



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Intellectual Property Information Collection

Business, Commerce and Management Studies / Marketing

Unit Standard 252442 · NQF Level 5 · 14 Credits · 11 Days

COURSE OVERVIEW

This course equips learners with the skills to systematically collect, classify, and document intellectual property (IP) information within an organisation. Participants will learn to identify sources of IP data, apply appropriate collection methods, and ensure records are accurate and compliant with relevant legislation.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	252442
Accreditation	SAQA Accredited · NQF Level 5 · 14 Credits
Duration	11 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify relevant sources of intellectual property information within an organisation.
- Apply appropriate methods to collect IP information from internal and external sources.
- Classify collected IP information according to organisational and legislative requirements.
- Document IP information accurately using standardised records management practices.
- Evaluate the completeness and reliability of collected IP information.
- Demonstrate compliance with confidentiality and data protection protocols during IP collection.

WHO SHOULD ATTEND

- This course is designed for IP administrators, legal support staff, records managers, and innovation officers who are responsible for gathering and managing intellectual property information in corporate or research environments.

COURSE OUTLINE

Day 1: Introduction to Intellectual Property

- What is intellectual property?
- Overview of IP types: patents, trademarks, copyright, designs, trade secrets.
- Economic and social value of IP.
- South African IP legal framework: Companies and Intellectual Property Commission (CIPC), Copyright Act, Patents Act.
- International treaties and conventions (TRIPS, Paris Convention).

Day 2: Patents – Fundamentals and Search Strategies

- Patentability criteria: novelty, inventive step, industrial applicability.
- Anatomy of a patent document: claims, description, drawings.
- Patent search strategies: keywords, IPC/CPC classification.
- Free patent databases: Espacenet, Patentscope, Google Patents.
- Recording search results and documenting findings.

Day 3: Trademarks – Fundamentals and Search Strategies

- Trademark types: word marks, figurative marks, collective marks, certification marks.
- Nice Classification system.
- Trademark search strategies: exact match, phonetic, visual similarity.
- South African trademark database (CIPC e-Services).
- Evaluating likelihood of confusion and similarity.

Day 4: Copyright and Related Rights

- Copyrightable works: literary, musical, artistic, film, sound recordings.
- Ownership and moral rights.
- Copyright registration (voluntary) and databases.
- Searching for copyright information: WIPO, copyright offices.
- Public domain and Creative Commons licenses.

Day 5: Industrial Designs and Utility Models

- Types of designs: aesthetic and functional.
- Registration requirements: novelty, individual character.
- Locarno Classification.
- Design search databases (CIPC, WIPO).
- Comparing design applications and prior art.

Day 6: Trade Secrets and Confidential Information

- Definition and elements of a trade secret.
- Protection measures: NDAs, access controls, policies.
- Searching for trade secrets: indirect methods.
- Legal framework: common law, Protection of Personal Information Act (POPIA).
- Comparison with patent protection.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **14 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 40,300.00	R 40,300.00
1	In-House	R 52,400.00	R 52,400.00
1	On-Campus (Pretoria)	R 60,500.00	R 60,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	25 Aug 2026	On-Campus	Mauritius
12 Aug 2026	26 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	27 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	28 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	31 Aug 2026	On-Campus	Durban, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252442) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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