# GUIDELINES FOR ACCESSIBLE DIGITAL VET PROGRAMS FOR PEOPLE WITH SENSORY IMPAIRMENTS 

CREATED WITHIN THE PROJECT "DIVE - DESIGNING AN INCLUSIVE VET"

ibis acam

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## PROJECT DESCRIPTION

DIVE EXPLORES DIGITAL INCLUSIVENESS IN CONTINUING VOCATIONAL EDUCATION AND TRAINING (C-VET) FOR DEAF PERSONS. OUR CORE OBJECTIVE IS TO CREATE A LEARNER-CENTERED PILOT TRAINING, ADDRESSING TEACHING BASIC DIGITAL SKILLS WITH A SPECIAL FOCUS ON SELFMARKETING SKILLS ON SOCIAL MEDIA PLATFORMS RELEVANT FOR THE LABOUR MARKET.

IN ADDITION, THROUGH A SURVEY WITH FOCUS ON STATUS-QUO AND NEEDS, COLLECTING BEST PRACTICE MATERIALS, AND THIS COMPREHENSIVE GUIDE, WE AIM TO EMPOWER EUROPEAN C-VET PROVIDERS TO OFFER MORE INCLUSIVE TRAINING. DIVE STRIVES TO MODERNIZE EUROPEAN VOCATIONAL EDUCATION BY LEAVING BEHIND OUTDATED SYSTEMS, TECHNOLOGICALLY

NEGLECTFUL APPROACHES, AND INEXPERIENCED INSTRUCTORS. OUR BLUEPRINT CONTRIBUTES TO SETTING HIGHER TRAINING STANDARDS.

LASTLY, THE ERASMUS + PROJECT DIVE PUTS THE EMPHASIS ON RAISING AWARENESS AMONG C-VET PROVIDERS ABOUT THE NEEDS OF DEAF INDIVIDUALS, THAT ARE GOING BEYOND TECHNICAL STANDARDS.

## VISION AND MISSION

 EMPOWERED FUTURE FOR DEAF INDIVIDUALS IN C-VET. WE AIM TO MODERNIZE C-VET BY ADDRESSING DIGITAL PEDAGOGY AND CURRICULUM DESIGN, BRIDGING EXISTING GAPS AND THUS TRY TO PROVIDE EQUITABLE ACCESS TO LIFELONG LEARING.BY FOCUSING ON INCLUSIVE LEARNING, THE PROJECT SEEKS TO EMPOWER DEAF PERSONS AND ENABLE THEM TO ACTIVELY PARTICIPATE IN THE DIGITAL OFFERS. ULTIMATELY, THE PROJECT ENVISIONS A WORLD WHERE DEAF INDIVIDUALS HAVE A WIDE RANGE OF EDUCATIONAL OPPORTUNITIES THAT MEET THEIR NEEDS AND ARE DELIVERED BY WELL-TRAINED EDUCATORS.

OUR MISSION
THE MISSION OF THIS PROJECT IS TO ADDRESS THE EXISTING DISPARITIES IN ACCESS TO LIFELONG LEARNING AND DIGITAL COMPETENCIES, ESPECIALLY FOR DEAF PERSONS. THE PROJECT AIMS TO IDENTIFY AND RECTIFY THE LIMITATIONS IN DIGITAL AND HYBRID LEARNING FORMATS, MAKING THEM MORE INCLUSIVE AND ACCESSIBLE.
BY ADAPTING THE PEDAGOGICAL APPROACH AND DISSEMINATING THE RESULTS, THE MISSION IS TO RAISE AWARENESS IN C-VET, CREATE AN INCLUSIVE DIGITAL LEARNING ENVIRONMENT WITH EQUAL OPPORTUNITIES, RAISE EMPLOYABILITY, AND ULTIMATELY REDUCE UNEMPLOYMENT AMONG DEAF PERSONS.


OUR VALUES

## 1. EQUITY

WE ARE COMMITTED TO ENSURE EQUAL ACCESS TO EDUCATIONAL OPPORTUNITIES AND DIGITAL COMPETENCIES FOR ALL INDIVIDUALS. ULTIMATELY, WE AIM TO CLOSE THE GAP BETWEEN DISADVANTAGED AND NON-DISADVANTAGED GROUPS.

## 2. INCLUSIVITY

IN OUR EDUCATIONAL APPROACH, WE PROMOTE INCLUSIVE LEARNING BY ADDRESSING NOT ONLY TECHNICAL STANDARDS BUT ALSO PEDAGOGICAL AND PARTICIPATIVE ASPECTS. WE WANT TO CREATE AN ENVIRONMENT WHERE EDUCATION IS ACCESSIBLE TOA BROADER RANGE OF LEARNERS.

## 3. EMPOWERMENT

WE AIM TO EMPOWER DEAF INDIVIDUALS BY ENHANCING THEIR EMPLOYABILITY AND EMPLOYMENT PROSPECTS THROUGH TAILORED EDUCATIONAL PROGRAMS AND WELL-TRAINED INSTRUCTORS. THROUGH THIS, WE ARE HOPING TO FOSTER ECONOMIC AND SOCIAL INCLUSION AND CONTRIBUTE TO A MORE EQUITABLE AND INCLUSIVE SOCIETY.


## TOOLS AND METHODS

designing inclusive vet

## 1 SIMAX

SIMAX IS A SOFTWARE DEVELOPED BY THE SIGNTIME BASED IN VIENNA. IT FACILITATES THE TRANSLATION OF TEXTS INTO ANIMATED SIGN LANGUAGE.

THE TOOLTIP LOOKAPP DEVELOPED ON THE BASIS OF SIMAX IS PARTICULARLY SUITABLE FOR EDUCATIONAL RESOURCES AND OTHER EXTENSIVE TEXTS. THIS TOOL EXPLAINS DIFFICULT TERMS IN ELECTRONIC TEXTS IN SIGN LANGUAGE, MAKING IT MUCH EASIER FOR DEAF PEOPLE TO ACCESS THE TEXTS. IF YOU MOVE THE MOUSE OVER THE TERMS IN THE TEXT OR CLICK ON THEM, A VIDEO WINDOW OPENS AND AN AVATAR APPEARS TO EXPLAIN THE TERM IN SIGN LANGUAGE.
BY DESCRIBING THE MOST IMPORTANT TERMS IN A CERTAIN CONTEXT, LARGE AMOUNTS OF TEXT BECOME ACCESSIBLE, AS SIMILAR TERMS ARE USED REPEATEDLY IN A CERTAIN CONTEXT.

## 2 MACH'S AUF

IT IS A SEARCH ENGINE FOR VOCABULARY IN AUSTRIAN SIGN LANGUAGE. HERE YOU CAN LOOK UP VOCABULARY FROM DIFFERENT SOURCES AND FIND EVERYTHING CENTRALLY. THE SEARCH ENGINE CAN BE USED BY PEOPLE WHO KNOW SIGN LANGUAGE WELL AND WHO WANT TO LOOK UP VOCABULARY, LEARNERS WHO WANT TO EXPAND THEIR VOCABULARY AND HEARING PEOPLE WHO WANT TO USE VOCABULARY IN CONVERSATION. IT CAN ALSO BE USED TO LINK SINGLE WORDS IN TEXTS /ONLINE MATERIALS AS ADDITIONAL SUPPORT FOR LEARNERS WHO SIGN.

## 3 HYPERSIGN

HYPERSIGN IS A SERVICE OF THE ORGANISATION ÖGS BARRIEREFREI OFFERED TO ORGANISATIONS THAT WANT TO MAKE THE INFORMATION ON THEIR WEBSITES BARRIER-FREE. BASED ON THE TEXTS PROVIDED BY THE COMPANY, THE TEAM OF HYPERSIGN THAT INCLUDES DEAF SIGN LANGUAGE INTERPRETERS CREATES VIDEOS THAT COMBINE PICTURE, AUDIO AND TEXTS (SUBTITLES). THIS WAY THE VIDEOS ARE MADE ACCESSIBLE FOR A WIDE RANGE OF TARGET GROUPS: DEAF AND HARD-OF-HEARING PERSONS, BLIND AND VISUALLY IMPAIRED PEOPLE, THOSE WITH POOR READING SKILLS.


## TOOLS AND METHODS

DESIGNING INCLUSIVE VET

## 1 DIGITAL FINGERALPHABET

the fingeralphabet Can be seen as a bridge between sign language and SPOKEN LANGUAGE. IT DOES NOT ENABLE YOU TO SIGN. IT IS IN THE LIST OF ASSISTANCE TOOLS BECAUSE MANY PEOPLE KNOW THIS FORM OF LANGUAGE AND THEREFORE IT CAN BE SUPPORTIVE. IN ADDITION IT OFTEN DOES NOT FOLLOW A DIALECT.
THE MANUAL FINGER ALPHABET IS SPECIFIC TO EACH COUNTRY (E.G. GERMAN, AUSTRIAN, AMERICAN ETC.).

