



EMPLOYABILITY 4 Digital Assignment (BASIC)

Title: **Setting a 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: Produce a budget for a school outing for 35 primary school children to a local destination. Work out the cost of transport and the cost of any admission, plus costs of packed lunches.

Time Frame: Aim to complete in around 4 -6 hours (the time is a guide take as long as you need to produce a suitable budget).

Resource: Seek out online resources and check examples of budgets

Assessment: Send your budget 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
Decision-making and Problem-solving	Planning a school outing required effective decision making i.e. what transport to use, packed lunch what is free and what charges will need to be paid, etc. Identify possible problems and seek solutions.
Numeracy	Through constructing a budget, I had to show that I was able to balance the cost of the outing with possible funds.
Using ICT	In constructing the 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: Developing a skill for effective budgeting is key for any professional; consider using this exercise to contact local schools to seek out other opportunities. You could also consider approach local museums to see what options they have for school outings.

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

