



Standards and Criteria for QPIP Training Accreditation

Framework for QPIP Accreditation

QPIP Accreditation Committee

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1.0 INTRODUCTION

Accreditation serves as an indication of quality by providing standards against which all the QPIP training courses can be measured. It has been set up to provide the highest standards of professional development learning for QPIP examination candidates.

Together standards and criteria are needed to inform a valid accreditation process. We rely heavily on the information, data and statements provided to us by the training course provider(s). Therefore, integrity is very important to the QPIP accreditation process (QAP) and we expect all applicants to adhere to the highest ethical standards.

According to the Articles of The International Standards Board for Qualified Patent Information Professionals (ISBQPIP), the duty of the Accreditation Committee consists of “reviewing applications for accreditation for training or courses and making recommendations to the Supervisory Council to accredit training or courses that provide suitable content of sufficient level as defined in the Rules to prepare candidates for the examination”. The course submitted for accreditation approval should give some indication for what (group of) skills/knowledge from the [Schedules](#) the content of a course/training is suitable, and also provide an indication of the course level. However, although candidates will not be able to pass the QPIP examinations with beginners or entry-level courses alone, such courses will still be eligible for QPIP accreditation approval. It is therefore the aim that the vast majority of the courses given QPIP accreditation approval will be suitable for preparing candidates to sit the QPIP examination.

1.1 Accreditation Process

Gaining QPIP accreditation for training courses is a 2-step process for course providers:

1. Request or approval for accreditation is made using the included QPIP training accreditation request form ([Annex A](#)) or at the discretion of the QPIP Course Accreditation Team (QCAT); this may especially be the case for some free courses (e.g. provided by the EPO, USPTO and WIPO). The aim of this process is to assess the nature of the training/course, how it is delivered, gain information about the expected attendees and for you to understand the key objectives of the QPIP Course Accreditation Process (QCAP) and the main steps to becoming an approved QPIP Course Provider (QCP).
2. Once an application and supporting documentation have been received it will be reviewed by the QCAT and notification of the outcome sent to the QCP. It will not be possible to include several courses in a single application



request. The course materials (in original language) typically required for review include presentation slides, handouts and any additional course notes.

Each QPIP training course is benchmarked against our assessment criteria to ensure the required standards are met across a number of different areas.

1.2 Education & Training Schedules

The syllabus (listing of required skills and knowledge required to prepare for the QPIP examinations are described in the [Schedules](#):

- Schedule I: Search Skills Syllabus
- Schedule II: Patent Law and Analysis Skills Syllabus

All courses should contain content that addresses the knowledge and skills of Schedule I and/or Schedule II.

1.3 Conflict of Interest

Applicants will be required to confirm that there is no conflict of interest on the part of any sponsor or commercial interest in order to avoid training providers offering training content that may potentially damage or jeopardise the reputation of a rival or competitor course provider.

1.4 Ethical values

We expect that accredited course providers are committed to the highest ethical standards, including integrity, fairness, honesty, trustworthiness, respect and openness. Training course providers are expected to maintain a practice of regular programme reviews and perform their activities in accordance with standard ethical practices.



2.0 ACCREDITATION AIMS

The following are the aims of the accreditation process, which are reflected in the standards and criteria:

- To ensure that the content of the training course(s) is relevant to candidates of the QPIP examination.
- To increase the learning to be gained from becoming a QPIP-certified patent searcher.
- To minimise bias and conflicts of interest in the accreditation process
- To encourage the appropriate evaluation and review of the training courses approved for accreditation.
- To maintain a published list of QPIP accredited training courses that are aligned to the skills and knowledge defined in the [Schedules](#).
- To provide a transparent process open to scrutiny.
- To provide a thorough and administratively simple and flexible process.

3.0 ACCREDITATION STANDARDS AND CRITERIA

The standards are qualitative characteristics which define the evidence required from training providers and against which course provision or performance can be evaluated.

The criteria describe what is required from training providers to meet the standards.

3.1 Educational and Competence Standards

Target Audience

There should be a clearly defined target audience, including level and any pre-requisite knowledge.

Learning aims

There should be clearly defined learning aim(s) which reflect the overall purpose of the course.

Training content and structure

There should be a detailed statement outlining the content, structure and suitability of the training course.

Delivery methods

Delivery methods should be appropriate to the learning aims that were set for the attendees.

Supporting information

Supporting information and material should be clear, relevant and accessible.

Trainer expertise

Training provider should demonstrate that the training staff qualifications and experience are appropriate to deliver the training course.

Evaluation and quality assurance

A defined quality assurance process is an important part of accreditation of activities for QPIP purposes. It should include an assessment process that evaluates the intended training course.

Training provider's details

Training providers should have relevant expertise and facilities to conduct the course.



Ethical values

Training course providers are expected to perform their activities in accordance with standard ethical practices.

Correct and up-to-dateness of content

Training course providers are expected to maintain a practice of regular programme reviews to ensure the quality of their content.

Commercial sponsorship

The training programme should not be influenced or biased by commercial organisations.

Administrative arrangements

Organisers should have in place an efficient and transparent administrative process.

