



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE  
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

## Adult Basic Education and Training (ABET)

### Site-Based Assessment Portfolio of Evidence

**Small Medium and Micro Enterprises:** NQF Level 1  
**Total:** 50 marks  
**Duration:** 3 hours  
**Task 4:** Worksheet

#### Learner Information

**Name** : \_\_\_\_\_  
**Surname** : \_\_\_\_\_  
**Identity/  
Passport Number** : \_\_\_\_\_  
**Employee Number** : \_\_\_\_\_  
**Company** : \_\_\_\_\_  
**Centre** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

#### Declaration

*I declare that this portfolio of evidence is my own work:* \_\_\_\_\_

**Signature**



**INSTRUCTIONS**

1. This worksheet consists of **TWO ACTIVITIES**.
2. Complete ALL questions in each ACTIVITY.
3. Adhere to the numbering system used in this worksheet.
4. Learners should work on all activities individually.



**ACTIVITY 1**

1.1 Explain the following components of a business plan:

1.1.1 Title page

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(2)

1.1.2 Marketing plan

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(2)

1.1.3 SWOT analysis

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(2)

1.1.4 Technical plan

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(2)



1.1.5 Financial plan

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(2)

**TOTAL MARKS FOR ACTIVITY 1**

**[10]**

**ACTIVITY 2**

2.1 Discuss TWO advantages of developing and using a Gantt Chart.

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(4)

2.2 List and explain THREE legal requirements that a business must comply with.

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(6)



2.3 A business plan is crucial as it assists business owners to make better decisions. Describe SIX purposes of a business plan.

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(6)

2.4 Explain ONE purpose of the following systems in the business:

2.4.1 Financial management system

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(2)

2.4.2 Reporting system

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(2)

2.4.3 Human resource management system

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(2)



2.5 Recommend TWO ways a business can manage strike action.

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(4)

2.6 Explain what is meant by a changing business environment.

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(2)

2.7 Discuss any TWO reasons for changes in the environment.

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(4)

2.8 Propose ONE solution for managing the impact of retrenchments on the internal business environment.

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(2)





**Total for Task 4: 50 Marks**

<b>Task</b>	<b>Activity</b>	<b>Maximum Mark</b>	<b>Learner's Mark</b>	<b>Moderated Mark</b>
<b>Task 4</b>	<b>Activity 1</b>	<b>10</b>		
	<b>Activity 2</b>	<b>40</b>		
	<b>Total: Task 4</b>	<b>50</b>		

