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KWAZULU-NATAL PROVINCE

EDUCATION

REPUBLIC OF SOUTH AFRICA

CURRICULUM GRADE 10 -12 DIRECTORATE

NCS (CAPS)

BUSINESS STUDIES

GRADE 11

ANNUAL TEACHING PLAN

2026

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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: JUNE PAPER

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PAPER 1	BUSINESS ENVIRONMENTS	BUSINESS OPERATIONS
SUB-TOPICS	- Influences of business environment - Challenges of the business environment - Adapting to challenges of the business environment - Impact and challenges of contemporary socioeconomics 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

TOPICS PER PAPER: NOV/OCT END OF THE YEAR PAPER

PAPER 1	BUSINESS ENVIRONMENTS	BUSINESS OPERATIONS
SUB-TOPICS	- Influences of business environments - Challenges of the business environment - Adapting to challenges of the business environment - Impact and challenges of contemporary socioeconomics issues on business operations - Business sectors	- Marketing function - Production function - Introduction to Human Resources

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PAPER 2	BUSINESS VENTURE	BUSINESS ROLE
SUB-TOPICS	- Benefits of a company versus other forms of ownership - Avenues of acquiring a business - Presentation of business information - Entrepreneurial qualities and success factors - Transforming a business plan into an action plan - Start a business venture based on an action plan	- Creative thinking and problem solving - Stress crisis and change management - Professionalism and ethics - Team dynamics and conflict management

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE

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							COMPLETED
		TERM 1					
Week 1 **14 -16Jan** (3 days) **Week 2** **19-23 Jan** (5 days)	**Influences on, and control factors relating to the business environments**	Ways to be involved in business environments 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 consumers/customers, suppliers, intermediaries, competitors, other organisations/civil society (e.g., community based organisations – CBOs, 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 environment/international/global environment/institutional environment - Examination of control factors, e.g. more control over micro environment, less control over market environment and no control over macro environment	**10%**	**3%**	**Informal** Class work & Homework activities	• Textbooks/ Notes • 2024/4 Exam Guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media	

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WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
Week 3 **26-30 Jan** (5 days)	Challenges of the business environment	The challenges of the micro (internal), market and macro business environments • Challenges of the micro environment • Challenges of the market environment • Challenges of the macro environment	**23%**	**6%**	**Informal** • Classwork activities • Homework activities	• Textbooks • 2024/4 Exam Guidelines • Newspaper articles • Internet • Magazine • Other audio-visual media	

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Week 4 **02-06 Feb** (5 days)	Adapting to 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, direct influence of the environment and social - responsibility Lobbying, networking and power relations	**35%**	**10%**	**Informal** Classwork & Homework activities	• Textbooks/Notes • 2023/4 • Exam Guidelines • Newspaper articles • Internet • Magazine **&** Other audio-visual media	

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
Week 5 **09-13 Feb** (5 days)		- Lobbying, e.g. hedging against inflation, bargaining sessions between management and unions, influencing supervisory body /regulators, etc. - Networking, e.g. finding new customers etc. - Power relationships e.g. strategic alliance agreements, persuasion of large investors, company representatives' influence, etc.					

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Week 6 **16-20 Feb** (5 days)	Impact and challenges of contemporary socioeconomic issues on business operations	The impact of contemporary socioeconomic issues on business operations, and their challenges, decisions for specific business situations • The impact of contemporary socioeconomic issues on business operations and productivity, e.g. income, inflation, social, cultural and demographic issues, economic crime, 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: • The nature and definition of each intellectual property right - Copyright - Patent - Trademark	**61%**	**12%**	**Informal** • Classwork activities • Homework activities	• Textbooks/Notes • 2023/4 Exam • Guidelines • Newspaper articles • Internet • Magazine • Other Audio Visual media	

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
		- Investigation of developments in industrial relations that relate to contemporary business practice - 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					

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		- Functions of trade unions					
Assessment	**CASE STUDY**	**Case study must consist of FOUR topics: 2hrs**			Case study		

Week 7 **23-27Feb** (5 days)	Business sectors	• The links between various primary, secondary, and tertiary enterprises • Examination of the links between Primary enterprises, Secondary enterprises, Tertiary enterprises	**74%**	**16%**	**Informal** • Classwork activities • Homework activities	• Textbooks /Notes • 2024 Exam Guidelines • Newspaper articles	
Week 8 **02-06 Mar** (5 days)	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, co-operatives, (including taxation issues) • Formation of companies The company's charter – Memorandum of Incorporation	**87%**	**19%**	**Informal** • Class activities • Home activities	• Textbooks/Notes • 2023/4 Exam Guideline • Newspaper articles • Internet • Magazine • Other audio-visual media	

