



2023/24 ANNUAL TEACHING PLANS: BUSINESS STUDIES: GRADE 10 (TERM 1)

TERM 1	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS TOPIC	MICRO ENVIRONMENT	MICRO ENVIRONMENT	BUSINESS FUNCTIONS	BUSINESS FUNCTIONS	CONCEPT OF QUALITY	CONCEPT OF QUALITY	MARKET ENVIRONMENT	MACRO ENVIRONMENT	INTERRELATIONSHIP BETWEEN THE ENVIRONMENTS	REVISION	SBA TASK: CONTROLLED TEST
CORE CONCEPTS, SKILLS AND VALUES	<ul style="list-style-type: none"> Meaning of the term micro-environment Various components of the micro (internal) business environment <ul style="list-style-type: none"> Vision, mission statement, goals and objectives Organisational resources Management and leadership Eight functions and activities of the business 	<ul style="list-style-type: none"> Various components of the micro (internal) business environment <ul style="list-style-type: none"> Organisational culture Business organisational structure Purpose of the organisational culture The purpose/importance of a business organisational structure with specific reference to an organogram 	<ul style="list-style-type: none"> Recap the EIGHT business functions Differences between leadership and management The activities and importance/purpose of the following business: <ul style="list-style-type: none"> General management 	<ul style="list-style-type: none"> The activities and importance/purpose of the following business: <ul style="list-style-type: none"> Administration Financing Public relations Purchasing Purchasing – include: <ul style="list-style-type: none"> NCA CPA Nature Purpose Rights Responsibilities Remedies 	<ul style="list-style-type: none"> Meaning of quality, quality control and quality assurance Difference between quality control and quality assurance Importance of quality for businesses 	<ul style="list-style-type: none"> Quality indicators of the following business functions: <ul style="list-style-type: none"> Human Resources function Administration function Financial function General management The correlation between management and the success of business in achieving its objectives, strengths and weaknesses 	<ul style="list-style-type: none"> Meaning of the term market environment Components of the market environment Reasons why competition poses a challenge to businesses Examples of other organisations/civil society Meaning of opportunities and threats in a business context and give practical examples of each 	<ul style="list-style-type: none"> Meaning of the term macro-environment Practical examples of each component/feature of the macro environment The reason why each component/feature poses a challenge to businesses 	<ul style="list-style-type: none"> The link/relationship between the features/components of the micro-environment Interrelation between micro (internal) and market environments Examples of the relationship between the business with consumer, suppliers, intermediaries, and competitors Relationship between micro, market, and macro environments 		Term 1 content as per RATP
REQUISITE PRE-KNOWLEDGE	GET EMS knowledge of the meaning of: <ul style="list-style-type: none"> The eight business Functions 		GET EMS knowledge of the following: <ul style="list-style-type: none"> Characteristics of the business functions Role and importance of the business functions 		Meaning of the term “quality”		GET EMS knowledge of the analysis of strengths, weaknesses, opportunities and threats		GET EMS knowledge of the following: <ul style="list-style-type: none"> Three business environments Meaning of the three business environments 	Understanding of the meaning of action verbs, analysis of scenarios/statements and method of marking	Controlled test, marking guidelines and grid Understanding the meaning of action verbs, analysis of scenarios/statements method of marking
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.										
INFORMAL ASSESSMENT	Section A-type questions, contextual questions, direct and indirect questions including scenarios and case studies and essay questions										
SBA (FORMAL ASSESSMENT)	Case study Content focus: Covering at least four sub-topics of Term 1 content Marks: 50						Control test 1 Content Focus: Covering all topics completed as per the ATP of term 1 Marks: 100				

2023/24 ANNUAL TEACHING PLANS: BUSINESS STUDIES: GRADE 10 (TERM 2)

