

BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

COURSE OVERVIEW

Vanguard Business Education
RTO ID 91219

www.vanguardbusinesseducation.edu.au

From Team Member to Confident Leader

Whether you are preparing for your first leadership role, have recently been promoted, or are already leading a team without a formal qualification, this qualification helps you develop the practical skills you need to lead people, improve performance and achieve results.

Throughout the qualification, you progress through a structured leadership journey while working inside the Orion Consulting workplace simulation – so you do not just study leadership, you practise it.

About Vanguard Business Education

Vanguard Business Education has delivered nationally recognised business training since 2006. Originally founded as KS Training, we rebranded in 2020 to reflect our mission: equipping forward-thinking, purpose-driven people to lead with confidence.

Our qualifications are 100% online. No campus, no fixed timetables, no entry requirements. You study at your own pace, with qualified trainers and SmartCoach™ AI support available throughout.

Excellence We aim higher than competent. Training should create lasting change.	Innovation Future-focused learning that keeps you ahead.	Collaboration Built with learners, not just for them.
Inclusivity Talent has no postcode. Potential goes everywhere.	Integrity No hype. High-impact education that works.	Lifelong Learning Progress never stops. Neither do we.

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.

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.

Who This Qualification Is For

Aspiring Leaders

You want to move into a Team Leader, Supervisor or Coordinator position and need the skills and confidence to take the next step.

New Leaders

You have recently been promoted and want practical tools to lead effectively from day one.

Experienced Leaders Without a Qualification

You already supervise staff or coordinate teams and want nationally recognised credentials to support future career opportunities.

Your Leadership Journey

Throughout this qualification, you progress through five stages of leadership development. Each stage builds practical workplace capability and prepares you for greater leadership responsibility.

Stage 1: Leadership Foundations and Team Direction

Your leadership journey begins here

You will learn how to:

- lead by example
- build trust and credibility
- communicate expectations clearly
- allocate work effectively
- support team performance
- encourage collaboration

Workplace simulation

You have recently been appointed Team Leader at Orion Consulting and must guide a project team through workplace challenges while delivering successful outcomes.

Stage 2: Lead Yourself Before You Lead Others

Effective leaders manage themselves before they manage others

You will learn how to:

- manage competing priorities
- organise workloads
- set goals and deadlines
- improve productivity
- maintain personal effectiveness

Workplace simulation

Balance leadership responsibilities, project deadlines and competing priorities while maintaining team performance.

Stage 3: Solve Problems and Drive Improvement

Strong leaders improve how work is done

You will learn how to:

- analyse workplace problems
- evaluate information
- identify opportunities for improvement
- support innovation
- recommend solutions

Workplace simulation

Investigate operational challenges and recommend improvements that strengthen team and business performance.

Stage 4: Manage Operations Like a Leader

Leadership requires strong operational coordination

You will learn how to:

- coordinate operational activities
- organise meetings
- monitor progress
- support project delivery
- improve operational efficiency

Workplace simulation

Coordinate operational plans, manage project activities and ensure work is completed effectively.

Stage 5: Build High-Performing Teams

The strongest leaders create environments where people perform at their best

You will learn how to:

- build workplace relationships
- manage difficult conversations
- communicate with influence
- strengthen team collaboration
- improve team effectiveness

Workplace simulation

Lead the team through workplace challenges, relationship issues and performance discussions while maintaining positive outcomes.

Leadership Development Pathway



Throughout the qualification, you apply these skills through realistic workplace projects and simulations within Orion Consulting.

Delivery and Study Options

Mode	100% online
Duration	Up to 18 months
Study Commitment	Self-paced with structured support
Support	Qualified trainers, SmartCoach™ AI learning assistance
Technology	Desktop or laptop with broadband internet and standard office software

Qualification Structure

The leadership journey is supported by nationally recognised units of competency, delivered through integrated learning clusters. You will complete 12 units across the five stages of your leadership development.

Stage 1: Leadership Foundations and Team Direction

Focus:

Developing leadership capability, team coordination, workplace supervision, communication, and the ability to lead and support team performance within organisational environments.

