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Welcome to the ACE Disability Network Newsletter Spring 2015

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ACE training courses

Recruiting and managing volunteers with disability Wednesday 11 November

The ACE DisAbility Network offers an interactive course which introduces managers and trainers to techniques and strategies which can lead to volunteers with disability being able to make a positive contribution to the organisation.

To learn more or to book, contact Judy Buckingham:

Phone: 03 8851 0830

Email: judy.buckingham@yooralla.com.au

Working with people with physical disability



It is important to remember that physical disability does not always refer to people using wheelchairs. It refers to people using walking frames, walking sticks, crutches, scooters or even no aides at all. Nor does it only refer to people who have mobility problems. People with arthritis in their hands for example, or who have restrictions in other parts of their bodies also need to have their needs considered.

Legal requirements

The Disability Discrimination Act (1992) makes it unlawful for public premises to be inaccessible to people with a disability. Every area and facility open to the public should be open and available to people with a disability. They should expect to enter and make use of places used by the public in the same way that people without a disability can.

For example:

- Places used by the public should be accessible at the entrance and inside.
- Facilities in these places should also be accessible (wheelchair-accessible toilets, lift buttons within reach, tactile and audible lift signals for people with vision impairments).
- Rather than being confined to a segregated space or the worst seats, all areas within places used by the public should be accessible to people with disability.
- Information available to users of the premises should be accessible.

It is just as important for people to be able to get out of a building (egress) as it is for them to get into it. Builders and architects of new premises aim for what is called “universal design”; that is design that accommodates everyone not just people with a disability. However, it is not always that easy - some organisations are situated in old buildings or on challenging terrain.

While changes may not happen overnight, people with a disability should expect that changes will be made. A person with a disability has every right to complain when they are discriminated against because a place used by the public is inaccessible.

Who is responsible for access?

The owner of the building is ultimately responsible for the accessibility of your building – this could be your local council, community health centre or your organisation. Even if you don't own the building, you have a moral responsibility to let the owner know where access is failing. This is where a Disability Action Plan can be very useful.

What if we can't comply right now?

The Act allows for “unjustifiable hardship” but before deciding that providing access is unjustified, a person or organisation ought to:

- thoroughly consider how access might be provided, if not now into the future
- discuss this directly with the person involved, and consult relevant sources of advice or funding.

For more information, view the [Human Rights Guide to the Disability Discrimination Act](#).

Who can help create accessible premises?

Access audits:

- [Access Audits Australia](#)
- [Equal Access](#)

General advice/support:

- ACE DisAbility Network: 03 9916 5821
- Metro/RuralAccess officers at your local shire or council
- National Disability Coordination Officers: 133 873

Access checklists



The following provide guidelines for checking your accessibility. It is not all encompassing because naturally every location will differ. What we suggest is that once you have checked out your accessibility you then prioritise the order in which you can achieve those things not already compliant.

ITEM	CHECK	PRIORITY
Approach		
People can be dropped off and picked up from your venue, close to the entrance of your venue		
There is a clear path to your venue, which is well maintained, and free of hazards and loose materials		
There is a clear path to your venue, which is lit at night		
The path is wide enough for a wheel chair (1000mm) and for other people to be able to pass		
There are (sheltered) spaces close to the entrance for scooters		
The entrance is the same as that for people with no disability		
Parking		
There are designated accessible car spaces located close to the entrance of your venue		
Designated car spaces are marked with the international access symbol		
Your service ensures that the designated car spaces are only used by people with a disability		
Entrance		
Your venue is wheelchair accessible		
The main entrance or the accessible entrance is obvious or clearly signposted		
Hand rails are provided on all ramps and stairs		
Ramps and stairs are well lit at night		

