



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

CURRICULUM GRADE 10 -12 DIRECTORATE

NCS (CAPS) SUPPORT

BUSINESS STUDIES PAPER

GRADE 10

ANNUAL TEACHING PLAN

2026

NOTE:

AS PER NATIONAL CIRCULAR S11 OF 2017: THE SPLITTING THE BUSINESS STUDIES EXAMINATION QUESTION PAPER FROM ONE PAPER INTO TWO PAPERS FOR GRADES 10-12.

The BUSINESS STUDIES STRUCTURE FOR THE FINAL YEAR END EXAMINATION WILL BE AS FOLLOWS: PAPERS

Grade 10	Topics
Paper 1	MAIN TOPIC 1: Business Environment MAIN TOPIC 4: Business Operations
Paper 2	MAIN TOPIC 2: Business Ventures MAIN TOPIC 3: Business Roles

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCE S	DATE COMPLETED
TERM 1							
Week 1 14-16 Jan (3 days)	Micro environment	<ul style="list-style-type: none"> • Meaning of the term micro environment. • Various components of micro (internal) business environment <ul style="list-style-type: none"> - vision/mission statement, goals and objectives - organisational resources - management and leaders - Eight <p>Functions and activities of the business</p>	11%	4%	Informal -Classwork activities -Homework activities	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 2 19-23 Jan (5 days)	Micro environment	<ul style="list-style-type: none"> • Various components of micro (internal) business environment <ul style="list-style-type: none"> - organisational culture - Business organisational structure • Purpose of organisational culture • The purpose/ importance of a business organisational structure with specific reference to an organogram 	22%	8%	Informal ●Classwork activities ●Homework activities	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCE S	DATE COMPLETED
Week 3 26-30 Jan (5 days)	Business Functions	<ul style="list-style-type: none"> Recap the eight business functions Differences between Leadership and management. The activities and importance/purpose of the following business functions <ul style="list-style-type: none"> General Management 	33%	12%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

Week 4 02-06 Feb (5 days)	Business Functions	<ul style="list-style-type: none"> The activities and importance/purpose of the following business functions: <ul style="list-style-type: none"> Administration Financing - Public Relations Purchasing Purchasing - Include: <ul style="list-style-type: none"> NCA CPA <ul style="list-style-type: none"> Nature Purpose Rights Responsibilities Remedies 	44%	16%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
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Week 5 09-13 Feb (5 days)	Concept of quality	<ul style="list-style-type: none"> • Meaning of quality, quality control and quality assurance. • Difference between quality control and quality assurance. • Importance of quality for businesses 	55%	20%	Informal <ul style="list-style-type: none"> ● Classwork activities ● Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 6 16-20 Feb (5 days)	Concept of Quality	<ul style="list-style-type: none"> ▯ Quality indicators of the business function. <ul style="list-style-type: none"> - Human Resources - Administration - Financial function 	66%	24%	Informal <ul style="list-style-type: none"> ● Classwork activities ● Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines	
		<ul style="list-style-type: none"> - General management ▯ The Correlation between management and the success of the business in achieving its objectives, strengths and weaknesses 				Other audio-visual media	

Week 7 23-27 Feb (5 days)	Market environment	<ul style="list-style-type: none"> • Meaning of the term market-environment. • Components of the market environment. • Reasons why competition poses a challenge to businesses. • Examples of other organisations/civil society. • Meaning of opportunities and threats in a business context and give practical examples of each. 	77%	28%	Informal ●Classwork activities ●Homework activities	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 8 02-06 March (5 days)	Macro Environment	<ul style="list-style-type: none"> • Meaning of the term macro-environment. • Practical examples of each component/feature of the macro environment. • The Reasons why each component/feature poses a challenge to businesses. 	88%	32%	Informal ●Classwork activities ●Homework activities	Textbooks Newspaper articles Internet Magazines Other audiovisual media	
SBA (FORMAL ASSESSMENT)	CASE STUDY	Case study Covering at least four sub-topics of Term 1 content			Formal □ Case Study		
Week 9 09– 13 March (5 days)	Interrelations hip between the environments	<ul style="list-style-type: none"> • The link/ relationship between the features/components of the micro-environment. • Interrelation between micro (internal) and market environments. 	100%	36%	Informal ●Classwork activities ●Homework activities	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines	

		<ul style="list-style-type: none"> Examples of the relationship between the business with consumer, suppliers, intermediaries, and competitors. Relationship between micro, market, and macro environments. 				Other audio-visual media	
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Week 10 16-20 March (4 days)	Revision	<i>Revision of all topics covered during the first term.</i>			Informal <ul style="list-style-type: none"> ●Classwork activities ●Homework activities 	Support material relevant for revision	
Week 11 23-27 March (5 days)	SBA TASK: CONTROLLED TEST	Content Focus: Covering all topics completed as per the ATP of term 1			Formal <ul style="list-style-type: none"> ▫ Controlled test 	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.	
	<p align="center">Formal: Controlled Test 1(100 Marks)</p> <p>NOTE: Learners must be allowed to bring resources to class to complete the case study. It must be administered under controlled conditions for TWO hours.</p>						

