

INFORMATION, DATA INTEGRITY AND INTELLECTUAL PROPERTY (IP) POLICY & PROCEDURE

Introduction

The Kings Own International College (KOIC) is committed to ethical management of intellectual property (IP) and the integrity of all data related to its operations. This policy ensures compliance with the Standards for RTOs 2025, ELICOS Standards 2018, and the Education Services for Overseas Students (ESOS) Act 2000, and other applicable frameworks. It provides clear guidance on the ownership, protection, reporting and management of information, including student and staff data and creative works developed across KOIC.

Purpose

This policy ensures KOIC's approach to:

- Promoting, protecting and managing Intellectual Property (IP) created by staff, students and contractors
- Ensuring accuracy, security and compliance of all data submitted to regulators
- Upholding academic and operational integrity through effective governance.

Scope

This policy applies to:

- All staff, contractors, third-party providers and students
- All IP created, collected or managed for KOIC purposes, including course content, branding, academic works and data reporting
- VET and ELICOS data, PRISMS, NCVER reporting and regulatory declarations.

Policy Statement

KOIC promotes creativity, academic integrity, and operational excellence through the ethical use and secure management of information and intellectual property. All data must be:

- Accurate and complete
- Protected from unauthorised access or misuse
- Reported in accordance with regulatory timelines and standards
- Maintained in secure and accurate data management systems.

All IP created on behalf of KOIC will be managed in line with ownership, attribution and commercialisation rights.

Definitions

Australian Privacy Principles (APPs)	A set of principles under the <i>Privacy Act 1988</i> governing the handling of personal information.
AVETMISS	The Australian Vocational Education and Training Management Information Statistical Standard, a framework for recording and reporting VET data.
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students, used to register education providers for international students.
Commercialisation	The process of generating revenue from KOIC owned intellectual property.
Commissioned Work	Work specifically requested by KOIC beyond normal teaching and administrative duties.

Confidential Information	Trade secrets, student data and proprietary research not publicly available.
Course Materials	Any material created for KOIC's learning and assessment (ELICOS) and training and assessment (VET), including lecture notes, e-learning content, slide deck presentations and assessment.
Data Provision Requirements	Obligations for RTOs to collect and report accurate data to regulatory bodies.
ELICOS	English Language Intensive Courses for Overseas Students
Intellectual Property (IP)	Rights related to inventions, designs, trademarks, copyright patents, confidential information and creative works.
NVR Act	National Vocational Education and Training Regulator Act 2011
PRISMS	The Provider Registration and International Student Management System used to issue electronic Confirmations of Enrolment (eCoEs)
Privacy Act 1988	The Privacy Act 1988 is an Australian law that regulates the handling of personal information about individuals. It includes rules about how personal information is collected, used, stored, and disclosed, as well as access and correction rights for individuals.
Quality Indicator Data	Feedback collected from learners and employers using prescribed learner engagement and employer satisfaction questionnaires. This data provides insights into the quality of training and assessment services and is reported to ASQA annually by 30 June.
Retention Period	The minimum period student records must be kept, as mandated by legislation.
Scholarly Work	Research, books, articles, or academic content developed by staff or students.
Total VET Activity (TVA)	Comprehensive records of all VET delivery undertaken by an RTO, reported annually to the National Centre for Vocational Education Research (NCVER).
VET	Vocational Education and Training, a sector of education providing practical and skills-based training.

Regulatory and Legislative Requirements

- Australian Privacy Principles (APP)
- Copyright Act 1968
- Data Provision Requirements 2020
- ELICOS Standards 2018
- ESOS Act 2000
- ESOS National Code 2018
- National VET Data Policy 2020
- NEAS Quality Assurance Framework
- NVR Act 2011
- Standards for RTOs 2025

Data Integrity and Provision of Information Procedure

1. Data Collection and Reporting Obligations

1.1 Collection of Data

Student enrolment data is collected and entered into KOIC's AVETMISS-compliant Student Management System during the enrolment process.

Attendance and academic progress records are updated weekly for both VET and ELICOS students.

1.2 Reporting Obligations

- **Total VET Activity Data:** Comprehensive records of all Vocational Education and Training (VET) delivery are collected and reported annually to the National Centre for Vocational Education Research (NCVER) by the end of February for the previous calendar year.
- **Quality Indicator Data:** Feedback from learners and employers is collected using the prescribed learner engagement and employer satisfaction questionnaires. An annual summary report is submitted to ASQA by 30 June each year.
- **PRISMS Updates:** Timely updates of enrolments, completions, suspensions, deferrals, and withdrawals for CRICOS compliance.
- **Annual Declaration of Compliance:** KOIC prepares and submits an annual declaration on compliance, affirming adherence to the *Standards for Registered Training Organisations (RTOs) 2015*.

