



Working Together

Guide to Providing Documents in Alternative Formats

March 2009



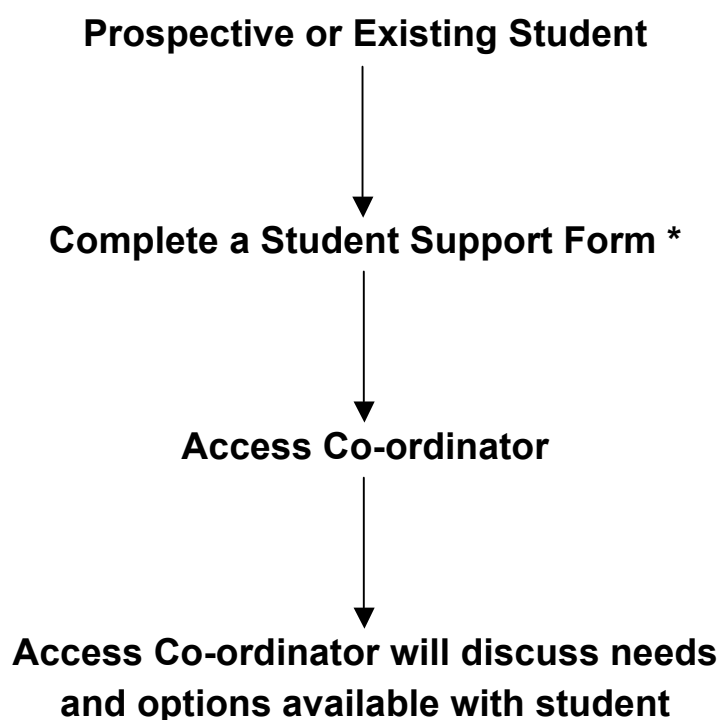
**INVESTORS
IN PEOPLE**

Guide to Providing Documents in Alternative Formats

Purpose

The purpose of this guide is to inform staff of the services and facilities available for producing documents in alternative formats for those with visual impairment and for people whose first language is not English.

Procedure



* Available at reception, please ask if you would like assistance completing the form

Visual Impairment

Clear Print Policy

There is a Clear Print Policy (making information accessible) which should be referred to when creating documents. The aim of this policy is to set out the minimum requirements required in ensuring that our information is more accessible to those people with a visual impairment.

Libraries

The Campus Library have a folder called Equality, Diversity and Inclusion which contains contact information on documents and guidelines relating to Learning Resources. Please contact Jamie McIntyre (Librarian) for information.

Access Department

The Access Department has information relating to Assistive Technology and contact information on documents and guidelines relating to visual impairment. Please contact Lorna Peggie (Head of Department) for information.

Translation

Interpretation and Translation Service

There are a variety of organizations who offer Interpretation and Translation Services. Please contact Cameron Reith (Publications and Marketing Manager) for information.

Web

There are websites that have documents in foreign languages e.g. The Health and Safety Executive (They also offer a telephone interpreting service). Please contact Cameron Reith (Publications and Marketing Manager) for information.