## 2 SIGNDICT

SIGNDICT IS AN OPEN SOURCE PLATTFORM THAT CLAIMS TO BE AN INTERACTIVE SIGN LANGUAGE DICTIONARY FOR GERMAN SIGN LANGUAGE. HERE EVERY PERSON IS ABLE TO EASILY ADD A SIGN THEMSELVES, IF IT IS NOT PRESENTED. THE TOOL IS AIMED AT PEOPLE WHO SIGN, AS WELL AS PEOPLE WHO WANT TO LEARN SIGN LANGUAGE. IT CAN ALSO BE USED TO LINK INDIVIDUAL WORDS IN DIGITAL MATERIALS AND TEXTS.

## 3 MEINE DGS

MEINE DGS IS A PLATFORM AND A LONG-TERM PROJECT OF THE ACADEMY OF SCIENCES IN HAMBURG FOR THE DOCUMENTATION AND RESEARCH OF SIGN LANGUAGE IN DGS (GERMAN SIGN LANGUAGE). ITS AIM IS TO COLLECT SIGN LANGUAGE DOCUMENTS OF DEAF PEOPLE AND TO MAKE THEM AVAILABLE TO THE INTERESTED PUBLIC. THE CORPUS SHALL BE REPRESENTATIVE FOR THE EVERYDAY LANGUAGE OF DEAF PEOPLE ALL OVER GERMANY.


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## TOOLS AND METHODS

SIGNING INCLUSIVE VET

## 1 LIVE CAPTIONS IN CHROME

FOR GOOGLE CHROME THERE IS NOW ALSO THE POSSIBILITY TO SET LIVE CAPTIONS. THE FEATURE ALLOWS APPLYING GOOGLE'S SPEECH-TO-TEXT TECHNOLOGY TO ANY AUDIO SOURCE TO AUTOMATICALLY GENERATE SUBTITLES. THUS, PODCASTS, LIVESTREAMS, SOCIAL MEDIA SITES, OTHER VIDEO CHAT SERVICES, OTHER STREAMING SITES AND OTHER WEBSITES CAN BE PROVIDED WITH APPROPRIATE SUBTITLES.

## 2 ANKI WEB

ANKIWEB IS AN OPEN SOURCE FLASHCARD SOFTWARE THAT WAS ORIGINALLY INTENDED FOR LEARNING FOREIGN LANGUAGES. THANKS TO A BROAD RANGE OF SETTING OPTIONS, IT IS SUITABLE FOR PRACTICING A WIDE VARIETY OF CONTENT. FOR THE EXERCISES, ANKI USES AN ALGORITHM WHOSE REPETITION INTERVAL FOR INDIVIDUAL FACTS IS SPECIFICALLY DESIGNED FOR INCORPORATION INTO THE LONG-TERM MEMORY. THERE ARE CURATED DECKS FOR LEARNING VOCABULARY FOR SPECIFIC AREAS - ALSO AVAILABLE IN DIFFERENT SIGN LANGUAGES.

## 3 LIVE CAPTIONS IN MS TEAMS

VARIOUS VIDEO CONFERENCING PLATFORMS SUCH AS MS TEAMS ALREADY OFFER THE OPTION OF SETTING UP LIVE SUBTITLES OR CAPTIONS. IT IS POSSIBLE TO SET THEM IN MANY DIFFERENT LANGUAGES. HERE, THE USERS THEMSELVES HAVE TO SET IT UP IN THIS WAY AND IT IS NOT THE MODERATOR THAT CAN ENABLE THIS FUNCTION FOR THE WHOLE GROUP. HOWEVER, THE MODERATOR ALSO CAN NOT DISABLE IT.

## 4 AVA

AVA IS AN APPLICATION THAT CAN BE USED ON EVERY ELECTRONIC DEVICE. HERE, A LIVE CONVERSATION IN A GROUP IN REAL TIME CAN BE CAPTURED ON SCREEN AS WELL AS VIDEOCONFERENCES. IT PROVIDES A LIVE CAPTIONING SOLUTION FOR EVERY SITUATION E.G. IN AN EDUCATIONAL OR PRIVATE SETTING OR IN A WORKPLACE. FOR A CONVERSATION, IT IS NECESSARY THAT ALL PARTICIPATING PARTIES HAVE THE APP ON THEIR PHONES.




## 5 MS TRANSLATOR APP

MICROSOFT TRANSLATOR IS AN APP THAT CONVERTS SPOKEN LANGUAGE FROM SPEECH TO TEXT. IT ALSO OFFERS SUPPORT FOR LIVE LECTURES AND VIDEO CONFERENCES, AND YOU CAN CHOOSE FROM SEVERAL LANGUAGES. HERE, THE LEARNERS MUST CUSTOMIZE THE SETTINGS THEMSELVES. HOWEVER, IT OFFERS THE POSSIBILITY TO RECORD THE CONVERSATION IN WRITING AND SAVE IT AS A TRANSCRIPT FOR LATER. IN ADDITION, YOU CAN USE THIS APP FOR MS POWERPOINT, IN WHICH YOU CAN ALSO PUT THE SETTINGS TO GET LIVE CAPTIONING FROM THE TRAINERS, AS WELL AS SUBTITLES.

## 6 OTTER.AI

OTTER.AI IS AN ONLINE TOOL THAT TRANSCRIBES LIVE VIDEOS, PHONE CALLS OR PRESENTATIONS AND TAKES NOTES FROM THESE. IT IS PARTICULARLY USEFUL FOR MEETINGS AND DISCUSSIONS, AS LIVE TRANSCRIPTION IS POSSIBLE AND IT MAKES SUMMARIES AND PROVIDES A STRUCTURE WITH HEADLINES. THE PAID VERSION OF THE TOOL CAN ALSO PROVIDE ADDITIONAL INFORMATION AND RESOURCES ON RELEVANT TOPICS, WORK COLLABORATIVELY AND ADD IMAGES.

## 7 SPREAD THE SIGN

SPREAD THE SIGN IS A PLATFORM FOR DIFFERENT SIGN LANGUAGES FROM ALL OVER THE WORLD. HERE YOU CAN SEARCH FOR A WORD, CATEGORY OR SENTENCE AND GET VIDEOS IN THE AVAILABLE SIGN LANGUAGES. THIS PLATFORM CAN BE USEFUL FOR LINKING WORDS OR SENTENCES IN SIGN language with the online content of a course.

## 8 PEDIUS

PEDIUS IS AN APP THAT MAKES PHONE CALLS POSSIBLE FOR DEAF PEOPLE BY RENDERING TYPED WORDS WITH A COMPUTER VOICE TO THE HEARING PERSON AND CONVERTING THAT PERSON'S WORDS INTO
WRITTEN TEXT FOR THE DEAF PERSON. ALL OF THIS IS HAPPENING IN REAL TIME CONVERSATIONS AND NO THIRD-PARTY IS NEEDED. IT IS ALSO AVAILABLE IN MANY DIFFERENT LANGUAGES.


## 1 GESTU (Wien \& Graz)

DESIGNING INCLUSIVE VET

GESTU STANDS AS A PIVOTAL COMPETENCY AND SERVICE CENTER DEVOTED TO EMPOWERING AND SUPPORTING DEAF AND HARD-OF-HEARING STUDENTS THROUGHOUT THEIR ACADEMIC JOURNEYS. THEIR PRIMARY MISSION IS TO ENSURE THAT THESE STUDENTS ENJOY EQUAL ACCESS TO EDUCATION BY PROVIDING AN EXTENSIVE ARRAY OF SUPPORT SERVICES.

GESTU ADVISES STUDENTS, PEOPLE INTERESTED IN STUDYING, TEACHERS AND PROFESSORS AND OTHER MEMBERS OF EDUCATIONAL INSTITUTIONS.
the services offered by gestu are exclusively designed for deaf and HARD-OF-HEARING STUDENTS WHO HAVE ENROLLED AS REGULAR STUDENTS AT A UNIVERSITY, A UNIVERSITY OF APPLIED SCIENCES, OR A PEDAGOGICAL UNIVERSITY IN VIENNA.

GESTU SUPPORTS DEAF AND HARD-OF-HEARING STUDENTS BY ORGANIZING AND COORDINATING VARIOUS ESSENTIAL SUPPORT SERVICES, INCLUDING:

- SIGN LANGUAGE INTERPRETERS
- SPEECH-TO-TEXT INTERPRETERS
- NOTE-TAKERS FOR CLASSES
- VIDEO AND AUDIO RECORDINGS DURING LECTURES
- THE USE OF ASSISTIVE TECHNOLOGIES IN THE CLASSROOM

GESTU ALSO INFORMS INSTRUCTORS AT THE BEGINNING OF EACH SEMESTER IF THEIR COURSES WILL BE INTERPRETED IN AUSTRIAN SIGN LANGUAGE (ÖGS) AND WRITTEN GERMAN. THEY ALSO RAISE AWARENESS AND PROVIDE GUIDANCE TO INSTRUCTORS AND OTHER MEMBERS OF EDUCATIONAL INSTITUTIONS WHEN DEAF OR HARD-OF-HEARING INDIVIDUALS ARE PARTICIPATING IN COURSES AND HAVE QUESTIONS.

