 Province of the

EASTERN CAPE

EDUCATION

**DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)**

**HOME SCHOOLING SELF-STUDY ANSWER SHEET**

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| **SUBJECT** | **BUSINESS STUDIES** | **GRADE** | **12** | **DATE** | **25/06/2020** |
| **TOPIC** | **BUSINESS ENVIRONMENT & BUSINESS ROLES** | **TERM 1****REVISION** | **X** | **TERM 1 - 2 CONTENT** | **X** |

|  |  |
| --- | --- |
| **QUESTION 1: BUSINESS ENVIRONMENT** |  |
| DBE/Nov 2019 & SC/NSC DBE/2019 |  |
|  |  |  |
| 1.1 | Name THREE types of business environments and state the extent of control businesses have over EACH of these environments. |  |
|  |  |  |
|  | Use the table below as a GUIDE to answer QUESTION 1.1 |  |
|  |

|  |  |
| --- | --- |
| BUSINESS ENVIRONMENTS | EXTENT OF CONTROL |
| 1. Micro environment√ | Full control√ |
| 2. Market environment√ | Partial/Some/Limited/Less/Little control√ |
| 3. Macro environment√ | No control√ |
|  Sub max (3) |  Sub max (3) |

 |  |
|  | **NOTE: 1. Mark the first THREE (3) only.**  **2. The answer does not have to be in tabular format.**  **3. Award marks for the business environment even if the extent of control is not indicated**  **/ incorrect.**  **4. The extent of control must be linked to the business environment. Max** | (6) |
|  |  |  |
| 1.2 | **Act** |  |
|  | 1.2.1 | Compensation for Occupational Injuries and Diseases Act/COIDA. √√ | (2) |
|  |  |  |  |
|  | 1.2.2 | **Discriminatory action from the scenario*** The management provided the Commissioner with false information regarding serious accidents that took place at Legend Projects. √
* They also bribed one of their employees not to report injuries sustained while performing his/her duties. √

**NOTE: 1. Mark the first TWO (2) only. (2x1)** | (2) |
|  |  |  |  |
|  | 1.2.3 | **Penalties for non-compliance with COIDA*** LP can be fined for refusing to lodge the claim/contravening the Act. √√
* LP can be forced to make large payments if it did not take the necessary precautions according to the Act. √√
* LP can be forced to pay any recovery costs required by the Compensation Fund. √√
* Employees may take LP to court for non-compliance with the Act. √√
* If LP is found guilty of any misconduct, they will have to pay large penalties/face imprisonment. √√

Any other relevant answer related to penalties that LP could face for noncompliance with COIDA. **NOTE: Accept relevant facts if COIDA was incorrectly identified in QUESTION 1.2.1. Max** | (4) |
|  |  |  |  |
| 1.3 | **Steps in evaluating a strategy*** Examine√ the underlying basis of a business strategy. √
* Look forward and backward√ into the implementation process. √
* Compare the expected performance√ with the actual performance. √
* Measure business performance√ in order to determine the reasons for deviations and analyse these reasons. √
* Take corrective action√ so that deviations may be corrected. √
* Set specific dates√ for control and follow up. √
* Draw up a table√ of the advantages and disadvantages of a strategy. √
* Decide√ on the desired outcome. √
* Consider the impact of the implementation of a strategy√ in the internal and external environments of the business. √

Any other relevant answer related to steps that businesses should follow when evaluating a strategy. **NOTE: The steps may be in any order**. **Max** | (6) |
|  |  |  |
|  |  | **[20]** |
| **BUSINESS OPERATIONS** |  |
| DBE/Nov 2019 & SC/NSC DBE/2019 |  |
| 1.4 | **Steps of the PDCA model/cycle.*** Plan √
* Do √
* Check/Analyse √
* Act as needed √

**NOTE: Mark the first THREE (3) only. (3 x 1)** | (3) |
|  |  |  |
| 1.5 | **Employment contract** |  |
|  | 1.5.1 | **Reason for termination of an employment contract from the scenario** Retirement√√ (2)**Motivation**The management terminated her employment contract when she reached the age of 65.√ (1)**NOTE: 1. Award marks for the reason even if the quote is incomplete**  **2 Do not award marks for the motivation, if the reason for termination of the**  **contract was incorrectly identified**. **Max**  | (3) |
|  |  |  |  |
|  | 1.5.2 | **Other reasons for the termination of an employment contract*** The employer may dismiss an employee for valid reason(s) √, e.g. unsatisfactory job performance, misconduct, etc.√
* Employer may no longer have work for redundant employees√/cannot fulfil the contract/is restructuring. √
* The employer may retrench some employees due to insolvency√/may not be able to pay the employees. √
* Employees decided to leave√ and resign voluntarily. √
* Incapacity to work√ due to illness/injuries. √
* By mutual agreement√ between the employer and employee. √

Any other relevant answer related to other reasons for the termination of an employment contract. **NOTE: Do not award marks for 'retirement' as a reason for termination of an** **employment contract. Max** | (4) |
|  |  |  |  |
| 1.6 | **Purpose of induction as a human resources activity.** * Introduce new employees to management/colleagues√ to establish relationships with fellow colleagues at different levels. √
* Make new employees feel welcome√ by introducing them to their physical work space. √
* Give new employees a tour/information√ about the layout of the building/office. √
* Familiarise new employees with the organisational structure√/their supervisors. √
* Allow new employees the opportunity to ask questions√ that will put them at ease/reduce insecurity/anxiety/fear. √
* Create opportunities for new employees√ to experience/explore different departments. √
* Explain safety regulations and rules√, so that new employees will understand their role/responsibilities in this regard. √
* Communicate information about the products/services√ offered by the business. √
* Ensure that employees understand√ their roles/responsibilities so that they will be more efficient/productive. √
* Communicate business policies√ regarding ethical/professional conduct/procedures/employment contract/conditions of employment √, etc.

Any other relevant answer related to the purpose of induction as a human resource activity.  **Max** | (4) |
|  |  |  |
| 1.7 | **Implications of the Skills Development Act (SDA), on the human resources function.*** The human resources function should interpret the aims and requirements of the SDA and adapt workplace skills training programmes accordingly. √√
* Identify the training needs of the employees and provide them with training opportunities so that they will perform their tasks efficiently. √√
* Use the National Qualification Framework/NQF to assess the skills levels of employees. √√
* Interpret/Implement the aims/requirements of the framework for the National Skills Development Strategy. √√
* Assist managers in identifying skills/training needs to help them to introduce learnerships. √√
* The business should contribute 1% of their salary bill to the Skills Development Levy/SDL. √√
* Ensure training in the workplace is formalised /structured. √√
* Appoint a full/part time consultant as a Skills Development Facilitator. √√

Any other relevant answer related to the implications of the Skills Development Act on the human resources function. **Max** | (6) |
|  |  | **[20]** |
|  | **TOTAL** | **[40]** |