



BUSINESS STUDIES



ANNUAL TEACHING PLAN

(ATP)

2026

MANAGEMENT PLAN FOR BUSINESS STUDIES GRADE 12

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

PAPER	CONTENT	DURATION	TOTAL MARKS
PAPER 1	BUSINESS ENVIRONMENTS BUSINESS OPERATIONS	2 HOURS	150
PAPER 2	BUSINESS VENTURES BUSINESS ROLES	2 HOURS	150

TOPICS PER PAPER: MID-YEAR QUESTION PAPER

PAPER 1	BUSINESS ENVIRONMENT	BUSINESS OPERATIONS
SUB-TOPICS	<ul style="list-style-type: none"> - Impact of recent legislation on businesses - Business Strategies - Business sectors 	<ul style="list-style-type: none"> - Human Resources Function - Quality of performance

PAPER 2	BUSINESS VENTURES	BUSINESS ROLES
SUB-TOPICS	<ul style="list-style-type: none"> - Management and Leadership - Investment: Securities Insurance - Presentation and Data response - Forms of Ownership 	<ul style="list-style-type: none"> - Ethics and professionalism - Creative thinking and Problem solving - Social responsibility, Corporate social responsibility and Corporate social investment - Human rights, inclusivity and environmental issues - Team performance and conflict management

TOPICS PER PAPER: NOV/YEAR END EXAMINATION STRUCTURE OF THE QUESTION PAPER

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 1.1Multiple Choice Question 1.2Matching item 1.3Choose 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 Business Environment 20 marks BO Human Resources Function (10 marks) Quality of performance (10 marks)	Question 4 Miscellaneous Question Business Ventures and Business Roles	40 marks 20 marks BV 20 marks BR
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 TOTAL	TERM WEIGHT %	SBA WEIGHT %	PROMOTION MARK %
1	CASE STUDY	50	25	10	25
	CONTROLLED TEST	100	75	10	
2	PRESENTATION	50	25	10	25
	MID- YEAR EXAMINATION	300	75	25	
3	PROJECT	50	25	20	75
	PREPARATORY EXAMINATIONS	300	75	25	
4	FINAL EXAMINATIONS: PAPER 1 AND PAPER 2 2 HOURS	300			75
FINAL				100	100

WEEK	CAPS TOPIC	CONTENT	FIRST TERM						DATE COMPLETED	PAPER
			%	CUM %	ASSESSMENT	RESOURCES				
Week 1 14-20 January 5 School days	Impact of recent legislation on businesses	<ul style="list-style-type: none"> Skills Development Act Including the roles of SETAs in supporting this Act Labour Relations Act including the rights of the employers and employees according to this Act. 	4.7%	4.7%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Exam guidelines Newspaper articles Internet Magazine Other audio-visual media 			P1	
Week 2 21-28 January 5 School days	Impact of recent legislation on businesses	<ul style="list-style-type: none"> Employment Equity Act Basic Conditions of Employment Act including the provisions of the Act Compensation for Occupational Injuries and Diseases Act 	4.7%	9.4		<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 				
Week 3 29 January 04 February 5 School days	Impact of recent legislation on businesses	<ul style="list-style-type: none"> Broad-Based Black Economic Empowerment Act Differences between BEE and BBBEE Application of the FIVE pillars of BBBEE 	4.7%	14.1%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 			P1	
Week 4 05-11 February 5 School days	Impact of recent legislation on businesses	National Credit Act Consumer Protection Act including the rights of in terms of these Acts.	4.7%	18.8%		<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet 			P1	

WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 5 12-18 February 5 School days	Human Resource Function	RECAP (Examinable) CORRECT INFORMATION THAT DOES NOT PROGRESS TO GRADE 12. <ul style="list-style-type: none"> The relevant legislations and the following activities of the Human Resources Function: <ul style="list-style-type: none"> Recruitment Selection Employee contract Induction Placement 	4.7%	23.5%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P1
Week 6 19- 25 February 5 School days	Human Resource Function	<ul style="list-style-type: none"> Salary determination methods The link between salary determination methods and BCEA Fringe Benefits/Perks Implications of the LRA, BCEA., EEA and SDA 	4.7%	28.2%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P1

WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 7 26- February- 04 March 5 School days	Professionalism and Ethics	<ul style="list-style-type: none"> • Ethical behaviour • Examples of ethical and unethical behaviour • Professional behaviour • Examples of professional and unprofessional behaviour Application of THREE King Code principles • Ways in which professional, ethical, and effective business practices should be conducted. • Types of unethical & unprofessional business practices • Strategies to deal with types of unethical and unprofessional business practices 	4.7%	37.6%	Informal <ul style="list-style-type: none"> • Class activities • Home activities • Assignment 	<ul style="list-style-type: none"> • Textbooks • 2024 Revised notes • Textbooks • 2024 Revised notes • 2021 Examination Guidelines • Examination preparation bank • Newspaper articles • Internet • Magazine • Other audio-visual media • Topic test 		P2
WEEK	CAPS TOPIC	<ul style="list-style-type: none"> • CONTENT 	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 8 05-11 March 5 School days	Creative and Problem – Solving	<ul style="list-style-type: none"> • Problem- solving and Decision Making • Steps in problem solving • Application of the problem-solving techniques • The impact of FOUR problem-solving techniques. <ul style="list-style-type: none"> ◦ Delphi Technique ◦ Force Field analysis ◦ Brainstorming ◦ Nominal Group Technique • Ways businesses can create an environment that promotes creative thinking in the workplace. • Benefits/Advantages of creative thinking in the workplace. 	4.7%	42.3%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • 2024 Revised notes • 2021 Examination Guidelines • Examination preparation bank • Newspaper articles • Internet • Magazine • Other audio-visual media • Topic test 		P2

WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 9 12-18 March 5 School days	MACRO ENVIRONMENT: BUSINESS STRATEGIES MACRO ENVIRONMENT: BUSINESS STRATEGIES MACRO ENVIRONMENT: BUSINESS STRATEGIES	<ul style="list-style-type: none"> Application strategic management process to solve business related problems Application of the business industrial analysis tools such as : <ul style="list-style-type: none"> SWOT analysis for a particular business PORTER'S FIVE FORCES Model to analyse their position in the market. PESTLE analysis factors FOUR types of business strategies, e.g.: INTEGRATION STRATEGIES: <ul style="list-style-type: none"> Forward vertical integration Backward vertical integration Horizontal integration INTENSIVE STRATEGIES: <ul style="list-style-type: none"> Market penetration Market development Product development DIVERSIFICATION STRATEGIES: <ul style="list-style-type: none"> Concentric diversification Horizontal diversification Conglomerate diversification DEFENSIVE STRATEGIES: <ul style="list-style-type: none"> Retrenchment Divestiture Liquidation ADVANTAGES OF BUSINESS STRATEGIES <ul style="list-style-type: none"> Intensive strategy Diversification strategy 	4.7%	47%		<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P1
Week 10 20-27 March School Closes	Revision Formal Controlled Test 1	<p>Formal assessment: Controlled test 1 100 Marks Case Study Stanmorephysics.com under controlled conditions Include content on at least 4 topics</p>				Teacher and learner resource		P1

WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 1 08-10 April 3 school days	Business Sectors and their three Environments	<ul style="list-style-type: none"> Three types of business sectors Classification of challenges according to the THREE business environments The extent of control 	4.7%	55.7%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P1
Week 2 13-17 April 5 School days	Quality of performance	<ul style="list-style-type: none"> Meaning of quality concepts Differences of quality concepts Benefits of a good quality management system How quality of performance can contribute to the success and/or failure of each business function. Quality indicators of each business function Meaning of Total Quality Management (TQM) 	4.7%	60.4%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P1
Week 3 20-24 April 4 School days	Quality of performance	<ul style="list-style-type: none"> The impact of FIVE TQM elements on large businesses including the importance of quality circle and PDCA model. Ways in which TQM can reduce the cost of quality 			Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P1

WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 4 28 April -05 May 5 School days	Management and Leadership	<ul style="list-style-type: none"> Meaning of meaning and leadership Difference between management and leadership Difference between democratic and autocratic Application of the FIVE leadership styles 	4.7%	65.1%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P2
Week 5 06-08 May 3 School days	Management and Leadership	<ul style="list-style-type: none"> Impact of the FIVE leadership styles Theories of management and leadership, e.g. leaders and followers, situational leadership, transitional/ transformational leadership The role of personal attitude in success and leadership 			Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Topic test 		P2
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 6 11-15 May 5 School days	Investment: Securities	<ul style="list-style-type: none"> Functions of Johannesburg Securities Exchange (JSE) Factors to consider when making investment decisions Investment opportunities and their risk factor The impact of the FOUR forms of investment FOUR types of shares Differences between ordinary and preference shares 	4.7%	69.8%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P2

Week 7 20-22 May 2 School days	Investment: Securities	<ul style="list-style-type: none"> Meaning of investment of investment concepts Differences between Simple and compound interest Calculation of simple and compound interest Recommend the best investment option based on the calculations 			Formal <ul style="list-style-type: none"> Written presentation 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine 		P2
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 8 25-29 May 5 School days	Investment: Insurance Non-compulsory and compulsory insurance	<p>Non-compulsory</p> <ul style="list-style-type: none"> Meaning of non-compulsory insurance Meaning of insurance concepts: <ul style="list-style-type: none"> Over-insurance Under-insurance Average clause Reinstatement Excess Differences between over-insurance and under insurance. Differences between insurance and assurance. Give examples. Examples of short term and long-term insurance. Principles of insurance: <ul style="list-style-type: none"> Indemnification/Indemnity Security/Certainty Utmost good faith Insurable interest Advantages of insurance for businesses <p>Compulsory insurance</p> <p>Meaning of non-compulsory</p> <ul style="list-style-type: none"> Types of compulsory insurance Types of benefits paid by the UIF Differences between compulsory & non-compulsory 	4.7%	74.4%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P2

WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 9 01-05 June 5 School days	Team performance and Conflict management	<p>Team performance assessment</p> <p>Criteria for successful team performance:</p> <ul style="list-style-type: none"> • Interpersonal attitudes and behaviours • Shared values • Communication • Collaboration 	4.7%	79.9%		<ul style="list-style-type: none"> • Textbooks • 2024 Revised notes • 2021 Examination Guidelines • Examination preparation bank • Newspaper articles • Internet • Magazine 		P2
	Team performance and Conflict management	<p>• Five stages of team development</p> <p>• Importance of team dynamics theories</p> <p>Conflict resolution</p> <ul style="list-style-type: none"> • Causes of conflict • Conflict resolution techniques/steps • Dealing with grievances and difficult people • Differences between grievance and conflict • Dealing with types of difficult personalities: <ul style="list-style-type: none"> ○ Complainier ○ Indecisive ○ Over-agree ○ Negativity ○ Expert ○ Quiet ○ Aggressive • Dealing with difficult employees in the workplace 	4.7%	79.9%		<ul style="list-style-type: none"> • Textbooks • 2024 Revised notes • 2021 Examination Guidelines • Examination preparation bank • Newspaper articles • Internet • Magazine • Other audio-visual media • Topic test 	P2	
Week 10 08-26 June 8 School days	Revision Mid-Year Examination	<p>Revision of all topics covered during the first term.</p> <p>Task 2: Presentation</p> <p>Marks: 50</p> <p>Covering at least FOUR Term 2 subtopics as per ATP</p>			<p>Informal</p> <ul style="list-style-type: none"> • Class activities • Home activities 			

