

Accessibility statement for westminster.potential.ly

Scope and ownership

This accessibility statement applies to the Potential.ly website (<https://westminster.potential.ly>). The Learning Innovation & Digital Engagement team are responsible for the digital accessibility of this website.

Using the website

This website is run by the University of Westminster. We want as many people as possible to be able to use this website, which means that you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate the website using just a keyboard
- navigate the website using speech recognition software
- listen to most of the website using a screen reader (most well-known screen readers)

We've also made the website text as simple as possible to understand.

For more advice on making your device easier to use if you have a disability, [visit the AbilityNet website](#).

Accessibility of the website

We know some parts of this website are not fully accessible and have listed the issues according to level of impact, from high to low:

Higher priority issues

- Some interactive elements are not operable with keyboard.
- Functional images lack a descriptive alternative text
- Some error messages are conveyed via colour only
- Some content is unreadable when zooming the pages to 400%
- Some text is unreadable when altering text spacing
- There are images of text conveying unique information.

Lower priority issues

- Text contrast is not sufficient on text and images of text
- No skip link is available for users to bypass certain blocks of content
- Text cannot be resized with browser settings. Users relying on browser text resize might have difficulties reading the text on the pages
- The heading structure is illogical or inexistent in some pages
- There are lists lacking or with inappropriate list semantics
- There are non-interactive elements in the focus order
- Decorative images have alternative text

Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille, please [visit our digital accessibility contact us webpage](#) for information on how to request this.

Reporting accessibility problems with this website

We have tested a sample of pages on the website. If you find an issue we have not yet identified, you can report it to us. We'll pass this information to the website owner who will review the issue, make sure it is included in our plan to fix issues and add it into the accessibility statement when it is next updated.

Please [visit our digital accessibility contact us webpage](#) for information on how to report an accessibility problem.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#).

Ways to contact us

You can contact us by email or phone. If you prefer to visit us in person, get in touch and we'll advise on which teams are available to meet with you.

Information on how to contact us is available on our [digital accessibility contact us webpage](#).

Technical information about this website's accessibility

The University of Westminster is committed to making its websites accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website is not compliant with the [Web Content Accessibility Guidelines version 2.1 - AA](#) standard, due to the non-compliances listed below.

Non-accessible content

The content listed below is non-accessible for the following reasons:

Non-compliance with the accessibility regulations

- Some images have inappropriate alternative text. Some images lack a descriptive alternative text (WCAG 2.1 success criterion **1.1.1**).
- The heading structure on some pages is marked up incorrectly. Some pages have empty headings. In some pages, the heading levels used are inappropriate. Some heading levels are skipped (WCAG 2.1 success criterion **1.3.1**).
- Some lists lack an appropriate semantic mark-up (WCAG 2.1 success criterion **1.3.1**).
- Some information is represented using colour only (WCAG 2.1 success criterion **1.4.1**).
- The contrast of some text content is insufficient (WCAG 2.1 success criterion **1.4.3**).

- Text cannot be resized to 200% using the browser settings (WCAG 2.1 success criterion **1.4.4**).
- Images of text are used (WCAG 2.1 success criterion **1.4.5**).
- Some content is unreadable when text spacing is altered (WCAG 2.1 success criterion **1.4.12**).
- Some content is not present when reflowed to 400% (WCAG 2.1 success criterion **1.4.10**).
- Some interactive elements are not operable using a keyboard (WCAG 2.1 success criterion **2.1.1**).
- Pages lack skip links to bypass repetitive content (WCAG 2.1 success criterion **2.4.1**).
- Some non-interactive elements receive focus (WCAG 2.1 success criterion **2.4.3**).
- Some elements have non-descriptive labels (WCAG 2.1 success criterion **2.4.6**).
- Some error messages are not described in text (WCAG 2.1 success criterion **3.3.1**).

Disproportionate burden

Content not within the scope of the accessibility regulation

Extranet and intranet sites

We are reviewing the accessibility of the contents of this intranet site and plan to fix issues incrementally until this website undergoes a substantial revision. The content of extranets and intranets published before 23 September 2019 is exempt from meeting the accessibility requirements until the site undergoes a substantial revision.

PDFs and other documents

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services.

We are working to review the PDFs and Word documents that are essential to providing our services. We'll either fix these or replace them with accessible HTML pages.

Any new PDFs or Word documents we publish after 23 September 2020 will meet accessibility standards.

Pre-recorded time-based media published before 23 September 2020

We do not plan to add captions to pre-recorded time-based media published before 23 September 2020 because these are exempt from meeting the accessibility regulations.

Live video

We do not plan to add captions to live video streams because live video is exempt from meeting the accessibility regulations.

Preparation of this accessibility statement

This statement was prepared on 25th August 2020. It was last reviewed on 25th August 2020.

This website was last tested on 25th August 2020. The test was carried out by AbilityNet, an external auditor who specialises in digital accessibility.

We took expert advice from AbilityNet to identify a sample of pages to test. AbilityNet selected a sample of webpages based on the potential challenges that inaccessible content would have on the core user-journey of the site.

What we're doing to improve accessibility

We are working to address the issues identified in the 'Non-compliance with the accessibility regulations' section above. We will prioritise our efforts to address the issues with the highest impact on users. We are working to develop an accessibility roadmap to show how and when we plan to improve accessibility on this website.

The University contracts with an external supplier Potential.ly to provide this website. Therefore, some of these issues are not within our control to address. We will raise these issues with the supplier and work with them to find solutions, where possible.