2. Data Integrity and Accuracy

- KOIC maintains accurate and complete records of all student enrolments, training activities, and outcomes in compliance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).
- All student, staff, and organisational data is maintained in a secure, AVETMISS-compliant management system.
- All data reported to regulators must be accurate, complete and submitted within the required deadlines.
- Regular audits are conducted to ensure the accuracy and currency of data and to identify any discrepancies.

3. Data Security and Retention

- Data is stored securely in KOIC's student management system with restricted access for authorised personnel.
- Hard copy data is stored in locked cabinets in secure areas.
- Reporting data is retained for a minimum of thirty (30) years.
- VET student assessment items are retained for six (6) months post-assessment,
- ELICOS student assessment records are retained for a minimum two (2) years.
- Data that is no longer required is disposed of securely via shredding or digital data destruction methods.

4. Staff Training and Accountability

- All staff involved in data collection, management, and reporting receive training during onboarding and annual refreshers.
- Training includes AVETMISS requirements, PRISMS updates, and reporting deadlines.

Intellectual Property (IP) Procedure

1. Ownership of Intellectual Property

1.1 IP Created by Staff

Unless otherwise agreed in writing, KOIC owns all intellectual property created by staff in the course of employment. Staff are prohibited from applying for personal registration of such IP without written approval from KOIC.

Moral rights are conferred on individual authors under the Copyright Act. These rights include, in relation to an author:

- a right of attribution of authorship; or
- a right not to have authorship falsely attributed; or
- a right of integrity of authorship.

Moral rights are not transferred and can only be exercised by an individual author (or co-authors) of a copyright work. Employees must avoid premature disclosure of inventions, material or information which may constitute intellectual property. The consequences of such a disclosure may prevent KOIC from obtaining protection or registration of intellectual property and may result in loss of commercial opportunity. The CEO must be consulted prior to any disclosure of new inventions or developments in publications, to the media or otherwise to any third party.

1.2 Commissioned Works

Intellectual property in commissioned works, pursuant to the contract or arrangement by which the work is commissioned, will be owned by KOIC. As a condition of the contract or arrangement, the contractor warrants that KOIC is free to use and adapt the work without infringing any third-party intellectual property rights.

1.3 Course Materials

KOIC retains ownership of all course materials developed for learning and assessment (ELICOS) and training and assessment (VET). Staff and contractors (where applicable) are granted a non-exclusive, royalty free licence to use these materials for education purposes only, provided they do not compete with KOIC.

1.4 Scholarly and Creative Works

Staff members own their scholarly and creative works (such as books, journal articles and artistic works) except when they are developed using KOIC resources or commissioned by KOIC.

1.5 IP Created by Students

Students, as they are not employees of KOIC, generally retain ownership of the IP they create unless:

- It is developed jointly with KOIC staff;
- It uses KOIC-owned resources;
- It is part of an industry project funded by KOIC or third-party;
- A separate written agreement specifies KOIC ownership.

Where a staff member is also a student, the student status takes precedence where the subject matter of the

student's study is similar to the subject matter of the work for which the person is employed.

2. Commercialisation of Intellectual Property (IP)

KOIC reserves the right to commercialise any IP that it owns. If commercialisation occurs, revenue will be shared as follows:

- 50% to the creator(s) (i.e. staff/student)
- 50% to KOIC

3. Protection and Misuse of Intellectual Property (IP)

KOIC staff and students must protect confidential and commercially valuable information and seek written approval before publicly disclosing KOIC-related IP. Misuse of IP will be managed through disciplinary action as per KOIC's Staff and Student Conduct Policies.

4. Dispute Resolution

Disputes regarding IP ownership or use will be resolved through KOIC's Complaints and Appeals Policy and Procedure, with final arbitration by KOIC CEO or Compliance Officer.

Intellectual Property Management

IP Category	Ownership	Use
Staff-created IP	KOIC	Moral rights retained by staff; IP is KOIC-owned unless otherwise agreed.
Commissioned work	KOIC	Contractor warrants freedom from third-party claims.
Course materials	KOIC	Non-exclusive, royalty-license granted to creators for KOIC purposes.
Scholarly/creative works	Staff	Retained unless commissioned or using significant KOIC resources.
Student-created IP	Student	Retained unless jointly create or KOIC-funded; written agreement required otherwise.
Commercialisation	Shared	50% to KOIC, 50% to the creator (staff/student).