## GOOD PRACTICE

IN THE 2023 WINTER SEMESTER, ONE OF THE GESTU GRAZ STUDENTS EMBARKED ON THEIR FIRST-EVER SEMESTER ABROAD. THE PARTNER UNIVERSITY HAD AGREED TO STREAM ALL CLASSES THROUGH AN ONLINE CONFERENCE TOOL. SIGN LANGUAGE INTERPRETERS PROVIDED ONLINE INTERPRETATION FROM ENGLISH INTO AUSTRIAN SIGN LANGUAGE FOR THE STUDENT. THIS APPROACH WAS DETERMINED AS THE BEST POSSIBLE OPTION BY BOTH THE STUDENT AND THE ERASMUS COORDINATOR.


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## 2 Code Factory Vienna

THE CODE FACTORY VIENNA CREATED A PROGRAMMING TRAINING FOR DEAF PEOPLE UNDER THE PROJECT NAME "DIVDEVS - DIVERSITY IN DEVELOPMENT". THE PILOT PROJECT STARTED IN 2019 TOGETHER WITH THE ASSOCIATION WITAF, AND WENT VERY WELL.

SINCE THEN THEY WORKED HARD TO MAKE THEIR COURSES AVAILABLE FOR DEAF PEOPLE, E.G. BASIC COURSES, THE FRONTEND DEVELOPER COURSE OR THE INTENSIVE COURSE FULL STACK WEB DEVELOPER.

DURING THE DEVELOPMENT OF THE COURSES FOR DEAF PEOPLE, THEY FOUND OUT THE FOLLOWING ADVANTAGES OF INCLUDING DEAF PEOPLE IN PROGRAMMING TRAININGS:
1.THE USUAL EXCUSES OF COMMUNICATION DIFFICULTIES FALL AWAY IN MOTIVATED TEAMS OF PROGRAMMERS.
2.HAVING MORE RATHER THAN LESS DOCUMENTATION WRITTEN DOWN IN PROJECTS IS A MASSIVE ADDED VALUE FOR EVERYONE.
3. THE PERFORMANCE, THE QUALITY OF THE RESULTS AND ESPECIALLY THE TEAM SPIRIT OF MIXED GROUPS OF DEVELOPERS IS IMPRESSIVE AND CAN STAND COMPARISON.

THE PROJECT "DIVDEVS - DIVERSITY IN DEVELOPMENT" AIMS TO CREATE A GLOBALLY UNIQUE CURRICULUM TAILORED TO THE NEEDS OF DEAF PERSONS BY INTEGRATING SIGN LANGUAGE. THIS PROJECT REFLECTS THE BELIEF THAT DEAFNESS SHOULD NOT HINDER EDUCATION AND COMPETENCE.

MORE ABOUT CODE FACTORY VIENNA: HTTPS://CODEFACTORY.WIEN/EN/HOMEEN/.

## GOOD PRACTICE

WHEN DEVELOPING THE TRAINING COURSES THE TEAM HAD TO DEFINE SOME OF THE TECHNICAL TERMS IN SIGN LANGUAGE BY THEMSELVES AS THEY DIDN'T EXIST BEFORE. THE DICTIONARY WITH AROUND 30 NEW SIGNS INCLUDES WORDS SUCH AS JAVA SCRIPT, HTML OR CSS WAS CREATED.


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## 3 Equalizent

DESIGNING INCLUSIVE VET

EQUALIZENT IS AN EDUCATIONAL AND COUNSELLING INSTITUTION THAT OFFERS AUSTRIAN SIGN LANGUAGE COURSES TO HEARING PEOPLE AND A WIDE VARIETY OF TRAINING PROGRAMMES FOR DEAF PERSONS IN AUSTRIAN SIGN LANGUAGE. THESE COURSES ARE DESIGNED TO SUPPORT INDIVIDUALS WITH HEARING IMPAIRMENTS IN ENTERING THE WORKFORCE OR ACQUIRING ADDITIONAL QUALIFICATIONS.

EQUALIZENT OFFERS A WIDE RANGE OF SERVICES (FACE-TO-FACE AND ONLINE), INCLUDING:

- CAREER ORIENTATION AND SUPPORT IN JOB SEARCH,
- VOCATIONAL TRAINING FOR PROFESSIONS "FORK-LIFT OPERATOR", "EXCAVATOR OPERATOR", "WAREHOUSE LOGISTICS WORKER"
- TRAIN-THE-TRAINER COURSE IN SIGN LANGUAGE AND TRAINING IN SIGN LANGUAGE PEDAGOGY
- PROFESSION-RELATED SEMINARS AND WORKSHOPS: COMMUNICATION IN THE WORKPLACE, RELAXATION TECHNIQUES, CONFLICT RESOLUTION ETC.
- LANGUAGE COURSES: GERMAN, ENGLISH, INTERNATIONAL SIGN LANGUAGE
- COMPUTER SKILLS: USE OF TABLETS AND SMARTPHONES, SOCIAL MEDIA, CLOUD SERVICES, PHOTOSHOP ETC.

EOUALIZENT HAS DEVELOPED A LOT OF METHODOLOGICAL MATERIALS BASED ON DEAF DIDACTICS THAT ARE AVAILABLE ON ITS WEBSITE. THE INSTITUTION ALSO IMPLEMENTS ERASMUS+ PROJECTS AND RUNS AN AWARENESS-RAISING EXHIBITION HANDS UP THAT ENABLES HEARING PEOPLE TO DELVE INTO THE WORLD OF DEAF PERSONS FOR AN HOUR.

LEARN MORE ABOUT EQUALIZENT WIEN: HTTPS://EQUALIZENT.WIEN/ EQUALIZENT SOCIAL FRANCHISE GMBH: HTTPS://EQUALIZENT.EU/

## GOOD PRACTICE

EOUALIZENT ALSO HAS MANY OTHER OFFERS FOR DEAF PERSONS, E.G.:

- SIGN LANGUAGE DICTIONARY (ÖGS)
- LITERATURE IN SIGN LANGUAGE (PROJECT "SIGNLIBRARY": TRANSLATED AND FILMED BOOKS OR PARTS OF BOOKS INTO AUSTRIAN, GERMAN, HUNGARIAN AND SLOVENIAN SIGN LANGUAGES)



## 4 SignGes-Competence Centre for Sign Language and Gesture

the Competence Centre for sign language and gesture is functioning AT RWTH AACHEN UNIVERSITY. THE CENTRE OFFERS SIGN LANGUAGE COURSES TO THE STUDENTS AT THE UNIVERSITY WHO CAN OBTAIN CREDIT POINTS RELEVANT TO THEIR STUDIES AS WELL AS TO THOSE OUTSIDE RWTH WHO CAN PARTICIPATE AS GUEST LEARNERS.

THE STAFF OF THE CENTRE OFFERS PRODUCTION OF PROFESSIONAL SIGN LANGUAGE VIDEOS FOR DEVELOPING ACCESSIBLE INFORMATION FOR DEAF PEOPLE. THE TRANSLATION ITSELF IS CARRIED OUT BY DEAF EMPLOYEES IN COOPERATION WITH SIGN LANGUAGE INTERPRETERS.

SIGNGES ALSO IMPLEMENTS PROJECTS ON THE TOPIC OF DEAF DIDACTICS AND SIGN LANGUAGE. SINCE 2022 , THE INSTITUTION HAS BEEN IMPLEMENTING THE PROJECT "TEBEK - TEST PROCEDURES FOR THE ASSESSMENT OF OCCUPATIONALLY RELEVANT COMPETENCIES OF DEAF AND HARD-OF-HEARING PEOPLE". THE PROJECT AIMS TO DEVELOP AN INCLUSIVE TEST SYSTEM FOR THE ASSESSMENT OF OCCUPATIONALLY RELEVANT COMPETENCIES OF DEAF AND HARD-OF-HEARING PEOPLE BASED ON SIGN LANGUAGE AND WRITTEN LANGUAGE. TEBEK IS MEANT TO BE INTEGRATED INTO AN OPEN SOURCE WEBSITE AND MADE AVAILABLE TO INSTITUTIONS OFFERING VOCATIONAL TRAINING TO DEAF PERSONS.

MORE INFORMATION ABOUT SIGNGES CAN BE FOUND HERE: HTTPS://WWW.SIGNGES.RWTH-AACHEN.DE/CMS/~HXLC/SIGNGES/LIDX/1/.

## GOOD PRACTICE

SIGNGES ALSO CREATED AN ONLINE LEXICON OF HAPTIC SIGNS PERFORMED ON THE BODY (BODY SIGNS) USED BY DEAFBLIND PEOPLE AND THEIR RELATIVES/ASSISTANTS WITHIN THE PROJECT "BODYSIGNS".

THE LEXICON IS PUBLISHED
WWW.HAPTICBODYSIGNS.DE.


## 5 IBAF - College for deaf persons


"WITH US YOU CAN LEARN SOCIAL PROFESSIONS WITHOUT A COMMUNICATIVE BARRIER."

THE TRAINING COURSES OFFERED BY IBAF TAKE INTO ACCOUNT THE SPECIAL NEEDS OF HARD-OF-HEARING AND DEAF PERSONS AND ARE IDEAL FOR ALL THOSE WHO BENEFIT FROM SIGNS AND SIGN LANGUAGE.

SMALL CLASSES MAKE IT POSSIBLE TO MEET THE INDIVIDUAL LEARNING NEEDS OF DEAF AND HARD-OF-HEARING STUDENTS.

