



# ACCESSIBILITY PLAN



## **Foundational Concepts/Reference**

**Accommodation:** Any technical aid or device, personal support or disability-related support that a person may require. This can include, but is not limited to, accessible document formats, mobility supports to attend a meeting, interpretation or captioning services, or ensuring space has sensory sensitive features.

**Adaptability:** The ability to be modified for a new use or purpose. Disability and accessibility are evolving concepts that change as services, technology, and attitudes change.

**Alternate formats:** Alternate ways of providing information beyond traditional printed material. Examples include large print, text-only documents and Braille.

**Alternative text:** Also referred to as alt tags or alt attributes. Alternative text provides a verbal description of a visual or graph for individuals with visual impairments who use screen readers.

**Barrier:** Anything that hinders or challenges the full and equal participation in society of persons with disabilities.

**Captioning:** Text at the bottom of the screen (television/video) allows people to follow spoken dialogue and distinct noises. Closed captioning is similar, but the text must be decoded to appear on the screen.

**Disability:** Any impairment that, in interaction with a barrier, hinders an individual's full and equal participation in society. Disabilities can be permanent, temporary or episodic in nature, and may or may not be evident. There are many types of disabilities that people experience, including physical, mental, intellectual, cognitive, learning, communication, and sensory impairments.

**Diversity:** Recognizing that each person is unique and has different backgrounds. Diversity means including or involving people from a range of different social or ethnic backgrounds and of different genders, sexual orientations, disabilities, etc.

**Inclusion:** Providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as individuals with physical or intellectual disabilities and members of other minority groups.

**Large print:** Printed information provided in a large font size (18 pt or larger) for people who have low vision. For easier reading, select “sans serif” fonts.

**Plain language:** Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information.

**Self-determination:** People are empowered to make their own choices and control their own lives.

**Service animal:** The Saskatchewan Human Rights Commission defines a service animal as an animal with specialized training to assist a person with a recognized physical and/or mental disability.

**Universal design:** Universal design means making things safer, easier and more convenient for everyone. It involves a range of design concepts, including design of products, or spaces and environments, to provide access in a way that respects all abilities.

## **Introduction**

Carlton Trail College is a leading Saskatchewan post-secondary institution dedicated to providing high-quality education and training programs that equip individuals for success in the workforce. With a strong focus on innovation, collaboration, and community development, the College offers a wide range of academic programs, workforce training, and educational services to support the professional development of its students. CTC prioritizes creating a supportive, inclusive, and responsive environment for all staff and students, one that fosters safety, belonging, and respect. We recognize the importance of accessibility for all people and are committed to identifying and removing barriers for the people we serve.

Our accessibility plan outlines the steps we will take over the next three years to improve accessibility and opportunities for persons with disabilities. The timeframe of this plan is December 2025 – December 2028.

## **Engagement**

Carlton Trail College recognizes the importance of hearing directly from persons with disabilities to guide the development of our accessibility plan. As an active member of the Saskatchewan Colleges Accessibility Plan Committee (SCAPC), we have participated in meaningful engagement and learning opportunities with Andy Livingston from Dexterity Consulting. The SCAPC continues to meet regularly to share successes, challenges, best practices, and educational resources. We also maintain a close partnership with Humboldt and District Community Services, who provide supported employment, residential supports, and community inclusion services across our region. In September 2025, we conducted an online survey, promoted through our social media channels and shared with partners, stakeholders, community members, prospective students, and current staff and students, to gather feedback and insights to help shape our plan.

# Carlton Trail College's Commitment to Accessibility

## Achievements

Carlton Trail College has an ongoing commitment to identifying, removing, and preventing accessibility barriers for students, staff, partners, and our local public. Our efforts align with the principles of equity, inclusion, and universal design, ensuring that everyone can fully participate in our learning and working environments.

