Learner Plagiarism Guide

Potential powered up

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Author	Group Director of Quality & People		
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DOCUMENT CONTROL

Version	Name	Comment	Date
1.0	G. Dawkes	New issue as Leep Group	30.01.2026

Policy Statement

For the purpose of clarity, the term "Leep" refers to the family of Leep organisations – Back to Work, Leep Trade & Leep Talent.

What is plagiarism?

Plagiarism is the act of using someone else's work or ideas as your own. If you try to pass someone else's ideas/ work off as yours when submitting work to your tutor, without acknowledging where you got the work from, you are committing plagiarism. Copying sentences or paragraphs from other sources, whether other learners' work or from other sources is simply not acceptable. This is defined as academic misconduct. This also includes submitting work that has been produced by Artificial Intelligence.

Examples of other people's work/sources could include language, thoughts, ideas, expressions and images.

How Leep Group will deal with concerns relating to plagiarism

If a tutor/IQA identifies a learner has committed plagiarism or used AI within the work, they have presented for marking the learner will be asked to amend the afore said work. They will need to demonstrate the work is their own. Also, they will be given sufficient time (with a set target date) to redraft the work they have produced, ensuring if they are using research resources, they cite/reference where they have sourced the resources.

For learners that repeatedly submit plagiarized or AI work they will be dealt with in accordance with our Learner Disciplinary Policy.

If a learner disputes the decision of the tutor/IQA then this in the first instance will be reviewed by the tutor and ultimately submitted to an IQA for review.

I confirm I have read the above guidance and am aware of the process I need to follow if the need should arise.

Learner Name: ……..……

Signature:
……

Date: ……