

Is it Accessible?

Course content

- ✓ Barriers and benefits
- ✓ Key principles for producing accessible information
- ✓ Creating accessible documents
- ✓ Creating accessible emails
- ✓ Website accessibility

Learning outcomes

By the end of the training attendees will:

- ✓ Understand the social model of disability and disability legislation in relation to accessible information
- ✓ Identify the barriers and benefits for producing accessible information
- ✓ Have an understanding of the practical steps required to produce accessible documents
- ✓ Understand that there are additional steps to making electronic documents accessible to assistive technology software
- ✓ Understand the key principles to create accessible Word documents
- ✓ Understand the key principles to create accessible emails
- ✓ Understand the key principles to ensuring website accessibility
- ✓ Understand the importance of embedding accessible information in all aspects of policy and practice
- ✓ Have committed to take at least one positive step towards improving accessibility

Example course programme

- 12.30 pm
1. Welcome and introduction
 2. Barriers and benefits
 3. Key principles of producing accessible information

2.00 pm Tea / Coffee

Accessible Ecommunication

4. Creating accessible documents
5. Sending accessible emails
6. Website accessibility

3.25pm Questions, evaluations and close

SAIF (Scottish Accessible Information Forum)

SAIF acts as an advisory body to the Scottish Government on issues relating to disabled people and their right to access information.

For further information visit www.saifscotland.org.uk
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