

About the Learning Programme

Inclusive Learning – Digital Accessibility for All is a non-formal adult learning programme developed by **InnovEdu Nexus Institut e.V.**

The programme supports adults in understanding how digital learning environments, materials and communication can be made more accessible, inclusive and responsive to different learning needs.

It offers an accessible and practice-oriented introduction to digital accessibility, inclusive learning, Universal Design for Learning, assistive features, clear communication and the responsible use of digital and AI-supported tools.

The programme is not limited to technical accessibility. It also considers how language, format, structure, communication, learning methods and organisational arrangements can create or reduce barriers to participation.

Advanced technical knowledge is not required. The programme combines short thematic inputs, practical demonstrations, guided exercises, case-based discussion, peer exchange, group work, reflection and transfer into participants' own contexts.

This document is an open invitation to express interest in future editions of the programme. It does not confirm a scheduled activity, guarantee enrolment or create an entitlement to participation.

Who can participate?

The programme is intended for adults aged 18 and over, including:

- adult learners interested in digital accessibility and inclusive learning;
- adult educators, trainers, facilitators and learning-support staff;
- volunteers and staff involved in educational, community or non-profit activities;
- professionals who develop or use digital learning materials;
- persons involved in communication, training, mentoring or learner support;
- adults who want to improve the accessibility of their digital content or activities;
- persons interested in reducing barriers in learning, work or community participation;
- adults with different levels of digital experience.

Participants may have different educational, professional, social and cultural backgrounds.

No previous knowledge of accessibility standards, assistive technologies or artificial intelligence is required. Basic experience with a computer, tablet or smartphone is helpful.

The programme does not require participants to disclose a disability, medical condition or other sensitive personal information.

InnovEdu welcomes Expressions of Interest from persons who may experience barriers to participation. Relevant accessibility, language, learning or organisational support needs may be indicated confidentially.

What will participants learn?

The programme introduces participants to the basic principles and practical application of inclusive digital learning and accessibility.

Depending on the focus and duration of the specific edition, the learning content may include:

- basic concepts of inclusion, accessibility and participation;
- common barriers in digital learning environments;
- principles of Universal Design for Learning;
- accessible structure of digital documents and presentations;
- clear and understandable language;
- alternative text for images and visual content;
- captions, transcripts and accessible audiovisual materials;
- readable layouts, headings and document navigation;
- colour contrast and visual clarity;
- accessible online meetings and learning activities;
- keyboard navigation and basic accessibility checks;
- built-in accessibility features in common digital tools;
- introductory use of screen readers, speech-to-text and text-to-speech functions;
- responsible use of AI-supported tools for accessibility;
- privacy, data protection and ethical considerations;
- inclusive communication and learner-centred support;
- identification of practical improvements for personal, educational or organisational contexts.

The programme focuses on practical understanding and realistic improvement. It is not an advanced technical certification course and does not replace specialist accessibility audits or individual professional advice.

Why should participants take part?

Digital tools are increasingly used in education, work, public services and everyday communication. However, digital participation may be limited when information, materials or activities are difficult to understand, navigate, see, hear or use.

Accessibility is therefore relevant not only to technical specialists. It concerns everyone who creates, shares or uses digital content and learning opportunities.

The programme is intended to help participants:

- understand how digital barriers can affect participation;
- recognise common accessibility problems;
- improve the clarity and usability of digital materials;
- apply simple inclusive design principles;
- use built-in accessibility features more confidently;
- consider different ways in which adults access and process information;
- make learning activities more flexible and learner-centred;
- use digital and AI-supported tools more responsibly;
- exchange experience with other adult learners and education practitioners;
- identify realistic improvements that can be applied after the programme;
- continue developing their accessibility knowledge independently.

The programme does not suggest that one tool or method can meet every individual need. It promotes reflection, flexibility, dialogue and gradual improvement.

Where will the programme take place?

Future face-to-face editions are expected to take place in **Ulm or the wider Ulm region, Germany**, subject to confirmation of the venue and organisational arrangements.

Selected preparatory, follow-up or complementary elements may be offered online where appropriate.

