

DYN★MITE™  
STUDIOS ACADEMY

# Courses

ACCREDITED COURSES STUDENT HANDBOOK



NATIONALLY RECOGNISED  
TRAINING

Accredited Courses Student Handbook

RTO 40479

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# Welcome to Dynamite Studios Academy!

I would like to take this opportunity to formally welcome you to the Dynamite Studios Academy Family!

Our mission is to provide individualised learning experiences that ignite student potential. We create life changing opportunities for our students. Our studios are a hub of creative energy where students feel inspired, connected and supported. We pride ourselves on maintaining a commitment to excellence and offering pathways that will allow our students to thrive as working artists in the performing arts and entertainment industries. Together, we thrive. Our vision is to empower students to dream, believe and achieve. Our educators and trainers are industry professionals who are committed to cultivating the skills you need to build a long and successful career. Situated on the northern end of the beautiful Gold Coast, Dynamite Studios Academy has grown into one of the most successful performing arts education and training institutions in Australia.

At Dynamite Studios Academy, we are dedicated to our community and the people - both past and present - who are a part of it. We don't follow, we change the game. We live and breathe to inspire our students to achieve their fullest potential. It's these values that set us on the path to fulfilling our purpose of making a positive difference in people's lives, and has established us as the most inspiring, nurturing and professional performing arts training institute in Australia.

I beam with pride seeing so many of our Dynamite Studios Academy Alumni working professionally all across the globe. We welcome you to our vibrant and unique studio and look forward to walking alongside you and mentoring you to help you reach your fullest potential as a creative artist and supporting you on your artistic journey.

Positive Vibes,

*Abbe Bradbury*

**ARTISTIC DIRECTOR**





## Using this Handbook

We invite you to familiarise yourself with our Student Handbook which has been designed to guide you on our policies, procedures and expectations relevant to your enrolment. Information contained in the Student Handbook aims to help prospective and current students make informed decisions about their enrolment, understand what is expected from them, what they can expect from us, and learn more about Dynamite Studios Academy as a Registered Training Organisation (RTO). The Student Handbook is best read in conjunction with the prospectus and any pre-enrolment information provided. If - after reading this handbook - you require any further information or have any questions, please contact us.

**P: +61 451 654 302 | E: [olivia@dsa.com.au](mailto:olivia@dsa.com.au) | W: [www.dsa.com.au](http://www.dsa.com.au)**

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Dynamite Management Australia Trust  
910 323 338 862  
Unit 31/3 Dalton Street, Upper Coomera QLD 4209

# 01

## Section One

# About Dynamite Studios Academy

## WHO WE ARE

Dynamite Studios Academy is Australia's leading performing arts institute for those seeking a career in the industry. Home to the most versatile performing arts courses in Australia, we are a Registered Training Organisation (RTO ID: 40479) regulated by the Australian Skills Quality Authority (ASQA) for the provision of Vocational Education and Training Services to deliver and assess nationally recognised training. The unique approach to our training is what sets our students up for versatile careers in the industry. Dynamite Studios Academy's accredited courses are delivered by qualified trainers and assessors and industry professionals who are dedicated to the growth and development of each individual student. It is the Dynamite Studios Academy approach that has seen the success of thousands of alumni working across the globe as professional, creative artists.

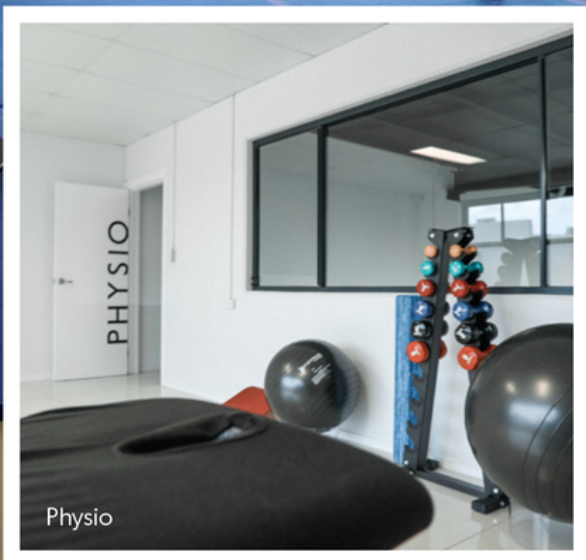
## OUR STAFF

Demand for places at Dynamite Studios Academy has grown significantly and is due to the quality of our mentors, trainers, and assessors. Our staff have impressive formal qualifications as well as extensive professional experience nationally and internationally and maintain current industry connections. Dynamite Studios Academy encourages the ongoing professional development for all staff ensuring that they hold, as a minimum, Certificate IV in Training and Assessment TAE40116/equivalent and a vocational qualification at least at the qualification level they will train. This allows for expert guidance and mentorship regardless of your current skill level, ability, or preferred genre. At Dynamite Studios Academy, we pride ourselves on setting performing arts industry knowledge and benchmarks.



# 01 Section One Our Location and Facilities

Situated within the Entertainment Precinct of the Gold Coast, Dynamite Studios Academy's facilities are state of the art. Dynamite Studios Academy boasts eight (8) dynamic performance studios, three (3) fully equipped spaces that host our circus arts and acrobatics classes, two (2) industry-endorsed vocal training spaces, an open plan student academic hub, fully equipped creative space with floor to ceiling cyclorama, podcast recording studio, fitness centre, and physiotherapist. All studios feature professional sound systems and professional-grade flooring treatments, ballet bars, and mirrors. The Dynamite Studios Academy complex boasts a generous reception area, student and staff break rooms, kitchen facilities, and a retail store stocked with custom branded Dynamite Studios Academy merchandise.



