



**KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**CURRICULUM GRADE 10 -12 DIRECTORATE**

**NCS (CAPS)**

**BUSINESS STUDIES**

**GRADE 11**

**ANNUAL TEACHING PLAN**



**2024**

MANAGEMENT PLAN FOR BUSINESS STUDIES GRADE 11

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According to Circular 11 of 2017 the new structure of Grades 10 – 12 is as follows:

PAPER	CONTENT	DURATION	TOTAL MARKS
PAPER 1	BUSINESS ENVIRONMENT BUSINESS OPERATION	2 HOURS	150
PAPER 2	BUSINESS VENTURE BUSINESS ROLE	2 HOURS	150



PAPER 1	BUSINESS ENVIRONMENT	BUSINESS OPERATION
<b>SUB-TOPICS</b>	<ul style="list-style-type: none"> <li>- Influences of business environment</li> <li>- Challenges of the business environment</li> <li>- Adapting to challenges of the business environment</li> <li>- Impact and challenges of contemporary socioeconomics issues on business operations</li> <li>- Business sectors</li> </ul>	<ul style="list-style-type: none"> <li>- Marketing function</li> <li>- Production function</li> </ul>

PAPER 2	BUSINESS VENTURE	BUSINESS ROLE
<b>SUB-TOPICS</b>	<ul style="list-style-type: none"> <li>- Benefits of a company versus other forms of ownership</li> <li>- Avenues of acquiring a business</li> </ul>	<ul style="list-style-type: none"> <li>- Creative thinking and problem solving</li> <li>- Stress, crisis and change management</li> <li>- Professionalism and ethics</li> </ul>

**TOPICS PER PAPER: NOV/OCT END OF THE YEAR PAPER**

PAPER 1	BUSINESS ENVIRONMENT	BUSINESS OPERATION
<b>SUB-TOPICS</b>	<ul style="list-style-type: none"> <li>- Influences of business environments</li> <li>- Challenges of the business environment</li> <li>- Adapting to challenges of the business environment</li> <li>- Impact and challenges of contemporary socioeconomics issues on business operations - Business sectors</li> </ul>	<ul style="list-style-type: none"> <li>- Marketing function</li> <li>- Production function</li> <li>- Introduction to Human Resources</li> </ul>

PAPER 2	BUSINESS VENTURE	BUSINESS ROLE

SUB-TOPICS

<ul style="list-style-type: none"> <li>- Benefits of a company versus other forms of ownership</li> </ul>	<ul style="list-style-type: none"> <li>- Avenues of acquiring a business</li> <li>- Presentation of business information</li> <li>- Entrepreneurial qualities and success factors</li> <li>- Transforming a business plan into an action plan</li> <li>- Start a business venture based on an action plan</li> </ul>	<ul style="list-style-type: none"> <li>- Creative thinking and problem solving</li> <li>- Stress crisis and change management</li> <li>- Professionalism and ethics</li> <li>- Team dynamics and conflict management</li> </ul>
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WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
<b>TERM 1</b>							



<p><b>Week 1</b> 17 Jan (3 days)</p>	<p><b>Influences on factors relating to the business environments</b></p>	<p>Ways to be involved in business environments – beneficial to business: (Recap components of business environments)</p> <p><b>Micro environment</b> The business vision, mission statement, goals and objectives, organisational resources, management and leadership, eight functions and activities of the business</p> <p><b>Market environment</b> The consumers/customers, suppliers, intermediaries, competitors, other organisations/civil society (e.g., communitybased organisations – CBOs, nongovernmental organisations – NGOs, regulators, strategic allies, and unions)</p> <p><b>Macro environment</b> The physical/natural environment/economic environment/social, cultural, and demographic environment/technological environment/legal and political environment/international/global environment/institutional environment Examination of control factors, e.g. more control over micro environment, less control over market environment and no control over macro environment</p>	<p><b>10%</b></p>	<p><b>3%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Class work activities</li> <li>Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks</li> <li>2024/4 Exam Guidelines</li> <li>Newspaper articles</li> <li>Internet Magazine</li> <li>Other audiovisual media</li> </ul>	
<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>RESOURCE S</b></p>	<p><b>DATE COMPLETED</b></p>

<p><b>Week 3</b>  <b>29 Jan – 02 Feb</b>  (5 days)</p>	<p>Challenges of the business environment</p>	<p>The challenges of the micro (internal), market and macro business environments</p> <ul style="list-style-type: none"> <li>Challenges of the micro environment</li> <li>Challenges of the market environment</li> <li>Challenges of the macro environment</li> </ul>	<p><b>23%</b></p>	<p><b>6%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks</li> <li>2024/4 Exam Guidelines</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audiovisual media</li> </ul>	
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<b>Week 4</b> <b>05 – 09</b> <b>Feb</b> (5 days)	Adapting to challenges of the business environments	How a business constantly needs to adapt to the challenges of the micro (internal), market and macro business environments □ Ways in which a business can adapt to challenges of the business environment, and whether this is to the benefit of the business - Information management, strategic responses, mergers, takeovers, acquisitions and alliances, organisation design and flexibility, direct influence of the environment and social responsibility Lobbying, networking and power relations	<b>35%</b>	<b>10%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks 2024/4 Exam Guidelines</li> <li>Newspaper articles</li> <li>Internet Magazine</li> <li>Other audiovisual media</li> </ul>	
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WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
<b>Week 5</b> <b>12 – 16</b> <b>Feb</b> (5 days)		<ul style="list-style-type: none"> <li>Lobbying, e.g. hedging against inflation, bargaining sessions between management and unions, influencing supervisory body/regulators, etc.</li> <li>Networking, e.g. finding new customers etc.</li> <li>Power relationships e.g. strategic alliance agreements, persuasion of large investors, company representatives' influence, etc.</li> </ul>					

<p><b>Week 6</b> 19 – 23 Feb (5 days)</p>	<p>Impact and challenges of contemporary socio-economic issues on business operations</p>	<p>The impact of contemporary socio-economic issues on business operations, and their challenges, decisions for specific business situations</p> <ul style="list-style-type: none"> <li>The impact of contemporary socio-economic issues on business operations and productivity, e.g. income, inflation, social, cultural and demographic issues, economic crime, population growth, illiteracy, lack of skills, unavailability of natural resources, inefficiency in the use of resources, dumping, exhaustion of natural resources, piracy, strikes</li> </ul> <p>Possible business solutions/contributions to deal with the piracy:</p> <ul style="list-style-type: none"> <li>The nature and definition of each intellectual property right</li> <li>Copyright</li> <li>Patent</li> <li>Trademark</li> </ul>	<p>61%</p>	<p>12%</p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks 2024/4</li> <li>Exam Guidelines</li> <li>Newspaper articles</li> <li>Internet Magazine</li> <li>Other audiovisual media</li> </ul>	
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WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
		<ul style="list-style-type: none"> <li>Investigation of developments in industrial relations that relate to contemporary business practice - Labour strikes, go-slows, and lockouts - Labour Relations Act (nature and purpose)</li> <li>What is a trade union?</li> <li>History of trade unions</li> <li>Roles of trade unions</li> <li>Functions of trade unions</li> </ul>					




Assessment	CASE STUDY	Case study must consist of FOUR topics: ZIRIS	Case study				
<b>Week 7</b> <b>26 Feb – 1 March</b> (5 days)	Business sectors	The links between various primary, secondary, and tertiary enterprises Examination of the links between: <ul style="list-style-type: none"> <li>□ Primary enterprises</li> <li>• Secondary enterprises</li> <li>• Tertiary enterprises</li> </ul>	<b>74%</b>	<b>16%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>• Classwork activities</li> <li>• Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>• Textbooks</li> <li>• 2024/4 Exam Guidelines</li> <li>• Newspaper articles</li> </ul>	
<b>Week 8</b> <b>04 – 08 March</b> (5 days)	Benefit of a company over other forms of ownership	<ul style="list-style-type: none"> <li>• The benefits and challenges of establishing a company versus other forms of ownership (including taxation issues)</li> <li>• Recap the characteristics, advantages, and disadvantages of the forms of ownership</li> <li>• The benefits and challenges of establishing a company versus other forms of ownership i.e. sole trader, partnership, co-operatives, (including taxation issues)</li> <li>• Formation of companies □ The company's charter – Memorandum of Incorporation</li> </ul>	<b>87%</b>	<b>19%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>• Class activities</li> <li>• Home activities</li> </ul>	<ul style="list-style-type: none"> <li>• Textbooks</li> <li>• 2024/4 Exam Guidelines</li> <li>• Exams</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audiovisual media</li> </ul>	
WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
		<ul style="list-style-type: none"> <li>• Name of the company incorporation and commencement of the company</li> <li>• Prospectus</li> </ul>					