THE LESSONS ARE TAUGHT USING METHODS OF DEAF AND HARD-OF-HEARING EDUCATION AND ARE CONDUCTED IN GERMAN SIGN LANGUAGE AND SIGNS ACCOMPANYING SPOKEN LANGUAGE. ALL LEARNING CONTENT IS VISUALISED.

THE FOLLOWING TRAININGS ARE OFFERED:

- SOCIAL PEDAGOGICAl ASSIStant
- EDUCATOR

THE COLLEGE ALSO PRESENTS ITSELF, ITS EDUCATIONAL PROGRAMMES AND THE APPLICATION PROCESS IN DETAIL IN SHORT VIDEO SEQUENCES IN SIGN LANGUAGE.

MORE INFROMATION ABOUT IBAF-COLLEGE CAN BE FOUND HERE: HTTPS://AUSBILDUNG-FUER-GEHOERLOSE.IBAF.DE/WILLKOMMEN/.

## GOOD PRACTICE

IBAF HAS BEEN OFFERING OONTINUING EDUCATION IN A BLENDED LEARNING FORMAT SINCE 2005. THE COMBINATION OF CLASSROOM TEACHING AND LEARNING ON THE INTERNET PORTAL INCREASES FLEXIBILITY AND COMPATIBILITY.


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DIVE

## 6 BMW Group (Plants Leipzig \& Eisenach)

DESIGNING INCLUSIVE VET

AT ITS PLANTS IN LEIPZIG AND EISENACH, BMW WORKS CLOSELY WITH THE VOCATIONAL TRAINING CENTRE AND CAN OFFER TRAINING IN SEVERAL PROFESSIONS SPECIFICALLY FOR PEOPLE WITH HEARING IMPAIRMENTS.

THIS IS A SPECIAL FORM OF TRAINING THAT SPECIFICALLY PROMOTES INDIVIDUAL TALENTS AND STRENGTHS AND THUS OPTIMALLY PREPARES PEOPLE FOR A FUTURE WITH THE BMW GROUP.

BMW HAS BEEN TRAINING DEAF PEOPLE SINCE 2015. THE BIGGEST CHALLENGE is COMmUNicating With Colleagues and trainers. here, the mobile PHONE OR PEN AND PAPER ARE USED A LOT AND SOME COLLEAGUES HAVE LEARNED SIGN LANGUAGE. WHEN THE TRAINEES GO ON YOUTH CAMPS AND ARE INFORMED ABOUT THEIR RIGHTS AND DUTIES, FOR EXAMPLE, AS WELL AS AT VOCATIONAL SCHOOL, SIGN LANGUAGE INTERPRETERS ARE INVOLVED.

APPLICATIONS ARE MADE VIA THE REGULAR JOB ADVERTISEMENTS FOR THE TRAINING OCCUPATIONS. THE OCCUPATIONS ARE PROMOTED IN PARTICULAR TRAINING AREAS:

- SKILLED WORKER FOR INDUSTRIAL MECHANICS
- PRODUCTION MECHANIC
- TOOLMAKER

FURTHER INFORMATION CAN BE FOUND HERE: HTTPS://WWW.BMWGROUP.JOBS/DE/DE/SCHUELER/AUSBILDUNG/GEHOERLOSE. HTML

## GOOD PRACTICE

BMW ALSO HAS VIDEOS IN SIGN LANGUAGE WHERE DEAF TRAINEES AND THEIR TRAINERS INTRODUCE THE VOCATIONAL TRAINING OFFERED BY COMPANY AND EXPLAIN HOW THE TRAINING IS IMPLEMENTED.



DESIGNING INCLUSIVE VET
"CAREER PATHS" REFERS TO TWO ERASMUS + PROJECTS IMPLEMENTED BY EQUALIZENT IN COOPERATION WITH EUROPEAN PARTNERS. THE GOAL OF THE INITIATIVE IS TO SUPPORT DEAF YOUNG PEOPLE IN CHOOSING THE RIGHT CAREER PATH.

DURING THE FIRST PROJECT THAT WAS IMPLEMENTED IN 2019-2021 IN COOPERATION WITH PARTNERS FROM AUSTRIA, GERMANY, THE CZECH REPUBLIC AND SLOVAKIA, A CAREER ORIENTATION TEST AND 45 CAREER GUIDANCE VIDEOS WERE DEVELOPED IN VARIOUS SIGN LANGUAGES.

THE PROJECT GOT ITS CONTINUATION IN 2022 AND IS BEING IMPLEMENTED BY PARTNERS FROM AUSTRIA, ITALY, THE NETHERLANDS AND SLOVAKIA. THE MATERIALS OF THE FIRST PROJECT WILL BE TRANSLATED INTO ITALIAN AND DUTCH SIGN LANGUAGES AND SUPPLEMENTED.

A TOOLKIT FOR DEAF YOUNG PEOPLE WILL BE CREATED; IT WILL INCLUDE A CAREER ORIENTATION TEST WITH 44 QUESTIONS, CAREER ORIENTATION VIDEOS IN WHICH DEAF ROLE MODELS EXPLAIN VARIOUS PROFESSIONS, AS WELL AS EXPLANATORY VIDEOS ON THE TOPIC OF JOB SEARCH AND JOB APPLICATION. ADDITIONALLY, TRAINING MATERIALS FOR EDUCATORS AND PROJECT MANAGERS ARE UNDER DEVELOPMENT.

FOR THE FULL LIST OF PROJECTS IMPLEMENTED BY EQUALIZENT WIEN, PLEASE VISIT: HTTPS://EQUALIZENT.WIEN/PRODUKTE/EU-PROJEKTE.

## GOOD PRACTICE

EOUALIZENT ALSO ADDRESSES OTHER TOPICS AND COMPETENCES RELEVANT FOR DEAF PEOPLE IN THEIR PROJECTS, SUCH AS: FINANCIAL COMPETENCES ("FINANCIAL SIGNS"),THE RIGHT TO WORK ("ACCESSIBLE WORK 4 ALL"), DIGITAL AND ENTREPRENEURIAL SKILLS ("ENTRE4ALL") AND OTHERS.


## 8 Youth coaching for deaf persons in Vienna

YOUTH COACHING IN VIENNA IS A PROJECT OF WITAF ASSOCIATION THAT AIMS TO SUPPORT DEAF YOUNG PEOPLE IN THEIR TRANSITION FROM SCHOOL TO WORK. THE COACHING SERVICES ARE AVAILABLE FOR:

- SCHOOL Students starting from the 9th Grade
- DEAF AND HARD-OF-HEARING YOUNG PERSONS
- PEOPLE WITH A DISABILITY DEGREE OF AT LEAST $30 \%$
- PARENTS, tEACHERS, RELATIVES

THE COACHING PROGRAMME INCLUDES PROVISION OF CAREER ORIENTATION AND CAREER INFORMATION, IDENTIFICATION OF YOUNG PEOPLE'S STRENGTHS AND WEAKNESSES, CLARIFICATION OF REALISTIC CAREER PLAN AND CREATION OF A DEVELOPMENT PLAN. ADDITIONALLY, INFORMATION EVENTS ARE CONDUCTED IN SCHOOLS.

THE COACHING ACTIVITIES MAY LAST UP TO ONE YEAR AND INCLUDE INTERNSHIPS AND TRIAL/INTRODUCTORY SESSIONS. TEACHERS, PARENTS AND RELATIVES OF YOUNG PEOPLE ARE ALSO INVOLVED.

APART FROM THAT, WITAF ALSO OFFERS EMPLOYMENT ASSISTANCE TO DEAF YOUNG PEOPLE (UP TO 24 Y.O.) IN ORDER TO HELP THEM INTEGRATE INTO THE LABOUR MARKET, AS WELL AS PEER COUNSELLING ON VARIOUS TOPICS.

FOR THE FULL LIST OF SERVICES OFFERED BY WITAF, PLEASE VISIT: HTTPS://WWW.WITAF.AT/.

## GOOD PRACTICE

APART FROM YOUTH COACHING, WITAF ALSO OFFERS JOB COACHING SERVICES TO DEAF PERSONS WHO NEED SUPPORT AT THE BEGINNING OF OR DURING EMPLOYMENT. A JOB COACH IS PRESENT IN THE COMPANY AND SERVES AS A CONTACT PERSON FOR DEAF AND HARD-OFHEARING EMPLOYEES.

THIS ENABLES DEAF PERSONS TO GET A DEEPER INSIGHT INTO THE WORK PROCESSES AND INCREASES THE CHANCES OF SUCCESSFUL INTEGRATION INTO THE COMPANY.


## 9 Sign Drive

DESIGNING INCLUSIVE VET

SIGN DRIVE IS A DRIVING LICENCE APP FOR DEAF PERSONS DESIGNED BY THE SOCIAL INITIATIVE SALZBURG ON BEHALF OF THE FEDERAL MINISTRY OF SOCIAL AFFAIRS, HEALTH, CARE AND CONSUMER PROTECTION.

