



EMPLOYABILITY 4 Digital Assignment (BASIC)

Title: Freeware

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: Explore freeware options, create a suitable suite of software for your professional development.

Time Frame: Aim to complete in around 4 – 6 hours (the time is a guide take as long as you need to develop your understanding and a suite of freeware for your machine).

Resource: Seek out online resources and read reviews (Good place to start <https://sourceforge.net/>)

Assessment: Send a screen shot of your free cloud application with your directory and file structure designed to assignments@employability4world.com have 'My Cloud Structure for Professional Development' in 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	Design and manage a directory and file structure for my professional development, and build a freeware suite of applications.
Decision-making and Problem-solving	Investigate reviews of freeware and select suitable applications to support my professional development
Numeracy	Explore suitable spreadsheet applications
Using ICT	Explore and research freeware

Reflection: Using freeware has risks in terms of no support and other help functions, but most are effective and by reading reviews you can ensure that the software meets your needs.

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

