# Scope's Access Services

# **Scope's Accessible Information training**

# Did you know 44% of Australians have low English literacy?

This includes people with disability, people from CALD backgrounds and older Australians.

Scope's highly interactive training can be delivered flexibly, and will give you the knowledge and skills you need to create accessible communications for people who use your service.

#### **Learning outcomes**

Scope's experts will show you how to translate documents into plain language and Easy English.

By the end of the training you will be able to answer the following questions:

- What is the difference between plain language and Easy English?
- Who benefits from plain language and Easy English?
- When should I write plain language and Easy English?
- How do I write plain language and Easy English documents?
- How do I select images for Easy English?
- How can I distribute Easy English?

## **Open training**

Open training is delivered via Zoom to participants from different organisations across Australia in three parts.

## Workplace training

Workplace training is for staff groups of 8 to 20 people. Choose from:

- Online sessions delivered via Zoom in three parts
- Face to face sessions delivered at your workplace as a full-day workshop.

\*Subject to coronavirus restrictions

#### eLearning

eLearning is a self-paced option for individual learners or large staff groups. The module offers a balance of theory and short activities highlighting the importance of Accessible Information for people with low literacy.

#### **Document review**

After training, we can review your first accessible document translation for a small fee. This includes a 30-minute document review and 30-minute joint consultation. Contact us for more information.

#### Get in touch

For more information about training options, or to make a booking, email contact@scopeaust.org.au

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