethical & effective business practice should be conducted in changing/ challenging business environment 3. Reflect on situations/ activities & make recommendations for improvement. 4. Differentiate between management & leadership styles & approaches. 5. Apply conflict management skills to resolve differences in business situations. 6. Select & motivate choice of possible business careers and associated career paths. 7. Collaborate with others to contribute towards the achievement of specific objectives. 8. Meaningfully contribute time & effort to advancing the well-being of others in a business context.	LO 3 AS 6, 7 Careers – Select and motivate possible business careers & associated career paths LO 1 AS 3 LO 3 AS 5 LO 4 AS 1 – 3 LO 1 – 4 All assessment standards (excluding LO 3, AS 8)	Term 3 Task 5: Presentation (oral & written) (Due: Aug) Task 6: Control Test (Due: end of Aug) Task 7: Trials Exam (September) (1 Paper – 3hrs)

PHASE 3 into PHASE 1 GRADE 9 2014 (2 November 2013 – 6 December)

<p><u>TERM 3</u> <u>Module 4</u> Business Operations</p>	<p>Demonstrate and apply management skills & specialized knowledge to perform business operations</p>	<p>3. Investigate developments in industrial relations that relate to contemporary business practice. 4. Analyse how the quality of performance within the business functions can influence the success or failure of a business.</p>		
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- Approximate dates have been given for the due dates of assignments and assessment tasks. These dates may need to change. More clarity will be obtained once the Departmental workshops have been completed.