

# ENROLMENT GUIDELINE

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STUDIOS

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## PREFACE

Dynamite Studios Academy is currently the Gold Coast's only Registered Training Organisation for Dance and Musical Theatre. Dynamite Studios Academy is a VET training facility for the performing arts overseen by Dynamite Studios Australia's Artistic Director Abbe Bradbury.

Dynamite Studios Academy (DSA) is far more than a Performing Arts Organisation. A Boutique studio situated at the northern end of the Gold Coast, DSA is nestled in the heart of the Gold Coast's Entertainment Precinct and offers a range of programs from beginner classes, Performing Arts High School, Nationally Accredited Qualifications from Certificate II to Diploma Level and a suite of professional development opportunities for industry professionals.

## PURPOSE

The purpose of this Guideline is to describe the requirements for assessing an individual's eligibility for enrolment in a particular unit of competency, skills set or qualification and for collecting the necessary supporting documentation required to complete the enrolment.

## BACKGROUND

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 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 on the website [www.dsa.com.au](http://www.dsa.com.au), in the prospectus and in the student handbook: Course information, auditions & applications, pre-enrolment assessment, student support services, orientation, fees, terms and conditions, refunds, withdrawals, flexible learning and assessment procedures, appeals and complaints, access and equity arrangements, recognition of Prior Learning (RPL) and how to apply.

Eligibility is also a key factor when determining the most appropriate pathway for student prior to enrollment. 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.

## PROCEDURE

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

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## **Complete Initial assessment/interview/audition**

Students complete a pre-enrolment assessment/interview at the audition or as applicable. All students intending to enrol in a course or qualification at Dynamite Studios Australia may be offered an LLN assessment prior to enrollment to confirm learning capacity. The initial assessment/audition interview aims to identify the aspirations of each individual, assess their existing skills and learning capacity, provide course information that ensures a student's training choices are consistent with their needs and capability. This interview may include: LLN competency conversation, vocational assessment, discussion on previous education/training, work/life experience, course selection career pathway planning and credit transfer.

## **Accept a Dynamite Studios Academy Offer**

Within five (5) days of attending an experience day or submitting a video application to Dynamite Studios Academy, all successful applicants will be sent a "Letter of Offer", a detailed prospectus, term and conditions, student handbook, fee structure and payment options. To accept an offer a student has 28 days to respond in writing to Dynamite Studios Academy which will secure their place in the course.

## **Cooling off period**

Once enrolled a student will have a further 14 days cooling off period to decline an enrolment offer. Once an enrolment has been finalised a student/parent or guardian, have made a commitment to complete the course or year level of study and the payment of all associated fees and charges. If a student withdraws from a program at any stage once they have commenced, payments will continue for the full duration of the program as agreed with no refund for fees or costume fees paid.

A student who withdraws from a course or qualification after the cooling off period or once they have commenced study will incur full fee liability.

## **Enrollment Interview**

Once an offer has been accepted and received by Dynamite Studios Academy, an enrolment interview will be scheduled. 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 initial interview at the audition.

## **Collect documents**

Once offered a place in a Dynamite Studios Academy course a student must have the following documents and information (as a minimum) to finalise their enrolment at their enrolment interview. Identification (ID) or current Australian Passport (preferred), or other accepted documentation to verify citizenship and/or eligibility for enrolment in a VET program.

## **Provide a USI or create a USI**

It is 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. If a student does not have a USI Dynamite Studios Australia may assist with obtaining a student USI with their permission. A USI must be provided to finalise enrolment.

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## **Complete Dynamite Studios Academy Enrolment**

To finalise the enrolment process a student will:

- Complete the Dynamite Studios Academy enrolment form & sign
- Provide all eligibility required documents
- Complete any course requirements or pre-requisites
- Pay deposit and enrolment fee
- Sign terms and conditions
- Sign student handbook acknowledgement

Note: When completing the Dynamite Studios Academy enrolment form it is critical that all fields are completed in full.

## **Confirmation of enrolment**

Once the enrolment process has been completed in full the student will be provided with course start and end date, timetable and will be sent a link to our online orientation video.

## **Record keeping**

According to the record keeping requirements set out in 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 student
- Student enrolment information is entered into DSA Student Management System (VETtrack)
- Course Advisor has completed the Enrolment Form (office use only section)
- Student file is created and all information and documentation is placed on file
- File is securely stored