GAUTENG PROVINCE
Department: Education
REPUBLIC OF SOUTH AFRICA



BUSINESS STUDIES

GRADE: 11

TERM : 3

ASSESSMENT TASK: PROJECT

YEAR:2022

This task consists of 14 pages

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BUSINESS STUDIES GRADE 11 PROGRAMME OF ASSESSMENT

2022

TERM	TASK	FORM OF ASSESSMENT	CONTENT	DATE
1	1	Case study	At least 4 topics as per the ATP in Term 1	February 2022
	2	Controlled Test 1	The control test should cover at least 5 topics as per the ATP for Term 1	March 2022
2	3	Presentation	At least 4 topics as per the ATP of Term 2	May 2022
	4	Controlled Test 2	The June Controlled Test should cover all topics done as per the ATP for Terms 1 & 2	May/June 2022
3	5	Project	Term 3 topics as per the ATP	July/August 2022
	6	Controlled Test 3	The control test should cover 3 topics done as per the ATP for Term 3	August/September 2022
4	7	Final examination	The final exam should cover all topics done for the year as per the ATP	November/December 2022

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Terms of references for all tasks

CASE STUDY

- Teachers must provide learners with the topics on which the case study will be based for assessment.
- Learners to be given one week to collect resources on the topics
- The case study must be administered and completed within two hours under controlled conditions.
- Case studies are a very good way of keeping the subject up to date and relevant.
- Learners are presented with a real-life situation, a problem, or an incident related to the topic.
- Each formal assessment task must consist of only one assessment activity
- They should draw on their own experience or prior learning to interpret, analyse and solve a problem or set of problems and make suggestion/s and or recommendation/s to defend their arguments.
- Case studies may be taken from newspaper articles, magazine articles, video clips, or radio recordings and all sources must be acknowledged.

CONTROLLED TESTS

Three tests, written under controlled conditions, are prescribed for Grades 10 - 11. These tests must adhere to the following:

- They must be completed by all classes in the same grade on the same day.
- Where there is more than one teacher, an agreement must be reached on the scope as well as the date and time of the tests.
- All learners write the same test under examination conditions.
- The duration of each of these tests must be one and a half hours for 100 marks.
- The three tests must be written in Terms 1, 2, and 3.
- Tests must cover the different cognitive levels in examinations. See the table on cognitive levels under Examinations in the following section.
- Tests must also include problem-solving questions.
- Tests must cover a range of integrated topics, as determined by the annual teaching plan work schedule and the assessment plan.
- Questions must comply with year-end examination standards.

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ANNEXURE A

BUSINESS STUDIES

CONSOLIDATION SCHEDULE

NAME OF LEARNER:_____

NAME OF SCHOOL :_____

TASKS	TOTAL	OBTAINED	INTERNAL MODERATION	EXTERNAL MODERATION
Case study	50			
Controlled test	100			
Presentation	50			
Controlled test 3	100			
Project	50			
Controlled test	100			
TOTAL	450			
FINAL SBA MARK (450)	100			

We hereby certify that these marks are a true reflection of the above learner's work		
	Signature	**Date**
Leaner		
Educator		
Principal HOD		

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ANNEXURE B

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DECLARATION BY LEARNER

NAME OFSCHOOL:_____

NAME OF THE LEARNER : _____

TEACHER'S NAME: _____

I hereby declare that all pieces contained in this learner portfolio are my original work and that if I have used any sources, I have acknowledged them.

I will endeavour to keep my work original and not plagiarize other sources/people's work. I agree that if it is determined by the relevant authorities that I have engaged in any fraudulent activities whatsoever in connection with my SBA mark, I shall forfeit completely for this assessment (s)

_____ _____
LEARNER'S SIGNATURE **DATE**

_____ _____
PARENT/ GUARDIAN **DATE**

As far as I know, the above statement by the learner is true and I accept that the work offered is his/her name

_____ _____
TEACHER'S SIGNATURE **DATE**

SCHOOL STAMP

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ANNEXURE C

education
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EVIDENCE OF GRADE 11 SCHOOL MODERATION

DISTRICT	
SUBJECT	
GRADE	
NAME OF SCHOOL	
NAME OF EDUCATOR (S)	
NAME OF HOD	
DATES	
10% of portfolios have to be moderated for school-based moderation	