- **Disclosure:** Prior written approval from the CEO is required for any public disclosure of KOIC-owned or affiliated IP.
- **Disputes:** Managed via KOIC's Complaints and Appeals Policy with final arbitration by the CEO or Compliance Office

Procedure Summary Table

	Action	Responsible	Timeframe
1	Data Collection and Reporting Collect and enter AVETMISS-compliant enrolment data- Record attendance and academic progress weekly.	SSO / Directors of Studies	Ongoing

2	Regulatory Reporting Submit TVA to NCVER. Submit Quality Indicators to ASQA. Update PRISMS within required timeframes. Submit Annual Declaration of Compliance.	Compliance Officer	As per reporting deadlines
3	Data Integrity & Accuracy Maintain accurate data. Conduct regular audits. Submit data within deadlines.	Compliance Officer	Quarterly audits / Ongoing reporting
4	Data Security & Retention Store data securely in SMS and cabinets. Apply retention schedule. Securely dispose of obsolete records.	Compliance Officer	As required / in accordance with retention rules
5	Staff Training & Accountability Train staff on AVETMISS, PRISMS, and data management. Provide onboarding and annual refresher training.	Compliance Officer / Directors of Studies	Onboarding / Annual
6	IP Ownership and Attribution Identify ownership of IP based on staff, student, or commissioned status. Apply attribution and moral rights protection.	Compliance Officer / CEO	Ongoing
7	IP Commercialisation Evaluate IP for commercial potential. Share revenue (50% KOIC, 50% creator).	CEO	As opportunities arise
8	IP Disclosure and Use Obtain written CEO approval before external disclosure. Prevent misuse and maintain confidentiality.	All staff and students	As required
9	Dispute Resolution (IP-related) Manage disputes via Complaints and Appeals Policy. Final decision by CEO or Compliance Officer.	Compliance Officer / CEO	As required
10	Legislative and Regulatory Monitoring Monitor updates- Log changes in Compliance Register- Communicate updates and revise documents accordingly.	CEO / Compliance Officer	6-monthly and as changes arise
11	Continuous Improvement	CEO / Compliance Officer	As triggered by review or regulatory change

	Raise improvement reports. Update policies and procedures. Update student-facing materials and notify third parties where applicable.		
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Roles and Responsibilities

Role	Responsibility
CEO	Oversee compliance with data reporting obligations and ensure resources are allocated for accurate data management. Ensures compliance with all legislative and regulatory requirements related to intellectual property.
Compliance Officer	Ensure all reports to regulatory bodies are accurate, complete, and submitted on time. Conducts regular audits of data systems to maintain accuracy and identify discrepancies. Manage staff training on data collection and reporting. Oversees implementation and adherence to this policy.
Directors of Studies (ELICOS and VET)	Ensure teaching staff record accurate attendance and academic progress data in alignment with AVETMISS standards. Verify the accuracy and completeness of student progress and assessment records before they are submitted for reporting. Liaise with the Compliance Officer to ensure AVETMISS-compliant data collection and reporting processes are upheld. Provide guidance to teaching staff on regulatory requirements for data collection, including PRISMS updates. Ensure staff and students understand their intellectual property rights and responsibilities.
Student Services Officer (SSO)	Maintain accurate student records in the Student Management System. Ensure timely updates for enrolment changes in PRISMS. Assist with data collection for TVA and Quality Indicator Reports. Manage student records related to intellectual property agreements.
Staff, Contractors and External Partners	Comply with KOIC's intellectual property policies and procedures.

Policy Implementation

This policy is implemented through KOIC's governance, compliance and operational frameworks and is communicated to all staff, contractors, and students via induction, ongoing training, and access to the policy repository. The Compliance Officer is responsible for overseeing implementation, including monitoring adherence through internal audits, data validation processes, and reporting checks. Operational staff are responsible for day-to-day application, ensuring accurate data entry, secure information handling, and appropriate management of intellectual property. Any breaches, risks, or improvement opportunities identified are recorded in the Continuous Improvement Register and addressed in line with KOIC's governance and risk management processes to ensure ongoing compliance and integrity.

Monitoring and Review

KOIC's Information, Data Integrity and Intellectual Property (IP) policy is reviewed every two years, or sooner as required, to ensure alignment with legislative and regulatory updates.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
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V1.0	Feb 2025	New policy for KOIC	CEO	21 Feb 2025	Compliance Officer	Feb 2026
V2.0	July 2025	Merged IP and Data Integrity Policies and updated for new Standards for RTOs 2025	CEO	14 July 2025	Compliance Officer	July 2027
V2.1	Apr 2026	Re-brand of policy to KOIC	CEO	1 Apr 2026	Compliance Officer	Apr 2028

Policy and Document Information

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