Syllabus
IP Administrator's Course – Introduction to IP

DATE: 10 July 2023

INTRODUCTION – STRUCTURE OF THE SYLLABUS
This syllabus is set out as follows:

1. Information **about the qualification.**

2. The **aims of the qualification.**

3. A module by module description of the **qualification content** which contains the:
   a)   name and number of the unit and section of the syllabus;
   b)   content of each section of the syllabus; and
   c)   learning outcomes for each section of the syllabus.

The learning outcomes set out what candidates will have to demonstrate **in an examination** to show that they have the required knowledge and/or skills.

4. Information about **the examination.**

1. ABOUT THE QUALIFICATION

This qualification includes the underlying principles, the essential legal background and the practice of patent, trade mark and design administration.

The course encourages the development of knowledge, understanding and critical awareness of the structure, personnel and functions of the various departments usually found in a firm, including the work of patent attorneys and support staff.

The course also encourages utilisation and expansion of candidates' existing knowledge, and supports them in their day to day role and career aspirations.

Candidates who achieve the IPTA qualification may later progress to an Advanced IP Administrator's Certificate that will be developed at a later date.

It is recommended that students have:
   a)   12 months experience working day to day as a patent or trade mark administrator in an IP firm or in-house, and
   b)   a Mentor who has agreed to assist and guide you through your learning.

The course is intended to be an introduction to IP (i.e., providing a foundation to the principals of IP law), and will complement internal "on-the-job" training, rather than replace it.

2. AIMS OF THE QUALIFICATION

The aims of the qualification are to develop:
* the knowledge and skills necessary to deal with the filing and prosecution formalities of:
  o Australian, New Zealand, and PCT patent applications,
  o Australian, New Zealand and International trade mark applications, and
  o Australian and New Zealand design applications
* the ability to understand the formal deadlines and actions required; and

- understanding the role of an IP Administrator and the critical importance of meeting legal requirements and deadlines.

3. QUALIFICATION CONTENT

The course is divided up into 5 Modules, covering the following:

- <u>Module 1:</u> Introduction to Intellectual Property (Unit 1)
- <u>Module 2:</u> Australian, NZ and International (PCT) Patents (Units 2, 3, 4, 5)
- <u>Module 3:</u> Australian, NZ and International Madrid Trade Marks (Units 6, 7, 8, 9)
- <u>Module 4:</u> Australian and NZ Designs (Units 10, 11, 12)
- <u>Module 5:</u> Domain Names / Business Names (Unit 13)

The course will also include a practical component to familiarise candidates with the online services portals of IP Australia and IPONZ (Unit 14 Parts I and II). This part of the course serves only for information purposes and will not form part of the examination.

The 5 Modules comprising 13 Units are explained below.

4. THE EXAMINATION
- This syllabus is assessed via a closed-book examination, and will be held in-person in the offices of an IPTA member firm in each major city.
- The examination will take place in **April 2024**.
- It is timetabled from 9 AM until midday (12 PM).
- The law that will be assessed is the law that is current at the time of the last teaching session of the course.

The examination paper
- The questions in the examination paper will test the syllabus learning outcomes.
- The questions will be allocated a mark between from 1 to 15.
- All the questions will be compulsory.
- The examination paper will contain a total of between 80 and 150 marks, and a percentage will be calculated from the total marks available.
- All units, but not necessarily all learning outcomes, will be assessed.

Question types
The questions will be either:
- short answer questions,
- longer answer questions where an explanation is required, or
- a short scenario with related questions. (The scenario materials will either be part of the question or provided as a separate scenario.)

Additionally, questions may be set which relate to the scenario presented in any form question. If reasoning, explanation and/or calculation workings are required in an answer, the question will advise the candidate accordingly.

Materials provided
- Calendars for the relevant years, and Patent Offices closure dates will be provided where needed.
- Materials which the examiners wish candidates to have in order to answer a question will also be provided either as part of the question or separately.

Examination outcomes
- A percentage mark will be calculated from the marks awarded against total marks available.
- Candidates will be awarded one of the following categories: Fail, Pass (minimum 50%), or Pass with Merit (minimum 75%).

Module 1: Unit 1 - Introduction to Intellectual Property (IP)

The objective of this unit is for candidates to understand and explain what a patent, trade mark and design is, and the form of protection and value each right provides to an owner, the various stages of an IP application, and the routes that a patent application may follow, along with understanding the concept of priority. The unit will also cover the various roles that exist to support the IP process.

