

PLAGIARISM POLICY

Our Commitments

As an organisation that certifies learning and achievement, Train'd Up is committed to ensuring the credibility of the qualifications we deliver, along with upholding our responsibilities to learners, employers, and our awarding organisations.

Plagiarism is the incorporation by a learner of material that is not their own for purposes of assessment. This may include copying all or substantial parts of their assessed work from other sources and presenting this work as their own, whether intentional or not.

1. Objectives

The aim of the policy is to ensure all staff understand what constitutes plagiarism, how to avoid it, and how to deal with cases when they arise.

2. Scope

This policy covers all learners studying with us.

3. Key Contact

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Head of Quality and Compliance
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4. Definitions

Plagiarism is where a learner incorporates material that is not their own (this will include copying all or substantial parts of their assessed work from other sources, such as books, CDs, internet sources or other people's work) into their assessment(s), and presenting it as their own, whether intentional or not.

Examples of plagiarism include:

- The deliberate (intentional) copying of work from other learners or sources and presenting it as your own work in formal assessment situations
- Using extracts and / or quotations and / or diagrams and pictures from the work of other learners or sources without any citation or referencing (maybe unintentional plagiarism)
- Buying a paper from an internet source and submitting it as your own;
- Getting someone else to do the work for you
- Giving false information about the source of information used in work
- Copying sections of work from another learner
- Copying/ pasting information from textbooks/the internet without citing the source
- Omitting quotation marks from quotations
- Incorrect referencing.

The increase in Artificial Intelligence (AI) tools (e.g., ChatGPT, Google Bard) has led to the need for an addition to the Malpractice and Maladministration Policy. AI-Assisted plagiarism is the use of AI generated text in assignments and assessments that are submitted towards achievement of qualifications. AI is a powerful tool that can have benefits, for example to help to overcome linguistic barriers, but when used to generate the bulk of an assignment or assessment, is a form of plagiarism and is subject to the same sanctions as standard plagiarism.

If any form of plagiarism (including AI-assisted) of assessments or assignments is suspected, you may be asked questions about the work you have submitted to check your understanding of the assignment / assessment subject(s). If there are still concerns that work has been subject to

malpractice or plagiarism, this will be treated as academic misconduct and will be subject to investigation and possible disciplinary action.

5. Responsibility

Train'd Up are committed to ensuring all its learner facing staff have been trained in how to prevent and detect plagiarism

Learners:

- Should not let others see their coursework as this can amount to collusion
- Should ensure coursework is written in their own words unless quoting a reference
- Understand that using essay banks, essay writing services and sharing work on social networking sites is not acceptable
- Understand that when they sign coursework to authenticate it, they are confirming that this is their own work
- Should consult a plagiarism guide if unclear.

Tutors/Assessors:

- Should ensure the learner is aware of the plagiarism policy
- Should inform the learner that if plagiarism is confirmed this may result in disqualification from the affected unit/whole qualification
- Encourage awareness and use of the plagiarism guides
- Use available technology to check for suspected plagiarism
- Be aware of the risks to data protection of using plagiarisms checkers
- Deal with any plagiarism appropriately.

6. Process For Dealing With Plagiarism:

- If a member of staff suspects plagiarism they should initially discuss their concerns with the learner and seek to verify the learner's understanding of plagiarism, and that the learner can demonstrate that this incident does not constitute plagiarism. If appropriate, further evidence/ resubmission should be requested to show their competence/ knowledge in the area identified. This issue should then be discussed with the Quality and Compliance Team who will sample the learner's work and report to the Head of Quality and Compliance.
- If the Quality and Compliance Team suspects further incidents of plagiarism that has not been identified by the tutor, the coursework will be referred, and the process outlined in 'A' is repeated. If appropriate more training will take place with the tutor. The Quality and Compliance Team will then amend the rationale for that qualification, if appropriate. This issue should then be discussed with the wider Quality and Compliance Team who will decide on the next course of action.
- The Train'd Up Quality Assurance Team will record and monitor plagiarism issues.
- If appropriate the learner disciplinary procedure will be followed and the Awarding Organisation will be informed where appropriate of any incident of malpractice.
- If the learner disagrees with a decision made by either the tutor or the Head of Quality and Compliance, they can follow the appeals procedure.

7. Director Policy Approval

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors and Senior Management Team.

Signed on behalf of Company Directors:



Name: Alan Wilson

Position: Managing Director

Date: 12/08/2024

END.