Fact-to-face course accessibility

Empowered and confident: disabling the barriers

## Introduction

To be an inclusive workforce that values diversity, all aspects of the employee experience should allow employees to feel valued with accessibility as the ‘norm’ rather than a ‘band-aid fix’ for an individual. The following checklist is not exhaustive; however it is a starting point for consideration of face-to-face training.

## Checklist

| Requirement | Pass / needs work | Comments |
| --- | --- | --- |
| Course delivery |
| Is there a statement of support and contact details available for those requiring accessibility assistance? |  |  |
| If the course has a web presence, is this site compliant with accessibility standards? |  |  |
| Can alternatives be provided for all course materials for those requiring assistance? Can assistive technology be in place prior to commencement? |  |  |
| Does the course material contain no blinking, flashing or sparkling content, including animation? |  |  |
| If appropriate, was MS Office Accessibility Checker used? |  |  |
| If PowerPoint is being used, do the slides appear in the same order as the ‘outline view’? |  |  |
| Are images, graphs or charts labelled appropriately with text descriptors? |  |  |
| Does all audio-only content have a transcript included? |  |  |
| Does all video-only content (no audio track) have a text /audio description of the visual content? |  |  |
| Are captions included in all audio-video? (open or closed) |  |  |
| Content building |
| Is plain understandable English being used throughout? |  |  |
| If acronyms, unusual words or abbreviations are necessary, are definitions provided? |  |  |
| Are there no images of text used and if this cannot be avoided is an alternative method to gain this information provided? |  |  |
| Do the text and background colour have sufficient contrast? |  |  |
| Training environment |
| Is the training space in general and all training rooms physically accessible e.g. building, parking and toilets? |  |  |
| Is space available to allow support workers/communication facilitators such as Auslan interpreters, if required? |  |  |