

CIPA Introductory Patent Administrators' Course

In-House Handbook

For course starting in September 2018

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

Contact

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Useful websites

[PEB website](#)

[CIPA Courses](#)

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Introduction

CIPA will offer one public course for the delivery of the Introductory Certificate in Patent Administration in London. This handbook is for those firms that wish to be considered to offer the course in-house in 2018 for their own students and/or students of other firms. Firms which have previously been approved to run the course in-house must reapply to run the course in 2018.

This handbook sets out some important information. In order to ensure a consistent approach to the delivery of the course, CIPA requires any firms wishing to offer the course in-house to be approved and to complete and return the In-House Application Form.

Please note that where a firm wishes to offer the course in-house, the firm is agreeing to provide the tutors. Fee details can be found [here](#).

The course is delivered through a blended learning model. The advantages of blended learning are:

- Consistency of experience for students within and across courses.
- Less time spent away from the office and travelling.
- More flexibility for students (and firms) as to how and when students learn.

All courses will follow the [syllabus](#) and the structure will be:

Week	Topic	Method	Delivery (public course)	Start time (public course)
Week 1	Introductory Unit 1	Face-to-Face*	6 September	11.00am or 2.30pm
Week 2	Unit 2 GB	Webinar**	w/c 10 September	
Week 3	Unit 2 GB	Webinar	w/c 17 September	
Week 4	Unit 2 GB	Face-to-Face	27 September	11.00am or 2.30pm
Week 5	Unit 3 PCT	Webinar	w/c 1 October	
Week 6	Unit 3 PCT	Webinar	w/c 8 October	
Week 7	Unit 3 PCT	Face-to-Face	18 October	11.00am or 2.30pm
Week 8	Unit 4 EP	Webinar	w/c 22 October	
Week 9	Unit 4 EP	Webinar	w/c 29 October	
Week 10	Unit 4 EP	Face-to-Face	8 November	11.00am or 2.30pm
Week 11	Unit 5 Designs	Webinar	w/c 12 November	
Week 12	Unit 5 and Revision	Face-to-Face	22 November	11.00am or 2.30pm
Week 13	Revision	Webinar	w/c 26 November	

* Face-to-face sessions will be 2.5 hours long.

** Each pre-recorded webinar will last approximately 1 hour. Webinars are provided by CIPA directly to students and mentors.

Full details about the course and examinations can be found [here](#). If you have any questions in relation to either the course or the in-house requirements please contact us on pac@cipa.org.uk.

1. Venue details

CIPA has a minimum expectation of the provision of space, facilities, and technology in order for this course to be delivered. Please complete section 1 of the In-House Application Form to provide CIPA with your venue details.

2. Face-to-Face teaching sessions

In applying to run the course in-house, you are agreeing to provide suitably qualified tutors to deliver each of the **five** face-to-face sessions, CIPA does not provide tutors for in house courses. These tutors may be a different person for each session, the same person for all the sessions, or several people delivering one or more sessions each. Course Tutors will normally be qualified Patent Attorneys or qualified Patent Administrators.

Your in-house course will follow the same pattern as the CIPA public courses (see above).

Each face-to-face session will last approximately two and a half hours. The face-to-face sessions can be held on any day of the week and at any time but we would normally expect them to happen on the same day as the CIPA courses (Thursday).

CIPA will provide a Course Tutor Manual in soft copy for each Course Tutor.

Course Tutors must follow the session materials provided to ensure a comparable experience for all students, regardless of where they are taking the course.

CIPA acknowledges that this method of delivery requires some teaching skills and that tutors should listen to a compulsory webinar which will be provided before the course starts.

Please complete section 2 of the In-House Application Form indicating the:

- dates of the five face-to-face teaching sessions if not a Thursday;
- session start times; and
- tutor name(s), qualifications, experience, and contact email address.

3. Attendance register

CIPA will issue an attendance register for the face-to-face sessions before the course starts to include all students attending your in-house course. This must be completed on a weekly basis and ANY student absence must be reported to CIPA within 24 hours. Please ensure that any withdrawn students who you know will not be in attendance are reported as absent. The CIPA IPAC Attendance Policy can be found [here](#). Please note that there are **no refunds** for either the course or the examination once the student has received confirmation of his/her place on the course.

If a face-to-face teaching session has to be rearranged for any reason, you should email pac@cipa.org.uk. CIPA will record the change to your schedule and email the students on your behalf.

Please complete section 3 of the In-House Application Form.

4. Opening the in-house course to other delegates

Some firms are happy to accommodate other delegates on their in-house courses. CIPA expects this to be offered for the five face-to-face teaching sessions. You are not required to accommodate any external students for the webinar sessions. You may want to facilitate a 'group viewing' of the webinars for your in-house students but all other students will be expected to view the webinars in their own time or at their own firm.

Please complete section 4 of the In-House Application Form indicating whether or not you wish to open your in-house course to other delegates.

5. Examination venues (live examination)

The [Patent Examination Board](#) (PEB) will be delivering the examinations. Candidates will be advised to read the policies of the PEB as in registering for the course and examination they are agreeing to be bound by these policies.

The mock examination and mark scheme will be released to mentors on Monday 3 December 2018, and it may be undertaken at any time between then and Friday 11 January 2019.

The live examination takes place from 2.00pm until 4.15pm on 24 January 2019 at various locations, depending on demand. Information on running the mock examination is provided in the Mentor Handbook.

Please indicate if you would like to be *considered* to hold the live examination at any of your venues. If you indicate you would like to be considered we will contact you to see if this is feasible. If successfully chosen to be an examination centre, you will be expected to supply the invigilators, who must attend Invigilator Training (telecon).

Please complete section 5 of the In-House Application Form indicating whether or not you wish to be considered to hold the examination at any of your venues.

6. Delegate pack, webinars and Course Booklets

CIPA will provide a hard copy of the complete delegate pack to each student. CIPA will also provide links to the webinars. The Course Booklets will be available in soft copy.

7. Mentors

All delegates must have and will supply the name of a mentor on their application form. All mentors must read the Mentor and Mentee Guide which contains a contract which must be returned to CIPA. Mentors will be provided with a Mentor Handbook which outlines the week by week requirements needed to support the students. Mentors are given the same materials as the Course Tutors, including access to the webinars. CIPA will manage the communications with nominated mentors to ensure they follow the requirements.