

**SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Intellectual Property Management					
TSC Title	Patent Claim and Specification Drafting					
TSC Description	Interpret the anatomy of a patent document, define the inventive concept, draft claims and determine the patentability of inventive concepts					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			INP-IPR-3013-1.1	INP-IPR-4013-1.1	INP-IPR-5013-1.1	INP-IPR-6013-1.1
			Prepare and submit patent applications, monitor patent application timelines and file patent applications	Interpret the anatomy of a patent document, assess the implications of claims and apply patent knowledge to support assessment of patent applications	Define the inventive concepts, draft claims and follow up with actions in relation to claims	Determine patentability of inventive concepts and draft specifications
Knowledge			<ul style="list-style-type: none"> Types of Intellectual Property (IP) and patents Importance, scope of protection and reasons for filing of patents Organisation's policies and procedures relating to IP IP legislation and guidelines Components of patent application forms Local and international patent application processes Stakeholders involved in patent applications Pitfalls in patent applications Requirements for recovery of rights that have been terminated 	<ul style="list-style-type: none"> Types of Intellectual Property (IP) and patents Patentability criteria Function of a patent document Patent status Components of a patent application Methods of assessing patentability Business significance of patents Rights conferred to a patent owner 	<ul style="list-style-type: none"> Types of intellectual property (IP) and patents Importance and scope of protection of patents Methods to conduct and assess prior art searches Patentability criteria Stakeholders involved in patent applications Commercial considerations for patent applications Best practices in drafting patent claims Patenting in different jurisdictions IP legislation and guidelines 	<ul style="list-style-type: none"> Types of intellectual property (IP) and patents Claims drafting approaches and processes Methods to conduct and assess prior art searches Stakeholders involved in patent applications Commercial considerations for patent applications Importance of content in priority documents for patent applications Methods of assessing patentability Best practices in drafting patent specifications Patenting in different jurisdictions IP legislation and guidelines
Abilities			<ul style="list-style-type: none"> Compile patent drawings and prior art searches Consolidate documents detailing claim on inventions 	<ul style="list-style-type: none"> Interpret the anatomy of a patent document to identify relevant information Evaluate the scope of protection 	<ul style="list-style-type: none"> Review the invention disclosures to scope inventive concepts Decide on essential elements of the inventive concept to include 	<ul style="list-style-type: none"> Review the invention disclosures to define the inventive concepts Compare inventive concepts with the organisation's existing IP

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			<ul style="list-style-type: none"> • Review patent application forms for accuracy and completeness • Estimate and track patent application timelines • Submit patent applications and responses to relevant regulatory authorities • File and renew patent applications 	<ul style="list-style-type: none"> • Assess the patentability of inventions to determine if there is adequate support for claims • Analyse if inventions fulfil patentability criteria • Conduct and analyse prior art searches • Review if the claims made infringe on prior art • Identify if the patents will provide a competitive market advantage for the organisation • Review searches and examination reports 	<p>different embodiments and/or client objectives</p> <ul style="list-style-type: none"> • Decide on the appropriate claim drafting approaches • Draft independent and dependent claims based on the type of technology and clients' objectives • Check drafted claims against statutory requirements • Review and incorporate feedback from stakeholders • Consider different claim categories for overlapping protection 	<ul style="list-style-type: none"> • Determine if inventive concepts fulfil the patentability criteria • Evaluate prior art and commercial considerations to determine patentability of inventive concepts • Draft drawings and detailed specifications • Cross-reference patent specifications against different patent applications
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