

# BSB50420

## DIPLOMA OF

# LEADERSHIP AND

# MANAGEMENT

### COURSE OVERVIEW

**Vanguard Business Education**  
**RTO ID 91219**

[www.vanguardbusinesseducation.edu.au](http://www.vanguardbusinesseducation.edu.au)

## About Vanguard Business Education

At Vanguard Business Education, we believe in people. We believe that everyone has the potential to succeed, and we are here to help them do just that. Our customised business skills training and personal development programmes are designed to refresh skills, build confidence and motivate individuals to reach their full potential.

Since 2006, we have been experts in our field, developing systems and courses with sustainable outcomes for our clients. We know that one size does not fit all, which is why we tailor our programmes to meet the specific needs of each individual or organisation we work with. Our team of experienced trainers are passionate about what they do, and they bring that energy and enthusiasm to every training session.

We understand that investing in training can be a big decision, which is why we offer flexible payment options to make it more accessible. Our clients have seen real results from our programmes - increased productivity, improved team morale, enhanced communication and real workplace outcomes. We remain committed to ongoing support and follow-up, ensuring every learner continues to benefit long after the programme has ended.

At Vanguard Business Education, we are not just a training provider - we are a partner in your success.

## Why We Exist

Too many courses are built around old models - rigid, theoretical and slow to evolve. Vanguard Business Education exists for the ambitious realist. People who want results, not red tape. People who want modern, measurable business skills delivered in a way that fits real life.

## Our Story

Vanguard Business Education began in 2006 as KS Training. Our purpose was simple: create learning experiences that genuinely matter in the real world. Over time, we evolved - and so did the professionals we supported.

In 2020, we rebranded as Vanguard Business Education, a name that reflects our mission and the people we serve: forward-thinking, purpose-driven individuals ready to lead with confidence.

## Our Mission

To deliver transformative, nationally recognised business and leadership qualifications that are flexible, practical and backed by real human support - helping learners gain clarity, confidence and career momentum.

## Our Values

**Excellence:** We aim higher than "competent". Training should create lasting change.

**Innovation:** Future-focused learning that keeps students ahead.

**Collaboration:** Built with learners, not just for them.

**Inclusivity:** Talent has no postcode - and neither does potential.

**Integrity:** No hype. Just high-impact education that works.

**Lifelong Learning:** Progress never stops - and neither do we.

## Who We Help

Vanguard Business Education supports learners at every stage of their career:

**Starting your career:** Build foundational business skills and workplace confidence.

**Entering the workforce:** Gain practical, job-ready skills with nationally recognised qualifications.

**Changing careers:** Develop essential skills to transition into a new industry.

**Balancing work and family:** Access fully flexible, self-paced study supported by real trainers and SmartCoach AI.

## Online Learning

This course is delivered online - ideal for busy people who want flexibility without losing support. Learn from any location, at your own pace, with:

- Modern online learning systems
- Virtual trainer support
- SmartCoach AI assistance
- Engaging learning activities
- Real human help whenever you need it

Your investment in learning is an investment in your future. We work diligently to ensure every learner receives the support they need to progress confidently and successfully.

## About This Qualification

The BSB50420 Diploma of Leadership and Management reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

This qualification prepares leaders to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## Who This Course Is For

This course is ideal for individuals who are:

- Leading teams and managing business operations
- Seeking to advance into senior management positions
- Managing diverse workforces and workplace relationships
- Taking responsibility for operational planning and team performance
- Looking to formalise advanced leadership and management skills
- Looking for a nationally recognised qualification
- Balancing work, family or other commitments

## What You Will Learn

Graduates will gain skills in:

- Influential communication and emotional intelligence
- Leading and managing effective workplace relationships
- Critical thinking and continuous improvement
- Managing team effectiveness and people performance
- Operational planning, administrative systems and risk management
- Budget and financial plan management
- Workplace health and safety compliance
- Developing critical thinking capability in others
- Facilitating continuous improvement initiatives
- Managing business operational plans

## Delivery and Study Options

**Mode:** 100% online

**Duration:** Up to 18 months

**Study commitment:** Self-paced with structured support

**Support:** Qualified trainers, online facilitators, SmartCoach AI learning assistance

**Technology requirements:** Desktop or laptop computer with broadband internet and standard office software

## Units You Will Complete

A total of 12 units must be completed: 6 core + 6 elective.

