education
Department: Education
GAUTENG PROVINCE

BUSINESS STUDIES

GRADE 11 CAPS

ANNUAL TEACHING PLAN

2024 (ATP)

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MANAGEMENT PLAN FOR BUSINESS STUDIES GRADE 11

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	- Influences of the business environment - Challenges of the business environment - Adapting to the challenges of the business environment - Impact and challenges of contemporary socio-economic issues on business operations - Business sectors	- Marketing function - Production function

PAPER 2	BUSINESS VENTURES	BUSINESS ROLES
SUB-TOPICS	- Benefits of a company versus other forms of ownership - Avenues of acquiring a business	- Creative thinking and problem-solving - Stress, crisis, and change management - Professionalism and ethics

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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	Question 4 Miscellaneous Question Business Ventures and Business Roles	40 marks 20 marks 20 marks
Section C Question 5: Business Environment Question 6: Business Operations	Section C Question 5: Business Ventures Question 6: Business Roles	40 marks

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TERM	TASK DESCRIPTION	RAW TASK TOTAL	TERM WEIGHT %	SBA WEIGHT %	PROMOTION MARK %
1	CASE STUDY	50	25	10	40
	CONTROLLED TEST	100	75	20	
2	PRESENTATION	50	25	10	
	MID- YEAR EXAMINATION	300	75	20	
3	PROJECT	50	25	20	
	COTROLLED TEST 2	100	75	20	
4	FINAL EXAMINATIONS: PAPER 1 AND PAPER 2 2 HOURS	300	_	_	60
FINAL				100	100

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TERM 1								
WEEK	**CAPS TOPIC**	**CONTENT**	**%**	**CUM %**	**ASSESSMENT**	**RESOURCES**	**DATE COMPLETED**	**PAPER**
Week 1 and 2 **17-30 January** 10 School days	Influences on business environments Influences on, and control factors relating to the business environments	■ Ways to be involved in a business environment if beneficial to business: (Recap components of business environments) **Micro environment** ■ The business vision, mission statement, goals and objectives, organisational resources, management, and leadership, eight functions and activities of the business. **Market environment** ■ The customers, suppliers, intermediaries, competitors, other organisations/civil society, (e.g. Community-based organisations – CBO's non-governmental organisations – NGOs, regulators strategic allies, and unions. **Macro-environment** ■ The Physical/natural environment/Economic environment/Social, cultural, and demographic environment/Technological environment/Legal and political	**7.4%**	**7.4%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 1 notes • 2023 exam guidelines • Newspaper articles • Internet Magazine • Other audio-visual media		**P1**

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		▪ environment/International/global environment/Institutional environment. ▪ Examination of control factors, e.g., more control over the micro environment, less control over the market environment and no control over the macro environment						
WEEK	**CAPS TOPIC**	**CONTENT**	**%**	**CUM %**	**ASSESSMENT**	**RESOURCES**	**DATE COMPLETED**	**PAPER**
Week 3 **31 January** **06 February** 5 School days	Challenges of the business environment	The challenges of the micro (internal), market, and macro business environments ***Challenges of the microenvironment*** (e.g., difficult employees, lack of vision and mission, lack of adequate management skills, unions, strikes, and go-slows, etc.) ***Challenges of the market environment*** (e.g., competition, shortages of supply, changes in consumer behaviour, demographics and psychographics, socio-cultural factors, etc.) ***Challenges of the macro environment*** (e.g., changes in income levels, political changes, contemporary legal legislation, labour restrictions, micro-lending, globalisation/ international challenges, social values and demographics, socioeconomic issues, etc.)	**3.7%**	**11.1%**	**Informal** • Class activities • Home Activities	Textbooks Chapter 2 notes 2023 exam guidelines Newspaper articles Internet Magazine Other audio-visual media		**P1**

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WEEK	**CAPS TOPIC**	**CONTENT**	**%**	**CUM %**	**ASSESSMENT**	**RESOURCES**	**DATE COMPLETED**	**PAPER**
Week 4-5 **07-20 Feb** 10 School days	Adapting to the challenges of the business environments	How a business constantly needs to adapt to the challenges of the micro (internal), market and macro business environments ■ Ways in which a business can adapt to challenges of the business environment, and whether this is to the benefit of the business. ○ Information management, strategic responses, mergers, takeovers, acquisitions and alliances, organisation design and flexibility, a direct influence on the environment, and social responsibility ○ Lobbying, networking, and power relations ■ Lobbying e.g., hedging against inflation, bargaining sessions between management and unions, influencing supervisory body, etc. ■ Networking, e.g., finding new customers, etc. ■ Power relationships e.g., strategic alliance agreements, persuasion of large investors, company representatives, etc. ■				• Textbooks • Chapter 3 notes • 2023 exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**1**

