

VANGUARD BUSINESS EDUCATION

Promotion Readiness Assessment

Find out how ready you are for your next step up, and what will get you there.

A promotion rewards the value you already show and the potential others can see in you. This assessment helps you judge how ready you are for advancement and which qualification will strengthen your case. Tick every statement that applies, then enter your details to reveal your result. It takes about five minutes.

How this works

Tick each statement that is true for you today. One tick equals one point.

Click each box to tick it. Count your ticks, then complete your details below to read your result.

Section 1 -- Your track record

- I consistently meet or exceed what is expected in my role
- I have taken on tasks beyond my job description
- My manager trusts me with important work
- I have been in my current role for more than a year

Section 2 -- Your capability

- I solve problems without needing to escalate them
- I help colleagues and share what I know
- I manage my time and priorities well
- I can explain my ideas clearly to others
- I take ownership when something goes wrong

Section 3 -- Your readiness to advance

- I have shown I can handle more responsibility
- I understand what the next role up involves
- I have spoken with my manager about progression, or plan to
- I am willing to develop the skills the next role needs

Section 4 -- Your goals

- I want a qualification that strengthens my case for promotion
- I am ready to start developing now
- I want recognition for the experience I already have

Your total score

Number of boxes ticked: _____

Your results

Find the band that matches your score and read your recommended pathway.

0-5 points -- Building Your Case

What this means

You are laying the groundwork. A qualification now will give you recognised skills and evidence of initiative, which are exactly what decision-makers look for when they consider who is ready to move up.

Recommended next step

Start with a Certificate III or Certificate IV in Business to build a recognised foundation.

Recommended qualification

Certificate III or Certificate IV in Business

6-10 points -- Approaching Readiness

What this means

You show many of the signs of someone ready for more. A Certificate IV will close the gap between where you are and the role you want, and it gives your manager a clear reason to back you.

Recommended next step

Enrol in a Certificate IV in Business or Leadership and Management to demonstrate you are ready.

Recommended qualification

Certificate IV in Business or Leadership and Management

11-13 points -- Promotion Ready

What this means

You already perform above your current role and take on responsibility others do not. A Diploma formalises that and positions you for a leadership or management appointment.

Recommended next step

Choose a Diploma to match the level you are already working at and make your case undeniable.

Recommended qualification

Diploma of Business or Diploma of Leadership and Management

14+ points -- Overdue for the Next Step

What this means

You are operating beyond your current role and carrying real accountability. A Diploma of Leadership and Management gives you the credential to match your contribution and opens the door to senior roles.

Recommended next step

Pursue a Diploma of Leadership and Management, and ask about recognition of prior learning to fast-track it.

Recommended qualification

Diploma of Leadership and Management

Speak with our team

Whatever your result, our team will talk you through your options and help you choose with confidence. Every qualification is delivered 100% online with no entry requirements, and our on-site assistant SmartCoach™ is available the moment you enrol. Ask us about recognition of prior learning too.

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

Talk to us: <https://vanguardbusinesseducation.edu.au/contact-us/>