Is the material going to be used for educational or commercial/advertising purposes?

- **Educational**
  - Who created the material?
    - North Metropolitan TAFE
    - Does the material incorporate any works owned by someone else?
      - **NO**
        - Label as follows: © North Metropolitan TAFE, Year of Publication
      - **YES**
        - Assigns copyright to NM TAFE
        - Label as follows: Reproduced by North Metropolitan TAFE with the permission of [insert name of copyright owner]
  - Creative Commons licence
    - Label as follows: Creator's name Source CC Licence

- **Commercial**
  - You CANNOT rely on statutory licence for reproduction. You need permission
  - Who created the material?
    - Someone else
    - Is there a written agreement to copy and/or communicate the material?
      - **NO**
        - Can only copy with limits of statutory licence and can only use internally within NM TAFE
      - **YES**
        - Label as follows: ‘Copied under s 113P of the Copyright Act’ and include sufficient information to enable the copyright owner to be identified.

Adapted from ‘Identifying ownership within course materials flowchart’ by DTWD. CC BY 4.0