

Plagiarism Policy

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Policy Statement

This policy aims to set out the position of Encompass around plagiarism and to state staff and learner responsibilities in this area.

This document aims to:

- Define the term 'plagiarism'.
- Explain why plagiarism is unfair and not acceptable
- Set out the commitment of Encompass to prevent plagiarism
- Advise of action to be taken on detection of plagiarism
- Advise how impact of this policy will be measured and monitored

Policy Scope & Purpose

Introduction: What is Plagiarism?

Plagiarism is dishonest and a form of cheating. Neville (2007) defines plagiarism as:

"A practice that involves knowingly taking and using another person's work and claiming it, directly or indirectly, as your own."

This definition is very wide and covers a range of degrees of seriousness and intention. Learners may plagiarise the work of others on purpose to obtain a qualification unfairly. Alternatively, learners may plagiarise unintentionally out of not knowing how to record research from web sites and text books. Whether it is intentional or not, plagiarism presents a problem when it interferes with the accurate assessment of a learner's knowledge and skills.

Our Policy on Plagiarism

Encompass have an obligation to the awarding bodies, the learners, the employers and society in general, to ensure that plagiarism does not allow learners to attain qualifications that do not accurately represent their own knowledge and skills.

Encompass Group

Plagiarism undermines the value of qualifications for all concerned. If a learner achieves a qualification by unfair means then this is also unfair to all other learners who achieve the same qualification fairly.

Plagiarism may also be seen as a breach of trust between staff and learners, and between individual learners. Furthermore, it may suggest a disregard for values such as honesty and fairness, which may affect relationships between employers and apprentices.

For these reasons, Encompass will take all appropriate measures to ensure that learners' submitted work is their own, and that plagiarism and other forms of cheating have not taken place.

It is the responsibility of all learners and staff to ensure that learners' submitted work, especially for the purposes of summative assessment, is their own work.

Encompass will take appropriate action where plagiarism is detected. This may result in disciplinary action and removal from the programme.

General

Measures to Prevent Plagiarism

Encompass will:

- Train staff in plagiarism prevention and detection
- Inform learners of our position on plagiarism
- Promote an ethos of fairness and appropriate reward for effort
- Ensure that learners are taught how to record research and reference work appropriately
- Take disciplinary action as appropriate

Learners are expected to:

- Read and understand Encompass Plagiarism policy.
- Ask staff for help if they do not fully understand the contents of the policy.
- Advise staff of any issues which may impact on their ability to complete their work.
- Refrain from plagiarism.

Impact Measures and Monitoring

Annual review of data on incidents of plagiarism and subsequent outcomes.

Observation of teaching and learning, staff and learner feedback, and staff training.