Physio

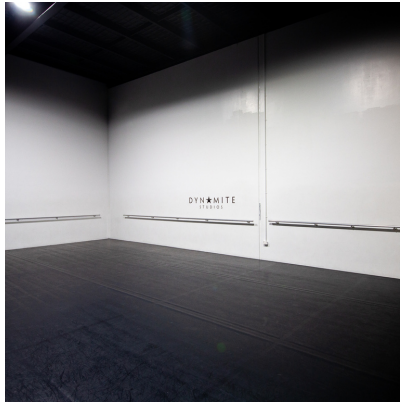


Vocal Room

# 01 Section One Our Location and Facilities



**STUDIO 1**



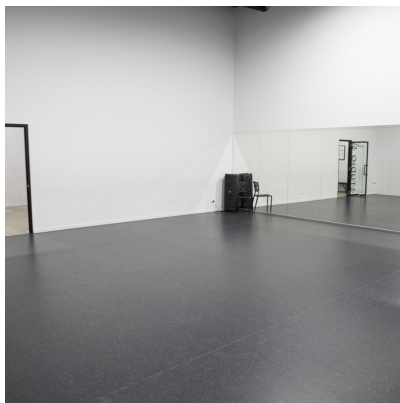
**STUDIO 2**



**LUNA'S ROOM**



**STUDIO 4**



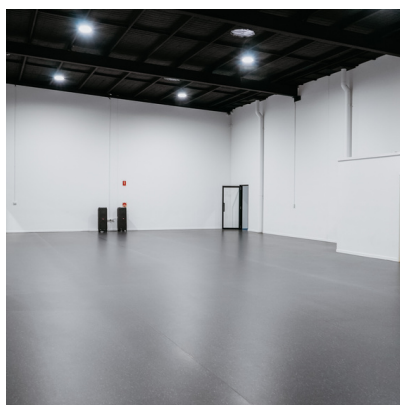
**STUDIO 5**



**STUDIO 6**



**STUDIO 7**



**STUDIO 8**



**STUDIO 9**

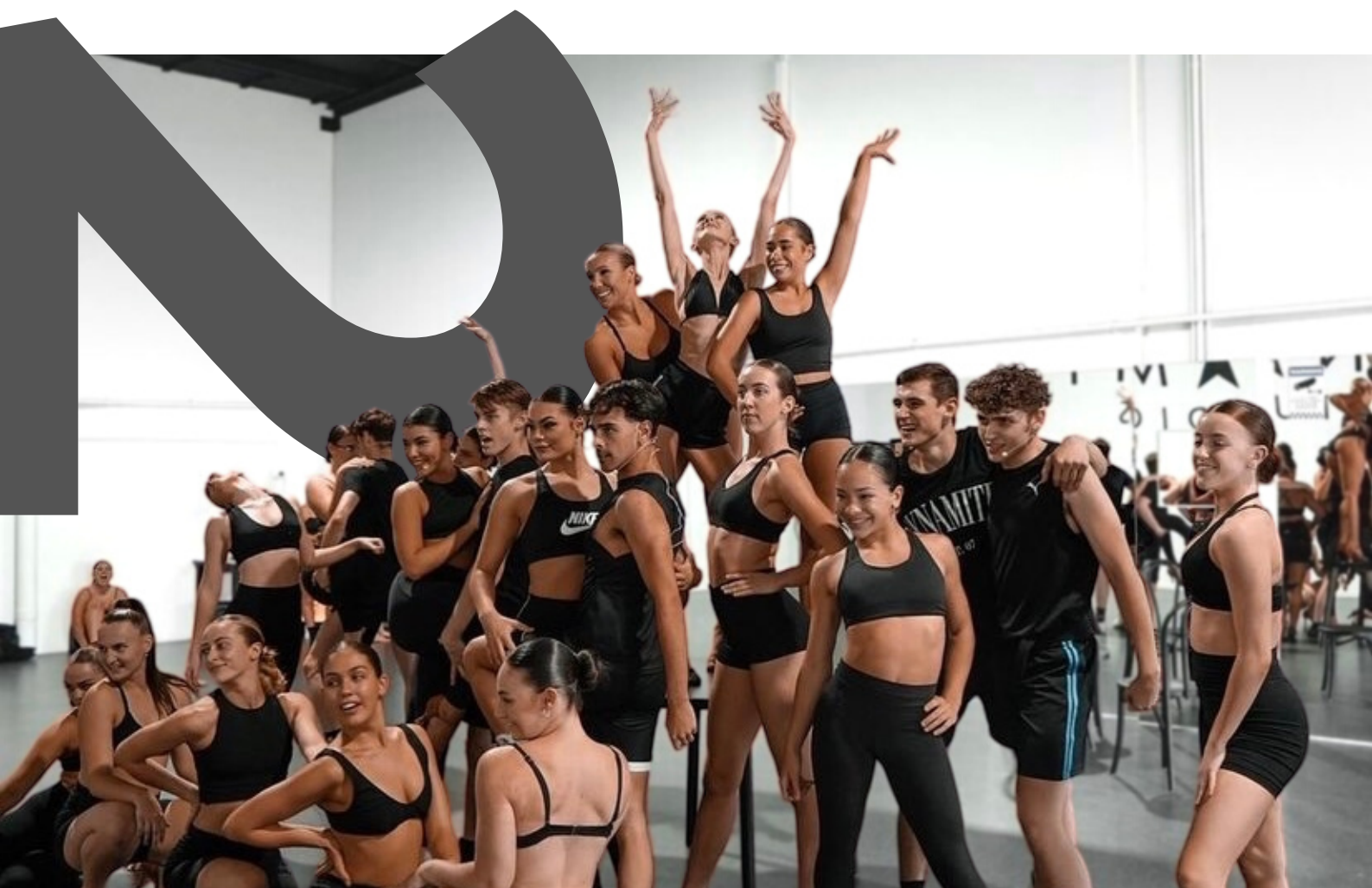
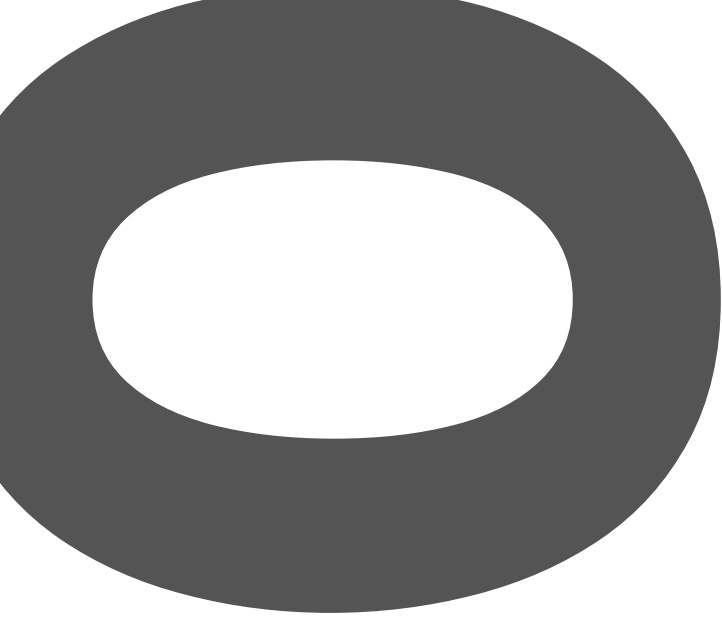
# What to expect from Dynamite Studios Academy

## At Dynamite Studios Academy, our students can expect:

- Extensive exposure to performing arts industry professionals and opportunities.
- Quality training and assessment that recognises an individual's needs and learning styles.
- Training and assessment systems that comply with the Standards for Registered Training Organisations 2015 and the issuance of the AQF certification documentation.
- Access to recognition of prior learning or knowledge processes.
- Access to appropriate learning materials and additional support to meet their needs and achieve successful outcomes.
- Highly-skilled and qualified trainers, assessors, and mentors who have demonstrated excellence within their own areas of expertise.
- Access to all Dynamite Studios Academy courses and services, regardless of educational background, gender, marital status, sexual preference, race, colour, national origin, ethnic/socioeconomic background, physical or intellectual impairment, and religious affiliation.
- A safe, supportive and encouraging environment free from harassment and/or discrimination.
- Privacy, confidentiality, and security of student records.
- Access to students' own personal records upon submission of a written request to Dynamite Studios Academy.
- The continual maintenance and improvement of Dynamite Studios Academy's performance through the collection of information, including evaluations, learning feedback, and self assessment.
- A high level of customer service.







