

DCLin Audibility Guidance

Audibility Guidance – making your teaching accessible

Some trainees on the programme have hearing loss. We have worked with them to produce the guidelines below.

Planning teaching

If you plan to use **video** content, please add subtitles or captions if possible. If not, and copyright allows, please send the videos ahead of your session to be shared with trainees who need it.

Interactive elements - Please don't plan 'shouting out' type exercises - if asking trainees to contribute ideas quickly plan time for repeating their responses. Please don't plan large groups (ideal size is around four trainees) or allocate time for another room to be found.

Please be aware that some trainees are using transcription software. They will be positioned in the teaching room so that their laptops can pick up lecturers' voices. **The software will make transcriptions of the teaching**, i.e. what the facilitators are saying, but not of group exercises. This transcription will be saved securely for personal use.

You may be asked to wear a microphone on the day. These microphones connect directly to a hearing aid, **will be worn by the facilitator** (further instructions will be provided) or will sit on a table or similar during group-work.

During teaching

Please **stand at the lectern**, the hearing loop mic is on the desk beside the monitor and keyboard. Please don't place things (water bottle/notes etc) on top of it! Please try to maintain consistent volume and pace in your speech. **All facilitators need to stand when talking.**

Please try to maintain the audience's **view of your face** (with, for example, a hand or a piece of paper, turning away from them or walking around the room). Please think about the lighting in the room so that your face can be clearly seen (e.g. not standing in shade from sunny windows).

If you would like to show a **video**, please do not turn off all the lights. Please add captions or subtitles if possible.

Trainees have been asked to raise their hands and stand up before they speak in the large group. Trainees will also be encouraged to think about the volume and pace of their speech, particularly in small group tasks when there is background noise.

Please repeat questions from trainees and also *summarise* feedback from group exercises briefly. Repeating what has been said is the most helpful way of making sure that people don't miss the thread of a discussion.

Thank you in advance for bearing these guidelines in mind. We are committed to ensuring that all trainees can access the teaching and recognise this is a process of continual learning and improvement – please do let us know if there is anything that could improve this process. **Please contact us if any presenters have accessibility needs too, we will consider together how best to accommodate everyone.**