

# Support Worker and Educator Checklist - Free Toolkits

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Practical checklist for people helping someone use or request a toolkit.

EduLinked free toolkit accessibility download | Updated May 2026

## Use this checklist before requesting a toolkit

- Ask the person what they want help with.
- Offer choices using plain language.
- Do not assume the person wants a printed pack.
- Explain what information is required and why.
- Check consent before entering personal details.
- Record any accessibility needs for delivery or communication.

## After receiving a toolkit

- Print at readable size.
- Cut cards only if the person wants cards separated.
- Keep symbols consistent.
- Model how to use cards without forcing communication.
- Allow extra response time.
- Review if the toolkit is helping and ask what should change.

## Accessibility reminders

- Use short sentences.
- Avoid rushing.
- Provide quiet space if needed.
- Check contrast and font size.
- Offer digital and printed options.
- Respect privacy and dignity.

## Need help?

Email EduLinked: [founder@edulinked.com.au](mailto:founder@edulinked.com.au)

You can ask for Easy Read information, large print, plain text, Auslan script support, or help completing the toolkit request form.