



**2025**  
**ACCOUNTING**  
**ANNUAL TEACHING PLAN**  
**GRADE 12**



2025 ANNUAL TEACHING PLAN: ACCOUNTING GRADE 12 (TERM 1)

TERM 1 52 DAYS	WEEK 1 3 days 15-17 January	WEEK 2 5 days 20-24 January	WEEK 3 5 days 27 -31 Jan	WEEK 4 5 days 03-07 Feb	WEEK 5 5 days 10-14 Feb	WEEK 6 5 days 17-21 Feb	WEEK 7 5 days 24 -28 Feb	WEEK 8 5 days 3-7 March	WEEK 9 5 days 10-14 March	WEEK 10 4 days 17-20 March	WEEK 11 5 days 24-28 March
Date Completed											
Term Curriculum Coverage%	6	17	28	39	50	61	72	83	100		
Year Curriculum Coverage%	2	7	11	16	20	24	29	33	40		
Minimum number of activities	2	4	4	4	4	4	4	4	4	34 Minimum (Give more activities on topics/sub questions poorly performed in 2024 NSC Exam as per diagnostic report)	
CAPS TOPIC	COMPANIES: UNIQUE TRANSACTIONS <i>(Close corporations: Not assessed)</i>		COMPANIES: FINAL ACCOUNTS, FINANCIAL STATEMENTS Statement of comprehensive income, statement of financial position, cash flow statement and audit report				COMPANIES: ANALYSIS AND INTERPRETATION			ASSESSMENT: CONTROLLED TEST	
CORE CONCEPTS, SKILLS AND VALUES	<ul style="list-style-type: none"> <li>Define and explain accounting concepts unique to companies:</li> <li>Companies – public and private, Companies (Act 71 of 2008), Registrar of companies/CIPRO – Registration certificate, MOI, income tax/provisional income tax, dividends, shares, earnings, shareholders, limited liability, separation of ownership from control, Directors, auditors, retained income, authorised and issued share capital, JSE</li> <li>Define/explain International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Practice (GAAP), <i>Application of IFRS and GAAP</i></li> <li>Define/explain of the specific GAAP principles: Historical cost, prudence, materiality, business entity rule, going concern, matching</li> <li>Accounting cycle for a company: Journals, ledger accounts, trial balance</li> <li>Transactions include: Issuing of shares at issue price (NO par value and share premium), buying back of shares, loans and interest (note: Interest on mortgage loan is capitalised), income tax, dividends, directors' fees, audit fees</li> </ul>		<ul style="list-style-type: none"> <li>Prepare final accounts and detailed financial statements of a company taking into account year-end adjustments</li> <li>Year-end adjustments: Trading stock deficit/surplus, consumable stores on hand, depreciation (on cost and diminishing balance), bad debts, bad debts recovered (incl. insolvent estate), correction of errors/omissions, accrued income (receivable), income received in advance (deferred), prepaid expenses, accrued expenses (payable), provision for bad debts, adjustments related to income tax, adjustments related to the payment and declaration of dividends</li> <li>Final accounts: Trading account, profit and loss account, appropriation account, reversal of certain adjustments, i.e. accruals, income received in advance and prepaid expenses</li> <li>Financial statements and notes: Income statement (statement of comprehensive income), balance sheet (statement of financial position), cash flow statement</li> <li>Analysis and indication of the effect of transactions on the accounting equation of a company, all transactions affecting a company up to financial statements <i>Integration of reporting and control of fixed assets, ethical considerations, internal auditing and control relating to companies, roles of shareholders and directors, manipulation of share prices, corporate governance, etc.</i></li> </ul>				<ul style="list-style-type: none"> <li>Analysis and interpretation of income statement, balance sheet and notes • <b>Revise</b> the following financial indicators: Gross profit on sales, gross profit on cost of sales, net profit on sales, operating expenses on sales, operating profit on sales Current ratio, acid test ratio, stock turnover rate, stock holding period, average debtors' collection period, average creditors' payment period, solvency ratio, debt-equity ratio</li> <li><b>Introduce and cover</b> the following financial indicators: Return on shareholders' equity (ROSHE), return on total capital employed (ROTCE), net asset value per share (NAV), dividends per share (DPS), earnings per share (EPS), dividend payout rate Analysis of published financial statements and annual reports consisting of: Directors' report, independent auditors' report, abridged income statement, balance sheet, cash flow statement, together with additional information relating to governance and the company's activities</li> </ul>				
	Integrate internal control, corporate governance and ethics with all the topics										
REQUISITE PRE-KNOWLEDGE	Background knowledge (basic) on: - Companies Act 71 of 2008 - Shares and trading procedures on the JSE MOI (see memorandum-of-incorporation)		Basic background aspects unique to public companies as a form of ownership (collaborate with Business studies teacher) Revise Gr 10 and 11 content for year-end adjustment, final accounts and financial statements Background knowledge on the purpose of cash flow statement				Revise financial indicators from Gr 10 and 11 Background knowledge on trading processes and share price determination on JSE to be able to compare it to NAV				



