

Northern College Multi-year Accessibility Plan

Part I: General Standards – s.3, s.4, s.5

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	I: Accessibility Policies Deadline: January 1, 2013		
	DELIVERABLES	ACTIVITIES	Status
Establish accessibility policies.	<ul style="list-style-type: none"> • Develop, implement and maintain accessibility policies. • Make the documents publically available. • Provide them in an accessible format upon request. 	<ul style="list-style-type: none"> • Northern College has developed policies identifying the rules and principles that will be put in place to support achievement of accessibility goals. These policies are available at the college website address at these links: <ol style="list-style-type: none"> 1. http://www.northernnc.on.ca/docs/pdfs/policies/G1ClientServicesStandards.pdf 2. http://www.northernnc.on.ca/docs/pdfs/policies/G2AODAGeneralStandards.pdf 3. http://www.northernnc.on.ca/docs/pdfs/policies/G3AODAInformationCommunicationStandards.pdf <p>These documents are also available in alternate formats upon request.</p>	Completed
AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Multi-year Accessibility Plans Deadline: January 1, 2013		
	DELIVERABLES	ACTIVITIES	Status
Establish multi-year accessibility plan. Conduct consultation. Prepare annual status report.	<ul style="list-style-type: none"> • With consultation, establish, implement, maintain and document a multi-year accessibility plan. • Post the accessibility plan on Northern College's website. • Provide it in alternative format upon request. • Prepare annual status report. 	<ul style="list-style-type: none"> • Northern College developed a multi-year accessibility plan in consultation with college staff, students and community partners to outline strategies to meet the multi year requirements of the AODA Standards between 2013 and 2015. This multi-year accessibility plan can be viewed at the college website address at this link: http://www.northernnc.on.ca/docs/accessibility/NCAPlan.pdf <p>The document is available in other formats on request.</p>	Completed

Part I: General Standards – s.3, s.4, s.5

AODA Standards / Regulation Reference O. Reg.191/11, s. 5	I: Procuring or Acquiring Goods, Services or Facilities		Deadline: January 1, 2013
	DELIVERABLES	ACTIVITIES	Status
Incorporate accessibility criteria and features. Provide explanation if impracticable.	Develop accessibility-related resources and information.	<ul style="list-style-type: none"> • Develop specification criteria checklist and Guidelines. • Revise Procurement Procedure. • Incorporate criteria into processes 	In progress

Part I: General Standards – s.6, s.7

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-service Kiosks Deadline: January 1, 2014		
	DELIVERABLES	ACTIVITIES	Status
Incorporate accessibility features.	When designing, procuring or acquiring self-service kiosks, colleges must incorporate accessibility criteria and features.	Inform the Northern College community of the accessibility requirements for self-serve kiosks.	Completed, 2013
AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	I: Training Deadline: January 1, 2014		
	DELIVERABLES	ACTIVITIES	Status
Provide training on accessibility standards and Human Rights Code.	<ul style="list-style-type: none"> • Implement Ontario Human Rights Code training module for all employees. • Develop a tracking system to ensure compliance. 	<p>Northern College has included Integrated Accessibility Standards Regulation (IASR) and Human Rights Code training as part of the new employee orientation process.</p> <p>Training on accessibility standards and the Ontario Human Rights code provided to all employees.</p> <p>Included in the online training are quizzes and a test. Results are provided to Human Resource Services to be entered into a tracking system to ensure all employees are compliant with the Ontario Human Rights Code training.</p>	Completed, 2013

Part II: Information and Communication Standards – s.11, s.12, s.13

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Processes		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Status
Make feedback processes accessible by providing accessible formats and communications supports when requested.	Feedback process available in accessible formats when requested.	Northern College will review its existing feedback process and ensure available in accessible format when requested.	Completed, 2013
AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports		Deadline: January 1, 2015
	DELIVERABLES	ACTIVITIES	Status
Provide accessible formats and communication supports. Consult with person requesting. Notify public of availability.	<ul style="list-style-type: none"> • Identify possible formats and supports required. In consultation with any requests, the alternate formats must be carried out in a timely manner, and The cost is to be the same as that charged to other individuals. • Inform public of availability. 	Northern College will inform employees that accessible formats and communication supports must be provided when a request is made. Northern College will provide accessible format and communication supports upon request. Northern College will inform the public of the availability of accessible formats and communication supports.	Ongoing
AODA Standards / Regulation Reference O. Reg.191/11, s. 13	II: Emergency Procedure Plans and Public Safety Information		Deadline: January 1, 2012
	DELIVERABLES	ACTIVITIES	Status
Make emergency procedures and public safety information accessible upon request.	Northern College will provide public emergency procedures, plans and public safety information in an accessible format or with appropriate communication supports as	Northern College's public emergency information is located around campus, visible in classrooms and communal areas. Northern College's emergency information is available to staff and students in printed format in the Plant and Property Department.	Completed

	soon as possible upon request.	Alternate formats are available upon request.	
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Part II: Information and Communication Standards – s.14, s.15