BSBLDR411 Demonstrate leadership in the workplace

BSBXTW401 Lead and facilitate a team

Stage 2: Lead Yourself Before You Lead Others

Focus:

Developing self-management, organisation, planning, time management, goal setting and personal productivity skills to support effective workplace performance.

BSBPEF402 Develop personal work priorities

Stage 3: Solve Problems and Drive Improvement

Focus:

Developing innovation capability, critical thinking, reflective practice, workplace analysis, decision-making and problem-solving skills to support continuous improvement.

BSBSTR401 Promote innovation in team environments

BSBCRT411 Apply critical thinking to work practices

Stage 4: Manage Operations Like a Leader

Focus:

Developing operational planning, workflow coordination, meeting management and business administration skills to support effective workplace operations.

BSBOPS405 Organise business meetings

BSBOPS402 Coordinate business operational plans

Stage 5: Build High-Performing Teams

Focus:

Developing workplace communication strategies, relationship management, stakeholder engagement, difficult conversation management, collaboration, negotiation and team effectiveness skills.

BSBTWK401 Build and maintain business relationships

BSBLDR413 Lead effective workplace relationships

BSBLDR414 Lead team effectiveness

BSBCMM412 Lead difficult conversations

BSBXCM401 Apply communication strategies in the workplace

Valuable for Employers

Your team members develop practical leadership capability while working through realistic workplace scenarios covering:

- team leadership
- communication
- performance management
- coaching
- workplace improvement
- operational coordination

The focus is not simply on completing units of competency, but on developing leadership capability that can be applied in the workplace from day one.

Your team members develop practical leadership capability while completing realistic workplace projects involving communication, coaching, performance management, operational planning and workplace improvement.

The result is leadership development that can be applied immediately in the workplace.

Who You Will Become

By completing this qualification, you will have developed the capability to:

- lead teams confidently
- manage workplace relationships
- communicate with influence
- improve business performance
- coordinate operations
- support organisational goals

Through the Orion Consulting workplace simulation, you will have practised these skills in realistic workplace situations – rather than simply learning leadership theory.

Career Opportunities

Graduates are prepared for roles including:

Team Leader	Supervisor	Emerging Manager	Project Coordinator	Operations Coordinator
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Completion of this qualification does not guarantee employment.

Entry Requirements

There are no formal training package entry requirements for this qualification. You 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 prior to enrolment.

Fees and Funding Options

Course Fee	Contact us for current pricing
Payment Options	Payment plans available. Full details in the Fees and Refunds Policy.
NSW Smart and Skilled	This qualification may be available under the NSW Smart and Skilled programme for eligible learners

Smart and Skilled Eligibility

- 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)

Funding availability and conditions are subject to change. Contact Vanguard Business Education for current eligibility details.

RPL, Credit Transfer and Pathways

RPL	Recognition of Prior Learning is available for learners with relevant workplace experience and existing skills
Credit Transfer	Available for units previously completed with another RTO
Next Qualification	BSB50420 Diploma of Leadership and Management
Further Pathways	Other higher-level business qualifications

Why Study With Vanguard Business Education?

Many leadership courses teach theory. This qualification lets you apply leadership skills through realistic workplace projects, leadership challenges, team activities and business simulations.

You do not simply study leadership. You practise leadership.

More than a qualification – you do not simply study leadership, you practise it.

100% online | No entry requirements | Qualified trainer support | SmartCoach™ AI

Flexible, self-paced learning Study around work and family. No fixed class times.	Qualified trainer support Real humans who are passionate about your results.
SmartCoach™ AI 24/7 AI-powered learning assistance built into the platform.	Clustered delivery Integrated real-world learning, not isolated theory.
No entry requirements No previous qualifications needed to enrol.	Nationally recognised AQF-registered qualification issued by Vanguard Business Education (RTO 91219).

How to Enrol

Step 1 Submit an enquiry or application	Step 2 Complete a pre-training review	Step 3 Complete your LLN assessment	Step 4 Finalise enrolment and begin your course
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Ready to take the next step?

Visit www.vanguardbusinesseducation.edu.au to enrol or enquire online.
SmartCoach™ is available 24/7 on the website to answer your questions instantly.

