



EMPLOYABILITY 4 Digital Assignment (BASIC)

Title: SMART Objectives (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 SMART Objectives (aim for at least 3)**

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

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

Assessment: On completing your task submit your SMART Objectives to 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 priority list and engage with the tasks deliverables and time frames
Business and customer awareness	Explore my future professional development using the Your Life is Your Business focus, who will employ me, will I build a business, run a project, etc.
Decision-making	Engage in decision making through effective prioritisation of goals and objectives for my professional development
Initiative and enterprise	Create my own plan for my professional development – 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 engage with a financial plan? Explore a budget? Does your plan include starting a business or a project?**

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

