



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Intellectual Property Identification and Materials Management

Business, Commerce and Management Studies / Marketing

Unit Standard 252449 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the competence to identify various types of intellectual property (IP) and manage materials effectively within a corporate environment. Participants will learn to recognize IP rights, differentiate between material types, and apply appropriate management practices to protect organizational assets.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	252449
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and classify different forms of intellectual property, including patents, trademarks, copyright, and trade secrets.
- Apply principles of intellectual property law to protect organizational assets and avoid infringement.
- Distinguish between various material types and implement appropriate storage, handling, and disposal procedures.
- Demonstrate the ability to document and track materials and intellectual property using established systems.
- Evaluate risks associated with mismanagement of intellectual property and materials and propose mitigation strategies.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, and administrative staff responsible for handling documentation, materials, and intellectual property in their daily operations.

COURSE OUTLINE

Day 1: Introduction to Intellectual Property and Materials Management

- What is intellectual property?
- Types of IP: patents, trademarks, copyright, trade secrets, designs
- Overview of materials management: sourcing, storage, distribution
- Link between materials management and IP protection
- Introduction to SAQA Unit Standard 252449
- South African IP legal framework: Patents Act, Copyright Act, etc.

Day 2: Patents and Patent Management

- What is a patent? Criteria for patentability
- Patent application process in South Africa
- Patent specification and claims
- Patent materials: prototypes, lab notebooks, technical drawings
- Managing patent-related materials: storage, access, confidentiality
- Patent infringement and enforcement basics

Day 3: Trademarks and Brand Protection

- Trademarks: logos, names, slogans, sounds, shapes
- Trademark search and clearance
- Registration process with CIPC
- Trademark classes and goods/services
- Materials management for trademarks: specimens, packaging, marketing collateral
- Trademark infringement and brand protection strategies

Day 4: Copyright and Related Rights

- Copyright in South Africa: literary, musical, artistic, film, sound recordings
- Exclusive rights of copyright owners
- Copyright infringement and fair use
- Copyright registration (voluntary) and notices
- Managing copyrighted materials: contracts, permissions, digital rights
- Related rights: performers' rights, moral rights

Day 5: Trade Secrets and Confidential Information

- Trade secrets: definition and examples (formulas, processes, customer lists)
- Legal protection of trade secrets: common law, contractual
- Non-disclosure agreements (NDAs): key clauses
- Materials management for trade secrets: secure storage, access logs, destruction
- Employee training on confidentiality
- Trade secret vs patent: strategic choices

Day 6: Industrial Designs and Utility Models

- Industrial designs: aesthetic and functional
- Registration process and requirements
- Design materials: drawings, models, samples
- Managing design portfolios and renewal
- Utility models in South Africa: scope and limitations

- Enforcement of design rights

Day 7: IP Audit and Inventory Management

- IP audit process: scope, objectives, steps
- IP inventory: databases, records, documentation
- Physical materials associated with IP: prototypes, samples, media
- Risk assessment: missing registrations, expired rights, material loss
- IP valuation basics
- Audit reporting and recommendations

Day 8: Materials Management Systems for IP

- Materials management lifecycle: procurement, storage, distribution, disposal
- Inventory control methods: FIFO, LIFO, JIT
- Technology for materials tracking: barcodes, RFID, ERP systems
- Chain of custody for sensitive IP materials
- Documentation: material requisitions, transfer forms, disposal records
- Quality control and IP integrity

Day 9: Security and Access Control for IP Materials

- Physical security: locks, safes, restricted areas, CCTV
- Digital security: encryption, access controls, firewalls
- Visitor and contractor management
- Incident response for IP theft or loss
- POPIA and GDPR implications for IP materials
- Security auditing and continuous improvement

Day 10: IP Licensing and Technology Transfer

- Licensing basics: licensor, licensee, rights granted
- Types of licenses: exclusive, non-exclusive, cross-license
- Key clauses: territory, duration, royalties, termination
- Materials in technology transfer: know-how, documentation, samples
- Due diligence in licensing
- Monitoring compliance and auditing licensees

Day 11: IP Enforcement and Dispute Resolution

- IP infringement: types (counterfeiting, piracy, misappropriation)
- Enforcement options: civil, criminal, administrative
- Evidence collection: preserving materials, chain of custody
- Role of materials management in disputes: documentation, samples
- Alternative dispute resolution: mediation, arbitration
- Working with law enforcement and customs

Day 12: Integrated IP Management and Strategic Planning

- IP strategy: alignment with innovation, R&D, marketing
- IP portfolio management: balancing protection and costs
- Integrating IP with supply chain and materials management
- IP management plan: policies, procedures, roles
- Case study analysis: real-world IP and materials challenges
- Course review and assessment preparation

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 **15 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	20 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	21 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	24 Aug 2026	On-Campus	Mauritius
10 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE

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 252449) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aatid.co.za · www.aatid.co.za