<p><b>Week 9</b> <b>11 – 13</b> <b>March</b> (5 days)</p>	<p>Avenues of acquiring a business</p>	<p>Avenues of acquiring businesses (e.g. franchising, outsourcing, leasing)</p> <ul style="list-style-type: none"> <li>Their advantages and disadvantages as well as contractual implications (e.g. royalties, legalities)</li> </ul>	<p><b>100%</b></p>	<p><b>23%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks 2024/4</li> <li>Exam Guidelines</li> <li>Newspaper articles</li> <li>Internet Magazine</li> <li>Other audiovisual</li> </ul>	
<p><b>Week 10</b> <b>18 – 20</b> <b>March</b> (3 days)</p>	<p>Revision</p> <p><b>Controlled test:</b> <b>1hr: 30 Minutes</b></p>	<p>Revision of all topics covered during the first term.</p> <p><b>Controlled test 1 must consist of FIVE topics</b></p>			<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> <li>Controlled test 1</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks</li> <li>2024/4 Exam Guidelines</li> <li>Exemplars</li> </ul>	

<b>TERM 2</b>				



<b>Week 1</b> <b>03-05 Apr</b> (3 days)	Creative thinking and problem solving	Creative thinking to address business practice <ul style="list-style-type: none"> <li>Application of creative thinking to address business problems and to improve business practice</li> <li>Routine vs. creative thinking, mental blocks to creativity and idea generation</li> <li>Problem-solving skills in a business context</li> <li>More complex problem-solving techniques (e.g. Delphi technique and force-field analysis revision)</li> <li>Working with others to solve problems and generate ideas</li> <li>Creative solutions to business problems, assess these against the reality of the business environment</li> </ul>	<b>11%</b>	<b>26%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	<input type="checkbox"/> Textbooks 2024/4 <input type="checkbox"/> Exam <input type="checkbox"/> Guidelines Newspaper articles <input type="checkbox"/> Internet Magazine <input type="checkbox"/> Other audiovisual	
<b>Week 2</b> <b>08-12 Apr</b> (5 days)	Stress, Crisis And Change Management	The concepts relating to stress, crisis and change management • How to manage stress <ul style="list-style-type: none"> <li>Explain the importance of stress management in pressurised work environments</li> <li>Crisis and change management</li> <li>Dealing with business-related crises (e.g. tight deadlines, loss of property, illness)</li> <li>Dealing with and adapting to change (e.g. unemployment, retrenchment, globalisation, affirmative action)</li> </ul>				<input type="checkbox"/> Textbooks 2024/4 <input type="checkbox"/> Exam <input type="checkbox"/> Guidelines Newspaper articles <input type="checkbox"/> Internet Magazine <input type="checkbox"/> Other audiovisual	

