



# BUSINESS STUDIES

## GRADE 10

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### ANNUAL TEACHING PLAN (ATP)

2026



To all Grade 10 Teachers

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 JUNE PAPER WILL BE AS FOLLOWS:

BUSINESS STUDIES GRADES 10 JUNE PAPER 1 & 2

JUNE EXAMINATION AND THE END-OF-YEAR EXAMINATIONS

Grade 10	Topics
Paper 1	MAIN TOPIC 1: BUSINESS ENVIRONMENTS MAIN TOPIC 4: BUSINESS OPERATIONS
Paper 2	MAIN TOPIC 2: BUSINESS VENTURES MAIN TOPIC 3: BUSINESS ROLES

Subtopics to be covered in terms ONE & TWO: THE CONTENTS WILL BE EXACTLY AS IT IS STIPULATED PER MAIN TOPIC AND SUB-TOPIC AS PER THE CAPS FOR BUSINESS STUDIES.

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Your lesson preparation is a supporting document to:

- enable you to know which topics will be in Papers 1 and Paper 2.
- The 2026 ATP remains the same as in the CAPS for business studies
- with the difference that you must ensure that you know which contents learners must study for the June question paper as well as
- which topics and contents per paper 1 and paper 2

PLEASE NOTE: The Controlled Test 1 will be covering the work as covered per the ATP and will NOT BE SPLIT FORMAT OF THE FINAL YEAR-END EXAMINATION

BUSINESS STUDIES GRADE 10: Subtopics to be covered in term ONE and TWO:

REMEMBER: Subtopics to be covered in term ONE and TWO: THE CONTENTS WILL BE EXACTLY AS IT IS STIPULATED PER MAIN TOPIC AND SUB-TOPIC AS PER THE CAPS FOR BUSINESS STUDIES

Paper 1	TOPIC 1: Business Environments TOPIC 2: Business Operations
Sub-topics that must be covered in terms 1 and 2	<p>Business Environments</p> <ul style="list-style-type: none"><li>-Micro-environment</li><li>-Market environment</li><li>-Macro-environment</li><li>-Inter-relationships of micro, market, and macro environments</li><li>-Business sectors</li><li>-Contemporary socio-economic issues excluding piracy</li></ul> <p>Business Operations</p> <ul style="list-style-type: none"><li>-Eight business functions</li></ul> <p>Refer to page 13 of the CAPS document for sub-topics per business function to be covered:</p> <ul style="list-style-type: none"><li>• General management</li><li>• Administration</li><li>• Financing</li><li>• Purchasing</li><li>• Public Relations</li></ul> <p>-NOTE: The levels of general management and the tasks associated with each level; use this information to analyze management levels within the public or private organization</p> <p>-The importance of the functions within the business</p> <p>-The concept of quality</p> <p>-The correlation between management and the success of a business in achieving its objectives; strengths and weaknesses</p>

Paper 2	TOPIC 1: Business Ventures TOPIC 2: Business Roles
Sub-topics that must be covered in terms 1 & 2	Business Ventures Forms of ownership  Please Note: Contemporary Socio-economic issues will be set as part of Paper 2 for JUNE ONLY For the Oct/Nov final year-end paper, Contemporary socio-economic issues will remain part of Paper 1 as the Business Environments
	Business Roles Contemporary Socio-economic issues (JUNE) Social responsibility

**November Examination Paper 1 and Paper 2**

PAPER 1	PAPER 2	Marks
TIME: 2 HOURS	TIME: 2 HOURS	
MARKS 150	MARKS 150	
SECTION A COMPULSORY TYPES OF QUESTIONS: QUESTION 1.1 Multiple Choice Question 1.2 Matching item 1.3 Choose the correct word(s)	SECTION A COMPULSORY TYPES OF QUESTIONS: QUESTION 1.1. Multiple Choice Question 1.2. Matching item 1.3 Choose the correct word(s)	30 marks
Section B Question 2 Business Environments	Section B Question 2 Business Ventures	40 marks
Question 3 Business Operations	Question 3 Business Roles	40 marks
Question 4 Miscellaneous Question Business Environment and Business Operations	Question 4 Miscellaneous Question Business Ventures and Business Roles	40 marks 20 marks 20 marks
Section C Question 5: Business Environment Question 6: Business Operations	Section C Question 5: Business Ventures Question 6: Business Roles	40 marks

