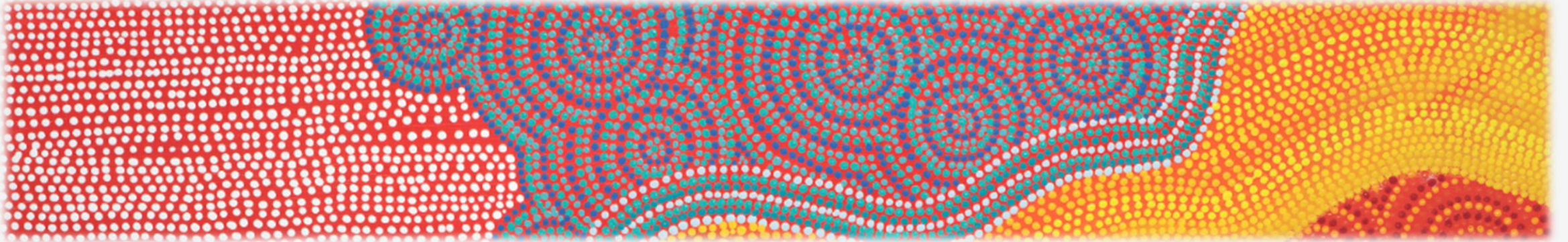# Inclusive and Accessible CLE materials

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Acknowledgement

Queensland Advocacy for Inclusion (QAI) respectfully acknowledge the Aboriginal and Torres Strait Islander peoples as the traditional owners of this land and recognize their role in our work, in the disability community and in society.

Diversity of need

- Different communications mechanisms
- How make materials accessible
- Easy vs Plain English
- Targeting disability
- Further Resources

Communication mechanisms

- Video
- Print
- Online
- Face to face
- Consider lack of access to technology

AHRC Tips for increasing accessibility of online content

- Be aware that material that is presented only in an image-based format such as GIF or TIF will not be accessible to some people with disability.

- Use plain fonts that are easy to read. Avoid fonts that are decorative or stylised.

- Make sure there is enough contrast between foreground text and background colours so that the text is easy to read.

Australian Human Rights Commission

Access for all:
Improving accessibility for consumers with disability

- Do not provide content only in pdf format, as screen-readers generally cannot read these properly. If you include pdfs, provide the same information in Word and/or html format.

- Make sure you include text descriptions for all non-text content, including all images and graphs, for example, using the Alt text function.

- Avoid scanned pictures of text e.g. a photo of a menu and text boxes, as screen-readers can't read these.

- Provide captions and/or transcript for multimedia (i.e. audio and video) content.

- Do not set audio or video content to play automatically when a page is loaded, as this can interfere with the use of screen-readers.

- Rather than using a 'CAPTCHA' to protect against malicious machine interference with your website (for example wavy letters in an image file which a user must identify and retype), use an accessible alternative such as requiring the user to reply to an email sent to their email address.

- Make sure that all the content on your website can be navigated by keys on the keyboard (i.e. it does not require use of a mouse).

- Make technical support available for consumers who need assistance using your website, via online chat session, phone or email.

- Test the accessibility of your website, and where necessary speak to an accessibility professional.

Other accessibility tools

- Auslan translating

- Auslan training

- Captioning for video, including transcripts available.

- Braille

Easy accessibility checkers with Microsoft products

- Right click on image for alt text
- Flesch-Kincaid readability test

Easy English versus Plain English

A guide to creating accessible content

Centre for Inclusive Design

- **Easy English** is a writing style that helps people who find it hard to read and understand English. It is simpler and has a lower reading level than Plain English. Easy English is also called easy-to-read or Easy Read. You'll recognise this style as it uses short sentences with an image or picture.

- **Plain English** is a direct style of writing for people who can read at a reasonable level. It helps people who want to read and understand information quickly. Plain English is sometimes known as plain language or Everyday English. Plain English looks and sounds like standard forms of writing.

	Easy English	Plain English
Other names	Easy Read, Easy Write, Easy Info, Easy Access, Easy to read, Aphasia friendly	Plain language, plain writing, layman terms, layperson terms
What is it?	Easy English is an accessible and alternative form of communication. It has a distinct format that is simple to read.	Plain English is a direct style of writing which is easy and quick to understand. Its goal is to make sure the audience can understand the information the first time they read or hear it.
Who is it for?	For people who have difficulties reading and understanding English. It helps people with: • low literacy • intellectual disabilities • English as a second language.	For everyone. It assumes reasonable literacy skills, around the Year 7 to 9 level.

	Easy English	Plain English
Who else does it work for?	It is also helpful for people who: Experience a high cognitive load such as a CEO Want quick and summarised information	It should be your baseline style for all information based material, as its direct and to the point.
Key Features	• Short sentences • Simple, everyday words • Key information • Explains hard words • Dot points • Clear sections and headings • Images to support each point • Lots of white space • Large text size (14pt) • No acronyms and abbreviations • Images: photos preferred, must be clear and universally understood.	• Short sentences • Short paragraphs • Simple, everyday words, avoiding jargon • Clear sections of text • Headings which are easy to understand • Adequate white space

Targeting people with disability

- Closed environments
- Disability supported accommodation
- Sheltered workshops
- Support groups
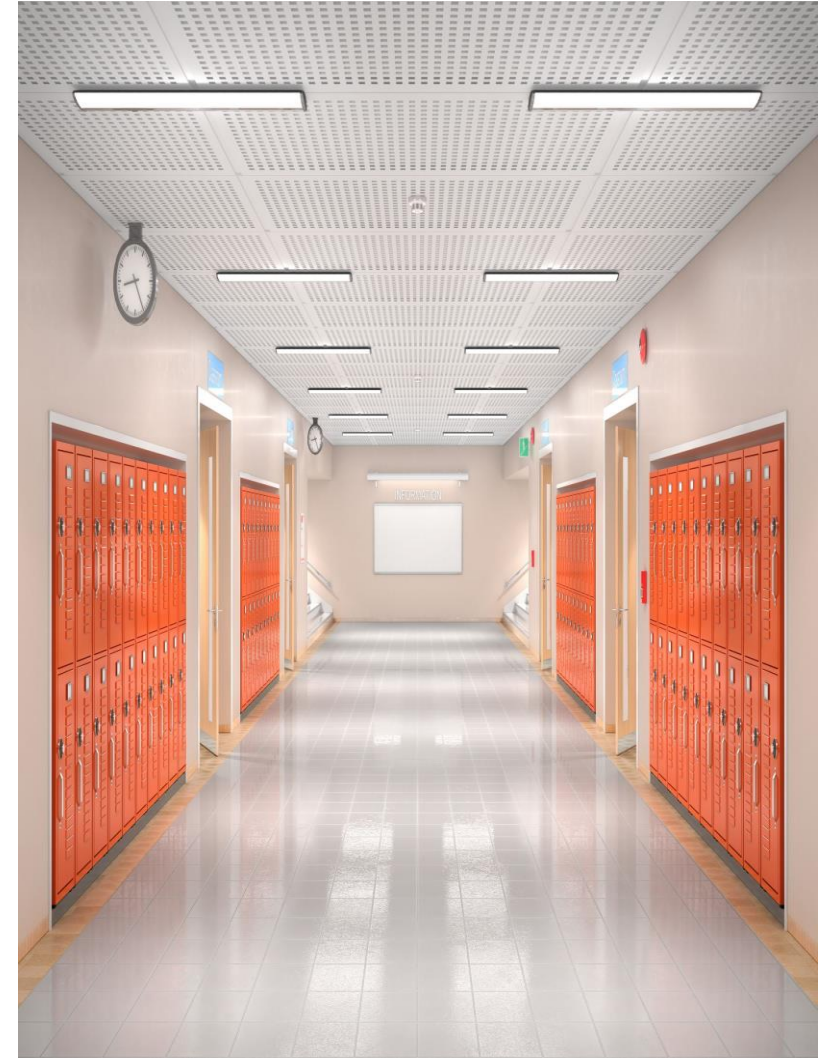
Sample appointment letter easy English

https://cid.org.au/resource/resources-health-professionals-app-letter-eg/

Link to legal appointment letter QAI

Link to QAI resource

Resources

- Council for Intellectual Disability

https://cid.org.au/inclusion-services/

- Australian Human Rights Commission: Access for all

https://humanrights.gov.au/sites/default/files/AHRC_2016_GPGB_access_for_all.pdf

- Centre for Inclusive Design https://centreforinclusivedesign.org.au/wp-content/uploads/2020/04/Easy-English-vs-Plain-English_accessible.pdf