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<p><b>Week 3</b>  <b>15 – 19</b>  <b>Apr</b>          (3 days)</p>	<p>Marketing function</p> <p>The aspects of the marketing function: Marketing activities, product policy, pricing policy, distribution, marketing communication</p> <ul style="list-style-type: none"> <li>• <b>Marketing: Activities</b> (Locating the consumer standardisation and grading, storage, transport, financing, risk-bearing, and buying &amp; selling)</li> <li>• <b>Marketing mix</b> <ul style="list-style-type: none"> <li>- Product policy: Product development, design, packaging and trademarks</li> <li>- Pricing policy: Importance of pricing, pricing techniques, price determination, factors influencing pricing, price adjustments</li> </ul> </li> <li>-Distribution policy: channels of distribution, intermediaries, direct and indirect distribution -Communication policy: sales promotion, advertising, publicity and personal selling</li> </ul>	<p>33%</p>	<p>33%</p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>• Classwork activities</li> <li>• Homework activities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Textbooks 2024/4</li> <li><input type="checkbox"/> Exam</li> <li><input type="checkbox"/> Guidelines</li> <li><input type="checkbox"/> Newspaper articles</li> <li><input type="checkbox"/> Internet</li> </ul>
<p><b>Week 4</b>  <b>22 - 26</b>  <b>Apr</b>          (5 days)</p>					
<p><b>Assessment</b></p>	<p>Presentation</p>		<p>Presentation</p>		
<p><b>Week 5</b>  <b>29 Apr – 03</b>  <b>May</b>          (5 days)</p>	<p>Production function</p> <p>The aspects of the production function:</p> <ul style="list-style-type: none"> <li>• Production planning (information about production planning and control)</li> <li>• Production planning: planning, routing, scheduling and loading</li> <li>• Production control: dispatching, following up, inspection and corrective action</li> </ul>	<p>56%</p>	<p>40%</p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>• Classwork activities</li> <li>• Homework activities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Textbooks 2021</li> <li><input type="checkbox"/> exam guidelines</li> <li><input type="checkbox"/> Newspaper articles <input type="checkbox"/> Internet</li> </ul>



<b>Week 6</b> <b>06-10</b> <b>May</b> (5 days)	Production <i>Downloaded from Studydrive</i>	Safety management: Knowledge about safety, health and Occupational Health and Safety Act	<b>67%</b>	<b>43%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks 2024/4</li> <li>Exam Guidelines</li> </ul>
<b>Week 7</b> <b>13-17</b> <b>May</b> (5 days)	Production function	Quality control: Quality management systems (SABS), quality control bodies and policies	<b>78%</b>	<b>47%</b>	<b>Formal</b> Written presentation	<ul style="list-style-type: none"> <li>Textbooks 2024/4</li> <li>Exam Guidelines</li> <li>Newspaper articles</li> <li>Internet</li> </ul>
<b>Week 8</b> <b>20-24</b> <b>May</b> (5 days)	Professionalism and ethics	<ul style="list-style-type: none"> <li>The theories and principles of professionalism and ethics, explore how they relate to the business environment</li> <li>Application of the principles and skills of professional, responsible, ethical and effective business practice</li> <li>The concept of ethics and different perspectives on ethics, as well as ethical business ventures</li> </ul>	<b>100%</b>	<b>50%</b>	<b>Informal</b> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks 2024/4</li> <li>Exam Guidelines</li> <li>Newspaper articles</li> <li>Internet</li> </ul>
<b>Week 9</b> <b>27-31</b> <b>May</b> (5 days)	Revision exercises	<i>Revision of all topics covered during the term</i>				<ul style="list-style-type: none"> <li>Textbooks 2024/4</li> <li>Exam Guidelines</li> <li>Exemplars</li> </ul>
<b>Week 10 - 11</b> <b>03-14</b> <b>June</b> (10 days)	SBA TASK 4: CONTROLLED TEST 2	<b>Term 2 topics</b> <b>June examination 150 x 2 papers = 300, 2 hours Each Paper</b>				

**TERM 3**

<p><b>Week 1</b> <b>09 – 12</b> <b>July</b> (4 days)</p>	<p>Entrepreneurial qualities and success factors</p>	<p>The degree to which a business embraces entrepreneurial qualities</p> <ul style="list-style-type: none"> <li>• Identification and assessment of a business against the entrepreneurial qualities (e.g. risk taking, perseverance, good management, etc.)</li> <li>• Critical reflections on a business venture, and identification of its success factors and areas for improvement</li> <li>• Exploration and identification of what makes a business successful</li> </ul> <p>Key success factors, e.g. sustainability, profitability, customer base, etc.</p> <p>Identify areas for improvement</p>	<p><b>13%</b></p>	<p><b>64%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>○ Classroom activities</li> <li>○ Homework activities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Textbooks 2024/4</li> <li><input type="checkbox"/> Exam</li> <li><input type="checkbox"/> Guidelines Newspaper articles <input type="checkbox"/> Internet</li> </ul>
<p><b>Week 2</b> <b>15 - 19</b> <b>July</b> (5 days)</p>	<p>Transformation of a business plan into an action plan</p>	<p>Transformation of a business plan into an action plan (including Gantt charts and timelines)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Transformation of a business plan into an action plan (e.g. planning tools: Gantt charts or Work Breakdown Structure (WBS) with timelines and responsibilities, project planning)</li> </ul>	<p><b>25%</b></p>	<p><b>68%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>○ Classroom activities</li> <li>○ Homework activities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Textbooks 2024/4</li> <li><input type="checkbox"/> Exam</li> <li><input type="checkbox"/> Guidelines</li> <li><input type="checkbox"/> Newspaper articles</li> <li><input type="checkbox"/> Internet</li> <li><input type="checkbox"/> Examples of planning tools.</li> </ul>

