

Telekom **MMS**

**EXPERIENCE
BEYOND
DIGITAL**

Training catalogue 2025

Accessible IT.

New Modules in 2025: Accessibility self-check (mobile) and IAAP-DACH certification trainings



Digital Accessibility remains one of the most important topics.

Accessibility is the „extent to which products, systems, services and facilities can be used by people from a population with the widest range of user needs, characteristics and capabilities [...]“ (DIN EN ISO 9241-11:2018). In the context of equal opportunities for people with disabilities in public life, the accessibility of websites of federal authorities is laid down (in Germany) in the Accessible Information Technology Ordinance (“Barrierefreie Informationstechnik Verordnung” - BITV 2.0) and by law.

In addition, the Accessibility Improvement Act (“Barrierefreiheitsstärkungsgesetz” - BFSG) and the associated ordinance (“Verordnung zum Barrierefreiheitsstärkungsgesetz” BFSGV) regulate the accessibility of products and services for consumers.

According to the “Sozialgesetzbuch” (SGB – Neuntes Buch § 164), employers must also ensure that people with disabilities are provided with an appropriate workplace equipped with necessary aids. This includes all digital work equipment and tools, such as software, web applications, and documents.

Accessibility is such a fundamental quality of digital products that it is very difficult and costly to rework or add retrospectively. Employees, managers, and project stakeholders must possess a comprehensive understanding of accessibility principles. It is essential for creating universally accessible content, whether in the organization’s daily operations or at the start of every new project.

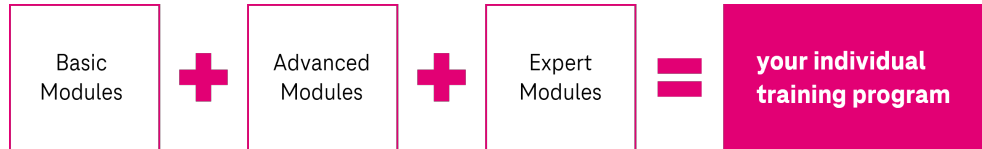
Our range of seminars is therefore aimed at all roles within the company and considers all levels of experience.

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Trainings and Seminars

Choose suitable basic, advanced, and expert modules on the following pages, to customize trainings to the requirements of your projects or to the level of experience or knowledge of your employees.



Notes on the modules

- Our advanced and expert modules require basic understanding and knowledge of user groups and principles of accessibility.
- They are intended for participants who already have the knowledge and expertise or have acquired them in the corresponding basic modules.

Basic Modules

A basic module lays the foundation for the comprehension and understanding of advanced or specialized modules.

The objective is a presentation-based transfer of knowledge, so participants can understand and remember the basics and principles of accessibility.

Experience requirements: none

Prerequisites: working webcam and microphone (remote training)

Maximum participants: 20

Module	Target audience	Summary	Duration	Order-ID
User Groups with Disabilities	Everyone interested	Differentiating integration and inclusion, knowing, and understanding impairments, assistive technologies, talking about disability	2 hours	B-4
Design for All	Everyone interested (especially management, product owner, project management)	Understanding Design for All and associated prospects to accessibility, knowing and understanding the combination of diversity in human-centered technology, usability, and user experience (UX), as well as security	2 hours	B-10
Accessible Customer Journey in eCommerce (Online Shops)	Everyone interested (especially management, product owner, project management)	Knowing and understanding which steps of the customer journey in e-commerce must be accessible, learning best practices for improved usability and accessibility	2 hours	B-11
Principles of Accessibility	Everyone interested	Learning, understanding, and practicing the 4 principles of accessibility (Perceivable, Operable, Understandable and Robust)	2 hours	B-5
Laws, Standards, Guidelines	Everyone interested (especially purchasing department, management, human resources)	Knowing and understanding laws, standards, and guidelines, as well as their jurisdictions (BGG, BITV 2.0, BfSG, BfSGV, EN 301 549, WCAG 2.1, PDF/UA DIN ISO 14289) Specialized version on request: <ul style="list-style-type: none">▪ Option 1) BITV 2.0 and public bodies▪ Option 2) BfSG and private sector	2 hours	B-2

