



EMPLOYABILITY 4 Digital Assignment (BASIC)

Title: Personal Budgeting

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 personal budget using a suitable spreadsheet programme.**

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 personal budgets**

Assessment: Personal budgets are private documents and you should keep this to yourself. You can send a note 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	Create and apply a personal budgeting systems to support skills development and promote professional pathway into world of work, further education, and/or business start-up
Decision-making and Problem-solving	Constructed a personal budgeting system to meet the challenges associated with securing opportunities and generating income
Numeracy	Through constructing a personal budget I had to manipulate figures to ensure that I was able to balance my monthly expenditure with my income stream(s)
Using ICT	In constructing my personal 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: Having a personal budget is an excellent way to develop your financial management skills and work toward financial independence. Take time to ensure that your personal budget is realistic and caters for your needs as best as possible given your income/allowance.

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

