



## **Ministry of Justice Translation & Transcription Team**

### **Service type: Easy Read**

#### **Overview:**

Easy Read is an accessible format. It is used by people with learning disabilities and other people who have difficulty with reading.

Easy Read is a way of translating complex or lengthy information and making it easy to understand. Easy Read documents use simple words in short sentences, with pictures to help guide the user throughout the relevant contents.

#### **Production Method:**

An external partner produces all of our Easy Read services submitted by the Ministry of Justice. This process typically involves a full review of the provided files in order to plan how best the contents can be converted into a suitable Easy Read format. Throughout the production, our partner will be required to re-write the submitted files from the ground up and arrange all required design work for the final versions.

Throughout the production process, there are multiple stages where the submitter is involved with approving the wording & design phases of the request. These are:

- Our supplier provides an MS Word draft file consisting of solely the wording to be used within the Easy Read documents. This is provided via email to the relevant submitter, who then is required to review the contents. Here you will have the chance to either mark-up sections that require amending, while providing specific examples for our supplier to implement. Alternatively, providing no amendments are required at this stage, to approve the submitted words in order to proceed with production.
- Once the submitter approves the provided draft wording, our supplier will proceed onto the design work for these files. This stage of the production includes adding graphics, artwork & font onto a PDF document. Once they have completed this stage, which again may require multiple days, the draft copy of the designed file is submitted for review. The submitter will be required to review the new file/s and mark-up amendments for any relevant sections. Once the design draft is approved, our supplier will proceed onto finalising the Easy Read file.
- Once we have received approval to proceed with finalising the Easy Read files, our supplier will action the final touches to the completed document/s. Here they will provide a low-resolution, high-resolution & printer ready document. Depending on your initial submission, user group involvement & web-accessible files may also be present.
- A member of thebigword MoJ Translation & Transcription team will provide access to download the required files via a download link. A final quotation containing the projects costs will be provided alongside the download link.

#### **Turnaround Times:**

Average turn-around time: 15-20 working days. Legal orientated files may take up to 20-25 working days.

Urgent requests may be supplied with a specific completion timeframe based on existing volumes and the supplied files.

#### **MoJ service charge rates:**

£20 per A4 source page.