



Accessible Information Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Disability Inclusion Policy](#)

2. PROCEDURAL DETAILS

This procedure covers how information will be made accessible to individuals or groups for which it is intended.

2.1 **Preparing and providing accessible information**

- 2.1.1 Content creators will prepare and provide information in formats that will enable universal access by students, employees and the wider community.
- 2.1.2 People Wellness will provide a suitable alternative format on request for employees with disability where the original format/s provided is not accessible. Student AccessAbility will also provide a suitable alternative format on request for student(s) with disability where the original format/s is not accessible.
- 2.1.3 Content creators will access guidelines for the creation of accessible information on Curtin's [Accessibility and Inclusion](#) toolkit information in the staff portal.

2.2 **Print**

- 2.2.1 Content creators will provide information consistent with the [Brand Style Guide](#).
- 2.2.2 Properties, Facilities and Development (PF&D) will ensure that external and internal signage will be positioned in accordance with [Curtin Planning Guidelines](#).

2.3 **Electronic**

- 2.3.1 Content creators publishing information on Curtin-owned digital channels must comply with the [Digital Publishing Procedures](#) and adhere to [Web Content Accessibility Guidelines](#) (WCAG 2.1 AA).
- 2.3.2 Content creators responsible for publishing on the Learning Management System (LMS) will ensure print and web accessibility standards are met and remedy any non-compliance issues in accordance with requirements as set out in the [Course Quality Assurance Manual](#).
- 2.3.3 PF&D will ensure that Curtin maps will be made available in accessible formats, including interactive [Campus maps](#) that identify specific accessibility features of the Curtin campus in a downloadable [Access and Inclusion map](#).

2.4 **Auditory information**

- 2.4.1 Content creators will provide auditory information with the best possible clarity and sound quality.
- 2.4.2 Digital Technology Services (DTS) will provide telephone services to assist people with hearing impairment.
- 2.4.3 Content creators of new video/ lecture-captured content will have automated transcripts enabled, from 1 July 2022. Content creators can re-process older content (*pre-1 July 2022*) to enable creation of transcripts/ captioning.

2.5 **Systems and applications**

- 2.5.1 Finance Services will procure Information and Communication Technology (ICT) applications, systems and products with due regard to meeting applicable accessibility standards and capabilities.

3. RESPONSIBILITIES

- 3.1 Responsibilities are as set out in Section 2.
- 3.2 In addition to the responsibilities set out in Section 2, the following management positions are responsible for the implementation and compliance monitoring of the procedure in their work areas:

- a. Executive Managers
- b. Line Managers

4. SCOPE OF PROCEDURES

This procedure applies to employees, adjuncts, University Associates, Council members, contractors and visitors in any location or campus within Australia.

The guiding principles of these procedures may inform practices at the University's global campuses and locations.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document).

Accessible information

Any material, including course materials, is presented in a format that can be easily used and understood by an audience with diverse needs, including people with disability who may also use assistive technology (e.g., screen reading software) to access information. Accessible information incorporates the principles of Universal Design.

Alternative formats

The provision of original information in another format that is appropriate to the needs of a person with disability.

Assistive technology

Any product, equipment, software, or system used to enhance and/ or improve access to learning and/ or working for people who may have difficulty speaking, writing, typing, reading etc.

Content Creators

Anyone who creates and publishes information on behalf of the University, to be expressed through any medium or channel.

Disability

Any physical, sensory, neurological, intellectual, psychiatric, or learning impairment which in interaction with various social barriers may hinder a person's independent and effective participation in society on an equal basis with others.

Original information

Information authored by a Curtin content creator and intended for Curtin students, staff, or wider community.

Universal Design

The design and format of original information to make it usable by all people, to the greatest extent possible, without the need for adaptation. This means that information is presented in a way that is perceivable, adaptable, distinguishable, operable, understandable and robust. [Universal Design of Instruction \(UDI\): Definition, Principles, Guidelines and Examples](#).

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/ LINKS/ FORMS

Internal

[Disability Access and Inclusion Plan 2022-2030](#)

[Digital Publishing Procedures](#)

[Employees with Disability Procedures](#)

[Students with Disability Procedures](#)

[Universal Design at Curtin](#)

External

[Digital Content Accessibility checklist - Centre for Accessibility Australia](#)

[Disability Discrimination Act 1992](#)

[Disability Standards for Education 2005](#)

[Disability Services Act 1993 \(WA\)](#)

[Equal Opportunity Act 1984 \(WA\)](#)

[About Disability Rights - Australian Human Rights Commission](#)

[Convention on the Rights of Persons with Disabilities - United Nations](#)

[Marrakesh Treaty for people with print disability](#)

[Web Content Accessibility Guidelines - W3C Web Accessibility Initiative \(WAI\)](#)

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Policy Manager	Chief People Officer
Approval Authority	Chief People Officer
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / resolution number	Key changes and notes
	Approved	30/03/2010	Planning and Management Committee	PMC 23/10	Attachment 1 to Document No 00323/10
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes & Approval Authority
	Approved	17/10/2017	Deputy Vice-Chancellor, Academic	EM1729	Conditional upon PMC rescinding the Accessible Information Policy and Procedures at its meeting on 2/11/2017 (PMC 86/17)
	Approved	31/05/2023	Chief Operating Officer	EM2313	Unconditional