# 02

## Section Two **Our Accredited Courses**

# Our Accredited Courses

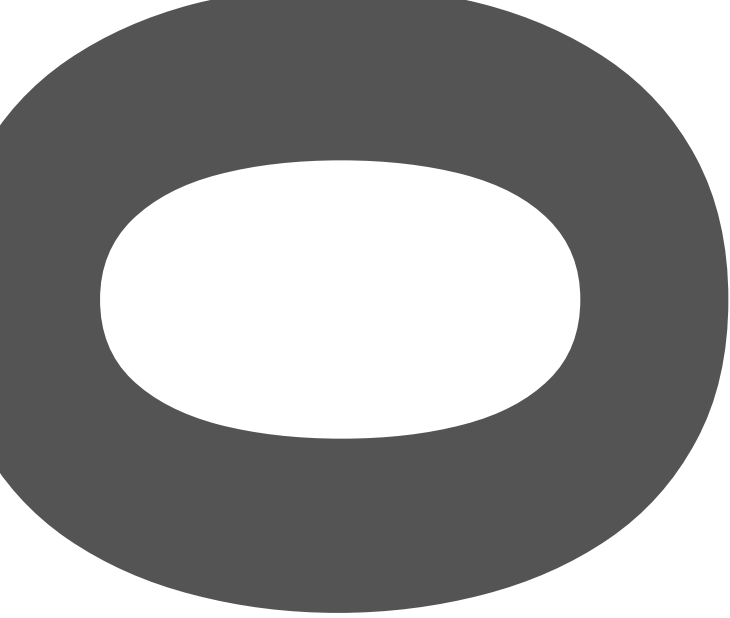
At Dynamite Studios Academy, you can count on us to provide an uncompromising level of dedication to the learning and growth of each student. Our courses are continually reviewed, evaluated and redesigned to ensure they are compliant, of the highest quality, and meet the demands of students and standards of an ever-evolving industry. Dynamite Studios Academy has training and assessment strategies that have been developed in consultation with industry representatives from a broad cross-section of the performing arts. Our cutting-edge courses translate into highly employable talent who can look forward to having a competitive advantage in the performing arts industry. The staff at Dynamite Studios Academy are working professionals who endeavour to challenge, encourage and develop your strengths in all aspects of your training. Our students benefit in many ways from the strong relationships that have been forged and nurtured with these experienced individuals. Dynamite Studios Academy is home to the most versatile performing arts accredited courses in Australia. Not only does our RTO deliver the highest quality training in dance and musical theatre, but also in vocal, acting, and circus disciplines. Students have the opportunity to choose electives throughout their training with us to create a training regime that caters to their career goals, plans, and needs. This unique approach to our training is what sets our students up for versatile employment in the industry.

Dynamite Studios Academy currently offers nationally accredited courses on a full-time and part-time basis from Certificate II to a Diploma level qualification. Potential students could be students still attending high school, school leavers or industry professionals wanting to formalise their skills or further their education and training.

## HOW WE SUPPORT OUR STUDENTS' LEARNING

Dynamite Studios Academy is committed to ensuring that students feel supported and well-informed regarding the completion of their qualification/course by providing them with the assistance they need to achieve success. All students enrolled in a chosen course of study have access to comprehensive learning materials for each unit of competency being studied, as well as face-to-face theory and practical lessons under the guidance of our Head of Educational Studies. Upon enrolment, all students are offered a Language Literacy and Numeracy assessment, where their individual needs and any additional support requirements are identified and discussed with the student. Where it is found a student requires learning support, our Head of Educational studies will discuss options with the student to identify how to best meet their needs.

In the instance that reasonable adjustment is required to optimise the student's ability to complete their qualification/accredited course, an 'Individualised Learning and Assessment Plan' (ILAP) will be developed by the Head of Educational Studies in conjunction with the student. Each student will be issued with an assessment guide that advises them of the assessment tasks required to complete the unit of competency, the evidence they will be required to submit, and the task's submission date. Dynamite Studios Academy provides weekly study group sessions where students work under the guidance and supervision of our Head of Educational Studies.



# 03

Section Three

## **Student Rights & Responsibilities**

# Students Rights & Responsibilities

## SELECTION & ENROLMENT

Upon initial enquiry with Dynamite Studios Academy, each student is given an information pack consisting of prospectus and audition information regarding all accredited courses at Dynamite Studios Academy. Furthermore if a potential student wishes to apply for a place in our accredited courses there is the opportunity to apply for a face-to-face audition or via online submission. Our student selection process for an accredited course is fair, transparent, and non-discriminatory. Students are selected regardless of religion, gender, disability, sexuality, sexual preference, culture, and/or ethnic background.

Dynamite Studios Academy is committed to ensuring each student, prior to finalising the enrolment process or the commencement of training, has been provided with: accurate, current, and relevant information about all possible courses of study, including - but not limited to - information about modes of delivery, duration of courses, the amount of training, location of delivery, and associated fees. To ensure that all students meet the course entry requirements, and selection is consistent with students' learning capabilities and career or employment goals, each student must undertake a pre-enrolment assessment and interview, either face-to-face or by phone. The aim of this assessment and interview is to identify the aspirations of each individual and assess their existing skills and learner capacity to ensure that their training choices are consistent with their needs, capabilities and means.

Following an audition/interview, students will be advised by an official letter of offer into one of our accredited courses. When accepting an offer, a student has 14 days to notify Dynamite Studios Academy to secure their place in the course. Once a student has chosen to accept an offer, an enrolment interview will be scheduled with our Enrolments Department.

Student enrolment is based on:

- The prospective student's application being fully completed;
- The student being an Australian or New Zealand resident/citizen;
- The student's ability to communicate, comprehend and write effectively in English;
- Complete a successful audition to secure a place in a course;
- All required documentation being submitted, including, the student's USI;
- Qualification/course eligibility and pre-requisite requirements being met;
- Fees paid in accordance with the organisations 'Fees and Refund Policy and Procedure';
- Consent and fair conditions being read, understood, agreed to and signed.

## UNIQUE STUDENT IDENTIFIER (USI)

It is a government requirement that each student has a Unique Student Identifier (USI) to enrol in a vocational education program. The USI is a reference number that will give students access to a secure online record of all of their recognised training and nationally recognised qualifications they have undertaken since January 1 2015 and stays with the student for life. As of 2016, students can access their records and results online, anytime and anywhere. Upon enrolling in a Dynamite Studios Academy accredited course, the student must provide a copy of their USI.

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

### Create a USI:

<https://www.usi.gov.au/students/get-a-usi>

# Students Rights & Responsibilities

## **PROTECTING THE RIGHTS OF OUR STUDENTS**

If you are wanting to find out more information on how Dynamite Studios Academy protects the rights of our consumers, you are encouraged to download and read our 'Consumer Protection Policy and Procedure', 'Complaints Policy and Procedure' and 'Appeals Policy and Procedure' found on our website. If you would like to provide feedback or make a complaint about our service or your experience, you are encouraged to contact Tim Bradbury at [tim@dsa.com.au](mailto:tim@dsa.com.au).

## **CONFIDENTIALITY AND PRIVACY OF PERSONAL INFORMATION**

Dynamite Studios Academy is bound by several regulatory instruments relating to the collection, handling, storage and use of student data. This includes, but is not limited to, qualification/course enrolments, qualification/course results, personal information and information required for administrative purposes. Registered Training Organisations (RTOs), such as Dynamite Studios Academy, are required by law to collect personal student data relating to enrolments and qualifications to ensure compliance with regulatory instruments; and for reporting to the National Vocational Education and Training Regulator. All prospective and current student personal information is protected in accordance with the National Privacy Principles.

