# Accessibility and inclusion [prototype] ACIN

Driving accessibility and inclusion in services and products.

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| **Guidance Notes:**  Activities may include, but are not limited to:   * providing expert advice and guidance on accessibility and inclusion * defining policies, standards, and guidelines for accessible design, development, user research, auditing, and testing * conducting accessibility impact assessments and audits to identify potential barriers and areas for improvement * keeping up-to-date with the latest industry trends, regulatory developments, and best practices related to accessibility * collaborating with subject matter experts in areas such as usability, user experience, content design, assistive technology, and disability rights * advising teams on budgeting appropriately for accessibility activities throughout the service or product development lifecycle * promoting a culture of shared responsibility for accessibility by embedding it into the roles and responsibilities of others, such, as designers, developers, researchers, and managers. |

## Level 2

Assists with basic accessibility testing and gathering information for accessibility reviews.   
Supports team members in executing predefined accessibility tests.   
Documents test results and contributes to accessibility audit reports.

## Level 3

Analyses accessibility requirements and technical information.   
Designs and executes accessibility tests under direction. Reports findings in a structured way and makes initial recommendations for compliance.   
Supports accessibility reviews and audits.  
Escalates complex issues to senior colleagues.

## Level 4

Engages with stakeholders to explain accessibility factors. Influences designs to improve accessibility.   
Provides detailed accessibility analysis to inform decisions throughout the product or service lifecycle.  
Plans and manages accessibility testing to meet agreed standards.   
Evaluates compliance with accessibility regulations. Assesses risks based on test outcomes.

## Level 5

Leads accessibility governance and assurance activities.   
Interprets complex systems to identify opportunities for improved accessibility. Provides expert advice to drive accessibility compliance across products, services, and projects.   
Defines organisational accessibility testing approaches, aligned with regulations and standards.   
Promotes awareness of accessibility and inclusion principles.

## Level 6

Sets the organisation's strategic direction for accessibility and inclusion in products and services.   
Defines and oversees governance processes to ensure compliance. Leads the development of accessibility policies, standards, and guidelines.   
Engages with industry bodies and experts to drive best practices.  
Drives a culture of proactive accessibility consideration in design and development. Ensures adequate resources and skills for accessibility assurance.