



CURRICULUM GRADE 10 -12 DIRECTORATE

NCS (CAPS)

BUSINESS STUDIES

GRADE 12

ANNUAL TEACHING PLAN

2026

MANAGEMENT PLAN FOR BUSINESS STUDIES GRADE 12

According to **Circular S33 of 2022** 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: NOV/OCT END OF THE YEAR PAPER

PAPER 1	BUSINESS ENVIRONMENTS	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 • Quality of performance

PAPER 2	BUSINESS VENTURES	BUSINESS ROLES
SUB-TOPICS	<ul style="list-style-type: none"> • Management & leadership • Investment: Securities • Investment: Insurance • Forms of ownership • Presentation and data response 	<ul style="list-style-type: none"> • Professionalism and ethics • Creative thinking and problem solving • Social responsibility, CSR & CSI • Human rights, inclusivity and environmental issues • Team performance and conflict management.

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
TERM 1							
Week 1 14 -16 JAN 3 days	Impact of recent legislation on business	<ul style="list-style-type: none"> • Skills Development Act including the role of SETAs in supporting this Act • Labour Relations Act including the rights of employers & employees according to this Act. 	16	6%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<ul style="list-style-type: none"> • Textbooks • 2021 exam guideline • Newspaper articles • Internet • Step Ahead • Revised DBE Notes 	



Week 2 19-23 JAN 5 days	Impact of recent legislation on business	<ul style="list-style-type: none"> • Employment Equity Act • Basic Conditions of Employment Act including the provisions of the Act • Compensation for Occupational Injuries & Diseases Act 	27	10%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<ul style="list-style-type: none"> • Textbooks • Revised DBE Notes • 2021 exam guideline • Newspaper articles • Magazines • Internet • Copies of the Acts 	
Week 3-4 26 JAN – 06 FEB 8 days	Impact of recent legislation on business	<ul style="list-style-type: none"> • Broad Based Black Economic Empowerment Act • Differences between BEE and BBBEE • Implications/application of the FIVE BBBEE pillars 	38%	14%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<ul style="list-style-type: none"> • Textbooks • Revised DBE Notes • 2021 exam guideline • Newspaper articles 	

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
		<ul style="list-style-type: none"> □ National Credit Act and Consumer Protection Act including the rights of consumers in terms of these Acts 				<ul style="list-style-type: none"> • Magazines • Internet • Copies of the Acts 	
Week 5 09 - 13 FEB 5 days	Human Resources Function	<ul style="list-style-type: none"> • Recruitment • Selection • Induction • Placement 	49%	18%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<ul style="list-style-type: none"> • Textbook • Revised DBE Notes • 2021 exam guideline • Newspaper articles • Magazines • Internet 	
Week 6 16- 20 FEB 5 days	Human Resources Function	<ul style="list-style-type: none"> • Salary • Determination Fringe • benefits/Perks Implications of the LRA/ BCEA/EEA/SDA on the human resources function 	59%	22%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<ul style="list-style-type: none"> • Textbooks • Revised DBE Notes • 2021 exam guideline • Newspaper articles • Magazines • Internet 	
Week 7 23 - 27 FEB 5 days	Professionalism & ethics	Ethical Behaviour <ul style="list-style-type: none"> • Examples of ethical & unethical behaviour Professional Behaviour <ul style="list-style-type: none"> • Examples of professional & unprofessional behaviour • Application of THREE 	70%	26%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<ul style="list-style-type: none"> • Textbooks • Study • Revised DBE Notes • 2021 exam guideline 	

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
		King Code principles <ul style="list-style-type: none"> Types of unethical & unprofessional business practices. Strategies to deal with types of unethical & unprofessional business practices 				<ul style="list-style-type: none"> Internet Magazines Business Code of Conduct Example of business policy King Code IV of Governance for SA 2018 	
Week 8 02 - 06 MARCH 5 days	Creative thinking and problem solving	<ul style="list-style-type: none"> Problem solving & Decision making Steps in Problem solving Application and the impact of FOUR problem-solving techniques. Application of creative thinking & advantages of creative thinking 	81%	30%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities Formal Case study	<ul style="list-style-type: none"> Textbooks Revised DBE Notes 2021 exam guideline Newspaper articles Internet Magazines Audiovisual media 	
Assessment	CASE STUDY & Controlled test 1	Case study and controlled test 1 must consist of FOUR topics: 2hrs			Case study & controlled test 1		
Week 9 09 – 13 MARCH 5 days	Macro environment: business strategies	<ul style="list-style-type: none"> Strategic management process to solve business related problems. Application of the industrial 	92%	34%	Informal <ul style="list-style-type: none"> Classwork activities 	<ul style="list-style-type: none"> Textbooks Revised DBE Notes 	

