

Accessibility statement for West Nottinghamshire College

Introduction

West Nottinghamshire College is committed to ensuring that the platforms and resources that we use with our staff and students are accessible and comply with [The Public Sector Bodies \(Websites and Mobile Applications\) Accessibility Regulations 2018 No.952](#).

When services and content are accessible, everyone benefits. The more accessible content is, the better it can be used across environments and devices by the largest possible number of users. This Accessibility Statement describes how we make our website accessible and what to do if you have problems accessing any part of it.

WNC's current level of compliance: Partly Compliant

We are aware that the materials contained within our website may not be fully accessible for all users. We are exploring a range of approaches to updating these resources and also developing our staff's ability to develop and update resources that are fully compliant.

If you are having difficulty with accessing a particular resource or specific feature of the WNC website, please follow the reporting procedures found within this document.

This website is run by West Nottinghamshire College. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of Read Write Gold)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website aren't fully accessible:

We cannot guarantee that:

- all content, activities and interfaces are navigable using just a keyboard
- all files and content uploaded by authors is fully accessible to screen reader software
- all non-text content has a text alternative
- video content is accompanied by a transcript, captions, audio description or British Sign Language.
- text won't reflow in a single column when you change the size of the browser window
- you can modify the line height or spacing of all text
- a colour contrast of 3:1

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email enquiries@wnc.ac.uk
- call (01623) 627191

We'll consider your request and get back to you in 7 days.

If you can't view the map on our 'contact us' page, call or email us [\[enquiries@wnc.ac.uk\]](mailto:enquiries@wnc.ac.uk) for directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact: enquiries@wnc.ac.uk

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

West Nottinghamshire College is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

Non accessible content

The content listed below is non-accessible for the following reasons.

Non compliance with the accessibility regulations

This website conforms to all principles, including the success criteria and techniques, listed in the [Web Content Accessibility Guidelines 2.1](#), to level AA, except for the exclusions given below:

Issues with text, including hyperlinks, descriptions, labels, web pages

- Some link text doesn't make sense when read on its own (for example, 'click here')
- There are colour contrast issues with some of the text found across the platform

We plan to fix these issues by September 2020. When we publish new content we'll make sure all text meets the required accessibility standards.

Issues with documents, including Word files, PowerPoints, PDFs

- Many of our older documents don't meet accessibility standards - for example, they may not be marked up so that they're accessible to a screen reader.
- Some of our documents are essential to providing content material.

We are currently exploring options that enable you to access documents in alternative formats.

By September 2020, we plan to either fix these completely or replace them with accessible pages. Any new documents we publish will meet accessibility standards.

The accessibility regulations don't require us to fix documents published before 23 September 2018 if they're not essential to providing our services.

Issues with images, video and audio

- Some images don't have alternative text.
- Live video streams don't have captions.
- Recorded video don't have captions.

We plan to add alternative text to images during 2019/20. Recorded video should have machine generated captions as a minimum. Some videos may have human generated captions. We don't plan to add captions to live video streams because live video is exempt from meeting the accessibility regulations.

Issues with interactive tools and transactions

Our site includes 3rd party content and functionality. Depending on our relationship with the 3rd party, we cannot always guarantee its accessibility. We plan to work with our suppliers to review all linked tools by September 2020 and phase out use where these are inaccessible.

We will make another assessment when the supplier contracts are up for renewal, and check tools for accessibility at that time.

Disproportionate burden

Audio and Video content

It cannot be guaranteed that all pre-recorded audio and video content is accompanied with a text alternative, captions, audio description, sign language interpretation, audio description. This doesn't meet the following success criterion

- 1.1.1 (non-text content)
- 1.2.1 (audio-only and video-only - pre-recorded)
- 1.2.2 (captions – pre-recorded)
- 1.2.3 (audio description or media alternative - pre-recorded)
- 1.2.5 (audio description - pre-recorded)
- 1.2.6 (sign language - pre-recorded)
- 1.2.7 (extended audio description - pre-recorded)
- 1.2.8 (media alternative - pre-recorded)

Content that's not within the scope of the accessibility regulations

Pre-recorded Audio and Video content published before 23 September 2020

Pre-recorded audio and video content is unlikely to be accompanied with a text alternative, captions, audio description or sign language interpretation. This doesn't meet the following success criterion:

- 1.1.1 (non-text content)
- 1.2.1 (audio-only and video-only - pre-recorded)
- 1.2.2 (captions – pre-recorded)
- 1.2.3 (audio description or media alternative - pre-recorded)
- 1.2.5 (audio description - pre-recorded)
- 1.2.6 (sign language - pre-recorded)
- 1.2.7 (extended audio description - pre-recorded)
- 1.2.8 (media alternative - pre-recorded)

We don't plan to create a text alternative, captions, audio description or sign language interpretation to pre-recorded audio or video content that was published before 23 September 2020 because pre-recorded audio and video content published before 23 September 2020 are exempt from the regulations.

Live Audio and Video

Live audio and video streams don't have captions. This doesn't meet WCAG 2.1 success criterion 1.2.4 (captions - live).

We don't plan to add captions to live video streams because live video is exempt from meeting the accessibility regulations.

Third Party Content

Content embedded or integrated in to the VLE such as eStream videos, H5P interactive content or packages purchased from third party companies, could fail multiple WCAG 2.1 success criterion.

We don't plan to redevelop or edit content we have not developed, funded or have no control over because third party content is exempt from the regulations.

PDFs and other documents

Many of our older PDFs and Word documents don't meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. This doesn't meet WCAG 2.1 success criterion 4.1.2 (name, role value).

