



# **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**CURRICULUM GRADE 10-12 DIRECTORATE**

**NCS (CAPS)**

**BUSINESS STUDIES**

**GRADE 10**

**RECOVERY ANNUAL TEACHING PLAN**


**2024**



**NOTE:**

**AS PER NATIONAL CIRCULAR S11 OF 2017: THE SPLITTING OF THE BUSINESS STUDIES EXAMINATION QUESTION PAPER FROM ONE PAPER INTO TWO PAPERS FOR GRADES 10-12.**



**The BUSINESS STUDIES STRUCTURE FOR THE FINAL YEAR END EXAMINATION WILL BE AS FOLLOWS: PAPERS**

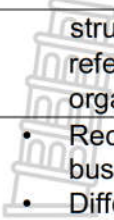



<b>Grade 10</b>	<b>Topics</b>
Paper 1	MAIN TOPIC 1: BUSINESS ENVIRONMENTS MAIN TOPIC 4: BUSINESS OPERATION
Paper 2	MAIN TOPIC 2: BUSINESS VENTURES MAIN TOPIC 3: BUSINESS ROLES

<b>WEEK</b>	<b>TOPIC</b>	<b>CONTENT</b>	<b>%</b>	<b>CUM %</b>	<b>ASSESSMENT</b>	<b>RESOURCE S</b>	<b>DATE COMPLET ED</b>
<b>TERM 1</b>							



<p><b>Week 1</b> <b>17-19</b> <b>Jan</b> <b>(3 days)</b></p>	<p>Micro environment</p>	 <ul style="list-style-type: none"> <li>• Meaning of the term micro environment.</li> <li>• Various components of micro (internal) business environment                             <ul style="list-style-type: none"> <li>- vision/mission statement, goals and objectives</li> <li>- organisational resources</li> <li>- management and leaders - Eight Functions and activities of the business</li> </ul> </li> </ul>	<p><b>11%</b></p>	<p><b>4%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
<p><b>Week 2</b> <b>22-26</b> <b>Jan</b> <b>(5 days)</b></p>	<p>Microenvironment</p>	<ul style="list-style-type: none"> <li>• Various components of micro (internal) business environment                             <ul style="list-style-type: none"> <li>- organisational culture</li> <li>- Business organisational structure</li> </ul> </li> <li>• Purpose of organisational culture</li> <li>• The purpose/ importance of a business organisational</li> </ul>	<p><b>22%</b></p>	<p><b>8%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul> 	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
<p><b>WEEK</b></p>	<p><b>TOPIC</b></p>	<p><b>CONTENT</b></p>	<p><b>%</b></p>	<p><b>CUM %</b></p>	<p><b>ASSESSMENT</b></p>	<p><b>RESOURCES</b></p>	<p><b>DATE COMPLETED</b></p>

		 <p>structure with specific reference to an organogram</p>					
<p><b>Week 3</b> 29 Jan-02 Feb  (5 days)</p>	<p><b>Business Functions</b></p>	<ul style="list-style-type: none"> <li>• Recap the eight business functions</li> <li>• Differences between Leadership and management.</li> <li>• The activities and importance/purpose of the following business functions                             <ul style="list-style-type: none"> <li>- General Management</li> </ul> </li> </ul>	<p><b>33%</b></p>	<p><b>12%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	

<p><b>Week 4</b> 05-09 Feb (5 days)</p>	<p><b>Business Functions</b></p>	<ul style="list-style-type: none"> <li>• The activities and importance/purpose of the following business functions:                             <ul style="list-style-type: none"> <li>- Administration</li> <li>- Financing - Public Relations</li> <li>- Purchasing</li> </ul> <p><b>Purchasing - Include:</b></p> <ul style="list-style-type: none"> <li>• NCA</li> <li>• CPA                                     <ul style="list-style-type: none"> <li>- Nature</li> <li>- Purpose</li> <li>- Rights</li> <li>- Responsibilities</li> </ul> </li> </ul> <p>□ Remedies</p> </li> </ul>	<p><b>44%</b></p>	<p><b>16%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul> 	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
---	----------------------------------	--	-------------------	-------------------	--	--	--


