Managers' Briefing
Core Accessibility Course on GOLD

18 July 2023

OFFICIAL

Background

We have launched a new GOLD course for all staff who use a computer at work. The course **'Accessibility Guidelines: How to Make your Content Accessible'** will help you to make sure that any content you create is accessible and available for people to easily interact with it. The top tips can be applied to emails, letters, online documents and even PowerPoint presentations.

The course is one of our core GOLD courses meaning that all staff are encouraged to take it to help them carry out their role and improve how we deliver services to our customers.

The course will help you to quickly learn how to change your habits, when creating information – so that it meets both accessibility legislation and the needs of the reader. Its content supports and reinforces all the guidelines and resources on our existing staff web page about creating accessible content.

Your role

- Please share the key messages in this briefing with all members of your team, who use a computer at work, **by 31 July 2023.**
- Please encourage them to complete the course **by the end of August 2023** – it will take approximately 20 minutes.

Key messages

1. What is accessibility?

Accessibility is about making the information you are creating clearer and easier for everyone to understand. It is about removing barriers for services users, customers and colleagues when they are accessing our information.

2. Why is this course important?

Not only is it a legal requirement for all downloadable documents and forms published on public sector websites and intranets to be accessible – but as a local authority we have a duty to make sure that our customers can easily interact with us and that our material is inclusive and accessible to their needs. Our Managers' Briefing in May 2022 provides more details on this.

Supporting a fair and sustainable city where everyone gets to contribute and all can benefit from a flourishing Glasgow

OFFICIAL

Our new GOLD course will give you quick and easy tips to help you to get into the habit of creating accessible content by default.

3. How do I take the course?

- Log in to your GOLD account and look for **'Accessibility guidelines- how to make your content accessible'** under Core Programmes, Council Style and Standards.
- For information on logging into GOLD visit [Glasgow Intranet - Online Resources and GOLD](#)
- You can also access the course directly at ['Accessibility guidelines- how to make your content accessible'](#)

4. For more information

- [Accessibility - key support to help you create accessible information - Glasgow City Council](#)