

Plagiarism Policy including the use of Artificial Intelligence (AI)

Version number	Purpose/Change	Lead	Review date	Next review
3	Annual review to include policy on use of AI	Sandra Wakefield	05.04.2024	April 2025
2	Annual review	Craig Willoughby	07.03.2022	Mar 2023
1	In place	Sam Wilson	Feb 2021	Feb 2022

Table of Contents

Plagiarism Policy	3
Introduction:	3
Definition:	3
Why does plagiarism happen?	4
Implementation:	4
Artificial Intelligence (AI)	5
Staff:	5
Apprentices and learners:	6
How to avoid malpractice when using Artificial Intelligence (AI):	6
Procedure/Actions following identified malpractice / plagiarism (see Appendix 1 also):	7
Record Keeping:	8
Appeals:	8
Review Process:	8
Related Policies:	8
Appendix 1: Plagiarism Process Document	9

Plagiarism Policy

Introduction:

The Company has an obligation to all learners, employers, awarding and end point assessment organisations and society in general, to ensure that plagiarism does not allow learners to achieve qualifications that do not accurately represent their own knowledge and skills.

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 learners.

The Company has high expectations of all learners and will not tolerate plagiarism in any form, and we 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.

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

This policy is relevant to both learner facing and non-learner facing staff.

Definition:

Plagiarism has many definitions but is fundamentally taking someone else's ideas and efforts and presenting them as your own.

Cheating is an act of deceit, fraud, distortion of truth, or improper use of another person's effort to obtain an educational advantage.

Examples of plagiarism include:

- **Verbatim (word for word) quotation** – copying another person's (including another learner's) work with no reference or acknowledgment
- **Cut/copy of material directly from a website/textbook etc.** without reference or acknowledgement
- **Paraphrasing** (altering a few words of another to pass as your own) from books, website or other individuals work
- **Employment/engagement of another person**, professional or other, to produce work on your behalf
- **Collusion** – unauthorised collaboration between learners which unfairly assist learner to produce work which is not purely their own.

Why does plagiarism happen?

Plagiarism is not always intentional, and can often occur through **unintentional** means, whereby a learner has attempted but failed to correctly cite or reference another person's work or text.

Where it is clear that such efforts have not been made and work is identical to or indicates small changes have been made to disguise the copying of another person's work it is classed as **intentional**.

Plagiarism can be prevented by providing a reference which attributes the work to the correct source, regardless of the form that this work takes.

The list below contains common reasons, both intentional and unintentional.

Unintentional reasons:

- Poor understanding of the definition of plagiarism and the rules associated with it
- Incorrect citation or referencing of another person's work caused from a misunderstanding of the correct process
- Insufficient time is given to the completion of a task/ assignment causing mistakes to be made in relation to referencing
- Adopting previous incorrect practice that had been accepted
- Over-reliance on the original source material
- Compensating for poor English language skills
- Being unable to distinguish between intellectual property rights and common knowledge
- Lacking effective study or research skills.
- Failure to determine the difference between class/ group work and individual assessment work.

Intentional reasons:

- Ignorance relating to plagiarism or the belief that they will not be caught
- Not believing that plagiarism is wrong
- Regarding plagiarism as a shortcut to success
- Intentional cheating and passing off of another's work for own ends
- Colluding with another individual or entity to provide work for a person to pass off as their own

Implementation:

It is essential that all learners' work is individual and original. To ensure this, we will:

- provide company policy information on plagiarism at all learner inductions and within the Learner Handbook
- provide learners with access to a standard online plagiarism checker
- use the online plagiarism checker for sampled learner work, or where there are concerns over the content of submitted learner work

- Skills Tutors are responsible for explaining to learners what plagiarism is, the seriousness and implications of what may happen if this is discovered. This should be explained throughout the learner journey from beginning through to final submission.
- Learners are responsible for ensuring that they understand and follow the principles and practices of proper documentation. If in doubt about these matters, learners should consult their Skills Tutor.
- All incidents of cheating or plagiarism identified by a Skills Tutor will be dealt with according to the Plagiarism policy in conjunction with the Malpractice policy.

Artificial Intelligence (AI)

The Company is committed to the promotion and use of learning technology within all our delivery, which aids in the progression of learners studying toward their programmes, however, with the growing misuse of Artificial Intelligence (AI) within learning and assessment, it is vital that both learner facing and non-learner facing staff are aware of the limitations of its use. This document contains information on the acceptable use of AI when completing specific tasks or submission of work.

Staff:

- All Artificial Intelligence (AI) systems must be used in accordance with relevant laws and regulations, in line with Ofsted, ESFA, IfATE and any Awarding Organisation requirements and at all times must meet requirements of the General Data Protection Regulations (GDPR) and the UK Data Protection Act 2018.
- No learner, employer or Company staff details may be uploaded or used within any AI technology, unless permission is gained from relevant senior management/executive member.
- All employees must ensure that AI systems are used ethically and responsibly at all times, ensuring that any and all actions do not cause harm to others or facilitate possible staff or learner malpractice.
- All staff must ensure that all action is taken to identify use of AI within learner work; which may include completion of assignments or projects toward embedded qualifications, short courses, and End Point Assessment (EPA) evidence.
- Where AI is identified within learner work, this must be reported to the relevant QA and line manager, evidenced within feedback to the learner and re-submissions requested, ensuring that learners fully understand the reasoning behind the feedback – see also Plagiarism Policy & Procedure (Appendix 1)
- Where needed, AI may be used by the delivery teams for the development of relevant learning resources, however, there must be full transparency within the use of this.
- Where AI has been used by the delivery team in the development of resources, these must be fully checked by the curriculum lead and quality team, using appropriate and accurate sources to ensure that suggestions from the relevant AI system(s) are correct and up to date.
- Any misuse or abuse of AI systems, which could result in, but is not limited to inappropriate, or illegal activity will not be tolerated at any time. Where this is found, this

is to be reported immediately to the relevant QA and line manager, at which time a full investigation will be carried out.

