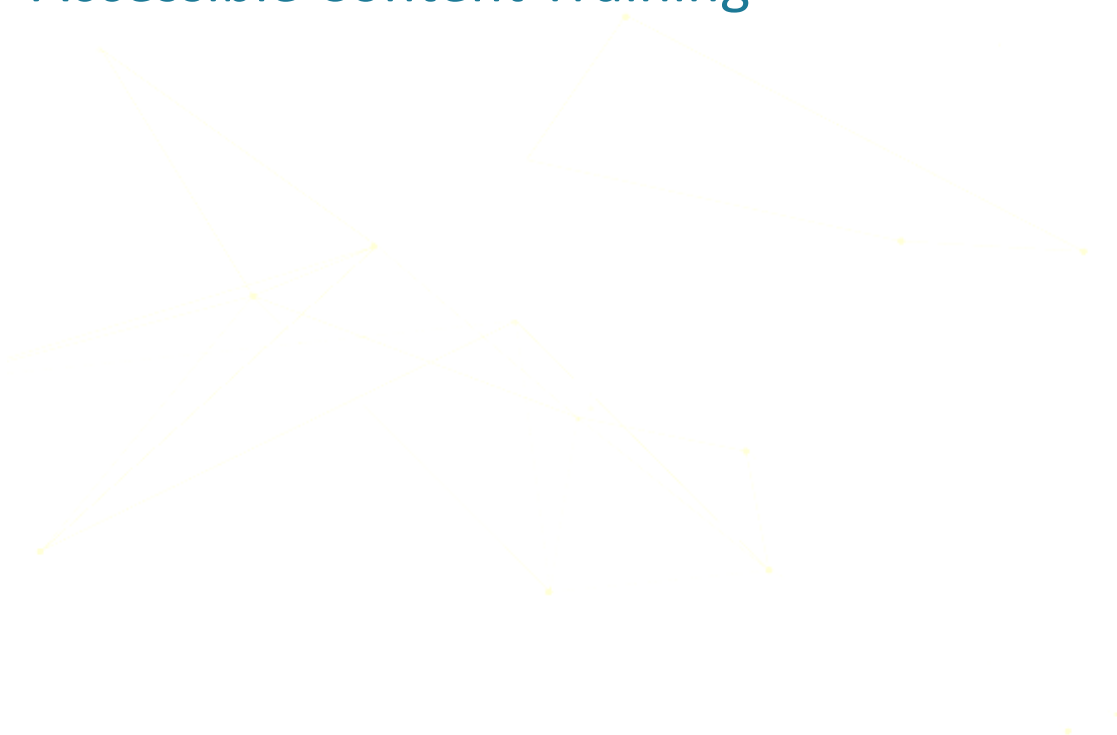


Crown
Commercial
Service
Supplier



Accessible Content Training



Service Type: Cloud Support Services

Service Overview

Since 23rd September 2020, all websites published by public sector organisations have been required to be accessible to all users, including those with disabilities.

Producing accessible content means more than making your content available online. It means ensuring your content can be understood by as many users as possible.

As responsible curators of the web, we should strive to write for diverse audiences. Content should be accessible to users of all cognitive and physical abilities, and particularly those using a screen reader, keyboard navigation or Braille interface.

This *online* training course covers the fundamentals required to help you write accessible content for your website. We will help you to create content that is informative and logically structured, ensuring every element added to the page is purposeful and appropriately labelled.

By completing the course, you will be able to ensure your website's content complies with accessibility regulations.

You will receive one month's unlimited access to the course.

Who is this training course intended for?

This course is intended for website content managers, e.g. representatives from Marketing/Communications departments that have access to the back office of a website's content management system.

It is suitable for users of any contemporary content management system.

In order to complete this course, you will need to have:

- » A basic understanding of MS Word
- » Some experience with a CMS such as WordPress or Umbraco content management systems
- » Some experience with Adobe Acrobat

Course Components

- » Language (clarity, sentence length, appropriate wording, not using jargon etc.)
- » Structure (headings, paragraphs, paragraph length)
- » Non-text-content (imagery, videos, tables, and the use & labelling of)
- » Formatting (cleaning up/reviewing content, pasting from other sources, editing HTML)

Benefits

By completing this course, you will:

- » Ensure your content complies with web accessibility standards
- » Understand how to create concise, effective copy
- » Understand how to utilise the WYSIWYG editor in your website's CMS
- » Understand how to consistently structure your web pages
- » Understand how to label links appropriately
- » Understand when to supply supporting metadata for multimedia files & tables

On-boarding and Off-boarding

On-boarding is as per Ordering details below. Off-boarding occurs automatically at the end of the one month contract period with expiry of login credentials.

Service Management Details

The service is managed using Connect's internal management processes and subject to ISO9001 quality standards.

Service Constraints

The course will sit behind password protection.

Service Levels

The service is accessible 24 hours a day for the duration of the one month contract.

Financial recompense model

Payment is based on delivery of the service within the agreed timescale.

Ordering and Invoicing Process

Ordering

- » Client places GCloud order
- » Client provides Connect with a Purchase Order Number
- » Connect raises Sales Order to be signed by client

Invoicing

- » Client signs off that service has been delivered
- » Connect invoices client
- » Payment terms 15 days

Termination Terms

Termination of this service will be governed by GCloud Call Off Terms and then by Connect's terms and conditions.

Get in Touch

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Other GCloud services provided by Connect:

Environmental/Climate Research Mapping Tool
GDPR Healthcheck
Google Analytics
Headless CMS
ISO 27001 Virtual Server Hosting
Off the Shelf Intranet
Open Source Directory Website
Search Engine Optimisation (SEO)
Sightseer Website
Umbraco App Content Manager
Umbraco Content Management System (CMS)
Umbraco Intranet
Umbraco Support
User Experience (UX)
Web Application Managed Hosting
Website Accessibility Audit
Website Migration to Open Source CMS
WordPress App Content Manager
WordPress Content Management System (CMS)
WordPress Intranet
WordPress Support