



# Copyright Policy

This Copyright Policy outlines the approach of Stanfords Training to the use, ownership, and protection of intellectual property. This policy operates in accordance with the Copyright, Designs and Patents Act 1988 and relevant UK legislation on intellectual property. It applies to all staff, learners, contractors, and partners involved in the creation, use, or distribution of educational materials, resources, and assessments associated with our apprenticeship programmes and external qualifications.

Stanfords Training also upholds all copyright, confidentiality, and intellectual property requirements specified by its awarding organisations. All staff and learners must ensure that assessment materials, examination papers, and any other controlled resources issued by awarding bodies are handled in strict accordance with the terms of use and must not be copied, distributed, or shared outside authorised learning and assessment settings.

All original classroom materials, including but not limited to handouts, presentations, assessments, schemes of work, learner guides, digital resources, and exam preparation materials produced by Stanfords Training are the intellectual property of the organisation and are protected under copyright law. These materials may only be used for authorised teaching and learning purposes within Stanfords Training and must not be uploaded or distributed through online platforms, social media, or public file-sharing sites.

Unless otherwise agreed in writing, content developed by employees or individuals during their work with Stanfords Training is owned by the organisation. These materials must not be copied, altered, published, shared externally, or distributed without prior written permission from the organisation's management.

## Use of Third-Party Content

Stanfords Training respects the intellectual property rights of others and expects all staff and learners to do the same. Any third-party content used within teaching or learning must be used in accordance with licensing terms or fall under exceptions permitted by UK law, such as fair dealing for non-commercial educational use.

Staff members must ensure they have appropriate permissions, licences, or use openly licensed resources (e.g., under Creative Commons), and must provide proper attribution where required. Learners are expected to follow the same standards in any work they submit or distribute.



Staff must ensure that any third-party content used within assessments or teaching complies with relevant copyright licences or permissions. Any use of materials beyond what is permitted under the fair dealing exceptions must be supported by written permission or an appropriate licence. The Compliance Manager can provide guidance where clarification is required.

## Learner Responsibilities

Learners are not permitted to copy, share, publish, or redistribute Stanfords Training's learning materials, assessments, or resources outside of their personal study use. These materials are provided solely for the duration of the learner's enrolment and may not be reused for any commercial or unauthorised purpose.

Any copying or use of materials that breaches this policy may result in disciplinary action and, where necessary, legal steps to protect the organisation's rights. Learners may only download, copy, or print materials provided by Stanfords Training for their own personal study use during their period of enrolment. Uploading, sharing, or distributing any training materials, assessments, or other copyrighted resources via social media, messaging groups, or public websites is strictly prohibited.

## Copyright in Commissioned Work

Where Stanfords Training commissions ask third parties to create training materials or assessments, the ownership of the resulting intellectual property will rest with Stanfords Training unless otherwise stated in the contract. Contractors are required to assign any rights in such content to the organisation and confirm that their work does not infringe the rights of others.

Contractors must also provide a written statement confirming that all commissioned work is original, that no third-party materials have been used without permission, and that full copyright ownership is transferred to Stanfords Training upon completion unless otherwise agreed in writing.

## Reporting Copyright Concerns

Any concerns about the use of copyrighted materials, or any suspected infringement, must be reported to the Compliance Manager at Stanfords Training as soon as possible. The organisation will investigate all reports and take appropriate action, including removal of infringing content or, where necessary, notification to relevant authorities.

Any confirmed misuse or unauthorised sharing of copyrighted or assessment materials may be treated as academic or assessment malpractice. Where applicable, such incidents will be reported to the relevant awarding organisation in line with their malpractice and maladministration procedures.



**Effective Date:** 01/11/2025

**Review Date:** 31/10/2026

A handwritten signature in black ink, appearing to read "Dowe", enclosed within a circular scribble.

Signed: