

# VANGUARD BUSINESS EDUCATION

## Career Pathway Planner

A clear plan turns a vague ambition into a sequence of steps you can actually take. This planner helps you assess where you are now, see how qualifications connect to your goals, and write a short action plan. Work through it in under ten minutes, then revisit it every six months as your situation changes.

### Career planning overview

Planning your career is a loop, not a one-off. You assess where you are, decide where you want to go, choose the steps that bridge the gap, then act and review. This planner takes you through one full loop.

### Current situation assessment

Answer each question honestly. There are no wrong answers, only a clearer picture.

|                               |  |
|-------------------------------|--|
| My current role               |  |
| Years of experience           |  |
| What I enjoy most             |  |
| What I want to change         |  |
| Where I want to be in 2 years |  |
| What is holding me back       |  |

### Qualification pathway examples

These are common routes. Yours may combine or skip steps.

| Goal                        | Suggested pathway                           |
|-----------------------------|---|
|                             | Certificate III in Business                 |
| Step into a leadership role | Certificate IV in Leadership and Management |
|                             | Certificate IV in Business                  |
| Move into management        | Diploma of Leadership and Management        |
|                             | Diploma of Business                         |

*Vanguard Business Education delivers each of these online with no entry requirements, so you can start from where you are.*

## Personal action plan

Turn your goal into three steps with dates. Small, dated steps beat a big undated ambition.

|                                 |  |
|---------------------------------|--|
| My 2-year goal                  |  |
| Step 1 and date                 |  |
| Step 2 and date                 |  |
| Step 3 and date                 |  |
| Qualification I will start with |  |
| Review date                     |  |

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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/>