Accessibility For Ontarians with Disabilities (AODA)

Pickering College Accessibility Plan   October 2019

Policy Statement:

Pickering College is committed to excellence in serving all constituents including people with disabilities. We will aim to treat all Students, Staff, Parents, Volunteers and members of our broader community with respect and dignity at all times. These key principles align with our core values of Community, Compassion, Integrity, Respect and Responsibility. We will continuously take steps to improve the overall accessibility and individual needs of the Pickering College community.

Accessibility Requirement	Barriers Identified	Strategies to Prevent and Remove Barriers	Timeline
Part 1 – General Requirements			
Establishment of Accessibility Policies	None	- Policy complete and implemented January 2014 - Policy reviewed and revised October 2019 - Posted on website	Review annually
Accessibility Plans	None	- Established initial plan January 2014 - Available on website - Review every 5 years - Accessibility Plan reviewed by JHSC October 2019 - Accessibility barriers added to JHSC monthly inspection checklist October 2019 - Physical Audit to be conducted by third party in August 2020	October 2019 October 2019 August 2020

Forward questions or comments to: Shannon Kelly, Human Resources Manager humanresources@pickeringcollege.on.ca or 905-895-1700

Training: Accessibility for Ontarians with Disabilities Act, 2005	None	- Training provided during orientation sessions - Online training implemented fall of 2019 - Provide time to complete the training - Ensure that training is tracked - Board Members to be trained	Complete during orientation of new employees Refresher for all staff to be complete by December 2019 December 2019
Part 2 – Information and Communication Standards			
Feedback – Feedback processes are to be accessible to persons with disabilities upon request	Ensuring that community is aware of feedback processes	- Feedback processes are available via phone, email and through the various surveys. - Signage in Reception indicating that Feedback is welcome - Website also lists feedback channels - Review adding a question to Staff Satisfaction survey and other surveys about accessibility - Continue to communicate in a variety of formats	June 2020
Accessible Formats and Communication Supports – Provide or arrange accessible formats upon request. Arrangements needs to be made timely and at no additional cost		- Accessible formats are provided as requested - Continue to evaluate new formats - Currently use accessible electronic formats such as PDF	On-going January 2020

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		• Investigate ways to make e-notify messages and newsletters accessible	
Accessible Websites & Web Content to conform with World Wide Web Consortium Web Content Accessibility Guidelines WCAG 2.0 Level A and increase to Level AA	Work with Website platform regarding template design issues	• New website developed in September 2017 • Using website builder to identify accessibility issues and the appropriate fixes	Page content of top 20 most accessed pages to be WCAG 2.0 Level A by December 1, 2019 Website platform template and content to be fully compliant by January 31, 2020 Website to be Level AA compliant by January 2021
Educational & Training Resources & Materials – Provide educational or training resources or materials in an accessible format	None	• Accessible formats for educational and training materials are sourced and provided as requested • This includes "dragon software" to convert text to audio • Most in house educational resources are posted electronically on the learning management system • Learning services department is well versed in the variety of accommodations available for students	Continue to source accessible formats available for students
Training to Educators- Accessibility awareness training related to accessible program or course delivery and instruction	None	• In addition to annual AODA training at the start of each school year, the Learning Services department provides on-going	On-going

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		• specific training and dialogue with the faculty on current student accommodations and individualized programming • School community educated about the use of service animals	
Producers of Educational or Training Materials – producers of educational or training textbooks must provide accessible or conversion ready versions, upon request	None	• Pickering College does not currently produce textbooks • Course materials are provided in accessible formats as requested • The School bookstore sells textbooks, of which 80% are currently available in audio books • Further accessible formats can be sourced upon request through AERO (Alternative Education Resources Ontario)	Continue to source accessible formats for course materials and textbooks
Libraries of Educational and Training Institutions	None	• Our library catalogue has a growing collection of online e-books and audiobooks • Upon request, alternative formats are sourced • Audiobooks have been purchased as "Playaways" or Compact Discs when online version is not available or if this is a preferred format	Continue to source alternative formats Continue to grow collection of e-books and audiobooks

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		• Library online e-book reader has a text-to-speech feature	
Part 3 – Employment Standards			
Recruitment – notify the public about the availability of accommodation for applicants with disabilities through the recruitment processes	None	• All internal and external job postings indicate that accommodations are available for applicants • Add to website that accomodations are available through the application process and during employment	December 2019
Notice to Successful Applicants of policies regarding accommodation	None	• Completed through orientation • Policies included in the Employee Handbook. Employees sign off on Handbook Acknowledgement	Investigate adding information in the offer letter. January 2020
Informing Employees of Supports	None	• Completed through orientation • Policies included in the Employee Handbook. Employees sign off on Handbook Acknowledgement • Service Animal policy developed	
Accessible Formats & Communication Supports for Employees	None	• Employee Handbook is available electronically in PDF format • Job Postings distributed in PDF format • Committed to providing accessible formats for further communications and information upon request (examples include	

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		accommodating Employee learning disability through assistance with report cards, talk to text technology)	
Workplace Emergency Response Information: • Individualized workplace emergency response information for employees with disabilities • Employees with individualized workplace emergency response information requires assistance • Protect the privacy or personal information	None	• Individual Emergency Response form available to bring consistency to the process • All records associated with accommodation requests will be maintained in the Employee File in a secure location and will only be shared with persons who need the information • Remind employees that these measures are available	Updated October 2019 January 2019
Documented Individual Accommodation Plans	None	• Individual Accommodation plans are available to explore limitations and the job related tasks impacted by the limitations • The plan will also explore possible accommodations, how to determine if the accommodations are successful and what strategies can be used to facilitate the job related tasks	Updated October 2019

		• Individual Accommodation plan will remain confidential and are shared only on as a need to know basis • Individual Accommodation plans will be store with the Human Resources department. • Remind employees that these measures are available	January 2019
Return to Work Process	None	• Documented return to work process and steps for employees who have been absent due to a disability and require a disability-related accommodation in order to return to work • The return to work process will incorporate the Individual Accommodation Plans and the Workplace Emergency Response Information	
Performance Management	None	• Accessibility needs must be factored into performance management process for employees with disabilities • Performance management forms can be made available in accessible formats	
Career Development & Advancement	None	• Individual Accommodation Plans may need to be altered as new	

		tasks are assigned to a person with a disability.	