Subject Content	Learning Outcomes

1. Introduction to the IP Administrator's (Introduction to IP) course
2. Registered IP rights
  • Patents
  • Registered trade marks
  • Designs
  • Plant breeder's rights
3. Unregistered IP rights
4. Other rights associated with IP
  • Domain names and Business names
5. IP Overview (life cycle of a patent/trade mark application)
6. IP Ownership
7. Registration Authorities
8. Internal and External Roles and Responsibilities
9. The value of IP including the importance of meeting time limits and regulations
10. The concept of priority and families.
	At the end of Unit 1 candidates will be able to:
	
	a) understand the components of the course and timelines, including planning on how to study for the course,
	b) explain the reasons for the patent, trade mark and design systems, and the form of protection each provides,
	c) explain the various stages of an application, and the filing routes that are available,
	d) explain the internal and external IP roles that exist in supporting the process,
	e) explain the value of IP and the importance of meeting the rules and regulations,
	f) describe their role as an IP Administrator and the principles of duty of care, and
	g) understand Paris Convention and the concept of a family of applications.

Module 2: Unit 2 – Patent Basics

The objective of this unit is for candidates to be able to explain the different types of patents available to an applicant in Australia and other jurisdictions, how patent families are formed and the associated deadlines that must be adhered to, patent filing requirements, and the components of a patent specification.

Subject Content	Learning Outcomes

1. The types of patents available:
  • Provisional patent applications,
  • Standard patent applications,
  • Divisional patent applications,
  • International PCT patent applications, and
  • Innovation patent applications
2. What can be patented
3. Confidentiality and use of the "grace period"
4. Prior art searching
5. Patent families
  • Provisional patent application filed
  • Non-convention patent application filed
  • Convention patent application filed
  • Priority document access service (DAS)
6. Filing deadlines
  • Filing requirements
  • Standard filing deadlines
  • Client's deadline
  • Filing receipt
  • The importance of meeting the filing deadline and the minimum filing requirements
  • Grace period and adjusted timelines
7. The patent specification
8. Patent publication
  • Filing
  • Publication
  • Acceptance
  • Grant
  • Significance of first publication
9. Term of a patent
  • Renewals
  • Renewal grace period
  • Standard term
  • Pharmaceutical term
10. Microorganism related Treaty/Authority
11. Expedited examination, PPH and GPPH
  • What is the PPH and the GPPH?
  • What countries participate?
  • When does it apply?
  • When is the request filed?
	At the end of Unit 2 candidates will be able to:
	
	a) explain the different types of patents available to an applicant in Australia and other jurisdictions,
	b) what can be patented,
	c) the different forms of patent families and the deadlines required to be met,
	d) the filing requirements needed to secure a filing date,
	e) the patent specification and each of its components,
	f) publication and when it occurs, and
	g) expedited examination, including PPH and GPPH.

Module 2: Unit 3 - Australian Patents	
The objective of this unit is to focus on the principles and requirements of Australian patents. Candidates will learn about Australian provisional applications and standard patent applications, including the typical lifecycle and the associated steps from filing through to grant. The unit will focus on the deadlines required to meet each step, and importantly the responsibility and duty of care of an IP Administrator.	
Subject Content	**Learning Outcomes**

1. General information, including:
  • Legislation and IP Office
  • Types of Australian patents
  • Method of filing
  • Deadlines
  • Forms
  • Guide for presenting a specification
  • Translations
  • Payment of fees
  • Number format
  • Foreign filing permit/license
  • Extension of time/restoration
  • Grace period (public disclosure)
  • Withdrawal and Reversal of Withdrawal
  • Lapsing
  • Microorganism requirements
  • AusPat Searching
2. Australian provisional patent application process
  • Filing deadline
  • Filing the application
  • Filing receipt
  • Formalities report
  • Deadline for filing complete/foreign application
  • Voluntary amendments
3. Australian standard patent application process
  • Filing deadline
  • Filing the application
  • Filing receipt
  • Formalities report
  • Claiming priority
  • Filing foreign applications
  • Expedited examination
  • Notice/Statement of Entitlement
  • Postponement of acceptance
  • Examination reports and response to an examination report
  • Acceptance
  • Grant
  • Opposition
  • Renewals
  • Renewal grace period
  • Standard term
  • Term of Pharmaceutical patents
  • Applying for an extension of term for a pharmaceutical patent
4. Timelines
	At the end of Unit 3 candidates will be able to explain:
	
	a) the types of Australian patents available to an applicant,
	b) how patent applications are filed in Australia and the minimum requirements to secure a filing date,
	c) the lifecycle and processes of an Australian provisional application,
	d) the lifecycle and processes involved in filing, prosecuting, and grant procedure of an Australian standard patent application,
	e) the timeline and associated deadlines of an Australian provisional application and Australian standard patent application, and
	f) your role as an IP Administrator.

