



education

Department of
Education
FREE STATE PROVINCE

PROVINCIAL ASSESSMENT

MARCH 2025

GRADE 12

CONTROLLED TEST

BUSINESS STUDIES

MARKS: 100

TIME: 1.5 HOURS

This paper consists of 8 pages.

INSTRUCTIONS AND INFORMATION

Read the following instructions carefully before answering the questions.

1. This question paper consists of THREE sections and covers THREE main topics according to the ATP.

SECTION A: COMPULSORY

SECTION B: Consists of THREE questions.

Answer any TWO of the three questions in this section.

SECTION C: Consists of TWO questions.

Answer any ONE of the two questions in this section.

2. Read the instructions for each question carefully and take note of what is required.

Note that ONLY the answers to the first TWO questions selected in SECTION B and the answers to the FIRST question selected in SECTION C will be marked.

3. Number the answers correctly according to the numbering system used in this question paper. NO marks will be awarded for answers that are numbered incorrectly.
4. Except where other instructions are given, answers must be written in full sentences.
5. Use the mark allocation and the nature of each question to determine the length and depth of an answer.
6. Use the table below as a guide for mark and time allocation when answering each question.

SECTION	QUESTION	MARKS	TIME GUIDE
A: Objective-type questions COMPULSORY	1	20	20 minutes
B: THREE direct/indirect-type questions CHOICE: Answer any TWO.	2	20	20minutes
	3	20	20minutes
	4	20	20minutes
C: TWO essay-type questions CHOICE: Answer any ONE	5	40	40 minutes
	6	40	30 minutes
TOTAL		100	90 minutes

7. Begin the answer to EACH question on a NEW page, e.g. QUESTION 1 – new page, QUESTION 2 – new page.
8. Write neatly and legibly.

SECTION A (COMPULSORY)

QUESTION 1

1.1 Various options are provided as answers to the following questions. Choose the answer and write only the letter (A–D) next to the question numbers (1.1.1 to 1.1.5) in the ANSWER BOOK, for example, 1.1.6 B.

1.1.1 Van Rensburg Traders is experiencing a high employee turnover. This is classified as a/an ... in the SWOT analysis.

- A threat
- B weakness
- C opportunity
- D strength

1.1.2 Nomthandaso Enterprise uses fine print to hide misleading information when promoting their products. This is known as ... as a type of unethical business practice.

- A taxation
- B pricing of goods in rural areas
- C fair advertising
- D unfair advertising

1.1.3 The process of matching a new employee's skills and abilities with the requirements of a job is known as ...

- A placement.
- B interview.
- C induction.
- D training.

1.1.4 The Skills Development Act (SDA), 1998 (Act 97 of 1998) promotes...

- A equal opportunities and fair treatment
- B job prospects for previously disadvantaged people
- C collective bargaining in the work place
- D establishment of the compensation fund

1.1.5 Sam, the owner of Rasheed Consultants, was arrested for ... because he falsified the business financial statements.

- A tax avoidance
- B tax compliance
- C tax evasion
- D tax implications

(5 x 2) (10)

- 1.2 Choose a description from COLUMN B that matches a term in COLUMN A. Write only the letter (A–J) next to the question numbers (1.3.1 to 1.3.5) in the ANSWER BOOK, for example, 1.3.6 K.

COLUMN A		COLUMN B	
1.2.1	Learnership	A	provides for the participation of government and organised labour
1.2.2	Ethical behaviour	B	a process of introducing new employees to the business and its related aspects
1.2.3	National Skills Development Strategy	C	enables businesses to request a panel of experts to solve their complex business problem
1.2.4	Force Field Analysis	D	refers to what is right or wrong in a business
1.2.5	Induction	E	practical training opportunities that lead to a recognized qualification
		F	process of placing a job advertisement in the appropriate media
		G	refers to the principle of right and wrong in society
		H	aims at achieving higher employment levels and reduced levels of poverty
		I	practical training opportunities for on-going professional development
		J	enables businesses to weigh positives and negatives in deciding on viability of a project

(5 x 2) (10)

TOTAL SECTION A: 20

SECTION B

Answer ANY TWO questions in this section.

NOTE: Clearly indicate the QUESTION NUMBER of each question that you choose. The answer to EACH question must start on a NEW page, e.g. QUESTION 2 on a NEW page, QUESTION 3 on a NEW page.

QUESTION 2: BUSINESS ENVIRONMENTS (LEGISLATION)

- 2.1 State any TWO types of leave according to the Basic Conditions of Employment Act (BCEA) (Act 75 of 1997). (2)
- 2.2 Explain the purpose of the Labour Relations Act (LRA) (Act 66 of 1995). (4)
- 2.3 Read the scenario below and answer the questions that follow.

