

## EMPLOYABILITY 4: Digital Assignment (INTERMEDIATE)

### Title: YES Passport – My Skills and Experience

**Focus Skills 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 don't have a YES Passport yet, access a free one, or if you want to use your mobile phone download the YES Passport App. Fill in as many of the skills areas as you can and see where there might be gaps.

**Time frame:** Aim to complete this assignment in around 2-4 hours.

**Resource:** [www.yespassport.me](http://www.yespassport.me) or access the mobile app here <https://www.employability4world.com/download-2-2/>

**Assessment:** On completing your task submit a screenshot of the online YES Passport to [assignment@enterprise360.me](mailto:assignment@enterprise360.me) or send an email explaining which areas you were able to evidence **before you access another assignment.**

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

YES Stamp	Examples
Self management / taking responsibility	
Business and customer awareness	
Decision making	
Initiative and enterprise	
Using ICT	

**Reflection:** Everyone has some life experience to add to their YES Passport but sometimes it is hard to see where you have already started to develop skills. It is useful to talk to someone about your history and to identify or relate the skills you have to that experience. They might help you reflect on what you have achieved already.