



# BUSINESS STUDIES

GRADE 12

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"> <li>- Impact of recent legislation on businesses</li> <li>- Business Strategies</li> <li>- Business sectors</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resources Function</li> <li>- Quality of performance</li> </ul>

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

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 1.1 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 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	
	MID- YEAR EXAMINATION	300	75	25	
3	PROJECT	50	25	20	
	PREPARATORY EXAMINATIONS	300	75	25	
4	FINAL EXAMINATIONS: PAPER 1 AND PAPER 2 2 HOURS	300			75
FINAL				100	100



FIRST TERM

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

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

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



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



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

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

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



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



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

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

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

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