



Western Cape
Government

Education

Directorate: Curriculum FET

TELEMATICS 2020

BUSINESS STUDIES

Grade 12

BUSINESS STUDIES TELEMATICS SCHEDULE

SESSION	DATE	TIME	TOPIC
1	11 Feb 2020	16:00 – 17:00	Human Resources Function
2	12 May 2020	16:00 – 17:00	Professionalism & Ethics
3	28 July 2020	15:00 – 16:00	Quality of Performance
4	23 Aug 2020	15:00 – 16:00	Human Rights, Inclusivity & Environmental Issues

BUSINESS STUDIES – GRADE 12: MAIN TOPICS & TOPICS				
	Business Environment	Business Ventures	Business Roles	Business Operation
1	Impact of recent legislation on business	Management and leadership	Professionalism and ethics	Human Resources function
2	Devise strategies	Investment: Securities	Creative thinking	Quality of performance
3	Business sectors and there environments	Investment: Insurance	Concept of corporate social responsibility.	
4		Forms of ownership and their impact on the business operation	Team performance Assessment and conflict Management	
5		Presentation of information and data response	Human Rights, Inclusivity and Environmental issues	

SESSION 1

BUSINESS OPERATIONS (HUMAN RESOURCES)

CONCEPTS

P	L	P	E	X	T	E	R	N	A	L	R	E	C	R	U	I	T	M	E	N	T	J	H
P	H	L	R	V	X	E	Y	F	J	F	O	X	U	S	T	U	E	T	S	E	E	O	U
X	U	A	W	X	N	M	Y	R	I	L	P	N	T	M	Y	G	E	M	J	Y	M	B	M
E	T	C	N	P	O	P	M	P	N	P	S	O	F	E	G	B	L	V	X	B	V	S	A
R	C	E	E	M	I	L	N	R	T	L	R	I	X	V	X	E	N	L	A	B	C	P	N
U	A	M	M	V	T	O	H	R	E	V	J	T	N	G	G	P	O	C	D	G	D	E	R
D	R	E	P	E	P	Y	P	O	R	G	A	A	X	A	A	V	L	J	B	T	H	C	E
E	T	N	L	I	I	E	S	F	N	T	E	N	L	W	S	H	C	W	F	H	G	I	S
C	N	T	O	M	R	E	I	V	A	R	I	I	X	H	U	V	T	T	N	L	N	F	O
O	O	P	Y	R	C	B	T	R	L	J	T	M	P	X	P	L	E	R	C	N	I	I	U
R	C	R	M	R	S	E	N	C	R	I	T	R	E	E	N	V	W	R	J	F	N	C	R
P	F	O	E	F	E	N	X	U	E	U	F	E	I	R	N	O	L	A	F	O	I	A	C
N	O	C	N	I	D	E	J	S	C	W	F	T	D	T	E	S	I	C	J	B	A	T	E
O	N	E	T	N	B	F	X	C	R	N	L	E	O	J	F	L	I	T	E	C	R	I	A
I	O	D	C	T	O	I	D	C	U	V	O	D	N	N	Y	P	A	O	C	S	T	O	C
T	I	U	O	E	J	T	R	T	I	O	I	Y	J	F	B	X	M	T	N	U	U	N	T
C	T	R	N	R	C	S	D	S	T	J	C	R	S	C	X	W	G	N	E	I	D	J	I
E	A	E	T	V	N	M	A	H	M	L	T	A	D	J	T	S	S	B	Y	D	D	N	V
L	N	X	R	I	G	T	T	W	E	W	F	L	A	P	S	H	X	W	A	H	X	G	I
E	I	A	A	E	J	J	S	W	N	J	N	A	J	W	E	E	C	N	L	D	U	P	T
S	M	W	C	W	U	D	O	X	T	H	H	S	X	F	Y	N	S	R	H	T	V	X	I
S	R	C	T	X	A	A	X	D	X	I	N	T	E	R	V	I	E	W	E	R	M	T	E
L	E	C	S	X	A	L	G	P	W	Y	H	X	U	O	C	E	H	P	V	I	S	W	S
R	T	C	X	R	U	Y	I	D	V	J	O	B	A	N	A	L	Y	S	I	S	X	P	X

SDA

Time related

Legalities

Placement procedure

Interview

Internal recruitment

Job description

Pension

Salary determination

Employment contracts

Induction

Selection procedure

Job analysis

Human resource activities

Employee benefits

Termination of contract

Training

Interviewer

External recruitment

Job specification

ESSAY 1

The management of Overberg Traders recently appointed Shaun as their marketing manager. The business is supposed to orientate and place Shaun accordingly. Shaun expects Overberg Traders to develop his managerial skills.