<p><b>Week 3</b> <b>Week 4</b> <b>22 July</b> <b>02 August</b> (5 days)</p>	<p>Setting up a business</p>	<p>Collaboratively or, independently on an action plan</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initiating and setting up business ventures to generate</li> </ul>	<p><b>38%</b></p>	<p><b>72%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>○ Classroom activities</li> <li>○ Homework activities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Textbooks 2024/4</li> <li><input type="checkbox"/> Exam Guidelines</li> <li><input type="checkbox"/> Newspaper articles</li> <li><input type="checkbox"/> Internet</li> </ul>	
<p><b>Week 5</b> <b>04 – 09 Aug</b> (4 days)</p>	<p>Presentation of business information</p>	<p>income, basing this on an action plan</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Acquiring funding (equity capital/loans/debt, considering other sources of funding/capital), if needed</li> </ul> <p>Accurate and concise verbal and non-verbal presentation of a variety of business-related information (including graphs), respond professionally to questions and feedback</p> <ul style="list-style-type: none"> <li>• Presentation and validation (support) of business-related information in verbal and nonverbal format (including tables, graphs, diagrams and illustrations, posters and handouts (recap)</li> <li>• Design and layout of the presentation using different visual aids (e.g. show how to prepare/set out slides, posters and hand-outs) (recap)</li> </ul>	<p><b>62%</b></p>	<p><b>80%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>• Classroom activities</li> <li>• Homework activities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Textbooks 2024/4</li> <li><input type="checkbox"/> Exam Guidelines</li> <li><input type="checkbox"/> Newspaper articles</li> <li><input type="checkbox"/> Internet</li> <li><input type="checkbox"/> Examples of visual aids.</li> </ul>	

<p><b>Week 6</b> 12 Aug (5 days)</p>	<p>Presentation of information</p>	<p>Written information reports business plans, business information and analysis, e.g. steps in report-writing, composing a flyer, etc.</p> <ul style="list-style-type: none"> <li>□ Responding in a nonaggressive and professional manner to questions about work and presentations, e.g. answer all questions, make notes, do not argue, apologise for errors, etc.</li> </ul>	<p><b>75%</b></p>	<p><b>84%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>• Classwork activities</li> <li>• Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>• Textbooks 2024/4</li> <li>• Exam Guidelines</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Examples of visual aids.</li> </ul>
<p><b>Week 7</b> 26 –30 Aug (5 days)</p>	<p>Team stages, dynamics theories and conflict management</p>	<p><b>Stages of team development/building a team:</b></p> <ul style="list-style-type: none"> <li>• Forming stage/getting to know each other</li> <li>• Storming stage true character starts to</li> <li>• Show/first round conflict</li> <li>• Norming stage/settling and reconciliation</li> <li>• Performing stage/working as a team towards the goal</li> </ul>	<p><b>87%</b></p>	<p><b>88%</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>• Class activities</li> <li>• Home activities</li> </ul>	<ul style="list-style-type: none"> <li>• Textbooks</li> <li>• 2024 exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazines</li> <li>• Other audiovisual media</li> <li>• Relevant Acts</li> </ul>
<p><b>Week 8</b> 2 –6 September (5 days)</p>	<p>Team stages, dynamics theories and conflict management</p>	<p><b>Conflict management</b></p> <ul style="list-style-type: none"> <li>• Definition of conflict</li> <li>• Causes of conflict in the business</li> <li>• Definition of conflict management</li> <li>• Conflict management skills to resolve differences in business situation</li> </ul>	<p><b>100%</b></p>	<p><b>92</b></p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>• Class activities</li> <li>• Home activities</li> </ul>	<ul style="list-style-type: none"> <li>• Textbooks</li> <li>• 2024 exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazines</li> <li>• Other audiovisual media</li> <li>• Relevant Acts</li> </ul>