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WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCES	DATE COMPLETED
Week 9 **9-13 Mar** (5 days)	Avenues of acquiring a business	• Name of the company incorporation and commencement of the company • Prospectus	**100%**	**23%**	**Informal** • Classwork activities • Homework activities	• Textbooks/ Notes • 2023/4 Exam Guideline • Newspaper articles • Internet • Magazine • Other audio-visual	
		• Avenues of acquiring businesses (e.g. franchising, outsourcing, leasing) • Their advantages and disadvantages as well as contractual implications (e.g. royalties, legalities					
Week 10 **16-20 Mar** **(**5 days)	Revision	Revision of all topics covered during the first term.			**Informal** • Classwork activities • Homework activities • Controlled test 1	• Notes/Textbooks • 2024 Exam Guidelines • Exemplar/past papers	
Week 11 **23-27 Mar** **(5 days)**	**Controlled test: 1hr: 30 Minutes**	Controlled test 1					

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TERM 2							
Week 1 **08-10 Apr** (3 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 creativity 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	**11%**	**26%**	**Informal** • Classwork activities • Homework activities	• Textbooks/Notes • 2024 Revised notes • 2024 Exam • Guidelines • Newspaper articles • Internet • Magazine • Other audio-visual	
Week 2 **13-17 Apr** (5days)	Stress, Crisis And Change Management	The concepts relating to stress, crisis and change management • How to manage stress • Explain the importance of stress management in				• Textbooks/Notes • 2023/4 Exam Guidelines • Newspaper articles	

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		pressurised work environments • Crisis and change management • Dealing with business-related crises (e.g. tight deadlines, loss of property, illness) • Dealing with and adapting to change (e.g. unemployment, retrenchment, globalisation, affirmative action)				• Internet • Magazine & Other audio-visual	

Week 3 **20-24 Apr** (5 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: Importance of pricing, pricing techniques, price determination, factors influencing pricing, price adjustments	**33%**	**33%**	**Informal** • Classwork activities • Homework activities	• Textbooks • 2024 Revised notes • 2024 Exam Guidelines • Newspaper articles • Internet • Magazine & Other audio-visual	
Week 4 **28-30 April** (3 days)	Marketing Function	- Distribution policy: channels of distribution, intermediaries, direct and indirect distribution - Communication policy: sales promotion, advertising, publicity and personal selling					

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Week 5 **04-08 May** (5 days)	Production function	The aspects of the production function: • Production planning (information about production planning and control) • Production planning: planning, routing, scheduling and loading Production control: dispatching, following up, inspection and corrective action					
Assessment	Presentation	**Presentation must consist of FOUR topics**			Presentation		
Week 6 **11-15 May** (5 days)	Production function	Safety management: Knowledge about factory safety, machinery and Occupational Health and Safety Act	**56%**	**40%**	**Informal** • Classwork activities • Homework activities	• Textbooks • 2024 Revised notes • 2024 Exam • Guidelines • Newspaper articles • Internet • Magazine & Other audio-visual	
Week 7 **18-22 May** (5 days)	Production function	Quality control: Quality management systems (SABS), quality control bodies and policies	**67%**	**43%**	**Informal** • Classwork activities • Homework activities	• Textbooks • 2024 Revised notes • 2024 Exam • Guidelines • Newspaper articles • Internet • Magazine & Other audio-visual	

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Week 8 **25-29 May** (5 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	**78%**	**47%**	**Formal** Written presentation	• Textbooks • 2023/4 Exam • Guidelines • Newspaper articles • Internet	
Week 9 **01-05 June** (5 days)	Professionalism and ethics	• Revision of all topics covered during the term	**100%**	**50%**	**Informal** • Classwork activities • Homework activities	• Textbooks • 2023/4 Exam Guidelines • Newspaper articles • Internet	
Week 10 **08-12 June** (5 days)	Revision exercises	• Revision of all topics covered during the term				• Textbooks • 2023/4 • Exam Guidelines Exemplars	
Week 11-12 **17-26 June** **(8 days)**	Revision exercises SBA TASK 4: CONTROLLED TEST 2	• Revision of all topics covered during the term Term 2 topics June examination 150 x 2 papers = 300, 2 hours Each Paper					

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TERM 3							
Week 1 **21-24 July** (4 days)	Entrepreneurial qualities and success factors	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.) • 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 success factors, e.g. sustainability, profitability, customer base, etc. Identify areas for improvement	**13%**	**64%**	**Informal** Classwork activities Homework activities	• Textbooks • 2023/4 • Exam Guidelines • Newspaper articles • Internet	
Week 2 **27-31 July-** (5 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 Breakdown Structure (WBS) with timelines and responsibilities, project planning)	**25%**	**68%**	**Informal** Classwork activities Homework activities	• Textbooks • 2023/4 Exam Guidelines • Newspaper articles • Internet • Examples of planning tools.	

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Week 3 **03-07 Aug** (5 days)	Setting up/starting a business	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 Acquiring funding (equity capital/loans/debt, considering other sources of ▯ funding/capital), if needed	**38%**	**72%**	**Informal** o Classwork activities o Homework activities	• Textbooks /Notes • 2023/4 Exam • Guidelines • Newspaper articles • Internet	
Week 4 **11-14 Aug** (4 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 verbal and nonverbal format (including tables, graphs, diagrams and illustrations, posters and handouts (recap) • Design and layout of the presentation using different visual aids (e.g. show how to prepare/set out slides, posters and hand-outs) (recap)	**62%**	**80%**	**Informal** • Classwork activities • Homework activities	• Textbooks /Notes • 2024 Exam Guidelines • Newspaper articles • Internet • Examples of visual aids.	

