

Step 5. Develop an Easy Read job description

Developing an Easy Read job description will ensure people with intellectual disability are able to understand what is required of the position, whilst demonstrating your commitment to the inclusion of people with intellectual disability in your workplace.

Easy Read guidelines are provided below to assist you to develop Easy Read documents.



Language

Use everyday words: avoid jargon and slang.

Use short sentences and short words.

Avoid acronyms unless widely used and known such as NDIS and NSW.

Think about what people **need to know**, not what is nice to know.

Have one idea per sentence.



Text

Use sans-serif fonts: Arial, Verdana or Tahoma.

Use size 14 or 16 font for main text.

Use size 18+ for headings and use **bold**.

Do not use *italics* or underline.

Use dark text on light background.



📄 You can download this resource on our website: www.cid.org.au/businessguide



Format

Ensure there is plenty of white space on the page.

Use wide margins with a minimum of 2.5cm on all sides.

Use double line spacing or a minimum of 1.5.

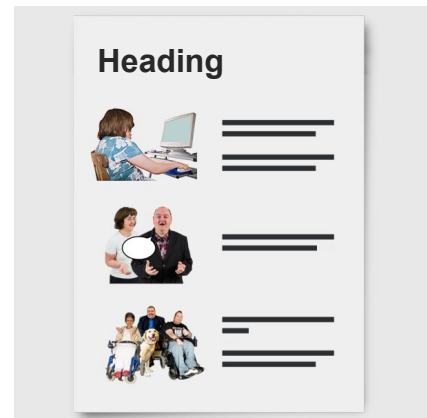
Bullet points

- Good to break up large amounts of text
- Do not use for every line on a page
- Great for a short list up to 3 points

Do not use tables, graphs or columns.

Align text to left, do not centre or justify.

Limit punctuation such as (brackets) – hyphens / slashes are not easy to read.



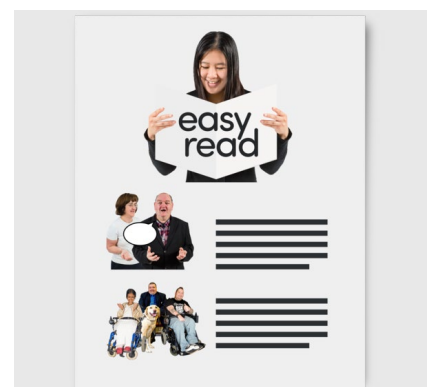
Pictures

Pictures and images help illustrate main points.

Pictures should sit to the left of text or between the heading and text.

Make sure images and pictures relate to the text.

If you cannot find a suitable picture do not use one.



For more information contact business@cid.org.au.