AODA Standards / Regulation Reference O. Reg.191/11, s. 14	II: Accessible Web Sites and Web Content		Deadline: See below
	DELIVERABLES	ACTIVITIES	Status
<p>Ensure websites and web content conform to guidelines.</p> <ul style="list-style-type: none"> • New websites and web content to Level A by January 1, 2014. • All websites and web content to Level AA by January 1, 2021. 	<ul style="list-style-type: none"> • Analyze site and develop implementation plans. • Implement the plan and develop processes onsite maintenance. 	<p>Northern College has made advances in adapting its website (internet and intranet) and the content to concur with accessibility guidelines by embedding various text sizes and voice/listening capabilities into the sites.</p>	<p>Level AA Completed</p>
AODA Standards / Regulation Reference o. Reg.191/11, s. 15	II: Educational & Training Resources and Materials		Deadline: January 1, 2013
	DELIVERABLES	ACTIVITIES	Status
<p>Provide accessible or conversion-ready electronic format of educational or training resources / material upon request.</p> <p>Provide program information and student records in accessible format.</p>	<p>Establish a process and implementation plan for receiving and converting resources in a timely manner.</p>	<p>Northern College has the tools in place and is able to convert educational or training resources and materials to accessible formats in a timely fashion upon request.</p>	<p>Completed</p>

Part II: Information and Communication Standards – s.16, s.17, s.18

AODA Standards / Regulation Reference o. Reg.191/11, s. 16	II: Training to Educators Deadline: January 1, 2013		
	DELIVERABLES	ACTIVITIES	Status
Provide accessibility awareness training to faculty and instructors.	Implement training for all educators.	<p>Northern developed a mandatory Accessibility Awareness training workshop that has been delivered to our Educators. The training has been provided through these methods:</p> <ul style="list-style-type: none"> • In class training; video recording • An audio/slide version is available for access at any time as a refresher and also for those Educators unable to attend the in class session <p>This is mandatory training for all new educators hired at Northern College.</p>	Completed, 2013
Keep a record of the training provided, including dates and number of people trained.	Develop a tracking system to ensure compliance	Northern has implemented a tracking system to monitor and record dates of training and participating members. Documentation verifying training completed is sent to Human Resources.	Completed, 2013
AODA Standards / Regulation Reference o. Reg.191/11, s. 17	II: Producers of Educational or Training Materials Deadline: see below		
	DELIVERABLES	ACTIVITIES	Status
For producers of educational training textbooks, provide accessible format or conversion-ready textbooks by January 1, 2015.	Review and develop implementation plan.	<p>Northern College has an extensive library of audio tapes and is able to scan and convert textbooks to accessible formats.</p> <p>Northern is able to provide alternate formats of educational or training textbooks/learning resources upon request.</p>	Ongoing
For producers of print-based educational or training, supplementary learning resources, provide accessible format or conversion-ready versions, upon request, by	Review and develop implementation plan.	Northern College continues to search newer technology for the latest advances in accessibility supports with a priority on implementing closed captioning capabilities for applicable accommodations.	Ongoing

January 1, 2020.			
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Part II: Information and Communication Standards – s.16, s.17, s.18

AODA Standards / Regulation Reference o. Reg.191/11, s. 18	II: Libraries of Educational and Training Institutions		Deadline: January 1, 2015
	DELIVERABLES	ACTIVITIES	Status
Provide or acquire an accessible or conversion-ready format of print, digital or multimedia resources or materials upon request by a person with a disability.	Establish a process and plan to acquire accessible or conversion ready resources and materials to respond to requests in a timely manner.	Northern College Learning Resource Centres will provide, procure or acquire accessible or conversion ready materials within its collections for individuals with disabilities, upon request.	In Progress in conjunction with HLLR

Part III: Employment Standards – s.22, s.23, s.24

AODA Standards / Regulation Reference o. Reg.191/11, s. 22	III: Recruitment, General		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Status
Notify potential job applicants that accommodations will be provided during the recruitment process.	Job postings revised to include an accommodation statement.	Northern has revised its “Career Start” webpage, job postings and other correspondence in the recruitment process to include a statement indicating accessibility accommodations will be provided confidentially, upon request.	Completed, 2013
AODA Standards / Regulation Reference o. Reg.191/11, s.23	III: Recruitment, Assessment or Selection process		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Status
Notify applicants selected that accommodations are available upon request.	Email correspondence with applicants selected revised to include an accommodation statement.	Northern College has included a statement in the email correspondence to selected applicants indicating accessibility accommodations are available upon request.	Completed, 2013
Provide suitable accommodation upon request.	Identify a position in Human Resources who would manage requests for accommodations	The Recruitment and Retention Supervisor in Human Resource Services coordinates requests and ensures accommodations are available to applicants as needed.	Completed, 2013
AODA Standards / Regulation Reference o. Reg.191/11, s. 24	III: Notice to Successful Applicants		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Status
Notify successful applicant of accommodation policies.	Update the hiring package and email correspondence to include information on Northern’s Employment Accommodation Policy.	Northern College has revised the hiring processes to include correspondence identifying links to Northern College’s Employment Accommodation Policy as well as availability of documents in alternate formats.	Completed, 2013