TERM	TASK DESCRIPTION	RAW TASK	TERM	SBA	PROMOTION
		TOTAL	WEIGHT	WEIGHT	MARK
			%	%	%
1	CASE STUDY	50	25	10	40
	CONTROLLED TEST	100	75	20	
2	PRESENTATION	50	25	10	60
	MID-YEAR EXAMINATION	200	75	20	
3	PROJECT	50	25	20	
	CONTROLLED TEST 2	100	75	20	
4	YEAR END- EXAMINATION: PAPER 1 AND PAPER 2 2 HOURS	150 X 2 =300	-	-	60
FINAL				100	

FIRST TERM (11 WEEKS/53 DAYS)									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 14-20 January 5 School days	MICRO-ENVIRONMENT	<ul style="list-style-type: none"> <li>• Meaning of the term micro-environment</li> <li>• Various components of the 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 leadership</li> <li>- Eight functions and activities of the business</li> </ul> </li> </ul>	3.6%	3.6	<p>Informal</p> <ul style="list-style-type: none"> <li>• Class activities</li> <li>• Home activities</li> </ul> <p>Formal</p> <ul style="list-style-type: none"> <li>• Case Study</li> <li>• Controlled test</li> </ul>	<ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			P1
Week 2 21-27 January 4 School days	MICRO-ENVIRONMENT	<ul style="list-style-type: none"> <li>• Various components of the micro (internal) business environment</li> <li>- Organisational culture</li> <li>- Business organisational structure</li> <li>• Purpose of the organisational culture</li> <li>• The purpose/importance of a business organisational structure with specific reference to an organogram</li> </ul>	3.6	7.2	<p>Informal</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>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			

FIRST TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 3 28 January -03 February 5 School days	BUSINESS FUNCTIONS	<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: <ul style="list-style-type: none"> <li>General management</li> </ul> </li> </ul>	3.6%	10.8%	Informal <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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P1
Week 4 04-10 February 5 School days	BUSINESS FUNCTIONS	The activities and importance/purpose of the following business: <ul style="list-style-type: none"> <li>- Administration</li> <li>- Financing</li> <li>- Public relations</li> <li>- Purchasing</li> </ul> Purchasing – include: <ul style="list-style-type: none"> <li>• NCA</li> <li>• CPA</li> <li>- Nature</li> <li>- Purpose</li> <li>- Rights</li> <li>- Responsibilities</li> <li>• Remedies</li> </ul>	3.6%	14.4%	Informal <ul style="list-style-type: none"> <li>Class activities</li> <li>Home activities</li> <li>Assignments</li> </ul>	<ul style="list-style-type: none"> <li>Textbooks</li> <li>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P1

Week 5 11-17 February 5 School days	CONCEPT OF QUALITY	<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>	3.6%	18%					P1
Week 6 18-24 February 5 School days	CONCEPT OF QUALITY	<ul style="list-style-type: none"> <li>• Quality indicators of the following business functions: <ul style="list-style-type: none"> <li>- Human Resources function</li> <li>- Administration function</li> <li>- Financial function</li> <li>- General management</li> </ul> </li> <li>• The correlation between management and the success of business in achieving its objectives, strengths, and weaknesses.</li> </ul>	3.6%	21.6%	<p>Informal</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>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			P1
Week 7 25- February 03 March 5 School days	MARKET ENVIRONMENT	<p>Meaning of the term market environment</p> <ul style="list-style-type: none"> <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>	3.6%	25.2%	<p>Informal</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>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			P1

Week 8 04-10 March 5 School days	MACRO ENVIRONMENT	<p>Meaning of the term macro-environment</p> <ul style="list-style-type: none"> <li>Practical examples of each component/feature of the macro environment</li> <li>The reason why each component/feature poses a challenge to businesses</li> </ul>	3.6%	28.8%	<p>Informal</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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P1
Week 9 11-17 March 5 Schools days	INTERRELATIONS BETWEEN THE ENVIRONMENTS	<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> <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>	3.6%	32.4%	<p>Informal</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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P1
Week 10 18-27 March 8 School days	Revision Formal: Case Study Controlled Test (100 marks)	<p>The Case Study must consists of FOUR topics: 2hrs as per Abridge Caps</p> <p>NOTE: Learners must be allowed to bring resources to classes to complete the case study. <b>It must be administered under controlled conditions</b></p>		32.4%	<p>Informal Assessment</p> <ul style="list-style-type: none"> <li>Class activities</li> <li>Home Activities</li> </ul> <p>Formal assessment</p> <p>Case Study Controlled Test 1</p>				

