Plagiarism Policy

Achieve UK Training Ltd
95 Grove Lane, Handsworth, Birmingham, B21 9HF
📞 0121 454 2525 | 📱 07941015599
✉️ contact@achieveuktraining.com
🌐 www.achieveuktraining.com

---

1. Purpose

The purpose of this policy is to:

- Promote a culture of academic honesty and integrity
- Define what constitutes plagiarism
- Provide guidance on how to avoid it
- Outline procedures for investigating and responding to suspected cases
- Support learners in developing original work

---

2. Scope

This policy applies to:

- All learners enrolled on any course or qualification
- All work submitted for assessment (written, digital, practical, or verbal)
- All staff involved in assessment, feedback, or internal quality assurance

---

3. Definition of Plagiarism

Plagiarism is the act of presenting someone else's work, ideas, or words as your own without proper acknowledgement. It includes, but is not limited to:

- Copying text directly from the internet or a book without citation
- Submitting work written by another student or person
- Using AI-generated content without permission or citation
- Paraphrasing someone else's ideas without credit
- Failing to reference sources properly
- Copying from another learner during a test or assessment

Plagiarism can be **intentional or unintentional**, but both are taken seriously.

---

4. Responsibilities

Learners

- Must ensure that all work submitted is their own
- Must use correct referencing methods when using other sources
- Should ask for guidance if unsure about referencing or citations
- Should complete any academic integrity training offered

Tutors & Assessors

- Must educate learners about plagiarism during induction
- Should use plagiarism detection methods (e.g., Turnitin, Grammarly, manual checking)
- Should provide constructive feedback on citation and referencing
- Must report suspected plagiarism using the correct procedure

---

5. Preventing Plagiarism

Achieve UK Training Ltd promotes prevention through:

- Learner induction covering plagiarism and referencing
- Access to support and resources on academic writing
- Providing examples of good citation practice
- Encouraging drafts and feedback before final submission
- Monitoring assessment patterns for repeated or unusual content

---

6. Detection of Plagiarism

Plagiarism may be detected by:

- Assessors during marking
- Internal quality assurance checks
- Plagiarism detection software
- Reports from other learners or staff

---

7. Procedure for Suspected Plagiarism

Step 1: Initial Review

- The assessor informs the Internal Quality Assurer (IQA) or Centre Manager

- Evidence of suspected plagiarism is collected (highlighted text, comparison with source, etc.)

Step 2: Learner Meeting

- The learner is invited to a formal meeting
- They are given the opportunity to explain or clarify
- The meeting is documented and the learner is informed of possible outcomes

Step 3: Outcome and Action

Depending on severity and intent, actions may include:

Severity	Example	Outcome
Minor	Poor referencing	Learner receives a warning and is asked to resubmit
Moderate	Partial copying from sources without citation	Resubmission allowed with guidance
Severe	Full copying or submitting another person's work	Assessment marked as void, possible removal from course

- Repeat offences may lead to formal disciplinary action

---

8. Appeals Process

Learners have the right to appeal any decision regarding plagiarism through the **Academic Appeals Procedure**. Appeals must be submitted in writing within **5 working days** of the decision.

---

9. Record Keeping

All plagiarism cases and outcomes are:

- Logged and stored securely
- Used to identify patterns or training needs
- Made available to awarding bodies upon request

---

10. Review of Policy

This policy is reviewed **annually** or:

- Following awarding body updates
- After any serious plagiarism case
- In response to feedback from staff, learners, or regulators

---

📧 For advice or concerns related to plagiarism, contact:
Email: contact@achieveuktraining.com
📞 **0121 454 2525** | **07941015599**

Policy Owner: Manav Arora
Approval Date: 01/02/2025
Review Date: December 2027