

[ACTIVITY 3: Creation of a survey]

**FINAL VERSION OF THE SURVEY,  
AS DISCUSSED AND AGREED UPON BY ALL PARTNERS ON JANUARY 22, 2021**

## HOMEPAGE OF THE SURVEY

[\[a Start page on the project website\]](#)

Thank you for your interest in Easy to Read (E2R), your time and your valuable input! By filling in this survey you are helping create new and attractive jobs for people who are using E2R or/and have difficulties reading and understanding texts and information. You will support them become E2R validators and at the same time, you will support those who are E2R facilitators. Last but not least, you are contributing to the great vision of a European Inclusive Society: to make information easier to read and understand for all of us, including those with reading and understanding difficulties.

**To continue, please select the language of the survey:**

English     German     Italian     Romanian     Slovene     Spanish

[\[this is where the Survey starts\]:](#)

## PROJECT DESCRIPTION

The TRAIN2VALIDATE Project will analyse and describe the skills and competences of two important job roles: E2R Facilitators and Validators, who assess whether an E2R text is understandable or not.

Even though validators and facilitators work in teams, their job roles are different. E2R validators are people with reading difficulties who read the texts to assess their comprehensibility. E2R facilitators are supporters: they set up the validation team, organise validation sessions, promote participation, and send back feedback to E2R writers.

The outcome of the project will be a European set of skills for E2R validators and facilitators. This will be the basis of future European Certificates for both job roles.

To find out more about the project, please access the project website. (hyperlink)

## PERSONAL STATEMENT

In completing this questionnaire, I freely and voluntarily consent to be a participant in the research project TRAIN2VALIDATE “Professional training for easy-to-read facilitators and validators”, Erasmus+ KA2 STRATEGIC PARTNERSHIP PROJECT 2020-1-ES01-KA203-082068 conducted in 2020-2023. I understand I will not receive monetary payment for my participation.

I understand that the purpose of this research is to investigate the professional background and roles of facilitators and validators, that I am providing information on my personal background, and that I am free to discontinue my participation at any time.

I understand that all my responses will be confidential, in the sense that my personal information will not appear in any public records or publications, and that only the project members will have access to these data

for research purposes. I also understand that all my personal data will be safe and used in compliance with GDPR.

The data may be used over the next years for dissemination, research or teaching purposes. I further understand that information from all the respondents will be grouped together to provide general information about facilitators and validators, and answers will never be associated with individual participants.

If you accept, please click **Next**.

If you do not accept, please close this window.

## ESTIMATED TIME OF COMPLETION

The survey has five main sections and should take around 15 minutes to complete. The key sections of this survey are:

- SECTION 1: DEMOGRAPHIC PROFILE
- SECTION 2: GENERAL EDUCATION AND TRAINING
- SECTION 3: EDUCATION AND TRAINING IN E2R
- SECTION 4: CURRENT ACTIVITY
- SECTION 5: SKILLS

Don't worry if you are not an expert in the field or if you haven't received any training related to E2R. Some parts of the survey may be skipped.

## CONTACT PERSONS

I have been told that I am free to ask questions concerning the research procedure. I understand that if I requested more information about this research, I could contact any of the following persons:

- [English] Angela Cotoara, Fundatia Professional, Partner leader, [acotoara@gmail.com](mailto:acotoara@gmail.com)
- [German] Rocio Bernabe, Sprachen- und Dolmetscherinstitutmunchen EV, Partner leader, [Rocio.Bernabe@sdi-muenchen.de](mailto:Rocio.Bernabe@sdi-muenchen.de)
- [Italian] Carlo Eugeni, Scuola Superiore per Mediatori Linguistici, Partner leader, [carloeugeni@gmail.com](mailto:carloeugeni@gmail.com)
- [Romanian] Daniel Dejica, Universitatea Politehnica Timisoara, Partner leader, [daniel.dejica@upt.ro](mailto:daniel.dejica@upt.ro)
- [Slovene] Tatjana Knapp, Zavod RISA, Center za splosno, funkcionalno in kulturno opismenjevanje, Partner leader, [tatjana@risa.si](mailto:tatjana@risa.si)
- [Spanish] Oscar García Muñoz, Plena Inclusión Madrid, General Project Manager, [oscargarcia@plenamadrid.org](mailto:oscargarcia@plenamadrid.org)

