

Accessible Information

Information for our participants

Elephant In The Room has made available and developed Easy Read documents to assist our participants to make choices and be active participants in their service delivery. **Access to information is a human right.** The documents present key information without all the detail. Words are combined with images to enhance the message for the reader.

Reading the Easy Read document should be a shared activity between the reader and another person, such as a friend, a family member or support person. Through discussion, the meaning of the document can be clarified; understood and further details can be provided. Once the document has been explained it can be a useful reminder for the person later.

Easy English can help people with low English literacy

Easy English is a style of writing that has been developed to provide understandable, concise information for people with low English literacy. People with low English literacy can be described as people with a limited ability to read and write words.

A person with low English literacy may have difficulty with spoken or written language skills for;

- ❖ Working out meaning and
- ❖ Conveying meaning.

Other names for Easy English

Easy English may also be known as accessible written information, Easy Read, Easy to Read, Plain Language and Aphasia Friendly.



Tips for assisting the reader

- ❖ Familiarise yourself with the Easy Read document and supporting information.
- ❖ Consider the 'reader' and their individual skill level, life experience and existing knowledge that may be useful to draw upon when discussing the document.
- ❖ Choose an environment that will be distraction free and comfortable for the reader
- ❖ Go slowly through each page. The person may read silently, read aloud or you may need to read aloud
- ❖ Observe and listen for questions
- ❖ Encourage discussion and provide examples that are relevant to the reader
- ❖ Note any concerns or anything you can't answer for follow up
- ❖ Be clear about when and from whom additional information will come

scopevic.org.au
disability support services
Accessible Information Service



Elephant In The Room Easy Read Documents

1. United Nations Convention on the Rights of Persons with Disabilities
2. National Standards for Disability Services
3. National Standards for Disability Services poster
4. Disability Service Act – overview of the act
5. Communication Bill of Rights
6. NDIS Quality and Safeguarding Framework – overview
7. NDIS Quality and Safeguarding Framework – information for participants
8. EITR Service Charter
9. EITR Participant Manual
10. Person Centred Active Support
11. Person Centred Positive Behaviour Support
12. Privacy Notice
13. My Life, My decision
14. Reporting Abuse
15. Complex Communication
16. Sexuality and Relationships

Elephant In The Room Easy Read Forms

1. EITR Service Agreement
2. EITR Consent Form
3. EITR Feedback Form
4. EITR What to do if you are unhappy
5. EITR Photo Consent Form

