



RTO registration assessment report



Institute of Business and Management Studies Pty Ltd

RTO Number: N/A

Date report finalised: 12 January 2024



Australian Government
Australian Skills Quality Authority

ASQA

(Working together)

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This assessment report

This assessment report for Institute of Business and Management Studies Pty Ltd (**the applicant**) has been prepared by Kerry Russell and approved by Anthony Barkey, Director Market Entry, delegate of the Australian Skills Quality Authority (ASQA).

This assessment report details the assessment outcomes of the application submitted by the applicant, in relation to the conditions of registration under the VET Quality Framework.

Assessment criteria are assessed as either met, or not met where applicable.

Application Details

Legal Entity Name	Institute of Business and Management Studies Pty Ltd
Business/Trading name/s	N/A
RTO Code (if applicable)	N/A
CRICOS code (if applicable)	N/A
Application Number	INTVET0003286
Assessment Number	AUDREC0012235
Type of application	Initial registration
Applicant name	Mr Sameer Mathur
Applicant email	info.ibmsaustralia@gmail.com
Applicant phone	0420 280 901
Opening meeting date	8 December 2023
Applicant interview date/s	20 December 2023
Closing meeting date	11 January 2024 (by email – applicant offshore)
Lead assessor	Kerry Russell
Support assessor/s	N/A

Training products sampled

Qualification (Code, Title, and Release)	Sample Units (Code and title)
BSB50420 Diploma of Leadership and Management	BSBCRT511 Develop critical thinking in others BSBTWK503 Manage meetings

Interviewees

Full Name	Position	Meetings attended
Mr Sameer Mathur	Owner & CEO	Opening – 8/12/23 Interview – 20/12/23 Closing – 29/1/24

Summary of assessment outcomes

Registration Requirements	Standards Assessed	Assessment Outcome
Marketing and Recruitment	Standards for RTOs 2015 Clause 4.1	Registration Requirements Met
Enrolment	Standards for RTOs 2015 Clauses 3.5, 5.1, 5.2, 5.3, 5.4.	Registration Requirements Met
Student Support and Progression	Standards for RTOs 2015 Clauses 1.3, 1.7, 6.1-6.6.	Registration Requirements Met
Training and Assessment	Standards for RTOs 2015 Clauses 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14, 1.16.	Registration Requirements Met
Completion	Standards for RTOs 2015 Clauses 3.1, 3.2, 3.3, 3.4, 3.6.	Registration Requirements Met
Regulatory Compliance and Governance	Standards for RTOs 2015 Clauses 1.26, 1.27, 2.1, 2.2, 3.4, 3.6, 7.1, 7.2, 7.4, 7.5, 8.1, 8.3, 8.4, 8.5, 8.6.	Registration Requirements Met
Clauses with unacceptable risk of non-compliance	N/A	

Detailed Assessment Outcomes

1. Marketing and Recruitment		Registration Requirements Met
Evidence reviewed	Application evidence: <ul style="list-style-type: none"> IBMS Course Brochure – BSB50420 V1.1 IBMS TAS - BSB50420 V1.1 Student Handbook V1.1 	

	<ul style="list-style-type: none"> • Student Enrolment and Completion Policy and Associated Procedures • Responses to sections 1 and 4 of the self-assessment tool • Responses to section 2 of the organisation profile <p>Interview evidence:</p> <ul style="list-style-type: none"> • 20/12/23 interview question 1 at Criterion 1. <p>Additional evidence submitted 22/12/23:</p> <ul style="list-style-type: none"> • IBMS Course Brochure – BSB50420 V1.2 • Student Handbook V1.2.
Assessment Findings	The marketing and recruitment materials submitted as evidence are compliant.

2. Enrolment		Registration Requirements Met
Evidence reviewed	<p>Application evidence:</p> <ul style="list-style-type: none"> • IBMS Course Brochure – BSB50420 V1.1 • IBMS TAS - BSB50420 V1.1 • PTR Form (Pre-Training Review) • Student Handbook V1.1 • Student Enrolment and Completion Policy and Associated Procedures • Refund Application Form • Fees and Refunds Policy and Associated Procedures • Responses to section 2 of the self-assessment tool • Responses to section 3 of the organisation profile • Responses to section 6 of the organisation profile <p>Interview evidence:</p> <ul style="list-style-type: none"> • 20/12/23 interview question 1 at Criterion 4. <p>Additional evidence submitted 22/12/23:</p> <ul style="list-style-type: none"> • IBMS Course Brochure – BSB50420 V1.2 • Student Handbook V1.2 • IBMS Orientation Presentation V1.2 • IBMS Enrolment Form V1.2 • Student Enrolment and Completion Policy and Associated Procedures_201223. 	
Assessment Findings	The applicant has satisfactorily demonstrated that they are committed and capable of ensuring compliant enrolment practices.	