Week 1 08 -10 April (3 days)	Business sectors	<ul style="list-style-type: none"> • Meaning of the primary, secondary, and tertiary sectors & examples of each sector. • Relationship between these sectors. • Meaning of the terms formal and informal sectors. Give practical examples of each. • Importance of the formal and informal sector 	14%	40%	Informal <ul style="list-style-type: none"> •Classwork activities •Homework activities 	Textbooks 2023/4 Exam guidelines	
Week 2 13-17 April (5 days)	Business sectors	<ul style="list-style-type: none"> • Distinguish between the formal and informal sectors. • Meaning of the terms public and private sector. • Importance of the public and private sector • Distinguish between the public and private sector 	28%	44%	Informal <ul style="list-style-type: none"> •Classwork activities •Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 3 20-24 April (5 days)	Contemporary Socio- economic issues	<ul style="list-style-type: none"> • Meaning of socio-economic issues • Reasons why socio-economic issue pose a challenge to businesses • Meaning of 	42%	48%	Informal <ul style="list-style-type: none"> •Classwork activities •Homework activities Formal	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

		inequality and poverty. <ul style="list-style-type: none"> • Impact of inequality and poverty on businesses. □ Term “inclusivity” • Purpose of inclusivity in the workplace. • Unemployment and unproductive labour forces 			<ul style="list-style-type: none"> ●Written presentation 		
Week 4 28-30 April (3 days)	Contemporary Socio-economic issues	<ul style="list-style-type: none"> • Negative impact of HIV/Aids on businesses. • Different types of gambling and explain their impact on businesses • Meaning of counterfeiting /bootlegging/strikes /political disturbance & crime impact of the socio-economic issues on businesses 	56%	52%	Informal <ul style="list-style-type: none"> ●Classwork activities ●Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 5 04-08 May (5 days)	Social responsibility	<ul style="list-style-type: none"> ▪ Term “social responsibility” and give practical examples. ▪ Definition of Corporate Social Responsibility ▪ Recommend/Suggest initiatives businesses can take to address 	70%	56%	Informal <ul style="list-style-type: none"> ●Classwork activities ●Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
		socio-economic issues.					

Assessment	Presentation				Presentation		
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Week 6 11- 15 May (5 days)	Forms of ownership	<ul style="list-style-type: none"> • Sole Proprietor • Partnership <ul style="list-style-type: none"> - Definition - Characteristics, Advantages - Disadvantages - Differences (comparison) between the forms of ownership	84%	60%	Informal <ul style="list-style-type: none"> ● Classwork activities ● Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audiovisual media	
SBA (FORMAL ASSESSMENT)	PRESENTATION	Presentation Covering at least four sub-topics of Term 2 content			Formal Case Study		
Week 7 18 – 22 May (5 days)	Forms of ownership	<ul style="list-style-type: none"> • Non-Profit Company • Profit Companies • Co-cooperatives <ul style="list-style-type: none"> - Definition - Characteristics, Advantages, - Disadvantages - Differences (comparison) between the forms of ownership	100%	64%	Informal <ul style="list-style-type: none"> ● Classwork activities ● Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audiovisual media	
Week 8 -9) 25 May-05 June (10 days)	Revision						

TERM 3							
Week 1 21 - 24 July (4 days)	Creative thinking and problem solving	<ul style="list-style-type: none"> • Meaning of creative thinking. • Advantages/benefits of creative thinking in the workplace. • Use creative thinking to generate entrepreneurial opportunities. 	13%	68%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines	
Week 10 08-12 June (5 days)	SBA TASK: June Examination	Content Focus: Covering all topics completed as per the ATP of term 1&2			Formal June Examination	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.	
Week 11 -12 17 – 26 June (08 days)	SBA TASK: June Examination	Content Focus: Covering all topics completed as per the ATP of term 1&2			Formal June Examination	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.	
NOTE: Contemporary Socio-Economic Issues Will Be Assessed Under Business Role In June Examinations							

		<ul style="list-style-type: none"> • Businesses can use creative thinking to solve business problems. • Meaning of problem solving. • Differences between decision making and problem solving 				Other audio-visual media	
Week 2 27-31 July (5 days)	Creative thinking and problem solving	<ul style="list-style-type: none"> • Problem solving cycle. • Problem-solving techniques. • Apply the problem-solving techniques to solve business problems: <ul style="list-style-type: none"> - Force-field analysis - Delphi technique - Nominal group techniques - Brainstorming • Explain/Discuss how businesses can use mind mapping, brainstorming to identify innovative and entrepreneurial business opportunities. • Recommend/Suggest ways in which creative business opportunities can realistically be implemented. 	27%	72%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