VIVIAN SUPPLIERS (VS)

Vivian Suppliers implemented the Broad-Based Black Economic Empowerment Act (BBBEE), 2023 (Act 53 of 2003). They promoted Musa to a senior executive position to serve on their board of directors.

- 2.3.1 Name the pillar of the Broad-Based Black Empowerment Act (BBBEE), 2023 (Act 53 of 2003) as applied by VS in the scenario above. (2)
- 2.3.2 Explain the consequences of non-compliance to the BBBEE. (4)
- 2.4 Discuss the impact of National Credit Act (Act 34 of 2005) (NCA). (4)
- 2.5 Recommend ways in which businesses can comply with the Compensation for Occupational Injuries and Diseases Amendment Act, (COIDA) (Act 61 of 1997). (4)

[20]

QUESTION 3: BUSINESS OPERATIONS (HUMAN RESOURCES)

- 3.1 Name any TWO aspects of an employment contract. (2)
- 3.2 Explain the selection procedure. (4)
- 3.3 Read the scenario below and answer the questions that follow.

NANCY TRANSPORT (NT)

Nancy Transport is known for providing prompt deliveries to various clients. Sibusiso, the receptionist, is paid for the number of hours spent at work. Martin, the driver, receives his salary based on the number of deliveries he makes.

3.3.1 Identify TWO salary determination methods used by NT. Motivate your answer by quoting from the scenario above.

Use the table below as a GUIDE to answer QUESTION 3.3.1

SALARY DETERMINATION METHODS	MOTIVATIONS
1.	
2.	

- 3.4 Distinguish between *job description* and *job specification* as components of a job analysis. (4)
- 3.5 Evaluate the impact of internal recruitment. (4)

[20]

QUESTION 4: MISCELLANEOUS TOPICS

- 4.1 Describe the concept *strategy*. (2)
- 4.2 Outline the rights of consumers in terms of the Consumer Protection Act (CPA), 2008 (Act 68 of 2008). (4)
- 4.3 Read the scenario below and answer the questions that follows.

BRAVO FURNITURE (BF)

Bravo Furniture specialises in the manufacturing of lounge suites. They monitor their employees on an hourly basis to ensure that tasks are completed on time. The management only allows certain employees access to the business funds. BF also strengthens the team spirit among the employees so that they feel responsible for what needs to be achieved.

- 4.3.1 Quote TWO ways in which BF is dealing with the abuse of work time as a type of unprofessional business practice from the scenario above. (2)
- 4.3.2 Explain other ways in which businesses can deal with abuse of work time as a type of unprofessional business practice in the workplace. (4)
- 4.4 Explain how businesses can apply the King Code principles of *accountability*. (4)
- 4.5 Recommend ways in which professional, responsible, ethical and effective business practice should be conducted (4)

[20]

TOTAL SECTION B: 40

SECTION C

Answer ANY ONE question in this section.

QUESTION 5: BUSINESS ENVIRONMENTS (BUSINESS STRATEGIES)

Successful businesses implement the strategic management process to improve internal operations. Porter's Five Forces model enables businesses to analyse their position in the market. Some businesses use defensive and diversification strategies to deal with challenges posed by the business environments.

Write an essay on business strategies in which you include the following aspects:

- Outline the strategic management process.
- Explain how businesses could apply the following forces of Porter's Five Forces model to analyse their position in the market environment:
 - Power of suppliers
 - Threat of substitution/substitutes
- Discuss THREE types of defensive strategies.
- Advise businesses on the advantages of diversification strategies. **[40]**

QUESTION 6: BUSINESS ROLES (CREATIVE THINKING AND PROBLEM-SOLVING)

Businesses need to identify problems that affect their operations in order to make informed decisions. They must also create an environment that promotes creative thinking to enjoy the benefits of creativity in the workplace. The Brainstorming and Norminal group techniques enable businesses to solve complex business problems.

Write an essay on creative thinking and problem-solving in which you include the following aspects:

- Outline the differences between *problem-solving* and *decision-making*.
 - Explain ways in which businesses can create an environment that promotes creative thinking in the workplace.
 - Discuss the advantages of creative thinking in the workplace.
 - Advise businesses on how they could apply the following problem-solving techniques to solve complex business problems:
 - Brainstorming
 - Nominal group technique
- [40]**

TOTAL SECTION C: 40
GRAND TOTAL: 100