THE APP "STEIG EIN! ONLINE" OFFERS EXPLANATORY VIDEOS AND EXERCISES IN AUSTRIAN SIGN LANGUAGE (ÖGS) AND THUS MAKES IT POSSIBLE TO LEARN THE QUESTIONS FOR THE DRIVING TEST FOR THE DRIVING LICENCE B IN AUSTRIAN Sign language and to take the test in austrian sign language.

TO USE THE LEARNING SYSTEM IT IS ONLY NECESSARY TO REGISTER PER MAIL AND TO DOWNLOAD THE APP ON A COMPUTER OR A MOBILE PHONE. A DETAILED STEP-BY-STEP INSTRUCTION OF HOW TO USE THE APP IS AVAILABE ON THE SIGNDRIVE WEBSITE. HELP SUPPORT FOR THE LEARNING SYSTEM "STEIG EIN! ONLINE" IS GIVEN BY MAIL.

MORE ABOUT SIGNDRIVE: HTTPS://WWW.SIGNDRIVE.AT/

## GOOD PRACTICE

ON THEIR WEBSITE SIGNDRIVE ALSO COLLECTS RECOMMENDATIONS FOR DRIVING SCHOOLS WHOSE SERVICES ARE ALSO DESIGNED TO BE AS ACCESSIBLE AS POSSIBLE FOR DEAF PERSONS.


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## 10 SEXbaff!

DESIGNING INCLUSIVE VET

SEXBAFF! IS A SEXUAL EDUCATION PLATFORM IN AUSTRIAN SIGN LANGUAGE ESPECIALLY FOR DEAF YOUNG PEOPLE (BUT ALSO ADULTS). THEY HAVE AN EXTENSIVE INFORMATION PAGE IN AUSTRIAN SIGN LANGUAGE (ÖGS) ON THE TOPICS OF SEXUALITY, BODY, SEXUAL IDENTITY, ETC. ONE CAN FIND OUT ABOUT A WIDE RANGE OF TOPICS IN AROUND 200 SIGN LANGUAGE VIDEOS.

IN ORDER TO PROMOTE A SELF-RESPONSIBLE AND CONSCIOUS ATTITUDE TOWARDS ONE'S OWN SEXUALITY, INFORMATION AND EDUCATION PLAY A DECISIVE ROLE. HOWEVER, DEAF YOUNG PEOPLE FACE CONSIDERABLE OBSTACLES IN ACCESSING THIS INFORMATION. THE PLATFORM "SEXBAFF!" REPRESENTS A FIRST STEP TOWARDS OVERCOMING THESE OBSTACLES AND MAKING VARIOUS ASPECTS OF SEXUAL EDUCATION ACCESSIBLE IN AUSTRIAN SIGN LANGUAGE (ÖGS).

THE PROJECT WAS IMPLEMENTED IN COOPERATION WITH EXPERTS IN THE FIELD OF SEXUAL EDUCATION AND WAS CARRIED OUT BY EQUALIZENT.

APART FROM THE HUGE AMOUNT ON INFORMATION ON THE TOPIC, THE PLATFORM ALSO PROVIDES A LIST OF RELATED COUNSELLING CENTRES SORTED ACCORDING TO FEDERAL STATES: HTTPS://WWW.SEXBAFF.AT/.

## GOOD PRACTICE

SEXBAFF! ALSO OFFERS THE FUNCTION "SIGN LANGUAGE ON". WITH THIS SETTING, INDIVIDUAL WORDS, E.G. IN THE GLOSSARY, ARE DISPLAYED IN AUSTRIAN SIGN LANGUAGE WHEN THE MOUSE SLIDES OVER THEM.


## 11 AVASAG - Sign Language Avatar

DESIGNING INCLUSIVE VET

AVASAG IS A PROJECT THAT WAS COORDINATED BY CHARAMEL GMBH (COLOGNE) AND IMPLEMENTED IN COOPERATION WITH SIX PARTNERS REPRESENTING GERMAN SMALL AND MEDIUM ENTERPRISES. THE PROJECT TEAM INCLUDED SPECIALISTS IN THE FIELDS OF 3D ANIMATION, SOFTWARE, USER EXPERIENCE, AI AND SIGN LANGUAGE EXPERTS.

THE PROJECT MEANT TO DEVELOP A 3 D SIGN LANGUAGE AVATAR FOR THE AUTOMATIC TRANSLATION OF GERMAN TEXTS INTO GERMAN SIGN LANGUAGE CONTROLLED IN A REAL-TIME MODE. THE METHOD COMBINES MACHINE LEARNING METHODS WITH RULE-BASED SYNTHESIS METHODS THAT RENDER TEXT INTO GESTURES. THE IDEA IS TO CREATE A HIGH-QUALITY AND REALISTIC 3D SIGN LANGUAGE AVATAR TO ENABLE DIGITAL AND BARRIER-FREE COMMUNICATION FOR DEAF PEOPLE TO BETTER PARTICIPATE IN THE DIGITAL SOCIETY.

A SIGN LANGUAGE AVATAR FOR AUTOMATED TRANSLATION WITH A FOCUS ON TRANSPORT AND TOURISM WAS DEVELOPED AS A PILOT PROJECT. AVASAG ALSO OFFERS THE COMPANIES THE OPPORTUNITY TO GENERATE CONTENT AUTOMATICALLY AND DYNAMICALLY, THUS OPTIMISING INTERACTION AND COMMUNICATION THROUGH DIGITAL CHANNELS.

MORE ABOUT THE PROJECT HERE: HTTPS://AVASAG.DE/.

## GOOD PRACTICE

THE USE OF AVATARS IS STILL A HIGHLY DEBATABLE TOPIC IN THE COMMUNITY OF DEAF PERSONS AND SIGN LANGUAGE EXPERTS. THIS IS MOSTLY EXPLAINED BY THE DEVELOPMENT FLAWS IN PREVIOUS PROJECTS, SUCH AS INSUFFICIENT BODY MOVEMENT, LACK OF FACIAL EXPRESSIONS AND INADEQUATE MOUTH IMAGE.
AVASAG PROJECT ADDRESSED THIS ISSUE BY ENGAGING DEAF PERSONS IN THE DEVELOPMENT OF THE TECHNICAL SOLUTION AND BY USING NEW TECHNOLOGIES TO FOCUS ON FLUENCY, SYNCHRONISATION AND FACIAL EXPRESSIONS.


## 12 delegs - German language course with written sign language

DESIGNING INCLUSIVE VET

DELEGS IS A PROJECT THAT OFFERED CONTRASTIVE GERMAN LESSONS FOR DEAF PERSONS IN KIEL, DORTMUND, CHEMNITZ AND COTTBUS. THE GOAL OF THE COURSES WAS TO HELP DEAF PERSONS DEVELOP AND EXPAND THEIR LANGUAGE AWARENESS AND GERMAN (WRITTEN) LANGUAGE SKILLS. THE IMPROVEMENT OF Written language skills should:

- HELP DEAF PERSONS PURSUE QUALIFIED PROFESSIONS,
- SIMPLIFY THE COMMUNICATION IN THE WORKPLACE,
- INCREASE DEAF PERSONS' CHANCES FOR ENTERING THE LABOUR MARKET.

THE LESSONS WERE TAUGHT BY DEAF INSTRUCTORS. WRITTEN SIGN LANGUAGE (GEBÄRDENSCHRIFT) WAS USED DURING THE TRAINING. WRITTEN SIGN LANGUAGE WAS USED TO SHOW THE DIFFERENCES BETWEEN THE GERMAN LANGUAGE AND SIGN LANGUAGE. THE CONTENTS OF THE TRAINING WERE DEVELOPED BASED ON THE INDIVIDUAL NEEDS OF PARTICIPANTS. THE TRAINING MATERIALS WERE DEVELOPED USING SPECIAL SOFTWARE - DELEGS-EDITOR THAT CAN BE EASILY USED VIA THE INTERNET.

MORE INFORMATION CAN BE FOUND HERE: HTTPS://WWW.DELEGS.DE/.

## GOOD PRACTICE

THE DELEGS-EDITOR IS AN ONLINE PLATFORM FOR CREATING TEXTS IN WRITTEN SIGN LANGUAGE (E.G. FOR GERMAN COURSES, SIGN LANGUAGE COURSES, THEATRE SCRIPTS, ETC.). IT IS FREE OF CHARGE AND CAN BE USED WITHOUT INSTALLATION. THE EDITOR ENABLES THE EXCHANGE OF DOCUMENTS IN WRITTEN SIGN LANGUAGE. IN LESSONS, IT IS AN IDEAL TOOL FOR COMPARING GERMAN AND SIGN LANGUAGE.

THE DICTIONARY CURRENTLY CONTAINS AROUND 23,000 SIGN LANGUAGE ENTRIES. THE EDITOR HAS DICTIONARIES FOR GERMAN SIGN LANGUAGE, MANUALLY CODED LANGUAGE, AMERICAN AND SPANISH SIGN LANGUAGES AND MANY MORE.


