

COMMONWEALTH DISTANCE TRAINING COURSE
IN
LEGISLATIVE DRAFTING

Licensees Guide

**Commonwealth Distance Training Course
in Legislative Drafting
- Revised Edition 2003 -**

Licensees Guide

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How does the Revised Edition differ from the first version?

1. This Edition is supplied in the form of a Master CD-ROM Disk, rather than in individual hard-copy sets suitable for direct supply to trainees. It is recommended that a hard copy of the disk is printed and retained as the Licensee's file copy. It is intended that Licensees will produce hard-copy materials for distribution to the trainees by printing out from the disk or making photocopies from the file copy. The Materials have not been designed for study on-line or directly from the computer screen, though some Licensees may be able to make the materials available to trainees in those ways. Paragraphs 7 & 8 below describe the Commonwealth of Learning recommendations, and restrictions, on reproduction of the materials.
2. If you do reproduce directly from the disk, the utmost care will be needed to maintain the integrity of the content, the presentation qualities and essential elements (e.g. the copyright statement and page numbering) of the materials supplied.
3. This Edition comprises a full set of the course materials and replaces the first and second versions in their entirety. The currency of the edition is flagged in the footer on each page (other than for certain of the materials in the Materials Book where copyright is held elsewhere), by the addition of "- III (2003)" to the assertion of COL's copyright.
4. Future training programmes using this Course, therefore, should be based on this Edition. We have made changes to the materials throughout, in some instances of a substantial nature. The most important is the addition of four further Drafting Projects to increase the pool (now totalling 32 Projects) from which Licensees can draw. For these reasons, we recommend that previous versions of the Course Text, the Exercises and Drafting Projects (and their suggested answers) should be discarded (including the CD-Rom). The contents of the Materials Book remain largely unchanged.

How can you access the materials on the CD-ROM?

5. The materials on the Master Disk are in Portable Document Format (PDF). They should be accessible on most computers irrespective of the word-processing software in use. We recommend that **Acrobat Reader** be used for this purpose. This programme can be downloaded, without cost, from the Adobe website: <http://www.adobe.co/products/acrobat/readstep2.html>, and is often supplied with other software. Navigation and printing of individual files are straightforward. PDF ensures that the materials retain the form in which they were prepared, as the COL licence requires.

When can you make copies of the Master Disk?

6. The disk is supplied for use by you, as the Licensee; the original should be kept securely, and is not to be altered. You may, and should, make copies of the supplied disk for use when printing or extracting materials.

How should the course materials be reproduced?

7. The materials are intended for the exclusive use by trainers and trainees on your programme. They must be supplied to them in a form that identifies COL's copyright. We are concerned that as far as possible the integrity of the course materials should be maintained. Please take the following into account:

Reproduction of hard copies of the complete Course

- a) If the complete course is to be provided in hard copy, we recommend that the materials are reproduced in the form and format used on the Master Disk.
- b) If practicable, binders should be provided, so that trainees can retain the materials provided intact for use both during and after the training. Binders with four clips are more retentive than those with just two. Depending on their size, separate binders are likely to be required for:
 - Course text & Index
 - Exercises & Exercise Answers
 - Projects & Project Answers
 - Materials
- c) If the course is to be distributed at the start of a distance course, care must be taken to exclude the Project Answers for those Projects that are to be externally assessed. Material distributed for classroom-based training should exclude Project and Exercise Answers. Project Answers should be distributed separately with the assessment of the Project. Exercise Answers should be distributed at the completion of classroom study on the relevant Module section.
- d) Front pages for Binders are available in the relevant Folder. Front pages related to individual Module sections are part of the relevant file. Printing of the various components on different coloured paper is helpful, but not essential.
- e) If parts of the materials are distributed as the training progresses, it is helpful to print them on pre-punched paper for easy addition to the relevant binder.
- f) The audio material should be reproduced in the number of copies that is sufficient either for each trainee or for the trainees to borrow them as required.

Reproduction of hard copies of parts of the Course materials

- a) If your training programme requires trainees to have only part of the materials (e.g. for a short course that concentrates on specific aspects of drafting only), the complete Sections of relevant Modules (and the index)

should be reproduced and distributed (in binders if possible), even though parts are not to be used in the training itself.

- b) The relevant Exercises should be distributed with the Sections to which they relate. If individual Exercises are to be distributed, they (and the suggested answers) should be reproduced from the Master Disk.
- c) Similarly, selected Projects (and the Suggested Answers when subsequently distributed) should be reproduced from the Master Disk.
- d) A binder to retain distributed matter should be provided, where practicable, at the outset of the training course.

Reproduction into an electronic medium

- a) Copies of the complete Master Disk are not to be supplied to individual trainees.
- b) Licensees may deliver course materials electronically (i.e. on-line, via a computer network or on read-only portable disks for access via the trainees' personal computers).
- c) Accordingly, you may extract materials from the Master Disk and copy them to a server, computer or portable computer disk. Copied material should be in the form of complete files as contained in the Master Disk.
- d) But Licensees must take appropriate steps to ensure that the materials are electronically accessible only to those registered as trainees on the Licensee's programme.

Can the materials be used for classroom tuition?

- 8. Licensees may use Example or Exercise Boxes to illustrate points during class exposition. We have displayed many of them to trainees for comment or analysis by means of an overhead projector. For that purpose trainers may reproduce overhead transparencies or computer slides, or display directly, from the Master Disk.
- 9. Licensees are entitled to add materials of their own devising to those taken from the Course. We recommend that these be compiled so as to distinguish them from the Course materials (e.g. different headers and footers, and an appropriate copyright assertion).

To what extent are the materials protected by copyright?

- 10. The preponderance of the materials that comprise the course are under copyright held by the Commonwealth of Learning. This is indicated at the foot of every page affected.
- 11. However, some of the materials reproduced in the Materials Book or used in the Projects are subject to copyright under the law of their country of origin. Permissions have been sought for their inclusion in the materials supplied to you. A general acknowledgement is contained in the Materials Book. If you

intend to reproduce multiple copies of any of those documents that are in the Materials Book for distribution to trainees on your training programme, permission of the copyright holder may be needed.

What information should be provided to the trainees?

12. Trainees should be informed, in writing, at the beginning of the Course, that the materials are Commonwealth of Learning copyright, and are not to be passed on or sold to others. They should be advised that distributed materials should be kept in an orderly form (as indicated in a table of contents). Storage is made easier if you can supply them with all the required binders, in a standard size and suitably labelled, at the beginning of the Course.

What does the Commonwealth of Learning wish to know?

13. Feedback is important to the Course providers, particularly if there are to be further opportunities for revision and improvement of the Course. The Commonwealth of Learning are eager to hear from you about the following in particular:

- how you have integrated the Distance Course into your programmes of training (including information about the training you are providing) and any problems you may have experienced in doing that
- the Course materials you have used and the way they have been put to use as part of your training methodology
- additional materials that you have provided (and the proportion of local to Distance Course matter)
- the parts of the Distance Course that have proved most useful for your purposes or least suited to your needs
- your suggestions for improvements in the methodology and materials of the Course. We are always interested in ideas for new Projects, which we like to test and refine through classroom training.

14. If you consider that the Commonwealth of Learning can offer help in integrating the Course with your training requirements, we shall be happy to hear from you. We are usually able to call upon Keith Patchett and Roger Rose, both experienced trainers in this field and closely involved with the development of the Course.

THE COMMONWEALTH *of* LEARNING
1285 West Broadway, Suite 600
Vancouver, British Columbia
CANADA V6H 3XB