3.2 Criteria to meet the standard for QPIP accreditation

- a. The institution provides a description of the course contents/scope, including duration, agenda, exams, contact hours, cost/fees etc
- b. The institution has clearly stated goals/end terms for the attendees of the course.
- c. The institution provides support services suited to the needs of its attendees including a process for student feed-back.
- d. The institution provides the infrastructure and resources necessary to support effective teaching and learning.
- e. The institution has policies that assure the quality of the course
- f. The institution maintains a practice of regular programme reviews.
- g. Courses and programmes should be current, up-to-date and require levels of performance by attendees appropriate to the QPIP-certificate awarded.
- h. Course clearly indicates any pre-requisites (knowledge, skills, qualifications)
- i. Courses should be in-line with the QPIP exam requirements as set out in schedule [1](#) and [2](#), with the part of the [schedule\(s\)](#) covered by the course clearly indicated.
- j. The language of the course, and any supporting material, is at the discretion of the provider on the understanding that the QPIP examination will be held exclusively in English (QPIP rule 10.1 - All examination questions shall be in English)
- k. Each attendee receives a (digital) syllabus
- l. All attendees should receive a certificate of attendance.
- m. All instructors should be appropriately qualified and linked to the profession.
- n. Instructors are accessible for inquiry.
- o. If applicable, any limitations to course access based on age, gender, cultural, social or educational background, or other requirements, are clearly stated.
- p. Accredited course providers/instructors are committed to the highest ethical standards, including integrity, fairness, honesty, trustworthiness, respect and openness.

- q. Applicants should confirm that there is no conflict of interest on the part of any sponsor or commercial interest in order to avoid training providers offering training content that may potentially damage or jeopardise the reputation of a rival or competitor course provider.
- r. The organiser should apply (using the QPIP Training Accreditation Request Form - Annex A) for approval at least eight weeks prior to the training start date.
- s. An attendance register for each training should be maintained and retained for a period of at least 2 years. The attendance register should be available for viewing by QCAT on request.
- t. Instructors/trainers should have/follow a Code of Ethics.
- u. Training providers/instructors should maintain a practice of regular programme reviews.
- v. The intended audience and content level must be clearly specified.



Annex A – QPIP Training Accreditation Request Form

Instructions for applicants: Please complete this form in English, detach and send with supporting documents to accreditations@qipip.org

| Training Provider Details | |
|--|---|
| Name and details of person responsible for application | |
| Professional address | |
| Correspondence address, if different | |
| Type of organisation (tick one box) | <input type="checkbox"/> Commercial organisation <input type="checkbox"/> Non-commercial/non-profit organisation |
| Telephone number(s) | |
| Email | |
| Website (if applicable) | |
| Have you previously applied for QPIP accreditation? (tick one box) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please provide details | |
| Training course details | |
| Course title | |
| Course date(s) and duration | |
| Venue/website URL | |
| Attendance fee(s) | |
| Number of participants expected | |
| Please provide details of course structure, content, language and timetabling. | |
| Please attach and tick to confirm the finalised course details are attached <input type="checkbox"/> | |



| Educational content of course | |
|---|--|
| Who is the target audience? | |
| Please tick to indicate the course level(s). | <input type="checkbox"/> Beginners <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced |
| What schedule 1 and/or 2 and part of the schedule(s) does the course seek to address? | |
| What are the main learning objectives? | |
| What will be the language of instruction of the course? | |
| What other language options are available for this course? | |
| Are there any course pre-requisites? If yes, please provide details. | |
| How will the course be delivered? | |
| In which country or countries will the course be delivered. | |
| Provide name(s) and titles of instructors. State/provide evidence to demonstrate that they have the expertise to deliver the training content. | |
| Please tick to confirm that you follow/have a Code of Ethics for Trainers/Instructors. <input type="checkbox"/> | |
| Sponsorship and Conflict of Interest | |
| <input type="checkbox"/> Please tick to confirm that there is no conflict of interest on the part of any sponsor or commercial interest, or if so, provide details below. | |
| <input type="checkbox"/> Please tick to confirm that the course content is not biased by a sponsor or other commercial interest, or if so, provide details below. | |
| Please indicate in what form any sponsorship has been provided, or any conflict of interest. | |



| Evaluation, review and feedback | |
|--|--|
| How will the quality of teaching and learning be evaluated? Attach any feedback/evaluation form that will be used. | |
| <input type="checkbox"/> Please tick to confirm that you have attached a copy of the feedback/evaluation form. | |
| <input type="checkbox"/> Please tick to confirm the course content is regularly reviewed for accuracy and up-to-dateness. | |
| Confirmation of applicant | |
| <input type="checkbox"/> Please tick this box to confirm that the information provided in this form is accurate and that the responses given represent those of the applicant. | |
| Name: | |
| Job Title: | |
| Date: | |
| Privacy Notice | |
| <p>We are committed to protecting and respecting your privacy. In accordance with the General Data Protection Regulation (GDPR) legislation, the lawful basis for collecting and processing this data is “Legitimate Interests”. This means that the data is necessary to enable us to fulfil the objectives of the QPIP Course Accreditation Team (QCAT) in processing your request for accreditation, and that it is data that would reasonably be expected for us to hold and use.</p> <p>We will never collect sensitive information about you without your explicit consent.</p> <p>Therefore, please provide explicit consent in accordance with GDPR by ticking the boxes to confirm the following 2 questions:</p> | |
| <input type="checkbox"/> I confirm that my details can be kept for administrative and communication purposes related to the activities of the QPIP Course Accreditation Team (QCAT). | |
| <input type="checkbox"/> I confirm that I would like to be contacted in the future by the QPIP Course Accreditation Team (QCAT) preferably by: | |
| <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Telephone | |



Your Rights

You have the right to ask us not to process your personal data for marketing purposes. This right can be exercised at any time by contacting us at accreditations@qipip.org.

If you no longer wish to receive any further communications from the QPIP organisation relating to accreditation, please send an email to accreditations@qipip.org with **ACCREDITATION UNSUBSCRIBE** in the subject heading. This will remove you from future correspondence and result in the official end of all accreditation of courses/training/seminars provided by you and/or your organisation.

Questions or comments about privacy are welcome and should be addressed to accreditations@qipip.org