Face-to-face accessibility checklist

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 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)		

Queensland Government

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 for example, building, parking and toilets?		
Is space available to allow support workers/communication facilitators such as Auslan interpreters, if required?		