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
		analysis Tools: SWOT analysis			<input type="checkbox"/> Homework activities Formal: Controlled Test 1	<ul style="list-style-type: none"> • 2021 exam guideline • Newspaper articles • Internet Magazine • Audio-visual media 	
Week 10 16 - 20 MARCH 4 days	Macro environment: business strategies	<ul style="list-style-type: none"> • Application of the industrial Analysis Tools: Porter's Five forces model & PESTLE analysis. • Different types of business strategies to address business challenges • Advantages of each type of business strategy • Steps in strategy evaluation 	100%	37%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised DBE Notes • 2021 exam guideline • Newspaper articles • Internet Magazine • Audio-visual media 	
Week 11 23 - 27 MARCH 5 days	Formal: Controlled test 1						

TERM 2							
Week 1 08 -10 April 3 days	Business sectors & their environments	<input type="checkbox"/> Three types of business sectors <input type="checkbox"/> Classification of challenges according to the THREE business environments	9%	40 %	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles <input type="checkbox"/> Internet Magazines <input type="checkbox"/> Audiovisual media	
Week 2 13 -17 April 5 days	Quality of performance	<input type="checkbox"/> Quality concepts and differences <input type="checkbox"/> Benefits of a good quality management system <input type="checkbox"/> Contribution of quality of performance to the success and/or failure of each business function <input type="checkbox"/> Quality indicators of each business function Meaning of TQM Impact of FIVE TQM elements <input type="checkbox"/> on large businesses	17%	43%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles <input type="checkbox"/> Internet Magazines <input type="checkbox"/> Audiovisual media	

Week 3 20 - 24 April 5 days	Quality of performance	<ul style="list-style-type: none"> • Importance of quality circles • Application of a PDCA model • Impact of TQM if it is poorly implemented by businesses • Ways in which TQM can reduce the cost of quality 	26%	46%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles <input type="checkbox"/> Internet <input type="checkbox"/> Audiovisual media	
Week 4 28 – 30- April 3 days	Management & leadership	<ul style="list-style-type: none"> • Differences between management & leadership • Application of FIVE leadership styles • Impact of democratic and autocratic leadership styles 	34%	52%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles <input type="checkbox"/> Internet Magazine	
Week 5 04 - 08 May 5 days	Management and leadership	<ul style="list-style-type: none"> • Impact of leadership Styles: <ul style="list-style-type: none"> - Laissez-faire/Free Reign, - Charismatic & transactional • Leadership Theories • Role of personal attitude in success and leadership 	43%	55%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles <input type="checkbox"/> Internet Magazines <input type="checkbox"/> Audiovisual media	

Week 6 11 – 15 May 5 days	Investment: Securities	<ul style="list-style-type: none"> • Functions of the JSE Investment decisions factors □ Types of investment opportunities & risk factors of each • Impact of the FOUR forms of investment • Types of preference shares • Differences between ordinary & preference shares 	54%	59%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper article <input type="checkbox"/> Internet Magazines <input type="checkbox"/> Audiovisual media	
Week 7 18 - 22 May 5 days	Investment: Securities	<ul style="list-style-type: none"> • Meaning of FOUR Investment concepts: • Differences between Simple and Compound • Interest Calculations: <ul style="list-style-type: none"> ○ Simple and ○ Compound Interest • Recommend types/forms of investment based on the calculations 	66%	63%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper article <input type="checkbox"/> Internet Magazines <input type="checkbox"/> Audiovisual media	
Assessment	Presentation	Presentation & controlled test 2 must consist of FOUR topics covered in term 2			Presentation		
Week 8 25 – 29 May	Investment: Insurance	Non-Compulsory insurance <input type="checkbox"/> Meaning of non-compulsory	77%	67%	Informal <input type="checkbox"/> Classwork activities	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes	

5 days		<ul style="list-style-type: none"> • Meaning of FOUR insurance concepts, differences, and examples <ul style="list-style-type: none"> - Insurable & non insurable risk - Four principles of insurance - Calculations of the average clause • Advantages of insurance for businesses <p>Compulsory insurance</p> <ul style="list-style-type: none"> • Meaning of compulsory • Types of compulsory insurance • Types of benefits paid by the UIF • Differences between compulsory & noncompulsory 			<input type="checkbox"/> Homework activities	<input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper article <input type="checkbox"/> Internet Magazines	
Week 9 01– 05 June 5 days	Team Performance & Conflict Management	<p>Team performance assessment</p> <ul style="list-style-type: none"> • Four criteria & Characteristics for successful teams. • Five Stages of team development • Importance of team dynamics theories. Conflict resolution • Causes of conflict • Conflict resolution techniques/steps 	89%	71%	<p>Informal</p> <ul style="list-style-type: none"> • Class activities • Home activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper article <input type="checkbox"/> Internet Magazines	

