

BUSINESS STUDIES - GRADE 12 2017

TOPIC	ASSESSMENT STANDARDS	PORTFOLIO ASSESSMENT TASKS
PHASE 1 (7 November 2016 – 17 March 2017)		
Human Resources Function	Analyse aspects of: recruitment, interviewing, selection, placement and induction; employment contracts, salary and employee benefits; Legislation relating to HR Function.	☞ Task 1 Controlled Test December 2016
Macro-Environment: Impact of recent legislation	Demands for redress and equity on business operations: <ul style="list-style-type: none"> • Skills Development Act; Labour Relations Act; Employment Equity; Basic Conditions of Employment Act; Compensation for Occupational Injuries and Diseases Act; Black Economic Empowerment Act; Broad-Based Black Economic Empowerment Act; National Credit Act; Consumer Protection Act 	☞ Task 2 Assignment: Impact of legislation on sweatshops 20 – 24 Feb
Ethics and Professionalism	Professional, ethical and effective business practice <ul style="list-style-type: none"> • Strategies to address business issues 	☞ Task 3 March Exams 6 – 17 March
Creative thinking	Advanced problem-solving skills for strategy formulation <ul style="list-style-type: none"> • Application of creative thinking 	
PHASE 2 (22 March 2017 – 15 June 2017)		
Macro-Environment: Strategies	Development of strategies in response to challenges <ul style="list-style-type: none"> • Types of strategies and strategy evaluation 	
Business sector and environment	Relating the 3 environments to the 3 economic sectors <ul style="list-style-type: none"> • Control of businesses over the 3 environments 	☞ Task 4 Presentation: Success factors on a business venture 15 – 19 May
Corporate social responsibility	Implications for businesses and communities Contribution in advancing the well-being of others <ul style="list-style-type: none"> • CSR and CSI, including legislation requirements 	
Human rights Inclusivity and Environmental	Assess business ventures against criteria in addressing: <ul style="list-style-type: none"> • human rights, inclusivity and environmental issues 	
Teamwork and conflict management	Collaboration/ Management of problems arising from teamwork <ul style="list-style-type: none"> • Grievance procedure and difficult people 	☞ Task 5 June Exams 5 – 15 June
Management and leadership	Entrepreneurial qualities and success factors: <ul style="list-style-type: none"> • Management and leadership – styles and theories. 	
PHASE 3 (19 June 2017 – 20 October 2017)		
Investment: Securities and Insurance	Business investment opportunities: <ul style="list-style-type: none"> • Types of investments – returns and interest calculations Compulsory and non-compulsory insurance <ul style="list-style-type: none"> • Life insurance; Retirement Annuities; Unemployment Insurance Fund; Road Accident Fund • Goods – under- and over- insurance; average clause 	☞ Task 6 Project: Insurance and investment opportunities 7 – 11 Aug
Quality of performance	Concept of quality – relate to the 8 business functions <ul style="list-style-type: none"> • Impact on different structures (Areas of improvement) 	☞ Task 7 Controlled Test 14 – 18 Aug
Forms of Ownership	Impact on the success and / or failure of a business venture <ul style="list-style-type: none"> • Characteristics, advantages, disadvantages and comparisons of different forms 	☞ Task 8 Trials Exam 28 Aug – 15 Sept
Presentation and Data Response	Verbal and non-verbal formats of presentations Criteria for an effective presentation, including process and style Responding to questions, feedback and areas of improvement	