

Curriculum for Easy-to-Read facilitators



4 Units



30 Credits



270 Hours



Unit 1: 'Accessibility and end-users'

N° of Credits: 3 credits / N° of Hours: 27 hours

1.1 Accessibility and Universal Design

The concept of accessibility, international standards.

1.2 End-users and needs

The different types of disabilities and their needs, the concepts of reading, learning and intellectual disabilities, communication difficulties and beneficiaries from E2R.

Unit 2: 'Easy-to-Read methodology'

N° of Credits: 11 credits / N° of Hours: 99 hours

2.1 Basic linguistic knowledge

The basics of grammar and spelling, text genres and multimodal texts.

2.2 Analysis of original texts

How to analyse original texts, comprehension difficulties and the identification of main ideas.

2.3 The process of creating easy-to-read texts

The process of text adaptation and original creation, the roles involved in the production of E2R texts and the adaptation strategies.

2.4 Text production using easy-to-read guidelines

The E2R writing, layout and design guidelines, the selection of accessible pictures and the simplification strategies for multimedia contents.

Unit 3: 'Easy-to-Read facilitation'

N° of Credits: 10 credits / N° of Hours: 90 hours

3.1 The facilitator's professional profile

The profession of E2R facilitators, their specific and cross-functional skills.

3.2 Teamwork skills

The skills of a validator, the creation of a validation team, the teamwork strategies and management of a validation team.

3.3 Easy-to-Read facilitation strategies

The identification of verbal and non-verbal signs, the application of facilitation strategies, discussion and communication strategies and the use of alternative communication.

3.4 The E2R quality proof

The E2R quality proof, quality assurance criteria and reporting of the quality and corrections in validated E2R texts.

Unit 4: 'Management skills'

N° of Credits: 6 credits / N° of Hours: 54 hours

4.1 Planning and time management skills

The assessment of a validation request, the plan and evaluation of the validation, the resources needed and the time management strategies.

4.2 Skills to apply in working environments

Conflict management, the identification of stressing situations and the adaptation to changes in work environments.

4.3 Computer skills

The use of text edition tools, online resources, digital tools and hardware solutions.

4.4 Entrepreneurial skills

The setup of a business plan, the application of marketing strategies, the conduction of interviews with customers and the advocacy of E2R in public.

4.5 Cross-functional skills

Safety and hygiene regulations, and solutions for equal opportunities.

NGOS:



Universities:



Certification Entity:

