

# EMLS Partner Onboarding Plan

What happens after an organisation expresses interest

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

**This plan gives organisations a clear overview of how EduLinked may onboard a partner into an EMLS pilot, implementation or staged learning pathway.**

## Onboarding pathway

1. Initial enquiry - EduLinked receives an enquiry and confirms the best contact person.
2. Discovery conversation - the organisation explains goals, learners, setting, timeframe and access needs.
3. Fit check - EduLinked identifies whether EMLS is suitable and what starting scope may be realistic.
4. Module selection - the organisation and EduLinked choose a starting module set or pilot pathway.
5. Access planning - communication formats, support needs, venue or digital access requirements are identified.
6. Delivery preparation - facilitator roles, learner information, resources and review points are confirmed.
7. Pilot or implementation - delivery begins according to the agreed scope.
8. Review and next steps - EduLinked and the partner review feedback, access, outcomes and possible continuation.

## Information EduLinked may ask for

- The intended learner group or audience.
- Why the organisation is interested in EMLS.
- Preferred modules, themes or capability areas.
- Likely delivery mode: online, in person, hybrid or facilitator-led.
- Accessibility and communication formats needed.
- Any safeguarding, consent or privacy requirements.
- Timeline, budget context and decision-making process.

## Partner responsibilities

- Nominate a main contact person.
- Share practical information needed for planning.
- Support learner access and communication needs.
- Avoid promising outcomes before scope is confirmed.

- Follow agreed privacy, consent and safeguarding requirements.
- Participate in review and feedback where relevant.

## EduLinked responsibilities

- Provide clear customer-facing information.
- Help identify a realistic starting scope.
- Support module and access planning.
- Provide agreed learning resources and guidance.
- Support evaluation and reporting where included.
- Be clear about what is included, optional or not yet available.

## Onboarding success checklist

Checkpoint	Ready when...
Purpose	The partner can explain why EMLS is needed.
Audience	The intended learner group is clear enough to plan for.
Access	Known access and communication needs have been discussed.
People	A coordinator and delivery roles are identified.
Timing	A realistic pilot or implementation window is possible.
Review	The partner agrees to collect feedback and review outcomes.

### Next step

To ask about EMLS, request a demonstration, or discuss organisational readiness, contact EduLinked at [founder@edulinked.com.au](mailto:founder@edulinked.com.au).