If students are wanting more information, they are encouraged to download a copy of our 'Privacy Policy and Procedure' found on our website at [www.dsa.com.au](http://www.dsa.com.au).

## **PHOTOGRAPHY AND VIDEOGRAPHY**

At Dynamite Studios Academy, we will collect personal information about you to manage your enrolment, as well as for promotional and marketing purposes. We may take photos, videos or audio-visual recordings of students for security or promotional purposes, including - but not limited to - use on the Dynamite Studios Academy website, social media content, studio brochures, photograph days,

End-of-Year concert brochures/videos, contracted work media, presentations for documentation purposes, and any promotional campaigns for DSA. All recordings will be taken, used, and distributed in line with our child protection strategy. Under no circumstances should photos, videos or audio-visual recordings be taken by the student during classes.

## **UPDATING PERSONAL INFORMATION**

A student or account payer may need to update their information from time to time. Please email [olivia@dsa.com.au](mailto:olivia@dsa.com.au) to advise of any changes, including - but not limited to - legal name change, change of address, contact information, emergency/welfare contact information, and/or banking details.

## **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning (RPL), simply means that studies a student may have completed previously - formally or informally - may be credited towards a qualification that a student is considering undertaking.

Dynamite Studios Academy will recognise outcomes gained by the student through previous participation in a course or training package qualification with another Registered Training Organisation (RTO). Students can apply for an RPL assessment for a whole qualification or individual unit(s) of competence. If a student would like to apply for RPL they will be provided with a self-assessment tool and an opportunity to meet with the Head of Educational Studies to discuss and assess their suitability for this assessment only pathway. If, after an initial conversation, they decide that they would like to undertake a RPL assessment, our enrolments department will contact them to discuss the recognition process, and supply them with a detailed RPL kit which will guide them through the process step by step. At all times through the RPL process, the Head of Educational Studies will provide support, guidance, and feedback.

# Students Rights & Responsibilities

## CREDIT TRANSFER

Where a student has completed a unit of competence under a different title or code from the one where credit is sought, Dynamite Studios Academy will establish equivalency either by confirming equivalence on the National Register or by using mapping documents contained within the training package. To apply, students are required to submit written documentation to Dynamite Studios Academy prior to enrolling in the qualification/course and complete a Credit Transfer Application Form. Students who apply will be notified of the outcome of their application within 7 working days. Where a student has been granted an accredited unit, they will not be reassessed.

## FEE PROTECTION STRATEGY

Dynamite Studios Academy, in accordance with the Standards for Registered Training Organisations 2015, does not accept payment of more than \$1500.00 from each individual student prior to the commencement of their qualification/course no matter how these fees are collected. In cases where fees are greater than \$1500.00 students are placed on a repayment plan over the term of their enrolment. At no point in time are students invoiced an amount greater than \$1500.00. Dynamite Studios Academy guarantees to honour its commitment to all fees outlined in marketing material and to provide high-quality education services to its students.

## COOLING OFF PERIOD

After completion of enrolment, a student has a 14-day cooling-off period to cancel enrolment. Once an enrolment has been finalised, a student and/or their parent/guardian have made a commitment to complete the course of study and the payment of all associated fees and charges.

## FEES AND EXPENSES

Prior to enrolment or the commencement of training and assessment, whichever comes first, Dynamite Studios Academy provides current and accurate information that enables the student to make informed decisions about undertaking training with them. Additional fees do apply in some instances. A schedule of which is listed below.

## ADDITIONAL FEES AND CHARGES

FEE TYPE	COST	INCLUSIONS
<b>Enrolment Fee</b>	\$165.00	Administration Fee, Student Set Up, OneMusic Licence Fee
<b>Graduation Concert Fee (Full-Time)</b>	\$2,310.00	Graduation & Performance Team Costumes, Graduation Video Link, Headshot, Course Jacket, Program, Competition Entry Fees
<b>Graduation Concert Fee (Part-Time)</b>	\$990.00	Graduation Costumes, Graduation Video Link, Headshot, Course Jacket, Program
<b>RPL Application Fee</b>	\$165.00	
<b>RPL Assessment Fee</b>	\$1650.00	
<b>Re-Assessment Fee</b>	\$110.00	
<b>Certificate and Transcript Re-Issue Fee</b>	\$110.00	
<b>Independant Assessment Appeal Fee</b>	\$165.00	

# Students Rights & Responsibilities

## **PAYMENT OF FEES**

Fees are charged on an annual basis and are broken up into four termly payments. Each member will receive an invoice for the course that they are enrolled in. This includes course fees and costumes, along with additional extras. Payments are split over a 36 week period, ensuring that all contract values are completed by the end of year Graduation concert.

Payments are only accepted via Direct Debit, and are deducted weekly on a Friday. Direct Debits will only be deducted from the authorised account that is listed on the Direct Debit form. Any fees that are paid upfront, or via direct debit, will not be refunded under any circumstances.

Fees paid are documented in the financial records where reconciliation occurs. Payees of students are asked to sign the terms and conditions upon Student Enrolment Form confirming that they have been provided with sufficient, relevant information in which to make an informed enrolment decision.

Please note that all additional extras will be charged on your Term 2 invoice.

## **PAYMENT TERMS**

Failure to pay scheduled fees may lead to a discontinuation of training or the delay in the issuance of an award until the outstanding fees have been paid. Dynamite Studios Academy uses the assistance of debt collection agencies to retrieve outstanding fees greater than 30 days. Where training discontinuation or a delay in the issuing of an award is likely, students will be informed of their rights and responsibilities. Dynamite Studios Academy retains all evidence of fees collected in the financial records and all attempts to recover outstanding fees are kept on the student's file.

## **WITHDRAWAL**

Dynamite Studios Academy is committed to ensuring that we provide accurate information to students about our services, courses and qualifications prior to the commencement of any formal studies. If problems arise during studies, we offer a range of support services to students to ensure they can complete their studies and boast an excellent completion rate. 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. If you find that you are having an issue or problem that is impacting your ability to complete your qualification/course, we strongly encourage you to speak to your Head of Courses before making a decision on your studies. Any student wishing to withdraw or defer their studies must apply in writing before disengaging from their course.

## **DEFERMENT**

Students who wish to defer their enrolment in a course must email Dynamite Studios Academy clearly stating the reason why the deferment is requested, the period of time requested to defer, and - where appropriate - the official documentation which supports the reasons for requesting the deferment.

Dynamite Studios Academy reviews each request on a case-by-case basis, taking into consideration the individual's circumstances, the time requested, and the student's progress in the course. Students will be notified in writing of the outcome of their deferment application within 7 working days.

## **SCHOLARSHIP RECIPIENTS**

Where a student has accepted a scholarship and chooses to withdraw from their course, they will be liable to pay for the full value of the scholarship and unpaid course fees up to the date of withdrawal.

