

# Course : Accessible writing with FALC

*Practical course - 2d - 14h00 - Ref. FLA*  
*Price : 1540 CHF E.T.*

NEW

The FALC (Facile À Lire et à Comprendre) method clarifies information for people with cognitive disabilities. It promotes autonomy in everyday life.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Create FALC-compliant documents
- ✓ Helping the cognitively impaired get the information they need
- ✓ Using images, sound and video for cognitive disabilities
- ✓ Respecting the main principles of accessibility (multiple disabilities)
- ✓ Adapting FALC to public communications with FAL (Facile À Lire)

## Intended audience

Writer, communications manager, digital content creator, person in charge of managing the dematerialization of procedures, disability referent.

## Prerequisites

None.

## Practical details

### Hands-on work

Analyse de documents. Atelier « fil rouge » : créer son document FALC pour informer ou guider dans une démarche. Auto-évaluation grâce à la "Liste de vérification" FALC.

### Teaching methods

Les participants sont encouragés à travailler sur leurs propres projets. Les activités sont proposées en groupes dès que possible afin de favoriser les échanges d'idées et de bonnes pratiques.

## Course schedule

### PARTICIPANTS

Writer, communications manager, digital content creator, person in charge of managing the dematerialization of procedures, disability referent.

### PREREQUISITES

None.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 The FALC and accessibility framework

- Les besoins des personnes handicapées cognitives
- Digital accessibility, an essential complement to FALC
- Legislative milestones
- Digital accessibility standards: RGAA (France), WCAG (international)
- The FALC referential and its checklist

### Hands-on work

Découverte des personnes et de leurs besoins, en vidéo. Analyse de documents FALC exemplaires.

## 2 Information tailored to people's needs

- Un objectif et un message bien délimités, ajustés au public-cible
- Organizing content to clarify it
- What to keep or discard for effective information
- Synthesis techniques for FALC writing

### Hands-on work

"Red thread" workshop: collect and organize information. Identify the useful, eliminate the superfluous.

## 3 The particularities of FALC writing

- Syntaxe et vocabulaire : simples, directs, explicites
- Short, repeated information
- Concrete language, without figures of speech, allusions or symbolism
- The use of examples and definitions to clarify
- The RGAA's notion of "cryptic content", essential to FALC writing

### Hands-on work

Workshop: writing in FALC. Simplify sentences. Choosing your words, defining essential technical terms. Eliminate cryptic elements.

## 4 Page presentation

- La mise en page, une aide pour repérer l'information
- Typography: fonts, size, weight...
- Aeration: spaces, alignments, line spacing and margins
- Line breaks and highlights
- Accessible colors and contrast ratios

### Hands-on work

Workshop: formatting your FALC document: colors, styles, fonts, spacing, etc. Insert line breaks to make reading easier.

## 5 Using image and sound

- Les images et les icônes, des aides à la compréhension
- Characteristics of an image suitable for FALC
- Image sources and pictogram banks
- Audio and video requirements

### Hands-on work

Atelier « fil rouge » : sélectionner des visuels adaptés. Sur demande : travail sur un tutoriel en images ou vidéo.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 6 Evaluate the quality of your production

- La liste de vérification FALC, une aide précieuse pour s'évaluer
- Document accessibility, a complement to FALC
- Involving people, a requirement that makes sense
- Points to watch out for when writing for a non-target audience

### Hands-on work

Workshop: auditing with the FALC checklist. Sharing achievements and debriefing.

## Dates and locations

### REMOTE CLASS

2026 : 9 July, 21 Sep., 24 Sep., 17 Dec.