



EMPLOYABILITY 4 Digital Assignment (INTERMEDIATE)

Title: Basic Budget

Focus Skill Development: Self-management/Taking responsibility, Working effectively with other people, Business and customer awareness, **Decision-making and Problem-solving**, Initiative and enterprise, Communication and Literacy, Numeracy, **Using ICT**.

Task: Develop a budget for your business start-up or social enterprise that you planned in previous assignments i.e. ENTPASS

Time Frame: Aim to complete in around 4-7 Hours

Resource: Use online resources and create a budget template

Submit your budget to assignment@enterprise360.me. **Before you access another assignment.**

Example YES Passport Update for this assignment (do not feel limited by this table it's a guide)

YES Stamp	Examples
Self-management / Taking responsibility	I undertook to develop skills in budgeting and created a budget for a business start-up that I and some colleagues conceptualised.
Decision-making and Problem-solving	In drawing up a budget I had to make decisions and explore how to solve certain problem associated with business start-ups.
Numeracy	I had to apply a number of numeracy skills to develop a viable and effective budget for the business start-up.
Using ICT	I made use of a spreadsheet programme to compile the budget.

Reflection: Effective budgeting is a very useful and much demanded skill.

NB: Do not feel limited by the table above, think about other skills this assignment has help you develop.