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WEEK	**CAPS TOPIC**	**CONTENT**	**%**	**CUM %**	**ASSESSMENT**	**RESOURCES**	**DATE COMPLETED**	**PAPER**
Week 6 **21 -27 February** 5 School days	Impact and challenges of contemporary socioeconomic issues in business operations	▪ The impact of contemporary socio-economic issues on business operations, and their challenges; decisions for specific business situations ▪ The impact of contemporary socio-economic issues on business operations and productivity, e.g., income, inflation, social, cultural, and demographic issues, economic crime, ethical misconduct (sexual harassment, corruption, mismanagement of funds, etc.), population growth, illiteracy, lack of skills, unavailability of natural resources, inefficiency in the use of resources, dumping, exhaustion of natural resources, piracy, strikes. ▪ Possible business solutions/contributions to deal with the Piracy: o The nature and definition of each intellectual property right. - Copyright - Patent - Trademark o Investigation of developments in industrial relations that relate to contemporary business practice.	**3.7%**	**22.2%**	**Informal** • Class activities • Home Activities	• Textbooks • Chapter 4 notes • 2023 exam guidelines • Newspaper articles • Internet • Magazine Other audio-visual media		**P1**

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		- Labour strikes, go-slows, and lockouts - Labour Relations Act (nature and purpose) - What is a trade union? - History of trade unions - Roles of trade unions - Functions of trade unions						
	CASE STUDY	**Marks 50: The case study must cover at least FOUR subtopics**			Case study	Teacher & learner resource		
Week 7 **28 February** **05 March** 5 School days	Business sectors	The links between various primary, secondary, and tertiary enterprises ■ Examination of the links between: o Primary sectors o Secondary sectors o Tertiary sectors	**3.7%**	**25.9%**	**Informal** • Class activities • Home Activities	• Textbooks • Chapter 5 notes • 2023 exam guidelines • Newspaper Articles Internet • Magazine Other audio-visual media		**P1**
Week 8 **06 -12 March** 5 Schools days	The benefit of a company over other forms of ownership	The benefits and challenges of establishing a company versus other forms of ownership (including taxation issues) ■ Recap the characteristics, advantages, and disadvantages of the forms of ownership ■ The benefits and challenges of establishing a company versus other forms of ownership i.e., sole trader, partnership, and co-operatives (Including taxation issues). ■ Formation of companies o The company's charter – Memorandum of Incorporation o Name of the company	**3.7%**	**29.6%**	**Informal** Class activities • Home Activities • Assignment	• Textbooks • Chapter 6 notes • 2023 exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**P2**

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		incorporation, and commencement of the company o Prospectus						
Week 9 **13-19 March** 5 School days	Avenues of acquiring a business	▪ Avenues of acquiring businesses (e.g., franchising, outsourcing, leasing) ▪ Their advantages and disadvantages as well as contractual implications (e.g., royalties, legalities)	**3.7%**	**33.3%**	**Informal** • Class activities • Home Activities	Textbooks Chapter 7 notes 2023 exam guidelines Newspaper articles Internet Magazine Other audio-visual		**P2**
20 March School Closes	**Formal controlled test 1**	**Marks 100: Controlled test must cover Five subtopics as per ATP for term 1**			SBA Task 1 Controlled test 1	Teacher & learner resource		

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TERM 2								
WEEK	**CAPS TOPIC**	**CONTENT**	**%**	**CUM %**	**ASSESSMENT**	**RESOURCES**	**DATE COMPLETED**	**PAPER**
Week 1 **03-09 April** 5 school days	Creative thinking and Problem-solving	▪ Creative thinking to address business problems and to improve business practice. • Application of creative thinking to address business problems and to improve business practice. • Routine vs. creative thinking, mental blocks to creative and idea generation. • Problem-solving skills in a business context. • More complex problem-solving techniques (e.g., Delphi Technique and Force field analysis revision) • Working with others to solve problems and generate ideas. ▪ Creative solutions to business problems; assess these against the reality of the business environment.	**3.7%**	**37%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 8 notes • 2023 Exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual		**P2**
Week 2 **10-16 April** 5 School days	Stress, crisis, and change management	▪ Concepts relating to stress, crisis and change management. ▪ How to manage stress	**3.7%**	**40.7%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 9 notes • 2023 exam guidelines		**P2**

