



# Attributions within course material

## A guide for WA TAFE Colleges

The correct identification of ownership within course material published by WA TAFE colleges is important. This will include course books/packs and handouts as well as photographs, diagrams or charts that are incorporated into other resources and into online repositories.

The National Copyright Unit recommends TAFEs label or attribute any third-party material copied into TAFE resources.

### Why do we need to label our own material?

The proper identification of material created by TAFE colleges is important, as it is a valuable asset. In addition, labelling assists with the distribution of copyright royalties to their rightful owners under the statutory licence scheme and ensures the Department of Training and Workforce Development (the Department) and Western Australian TAFE colleges do not pay to use material that they own or have permission to use.

### How do we know if we own the material?

TAFE colleges own copyright in all material created by their employees as part of their duties. TAFE colleges also own copyright in material created by someone else, where that person or organisation has agreed in writing to assign copyright in the material they create to that TAFE. For example, a company engaged to write a module on refrigeration might have been required to assign copyright in the module to the TAFE college as part of its contract of engagement.

### Why can't we just include the name of the author?

The author is often different from the copyright owner, and even if the name of the author is included, it is important to include all other copyright information as described throughout this guide. This will ensure it is clear how the material can be used and whether it is remunerable under statutory licences. Uses of material that TAFE colleges own or have a licence to use are not remunerable under statutory licences.



## Labelling course material owned by a TAFE

Course material owned by a TAFE college should be clearly labelled with the copyright symbol, name of the institution and year of publication, for example:

© West Metropolitan TAFE, 2025.

Lecturers should check if their TAFE college has a standard template or copyright statement they can use for TAFE-owned material.



## Third-party content in course material and handouts

Third-party content is content that is not created by the TAFE college's employees. It includes works by students, independent contractors, commercial publishers and government bodies. Third-party content can only be included in resources for students with permission from the owner, under a statutory licence (eg the Statutory Text and Artistic Works Licence) or exception in the *Copyright Act 1968* (Copyright Act).

Resources that contain material copied or communicated under a statutory licence or educational exception should only be uploaded to a password-protected Learning Management System (LMS) and cannot be made publicly available – for example, on a TAFE website. Third-party content cannot be incorporated into promotional, commercial or fee-for-service materials or any material that will be made available on a public-facing website without permission from the copyright owner.



## Attribution of third-party content

If third-party content is included in materials, it needs to be separately attributed. When third-party artistic works – such as illustrations, photographs or charts – are incorporated, the copyright information should be clearly indicated via attribution.

Attributions can be placed near the third-party content, in the footer of the page or on a separate page in the resource, wherever practicable.

See 'Labelling and Attributing (TAFE)' at [smartcopying.edu.au](https://smartcopying.edu.au) for more information.

The referencing style TAFE staff use to attribute and how strictly they apply it is up to the staff member's TAFE and/or their subject area. Staff should check with their TAFE and subject area for the preferred referencing style.

Please note attributions used in these guides align more closely with the APA7 referencing style.



## Attributing material reproduced with permission

When seeking permission to reproduce materials, the TAFE college must ensure this permission allows reproduction of the material, subsequent copying of the material and (if appropriate) communication (eg emailing, placing in a learning management system or shared drive) of the material for educational purposes.

Some copyright owners will specify how they want an attribution to be worded. Attributions should clearly indicate that the TAFE college has permission to reproduce the material, for example:

**'Reproduced and communicated by West Metropolitan TAFE with the permission of Smith Education Australia.'**

This is to ensure the Department is not required to pay additional remuneration to the copyright owner under a statutory licence where TAFE colleges have already directly licensed these from the copyright owners.



## Attributing material used under a statutory licence

When relying on a statutory licence, such as the Statutory Text and Artistic Works Licence or Statutory Broadcast Licence, include enough information in the attribution to allow Copyright Agency or Screenrights to identify the copyright owner and enable remuneration to be distributed appropriately.

Attributions for content copied or communicated under a statutory licence should include as much information as possible.

For images and text copied or communicated under the Statutory Text and Artistic Works Licence, include the name of the author, date of publication, title, edition, publisher and the ISBN and/or ISSN where relevant. The words 'Copied under section 113P of the Copyright Act' should also be included. Please note the word 'section' is often shortened to 's' and the words 'of the Copyright Act' may be left out after the first use. Here is a print attribution example:

**'Copied under s 113P of the Copyright Act. Migan, F. (2017). Urban Landscapes. Planet Oz Publishing. 99876543210.'**

When reproducing material from websites, include the URL address, for example:

**'Copied under s 113P of the Copyright Act. Equine Sanctuary. (2023). A donkey's life [photo]. [www.equinesanctuaryz.com.au/photo/2023-1](http://www.equinesanctuaryz.com.au/photo/2023-1).'**

Broadcast licence attributions should include the program name, channel, date copy made, and URL if from a website. See the following example:

**'Copied under s 113P. Petersen, W. (1995). Outbreak [Film]. Warner Bros. <https://7plus.com.au>. Copied 20 August 2024.'**



## Warning notice

Any electronic works communicated (electronically transmitted in some way eg via an LMS or email) to students and teaching staff under a statutory licence should where reasonably practicable also be accompanied by the following notice:

### Warning

This/Some of this material has been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice.