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. By September 2020, we plan to either fix these or replace them with accessible HTML pages.

The accessibility regulations [don't require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we don't plan to fix [example of non-essential document].

Any new PDFs or Word documents we publish will meet accessibility standards.

How we tested this website

This web site was last tested in September 2019. The test was carried out by IT Services, West Nottinghamshire College.

We have tested this web site by assessing the available functionality in the following against the WCAG success criterion:

- Activities
- Resources
- Course Formats
- Commonly used third party content and integrations

We tested:

- www.createrecords.co.uk
- www.createtheatre.co.uk
- www.refinedining.co.uk
- www.revivesalonspa.co.uk
- www.visionapprentices.co.uk
- www.visionbusiness.co.uk
- www.wncgroup.co.uk
- www.wnc.ac.uk
- www.visionpartnerportal.co.uk
- www.alumni.wnc.ac.uk

What we're doing to improve accessibility

This statement was prepared on 1st August 2019. It was last updated on 13th September 2019.

We are dedicated to improving the accessibility of this web site for all users. To do so we will:

- provide guidance to authors on designing and creating accessible content in the site
- assess, and redevelop where it is possible, practicable and cost-efficient, existing features, integrations, interfaces and developments based on the WCAG 2.1 success criterion

- remove or restrict customisations on the web site to reduce the creation of inaccessible spaces and content
- assess proposed new features, integrations, interfaces and developments based on the WCAG 2.1 success criterion

West Nottinghamshire College Assistive software

You can access assistive software on PCs in every computer room in the organisation including libraries and resource centres. Please ask at the LRC if you would like further information:

Read & Write Gold - Read&Write Gold is an assistive technology software program. It provides text reading and writing to assist people with reading and writing disabilities. It is designed to improve reading comprehension, help struggling readers process and comprehend large amounts of text, help users conduct research, and enable struggling writers to produce quality written documents.

See - <https://www.youtube.com/watch?v=S8uGm327icc&t=180s>

- <https://www.youtube.com/watch?v=dKCwnnVrXE>

Guidance for staff on creating accessible content

Content created for WNC is compatible with assistive technology and based on the following guidance:

Use of colour

- If you deviate from templated colour schemes, ensure correct contrast ratio between text and background using a tool such as the [WebAIM Colour Contrast Checker](#).
- Make sure that colour isn't the only method of communication e.g. don't use green text to illustrate something is correct - add a green tick.

Font style

- Ensure fonts are large enough to read:
 - Web Pages – minimum 16px.
 - PowerPoint, Word, PDF docs designed for online consumption (not projected to students attending a lecture) – minimum 12pt.
- Use appropriate font styles - sans-serif, cross-platform compatible fonts, e.g. Arial, Helvetica, Verdana or Tahoma.

Text style

- Avoid fully-justified text (which aligns to both the left and right edges), as it creates rivers of white space and slows reading.
- Avoid italicised and CAPITALISED text - it is more difficult to read on a screen.
- Use bold text for emphasis.
- Only use underlines for links.
- End bullet points with a full-stop or semi colon so screen-readers pause after that sentence.

Development

- PDF and Word documents should be created with accessibility in mind. Add alt-text to images and use the Styles tab to add headers (see the [Creating accessible pdfs](#) guidance document).
- When using Web Page templates, be sure to set alt-text, titles and Aria-labels for images.
- iframes should be given a meaningful and descriptive title attribute.
- Use headings in the correct order; reserve H1 and H2 for titles (styled within templates) and add H3 and H4 within sections of text as needed.

Media

- A text transcript should be available for recorded audio resources.
- A text transcript or subtitles should be available for recorded video resources.
- Video and audio resources embedded into Web Pages should have playback controls available.

Navigation and Layout

- Links should generally open in the same window so the browser back button can be used. If an external link is used to direct users away from WNC, the templates will automatically add an 'external link' icon.
- Use descriptive links - avoid 'click here'.
- Use a standard content area layout for consistency – e.g. always include assessment information in an Assessment section below Handbook information.
- Tables should only be used for tabular data, not for content layout; use table headings where appropriate.

General tips on using accessibility features in your device's operating system

You can configure your computer, laptop, or mobile device so that you can magnify details, have the computer read out interface elements aloud, change the colour scheme, and many other aspects.

General advice	My Computer – My Way (from AbilityNet)
Mac OSX	Mac Accessibility Support
iOS (iPhone / iPad)	iPhone and iPad Accessibility Support
Windows	Find out how Windows accessibility features help you do more
ChromeOS	Turn on Chromebook accessibility features
Android	Android accessibility overview

General tips on using accessibility features in your web browser

When using web based services such as WNC you can adjust your browser to quickly change the display of the current page.

General advice	Better Web Browsing: Tips for Customizing Your Computer from W3C
Firefox	Accessibility features in Firefox – Make web content work for all users
Chrome	Use Chrome with accessibility extensions
Safari	Accessibility on the Mac – includes Safari
Edge	Ease of Access in Microsoft Edge

Keyboard shortcuts common across browsers:

Tab key	– cycle forward through selectable page elements
Shift and tab	– cycle backward through selectable page elements
Enter	– action selected page element
Control and + (plus) or – (minus)	– enlarge or shrink page.
Ctrl+0	– Default zoom level.
F11	– Full-screen mode.
Alt+Left Arrow, Backspace	– Back.
Alt+Right Arrow, Shift+Backspace	– Forward.
Space, Page Down	– Scroll down a frame.
Shift+Space, Page Up	– Scroll up a frame.
Home	– Top of page.
End	– Bottom of page.