

# **CIPA Introductory Patent Administrators' Course**

## **In-House Application Form**

### **For course starting September 2018**

Please read the CIPA IPAC In-House Handbook before completing this form.

#### **Contact**

[pac@cipa.org.uk](mailto:pac@cipa.org.uk)

(Please use this address if, having consulted the In-House Handbook, you have for any remaining queries when completing this form)

#### **Useful websites**

[PEB website](#)

[CIPA Courses](#)

## 1. Venue details

Name of organisation/firm: \_\_\_\_\_

Address(es) of venue(s) (site[s]) at which you will teach the face-to-face sessions

	Address	Name of contact person for venue	Email of contact person for venue	Phone number of contact person for the venue
Venue 1				
Venue 2				
Venue 3				

Name of person completing this form: \_\_\_\_\_ Job title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please confirm that the above premises meet the requirements of space, facilities, and technology by providing details below:

*Space and facilities (sufficient space for the maximum number of candidates, adequate toilets, drinking water)*

*Technology (e.g. projector, use of PowerPoint, photocopying, flipchart and pens)*

## 2. Face-to-face teaching sessions

Please complete the following for each venue for the **five face-to-face** teaching sessions only. Please confirm the day of the week (where not a Thursday), the start time of each of the face-to-face teaching sessions, and the names and qualifications/experience of the tutors. NB CIPA cannot approve your firm as a centre unless this section is completed in full.

### Venue 1

Week	Topic	Delivery	Thursday date	Date if different	Session start time	Tutor name	Tutor's qualifications and experience	Tutor Email
Week 1	Introductory Unit 1	Face-to-Face	6 September					
Week 4	Unit 2 GB	Face-to-Face	27 September					
Week 7	Unit 3 PCT	Face-to-Face	18 October					
Week 10	Unit 4 EP	Face-to-Face	8 November					
Week 12	Unit 5 Designs and Revision	Face-to-Face	22 November					

**Venue 2**

<b>Week</b>	<b>Topic</b>	<b>Delivery</b>	<b>Thursday date</b>	<b>Date if different</b>	<b>Session start time</b>	<b>Tutor name</b>	<b>Tutor's qualifications and experience</b>	<b>Tutor Email</b>
Week 1	Introductory Unit 1	Face-to-Face	6 September					
Week 4	Unit 2 GB	Face-to-Face	27 September					
Week 7	Unit 3 PCT	Face-to-Face	18 October					
Week 10	Unit 4 EP	Face-to-Face	8 November					
Week 12	Unit 5 Designs and Revision	Face-to-Face	22 November					

**Venue 3**

<b>Week</b>	<b>Topic</b>	<b>Delivery</b>	<b>Thursday date</b>	<b>Date if different</b>	<b>Session start time</b>	<b>Tutor name</b>	<b>Tutor's qualifications and experience</b>	<b>Tutor Email</b>
Week 1	Introductory Unit 1	Face-to-Face	6 September					
Week 4	Unit 2 GB	Face-to-Face	27 September					
Week 7	Unit 3 PCT	Face-to-Face	18 October					
Week 10	Unit 4 EP	Face-to-Face	8 November					
Week 12	Unit 5 Designs and Revision	Face-to-Face	22 November					

### 3. Attendance registers

By ticking this box, you agree to complete the attendance register(s), notify CIPA of any delegate non-attendance, and notify CIPA if you have to rearrange a teaching session.	<b>Yes</b>
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### 4. Opening your in-house course to other delegates from other firms

<b>Venue 1</b>		
We wish to open this course up to other delegates from other firms on this site.	<b>Yes</b>	<b>No</b>
If yes: The total maximum number of <u>external</u> delegates we can accommodate at this venue is: (please insert)		
<b>Venue 2</b>		
We wish to open this course up to other delegates from other firms on this site.	<b>Yes</b>	<b>No</b>
If yes: The total maximum number of <u>external</u> delegates we can accommodate at this venue is: (please insert)		
<b>Venue 3</b>		
We wish to open this course up to other delegates from other firms on this site.	<b>Yes</b>	<b>No</b>
If yes: The total maximum number of <u>external</u> delegates we can accommodate at this venue is: (please insert)		

## 5. Examination venue

The examination takes place on 24 January 2019 from 2pm until 4.15pm.

If you are prepared to act as an examination venue, please be advised we will contact you separately to discuss if this is feasible.

<b>Venue 1</b>		
We would like this venue to be considered to be an examination venue.	<b>Yes</b>	<b>No</b>
Total maximum number of internal and external delegates we can take for the examination at this venue is: (please insert)		
<b>Venue 2</b>		
We would like this venue to be considered to be an examination venue.	<b>Yes</b>	<b>No</b>
Total maximum number of internal and external delegates we can take for the examination at this venue is: (please insert)		
<b>Venue 3</b>		
We would like this venue to be considered to be an examination venue.	<b>Yes</b>	<b>No</b>
Total maximum number of internal and external delegates we can take for the examination at this venue is: (please insert)		

Please return this form no later than **Friday 2 March 2018**.

by email to [pac@cipa.org.uk](mailto:pac@cipa.org.uk) or by post to:

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CIPA  
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