Module	Target audience	Summary	Duration	Order-ID
Accessibility as an Opportunity	Human resources, process management	Opportunities of accessibly implemented digital applications from a user-orientated and economic perspective, as well as benefits for employers	2 hours	B-7
Usability and Accessibility in the Workplace	Everyone interested (especially human resources, process management)	Terminology and fundamental principles of software-ergonomics, usability & user experience (UX), software-ergonomics in context of occupational safety (ArbStättV), digital accessibility as an employer's obligation	2 hours	B-9

Advanced Modules

An advanced module offers practical solutions to achieve accessibility regarding certain subject areas, e. g. design, development, or testing. The objective is to convey and apply accessibility concepts in your own task context.

Experience requirements:

- Compulsory: Completed basic module “User Groups with Disabilities” (B-4)
- Topic-specific competences and skills of the respected target audience required, e. g. from design, development, editing or management

Prerequisites: working webcam and microphone (remote training)

Maximum participants: 15

Module	Target audience	Summary	Duration	Order-ID
Accessible UI-Design	Design	Knowing and applying the requirements of accessible UI-Design	4 hours	A-1
Accessible Style Guide	Design	Effectively implementing accessibility in the style guide	4 hours	A-2
Accessibility for Websites (two-part module)	Development	Two-part module: Developing accessible HTML and CSS, common issues, and solutions, WCAG 2.1, EN 301 549 <ul style="list-style-type: none"> ▪ part 1: structure and layout of accessible websites and web applications ▪ part 2: complex and accessible UI-elements in-depth 	8 hours (2x 4 hours)	A-3-4
Accessibility Self-Check (Web)	Development, quality assurance, management, disabled persons representation, personnel/works council	Simple methods to test essential requirements during development	4 hours	A-6
NEW Accessibility Self-Check (mobile)	Design, concept, development	Knowing and applying test methods for native and mobile web applications	4 hours	A-5
Accessibility for Native Mobile Applications	Design, concept, development	Knowing and applying the requirements and development of accessible native mobile application	4 hours	A-14

Module	Target audience	Summary	Duration	Order-ID
Accessibility for Authoring Tools	Development	Knowing and applying the requirements for accessible authoring tools, such as CMS, Social Networks, and development environments (Authoring Tools Accessibility Guidelines - ATAG, EN 301 549)	4 hours	A-15
Planning Accessible Video and Audio Content	Editors, concept, marketing	Planning perceivable and understandable video and audio content, including transcriptions, audio descriptions and captions, formulating and reviewing requirements	4 hours	A-10
Accessible Information Architecture and Content Maintenance	Editors, concept, marketing	Knowing and applying structure types for content, accessible writing, knowing, and applying options for accessible maintenance of content in Content-Management-Systems	4 hours	A-12
Test Methods and Procedures for Accessibility	Test management, quality assurance	Knowing and evaluating different testing methods (quantitative and qualitative tests, self-assessments, open testing procedures, compliance tests, usage tests, automated tests etc.)	4 hours	A-13
Software Accessibility	Concept, development	Knowing, understanding, applying, and testing of foundational requirements on software accessibility (EN 301 549)	4 hours	A-16
Accessible Excel-Documents	Everyone interested	Create and review accessible documents with Microsoft Excel 365, and export as PDF	4 hours	A-17
Accessibility for Hardware and Products	Design, concept, development	Knowing, understanding, applying, and testing foundational requirements of accessible hardware and products (EN 301 549 and BFSG(V))	4 hours	A-18

Expert Modules

An expert module provides an in-depth insight into a specific topic.

The objective is a reliable, solution-oriented approach to accessibility concerning the specific topic.

