



## EMPLOYABILITY 4 Digital Assignment (BASiC)

### Title: Your Personal Development Plan (DevPlan)

**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:** **Create your Personal Development Plan (PDP/DevPlan)**

**Time Frame:** **Aim to complete in around 2-4 hours.**

**Resource:** **See section Y in your A-Z.**

**Assessment:** On completing your task submit your table to [assignment@enterprise360.me](mailto:assignment@enterprise360.me) and update your YES passport. **Before you access another assignment.**

**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	Develop a goal oriented plan, build around 'Being SMART is a choice'.
Decision-making and Problem-solving	Create a priority list of actions and activities to develop my professional development; explore way to meet personal aspirations and future professional opportunities.
Initiative and enterprise	Create my own SMART objectives for my life – My Life is my Business
Using ICT	Create a table and submit through email

**Reflection:** Consider what other skills you may have developed; did you consider starting a business or a project? Did you do some research? Did you speak to teachers and other professionals (communication?)

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

