

VANGUARD BUSINESS EDUCATION

Leadership Qualification Fit Checklist

A leadership qualification suits some people now and others later. This checklist helps you judge where you sit. Tick the statements that describe your current situation, add up your ticks, then read the interpretation that matches your score. It takes about ten minutes and gives you a clear next step rather than a vague maybe.

How to use this checklist

1. Read each statement and tick the ones that are true today.
2. Count your ticks across all three sections.
3. Find your total in the score interpretation on the last page.

Experience checklist

- I have worked in my field for at least a year
- I have trained or guided a new colleague
- I have run a task or small project from start to finish
- I am the person others ask when they are unsure

Leadership responsibility checklist

- I allocate work to other people
- I am accountable for a team or shift outcome
- I handle problems before they reach my manager
- I give feedback to colleagues on their work

Workplace confidence checklist

- I can hold a difficult conversation without avoiding it
- I make decisions without needing every detail signed off
- I stay steady when priorities change quickly
- I want formal recognition for what I already do

Score interpretation

Ticks	What it means
	Build your base first. A Certificate IV in Business or a Certificate III gives you the underpinning skills before you take on a formal leadership role.
5 to 8	You are ready. A Certificate IV in Leadership and Management matches where you are and formalises the leading you already do.
	You are operating above team-leader level. Consider the Diploma of Leadership and Management to match your responsibility.

Recommended next steps

- Note your score and the matching qualification
 - Compare the units in that qualification against your daily tasks
 - Speak with Vanguard Business Education if you sit between two levels
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Ready to Take the Next Step?

If you would like guidance on selecting the most suitable qualification pathway, visit Vanguard Business Education or speak with our team. All qualifications are delivered 100% online with no entry requirements, and our on-site assistant SmartCoach™ can answer your questions at any time.

Browse qualifications: <https://vanguardbusinesseducation.edu.au/business-qualifications/>

Make an enquiry: <https://vanguardbusinesseducation.edu.au/contact-us/>