## REFUNDS

Dynamite Studios Academy is committed to ensuring fair and reasonable refund and withdrawal practices in accordance with the standards for NVR Registered Training Organisations (RTO) and consumer law. The following principles underpin the Dynamite Studios Academy refund and withdrawals process:

- **Due Care and Skill:** All qualifications are delivered by suitably qualified and experienced personnel and are in accordance with Standards for Registered Training Organisations (RTOs) 2015.
- **Fitness for Purpose:** Prior to enrolment or the commencement of training, Dynamite Studios Academy provides advice to prospective learners about the training products appropriate to learner needs and takes into consideration the individual's existing skills and competencies.
- **Completion within a reasonable timeframe:** The amount of training and volume of learning are consistent with the Australian Qualification Framework (AQF) specifications.
- **Transparency:** Details of Dynamite Studios Academy's payment terms and conditions, fees, refunds, and withdrawals and deferrals are publicly available.
- **Accountability:** Dynamite Studios Academy does not accept liability for loss, injury or damage suffered if a student decides to withdraw from a course.

A refund will be issued when a qualification or course is cancelled by Dynamite Studios Academy, or Dynamite Studios Academy ceases operations. A refund will not be offered when a student has already commenced training in a qualification or course, or a student withdraws from the qualification or course prior to the course commencing after the cooling off period has ended.

## MAKING A COMPLAINT OR APPEAL

Students have the right to make a complaint about any aspects of the services offered by Dynamite Studios Academy. Complaints and feedback are welcome as a means of ensuring that problems and issues are overcome, efficiently and amicably. Dynamite Studios Academy provides the student with access to a fair and equitable process for lodging and managing complaints. Complaints and feedback are also important in the continuous improvement process of Dynamite Studios Academy and contribute to the ongoing improvement of the operation and delivery of all courses.

A student can lodge or make a complaint, preferably in writing by using the Complaints Form available from the website, or in person, to the Head of Educational Studies. Complainants are encouraged to detail the issue of concern. Acknowledgement of the complaint will happen immediately and the management team will be contacted to formalise a response in writing to the complainant to resolve the issue as quickly as possible and no longer than one week after the complaint has been formally made. If a complaint will take longer than 60 days to resolve there will be a written response made to the complainant explaining the delay and regular updates will be given to the student on the progress of the matter.

The Head of Educational Studies will assess the situation, take the appropriate action and provide the student, if applicable, with feedback in a timely manner. If a student is not comfortable with disclosing the complaint to the Head of Educational Studies they are able to make an appointment with our Managing Director Tim by emailing at [tim@dsa.com.au](mailto:tim@dsa.com.au). Dynamite Studios Academy manages and maintains an accurate complaints register.



# Students Rights & Responsibilities

## APPEAL PROCEDURE

Appeals should be submitted in writing within 14 days of receiving notification of the assessment result. Upon receipt of the completed Appeals Form, an appointment will be made with the student and the Head of Educational Studies to discuss the results in detail. The student will be offered an opportunity to complete another assessment and be provided with any support that is required, at a time convenient to all parties. The student will be notified in writing within 14 days of receiving the appeal of the result and action to be taken.

Should the student be unsatisfied with the outcome of the appeal, Dynamite Studios Academy will arrange an industry-trained representative, who is an appropriate party independent of the RTO and the complainant or appellant. This independent training representative will be brought in at the request and cost of the individual making the complaint or appeal, the cost of which will be \$165.00.

## CONTINUOUS IMPROVEMENT

Continuous improvement is an approach used across all product and service delivery to monitor, review and evaluate information from feedback, complaints, and appeals so we can continually improve the quality of business and server operations.

## MEDICAL INFORMATION

A medical information form - including, where applicable, an allergy action plan - must be completed and returned to the studio when students enrol. An EpiPen and Anaphylaxis Action Plan must be returned if a student requires specific medication. The studio should be notified over the phone as soon as possible if a student is absent due to a serious/contagious medical condition. For any absences due to illness, a medical certificate is required.

Dynamite Studios Academy only accepts students who are in good physical health. In order to minimise further health risks, Dynamite Studios Academy must be informed right away if anything prevents students from participating in physical training. In the event of an injury, students must report the incident right away, and staff will provide the necessary medical care and support. All staff at Dynamite Studios Academy hold current First Aid Certificates in the event of an emergency.

## FINANCIAL SUPPORT

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

TO APPLY: <https://zeefi.io/>



SCAN ME

04



04

Section Four  
**Student  
Expectations**

# What We Expect From Students

## **PARTICIPATION**

Participation is key to successful outcomes. At Dynamite Studios Academy, we encourage students to manage their personal schedules to maintain a steady study plan, ensuring that assessment submissions are completed on time. Regular attendance during the study period is compulsory. To achieve the maximum results, students are advised that any more than a total of 5 days absent throughout the entire course may compromise their achievements. Any student that exceeds the recommended leave will need to apply for special consideration to complete the course in the time frame or retain their place in performances. Missing more than 3 classes (total) through Terms 3 and 4 may result in the student being removed from routines for the graduation concert. This would be at the sole discretion of the teacher choreographing/cleaning the routine and there will be no refund for costume fees paid due to unexplained absence. In instances where a student is late to class, leaves early or leaves the studio without explanation, the student will be asked to meet with the Head of Courses to explain the circumstances. Any special circumstances will require discussion with the Artistic Director.

## **ATTENDANCE**

At Dynamite Studios Academy, we believe attendance is a vital part of the success of our students. Students must maintain a high level of attendance in both their practical and theoretical training. Our courses are designed and measured by industry expectations. Such expectations include arriving on time (or better to be early) with all required equipment and remaining on premises for the full duration of the day. We expect students to attend every class, every day, for the course in which they are enrolled. If student attendance and/or work ethic is not maintained, students will be given a written warning by their Head of Courses.

Multiple warnings will result in reduced opportunities for the student, including exclusion from the Graduation concert and other performance opportunities.

Reasonable grounds for absences include family grievance, funerals, illness/injury (with a provided medical certificate), or religious observance. All medical/physiotherapy appointments are to be made outside of course hours. If absenteeism is to be more than 5 consecutive days, the student must apply to Dynamite Studios Academy, in writing, for an exemption to their classes.

Where a student is absent, the student or parent/guardian is expected to notify our Head of Courses before 8.45am on the day that they are absent by phoning 0414 442 697 or emailing [kylief@dsa.com.au](mailto:kylief@dsa.com.au). On all occasions of absenteeism, students must provide to Dynamite Studios Academy, within 2 days of the absence, a written letter containing the student's name, date(s) of absence(s), and reason for absence(s) or a detailed Medical Certificate. We do not offer refunds for absences.

# What We Expect From Students

## CODE OF CONDUCT

It is the expectation of Dynamite Studios Academy that all people, staff, and students will apply respect and professionalism always. In particular:

- Dynamite Studios Academy and individuals' property is to be respected and not interfered with.
- All incidents and property damage must be reported.
- Dynamite Studios Academy accepts no responsibility for personal property lost, damaged, or stolen at the studio.
- Respectful and legal use of social media that ensures that posts or materials published do not infringe copyright.
- Respectful and legal use of social media that does not post or publish unauthorised personal information or information deemed inappropriate by Dynamite Studios Academy owners and administrators.
- Respectful and legal use of social media that does not defame, abuse, or threaten another person and no aggressive physical contact or verbal abuse.
- Smoking is not permitted inside or within 20 metres of Dynamite Studios Academy facilities.
- Alcohol consumption is not permitted on Dynamite Studios Academy property.
- Use of designated eating or drinking areas – consumption of food or beverages in areas other than those designated is not permitted. Studios and common areas must be kept clean and rubbish disposed of efficiently.
- Clothing and footwear should always be appropriate for the tasks being completed.
- Mobile phones must be turned off during classes and in study areas.
- Plagiarism - students are required to verify that the work they submit is their own by signing all documentary evidence and assessment lodged or completed.
- Respect – no exceptions, students must respect trainers, staff, and peers at all times.

