ANNEXES

Annex 1 – Phase 1 Examples Survey

The phase 1 survey collected initial information from contributors using the following questions:

Background Information:

1. Your name, job title/role and contact details:

2. Your organisation, its type, full title and mission:

3. Geographical location, the setting/situation and size/scope of your example:

4. Which area(s) of action covered by the Practice Review does your example link to:

- ICT to support personal access to information and knowledge

- ICT to support learning and teaching situations

- ICT for alternative/augmentative communication

- ICT to support access to administrative procedures

Information about your example:

5. What were the main aims of the initiative?

6. Who were the key partners in your initiative?

7. How was the initiative implemented?

8. What were the key outcomes? What impact/added value did they provide?

9. What were the biggest challenges you faced? How were these overcome?

10. When did the initiative take place (please give dates)? What was the timescale?

11. What plans been made for future direction of the initiative?

12. Please provide information about supporting materials that are available for your example (i.e. web links, video clips, reports, references etc).

Annex 2 – Case Study Questionnaire

Phase 2 information on selected case studies was collected via the following questionnaire:

Section 1: Context for your Case Study

1.1 Who completed this questionnaire (one person, a group)?

1.2 Please provide us with information on your organisation, its aims and mission, your role(s) within the organisation (as you want them to appear in the Practice Review):

1.3 How are you and your organisation specifically involved in the use of ICT in education for people with disabilities?

1.4 Please provide us with the name, job title/role and contact details of someone who can be contacted for more information about the Case Study (as you want them to appear in the Practice Review):

1.5 Please provide us with a short (maximum 500 words) abstract describing your Case Study (this text will be used within the Practice Review):

Section 2: ICT in education for people with disabilities within your working situation, in light of the general situation in your country

2.1 General issues relating to ICT in education for people with disabilities in your country

2.1a What, in your opinion, are the central issues facing your country in relation to the use of ICT in education for people with disabilities?

2.1b What are the most important information sources that you are aware of within your country concerning ICT in education for people with disabilities?

2.1c What do you see as being the most important short and long-term developments (for example, new policies, practice, hardware, software) in ICT in education for people with disabilities in your country?

2.1d Are the developments that you can foresee the ideal situation? What changes would you like to see happening?

2.2 Policy on ICT in education for people with disabilities

2.2a Does your country have a specific policy on ICT in education for people with disabilities? What are the policy aims; strategies; focus (infrastructure, hardware, software, access and pedagogical issues?)

2.2b Who has responsibility for ICT in education for people with disabilities policy implementation in your country?

2.2c How are/have policies been monitored and evaluated? Are there any known outcomes/impact of the policies? Is information available relating to changes in: provision or equipment, learning outcomes for people with disabilities, possibilities for promoting the inclusion of people with disabilities by using ICT?

2.3 Practice within ICT in education for people with disabilities

2.3a What country-based networks exist to support educators in their use of ICT in education for people with disabilities?

2.3b How are educators supported in learning situations to help them use ICT in education for people with disabilities?

2.3c What do you see as the strengths and weaknesses of the present support structures?

2.3d What factors seem to be barriers to educators using ICT in education for people with disabilities? How can these barriers be overcome?

2.3e What factors seem to support educators using ICT in education for people with disabilities? How can these support factors be built upon?

2.4 The use of ICTs in your working situation

2.4a Please describe when, how and why you started using ICTs in education for people with disabilities in your working situation. Who or what was the stimulus for that decision?

2.4b Which kinds of ICTs (hardware and software) do you use in your work with education for people with disabilities in your working situation?

2.4c Briefly describe the level of ICT competences of your professional staff. What percentage of them use ICT regularly and naturally in supporting the learning process of people with disabilities?

2.4d How were their ICT competences developed? Have they attended any special courses concerning the use of ICT with people with disabilities? How are they being further developed?

