# **ADCET BVI Guidelines - Terms and Abbreviations**

**Terms**  
**access barriers:** Environmental barriers that prevent people with disability from using or accessing knowledge and resources in the same way as people without disability.

**Access Plan:** A document used to record reasonable adjustments to enable equitable participation in learning for students with disability.

**accessible/alternative format:** Material that has been reformatted to be accessible to people who are blind or vision impaired. Formats can include audio, braille, large print, Word format or tactile images.

**adaptive/assistive technology:** specialist hardware and/or software developed to enable access for people with disability. This technology can include braille displays, text magnification software, OCR conversion software or text-to-speech software.

**alternative formatting services**: Services provided by TAFE colleges, universities and third- party services that convert documents into accessible formats that can be read by people who are blind or vision impaired.

**blind:** a person is considered legally blind if they cannot see at six metres what someone with normal vision can see at 60 metres or if their field of vision is less than 20 degrees in diameter (Source: [Vision Australia](https://www.visionaustralia.org/information/newly-diagnosed/blindness-and-vision-loss)).

**disability advisor:** Staff employed by TAFE colleges and universities to coordinate reasonable adjustments for students with disability.

**disability advocacy groups:** Groups that defend the human rights of people with disability. They focus on issues that affect the rights of a group, individual or society. Their work can be paid or voluntary.

**inaccessible content:** Information not accessible to people with a disability. For example, visual content such as images or diagrams presented through an online presentation that does not have an alternate text description.

**OCR software:** Optical character recognition software converts inaccessible text (such as a scanned image of text in a PDF document) to a text document (such as Microsoft Word) that can be read with screen reading software.

**online learning platforms:** Used by tertiary institutions for student services, delivery of learning content and resources for both students and staff.

**Universal Design:** The intentional design to maximise access for all people including people with disability.

**Universal Design for Learning:** An approach to minimise or remove access barriers at the design phase to maximise participation for all learners.

**vision impaired or low vision:** A person is said to have low vision when they have permanent vision loss that cannot be corrected with glasses and affects their daily functioning (Source: [Vision Australia](https://www.visionaustralia.org/information/newly-diagnosed/blindness-and-vision-loss)).

**Web Content Accessibilities Guidelines (WCAG):** Guidelines developed by the W3C that outline how to make web content more accessible for people with disability. (Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>)

## **Abbreviations**

ADCET: Australian Disability Clearinghouse on Education and Training

DDA: [Australian] Disability Discrimination Act

FAQ: frequently asked questions

HTML: HyperText Markup Language

ISO: International Organization for Standardisation

JAWS: Job Access With Speech

NVDA: NonVisual Desktop Access

OCR: optical character recognition

PDF: Portable Document Format

RTO: registered training organisation

TAFE: Technical and Further Education

UDL: Universal Design for Learning

UNCRPD: United Nations Convention on the Rights of Persons with Disabilities

WCAG: Web Content Accessibility Guidelines

W3C: World Wide Web Consortium