[there will be only one contact person in each survey, depending on the language; please use the project email account]

### One final word before you start:

Please note that this research endeavor includes **no judgement, no quality ranking, no criticism or praise of theories, teachers, professionals or training programs**; we are just trying to establish facts about individual

perceptions concerning the professional background and roles of facilitators and validators. Your cooperation would be highly appreciated. Thank you for your time and valuable input!

## **SECTION 1: DEMOGRAPHIC PROFILE**

The information that you provide to us here will help us to understand more about your profile. It is important for the European dimension of our research. We will ask you 4 questions. If you wish to provide any other information, you may do so in the text box at the end of this section.

### 1.1. Where do you live?

- Germany
- Italy
- Romania
- Slovenia
- Spain
- Other (please specify): \_\_\_\_\_

### 1.2. What is your mother tongue?

- German
- Italian
- Romanian
- Slovene
- Spanish
- Other (please specify): \_\_\_\_\_

### 1.3. What is your age?

- Under 20
- Between 20 and 30
- Between 31 and 40
- Between 41 and 50
- Between 51 and 60
- 61 or older

### 1.4 What is your gender?

- I am a male
- I am a female
- Other
- I prefer not to answer

### 1.5 If there is anything else you would like to add, please use the box below (Optional):



## SECTION 2: GENERAL EDUCATION AND TRAINING

The information in this section will help us to understand more about your education and training, and is needed to meet the needs of our target groups. We will ask you 2 questions. If you wish to provide any other information, you may do so in the text box at the end of this section.

2.1. What is the highest degree or level of education you have completed? If you are currently enrolled, what is your highest degree received?

- I have completed no formal education
- I have completed primary education
- I have completed secondary education
- I have completed vocational courses
- I hold an undergraduate academic degree
- I hold a Master's degree
- I hold a PhD/doctorate degree
- Other (please specify): \_\_\_\_\_
- I prefer not to answer

2.2. In what ways do you continue to improve your skills? Please select all that apply.

- I participate in conferences, workshops, etc.
- I participate in in-house training (conducted at a company/institution, etc.)
- I do research
- I read existing literature relevant for my line of work
- I communicate with other experts
- I communicate with users
- I am not doing anything specific to improve my skills
- Other (please specify): \_\_\_\_\_

2.3. If there is anything else you would like to add, please use the box below (Optional):

## SECTION 3: EDUCATION AND TRAINING IN E2R

The information in this section will help us to understand more about your level of knowledge and skills related to easy-to-read (E2R) content. We will ask you 10 questions. If you wish to provide any other information, you may do so in the text box at the end of this section.

3.1. Have you received training related to E2R?

- Yes (continue with this section)
- No (continue with section 4)

3.2. What type of training have you received? Please select all that apply.

- I have attended workshops



- I have attended a vocational course
- I have attended a university course
- I have done an internship and have worked at a firm/asociation for a short period
- I have received in-house training (at my company/institution, etc.)
- I am a self-taught expert
- Other (please specify): \_\_\_\_\_

3.3. What type of E2R content are you familiar with? Please select all that apply.

- printed content
- digital content
- audio content
- audiovisual content (including interpreting)
- Other (please specify): \_\_\_\_\_

3.4. In what field have you been trained? Please select all that apply.

- I have received a general training on several fields (please specify): \_\_\_\_\_
- I have received a training in a specific field (please specify): \_\_\_\_\_
- I have not been trained in E2R content in any specific field

3.5. What are you familiar with? Please select all that apply.

- Creating/writing of E2R texts
- Adapting/editing/translating texts into E2R texts
- Validating E2R texts with end users
- Proofreading/revising E2R texts
- Use of dedicated software and hardware
- Other (please specify): \_\_\_\_\_