Week 10 08 – 12 June 5 days	Team Performance & Conflict Management	Dealing with grievances and difficult people <ul style="list-style-type: none"> Differences between grievance & conflict Dealing with SIX types of difficult personalities. Dealing with difficult employees in the workplace 	100%	75%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper article <input type="checkbox"/> Internet Magazines	
Week 11 - 12 17 – 26 June 8 days	Revision/ Formal: Controlled test 2/June examination						
TERM 3							
Week 1 21 -24 July 4 days	Human Rights, Inclusivity & Environmental	<ul style="list-style-type: none"> Dealing with SIX human rights in the workplace Economic rights of employees in the workplace Social rights of employees in the workplace & how they can be promoted in the workplace. Dealing with cultural rights in the workplace. Diversity Meaning of diversity in the workplace. Dealing with Seven diversity issues in the workplace Benefits of diversity in the workplace 	12%	78%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles <input type="checkbox"/> Internet Magazines <input type="checkbox"/> Audiovisual aids	

Week 2 27 – 31 July 5 days	Environmental factors	<ul style="list-style-type: none"> Responsibilities of employers & 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 	28%	82%	Informal ○ Classwork activities ○ Homework activities	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles <input type="checkbox"/> Internet <input type="checkbox"/> Magazines	
Week 3 03 – 07 August 5 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 socioeconomic 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. 	44%	86%	Informal ○ Classwork activities ○ Homework activities	<input type="checkbox"/> Textbook <input type="checkbox"/> Revised DBE Notes <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper article <input type="checkbox"/> Internet <input type="checkbox"/> Magazines	
Week 4 11 – 14 August	Corporate Social	CSR <input type="checkbox"/> Meaning of CSR	52%	88%	Informal ○ Classwork activities	<input type="checkbox"/> Textbooks Chapter 15 notes	

4 days	Responsibility & Corporate Social Investment	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Differences between CSR and CSI. • Impact of CSI/CSR on businesses and communities 			<ul style="list-style-type: none"> ○ Homework activities 	<ul style="list-style-type: none"> □ 2021 exam guideline □ Newspaper article □ Internet □ Magazines 	
Week 5 17 - 21 August 5 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 nonaggressive 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/effectiveness of each visual aid. 	68%	92%	<p>Informal</p> <ul style="list-style-type: none"> ○ Classwork activities ○ Homework activities 	<ul style="list-style-type: none"> □ Textbooks □ Chapter 16 notes 2021 □ exam guideline □ Newspaper article □ Internet □ Magazines 	

Week 6 24 - 28 August 5 days	Forms of ownership	<ul style="list-style-type: none"> • Characteristics of each form of ownership • Meaning of limited liability and unlimited liability. • Impact) of the different forms of ownership. 	84%	96%	Informal ○ Classwork activities ○ Homework activities	<input type="checkbox"/> Textbooks <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles Internet Magazines <input type="checkbox"/> Copies of the New Company Act <input type="checkbox"/> Partnership Articles <input type="checkbox"/> SA constitution	
Week 7 31 Aug – 04 Sept 5 days	Forms of ownership	How the six criteria could contribute to the success and/or failure of each form of ownership	100%	100%	Informal ○ Classwork activities ○ Homework activities	<input type="checkbox"/> Textbooks <input type="checkbox"/> 2021 exam guideline <input type="checkbox"/> Newspaper articles Internet Magazines <input type="checkbox"/> Copies of the New Company Act <input type="checkbox"/> Partnership Articles <input type="checkbox"/> SA constitution <input type="checkbox"/>	
Week 8 07 – 11 September 5 days	ASSESSMENT : PROJECT CONSISTS OF FOUR TERM 3 TOPICS						

Week 9 and 10 14 -23 September		REVISION AND PRELIMINARY PAPER 1 AND 2 TOPICS	
		PRELIMINARY EXAMINATION	
TERM 4		End-of-year examination	
<p><i>It is compulsory to cover the content dealt with in a term.</i> Daily assessment is important to monitor teaching and learning Give learners at least one class/cycle test per month.</p>			