Write an essay on the Human Resources Function in which you address the following aspects:

- Explain the meaning of induction
- Discuss the purpose of induction and state FIVE aspects that should be included in an induction programme.
- Advise Overberg Traders on the placement procedure they should follow.
- Discuss the implications of the Skills Development Act (SDA), 1998 (Act 97 of 1998) on the Human Resources Function.
- Recommend FOUR aspects that must be included in Shaun's employment contract.

1.1. Write an **INTRODUCTION** to the essay

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1.2. Explain the meaning of **INDUCTION**

1.3. Discuss the **PURPOSE** of induction

1.4. State FIVE aspects that should be included in an **INDUCTION PROGRAMME**.

1.4.1. _____

1.4.2. _____

1.4.3. _____

1.4.4. _____

1.4.5. _____

1.4 Advise Overberg Traders on the placement **PROCEDURE** they should follow

1.5 Discuss the **IMPLICATIONS** of the Skills Development Act (SDA), 1998 (Act 97 of 1998) on the human resources function.

Implications
1.
2.
3.
4.

1.6 Recommend FOUR aspects that must be included in Shaun's **EMPLOYMENT CONTRACT**.

1.7.1. _____

1.7.2. _____

1.7.3. _____

1.7.4. _____

1.8 Write a **CONCLUSION** for the essay

- _____

1.9 Can you provide TWO facts that are **ORIGINAL** and relevant to one of the sub-topics?

- _____
- _____

[**Please note:** The examples in 1.9 must be included in the body of the essay]

ESSAY 2

Human resources managers invest a lot of time, effort and funds to recruit and select the best employees. They realise that their goals and objectives can only be achieved by employing skilled and qualified employees. They are also mindful of the fact that their recruitment policies need to comply with the Employment Equity Act (EEA), 1998 (Act 55 of 1998).

Write an essay on the Human Resources Function in which you address the following aspects:

- Tabulate the differences between job description and job specification
- Explain the meaning of recruitment.
- Analyse the impact of external recruitment on businesses.
- Discuss the role of the interviewer and the interviewee during the interview.
- Suggest ways in which the human resources function could comply with the EEA.

2.1. Write an **INTRODUCTION** to the essay

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2.2. Tabulate the differences between job **DESCRIPTION** and job **SPECIFICATION**

JOB DESCRIPTION	JOB SPECIFICATION
1.	1.
2.	2.
3.	3.

2.3. Explain the meaning of **RECRUITMENT**

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2.4. Analyse the impact of **EXTERNAL** recruitment on businesses

POSITIVE IMPACT	NEGATIVE IMPACT
1.	1.
2.	2.
3.	3.

2.5. Discuss the **ROLE** of the interviewer and the interviewee during the interview

INTERVIEWER	INTERVIEWEE
1.	1.
2.	2.
3.	3.

2.6. Suggest ways in which the human resources function could **COMPLY** with the EEA

2.7. Write a **CONCLUSION** to the essay

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2.8. Can you provide TWO facts that are **ORIGINAL** and relevant to one of the sub-topics?

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[**Please note:** The examples in 2.8 must be included in the body of the essay]

CONSOLIDATION ACTIVITIES

Read the scenario below and answer the questions that follow.

CRICKET DEPOT (CDP)

Cricket Depot (CDP) advertised a vacancy on the business's social media page. Many applicants submitted their application forms online. CDP conducted preliminary interviews to select suitable candidates and then compiled a shortlist of three candidates. A written offer was made to the best candidate.

- 1.1.1 Identify the type of recruitment used by CDP. Motivate your answer by quoting from the scenario above. (3)
- 1.1.2 Quote the selection procedures/steps that CDP applied in the scenario above. (3)
- 1.1.3 Advise the management of CDP on any other selection procedures/steps that they may consider. (8)

Read the scenario below and answer the questions that follow.

Gauteng Clothing Manufacturers (GCM)

Thabo, an employee of Gauteng Clothing Manufacturers, is not performing his duties effectively after being trained on several occasions. GCM has decided to terminate his contract.

- 2.1.1 Identify the reason for terminating Thabo's contract in the above scenario. (1)
- 2.1.2 Explain THREE other reasons for terminating an employment contract. (9)

REFERENCES

1. 2019 – MEED, Gr 12 Trial Examination
2. 2017 – Gauteng Education Department, Gr 12 Trail Examination
3. 2019 – WCED Gr 12 Resource Booklet developed by Subject Advisors_HRF
4. 2019 – WCED. Gr 12 Glossary of Concepts_HRF