SECOND TERM (12 WEEKS/58 DAYS)									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 8-14 April 5 School days	BUSINESS SECTORS	<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>	3.6%	36%	<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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P1
Week 2 15-21 April 5 School days	BUSINESS SECTORS	<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 sectors</li> </ul>	3.6%	39.6%	<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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P1
Week 3 22-29 April 5 School days	CONTEMPORARY SOCIO-ECONOMIC ISSUES	<p>Meaning of socio-economic issues.</p> <ul style="list-style-type: none"> <li>Reasons why socio-economic issue pose a challenge to businesses</li> <li>Meaning of inequality and poverty</li> </ul>	3.6%	43.2%	<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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> </ul>			P1 (June)

		<ul style="list-style-type: none"> <li>Impact of inequality and poverty on businesses</li> <li>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>Magazine</li> <li>Other audio-visual media</li> </ul>			only) BUT P2 in OCT/NOV
<b>Week 4</b> <b>04-08 May</b> <b>5 School days</b>		<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>	<b>3.6%</b>	<b>46.8%</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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			
<b>Week 5</b> <b>11-15 May</b> <b>5 School days</b>	<b>SOCIAL RESPONSIBILITY</b>	<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 socio-economic issues</li> </ul>	<b>3.6%</b>	<b>50.4%</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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			<b>P2</b>
<b>Week 6</b> <b>18-22 May</b> <b>5 School days</b>	<b>FORMS OF OWNERSHIP</b>	<ul style="list-style-type: none"> <li>Sole proprietor</li> <li>Partnership</li> <li>Definition</li> </ul>	<b>3.6%</b>	<b>54%</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>Revised Notes</li> </ul>			<b>P2</b>

		<ul style="list-style-type: none"> <li>- Characteristics - Advantages</li> <li>- Disadvantages - Differences (comparison) between the forms of ownership           <ul style="list-style-type: none"> <li>• Non-profit company</li> <li>• Profit companies</li> <li>• Co-operatives</li> <li>- Definition</li> <li>- Characteristics</li> <li>- Advantages</li> <li>- Disadvantages - Differences (comparison) between the forms of ownership</li> </ul> </li> </ul>				<ul style="list-style-type: none"> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>		
<b>Week 7</b> <b>25-29 May</b> <b>5 School days</b>	<b>FORMS OF OWNERSHIP</b>	<ul style="list-style-type: none"> <li>Non-profit company           <ul style="list-style-type: none"> <li>• Profit companies</li> <li>• Co-operatives</li> <li>- Definition</li> <li>- Characteristics</li> <li>- Advantages</li> <li>- Disadvantages - Differences (comparison) between the forms of ownership</li> </ul> </li> </ul>	<b>3.6%</b>	<b>57.6%</b>	<b>Informal</b>	<ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>		<b>P2</b>
	<b>Presentation</b> <b>Content Focus:</b> Covering at least 4 topics as per the ATP of term 2 <b>Marks:</b> 50			<b>MID- YEAR EXAMINATON</b> <b>Content Focus:</b> Covering all topics completed as per the ATP of term 1 & 2 <b>Marks:</b> $150 \times 2 \text{ papers} = 300 \text{ marks}$ , 2 hours each paper				

THIRD TERM (10 WEEKS/47 DAYS)									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
<b>Week 1</b> <b>22-28 July</b> <b>5 School days</b>	CREATIVE THINKING & 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> <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>	3.6%	61.2%	<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>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			P2
<b>Week 2</b> <b>29 July – 4 August</b> <b>5 School days</b>	CREATIVE THINKING & PROBLEM SOLVING	<p>Problem solving cycle</p> <ul style="list-style-type: none"> <li>• Apply the problem-solving techniques to solve business problems:</li> <li>- Force-field analysis</li> <li>- Delphi technique</li> <li>- Nominal group technique -</li> </ul>	3.8%	65 %	<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>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> </ul>			P2

		<p>Brainstorming</p> <ul style="list-style-type: none"> <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>				<ul style="list-style-type: none"> <li>• Other audio-visual media</li> </ul>			
<b>Week 3</b> <b>05-12 August</b> <b>5 School days</b>	<b>BUSINESS OPPORTUNITY &amp; RELATED FACTORS</b>	<p>Difference between internal &amp; external market research</p> <ul style="list-style-type: none"> <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> <li>• Apply a SWOT analysis from given scenarios/case studies</li> </ul>	3.8%	68,8%	<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>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			P2
<b>Week 4</b> <b>13-19 August</b> <b>5 School days</b>	<b>BUSINESS OPPORTUNITY &amp; RELATED</b>	<ul style="list-style-type: none"> <li>• Difference between internal &amp; external market research</li> </ul>	3.8%	72,6%	<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>• Revised Notes</li> </ul>			P2

