

UDL in Tertiary Education - Glossary of Key Terms

access and equity

Policies and approaches aimed at ensuring vocational education and training is responsive to the individual needs of individuals whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes

accessibility

Appropriate measures to ensure people with disability can access on an equal basis:

- the physical environment
- transportation
- information and communications (including information and communications technologies and systems)
- other facilities and services open or provided to the public, both in urban and rural areas

accessible information

Information provided in formats that allow every learner to access content on an equal basis with others

access plan

Confidential document that provides information about the impact of a student's disability, impairment, mental health condition or chronic health issue on their studies in tertiary education; it details agreed services, supports and reasonable adjustments/accommodations that will be provided to the student; may also be known as a Disability Access Plan, Learning Access Plan, Learning Support Plan, Individual Education Access Plan

alt text

Alternative text (also known as 'alt attributes', 'alt descriptions' and technically incorrectly as 'alt tags') used within HTML code to describe the appearance and function of an image or table on a page

assessment

Process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or an accredited VET course

- **formative assessment**
Assessment that occurs during the learning process/course of study; shows student progress and allows for feedback, support, modifications to instructional materials
- **summative assessment**
Assessment that occurs after the learning process/course of study; measures student achievement against learning outcomes

assistive technologies

Adaptive devices that enable people with disability to access technical products and services; they cover a whole range of tools including customised keyboards and speech recognition software to braille computer displays and closed captioning systems

audio description

Narration of the visual aspects contained in theatre, television, film and other media; it aims to provide people who are blind or low vision with the description necessary to fully understand the content

brain networks

Collections of brain regions identified by their function; advances in imaging techniques continue to reveal the complexity of these systems

captions

Text version of the spoken elements of television, film, theatre, animations or visual content

captions – auto captions

Many video platforms such as YouTube have an auto-caption facility; this will automatically apply user-end captions using speech recognition; this can be a useful way to support accessibility; however, it may provide inaccurate captions

captions – closed

Captions that can be selected to be visible or not (versus captions that are visible by default)

captions – real time

Captioning provided in real time; a specialist service which can be provided to allow a Deaf student to participate in a live class online; this service is usually outsourced to a specialist company

cohort (in education)

Group of learners in a course of study; the diversity of learners within a particular cohort enriches the learning as multiple perspectives are offered

copyright

Legal right created by the law of a country that grants the creator of an original work exclusive rights for its use and distribution, usually only for a limited time; the exclusive rights are not absolute – there are limitations and exceptions to copyright law for certain specified purposes; in Australia, copyright law is set out in the *Copyright Act 1968* (Cth); the Commonwealth Attorney-General administers Australian copyright law; copyright law differs greatly between jurisdictions

curriculum

Outline of the planned learning experience; it guides educators in the structure of the course, the intended learning outcomes, methods, resources, materials and assessment tasks that will be used to effectively support instruction and learning

Department of Education, Skills and Employment (DESE)

Australian Government department responsible for national policies and programs that help Australian's access quality early childhood education and care, school education, higher education, skills and training, and international education and research

disability action plan

Organisational strategy to reduce and remove barriers for people with disability and avoid unintentional discrimination; it demonstrates commitment to improving access and inclusion in all aspects of the business; may also be known as a Disability Access and Inclusion Plan or Disability Inclusion Plan

disclosure/disclose

Personal decision to share information about disability and the impact it has on aspects of a person's life to determine strategies for support and reasonable adjustment; the terms 'disclosure' and 'sharing information about disability' are used interchangeably

e-Learning

Any forms of electronically supported learning and teaching

e-Learning/online tool

Tool or system that supports online learning

electronic/digital

Used to refer to materials that are accessible by a computer or other digital devices; may include text, images, audio, video or a combination of these

format

How information is converted or packaged (e.g. text-editing programs or presentations) and delivered or presented to the user; the ending within file names usually shows the format the file is saved in (e.g. .doc, .docx, .rtf, .xls, .csv, .jpg, .pdf)

higher education (HE)

Education focused on curriculum-based academic education and research in an institution (e.g. university) that has authority to award higher-level qualifications such as undergraduate and postgraduate degrees

inclusive education

Education encompassing culture, policy and practice in all aspects of all educational environments to recognise individual strengths and capabilities, accommodate individual learner requirements and commit to removing barriers to participation; this involves attentive consideration of legislation, policy and the mechanisms for funding, administration, design, delivery, monitoring and evaluation of education and training

inherent requirements

Fundamental parts of a course that must be met by all students for them to be deemed competent; they are the abilities, skills and knowledge students need to complete the course; removal of inherent requirements compromises learning outcomes

information and communication technology (ICT)

