



Pol-018 Intellectual Property Policy and Procedure

Purpose of the policy:

According to clauses Clause 8.6 of the Standards for Registered Training Organizations (RTOs) 2015 Canberra Valley Institute policy sets out the framework for protecting and administering the interests of Canberra Valley Institute, staff members and students arising from the creation and use of the intellectual property.

This policy aims to recognize the creative contribution of staff members and students to the development of intellectual property as well as increase their awareness and understanding of intellectual property rights and obligations.

Scope

This policy applies to:

- Canberra Valley Institute Campuses
- Students
- Management Team-members

Responsibilities

- Trainer/ Assessor
- CEO

Policy Statement:

Intellectual property (IP) is the collective name for a group of legal rights, which may be claimed for certain intellectual creations. Specifically, it includes:

- Copyright (which protects computer software, teaching materials, scholarly works and other written, artistic, dramatic, and musical works, film, and sound recordings amongst other things).
- Patents (these protect new inventions of all sorts, including software, biotechnological and engineering advances and, to an increasing degree, business methods.)
- Confidential information, knowledge and trade secrets (this can protect all types of information). This is protected under the common law.
- Plant breeder's rights (protecting distinct, uniform, and stable new plant varieties that have been bred).
- Registered designs (these protect the "eye appeal" of an object and must be original).
- Registered and unregistered trademarks (these protect the signs and trading identities of businesses).
- Circuit layouts for computer chips. The above rights such as patents and designs require registration whereas some arise automatically as soon as the work is created (e.g., copyright, circuit layout

Document Name:	Pol-018 Intellectual Property Policy and Procedure	Created Date:	14/06/2023
Document No:	Version No: 2.0 Jan 2025	Last Modified Date:	9/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 1 of 4



rights). Other rights such as confidential information need practical steps to keep them protected. Some creations may be capable of protection by more than one legal right.

Under Australian law, Canberra Valley Institute is entitled to ownership of intellectual property created by staff, whether members of the academic staff or the general staff, in the course of their employment.

Procedure

Canberra Valley Institute asserts its ownership of the copyright in learning and other materials produced by staff members in the course of their employment during the nominated and paid employment hours either on college premises or outside Canberra Valley Institute. Likewise, any intellectual property created or produced outside the nominated employment hours, and without the use of any of Canberra Valley Institute's internal or external resources, will remain the property of the original creator.

In case of staff members moving on to subsequent employment by another college or institute, Canberra Valley Institute will be willing to allow staff members to use teaching and learning materials for their personal use which they prepared while employed at Canberra Valley Institute.

Where Canberra Valley Institute engages any contractor or consultant, and that contractor or consultant creates any IP (including copyright) as part of that engagement, the intellectual property rights will be determined by a written agreement between Canberra Valley Institute and the contractor/consultant.

Students at Canberra Valley Institute retain the rights to all the work produced by them while studying at Canberra Valley Institute

Where Canberra Valley Institute purchases learning materials from a third party, it will ensure that the license terms are not restrictive, and not a hindrance, in maintaining its academic standards and quality processes such as moderation, validation and modification of the learning materials. Canberra Valley Institute adheres to the principle that where there is a commercialization opportunity of intellectual property, the originator and Canberra Valley Institute should benefit equally from it.

Staff should be aware that under general law and the terms of their employment they must not use or disclose any confidential information acquired in the course of their employment, except with the consent of Canberra Valley Institute.

Unless otherwise mutually agreed in writing, or under specific terms, Canberra Valley Institute will not claim ownership of IP derived from work performed outside the course of a staff member's employment.

Use of Copyright Material in Training and Learning

- Provisions under Part VB of The Copyright Act 1968 allow all educational institutions to copy and communicate third party material to distribute to students up to the limits depending on the type of material. Canberra Valley Institute is very conscious about copyright infringement and does not allow any copyright material to be used by students in the classrooms without appropriate permission or outside of permissible limits under the Copyright Act.

Document Name:	Pol-018 Intellectual Property Policy and Procedure	Created Date:	14/06/2023
Document No:	Version No: 2.0 Jan 2025	Last Modified Date:	9/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 2 of 4



CANBERRA VALLEY INSTITUTE

CANBERRA VALLEY INSTITUTE
RTO Code: 41498 CRICOS Code: 03937D
Suite 4, Level 3 15 Moore St. Canberra ACT 2601
Phone: 1800 003 363 Email: info@cvi.edu.au
Website: www.cvi.edu.au

- Canberra Valley Institute will inform all staff members of copyright obligations in Staff Handbook as well as at the time of new employee induction.
- Public domain information and sources, where available for public or educational/academic use, will allow being used by students with appropriate citation and acknowledgement.
- Canberra Valley Institute will investigate the possibility of purchasing a Statutory Education license from The Copyright Agency Ltd (CAL) to introduce a wide variety of material into its training environment, both in hardcopy and digital format as part of its continuous improvement process. Trainer and assessor opinions and input will be sought by the CEO to the extent of copyright materials required on an ongoing basis.

Document Name:	Pol-018 Intellectual Property Policy and Procedure	Created Date:	14/06/2023
Document No:	Version No: 2.0 Jan 2025	Last Modified Date:	9/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 3 of 4



Development & Approval Information

Policy Author:	Sunil Baby
Policy Owner:	CEO
Approval Body:	CEO
Policy Status:	<input type="checkbox"/> New Draft <input type="checkbox"/> Updated Draft <input checked="" type="checkbox"/> Current
Key Stakeholders:	CEO
Date Approved:	December 2024
Approved by:	CEO
Date of next review:	March 2025

Version History		
Version	Date	Details
1.0	14/06/2023	Original Draft
2.0	09/01/2025	Approved by CEO

Document Name:	Pol-018 Intellectual Property Policy and Procedure	Created Date:	14/06/2023
Document No:	Version No: 2.0 Jan 2025	Last Modified Date:	9/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 4 of 4