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Accessibility guide

PROJECT HEDERA



1. Introduction

1.1 Objective of the Document

The main purpose of these accessibility guides is to establish a solid framework that ensures inclusivity and equitable participation in all phases of the Hedera Project , co-funded by the Erasmus+ KA220-VET programs. These guides are essential to promote equal access to information, active participation and use of project resources by all participants, regardless of their skills and abilities.

1.2 Scope of the Accessibility Guides

These guides will be applied comprehensively to all activities, materials and processes related to the Erasmus+ KA220-VET project. They are directed to all participants, including, but not limited to, family therapy professionals, people receiving therapy, support staff, and any other interested parties involved in the project. The scope extends to both in-person and virtual contexts, addressing accessibility in all interactions and resources generated.

1.3 Key Definitions

Accessibility : The ease with which all people, regardless of abilities or disabilities, can access, participate in, and fully benefit from project activities and resources.

Inclusivity : The principle of ensuring that all people, regardless of their differences, feel included and valued at all stages of the project.

Equitable Participation : Ensure that all participants have the same opportunity to get involved and contribute to the project, eliminating barriers and obstacles.

2. Barriers and Accessibility Needs:

This accessibility guide is designed to address the following accessibility needs of the different groups and people involved and interested in the project and to overcome the accessibility barriers described below.

2.1 Accessibility Needs

2.1.1. Access to information:

Adaptation to the different reading and comprehension needs of the participants, including professionals, families and the community in general, as well as the languages of the different countries in which the project is developed.

2.1.2. Active participation:

Physical and virtual spaces accessible to people with different levels of mobility and physical abilities.

Specific participation needs of each family and person involved in the project.

2.1.3. Effective communication:

Adaptation of forms of communication to ensure that information is transmitted effectively to all people, regardless of their hearing or visual abilities.

Accessibility to virtual platforms by people with functional diversity, using technologies that support screen readers and other assistance tools.

2.2. Accessibility Barriers

2.2.1. Inaccessible Technology:

Technological platforms that are not adapted or accessible through different devices or needs.

2.2.2. Inaccessible Physical Environments:

Physical spaces that are not adapted for people with motor functional diversity or are not accessible.

2.2.3. Communication Barriers:

Communication difficulties with people and groups involved or interested in the project.

2.2.4. Training Challenges:

Diversity in the profiles of training participants and their learning styles.

2.2.5. Cultural and Linguistic Barriers:

Cultural and linguistic diversity among people and groups involved or interested in the project.

3. Accessibility Criteria and Measures

With the aim of guaranteeing inclusivity and equitable participation in all phases of the Hedera project, accessibility criteria and measures have been established to respond to detailed needs and barriers.

3.1. Access to information

3.1.1. Accessible Formats:

Information will be available in various formats, including audio, electronic text, and accessible visual formats, to accommodate the different reading and comprehension needs of participants.

3.1.2. Translation and interpretation:

The information will be translated into multiple languages to address linguistic and cultural differences, ensuring its understanding by the diverse participating community.

3.2. Active participation

3.2.1. Accessible Environments:

The physical and virtual spaces used for project activities will be designed and adapted to ensure accessibility for people with different levels of mobility and physical abilities.

3.2.2. Personalized Support:

Personalized support will be offered to families, considering their specific needs, adapting interventions to facilitate their active participation and providing assistance when necessary.

3.3. Effective communication

3.3.1. Communication Adaptations:

Subtitles, clear language, and clear visual materials will be implemented to ensure effective transmission of information to all participants, regardless of hearing or visual abilities.

3.3.2. Accessible Virtual Platforms:

Accessible virtual platforms will be used, adopting technologies that support screen readers and other assistive tools to ensure the participation of people with disabilities.

3.3.3. Inclusive Language:

The language used in official communication and project documentation will be inclusive, avoiding stereotypes and promoting a respectful approach towards diversity of gender, identity and orientation.

3.4. Accessibility Barriers

3.4.1. Inaccessible Technology:

Technological platforms will be regularly evaluated to guarantee their accessibility, following recognized standards in this area.

3.4.2. Inaccessible Physical Environments:

Physical spaces will be evaluated and adapted to ensure their accessibility to people with motor functional diversity, promoting an inclusive environment.

3.4.3. Communication Barriers:

Inclusive communication will be promoted through the application of communication styles and practices that overcome the identified barriers.

3.4.4. Training Challenges:

Inclusive design principles will be applied at all stages of training, adapting teaching methods to meet diverse learning needs.

3.4.5. Cultural and Linguistic Barriers:

Inclusive cultural approaches will be adopted to recognize and respect cultural and linguistic diversity, eliminating barriers arising from differences in language or culture.

3.5. Accessible Documentation**3.5.1. Adaptive Electronic Documents:**

All documents produced under the project will be created in responsive electronic formats, ensuring they are accessible to screen readers and other assistive devices.

3.5.2. Alternative Text for Visual Elements:

Descriptive alternative text will be provided for any visual content, allowing people with visual impairments to access the information in a meaningful way.

3.6. Transparency Website**3.6.1. Transparent Information:**

The project website will be designed to be transparent and easy to navigate, providing clear and complete information about the project, its objectives and activities.

3.6.2. Updated Content:

It will be ensured that the website is kept regularly updated with relevant information and resources useful to all participants and interested parties.

4. Monitoring and Evaluation Indicators

	INDICATOR	EXPECTED RESULT
1	Percentage of materials available in different formats (audio, electronic text, visual formats).	75% of the total materials available.
2	Percentage of documents and resources available in more than one language.	100% of documents and resources published.
3	Percentage of accessible spaces for events and training.	100% of spaces used.
4	Number of families receiving personalized support.	100% of families identified with specific needs.
5	Implementation of subtitles and clear visual materials.	60% of main communications with adaptations for accessibility.
6	Evaluation of the accessibility of virtual platforms.	100% of virtual platforms are evaluated and adapted as necessary.
7	Official documentation with inclusive language.	100% of the documentation available with inclusive language.
8	Evaluation of the methodology and adaptation of training resources.	Average of 8 out of 10.
9	Proportion of adapted electronic documents.	100% electronic documents with adaptable format.
10	Proportion of visual elements with alt text.	70% visuals with descriptive alt text.
11	Evaluation of the clarity and accessibility of information on the web.	100% of web information is evaluated as transparent and accessible.
12	Frequency of updating information on the web.	Quarterly update of 100% of relevant web content.

5. Monitoring and evaluation

Halfway through the development of the project, an accessibility evaluation and report will be carried out using the indicators described to adjust the defined criteria, and in the last month of the project, a final evaluation and report on the impact of the accessibility measures implemented will be carried out again.



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