Module 2: Unit 4 - New Zealand Patents

The objective of this unit is to focus on the principles and requirements of NZ patents. Candidates will learn about NZ provisional applications and standard patent applications, including the typical lifecycle and the associated steps from filing through to grant. The unit will focus on the deadlines required to meet each step. Importantly, the unit will cover the responsibility and duty of care of an IP Administrator.

Subject Content	Learning Outcomes
1. General information, including: • Legislation and IP Office • Types of NZ patents • Method of filing and Address for service • Deadlines falling on a weekend/public holiday • Guide for presenting a specification • Translations • Declaration of Inventorship • Payment of fees • Number format • Foreign filing permit/license • Extension of time/restoration • Grace period (public disclosure) • Withdrawal or surrender of a patent • Patent or patent applications that are lapsed, abandoned or voided • Microorganism requirements • IPONZ patent searching 2. NZ provisional patent application process • Filing deadlines and Filing the application • Filing receipt and Formalities report • Deadline for filing complete/foreign applications • Post dating • Voluntary amendments 3. NZ standard patent application process • Filing deadline • Filing the application • Filing receipt and Formalities report • Claiming priority and Priority documents • Filing foreign applications • Voluntary amendments • Publication • Requesting examination and excess claim fees, inc. expedited examination (GPPH) • Notice of Entitlement • Postponement of acceptance • Examination reports and response to an examination report • Acceptance and Grant • Renewals and Renewal grace period • Standard term • Term of Pharmaceutical patents 4. Timelines 5. Main differences between Australia and NZ	At the end of Unit 4 candidates will be able to explain: a) the types of NZ patents available to an applicant, b) how patent applications are filed in NZ and the minimum requirements to secure a filing date, c) the lifecycle and processes of an NZ provisional application, d) the lifecycle and processes involved in filing, prosecuting, and grant procedure of an NZ standard patent application, e) the timeline and associated deadlines of an NZ provisional application and NZ standard patent application, and f) the differences between Australian and NZ patents, and g) your role as an IP Administrator.

Module 2: Unit 5 – International (PCT) Patent Applications

The objective of this unit is to focus on the principles and requirements of International (PCT) patent applications. Candidates will learn about the two phases of a PCT patent application, namely: 1) the International phase, and 2) the national/regional phase, along with the roles and responsibilities of International Searching Authority and International Examining Authority. The unit will focus on the associated steps and deadlines of the International phase and touch briefly on the requirements of the national/regional phase. Importantly, the unit will cover the responsibility and duty of care of an IP Administrator.

Subject Content	Learning Outcomes

1. General information, including:
  • The World Intellectual Property Organisation (WIPO), and what a PCT application is
  • Phases of a PCT application and Deadlines
  • States bound by the Paris Convention but not the PCT
  • Your role as an IP Administrator
2. Filing and Processing the PCT application
  • Minimum filing requirements
  • Submitting the application
  • Designated States and Agent/address for service
  • Declaration of priority and Priority document
  • Restoration of Priority
  • Record Copy and Search Copy
  • Application number format
  • Formality check and Filing receipt
  • Certified copy of the PCT application
3. International Search Procedure
  • Additional search fee requirements
  • International Search Report (ISR) and Written Opinion (WO)
  • Response to the ISR and WO – Art. 19
  • Supplementary International Search
  • Publication
4. International Examination
  • Demand – International Preliminary Examination Request (IPER)
  • International Preliminary Report on Patentability (IPRP)
5. Other miscellaneous PCT actions:
  • Recording changes – 92Bis
  • Withdrawal of priority
  • Withdrawal of the PCT application
  • Withdrawal of designated sates
6. National/Regional phase entry
  • What is the national/regional phase?
  • Time limit for entering the national/regional phase
  • Submission of a national phase entry request
  • Other considerations for preparing to enter the national/regional phase
7. PCT time
  • Chapter I and Chapter II
	At the end of Unit 5 candidates will be able to explain:
	
	a) what is a PCT application,
	b) the advantages of filing a PCT application,
	c) the minimum requirements to obtain a filing date,
	d) the steps of the International search stage, International examination stage, including understanding when the International phase ends,
	e) the difference between Chapter I and Chapter II,
	f) the timeline and associated deadlines of each step of the International phase, and
	g) your role as an IP Administrator.