TERM 2	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS TOPIC	BUSINESS SECTORS	BUSINESS SECTORS	CONTEMPORARY SOCIO-ECONOMIC ISSUES	CONTEMPORARY SOCIO-ECONOMIC ISSUES	SOCIAL RESPONSIBILITY	FORMS OF OWNERSHIP	FORMS OF OWNERSHIP	REVISION	REVISION	SBA TASK CONTROLLED TEST	
CORE CONCEPTS, SKILLS AND VALUES	<ul style="list-style-type: none"> Meaning of the primary, secondary, and tertiary sectors & examples of each sector Relationship between these sectors Meaning of the terms formal and informal sectors. Give practical examples of each Importance of the formal and informal sector 	<ul style="list-style-type: none"> Distinguish between the formal and informal sectors Meaning of the terms public and private sector Importance of the public and private sector Distinguish between the public and private sectors 	<ul style="list-style-type: none"> Meaning of socio-economic issues Reasons why socio-economic issue pose a challenge to businesses Meaning of inequality and poverty Impact of inequality and poverty on businesses Term "inclusivity" Purpose of inclusivity in the workplace Unemployment and unproductive labour forces 	<ul style="list-style-type: none"> Negative impact of HIV/Aids on businesses Different types of gambling and explain their impact on businesses Meaning of counterfeiting/bootlegging/strikes/political disturbance & crime impact of the socio-economic issues on businesses 	<ul style="list-style-type: none"> Term "social responsibility" and give practical examples Definition of corporate social responsibility Recommend/suggest initiatives businesses can take to address socio-economic issues 	<ul style="list-style-type: none"> Sole proprietor Partnership Definition Characteristics Advantages Disadvantages Differences (comparison) between the forms of ownership 	<ul style="list-style-type: none"> Non-profit company Profit companies Co-operatives Definition Characteristics Advantages Disadvantages Differences (comparison) between the forms of ownership 			Term 2 content as per the RATP	
REQUISITE PRE-KNOWLEDGE	GET EMS knowledge of the following: <ul style="list-style-type: none"> The role of the three sectors Skills required in each sector 		GET EMS knowledge of the following: <ul style="list-style-type: none"> Standard of living The impact of the development on the environment, unemployment and use of resources to promote a healthy environment Causes of socio-economic imbalances Different examples of socio-economic issues in local communities 			GET EMS knowledge of the following: <ul style="list-style-type: none"> Different forms of ownerships Characteristics, advantages, and disadvantages of forms of ownership 		Understanding of the meaning of action verbs, analysis of scenarios/statements and method of marking		Controlled test, marking guidelines and grid Understanding the meaning of action verbs, analysis of scenarios/statements principles of marking	
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.										
INFORMAL ASSESSMENT	Section A-type questions, contextual questions, direct and indirect questions including scenarios and case studies and essay questions										
SBA (FORMAL ASSESSMENT)	Presentation Content Focus: Covering at least 4 topics as per the ATP of term 2 Marks: 50					JUNE EXAMINATION Content Focus: Covering all topics completed as per the ATP of term 1 & 2 Marks: 150 x 2 papers = 300 marks, 2 hours each					

2023/24 ANNUAL TEACHING PLANS: BUSINESS STUDIES: GRADE 10 (TERM 3)

