

**GRADE 12 (2014) – BUSINESS STUDIES ASSESSMENT PROGRAMME**

CONTEXT	TOPIC	CONTENT	FORMAL ASSESSM'T
Business Operations	Human Resource Management	1.Analyse the procedures & legalities of the following aspects of the Human Resource function – recruitment, selection & interviewing; employee contracts; induction & placement; salary administration; employee benefits; skills development 2.Discuss relevant legislation relating to the HR function. 3.Investigate developments in industrial relations that relate to contemporary business practice.	<u>Control Test:</u> End November (Essay)
Business Roles	Ethics and Professional behaviour	1.Discuss how professional, responsible, ethical & effective business practice should be conducted in changing and challenging environment 2.Reflection of the business environment and issues that could challenge ethical and professional behavior & devise strategies that could be used to address these issues	
Business Environm't	Impact of recent legislation	Impact of legislation, developed in response to demands for redress and equity on business operations: Skills Development; Labour Relations; Employment Equity; Basic Conditions of Employment; Compensation for Occupational Injuries & Diseases; Broad Based Black Economic Empowerment; National Credit; Consumer Protection ACTS.	<u>Task 1:</u> Assignment: Business strategies (Due: mid Feb)
Business Roles	Creative thinking	Application of creative thinking to respond to challenges in dynamic and complex business contexts & Acquiring advanced problem-solving skills for strategy formulation.	
Business Environm't	Business Strategies	1.Development of strategies and types of strategies in response to the challenges of the macro business environment. 2.Critically evaluate types of strategies and make recommendations for their improvement.	<u>Task2:</u> March Exam (1 Paper – 2hrs)
Business Environm't	Business sector and its environment	1.Describe the 3 business environments in which businesses operate. 2.Describe the 3 environments related to the 3 economic sectors 3.Selecting a business from each sector and describe the extent that a business can control these.	<u>Task 3:</u> Presentation: Business success factors (Due: mid May)  <u>Task 4:</u> June Exam (1 Paper – 3hrs)  <u>Task 5:</u> Project: Insurance and Investment (Due: Aug)  <u>Task 6:</u> Control Test (Due: end Aug)  <u>Task 7:</u> Trials Exam (1 Paper – 3hrs)
Business Roles	Corporate Social responsibility	1.Examine the concept of social responsibility & its implications for businesses and communities. 2.Meaningful contribution of time and effort advancing the well-being of others in a business context. 3.Description of Corporate Social Responsibility and Investment.	
Business Roles	Human rights Inclusivity & Environment	1. Assess the extent a business venture addresses human rights, inclusivity & environmental issues. 2.Discuss issues relating to Human Rights; diversity; environmental protection and health; issues of equality, respect, dignity; economic, social and cultural rights	
Business Roles	Team performance & conflict management	1.Collaboration with others to contribute towards the achievement of specific objectives. 2.Problem-solving and management of problems that arise from teamwork. 3.Procedures to deal with grievances and with difficult people.	
Business Ventures	Management & leadership	1.Reflect on a business venture, assess its entrepreneurial qualities & identify success factors & areas for improvement. 2.Differentiate between management & leadership styles & theories. 3.The role of personal attitude in success and leadership.	
Business Operations	Quality of performance	1.Analyse how the quality of performance within the business functions can influence the success or failure of a business. 2.Relation between quality and various business functions & the impact of quality on different business structures.	
Business Ventures	Investment: Securities & Insurance	1.Investigate a range of business investment opportunities, distinguish between assurance & insurance and discuss the viability & relevance of these to both individuals and businesses. 2.Types of investments- JSE, shares, unit trusts, Govt bonds; returns-dividends and interest (simple & compound); including calculations 3.Compulsory and non-compulsory insurance- Life insurance; retirement annuities; insurance of goods with over & under insurance; UIF and RAF	
Business Ventures	Forms of Ownership	1.Determine the extent to which a form of ownership can contribute to or impact on the success or failure of a business. 2.Recap the characteristics, advantages, disadvantages and comparison of forms of ownership.	
Business Ventures	Presentation and Data Response	1.Accurate verbal & non-verbal presentation a variety of business-related information (including graphs). 2.Description of criteria for an effective presentation, including style of presentation. 3.Responding professionally to questions, handling of feedback and identifying areas for improvement.	