

## ADDITIONAL SUPPORT POLICY

### RELEVANT STANDARD(S):

<a href="#">Standards for Registered Training Organisations (RTOs) 2015</a>	<b>Standard 1   Chapter 3—Support and progression</b> <ul style="list-style-type: none"> <li>▪ <i>Clause 1.7 - Supporting learners</i></li> </ul>
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### PURPOSE

Dynamite Studios Academy is responsible for ensuring that the educational and support services it provides meet the needs of the learner cohort/s undertaking the training and assessment.

This policy ensures that Dynamite Studios Academy has mechanisms in place to collect, analyse and act on any support requirements that are additional to the provision of standard services. This ensures individual learners are provided access to the educational and support services necessary for them to meet the requirements of the training product as specified in training packages or VET accredited courses.

This policy also ensures that Dynamite Studios Academy determines the amount of training required in accordance with the requirements of the relevant training package and in consideration of each individual learner's existing skills, knowledge, and experience with respect to the relevant vocational competency.

### POLICY PRINCIPLES

Dynamite Studios Academy is responsible for collecting, recording, analysing, and acting on additional support information that could adversely impact on a learner's ability to undertake and complete a course.

This includes, but is not limited to, any disability or impairment that restricts access and equity as well as English language, literacy and numeracy (LLN) information obtained from learners prior to enrolment and prior to the commencement of their first unit of competency.

Educational and support services may include, but are not limited to:

1. study support and study skills programs;
2. language, literacy and numeracy (LLN) programs or referrals to these programs;
3. Individualised Learning and Assessment Plan (ILAP);
4. equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;
5. learning resource centres;
6. mediation services or referrals to these services;
7. flexible scheduling and delivery of training and assessment;

8. counselling services or referrals to these services;
9. information and communications technology (ICT) support;
10. digital literacy to ensure learners meet the required technological knowledge in order to participate effectively in the course
11. learning materials in alternative formats, for example, in large print;
12. learning and assessment programs contextualised to the workplace;
13. reasonable adjustments for any disability or impairment;
14. financial support;
15. scholarship and bursaries; and
16. any other services that the RTO considers necessary to support learners to achieve competency.

Dynamite Studios Academy will abide by the following principles:

***Assessment of Need and Identifying Additional Support***

1. Each eligible learner of Dynamite Studios Academy is asked to provide information prior to enrolment to a full qualification or training regarding any additional support requirements. The **Enrolment Form** and **Pre-Enrolment Assessment Form** provide learners with the opportunity to identify and advise if they are aware of LLN issues, disabilities or impairments that may impact their ability to undertake study in their chosen course.
2. Dynamite Studios Academy will conduct assessment of need prior enrolment or prior commencement of training. It will ensure that assessment of need is undertaken at the earliest possible opportunity and that it manages any identified support needs.
3. Dynamite Studios Academy may also identify and act on learner support needs at the time of enrolment, and/or any time prior or during the delivery of training. Trainers will be monitoring attendance during face-to-face sessions, online training sessions and/or webinars. Learners who miss critical training sessions will be contacted by the learner support team and/or provided with available webinar recordings as needed.
4. Dynamite Studios Academy will document the results of the assessment of need and ensure that this is reflected and managed in the learner's training records.
5. Dynamite Studios Academy's assessment of need involves, but will not be limited to the following:
  - a. eligibility assessment to assess eligibility of learner for the course;

- b. LLN skills assessment to ascertain whether the level of the qualification and proposed learning strategies and materials are appropriate;
- c. determining the most suitable qualification for the learner, based on the learner's existing educational attainment and capabilities;
- d. offering RPL to the learners when applicable, explain credit transfer obligations and identifying any relevant competencies previously achieved (refer to the RPL and Credit Transfer Policy);
- e. assessing the need for additional support;
- f. development of Individualised Learning and Assessment (ILAP) to optimise the learner's ability complete their qualification/accredited course;
- g. identifying any actions or strategies to be implemented to address identified needs for the learner including any adjustment required to the learning program, delivery of learning and materials used for learning to ensure that retention and completion outcomes are improved.

#### ***Access to Educational Support Services***

1. Dynamite Studios Academy ensures individual learners are provided access to the educational and support services necessary for them to meet the requirements of the training product as specified in training packages or VET accredited courses.
2. Dynamite Studios Academy will ensure that learners are made aware of opportunities for recognition before the start training and that adequate information, support and opportunities are provided to the learners to engage in the Recognition of Prior Learning (RPL) process when applicable. (Refer to the RPL and Credit Transfer Policy)
3. Dynamite Studios Academy will ensure that when additional costs are required to provide additional support, the learner will be notified and provided information prior to enrolment.
4. Dynamite Studios Academy will inform learners prior to enrolment of any limitations to the additional support it can provide, so that learners can make informed decisions regarding their training.

#### ***Provision for Reasonable Adjustment***

1. Upon learner advice of any disability or impairment that may impact on their studies, Dynamite Studios Academy will review the information provided and where necessary, contact the learner to determine the additional support requirements.
2. Dynamite Studios Academy will arrange for reasonable adjustment to be applied to training or assessment tasks where appropriate. It will ensure that the reasonable adjustment applied does not impact the integrity of the training package requirement. (See the Training and Assessment Policy)