## WORK HEALTH AND SAFETY (WHS)

Work Health and Safety is everybody's responsibility. At Dynamite Studios Academy, we are committed to ensuring the safety and wellbeing of students, staff, and visitors. By actively following the WHS Act 2011, Dynamite Studios Academy takes all reasonable measures to identify, control, and eliminate potential hazards and risks. To do this, we have processes in place to ensure a safe/clean working environment, risk assessment and strategies to eliminate these risks, sufficient equipment in good working order, ongoing WHS monitoring, and compliance with the Building Code of Australia. Dynamite Studios Academy has a first aid register which is maintained by the Studio Manager.

First Aid officers are appointed annually and maintain certification in First Aid, CPR, Anaphylaxis, and Asthma management. Details of First Aid Officers are prominently displayed in reception/foyers of all studios First Aid kits are located in reception/all buildings, signed, displayed, and are restocked as required.

Students also have a role to play in ensuring our environment remains safe and free of hazards by ensuring that all corridors are free from clutter and obstructions, alerting staff of potential dangers or risks, complying with the Smoke-Free Environment Act 2000, and knowing the evacuation procedure of their training venue. If a student would like to raise a WHS or First aid concern, they can speak to their Head of Courses who will complete the appropriate documentation. In the event of an incident or accident, an incident report must be completed within 24 hours.

# What We Expect From Students

## **BULLYING, HARASSMENT AND DISCRIMINATION**

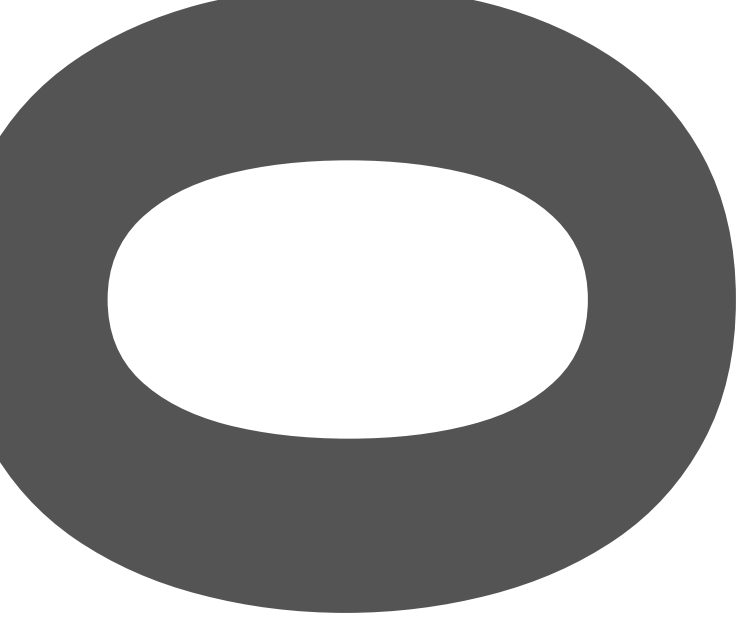
Dynamite Studios Academy is committed to providing opportunities to all people, regardless of their religion, gender, disability, sexuality, sexual preference, culture, and ethnic background. We strive to meet the needs of individuals and the wider community through the integration of inclusion and diversity principles and guidelines. In accordance with the law, Dynamite Studios Academy will not tolerate any form of discrimination or exclusion, bullying, or harassment. Everyone has the right to be treated fairly, with respect, and to feel safe in our studios both emotionally and physically. Where students believe they are being harassed or discriminated against, they should speak with the Head of Courses.

## **DRUGS AND ALCOHOL**

Dynamite Studios Academy has zero tolerance for the consumption of alcohol and non-prescription drugs while attending our studios. The effect of drugs or alcohol can seriously impact an individual's safety and the safety of others. Illicit drugs are against the law as is the consumption of alcohol under the age of 18 years. Dynamite Studios Academy will not tolerate students or staff:

- Consuming alcohol or non-medically prescribed drugs whilst in training;
- Being affected by alcohol or drugs (illegal or medically prescribed) in the sense that their ability to learn safely, competently, and professionally is impaired;
- Bringing any illicit drugs into the training environment at any time;
- Keeping, consuming, manufacturing, dealing with, or administering any illegal drugs in the training environment, studios, or events at which Dynamite is represented at any time.

Dynamite Studios Academy is a smoke-free environment, this includes vapes. Students are strongly encouraged to approach the Head of Courses, Business Manager or Artistic Director if they are aware of any such behaviour. Dynamite Studios Academy has the right to exclude any persons who breach any of the above conditions without notice.



# 05

Section Five  
**Student  
Services**

# Student Services

Dynamite Studios Academy's quality training and assessment translates into employability skills across a global market. Students are supported to achieve successful educational and skill outcomes through dedication, hard work, and high levels of participation.

## SUPPORT AND WELFARE

The staff of Dynamite Studios Academy are committed to assisting students with any concerns they may have, so they can continue to thrive and achieve their academic goals. We will support students if they are experiencing distress, relationship/family issues, academic/general stress, grief and loss, loneliness, or any mental health issues.

Referral to specialist services can be made for students at their request. The Head of Courses is available to discuss support needs throughout the duration of the course. All student results and documentation are recorded, kept confidential, and securely archived. We encourage students who require extra support to reach out to one of the following professional youth agencies:

**Headspace** | <https://headspace.org.au/>  
**Reach Out** | <https://au.reachout.com/>

## DYNAMITE STUDIOS AGENCY

Dynamite Studios Agency, in partnership with Showtime Attractions, provides students with the opportunity to earn money while they study. From children's entertainment to promotional work, students gain valuable professional work experience in concurrence with their studies, as well as learning the expectations of the performing arts industry.

## ON-SITE PHYSIOTHERAPY

Dynamite Studios Academy embodies a safe dance practice and therefore offers an on-site physiotherapist to all students enrolled in our accredited courses. Through this partnership, we also offer injury management, pre-pointe assessment, and posture assessment. Subject to additional fees.

Website | [artisticsportsphysio.com.au](http://artisticsportsphysio.com.au)

## D-ACTIVE GYM

Dynamite Studios' latest initiative - D-Active - is a boutique fitness centre with purposeful training for every body. Located on campus, students have access to memberships at additional fees.

## EVOLUTION MANAGEMENT CO.

The investment of Dynamite Studios Academy transcends beyond the training at the dance studio. Our strong partnership with Evolution Management Co, allows us to know what is currently happening in the national and overseas entertainment industry and allows us to implement training that transitions talent to real work opportunities to improve the employability outcomes of our students. This is what has seen our alumni students achieve success in the long term. So, if employment is important for you and representation as an artist is something you would like in the future, we are able to connect you with the right agency throughout your training with us.

## PARKING

Students are required to park via the street parking out the front of the complex only. Parking is free and has minimal restrictions.

