

<b>SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY</b> <b>SKILLS MAP – PATENT ATTORNEY TRAINEE/PATENT AGENT TRAINEE</b>		
<b>Sector</b>	Intellectual Property	
<b>Track</b>	Patents Prosecution	
<b>Occupation</b>	Patent Agent	
<b>Job Role</b>	<b>PATENT ATTORNEY TRAINEE/PATENT AGENT TRAINEE</b>	
<b>Job Role Description</b>	<p>The Patent Attorney Trainee/Patent Agent Trainee assists in the drafting and filing of patent applications under supervision. He/She works closely with inventors and researchers in the process, and also assists in monitoring timelines while ensuring compliance to regulatory requirements and ethical guidelines. He also conducts patent-related searches to facilitate the patent drafting and filing process and liaises with inventors and researchers on the written opinions and/or office actions of the patent examiners.</p> <p>The Patent Attorney Trainee/Patent Agent Trainee prepares budget reports based on expenses incurred, as well as conducts research into potential business opportunities to facilitate management's decision making. He also engages in continuous professional development activities to deepen his expertise and knowledge.</p> <p>The Patent Attorney Trainee/Patent Agent Trainee has a good grasp of local patent regulatory regimes and has good communication skills to establish relationships with key stakeholders, inventors and researchers. He has good written skills to draft technical documents, and is able to understand and interpret scientific and technology-based information.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Manage patent submissions	Review submissions to determine the patentability of inventions
		Monitor external parties engaged to conduct patent research, due diligence and analyses
		Assist in documentation of inventions in preparation for patent filings
		Conduct patent-related searches in preparation for patent filings
		Prepare, draft and file patent applications under supervision
	Manage patent amendments	Monitor timelines for responses to examiners' objections to ensure compliance to regulatory requirements
		Liaise with inventors to seek inputs on written opinions or office actions
		Collate information to prepare responses to written opinions or office actions
	Manage people and organisational function	Compute statement of expenses for billing purposes
		Prepare budget-related reports for management's information
		Participate in continuous professional development activities
		Contribute to the development of the team's objectives and key performance indicators
	Manage business development activities	Implement strategies to leverage on relationships and network for business opportunities and partnerships
		Maintain collaborative relationships with industry and clients
		Collate information on relevant market and industry trends affecting the marketplace
Assist in negotiations and follow up on negotiation outcomes		
	<b>Technical Skills and Competencies</b>	<b>Generic Skills and Competencies (Top 5)</b>

<b>Skills and Competencies</b>	Budgeting	Level 3	Communication	Intermediate		
	Business Data Analysis	Level 3	Problem Solving	Intermediate		
	Business Negotiation	Level 4	Teamwork	Intermediate		
	Business Opportunities Development	Level 3	Interpersonal Skills	Intermediate		
	Change Management	Level 4	Sense Making	Intermediate		
	Data Visualisation	Level 4				
	Intellectual Property Audit and Due Diligence	Level 4				
	Intellectual Property Management Processes	Level 4				
	Intellectual Property Portfolio Management	Level 4				
	Market Research	Level 3, Level 4				
	Networking	Level 4				
	Organisational Strategy and Policy Realisation	Level 4				
	Patent Claim and Specification Drafting	Level 4				
	Patent Practice	Level 4				
	People Change Management	Level 4				
People and Performance Management	Level 4					
Vendor Management	Level 3					
<b>Programme Listing</b>	For a list of Training Programmes available for the Intellectual Property sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/intellectual-property">www.skillsfuture.sg/skills-framework/intellectual-property</a>					

The information contained in this document serves as a guide.