		Basic knowledge of the content of King Code III ( <i>ethical corporate management</i> ), roles of SAICA's and SAIPA's professional codes of conduct and the consequences of non-compliance		
<b>RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING</b>	Past test/exam papers Past NSC exam questions Gr 12 revision material Mind the Gap Companies Act 71 of 2008	Templates/work sheets for ledger accounts, final accounts and financial statements Past test/exam papers and/or NSC (Gr 12) exam questions on companies at <a href="#">DBE Exams</a> Mind the Gap Background information on audit processes: <a href="http://www.wikiaccounting.com/audit-procedures-meaning-example-prepare">www.wikiaccounting.com/audit-procedures-meaning-example-prepare</a>	Published financial statements (recent, not older than 2 years) Various e-learning resources and platforms Lessons on companies broadcast on radio stations and TV channels	
<b>INFORMAL ASSESSMENT</b>	Short tests Quizzes on company concepts	Short tests on the formats of financial statements and consolidation of cash flow statement format and calculations	Informal tests on the formulae and calculations of all the indicators	
<b>SBA (FORMAL ASSESSMENT)</b>	<b>Written report</b> Discuss task and assessment instrument before learners attempt it Complete in class	<b>TASK 1: WRITTEN REPORT</b> (50 marks)	Prepare for a control test	<b>TASK 2: CONTROL TEST 1</b> (100 marks, 1. 1/2 hours) term 1 content