Ramps are built according to disability standards – 1:14		
Stairs are slip resistant		
Stairs have contrasting nosings		
Doorways are a minimum of 850mm in width		
Your venue and venue entrance is free of hazards that block pathways (such as bikes, school bags, brochure stands, pot plants)		
Doors are light weight with delayed closing action		
Reception		
Reception is accessible for people using a wheelchair		
At least part of the reception desk is at a height accessible by someone using a wheelchair		
If people need to wait for your service, seating is provided		
Interior		
Floor surfaces are even and slip resistant		
Your venue uses colour differentiation between ceilings, walls, doors and floors		
Door handles are at the right height for wheelchair users		
Door handles are D shaped		
Door bells are at the right height for wheelchair users		
Brochures and promotional material are at the right height for wheelchair users		
Step ramps meet standards: 1:10		
Corridors are clear of clutter		
People with disability can easily leave the building in case of emergency		
Lifts have handrails and are large enough to allow for someone using a wheelchair or other aide to access the control panel		
Plate glass has colour contrast strip		
Toilets		
There are designated accessible toilets and change rooms with sufficient space for wheelchair turning		
Accessible toilets have a grab rail next to the toilet		
Accessible toilets have enough room for a person to manoeuvre themselves from the wheelchair to the toilet.		
Taps and handrails are within reach of wheelchair users		

Mirrors, paper, hand drying and other facilities are accessible for people using wheelchairs		
Accessible toilets are not used as storage		
Signs		
Signs indicate all important features such as the reception, toilet, emergency exits		
Signs use symbols rather than words whenever possible. For example a symbol of a woman, rather than the word "women" on a toilet door.		
Signs use dark writing or symbols on a white background. Any writing is in a plain font such as Arial and is in a large point size and uses mix of upper and lower case		
Important signs(e.g. toilets) are in Braille		
Emergency procedures in plain English and accessible for people using wheelchairs		
Important signs also in Braille		
Facilities		
Desks can accommodate wheelchairs		
Room size can accommodate wheelchair(s)		
Lighting is sufficient for people with low vision		
There is access to natural light		
Computers have adaptive technology e.g. track balls, screen reading software		
Specialised equipment (e.g. hearing loops) has been purchased where needed		
Kitchens		
Crockery and cutlery are accessible to people using wheelchairs		
Tea/coffee facilities and fridge are accessible to people using wheelchairs		
Taps are lever type		
Hot water is accessible to people using wheelchairs		
Floors are even and slip resistant		

The impact of physical disability



Lack of access

Strategies:

- Check for standards on door widths (1000mm), ramp slopes (1:14)
- Check desk heights to accommodate chair wheels
- Check availability of accessible parking and accessible toilets

Movement between venues

Strategies:

- Allow time for travel between venues.

Fatigue

Strategies:

- Allow for frequent breaks during activity
- Allow for absences due to fatigue or ill health.

Poor bladder function

Strategies:

- Allow for frequent toilet breaks

Pain

Strategies:

- Allow for absences
- Allow for lack of concentration

Functional difficulties e.g. with hand movements.

Strategies

- Explore alternative technologies such as large keyboards, track balls, head pointers, tablets
- Ensure door handles are D- shaped

Low self-esteem

Strategies:

- Show encouragement: build trust and empathy
- Provide manageable activities that show immediate success in beginning
- Focus on strengths
- Be clear about what is expected in an activity
- Make clear on first meeting that you are available for any issues and concerns
- Give oral feedback in a positive manner rather than or as well as written feedback

Wheelchair courtesy

- Come down to the person's eye level when addressing them
- Do not carry on a conversation over their head
- Do not touch a person's wheelchair without their permission. If they need to move, ask if they would like you to push them first
- Do not lean on a person's wheelchair

News

Your invitation to participate in a Community of Practice (COP) hosted by Inclusion Melbourne

Inclusion Melbourne has received funding from the Adult Community and Further Education Board to develop and run an innovative Community of Practice for trainers working with adults who have an intellectual disability.

Aim: to achieve greater learning experiences and outcomes for learners and refine and develop teaching skills for trainers.

Cost: Free

Who can participate: all trainers who deliver pre-accredited training to adults with an intellectual disability

Our Community of Practice involves attending:

8 facilitated network meetings and 4 professional development workshops

All tailored to your needs as a trainer.

When: November 2015 – September 2016 (dates to be confirmed)

Where: Inclusion Melbourne's head office 67 Sutherland Rd, Armadale

If you are interested in participating in the Community of Practice, please contact Lucy Norvill.

