

Policy No: LIEURAPP22019

Policy Name: Plagiarism and Malpractice Policy

1.0 Purpose

The purpose of this policy is to define plagiarism and how it will affect the assessment of any apprentice who is judged to be guilty of it.

2.0 Scope

This policy applies to all apprentices enrolled on apprenticeships provided by LI Europe Ltd. The policy applies to all formal coursework or other assessment material, which contributes to the assessment required for a qualification. In any cases where this policy conflicts with regulations issued by an end point assessor, those regulations will be adhered to.

3.0 Responsibilities

The responsibility lies with the course leaders, tutors, and assessors to ensure their learners are aware of the existence of this policy and that the business regards assessment malpractice as a serious offence. Apprentices should be made aware of what constitutes plagiarism. All courses should ensure that learners understand how to produce work with integrity.

Learners should be made aware of the seriousness with which proven cases of plagiarism and malpractice are dealt with and the likely penalties that may be imposed.

4.0 Description of Plagiarism and Malpractice

Plagiarism consists of presenting someone else's work as your own. Some examples of plagiarism are:

- Reproducing or paraphrasing published material without acknowledgement of the source.
- Copying from the work of another student.
- Undeclared collusion with another student or other party.

Other forms of malpractice include:

- Fabrication of results or evidence.
- Using material or equipment contrary to exam regulations e.g., calculators/electronic devices when not permitted, mobile phones etc.
- Obtaining, receiving, exchanging, or passing on information which would be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions when not permitted.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test.
- The alteration of any results documents, including certificates.
- Cheating to gain an unfair advantage.
- Inappropriate use of artificial intelligence (AI) or any automated tools in completing assessments, examinations and projects. (Refer to below section on Use of Artificial Intelligence)

There are clearly degrees of plagiarism, particularly where published work is concerned. At one extreme there may be a very short section of an assignment which is copied without being properly referenced; at the other extreme an assignment may consist almost entirely of copied work. An important consideration is whether there appears to be a deliberate intention to deceive.

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Procedures for Dealing with Plagiarism

The procedures and penalties will vary according to the degree and seriousness of the offence.

4.1 Use of Artificial Intelligence Guidelines

The use of Artificial Intelligence tools such as ChatGPT may be used appropriately, responsibly, and ethically throughout the practical period of the apprenticeship.

The purpose of the tasks and assessments throughout the apprenticeship are to develop the required knowledge, skills and behaviours to develop occupational competency. Artificial Intelligence, used inappropriately can undermine that learning process. It should not be used as a replacement for the apprentices own learning and development, critical thinking and problem solving. It should not be used in preparation of material for their End Point Assessment.

Apprentices are encouraged to consult with their tutor and/or development coach if they have any questions about the appropriate use of AI tools.

Appropriate use of AI may include

- Gathering information and conducting research relevant to the assessment topic.
- Checking for grammatical and/or spelling errors in written submissions.

Apprentices should be transparent about their use of AI tools in their work. For example

- Acknowledging use of AI tools in their work including the tools used.
- Referencing specific text/data etc generated using AI if used in the submission of their in course assessment
- Be open to questions and challenges about the use of AI in their work.

The inappropriate use of AI

- Completing tasks and assessments throughout the practical period without having competence in the knowledge, skills or behaviours being assessed.
- Submitting work that is generated by AI tools without clear citation or explanation.
- Preparation and submission of any work for the End Point Assessment

Violation of these guidelines may be considered malpractice. The consequences of which are detailed in the next section.

4.2 Minor Plagiarism

This will normally be dealt with by the trainer or assessor, who will advise the student that this has been detected and will refer the work for revision and resubmission. A record of the advice is kept for future reference.

Examples of minor instances of plagiarism are:

- Failure to reference a work properly.
- Failure to acknowledge the source of a very short section of an assignment.
- Evidence of collusion on a minor element of an assignment.

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- Failure to reference work as a collaborative piece where relevant.

4.3 Serious Plagiarism

This will be confirmed by the tutor or assessor and with the Company Director as appropriate. The Company Director will then decide the extent, and significance of the offence.

Examples of serious plagiarism are:

- Failure to heed a previous warning.
- Failure to acknowledge sources for a substantial section of an assignment.
- Copying a substantial section of an assignment from a published work.
- Copying a substantial section of an assignment from the work of another learner, whether with or without that learner's knowledge, including copying from a computer file.
- Enlisting another person or persons to complete an assignment on the student's behalf.
- Use of AI to replace the apprentices own learning and development to achieve the requirements of the KSB's.

Apprentices who are found to have colluded in making their work available to be copied by others will not be deemed to have committed plagiarism but will be required to prove that they have not benefited in any way from this action. If any benefit is perceived, they may be subject to the same penalties that apply to plagiarism.

4.4 Penalties for Plagiarism

4.4.1 Minor Plagiarism

Where an instance of plagiarism has been treated as minor, the work will be referred by the assessor for revision and resubmission. The student will be given an informal warning regarding future conduct. The resubmitted work will be marked on its merits.

4.4.2 Serious Plagiarism

The work will fail completely. This can only be retrieved by submitting a completely new assignment conforming to the assessment criteria, within a specified timescale appropriate to the course.

Serious, wilful plagiarism is regarded as dishonesty and will be subject to the Intervention Procedure.

All cases of plagiarism affecting a learner's grade will be recorded and will be reported to the End Point Assessor and Company Director where this applies.

The right is reserved to award a lower mark than might otherwise have been awarded if this is appropriate to the nature and degree of plagiarism involved and the requirements of the qualification.

5.0 Recording

The submitted work in question will be retained by the Course Trainer to be made available as required for future appeals or intervention procedures.

All instances of plagiarism and malpractice must be reported to the Office Manager for central recording.

6.0 Appeals Procedure

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All decisions affecting a learner's grade will be subject to the Appeals Procedure in the normal way.

7.0 Related Policies

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP20014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director _____ Date _____