Access and inclusion checklist
(For Inclusive Volunteering for individuals with Autism Spectrum Disorder)

AIM

To guide volunteer involving organisations and services in implementing exceptional inclusive practices online and provide greater opportunity for people living with Autism Spectrum Disorder (ASD) for volunteer engagement and participation.

INSTRUCTIONS

Everyone with ASD has different strengths. Please tick the corresponding yes or no box to determine the strategies that will support your volunteer to participate and add notes in the comments box as needed. Complete with the volunteer or nominated volunteer advocate. You can also utilise this form prior to taking on volunteers with ASD to prepare your organisation for inclusive volunteering.

Online Physical Access

1. Structure	Will this be helpful?		
	Yes	No	Comments
Information kept simple without unnecessary detail.			
Consistent layout of information so it can be followed.			
Information, navigation and content should all be predictable and provide feedback.			
Between each section, blank spaces should be used to separate content and support attention.			

2. Text & Headings	Will this be helpful?		
	Yes	No	Comments
Text is easily readable by using fonts such as sans-serif and keeping the words at size 12 minimum.			
Important information in bold to emphasise its importance.			
Large blocks of text and long paragraphs should be avoided.			
Text should be broken up into smaller sections and be separated clearly by headings.			

3. Interaction	Will this be helpful?		
	Yes	No	Comments
Websites can be resized for accessibility, meaning they can be accessed on any device, as using sites on a mobile phone/iPad provides a different level of interaction through a touchscreen.			

		Will this be helpful?		
4. Navigation		Yes	No	Comments
Navigation of information can be easily followed by using a straightforward structure, where links are easily found and labelled.				
Limit the use of too many links to avoid confusion.				
Sites are responsive and provide quick access to links and content.				
Navigations back to the home page, exiting the current link, and help buttons are available and visible on every page.				

		Will this be helpful?		
5. Things to avoid		Yes	No	Comments
Avoid visual or information overload.				
Avoid background sounds, moving images or text, horizontal scrolling and flashing images.				

		Will this be helpful?		
6. Colour		Yes	No	Comments
Predominate colours such as red and yellow avoided.				
Effective colour contrast is utilised to ensure access to content.				

Intellectual Access

1. Use plain English	Will this be helpful?		
	Yes	No	Comments
Language is simple to suit the audience.			
Technical terms defined.			
Keep language literal -avoid jargon, acronyms, abbreviations.			

2. Be brief, clear and concise	Will this be helpful?		
	Yes	No	Comments
Use simple minimal sentences.			
Text is clear, concise and states the purpose.			
Information is ordered from most important to least.			
Be direct by using present tense and active voice in the text.			
Clear headings and titles and provide a clear structure to text content.			

3. Use descriptive button links	Will this be helpful?		
	Yes	No	Comments
Use descriptive text for link buttons that give clear instruction and provide consistent cues.			

		Will this be helpful?		
4. Error Prevention		Yes	No	Comments
Set up to prevent accidental errors, by asking secondary questions such as "Are you sure?", "yes" or "no". When not possible, there are other ways to recover from errors by always having an undo option or similar.				
Avoid using images that portray optical illusions, ambiguity or move away from logic.				

		Will this be helpful?		
5. Provide opportunities for better understanding		Yes	No	Comments
Accommodate for multiple understandings of information by using concrete images, icons and examples where appropriate, to communicate information.				
Avoid using images that portray optical illusions, ambiguity or move away from logic				

		Will this be helpful?		
6. Breakdown tasks		Yes	No	Comments
Tasks broken down into smaller steps and subtasks.				
Make interactive towards their interests and preferences to promote engagement and participation if possible.				

Social Access

	Will this be helpful?		
1. Provide social assistance	Yes	No	Comments
Assistance is available to website users and volunteers.			

	Will this be helpful?		
2. Provide feedback	Yes	No	Comments
Provide interactive feedback after tasks to provide encouragement and so the individual can understand their performance.			

	Will this be helpful?		
3. Use FAQ formats	Yes	No	Comments
Use FAQ formats to enhance clarity and relevance.			

	Will this be helpful?		
4. Be mindful of language	Yes	No	Comments
Use language that is sensitive to ASD culture and community preferences to describe ASD.			
Avoid using sarcasm, metaphors and figures of speech, as individuals with ASD may find it difficult to understand these.			

Useful Tools

Video Modelling	Will this be helpful?		
	Yes	No	Comments
Video modelling is an effective tool that promotes independence and task completion. It incorporates using self-modelling or an adult model to describe each step of a task and visualise instructions.			

Task Analysis	Will this be helpful?		
	Yes	No	Comments
Task Analysis consists of task purpose, task classification and task demands. Task Analysis assists the user in knowing how much time they are required to allocate to the task, what tools they will require, what knowledge they have in relation to the task, what knowledge is required and what strategies/strengths are appropriate in completing the task.			

Task Reminders	Will this be helpful?		
	Yes	No	Comments
Task reminder is a great tool to ensure tasks get completed on time, promoting independence and improving performance.			
Additional reminders such as planners, to do lists, and diaries might be helpful in assisting with task completion.			

Images	Will this be helpful?		
	Yes	No	Comments
Images should accompany the text to deliver the same message with additional clarity as the individual is able to visualise. Additionally, charts, graphs and symbols help to further convey and visualise the message.			

Comments

Recommendations

Notes