Plagiarism Policy

Purpose

This policy aims to give centres and employers guidance on plagiarism which is the action of presenting the work/evidence/ideas of another as a learner's/apprentice's own work/evidence.

Who does this policy apply to?

This policy applies to all Innovate Awarding staff, approved centres, employers, End-point Assessors (EPAs) and External Quality Advisors (EQAs).

When to use this policy

Use this policy when faced with situations of plagiarism, alleged or otherwise.

The Policy

Whilst it is common and often necessary for learners/apprentices to learn from the work of others (e.g. academic staff, fellow learners/apprentices and published material), it is equally essential that learners/apprentices always acknowledge the source of the ideas and information they use in their work that is not their own. Plagiarism may involve copying from the work of a fellow learner/apprentice, quoting from learning resources or published text, or downloading material from the internet. In these cases, learners/apprentices must clearly state their source. Plagiarism involves not only written work/evidence, but all forms of work/evidence which learners/apprentices may submit for assessment, including artefacts, musical compositions, computer data in electronic form.

Learner/apprentice submissions such as reports, presentations, business projects and portfolios must be produced by themselves. Correctly cited quotes and the use of Artificial Intelligence (AI) can be used to enhance and support the document, but the document itself must be the learners/apprentices own work and not generated by AI.

Innovate Awarding expects all forms of plagiarism to be treated very seriously by staff at centres, and centres should have in place their own plagiarism policy and process for handling suspected cases of plagiarism.

Learners must be made aware of a centre's plagiarism policy and receive information on the commonly used acceptable conventions for correctly acknowledging the source of the ideas and information as part of their course induction.

To reduce the possibility of incidents of plagiarism, assignments should as far as possible be designed to make 'copying' or using the work of others not helpful/appropriate.

Centres should implement a declaration that learners sign to confirm that the work/evidence is their own work.

Centres may consider gaining access to plagiarism detection software which can be used as part of their assignment submission policy or used to regularly run randomised checks on pieces of work to test for possible instances of plagiarism.

Innovate Awarding will check apprentices work that is submitted for end-point assessment for plagiarism.

Generative Artificial Intelligence (AI)

Innovate Awarding recognise that Generative AI such as ChatGPT are new and useful tools being used worldwide.

Apprentices are expected to demonstrate their own knowledge, skills and understanding required for the assessment. This means ensuring that the content reflects their own work. Any use of Generative AI for evidence and assessments must be acknowledged and cited, including what tool has been used and the date accessed (i.e., ChatGPT https://chat.openai.com, 08/11/2023). As Generative AI content is not always accurate or appropriate, it is the responsibility of the learner/apprentice to determine the validity and relevance of any AI output submitted.

In cases where Generative AI has not been cited appropriately, this will be treated as plagiarism.

When using Grammarly or Chat GPT (or any other AI tool) learners/apprentices should only use it for proofreading and minor edits like grammar, punctuation and spelling checks. Substantial changes to content or structure should not be made with AI. Using AI to generate content or significantly altering the meaning of the learners/apprentices work is considered plagiarism.

Examples of unacceptable use of AI:

Generating content:
Using AI to write essays or any substantial content of your project/assignment is not allowed.

Enhancing arguments or ideas:
AI should not be used to rewrite or improve arguments, explanations, or ideas.

Rewriting work to meet word count:
Using AI to shorten work to meet a specific word count is not allowed.

Correcting factual inaccuracies or enhancing content:
AI should not be used to correct factual errors or improve the overall content of work.

Submitting AI-generated text without review:
Submitting text generated by AI without review, understanding, and modification is considered false authorship.

Dealing with cases of Plagiarism

Stages in the process for investigating plagiarism are:

Keeping watch – check learner's/apprentice's work for acknowledgement of sources, varying quality of content, the use of a mixture of vocabulary, spellings, punctuation and presentation.

- Confirming – if you suspect a piece of work has been plagiarised, you must try to locate the source via the internet and/or plagiarism detection software. It is also helpful to speak with the learner/apprentice, ask them questions about the assignment, to assess whether the work is that of the learner/apprentice.
- Reporting – if your suspicions are confirmed, the matter should be treated as malpractice and investigated as such.

Centres must investigate the case following the centre's own published plagiarism policy to establish whether plagiarism has taken place. Where plagiarism is identified, the centre must take appropriate action, investigate, and notify Innovate Awarding.

Regarding detection or suspicion of plagiarism at the point of end-point assessment. The EPA should initially inform the End-point Assessment Managers (EPAMs) who will investigate the claim and if it is deemed that plagiarism has taken place the apprentice will be asked to retake the assessment. In this case the Retake and Resit Policy for that standard will have to be followed.

Appeals

Innovate Awarding expects that most cases will be resolved internally using the centre's own plagiarism policy and procedures, which must be made available to all learners at the start of their programme of learning. However, if the matter has still not been resolved, the case may be reported to Innovate Awarding for adjudication.

If the case has occurred at end-point assessment, then the apprentice can follow Innovate Awarding's Appeals Policy and Process.

Additional Information

Additional information on plagiarism and guidance for Tutors/Assessors can be found on the following useful websites:

http://virtualsalt.com/antiplag.htm
http://www.plagiarism.org
http://www.turnitin.com

Associated policies/documents

- Malpractice and Maladministration Policy and Procedure
- Appeals Policy and Process
- Retake and Resit Policy