aemanet.eu – A User Guide

The background – in a nutshell

The main idea of *aemanet.eu* is **to bring together adult education providers** interested in becoming accessible and inclusive organisations for learners and **accessibility experts** that are qualified and capable of supporting the providers in reaching their accessibility goals. Both groups can show their achievements, commitment or competencies by **AEMA badges**: These badges indicate an adult education provider's commitment to make learning (more) accessible and an expert's ability to support adult education providers to achieve that goal.

Badges are delivered at the initiative of the earner: The persons and the organisations themselves decide whether they want to apply for a badge. Claims have to be supported by evidence (**References**) which is reviewed by someone who is able to validate the accessibility improvement (in the case of adult education providers) or competencies and experiences (in the case of accessibility experts) of the earner.

The AEMA network has developed a comprehensive and holistic Accessibility Framework that addresses the needs of people with disabilities and the specific situation in adult education equally. This framework was the basis for an online **(self-)assessment** that **adult education providers** can use to assess and improve their accessibility. This assessment is based on **six areas** of accessible and inclusive adult education. The **experts of accessibility** also use these areas to show their fields of expertise.

In addition to the services above, the AEMA platform *www.aemanet.eu* provides you with **news**, **good practice examples**, **resources**, a **list of adult education providers** interested in accessibility and inclusion and a **list of accessibility experts** in your region.

↗ The AEMA platform and all its services are available in eight languages (Bulgarian, Czech, English, German, Hungarian, Slovenian, Spanish, Swedish). Choose your language in our site's header!

↗ If you would like to change the font size, please click on the respective symbol in the right corner of our site!

↗ If you are into Social Media and would like to follow AEMA and get our news: Join the „AEMA network" on Facebook, Twitter and Linkedin!

On the following pages, you find a short guide mainly for adult education providers and accessibility experts on how to make full use of the services provided by AEMA.

The AEMA platform for adult education providers

1. Getting started – the Registration

You are an adult education provider and you want to register on *aemanet.eu* to profit from the services offered by the network? Click „Register" in the header and sign up to our platform! Please fill in the necessary basic data (e.g. location, website) into the registration form. You may also give a company description and provide some documents (e.g. organisation folder). Please be aware that the files must be less than 5 MB and have a specific format (e.g pdf). Please describe the latest improvements concerning accessibility in your organisation and upload files related to this process. In the registration tool you also decide whether you want your → **Assessment** results be published or not. As soon as you save your registration, an email is sent to the address you have provided. Please follow the instructions giving in the email to verify your account.

↗ If you do not receive an email in due time, please check the spam folder of your email programme! If you have a question regarding your registration, please contact *info@aemanet.eu*.

You can change your account information and your profile any time by clicking on „Edit Account" in the header.

2. The Assessment

Our Assessment tool was designed carefully for adult education providers who want to assess an improve their accessibility. The Assessment takes a holistic perspectives gives you six different areas of inclusive adult education:

- Developing positive attitudes and values towards adult learners with disabilities
- Providing an accessible environment for learning
- Providing an accessible digital learning environment for learning
- Planning accessible learning
- Supporting accessbile learning
- Communicating and public relations

Developing positive attitudes and values towards adult learners with disabilities	Providing an accessible environment for learning	Providing an accessible digital learning environment for learning	Planning accessible learning	Supporting accessible learning	Communicating and public relations
100% completed	100% completed	100% completed	100% completed	100% completed	100% completed

Each of these six area comprises various factors that are relevant in the context of adult education and five dimensions express the level of self-assessed accessibility/inclusion regarding each factor:

- Aware
- Exploring
- Developing
- Integrated
- Transformative

1 Attitude towards adult learners with disabilities

Aware	Exploring	Developing	Integrated	Transformative
The organisation is aware of the need to develop positive attitudes towards adult learners with disabilities.	The organisation welcomes adult learners with disabilities but their participation is below what it should/could be.	The organisation is encouraging individual staff members to be committed to develop attitudes creating an accessible, diverse and inclusive learning community.	The staff are committed to proactively welcoming and supporting adult learners with disabilities. Representatives of learners with disabilities are involved in the decisions regarding accessibility.	The organisation is recognised as a leader in the creation of an inclusive learning environment by adult learners with disabilities advocacy groups.

As adult education providers you can easily **assess** your organisation online by ticking the cells in this matrix. In this way, you get an overview of the level of your organisation's accessibility and inclusiveness for all learners and an idea of possible improvements.

↗ If you would like to get an easy overview of the assessment results without having to scroll down the page, please choose „short version" at the right end of the criteria

If you are interested in improving the level of accessibility and inclusiveness in certain areas and would like to get support in doing so, you can **easily get in contact with experts** that are competent in this specific field of accessibility (e.g. web design, easy-to-read) and are located in the respective region. Please click on „Show Experts" at the right end of each criteria: You get a list of experts and a map showing their location. You may also filter the experts by country and/or competencies. By clicking on the expert's name, you get to his/her profile where you may also create a message for him/her and other experts in the AEMA database.

↗ You may also find the experts by clicking on „Accessibility Experts" in the main menu and filter the results by either location and/or competencies.

As soon as you have completed the Assessment, you receive your first → **AEMA badge**.

3. The AEMA Badges

For you as **adult education provider**, there are **three AEMA Badges** that show your willingness and further development in improving the level of accessibility and inclusion in your organisation. These electronic badges can be integrated into your website to send a signal to future learners, the public, sponsors, corporate or public purchasers etc. regarding the awareness for the issue and the implementation of accessibility measures.

