

## CRICOS COURSE PROGRESS AND ATTENDANCE MONITORING POLICY

RELEVANT STANDARD/S	<i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Standard 6, 8, 9, and 10</i>
PURPOSE	<p>Dynamite Studios Australia monitors, records, and supports the course progress and participation of overseas VET students in accordance with the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>, specifically Standard 8 Overseas student visa requirements. This policy outlines how Dynamite Studios Australia:</p> <ul style="list-style-type: none"> <li>● Monitors each student’s participation and engagement in scheduled course contact hours and academic progress throughout the duration of their enrolment</li> <li>● Assesses student progress formally at the end of each study period, and continuously monitors engagement to identify students at risk</li> <li>● Implements timely and tailored intervention strategies to support students who are not meeting course progress or participation requirements</li> <li>● Provides all students with fair access to the complaints and appeals process, in accordance with Standards 8.14 and 10</li> <li>● Ensures that reporting via PRISMS only occurs if a student has: <ul style="list-style-type: none"> <li>○ Failed to maintain satisfactory course progress in two consecutive study periods, or</li> <li>○ Breached the 80% attendance threshold (where attendance is required), and</li> <li>○ Not accessed the complaints and appeals process within 20 working days, withdrawn their appeal, or had the outcome decided in favour of the Institute after all internal and external appeals have been exhausted</li> </ul> </li> </ul> <p>This policy applies to all overseas VET students enrolled in accredited VET programs delivered by Dynamite Studios Australia and ensures compliance with its obligations as a CRICOS-registered provider under the ESOS Act 2000.</p>
VERSION	v 1.0
UPDATED	06 August 2025

### POLICY PRINCIPLES

The principles stated below apply for every course included in the scope of registration. Dynamite Studios Australia will safeguard the integrity of Australia’s migration laws by supporting overseas students to complete their course within the required duration and fulfil their visa requirements for course attendance and course progress. To ensure compliance with the requirements of the Standards 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, Dynamite Studios Australia will adhere to these policy principles:

#### *Definitions*

- **Study period** - one academic term (10 weeks), as defined in Dynamite Studios Australia’s course delivery schedule.
- **Satisfactory course progress** - achieving competency in at least 50% of units in a study period.
- **Unsatisfactory course progress** - failing to achieve competency in 50% or more of units in two consecutive study periods.
- **At risk** - A student is considered at risk if they are not on track to achieve satisfactory course progress, such as failing 50% or more of units in one study period, or through indicators like poor engagement or frequent absences.
- **Intervention strategy** - documented support plan developed for students at risk of not meeting course progress or participation requirements. It may include academic support, counselling, reduced study loads, or other assistance.

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- **Compassionate or compelling circumstances** - circumstances beyond a student's control that impact progress or attendance, including serious illness, bereavement, natural disasters, or major life disruptions. Evidence must be provided.
- **Not Yet Competent (NYC)** - result given when a student has not yet demonstrated the required competency in a unit.

### **Course Progress**

1. Acceptable course progress requirements are defined in the relevant Training and Assessment Strategy (TAS) for each qualification. These standards guide how Dynamite Studios Australia monitors academic performance throughout the student's enrolment.
2. Student progress is monitored to ensure completion of the course within the expected duration specified in the Confirmation of Enrolment (CoE), in line with Standard 8.2 of the National Code 2018. Dynamite Studios Australia defines compulsory study periods to structure this monitoring process.
  - a. Students must complete at least one unit face-to-face in each compulsory study period.
  - b. Online or distance learning is permitted only in non-compulsory study periods and must not exceed one-third of the total course duration, in line with Standard 8.19.
  - c. If only one unit remains in the final study period, it must be completed onshore and face-to-face, unless it is part of a non-compulsory period and suitable for online delivery.
  - d. If eligible, students may formally request to return home and complete the final unit online. The CoE will be cancelled accordingly.
3. Student progress is monitored continuously by trainers and assessors through attendance records, participation, assessment outcomes, and engagement with course materials. Results are recorded in the Student Management System (SMS).
4. Formal assessment of course progress occurs at the end of each study period. Trainers also conduct a mid-study period review to identify students who may be at risk of not meeting course progress requirements.
  - a. A student is deemed at risk if they are Not Yet Competent (NYC) in 50% or more units in a study period or show patterns of disengagement (e.g. missing assessments, limited participation).
  - b. The process for identifying, notifying, and supporting these students is outlined in the Course Progress Monitoring Procedure.
5. When a student is identified as at risk, an Intervention Strategy is developed in consultation with the student.
  - a. The strategy may include academic support, additional classes, reassessment opportunities, modified study loads, counselling referrals, or welfare support.
  - b. The plan is documented, signed by both parties, and regularly monitored until the end of the study period.
6. If a student is Not Yet Competent in 50% or more of their units in two consecutive study periods, the Institute will issue a Notice of Intention to Report via PRISMS.
  - a. The written notice will include the reason for the report and advise the student of their right to access the Complaints and Appeals Process within 20 working days.
  - b. The complaints and appeals procedure is detailed in the Student Handbook and must be accessed before any report is lodged.
7. A student will only be reported via PRISMS for unsatisfactory course progress if:

- a. They do not submit an appeal within the 20 working day period;
  - b. They withdraw their appeal; or
  - c. The appeal is unsuccessful, and the outcome supports the Institute's decision.
8. Dynamite Studios Australia will only extend the course duration in accordance with Standard 8.16, where:
- a. The student has an approved deferment or suspension under Standard 9;
  - b. Compassionate or compelling circumstances are demonstrated with supporting evidence, such as:
    - i. Serious illness or injury (with a medical certificate)
    - ii. Death of a close family member
    - iii. Natural disaster or political unrest requiring travel
    - iv. Being a victim or witness of a serious crime or accident
    - v. Course failure that has not yet led to PRISMS reporting
    - vi. An approved reduced study load
9. Where a deferment, suspension, or intervention causes a delay in course completion, students will be advised in writing to consult the Department of Home Affairs (DOHA) to confirm the impact on their student visa and whether a new visa application is required.

## ATTENDANCE AND ABSENCES

1. Student participation and engagement will be continuously monitored throughout each study period. For CRICOS students, this includes tracking attendance to ensure they maintain at least 80% of scheduled course contact hours, as required under visa conditions and Dynamite Studios Australia policy.
2. Trainers will monitor attendance daily and record all absences in the Student Management System (SMS). Students are encouraged to notify their trainer as soon as practicable regarding the reason for any absence.
3. If a student is absent for five (5) consecutive scheduled days, they will be contacted by Student Services to determine the reason for the absence and assess if support is needed.
  - a. This action supports early intervention to prevent the student from breaching the 80% minimum attendance requirement.
  - b. It also allows the Institute to assess whether the student requires additional academic or welfare support.
  - c. Where compassionate or compelling circumstances are cited, the student must provide documentary evidence, which will be recorded and considered as part of any intervention strategy.
4. Attendance data will inform decisions related to course progress monitoring and the development of intervention strategies for at-risk students.
5. Authorised suspensions or deferments approved under compassionate or compelling circumstances, including those due to natural disasters or medical grounds, will not be counted as absences in attendance monitoring.
6. Students who miss part of a scheduled session will be marked as partially absent, based on the time missed.
  - a. In compulsory study periods, students are expected to attend 20 hours per week of face-to-face scheduled sessions. Any missed time is deducted proportionally from this total.
  - b. A 15-minute grace period applies to the start of each session. Students arriving within this period are not marked late. Students arriving after the grace period will have the full amount of lateness, including the grace period,

counted as time missed. For example, arriving 5 minutes after the grace period (i.e. 20 minutes late total) results in 20 minutes of absence recorded.

7. Students arriving more than 30 minutes late to a session will be recorded as absent for the entire session.
8. Similarly, students who leave a session more than 30 minutes early will also be marked absent for the entire session.

**Note:** Periods of approved deferment or suspension are excluded from attendance calculations and will not be considered as absences for the purpose of PRISMS reporting.