3.6. Is there any other field / content you would have liked to be trained in?

- Yes. Please specify: \_\_\_\_\_
- No

3.7. Which of the following training activities have been more useful for you? Please select all that apply.

- Lectures
- Practical creation/writing exercises
- Practical proofreading/revision exercises
- Practical adaptation/translation exercises
- Validation/revision/quality control
- Class discussion based on errors
- Analyzing existing easy-to-read content
- Discussing and comparing easy-to-read guidelines
- Internship and working with experts
- Other (please specify): \_\_\_\_\_

3.8. Have you received/used any handbooks for training?



- Yes. Please specify: \_\_\_\_\_
- No

3.9. Is there anything you feel that you have missed during training?

- Yes. Please specify: \_\_\_\_\_
- No

3.10. Overall, for how long have you been trained?

- Less than 20 hours
- From 20 to 40 hours
- From 40 to 60 hours
- More than 60 hours

3.11. If there is anything else you would like to add, please use the box below (Optional):

#### **SECTION 4: YOUR CURRENT ACTIVITY**

The information in this section will help us to understand more about your activities related to easy-to-read content. We will ask you 9 questions. If you wish to provide any other information, you may do so in the text box at the end of this section.

4.1. Where do you currently work? Please select all that apply.

- At University or in a research institution
- In a public institution
- In a not-for-profit organization
- In a broadcasting company
- In/for a translation company
- At a publishing house
- I am a freelancer
- Other (please specify): \_\_\_\_\_

4.2. Do you collaborate with or are you a member of an association?

- Yes (please, specify): \_\_\_\_\_
- No

4.3. Which associations do you collaborate with / work for on the topic of E2R content?

- Intellectual Disabilities (please, specify): \_\_\_\_\_
- Sensory Disabilities (please, specify): \_\_\_\_\_
- Age-related Disabilities (please, specify): \_\_\_\_\_
- Reading-related disabilities (please, specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_



4.4. If you worked in another profession before you became an expert in easy-to-read content, please tell us which one:

- I was a journalist or writer
- I was a teacher
- I was a researcher
- I was a social worker
- I was a translator or audiovisual translator (for example, subtitler, dubbing translator, etc.)
- I did something else (please specify): \_\_\_\_\_
- I did not work in another profession

4.5. How would you define your activity as an expert in easy-to-read content?

- I work full time
- I work part time
- I work as a volunteer

4.6. Are you paid for your E2R work?

- Yes, it is my main income
- Yes, but my main income is from other profession (please specify): \_\_\_\_\_
- No

4.7. In what language do you work with easy-to-read content?

Please specify: \_\_\_\_\_

4.8. How long have you been working with easy-to-read content?

- Less than 1 year
- Between 1 and 5 years
- More than 5 years

4.9. On the average, how many hours per week do you work with E2R content?

- Less than 1 hour
- Between 1 and 8 hours
- More than 8 hours

4.10. If there is anything else you would like to add, please use the box below (Optional):

**If you are a validator, continue with section 4.1.**

**If you are a facilitator, continue with section 4.2.**

If you are both a validator and facilitator, please answer the questions in both sections 4.1. and 4.2.



## SECTION 4.1: YOUR CURRENT ACTIVITY AS A VALIDATOR

The information in this section will help us to understand more about the ways in which you validate E2R content. We will ask you 9 questions. If you wish to provide any other information, you may do so in the text box at the end of this section.

4.1.1. Are you a trained validator?

- Yes
- No

4.1.2. How many validation projects have you worked on?

- one
- 1-5
- 5-10
- More than 10

4.1.3. When you validate easy-to-read content, do you work alone or in a team?

- Mainly alone
- Sometimes alone and sometimes in a team
- Mainly in a team

4.1.4. If you work in a team, who are the other members of the validation team? Please select all that apply.

- Other validators
- Writer
- Facilitator
- Other (please specify): \_\_\_\_\_

4.1.5. How do you prefer to work with large documents (for example, novels)?

- I prefer not to validate the entire document with end-users of E2R
- I prefer to work in a team and share the document with one or more validators of my own choosing
- I accept to work in a team and share the document with one or more validators, designated by somebody else (for example, by the facilitator, editor, etc.)
- None of the above (please specify): \_\_\_\_\_

4.1.6. How much time does a validation session last in a day?

- Less than two hours
- Two-three hours
- More than three hours

4.1.7. When you validate easy-to-read content, do you usually use existing guidelines?

- Always (go to 4.1.8.)
- Often (go to 4.1.8.)
- Sometimes (go to 4.1.9.)
- Rarely (go to 4.1.9.)
- Never (go to 4.1.9.)