Units are delivered through five integrated learning clusters:

### Cluster 1: Influential Communication and Workplace Relationships

*Focus: communicating with influence, emotional intelligence and leading workplace relationships*

- BSBCMM511 Communicate with influence (Core)
- BSBPEF502 Develop and use emotional intelligence (Core)
- BSBLDR523 Lead and manage effective workplace relationships (Core)

### Cluster 2: Critical Thinking and Continuous Improvement

*Focus: developing critical thinking capability and facilitating continuous improvement*

- BSBCRT511 Develop critical thinking in others (Core)
- BSBSTR502 Facilitate continuous improvement (Elective)

## Cluster 3: People Leadership and Performance Management

*Focus: managing team effectiveness and people performance*

- BSBTWK502 Manage team effectiveness (Core)
- BSBLDR522 Manage people performance (Elective)

## Cluster 4: Operational Planning, Systems and Risk Control

*Focus: managing business operations, administrative systems and business risk*

- BSBOPS502 Manage business operational plans (Core)
- BSBOPS503 Develop administrative systems (Elective)
- BSBOPS504 Manage business risk (Elective)

## Cluster 5: Financial Leadership and WHS Compliance

*Focus: managing budgets, financial plans and workplace health and safety*

- BSBFIN501 Manage budgets and financial plans (Elective)
- BSBWHS521 Ensure a safe workplace for a work area (Elective)

## Career Opportunities

Possible job roles include:

- Department Manager
- Senior Team Leader
- Operations Manager
- Program Manager
- Project Manager
- Business Development Manager

*Completion of this qualification does not guarantee employment.*

## Entry Requirements

There are no formal training package entry requirements. Learners will need:

- Access to a computer or laptop and reliable internet
- Basic digital literacy and computer skills
- Suitable language, literacy and numeracy skills

*A pre-enrolment LLN assessment is required.*

## Fees and Payment Options

**Course fee:** Contact us for current pricing

**Payment options:** Payment plans available

Full details are available in the Fees and Refunds Policy.

## Funding Options

**NSW Smart and Skilled:** This qualification may be available under the NSW Smart and Skilled program for eligible learners.

### Eligibility criteria:

- NSW resident
- Australian citizen, permanent resident, or eligible visa holder
- 15 years or older (or 17+ for school-based traineeships)
- Not currently enrolled in secondary education (unless traineeship)

*Note: Funding availability and conditions are subject to change.*

## RPL and Credit Transfer

Recognition of Prior Learning (RPL) is available for learners with relevant workplace experience and existing skills.

Credit Transfer is available for units previously completed with another RTO.

## Pathways

### Educational pathways:

- Advanced Diploma qualifications
- Bachelor degree programmes in business and management
- Graduate Certificate and Graduate Diploma programmes
- Specialist leadership qualifications

This qualification provides advanced leadership and management capability and opens pathways to higher education and executive management roles.

## Why Study With Us?

At Vanguard Business Education, we are not just a training provider - we are a partner in your success.

- Flexible, self-paced online learning that fits around work and family
- Support from qualified trainers who are passionate about your success
- Practical, workplace-ready training designed for real-world application
- Modern digital learning tools including SmartCoach AI
- Clustered delivery for integrated, real-world learning
- Ongoing support and follow-up to ensure lasting results
- Customised programmes that recognise individual needs
- Experienced team with expertise since 2006
- Real results: increased productivity, improved team morale, enhanced communication
- Built for the ambitious realist who wants results, not red tape

## How to Enrol

1. Submit an enquiry or application

2. Complete a pre-training review
3. Complete an LLN assessment
4. Finalise enrolment and begin your course

## RTO Responsibility Statement

*Vanguard Business Education (RTO 91219) is responsible for the quality of training and assessment and for issuing AQF certification documentation.*

## Third-Party Statement

*SmartCoach AI provides learning support only. All training, assessment and certification are delivered by Vanguard Business Education.*

## Publication Disclaimer

*Information in this brochure is correct at the time of publication and may be subject to change.*

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