

Swansea University Transcription Centre (SUTC)



Outline

- What do we do?
- Formats provided
- How does it work?
- The values
- Questions

What do we do?

- Provide **alternative formats** to students with **print disabilities** (cognitive or physical) recognised under the Equality Act 2010
- This also includes students at other HE or FE institutions (e.g. Hull, Sheffield Hallam, Loughborough)

The team



Alternative accessible formats

- Electronic text (word with styles, pdfs, searchable pdfs, EPubs)
- Large print (on white or coloured paper)
- Braille
- DAISY audio books (**D**igital **A**ccessible **I**nformation **S**ystem)
- MP3 files
- Tactile diagrams
- Transcripts of audio recordings (for students with hearing loss)

How does it work?

- Students **declare** disability when registering for an open day
- Establish **first contact** with SUTC and **academic departments**
- Apply for DSA + have an **assessment**
- Assessment centre decides scope of support
- Disability office relates student information to us
- We conduct induction meetings with students to discuss transcription needs (student centred approach, support can change)

Student centred approach

- We **tailor** our **support** around the **students'** format preferences (i.e. large print on coloured paper, braille, electronic text)
- We **liaise** with academic departments to obtain reading lists and lecture materials **in advance**
- **We change our support if needed**

“We are professional”

External agencies and standards

- RNIB
- RNIB Cymru
- RNIB Bookshare
- UKAAF (UK Association for accessible formats)
- Royal National College for the Blind (Hereford)
- New College (Worcester)
- UK and US publishers

“We work together”

Swansea University departments

- Assessment centre
- Disability Office
- Academic departments
- CAS and specialist tutors
- Estates
- We offer Professional Development Opportunities for interested teams (Hub, shelvees etc.)
- SAILS

“We care”

- Pastoral care
- We signpost students to other relevant services SU offers (CAS, MAS, STATs, Wellbeing etc.)
- Our aim is to **add value** to a **students** academic **journey**

“Best practice guide”

“Bad practice might disadvantage one group, but good practice advantages everyone”

- we deliver best practice sessions on accessible formats

Some figures:

- Established in 1995
- Started operating as a free service in 2014
- We support between 8 – 19 students per year
- Provided 300 electronic copies of books in the first term of 2017-2018
- 34332 print pages of electronic text in 2016-2017
- 154 minutes of audio transcriptions in 2016-2017
- There are only 7 transcription centres in the UK – **that gives SU a very unique position in the UK HE sector!**

Any questions?

Contact details

Phone: 01792-295912

Email: braille@swansea.ac.uk

Visit us any time in the Amy Dillwyn Building
(Building #15 on the Singleton campus map).

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