



Plagiarism Policy

Integer Training adopts and respects the Plagiarism Policy. It expects all delivery staff to subscribe to the values of this Policy and uphold its principles and sentiments at all times.

The aim of this Policy is to support professional, responsible, and ethical practice.

Plagiarism is a serious academic offence and learners are responsible for educating themselves about it. Every year, learners are withdrawn from their studies for committing plagiarism. This policy is designed to explain what plagiarism is, the consequences it brings, and how to avoid it.

There are 5 main types of plagiarism:

1. **Global plagiarism:** copying someone else's work word-for-word. For example, a learner presents a piece of work that someone else has written for them, or they have copied from a peer/online source without including citation of any source. This type of plagiarism is serious; it shows deliberate intent to cheat and therefore the consequences will match the seriousness of the offence; this will usually mean exclusion from learning.
2. **Verbatim plagiarism:** copying and pasting someone else's work. This is similar to global plagiarism but rather than being entirely someone else's work, it is where text contains partially copied sentences or structures. To avoid verbatim plagiarism, learners should make references to their sources and/or put any copied text/s into quotation marks, and include citation/s.
3. **Paraphrasing plagiarism:** rewording someone else's work to present the ideas as your own, without giving credit, i.e., you write the ideas of others as if they were your own. This is a common type of plagiarism. To avoid plagiarism when paraphrasing learners simply need to cite sources.
4. **Patchwork plagiarism:** combining copied and original work without proper citation. In the case of patchwork plagiarism learners have included ideas, phrases and texts from multiple sources and incorporated them into a new text but failed to include their sources.
5. **Self-plagiarism:** submitting your own work that you have already submitted elsewhere. This may be work that you completed at a different time/location/level or in a similar subject area that is being presented as a new piece of work.

Some plagiarism is accidental. Learners simply do not understand how to properly quote and cite their sources. Therefore, it is important that learners are continually made aware of plagiarism and its consequences, and delivery staff are vigilant in their detection of plagiarism.

Avoiding plagiarism is simple. Learners should be advised to:

1. Keep track of all the different sources of information they are using to collate a response,
2. Include references to source/s wherever they have been included in text, using quotation marks if text is being quoted word-for-word,
3. Credit original author/s in reference list/s in an appropriate part of the piece of work,
4. Use plagiarism checker/s to ensure that plagiarism rules are not being violated, before you submit your piece of work,
5. Have confidence in your own work – show that you have understood what you have learnt,
6. If in doubt, ask your course tutor.

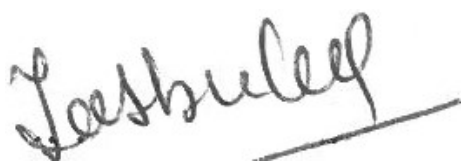
There are three central things learners should know about the consequences of plagiarism:

1. **Plagiarism is an offence.** Tutors / Assessors are expected to report all instances of plagiarism to Integer, which then initiates a review of its own. In other words, in addition to dealing with the course tutor / assessor, learners who plagiarise must also deal with the possibility of having to deal with the Awarding Body. Learners found guilty of plagiarism will have to face the consequences of being withdrawn from the course. Certification may not be recommended, or an issued certificate could be revoked in the case of serious plagiarism being discovered/proven. Action can be retrospective.
2. **Plagiarism in most instances is easy to identify and expose.** The very force that makes plagiarism easy and tempting to some learners, the internet, makes its detection easy. Most tutors / assessors can locate the source of suspected plagiarism within a few minutes of checking; tutors should make learners aware that they have access to a range of effective tools for detecting plagiarism.
3. **All parties to plagiarism are considered equally guilty.** If you share your coursework with another student and he or she plagiarises it, you are considered as guilty as the one who has plagiarised your work, since you enabled the plagiarism to take place. *Under no circumstances should a learner make his or her coursework available to another learner unless the tutor / assessor gives explicit permission for this to happen.*

Learners who plagiarise are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. ***The message is simple....avoid plagiarism at all costs!***

The Senior Management Team will be responsible for implementing and monitoring the effectiveness of this policy. It is, however, the duty and responsibility of all employees working for Integer Training Limited, in whatever capacity, to promote the Plagiarism Policy within their own spheres of responsibility.

Declaration: I will review and revise this policy as necessary and at regular intervals:

A handwritten signature in black ink, appearing to read 'Jasbir Behal', with a horizontal line underneath it.

Signature of Jasbir Behal, Managing Director, Integer Training Ltd

Date: 9 January 2025

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