



Accessible Information Policy and Procedures

1. PURPOSE

Curtin University recognises that its information should be available in formats that will enable students, staff and visitors with disabilities to readily access this information.

2. APPLICATION

This policy applies to Curtin contracted staff at onshore locations.

This policy applies to the following methods of communicating information produced by Curtin:

- printed information [e.g. letters, brochures, course handbooks, advertisements];
- electronic information [e.g. web-based, online learning environments, e-mails]; and
- auditory information [e.g. lectures/presentations (face-to-face and recorded), meetings, telephone, audio and video recordings].

3. EXCEPTIONS

This policy does not apply to information provided at Curtin off-shore campuses although Curtin encourages the provision of accessible information on all its campuses.

4. DEFINITIONS

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

Accessible Information

Information, including course materials, that is presented in a format that is easily used and understood by an audience with diverse needs, including people with a range of disabilities who may also use assistive technology (e.g. screen reader) to access information. Accessible information incorporates the principles of Universal Design.

Alternative Formats

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

Disability

Curtin recognises the definition of disability as per the Commonwealth Disability Discrimination Act 1992.

Original Information

Information authored by a Curtin staff member and intended for Curtin students, staff or visitors.

Print Disability

A person with a print disability is:

- a person without sight; or
- a person whose sight is severely impaired; or
- a person unable to hold or manipulate books or to focus or move his or her eyes; or
- a person with a learning disability or other perceptual disability

Universal Design

Is the design of products and environments e.g. forms, photocopiers and buildings, to be usable by all people, to the greatest extent possible, without the need for adaptation or specialised design.

5. POLICY STATEMENT

Curtin is committed to ensuring that there is equitable and inclusive access to its facilities, services, events and academic programs on all its campuses and education centres for people with disabilities. This policy supports the Curtin Disability Access and Inclusion Plan (DAIP) and in particular Outcome 3: 'People with disabilities receive information from Curtin in a format that will enable them to access the information as readily as other people are able to access it'.

6. PRINCIPLES

- 6.1 Original information is prepared and provided in accordance with existing Curtin guidelines and Universal Design principles.
- 6.2 Original information is made available in more than one format wherever possible.
- 6.3 Where the original format/s is not accessible to a person with a disability, an alternative format will be provided on request, within a reasonable time frame, unless provision causes the University unjustifiable hardship (given meaning by s11 of the Disability Discrimination Act 1992 [amended 2009]).

7. PROCEDURES

- 7.1 Alternative formats
 - 7.1.1 Recommendations and guidelines for alternative formats are made available on the Curtin Disability website.
- 7.2 Printed information
 - 7.2.1 Wherever possible, printed information must be provided in a format consistent with Curtin's Guidelines for Accessible Printed Information.
 - 7.2.2 All printed information should include a statement that the information is available in alternative formats on request where deemed reasonable.
 - 7.2.3 Printed information is provided in an alternative format on request from a person with a disability.
 - 7.2.4 All external and internal signage should be positioned to be clearly visible to people with a disability, in accordance with the Building Code of Australia (BCA), Australian Standards, AS 1428.1 and AS1428.2. International Symbols, maps and other graphics may be useful.
- 7.3 Electronic information
 - 7.3.1 Information published electronically must be consistent with Curtin's Web Publishing Procedures.
 - 7.3.2 Information published in learning management systems such as FLECS-Blackboard must meet print and web accessibility standards.
 - 7.3.3 Curtin maps are available in accessible formats, including Access Maps indicating specific access features of Curtin campuses.
 - 7.3.4 Electronic information is provided in an alternative format on request from a person with a disability.
- 7.4 Auditory information
 - 7.4.1 Auditory information is provided with the best possible clarity and sound quality.
 - 7.4.2 Auditory information is also provided in another format wherever possible and in an alternative format on request (e.g. iLectures, AUSLAN interpreting, captioning and transcription).
 - 7.4.3 Assistive technology is used where appropriate and on request (e.g. audio loops, microphones and other specialized equipment for hearing impaired).
 - 7.4.4 Telephone services to assist people with hearing impairment are available on request (e.g. TTY, ACE National Relay Service).

8. OTHER RELEVANT DOCUMENTS/LINKS

[Disability Access and Inclusion Plan](#)

[Guidelines for Accessible Printed Information](#)

[Guidelines for Providing Information in alternative formats for People with Disabilities](#)

[Medical Documentation for Students with a Disability Policy and Procedures](#)

[Students with a Disability Policy](#)

[Universal Design](#)

[AVCC Guidelines on Information Access for Students with Printed Disabilities](#)

[AVCC Guidelines for Students with a Disability 2006](#)

[Disability Discrimination Act \(1992\) amended 2005](#)

[State Government Access Guidelines for Information, Services & Facilities \(Disabilities Services Commission, 2008\)](#)

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Approval Authority	Planning and Management Committee
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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