Comment box: \_\_\_\_\_

4.1.8. What guidelines do you use exactly? Please specify: \_\_\_\_\_

- European guidelines
- National guidelines
- Other guidelines (please specify)

4.1.9. Why don't you always use existing guidelines? Please specify: \_\_\_\_\_

4.1.10. If there is anything else you would like to add, please use the box below (Optional):

## **SECTION 4.2: YOUR CURRENT ACTIVITY AS A FACILITATOR**

The information in this section will help us to understand more about the ways in which you facilitate the production of E2R content. We will ask you 13 questions. If you wish to provide any other information, you may do so in the text box at the end of this section.

If you do not work as a facilitator, please continue with **Section 5**.

4.2.1. Are you a trained facilitator?

- yes
- no

4.2.2. Before working as a facilitator, did you have any other roles related to E2R? Please select all that apply.

- I worked as a validator
- I worked as a researcher
- I worked as a writer
- I worked as a translator
- I worked as a trainer
- I worked as an editor
- Other (please specify): \_\_\_\_\_

4.2.3. Are there any other positions that you are currently filling while being a facilitator? Please select all that apply.

- I review E2R content
- I produce / write E2R content
- I translate E2R content
- I do research
- I produce / write E2R content
- I give workshops / lectures on E2R
- I am an editor



Other (please specify): \_\_\_\_\_

4.2.4. How many validation projects have you facilitated?

- one
- 1-5
- 5-10
- more than 10

4.2.5. How do you assess the feasibility of a validation project (size of the document, time of delivery, availability and/or number of validators needed to complete the project, etc.)?

- I assess the feasibility of the validation project based on my own experience
- I sometimes communicate with a validator before taking a decision
- I always communicate with a validator before taking a decision
- I sometimes communicate with another facilitator before taking a decision
- Other (please specify): \_\_\_\_\_

4.2.6. Who are the persons involved in the production of E2R content you communicate with in the facilitation process? Please select all that apply.

- Validators
- Other facilitators
- Researchers
- Writers
- Editors / publishers
- People who need and use E2R content
- Others (please specify): \_\_\_\_\_

4.2.7. What is the size of the validation team?

- Two persons or less
- Two-four persons
- Five persons or more

4.2.8. Who sets up the validation team for a specific validation project?

- I do
- My employer
- The editor/publisher
- There is no pre-established validation team
- Others (please specify): \_\_\_\_\_

4.2.9. How do you communicate with E2R writers once the validation is completed? Please select all that apply.

- In writing: I draft a validation report and send it to them by email
- In writing: I do not draft a report, I send all the comments and amendments as received from the validators
- By phone: I set up a meeting and personally update the writer



- Face-to-face: I set up a meeting and personally discuss with the writer the comments of the validator
- Face-to-face: I facilitate a meeting between the validator and the writer
- I do not communicate directly with the E2R writers; I send the validation report to the publisher
- Other (please specify): \_\_\_\_\_

4.2.10. Do you receive any feedback from E2R writers based on the validation comments?

- They review the comments and amendments and send me an updated version for validation
- They review the comments and amendments and do not send me an updated version for validation
- I do not receive any feedback from writers
- Other (please specify): \_\_\_\_\_

4.2.11. In case you receive an updated version of the document, what do you do next?

- I send it back to the validator for conformity
- I personally check to see if any changes were made in the document
- I send it directly to the editor
- I do not receive an updated version of the document
- Other (please specify): \_\_\_\_\_

