

BSB40520

CERTIFICATE IV IN

LEADERSHIP AND

MANAGEMENT

COURSE OVERVIEW

Vanguard Business Education
RTO ID 91219

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 BSB40520 Certificate IV in Leadership and Management is designed for emerging and developing leaders across a wide range of industries. It equips learners with essential leadership skills, including communication, operational planning, relationship management, team facilitation and critical thinking. This qualification provides a strong foundation for individuals stepping into supervisory roles or seeking to formalise existing leadership experience.

Who This Course Is For

This course is ideal for individuals who are:

- Stepping into supervisory or team leader roles
- Seeking to formalise existing leadership experience
- Developing their leadership and management capabilities
- Moving into operational coordination positions
- Looking for a nationally recognised qualification
- Balancing work, family or other commitments

What You Will Learn

Graduates will gain skills in:

- Workplace communication and difficult conversations
- Demonstrating leadership and facilitating teams
- Leading workplace relationships and team effectiveness
- Critical thinking and promoting innovation
- Operational planning and business coordination
- Personal productivity and work prioritisation
- Meeting coordination and organisation

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: 5 core + 7 elective.

Units are delivered through six integrated learning clusters:

Cluster 1: Workplace Communication and Difficult Conversations

Focus: effective communication strategies and managing challenging workplace discussions

- BSBXCM401 Apply communication strategies in the workplace
- BSBCMM412 Lead difficult conversations

Cluster 2: Leadership Foundations and Team Effectiveness

Focus: demonstrating leadership capability and building high-performing teams

- BSBldr411 Demonstrate leadership in the workplace
- BSBxtw401 Lead and facilitate a team
- BSBldr414 Lead team effectiveness

Cluster 3: Leading Workplace Relationships

Focus: building and maintaining effective professional relationships

- BSBldr413 Lead effective workplace relationships
- BSBtwk401 Build and maintain business relationships

Cluster 4: Critical Thinking and Innovation

Focus: analytical thinking and fostering innovation in team environments

- BSBCrt411 Apply critical thinking to work practices
- BSBstr401 Promote innovation in team environments

Cluster 5: Operational Planning and Business Coordination

Focus: coordinating business operations and organising professional meetings

- BSBOPS402 Coordinate business operational plans
- BSBOPS405 Organise business meetings

Cluster 6: Personal Productivity and Work Prioritisation

Focus: managing personal effectiveness and work priorities

BSBPEF402 Develop personal work priorities

Career Opportunities

Possible job roles include:

- Team Leader
- Supervisor
- Emerging Manager
- Project Coordinator
- Operations Coordinator

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:

- Diploma of Leadership and Management (BSB50420)
- Other higher-level business qualifications

This qualification provides a strong foundation for career progression in leadership and 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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