Phone: 03 9509 4266

Email: lucy.norvill@inclusion.melbourne

Spaces are limited, so first in, best dressed!

Certificates in initial adult literacy and numeracy (CIALN) resources now available

A full set of resources to support the new DET Certificates in Initial Adult Literacy and Numeracy (CIALN) State accredited and nationally recognised courses have now been developed. The CIALN courses have been specifically designed to support for people with an intellectual disability.

A comprehensive non-accredited initial literacy training program has also been developed for teenage and adult learners at the beginning literacy level who, for whatever reason, cannot access accredited training.

Samples of these resources can now be downloaded from the [new MEM website](#).

MEM resources and DET CIALN courses support the roll out of the NDIS through offering, evidence based, job ready and independent skills training for people with an intellectual disability.

Flexible Learning Victoria - New peak organisation

Flexible Learning Victoria is a new peak organisation providing a community of practice that enables advocacy, networking, partnerships, research and professional development for Flexible and Inclusive Learning Providers (FILPs). It aims to ensure all young people are empowered and supported to pursue and manage their careers through life-long learning by promoting flexible and inclusive learning among providers working with young people.

It is also establishing a community of practice that enables advocacy, networking, partnerships, research and professional development for flexible and inclusive learning providers; ensuring all young people are empowered and supported to pursue and manage their careers through life-long learning.

To learn more, visit the [Bayside Glen Eira Kingston Local Learning and Employment Network website](#), or contact Debra Parker, Project Manager on 03 9584 8845 or 0488 148 468.

Training courses

Recruiting and managing volunteers with disability workshop

Wednesday 11 November 2015

As society becomes more inclusive, people with disability are seeking to be better included in our community in a variety of ways. A growing area of interest for them is in becoming volunteers.

Can we afford not to include people who may provide us with a valuable source of voluntary labour and skills?

The ACE DisAbility Network offers an interactive course which introduces managers and trainers to techniques and strategies which can lead to volunteers with disability being able to make a positive contribution to the organisation

The course is run by facilitators with extensive practical experience and academic qualifications in volunteer management, disability and education.

When: Wednesday 11 November 2015 10.00am-12.30pm

Where: Melbourne CBD

Cost: \$175 + GST

For more information and booking contact: olympiatzanoudakis@yooralla.com.au

PRACE Making connections: skills for working and living

A pre-accredited program for people with mild intellectual or learning difficulties. The program will develop employability and life skills, including literacy, numeracy, and basic computer through a range of activities and experiences.

Dates: 3 February - 3 December 2015 (enrolments taken year round)

Days: Tuesday and Thursday

Time: 9.30am—12.30pm

Duration: Year long

Contact PRACE to arrange a pre-enrolment interview on 9462 6077 or visit www.prace.vic.edu.au

Yooralla College courses



Yooralla College has courses available in several areas for the following programs for learners:

Life Skills – Employment

This program works with participants to create their pathway plan. Once this has been undertaken, participants are walked through basic resume building, interview skills, understanding on how to find a role that suits them. This course is designed as a stepping stone to leading up to looking for Volunteer or paid employment. This may include researching possible accredited or further non-accredited training within their pathway plan

Introduction to working with people with disability

This program is designed for volunteers and/ or carers within the community wishing to gain further understanding of working with those with disability, those looking to enter a career into the community sector and parent/ caregivers looking to gain further understanding.

Cost: Cost of these programs are between \$18.00 and \$55 per course. Please visit the [Yooralla College website](#) for more details

This training is delivered with Victorian Government funding.

Training Available in CBD, Warragul, Monash City Council, Box Hill, Keysborough, Greater Dandenong, Moe and Leongatha

Empowering the ability in disability Inclusive employment, education and training workshop

Exploring the opportunities for success in employment education and training for people with a disability.

Featuring keynote speaker Chris Varney, founder of the 'I CAN NETWORK'. You can watch his amazing TED talk on [YouTube](#).

When: December 3 2015 9.50am-2.30pm

Location: Moe Town Hall

Bookings: are free online <http://www.eventbrite.com.au/e/empowering-the-ability-in-disability-tickets-18146624041>