## 13 equalizent Horizonte

DESIGNING INCLUSIVE VET

EQUALIZENT HORIZONTE IS A TRAINING PROGRAMME IN GERMAN SIGN LANGUAGE OFFERED BY EQUALIZENT COMPETENCE CENTRE FUNCTIONING UNDER THE AUSPICES OF AUSBLICK HAMBURG GMBH. THE GOAL IS TO SUPPORT DEAF PERSONS IN THE SEARCH FOR SUITABLE VOCATIONAL TRAINING OR A JOB. A SIX-MONTH PROGRAMME COVERS THE FOLLOWING TOPICS:

- PROFESSIONAL ORIENTATION
- JOB APPLICATION TRAINING
- BASIC VOCATIONAL SKILLS
- GERMAN SIGN LANGUAGE AND WRITTEN LANGUAGE FOR THE JOB
- DIVERSITY AND SOCIAL ISSUES
- DIGITAL AND MEDIA SKILLS

DURING THE TRAINING ACTIVITY, THE LEARNERS CAN IMPROVE THEIR PROFESSION-RELATED LANGUAGE, MATH AND PC-SKILLS, NAVIGATE THE LABOUR MARKET IN HAMBURG AND IDENTIFY AND IMPROVE THEIR COMPETENCES. THE TRAINING IS CARRIED OUT IN SMALL GROUPS OF SIX PERSONS AND IS SUPPORTED BY ONE-TO-ONE TALKS AND COACHING SESSIONS. THE TRAINER TEAM INCLUDES BOTH DEAF AND HEARING TRAINERS, ALL OF WHOM USE GERMAN SIGN LANGUAGE.

THE PARTICIPATION IN THE TRAINING PROGRAMME CAN BE FUNDED THROUGH THE ACTIVATION AND PLACEMENT VOUCHER (AVGS) OBTAINED FROM A JOB CENTER OR EMPLOYMENT AGENCY.

YOU CAN LEARN MORE ABOUT AUSBLICK HAMBURG AT: HTTPS://WWW.AUSBLICKHAMBURG.DE/

## GOOD PRACTICE

AUSBLICK HAMBURG ALSO OFFERS INDIVIDUAL COACHING FOR JOB SEEKERS (INCO) AND SUPPORTS YOUNG PEOPLE IN FINDING SUITABLE VOCATIONAL TRAINING (AZUBI-VERMITTLUNG).
SINCE 2022, THE INSTITUIONS ALSO PROVIDES SUPPOERT TO DEAF AND HEARING-IMPAIRED REFUGEES FROM UKRAINE.


Co-funded by the European Union

## 14 Hand Drauf

DESIGNING INCLUSIVE VET
"HAND DRAUF" IS AN INSTAGRAM CHANNEL DEDICATED TO THE DEAF COMMUNITY IN GERMANY. EVERY WEEK, DEAF HOSTS PRESENT A NEW DISCUSSION TOPIC THAT HIGHLIGHTS RELEVANT ASPECTS OF THE COMMUNITY LIFE. WHY DOESN'T MY TEACHER KNOW SIGN LANGUAGE? ARE WE MORE VULNERABLE TO FAKE NEWS? WHY DO DEAF WOMEN OFTEN FALL PREY TO VIOLENCE? ALL THESE QUESTIONS ARE ADDRESSED IN DETAIL IN GERMAN SIGN LANGUAGEONHAND DRAUF.

ALL VIDEOS ARE MADE IN GERMAN SIGN LANGUAGE AND PROVIDED WITH SUBTITLES.

THE CHANNEL HAND DRAUF OFFERS A MIXTURE OF INFORMATION AND ORIENTATION IN A SHORT, CONCISE FORM AND, ABOVE ALL, IN A LANGUAGE THAT CAN BE UNDERSTOOD BY ALL.
"HAND DRAUF" IS A CHANNEL OF FUNK, THE CONTENT NETWORK OF ARD AND ZDF. THE FUNK FORMATS IN THE AREAS OF INFORMATION, ORIENTATION AND ENTERTAINMENT CAN BE FOUND ON YOUTUBE, INSTAGRAM, FACEBOOK, SNAPCHAT AND TIKTOK AS WELL AS ON FUNK.NET.

LINK TO THE INSTAGRAM PAGE: HTTPS://WWW.INSTAGRAM.COM/HAND.DRAUF/.

## GOOD PRACTICE

BESIDES THE TOPICS FROM WITHIN AND AROUND THE DEAF COMMUNITY, UNIVERSAL TOPICS LIKE POLITICS, CLIMATE CHANGE, FLAT HUNTING, TRAVELLING ETC. ARE ALSO DISCUSSED IN SIGN LANGUAGE ON THE "HAND DRAUF" INSTRAGRAM CHANNEL.


## RECOMMENDATIONS AND CHECKLIST

WELCOME TO OUR COMPREHENSIVE CHECKLIST DESIGNED TO ENSURE ACCESSIBILITY AND INCLUSIVITY FOR DEAF INDIVIDUALS NAVIGATING THROUGH DIGITAL OFFERS AND ONLINE COURSES. THIS CHECKLIST IS TAILORED TO PROVIDE SUPPORT, FOCUSES ON KEY CONSIDERATIONS FOR AN OPTIMAL LEARNING EXPERIENCE, GIVES ESSENTIAL GUIDELINES AND RECOMMENDATIONS FOR COURSE PROVIDERS, PLATFORMS, AND LEARNERS TO ENSURE AN ACCESSIBLE EDUCATIONAL ENVIRONMENT FOR ALL. HOWEVER, THE NEEDS OF INDIVIDUALS MIGHT VARY, SO IT'S ESSENTIAL TO ADAPT THE CHECKLIST ACCORDING TO PERSONAL REQUIREMENTS AND PREFERENCES.

## RECOMMENDATIONS FOR DIGITAL OFFERS

\author{

- Closed captioning
}

CONSIDER THAT CLOSED CAPTIONING IS AVAILABLE FOR VIDEO CONFERENCES OR MEETINGS. CLOSED CAPTIONS PROVIDE TEXT VERSIONS OF SPOKEN CONTENT. THERE ARE SOME POSSIBILITIES, LIKE E.G. USING THE FUNCTIONS OF THE VIDEO CONFERENCE PLATFORM ITSELF OR SEPARATE ASSISTANCE TOOLS. ENSURE THAT THE COURSE MATERIALS, INCLUDING VIDEOS AND AUDIOS, ARE CAPTIONED ACCURATELY. PLEASE NOTE: CLOSED CAPTIONING MAY ONLY BE USED TO A LIMITED EXTENT IN WORK WITH DEAF PEOPLE, NORMALLY SIGN LANGUAGE INTERPRETATION IS REQUIRED.
( LIVE VIDEO-TO-VIDEO SIGN LANGUAGE INTERPRETING
live interpretation of sign language should be offered during WEBINARS. HERE, THE VIDEO OF THE INTERPRETER IS FIXED IN THE SCREEN AND IS TRANSLATED LIVE FOR DEAF PEOPLE. IN MANY INSTITUTIONS AND AREAS SUCH AS UNIVERSITIES, INTERPRETERS FOR DEAF PEOPLE ARE SPONSORED BY PUBLIC FUNDING. IT IS ADVASIABLE THAT THE SPEAKER AND THE SIGN INTERPRETER HAVE the SAME GENDER.

## ( VIdeo-to-video sign language interpreting

FURTHERMORE, IT IS POSSIBLE TO TRANSLATE NOT ONLY LIVE WEBINARS BUT ALSO EXPLANATORY VIDEOS ON DEMAND WITH A VIDEO-TO-VIDEO INTERPRETATION WITH SIGN LANGUAGE. FOR THIS PURPOSE, VIDEOS ARE TRANSLATED BY E.G. INTERPRETERS OR ORGANIZATIONS THAT OFFER SUCH A SERVICE AND CAN THEN be Played on demand together with the video content by the individual PERSON.

## (v) transcripts

IF CAPTIONS ARE NOT AVAILABLE, HAVING TRANSCRIPTS FOR AUDIO OR VIDEO CONTENT IS IMPORTANT. TRANSCRIPTS OFFER A WRITTEN VERSION OF THE SPOKEN MATERIAL, PROVIDING AN ALTERNATIVE OF ACCESSING INFORMATION. HERE, SEVERAL ASSISTING TOOLS ARE ALSO AVAILABLE THAT PROVIDE TRANSCRIPTS AND EVEN STRUCTURE OR SUMMARISE THEM.

## RECOMMENDATIONS AND CHECKLIST

- provide additional context and assisting tools


#### Abstract

MANY WORDS, SUCH AS SPECIALIZED SIGNS, USED IN A COURSE CAN BE LINKED TO MORE IN-DEPTH RESOURCES TO PROVIDE CONTEXT. IT IS ALSO RECOMMENDED THAT FOR FOREIGN WORDS OR TECHNICAL OR SPECIALIZED SIGNS, THE WORDS BE LINKED TO A SIGN LANGUAGE DICTIONARY WITH VIDEO.


( COMMUNITY FORUMS OR SPACE FOR DISCUSSIONS
CHECK IF THE COURSE OFFERS COMMUNITY FORUMS OR DISCUSSION BOARDS THAT ALLOW WRITTEN COMMUNICATION. THESE PLATFORMS ENABLE INTERACTION WITH PEERS AND INSTRUCTORS IN A TEXT-BASED FORMAT, ENSURING INCLUSIVITY FOR DEAF INDIVIDUALS.