## ACCOMODATION

Here at Dynamite Studios Academy, we understand that living away from home for the first time can be a daunting experience, especially for those moving from Interstate or Overseas. Dynamite Studios Academy does not provide student accommodation on campus, however, there are several housing and accommodation options available for students.

Please notify Dynamite Studios Academy if you are looking to share accommodation and we will endeavour to connect you with other students wishing to share accommodation.

Students can choose to:

- Rent/share an apartment, unit, or house;
- Share an apartment, unit, or house;
- Rent a room in a DSA house;
- Reside in student apartment complexes or hostels, or;
- Live with a DSA family in a home stay or boarding arrangement.

## SMITH COLLECTIVE

Smith Collective is not just a bunch of apartments in the Southport rentals market, it's a ground-breaking new renters community designed for living, not just 'staying'. Our thriving Gold Coast community only minutes from the beach is creating just that, a neighbourhood that cares for each other, that cares for your health & wellbeing, and best of all, a neighbourhood that provides you with an amazing lifestyle. Imagine living in a friendly rental community surrounded by green pastures, where you choose your apartment style and view and make it your own – hang your favourite pictures, bring your fur baby, enjoy feeling safe with onsite security, take a dip in your residents pool or workout in your residents gym plus having the friendliest on-site staff & maintenance team around to help you feel right at home. Oh, and did we mention we have our own shopping and dining precinct stocked with all the necessities like a Woolworths, BWS, hairdressers and Cafes & restaurants. View the many rental options on offer below.

<https://www.smithcollective.com.au/living-here/>

## DYNAMITE STUDIOS ACADEMY NON SUPERVISED HOUSING (17+)

Non-supervised housing options are available to students 17 years and over, to live together in a shared housing situation. Houses are a 5–25-minute drive from the studio. Costing is \$220.00 per week plus outgoings. These housing options are subject to availability. Please email [olivia@dsa.com.au](mailto:olivia@dsa.com.au) for more information.

## HOMESTAY AUSTRALIA

Below is a list of private Homestay organisations:

**Australian Student Accommodation Placements**  
[www.studenthomestay.com.au](http://www.studenthomestay.com.au)

**Australian Homestay Network**  
[www.homestaynetwork.org](http://www.homestaynetwork.org)

Disclaimer: The accuracy of the information above is not guaranteed by Dynamite Studios Academy. The lodging establishments mentioned above are neither owned nor run by Dynamite Studios Academy, nor are they connected to Dynamite Studios Academy in any way. Dynamite Studios Academy is merely sharing publicly available information; we do not recommend the use of any of the listed lodging options. No responsibility is assumed by Dynamite Studios Academy for lodging, or any services rendered by these organisations. Dynamite is a place that welcomes students from all over the country and offers assistance with finding accommodation, job prospects, and general tips on how to settle into a new location.

## ADOPT A DANCER

Some of our Dynamite families take in school and/or full-time students as part of our 'Adopt a Dancer' program. To find out availability please email: [olivia@dsa.com.au](mailto:olivia@dsa.com.au). Pricing for this option varies per household.

## TRANSPORT

Many of our students travel by bus and train to get to the studio. The following information is provided for those looking to catch public transport. The studio is only a short bus ride from Coomera Station, of which can be accessed via the Gold Coast Line. Visit <https://translink.com.au> to find the quickest way to the studio.





# 06

Section Six

## **Assessment Procedures**

# Assessment Procedures

Dynamite Studios Academy is committed to ensuring that training and assessment staff are appropriately qualified, experienced, and have skills that are current and responsive to the needs of the Performing Arts Industry. At the beginning of the year, students receive an assessment schedule of all due dates for their course submissions, as well as termly reminders.

- Assessment is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that a student can perform to the standard required in the industry as specified in a training package or VET accredited program.
- Assessment is conducted in accordance with the principles of assessment and the rules of evidence.
- Assessment may include a range of written and verbal methods as well as practical demonstrations.
- Dynamite Studios Academy adopts an industry-engagement strategy that strives to involve the industry in the development and maintenance of training programs, resources, and assessment through participation in validation activities, utilising opportunities for trainer and assessor staff to return to the industry and - where possible, with minimal interruption to productivity - conduct training and assessment on site.
- To adequately prepare for each assessment task students must ensure that they have read all the assessment instructions, clarified any areas they are unsure of with their Head of Educational Studies, and discussed any factors that could influence their ability to successfully complete the task. Students are required to keep a copy of their assessment tasks and associated documentation as evidence submitted for assessment purposes will not be returned and, if lost or misplaced, it is their responsibility to provide a further copy.
- For each assessment task completed, students will receive a '(S) Satisfactory' or '(NS) Not Satisfactory'. When all assessment tasks have been submitted for a unit of competence students will receive either a '(C) Competent' or '(NC) Not Competent' result. Students must successfully complete each assessment task to be deemed '(C) Competent'.
- Where re-assessment of a task is required, or the need for more training is identified, students are provided with detailed feedback, and a plan for reassessment is developed.
- Students have three (3) attempts at a task. That is, if the first attempt does not meet the performance criteria, a student will be allowed to resubmit twice more only. If further attempts are required, these must be submitted within the duration of the course.
- Should a fourth (4) attempt be required, additional fees and charges will apply.
- For students under the age of 18: if a parent/guardian wishes to be involved in their child's studies, they are encouraged to monitor and manage the Google Classroom relevant to their course.

# Assessment Procedures

## ASSESSMENT SUBMISSIONS

It is up to the student to manage their workload and ensure their submissions are in on, or before, the due date. If for any reason you require an extension for an assessment, you must apply for an extension - in writing - to the Head of Educational Studies no less than one (1) week before the due date. Any student requiring additional support to complete their assessment submissions must contact the Head of Educational Studies at least one (1) week prior to the due date.

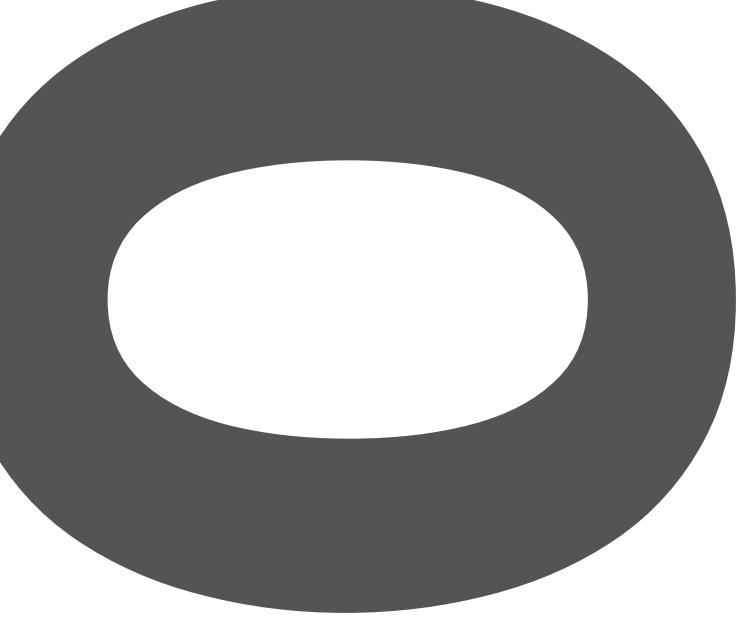
- If an assessment is not submitted by the due date (without an approved extension by the Head of Educational Studies), the task will be deemed 'Not Satisfactory' for the first submission attempt.
- All assessments submitted on Google Classroom must be checked by the student, ensuring that the document uploads with all content visible to the assessor for marking.
- Where assessments are deemed 'Not Satisfactory' students must resubmit, as per their assessor's requests, the corrected task or submission due for assessment. This will be considered their second attempt.
- Students who do not receive a 'Satisfactory' mark on their third attempt will be required to resubmit a fourth attempt as per their assessor's requests. This will incur an additional \$88.00 task fee for each subsequent attempt. Payment must be made prior to marking.
- If a student is absent due to illness and misses a practical assessment, it is their responsibility to reschedule an appropriate time with the Head of Educational Studies and any other relevant personnel. This will incur additional fees and charges. Students must also provide a medical certificate and written notification of their absence.
- Assessment tasks must be completed at least two months prior to the end of Term 4.