<p><b>Week 5</b> <b>12-16</b> <b>Feb</b> <b>(5 days)</b></p>	<p><b>Concept of quality</b></p>	<ul style="list-style-type: none"> <li>• Meaning of quality, quality control and quality assurance.</li> <li>• Difference between quality control and quality assurance.</li> <li>• Importance of quality for businesses</li> </ul>	<p><b>55%</b></p>	<p><b>20%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
<p><b>Week 6</b> <b>19-23</b> <b>Feb</b> <b>(5 days)</b></p>	<p><b>Concept of Quality</b></p>	<p>□ Quality indicators of the business function.</p> <ul style="list-style-type: none"> <li>- Human Resources</li> <li>- Administration</li> <li>- Financial function</li> </ul>	<p><b>66%</b></p>	<p><b>24%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines</p>	
		<p>- General management</p> <p>□ The Correlation between management and the success of the business in achieving its objectives, strengths and weaknesses</p>				<p>Other audio-visual media</p>	



<p><b>Week 7</b> <b>26 Feb- 01 Mar</b> <b>(5 days)</b></p>	<p><b>Market environment</b></p>	<ul style="list-style-type: none"> <li>• Meaning of the term market-environment.</li> <li>• Components of the market environment.</li> <li>• Reasons why competition poses a challenge to businesses.</li> <li>• Examples of other organisations/civil society.</li> <li>• Meaning of opportunities and threats in a business context and give practical examples of each.</li> </ul>	<p><b>77%</b></p>	<p><b>28%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
<p><b>Week 8</b> <b>04-08 March</b> <b>(5 days)</b></p>	<p><b>Macro Environment</b></p>	<ul style="list-style-type: none"> <li>• Meaning of the term macro-environment.</li> <li>• Practical examples of each component/ feature of the macro environment.</li> <li>• The Reasons why each component/ feature poses a challenge to businesses.</li> </ul>	<p><b>88%</b></p>	<p><b>32%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks Newspaper articles Internet Magazines Other audiovisual media</p>	
<p><b>SBA</b> <b>(FORMAL ASSESSMENT)</b></p>	<p><b>CASE STUDY</b></p>	<p><b>Case study Covering at least four sub-topics of Term 1 content</b></p>			<p><b>Formal</b> □ Case Study</p>		
<p><b>Week 9</b> <b>11– 15 March</b> <b>(5 days)</b></p>	<p><b>Interrelationships between the environments</b></p>	<ul style="list-style-type: none"> <li>• The link/ relationship between the features/components of the micro-environment.</li> <li>• Interrelation between micro (internal) and market environments.</li> </ul>	<p><b>100%</b></p>	<p><b>36%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines</p>	

		<ul style="list-style-type: none"><li>□ Examples of the relationship between the business with consumer, suppliers, intermediaries, and competitors.</li><li>□ Relationship between micro, market, and macro environments.</li></ul>				Other audio-visual media	
--	--	--	--	--	--	--------------------------	--



<p><b>Week 10</b> <b>18-20</b> <b>March</b> <b>(3 days)</b></p>	<p>Revision</p>	<p><i>Revision of all topics covered during the first term.</i></p> 			<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	<p>Support material relevant for revision</p>		
	<p>SBA TASK: CONTROLLED TEST</p>	<p>Content Focus: Covering all topics completed as per the ATP of term 1</p>			<p><b>Formal</b></p> <ul style="list-style-type: none"> <li>□ Controlled test</li> </ul>	<p>Grade 10 Bus Studies notes, DBE exemplar question paper 1 &amp; 2, past question papers &amp; marking guidelines, telematics video, etc.</p>		
<p style="text-align: center;"><b>Formal: Controlled Test 1(100 Marks)</b></p> <p><b>NOTE: Learners must be allowed to bring resources to class to complete the case study. It must be administered under controlled conditions for TWO hours.</b></p>								

**TERM 2**






<p><b>Week 1</b> <b>03 -05 April</b> <b>(3 days)</b></p>	<p>Business sectors</p>	<ul style="list-style-type: none"> <li>• Meaning of the primary, secondary, and tertiary sectors &amp; examples of each sector.</li> <li>• Relationship between these sectors.</li> <li>• Meaning of the terms formal and informal sectors. Give practical examples of each.</li> <li>• Importance of the formal and informal sector</li> </ul>	<p><b>14%</b></p>	<p><b>40%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines</p>	
<p><b>Week 2</b> <b>08-12 April</b> <b>(5 days)</b></p>	<p>Business sectors</p>	<ul style="list-style-type: none"> <li>• Distinguish between the formal and informal sectors.</li> <li>• Meaning of the terms public and private sector.</li> <li>• Importance of the public and private sector</li> <li>• Distinguish between the public and private sector</li> </ul>	<p><b>28%</b></p>	<p><b>44%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
<p><b>Week 3</b> <b>15 - 19 April</b> <b>(5 days)</b></p>	<p>Contemporary socioeconomic issues</p>	<ul style="list-style-type: none"> <li>• Meaning of socio-economic issues</li> <li>• Reasons why socio-economic issue pose a challenge to businesses</li> <li>• Meaning of</li> </ul>	<p><b>42%</b></p>	<p><b>48%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul> <p><b>Formal</b></p>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	

