



EMPLOYABILITY 4 Digital Assignment (BASIC)

Title: **Personal Budgeting**

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: Produce a personal budget using a suitable spreadsheet programme.

Time Frame: Aim to complete in around 4 hours (the time is a guide take as long as you need to produce a suitable and viable budget).

Resource: Seek out online resources and check examples of personal budgets

Assessment: Personal budgets are private documents and you should keep this to yourself. You can send a note to assignments@employability4world.com with 'Personal Budget Completed' in the subject line.

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 and apply a personal budgeting system which allows me to manage my access to money
Decision-making and Problem-solving	By using a personal I make choices about how to spend my money and whether items are affordable
Numeracy	Through constructing a personal budget I had to manipulate figures to ensure that I was able to balance my monthly expenditure with my income stream(s)
Using ICT	In constructing my personal budget, I used a freeware spreadsheet programme; my budget included equations and dynamic cells (i.e. cells that changed when values in other cells changed)

Reflection: Having a personal budget is an excellent way to develop your financial management skills and work toward financial independence. Take time to ensure that your personal budget is realistic and caters for your needs as best as possible given your income/allowance.