Part III: Employment Standards – s.25, s.26

AODA Standards / Regulation Reference o. Reg.191/11, s. 25	III: Informing employees of supports		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Status
<p>Tell employees of policies supporting employees with disabilities.</p> <p>Provide information to new employees.</p> <p>Provide updated information on accommodations policies.</p>	<p>Inform employee of Employment Accommodation Policy and their right to support.</p> <p>Include information new hire orientation and as part of the onboarding process.</p>	<p>The College provides direction and support to new employees of its accessibility policies through an orientation program that is available at this intranet link: http://noraction.northern.on.ca/docs/OrientationPolicy.pdf</p> <p>The document is available in alternate formats on request.</p> <p>Updates on accommodation policies are posted on the College intranet, NorAction</p>	<p>Completed, 2013</p>
AODA Standards / Regulation Reference o. Reg.191/11, s. 26	III: Accessible Formats and Communication Supports for employees		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Status
<p>Provide accessible formats and communications supports for job or workplace information.</p> <p>Consult with employee to determine suitability of format or support.</p>	<p>Establish a point of contact for employees within HR and inform all employees of how to access support.</p>	<p>Northern College's Human Resource Services Supervisor of Recruitment and Retention is the contact position for employees to initiate a process to access accommodation supports relating to their position and the College as a whole.</p>	<p>Completed, 2013</p>

Part III: Employment Standards – s.27

AODA Standards / Regulation Reference o. Reg.191/11, s. 27	III: Workplace Emergency Response Information		Deadline: January 1, 2012
	DELIVERABLES	ACTIVITIES	Status
<p>Provide individualized workplace emergency response information.</p> <p>Provide information to person designated to provide assistance upon consent.</p> <p>Provide information as soon as practicable.</p> <p>Review individualized workplace emergency response information.</p>	<p>Develop a workplace emergency response plan to address accessibility accommodations for individuals with disabilities.</p> <p>Identify consenting employees/individuals to pair with disabled person(s) in emergency response situations.</p>	<p>Develop a workplace emergency response template that has some flexibility to follow the individual to different positions within the organization.</p> <p>Communicate the workplace emergency response information template.</p> <p>Review the individualized workplace emergency response plan during employee evaluation.</p>	<p>Completed</p>

Part III: Employment Standards – s.28

AODA Standards / Regulation Reference o. Reg.191/11, s. 28	III: Documented Individual Accommodation Plans		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Status
Develop written process for documented individual accommodation plans.	Develop and implement template for accommodation plans.	<p>Northern will review its existing accommodation process.</p> <p>Northern will identify elements of AODA requirements that need to be incorporated into the existing accommodation process.</p> <p>Northern will develop a template to guide the accommodation plan process.</p>	Completed, 2013

Part III: Employment Standards – s.29, s.30, s.31

AODA Standards / Regulation Reference o. Reg.191/11, s. 29	III: Return-to-work Process Deadline: January 1, 2014		
	DELIVERABLES	ACTIVITIES	Status
Develop a documented return-to-work process.	Review Northern College's Procedure and revise as necessary. Include steps employer will take; use documented individual accommodation plans.	Northern College will review its existing Return to Work Policy and Procedures and incorporate AODA requirements as necessary.	Completed, 2013
AODA Standards / Regulation Reference o. Reg.191/11, s. 30	III: Performance Management Deadline: January 1, 2014		
	DELIVERABLES	ACTIVITIES	Status
Include accessibility considerations in performance management processes.	Review Northern College's Procedure and revise as necessary.	Northern will review its existing performance management processes and revise as necessary to incorporate AODA requirements.	Completed, 2013
AODA Standards / Regulation Reference o. Reg.191/11, s. 31	III: Career Development Deadline: January 1, 2014		
	DELIVERABLES	ACTIVITIES	Status
Include accessibility considerations in career development and advancement processes.	Review Northern College's career development and advancement processes for possible barriers.	Northern College will review its career development and advancement processes for possible barriers and will revise as necessary to integrate AODA requirements.	Completed, 2013

Part III: Employment Standards – s.32

AODA Standards / Regulation Reference o. Reg.191/11, s. 32	III: Redeployment Deadline: January 1, 2014		
	DELIVERABLES	ACTIVITIES	Status
Include accessibility considerations in redeployment processes.	When redeploying employees with disabilities their accessibility needs will be taken into account.	In the event a position or department is eliminated Northern College will refer to individual accommodation plans when reassigning employees with accessibility needs within the organization	Completed, 2013