Module 3: Unit 6 – Trade Mark Rights

The objective of this unit is for candidates to be able to explain the different types of trade mark available to an applicant in Australia and other jurisdictions, the different types of trade marks such as Word, device marks and others that can be registered, the standard set of goods and services under the Nice classification, the trade mark requirements, and the convention and non-convention filing routes for an overseas trade mark application.

Subject Content	Learning Outcomes

1. Types of Trade Marks:
  • Standard
  • Divisional
  • International trade marks
  • European Union trade marks
  • Trade Mark (TM) Headstart
2. What is the Madrid Agreement and Madrid Protocol?
3. Types of trade marks that can be registered
4. What can be registered?
5. First to file /first to use
6. Unregistered trade marks
7. ™ and ® Symbols
8. Searching
9. Goods and Services
10. Nice classification
11. Vienna Classification
12. Non-Use
13. Who can apply for a trade mark?
14. Filing requirements
15. The importance of meeting the filing deadline and minimum filing requirements
16. Publication and amendment of the trade mark
17. Expedited examination
18. The term of a registered trade mark
  • Renewals
  • Renewal grace period
  • Standard term
19. Trade mark filing routes
  • Non-convention filing route
  • Convention filing route
  • International filing route
20. Ongoing management of trade mark rights.
	At the end of Unit 6 candidates will be able to explain:
	a) the different types of trade marks available to an applicant,
	b) the types of trade marks that can be registered,
	c) the filing requirements needed to secure a filing date,
	d) the classification of goods and services,
	e) the trade mark routes available to an applicant, and
	f) ongoing management of trade mark rights.

Module 3: Unit 7 – Australian Trade Marks

The objective of this unit is to focus on the principles and requirements of Australian trade marks. Candidates will learn about Australian trade mark applications, including the typical lifecycle and the associated steps from filing through to registration. The unit will focus on the deadlines required to meet each step, and importantly the responsibility and duty of care of an IP Administrator.

Subject Content	Learning Outcomes

1. Legislation and IP Office
2. Types of Australian trade mark filings
  • Standard
  • Divisional
  • TM Headstart
  • International Registration Designating Australia (IRDA)
3. Method of filing
4. Deadlines
5. Forms
6. Payment of filing fees
7. Number format
8. Extension of time/restoration
9. Withdrawal
10. Reversal of a withdrawal
11. Lapsing
12. Searching
13. TM Headstart process
  • TM Headstart submission
  • Converting the TM Headstart request to a trade mark application
14. Australian trade mark process
  • Filing deadline
  • Filing the application
  • Application check
  • Publication
  • Expedited examination, examination reports and responses to examination reports
  • Time limits for acceptance of an application
  • Deferment of acceptance
  • Hearing
  • Acceptance and registration
  • Opposition
  • Renewals and renewal grace period
15. International Registration Designating Australia (IRDA) process
  • Case dates
  • Number formats
  • Provisional refusal and response to the provisional refusal
  • Acceptance
  • Notice of protection
  • Opposition
  • Transformation to a national filing
  • Renewals
16. Australian trade mark timeline.
	At the end of Unit 7 candidates will be able to explain:
	a) the types of Australian trade mark applications available to an applicant,
	b) how trade mark applications are filed in Australia, and the minimum requirements to secure a filing date,
	c) the lifecycle and processes involved in each of the steps of an Australian trade mark application and International Registration Designating Australia (IRDA),
	d) the timeline and associated deadlines for an Australian trade mark application, and
	e) your role as an IP Administrator.

Module 3: Unit 8 – NZ Trade Marks

The objective of this unit is to focus on the principles and requirements of NZ trade marks. Candidates will learn about NZ trade mark applications, including the typical lifecycle and the associated steps from filing through to registration. The unit will focus on the deadlines required to meet each step, and importantly the responsibility and duty of care of an IP Administrator.

