

Careers in Ideas

*Summer of IP* 2023:  
Activity provider registration

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| Thank you for taking part in *Summer of IP*.  Your input will help us attract new talent into the IP professions, improve access for them, and increase our future diversity. |

Please provide some basic information about your proposed event/activity in the form below. There’ll be plenty of time to firm up on the detailed plans; for now we just want to know how many and what types of opportunity we’ll be able to offer. If you’re able to provide more than one type of activity (eg for different types of roles), please fill in a separate form for each – we’ve provided some supplementary copies at the end (Annex II).

Before you commit for definite, we’ll be asking participating organisations/departments to comply with a few basic guidelines to safeguard individual participants’ privacy and wellbeing, the quality of the *Summer of IP* offerings and their alignment with IP Inclusive’s objectives (see “About Careers in Ideas” below).

Other than that, it’ll be up to you what type of activity or event you offer; where, when and for how long it takes place; and the candidates you target (eg school, college or university students).

In Annex I we’ve provided some suggestions for both half- and full-length “taster days”, which we hope will inspire you. Please feel free to create your own plans, however, to suit your organisation, and/or to provide work experience or other types of opportunity for would-be recruits.

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| Your organisation or department’s name |  |
| Its address |  |
| Its main area(s) of business |  |
| What are you able to offer for *Summer of IP* participants?[[1]](#footnote-1) | |
| A taster day/part-day/evening |  |
| A work experience placement |  |
| Other (please tell us more in the “additional comments” section) |  |
| What’s your target audience (eg qualification level, area of study if applicable, type of career interest)? |  |
| Roughly when will the activity/event take place? |  |
| Where will it take place (NB this could be online)? |  |
| How long will it last? |  |
| How many participants can you host? |  |
| **For work experience opportunities**: will participants be paid? |  |
| **For in-person activities & events**: will you be reimbursing participants’ travel expenses? |  |
| What can you tell us about the application and selection process (eg how and by when participants should apply, and your selection criteria)? |  |
| Any additional information you think we should know, or questions you’d like to ask? |  |

### About Careers in Ideas

Careers in Ideas is the outreach arm of IP Inclusive, an initiative which aims to promote and increase equality, diversity, inclusion and wellbeing in the UK’s IP professions (see <https://ipinclusive.org.uk/> and <https://ipinclusive.org.uk/careers-in-ideas/>). The Careers in Ideas mission is to improve awareness of, and access to, IP-related careers, in particular for currently under-represented groups. It provides a range of resources aimed at school, college and university students and their advisers. It has its own website (<https://careersinideas.org.uk/>) and a dedicated mentoring hub (see <https://ipinclusive.org.uk/careers-in-ideas-mentoring-hub/>).

Importantly, Careers in Ideas exists to promote the full range of IP sector careers, including associated business support roles.

IP Inclusive and Careers in Ideas are governed by IP Inclusive Management (IPIM). For information about IPIM, and its contact details, please visit <https://ipinclusive.org.uk/ip-inclusive-management/>.

### About *Summer of IP*

*Summer of IP* is a Careers in Ideas campaign to raise awareness of IP sector careers and offer pre-application opportunities to a wider range of potential recruits. It will comprise a series of events and activities taking place during the summer of 2023. The Careers in Ideas team will provide introductory talks, events with both general and career-specific guidance, and a central listing of all the available activities. We are inviting IP sector employers to take part by providing an activity such as an open day, work experience opportunity, talk or mentoring session, at some point during mid-2023, under the *Summer of IP* banner.

For more information about *Summer of IP*, see <https://ipinclusive.org.uk/newsandfeatures/a-summer-of-ip/>.

# Annex I: Suggestions for taster days/part-days

The following are examples only, and can of course be adapted to suit your organisation, target audience and timings, as well as the particular role(s) you want to introduce people to.

### 1 Insight day (target appropriately to A-level students / university students / graduates)

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| --- | --- | --- |
| **Time** | **What** | **Who** |
| 10:00 | Welcome to firm, office show around, Health and Safety | Office Manager / HR |
| 10:15 | Introduction to the firm and the industry | Office Manager, HR or role rep |
| 11:00 | Trainee experience:   * How got into the industry * What’s enjoyable / what’s challenging * Exam process / experience | Trainee |
| 12:00 | Working in the role:   * Typical day / type of tasks * Give an example – “have a go at something” – use something that doesn’t breach client confidentiality, past exam paper questions etc | Qualified/experienced role rep |
| 13:00 | Lunch | All office |
| 14:00 | Call/meet with trainee in their practice area :   * Educational/work background – how helps in role * Types of work / clients | Trainee |
| 15:00 | Applying to the industry   * Resources, eg Careers in Ideas, IP Careers, UKIPO, WIPO * Typical interview and assessments – have a go at one of the assessments * CV & cover letter tips (ask students to bring their CV to compare)   How’s the day been? | HR / those involved in recruitment |
| 16:00 | Finish |  |

### 2 Insight evening (target appropriately to A-level students / university students / graduates)

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| --- | --- | --- |
| Time | What | Who |
| 18:00 | Welcome to firm, Introductions, Health and Safety | Office Manager / HR |
| 18:10 | What is IP? What are the types of IP? What are the roles? | Office Manager, HR or role rep |
| 18:30 | * Break-out groups to explore specific role in more depth, typical day, type of tasks, training and exam process, what’s enjoyable | Role reps or trainees |
| 19:15 | Ask the panel – Q&A session   * Resources, eg Careers in Ideas, IP Careers, UKIPO, WIPO * Next steps / education/experience requirements / how to apply | Role rep, trainee, HR |
| 20:00 | Finish |  |

### 3 Session ideas

(These can be adapted to suit your target audience and the type of IP sector career you wish to showcase.)

