**EMPLOYABILITY AND SELF-DEVELOPMENT**

**Learning Outcome 3: ACTIVITY 5**

**HOMEWORK INDIVIDUAL ACTIVITY**

**In-tray exercise**

This activity is based on Activity 3 from Chapter 3 of the Study Guide. Use the web address/weblink and carry out the in-tray exercise. If you’ve already completed it, use the time to write down your key learning points from the exercise.

[**www.assessmentday.co.uk/in-tray-exercise.htm**](http://www.assessmentday.co.uk/in-tray-exercise.htm)