Subject Content	Learning Outcomes

1. Legislation and IP Office
2. Types of NZ trade mark filings
   • Standard / Divisional / International Registration Designating NZ
3. Method of filing information or documents
4. Deadlines
5. Payment of filing fees
6. Search and preliminary advice
7. Priority claim
8. Number format
9. Specification of goods and services
10. Māori trade marks
11. Territorial limitation
12. Extension of time/continued processing
13. Amendment of a trade mark or applicant details
14. Withdrawal
15. Lapsing
16. Statement of Use
17. Non-Use
18. Searching
19. NZ trade mark process
   • Filing deadline and filing the application
   • Mandatory filing requirements
   • Translation/transliteration
   • Application check and filing receipt
   • Publication
   • Examination reports and responses to examination reports.
   • Time limits for acceptance of an application
   • Request for review/hearing
   • Acceptance / Registration / Opposition
   • Renewals and renewal grace periods
20. International registration designating NZ process
   • Case dates
   • Number formats
   • Provisional refusal and response to the provisional refusal
   • Divisional
   • Acceptance
   • Notice of protection
   • Opposition
   • Notifying the IB of the final decision
   • Replacement of national trade mark in NZ
   • Transformation to a national filing
   • Renewals
21. Main differences between Australian and NZ trade marks.
	At the end of Unit 8 candidates will be able to explain:
	a) the types of NZ trade mark applications available to an applicant,
	b) how trade mark applications are filed in NZ, and the minimum requirements to secure a filing date,
	c) the lifecycle and processes involved in each of the steps of a NZ trade mark application and International Registration Designating NZ,
	d) the timeline and associated deadlines for a NZ trade mark application,
	e) the main differences between Australian and NZ trade marks, and
	f) your role as an IP Administrator.

Module 3: Unit 9 – International Trade Marks

The objective of this unit is to focus on the principles and requirements of International trade marks under the Madrid Protocol System. Candidates will learn about the main stages of an International application, including the roles and responsibilities of the Office of Origin, the International Bureau and the IP Offices that are designated. The unit will cover the typical lifecycle and the associated steps from filing the International trade mark through to examination conducted by the IP Offices, along with focusing on the deadlines required to meet each step, and importantly the responsibility and duty of care of an IP Administrator.

Subject Content	Learning Outcomes

1. Common acronyms and common terminology
2. What is an International trade mark under the Madrid Protocol?
3. Advantages of filing an International trade mark application
4. Stages of an International trade mark application
5. Filing the International trade mark application
6. Entitlement to apply
7. The basic application or registration
8. Renewals
9. Forms
10. Your role as an IP Administrator
11. Useful resources
12. The main stages of an International trade mark
   • Filing stage
   • Formal examination by the International Bureau (IB)
   • Substantive examination by National or Regional IP Offices designated
13. Adding a subsequent designation
14. Continued processing
15. Managing an International trade mark registration
	At the end of Unit 9 candidates will be able to explain:
	a) what is an International trade mark registration under the Madrid Protocol,
	b) the advantages of filing an International trade mark application,
	c) the minimum requirements to secure a filing date,
	d) the stages of an International trade mark application, along with the roles and responsibilities of the Office of Origin, the International Bureau, and the IP Offices,
	e) the timeline and associated deadlines, and
	f) your role as an IP Administrator.

Module 4: Unit 10 – Design Rights

The objective of this unit is for candidates to be able to explain the different types of design applications available to an applicant in Australia and other jurisdictions. The unit will look at what can be registered as a design, the importance of the drawings or representations filed with a design, confidentiality of a design until the design is filed, design requirements, and the convention and non-convention filing routes of a design.

Subject Content	Learning Outcomes
1. Types of designs • Standard design application • Multiple design application • Divisional design application • Partial design • International design under the Hague system 2. What protection does a design registration provide? 3. What can be registered as a design 4. Prior art searching 5. Confidentiality and use of the grace period 6. New and distinctive features 7. Design filing routes • Non-convention design application filed • Convention design application filed 8. Priority document access service (DAS) 9. Who can apply for a design? 10. Filing requirements 11. Client filing deadline 12. Filing receipt 13. The importance of meeting the filing requirements and the minimum filing requirements 14. The drawings/representations 15. Use of a product 16. Classification system – Locarno classification 17. Publication 18. Examination 19. The term of a design	At the end of Unit 10 candidates will be able to explain: a) the different types of design applications available to an applicant, b) the filing requirements needed to secure a filing date, c) requirements for the representations, and d) the design routes available to an applicant.

Module 4: Unit 11 – Australian Designs

The objective of this unit is to focus on the principles and requirements of Australian designs. Candidates will learn about the different types of design applications available to an applicant, including the typical lifecycle and the associated steps from filing through to registration, including that for an Australian design to be enforceable, the design must undergo examination by IP Australia and be certified. The unit will also focus on the deadlines required to meet each step, and importantly the responsibility and duty of care of an IP Administrator.