The exact location, physical accessibility information, technical requirements and practical arrangements will be communicated to selected participants before each confirmed edition.

Where possible, the venue and learning arrangements will be reviewed in advance with regard to accessibility and identified participant needs.

When will the next edition take place?

The date of the next edition has not yet been confirmed.

Future editions will be announced after the following elements have been formally established:

- programme dates;
- venue;
- duration;
- working language;
- learning arrangements;
- available capacity;
- accessibility arrangements;
- participation conditions.

Expressions of Interest may be submitted in advance.

Interested persons will receive further information when a formal application period opens.

Information and documentation relating to any completed editions will be maintained separately from this open invitation.

How will participants learn?

The programme follows a structured but flexible non-formal learning approach.

1. Orientation and shared understanding

Participants are introduced to key concepts such as accessibility, inclusion, participation, digital barriers and Universal Design for Learning through short and understandable inputs.

2. Identification of barriers

Participants examine examples of digital documents, presentations, websites, online meetings or learning materials and identify possible barriers.

3. Practical demonstration

Selected accessibility functions and inclusive design approaches are demonstrated using commonly available digital tools.

4. Guided application

Participants practise improving simple digital materials or activities through individual tasks and small-group exercises.

5. Peer exchange and collaborative learning

Participants discuss examples, compare experiences and provide constructive feedback on possible improvements.

6. Reflection and responsible assessment

Participants consider the benefits, limitations and ethical implications of digital and AI-supported accessibility tools.

7. Transfer into the participant's own context

Each participant identifies a realistic improvement or transfer idea that may be applied in an educational, professional, community or everyday context.

Learning methods may include:

- short thematic presentations;
- practical demonstrations;
- guided accessibility checks;
- individual exercises;
- small-group tasks;
- case-based discussion;
- peer review;
- comparison of accessible and inaccessible examples;

- reflection questions;
- development of simple accessible materials;
- transfer planning;
- participant feedback and evaluation.

Expected Learning Outcomes

By the end of the programme, participants should be able to:

- explain selected basic concepts related to digital accessibility and inclusive learning;
- identify common barriers in digital materials and learning environments;
- recognise that accessibility needs may differ between individuals and contexts;
- apply selected principles of Universal Design for Learning;
- improve the structure and clarity of a simple digital document or presentation;
- use selected built-in accessibility functions;
- identify when alternative text, captions or transcripts may be needed;
- consider accessibility when planning an online or face-to-face learning activity;
- recognise relevant privacy, ethical and inclusion considerations;
- assess the benefits and limitations of selected accessibility tools;
- identify one or more realistic improvements for their own context;
- reflect on their further learning needs.

The expected learning outcomes may be adapted to the duration, participant profile and thematic focus of each edition.

Participation Conditions

Participation is subject to the conditions announced for each confirmed edition.

These may include:

- minimum age of 18;
- relevance to the programme's target group;
- motivation to participate in the full learning process;
- interest in accessibility, inclusion or digital learning;
- willingness to participate in practical and cooperative learning activities;
- available programme capacity;
- acceptance of the applicable participation, organisational and data-protection conditions.

Previous experience in accessibility, inclusive education, assistive technology or artificial intelligence is not required unless explicitly stated for a particular edition.

Any participation fee, cost coverage, working language, required equipment, duration or other practical condition will be communicated transparently before formal registration. Submitting an Expression of Interest does not create a financial obligation.

Expression of Interest

Interested persons may submit a non-binding Expression of Interest containing:

- name and contact details;
- confirmation that the applicant is aged 18 or over;
- brief educational, professional, voluntary or community background;
- motivation for participation;
- areas of interest related to accessibility or inclusive learning;
- current level of digital experience;
- expected personal learning benefit;
- relevant accessibility, language or learning-support needs.

Applicants should provide only the information necessary for communication and programme planning.

Sensitive personal or medical information is not required at the Expression of Interest stage unless the applicant considers it necessary for arranging appropriate support.

Expressions of Interest are used to:

- identify potential participants;
- understand learning interests;
- plan the profile and capacity of future editions;
- identify possible accessibility and support requirements;
- prepare a later formal application process.