	<p>Information for prospective students is compliant with the requirements of clauses 5.1, 5.2, and 5.3 of the Standards for RTOs 2015.</p> <p>The organisation has processes in place to ensure learners are kept informed about any changes to agreed services.</p> <p>The RTO has suitable policies, procedures and/or tools to accept and provide credit to learners.</p>
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3. Student Support and Progression		Registration Requirements Met
Evidence reviewed	<p>Application evidence:</p> <ul style="list-style-type: none"> • Position Description – Admin & SSO • NSW Admin & SSO – MR – Employment Contract-Oct 23 • VIC Admin & SSO – JA – Employment Contract-Oct 23 • FVRA Tool – FINAL • Enrolment Form V1.1 • Student Handbook V1.1 • Orientation Presentation V1.1 • LLN Assessment (and Assessment Guide) • Student Support Plan • Student Support and Progression (part of Regulatory Compliance & Governance Framework) • Student Support and Welfare Policy & Procedure • Complaints and Appeals Policy and Procedure • Complaints and Appeals Form • Complaints and Appeals Register • Responses to section 3 of the self-assessment tool • Responses to section 4 of the organisation profile. 	
Assessment Findings	<p>The applicant has satisfactorily demonstrated that they are committed and capable of ensuring compliant student support and progression practices.</p> <p>The organisation has appropriate complaints and appeals policies which are compliant with the requirements under clauses 6.1-6.6 of the Standards for RTOs 2015.</p> <p>The organisation has appropriate policies, procedures, and/or tools to identify and respond to individual learner needs.</p> <p>The organisation has appropriate and sufficient learner support resources and/or support service referral networks.</p>	

4. Training and Assessment	Registration Requirements Met
Evidence reviewed	<p><u>Training and Assessment Strategies</u></p> <p>Application evidence:</p> <ul style="list-style-type: none"> • IBMS TAS - BSB50420 V1.1 <p><u>Industry engagement:</u></p> <p>Application evidence:</p> <ul style="list-style-type: none"> • Responses to sections 4 of the self-assessment tool • IBMS - Industry Consultation Register • IBMS - Industry Consultation - Minutes of meeting. • IBMS - Industry Consultation Form - Pre TAS Development - BSB50420 – Rohit Mehta • IBMS - Industry Consultation Form - Pre TAS Development - BSB50420 – Him Malhotra • IBMS - Industry Consultation Form - Post TAS Development- BSB50420 - Rohit Mehta • IBMS - Industry Consultation Form - Post TAS Development- BSB50420 - Him Malhotra. <p>Resources:</p> <p><i>Trainers/Assessors</i></p> <p>Application evidence:</p> <p><u>Trainer/Assessor competencies and currency</u></p> <p><i>BSB50420 Diploma of Leadership and Management</i></p> <p>Trainer/Assessor: Mohammad Redwan</p> <ul style="list-style-type: none"> • NSW IBMS Trainer and Assessor – EMP CONTRACT_Oct 23 • BSB50420 Diploma of Leadership and Management, issued by Sydney Business and Technology College (RTO ID 41460) on 17/1/22 • CV • Trainer & Assessor Skills Matrix (inc. record of VET PD) • PD records • Industry currency • Mohammad Redwan - TAE40116 issued by HS Business School (RTO ID 32496) on 12/11/18 <p>Interview evidence:</p> <ul style="list-style-type: none"> • 20/12/23 interview question 1 at Criterion 8. <p><i>Trainer/Assessor PD</i></p> <p>Application evidence:</p>

- Staff Recruitment Policy and Associated Procedures
- Responses to sections 4 of the self-assessment tool
- Responses to section 5 of the organisation profile.

Sufficient trainers/assessors

Application evidence:

- FVTA Tool
- Responses to section 5 of the organisation profile.