4.2.12. What tools do you use to organize sessions? Please select all that apply.

- Traditional work management tools (printed calendars, notebooks, reminders, etc.)
- Computer-based work management tools (electronic calendars, reminders, etc.)
- Web-based communication platforms
- Video-conferencing systems
- Dedicated software (word editors, etc.)
- Reference works (traditional and electronic dictionaries, encyclopedias, etc.)
- Other (please specify): \_\_\_\_\_

4.2.13. Do you use any facilitation strategies to organize sessions?

- Please detail: \_\_\_\_\_

4.2.14. If there is anything else you would like to add, please use the box below (Optional):

## SECTION 5: SKILLS

This section has 10 questions on the skills that validators and facilitators should have. Skills are the ability to do something well. Your point of view on the skills that you think should be emphasized in training is important. It will give us relevant information of how to design our course.



5.1. To validate good quality easy-to-read content, a validator should have knowledge and skills in the following areas. Please select all that apply.

- Global Easy-to-read knowledge: history, guidelines, target groups
- Easy-to-read principles, guidelines, recommendations, and standards
- Reading skills
- Vocal and communication skills
- Active listening skills
- Writing skills (including punctuation and spelling)
- Genre knowledge (familiarity with the content and structure of different text types)
- Multimodality (including moving images, pictures, tone of voice, noises, background music, etc.)
- Computer skills (including dedicated software and new technologies)
- Organization and time management skills
- Skills for working in teams
- Other (please specify): \_\_\_\_\_

5.2. In the process of validation, a validator should check. Please select all that apply.

- If the E2R text is acceptable and informative enough
- If the E2R text is grammatically correct, words are properly chosen and spelt, and punctuation is correct
- If the E2R text is fluent, well organized and structured
- If the E2R text is clear, accurate, natural and consistent
- If the E2R text design and layout are correct
- If multimodality is well used
- Other (please specify): \_\_\_\_\_

5.3. In the process of validation, a facilitator should... Please select all that apply.

- Global Easy-to-read knowledge: history, guidelines, target groups
- Basic validation skills and strategies to develop validations
- Familiarity with basic communication and mediation principles
- Target groups: types of disabilities, needs, perception and cognitive processing
- Genre knowledge (familiarity with the content and structure of different text types)
- (Media) accessibility (standards, legislation, guidelines, principles and applicable scenarios, technologies, etc.)
- Multimodality (including the role of paratextual information)
- Computer skills (including dedicated software and new technologies)
- Organizational skills, including working in teams
- Time management skills
- Other (please specify): \_\_\_\_\_

5.4. In your opinion, what are the key components of a successful training program for validators and facilitators? Please select all that apply.

- existence of published guidelines, handbooks, etc.
- existence of a basic universally accepted curriculum
- existence of diversified materials for applications



- existence of experienced validators and facilitators as lecturers
- existence of professional trainers
- adequate number of hours
- existence of multi-level training programs
- existence of some sort of recognition (certificate, diploma, etc.)
- Other (please specify): \_\_\_\_\_

5.5. How many hours should a basic training program for validators consist of? (A basic program focuses on general texts, for a wider audience)

- less than 20 hours
- 20-40 hours
- 40-60 hours
- Other (please specify): \_\_\_\_\_

5.6. How many hours should an advanced training program for specialized validators consist of? (An advanced program covers one area of specialization, e.g., for technical validators, legal validators, etc.)

- less than 20 hours
- 20-40 hours
- 40-60 hours
- Other (please specify): \_\_\_\_\_

5.7. How many hours should a training program for facilitators consist of?

- less than 20 hours
- 20-40 hours
- 40-60 hours
- Other (please specify): \_\_\_\_\_

5.8. As a facilitator or validator, do you think you need better skills and knowledge?

- yes
- no
- not sure

5.9. How likely would you enrol in a program to become a certified validator / facilitator?

- Very likely
- Likely
- Not sure
- No. Please tell us why not: \_\_\_\_\_

5.10. How likely would you recommend such a program to your peers?

- Very likely
- Likely
- Not likely
- No. Please tell us why not: \_\_\_\_\_



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5.11. If there is anything else you would like to add, please use the box below (Optional):

This is the end of the survey.

Thank you very much for your time and input!

To find out more about TRAIN2VALIDATE, please access the project website.