



Guidelines for Accessible Information

Marcella Turner-Cmucha

What is accessible information?

- Accessible information is understood as information provided in formats that allow every user and learner to access content 'on an equal basis with others' (UNCRPD).
- Accessible information is ideally information that:
 - allows all users and learners to easily orientate themselves within the content; and
 - can be effectively perceived and understood by different perception channels, such as using eyes and/or ears and/or fingers.

Why is accessibility of information important?

All educational organisations have a duty to make their information accessible for everyone. The UN Convention on the Rights of Persons with Disabilities is a key driving force for change in the area. The Convention emphasises:

- the obligation to 'provide accessible information to persons with disabilities' (Art.4);
- the need for 'the design, development, production and distribution of accessible ICT' (Art.9);
- the right to education 'without discrimination and on the basis of equal opportunity' for persons with disabilities (Art.24).

Why is accessibility of information important?

- Everyone or every organisation or institution, which provides information for education must consider these issues in differing ways within their work.
- The ability to access relevant information for and about education is a crucial prerequisite for learning. When learners have restricted access to information they have restricted access to learning opportunities and this barrier requires active solutions on the part of all stakeholders of lifelong learning to remove these restrictions.
- Fostering accessibility is our obligation and we should all work towards becoming models of accessibility.

What are the Guidelines for Accessible Information?

- an open educational resource (OER);
- to support the creation of accessible information in general and for learning in particular;
- summarise and link to existing and useful resources which can be helpful for non-ICT experts;
- are available as text document, PDF, HTML.

What is the aim of the Guidelines?

- to support the work of practitioners and organisations working in the field of education to provide accessible information to all learners who require and will benefit from more accessible information. This includes, but is not limited to, information providers such as:
 - School staff & University staff,
 - Librarians,
 - Communication officers,
 - Publishers,
 - Support groups and non-governmental organisations.
- support all individuals or organisations wishing to create information that is accessible in different formats.

What is the scope of the Guidelines?

- The general steps to achieve accessible information are universal. Therefore the Guidelines apply to information in general and to information for learning in particular.
- The Guidelines aim to be content and context free, but offer some concrete examples of how they can be applied to different learning situations.
- The use of assistive devices is not made redundant by the provision of accessible information, but complements it.

How to use the Guidelines?

Guidelines build on two steps for action:

- Step 1 describes how to create accessible information via text, images, audio and video.
- Step 2 considers how media can be made accessible – for example, electronic documents, online sources or printed material.

These two steps build upon each other. By following the Guidelines in Step 1 to make different types of information accessible, Step 2 becomes easier as already accessible information is available to be used within the different media.

How to use the Guidelines?

For each step, the Guidelines provide:

- recommendations on how different types of information can be made accessible
- a list of resources available to support this process categorised into:
 - ‘easy’: actions which can be completed with a general knowledge of common software programmes;
 - ‘advanced’: actions which can be completed with an in-depth knowledge of common software programmes; and
 - ‘professional’ levels: actions which can be completed with a more professional knowledge of software and general knowledge of programming.

Guidelines as open educational resource

www.ict4ial.eu

Get involved!

- Register on the ICT4IAL website
- Add comments on the Guidelines for Accessible Information
- Share resources and experiences via the website or email

Next steps of the ICT4IAL project

- Translation of the Guidelines in up to 23 European languages as well as Arabic, Chinese and Russian
- Publishing a report on the implementation process of the Guidelines within the Agency, European Schoolnet and the International Association of Universities
- Sharing the Guidelines as an open education resource
- Further dissemination of the Guidelines

Contact Us

www.ict4ial.eu



This project has been funded with support from the European Union. This presentation reflects the views only of the author, and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

Presenter: marcella@european-agency.org

[European Agency for Special Needs and Inclusive Education](#)

[DAISY Consortium](#)

[European Schoolnet](#)

[Global Initiative of Inclusive ICTs](#)

[International Association of Universities](#)

[United Nations Educational, Scientific and Cultural Organization](#)
