# Accessibility Allies Draft Plan

## Suggested schedule for Accessibility Allies.

2pm daily catch up (informal), with a member of DL staff in on M, W, F (after the first week): TS, MD, JA, JL, SB, AR to rotate, so it is 15 minutes once a fortnight.

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| Week number and date | Meetings | Synchronous training | Asynchronous training | Main tasks |
| 1 | Introduction to other interns  Introduction to DL team + Dave. (Org chart so they know who’s who.)  Introduction to ADE/DHoSE for the faculty they will be working with | Introduction to Blackboard (get a sandbox set up for them)  Introduction to Blackboard Ally  Word training session | Mandatory Health and safety stuff  [MS Accessibility fundamentals](https://docs.microsoft.com/en-us/learn/paths/accessibility-fundamentals/) (2.5 hours)  AbilityNet course | Finding Word docs and remediating them  Do AbilityNet course and write up some feedback. |
| 2 | Introduction to Enabling Services | PowerPoint training session | [Creating accessible documents in Word and Adobe Acrobat](https://www.linkedin.com/learning/paths/university-of-southampton-creating-accessible-document-in-word-and-adobe-acrobat-pdf?u=35146660)  (10 hours) –LiL pathway  [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (1/11) |  |
| 3 | Introduction to CHEP/inclusive education workstream |  | UDL (Universal Design for Learning) online resources (Bb course)  Accessible colours (UDLHE Digicon presentation)  Alt text – CoP (Community of Practice) presentation  [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (2/11) |  |
| 4 | Introduction to OneWeb (perhaps ask them to give a brief talk?) | Editing captions in Panopto, Stream and YouTube (SB/Media Team) | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (3/11) |  |
| 5 |  |  | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (4/11) |  |
| 6 |  | What is a VPAT? | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (5/11) |  |
| 7 | Introduction to ECS Accessibility Team |  | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (6/11) |  |
| 8 |  | Copyright? | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (7/11) |  |
| 9 | Introduction to Sarah Parsons (autism) and Sarah Lewthwaite |  | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (8/11) |  |
| 10 |  |  | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (9/11) | Draft blogpost on what they have got from the experience. |
| 11 | Adding info to LinkedIn profiles and asking for recommendations |  | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (10/11) | Finish blogpost |
| 12 |  |  | [Enhance DTP accessibility](https://enhance.etfoundation.co.uk/category/accessibility) module (11/11) | Give presentation to iSols and ADEs/DHoSE etc |

### Other professional development

* Any CoP sessions during their employment
* Sessions that X is running for interns.
* Is there anything relevant on FutureLearn Campus?
* AbilityNet webinars: <https://abilitynet.org.uk/free-resources/webinars>