

BUSINESS STUDIES - GRADE 12 2020

TOPIC	ASSESSMENT STANDARDS	PORTFOLIO ASSESSMENT
PHASE 1 (5 November 2019 – 6 March 2020)		
Human Resources Function	Analyse aspects of: recruitment, interviewing, selection, placement & induction; employment contracts, salary & employee benefits; Legislation relating to HR Function.	Task 1 Common Test: Dec 2019 Task 2 Assignment: Case study – Human Resources, Ethics and Impact of legislation 10 – 14 Feb Task 3 March Exam: 24 Feb – 6 March
Ethics and Professionalism	Professional, ethical & effective business practice <ul style="list-style-type: none"> ● Strategies to address business issues 	
Creative thinking	Advanced problem-solving skills for strategy formulation <ul style="list-style-type: none"> ● Application of creative thinking 	
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 & Diseases Act; Black Economic Empowerment Act; Broad-Based Black Economic Empowerment Act; National Credit Act; Consumer Protection Act 	
Macro-Environment: Strategies	Development of strategies in response to challenges <ul style="list-style-type: none"> ● Types of strategies and strategy evaluation 	
PHASE 2 (9 March 2020 – 29 May 2020)		
Quality of performance	Concept of quality – relate to the 8 business functions Impact on different structures (Areas of improvement)	Task 4 Presentation: Insurance and investment opportunities 4 – 8 May Task 5 June Exams: 18 – 29 May
Investment: Securities & Insurance	Business investment opportunities: <ul style="list-style-type: none"> ● Types of investments – returns and interest ● Compulsory and non-compulsory insurance ● Life insurance; Retirement Annuities; Unemployment Insurance & Road Accident Fund's ● Goods – under- and over- insurance; average clause 	
Teamwork & conflict management	Collaboration/ Management of problems arising from teamwork <ul style="list-style-type: none"> ● Grievance procedure & dealing with difficult people 	
Management & leadership	Entrepreneurial qualities & success factors: <ul style="list-style-type: none"> ● Management & leadership – styles & theories 	
Business sector & environment	Relating the 3 environments to the 3 economic sectors <ul style="list-style-type: none"> ● Control of businesses over the 3 environments 	
PHASE 3 (1 June 2020 – 9 October 2020)		
Corporate social responsibility	Implications for businesses and communities Contribution in advancing the well-being of others <ul style="list-style-type: none"> ● CSR & CSI, including legislation requirements 	Task 6 Project: Success factors on a business venture 27 – 31 July Task 7 Controlled Test 3 – 7 Aug Task 8 Trials Exams 17 Aug – 4 Sept
Human rights Inclusivity & Environmental	Assess business ventures against criteria in addressing: human rights, inclusivity & environmental issues	
Forms of Ownership	Impact on the success and / or failure of a business venture <ul style="list-style-type: none"> ● Characteristics, advantages, disadvantages & comparisons of different forms 	
Presentation and Data Response	Verbal & non-verbal formats of presentations <ul style="list-style-type: none"> ● Criteria for an effective presentation ● Responding to questions, feedback and areas of improvement 	