## REASSESSMENT

A reassessment is available to all students across all Dynamite Studios Academy accredited courses. The assessor will advise a student on what to do if they receive a '(NS) Not Satisfactory' for their assessment task. If a '(NS) Not Satisfactory' result is received after the initial assessment, students are able to negotiate a further assessment with the Head of Educational Studies - a fee will be incurred.

## PLAGIARISM

Students must remember that using information from the internet, books, or other sources for their studies requires the acknowledgement of the author for their works. This can be done by naming the person who wrote the article, the title of the article, and the date the article was published. Where a student is suspected of plagiarism or cheating, the student will be provided with the opportunity to put their case forward with the Head of Educational Studies. The actions to be taken will be at the discretion of the Head of Educational Studies, the Head of Courses and the Artistic Director. If it is determined that a student has plagiarised or cheated, they may be provided with the opportunity to redo the work, given additional work to do that covers the topic they plagiarised, or they may be removed from the qualification/course they are undertaking.



# 07

Section Seven

## **Accredited Courses Graduation**

# Accredited Courses Graduation

## PROVIDING FEEDBACK

Dynamite Studios Academy values and encourages feedback from students, trainers and assessors, stakeholders, employers, and industry and Government personnel, and strives to meet with students at the end of each term one-on-one about how they are progressing through their course. Feedback forms are filled in and discussed during these meetings with the Artistic Director and Head of Courses. Dynamite Studios Academy collects feedback as part of their commitments to continually improve their products and services. All feedback is taken seriously and may be collected formally and informally through surveys, feedback forms, formal interviews, and progress appointments.

## STUDENT RECORDS

Compliant with the Privacy Act 1988 and in accordance with the Standards for Registered Training Organisations (RTOs) 2015, Dynamite Studios Academy securely stores all records related to a student's enrolment for 30 years on the organisations Student Management System. Assessments are kept for a 6-month period. Dynamite Studios Academy takes all reasonable steps required to protect and maintain personal and sensitive information. We implement a diligent governance framework to ensure the protection of information against loss, inappropriate use, and/or misuse. Personal and sensitive information is used only for the purpose of which it is collected, and by staff who use that information to carry out their role. Dynamite Studios Academy will only disclose personal information to a third party where written consent has been obtained by the student or in the instance where the student is at risk. Students have access to their personal information upon request in writing to the Head of Educational Studies.

## ISSUING AWARDS

Dynamite Studios Academy issues AQF award documentation that meets the requirements of Schedule 5 of the Standards for Registered Training Organisations (RTOs) 2015, only to a student who has provided a USI, who has been assessed as meeting all the requirements of the training product as specified in the relevant training package or VET accredited course and who has paid all fees and charges as agreed. Dynamite Studios Academy only issues Qualifications and Statements of Attainment (SOA) within its scope of registration and 21 days of successful completion of your course of study, ensuring that the qualification and SOA:

- Meets the Australian Qualifications Framework (AQF) requirement.
- Clearly identifies the Registered Training Organisation (RTO).
- Includes the Nationally Recognised Training (NRT) logo in accordance with the conditions of its use.
- Re-issues of an award or copies upon request, proof of identification, and \$55.00 fee.

## FRAUD CONTROL

Awards issued by Dynamite Studios Academy will be printed on stationary specifically designed and embossed to minimise the risk of fraud or the production of unauthorised copies.

# Accredited Courses Graduation

## CEASING OPERATIONS

In the unlikely circumstances that Dynamite Studios Academy were to cease operations, we would strictly comply with the Standards for Registered Training Organisations (RTOs) 2015 and:

- Notify all students within a reasonable period that the Registered Training Organisation (RTO) would be ceasing to operate and provide a date when that would be effective.
- Issue a Statement of Attainment or qualification (whichever is applicable) for all units of competency that a student has completed/assessed as competent, and fees have been paid.
- Provide students with information on Registered Training Organisation (RTO) options to consider for the transfer of their enrolment to finish qualifications, and work collaboratively with the preferred RTO to ensure a seamless transition to a new training provider.
- Submit all relevant records and awards to the Australian Skills Quality Authority and, if required, the State Education Department.
- Store all records in accordance with relevant legislation and any contractual requirements.
- Notify State Education Departments, if and/or where relevant.

## GRADUATION CONCERT

In November of each year, all graduating students that have met the attendance requirements will have the opportunity to perform for industry professionals and casting directors from all over the world. There is no expectation that all students will be involved; however, it is an invaluable opportunity. We invest in a graduation concert that aims to present a performance that exceeds industry benchmarks, giving graduating students a unique opportunity and exposure to employment possibilities in the entertainment industry. Additional fees apply.

# 08

## Section Eight Our Unique Culture

### EQUITY, DIVERSITY AND INCLUSION

At Dynamite Studios Academy, we understand that equity, diversity, and inclusion is our strength. We embrace diversity and inclusion and are committed to the recognition of all students, parents, guardians, employees, contractors, and suppliers; regardless of race, age, culture, ability, ethnicity, gender identity or expression, sexual orientation, marital status, and/or religious affiliation. We provide a safe, supportive and empowering environment that enables all to thrive. Once you join Dynamite Studios Academy, you become part of a close-knit, vibrant and vivacious, artistic community with a strong support focus. We value the positive bonds that connect our community as one.

# Student Acknowledgement

## STUDENT ACKNOWLEDGEMENT

Complete this form to acknowledge that you have read and understand the information contained in the student handbook.

- I have read and understand the information contained in the Student Handbook and also acknowledge that further information is available from Dynamite Studios Academy at my request.
- I agree to abide by the conditions, policies, and procedures outlined in the Student handbook.

Please return to Dynamite Studios Academy Head of Courses.

**NAME:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**COURSE ENROLLED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COMMENCEMENT DATE:** \_\_\_\_\_

*Let's Get Social*

**#DSAFAM**



@\_dynamitestudios



@dynamitestudios



Dynamite Studios

**JOIN OUR ONLINE COMMUNITY**

OUR ACCREDITED COURSES FACEBOOK GROUP IS AVAILABLE FOR STUDENTS AND PARENTS TO STAY UP TO DATE WITH ALL DSA COMMUNICATION



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*Courses*

ACADEMY ACCREDITED COURSES STUDENT HANDBOOK