		<ul style="list-style-type: none"> <li>inequality and poverty.</li> <li>Impact of inequality and poverty on businesses. □ Term “inclusivity”</li> <li>Purpose of inclusivity in the workplace.</li> <li>Unemployment and unproductive labour forces</li> </ul>			<ul style="list-style-type: none"> <li>Written presentation</li> </ul>		
<p><b>Week 4</b> <b>22 – 26</b> <b>April</b> <b>(5 days)</b></p>	Contemporary socioeconomic issues	<ul style="list-style-type: none"> <li>Negative impact of HIV/Aids on businesses.</li> <li>Different types of gambling and explain their impact on businesses</li> <li>Meaning of counterfeiting /bootlegging/strikes /political disturbance &amp; crime impact of the socio-economic issues on businesses</li> </ul>	56%	52%	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	<p><b>Week 2</b> <b>11-14</b> <b>April</b> <b>(4 days)</b></p>
<p><b>Week 5</b> <b>29 April - 03</b> <b>May</b> <b>(5 days)</b></p>	Social responsibility	<ul style="list-style-type: none"> <li>Term “social responsibility” and give practical examples.</li> <li>Definition of Corporate Social Responsibility</li> <li>Recommend/Suggest initiatives businesses can take to address</li> </ul>	70%	56%	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

		socio-economic issues.					
--	--	------------------------	--	--	--	--	--



Assessment	Presentation	Presentation must consist of FOUR topics			Presentation		
<b>Week 6 6 - 10 May (5 days)</b>	Forms of ownership	<ul style="list-style-type: none"> <li>• Sole Proprietor</li> <li>• Partnership                             <ul style="list-style-type: none"> <li>- Definition</li> <li>- Characteristics,</li> <li>- Advantages</li> <li>- Disadvantages</li> <li>- Differences (comparison) between the forms of ownership</li> </ul> </li> </ul>	<b>84%</b>	<b>60%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audiovisual media	
<b>SBA (FORMAL ASSESSMENT)</b>	<b>CASE STUDY</b>	□ <b>Presentation Covering at least four sub-topics of Term 2 content</b>			<b>Formal</b> Case Study		
<b>Week 7 13 – 17 May (5 days)</b>	Forms of ownership	<ul style="list-style-type: none"> <li>• Non-Profit Company</li> <li>• Profit Companies</li> <li>• Co-cooperatives                             <ul style="list-style-type: none"> <li>- Definition</li> <li>- Characteristics,</li> <li>- Advantages,</li> <li>- Disadvantages</li> <li>- Differences (comparison) between the forms of ownership</li> </ul> </li> </ul>	<b>100%</b>	<b>64%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audiovisual media	
<b>Week 8 20 - 24 May (5 days)</b>	Revision						

<p><b>Week 9</b> 27 – 31 May (5 days)</p>	<p>Revision</p>						
<p><b>Week 10</b> 03 – 07 June (5 days)</p>	<p>SBA TASK: June Examination</p>	<p>☐ Content Focus: Covering all topics completed as per the ATP of term 1&amp;2</p>			<p><b>Formal</b> June Examination</p>	<p>Grade 10 Bus Studies notes, DBE exemplar question paper 1 &amp; 2, past question papers &amp; marking guidelines, telematics video, etc.</p>	
<p><b>Week 11</b> 10 – 14 June (5 days)</p>	<p>SBA TASK: June Examination</p>	<p>☐ Content Focus: Covering all topics completed as per the ATP of term 1&amp;2</p>			<p><b>Formal</b> June Examination</p>	<p>Grade 10 Bus Studies notes, DBE exemplar question paper 1 &amp; 2, past question papers &amp; marking guidelines, telematics video, etc.</p>	
<p><b>NOTE: Contemporary Socio-Economic Issues Will Be Assessed Under Business Role In June Examinations</b></p>							

		<ul style="list-style-type: none"> <li>• Businesses can use creative thinking to solve business problems.</li> <li>• Meaning of problem solving.</li> <li>• Differences between decision making and problem solving</li> </ul>				Other audio-visual media	
--	--	--	--	--	--	--------------------------	--