### **Ongoing and Recent Accessibility Achievements Include:**

#### **Accessible Learning Supports:**

- ✓ Individualized support, planning and accommodations for students with disabilities (e.g. assistive technology, tutor support, note-taking supports, and extended exam time).
- ✓ Supporting and ensuring eligible student access to The Canada-Saskatchewan Student Grant for Services and Equipment for Students with Disabilities (CSG-DSE) as well as the Disability Supports Grant.
- ✓ Strong in-house complement of mental health and wellness services to support cognitive and psychological accessibility for all students. These services are designed to promote well-being, reduce barriers to learning, and foster academic and personal success.
- ✓ In addition to direct supports such as counselling and wellness programming, the College maintains strong partnerships with local health and community agencies to ensure appropriate referrals and access to wraparound services when needed. This collaborative approach ensures that students receive comprehensive and responsive care tailored to their individual needs.

#### **Inclusive Technology and Digital Access:**

- ✓ Website and Learning Management System that comply with WCAG (Web Content Accessibility Guidelines).
- ✓ CTC students provided free Microsoft Accounts and the accessibility options available within.

#### **Staff Training and Awareness:**

- ✓ Key staff trained in the Rick Hansen Foundation's Inclusion and Accessibility Training (IAT) course, delivered by University of Alberta.
- ✓ OH&S Committee has Occupational Health Committee Level 1 and Level 2 training.

## Policy and Planning:

- ✓ Active participation in accessibility working and knowledge groups (Sask Colleges Accessibility Plan Committee, SaskAbilities, local community services), supporting alignment with The Accessible Saskatchewan Act.
- ✓ The Disability Accommodation Policy is consistently reviewed and actively implemented to ensure that students with disabilities are provided with appropriate, individualized supports that remove barriers to participation.

## Community Engagement:

- ✓ Partnerships with local agencies and service providers to support inclusive education and employment pathways.

# Goals and Actions

## Accessible Learning Supports

**Goal:** Creation of an accessible learning resources hub for instructional staff and students.

**Actions:**

- Resource hub hosted on website as a living document/resources.
- Conduct regular accessibility audits and user feedback sessions to ensure accessibility resources and services are relevant, inclusive and responsive.

## Inclusive Technology and Digital Access

**Goal:** Creation of inclusive technology resources hub for instructional staff and students.

**Actions:** Resource hub hosted on website as living document/resources.

## Staff Training and Awareness

**Goal:** Ensuring that all staff receive appropriate accessibility training to recognize, understand, and remove barriers for individuals with disabilities or accessibility needs.

**Actions:**

- Targeted staff in-service training on accessibility and accommodation best practices.
- Research and offer access to additional professional development related to Universal Design for Learning (UDL) and inclusive teaching strategies.

## Policy and Planning

**Goal:** Improve the integration of accessibility considerations into College policies, strategic planning and facility development.

**Actions:**

- Review and implement integration of accessibility considerations into college policies, strategic planning, and facility development.
- Creation of comprehensive staff accessibility policy.
- Include accessibility feedback in internal staff survey.

## Community Engagement

**Goal:** Continued engagement with service providers, stakeholders, partners, students, and persons with disabilities to ensure ongoing collaboration and continuous improvement in removing barriers to access and participation.

**Actions:**

- Continued engagement at local Community Health Councils.
- Member of SK Colleges Student Services Community where best practices, education, training opportunities, and standard of practice is offered.

## Physical Accessibility

**Goal:** Ensure staff at each learning location are trained and knowledgeable about the physical accessibility features at their location, including elevators, automatic doors, and other mobility supports.

**Actions:**

- Create list of physical accessibility features at each location.
- Train staff on physical accessibility features at their location.
- Include training in Orientation for future staff.

## **Conclusion**

Carlton Trail College supports the values of inclusion and accessibility. We are committed to improving accessibility and promoting the full and equal participation of persons with disabilities.

## **More Information**

Visit the [Government of Saskatchewan's Accessible SK website](#) to learn about Saskatchewan's accessibility journey.

[Sign up for an account on the Accessible SK website](#) to receive news and updates from the Saskatchewan Accessibility Office.

Read the [Accessibility Legislation Engagement Report](#).

## **Provide Feedback**

We value your feedback and welcome members of the public to submit comments about our accessibility plan using the contact information below.

**1-800-667-2623**

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