MODERATION			
QUALITY / STANDARD OF ASSESSMENT TASK	**YES**	**NO**	**COMMENTS**
Does the task correspond with the **program of assessment**?			
Is the case study/controlled tests/Final exams CAPS compliant?			
Is there evidence that the HOD/ Senior Teacher moderated the task?			
Does the task reflect the **content coverage for the term?** and for the grade as per abridged CAPS chapter 4?			
Is the **duration** of the task indicated and per the abridged CAPS chapter 4?			
Are the **instructions** clear?			
Is the **mark allocation/ weighting** for the task per CAPS section 4?			
Does the task incorporate the different **cognitive levels** (Bloom's Taxonomy)?			
Does the task reflect the use of a variety of data response questions? (Cartoons, graphs, pictures, etc.)			
ASSESSMENT TOOLS			

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Are the **assessment tools** e.g., rubric, memoranda, checklists, etc. for every assessment task included in the educator's portfolio file?			
Is a correct assessment tool used as indicated in the CAPS document and SBA guideline?			
Is a tool consistently applied during the assessment of the task?			
MARKING			
Are the tasks dated? By the marker and moderator(s)			
Is **marking** done according to assessment tools?			
Are the marks **correctly added and recorded**?			
RECORDS			
Is the **subject a working mark sheet/**record sheet? included in the teacher's file?			
Are the working mark sheets/record sheets per the CAPS?			
Are the **learners' marks** corresponding with the working mark sheet/ record sheets?			
Are the marks correctly **converted** according to the weighting as reflected in the CAPS document?			
Number of activities completed	**No.**		Specify: Project

NAMES OF LEARNERS WHOSE PORTFOLIOS WERE MODERATED	MARK ALLOCATED BY 1. TEACHER 2. HOD / SUBJECT HEAD 3. MODERATOR	MARK ALLOCATED BY 1. TEACHER 2. HOD / SUBJECT HEAD 3. MODERATOR

AREAS OF GOOD PRACTICE
CHALLENGES

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RECOMMENDATIONS/FOLLOW-UP

HOD MODERATOR	**SIGNATURE**	**DATE**
TEACHER	**SIGNATURE**	**DATE**
CLUSTER MODERATOR	**SIGNATURE**	**DATE**

SCHOOL STAMP

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BUSINESS STUDIES: 2022

Grade: 11 **Term: 3**

Name of School:_____ Task:3 Project

Marks: 50

Issue Date:_____ Submission Date: _____

Surname of Learner: _____

Name of Learner: _____

BUSINESS VENTURES: Entrepreneurial qualities
: Transformation of a business plan into an action plan
: Setting up/starting a business
: Presentation of business information

FINAL MARK

50 Marks

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TERM : 3 Project

DURATION : 2 Hours

Marks : 50

This project should be completed under controlled conditions

INSTRUCTIONS AND INFORMATION TO LEARNERS

1. **This project will assess the following topics:**
    - Entrepreneurial qualities and success factors
    - Transformation of a business plan into an action plan
    - Setting up/starting a business
    - Presentation of business information
2. This project should be done by learners as individuals.
3. Read the instructions for each question and respond appropriately.
4. You are required to submit your completed project to your teacher for assessment.
5. You are required to collect any FIVE types of visual aids to answer QUESTION 4.2

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QUESTION 1

Answer this question about entrepreneurial qualities and success factors

1.1 Research/ Visit the local entrepreneur and request him/her to respond to the following questions on entrepreneurial qualities and success factors.

1.1.1 Outline your entrepreneurial qualities and explain how these qualities have contributed towards the success of your business. (5)

1.1.2 Discuss FIVE strategies that the chosen business can use to become profitable (5)

QUESTION 2

Answer these questions on the transformation of a business plan into an action plan

2.1 Analyse his/her action plan and explain the steps that he/she must follow when drawing an action plan. (5)

2.2 Advise him/her on steps that must be considered when planning a project. (5)

QUESTION 3

Answer questions on setting up/starting a business

3.1 Explain aspects that he/she must consider when initiating or setting up a business venture. (5)

3.2 Outline any FIVE sources of capital used by the entrepreneur when setting up his/her business. (5)

3.2.1 Describe factors that influence the choice of funding (5)

3.2.2 Discuss reasons why he/she needs funding. (5)

QUESTION 4

Answer the questions on the business-related information

The presentation of business-related information must be accurate and concise. it is also important for to presenter to respond professionally to questions and feedback after the presentation.