	FACTORS	<ul style="list-style-type: none"> <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> <li>• Apply a SWOT analysis from given scenarios/case studies</li> </ul>					<ul style="list-style-type: none"> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			
<b>Week 5</b> <b>20-26 August</b> <b>5 School days</b>	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:</li> <li>• Factors that must be considered when preparing for a verbal presentation</li> </ul>	3.6%	76,2%	<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>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			P2

THIRD TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
<b>Week 6</b> <b>27 August –</b> <b>2 September</b> <b>5 School days</b>	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/flyers/brochure</li> <li>-Flip charts</li> <li>-Interactive whiteboard/smart boards.</li> </ul> </li> <li>Posters/signs/banners/portable advertising stands/flags</li> <li>Explain the purpose of visual aids</li> <li>Design and layout of a presentation using different visual aids</li> </ul>	5%	81,2%	<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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P2
<b>Week 7</b> <b>03-09 September</b> <b>5 School days</b>	BUSINESS PLAN	<ul style="list-style-type: none"> <li>Importance of a business plan</li> <li>Challenges of the macro environment using PESTLE analysis</li> <li>Components of a business plan</li> </ul>	3.6%	84.8%	<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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> </ul>		P2	

		<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>			<ul style="list-style-type: none"> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>			
<b>Week 8</b> <b>10-16</b> <b>September</b> <b>5 School days</b>	<b>BUSINESS PLAN</b> 	<ul style="list-style-type: none"> <li>• Description of the business:             <ul style="list-style-type: none"> <li>The structure of the business (ownership)/relationship between the structure of the business and forms of ownership</li> <li>Different types of legal requirements of a business</li> <li>Compile a SWOT analysis for the envisaged business</li> <li>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>Competition</li> <li>Financial plan including a balance sheet</li> </ul> </li> </ul>	7.2 %	92%	<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>• Revised Notes</li> <li>• 2023 Exam guideline</li> <li>• Newspaper articles</li> <li>• Internet</li> <li>• Magazine</li> <li>• Other audio-visual media</li> </ul>		P2
<b>Week 9 &amp; 10</b> <b>17-23</b> <b>September</b> <b>9 School days</b>	Revision SBA Task Controlled Test 2	Term 3 content as per ATP						

FOUR TERM (10 WEEKS/47 DAYS)									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 06-12 October 5 School days	RELATIONSHIP & TEAM PERFORMANCE	<ul style="list-style-type: none"> <li>Factors that can influence these relationships (e.g., prejudice, beliefs, values and diversity)</li> <li>Understanding business objectives (e.g., profit, productivity, service) Interpersonal relationships in the workplace (e.g., different hierarchies, management levels, the importance of each individual in achieving business objectives)</li> <li>Personal beliefs and values and how they influence business relationships (e.g., prejudice, discrimination, equity, diversity)</li> </ul>	4%	96%	<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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P2



Week 2 13-19 October 5 School days		<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>	4%	100%	<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>Revised Notes</li> <li>2023 Exam guideline</li> <li>Newspaper articles</li> <li>Internet</li> <li>Magazine</li> <li>Other audio-visual media</li> </ul>			P2
Week 3 20-30 Revision 5 School days									
					<b>PAPER 1</b> <b>Time 2 hrs</b> <b>150 marks</b> <b>Section A [compulsory]</b> <b>Question 1:</b> MCQs, matching column & choose correct answer: Business environments & business operations: 30 marks <b>Section B [answer 2 questions]</b> <b>Question 2:</b> Business environments: 40 marks <b>Question 3:</b> Business Operations: 40 marks <b>Question 4:</b> Business Environments & Business Operations: 40 marks  <b>Section C [answer 1 question]</b> <b>Question 5:</b> Business Environments: 40 marks	<b>PAPER 2</b> <b>Time 2 hrs</b> <b>150 marks</b> <b>Section A [compulsory]</b> <b>Question 1:</b> MCQs, matching column & choose correct answer Business Ventures & Business Roles: 30 marks <b>Section B [answer 2 questions]</b> <b>Question 2:</b> Business Ventures: 40 marks <b>Question 3:</b> Business Roles: 40 marks <b>Question 4:</b> Business Ventures & roles: 40 marks  <b>Section C: [answer 1 question]</b> <b>Question 5:</b> Business Ventures: 40 marks			

			<p><b>Question 6: Business Operations: 40 marks</b> <b>Cognitive levels:</b> Lower order – 30%, Middle order – 50%, Higher order – 20% Complete: Assessment framework &amp; cognitive levels grid</p>	<p><b>Question 6: Business Roles: 40 marks</b> <b>Cognitive levels:</b> Lower order – 30%, Middle order – 50%, Higher order – 20% Complete: Assessment framework &amp; cognitive levels grid</p>
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