



Document History

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Plagiarism Policy

1. Introduction

The aim of this policy is to ensure and encourage candidates to adopt good academic conduct in respect of assessment and ensure candidates are informed of the consequences of academic misconduct.

2. Policy Statement

In all assessed work candidates should take care to ensure the work presented is their own and fully acknowledge the work and opinions of others through proper referencing and citation. It is also the responsibility of the candidates to ensure that they do not undertake any form of cheating or other form of unfair advantage.

3. Scope

This policy applies to all forms of assessment, internal and external.

4. Legislation

The Human Rights Act 1998 applies to the operation of this policy.

5. Responsibilities

All staff has a responsibility to give full and active support for the policy by ensuring:

- a) The policy is known, understood and implemented.
- b) All candidates on all programmes on all levels must be made fully aware by staff of how to reference properly material and learning sources used and researched by candidates
- c) It must be noted that within this policy that malpractice committed by training organisations and candidates will be managed through the malpractice policy. Offences committed by candidates will be managed through the Qualitrain board.

6. Actions to Implement and Develop Policy

6.1. It is appreciated, that the circumstances of individual irregularities and frauds will vary, but it is important that all are vigorously and promptly investigated and that appropriate remedial action is taken. It is an academic offence for an apprentice to act in a manner whereby he/she gains or attempts to gain an unfair advantage. Such acts will be dealt with in accordance with the procedure set out in this policy.

6.2. The determination of whether cheating, plagiarism or other forms of unfair advantage (referred to in this document as academic irregularities) has occurred will be investigated by Qualitrain.

6.3. The facts must be established initially by the Training provider or Employer and subsequently any sanction can be applied which may affect the candidate's overall performance.

6.4. An allegation of cheating, plagiarism or other unfair advantage is not the same as proof of the incident.

6.5. Once the facts have been established, it is then for the Qualitrain to judge the seriousness of the case and to exercise discretion accordingly. All confirmed cases of plagiarism will be presented to the Qualitrain Board that has the ultimate responsibility in issuing the appropriate outcomes.

It is imperative that all Training providers and Apprentice Employers highlight any concerns of plagiarism or academic malpractice to Qualitrain.

Definitions and Examples

There are different forms of "academic irregularity" all of which may be the subject of the procedures described below. However, it is not possible to state categorically that, in all cases, every perceived academic irregularity will be proved once that matter is investigated (e.g. the copying of a design or a work of art may not in all instances amount to plagiarism). Each case will have to be considered on its merits and on the basis of the strength of evidence. The following sections are different types of academic irregularity.

6.6. Cheating - Cheating includes:

- Communicating with or copying from any other candidate during an examination except in so far as the examination regulations may specifically permit this e.g. group assessments.
- Communicating during an examination with any person other than a properly authorised Invigilator or another authorised member of staff.
- Introducing any written or printed materials into the examination room, unless expressly permitted by the examination or programme regulations.
- Introducing any electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations.
- Gaining access to an unauthorised material relating to an examination during or before the examination.
- Obtaining a copy of an "unseen" written examination paper in advance of the date and time for its authorised release.
- In any other way, the provision, or assistance in the provision, of false evidence or knowledge of understanding in examinations.

6.7. Plagiarism – Plagiarism is defined as the presentation of work by others as the writer's own without appropriate acknowledgement. Examples of plagiarism are:

- The inclusion in a candidate's work of more than a single phrase from another person's work without the use of quotation marks and Acknowledgement of the sources.
- The summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- The substantial and unauthorised use of the ideas of another person without acknowledgement of the source.
- Copying the work of another candidate, with or without that candidate's knowledge or agreement.

Candidates should also be aware of AUTO PLAGIARISM which is deemed as a very serious academic offence. "Auto plagiarism occurs where a candidate's own work is re-presented without being properly referenced.

Restriction on the Use of AI in Qualitrain Apprentices' Assignments

Policy Statement: Qualitrain recognises the importance of promoting apprentices' personal growth, critical thinking, and independent learning. In line with this commitment, the use of Artificial Intelligence (AI) tools or systems in the completion of apprentices' assignments is strictly prohibited. This policy aims to uphold the values of integrity, authenticity, and academic rigour within our apprenticeship program.

Prohibition of AI Use: Apprentices are explicitly prohibited from utilising any form of AI tools, systems, or software to complete their assignments, projects, or assessments.

6.8. Collusion – Collusion exists where a candidate:

- Submits as entirely his/her own, with intention to gain unfair advantage, work done in collaboration with another person.
- Collaborates with another candidate in the completion of work which is intended to be submitted as that other candidate's own unaided work.
- Knowingly permits another candidate to copy all or part of his/her own work and to submit it as that candidate's own unaided work.

6.9. Ghosting – Ghosting exists where:

- A candidate submits as their own work which has been produced in whole or part by another person on their behalf e.g. the use of a ghost writing service i.e. buying assignments off the internet;
- A candidate seeks to make financial gain or other material gain by using work, which they have written or produced, available to another candidate.

6.10. Dishonest Practice – The use of any other form of dishonest practice not identified by the above definitions.

7. Procedures used to deal with the above

7.1. Initial Procedure for Course Assessment.

- When an academic irregularity is suspected, the member(s) of Training organisation concerned should first discuss the matter informally with the candidate(s). The candidate will be given the opportunity to present his/her case.
- If the candidate(s) concerned admits to the academic irregularity, then the member(s) of Training organisation or Employer concerned shall report the matter and the outcome to Qualitrain within two working days, for Qualitrain to determine the action to be taken.
- In cases where the candidate admits misconduct the candidate should be required to sign a letter to that effect. The candidate should also be given the opportunity to declare academic misconduct in other work that they have submitted.
- If this informal meeting does not resolve the matter the member(s) of Training organisation and employer concerned should then, within three days or as soon as reasonably practicable following the discovery or allegation, report the matter in writing to Qualitrain. The report should contain full details about the circumstances surrounding the alleged irregularity including, if appropriate, photocopies of the candidate's work.

7.2. Initial Procedure for Examinations.

- Where an academic irregularity is suspected in an examination. The candidate will also be advised by Qualitrain that a full report will be submitted following the examination.
- If the candidate(s) concerned admits to the academic irregularity at the point of being challenged by the Training organisation or Employer will inform Qualitrain within two working days, for Qualitrain to determine the action to be taken.
- If a candidate considers other candidate/candidates to be gaining unfair advantage during an examination, it is the responsibility of the candidate to bring this to the attention of Qualitrain. However, no action can be taken unless the infringement of rules on behalf of the candidate/candidates is subsequently verified by Qualitrain.

8. Candidates Right of Appeal

The candidate has a right of appeal against the decision of Qualitrain in accordance with the appeals Policy (as set out in the Qualitrain Appeals Policy GP08).

9. Monitoring and Evaluation

The Qualitrain will monitor the operation of the policy by:

- a) Receiving appeals received and their outcomes during Governance.

10. Monitoring and Review

Qualitrain will establish appropriate information and monitoring systems to assist the effective implementation of this policy. Qualitrain will ensure that adequate resources are made available to promote this policy effectively and is committed to reviewing this policy on a regular basis.