SKILLS CARD FOR EASY-TO-READ VALIDATORS

Skills cards are documents that describes what a professional has to learn.

They also describe what a professional should be able to do.

Skills cards help companies know what they have

to ask a professional in their job.

This is the skills card for easy-to-read validators.

Easy-to-read validators are people who check

if easy-to-read texts are comprehensible.

This skills card has 4 units and an optional unit.

Units are like modules.

Each unit consists of elements.

Elements are like lessons.

In each element, there are learning outcomes.

Learning outcomes are the results that a student or trainee has to obtain.

Learning outcomes are knowledge and abilities

that the student or trainee has to learn.

The 4 units are:

* Accessibility and end-users
* Easy-to-read methodology
* Easy-to-read validation
* Management skills

Additionally, there is an optional unit to specialised in certain knowledge.

The title of the Unit 1 is Accessibility and end-users and it consists of 2 elements:

1. Accessibility and Universal Design.

It is about some words that the trainee has to learn,

for instance, what is accessibility,

what is cognitive accessibility, what is inclusion or what is universal design.

When the trainee finishes this element, this person will be able to:

* Describe what is accessibility
* Describe what laws and technical rules are about equal rights

for people with disabilities.

* Describe what is cognitive accessibility
* Describe what types of accessible communication forms and formats exist
* Describe what is inclusion
* Describe the main ideas about universal design

and how to apply them to communication

1. End-users and needs.

It is about what is disability, what types of disabilities exist

and what people with disability need.

It is also about what intellectual disability means

and who benefits from easy-to-read.

When the trainee finishes this element, this person will be able to:

* Classify the different types of disabilities that exist
* Describe what people with disability need
* Explain what is the meaning of intellectual disability,

reading difficulty and learning disability

* Identify what barriers for understanding exist

for people with reading and learning disability

The title of the Unit 2 is Easy-to-read methodology and it consists of 3 elements:

1. Basic linguistic knowledge.

It is about the basics of grammar and spelling, for instance, how to use tenses or punctuation when you write.

It is also about the different types of texts and text for audio and video.

When the trainee finishes this element, this person will be able to:

* Identify the basics of grammar and spelling in the own language
* Identify the main different written text types,

for instance, informative texts, legal texts or literature

* Describe the characteristics of texts for audio and video
* Use dictionaries and other books and tools

to understand words, expressions or ideas

1. The process of creating easy-to-read text.

It is about how to translate a text into easy-to-read,

who work to produce easy-to-read texts

and what solutions a translator uses to obtain an easy-to-read translation.

When the trainee finishes this element, this person will be able to:

* Describe how to do a translation into easy-to-read from another text
* Describe how to create a brand-new easy-to-read text
* Describe the different works and people involved

to produce easy-to-read texts

* Identify different solutions to translate different types

of texts into easy-to-read

1. Text production using easy-to-read guidelines

It is about the rules to write and design easy-to-read publications.

It is also about the pictures that are appropriate for easy-to-read

and solutions to make more simple audio and video contents.

When the trainee finishes this element, this person will be able to:

* Identify the existing rules to write and design easy-to-read publications
* Describe appropriate accessible pictures or pictograms

depending on the needs of readers

* Describe solutions inspired in easy-to-read for audio and video contents

The title of the Unit 3 is Easy-to-read validation and it consists of 3 elements:

1. The validator’s professional profile

It is about the profession of easy-to-read validators and the abilities

that a facilitator should have in the job.

When the trainee finishes this element, this person will be able to:

* Describe the profession of easy-to-read validators

and the tasks in the production of easy-to-read texts

* Explain the specific abilities that an easy-to-read facilitator needs
* Explain other abilities that an easy-to-read facilitator needs
* Describe what is similar and what is different in the works of easy-to-read validators and easy-to-read facilitators in a validation
1. Teamwork skills

It is about how to communicate and comment

about easy-to-read texts in a validation.

It is also about how to create easy-to-read together and how to work in team.

When the trainee finishes this element, this person will be able to:

* Apply abilities to communicate and comment

about the easy-to-read text that he or she has to validate

* Describe what co-production means and apply it in validations
* Apply abilities to work in teams and participate
* Apply rules to participate and let others participate in a team
1. The easy-to-read validation process

It is about the steps in a validation, how to comment easy-to-read texts

in a validation and propose better solutions.

It is also about the use of pictures and other images

to communicate with people with more difficulties to talk.

Finally, it is about how to check the good quality of an easy-to-read text.

When the trainee finishes this element, this person will be able to:

* Describe the steps in a validation of easy-to-read texts
* Comment if easy-to-read texts are comprehensible in the validation and propose better solution to understand easy-to-read texts
* Use pictures, pictograms, audio and video for validations
* Identify what are the rules for quality in easy-to-read texts.

The title of the Unit 4 is Management skills and it consists of 3 elements:

1. Skills to apply in working environments

It is about how to manage and solve conflicts in the team

and what situations can be stressing.

It is also about how people can adapt to changes in their jobs.

When the trainee finishes this element, this person will be able to:

* Describe solutions to give the own opinion and listen to other opinions
* Identify stressing situations and apply solutions to avoid that stress
* Apply solutions so that workers can adapt better in their jobs
1. Computer skills

It is about the use of computing programmes,

online websites that are interesting for easy-to-read,

digital tools and devices that are useful for this work.

When the trainee finishes this element, this person will be able to:

* Use digital tools for communication
* Apply solution for digital devices
* Use easy online dictionaries, picture databanks, pictograms

and other internet websites useful for easy-to-read

1. Cross-functional skills

It is about abilities that workers need in any profession, as questions about safety, hygiene and equality among persons.

When the trainee finishes this element, this person will be able to:

* Describe the laws that exist about safety and hygiene in the work
* Apply solutions to favour the equality for all people

The Optional Unit consists of 3 elements:

1. Analysis of original texts

It is about how to extract the organisation of a text, its main ideas

and the comprehension difficulties that a text can have.

When the trainee finishes this element, this person will be able to:

* Describe tools to understand the organisation of a text

to translate it into easy-to-read

* Identify the main possible comprehension difficulties in a text
* Identify the main ideas of a text and write a summary
1. Advanced computer skills

It is about the use of computing programmes,

online websites that are interesting for easy-to-read

and devices that are useful for this work.

When the trainee finishes this element, this person will be able to:

* Use computer tools to review and amend texts
* Use online dictionaries, picture databanks, pictograms

and other internet websites useful for easy-to-read

* Apply advanced solution for digital devices
1. Entrepreneurial skills

It is about how to create a plan to offer easy-to-read services as a company.

It is also about how to sell easy-to-read services, ideas to meet customers

and how to communicate that easy-to-read is useful.

When the trainee finishes this element, this person will be able to:

* Identify the parts of a plan to offer easy-to-read validation

as a service for companies

* Explain how to identify possible customers and finance
* Participate in meetings with customers

to sell easy-to-read as a service

* Make presentations and communicate in public

that easy-to-read is useful

**Copyright**

The document is proprietary of the TRAIN2VALIDATE partnership members. No copying or distributing, in any form or by any means, is allowed without the prior written agreement of the owner of the property rights.



Attribution-NonCommercial-NoDerivs
CC BY-NC-ND

**Disclaimer**

This project has been funded with support from the European Commission.

This publication reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.