

UNDERPINNING EXCELLENCE

ACCESSIBILITY

OUR OBJECTIVE

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This is why we've developed these accessibility guidelines. We need to ensure that on all documents our copy is readable, and our calls to action are clear when used with our brand imagery and colours.

To help us develop these guidelines we referred to WCAG 2.0 AA accessibility requirements. These requirements can be found at www.w3.org/TR/WCAG20.

The latest government guidelines on creating accessible documents can be found at <https://www.gov.uk/guidance/publishing-accessible-documents>

ACCESSIBILITY TOP TIPS FOR CREATING ACCESSIBLE PRINT DOCUMENTS*

Not everyone with sight loss has the same needs.
If you know your reader, ask what they need!

Bear in mind that someone might read your document using some specialist equipment, including magnifiers, video magnifiers or scanning devices. The layout and structure of your document will have a big impact on their device's effectiveness.

Well formatted text documents are easier to transcribe into accessible formats, including braille, audio or large print.

You should produce all documents in at least 12 point type. Large print is anything larger than 16 point, but is often produced in 18 point.

If somebody wants a document in a larger font size, never just enlarge your original using a photocopier. Always prepare a new document to suit their needs.

Use a plain sans serif font style,
we recommend **Arial**.

Don't use BLOCK CAPITALS, *italics*, underlining or break

ACCESSIBILITY FONT USE

Typography for Accessibility

Our primary typefaces **FlamaCondensed** and **Roboto** are to be replaced with our secondary font Arial when creating Accessibility documents.

Accessibility font: Arial

H1 | Keep a simple font hierarchy structure

H2 | Avoid using **bold**, *italicised* font,

P | Bodycopy should be set to 12pt minimum for accessibility documents, the Royal National Institute Royal National Institute of Blind People (RNIB) recommends 14pt body copy texts if possible.

Top Tips

1. The font that you use should be clear in its design, without too many flourishes. Avoid 'handwriting' or 'fancy' fonts
2. Space between the lines (leading) should be at least single spacing, preferably more
3. Text should be left aligned. Text that is centred or aligned on the right could be missed
4. Do not hyphenate words at the end of lines
5. Avoid using text on top of images; it is difficult to read and can be completely missed

ACCESSIBILITY LAYOUT

System layout and typography in use

Arial should be used throughout with a number of weight options to clearly define hierarchy, fundamentally improving readability and aiding accessibility

ALL CAPS, **Bold** or *italicised* fonts should

Folio

- Arial Regular
- sentence case
- left aligned

Headline

- Arial Regular
- sentence case
- left aligned

Body copy

- Arial Regular
- sentence case
- left aligned

Find Out More

- Arial Regular
- sentence case
- left aligned

URL

- Arial Regular
- sentence case
- left aligned

Page numbers

- Arial Regular
- sentence case
- left aligned

Education and Training Foundation

Maths and English

Improving outcomes in maths and English is central to success in work and life and therefore continues to be a high priority for the Education and Training Foundation.

Our Maths and English Pipeline provides a range of resources and training for all teachers of these subjects. We offer over 20 different courses to support effective teaching of maths and English for teachers of GCSE, Functional Skills, apprenticeships and study programmes. Our 18 Regional Specialist Leads offer advice and guidance identifying the best options available for organisations and individuals.

These are hosted on Foundation Online Learning www.foundationonline.org.uk. Based on research and feedback, the response to our resources has been overwhelmingly positive.

Feedback is overwhelmingly positive.

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a comprehensive repository for resources in maths, English and ESOL.

Find out more

Visit the ETF Website: etfoundation.co.uk/mathsandenglish or email: sue.southwood@etfoundation.co.uk

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ACCESSIBILITY TAGGING

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the sector and, to help achieve this, we currently offer 12 free, online modules to improve personal skills. These are hosted on Foundation Online Learning www.foundationonline.org.uk. Based on research and feedback, we have identified a number of key areas for improvement. We are currently working on these and will provide updates as they become available. Feedback is overwhelmingly positive.

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THANK YOU