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		▪ Explain the importance of stress management in pressurised work environments ▪ Crisis and change management ▪ Dealing with business-related crises (e.g., tight deadlines, loss of property, illness, etc.) ▪ Theories of change management John P. Kotter's theory of change. ▪ Dealing with and adapting to change (e.g., unemployment, retrenchment, globalisation, affirmative action)				• Newspaper articles • Internet • Magazine • Other audio-visual media		
Week 3 **17-23 April** 5 School days	Marketing Function:	The aspects of the marketing function: marketing activities; Product policy; Pricing policy; distribution; Marketing communication ▪ **Marketing: activities (**Locating the consumer standardisation and grading, storage, transport, financing, risk-bearing, and buying & selling) ▪ **Marketing mix** ○ Product policy: product development, design, packaging, and trademarks ○ Pricing policy: the importance of pricing, pricing techniques,	**3.7%**	**44.4%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 10 notes • 2023 exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**P2**

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		price determination, factors influencing pricing, price adjustments						
Week 4 **24-30 April** 5 School days	Marketing function	○ Distribution policy: channels of distribution, intermediaries, direct and indirect distribution ○ Communication policy: sales promotion, advertising, publicity, and personal selling	**3.7%**	**48.1%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 11 notes • 2023 exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**P2**
Week 5 **2-8 May** 5 School days	Production function	The aspects of the production function: ■ Production planning (information about production planning and control) ○ Production planning, routing, scheduling, and loading. ○ Quality control; dispatching, following up, inspection and corrective action.	**3.7%**	**51.8%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 12 notes • 2023 exam guidelines • Newspaper articles • Internet • Magazine Other audio-visual media		**P2**
Week 6 **09-15 May** 5 School days	Production function	■ Safety management: ○ Knowledge about factory safety, machinery and the Occupational Health and Safety Act.	**3.7%**	**55,5%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 12 notes • 2023 exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**P2**
Week 7 **16-22 May** 5 School days	Production function	■ Quality control: ○ Quality management systems (SABS)	**3.7%**	**59,2%**	**Formal** Written presentation	• Textbooks • Chapter 13 notes • 2023 exam guidelines • Newspaper articles		**P2**

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		○ Quality control bodies and policies				• Internet • Magazine		
WEEK	**CAPS TOPIC**	**CONTENT**	**%**	**CUM %**	**ASSESSMENT**	**RESOURCES**	**DATE COMPLETED**	**PAPER**
Week 8 **23-29 May** 5 School days	Professionalism and ethics	■ The theories and principles of professionalism and ethics; explore how they relate to the business environment ■ Application of the principles and skills of professional, responsible, ethical, and effective business practice ■ The concept of ethics and different perspectives on ethics, as well as ethical business ventures	**3.7%**	**62,9%**	I**nformal** • Class activities Home Activities	• Textbooks • Chapter 14 notes • 2023 exam guidelines • Newspaper articles • Internet		**P2**
Week 9 **30 May – 06 June** **5 School days**	Revision	Revision of all topics covered during the first term. **Task 2: Presentation** **Marks: 50** **Covering at least FOUR term 2 subtopics as per ATP**			I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 8- 14 notes • 2023 exam guidelines Exemplars		
Week 10 **07-14 June** 6 School days	**Formal controlled test 1**	**Marks 100: Controlled test must cover Five topics as per ATP for term 1**			SBA Task 2 MID – YEAR EXAMINATION	Teacher & learner resource		

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TERM 3								
WEEK	**CAPS TOPIC**	**CONTENT**	**%**	**CUM %**	**ASSESSMENT**	**RESOURCES**	**DATE COMPLETED**	**PAPER**
Week 1 **09-15 July** 5 School days	Assessment of Entrepreneurial qualities in business	The degree to which a business embraces entrepreneurial qualities • Identification and assessment of a business against the entrepreneurial qualities (e.g., risk-taking, perseverance, good management, etc.) (recap entrepreneurship qualities from Grade 10 and assess a business against the qualities) • Critical reflections on a business venture, and identification of its success factors and areas for improvement. • Exploration and identification of what makes a business successful. Key factors, e.g., sustainability, profitability, customer base, etc., identify areas for improvement.	**3.7%**	**66,6%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 15 notes • 2023 Exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**P2**
Week 2 **16-22 July** 5 School days	Transformation of a business plan into an action plan	▪ Transformation of a business plan into an action plan (including Gantt charts and timelines) collaboratively or independently. • Transformation of a business plan into an action plan (e.g., planning tools: Gantt charts or Work	**3.7%**	**70,3%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 16 notes • 2023 Exam guidelines • Newspaper articles • Internet • Magazine		**P2**