Locations/Premises

Application evidence:

Melbourne:

- Melbourne VIC Lease – signed (“ML1”)
- Melbourne Premise Agreement 300323(1)-signed (“ML2”)
- Photos
- Attachment A – current premises are those identified as ML2 above i.e. Level 6, 440 Elizabeth Street Melbourne VIC 3000. Assessor note: disregard evidence related to ML1
- Videos

Sydney:

- Sydney NSW Lease – signed (“SL1”)
- Sydney Agreement (12 months) (“SL1”)
- Photos
- Videos.

Learning Resources






Application evidence:

- Responses to section 4 of the self-assessment tool.
- Responses to section 5 of the Organisation Profile
- TAS – BSB50420 V1.1
- Internal audit schedule
- RTO Works Invoice WEB15124_PAID.

Additional evidence provided 8/12/23:









BSBTWK503 Manage meetings

- The following documents:

-  1. BSBTWK503 Slideshow (PPT).pptx
-  2. BSBTWK503 Student Guide.docx
-  3. BSBTWK503 Trainer Guide.docx
-  4. BSBTWK503 Self-Study Guide.docx
-  5. BSBTWK503 Session Plan.docx

BSBCRT511 Develop critical thinking in others

- The following documents:

-  Celebrating Innovation Video Series
-  1. BSBCRT511 Slideshow (PPT).pptx
-  2. BSBCRT511 Student Guide.docx
-  2. BSBCRT511 Student Guide.zip
-  3. BSBCRT511 Trainer Guide.docx
-  3. BSBCRT511 Trainer Guide.zip
-  4. BSBCRT511 Self-Study Guide.docx
-  5. BSBCRT511 Session Plan.docx

Student support resources

Application evidence:

- Position Description – Admin & SSO
- NSW Admin & SSO – MR – Employment Contract-Oct 23
- VIC Admin & SSO – JA – Employment Contract-Oct 23
- FVRA Tool – FINAL
- Enrolment Form V1.1
- Student Handbook V1.1
- Orientation Presentation V1.1
- LLN Assessment (and Assessment Guide)
- Student Support Plan
- Student Support and Progression (part of Regulatory Compliance & Governance Framework)
- Student Support and Welfare Policy & Procedure
- Complaints and Appeals Policy and Procedure
- Complaints and Appeals Form
- Complaints and Appeals Register
- Responses to section 3 of the self-assessment tool
- Responses to section 4 of the organisation profile.

Assessment system

RPL (general information):

Application evidence:

- Student Handbook V1.1
- Course Brochure – BSB50420 V1.1
- Training and Assessment Policy and Associated Procedures (says there is an RPL Assessment Tool Kit)
- Student Enrolment and Completion Policy and Associated Procedures
- RPL Application Form.

Assessment tools











Additional evidence provided 8/12/23:

BSB50420 Diploma of Leadership and Management

BSBCRT511 Develop critical thinking in others









Training and assessment pathway:

- Assessment Quality Review Tool – BSBCRT511
- Business Works Student User Guide V1.0
- Business Works Trainer and Assessor User Guide V1.0
- The following documents:

-  6. BSBCRT511 Assessor Marking Guide.docx
-  7. BSBCRT511 Student Assessment Tasks.docx
-  8. BSBCRT511 Trainer Guide Mapping.docx
-  9. BSBCRT511 Assessment Mapping.docx
-  10. BSBCRT511 Assessment Requirements.pdf
-  11. BSBCRT511 Unit of Competency.pdf
-  12. BSBCRT511 Project Portfolio Assessor.docx
-  13. BSBCRT511 Simulation Pack.docx
-  14. BSBCRT511 Project Portfolio student.docx
-  15. BSBCRT511 Simulation Pack student.docx

RPL:




















- The following documents:

-  1. BSBCRT511 Assessor Guide.docx
-  2. BSBCRT511 Candidate Guide.docx
-  3. BSBCRT511 Workplace Guide.docx
-  4. BSBCRT511 Forms & Templates.docx
-  5. BSBCRT511 Mapping unit.docx
-  6. BSBCRT511 Workplace assessment tasks & observation checklist.docx
-  CIC Licence Agreement-Dec 2023.pdf
-  RPL User Guide-Dec 2023.pdf

BSBTWK503 Manage meetings

Training and assessment pathway:

- Assessment Quality Review Tool – BSBTWK503

	<ul style="list-style-type: none"> • Business Works Student User Guide V1.0 • Business Works Trainer and Assessor User Guide V1.0 • The following documents: <ul style="list-style-type: none">  6. BSBTWK503 Assessor Marking Guide.docx  7. BSBTWK503 Student Assessment Tasks.docx  8. BSBTWK503 Trainer Guide Mapping.docx  9. BSBTWK503 Assessment Mapping.docx  10. BSBTWK503 Assessment Requirements.pdf  11. BSBTWK503 Unit of Competency.pdf  12. BSBTWK503 Project Portfolio Assessor.docx  14. BSBTWK503 Project Portfolio-Student.docx  13. BSBTWK503 Simulation Pack  15. BSBTWK503 Simulation Pack-Student  Making Meetings Matter Series <p><u>RPL:</u></p> <ul style="list-style-type: none"> • The following documents: <ul style="list-style-type: none">  1. BSBTWK503 Assessor Guide.docx  2. BSBTWK503 Candidate Guide.docx  3. BSBTWK503 Workplace Guide.docx  4. BSBTWK503 Forms & Templates.docx  5. BSBTWK503 Mapping unit.docx  6. BSBTWK503 Workplace assessment tasks & observation checklist.docx  CIC Licence Agreement-Dec 2023.pdf  RPL User Guide-Dec 2023.pdf <p><i>Validation</i></p> <p>Additional evidence provided 8/12/23:</p> <ul style="list-style-type: none"> • Training and Assessment Policy and Associated Procedures • Validation Plan – BSB50420 • Validation Plan – BSB50820 • Validation Record Form.
Assessment Findings	<p>The applicant has satisfactorily demonstrated that they are committed and capable of ensuring compliant training and assessment.</p> <p>Training and assessment strategies:</p> <p>Training and assessment strategies clearly identify the training product, including the full code and title.</p> <p>For full qualifications, elective units are identified and are consistent with training package requirements.</p> <p>Training products with pre-requisites or entry requirements are clearly identified and are planned for effectively in the sequencing of training and assessment.</p>

	<p>Training and assessment strategies clearly identify and describe the target student cohort and are tailored to the specific needs of the target student cohort.</p> <p>Training and assessment strategies clearly describe how training and assessment will be delivered.</p> <p>Training and assessment strategies specify the resources which are required for training and assessment.</p> <p>Training and assessment strategies have been informed and endorsed by industry.</p> <p>Resources:</p> <p>The organisation has sufficiently qualified and experienced trainers and assessors.</p> <p>The organisation has policies, procedures and or tools to ensure its trainers and assessors have appropriate skills, knowledge, and competencies.</p> <p>The organisation has access to appropriate locations to deliver training and assessment.</p> <p>The organisation has access to the required physical resources and equipment required for training and assessment.</p> <p>The organisation has appropriate and sufficient learning resources.</p> <p>The organisation has appropriate and sufficient student support resources.</p> <p>The organisation has sufficient policies and procedures to effectively manage its resources.</p> <p>Assessment systems:</p> <p>The organisation's assessment systems provide clear guidance on 'what the assessment task is' to both the assessor and the student.</p> <p>Assessment systems include clearly defined benchmark criteria for each task to be performed, to allow assessors to be able to make a judgement about a candidate's competency.</p> <p>The organisation's assessment systems adequately ensure training product requirements are met.</p> <p>The organisation's assessment systems satisfy the principles of assessment and rules of evidence.</p> <p>The organisation has appropriate strategies, processes and/or tools for ongoing systematic assessment validation.</p>
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5. Completion		Registration Requirements Met
Evidence reviewed	<p>Application evidence:</p> <ul style="list-style-type: none"> IBMS Testamur BSB50420 (Template) IBMS Testamur BSB50820 (Template) IBMS Statement of Attainment BSB50420 (Template) IBMS Statement of Attainment BSB50820 (Template) 	

	<ul style="list-style-type: none"> • IBMS Record of Results BSB50420 (Template) • IBMS Record of Results BSB50820 (Template) • Student Enrolment and Completion Policy and Associated Procedures • Responses to section 5 of the self-assessment tool • Responses to section 6 of the organisation profile. <p><u>Interview evidence:</u></p> <ul style="list-style-type: none"> • 20/12/23 interview question 1 at Criterion 10. <p><u>Additional evidence submitted 22/12/23:</u></p> <ul style="list-style-type: none"> • IBMS Testamur BSB50420 (Template) V1.1_updated • IBMS Testamur BSB50820 (Template) V1.1_updated.
Assessment Findings	<p>The applicant has satisfactorily demonstrated that they are committed and capable of ensuring compliant student completion and certification practices.</p> <p>The organisation's certification templates are compliant with schedule 5 of the Standards for RTOs 2015.</p>

