



sendme2work

Digital Accessibility for Supported Interns

Empower Interns with Digital Accessibility Skills for the Modern Workspace
Practical, engaging workshops to boost digital confidence and employability

Why This Matters – Digital skills are employability skills.

Supported Interns need to be equipped with inclusive, adaptive digital tools to thrive in modern workspaces. Our 4-part series is hands-on, inclusive and confidence-building – designed specifically for young people with SEND and those on Supported Internship pathways.

What Interns Will Learn

Each session includes live demos, a practical exploration workshop and a downloadable checklist for real-world application.

Session 1: Introduction to Digital Accessibility

- Why accessibility matters at work
- Navigating M365 with ease: Resize the mouse pointer, cursor, use dark mode and magnifier
- Social media do's and don'ts: captions, alt text, easy layouts

Session 2: Tips & Tricks to Work Smarter

- Colour-code and personalise your Outlook calendar
- Use charms and folders for better task management
- Organise files with ease in OneDrive and Outlook

Session 3: M365 Tools That Do the Work for You

- Use Immersive Reader, Read Aloud, Dictate and Translate
- Speed up writing, understanding and confidence

Session 4: Create Accessible Content Like a Pro

- Using accessibility checkers in Word, PowerPoint and Outlook
- Export accessible PDFs and build inclusive slide decks
- Avoid common mistakes in emails and presentations

1 Session – £49 per intern

All 4 Sessions (Bundle) – £159 per intern

Delivered live via MS Teams or Zoom

Small group format: supportive, interactive and hands-on
Includes checklists and mini practical tasks in every session

Who Is This For?

Supported Internship providers
Colleges and SEND programme leads
Job coaches and employment support teams
EHCP pathway programme coordinators

“Our interns found the sessions really empowering. They came away with simple tips they could use immediately and the checklists were a great prompt for job coaching conversations.”

– Internship Coordinator

Book Now! Andrew Holland
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Follow us for updates and insights.

Together, let's create a more accessible and inclusive future!

