Empowering Futures

# Plagiarism Policy and Procedure

## Purpose:

The purpose of this policy is to uphold academic integrity and ensure that all learner work submitted for assessment is their own. This policy provides clear guidance to learners and staff on what constitutes plagiarism, how to prevent it, how it will be detected, and the procedures for investigating and addressing suspected cases. Empowering Futures is committed to promoting honest work and maintaining the credibility of its qualifications.

## Scope:

This policy applies to all learners enrolled at Empowering Futures and to all teaching, assessment, and support staff involved in programme delivery. It includes all types of qualifications and programmes, whether funded or privately paid, including alternative provision, adult education, teacher training, and vocational learning.

## Policy Statement:

Empowering Futures promotes a culture of honesty, integrity, and respect for intellectual property. Plagiarism is strictly prohibited and will be addressed through transparent, fair, and proportionate procedures. All learners are supported to understand academic standards and are given the tools to avoid plagiarism through proper referencing and evidence-based learning.

## Definition of Plagiarism:

Plagiarism is the act of presenting someone else’s work, words, ideas, images, or research as your own, without proper acknowledgment or referencing. This includes:  
- Copying and pasting content from the internet or books without citing the source.  
- Submitting work written by another learner, tutor, or AI system.  
- Using paraphrased material without giving credit.  
- Purchasing or using pre-written work or assessment answers.  
- Reusing one’s own previously submitted work without permission (self-plagiarism).

## Prevention and Learner Education:

- Learners receive training during induction on plagiarism and academic integrity.  
- All assessment tasks include a reminder about the requirement to submit original work.  
- Tutors embed referencing, citation techniques, and paraphrasing skills into the curriculum.  
- A Plagiarism Awareness Leaflet is issued to all learners.

## Procedures for Detection and Investigation:

1. 1. Detection Methods:

- Tutors and assessors review work for consistency in writing style and check for signs of non-originality.  
- Plagiarism detection tools (e.g., plagiarism checkers or Turnitin, where applicable) may be used to assess similarity.  
- Peer similarities and previously submitted work are monitored and compared.

1. 2. Initial Review and Informal Resolution:

- If plagiarism is suspected, the assessor will notify the Quality Lead and conduct an initial review.  
- The learner will be invited to a meeting to explain their work and offer any clarification.  
- If it is determined that the incident is a result of misunderstanding or poor academic practice, the learner may be offered a resubmission opportunity with support.

1. 3. Formal Investigation:

- For repeated or serious breaches, a formal investigation is conducted by the Quality Lead.  
- Evidence is reviewed, including the original submission, detection reports, and written statements.  
- A meeting is held with the learner and their representative (if desired) to present findings.

1. 4. Outcomes and Sanctions:

- Minor, first-time offences: Learner receives a warning and resubmits work with guidance.  
- Moderate breaches: Learner may be required to resubmit or redo the assessment with penalty marks.  
- Serious or repeated offences: Disqualification from the assessment and possible removal from the programme.  
- All outcomes are recorded in the learner’s assessment record and central incident log.

1. 5. Appeals:

- Learners have the right to appeal a plagiarism decision within 10 working days.  
- Appeals are reviewed by an independent panel, and learners are informed of the outcome within 15 working days.

## Roles and Responsibilities:

- Learners: Must ensure that all work submitted is their own and that sources are acknowledged.  
- Tutors and Assessors: Educate learners on plagiarism and academic integrity; report concerns.  
- Quality Lead: Investigate suspected cases, ensure fair procedures, and maintain records.  
- Centre Manager: Oversee enforcement of policy and ensure reporting to awarding bodies where applicable.

## Monitoring and Review:

- All plagiarism cases are recorded and reviewed termly by the Quality Team to identify trends or training needs.  
- This policy is reviewed annually, or after a serious incident, in consultation with staff and awarding body updates.

## Approval and Review:

Date of Implementation: April 2025  
Next Review Date: March 2026  
Approved by: Rhean White - Director