This notice helps minimise the potential liability for TAFE should somebody use the third-party content in an infringing way. Most WA TAFEs include this notice in the Blackboard shell. An easy way to include this notice is to link to it in your attribution, for example:

'Copied under s 113P of the Copyright Act. Smith, A. (2023). *A donkey's life* [photo]. Equine Sanctuary. [www.equinesanctuaryz.com.au/photo/2023-1](http://www.equinesanctuaryz.com.au/photo/2023-1). [Link to warning notice]'



## Third-party content in commercial material

TAFEs cannot rely on the statutory licence to include third-party materials in resources intended to be produced commercially. Instead, permission or a licence must be obtained in writing from the copyright owner and should be kept on file. This also applies to materials used in advertising or promotion in the public arena.



## Publication of TAFE material by a third party

Third parties should request permission in writing to incorporate any TAFE copyright material into their publications.

Requests should include the following details:

- title or name of the work;
- illustrations or sections within the work;
- purpose and aim of the new work or production, including the format;
- intended target audience and market for the new work;
- intended selling price; and
- if possible, a photocopy or electronic extract of the work.

If the TAFE college grants permission for the content to be used, then they should request that an attribution to the TAFE college be displayed next to the work.

**"Include enough information in the attribution to allow Copyright Agency or Screenrights to identify the copyright owner and enable remuneration to be distributed appropriately."**



## Creative Commons

Creative Commons (CC) is an international non-profit organisation that provides free licences for creators to use when making their work available to the public. CC resources cover a range of material – such as music, film clips, text, clip art and pictures.

Wherever possible, CC or open educational resources (OER) should be used when third-party content is required. See the [Department PDF](#) 'Creative Commons' and 'Creative Commons' Information Pack for Teachers and Students' at [smartcopying.edu.au](http://smartcopying.edu.au).

All CC licences allow works to be used for educational purposes. As a result, teachers and students can freely copy, share and sometimes modify or remix a CC work without having to seek the permission of the creator.

## Using Creative Commons material

When using any CC material, always include an attribution as this is a condition of all CC licences. The National Copyright Unit at [smartcopying.edu.au](http://smartcopying.edu.au) recommends using the TASL acronym to remember what to include in your attribution:

- **T**itle of work
- **A**uthor or creator of work
- **S**ource with link to original
- **L**icence type with link to licence deed

You can rearrange the order of these in your attribution to fit your TAFE referencing style.

In addition, lecturers should adhere to the following guidelines.

- Retain any copyright notices attached to the work.
- Get permission from the creator to do anything beyond the terms of the licence, for example, adapting a work where the licence does not permit this.
- Where changes are made (when allowed), attribute the original work and indicate that changes have been made, for example, 'This activity is an adaptation of the original text, [insert title].'

For further information on attributing CC, see the [Department's PDF](#) 'Creative Commons' and 'How to attribute Creative Commons licensed materials' at [smartcopying.edu.au](http://smartcopying.edu.au).

## Examples of Creative Commons' attribution

Below are two examples of a CC attribution. The first example is written out in full for a hard-copy document. The second is shorter and hyperlinked for a digital document.

Didriks. (2011). *Fruit salad* [photo]. Flickr. <https://flickr.com/photos/dinnerseries/5974332411>. Under a Creative Commons 2.0 Generic License, <https://creativecommons.org/licenses/by/2.0/>.

Or

Didriks. (2011). *Fruit salad* [photo]. Flickr. Under [CC BY 2.0](#) licence.



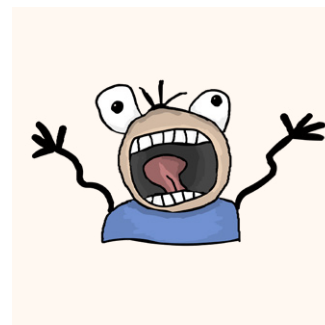
## Using other freely available content

Some sites such as [Open Clip Art Library](#) or [Open Clipart](#) make their content freely available under the Creative Commons' public dedication tool [CC0](#), the public domain. Other sites like [Pixabay](#), [Pexels](#) or [Unsplash](#) provide their material under licences that permit educational use by TAFE colleges.

Despite attributions not being required by these websites, TAFE staff should always include an attribution when using this kind of content, as best practice. Including attributions ensures that the Department and WA TAFE do not pay for content that is free to use under an open licence.

There is flexibility when attributing openly licensed images, below is an example:

Screaming man image: [Creozavr](#). (2016). [Pixabay](#).



When it is not practical to attribute individual images, include a notice in the page footer or on a reference page.



## Examples of attribution and labelling

Copied under section 113P (from a print publication)

Copied under s 113P of the Copyright Act.  
Migan, F. (2017) *Urban Landscapes*.  
Planet Oz Publishing. 99876543210, p. 65.