TERM 3							
<b>Week 1 09 - 12 July (4 days)</b>	Creative thinking and problem solving	<ul style="list-style-type: none"> <li>• Meaning of creative thinking.</li> <li>• Advantages/benefits of creative thinking in the workplace.</li> <li>• Use creative thinking to generate entrepreneurial opportunities.</li> </ul>	<b>13%</b>	<b>68%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>• Classwork activities</li> <li>• Homework activities</li> </ul>	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines	


<p><b>Week 2</b> <b>15 - 19</b> <b>July</b> <b>(5 days)</b></p>	<p>Creative thinking and problem solving</p>	<ul style="list-style-type: none"> <li>• Problem solving cycle.</li> <li>• Problem-solving techniques.</li> <li>• Apply the problem-solving techniques to solve business problems:             <ul style="list-style-type: none"> <li>- Force-field analysis</li> <li>- Delphi technique</li> <li>- Nominal group techniques</li> <li>- Brainstorming</li> </ul> </li> <li>• Explain/Discuss how businesses can use mind mapping, brainstorming to identify innovative and entrepreneurial business opportunities.</li> <li>• Recommend/Suggest ways in which creative business opportunities can realistically be implemented.</li> </ul>	<p><b>27%</b></p>	<p><b>72%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
---	--	--	-------------------	-------------------	--	--	--



<p><b>Week 3</b> <b>22 - 26</b> <b>July (5 days)</b></p>	<p>Business opportunity and related factors</p>	<ul style="list-style-type: none"> <li>• Meaning of business opportunity and give practical examples.</li> <li>• Importance of assessing needs and desires in identifying a business opportunity.             <ul style="list-style-type: none"> <li>- Research instruments and data collection (e.g., questionnaires, interview structures)</li> <li>- Protocol of conducting research (consent, prior organisational appointments, introduction of basic ethics in research and in business opportunities)</li> <li>- Conduct market research and identify a business opportunity</li> </ul> </li> </ul>	<p><b>40%</b></p>	<p><b>76%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
<p><b>Week 4</b> <b>29 July - 02</b> <b>August (5 days)</b></p>	<p>Business opportunity and related factors</p>	<ul style="list-style-type: none"> <li>• Difference between internal &amp; external market research.</li> <li>• Definition of business opportunities (based on researched needs and desires) and strengths, weaknesses, opportunities and threats (SWOT)</li> <li>• SWOT analysis to determine a viable business venture</li> <li>• Identify a business opportunity based on the findings from compiling a SWOT analysis</li> </ul>	<p><b>47%</b></p>	<p><b>80%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	




		<ul style="list-style-type: none"> <li>□ Apply a SWOT analysis from given scenarios/case studies</li> </ul>					
<p><b>Week 5</b> <b>05 - 08 August</b> <b>(4 days)</b></p>	Presentation of business information	<ul style="list-style-type: none"> <li>• Accurate and concise verbal and non-verbal presentation</li> <li>• Presentation of business reports</li> <li>• Verbal presentations:                             <ul style="list-style-type: none"> <li>- Factors that must be considered when preparing for a verbal presentation</li> </ul> </li> </ul>	60%	84%	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
<p><b>Week 6</b> <b>12 – 16 August</b> <b>(5 days)</b></p>	Presentation of business information	<ul style="list-style-type: none"> <li>• Advice businesses on how to prepare for support materials for a presentation.</li> <li>• Definition of the different visual aids                             <ul style="list-style-type: none"> <li>- PowerPoint/ Data projector/slides</li> <li>- Handouts/Fliers/Brochures</li> <li>- Flipchart</li> <li>- Interactive smartboard</li> <li>- Posters/signs/banners/portable advertising stands/flags.</li> </ul> </li> <li>• Explain the purpose of visual aids</li> <li>• Design and layout of a presentation using different visual aids</li> </ul>	73%	88%	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul> 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
<p><b>Week 7</b> <b>19 - 23 Aug</b> <b>(5 days)</b></p>	Business Plan	<ul style="list-style-type: none"> <li>• Importance of a business plan.</li> <li>• Challenges of the macro environment using PESTLE</li> </ul>	87%	92%	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> </ul>	Textbooks 2023/4 Exam guidelines	

