accessplanit

Accessibility Essentials Checklist.

Help every Delegate find, book and complete your training, whatever their needs or device.

☐ Check each check as you go **Quick win** Start with these Work through one Course at a time

1 Checkout basket

Super Admins can update these settings. Shopping basket options are similar.

COLOURS AND FONTS

- ☐ Buttons and hover colours have a contrast ratio of at least 3:1 **Quick win**
- ☐ Text colours have a contrast ratio of at least 4.5:1 **Quick win**
- ☐ Colour is never the only way information is shown
- ☐ A clear sans-serif font (Arial, Verdana, Helvetica or Roboto), around 16px or larger

HEADER, FOOTER AND CONFIRMATION PAGE

- ☐ Header includes contact details, for Delegates who get stuck
- ☐ Footer shows accepted payment methods, with alt text on logos
- ☐ Confirmation page explains what happens next

REGISTRATION FORM

- ☐ Only questions you need at booking
- ☐ Plain, clear labels with no internal terms
- ☐ Required fields clearly marked

2 Learner Portal

Review your portal, then ask our Support team to make the changes.

- ☐ Identify Tiles that Delegates don't use which can be hidden **Quick win**
- ☐ Colours meet the same contrast ratios as your Checkout basket
- ☐ Requested changes sent to our Support team

3 Course information

Use these checks on any text Delegates read - check your website, emails, and Course descriptions!

- ☐ Heading styles used, not just bold or larger text
- ☐ Short sentences and everyday words; jargon explained
- ☐ Links say where they go – "View the timetable"," not "click here" **Quick win**
- ☐ Alt text on images that carry meaning Dates, prices and what to bring written as text, not only in images

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4 Emails

Many Delegates read emails on a phone or with images turned off.

- [ ] Subject lines say clearly what the email is about **Quick win**
- [ ] Links say where they go, with no “click here”
- [ ] Important details written as text, not inside images
- [ ] Urgency said in words, not only with red text
- [ ] Images have alt text

5 eLearning

Whether you build it yourself or buy it in.

- [ ] Can be completed using only the Tab and Enter keys
- [ ] Good contrast, clear fonts, no key information only in images
- [ ] You can always see where you are when using the keyboard
- [ ] No strict time limits, or Delegates can extend them
- [ ] Audio and video don’t play automatically
- [ ] Bought-in content: ask your supplier if it meets WCAG 2.2 AA

6 Videos

Captions help everyone – including anyone watching without sound.

- [ ] Every video has captions **Quick win**
- [ ] Auto-generated captions reviewed and corrected
- [ ] A transcript alongside the video
- [ ] Important visuals described out loud
- [ ] No rapid flashing content

Need a hand?
Our Support team can update your Learner Portal for you. For anything else, see our knowledge base or get in touch with our team!

7 Test the Delegate journey

Take about 10 minutes to follow your own Delegate journey, then repeat using only your phone or with keyboard only!

1. **View a Course** – Is it readable without zooming?
2. **Book a place** – Buttons easy to find? Process easy to follow?
3. **Open the Learner Portal** – Can you find things quickly?
4. **Launch the eLearning** – Fits the screen and works?
5. **Repeat with larger text** – Nothing cut off?

This week
Check your Checkout basket colours with a free online contrast checker

This month
Work through this checklist for one Course, start to finish

Ongoing
Use sections 3 - 6 whenever you publish a Course, send an email or upload content