

# 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
<b>Course delivery</b>		
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)		
<b>Content building</b>		
Is plain understandable English being used throughout?		

Requirement	Pass / needs work	Comments
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?		
<b>Training environment</b>		
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?		