<b>Week 9</b> <b>9 – 13</b> <b>Sept</b> (5 days)	Revision <b>Downloaded from</b> <a href="https://www.stonmorephysics.com">stonmorephysics.com</a>	Revision of all topics covered in <b>Term 3</b>		<b>Informal</b> ○ Classroom activities ○ Homework activities	• Textbooks • 2024/4 Exam Guidelines Exemplars	
<b>Week 10</b> <b>16-20</b> <b>Sept</b> 10 days	<b>Task: Project</b> <b>Marks: 50</b> Covering at least FOUR term-3 topics as per the ATP Project must be given to learners towards the end of the second term for submission during the third term		<b>TASK: Controlled Test- 100 Marks Control test should cover topics as per the ATP for Term 3</b>			

<b>TERM 4</b>					
<b>Week 1</b> <b>01-04</b> <b>Oct</b> (4 days)	Introduction to Human Resources	<ul style="list-style-type: none"> <li>Human resources activities (e.g. recruitment and selection, contracts, induction, salaries, and other benefits)</li> <li>Procedures related to recruitment, selection and interviewing</li> <li>Legalities of employment contracts</li> <li>Procedures of induction and placements</li> </ul>	<b>50%</b>	<b>96%</b>	<input type="checkbox"/> Textbooks <input type="checkbox"/> 2024/4 Exam Guidelines <input type="checkbox"/> Newspaper articles



<p><b>Week 2</b> 07 Oct – 14 Oct (5 days)</p>	<p>Introduction to Resources</p>	<p>Discussion of the induction</p> <ul style="list-style-type: none"> <li>Salary determination (piecemeal and time-related), including personal tax, link to basic conditions of employment</li> <li>Employee benefits: Pension, medical, other</li> </ul>	<p>100%</p>	<p>100%</p>	<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Classwork activities</li> <li>Homework activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks 2024/4</li> <li>Exam</li> <li>Guidelines Newspaper articles</li> <li>Internet</li> </ul>	
<p><b>Week 3 - 6</b> 14 Oct – 1 Nov (15 days)</p>	<p>Revision exercises</p>	<p>Revise topics covered.</p>		<p><b>Informal</b></p> <ul style="list-style-type: none"> <li>Class activities</li> <li>Home activities</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks 2024 exam guideline</li> <li>Exemplars</li> <li>Past papers</li> </ul>		



Week 7-10  
4 Nov-13 Dec  
30 days

**Downloaded from Stanmorephysics.com**

**PAPER 1**  
Time 2 hrs  
150 marks

**Section A [compulsory]**

Question 1: MCQs, matching column: choose correct answer: business environments & business operations: 30

Section B [answer 2 questions] Question 2:

Business environments: 40 Question 3:

Business operations: 40

Question 4:

Business environments & Business operations:

Section C: [answer 1 question] Question 5:

Business environments: 40 Question 6:

Business operations: 40 Cognitive

levels:

Lower order – 30%

Middle order – 50%

Higher order – 20%

Complete: Assessment framework & cognitive levels grid

**PAPER 2**

Time 2 hrs

150 marks

**Section A [compulsory]**

Question 1: MCQs, matching column: choose correct answer business ventures & business roles :30

Section B [answer 2 questions]

Question 2: Business ventures 40

Question 3: Business roles 40

Question 4: Business ventures & roles: 40

Section C: [answer 1 question]

Question 5: Bus ventures 40

Question 6: Bus roles –40

Cognitive levels:

Lower order – 30%

Middle order – 50%

Higher order – 20%

Complete: Assessment framework & cognitive levels grid

*End-of-year examination*

*It is compulsory to cover the content within specified terms.*

▶ *Daily assessment is important to monitor teaching and learning*

▶ *Give learners at least one class/cycle test per month.*

▶ *The content dealt with in term 1 to 4 should be revised for the end of the year examination.*

