



EMPLOYABILITY 4 Digital Assignment (BASIC)

Title: Primary School Outing 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 out for 35 primary school children to a local museum or sporting event.**

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 budgets**

Assessment: **Send your budget to assignments@employability4world.com with 'personal Budget completed' in the budget 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	Using your time effectively, and researching suitable outing destinations and developing a cost-effective trip for primary school kids
Decision-making and Problem-solving	Planning a school outing required effective decision making i.e. what transport to use, packed lunch or served lunch, etc. Identify possible problems and seek solutions.
Numeracy	Through constructing a budget, I had to manipulate figures to ensure 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 help you develop.