2025 ANNUAL TEACHING PLAN: ACCOUNTING GRADE 12 (TERM 2)

TERM 2 50 DAYS	WEEK 1 4 days 8-11 April	WEEK 2 4 days 14-17 April	WEEK 3 4 days 22-25 April	WEEK 4 0 days 28 April- 2 May	WEEK 5 5 days 5-9 May	WEEK 6 5 days 12-16 May	WEEK 7 5 days 19 -23 May	WEEK 8 5 days 26 -30 May	WEEK 9 5 days 2-6 June	WEEK 10 5 days 9-13 June	WEEK 11 4 days 17-20 June	WEEK 12 4 days 24-27 June										
<b>Date Completed</b>																						
<b>Term Curriculum Coverage%</b>	9	21	30		42	53	64	78	100													
<b>Year Curriculum Coverage%</b>	43	48	51		56	59	63	68	77													
<b>Minimum number of activities</b>	3	3	3	4	4	4	4	4	4	33 MINIMUM (Give more activities on topics/sub questions poorly performed in 2024 NSC Exam as per diagnostic report)												
<b>CAPS TOPIC</b>	<b>INVENTORY VALUATION</b>		<b>FIXED ASSETS, INTERNAL CONTROL</b>		<b>COST ACCOUNTING</b>			<b>RECONCILIATIONS</b>		<b>ASSESSMENT: JUNE EXAMINATION</b>												
<b>CORE CONCEPTS, SKILLS AND VALUES</b>	<ul style="list-style-type: none"> <li>Validation, valuation and calculation of inventories of businesses using the perpetual and periodic inventory systems: Specific identification (of cost price per unit), first in, first out (fifo), weighted average</li> <li>Integration of GAAP principles, ethical issues, internal audit and control processes relating to inventories</li> </ul>		<p><b>Interpretation and reporting on movement of assets:</b></p> <ul style="list-style-type: none"> <li>Age of assets, replacement rate, lifespan of assets</li> <li>Integrate GAAP principles and ethical issues</li> </ul> <p><b>Application of internal control and internal audit processes:</b></p> <ul style="list-style-type: none"> <li>Means of gathering audit evidence, basis for gathering audit samples, basic sampling techniques, internal audit reports, accountable management of resources</li> <li>Understand the difference between roles of internal and external auditors</li> </ul> <p>Integration of internal control and auditing</p>		<ul style="list-style-type: none"> <li>Definition and explanation of accounting concepts unique to a manufacturing business</li> <li>Preparation, presentation, analysis, interpretation and reporting on cost information for manufacturing businesses:</li> </ul> <p><b>Preparation</b> of a production cost statement with notes for manufacturing costs, an abridged income statement with notes for administration cost and selling &amp; distribution cost</p> <p><b>Calculations</b> of gross profit on finished goods sold, variable and fixed costs, the cost of a product using variable and fixed costs, cost per unit, breakeven point, total cost of production</p> <p>Integration of ethical issues relating to manufacturing: Product quality, product age, raw materials, support for local products, price fixing, theft, fraud, etc. Integration of internal audit and control processes relating to manufacturing</p>			<ul style="list-style-type: none"> <li>Analysis and interpretation of bank, debtors', and creditors' reconciliations:</li> </ul> <ul style="list-style-type: none"> <li>Reconcile creditors' statements with creditors ledger accounts</li> <li>Reconcile debtors lists and creditors lists with control accounts</li> <li>Analyse and interpret debtors' age analysis</li> <li>Analyse and interpret bank statements and bank reconciliation statements</li> </ul> <p>Integration of ethical, internal audit and control issues relating to cash, debtors and creditors, e.g. payment periods, interest, credit rating, fraud, etc.</p>		<table border="1"> <thead> <tr> <th>PAPER 1</th> <th>PAPER 2</th> </tr> </thead> <tbody> <tr> <td>150 marks - 2 hours</td> <td>150 marks - 2 hours</td> </tr> <tr> <td><b>Topics:</b> Discipline 1: Financial reporting &amp; evaluation (see 2021 exam guidelines)</td> <td><b>Topics:</b> Discipline 2: Managerial accounting, internal auditing and control (see 2021 exam guidelines)</td> </tr> <tr> <td>Provide an answer book with answer sheets for each question/sub-question with the correct templates for financial statements</td> <td>Provide an answer book with answer sheets for each question/sub-question with the correct templates</td> </tr> <tr> <td>Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)</td> <td>Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)</td> </tr> </tbody> </table>			PAPER 1	PAPER 2	150 marks - 2 hours	150 marks - 2 hours	<b>Topics:</b> Discipline 1: Financial reporting & evaluation (see 2021 exam guidelines)	<b>Topics:</b> Discipline 2: Managerial accounting, internal auditing and control (see 2021 exam guidelines)	Provide an answer book with answer sheets for each question/sub-question with the correct templates for financial statements	Provide an answer book with answer sheets for each question/sub-question with the correct templates	Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)	Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)
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<b>Integrate internal control and ethics with all the topics</b>																						
<b>REQUISITE PRE-KNOWLEDGE</b>	Revise Gr 11 content on inventory management Revise appropriate financial indicators relating to inventories Revise Gr 10 and 11 GAAP principles and ethics		Revise Gr 11 content on fixed assets Background knowledge on audit processes for fixed assets Background information on internal audit (general) at <a href="http://www.wikiaccounting.com/audit-procedures-meaningexample-prepare">www.wikiaccounting.com/audit-procedures-meaningexample-prepare</a>		Revise Gr 10 and 11 content, accounts and calculations on manufacturing			Revise Gr 10 and 11 content on reconciliations Revise ethical and internal control aspects on cash, debtors and creditors covered in Gr 10 and 11														

**Cognitive Levels**

30% (45 marks): Basic thinking skills  
40% (60 marks): Moderately high thinking skills  
30% (45 marks): Higher-order thinking skills  
[10% -15% Problem solving type questions]