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		• Breakdown Structure (WBS) with timelines and responsibilities, project planning)				• Other audio-visual media		
Week 3 **23-29 August** 5 School days	Start a business venture based on an action plan	▪ Collaboratively or independently starting a business venture based on an action plan • Initiating and setting up business ventures to generate income, basing this on an action plan.	**3.7%**	**74%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 17 notes • 2023 Exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**P2**
Week 4 **30 July** **06 August** 5 School days	Start a business venture based on an action plan	▪ Acquiring funding (Equity capital/loans/debt, considering other sources of funding/capital), if needed.	**3.7%**	**77.7%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 17 notes • 2023 Exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**P2**
Week 5 **07-14 August** 5 School days	Presentation of business information	▪ Accurate and concise verbal and non-verbal presentation of a variety of business-related information (including graphs); respond professionally to questions and feedback ▪ Presentation and validation (support) of business-related information in a verbal and nonverbal format ▪ Design and layout of the presentation using different visual aids (e.g., show how to prepare/set out slides, posters, and hand-outs) (recap)	**3.7%**	**81.4%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 18 notes • 2023 Exam guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media		**P2**

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Week 6 **15-21 August** 5 School days	Presentation of business information	▪ Written information – reports, business plans, business information and analysis, e.g., steps in report writing, composing a flyer, etc. ▪ Responding in a non-aggressive and professional manner to questions about work and presentations, e.g., answering all questions, making notes, not arguing, apologising for errors, etc.	**3.7%**	**85.1%**	**Informal** • Class activities • Home Activities	• Textbooks • Chapter 18 notes • 2023 exam guidelines • Newspaper articles • Internet • Examples of visual aids.		**P2**
Week 7 **22-28 August** 5 School days	Stages of team development/ building a team	**Stages of team development/building a team:** ▪ Forming stage/getting to know each other. ▪ Storming stage true character starts to show first-round conflict. ▪ Norming stage/settling and reconciliation. ▪ Performing stage/working as a team towards the goal.	**3.7%**	**88.8%**	**Informal** • Class activities • Home Activities	• Textbooks • Chapter 19 notes • 2023 exam guidelines • Newspaper articles Internet Examples of visual aids.		**P2**
Week 8 **29 August** **04 September** 5 School days	Conflict management	**Conflict management** ▪ Definition of conflict ▪ Causes of conflict in the business ▪ Definition of conflict management skills to resolve differences in business situations.	**3.7%**	**92,5%**	**Informal** • Class activities • Home Activities	• Textbooks Chapter 19 notes • 2023 exam guidelines • Exemplars		**P2**
Week 9 **05-11 September** 5 School days	Revision **SBA TASK**	▪ Understanding the meaning of action verbs, analysis of scenarios/statements and methods of marking.						

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Week 10 **12-19 September** 6 School days	**Marks: 50** • 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.							
	Controlled Test 3 covering all term 3 topics **Marks: 100** • Understanding the meaning of action verbs, analysis of scenarios/statements principles of marking • Resources required: Business Studies grade exemplars, past GDE common papers, structured informal activities, etc.							

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TERM 4								
WEEK	**CAPS TOPIC**	**CONTENT**	**%**	**CUM %**	**ASSESSMENT**	**RESOURCES**	**DATE COMPLETED**	**PAPER**
Week 1 **01-7 October** 5 School days	Introduction to Human Resources	▪ Human resources activities (e.g., recruitment and selection, contracts, induction, salaries, and other benefits) ▪ Procedures related to recruitment, selection, and interviewing ▪ Legalities of employment contracts ▪ Procedures of induction and placements	**3.7%**	**96.2%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 20 notes • 2023 exam guidelines • Newspaper Articles • Internet • Examples of visual aids.		**P1**
Week 2 **08-14 October** 5 school days	Introduction to Human Resources	▪ Discussion of the interviewing, selection, and induction ▪ Salary determination (piecemeal and time related), including personal tax; link to basic conditions of employment ▪ Employee benefits, pension, medical, other.	**3.7%**	**100%**	I**nformal** • Class activities • Home Activities	• Textbooks • Chapter 20 notes • 2023 exam guidelines • Newspaper articles • Internet • Examples of visual aids.		**P1**
Week 3 **15-21 October** 5 School days	Revision	▪ Understanding the meaning of action verbs, analysis of scenarios/statements and methods of marking.						

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Week 4 **22-28 October-** **6 November** 5 days	Revision	▪ Understanding the meaning of action verbs, analysis of scenarios/statements and methods of marking.						
Week 5-10 **28-11 December**	**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 terms 1 to 4 should be revised for the end-of-the-year examination.*							

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