## CHECKLIST FOR DIGITAL OFFERS

( compatible assisting tools

MAKE SURE THAT THE ONLINE COURSE PLATFORM THAT YOU ARE USING IS COMPATIBLE WITH ASSISTING DIGITAL TOOLS SUCH AS CAPTIONING TOOLS OR VIDEO TO VIDEO OPTIONS. ENSURE THAT THESE TECHNOLOGIES WORK SMOOTH AND EASY WITH THE COURSE INTERFACE.
accessible course design

CHECK IF THE COURSE CONTENT IS DESIGNED WITH ACCESSIBILITY FEATURES IN MIND. THIS MIGHT INCLUDE CLEAR NAVIGATION, CONSISTENT FORMATING, USING PICTOGRAMS, INCOOPARTING CLEAR VISUALS AND THE USE OF HIGH CONTRAST FOR READABILITY.

## - interactive methods

INCORPORATE INTERACTIVE SIMPLE METHODS INTO THE COURSE. THERE ARE NUMEROUS METHODS IN WRITTEN LANGUAGE SUCH AS INDEX CARDS OR QUIZZES.

( Clarity and simplicity

ENSURE THAT INSTRUCTIONS AND CONTENT ARE CLEAR AND CONCISE. THIS CLARITY IS ESPECIALLY IMPORTANT FOR INDIVIDUALS WHO MAY RELY SOLELY ON WRITTEN INSTRUCTIONS.

## - InClude diverse examples

USE EXAMPLES AND SCENARIOS THAT REFLECT A DIVERSE RANGE OF EXPERIENCES AND BACKGROUNDS, MAKING THE CONTENT RELATABLE TO A BROAD AUDIENCE.

# RECOMMENDATIONS AND CHECKLIST 

( technical support and contact

MAKE SURE TO HAVE TECHNICAL SUPPORT AVAILABLE AND ENSURE THEY ARE KNOWLEDGEABLE ABOUT PROVIDING ASSISTANCE TO DEAF INDIVIDUALS. HAVING ACCESS TO A DEDICATED SUPPORT CONTACT IS IMPORTANT IN CASE OF ANY TECHNICAL DIFFICULTIES RELATED TO ACCESSIBILITY.

AWARENESS OF UPDATES OR CHANGES

STAY INFORMED ABOUT ANY CHANGES OR UPDATES WITHIN THE COURSE AND THE CONTENT. MAKE SURE THAT ANY MODIFICATIONS IN CONTENT OR PLATFORM FEATURES REMAIN ACCESSIBLE FOR DEAF INDIVIDUALS AND ARE ALWAYS UP-TODATE.

## - feedback

BE OPEN TO FEEDBACK FROM DEAF PARTICIPANTS AND TAKE IT SERIOUSLY TO LEARN AND MAKE NECESSARY ADJUSTMENTS. THESE PROVIDE VALUABLE INSIGHTS in making the course experience enjoyable for all involved.

## RECOMMENDATIONS FOR DURING AND AFTER A DIGITAL COURSE

( G GOD LIGHTNING CONDItions
ENSURE GOOD LIGHTNING CONDITIONS DURING THE WEBINAR OR MEETING. IT IS IMPORTANT THAT THE FACE IS CLEARLY VISIBLE FOR FOLLOWING FACIAL EXPRESSIONS AND GESTURES. FACIAL EXPRESSIONS AND GESTURES ARE AN EXPRESSION OF WHAT IS BEING SAID AND CAN HELP FOLLOW THE CONTENT. IT IS ALSO IMPORTANT IN CASE A PERSON WANTS TO LIPREAD. HOWEVER, BEAR IN MIND THAT LIPREADING CANNOT REPLACE SIGN LANGUAGE OR OTHER HELPING TOOLS AS ONLY A FRACTION OF WHAT IS BEING SAID CAN BE UNDERSTOOD.

## ( verbal communication

WHEN IT COMES TO VERBAL COMMUNICATION USED DURING A WEBINAR OR MEETING, THE FOLLOWING POINTS ARE CRUCIAL FOR THE PROCESS OF UNDERSTANDING:

- DO NOT SPEAK IN A LOCAL DIALECT BUT USE STANDARD LANGUAGE
- THERE IS NO NEED TO SPEAK LOUDER - KEEP YOUR NATURAL STYLE OF SPEAKING
- AVOID USING FOREIGN WORDS AS THEY ARE DIFFICULT TO LIPREAD. IF THE USE IS NECESSARY, LOOK UP THE WORD BEFOREHAND IN A SIGN DICTIONARY
- DO NOT SPEAK FAST. SPEAK SLOWLY AND CLEAR TO GIVE PARTICIPANTS THE CHANCE OF LIPREADING
- AVOID LONG SENTENCES. USE SHORT BUT COMPLETE SENTENCES.
- SPEAK WITH CLEAR MOUTHING, BUT DON'T EXAGGERATE, OTHERWISE YOUR MOUTHING WILL BE DISTORTED


## RECOMMENDATIONS AND CHECKLIST

DESIGNING INCLUSIVE VET

STRUCTURING COMMUNICATION
WHEN IT COMES TO STRUCTURING THE COMMUNICATION USED IN A WEBINAR OR MEETING, THE FOLLOWING POINTS CAN SUPPORT THE PROCESS OF UNDERSTANDING:

- WHEN CHANGING SUBJECTS, LET THE PARTICIPANTS KNOW THAT YOU ARE CHANGING SUBJECTS NOW
- MAKE SURE TO SCHEDULE MANY SHORT BREAKS AND COMMUNICATE THEM
- WHEN ASKING A QUESTION, ANNOUNCE THEM BEFOREHAND AND DO NOT JUST ASK OUT OF THE BLUE. IN ADDITION, USE COMMON QUESTION WORDS
- ASK CLARIFYING QUESTIONS AND MAKE SURE THAT EVERY PARTICIPANT HAS UNDERSTOOD AND FOLLOWED EVERYTHING. IT ALSO HELPS TO REPEAT THE CONTENT MORE OFTEN TO MAKE SURE EVERY PERSON IS ON THE SAME PAGE.


## - VISUALISATION OF CONTENTS

THE TRAINING MATERIALS SHOULD BE VISUALISED: ILLUSTRATIONS SIMPLIFYING UNDERSTANDING SHOULD BE USED WHENEVER POSSIBLE. THE TRAINER SHOULD ALLOW FOR ENOUGH TIME FOR EXPLORING THE PICTURES AND CHARTS BECAUSE DEAF PEOPLE CANNOT FOLLOW THE SIGN INTERPRETER AND LOOK AT THE CHARTS AT THE SAME TIME. TRAINING MATERIALS SHOULD BE PROVIDED TO THE LEARNERS IN DIGITAL FORM (PREFERABLY BEFORE THE COURSE).
( tutor support

IT IS ADVISABLE TO ENGAGE TUTORS WHO COULD PROVIDE SUPPORT TO DEAF LEARNERS THROUGHOUT THE COURSE. SINCE DEAF LEARNERS FOLLOW THE COURSE VISUALLY, THEY CANNOT TAKE NOTES AT THE SAME TIME - THIS IS WHERE THE HELP OF TUTORS MAY COME IN HANDY.

RECORDING OF THE WEBINAR/ VIDEOCONFERENCE

IT CAN BE USEFUL TO ASK FOR PERMISSION OF RECORDING THE WEBINAR/ VIDEOCONFERENCE. IN THAT WAY THE PARTICIPANTS CAN AFTERWARDS WORK AGAIN THROUGH THE CONTENT IN THEIR PACE.

## CONTACT LIST

THIS CONTACT LIST IS A COMPREHENSIVE SOURCE, THAT SERVES AS A VALUABLE RESOURCE FOR A OUICK AND CONVENIENT ACCESS TO THE ORGANIZATIONS THAT DISPOSE OVER VALUABLE INSIGHTS IN INCLUSIVE EDUCATION. YOU CAN USE THIS LIST TO SEEK MORE INFORMATION ON SPECIFIC TOPICS, GET IN TOUCH WITH ORGANIZATIONS THAT CAN PROVIDE SUPPORT OR SIMPLY TO BROWSE AROUND TO SEE WHICH ORGANIZATIONS ARE OUT THERE. IT ALSO SERVES AS A PLACE, WHERE YOU HAVE MANY IMPORTANT CONTACTS RIGHT AT YOUR HAND.

