



DGI PARTNERSHIP PROGRAM

TRAINING & ASSESSMENT STRATEGY



Qualification Overview

Identifying Information

This section states the information identifying the Training Organisation (TO) and the training products, as well as the person authorising the use of the strategy document.

TO Name	DG Institute		
TO Code	N/A		
Training Package Code	N/A		
Training Package Title	Partnership Program (PP)		
Version (Release) of Training Package	Version 1	Status	Current <input checked="" type="checkbox"/>
			Superseded <input type="checkbox"/>
Link to Training Package	N/A		
Link to Companion Volumes	N/A		
Qualification Code	N/A		
Qualification Title	N/A		
Delivery Period	3 months The course duration depends on: <ul style="list-style-type: none"> • A students pre-existing qualifications and experience • A student's full time or part time status and study commitment 		
Contact Person	Training Manager		
Contact Details	1300 871 251		
Authorised By	Compliance Committee		
Signed by	Training Manager		

Course Description

This course is suited to those who wish to pursue a path or start a business in partnership-affiliate marketing in the Australian market.

The course equips you with the requisite knowledge and skills to use the Partner technology platform (impact), source referrals, explain relevant DGI products to referral prospects, persuading those you refer to engage with DGI. You gain an understanding of what it takes to be a successful referral partner (both financially and aligned with likeminded values. You walk away with a robust personal partner strategy plan.

Students learn via online teaching, and will be guided to implement at every stage to intentionally build their business on a solid foundation.

Target Students

The target participants for this training product are active learners who have an interest in the DG Institute programs and products with a desire to build a successful partnership business. It is not essential for students to have any prior experience in any field or sector to succeed.

Students will achieve the best outcome from this course if they:

- are prepared to adopt the necessary attitudes and mindset for success
- possess the ability to persevere and overcome obstacles
- are committed to actively developing their interpersonal and negotiation skills
- are prepared to practically implement the course learnings

Possible Job Outcomes

After successful completion of the program the candidate will be approved as a DGI Partner and can use these transferrable skills with other partnership or affiliate marketing endeavours.

Course Entry Requirements

There are no prerequisites studies required for students to commence the program. Students must be over 18 and have the ability to speak, write, read, and comprehend English at an intermediate level.

Language, Literacy & Numeracy (LLN) Support

DG Institute does not offer language, literacy or numeracy support, however can provide referrals to external LLN programs.

Selection Process

In addition to the above entry requirements, DG Institute aims to ensure that each person has sufficient information to make an informed choice.

DG Institute Course Admission Requirements

Participants must have access to:

- A suitable computer and internet connectivity to undertake their study. It is not necessary for the computer to be mobile
- Software facilitating the use of documents, spreadsheets and ability to read PDF documents.

Note that a minimum age of entry is 18 years of age.

Course Fees

Fees Type	Australia	Students
Eligible for Funding:		NA
Concession Fee	\$0	
Non-Concession Fee	\$0	
Not Eligible for Funding:		
Full Fee	Current Fee structure: If purchased online: \$997.00 Joining fee. \$997.00 Annual membership subscription fee.	

Payment plans available. Detailed fees available on request.

Tuition fees do not include any additional resources such as books, equipment, printing etc. The tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.

Needs of Students

Needs identified	Meeting the needs of our students
Flexibility of training	In order to meet the needs of students, training and assessment delivery may be adjusted to meet any specific needs. Training will not be supported by DG Institute after 6 months except in approved circumstances.
Students may have physical or mental disabilities	For physical disabilities, where the disability will not affect their training, the Training Organisation will make adjustments to the physical environment. For mental disabilities, an assessment of the student's capacity and skills will be made to ensure suitability to this course. Trainers may use adaptive technology or specific equipment to assist learning.
Students may not have access to materials and equipment	The Training Organisation will assist the student with gaining access to all materials they will require to successfully complete the course.
The students' knowledge and understanding of the subject may be limited	Our trainers will assist the students to develop skills and knowledge in this course. If a trainer identifies that a student is struggling, they will refer the student to the Training Organisation Manager who will undertake further assessment and identify a suitable pathway for the student.
Students may require validation of current skills and experience	Not applicable. Prior learning will enhance progress but is not recognised in this course.

