Produce accessible educational and training materials

Does your organization produce textbooks or supplementary printed materials for educational and training institutions? If so, the Accessibility Standard for Information and Communications requires you to provide accessible or conversion-ready versions of these materials when asked. This summary will help you find out what you need to do.

When do I need to comply?

You need to be able to provide accessible or conversion-ready formats of:

- textbooks by January 1, 2015, and
- supplementary educational or training resources by January 1, 2020.

What do I have to do?

When asked, you need to provide accessible or conversion-ready versions of the materials you produce.

In some cases, you may not be able to convert part of the information in a textbook or other printed educational resource to an accessible or conversion-ready format. This may be because:

- your organization does not control the content, or
- the technology does not exist to convert the information.

If this happens, you must:

- explain why you cannot convert the information, and
- provide a summary of the information.

Example

A university asks a publishing company to provide a medical textbook in an accessible format for a student. Converting the text is no problem, but there is no technology to convert the complex medical images. As an alternative, the publishing company converts the text and provides descriptions of the images.

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You must also advise the organizations that are buying your products about any limitations that would make it difficult or stop your organization from providing the information in an accessible or conversion-ready format. For example, if you do not control the content.

What are accessible and conversion-ready formats?

Many people cannot read printed information. Accessible formats are alternatives to standard print. Accessible formats may include large print, electronic, video, DVDs, CDs, audio and Braille.

Conversion-ready formats are electronic or digital formats that make it easy to convert information into an accessible format. Examples of conversion-ready formats include information written in HTML and Microsoft Word.

Want more detailed information?

Read Making information accessible to people with disabilities.

Read our policy guidelines.

The Accessibility Standard for Information and Communications is part of the Integrated Accessibility Standards Regulation 191/11. Read the regulation to find out more.