



## Quality Assurance Handbook PART A1

### **POLICY No.16: Intellectual Property and Copyright Policy**

#### 16. Purpose of Policy

Policy No.16 sets out FIT's approach to the ownership, management and commercial use of intellectual property created for use in conjunction with the delivery of Tech Apprenticeship programmes.

#### 16.1 Policy Scope

This policy applies to all stakeholders who have a formal role in the delivery of Tech Apprenticeships.

#### 16.2 Overarching Considerations

FIT is conscious that intellectual property created by Apprentices in an off-the-job study is unlikely to have a commercial application. All materials generated by Apprentices during employment and while participating in a Tech Apprenticeship programme remain in their employers' proprietary ownership except for formal programme assessment documentation, which should, in all cases, be free from any form of employers' proprietary data.

#### 16.3 Policy Statement

All intellectual property and associated digital collateral developed and amassed by FIT to provide broad resources for the Tech Apprenticeship initiative is owned solely by FIT CLG. FIT prohibit the external use of FIT livery and logos without the prior consent of FIT CLG. Without explicit agreement from FIT's Technology Enhanced Learning Unit, FIT prohibits the use of FIT intellectual property for reproduction in various forms, recording without consent, broadcasting, translation into other languages, and adaptation.

##### 16.3.1 Sharing of FIT's Intellectual Property and Copyright

As FIT CLG is designated as a not-for-profit organisation, consistent with the organisation ethos, FIT will consider a broad base of avenues for collaborative efforts to broaden the catchment base of learners who avail of FIT services. However, initiatives that share FIT's knowledge of learning resources will

require a written agreement between FIT and third parties. Under the terms of the Copyright and Related Rights Acts 2000 to 2007, FIT owns all copyright in works created by FIT staff in the course of their employment, irrespective of the format in which the material is created, stored and made available.

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