| DESCRIPTION | COUNTRY | EMAIL |
| :---: | :---: | :---: |
| WITAF <br> Job ASSISTANCE FOR DEAF PERSONS | AUSTRIA | OFFICE@WITAF.AT |
| EQUALIZENT <br> counselling in education with focus on deaf persons | AUSTRIA | OfFicEeequalizent.wien |
| GESTU GRAZ/ WIEN <br> service and counselling for deaf students | AUSTRIA | GESTU®TUGRAZ.AT |
| ÖGLB <br> aUstrian deaf association | AUSTRIA | OFFICEeOEGLb.AT |
| ÖGS BARRIEREFREI <br> SERVICE FOR DEAF PERSONS | AUSTRIA | Officeeoegsbarrierefrel.at |
| ÖGSDV <br> AUSTRIAN SIGN LANGUAGE INTERPRETERS AND TRANSLATORS ASSOCIATION | AUSTRIA | INFOeOEGSDV.AT |
| PLIG <br> platform for inclusion and sign language | AUSTRIA | OFFICEePLIG.AT |
| FEDERAL CENTRE OF <br> EXPERTISE ON ACCESSIBILITY | GERMANY | BUNDESFACHSTELLE- <br> BARRIEREFREIHEIT@KBS.DE |
| COUNSELLING POINT ON ACCESSBILITY | GERMANY | infoeberatungsstelle- <br> barrierefreiheit.de |
| GERMAN ASSOCIATION OF DEAF PERSONS | GERMANY | infoegehoerlosen-bund.de |
| GERMAN ASSOCIATION OF DEAF YOUTHS | GERMANY | INFOeGEHOERLOSEN- <br> JUGEND.DE |
| FEDERAL ASSOCIATION OF GERMAN SIGN LANGUAGE INTERPRETERS | GERMANY | VORSTANDeBGSD.DE |
| SOZIALHELDEN E.V. <br> ngo running projects for persons with disabilities | GERMANY | infoesozialhelden.de |

DESIGNING INCLUSIVE VET

## INDEX

HERE YOU CAN FIND THE LINKS AND SOURCES PRESENTED IN THE BOOKLET:

## TOOLS

- HTTPS://SIMAX.MEDIA/
- HTTPS://SUCHE.MACHS-AUF.AT/SEARCH
- HTTPS://FAKOO.DE/FINGER-ERKENNEN.HTML
- HTTPS://SIGNDICT.ORG/
- HTTPS://SUPPORT.GOOGLE.COM/CHROME/ANSWER/10538231? HL=ENGB\&SJID = 10231065512138593984 -EU
- HTTPS:/ / ANKIWEB.NET/SHARED/DECKS?SEARCH=SIGN\%2OLANGUAGE
- HTTPS://SUPPORT.MICROSOFT.COM/DE-DE/OFFICE/LIVEUNTERTITEL-IN-MICROSOFT-TEAMS-KOSTENLOS-E30B9670-81D2-47BB-80F3-8770BA7E0758
- HTTPS://WWW.MICROSOFT.COM/DE-DE/TRANSLATOR/
- HTTPS://OTTER.AI/
- HTTPS://WWW.SPREADTHESIGN.COM/DE.AT/SEARCH/
- HTTPS: / /WWW.SIGN-LANG.UNI-HAMBURG.DE/MEINEDGS/OVERVIEW/START.HTML
- HTTPS://WWW.PEDIUS.ORG/DE/HOME/
- HTTPS://WWW.SIGN-LANG.UNI-HAMBURG.DE/DGS-KORPUS/
- HTTPS://WWW.OEGSBARRIEREFREI.AT/SERVICES/GEBAERDENSPRACH-VIDEOS/


## GOOD PRACTICES

- HTTPS://WWW.TUGRAZ.AT/STUDIUM/STUDIEREN-AN-DER-TU-GRAZ/STUDIENINTERESSIERTE/GESTU-GRAZ-GEHOERLOS-UND-SCHWERHOERIG-ERFOLGREICH-STUDIEREN/
- HTTPS://WWW.TUWIEN.AT/STUDIUM/STUDIEREN-AN-DER-TUW/GESTU
- HTTPS:/ /CODEFACTORY.WIEN/EN/HOME-EN/
- HTTPS://DEAFTRAIN.DE/
- HTTPS://WWW.BMWGROUP.JOBS/DE/DE/SCHUELER/AUSBILDUNG/GEHOERLOSE.H TML
- HTTPS: / / AUSBILDUNG-FUER-GEHOERLOSE.IBAF.DE/WILLKOMMEN/
- HTTPS:/ /WWW.EQUALIZENT.WIEN/
- HTTPS://WWW.SIGNDRIVE.AT/
- HTTPS://WWW.SEXBAFF.AT/
- HTTPS://WWW.FUNK.NET/CHANNEL/HAND-DRAUF-12071


## RECOMMODATIONS AND CHECKLIST

- HTTPS://WWW.W3.ORG/TR/WCAG21/
- HTTPS://WWW.WITAF.AT/TIPPS-FUER-DEN-UMGANG-MIT-GEHOERLOSENMENSCHEN
- HTTPS://MUENCHEN-WIRD-INKLUSIV.DE/WP-CONTENT/UPLOADS/CHECKLISTE-FUER-BARRIEREFREIE-ONLINE-VERANSTALTUNGEN-STAND-JULI-2021.PDF


## ASSOCIATIONS OF DEAF PERSONS

- GERMAN DEAF ASSOCIATION: HTTP://WWW.GEHOERLOSEN-BUND.DE/
- AUSTRIAN DEAF ASSOCIATION: HTTPS://WWW.OEGLB.AT/
- WORLD FEDERATION OF THE DEAF: HTTPS://WFDEAF.ORG/


## INDEX

HERE YOU CAN FIND THE LINKS AND SOURCES PRESENTED IN THE BOOKLET:

## ADDITIONAL USEFUL LINKS AUSTRIA(IN GERMAN)

- APP FOR LEARNING
AUSTRIAN
SIGN
LANGUAGE

HTTPS://WWW.LINGVANO.COM/OEGS/

- NEWS IN AUSTRIAN SIGN LANGUAGE: HTTPS://WWW.GEBAERDENWELT.TV/
- AUSTRIAN NEWS IN EASY LANGUAGE: HTTPS://ORF.AT/STORIES/3167152/
- COURSE COUNSELLING FOR DEAF PERSONS IN AUSTRIA: HTTPS: / /EQUALIZENT.WIEN/FUER-GEHOERLOSE/KURSBERATUNG
- ADDITIONAL INFORMATION AND EXHIBITION FOR HEARING PEOPLE IN EDUCATIONAL

INSTITUTIONS: HTTPS://HANDSUP.WIEN/DOCS/AUSTELLUNGSVERMITTLUNG20_HANDSUP.PDF

- WORKSHOPS FOR COMPANIES AND JOBCOACHING FOR DEAF PEOPLE AT THE ORGANISATION WITAF: HTTPS://WWW.WITAF.AT/BERATUNG/FIRMENWORKSHOPS
- SERVICES FOR HEARING AND DEAF PERSONS AT THE ORGANISATION ÖGS BARRIEREFREI: HTTPS: / /WWW.OEGSBARRIEREFREI.AT/UEBER-UNS/MISSION/
- ADDITIONAL INFORMATION AND LINKS FROM THE MINISTRY OF SOCIAL AFFAIRS: HTTPS://WWW.SOZIALMINISTERIUM.AT/SERVICES/INHALTE-INGEBAERDENSPRACHE.HTML


## ADDITIONAL USEFUL LINKS FOR CREATING ACCESSIBLE AND INCLUSIVE CONTENT (IN GERMAN): <br> - CREATING <br> ACCESSIBLE <br> DIGITAL <br> CONTENT:

HTTPS://ERWACHSENENBILDUNG.AT/AKTUELL/NACHRICHTEN/16879-
BILDUNGSINFORMATION-BARRIEREFREI-AUFBEREITEN-EIN-PAAR-TIPPS.PHP

- CREATING ACCESSIBLE DIGITAL CONTENT:

HTTPS://ERWACHSENENBILDUNG.AT/AKTUELL/NACHRICHTEN/17360-SCHRITT-
FUER-SCHRITT-ZUR-BARRIEREFREIEN-ONLINE-BILDUNGSINFORMATION.PHP

- WHAT TO AVOID WHEN CREATING ACCESSIBLE DIGITAL CONTENT: HTTPS://ERWACHSENENBILDUNG.AT/AKTUELL/NACHRICHTEN/16881-BILDUNGSINFORMATION-BARRIEREFREI-GESTALTEN-STOLPERSTEINE.PHP
- ADDITIONAL INFORMATION AND E-LEARNING PLATFORM WITH CONTENT WITH SIGN LANGUAGE - SIGN TEACH: HTTPS://SIGNTEACH.FH-JOANNEUM.AT/
- CHECKLIST FOR SETTING UP AN ONLINE COURSE: HTTPS://MUENCHEN-WIRD-INKLUSIV.DE/WP-CONTENT/UPLOADS/CHECKLISTE-FUER-BARRIEREFREIE-ONLINE-VERANSTALTUNGEN-STAND-JULI-2021.PDF


## ADDITIONAL USEFUL LINKS GERMANY

- INFORMATION ABOUT INCLUSION IN THE WORK SECTOR: HTTPS://WWW.ENABLEME.DE/DE/ARTIKEL/INKLUSION-IN-DER-BERUFSAUSBILDUNG-3261
- FUNDED JOBCOACHING AND MENTORING:

HTTPS://WWW.ENABLEME.DE/DE/THEMEN/WIR-FORDERN-INKLUSION-VON-MENSCHEN-MIT-BEHINDERUNG-MIT-1-1-ONLINE-MENTORING-2178

- PRACTICAL TIPPS, INFORMATION AND LAWS IN GERMANY: HTTPS://BGSD.DE/DE/VERBAND/DOWNLOADBEREICH.HTML
- COLLECTION OF USEFUL LINKS: HTTPS://FAKOO.DE/LINKS.HTML\#INFO-DGS-ONL

