CIPA Introductory Patent Administrators’ Course

In-House Handbook

September 2016

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

Contact
pac@cipa.org.uk

Useful websites
PEB website
CIPA Courses
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Introduction

CIPA offers two public courses for the delivery of the Introductory Certificate in Patent Administration in London and Manchester. This handbook is for those firms who wish to be considered to offer the course in-house in 2016 for their own students and/or students of other firms. Firms who have previously been approved to run the 2015 course must reapply to run the course in 2016.

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 where a firm wishes to offer the course in house, the firm is agreeing to provide the tutors. In recognition of provision of the venue and tutors for the course CIPA offers a discounted rate for the course to in-house students. Fee details can be found here.

It has been decided to offer the course 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:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Method</th>
<th>Delivery (public course)</th>
<th>Start time (public course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introductory Unit 1</td>
<td>Face to Face*</td>
<td>8 September</td>
<td>11.00am or 2.30pm</td>
</tr>
<tr>
<td>Week 2</td>
<td>Unit 2 GB</td>
<td>Webinar**</td>
<td>w/c 12 September</td>
<td></td>
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<tr>
<td>Week 3</td>
<td>Unit 2 GB</td>
<td>Webinar</td>
<td>w/c 19 September</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Unit 2 GB</td>
<td>Face to Face</td>
<td>29 September</td>
<td>11.00am or 2.30pm</td>
</tr>
<tr>
<td>Week 5</td>
<td>Unit 3 PCT</td>
<td>Webinar</td>
<td>w/c 3 October</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>Unit 3 PCT</td>
<td>Webinar</td>
<td>w/c 10 October</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Unit 3 PCT</td>
<td>Face to Face</td>
<td>20 October</td>
<td>11.00am or 2.30pm</td>
</tr>
<tr>
<td>Week 8</td>
<td>Unit 4 EP</td>
<td>Webinar</td>
<td>w/c 24 October</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Unit 4 EP</td>
<td>Webinar</td>
<td>w/c 31 October</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Unit 4 EP</td>
<td>Face to Face</td>
<td>10 November</td>
<td>11.00am or 2.30pm</td>
</tr>
<tr>
<td>Week 11</td>
<td>Unit 5 Designs</td>
<td>Webinar</td>
<td>w/c 14 November</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Unit 5 and Revision</td>
<td>Face to Face</td>
<td>24 November</td>
<td>11.00am or 2.30pm</td>
</tr>
<tr>
<td>Week 13</td>
<td>Revision</td>
<td>Webinar</td>
<td>w/c 28 November</td>
<td></td>
</tr>
</tbody>
</table>

* 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 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. 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 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 hard 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 tutors should normally attend (in person or via webinar) Course Tutor training which will be provided before the course starts at a mutually convenient time. There is also a dedicated email address (pactutors@cipa.org.uk) to which all tutors can send queries.

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 and experience.

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. The CIPA IPAC Attendance Policy can be found here.

If a face to face teaching session has to be rearranged for any reason you should email pac@cipa.org.uk and 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. This year, CPA would only be seeking for 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 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 5 December 2016, and it may be undertaken at any time between then and Friday 13 January 2017. The live examination takes place from 2.00pm until 4.15pm on 19 January 2017 at various locations, depending on demand.

Please indicate if you would like to hold the live examination at any of your venues. The desk size used should be the ‘double’ desk size, and there should be 1m between each desk. If you did want to do this, you would also normally be expected to supply the invigilators, who would be supplied with Invigilator Instructions and trained by the PEB.

Please complete section 5 of the In-House Application Form indicating whether or not you wish to offer any of your venues as an examination venue.

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 will include a name of a mentor on their application form. We will send each mentor a Mentor Handbook which contains a contract which must be returned to CIPA. Mentors will be provided with the same materials as the Course Tutors, and given access to the webinars.