Information Publication Scheme Agency Plan v.1.0

Introduction

As an Australian Government agency, the Australian Skills Quality Authority is subject to the *Freedom of Information Act 1982* (FOI Act) and must comply with the requirement of the Information Publication Scheme (IPS).

This Agency Plan has been prepared in accordance with subsection 8(1) of the FOI Act.

This plan describes how ASQA complies with the IPS.

Purpose

The purpose of this Agency Plan is to:

- comply with section (8) 1 of the FOI Act;
- assist ASQA in planning and developing appropriate procedures to comply with the IPS;
- show what information ASQA proposes to publish, how and to whom the information will be published and how ASQA will otherwise comply with the requirements of the IPS; and
- facilitate public consultation about ASQA's compliance with the IPS and disclosure of information generally.

Objective

The objective of this Agency Plan is to outline the mechanisms and procedures ASQA will put in place to:

- manage ASQA's IPS information holdings
- proactively identify and publish information required to be published
- regularly review information published under the IPS to ensure it is accurate, up to date and complete
- ensure that information published under the IPS is easily discoverable, understandable and accessible, and
- ensure satisfactory compliance with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0).

Publication of IPS information

The following information is available on the ASQA website:

- Organisational structure
- Agency function and decision-making powers
- Statutory appointments
- Annual reports
- Consultation arrangements
- Contract information
- IPS contact details

- Operational information (strategic and operational plans)
- Senate file order
- Agency publication

Governance and administration

Maintaining and monitoring IPS compliance

A representative of ASQA's Communications Team maintains and monitors IPS compliance.

IPS information architecture

ASQA follows the standardised publication of IPS information on its IPS page.

Our IPS page includes an email address for feedback.

All specified IPS documents are accessible from the ASQA sitemap, which is accessible from every page of the website.

Accessibility

ASQA's website, including all downloadable documents, are built to AA compliance with WCAG 2.0. The IPS Contact Officer will undertake regular accessibility audits of ASQA's IPS information.

Regular reviews of the compliance of the presentation of IPS information will be undertaken by the IPS Contact Officer.

IPS Contact Officer details

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