Subject Content	Learning Outcomes
1. Legislation and IP Office 2. Types of Australian design filings • Standard design application • Multiple design application • Divisional (Excluded) design application • Common design application 3. Method of filing 4. Deadlines 5. Forms 6. Guide to preparing the representations • Format of representations • Coloured representations • Solid/dotted/dashed lines • Labelling representations 7. Payment of fees 8. Number format 9. Applying for more than one design 10. Registration/certification 11. Extension of time/restoration 12. Grace period (public disclosure) 13. Withdrawal 14. Lapsing 15. Searching 16. Australian design process • Filing deadline • Filing the application • Formalities check • Certificate of registration • Examination and certification • Expedited examination • Examination report/response • Certificate of examination • Standard term • Renewals • Renewal grace period 17. Useful resources	At the end of Unit 11 candidates will be able to explain: a) the types of Australian design applications available to an applicant, b) how design applications are filed in Australia, and the minimum requirements to secure a filing date, c) requirements for the design representations, d) the lifecycle and processes involved in the filing stage, formalities stage, and certification of a design, and e) your role as an IP Administrator.

Module 4: Unit 12 – NZ Designs

The objective of this unit is to focus on the principles and requirements of NZ designs. Candidates will learn about the different types of design applications available to an applicant, including the typical lifecycle and the associated steps from filing through to registration. The unit will also focus on the deadlines required to meet each step, and importantly the responsibility and duty of care of an IP Administrator.

Subject Content	Learning Outcomes

1. Legislation and IP Office
2. Types of NZ design filings
    • Standard design application
    • Divisional design application
3. Method of filing information or documents
4. Deadlines
5. Guide to preparing the representations
6. Payment of fees
7. Classification
8. Number format
9. Extension of time/restoration
10. Grace period (public disclosure)
11. Withdrawal
12. Cancellation
13. Lapsing
14. Searching
15. NZ design process
    • Filing deadline
    • Filing the application
    • Formalities check
    • Examination
    • Publication/Certificate of registration
    • Standard term
    • Renewals
    • Renewal grace period
16. Main differences between Australian and NZ Designs
	At the end of Unit 12 candidates will be able to explain:
	a) the types of NZ design applications available to an applicant,
	b) how design applications are filed in NZ, and the minimum requirements to secure a filing date,
	c) requirements for the design representations,
	d) the lifecycle and processes involved in the filing to registration stages,
	e) the differences between Australian and NZ designs, and
	f) your role as IP Administrator.

Module 5: Unit 13 – Domain Names/Business Names	
The objective of this unit is to cover domain names and business names, including what a domain name is and the process for registering and renewing a domain name, and what a business name is and the process for registering and renewing a business name.	

Subject Content	**Learning Outcomes**

Domain Names
 	
 1. What is a Domain name?
 2. Legislation and Office
 3. Domain name parties
 4. Parts of a domain name
 5. Domain name process
    • Choosing a domain name
    • Performing a search
    • Applying for a domain name registration
 6. Eligibility details
 7. Domain name term
 8. Domain name fees
 9. Processing the domain name request
 10. Certificate of registration
 11. Domain name renewal
 12. Useful resources
 	
 Business Names
 	
 1. What is a business name?
 2. Legislation and Office
 3. When should a business name be registered?
 4. Business name parties
 5. Conducting a search
 6. Unregistrable/restricted business names
 7. Registration of a business name
 8. Fees
 9. Notification of registration
 10. ASIC Connect and ASIC key
 11. Changes to a business name
 12. Term of registration
 13. Renewing a business name
 14. Useful resources
	At the end of Unit 13 candidates will be able to explain:
	 a) what a domain name is,
	 b) the components of a domain name,
	 c) the process for registering and renewing a domain name,
	 d) what a business name is and when it is required, and
	 e) the process for registering and renewing a business name.

Unit 14 Practical Sessions with IP Australia and IPONZ

The purpose of this unit is to provide candidates with a practical component on the use of IP Australia's Online Services portal and IPONZ's Online Case Management facility. Candidates will be invited to attend separate webinars hosted by a member of IP Australia and IPONZ where candidates will be shown how to navigate the portals and will be shown tips and tricks on performing transactions.

This part of the course serves only for information purposes and will not form part of the examination.

Subject Content	Learning Outcomes
1. IP Australia – Will be provided by IP Australia. 2. IPONZ – Will be provided by IPONZ.	a) Learn how to navigate the portals to achieve required outcomes. b) "How to" session on particular topics. c) Tips and tricks to help you.