



EMPLOYABILITY 4 Digital Assignment (INTERMEDIATE)

Title: YES Passport – My Plan

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: If you have not got a YES passport yet, access a free one, or if you want to use your phone download the YES Passport App. Now plan which areas you need to develop, and develop a plan on how to populate your YES passport.

Time Frame: Aim to complete in around 2-4 hours.

Resource: You can request your free YES here: <http://www.yespassport.me/contact/>

Assessment: On completing your task submit your plan 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	Create a skills development plan using free and/or \$1 assignments.
Business and customer awareness	Recognise the skills that my future client (employer/business start-up/project) will demand and which will help me add value.
Decision-making	Through developing a YES passport plan I had to make decisions in terms of my future and the industrial sector within which I hope to create a professional pathway.
Using ICT	Have to access an online UES passport or use the YES app to recod my skills developed to date and to keep evidence of future skills development.

Reflection: Think carefully about your plans, refer to your PDP and your SMART objectives from the basic assignments.

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

