

OPERATIONAL GUIDELINE



ENROLMENT

BACKGROUND

Dynamite Studios Academy has developed the following guideline for Managers and staff to: describe the requirements for assessing an individual's eligibility for enrolment in a particular unit of competency, skill set or qualification, and for collecting the necessary supporting documentation required to complete the enrolment, ensuring that the student is able to make informed decisions prior to the completion of the enrolment process.

Vocational Education and Training (VET) is a fundamental driver of a skilled Australian workforce. VET includes courses which lead to formal qualifications in a wide range of trade and professional fields, as well as course components aimed at developing or refining specific work-related skills or workplace practices.

As a part of our ongoing commitment to provide students with the information required to make choices regarding their enrolment, we make available to all our clients/students the following information prior to enrolment through course information available on the website www.dsa.com.au and in the student handbook: student selection, enrolment, orientation, fees and charges, including refund policy and exemptions (where applicable); provision for language, literacy and numeracy assessment and or a pre-enrolment interview, student support, flexible learning and assessment procedures, appeals and complaints, access and equity; Recognition of Prior Learning (RPL) arrangements and recognition of other RTO's qualifications.

Eligibility is also a key factor when determining the most appropriate pathway for students prior to enrolment. Training package requirements, pre-requisites, language, literacy and numeracy levels and citizenship/residency require assessment or review prior to enrolment.

If a student is undertaking nationally recognised training delivered by a registered training organisation they will need to provide a Unique Student Identifier (USI). A USI gives a student access to their online USI account which will retain all of their training records.

Signing the enrolment form is a student's declaration that they have:

- Read and understood their responsibilities as a student with DSA
- A clear understanding of the course, program and or the qualification that they have enrolled in and the course, program and or the qualification requirements
- Read, understood and agreed to payments, fees, refund and cancellation requirements
- Agreed to the terms and conditions
- Paid the deposit and enrolment fee

GUIDELINE

The enrolment procedure is integral to compliant record keeping and data reporting. The following steps are provided to ensure the enrolment process is consistent across all Dynamite Studios Academy operations.

PROCEDURE

COLLECTED DOCUMENTS

Once offered a place in a DSA program a student must have the following documents and information (as a minimum) to finalise their enrolment.

- Identification (ID) or current Australian (preferred), or other accepted documentation to verify citizenship and/or eligibility for enrolment in a VET program.

COMPLETED INITIAL ASSESSMENT/ INTERVIEW/AUDITION

All students finalising their enrolment will have completed an audition or submitted an electronic application, attended a pre-enrolment assessment and or interview or both. Prior to finalising enrolment, all students would be encouraged to attend a LLN assessment to establish or confirm learning capacity.

Dynamite Studios Academy is committed to taking the time to assess/understand the needs of students and customers, and have invested in a team of highly experienced professionals that provide a personalised 'in-house' assessment and account management service that starts with an audition, pre-training assessment and an initial interview.

This pre-enrolment interview aims to identify the aspirations of each individual, assessing their existing skills and learning capacity and provide course information that ensures a student's training choices are consistent with their needs, capability and means and may include: LLN or competency conversation, vocational assessment, previous education/training, work/life experience, career planning, course selection, learning and career pathway planning, credit transfer.

PROVIDED A USI OR CREATE A USI

It's a government requirement that each student has a Unique Student Identifier (USI) to enroll in a vocational education program. The USI is a reference number that will give student access to an online record of all of their recognised training and qualifications.

To create a USI a student will need their ID ready, such as a current passport, full birth certificate or driver's license. Once a USI has been created, a student will need to store it securely and provide it to finalise enrolment.

PERMISSION TO CREATE A USI

The RTO can also assist a student to obtain a USI on their behalf, but will need a student's consent to do so.

COMPLETED DYNAMITE STUDIOS ACADEMY ENROLMENT FORM

When completing the Dynamite Studios Academy enrolment form it is critical that all fields are completed in full. To finalise the enrolment processes a student will:

- Complete the DSA enrolment form in full
- Provide all eligibility required documents
- Complete any course requirements or pre-requisites
- Pay all associated fees and charges

CONFIRMATION OF ENROLMENT

Once the enrolment process has been finalised the student will be notified of their enrolment success in writing advising them of the start and end date, timetable etc.

RECORD KEEPING

According to the record keeping requirements set out in the Standards for Registered Training Organisations 2015 and DSA guidelines the following steps are to be followed once enrolment of a student has been finalised:

- Enrolment form is completed by the student and checked that all fields are completed
- Student enrolment information is entered into DSA's Student Management System (VETtrack)
- Enrolment form is completed (office use only section) by the Course Advisor
- Student file is created and all information and documentation is placed on the student's file
- Student file is securely stored