



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 Registration Application Preparation

Business, Commerce and Management Studies / Marketing

Unit Standard 252447 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to prepare and manage applications for intellectual property (IP) registration, including patents, trademarks, and designs. It covers the registration process, documentation requirements, and compliance with South African IP law, enabling efficient IP protection for businesses and individuals.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	252447
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legal framework for intellectual property registration in South Africa.
- Analyze the requirements for different types of IP applications (patents, trademarks, designs).
- Prepare accurate and complete IP registration application forms and supporting documents.
- Evaluate the completeness and compliance of IP applications against regulatory standards.
- Implement procedures for filing and tracking IP applications through the registration process.
- Demonstrate the ability to respond to office actions and amendments during IP registration.

WHO SHOULD ATTEND

- This course is designed for legal assistants, IP practitioners, entrepreneurs, and corporate professionals responsible for managing IP assets and preparing registration applications.

COURSE OUTLINE

Day 1: Introduction to Intellectual Property and Legal Framework

- Overview of IP: definitions, categories, and importance.
- South African IP legal framework: Acts and regulations.
- Copyright: subject matter, duration, and ownership.
- Patents: requirements for patentability and exclusions.
- Trademarks: types, distinctiveness, and classification.
- Registered designs: aesthetic and functional designs.
- Role of CIPC and other IP offices.
- Ethical considerations and confidentiality in IP.

Day 2: Pre-filing Searches and Documentation

- Conducting patent searches using online databases.
- Trademark clearance searches: Nice classification.
- Design searches: Locarno classification.
- Prior art analysis and freedom-to-operate.
- Required documents: forms, drawings, declarations.
- Drafting patent specifications: claims, abstract, description.
- Preparing trademark applications: representation and goods/services.
- Record-keeping and confidentiality agreements.

Day 3: Filing Procedures and Formal Requirements

- Step-by-step filing process for patents, trademarks, and designs.
- Electronic filing via CIPC e-services.
- Payment of fees and official receipts.
- Priority claims under the Paris Convention.
- Filing dates and acknowledgement of receipt.
- Responding to formalities objections.
- Provisional vs. complete patent applications.
- Recordal of assignments and licences.

Day 4: Examination, Opposition, and Amendments

- Patent examination: novelty, inventive step, and utility.
- Trademark examination: absolute and relative grounds.
- Design examination: novelty and originality.
- Responding to office actions: arguments and amendments.
- Opposition procedures: filing notice, evidence, and hearing.
- Third-party observations and pre-grant opposition.
- Voluntary amendments and corrections.
- Time limits and extensions.

Day 5: Post-registration, Maintenance, and Enforcement

- Renewal of patents, trademarks, and designs.
- Recordal of changes: assignments, mergers, name changes.
- IP infringement: types, detection, and evidence gathering.
- Cease and desist letters and negotiation.
- Litigation basics: Anton Piller orders, interdicts.

- Alternative dispute resolution for IP.
- Licensing and technology transfer.
- IP as an asset: valuation and portfolio management.

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, 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 252447) 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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