Considering cultural beliefs, traditional practises or religion observances	Cultural beliefs and traditional practices will be considered during training.
Students may be suffering from external factors where they may require assistance.	It is the responsibility of all staff to identify any client needs throughout the course of their enrolment. As the Trainer/Assessor will have the majority of the contact with the client, it is their responsibility to monitor student progress and notify the TO Manager of any needs that they have identified. Students will be referred to additional support services where identified such as hardship services, for example Lifeline or Support Services for addictions to substances such as drugs and alcohol.

Course Duration

The course can be delivered over a range of course durations, depending on the needs and characteristics of the student and their employer where relevant.

The Volume of Learning for Partnership Program (PP) is 38 hours.

The standard course duration is:

- 6 months full time

Standard course duration	Participants should expect to undertake on average 3 hours per week for the standard duration of the course.
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Actual study hours for each section of PP may vary depending on the volume of learning and assessment required to meet the requirements of the unit.

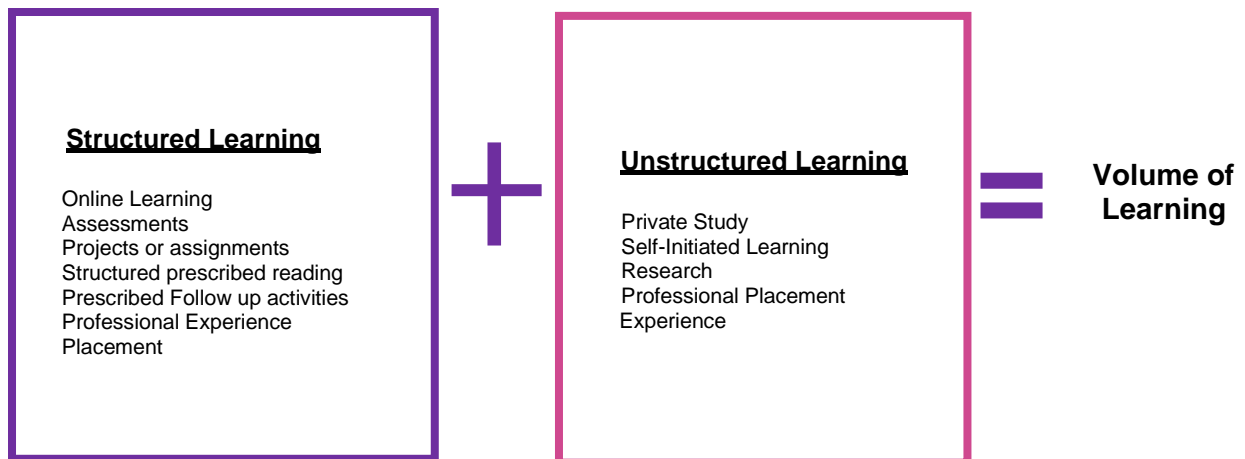
Course Nominal Hours

Nominal hours are an allocation to describe how long a student who does not hold any of the competencies identified in the relevant units of competency would take to develop all the required skills and knowledge. This nominal duration includes all teaching and learning activities such as guided learning (online or self-paced study), individual study, research, learning activities in the workplace and assessment activities.

The amount of training provided by DG Institute is part of the overall volume of learning and relates primarily to formal activities as well as workplace learning.

Volume of Learning

The Australian Qualifications Framework notes the general volume of learning for this training product as:



The Volume of Learning guidelines recommend that this Qualification be delivered over 3 months, or 38 Hours.

Our delivery structure will be based on a full 6-month program. Exceptions may be made if students present themselves with significant experience and are able to excel through areas of the course material.

Modules are competency based, not based on timelines, which may also affect the term for individual learners. The course can be completed full time within two weeks should the student wish to fast-track their learning.

Course Organisation and Delivery Modes

Delivery mode

DG Institute offers flexible learning and assessment in all of our courses. This includes:

- The scheduling of the learning sessions
- Providing self-paced learning experiences
- Allowing for a variety of assessment methods and tools
- Providing flexible assessment to meet specific physical needs that DG Institute can meet. Please confirm this with the client services team if we are able to support you and your needs.

	On-Line Learning Self-Paced	Face-to-Face/ Online Trainer	Work placement	Workshop	Elearning/ workbooks
Delivery Method	Yes	N/A	N/A	N/A	N/A

In each student context, DG Institute personnel recommend:

- a study pathway providing a logical program structure for students undertaking learning and assessment tasks
- identify how the training and assessment is to be delivered—face-to-face, online, or a mixture of different modes.

The delivery model with a DG Institute facilitator gives the opportunity to negotiate program structures with students. This negotiated pathway allows students to align the learning program to their individual and organisational needs.

Students should expect to undertake approximately 3 hours study per week for the duration of the session schedule.

Online Engagement

The following engagement approaches and strategies are in place for all students where online activities are included as a component of study:

- Your DG Institute support team contact details will be provided to you upon enrolment
- The online environment may include video calls, email and scheduled phone/video live calls
- Regular webinars are scheduled as the cohort requires
- DG Institute personnel are available to support any telephone or email queries with a 24-hour turnaround policy in place.

Please refer to DG Institute's *Online Service Standards* for further information.

Monitoring Progress

All students are provided with regular feedback on their course work and have their course progress monitored to ensure that relevant and regular support is provided, and any study issues identified.

Please refer to DG Institute's *Client Conduct* and *Online Service Standards* for further information.

Delivery and Support

Trainers and Assessors

Training and assessment are delivered by trainers and assessors who:

- Have completed the Partnership Program course or be a leading expert in the topics they cover.
- Have qualifications within the relevant industry.

Contextualisation

The Assessment Tools that we have in place have been contextualised to our organisation. Once we commence training of this qualification, further contextualisation will occur, where adjustments will be made to the assessment tools to meet our client needs. This may include adjustments to the content and/or language of the assessments in line with our specific target audience needs.

Educational & Support Services

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

- Equipment, resources and/or programs to increase access for participants with disabilities and other participants in accordance with access and equity
- Flexible scheduling and delivery of training and assessment
- Information and communications technology (ICT) support
- Any other services that DG Institute considers necessary to support participants to achieve competency.

Students are asked to identify their individual needs, but are sometimes reluctant to do so. DG Institute personnel monitor the progress of all students and their readiness for assessment as they progress through their course.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT support, accessing interpreter services or using individual delivery methods.

Assessment Arrangements:

The online Partnership Program course has reviews of learning within certain lessons. These knowledge checks are designed to facilitate self-awareness in the areas required to succeed and to establish and document real world action steps, as well as to promote understanding of the key strategies and use of the everyday tools provided. Review of learning is not designed to be marked as pass or fail, instead you have the opportunity to redo the activity until you are competent so the appropriate learning outcomes are attained.

Selective online lessons conclude with a short multiple choice quiz based upon the lesson content. This quiz is marked instantly via the online platform. To be deemed competent you must complete the quiz with a minimum 100% correct mark. You may not proceed to the next lesson of the course until the quiz has been passed.

A final multiple choice exam must be passed to graduate from the course and obtain your Specialist DGI Certified Partner badge and certificate of completion. There are no time constraints to complete the exam, which is marked instantly via the online platform. To be deemed competent you must pass with a minimum mark of 75%. Any quiz undertaken by participants with a mark of less than 75% may be re-attempted on four further occasions (maximum five attempts in total).

Tutors, support experts and facilitators, when deeming a client competent, must have judged work submitted to also have met the requirement of the knowledge of the module and be certain that the candidate can consistently apply and transfer the skills and knowledge covered into new situations.

Reasonable Adjustment

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by DG Institute to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability
- Temporary or permanent injury (i.e. back injury, broken leg/arm) or
- Sight or hearing impairments

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the student to undertake the course. The adjustments may include actions such as:

- Accessing relevant equipment or aids to assist the student adjustments to the assessment methods to cater for any special needs (without affecting the integrity of the outcome).

Where a student requests or is identified as requiring reasonable adjustment to the training and assessment process a detailed training and assessment plan including timetables, notes regarding the required adjustments, and any related communications regarding the adjustments must be maintained in the student file.

Legislative Requirements

DG Institute personnel note the following legislation that impacts on their planning and implementation of delivery approaches in the course area.

Specific legislative documents are located at:

- <https://www.legislation.gov.au/Details/F2017C00663>
- <https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>
- <https://www.oaic.gov.au/privacy-law/>
- <https://www.fairwork.gov.au/about-us/legislation>

Infrastructure, Equipment and Physical Resources

Clients are responsible for providing their own laptop, desktop or tablet.

All DG Institute personnel involved in the delivery of this course have direct access to the current version of the Training documentation and Training and Assessment Resources as listed.

All DG Institute personnel involved in the delivery of this course have direct access a range of training and assessment resources that incorporate special needs and reasonable adjustment procedures. Resources approved for each module are listed in the *Competency Mapping* documentation.

DG Institute has reviewed the equipment and facility requirements for each course, by conducting an analysis at a course level to ensure resource requirements are identified are addressed, and guarantees that it has access to all the resources required to fully implement the program as each student is enrolled.

Where module resources have detailed specifications, these have been noted and addressed.

Learning & Assessment Resources

DG Institute has carefully chosen and planned the learning resources used to guide clients to ensure they are able to obtain and absorb the required knowledge and skills prior to assessment. These resources provide full coverage of all required areas.

The following resources are available and utilised when planning and implementing this course program:

- Approved learning resources
- Approved assessment resources learning resources
- Hand-outs
- Recorded webinars
- Other resources

All learning and assessment materials are available for trainers and students.

DG Institute Personnel

All DG Institute consultants engaged in the delivery and assessment of this program have demonstrated their competency through the DG Institute directly covering the requirements of the modules.

DG Institute has documented the human resources available to deliver this training product who have completed verification of competency procedures for this course. This ensures suitable trainers and assessors are available. This is recorded at a module level to ensure any specific requirements are met for each unit, and allows efficient deployment of personnel to meet clients' needs.

Consultative Processes

This training and assessment strategy has been developed through consultation with a range of industry stakeholders and client bodies, and will continue to be validated through feedback from candidates and the industry as the course is implemented, using the review strategy outlined in the DG Institute *Quality Policy*.

Discussions and feedback from all parties is documented for implementation through DG Institute's *Continuous Improvement Register*.

Assessment Validation Process

DG Institute has an internal assessment validation approach used for all program areas to ensure that the consistency and validity of assessments between DG Institute Consultants is maintained at a high standard. Validation meetings for this course are scheduled on a six monthly basis.

All courses involving online assessment approaches include the following specific validation approaches: The Assessment Validation Schedule is to be reviewed as follows:

- Minimum of once per year
- Updated when a new Training Product is added or removed from our scope
- Prior to a regulatory audit
- When a Training and Assessment Strategy is updated.

For further information, please refer to DG Institute's *Validation Schedule*.

Evaluation Processes

DG Institute's evaluation processes used for all program areas is engaged for the regular and timely evaluation of outcomes for the course.

Discussions and feedback from all parties is documented for implementation through DG Institute's various DG Institute personnel meetings as per the *Continuous Improvement Register*.

Review and Evaluation of Training and Assessment Strategy (TAS)

Next review and evaluation date:	<i>August 2021</i>
Person responsible for conducting the review and evaluation of relevant data:	<i>Training Manager</i>



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