

EMLS Institutional Readiness Checklist

A self-check for schools, councils, libraries, services and partner organisations

Access-first learning | modular delivery | partner-ready implementation

Use this checklist to decide whether your organisation is ready to discuss an EMLS pilot or implementation. You do not need every item complete before contacting EduLinked.

1. Purpose and audience

| Readiness question | Yes / No / Not sure |
|--|---------------------|
| We know who the learning program is for. | |
| We can describe the main problem or opportunity EMLS should support. | |
| We know whether the focus is education, digital inclusion, accessibility, community learning or another outcome. | |
| We can identify a small starting group if a pilot is preferred. | |

2. Access and inclusion

| Readiness question | Yes / No / Not sure |
|---|---------------------|
| We can discuss likely accessibility and communication needs. | |
| We can support plain-language information for learners and families where needed. | |
| We can consider Easy Read, captions, transcripts or alternative formats where relevant. | |
| We can avoid one-size-fits-all participation requirements. | |

3. People and delivery

| Readiness question | Yes / No / Not sure |
|---|---------------------|
| We have a staff member or team who can coordinate the conversation. | |
| We know whether delivery will be facilitated by EduLinked, our staff, or a shared approach. | |
| We can identify available venues, online tools or learning spaces. | |

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|--|--|
| We can support participant communication, consent and safeguarding requirements. | |
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4. Decision-making

| Readiness question | Yes / No / Not sure |
|---|---------------------|
| We know who needs to approve a pilot or implementation. | |
| We have a rough budget context or procurement pathway. | |
| We understand that final scope and cost depend on confirmed requirements. | |
| We can schedule a discovery conversation with the right people present. | |

5. Evaluation and improvement

| Readiness question | Yes / No / Not sure |
|---|---------------------|
| We are willing to collect feedback from learners or facilitators. | |
| We can support baseline and follow-up survey processes if needed. | |
| We are open to improving delivery based on access and learner feedback. | |
| We understand that EMLS may be implemented in stages. | |

Result

Mostly yes: your organisation may be ready for a pilot or implementation conversation. Mixed yes/not sure: a discovery conversation may help clarify the pathway. Mostly no: start with an information conversation and a smaller planning scope.

Next step

To ask about EMLS, request a demonstration, or discuss organisational readiness, contact EduLinked at founder@edulinked.com.au.