



Australian Government

BSBIPR301 Comply with organisational requirements for protection and use of intellectual property

Release: 1

BSBIPR301 Comply with organisational requirements for protection and use of intellectual property

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist with the protection and lawful use of an organisation's intellectual property and to avoid intellectual property infringement. It focuses on supporting the maintenance of an organisation's policies and procedures for the protection of intellectual property and avoidance of intellectual property infringement.

It applies to individuals who operate in a broad range of work roles and contexts and whose role may include assisting the organisation to comply with intellectual property requirements for the protection and use of intellectual property.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Intellectual Property

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify organisational expectations for complying with intellectual property requirements	1.1 Identify the various types of existing and potential intellectual property within the organisation 1.2 Identify and access the organisation's intellectual property policies, procedures and information 1.3 Identify own role in protecting the organisation's intellectual property, using intellectual property and avoiding intellectual property infringement 1.4 Provide information and advice to relevant internal and

ELEMENT	PERFORMANCE CRITERIA
	external stakeholders about how the organisation's intellectual property policies and procedures operate, within limits of job role
2. Support policies and procedures for the protection and use of intellectual property	2.1 Assist with the development and/or implementation of policies and procedures for the protection and use of the organisation's intellectual property according to the type of protection required 2.2 Assist with the development and/or implementation of policies and procedures to prevent infringement of others' intellectual property 2.3 Assist in the maintenance of intellectual property policies and procedures 2.4 Contribute to the identification of potential problems and opportunities for improvement in the operation of the intellectual property policies and procedures and make recommendations to appropriate personnel for action
3. Contribute to recommendations about non-compliance issues with intellectual property requirements	3.1 Contribute to the identification of any potential non-compliance or intellectual property infringement issues, either internally or externally 3.2 Contribute to recommendations to appropriate personnel about actions to overcome non-compliance issues 3.3 Alert appropriate personnel to areas of potential intellectual property infringement or risk

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1-2.4, 3.1-3.3	Interprets and comprehends organisational texts related to intellectual property requirements
Writing	1.4, 2.1-2.4, 3.1-3.3	- Records information in accordance with requirements - Develops texts using language appropriate to audience needs
Oral Communication	1.4, 2.4, 3.1-3.3	- Provides information using language and terminology appropriate to audience - Obtains information from others by listening and

		questioning
Navigate the world of work	1.3, 1.4, 2.1, 2.2	Understands and takes responsibility for adhering to legal and regulatory compliance with respect to own work
Interact with others	1.4, 2.1-2.4, 3.1-3.3	- Follows accepted communication practices when seeking or providing advice about intellectual property - Collaborates with others to achieve joint outcomes
Get the work done	1.1, 1.2, 1.4, 2-1-2.4, 3.1-3.3	- Plans and implements a range of tasks directly related to own role, seeking assistance where required - Uses problem solving skills to identify and respond to intellectual property compliance issues

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBIPR301 Comply with organisational requirements for protection and use of intellectual property	BSBIPR301A Comply with organisational requirements for protection and use of intellectual property	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBIPR301 Comply with organisational requirements for protection and use of intellectual property

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Performance Evidence

Evidence of the ability to:

- identify the different types of intellectual property within the organisation
- identify, correctly use and/or update an organisation's intellectual property policies and procedures
- identify the potential of non-compliance issues within an organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe different types of intellectual property and the key characteristics of each
- outline the relevant organisational policies and procedures in relation to intellectual property
- describe the range of intellectual property residing with the organisation
- describe the relevant legislative requirements as they apply to the job role.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – intellectual property field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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