

Accessibility requirements - external trainers and facilitators

Thank you for your interest in providing services to the Disability Worker Regulation Scheme.

Accessibility is central to our work and values. We require full accessibility from your services.

This fact sheet summarises our requirements. If you consider you cannot fulfil these, please advise us immediately.

Check and plan

This is a general guide. Confirm with us as you plan your work:

- Specific needs of attendees – for example, whether:
 - Auslan interpreter needed
 - attendees will be using screen readers or other assistive technology
- Accessibility of your materials and approach
- Timeline for circulating of pre-reading materials
- Method – face to face, online or hybrid
- Suitability and layout of rooms in a way that enables everyone to participate
- How the meeting will be recorded, if appropriate – for example, through video recording or meeting minutes.

For **in-person sessions**, we recommend following [Hosting accessible and inclusive in-person meetings and events - Australian Human Rights Commission](#).

For **hybrid and online sessions**, we recommend following [Inclusive hybrid and online events – Victorian Public Sector Commission](#).

Materials

All materials you provide must comply with [Accessibility guidelines for government communications](#).

We prefer one version of documents that suit all users whenever possible. That is, rather than have an inaccessible and accessible version, have one version that is accessible for all. This includes:

- Documents should be in Microsoft Word
- Do not use PDF or PowerPoint
- Use 'Heading' styles in Word documents (which are used by screen readers). If using images in your documents add alternative (alt) text descriptions so screen readers can read out a description of the image.
- Tables must be Word tables, not images, and use a simple format of columns and rows (no merged cells).

For further guidance refer to [Make content accessible - digital guide](#).

Agenda

Include an agenda that sets out the purpose and structure of the event. An agenda should:

- Meet the above accessibility requirements
- Clearly set out items for discussion and what type of input or participation is sought
- Include clear objectives, particularly if you seek an outcome or decision in relation to an agenda item

Stick to the agenda as much as possible. Let participants know as soon as possible if changes are unavoidable.

Confirm with us how far in advance you need to provide materials, including the agenda. Usually you must circulate materials at least 7 days before the session.

Approach

Ensure any activities you have planned will work for all attendees. For example:

- Handing out materials to read on the day is not accessible unless these have been provided to all attendees prior to the day
- If seeking input from attendees, consider providing the option to give written input. Some attendees may feel more comfortable providing written input before, during or after the session, rather than speaking up in a group environment.
- If the meeting is a hybrid one, have a plan to help ensure online attendees are engaged equally in discussion
- If using 'break out' groups, consider how participants using a wheelchair or with vision impairment can move freely around the space and participate fully.

Interpreters

If using interpreters, familiarise yourself with good practice. A good starting point is [Working with interpreters](#).

Location

Check with us what is required for the room or location. We can work with you to ensure accessibility. For example:

- Sufficient space to easily use wheelchairs
- Accessibility requirements for neurodiverse attendees, e.g. lighting, noise levels, and a quiet space for attendees to take a break if needed
- A comfortable and suitable place from which interpreters and support workers can work.

On the day

At the start of the session, run through the agenda and outline very clearly:

- The purpose and structure of the event
- The outcome you will seek to achieve
- What type of participation or input is sought
- Whether the meeting is being recorded, and how it is being recorded. Advise whether a record of the meeting will be shared with attendees, and how it may be accessed.

Build in at least a five-minute break every hour. For longer sessions, consider incorporating longer breaks.

Actively invite feedback from attendees on whether any changes are required to ensure full participation.

Reflective practice

No one gets it right all the time, including us.

We welcome feedback on how we can be more accessible or support you to be so. Please let us know.

Similarly, we ask that you seek feedback from us on the accessibility of your services and use it in your work.

Tips – some dos and don'ts

Do

- Run an accessibility checker over your materials or seek review from us before finalising.
- Ensure all attendees have a chance to read materials before the session.
- Ensure everyone can participate equally. This means everyone can access all the materials you provide and engage fully in discussions and activities. It's not okay to leave anyone out.

Don't

- Assume attendees who are not interpreters or support workers can help their colleagues access materials.
- Say 'don't worry, you don't need to read it' or 'you can skip this one'.
- Assume you are across current accessibility practices. Things change and we can always learn. If in doubt, the links we have provided should assist. We also welcome questions.

More information

- [Digital accessibility requirements | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/digital-accessibility-requirements)
- [Making events accessible | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/making-events-accessible)
- [A guide to hosting a neuroinclusive event | psychology.org.au](https://psychology.org.au/a-guide-to-hosting-a-neuroinclusive-event)

Contact

This document is maintained by the Manager, Corporate Services, at the Victorian Disability Worker Commission.

Questions and feedback are welcome at info@vdbc.vic.gov.au.

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