

# VANGUARD BUSINESS EDUCATION

## Workforce Capability Audit

*A quick audit for employers to assess team capability and identify development priorities.*

Use this audit to take stock of your team's capability and find where training will deliver the most value. It is designed for owners, managers and people leaders planning workforce development. Tick every statement that describes your team today, then enter your details to reveal your result and recommended pathway. It takes about five minutes.

### How this works

Tick each statement that describes your team 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 -- Team foundations

- My team members understand their roles and responsibilities clearly
- My team uses our workplace systems and technology confidently
- My team produces consistent, reliable work
- My team communicates well with each other and with customers

### Section 2 -- Capability and accountability

- My team solves day-to-day problems without escalating everything to me
- My team members take responsibility for the quality of their work
- My team adapts well when priorities change
- My team shares knowledge rather than working in silos
- My supervisors and team leaders manage their people effectively

### Section 3 -- Leadership and succession

- I have people ready to step into leadership roles
- My leaders give clear direction and useful feedback
- My team can keep things running when I am not there
- I am developing the next layer of leaders in the business

## Section 4 -- Development priorities

- I want to lift the overall capability of my team
- I want to formalise skills my staff already have
- I see value in nationally recognised qualifications for my staff
- I am ready to invest in workforce development now
- I would consider recognition of prior learning for experienced staff

### Your total score

Number of boxes ticked: \_\_\_\_\_

## Your results

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

### 0-6 points -- Foundation Building

#### What this means

Your team has room to grow in core skills and consistency. Structured training at entry and intermediate levels will lift reliability, confidence and accountability across the board, and give your people recognised credentials.

#### Recommended next step

Talk to our team about Certificate III and Certificate IV training to build a consistent capability base.

#### Recommended qualification

Certificate III in Business and Certificate IV in Business for your team

### 7-12 points -- Strengthening Capability

#### What this means

Your team performs well and takes ownership, with clear potential in your supervisors and emerging leaders. Targeted leadership training will turn that potential into dependable management capability.

#### Recommended next step

Explore Certificate IV in Leadership and Management for your supervisors and team leaders.

#### Recommended qualification

Certificate IV in Leadership and Management for emerging leaders

### 13-16 points -- Developing Leaders

#### What this means

Your team is capable and your leaders are effective. The opportunity now is succession, building the next layer of management so the business is not dependent on a few key people.

**Recommended next step**

Discuss Diploma-level training and recognition of prior learning to formalise and extend your leaders.

**Recommended qualification**

Diploma of Leadership and Management for your current and emerging leaders

**17+ points -- High-Capability Workforce****What this means**

You have a strong, accountable team and a developing leadership bench. A Diploma programme, with recognition of prior learning for experienced staff, will credential your people and support genuine succession planning.

**Recommended next step**

Partner with our team on a Diploma programme with recognition of prior learning for your experienced staff.

**Recommended qualification**

Diploma of Leadership and Management, delivered with recognition of prior learning

**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/>