An Expression of Interest is not a formal registration and does not guarantee participation.

Selection Process

Where the number of interested persons exceeds the available capacity, selection may take into account:

- relevance to the programme's target group;
- motivation and expected learning benefit;
- willingness and ability to participate in the complete programme;
- the suitability of the programme for the applicant's stated learning interests;
- a balanced and learning-oriented group composition;
- inclusion considerations and barriers to participation;
- available organisational and learning-support capacity.

Selection will be carried out transparently, fairly and without discrimination.

The programme will not exclude an applicant solely because that person has limited digital experience or requires reasonable support.

All persons invited to a formal application or selection procedure will be informed of the outcome in writing.

Inclusion, Accessibility and Equal Treatment

InnovEdu seeks to provide a respectful, accessible and inclusive learning environment.

Participation is open without discrimination based on gender, age, ethnic or social background, religion or belief, disability, sexual orientation or other personal characteristics.

Reasonable support measures may be considered in relation to:

- physical accessibility;
- digital accessibility;
- accessible learning materials;
- alternative formats;
- language needs;
- clear and understandable communication;
- visual, auditory or organisational barriers;
- learning support;
- additional orientation;
- participation in online components;
- other relevant barriers to participation.

The feasibility of specific support measures will be discussed individually and confirmed before enrolment.

Support arrangements depend on the participant's identified needs, the nature of the confirmed activity and the available organisational capacity.

Applicants are encouraged to indicate relevant needs early enough to allow appropriate planning. They are not required to provide unnecessary personal or medical details.

Responsible Use of Digital and AI-Supported Tools

The programme promotes a careful and realistic approach to digital and AI-supported accessibility tools.

Participants are encouraged to:

- check automatically generated content before using it;
- recognise that automated accessibility checks may not identify every barrier;
- avoid assuming that one solution is suitable for all learners;
- consider human review and user feedback;

- protect personal and sensitive information;
- use AI-supported tools only for appropriate and transparent purposes;
- consider accuracy, bias, privacy and reliability;
- distinguish between general accessibility support and individual specialist assistance.

Digital tools are presented as possible forms of support, not as replacements for professional judgement, dialogue or individual accommodation.

Accessibility of Programme Information

Programme information should be provided in a clear and understandable format.

For confirmed editions, InnovEdu will seek to communicate:

- programme objectives;
- target group;
- dates and duration;
- venue and accessibility information;
- working language;
- participation conditions;
- required equipment;
- contact details;
- available support arrangements;
- the formal application and selection procedure.

Requests for an alternative format or additional clarification may be submitted through the programme contact address.

Data Protection

Personal data submitted through the Expression of Interest process will be used only for:

- communication with interested persons;
- planning future editions;
- processing and assessing Expressions of Interest;
- identifying relevant accessibility or learning-support needs;
- administering a later formal application process.

Data will be processed in accordance with applicable data-protection requirements and InnovEdu's internal data-protection procedures.

Sensitive personal information should be provided only where necessary to arrange appropriate support.

Such information will be handled confidentially, restricted to authorised persons and not published.

Further information is available in InnovEdu's Privacy Policy.

Important Clarification

This open invitation concerns **future editions** of the programme.

It is not:

- confirmation that a specific edition has already been scheduled;
- automatic registration;
- a participation agreement;
- a guarantee of selection;
- a guarantee that every requested support measure can be provided;
- an entitlement to financial support;
- evidence of participation in a previous activity;
- a professional accessibility certification.

Formal participation begins only after the applicant receives written confirmation and accepts the conditions applicable to the specific edition.

Express Your Interest

Adults interested in taking part in a future edition of **Inclusive Learning – Digital Accessibility for All** are invited to submit a non-binding Expression of Interest.

Information about confirmed dates, venue, working language, learning arrangements, available capacity, accessibility arrangements, participation conditions and the formal application process will be provided when the next edition is announced.

Reduce barriers. Learn inclusively. Design digital participation responsibly.

Provider of the learning programme: InnovEdu Nexus Institut e.V.

Expected delivery location: Ulm or the wider Ulm region, Germany

Expression of Interest: info@innovedu.de

Website: www.innovedu.de