

## Plagiarism Policy

Manor Green Apprenticeships is committed to ensuring its students achieve qualifications that fairly and accurately reflect their work and the knowledge and skills they have attained. It has a zero-tolerance policy to plagiarism and cheating in work submitted for assessment.

The Joint Council for Qualifications defines plagiarism as: ‘the failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own.’

From the apprentice’s perspective, this means presenting someone else’s work or intellectual effort as their own by incorporating into their work without properly acknowledging and referencing the source to show where that information originally came from. This information may include any of the following: work, ideas, facts, statistics, graphs, models, paintings, performance, computer code, drawings, quotations of another person’s actual or spoken words, or paraphrases of another person’s spoken or written words.

The majority of plagiarism is unintentional. It can be avoided by making clear where information has been taken from and using a consistent system (as detailed in Manor Green’s induction materials) for citations, referencing and use of a bibliography. Where plagiarism is intentional and repeated, the Apprentice Plagiarism Procedure provides a robust, consistent approach to achieving resolution.

### Links to other documents

- induction pack
- learner withdrawal policy

### Aim

The aim of this policy is to ensure that:

- the work submitted by apprentices is their own;
- both staff and apprentices are aware of their responsibilities to ensure that this is the case;
- that appropriate and consistent action is taken where plagiarism occurs.

Furthermore, by ensuring apprentices are assessed on their genuine understanding and grasp of course material, this policy support the broader aims of Manor Green Apprenticeships in that:

- apprentices are suitably prepared for their chosen career;
- employers gain properly and consistently trained employees;
- qualifications are consistently and fairly delivered.

### Actions and responsibilities

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#### MGA: Plagiarism policy

## Apprentices are responsible for:

- ensuring that written work is their own, and not the product of generative AI (e.g ChatGPT). AI software may be used to plan an answer, but the bulk of the text should be the student's own. Where more than 20% of an assignment is written using AI, the Plagiarism Procedure (Appendix 1) will be followed.
- keeping drafts or evidence of original work until the assignment has been marked. This is so that the assessor ensure that style/grammar improvements made using AI do not count towards the 20%.
- giving credit to the original source of their ideas, using the Harvard Referencing system. Where applicable, written assignments should include a reference list and/or bibliography. Credit must be given for material from books, reports, articles and web sites/pages; quotes; ideas; facts; data and statistics. Credit must also be given for paraphrases of someone's spoken or written words.
- checking their own work to identify and correct any unintended plagiarism before submission.
- being aware that their tutor/teacher/assessor will use online resources as well as their personal understanding of the individual student's writing styles/capabilities to check assignment submissions for plagiarism.
- being aware that they may not present material that has been submitted previously for another assessed module for an assessment as if this material is for first time assessment. If material from a previously assessed module is included, it should be clearly attributed to the original work in the following format: (title of module, author, date of assessment).
- reading the Apprentice Plagiarism Procedure (Appendix 1) to ensure that they understand how any plagiarism, whether intentional or unintentional, will be dealt with. They should note that, although the first instance will be dealt with through an informal hearing (i.e. discussion with the tutor), persistent plagiarism or failure to correctly acknowledge the work of others will be dealt with through formal disciplinary action. They should also note that assessment marks may be deducted for plagiarism, even if the matter is not referred for a formal hearing.

## Assessors are responsible for:

- as part of induction, ensuring all apprentices understand what plagiarism is and are aware of their responsibilities as outlined above.
- as part of induction, ensuring students are aware of, and where necessary are shown how to, use the Harvard Referencing System and other materials to include all used resources in a correctly referenced bibliography.
- ensuring all students are aware of the Apprentice Plagiarism Procedure (Appendix 1) before the coursework period and main examination take place.
- using regular personal contact and online resources to identify cases of plagiarism and/or inappropriate use of AI. Where overuse of AI is likely, they should use more than one AI checker; a screenshot of any findings should be included in the feedback to the student.
- where plagiarism is identified, following and documenting the stages of the Apprentice Plagiarism Procedure (Appendix 1).

## Promoting awareness of this policy

We will raise awareness of this policy via:

- Staff and apprentice induction
- Publication on The School Bus (MGA staff and internal apprentices)
- Publication on Qualsdirect (external apprentices)
- Employer sign up process

## Public Sector Equality Duty (Equality Act 2010)

MGA believes this policy does not prioritise or disadvantage any apprentice, member of MGA staff or partnering employer.

## Monitoring and review

This procedure will be reviewed every two years, taking into account any changes to legislation and guidance.