**Levels of difficulty**



<b>RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING</b>	Past exam questions on inventory valuation, ethics, control and internal auditing processes for stock (DBE Exams) Gr 12 Revision material and/or e-learning resources or platforms Mind the Gap Radio and TV broadcast-lessons	Templates (work sheets) for the correct formats of asset disposal account and fixed asset note Past NSC papers at DBE Exams Gr 12 revision material Mind the Gap	Past test/exam paper questions on manufacturing, ethics, control and internal auditing Gr 12 revision material and/or e-learning resources or platforms Mind the Gap Radio and TV broadcast-lessons	Past exam questions on reconciliations, ethics and control of cash, debtors and creditors (DBE Exams) Gr 12 revision material Mind the Gap	<b>30% Easy</b> <b>40% Moderate</b> <b>30% Difficult</b> Each question should be scaffolded to include sub-questions from all three cognitive levels and levels of difficulty
<b>INFORMAL ASSESSMENT</b>	Short scenarios and informal tests to consolidate calculations of final stock values, gross profit, cost of sales and wastage	Consolidation of formats of asset disposal account and fixed assets note Short scenarios on internal control and internal audit processes and ethics	Short tests on the format of the PCS and cost calculations, e.g. the breakeven point Short scenarios to illustrate the meaning of breakeven point vs actual quantities manufactured	Short tests on the format of bank reconciliation process, reconciliation of creditors and debtors lists to control accounts, reconciliation of creditor's statement to account in creditors ledger, and age-analysis	
<b>SBA (FORMAL ASSESSMENT)</b>	Discuss task + assessment instrument (rubric/memo) before learners attempt the task Complete in class	<b>TASK 3: RESEARCH PROJECT (100 marks)</b> <b>Published financial statements AND external audit reports</b>		Prepare for Controlled test/June examination	<b>TASK 4: CONTROLLED TEST OR JUNE EXAMINATION</b> <b>Controlled test 150 marks, 2 hours / June exam 150 x 2 papers = 300 marks, 2 hours each</b>



2025 ANNUAL TEACHING PLAN: ACCOUNTING GRADE 12 (TERM 3)

TERM 3 53 days	WEEK 1 4 days 22 – 25 July	WEEK 2 5 days 28 Jul -1 Aug	WEEK 3 5 days 4-8 August	WEEK 4 5 days 11-15 August	WEEK 5 5 days 18-22 August	WEEK 6 5 days 25- 29 August	WEEK 7 5 days 1 - 5 Sept	WEEK 8 5 days 8 - 12 Sept	WEEK 9 5 days 15-19 Sept	WEEK 10 4 days 22-26 Sept	WEEK 11 5 days 29 Sep – 3 Oct										
<b>Date Completed</b>																					
<b>Term Curriculum Coverage%</b>	14	33	52	62	81	100															
<b>Year Curriculum Coverage%</b>	80	84	89	91	98	100															
<b>Minimum number of activities</b>	3	4	4	4	4	4	4	4	31 MINIMUM Give more activities on topics/sub questions poorly performed in 2024 NSC Exam as per diagnostic report)												
<b>CAPS TOPIC</b>	VAT		Budgeting				Revision		TRIAL EXAMINATION (Two papers on two different days)												
<b>CORE CONCEPTS, SKILLS AND VALUES</b>	<ul style="list-style-type: none"> <li>● VAT calculations (grade 11)</li> <li>● Calculate the amount payable to or receivable from SARS (SA Revenue Services)</li> <li>● Completion of the VAT control ledger account as an additional method to calculate the amount payable or receivable</li> </ul> <i>Integration of ethical issues, internal audit and control processes</i>		<ul style="list-style-type: none"> <li>● Prepare and present a projected income statement (statement of comprehensive income) with projected revenue and expenditure (Grade 11 content)</li> <li>● Emphasis the differences between a projected income statement and cash budgets</li> <li>● Analysis, interpretation and comparison of projected income statements for sole traders or companies</li> <li>● Projected income statement (statement of comprehensive income) depicting sales, cost of sales, expenses, income, profits</li> <li>● Analysis, interpretation and comparison of cash budgets for sole traders or companies</li> <li>● Cash budgets indicating receipts, payments, debtors' collection, creditors' payment, cash balances</li> </ul> <i>Integration of ethical issues relating to budgeting and projections Integration of internal audit and control processes relating to budget and projections by comparing budgeted to actual figures</i>						<table border="1"> <thead> <tr> <th>PAPER 1</th> <th>PAPER 2</th> </tr> </thead> <tbody> <tr> <td>150 marks - 2 hours</td> <td>150 marks - 2 hours</td> </tr> <tr> <td><b>Topics:</b> Discipline 1: Financial reporting &amp; evaluation (see 2021 exam guidelines)</td> <td><b>Topics:</b> Discipline 2: Managerial accounting, internal auditing and control (see 2021 exam guidelines)</td> </tr> <tr> <td>Provide an answer book with answer sheets for each question/sub-question with the correct templates for financial statements</td> <td>Provide an answer book with answer sheets for each question/sub-question with the correct templates</td> </tr> <tr> <td>Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)</td> <td>Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)</td> </tr> </tbody> </table>			PAPER 1	PAPER 2	150 marks - 2 hours	150 marks - 2 hours	<b>Topics:</b> Discipline 1: Financial reporting & evaluation (see 2021 exam guidelines)	<b>Topics:</b> Discipline 2: Managerial accounting, internal auditing and control (see 2021 exam guidelines)	Provide an answer book with answer sheets for each question/sub-question with the correct templates for financial statements	Provide an answer book with answer sheets for each question/sub-question with the correct templates	Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)	Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)
	PAPER 1	PAPER 2																			
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<b>Topics:</b> Discipline 1: Financial reporting & evaluation (see 2021 exam guidelines)	<b>Topics:</b> Discipline 2: Managerial accounting, internal auditing and control (see 2021 exam guidelines)																				
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Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)	Provide Gr 12 formula sheets (refer to the 2020 national exemplar paper)																				
<b>Integrate internal control and ethics with all the topics</b>																					
<b>REQUISITE PRE-KNOWLEDGE</b>	Revise Gr 10 and 11 content, ethical and internal control concepts		Revise Gr 10 content relevant to budgets and projections Understand budgeted vs actual figures to comment on budgets as planning/forecasting tools				Revise ALL the topics covered in Gr 12 and prior knowledge from Gr 10 and 11 applicable to Gr 12 content		<b>Cognitive Levels</b> <b>30%</b> (45 marks): Basic thinking skills <b>40%</b> (60 marks): Moderately high thinking skills <b>30%</b> (45 marks): Higher-order thinking skills [10% -15% Problem solving type questions] <b>Levels of difficulty</b> <b>30%</b> Easy <b>40%</b> Moderate <b>30%</b> Difficult												
<b>RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING</b>	Past exam questions on VAT Gr 12 revision material Past NSC exam papers Mind the Gap		Past exam questions on budgeting, ethics, control and internal auditing (DBE Exams) Gr 12 Revision material and/or e-learning resources or platforms Mind the Gap Radio and TV broadcast-lessons				Gr 12 revision material Past NSC exam papers (DBE Exams) Mind the Gap														
			Quizzes on the budget calculations																		