## REPORTING OF AT-RISK STUDENTS

Dynamite Studios Australia monitors student participation and engagement, including attendance, to identify students who may be at risk of not achieving satisfactory course progress. Attendance is used solely as an internal engagement indicator and is not a basis for PRISMS reporting, unless specifically required by the regulator. Students who are identified as at risk based on attendance, participation, or early assessment outcomes will be supported through the following process:

1. If a student's attendance drops below an internal benchmark or if they show signs of disengagement, they will be sent a written warning advising them that they are at risk of not meeting course progress requirements. This notice will:
  - a. Invite the student to attend an intervention meeting
  - b. Outline available support options (academic, counselling, etc.)
  - c. Confirm that this is not a PRISMS reporting notice
2. The student will be required to participate in the intervention process. An individual support plan will be created and monitored throughout the remainder of the study period.
3. If the student is Not Yet Competent in 50% or more of their units across two consecutive study periods, a Notice of Intention to Report will be issued. This is the only circumstance under which Dynamite Studios Australia will initiate PRISMS reporting.
4. Before any report is made:
  - a. The student will be given 20 working days to lodge an appeal through the internal complaints and appeals procedure.
  - b. No report will be made while the appeal process is ongoing.
  - c. The student will not be reported if the appeal is successful.
5. A student will only be reported if:
  - a. No appeal is lodged within 20 working days
  - b. The student withdraws their appeal
  - c. The appeal is finalised and the outcome supports the Institute
6. If a report is lodged on PRISMS, the student will be notified in writing and advised to contact the Department of Home Affairs (DOHA) within 28 days to discuss any visa implications.
7. Dynamite Studios Australia does not report students to PRISMS for breaching the 80% attendance threshold, as attendance is monitored solely as an internal engagement indicator and not for compliance with visa conditions, unless specifically required

by a regulator. However, if a student's attendance falls below 80%, Dynamite Studios Australia may exercise discretion not to report, provided that:

- a. The student's attendance remains above 70%
  - b. The student is maintaining satisfactory course progress
  - c. Documented compassionate or compelling circumstances exist (e.g. medical, trauma, family emergency)
  - d. The decision is consistent with Dynamite Studios Australia's internal policies and Standard 8.15 of the National Code 2018
8. If a student is assessed as not achieving satisfactory course progress, defined as being Not Yet Competent (NYC) in 50% or more of enrolled units across two consecutive study periods, Dynamite Studios Australia will issue a written Notice of Intention to Report. This notice will:
- a. Explain the reason for the intended report
  - b. Advise the student of their right to access the Institute's internal complaints and appeals process within 20 working days
  - c. Inform the student of their right to access an external appeals process through the Commonwealth Ombudsman, should the internal appeal not resolve in their favour.

The Commonwealth Ombudsman is an independent body that investigates complaints from overseas VET students about private education providers in Australia. The Ombudsman's service is free and impartial. Students can lodge a complaint online at [ombudsman.gov.au](http://ombudsman.gov.au) or by calling 1300 362 072.

9. Dynamite Studios Australia will not report the student to PRISMS until:
- a. The 20 working day period for lodging an internal appeal has passed without an appeal being lodged, or
  - b. The student withdraws their appeal, or
  - c. The internal and external appeals processes are completed and the outcome supports the Institute's decision to report.
10. If attendance or engagement issues are caused by compassionate or compelling circumstances, and this results in the student needing more time to complete their course, an extension of the CoE may be granted. This will only occur where:
- a. Supporting documentation is provided
  - b. The student is still actively engaged in an intervention strategy
  - c. There is an approved suspension or deferment under Standard 9

The student will be advised to contact DOHA regarding any visa impacts or new visa requirements.

## MONITORING AND IMPROVEMENT

All practices related to Dynamite Studios Australia students' course progress and attendance monitoring are monitored by the Artistic Director and the Head of Educational Studies. Areas for improvement are identified and acted upon, according to the Continuous Improvement Policy.

VERSION CONTROL

VERSION CONTROL TABLE					
DATE	MODIFICATIONS	MODIFIED BY	VERSION	IMPLEMENTED	NEXT REVIEW
06 AUG 2025	DOCUMENT FORMATTED	ABBE BRADBURY	v. 1.0	06 AUG 2025	-