

# Course : Creating accessible training materials

Practical course - 2d - 14h00 - Ref. ACX

Price : 1540 CHF E.T.

NEW

Accessibility is a legal requirement, but above all a way of making your teaching materials easier to use for your disabled participants, and for others too. In this training course, find out how to integrate good accessibility practices into the creation of learning materials.

## Teaching objectives

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

- ✓ Apply the main principles of digital accessibility
- ✓ Taking into account the specific needs of an impeded participant
- ✓ Choose a digital format and create an editorial charter that takes accessibility criteria into account
- ✓ Creating accessible teaching aids
- ✓ Evaluate the accessibility of your own materials

## Intended audience

Formateurs, concepteurs pédagogiques, conférenciers, auteurs de présentations, comptes rendus et rapports.

## Prerequisites

No

## Practical details

### Hands-on work

Mise en pratique sur les supports personnels des participants. Auto-audit au moyen d'une check-list, avec recours aux normes d'accessibilité.

### Teaching methods

Le déroulé de la session s'adapte aux besoins des participants. Les exemples proposés peuvent relever de tous les formats numériques, car les principes d'accessibilité restent globalement les mêmes.

## Course schedule

### PARTICIPANTS

Formateurs, concepteurs pédagogiques, conférenciers, auteurs de présentations, comptes rendus et rapports.

### PREREQUISITES

No

### 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 Introduction to digital accessibility

- The legislation in a few dates
- A brief typology of disability types
- identifying the needs of disabled participants, according to their disability
- Basics of accessibility for presentation media
- Artificial intelligence, a false friend of accessibility

### Hands-on work

Feedback: encounters with disability in training. Familiarization with the needs of people with disabilities through simulations, demonstrations or videos.

## 2 Understanding the need

- Identifying different needs for different disabilities
- Choosing the right format for your disability
- Visual disability: rethinking your message to transcribe its semantics
- Cognitive disability: adapting form (writing, presentation)

### Hands-on work

Reflection: prepare your adaptation or accessible design, think through your specifications, choose your format, anticipate your animation.

## 3 The basics of accessible learning materials

- Images, diagrams and other graphic elements: decoration or information?
- Colors: their semantic use and contrasts
- Structure and organization: keys to understanding and navigating the resource
- Moving content: comfort and safety issues
- Accessible text: accessible layout and writing

### Hands-on work

Application : commencer à créer un support accessible ; ébaucher sa charte éditoriale accessible.

## 4 Assessing the accessibility of training materials

- Automatic test tools: contrast testers, PAC24, native software tools...
- Proper use of test results
- The essential human assessment: how to go about it?
- Prioritize corrections
- Identify alternative solutions to intractable problems

### Hands-on work

Self-assessment or peer assessment, in two phases: automated and human.

## 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.

## 5 Reverse engineering: correct yourself or design an accessible alternative

- Identify and clarify your message
- Distinguishing between informative and decorative elements
- Rethink the structure of your media: format, logical organization
- Adapting your editorial charter: what to include, what to leave out

### Hands-on work

Application : mettre à jour ses gabarits (styles, diapos maîtresses...).  
Facultatif : créer une alternative accessible à un extrait de son propre support pédagogique.

### Dates and locations

#### REMOTE CLASS

2026 : 9 Mar.