**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 |
| **Creative thinking** | Advanced problem-solving skills for strategy formulation   * Application of creative thinking |
| **Macro-Environment: Strategies** | Development of strategies in response to challenges   * Types of strategies and strategy evaluation |
| **PHASE 2 (12 April 2021 – 9 July 2021)** | | |
| **Quality of performance** | Concept of quality – relate to the 8 business functions  Impact on different structures (Areas of improvement) | **Task 3: P**resentation: Investment (Securities and Insurance) opportunities  7 – 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 |
| **Teamwork & conflict management** | Collaboration/ Management of problems arising from teamwork   * Grievance procedure & dealing with difficult people |
| **Management & leadership** | Entrepreneurial qualities & success factors:   * Management & leadership – styles & theories |
| **Business sector & environment** | Relating the 3 environments to the 3 economic sectors   * Control of businesses over the 3 environments |
| **PHASE 3 (26 July 2021 – 22 October 2021)** | | |
| **Corporate social responsibility** | Implications for businesses and communities  Contribution in advancing the well-being of others   * CSR & CSI, including legislation requirements | **Task 4:** Project:  CSR, Human Rights, Inclusivity & Environment Issues  2 – 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 |
| **Presentation and Data Response** | Verbal & non-verbal formats of presentations   * Criteria for an effective presentation * Responding to questions, feedback and areas of improvement |