- Any breach of this, or related policies, will be taken very seriously, which may result in disciplinary action being taken that could result in further action, up to and including termination of employment.

Apprentices and learners:

Use of AI can constitute a number of forms of academic misconduct. It could be:

- i) plagiarism (because you have used a source that you have not identified)
- ii) commissioning (because you have used work produced by another source/software)
- iii) fabrication (if the AI makes up data or experiences that you then rely on)

In the context of online exams, use of generative AI will be treated as cheating and malpractice. We will assume that, by submitting a piece of work for summative assessment, you are representing that work as your own and not the product of generative AI use.

We reserve the right to treat generative AI use as malpractice.

How to avoid malpractice when using Artificial Intelligence (AI):

- Avoid any potential accusation by simply not using AI at all. Until AI is more fully integrated into learning and assessment activities, using it for this purpose runs the risk of potential malpractice.
- Make sure what you submit is not produced, even partially, using generative AI text.
- Keep your draft work and notes. Save different copies of your work as you progress rather than overwriting the same file.
- Keep copies of notes you used, the calculations you made, etc. This will support the learning process you followed in the lead up to the work being submitted.
- Be ready to explain your understanding of the answer and how you produced it. If there is a suspicion, you may be requested to submit a statement detailing how you produced your work.
- Do not use generative AI to correct your own work or improve your expression and language. Doing so increases the risk that you could potentially be accused of having generated the whole piece of work.
- If you do require a form of assistance to produce, proof or check your work then please discuss this with your Skills Tutor prior to completing and submitting the assignment/assessment.

If you have concerns about other learners please notify your Skills Tutor who will address and investigate this.

Procedure/Actions following identified malpractice / plagiarism (see Appendix 1 also):

- If Skills Tutors identify a piece of work that they suspect is likely to have been produced by generative AI, then it may be reported as malpractice.
- All Skills Tutors will document instances where AI is suspected or detected, including specific examples or evidence.
- We may use Plagiarism Detection Software tools like Turnitin, Grammarly, Chat GPT etc which can help identify if learners have copied content from AI-generated sources or online AI portals. These tools compare submitted work against a vast database of academic and online sources to detect similarities.
- We will endeavour to provide alternative learning materials / assessment methods that reduce the risk of using AI platforms.
- Regular training sessions or workshops will be provided to Skills Tutors providing updates on emerging AI technologies and detection methods.
- Skills Tutors should share best practices and experiences of AI detection and response strategies with QA and Curriculum Leads.

Where incidents of plagiarism including the use of AI are identified the following actions will be taken:

First incident:

- the learner will be informed that plagiarism has been identified
- the skills tutor may require the learner to reword the submission or undertake a knowledge-based discussion to confirm the learner's understanding and authenticity of their work or:
- the submitted work will be returned to the learner immediately to be re-done within a specific time period
- the learner will be offered additional support if needed and reminded of *unintentional and intentional* plagiarism reasons
- the learner will be reminded of the Company's Plagiarism policy and of the risk of being removed from the programme should there be any further incidents identified

Second/subsequent incident:

- the learner will be informed that plagiarism has again been identified
- disciplinary action will be instigated which can include removal from the programme
- if extenuating circumstances are identified, the learner will be offered a 'last chance' and additional support to create their own individual work
- all further submitted work will be checked and any further incident will result in immediate removal from the programme
- We will consult with the awarding organisations for further advice where applicable.

Types of disciplinary action:

- **Sanction or failing criteria** – this may be applied if it is found that a learner has intentionally cheated or plagiarised on two or more occasions and has refused to carry out any rework. This may result in a sanction of either a failing criteria for the relevant assessment criteria related to the work or a fail for the course.
- **Probation (warning)** - Conditional permission for a learner to continue on a course, enrol or re-enrol in a course or courses. The terms of this measure will be provided to the learner in a written communication.
- **Removal from Programme**- Immediate removal of a learner from one or more courses/programmes. The terms of this measure will be provided to the learner in a written communication.
- **Exclusion from future programmes** - In future, the learner will not be permitted to re-enrol onto any course or programme. The terms of this measure will be provided to the learner in a written communication.

Record Keeping:

A record of all intentional cheating or plagiarism cases, with appropriate documentation, will be stored confidentially within the Company's quality department.

Notice of the incident(s) will be placed on the learner's record detailing possible sanctions where intentional cheating or plagiarism have taken place.

Appeals:

Learners retain their right to appeal decisions made by the Company in relation to plagiarism. Appeals of the Company's decision to impose sanctions for cheating or plagiarism must be made in writing to us using quality@woodspeentraining.co.uk within 10 working days after the imposition of the sanction.

Review Process:

This policy will be reviewed at least annually, and updates included as required to ensure effective delivery integrity is maintained across all our training programmes.

Related Policies:

- Computer Usage Policy
- Malpractice and Maladministration Policy
- GDPR Policy
- Information Security Policy

Appendix 1: Plagiarism Process Document