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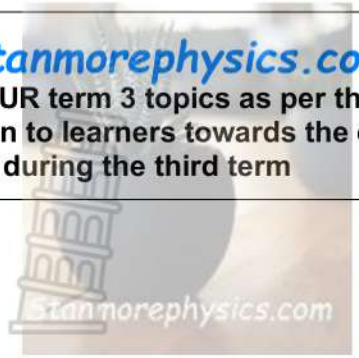
Week 5 **17-21 Aug** (5 days)	Presentation of business information	• Written information – reports, business plans, business information and analysis, e.g. • Steps in report-writing, composing a flyer, etc. • Responding nonaggressive and professional manner to questions about work and presentations, e.g. answer all questions, make notes, do not argue, apologise for errors, etc.	**75%**	**84%**	**Informal** • Classwork activities • Homework activities	• Textbooks/Notes • 2024 Exam Guidelines • Newspaper articles • Internet Examples of visual aids.	
Week 6 **24-28 Aug** (5 days)	Team stages, dynamics theories and conflict management	**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	**87%**	**88%**	**Informal** • Class activities • Home activities	• Textbooks Notes • 2024 exam guideline • Newspaper articles Internet • Magazines • Other audio-visual media • Relevant Acts	

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Week 7 **31 Aug-04 Sept** (5 days)	Team stages, dynamics theories and conflict management	**Conflict management** • Definition of conflict • Causes of conflict in the business • Definition of conflict management Conflict management skills to resolve differences in business situation	**100%**	**92**	**Informal** • Class activities • Home activities	• Textbooks/ Notes • 2024 Exam guideline • Newspaper Articles Internet • Magazines • Other audio-visual media • Relevant Acts	
Week 8 **07-11 Sept** (5 days)	**Revision exercises**	**Revision of all topics covered in term 3**			**Informal** Classwork activities Homework activities	• Textbooks/Notes • 2023/4 Exam Guidelines • Newspaper Articles • Internet • Magazines • Other audio-visual media	
Week 9-10 **14-23 Sept** **(8 days)**	**Trial**	**Examinations**			**Informal** Classwork activities Homework activities	• Textbooks/Notes • 2023/4 Exam Guidelines • Newspaper Articles • Internet • Magazines • Other • audio-visual media	

	Task: Project **Marks: 50** **Covering at least FOUR term 3 topics as per the ATP** **Project must be given to learners towards the end of the second term for submission during the third term**	**TASK: Controlled Test- 100 Marks Control test should cover topics as per the ATP for Term 3**

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TERM 4							
Week 1 **06-09 Oct** (4 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	**50%**	**96%**	**Informal** Classwork activities Homework activities	• Textbooks/Notes • 2023/4 Exam Guidelines • Newspaper articles	

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Week 2 **12-16 Oct** (5 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	**100%**	**100%**	**Informal** Classwork activities Homework activities	• Textbooks/Notes • 2023/4 Exam Guidelines • Newspaper articles • Internet • Past Papers	
Week 3 **19-23 Oct** (5 days)	Revision **exercises**	*Revise topics covered.*			**Informal** • Class activities • Home activities	• Textbooks/Notes • 2023/4 Exam Guidelines • Newspaper articles • Internet • Past Papers	

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Week 4 **26-30 Oct**	PAPER 1 • Time 2 hrs • 150 marks • Section A [compulsory] ▪ Question 1: MCQs, matching column: choose correct answer: ▪ Business environments & business operations: 30 marks • Section B [answer 2 questions] ▪ Question 2: Business environments: 40 ▪ Question 3: Business operations:40 ▪ Question 4: Business environments & Business operations: 40 • Section C: [answer 1 question] ▪ Question 5: Business environments: 40 ▪ Question 6: Business operations: 40 • Cognitive levels: ▪ Lower order – 30% ▪ Middle order – 50% ▪ Higher order – 20% • Complete: Assessment framework & cognitive levels grid	PAPER 2 • Time 2 hrs • 150 marks • Section A [compulsory] ▪ Question 1: MCQs, matching column: choose correct answer ▪ Business ventures & business roles :30 • Section B [answer 2 questions] ▪ Question 2: Business ventures 40 ▪ Question 3: Business roles 40 ▪ Question 4: Business ventures & roles: 40 • Section C: [answer 1 question] ▪ Question 5: Business ventures 40 ▪ Question 6: Business roles 40 • Cognitive levels: ▪ Lower order – 30% ▪ Middle order – 50% ▪ Higher order – 20% • Complete: Assessment framework & cognitive levels grid
	End-of-year examination	
	It is compulsory to cover the content within specified terms. ►Daily assessment is important to monitor teaching and learning. ►Give learners at least one class/cycle test per month. ►The content dealt with in term 1 to 4 should be revised for the end of the year examination.	