* Welcome
* Introduction to IP
* Types of IP
* IP careers/roles
* Life as a … IP paralegal / trainee / IP solicitor / IP barrister / patent attorney / TM attorney patent examiner / TM examiner, etc
  + a typical day, types of tasks
* Training process/exams
* Types of work
* Types of client
* IP solicitor vs patent/TM attorney vs patent/TM examiner
* Different IP roles at the UK IPO
* Different IP roles at the EPO
* Different IP roles at the EUIPO
* Different IP roles in the judicial system
* Role of a patent examiner at the IPO or EPO
* Role of a TM examiner at the IPO or EUIPO
* Business support roles in the IP sector
* In-house vs private practice
* Practical written exercise – in pairs – eg describe a corkscrew
* Practical exercise – pairs/small groups – TM or design task
* Practical exercise – pairs/small groups – sort the post / prioritise tasks
* Break-out groups to explore types of IP in various products
* Break-out groups to work with trainee on a practical issue/exam-type question
* Ask the panel – Q&A session
* Office tour
* How to apply – qualifications/skills/experience required/desired
* Resources: Careers in Ideas, IP Careers, UK IPO, WIPO
* Typical interview and assessments – have a go at one of the assessments
* CV and cover letter tips (ask students to bring their CV to compare)
* Highlights of an IP career
* Challenges of an IP career
* Equality, diversity and inclusion in the IP sector

### 4 Other Careers in Ideas resources

Careers in Ideas provides a range of resources to help IP professionals in their outreach work: visit our website resources page[[2]](#footnote-2) and filter for “Careers in Ideas” or “Outreach”.

In particular we have:

* A resource pack to help you plan a work experience event for school or university students: <https://ipinclusive.org.uk/resources/work-experience-event-resource-pack/>
* A template lesson plan for introducing sixth form science students to IP and IP sector careers: <https://ipinclusive.org.uk/resources/careers-in-ideas-sixth-form-lesson-plan/>
* A collection of quizzes and resources to use as a fun introduction to IP: <https://ipinclusive.org.uk/resources/careers-in-ideas-intro-to-ip/>

We also have a Careers in Ideas information leaflet, poster and template presentation, to help you spread the word about a wider range of IP-related careers: see <https://careersinideas.org.uk/resources/>.

# Annex II: Supplementary forms (for additional activities & events)

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| Your organisation or department’s name |  |
| What’s the second thing you’re able to offer for *Summer of IP* participants?[[3]](#footnote-3) | |
| A taster day/part-day/evening |  |
| A work experience placement |  |
| Other (please tell us more in the “additional comments” section) |  |
| What’s your target audience (eg qualification level, area of study if applicable, type of career interest)? |  |
| Roughly when will the activity/event take place? |  |
| Where will it take place (NB this could be online)? |  |
| How long will it last? |  |
| How many participants can you host? |  |
| **For work experience opportunities**: will participants be paid? |  |
| **For in-person activities & events**: will you be reimbursing participants’ travel expenses? |  |
| What can you tell us about the application and selection process (eg how and by when participants should apply, and your selection criteria)? |  |
| Any additional information you think we should know, or questions you’d like to ask? |  |

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| Your organisation or department’s name |  |
| What’s the third thing you’re able to offer for *Summer of IP* participants?[[4]](#footnote-4) | |
| A taster day/part-day/evening |  |
| A work experience placement |  |
| Other (please tell us more in the “additional comments” section) |  |
| What’s your target audience (eg qualification level, area of study if applicable, type of career interest)? |  |
| Roughly when will the activity/event take place? |  |
| Where will it take place (NB this could be online)? |  |
| How long will it last? |  |
| How many participants can you host? |  |
| **For work experience opportunities**: will participants be paid? |  |
| **For in-person activities & events**: will you be reimbursing participants’ travel expenses? |  |
| What can you tell us about the application and selection process (eg how and by when participants should apply, and your selection criteria)? |  |
| Any additional information you think we should know, or questions you’d like to ask? |  |

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|  | |
| Your organisation or department’s name |  |
| What’s the fourth thing you’re able to offer for *Summer of IP* participants?[[5]](#footnote-5) | |
| A taster day/part-day/evening |  |
| A work experience placement |  |
| Other (please tell us more in the “additional comments” section) |  |
| What’s your target audience (eg qualification level, area of study if applicable, type of career interest)? |  |
| Roughly when will the activity/event take place? |  |
| Where will it take place (NB this could be online)? |  |
| How long will it last? |  |
| How many participants can you host? |  |
| **For work experience opportunities**: will participants be paid? |  |
| **For in-person activities & events**: will you be reimbursing participants’ travel expenses? |  |
| What can you tell us about the application and selection process (eg how and by when participants should apply, and your selection criteria)? |  |
| Any additional information you think we should know, or questions you’d like to ask? |  |

1. We’ve provided some taster day suggestions in Annex I, but please feel free to suggest other things – let us know in the “additional comments” section what you had in mind. [↑](#footnote-ref-1)
2. See <https://ipinclusive.org.uk/resources/> [↑](#footnote-ref-2)
3. We’ve provided some taster day suggestions in Annex I, but please feel free to suggest other things – let us know in the “additional comments” section what you had in mind. [↑](#footnote-ref-3)
4. We’ve provided some taster day suggestions in Annex I, but please feel free to suggest other things – let us know in the “additional comments” section what you had in mind. [↑](#footnote-ref-4)
5. We’ve provided some taster day suggestions in Annex I, but please feel free to suggest other things – let us know in the “additional comments” section what you had in mind. [↑](#footnote-ref-5)