



Plagiarism Policy

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Plagiarism Policy

1.0 General Statement

1.1 As part of its recognition as a Centre for Accredited Training and as an accredited training provider, Children in Wales has in place systems and procedures to identify, address and prevent instances of plagiarism.

2.0 Principles

2.1 This policy is designed to ensure equality for all learners who attend accredited training courses provided by Children in Wales.

3.0 Scope of Policy

3.1 This Policy relates to:

- Assessors/Tutors/Trainers, including Associates of Children in Wales involved in delivering accredited training
- Internal Verifiers
- Learners
- Quality Assurance Managers of awarding bodies
- Staff of Children in Wales involved in accredited training provision

3.2 This policy and procedures accompanying it will apply to any accredited training course provided by Children in Wales or its Associates.

4.0 Related Policies

4.1 This Policy should be read in conjunction with the following:

- Children in Wales Accredited Training Policy Series
- Children in Wales Equality Policy

5.0 Guidance

5.1 The guidance, at Appendix 1, sets out:

- The principles which should be followed when making decisions about Plagiarism
- The procedures that should be followed when identifying, addressing and preventing instances of plagiarism

6.0 Appendices

1. Guidance, Principles & Procedures to be followed in relation to Plagiarism

Appendix 1

Guidance, Principles & Procedures to be followed in relation to Plagiarism

1. Introduction

- 1.1 Children in Wales is committed to ensuring fairness in assessment and achievement. Children in Wales is entirely opposed to learners gaining advantage over others by submitting work which is not their own in entirety or part, and without recognition of sources.
- 1.3 Children in Wales works to identify, address and prevent instances of plagiarism. Children in Wales does not accept unfair submission of work by learners, whether intended or accidental.

2. Definition of Plagiarism

- 2.1 Plagiarism is defined as “the failure to acknowledge sources properly and/or the submission of another person’s work as if it was the candidate’s own”¹.
- 2.2 Plagiarism includes the following:
- submitting the whole or parts of another person’s published or unpublished work as their own, or paraphrasing another person’s work, without crediting the original source
 - Copying the work of a past or present learner;
 - Working collaboratively with other learners beyond what is permitted in the assessment guidelines.

3. Preventing instances of Plagiarism

- 3.1 Children in Wales will:
- ensure that staff are aware of the plagiarism policy;
 - ensure that learners are required to confirm that evidence submitted for assessment is their own work;
 - develop and implement procedures to check/validate authenticity of evidence as part of the assessment and internal verification process;
 - provide guidance to learners about appropriate referencing of sources of information;

¹ Guidelines for dealing with instances of malpractice, Joint Council for Qualifications, 2009

- reduce opportunities for plagiarism wherever possible i.e. by altering assessment activities over time, using controlled assessment etc;
- operate an effective plagiarism policy, with which learners are familiar and which applies to all learners using Children in Wales units or qualifications;
- operate systems that ensure learners cannot access other learners' work held electronically or on networked computers;
- monitor learners' work via assessment and internal verification processes to ensure that the plagiarism policy is being adhered to;
- apply their appeals procedure, with which learners are familiar and which is applied to all learners using Children in Wales units and qualifications.

3.2 The Children in Wales Plagiarism Policy should be robust and ensure that unfair submission of work by learners, whether intended or accidental is eliminated.

3.3 Guidance should be provided to learners about appropriate methods to reference sources of information. All learners should be required to confirm that evidence submitted for assessment is their own work.

3.4 Children in Wales is responsible for developing and implementing procedures to check/validate authenticity of evidence as part of the assessment and internal verification process. Wherever possible opportunities for reducing the opportunities for plagiarism should be developed i.e. altering assessment activities over time, using controlled assessment etc.

4. Appeals against Plagiarism decisions

4.1 An effective appeals procedure should be in place, with which learners are familiar and which is applied to all learners using Children in Wales units and qualifications.

5. Monitoring the Plagiarism Policy

5.1 In the first instance, Children in Wales' internal verification processes should identify and address instances of plagiarism.

5.2 Children in Wales monitors the outcomes of the internal verification processes and the occurrences of plagiarism via the external verification and quality review processes.

5.3 Children in Wales investigates any instances of plagiarism.

- 5.4 Where plagiarism is identified, this may result in delaying or refusing the award of credit for the learner(s).