TERM 3	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS TOPIC	CREATIVE THINKING & PROBLEM SOLVING	CREATIVE THINKING & PROBLEM SOLVING	BUSINESS OPPORTUNITY & RELATED FACTORS	BUSINESS OPPORTUNITY & RELATED FACTORS	PRESENTATION OF BUSINESS INFORMATION	PRESENTATION OF BUSINESS INFORMATION	BUSINESS PLAN	BUSINESS PLAN	REVISION		SBA TASK CONTROLLED TEST
CORE CONCEPTS, SKILLS AND VALUES	<ul style="list-style-type: none"> • Meaning of creative thinking • Advantages/benefits of creative thinking in the workplace • Use creative thinking to generate entrepreneurial opportunities • Businesses can use creative thinking to solve business problems • Meaning of problem solving • Differences between decision making and problem solving 	<ul style="list-style-type: none"> • Problem solving cycle • Apply the problem-solving techniques to solve business problems: <ul style="list-style-type: none"> - Force-field analysis - Delphi technique - Nominal group technique - Brainstorming • Explain/discuss how businesses can use mind mapping, brainstorming to identify innovative and entrepreneurial business opportunities • Recommend/suggest ways in which creative business opportunities can realistically be implemented 	<ul style="list-style-type: none"> • Meaning of a business opportunity and give practical examples • Importance of assessing needs and desires in identifying a business opportunity - Research instruments and data collection (e.g., questionnaires, interview structures) - Protocol of conducting research (consent, prior organisational appointments, introduction of basic ethics in research and in business opportunities) - Conduct market research and identify a business opportunity 	<ul style="list-style-type: none"> • Difference between internal & external market research • Definition of business opportunities (based on researched needs and desires) and strengths, weaknesses, opportunities and threats (SWOT) • SWOT analysis to determine a viable business venture • Identify a business opportunity based on the findings from compiling a SWOT analysis • Apply a SWOT analysis from given scenarios/case studies 	<ul style="list-style-type: none"> • Accurate and concise verbal and non-verbal presentation • Presentation of business reports • Verbal presentations: <ul style="list-style-type: none"> - Factors that must be considered when preparing for a verbal presentation 	<ul style="list-style-type: none"> • Advise businesses on how to prepare for support materials for a presentation • Definition of the different visual aids <ul style="list-style-type: none"> - PowerPoint/data projector/slides - Hand-outs/flyers/brochures - Flip charts - Interactive whiteboard/smart boards - Posters/signs/banners/portable advertising stands/flags • Explain the purpose of visual aids • Design and layout of a presentation using different visual aids 	<ul style="list-style-type: none"> • Importance of a business plan • Challenges of the macro environment using PESTLE analysis • Components of a business plan • Executive summary • Description of the business: <ul style="list-style-type: none"> - The long-term objective, mission and vision of the envisaged business - The product/service 	<ul style="list-style-type: none"> • Description of the business: <ul style="list-style-type: none"> - The structure of the business (ownership)/relationship between the structure of the business and forms of ownership - Different types of legal requirements of a business • Compile a SWOT analysis for the envisaged business • Marketing plan: <ul style="list-style-type: none"> - Market research - Marketing mix, the 7 Ps: Price, product, promotion, place, people, physical environment and process • Competition • Financial plan including a balance sheet 			Term 3 content as per RATP
REQUISITE PRE-KNOWLEDGE		<ul style="list-style-type: none"> • Meaning of term “creative thinking” • Meaning of the term “problem solving” • Differences between creative thinking and problem solving 	<ul style="list-style-type: none"> • Different examples of business ventures in the local community • GET EMS knowledge of analysis of strengths, weaknesses, opportunities and threats (SWOT) 			<ul style="list-style-type: none"> • Meaning of the term “verbal communication” • Meaning of the term “non-verbal communication” 	GET EMS knowledge of the following: <ul style="list-style-type: none"> • Concept of a business plan • Components of the business plan • Format of business plan 	Understanding of the meaning of action verbs, analysis of scenarios/statements and method of marking.			Controlled test, marking guidelines and grid Understanding the meaning of action verbs, analysis of scenarios/statements method of marking
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.										
INFORMAL ASSESSMENT	Section A-type questions, contextual questions, direct and indirect questions including scenarios and case studies and essay questions										
SBA (FORMAL ASSESSMENT)	Project (projects must be given to learners towards the end of the second term for submission during the third term) Content focus: Covering at least 4 topics as per the ATP of Term 3 Marks: 50						Control test 2 Content focus: Covering all topics completed as per the ATP of term 3 Marks: 100				

2023/24 ANNUAL TEACHING PLANS: BUSINESS STUDIES: GRADE 10 (TERM 4)

TERM 4	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	
CAPS TOPIC	RELATIONSHIP & TEAM PERFORMANCE	RELATIONSHIP & TEAM PERFORMANCE	REVISION	REVISION	REVISION	REVISION	EXAMINATION				
CORE CONCEPTS, SKILLS AND VALUES	<ul style="list-style-type: none"> Factors that can influence these relationships (e.g., prejudice, beliefs, values and diversity) Understanding business objectives (e.g., profit, productivity, service) Interpersonal relationships in the workplace (e.g., different hierarchies, management levels, the importance of each individual in achieving business objectives) Personal beliefs and values and how they influence business relationships (e.g., prejudice, discrimination, equity, diversity) 	<ul style="list-style-type: none"> Criteria for successful and collaborative team performance in a business context Working in a team to accomplish business objectives 	Term 1 content	Term 2 content	Term 3 content	Term 4 content	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 marks Question 3: Business operations: 40 marks Question 4: Business environments & business operations: 40 marks Section C [answer 1 question] Question 5: Business environments: 40 marks Question 6: Business operations: 40 marks 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 marks Section B [answer 2 questions] Question 2: Business ventures: 40 marks Question 3: Business roles: 40 marks Question 4: Business ventures & roles: 40 marks Section C: [answer 1 question] Question 5: Business ventures: 40 marks Question 6: Business roles: 40 marks Cognitive levels: Lower order – 30%, Middle order – 50%, Higher order – 20% Complete: Assessment framework & cognitive levels grid			
REQUISITE PRE-KNOWLEDGE	GET EMS knowledge of the following: <ul style="list-style-type: none"> The concept of business goals Different levels of management, characteristics of good management and styles of management 		<ul style="list-style-type: none"> Understanding of the meaning of action verbs, analysis of scenarios/statements and methods of marking. 								
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.										
INFORMAL ASSESSMENT	Section A-type questions, contextual questions, direct and indirect questions including scenarios and case studies and essay questions										
SBA (FORMAL ASSESSMENT)	Final examination Content focus: Paper 1 – Business environments & business operations Marks: 150 Content focus: Paper – Business ventures & business roles Marks: 150										