



LEARNER PLAGIARISM GUIDE

Distribution	B2W Learners		
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Reviewed by	Janet Wightman, Lead IQA		
Authorised by	Luke Muscat, Group CEO		
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DOCUMENT CONTROL

Version	Name	Comment	Date
1.0	Alison Dann	New Issue	20.08.19
1.2	Alison Dann	Review	20.08.20
1.3	Helen Anderson	Review	20.08.21
1.4	Samantha Lyall	Review	02.12.22
1.5	Ben Waite	Review and update to group policy	30.09.24
1.6	Janet Wightman	Annual Review	30.09.25

Policy Statement

For the purpose of clarity, the term "B2W" refers to the family of B2W Group organisations – Back to Work Complete Training, BePro, ECTA and Just IT

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 B2W 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: