Online course accessibility checklist

Empowered and confident: disabling the barriers

Introduction

To be an inclusive workforce that values diversity we strive to ensure all aspects of the employee experience is one where the person feels valued and accessibility is the 'norm' versus a 'band-aid fix' for an individual. The following checklist is not exhaustive, however is a starting point for consideration.

Checklist

Requirement	Pass/needs work	Comments
Course development		
Is there a statement of support and contact details available for those requiring accessibility assistance?		
Is the website compliant with accessibility standards?		
Can a screen reader be used with the training package successfully? A screen reader dictates all the text in the proper order of the page, document or linked website.		
Does the course contain no blinking, flashing or sparkling content, including animation?		
Are all links labelled uniquely for example, a page with four links each labelled with 'click here for more' – each should have a unique descriptor.		
If appropriate, was the MS Office Accessibility Checker used?		
If the course is built in PowerPoint do the slides appear in the same order of the 'outline view'.		
Are images, graphs or charts labelled appropriately with text descriptors?		

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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)		
If a text object conveys information and uses shape, colour or styling, is this information also conveyed in plain text?		
Content building		
Is plain understandable English being used throughout?		
If acronyms, unusual words or abbreviations are necessary, are definitions provided?		
Have images of text been avoided or has alternative text been provided?		
Do the text and background colour have sufficient contrast?		