EMPLOYABILITY 4 Digital Assignment (INTERMEDIATE)

Title: Volunteering

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: Work out how many hours a week you could volunteer, then seek out opportunities in the local community. Could be a local church, charity shop, sports club, etc.

Time Frame: Aim to complete in around 1 week.

Resource: See out a list of local charities, churches and sports clubs

On completing your task submit a short report 250 words 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	Through volunteering I have development my skills in time management and taking responsibility for what happens in my community.
Business and customer awareness	I research local organisations and considered which would be best to offer to volunteer to develop my professional skills and work experience.
Working effectively with other people	While volunteering I worked with others and in teams to contribute to the organisation gaols.
Decision-making **a**nd Problem-solving	My role as a volunteer required me to make decisions and solve problems on several occasions.
Initiative and enterprise	The volunteering experience allowed me to take initiative and to demonstrate enterprise through working with others to create solutions for the target audiences.
Communication and Literacy	My volunteering position called for inter personal communication and literacy as I

	engaged with clients of the organisation on a regular basis.
Using ICT	In my volunteering activities I had to develop and manage a database for the organisation.

Reflection: Volunteering is one of the best and easiest, quickest way to populate your YES Passport and to expand your networks and open new opportunities.

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