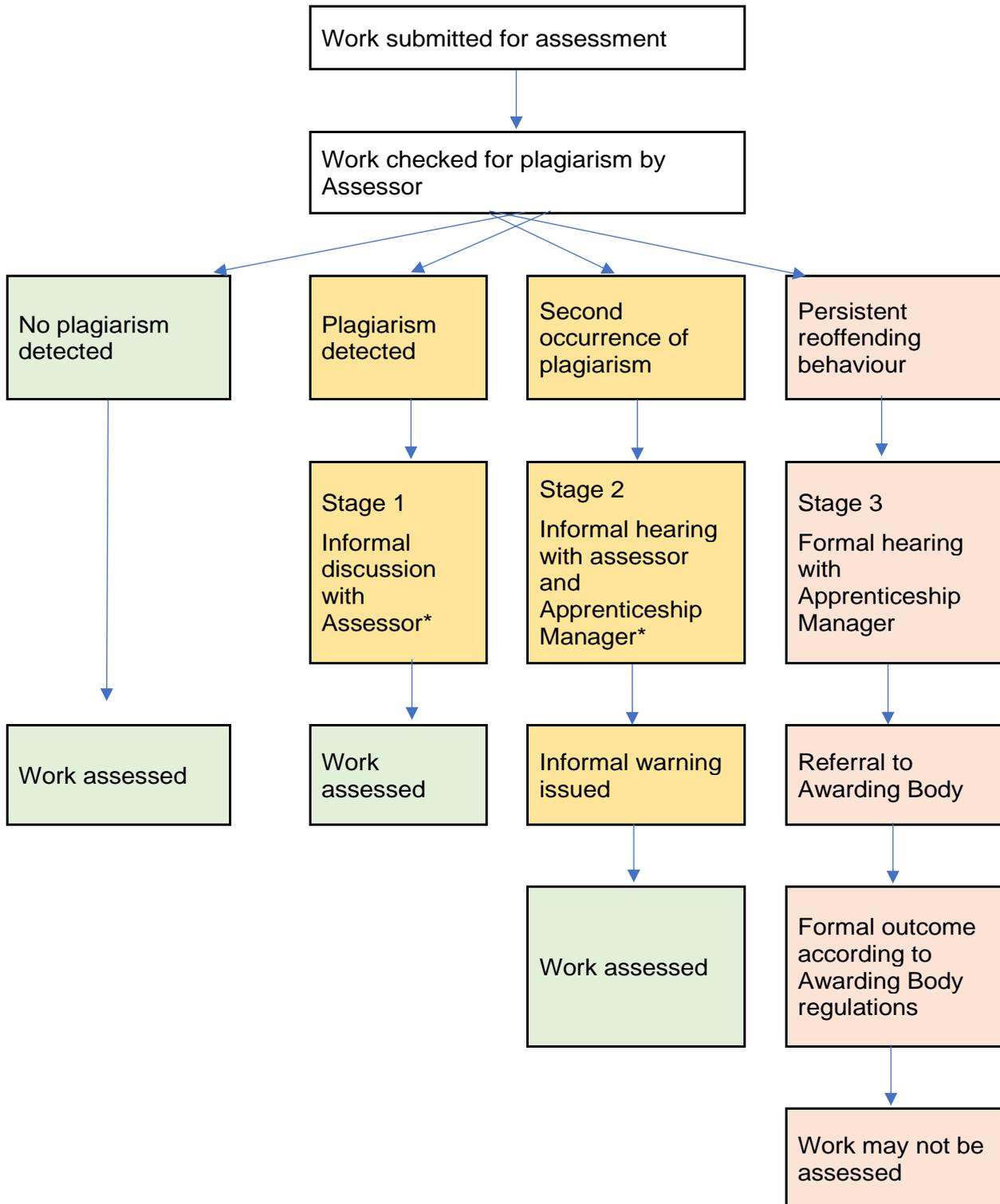
The Local Governing Board approved this policy on 22<sup>nd</sup> May 2025

Signed: Colin Hayfield, Chair of Governors

Signed: Helen Hannam, Headteacher and Principal

<b>Date of review or revision</b>	<b>Description</b>	<b>Author or reviewing officer</b>
October 2022	New policy	Apprenticeship Manager
November 2024	Routine review	Kate Hartup
May 2025	Addition of AI elements	Kate Hartup

## Appendix 1 - Apprenticeship Plagiarism Procedure



\* Support will be given where required to help the apprentice develop their writing style to paraphrase texts and/or use the induction guidance notes on how to reference, use citations, etc.

Flowchart based on [Learner Plagiarism Procedure, IC Training Centre, Plagiarism Policy.](#)

### What is plagiarism?

Plagiarism is when you present someone else's ideas, words or work as your own. Although most plagiarism is unintentional, only original and correctly referenced work can be assessed.

### Key points to remember

The work you submit for assessment must be your own. Your assessor will be able to tell if you have used AI, copied text from the internet, or copied someone else's work.

- **Do not copy large amounts of text word for word from the internet or other sources:** you must put things into your own words. This is a skill that takes practice. If you find it difficult, ask your assessor for help.
- **You must not use AI software (such as ChatGPT) to write your assignments.** You can use AI software to **plan** your answer, but the text must be your own. You may also use AI to improve your grammar and/or writing style.
- **You MUST keep a draft of your work** before making AI improvements to style/grammar.
- If more than 20% of your assignment is written using AI, it may not be marked.
- **You must give credit to the original source of your ideas.** Use the Harvard Referencing system given at induction. Things you must give credit for include:
  - Books, articles and reports
  - Quotes
  - Paraphrases of someone's spoken or written words
  - Ideas
  - Facts
  - Data and statistics

### What to do if you find writing your assignments difficult

- 1) It takes practice to learn to put things into your own words and to use the Harvard Referencing system properly. If you find it difficult, ask your assessor for help.
- 2) It may also be possible to pass an assignment by another method. This needs to be agreed with your assessor, but could include:
  - Professional discussion
  - Work product (e.g. evidence of you meeting assignment criteria in practice)
  - Observation by your assessor or mentor

- Witness testimony (from someone senior to yourself)
  - Recognition of other learning via certification
- 3) If you have evidence of a need for learning support (e.g. a dyslexia diagnosis), your assessor will meet you more often. Normally, this would be identified at your initial assessment, but if your needs change during the apprenticeship, please speak with your assessor.