6. Regulatory Compliance and Governance		Registration Requirements Met
Evidence reviewed	<p><u>Application evidence:</u></p> <p><u>Data and record keeping:</u></p> <ul style="list-style-type: none"> • QI surveys • IBMS Assurance Policy and Procedure • eMerrge Commercial Proposal-signed • eMerrge login details (included in self-assessment tool) • Continuous Improvement Register • Enrolment Form • Responses to section 6 of the self-assessment tool • Responses to section 7 of the Organisation Profile. <p><u>Fit and Proper Person Requirements:</u></p> <p><u>Application evidence:</u></p> <ul style="list-style-type: none"> • Fit and proper person declaration – Signed (Sameer Mathur) • Strategic Business Plan – 2023-25 V2.0 • Position Description – RTO Manager V1.0 • Quality Assurance Policy and Associated Procedures (part of Regulatory Compliance & Governance Framework) • CEO Declaration • Applicant interview 	

- Police check
- ASQA's Persons of Interest Database

Interview evidence:

- 20/12/23 interview questions 1-3 at Criterion 13.

Financial Viability:

Application evidence:

- Accountant certificate_10122022
- FVRA-Final
- Bank Statement_12122022
- Trainers/assessors:
 - NSW IBMS Trainer and Assessor – EMP CONTRACT_Oct 23
 - VIC IBMS Trainer and Assessor – EMP CONTRACT_Oct 23.
- Admin/support:
 - NSW Admin & SSO – MR – Employment Contract-Oct 23
 - VIC Admin & SSO – JA – Employment Contract-Oct 23
- Fees:
 - IBMS Course Brochure – BSB50420 V1.1
 - IBMS Course Brochure – BSB50820 V1.1
 - FVRA-Final.
- Premises:
 - Melbourne Premise Agreement 300323(1)-signed
 - Sydney Agreement (12 months)
 - FVRA-Final.
- Commissions to third parties:
 - Education agent agreement V1.1
 - FVRA-Final.
 - 20/12/23 interview questions 1 at Criterion 1.

Public Liability Insurance:

Application evidence:

- IBMS PL Insurance Policy – Certificate of Currency – expiry 28/6/24.

Cooperation with ASQA:

Application evidence:

- CEO declaration
- Fit and proper person declaration forms

	<ul style="list-style-type: none"> Regulatory Compliance & Governance Framework. <p><u>Self-assurance and continuous improvement:</u></p> <ul style="list-style-type: none"> Regulatory Compliance & Governance Framework Continuous Improvement Form V1.0 Continuous Improvement Register V1.0 Assessment Quality Review Tool Annual Compliance Schedule The completed self-assessment tool The completed organisation profile.
Assessment Findings	<p>The applicant has satisfactorily demonstrated that they are committed and capable of implementing effective governance, and self-assuring to ensure ongoing compliance.</p> <p>Data and record keeping:</p> <p>The organisation has an AVETMISS compliant student management system.</p> <p>The organisation has sufficient policies, procedures, and/or tools to manage the collection and reporting of AVETMISS compliant data, and participation in the student identifier scheme.</p> <p>The organisation has sufficient policies, procedures, and/or tools to manage the collection and storage of student records.</p> <p>The organisation has sufficient processes to ensure it collects and reports quality and performance indicator data.</p> <p>Fit and Proper Person Requirements:</p> <p>Fit and proper person requirements are satisfied.</p> <p>Financial Viability:</p> <p>Information in the FVRA tool is consistent with information in the business plan.</p> <p>Forecasted expenses are likely to be sufficient to support projected student numbers.</p> <p>Student number targets are realistic and aligned with training revenue projections.</p> <p>Cooperation with ASQA:</p> <p>The applicant responded appropriately to requests for documents and cooperated with ASQA staff throughout the assessment process.</p> <p>The CEO demonstrated that they understand their obligations to cooperate with ASQA.</p> <p>Self-assurance and continuous improvement:</p> <p>The applicant has demonstrated genuine commitment to making sure the organisation maintains ongoing compliance across all requirements.</p> <p>The organisation is capable of implementing its self-assurance approaches.</p>