#### ***Scholarships and Bursaries***

1. Dynamite studios recognise the socioeconomic and geographic barrier that certain communities face when trying to access quality training in the Performing Arts.
2. A scholarship or bursary (Dream Fund) at Dynamite Studios is a form of financial aid awarded to learners to further their education.
3. Scholarships are awarded based on various criteria. Dynamite Studios has a well-established scholarship and bursary (Dream Fund) program for a wide range of its courses.
4. Scholarships are awarded on a case-by-case basis by the audition panel and are open to any prospective learner auditioning for our Academy. If successful, the learner is required to meet quarterly with their Head of Courses to assess their course progress and ensure they are setting a high standard in their course work and personal conduct.
  - a. **Total Offering:** ranges from 10-50% of course fees
  - b. **How to Apply:** Applicants must include a one-page written essay explaining why they are deserving of a scholarship.
  - c. **Expectations of a Scholarship:** If successful, learners will have a contract inclusive of roles and responsibilities of a Scholarship recipient. Any learner who fails to meet the requirements during their scholarship period will be charged full fees.
5. The Dream Fund (Bursary) is a type of scholarship awarded on the basis of financial need, rather than talent. Dream Fund is available to any auditionee whose household earns a combined income of less than \$80,000 (or independent learners who earn less than \$40,000).
  - a. **Total Offering:** ranges from 10-50% of course fees
  - b. **How to Apply:** Applicants must include the following documentation to support their application:
    - i. A one-page written essay, explaining why a bursary is required,
    - ii. the most recent ATO Notice of Assessment for all members of their household (or, if living independently, their own ATO Notice of Assessment),
    - iii. and the last 3 payslips for ALL members of their household (or, if living independently, their last 3 payslips).

## **Financial Support**

1. In partnership with ZeeFi, learners have the option to study now and pay later. ZeeFi is a specialised finance offering for learners who require assistance in the financial component of their academic studies.
2. Learners enrolled at Dynamite Studios have the opportunity to seek assistance from Zeefi, who are dedicating to providing the necessary financial support options required to pay for their tuition fees.

## **Language Literacy and Numeracy (LLN)**

The language, literacy and numeracy assessment is part of Dynamite Studios Academy's initial skills and upfront needs assessment process. LLN assessment will help to ensure prospective learners have the minimum levels to access the vocational course of their choice.

### **LLN Assessment**

Dynamite Studios Academy uses the Pre-enrolment Assessment Form to review and assess each learner's training needs, relevant current competencies, Language, Literacy and Numeracy skills and eligibility for recognition of prior learning (RPL). Information gathered through this form will be used to facilitate provision of additional support required in areas such as language, literacy and learning and assessment, whilst ensuring that learners receive the maximum outcomes and benefits from the training, in relation to set learning objectives, career opportunities and skill level.

When the LLN assessment outcome identifies that the learner does not have adequate language, literacy and numeracy levels of their chosen course, the **Training Manager/Head of Educational Studies** will:

1. explain to the learner the challenges that will be encountered in completing the course with their LLN level;
2. provide information on where they can obtain assistance with their LLN issue; and
3. offer other options and pathway for training until they are within the ACSF level requirement of the course.

## **Disability and Impairment**

1. The **admissions officer** will advise the **trainer** in writing of any identified disability or impairment that may impact the studies of the learner. The **trainer** is responsible for reviewing the information provided and, where necessary, contacting the learner to determine any further additional support requirements. The support will vary depending on the individual needs of the learner.
2. Dynamite Studios Academy trainers may arrange for reasonable adjustment to be applied where it is appropriate to the assessment and does not impact the integrity of the training package requirements. (See Training and Assessment Policy)
3. Trainers will endeavour to work with the learner to determine and provide reasonable access to training facilities, materials and resources to allow them to undertake their studies.

4. Where appropriate, Dynamite Studios Academy will seek external assistance to ensure additional support services are available.

### ***Determining the Amount of Learning***

Dynamite Studios Academy ensures each learner's skills and experiences relevant to respective vocational competencies are considered in the development of their learning plans. It follows the procedures outlined in the Upfront Assessment of Need procedural document in determining how the learner's existing skills, knowledge and experience impacts the amount and level of training they will require.

### ***Access and Equity***

Dynamite Studios Academy does not discriminate against any learner enrolling or engaging in any course. Its aim is to advise learners as much as possible on how they can attain support with any additional support requirements and how it will be able to support them (including on limitations of support). Ultimately, it is the choice of learner as to whether they wish to proceed with their enrolment.

### ***Records Management***

1. Dynamite Studios Academy will document the assessment of need for each learner in their learner record.
2. Dynamite Studios Academy will retain all documents and reports pertaining to a learner's individual record following enrolment.

## **MONITORING AND IMPROVEMENT**

1. The Training Manager will be responsible for ensuring compliance with the Additional Support Policy and Processes. All administration staff are responsible for the correct and accurate enrolment in accordance with this policy and relevant procedural documents.
2. All enrolment practices will be monitored by the Training Manager. Areas for improvement will be identified and discussed during the Continuous Improvement Meetings. (See Continuous Improvement Policy)
3. Learners and employers (if applicable) are encouraged to provide feedback on their experience and through Dynamite Studios Academy's continuous improvement process.
4. Learners can lodge a complaint or appeal an enrolment decision, as per Dynamite Studios Academy's Complaints and Appeals Policy.

**Annex A: LLN Support Services**

Learners with LLN issues may be referred to the following services to discuss any additional LLN support services available to them:

- 1. Reading Writing Hotline**  
Phone: 1300 655 506  
<http://readingwritinghotline.edu.au>
- 2. Australian Council for Adult Literacy (ACAL)**  
Phone: (03) 9546 6892  
<http://www.acal.edu.au/index.htm>
- 3. Queensland Council for Adult Literacy (QCAL)**  
Email: [info@qcal.org.au](mailto:info@qcal.org.au)  
<https://www.qcal.org.au/>
- 4. Resources for people teaching or tutoring adult literacy**  
[Literacy Face to Face Resource](#)