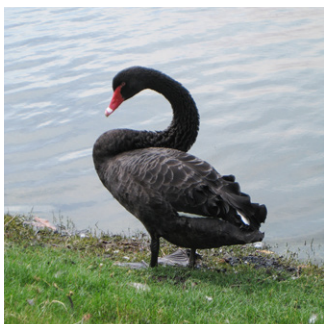
Copied under section 113P (from the internet)

Copied under s 113P of the Copyright Act.  
Equine Sanctuary. (2024). *A donkey's life*  
[photo]. [www.equinesanctuaryz.com.au/photo/2023-1](http://www.equinesanctuaryz.com.au/photo/2023-1).



Licence or permission obtained from  
copyright owner

Reproduced by West Metropolitan TAFE  
with the permission of Planet Oz Publishing.



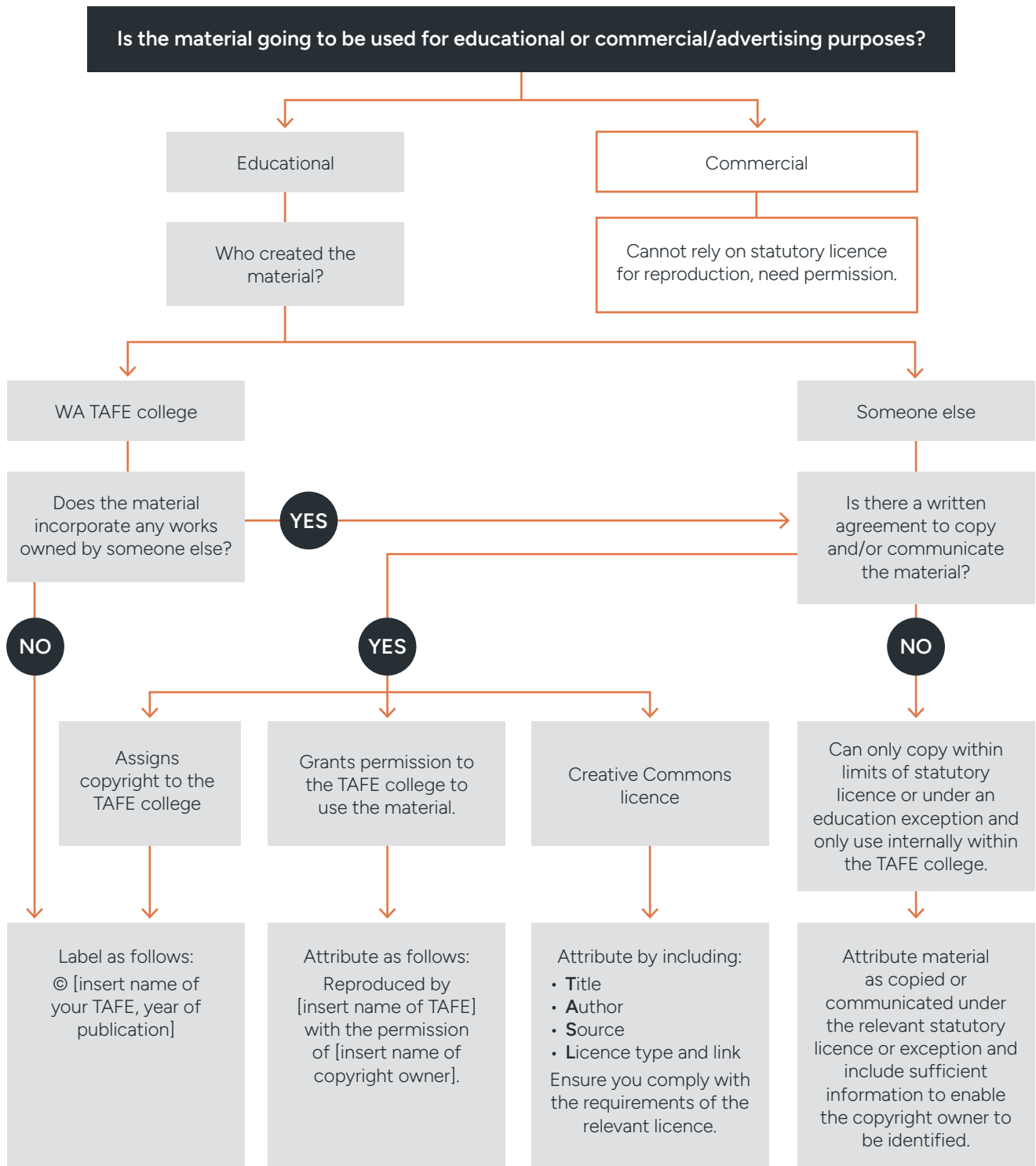
Work owned by TAFE college

© West Metropolitan TAFE, 2025.





## Identifying ownership within course materials flowchart



For more information, see the National Copyright Guidelines available at [smartcopying.edu.au](http://smartcopying.edu.au) or contact [sectorcapability.ip@dtwd.wa.gov.au](mailto:sectorcapability.ip@dtwd.wa.gov.au). Unless otherwise indicated, the text in this resource is licensed under a [Creative Commons Attribution 4.0 licence](https://creativecommons.org/licenses/by/4.0/).

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