



**Working Together**

# **Guide to Providing Documents in Alternative Formats**

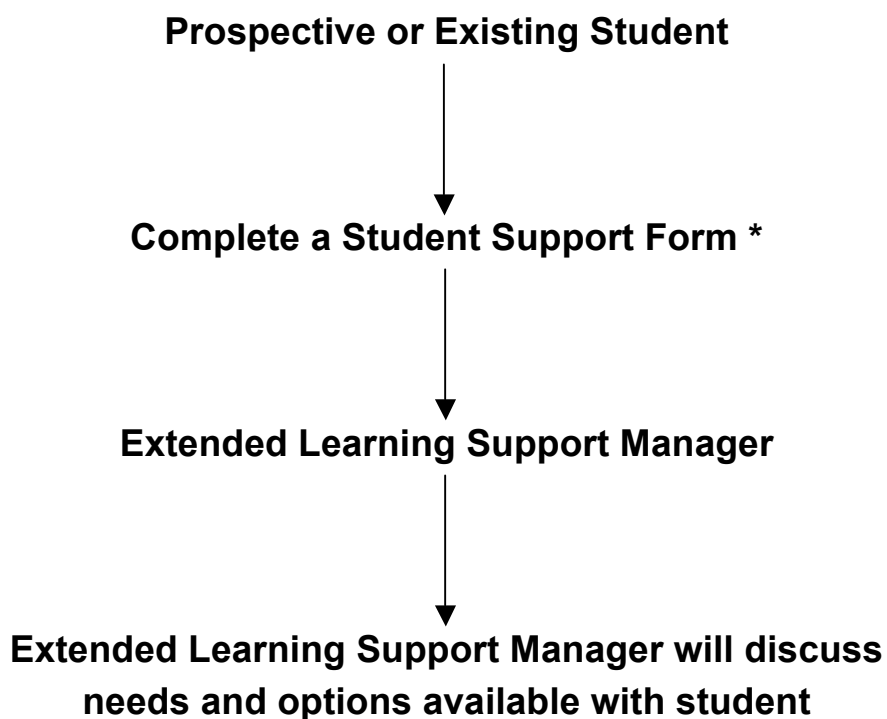
**August 2013**

## **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 students with visual impairments.

### **Procedure**



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

## **Visual Impairment**

### **Clear Print Guide**

There is a Clear Print Guide (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 has information on documents and guidelines relating to Learning Resources. Please contact Jamie McIntyre (Librarian) for information.

### **Extended Learning Support**

The Extended Learning Support team have information relating to Assistive Technologies. Please contact [learningsupport@borderscollege.ac.uk](mailto:learningsupport@borderscollege.ac.uk) 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.