Technologies that provide access to information through telecommunications; this includes the Internet, wireless networks, computer and network hardware, software, mobile phones/telephony, broadcast media and all types of audio and video processing and transmission

instructional design

Practice of systematically designing, developing and delivering instructional products and experiences, both digital and physical, in a consistent and reliable fashion towards an efficient, effective, appealing, engaging and inspiring acquisition of knowledge

learning management system (LMS)

Software platform for delivering learning material online; an LMS is used to manage, document, track, report, automate and deliver educational courses

learning tools and technologies

Tools (physical hardware or software) used to facilitate learning, improve performance and assist learners; an example of this may be the use of speech-to-text technology; it is sometimes referred to as educational technology

open educational resource (OER)

Learning resources that are freely available in the public domain and are usable, adaptable to specific learning needs and shareable

pedagogy

Theory and practice of learning, and how this process influences, and is influenced by, the social, political and psychological development of learners; most commonly understood as the approach to teaching

plain English/plain language

Clear and concise language suitable for a general audience

reasonable adjustment

Legislative term that refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability

sans serif font

Font without curls or strokes at the end of each character; examples include Arial and Calibri

screen reader

Software program designed to give access from a computer, tablet, mobile or other digital device by reading the presented information with the use of a synthetic voice; in addition to reading text, a screen reader also allows a user/learner to navigate and interact with the content using their voice; a screen reader can also supply the information in braille

self-efficacy

Person's belief in their capacity to cope or manage a given situation based on the skills, knowledge and resources they have available to them

social inclusion

Process (as defined by the United Nations) of improving the terms of participation in society, particularly for people who are disadvantaged, through enhancing opportunities, access to resources, voice and respect for rights

structured text

Text information that has been organised with an established reading order and headings using software functions such as applying styles or tagging

tertiary education and training

Post-compulsory education and training; this includes accredited adult community education, vocational education and training, college or university education; in the Australian context, tertiary education encompasses all national and state government accredited post-compulsory education units and packages from levels 1 to 10, including vocational and higher education

training package

Training packages developed by Skills Service Organisations (SSOs) to meet the training needs of an industry or a group of industries (training packages were formerly developed by Industry Skills Councils); training packages do not suggest how a learner should be trained; rather, they specify the skills and knowledge required to perform effectively in the workplace

transcript

Text version of the speech and non-speech audio information/content; descriptive transcripts also include text description of the visual information needed to understand the content

units of competency

Units of competency define the skills and knowledge required to perform effectively in a workplace context

Universal Design (UD)

Design of buildings, products or environments to make them accessible to all people, regardless of age, disability or other factors

Universal Design for Learning (UDL)

Framework to improve and optimise teaching and learning for all people; UDL describes a way of teaching and learning that is flexible and facilitates equal access for learners

usability

Extent to which a product can be used by identified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use; usability is different to accessibility

vocational education and training (VET)

Training provided by registered training organisations (RTOs) to enable students to gain qualifications and specific workplace skills for all types of employment; RTOs include technical and further education (TAFE) institutes, adult and community education providers and agricultural colleges, as well as private providers, community organisations, industry skill centres, and commercial and enterprise training providers

web 2.0

Web applications that facilitate interactive information sharing, optimal interface and integration, user-centred design and collaboration on the World Wide Web; a web 2.0 site gives its users the choice to interact or collaborate with each other, in contrast to websites where users (consumers) are limited to passive viewing of content; examples of web 2.0 include social-networking sites, blogs, wikis and video-sharing sites

Web Content Accessibility Guidelines (WCAG)

Guidelines developed through the W3C process in cooperation with individuals and organisations around the world, with a goal of providing a single shared standard for web content accessibility that meets the needs of individuals, organisations and governments internationally

[Web Content Accessibility Guidelines \(WCAG\)](#)

World Wide Web Consortium (W3C)

International community of Member organisations aimed at progressing the full potential of the World Wide Web through the development of protocols and guidelines that ensure the long-term growth of the Web

[World Wide Web Consortium](#)