THIRD TERM								
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 1 21-23 July 3 School days	Human Rights, Inclusivity and Environmental	<ul style="list-style-type: none"> • Six human rights in the workplace: <ul style="list-style-type: none"> ○ Privacy ○ Dignity ○ Equity ○ Freedom of speech and expression ○ Information ○ Safety, security and protection of life • Dealing with SIX human rights in the workplace • Economic rights of employees in the workplace • Social rights of employees in the workplace • How businesses can be promoted in the workplace • Dealing with cultural rights in the workplace Diversity • Meaning of diversity, the workplace • Dealing with SEVEN diversity issues in the workplace: <ul style="list-style-type: none"> ○ Poverty ○ Race ○ Gender ○ Language ○ Age ○ Culture/religion ○ Disability • Benefits of diversity in the workplace. 	4.7%	83.8%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • 2024 Revised notes • 2021 Examination Guidelines • Examination preparation bank • Newspaper articles • Internet • Magazine • Other audio-visual media • Topic test 		P2

WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 2 23-24 July 2 School days	Environmental factors	<ul style="list-style-type: none"> Responsibilities of employers and employees in promoting human health and safety in the workplace Roles of the health and safety representatives in protecting the workplace environment Strategies businesses may use to protect the environment and human health 	4.7%	88.5%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P2
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 3 27-28 July 3 School days	Social responsibility	<ul style="list-style-type: none"> Meaning of social responsibility Relationship/link between social responsibility and triple bottom line Ways in which a business project can contribute towards the community Identification of THREE socio-economic issues from scenarios/statements Ways in which businesses can deal with the THREE socio-economic issues Ways in which businesses can contribute time and effort in improving the well-being of employees and communities 	4.7%	88.5%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P2
Week 4 28-29 July 2 School days	Corporate social responsibility and Corporate social investment	<p>CSR</p> <ul style="list-style-type: none"> Meaning of CSR Purpose of CSR Components of CSR Impact of CSR on businesses and communities <p>CSI</p> <ul style="list-style-type: none"> Meaning of CSI Purpose of CSI CSI focus areas 	4.7%	88.5%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine 		

		<ul style="list-style-type: none"> Impact of CSI on businesses and communities Differences between CSR and CSI 				<ul style="list-style-type: none"> Other audio-visual media 		
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 5 30-31 July 2 School days	Presentation and data response	<p>PRESENTATION</p> <ul style="list-style-type: none"> Factors that must be considered before, during and after the presentation Responding to questions after a presentation in a non-aggressive and professional manner Areas of improvement in the next presentation <p>DATA RESPONSE</p> <ul style="list-style-type: none"> Designing a multimedia presentation Examples of non-verbal presentations Impact of each of the following visual aids: <ul style="list-style-type: none"> PowerPoint/Data projector Overhead projectors/Transparencies Handouts/flyers/brochures Flip charts Interactive whiteboard/Smart boards Posters/signs/banners/portable advertising stands/flags 	4.7%	97.2%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine Other audio-visual media 		P2
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED	PAPER
Week 6 03-07 August 5 School days	FORMS OF OWNERSHIP	<ul style="list-style-type: none"> Meaning of limited liability and unlimited liability Differences between limited and unlimited liability Characteristics of each form of ownership Impact of the different forms of ownership 	1.8%	100%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks 2024 Revised notes 2021 Examination Guidelines Examination preparation bank Newspaper articles Internet Magazine 		P2

	FORMS OF OWNERSHIP	<ul style="list-style-type: none"> How the following criteria could contribute to the success and/or failure of each form of ownership: <ul style="list-style-type: none"> Taxation Management Capital Division of profits Legislation/legal requirements 			<ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Other audio-visual media 		
Week 7 11-31 August 16 School days	Revision SBA TASK (Project)	<ul style="list-style-type: none"> Understanding the meaning of action verbs, analysis of scenarios/statements and methods of marking. 						
	Marks: 50 <ul style="list-style-type: none"> Covering at least FOUR Term 3 topics as per the ATP The project must be given to learners towards the end of the second term for submission during the third term. 							