



# *Framework for quality assuring educational and associated resources*

## Introduction

This document sets out the Department of Education's quality assurance approach to the management of grants that produce information and education materials.

Grants are widely used to achieve government policy objectives, through payments to the non-government sector to deliver upon shared objectives and outcomes for the Australian public.

It is appropriate that the Government is satisfied that any resources and materials funded by taxpayers are fit for purpose and meet public expectations of Commonwealth spending. In order to achieve this, the Department of Education (the Department) uses a Quality Assurance Framework to ensure the quality of the information and education materials developed under any grant with this Department.

Information and education materials are broadly defined as materials communicating government policy objectives or Departmental/program deliverables to an external audience. Information materials in scope include, but are not limited to, videos, podcasts, fact sheets, publications, educational resources such as teaching resources to support student learning, and multi-media materials delivered via channels including online platforms, such as websites, social media, apps, or in hard copy.

The Department will assess your grant application and depending on the nature of the grant, the proposed information materials and any other relevant factors, we may ask you to develop a Quality Assurance Plan as part of your Activity Work Plan/Reporting and we may include specific clauses in the grant details of your grant agreement requiring departmental consultation/approval of information materials. The Department will work with you on the development of the Quality Assurance Plan; the expectations with respect to quality assurance will be proportional and risk-based.

## Quality Assurance Plan

Depending on the outcomes of the Department's risk assessment, grantees will need to develop and implement a Quality Assurance Plan as part of their Activity Work Plan/Reporting. The extent of this plan will be guided by the outcomes of the abovementioned risk assessment.

- Grantees will need to demonstrate in their Quality Assurance Plan how they intend to meet the quality assurance requirements on all materials, with a particular focus on educational elements.
- The Department will need to be satisfied that the grantee has included requirements in its Quality Assurance Plan that address the risks of the particular grant. If the Department considers that the Plan is inadequate, it may request that the grantee include further risk management activities.
- The Quality Assurance Plan that the Department relies on to ascertain whether the grantee has managed the relevant risks, could include:
  - Use of recognised experts in development of the materials
  - Use of independent experts to review the materials
  - Endorsement by relevant interest groups
  - Endorsement on relevant websites

In undertaking the Activity, the grantee and the Department will work collaboratively and where required consultatively regarding the development and implementation of any communications activities (or information materials) related to the Activity. The Quality Assurance Framework and agreed processes for information materials produced under the grant agreement will be available on the Grants Hubs and Grant Opportunity Guidelines for each grant round.