Plagarism Policy

Liberty Training has an obligation to assessment bodies, its learners, employers and society in general to ensure that the qualifications its learners receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Plagiarism, and other forms of cheating, undermine the value of qualifications for all concerned because they undermine their credibility. If a learner passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly.

For these reasons the college will take appropriate measures to ensure that a learner's work is in fact their own, and that plagiarism and other forms of cheating have not taken place. The college will take action where plagiarism is detected.

What is plagiarism?

"Plagiarism occurs when an author attempts to misrepresent as original, existing and unacknowledged material or ideas from another person, source or (in the case of self-plagiarism) their own work." (PlagiarismAdvice.org)

However, this definition covers a range of degrees of seriousness and intent. Learners may be motivated, for

example, by laziness as well as by a direct intent to obtain a qualification unfairly. In practice, it can also be difficult to distinguish between deliberate plagiarism and failure to acknowledge sources appropriately. There is a clear difference of degree between poor referencing of a quotation and deliberately passing off an entire piece of work with the intention of obtaining a qualification unfairly.

There is also a very clear difference between the learner seeking help with homework or coursework and having someone else do the work on his or her behalf. The latter is cheating and undermines the value of the learner's achievement whether this relates to an internal grading or a recognised qualification.

Whether it is intentional or not, plagiarism presents a problem when it interferes with the accurate assessment of a learner's ability.

Plagiarism in College

Plagiarism in college occurs when learners:

- Copy the work of another learner
- Copy from a source without acknowledging that source (including themselves)
- Download information directly from the internet and pass it off as their own
- Allow someone else to complete work on their behalf

The teaching staff at Liberty Training will ensure that:

- Their learners know where to seek information and how to reference it correctly
- Their own work is referenced correctly
- All submitted work includes a reference section as necessary
- Learners are aware that work should be their own

They alert the Deputy Head of College to any suspicions of plagiarism.

They do not accept information taken from the internet and passed off as learners' own work.

The learners at Liberty Training will ensure that:

- All work submitted is their own
- All sources of information are correctly cited and referenced
- They do not submit information copied or downloaded from the internet and pass it off as their own as they
- recognise this is not acceptable.

Liberty Training will ensure that:

- Learners are taught how to reference so they understand what is required.
- Referencing of work is at an appropriate level for the year group.
- Where plagiarism has taken place the following procedures are followed: -

1) Teacher alerts the Deputy Head

2) Learner is interviewed and parent/carers informed. Learner is given the opportunity to withdraw their work.

At this point, the learner will be given a warning regarding future conduct. This will be logged.

3) Where possible, the learner will be given the opportunity to resubmit work addressing the plagiarism.

4) If the examination is external, the examination's officer will be notified so that exam board

regulations can be followed. This can lead to a learner being withdrawn.