Week 3 03-07 August (5 days)	Business opportunity and related factors	<ul style="list-style-type: none"> • Meaning of business opportunity and give practical examples. • Importance of assessing needs and desires in identifying a business opportunity. <ul style="list-style-type: none"> - Research instruments and data collection (e.g., questionnaires, interview structures) - Protocol of conducting research (consent, prior organisational appointments, introduction of basic ethics in research and in business opportunities) - Conduct market research and identify a business opportunity 	40%	76%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 4 11-14 August (4 days)	Business opportunity and related factors	<ul style="list-style-type: none"> • Difference between internal & external market research. • Definition of business opportunities (based on researched needs and desires) and strengths, weaknesses, opportunities and threats (SWOT) • SWOT analysis to determine a viable business venture • Identify a business opportunity based on the findings from compiling a SWOT analysis • Apply a SWOT analysis from given scenarios/case studies 	47%	80%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

Week 5 17 - 21 August (5 days)	Presentation of business information	<ul style="list-style-type: none"> • Accurate and concise verbal and non-verbal presentation • Presentation of business reports • Verbal presentations: <ul style="list-style-type: none"> - Factors that must be considered when preparing for a verbal presentation 	60%	84%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 6 24-28 August (5 days)	Presentation of business information	<ul style="list-style-type: none"> • Advise businesses on how to prepare for support materials for a presentation. • Definition of the different visual aids <ul style="list-style-type: none"> - PowerPoint/ Data projector/slides - Handouts/Fliers/Brochures - Flipchart - Interactive smartboard - Posters/signs/banners/ portable advertising stands/flags. • Explain the purpose of visual aids • Design and layout of a presentation using different visual aids 	73%	88%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 7 31 August-04 September (5 days)	Business Plan	<ul style="list-style-type: none"> • Importance of a business plan. • Challenges of the macro environment using PESTLE 	87%	92%	Informal <ul style="list-style-type: none"> • Classwork activities 	Textbooks 2023/4 Exam guidelines	

		<ul style="list-style-type: none"> analysis. <p>Components of a business plan.</p> <ul style="list-style-type: none"> • Executive summary. • Description of the business: <ul style="list-style-type: none"> - The long-term objective, mission and vision of the envisaged business - The product/service 			<ul style="list-style-type: none"> •Homework activities 	Newspaper articles Internet Magazines Other audio-visual media	
Week 8 07-11 September (5 days)	Business Plan	<ul style="list-style-type: none"> Description of the business: <ul style="list-style-type: none"> - The structure of the business (ownership)/relationship, between the structure of the business and forms of ownership - Different types of legal requirements of a business Compile a SWOT analysis for the envisaged business Marketing plan: <ul style="list-style-type: none"> - Market research - Marketing mix, the 7 Ps: Price, product, promotion, place, people, physical environment and process Competition Financial plan including a balance sheet 	100%	96%	Informal <ul style="list-style-type: none"> •Classwork activities •Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

Week 9 -10 14-23 September (8 days)	Revision SBA TASK: Controlled test	Content Focus: Covering all topics completed as per the ATP of term 3			Formal Controlled test	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.	
	Project (projects must be given to learners towards the end of the second term for submission during the third term) Content focus: Covering at least 4 topics as per the ATP of Term 3 Marks: 50						

TERM 4

Week 1 06-09 Oct (4 days)	Relationship and team performance	<ul style="list-style-type: none"> Factors that can influence team relationships (e.g. prejudice, beliefs, values and diversity) Understanding business objectives (e.g. profit, productivity, service) Interpersonal relationships in the workplace (e.g. different hierarchies, management levels, importance of each individual in achieve business objectives) Personal beliefs and values and how they influence relationships (e.g., prejudice, discrimination, equity, diversity) 	50%	98%	Informal <ul style="list-style-type: none"> ●Classwork activities ●Homework activities 	Textbooks Newspaper articles Internet Magazines Other audio-visual media	
Week 2 12-16 October (5 days)	Relationship and team performance	<ul style="list-style-type: none"> Criteria for successful and collaborative team performance in a business context Working in a team to accomplish business objectives 	100%	100%	Informal <ul style="list-style-type: none"> ●Classwork activities ●Homework activities 	Textbooks Newspaper articles Internet Magazines Other audio-visual media	
Week 3 19-23 October (5 days)	Revision exercises	<i>Revise ALL topics covered.</i>			Informal <ul style="list-style-type: none"> ●Class activities ●Home activities ●Class test 	<i>Relevant support materials for revision</i>	
Week 4 26 October - 09 Dec (28 days)	End-of-year examination						

It is compulsory to cover the content dealt with in a term.

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

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

Note: Project – term 2

► This project was given in term 2. Learners should complete the project for submission in term 3. ► The content dealt with in term 1 to 4 should be revised for the end of the year examination.