

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 14289 — PDF Universal Accessibility Standard

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference DIV-ACC-14289 • ISO Diversity & Inclusion

UKPRN 10067351 • Registered in England and Wales, company 4984798

AT A GLANCE

REFERENCE	DIV-ACC-14289
AWARD	Certificate
ASSESSMENT	300 marks — 180 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

ISO DIV Foundation

7 chapters · 42 classes100 marks

• 4 Clause 4: Context of the Organisation — 6 classes

› Understanding the Organisation's Role in PDF Accessibility

› Identifying Interested Parties in ISO 14289 Compliance

› Defining the Scope of PDF Accessibility Initiatives

› Establishing Management System Boundaries for Accessibility

› Assessing Stakeholder Needs for Accessible PDF Documents

› Creating an Effective Context for PDF Universal Accessibility

• 5 Clause 5: Leadership — 6 classes

› Understanding Leadership Commitment in ISO 14289

› Developing Policies for PDF Accessibility Compliance

› Defining Roles in Accessibility Leadership Under ISO 14289

› Responsibilities of Leaders in PDF Universal Accessibility

› Establishing Authorities for Effective Accessibility Governance

› Creating a Culture of Inclusion through Leadership in ISO 14289

• 6 Clause 6: Planning — 6 classes

› Identifying Risks in PDF Universal Accessibility

› Opportunities for Improvement in PDF Accessibility

› Setting Objectives for ISO 14289 Compliance

› Planning for Accessibility Risk Mitigation

› Integrating Accessibility Goals into Project Planning

› Monitoring and Reviewing Accessibility Objectives

• 7 Clause 7: Support — 6 classes

› Understanding Resources for PDF Universal Accessibility

› Developing Competence in Accessible Document Creation

› Raising Awareness of ISO 14289 Compliance

› Effective Communication of Accessibility Requirements

› Documenting Information for ISO 14289 Standards

› Building a Support Framework for Accessibility Initiatives

• 8 Clause 8: Operation — 6 classes

› Operational Planning Strategies for ISO 14289 Compliance

› Control Measures to Ensure PDF Accessibility Standards

› Developing Effective Implementation Plans for ISO 14289

› Risk Management in PDF Universal Accessibility Operations

› Monitoring and Reviewing ISO 14289 Operational Effectiveness

› Documentation Requirements for ISO 14289 Compliance Operations

• 9 Clause 9: Performance Evaluation — 6 classes

› Monitoring Accessibility Compliance in PDF Documents

› Measuring Universal Accessibility Performance for PDFs

› Analysing Data for PDF Accessibility Evaluation

› Conducting Internal Audits for ISO 14289 Standards

› Management Reviews for PDF Accessibility Effectiveness

› Continuous Improvement in PDF Accessibility Practices

• 10 Clause 10: Improvement — 6 classes

› Understanding Nonconformity in PDF Accessibility Standards

› Implementing Corrective Actions for ISO 14289 Compliance

› Strategies for Continuous Improvement in PDF Accessibility

› Documenting Nonconformity: Best Practices for ISO 14289

› Evaluating Effectiveness of Corrective Actions in Accessibility

› Cultivating a Culture of Improvement in PDF Accessibility

• **CH1 Understanding ISO 14289 Standards and Requirements** — 6 classes

- › Introduction to ISO 14289 and its Importance
- › Key Principles of PDF Accessibility Standards
- › Identifying Stakeholders in Accessibility Implementation
- › Interpreting ISO 14289 Compliance Requirements
- › Common Misconceptions about PDF Accessibility
- › Case Studies of Successful ISO 14289 Implementation

• **CH2 Conducting Effective Gap Analysis for Accessibility** — 6 classes

- › Planning a Comprehensive Gap Analysis
- › Tools for Assessing Current PDF Accessibility Levels
- › Identifying Accessibility Barriers in Existing Documents
- › Evaluating Stakeholder Needs and Expectations
- › Creating a Gap Analysis Report
- › Prioritising Actions Based on Gap Analysis Findings

• **CH3 Project Planning for ISO 14289 Implementation** — 6 classes

- › Developing a Project Plan for Accessibility Compliance
- › Setting Clear Objectives and Milestones
- › Allocating Resources Effectively for Implementation
- › Risk Management Strategies in Accessibility Projects
- › Creating a Communication Plan for Stakeholders
- › Tracking Progress and Adjusting Project Plans

• **CH4 Internal Auditing and Management Review Procedures** — 6 classes

- › Designing an Internal Audit Framework for ISO 14289
- › Conducting Effective Internal Audits of Accessibility
- › Preparing for Management Reviews of Accessibility Initiatives
- › Analyzing Audit Results and Identifying Improvements
- › Developing Action Plans from Audit Findings
- › Continuous Improvement in Accessibility Management Systems

• **CH5 Preparing for Certification Readiness and Success** — 6 classes

- › Understanding the Certification Process for ISO 14289
- › Documentation Requirements for Certification
- › Preparing Complete Accessibility Compliance Dossiers
- › Mock Audits: Testing Certification Readiness
- › Communicating with Certification Bodies Effectively
- › Post-Certification Maintenance and Improvement Strategies

• **CH1 Introduction to ISO 14289 and Accessibility** — 6 classes

- › Understanding ISO 14289 Standards
- › The Importance of Universal Accessibility
- › Key Principles of Accessible PDF Design
- › ISO Compliance and Client Needs
- › Overview of Global Accessibility Standards
- › Challenges in Achieving Compliance

• **CH2 Positioning ISO Skills in Industry Sectors** — 6 classes

- › Identifying Key Industry Sectors
- › Mapping ISO Skills to Industry Needs
- › Creating Value through ISO Expertise
- › Case Studies of Successful Integration
- › Strategies for Targeting New Markets
- › Building Industry-Specific Solutions

• **CH3 Consultant Branding and Market Presence** — 6 classes

- › Developing Your Brand Identity
- › Crafting a Compelling Value Proposition
- › Effective Marketing Strategies for Consultants
- › Building Online Presence and Credibility
- › Networking and Relationship Building
- › Leveraging Case Studies for Branding

• **CH4 Client Advisory Services and Engagement** — 6 classes

- › Understanding Client Needs and Objectives
- › Consultative Selling Techniques
- › Creating a Consulting Framework
- › Conducting Effective Accessibility Audits
- › Recommendations and Reporting for Clients
- › Maintaining Client Relationships Post-Engagement

• **CH5 Building a Sustainable Consulting Practice** — 6 classes

- › Establishing Business Fundamentals
- › Navigating Legal and Compliance Issues
- › Developing a Service Offering Roadmap
- › Scaling Your Consulting Practice
- › Tools and Resources for Consultants
- › Continuing Education and Professional Development