4.1 Explain factors that the presenter must consider when preparing a presentation. (5)

4.2 Discuss any FIVE types of visual aids you have collected, and that the presenter must consider for the presentation. (5)

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BUSINESS STUDIES **GRADE 11** **2022 TERM 3 SBA TASK PROJECT**

CRITERIA	ZERO MARKS	1 MARK	2 MARKS	3 MARKS	4 MARKS	5 MARKS	TOTAL
Outline your entrepreneurial qualities and explain how these qualities have contributed towards the success of your business.	Learner responses are irrelevant to the question	Learner outlined ONE entrepreneurial quality and explained how it has contributed towards ONE key the success factor of the business.	The learner outlined TWO entrepreneurial qualities and explained how these qualities have contributed towards the key TWO success factors of the business.	The learner outlined THREE entrepreneurial qualities and explained how these qualities have contributed towards the key THREE success factors of the business.	Learner outlined FOUR entrepreneurial qualities and explained how these qualities have contributed towards the key FOUR success factors of the business.	Learner outlined FIVE entrepreneurial qualities and explained how these qualities have contributed towards the key FIVE success factors of the business	**5**
Discuss FIVE strategies that the chosen business can use to become profitable	The learner did not discuss strategies that businesses can use to become profitable	The learner did not discuss strategies that businesses can use to become profitable	The learner discussed TWO strategies businesses can use to become profitable	The learner discussed THREE strategies businesses can use to become profitable	The learner discussed FOUR strategies businesses can use to become profitable	The learner discussed FIVE strategies businesses can use to become profitable	**5**
Explain aspects that he/she must consider when initiating or setting up a business venture	Learner did not aspects that must be considered when setting up a business venture	The learner explained ONE aspect that must be considered when setting up a business venture	The learner explained TWO aspects that must be considered when setting up a business venture	The learner explained THREE aspects that must be considered when setting up a business venture	The learner explained FOUR aspects that must be considered when setting up a business venture	The learner explained FIVE aspects that must be considered when setting up a business venture	**5**
Outline any FIVE sources of capital used by the entrepreneur when setting up his/her business.	The learner did not outline any sources of capital	Learner outline ONE source of capital/funding used by the entrepreneur when setting up his/her business	Learner outline TWO sources of capital/funding used by the entrepreneur when setting up his/her business	Learner outline THREE sources of capital/funding used by the entrepreneur when setting up his/her business	Learner outline FOUR sources of capital/funding used by the entrepreneur when setting up his/her business	Learner outline FIVE sources of capital/funding used by the entrepreneur when setting up his/her business	
Analyse his/her action plan and explain the steps that he/she must follow when drawing an action plan.	The learner did not analyse an action and explain the steps to be followed when drawing up an action plan	The learner analysed the action plan and explained ONE step that must be followed when drawing up an action plan.	The learner analysed the action plan and explained TWO steps that must be followed when drawing up an action plan.	The learner analysed the action plan and explained THREE steps that must be followed when drawing up an action plan.	The learner analysed the action plan and explained FOUR steps that must be followed when drawing up an action plan.	The learner analysed the action plan and explained FIVE steps that must be followed when drawing up an action plan.	**5**

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Advise him/her on steps that must be considered when planning a project.	The learner did not outline steps in project planning	Learner outlined ONE step to be considered when planning a project	The learner outlined TWO steps that must be considered when planning a project	The learner outlined THREE steps that must be considered when planning a project	Learner outlined FOUR steps that must be considered when planning a project	Learner outlined FIVE steps that must be considered when planning a project	**5**
Describe factors that influence the choice of funding	The learner did not list any sources of funding	Learner listed ONE source of funding	Learner listed ONE source of funding and suggested ONE other source	Learner listed ONE source of capital and suggested TWO other sources	Learner listed TWO sources of funding and suggested TWO other sources	Learner listed THREE sources of funding and suggested TWO other sources	**5**
Discuss reasons why he/she needs funding	The learner did not discuss the reasons why businesses need funding.	The learner discussed ONE reason why businesses need funding	The learner discussed TWO reasons why businesses need funding	The learner discussed THREE reasons why businesses need funding	The learner discussed FOUR reasons why businesses need funding	The learner discussed FIVE reasons why businesses need funding	**5**
Explain factors that the presenter must consider when preparing a presentation.	The learner did not outline any factors that must be considered when preparing a presentation	Learner only provided ONE fact on factors that must be considered when preparing a presentation	Learner only provided TWO facts on factors that must be considered when preparing a presentation	Learner only provided THREE facts on factors that must be considered when preparing a presentation	Learner only provided FOUR facts on factors that must be considered when preparing a presentation	Learner provided FIVE facts on factors that must be considered when preparing a presentation	**5**
Discuss any FIVE types of visual aids you collect that the presenter must consider for the presentation	The learner did not discuss any types of visual aids	Learner only discussed ONE type of visual aids	Learner only discussed TWO types of visual aids	Learner only discussed THREE types of visual aids	Learner only discussed FOUR types of visual aids	Learner only discussed FIVE types of visual aids	**5**
							50

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