		 <ul style="list-style-type: none"><li>□ analysis.</li><li>Components of a business plan.<ul style="list-style-type: none"><li>• Executive summary.</li><li>• Description of the business:<ul style="list-style-type: none"><li>- The long-term objective, mission and vision of the envisaged business</li><li>- The product/service</li></ul></li></ul></li></ul>			<ul style="list-style-type: none"><li>● Homework activities</li></ul>	Newspaper articles Internet Magazines Other audio-visual media	
--	--	--	--	--	---	---	--




<p><b>Week 8</b> <b>04-08 Sept</b> <b>(5 days)</b></p>	<p>Business Plan</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the business:             <ul style="list-style-type: none"> <li>- The structure of the business (ownership)/relationships between the structure of the business and forms of ownership</li> <li>- Different types of legal requirements of a business</li> </ul> </li> <li><input type="checkbox"/> Compile a SWOT analysis for the envisaged business</li> <li><input type="checkbox"/> Marketing plan:             <ul style="list-style-type: none"> <li>- Market research</li> <li>- Marketing mix, the 7 Ps: Price, product, promotion, place, people, physical environment and process</li> </ul> </li> <li><input type="checkbox"/> Competition</li> </ul>	<p>100%</p>	<p>96%</p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>●Classwork activities</li> <li>●Homework activities</li> </ul>	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Financial plan including a balance sheet</li> </ul>					
<p><b>Week 9</b> <b>26 – 30 Aug</b> <b>(5 days)</b></p>	<p>Revision</p>						
<p><b>Week 10</b> <b>02-06 Sept</b> <b>(5 days)</b></p>	<p>Revision</p>						

<p><b>Week 11</b> <b>09-13 Sep</b> <b>5 days</b></p>	<p>SBA TASK: Controlled test</p>	<p>Content Focus: Covering all topics completed as per the ATP of term 3</p> 			<p><b>Formal</b> Controlled test</p>	<p>Grade 10 Bus Studies notes, DBE exemplar question paper 1 &amp; 2, past question papers &amp; marking guidelines, telematics video, etc.</p>	
<p><b>NOTE:</b> <b>SBA PROJECT</b></p>		<p>Project (projects must be given to learners towards the end of the second term for submission during the third term) Content focus: Covering at least 4 topics as per the ATP of Term 3 Marks: 50</p>					

**TERM 4**



<p><b>Week 1</b> <b>01 – 04 Oct</b> <b>(4 days)</b></p>	<p>Relationship and team performance</p>	<ul style="list-style-type: none"> <li>▪ Factors that can influence team relationships (e.g. prejudice, beliefs, values and diversity)</li> <li>▪ Understanding business objectives (e.g. profit, productivity, service)</li> <li>▪ Interpersonal relationships in the workplace (e.g. different hierarchies, management levels, importance of each individual in achieve business objectives)</li> <li>▪ Personal beliefs and values and how they influence relationships (e.g., prejudice, discrimination, equity, diversity)</li> </ul>	<p><b>50%</b></p>	<p><b>98%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks Newspaper articles Internet Magazines Other audio-visual media</p>	
<p><b>Week 2</b> <b>07-11 Oct</b> <b>(5 days)</b></p>	<p>Relationship and team performance</p>	<ul style="list-style-type: none"> <li>• Criteria for successful and collaborative team performance in a business context</li> <li>• Working in a team to accomplish business objectives</li> </ul>	<p><b>100%</b></p>	<p><b>100%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Classwork activities</li> <li>•Homework activities</li> </ul>	<p>Textbooks Newspaper articles Internet Magazines Other audio-visual media</p>	
<p><b>Week 3</b> <b>14 Oct – 08 Nov</b> <b>(20 days)</b></p>	<p>Revision exercises</p>	<p><i>Revise ALL topics covered.</i></p>			<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>•Class activities</li> <li>•Home activities</li> <li>•Class test</li> </ul>	<p><i>Relevant support materials for revision</i></p>	
<p><b>Week 4</b> <b>10 -11 Nov- 13 Dec</b> <b>(25 days)</b></p>	<p><b><i>End-of-year examination</i></b></p>						

		
<p><i>It is compulsory to cover the content dealt with in a term.</i></p> <ul style="list-style-type: none"><li>▶ <b>Daily assessment is important to monitor teaching and learning</b></li><li>▶ Give learners at <b>least one class/cycle test</b> per month</li></ul> <p><b>Note: Project – term 2</b></p> <ul style="list-style-type: none"><li>▶ This project was given in term 2. Learners should complete the project for submission in term 3. ▶ The content dealt with in term 1 to 4 should be revised for the end of the year examination.</li></ul>		

