



Intellectual Property Rights Policy

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1. Purpose

This policy sets out Hybrid Training Centre's (HTC) approach to the ownership, protection, and use of Intellectual Property (IP) created by employees, learners, and other stakeholders.

The purpose of this policy is to:

- Clarify ownership of IP created in connection with HTC activities
- Protect HTC's intellectual property rights
- Ensure appropriate use of third-party IP
- Support the creation and sharing of teaching materials
- Comply with legal requirements

2. Scope

This policy applies to:

- All HTC employees, including permanent, temporary, and casual staff
- All learners and apprentices enrolled at HTC
- Contractors, consultants, and agency staff working for HTC
- Suppliers and partners with access to HTC materials

The policy covers all forms of IP created in connection with HTC activities, including teaching materials, curriculum content, assessments, training resources, software, and other creative works.

3. Definitions

Term	Definition
Intellectual Property (IP)	Creations of the mind that have commercial or educational value, including inventions, literary and artistic works, designs, symbols, names, and images.
IP Rights (IPR)	Legal rights that protect IP, giving the owner control over its use. These include copyright, patents, trademarks, and design rights.
Teaching Materials	Materials created for the design, content, and delivery of HTC courses, including presentations, handouts, assessments, schemes of work, and e-learning content.
Scholarly Work	Academic publications including books, articles, and conference papers produced as part of professional development.

4. Legal Framework

This policy is informed by:

Copyright, Designs and Patents Act 1988 - copyright protection for literary, dramatic, musical, and artistic works

Patents Act 1977 - protection for inventions

Trade Marks Act 1994 - protection for brands and logos

Registered Designs Act 1949 - protection for product designs

Computer Misuse Act 1990 - protection of software and data

5. Types of Intellectual Property

5.1 Copyright

Copyright protects original literary, dramatic, musical, and artistic works. It arises automatically when a work is created and does not require registration. Copyright protects the expression of ideas, not the ideas themselves. Copyright typically lasts for the life of the creator plus 70 years.

5.2 Patents

Patents protect inventions that are new, involve an inventive step, and are capable of industrial application. Patents must be registered and last for up to 20 years.

5.3 Trademarks

Trademarks protect signs, logos, and names that distinguish goods or services. They can be registered or established through use. The HTC name and logo are protected trademarks.

5.4 Design Rights

Design rights protect the appearance of products. They can be registered or arise automatically for original designs.

6. Ownership - General Principles

The general principles of IP ownership are:

- IP created by employees in the course of their employment belongs to HTC
- IP created by learners during their studies generally belongs to the learner, with exceptions
- IP created using HTC resources or facilities may belong to HTC
- Contractual arrangements may vary these default positions

7. IP Created by Employees

7.1 General Rule

Under the Patents Act 1977 and Copyright, Designs and Patents Act 1988, IP created by an employee in the course of their normal duties belongs to HTC. This includes material produced using HTC equipment or facilities.

7.2 IP Belonging to HTC

IP belongs to HTC when it is:

- Material for the design, content, and delivery of HTC courses
- Material for e-learning or community learning
- Projects specifically commissioned by HTC
- Material from externally funded projects
- Administrative materials, data, and reports
- Software developed for HTC purposes

7.3 Exceptions - Employee Owned

Employees own the copyright in:

- Scholarly work (books, articles, conference papers) produced as part of their professional career
- Material produced for personal use and reference, including as an aid to teaching
- Income from academic publications

7.4 Declaration

Employees must declare at the start of employment any teaching materials they are bringing for use at HTC and confirm their ongoing rights to use them.

8. IP Created by Learners and Students

8.1 General Rule

Learners own IP they generate during their studies unless one of the exceptions below applies.

8.2 Exceptions - HTC or Third Party Ownership

Learners do not own IP when:

- The IP is subject to an agreement with an external organisation
- The IP builds upon existing HTC IP
- The IP is created jointly with HTC employees
- The learner is also an HTC employee

- A sponsor has paid fees or bursary (ownership per sponsor agreement)

8.3 Licence to HTC

Where learners own IP, they grant HTC a non-exclusive licence to use it for teaching, research, and academic publication purposes.

8.4 Reporting

Learners who create or contribute to IP must bring this to the attention of their tutor as soon as practicable.

9. Teaching Materials

HTC owns the IP in teaching materials created by employees. HTC may commercialise teaching materials, including licensing or assigning them to third parties.

When an employee leaves HTC, they may request a licence to retain a copy for personal, non-commercial teaching and research purposes. This licence must be agreed in writing with HTC. Former employees may not commercialise HTC teaching materials without written permission.

10. Third Party IP and Licensing

Staff and learners must respect third-party IP rights:

- Do not use copyrighted material without permission or licence
- Follow the terms of software licences
- Credit sources appropriately
- Do not use HTC trademarks without authorisation

HTC maintains licences for software and other third-party materials. Staff must use these within the licence terms.

11. AI-Generated Content

The status of IP in AI-generated content is evolving. HTC's current position is:

- Content generated by AI tools using HTC resources is treated as HTC IP
- Staff using AI to assist in creating teaching materials must disclose AI use
- Learners must follow the Artificial Intelligence Policy regarding AI-generated content in assessments
- AI-generated content must be reviewed and verified before use
- Staff must not input confidential or proprietary HTC information into AI tools

12. Suppliers and Contractors

Suppliers and contractors with access to HTC materials must sign service level agreements confirming:

- All materials provided by HTC remain HTC property
- All IP rights (including copyright) belong to HTC
- Materials must not be copied, retained, or distributed

IP created by contractors for HTC typically belongs to HTC unless otherwise agreed in writing.

13. Placements

Where learners are on placement, the placement organisation may require assignment of IP created during the placement. HTC will seek to negotiate appropriate terms on behalf of learners. Each case is considered individually. Departments must clarify IP arrangements before placements commence.

14. Protection and Enforcement

HTC will take appropriate steps to protect its IP, including:

- Registering trademarks where appropriate
- Marking materials with copyright notices
- Including IP clauses in contracts
- Taking action against infringement where necessary

Any suspected infringement of HTC's IP or unauthorised use of third-party IP should be reported to the Group CEO.

15. Disputes

Any disputes regarding IP ownership or use should be raised with the Group CEO in the first instance. HTC will seek to resolve disputes fairly, balancing the interests of the organisation and individuals involved.

16. Policy Review

This policy will be reviewed annually or when significant changes in IP law or practice occur.

17. Related Policies

- Artificial Intelligence Policy
- Acceptable Use of IT Policy
- Data Protection Policy

- **Malpractice, Maladministration and Plagiarism Policy**

Appendix A: IP Ownership Summary Table

Type of IP	Owner
Teaching materials created by employees	HTC
Course content and e-learning	HTC
Commissioned projects and funded research	HTC (or per funding terms)
Administrative records and reports	HTC
Scholarly publications (books, articles)	Employee
Personal teaching aids	Employee
Learner work (general)	Learner (with licence to HTC)
Learner work building on HTC IP	HTC or joint
AI-generated content using HTC resources	HTC
Contractor work for HTC	HTC (per contract)

Policy Approval

Signature:

Date:

Sophie Gilmore
Group CEO