### SUBJECT and GRADE
**BUSINESS STUDIES**  
**Grade 11**

### TERM 2
**Week 4**  
**4 Hrs.**

### TOPIC
**Production function (Production Planning)**

#### AIMS OF LESSON
1. **Define** production planning.
2. Outline/Mention/Explain/Discuss **aspects** that must be considered **during production planning** e.g. planning, routing, scheduling and loading.
3. Explain/Discuss the **advantages** of production planning.
4. Explain the meaning of **production control**.
5. Outline/Mention/Explain/Discuss **aspects** that must be considered **during production control** e.g. dispatching, following up, inspection and corrective action.
6. Justify the **reasons** why **businesses** must manage safety in the workplace.
7. Explain/Discuss the **requirements** for a safe environment, e.g. safety policy, visible warning signs, first – aid kit, safe working environment etc.
8. Explain/Discuss/Recommend precautionary **measures** that businesses should take when handling machinery.

#### RESOURCES
**Paper based resources**
- WCED Business studies Core notes Gr.11 – 2020
- Via Afrika Business Studies Grade 11 Learner's Book
- Platinum Business Studies Grade 11 Learner's Book Oxford
- Successful Business Studies Grade 11 Learner's Book
- Solutions for a Business Studies Grade 11 Learner's Book
- Focus Business Studies Grade 11 Learner's Book

**Digital resources**
- WCED Eportal: 2020 Business Studies Gr 11
  [https://wcedeportal.co.za/](https://wcedeportal.co.za/)

#### INTRODUCTION
In the Grade 10 curriculum you were only required to know that **production** is one of the eight business functions.

#### PURPOSE OF LESSON

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<td><strong>1.</strong></td>
<td>Revise content covered in previous week.</td>
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<td><strong>2.</strong></td>
<td>Build on knowledge of learners.</td>
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<td><strong>3.</strong></td>
<td>Expand the knowledge and skills of learners on the topic.</td>
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<td><strong>4.</strong></td>
<td>Emphasize the action words.</td>
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<td><strong>5.</strong></td>
<td>Build on the different cognitive levels.</td>
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<td><strong>6.</strong></td>
<td>Consolidate content</td>
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<td><strong>7.</strong></td>
<td>Provide learners with consolidation questions of prior and current knowledge.</td>
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In Grade 11 you are required to know the content listed below regarding **Production Planning**.
### 1. Define production planning.
- Production planning is the setting of goals regarding **what** will be produced and **how** it will be achieved.

### 1. Outline/Mention/Explain/Discuss aspects that must be considered during production planning

![Diagram of production planning]

- **Loading**
  - Involves allocating every person or machine to their specific task.
- **Planning**
  - Refers to the planning of each aspect of the overall process.
  - Includes the layout of the factory.
- **Scheduling**
  - Refers to the timing of the production process.
- **Routing**
  - Establishes the best and cheapest way to sequence the production process.
- **Prioritises certain jobs**
  - This involves the process time and production order.

### 2. Explain/Discuss the advantages of production planning.
- **Efficient production planning allows a business to meet its demands and prevents problems that could cause unnecessary expenses and wastage**
- **By setting standards, planning shows what level of quality must be met and allows this to be monitored**
- **Proper planning allows resources to be used efficiently and profits to be maximised.**
3. **Explain the meaning of production control.**
   - Production control is making sure that the actual production performance meets the goals that were set in the production plan.
   - It checks that the factors of production are used in the most efficient way to achieve the goals of the business.

4. **Outline/Mention/Explain/Discuss aspects that must be considered during production control**
5. **Justify the reasons why businesses must manage safety in the workplace.**

- Businesses create a productive work environment and demonstrate a commitment to securing the premises from avoidable accidents.
- Absenteeism rates drop when safety programs are a priority because injuries are less likely to happen.
- High standards are set and met on work premises as employees know that their safety depends there on.
- Employees are happier when they come to a safe work environment.
- Workers’ compensation insurance claims decrease as a culture of safety reduces the number of claims employees file each year.
- Businesses protect their most valuable asset by removing risk in the workplace businesses are in a position to meet regulatory requirements for maintaining safety at work.

6. **Explain/Discuss the requirements for a safe environment, e.g. safety policy, visible warning signs, first – aid kit, safe working environment etc.**

- Safety policy must be drawn up by all businesses.
- Control measures must be enforced.
- Safety warning signs should be visible.
- First aid must be up to date and in an accessible place.
- Workplace should be free of hazardous substances that could cause damage or injury.

7. **Explain/Discuss/Recommend precautionary measures that businesses should take when handling machinery.**

- Employees should be well trained to operate the machinery.
- Operating manuals of machines should be available always.
- Employee should not be allowed to operate the machines if they are tired or on medication that could interfere with their ability to control the machine.
- Employees should wear the appropriate clothing when operating machinery.
- Hard hats [helmets] should be worn on construction sites always.
- Machinery must be regularly checked and serviced.
### ACTIVITIES/ASSESSMENT

**Section A activities:**

**Multiple choice:**
1.1 The following activity is not part of the production planning and control process:
   - A. Routing
   - B. Scheduling
   - C. Loading
   - D. Benchmarking

Choose the correct word from those given in brackets.

2.1 The steps that are taken in order to solve a problem found during the inspection process during or after production. (Corrective action/ Corrective deviation)

2.2 Planning the route that will be taken through the factory from one task to the next in order that a product is produced. (Routing/Routing control).

**Memo**

1.1 D
2.1 Corrective action
2.2 Routing

### CONSOLIDATION

- This lesson covered the Gr 11 content as stipulated in the Gr 11 Examination Guidelines.
- Learners who understand the content should be apply the knowledge and skills required to successfully answers questions based on the curriculum in all Formal Assessment Tasks.

### VALUES

- **Caring:** You are our most important clients in the educational landscape, therefore it’s important that that we provide you with the necessary resources for self-directed study.
- **Responsiveness:** It’s our responsibility to make sure that quality lesson plans are developed timeously and distributed to you.
- **Competence:** After working through the lesson plans you should be able to demonstrate the skills and knowledge acquired, to complete the required assessments tasks successfully.