Experience requirements:

- Compulsory: Completed basic module "User Groups with Disabilities" (B-4)
- Expertise in applicable technology (e. g. web development) or applicable programs (e. g. Adobe InDesign)

Prerequisites: working webcam and microphone (remote training) or on-site training

Maximum participants: 10

Module	Target audience	Summary	Duration	Order-ID
Using Assistive Technologies	Quality assurance	Knowing assistive technologies and how to use them for accessibility testing, basic utilization of screen readers (JAWS, NVDA) and screen magnifiers	6 hours	S-1
WAI ARIA in Web Development	Development	Understanding semantic extensions in HTML using WAI ARIA, utilize WAI ARIA to enhance compatibility with assistive technologies	6 hours	S-2
Accessible PDF in InDesign	Design, marketing, technical editors	Knowing technical requirements to accessible documents, independently creating, and testing accessible documents in InDesign, abilities to know and use tools for creating and checking accessible documents	6 hours	S-3
Accessible Word Documents	Document coordinators, technical editors	Create accessible documents in Microsoft Word 365, self-assess and export as PDF	6 hours	S-4
Accessible PowerPoint Documents	Document coordinators	Create and examine accessible documents in Microsoft PowerPoint 365 for presentations and information material	6 hours	S-5

Module	Target audience	Summary	Duration	Order-ID
Accessible PDF Forms in InDesign	Design, marketing	Create and analyze accessible forms using Adobe InDesign and Adobe Acrobat, create and examine own accessible practical examples	6 hours	S-9
Accessible PDF Forms Using Word and Acrobat Pro	Editors, design, marketing, purchasing, as well as personnel department	Create and examine accessible forms using Microsoft Word and Adobe Acrobat Pro	6 hours	S-10
Accessible PDF Documents via Remediation in Acrobat	Document coordinators, technical editors (editors, design, marketing, purchasing, as well as personnel department)	Create PDF-documents in Word, InDesign, PowerPoint and editing in Acrobat, create and examine PDF-documents in compliance with PDF/UA-standard	6 hours	S-11

Shorts

A Short provides a quick introduction into the topic and an overview of the essential terminology.

The objective is a presentation-based transfer of knowledge, so participants can get an understanding on the basic principles of accessibility.

This form of knowledge transfer is most suitable for employee sensitization regarding an accessible corporate and organizational culture. In-depth knowledge on digital accessibility is conveyed in other modules.

Experience requirements: none

Prerequisites: none

Maximum participants: unlimited

Module	Target audience	Summary	Duration	Order-ID
Accessible IT (compact)	Everyone interested (management, product owner, strategic decision makers)	Knowing foundational principles on accessibility, user groups, laws, and standards, as well as test procedures	1.5 hours	K-1
Quick Tips for Accessible Documents	Everyone interested (editors, design, marketing)	Fundamentals and best practices for accessible Microsoft-Office documents (Word, Excel, PowerPoint)	1.5 hours	K-8

***NEW* Trainings for IAAP certifications**

Courses to prepare for the CPACC and WAS certification examinations of the International Association of Accessibility Professionals (IAAP) (see [IAAP certifications](#)).

The exam can be taken in German or English, decentralized (online) or in locally organized appointments. For people with disabilities, it is possible to organize the exam supervision privately in a familiar environment. The exam is not part of the training. Participants must register for the exam separately.

Examination requirements:

The IAAP certifications are subject to corresponding prerequisites, which must be proven when registering for the examination, e. g. by means of a curriculum vitae.

