

## **CIPA Introductory Patent Administrators' Course**

### **Policy for the review, quality assurance and updating of learning materials**

The purpose of this policy is to ensure that the teaching materials for this course reflect the syllabus, meet the demands of the syllabus, are up to date, engaging, and free from error.

The CIPA Head of Education is responsible for ensuring both the quality of the materials and that the reviews take place.

#### **1. Feedback from students and tutors**

Feedback will be sought from tutors and student. This data will be analysed and materials adapted or amended as required before the next course is delivered.

#### **2. Systematic review**

Periodically, and no less than annually, all the learning materials will be reviewed to ensure that the materials are accurate with regard to changes in the law and content. Data on the performance of candidates on individual examination questions will also be considered to confirm that the course materials are fit for purpose

#### **3. Reporting**

Information on feedback sought and/or given, the systematic review, and the details of any action taken, will be logged and stored. It will be available for scrutiny, to the external examiner and reported on as required.

## **CIPA Introductory Patent Administrators' Course**

### **Policy for the quality assurance, monitoring and review of teaching quality**

The purpose of this policy is to ensure that the teaching quality on the course is consistently graded good or excellent by students.

The CIPA Head of Education is responsible for ensuring both the standard of teaching quality and that the reviews take place.

#### **1. Tutor selection**

All tutors will be assessed against criteria including teaching experience and subject knowledge. The highest scoring candidates will be selected.

#### **2. Tutor training**

All tutors will be required to undertake training on the course content and course delivery before delivering the course for the first time. Thereafter they will be required to attend all or part of this or other training where either the course content has changed significantly, or where there have been performance issues.

#### **3. Quality of teaching**

- All students will be solicited for their judgement of the quality of teaching of the tutors.
- Any complaints, informal student feedback, or tutor feedback will also be considered alongside the student assessment of the quality of teaching.
- Tutors will be given the feedback from their students. CIPA will write to each tutor after each course and may a) invite them to teach again, b) ask them to attend training c) advise them of any issues that need to be addressed. CIPA reserves the right not to engage tutors who do not perform at the required minimum standard.

#### **4. Reporting and analysis**

Information on the outputs of the quality of teaching process will be available for scrutiny by the external examiner or other legitimate parties as required.