

## Accessibility Policy

We continually work to make this site as accessible as possible to be used by everybody. Our website was created by a process of user-centred design. Focus groups and user testing techniques were used during the design and development of the website. All of our website users should be able to carry out all tasks on our website including navigating the site, filling in forms, reading content and downloading content.

### Usability

To make the site as usable as we can, we have introduced a number of features that will make it easier for you to find your way around and use the site:

- Breadcrumb trails - Always know where in the structure of the website the page you are looking at is located.
- Consistent presentation - The site is "built" from a number of templates, offering consistency as you use the site.
- Plain English – A commitment to plain English in all written content

### Accessibility

In order to ensure the information presented to the public is accessible, we try to make sure of the following:

- All content images used in this site include descriptive ALT attributes. Purely decorative graphics include null ALT attributes.
- Tables are used purely for presenting data, not for formatting content. Where they are used, Captions and Column Headers are included.
- Wherever possible we will provide documents in an HTML format for viewing online with web browsers or using assistive technologies such as screen readers.

### Visual design

This site uses cascading style sheets for visual layout. This offers benefits in terms of accessibility, although the differing manner in which web browsers interpret style sheets may lead to some minor formatting errors. If your browser or browsing device does not support style sheets at all, the content of each page should still be readable.

This site uses only relative font sizes, which means you are able to alter the font sizes to suit your preference (for example, Internet Explorer users can alter their text size by going to the Text menu).