- **CPACC:** at least 1 year of experience in accessibility or a new/changing role with some responsibility for accessibility (see also [IAAP: Information on CPACC](#))
- **WAS:** at least 3 years of experience in web accessibility (see also [IAAP: Information on WAS](#))

Course requirements: Webcam and microphone available (remote training) or on-site training

Maximum number of participants: 10

Preparation course	Target group	Brief description	Duration	Order ID
IAAP Certified Professional in Accessibility Core Competencies (CPACC)	All interested parties	The CPACC (Certified Professional in Accessibility Core Competencies) certification is IAAP's foundational certification that represents the practical application of broad, interdisciplinary conceptual knowledge of disabilities, accessibility and universal design, and standards, laws and management strategies related to accessibility.	3 days	V-1
IAAP Web Accessibility Specialist (WAS)	Web development, quality assurance and testing	The WAS (Web Accessibility Specialist) certification is a certification that attests to the technical skills for someone with at least intermediate experience in the design, development, implementation, evaluation and realization of accessible web-based content, projects and services.	3 days	V-2

Examples of Training Combinations

Below, we have compiled five role-specific training examples that in the past have proven to be effective. An individual combination will be gladly assembled for you, tailored to the preferences, and needs of your teams.

“Accessibility and Participation“

Content:

Basic Modules

- User Groups with Disabilities
- Laws, Standards, Guidelines

Target audience: Social partner, inclusion officers, human resource managers, customer service

Requirements: none

Duration: 4 hours

“Accessibility in Usability-Engineering“

Content:

- Basic Modules
 - Accessibility as an Opportunity
 - User Groups with Disabilities
 - Laws, Standards, Guidelines
- Advanced Modules
 - Accessible UI-Design
 - Test Methods and Procedures for Accessibility
 - Accessibility Self-Check (Web)
- Expert Module
 - Using Assistive Technologies

Target audience: Usability & Requirement Engineering

Requirements: Familiarity with DIN EN ISO 9241

Duration: 26 hours

“Accessibility for UX/UI-Design“

Content:

- Basic Modules
 - Principles of Accessibility
 - User Groups with Disabilities
- Advanced Module
 - Accessible UI-Design

Target audience: Design

Requirements: proficiency in UI-design

Duration: 10 hours

“Accessible Web-Development“

Content:

- Basic Modules
 - Principles of Accessibility
 - User Groups with Disabilities
- Advanced Modules
 - Accessibility for Websites (two-part module)
 - Accessibility Self-Check (Web)
 - Accessibility Self-Check (mobile)
- Expert Module
 - WAI ARIA in Web Development

Target audience: Web-Development

Requirements: proficiency in HTML, CSS, JavaScript

Duration: 26 hours

“Accessible (Marketing-) Content“

Content:

- Basic Modules
 - Principles of Accessibility
 - User Groups with Disabilities
- Advanced Modules
 - Accessible Information Architecture and Content Maintenance
 - Planning Accessible Video and Audio Content
- Expert Modules
 - Accessible PDF Documents with InDesign *or*
 - Accessible Word-Documents *or*
 - Accessible PowerPoint-Documents

Target audience: Design, marketing, technical editors, and content editors

Requirements: proficiency in applicable programs (e. g. Word, PowerPoint, or InDesign)

Duration: 18 hours

Coaching

Individual, team, or project coaching, accompanied by an accessibility consultant for digital accessibility.

The objective of a Coaching includes building skills, developing solutions and highlight perspectives for implementing accessibility in a project or company context. Coaching sessions are individually prepared.

Examples	Target audience	Brief description	Duration
Coaching for Accessibility Officers	Social partner, management, process owners, Accessibility officers	Identify relevant roles and responsibilities, as well as processes and structures within the company, knowing the degrees of maturity of accessibility within the company process, developing goals and measures to anchor accessibility in the company sustainably, Design-for-All	As required
Coaching for Accessibility Experts	Accessibility experts (previous knowledge required)	Clarification of questions concerning accessibility in daily work tasks	As required
Coaching for Application Developers	Development	Knowing and applying requirements for accessible software (in general, specialization according to technology upon request)	As required
Coaching for UX/UI-Designers	Design, concept	Knowing and applying requirements for accessible design and information architecture	As required

Any further questions? We are happy to help.

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