



EMPLOYABILITY 4: Digital Assignment (INTERMEDIATE)

Title: **Business Budget**

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: Develop a budget for a business start-up or social enterprise that you may have planned in previous assignments i.e. **Business Start-Up** in Basic Assignments or **Social Enterprise** in Intermediate. If you did not start with those assignments you may need to go into that section first and undertake that exercise. If you have your own enterprise or business experience you can continue using that.

Time frame: Aim to complete this assignment in around 4-7 hours

Resource: Use online resources and create a budget template

Submit your budget 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 merely a guide)

YES Stamp	Examples
Self management / taking responsibility	I undertook to develop skills in budgeting and created a budget for a business start-up that some colleagues and I conceptualised.
Decision making and problem solving	In drawing up a budget I had to make decisions and explore how to solve certain problems associated with business start-ups.
Numeracy	I had to apply a number of numeracy skills to develop a viable and effective budget for the business start-up.
Using ICT	I made use of a spreadsheet programme to compile the budget.

Reflection: Effective budgeting is a very useful and much demanded skill.





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

