**BUSINESS STUDIES - GRADE 12 2021**

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| **TOPIC** | **ASSESSMENT STANDARDS** | **PORTFOLIO ASSESSMENT TASKS** |
| **PHASE 1 (23 November 2020 – 9 April 2021)** |
| **Human Resources Function** | Analyse aspects of: recruitment, interviewing, selection, placement & induction; employment contracts, salary & employee benefits; Legislation relating to HR Function. | **Task 1:** Assignment: Case study – Human Resources, Impact of recent legislation & Ethics 8 – 19 March**Task 2:** March Controlled test:29 March – 9 April  |
| **Macro-Environment: Impact of recent legislation** | Demands for redress and equity on business operations: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 |
| **Ethics and Professionalism** | Professional, ethical & effective business practice* Strategies to address business issues
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| **Creative thinking** | Advanced problem-solving skills for strategy formulation * Application of creative thinking
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| **Macro-Environment: Strategies** | Development of strategies in response to challenges* Types of strategies and strategy evaluation
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| **PHASE 2 (12 April 2021 – 9 July 2021)** |
| **Quality of performance** | Concept of quality – relate to the 8 business functionsImpact on different structures (Areas of improvement) | **Task 3: P**resentation: Investment (Securities and Insurance) opportunities7 – 18 June |
| **Investment: Securities & Insurance** | Business investment (securities) opportunities:* 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
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| **Teamwork & conflict management** | Collaboration/ Management of problems arising from teamwork* Grievance procedure & dealing with difficult people
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| **Management & leadership** | Entrepreneurial qualities & success factors:* Management & leadership – styles & theories
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| **Business sector & environment** | Relating the 3 environments to the 3 economic sectors* Control of businesses over the 3 environments
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| **PHASE 3 (26 July 2021 – 22 October 2021)** |
| **Corporate social responsibility**  | Implications for businesses and communitiesContribution in advancing the well-being of others* CSR & CSI, including legislation requirements
 | **Task 4:** Project: CSR, Human Rights, Inclusivity & Environment Issues2 – 13 Aug**Task 5:** Trials Exams 30 Aug – 17 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* Characteristics, advantages, disadvantages & comparisons of different forms of ownership
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| **Presentation and Data Response** | Verbal & non-verbal formats of presentations* Criteria for an effective presentation
* Responding to questions, feedback and areas of improvement
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