Section 3: Your Case Study in detail

3.1 What were the main aims of the initiative you are presenting as a case study?

3.2 Where did the initiative take place (country, region, city, district?) and who were the main groups of learners with disabilities involved (all learners in a specific context, individuals)?

3.3 When did the initiative take place (please give dates)? What was the timescale?

3.4 Why was this use of ICT in education for people with disabilities considered innovative/original within your country and/or working situation?

3.5 How was the initiative implemented? What steps had to be taken?

3.6 What were the key outcomes? What impact/added value did they provide for people with disabilities and the professionals supporting them?

3.7 Who worked on the initiative (key partnerships)? Why were these different partners involved? What were their specific contributions?

3.8 Has the initiative been evaluated or are there plans for this in the future? If so, who has, or will, carry out this work? What is, or will be the focus?

Section 4: Specific area of action covered by the Practice Review

In order to explore ICT as a tool in education for people with disabilities, different possible areas of application of ICT will be covered in the Practice Review. Your example has been chosen as a Case Study to illustrate XX (one of the 4 options below listed here).

(i) Supporting personal access to information and knowledge ICT as a tool for improving a learner's access to information and knowledge in formal and non-formal learning situations.

(ii) Supporting learning and teaching situations ICT for pedagogical, didactic uses, assisting in personal, learning development and shaping new skills; ICT as a tool for teachers to support learning.

(iii) Supporting personal communication and interaction ICT as a tool for alternative/augmentative communication to replace or supplement personal communication; ICT as a tool for overcoming social and/or geographical isolation.

(iv) Supporting access to educational administrative procedures ICT as a tool for accessing administrative procedures in organisations; ICT as a tool for administrators to improve their services for learners with disabilities.

4.1 Please describe the group of the learners with disabilities your initiative supported. How many learners were involved; what were their ICT, skills and training requirements? What were their specific ICT needs in relation to their specific disabilities?

4.2 Please describe the group of educators and or professionals working with learners or for with disabilities your initiative supported. How many educators/professionals were involved; what were their specific ICT skills and training requirements?

4.3 Please describe the kinds of ICTs (hardware and software) being used within your use of xx

4.4 How was the specific application of ICT in xx practically organised?

4.5 What were the training implications for other groups involved in introducing ICT for xx within your work i.e. possibly families of learners with disabilities, ICT support staff? How was necessary training delivered?

4.6 Why is xx important within your country and working situation?

4.7 How was the initiative funded? What do you see as the strengths and weaknesses of the funding model used for the initiative?

4.8 What were the biggest challenges you faced whilst implementing your initiative in developing xx? How were these overcome?

4.9 What were the biggest successes you achieved? Why do you think these were possible?

4.10 Have any plans been made for future direction of xx? What are they? What will be required and who must be involved to develop the initiative further?

4.11 What possibilities do you see for generalising the use of ICT in xx to other groups of learners, as well as other working contexts and situations?

Section 5: Reflections on the use of ICT in education for people with disabilities

We would be particularly interested to collect information that presents first hand accounts of using ICT in education for people with disabilities.

5.1 Do you have any personal statements or first hand feedback from:

- Learners with disabilities

- Their families

- Educators working in education for people with disabilities

- Specialist ICT support staff?

5.2 What would you say are the main learning points for you and your colleagues from your initiative?

5.3 Based on your experience of this initiative, what key messages would you like to share with other professionals and or educators working in the field of ICT in education for people with disabilities?

Supplementary Information

You may have already provided some information about supporting materials in phase 1 of the Practice Review work.

Please provide any **web links, video clips, reports, references** etc. that are available for your Case Study so we can refer to these in the Practice Review report.

We would also like to include **photos and graphics** relating to your Case Study in the Practice Review. Please send us any relevant image files you would like considered for the final report.

Please note: when you send us any published, graphic or visual material, can you also please confirm that all necessary permissions have been received (for example from parents regarding images of their children) and that there are no issues regarding copyright of any materials.