


POLICY DOCUMENT

• Plagiarism Policy

Name of Policy	Date Effective	Review Date	Signature
Plagiarism Policy	01 November 2021	01 November 2022	

Plagiarism Policy

Plagiarism, or academic dishonesty, is to take and use someone else's work and present it as your own, for example:

- Copying the exact words of another author.
- Copying another learner's work.

The work of another author includes printed material from books and information from the internet. All work submitted by learners for assessment is accepted on the understanding that it is the learner's own work and that the learners have signed a disclaimer confirming this.

Any learner suspected of plagiarism will be subject to an investigation, usually by someone other than their TLC (e.g. The Internal Verifier or Curriculum Lead).

If, as a result of the investigation, the plagiarism is found to be unintentional or so minor, no further action is required. The TLC will discuss the matter with the learner and explain the need to be careful in order to avoid a suspicion of plagiarism in the future, ensuring the learner has a clear understanding of what constitutes plagiarism.

Deliberate plagiarism will be treated seriously, and penalties will be appropriate to the individual case, for example:

- A piece of work may be regraded.
- A piece of work may have to be resubmitted.

Extensive plagiarism may result in disciplinary action. If in doubt about using work by another author at any time during their studies, learners should ask their TLC for guidance, or consult the FW Solution's Study Skills and Referencing guidelines.

Policy Review

Overall responsibility for this Plagiarism Policy within FW Solutions Ltd and the implementation thereof lies with Sandra J Hardy, Managing Director.

This policy will be reviewed annually or following any new Government guidance by Sandra Hardy, Managing Director, Rebecca Warden, Business Development Director and Janet Williams, Office Manager.

This Plagiarism Policy and Approach is Version 5 and was adopted on 01/11/2021 following annual review.

This Plagiarism Policy and Approach is due to be reviewed on 01/11/2022