The three badges represent three levels of accessibility awareness / implementation:

- The **blue badge ("Accessibility level 1")** shows the initial commitment of an organisation. As soon as you have completed the Assessment, you receive the blue badge. It is delivered automatically by the AEMA badge system.
- The **green badge ("Accessibility level 2")** recognises that your organisation has demonstrated some progress in making learning more accessible. This badge is awarded as soon as you enter one → Reference (accessibility project) in one of the six areas of accessibility and the responsible expert confirms its completion. This badge is also delivered automatically to you.
- The **pink badge ("Accessibility level 3")** recognises that your organisation has demonstrated an extended and continuous commitment to making learning more accessible to persons with disabilites. It is awarded to adult education providers that document (confirmed) improvements in all six areas of accessibility. This badge is awarded by the National Accessibility Checkpoint.

↗ You find your Badges at the bottom of your profile. By clicking on „Download Embed-Code" you are given the code string you need for embedding the badge on your organisation's website.

4. The References

In order to obtain the Badges of levels 2 and 3, your organisation has to submit accredited references. For adult education providers, a reference is an activity to improve the accessibility/inclusiveness of the organisation. This activity has to be supported by an accessibility expert and its successful implementation has to be confirmed by him/her. For technical reasons you have to newly register on our Reference platform – see the respective link in your profile. The system reuses the email address you have already provided, you only have to choose a login, a display name and a passwort.

↗ It is possible to choose the same login, display name and passwort as for the AEMA platform. It might be easier to reuse this data instead of creating (and having to remember) new names and passwords.

To create a new Reference, please use the „New Reference for AEPs" button. Please fill in the data (title of activity, your name, your logo, description of activity etc.), choose one of the six areas of improvement (→ Assessment) and fill in the criteria of improvement (e.g. our website has an AAA rating), the expert's name, the period of the improvement and – very important – the expert's email address. Please „add" the reference and you will find it in your reference list. By clicking on the letter symbol next to your reference title, you can send an invitation email to the expert you have cooperated with. He/She will receive an email. By clicking on the link in this email, he/sher confirms your reference – with or without a comment – and you receive an email that informs you about the confirmation and thus your accredited reference.

The AEMA platform for accessibility experts

1. Getting started – the Registration

If you are an accessibility expert/expert organisation and would like to profit from the services and the networking possibilities of our platform, please register on *aemanet.eu*. Click „Register" in the header of the site and sign up to our network.

Please fill in the necessary basic data (e.g. name, location) into the registration form and provide a meaningful overview of your biography (or a description of your organisation) and a profile picture. You may also upload some documents (e.g. organisation folder, CV). Please be aware that the files must be less than 5 MB and have a specific format (e.g pdf).

In this registration form, you are also asked to provide your competencies by ticking the respective criteria that are the basis of the → **AEMA assessment** for adult education providers.

↗ Please choose the criteria with care! They are the basis of a search filter applied by the adult education providers looking for interesting experts. Make sure that they find you and the services you offer. Info: The other search filter that can be applied is that of location.

↗ If you are interested in the AEMA assessment, please have a look on our platform or check out the respective information in this user guide (section for adult education providers).

You may also provide a textual description of your competencies if you would like to specify certain aspects or if you think that your expertise is not fully represented in the criteria given. If you have interesting material that you would like to show to possible clients, please upload these "Reference documents" to our platform!

As soon as you save your registration, an email is sent to the address you have provided. Please follow the instructions giving in the email to verify your account.

↗ If you do not receive an email in due time, please check the spam folder of your email programme! If you have a question regarding your registration, please contact *info@aemanet.eu*.

You can change your account information and your profile any time by clicking on „Edit Account" in the header.

2. Your References

In order to obtain the → **AEMA Badge for Experts**, you have to submit at least one accredited reference. A reference is an accessibility project you have carried out together with a client. The successful cooperation and implementation of the accessibility/inclusion measures has to be confirmed by your client. For technical reasons you have to newly register on our Reference platform – see the respective link in your profile. The system reuses the email address you have already provided, you only have to choose a login, a display name and a passwort.

↗ It is possible to choose the same login, display name and passwort as for the AEMA platform. It might be easier to reuse this data instead of creating (and having to remember) new names and passwords.

To create a new Reference, please use the „New Reference for EOAs" button. Please fill in the data: title of activity, your name, your client, description of the activity, area of improvement and the competencies you have provided in this activity, period of the improvement and – very important – the client's email address. Please „add" the reference and you will find it in your reference list. By clicking on the letter symbol next to your reference title, you can send an invitation email to your client you have cooperated with. He/She will receive an email. By clicking on the link in this email, he/sher confirms your reference – with or without a comment – and you receive an email that informs you about the confirmation and thus your accredited reference. As soon as you have one accredited reference, the → **AEMA Badge for Experts** is added to your profile on *aemanet.eu*.

3. The AEMA Badge for Experts

The AEMA Badge for Experts is awarded to a **professional/organisation with an expertise in one or more areas of accessibility**. The badge holder describes his/her personal expertise by his- or herself. The expert badge is awarded as soon as he/she enters an accessbility project (reference) that is confirmed by the respective client.

↗ You find your Badge at the bottom of your profile. By clicking on „Download Embed-Code" you are given the code string you need for embedding the badge on your (organisation's) website.

The AEMA platform for users interested in accessible adult education

As a regular user (neiter adult education provider nor accessibility expert) interested in the issue of accessible and inclusive adult education, you may also join our network and show your commitment to accessibility/inclusion. Please register on our platform!