

INSTITUTE FOR FINANCIAL LITERACY



BEST PRACTICES GUIDELINES FOR ADULT FINANCIAL LITERACY EDUCATION MATERIALS First Edition

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The Institute for Financial Literacy® recommends the following Best Practices Guidelines when developing and/or selecting financial literacy education materials for adults. A relatively new concept in financial education, Best Practices create recommendations regarding processes or techniques for the use or implementation of standards and benchmarks.

Educators, authors, publishers and others are encouraged to apply as many of these Best Practices Guidelines as are appropriate for a specific educational resource in the area of adult financial literacy.

The Institute for Financial Literacy strongly recommends that adult financial literacy education programs also be designed in compliance with the National Standards for Adult Financial Literacy Education.

About the Institute for Financial Literacy®

Founded in 2002, the Institute for Financial Literacy® is a 501(c)(3) tax exempt non profit organization whose mission is to make effective financial literacy education available for all American adults. The Institute works both directly with clients and in partnership with other organizations to integrate financial literacy education into their current delivery of services. The Institute accomplishes its mission through the following programs and services:

Credit Counseling • Financial Education

Center for Financial Certifications™ • Library of Personal Finance™

Annual Conference on Financial Education™ • Center for Consumer Financial Research™

National Standards, Benchmarks and Best Practices Guidelines for Adult Financial Literacy Education

For more information about the Institute, its services and programs, please visit our website at

www.financiallit.org

**BEST PRACTICES GUIDELINES
FOR ADULT FINANCIAL LITERACY EDUCATION MATERIALS
First Edition**

ALIGNED TO STANDARDS

- ⇒ Materials developed for adults align to the National Standards for Adult Financial Literacy Education developed by the Institute for Financial Literacy, which are available on the web at www.financiallit.org.
- ⇒ Materials developed for teenagers align to the K-12 National Standards in Personal Finance developed by JumpStart, which are available on the web at www.jumpstart.org.

OBJECTIVITY

- ⇒ Materials should be objective in content and neutral in tone.
- ⇒ Materials should not deceive or mislead.
- ⇒ Materials should be informative and unbiased in nature.
- ⇒ Materials should not promote a specific brand, product, or provider.
- ⇒ Materials should clearly identify their content creator, copyright holder and publisher.
- ⇒ Materials should have all copyright restrictions and terms of use clearly stated.
- ⇒ Resource lists should also meet objectivity guidelines.

CONTENT

- ⇒ Materials should be written concisely and at an appropriate reading level.
- ⇒ Technical terms, abbreviations, and acronyms need to be clearly defined.
- ⇒ Materials should be relevant to target audiences in content.
- ⇒ Materials should utilize multiple learning styles.
- ⇒ Materials should be accurate.
- ⇒ Materials should be kept current.
- ⇒ Revised materials should be indicated with a revision date and edition number.
- ⇒ Materials should be evaluated for effectiveness.