<b>INFORMAL ASSESSMENT</b>	Short tests on calculation of the amount payable to/receivable from SARS	Short scenarios on the application and use of budgets as a planning/forecasting tool in businesses		Each question should be scaffolded to include sub-questions from all three cognitive levels and levels of difficulty
<b>SBA (FORMAL ASSESSMENT)</b>	Discuss task + assessment instrument (rubric/memo) before learners attempt the task Complete in class	<b>TASK 5: CASE STUDY</b> Budgeting or any term 3 topic(s) (50 marks)	Prepare for trial exam	<b>TASK 6: TRIAL EXAM</b> (150 x 2 papers = 300 marks, 2 hours each), <b>ALL TOPICS</b>



**ACCOUNTING: GRADE 12 (TERM 4)**

TERM 4 43 days	WEEK 1 5 days 13-17 October	WEEK 2 5 days 20-24 October	WEEK 3 5 days 27-31 October	WEEK 4 5 days 3-7 November	WEEK 5 5 days 10-14 November	WEEK 6 5 days 17-21 November	WEEK 7 5 days 24-28 November	WEEK 8 5 days 1-5 Dec	WEEK 9 3 days 8-10 Dec	
<b>CAPS TOPIC</b>	Revision of ALL CAPS topics		<b>2025 FINAL NCS EXAM</b> (TWO PAPERS on different days) [150 x 2 = 300 marks] Formulae sheets will be provided					<b>PLANNING FOR 2026</b>		

**ACCOUNTING – Reporting and Promotion Requirements for Grades 12**

**1.3 Grade 12 Programme of formal assessment**

TERM	Task	Minimum Mark allocation	Term weighting	Final SBA, Final Controlled Test Weighting	SASAMS SBA WEIGHTINGS	% of Promotion Mark
1	Written Report	50	25	10	10	25
	Controlled Test 1	100	75	10	10	
2	Project	100	25	20	20	
	June examinations 2 papers of 150 marks for 2 hours per paper	150 x 2 = 300	75	25	25	
3	Case Study	50	25	10	10	
	Preparatory Examination. 2 papers 150 marks each for 2 hours per paper	150 x 2 = 300	75	25	25	
4	Final Examination: 2 papers 150 marks each for 2 hours per paper	150 x 2 = 300	-	-	-	75
FINAL				75	25	100

**Grades 12 - Calculation of Final Mark**

Type of assessment	Administered	Marks	Weighting
SBA	Internal	100	25%
Final Examination Paper 1	External	150	75%
Final Examination Paper 2	External	150	